

CUMBRIA POLICE AUTHORITY

Minutes of a Meeting of the Cumbria Police Authority held at 1.00 pm. on Thursday 16 December 2004 at Police Headquarters, Carleton Hall, Penrith.

PRESENT

Mr R Watson (Chairman)

Mrs K E Brandwood	Mr C S Moth
Mrs S E Donnelly	Mr J Nicholson
Mrs C A Egan	Mrs L L Shaw
Mr T Heslop	Mrs L Slavin
Mr G Humes	Mr W Smith
Mrs M Johnson	Mr I Stewart
Ms J Lashmar	Mr J Woolley
Ms J Manners-Armstrong	

PART 1 – ITEMS CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

87. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr A R M Toft.

88. EXCLUSION OF PRESS AND PUBLIC

RESOLVED, that under Section 100A(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the meeting for consideration of the following Agenda Items on the grounds that they involve the likely disclosure of exempt information as defined in the Paragraphs indicated of Part 1 of Schedule 12A of the Act:-

Item No.	Title	Paragraph No.
14	Telephony Switch Replacement – Initial Business Case	9
15	Record Management System – Outline Business Case	9

89. DISCLOSURE OF PERSONAL INTERESTS

There were no declarations of personal interest in any item on the agenda.

90. MINUTES

The Minutes of the meeting of the Authority held on 10 November 2004 had been circulated with the agenda for the meeting.

RESOLVED, that the Minutes of the meeting of the Authority held on 10 November 2004 be confirmed as a correct record and signed by the Chair.

91. PERSONNEL COMMITTEE

The Chair of the Committee presented the Minutes of the meeting of the Personnel Committee held on 15 and 16 November 2004. He was pleased to inform Members that Mr Rhodes had accepted the offer of the position of Assistant Chief Constable (Management Services) with the Constabulary and would be commencing in post in January 2005.

RESOLVED, that the Minutes be received.

92. POLICING PLAN AND BEST VALUE COMMITTEE

The Chair of the Committee presented the Minutes of the meeting of the Policing Plan and Best Value Committee held on 22 November 2004.

With reference to Minute No 12 (Best Value Review of Information Management and Information Technology – Update) the Chair stated that the Committee had been most impressed by the presentation from the new Director of Information Management and Technology and advised that the Committee would be watching, with interest, the plans and proposals he was putting in place.

The Chair then referred to Minute No 13 (Policing Plan Process 2005-06 – Update) and referred to the Committee's recommendation that the budget and planning cycles be brought in line in time for the development of the 2006/07 budget. In making this recommendation the Committee acknowledged that it would require a considerable effort to achieve this alignment but that the benefits of doing so would far outweigh the difficulties involved in achieving the alignment.

He then thanked the Chief Constable and the Acting Assistant Chief Constable (Management Services) for drawing together in the report for Minute No 14 (Summary of Recent Publications and Plans) the wide range of public documents to which the Constabulary had to make reference in their prioritisation processes for the forthcoming planning round.

RESOLVED, that the Minutes be received and the recommendation concerning the alignment of the budget and planning cycles be approved..

93. AUDIT AND PERFORMANCE COMMITTEE

The Chair of the Committee presented the Minutes of the meeting of the Audit and Performance Committee held on 29 November 2004.

In presenting the minutes the Chair highlighted various issues, including the position concerning work currently being undertaken to support monitoring and implementation of Best Value Review recommendations. Under these proposals the Best Value Team was updating its database of recommendations from Best Value Reviews to produce a single list of recommendations which would be risk assessed and prioritised against a framework. She also brought to the Authority's attention the fact that Members had expressed some concern with regard to the Empowered BCU Best Value Review on which a full report would be submitted to the next meeting of the Policing Plan and Best Value Committee.

With reference to Minute No 52 (Force Performance) the Chair advised that the Clerk & Chief Executive was to write to the Home Office expressing the Committee's concern that both South Cumbria and North Cumbria BCU's were within the same "family" of BCUs. The Chair also advised Members that, together with the Clerk & Chief Executive and the Constabulary's Director of Information Management and Technology, she was to visit West Yorkshire Police Authority in January 2005 to examine the way in which their performance information was presented to the Police Authority.

Two further issues considered by the Committee and highlighted by the Chair were disaster recovery arrangements for pension services and the definitions for front line policing. Both of these issues were being taken forward on behalf of the Committee.

RESOLVED, that the Minutes be received.

94. MEMBERS REPORT BACK

Circulated with the agenda was a report by Mrs L L Shaw on the recent Independent Custody Visiting Association (ICVA) National Conference which had been held at the Assembly Rooms in Newcastle. The Conference had also been attended by a representative from each of the four Cumbria Custody Visiting Panels. The Conference had been most informative. A copy of Mrs Shaw's report was being sent to each Custody Visitor in Cumbria.

The Chairman then advised that he, together with Mr Moth and the Chief Constable, had attended the Annual Association of Police Authorities (APA) Conference in November. The main topic for discussion at the Conference had been Police Reform and the recent Government White Paper.

Mr Moth advised that this was the first time he had attended an APA Conference and he had found it extremely useful to meet colleagues and exchange notes. He had found it comforting to discover that the problems to be addressed in Cumbria were national and not just local and had been heartened that Cumbria was in advance of many other Authorities with regard to performance. Overall this had been a most useful event.

The Chief Constable advised this was also the first time he had attended this particular Conference and he too had found it most useful.

Mr Humes then reported on his attendance at the Gypsy and Traveller Event arranged at Penrith Rugby Club on 27 November which had considerably raised his awareness of issues in this particular area. He advised that Ms Lashmar and Mrs Johnson had also attended the event. Ms Lashmar advised that this had been an excellent event.

Mrs Egan then advised Members of her attendance at an APA Performance Management Group at which many of the issues discussed had revolved around the recently published White Paper. She reported that the Association of Police Authorities had recently published a new booklet on iQuanta entitled "iQuanta; A Police Authority Guide". The Association of Police Authorities web site was also in the process of being upgraded.

The Clerk & Chief Executive advised Members that he and Mrs Egan had recently attended a meeting of the Carlisle and Eden Local Strategic Partnership

RESOLVED, that the report by Members be received.

95. POLICE AUTHORITY ISSUES

(a) Home Office White Paper: "Building Communities, Beating Crime: A Better Police Service for the 21st Century"

The Clerk & Chief Executive advised Members that the release of the White Paper represented a major step in the Government's Police Reform Programme begun by the Green Paper issued in 2003. The White Paper contained many proposals, some of which matched previously suggested ideas whilst others were variants of proposals contained within the Green Paper.

Appended to the report were copies of the Association of Police Authorities review and briefing statements on the White Paper.

RESOLVED, that the report be noted.

(b) Police Authority Meeting Dates 2005/06

As the Authority was considering whether or not to review its Committee and Working Group structure it was considered premature to draft the full diary for the period August 2005 to July 2006. However included within the report were suggested dates for meetings of the full Authority for that period which would form the basis for developing the full diary once the position on the Committee Structure was clear.

Members welcomed the proposed dates for the period September to December 2005. However, some Members indicated that the proposal that all meetings of the full Authority in 2006 be held on a Friday were unacceptable as they had regular commitments on those days.

The Chair proposed that in the circumstances the officers would look again at dates for meetings of the full Authority in 2006.

RESOLVED, that

- (i) the following dates be agreed for meetings of the Authority in the period September to December 2005 –
Monday 26 September 2005 (quarterly meeting)
Thursday 10 November 2005 (provisional date for budget issues)
Thursday 15 December 2005 (quarterly meeting.)
- (ii) alternative dates be identified for meetings of the Authority in the period January to July 2006.

(c) Freedom of Information – Retention Schedule

The Freedom of Information Act came into force in January 2005. To assist with the management of the Authority's records and to ensure full compliance with the requirements of the Act a retention schedule had been developed for the Authority's records, a copy of which had been circulated with the report. If approved by the Authority a copy would be published on the web site.

RESOLVED, that the retention schedule be approved.

(d) Committee and Working Group Structures and Terms of Reference.

The Clerk & Chief Executive reminded Members that the possibility of revising the Authority's Committee structure had been raised at the Members Awayday in October and a group of Members had done some initial work on possible revisions to the structure to better align it to the overarching areas identified under the newly developed APA Self Assessment Framework.

In the previous week some leading Authority Members had met with the Chief Constable and officers of the Authority in a scoping meeting for the self assessment process. As a result a series of further meeting had been agreed which would see the process taken forward.

The Clerk & Chief Executive suggested that rather than amending the Authority's Committee structure at this stage it would be more appropriate to undertake the review as part of the self assessment process as it was likely that any changes necessary to the structure would be identified as part of that process.

Members accepted that it was right to postpone the review of the committee structure at the present time. However, some expressed considerable concern at what they felt was a lack of progress with taking forward the self assessment process within the authority. They considered that at the present time there was a lack of an overall timescale within which work was to be undertaken and that background work such as the conducting of a skills audit of a police authority Members and the identification of best practice guidelines should already have been undertaken.

The Chair, Clerk & Chief Executive and Chief Constable assured Members that following the meeting in the previous week actions had been undertaken and that the diaried future meetings would provide both the framework and an audit trail of progress. A considerable amount of work would be needed early in the new year to

drive forward the process and it was the intention to ensure that joint processes were developed involving both the Authority and the Constabulary.

RESOLVED, that the Authority's pending review of its Committee and Working Group structures and terms of reference be deferred for incorporation into the process effected under the APA Self Assessment Framework, before reporting back to the Authority as part of this process.

(e) Citizen Focussed Policing Conference, London, 12 January 2005.

The Home Office was hosting a conference on Citizen Focussed Policing in London on 12 January 2005. Initially invitations to the conference had been limited to the Chairman of the Authority, Chief Constable, Assistant Chief Constable and a representative of a partner agency. However, the Home Office had now indicated that the Authority might send another Member to the conference and the Authority was asked to consider whether it wished to do so.

RESOLVED, that, in addition to the Chairman the Vice Chair be authorised to attend the Citizen Focussed Policing Conference in London on 12 January 2005.

(f) Operational Support Best Value Review – Appointment of Lead Members

On 22 November 2004 the Policing Plan and Best Value Committee had approved the addition of a Best Value Review of Operational Support within the Best Value Review Programme. The Committee had also agreed in principle to the four lead members for the Empowered BCU Review (Ms Donnelly, Mrs Egan, Mrs Johnson and Ms Manners-Armstrong) acting as lead members for the new review. The Authority was asked for formally approve this recommendation.

RESOLVED, that Ms Donnelly, Mrs Egan, Mrs Johnson and Ms Manners-Armstrong be appointed as lead members for the Operational Support Best Value Review.

(g) Police Authority Members of CDRPs

The Clerk & Chief Executive advised Members that one of the key messages contained within the recent Home Office White Paper was the important and to be enhanced contribution which the Government expected from the Crime and Disorder Reduction Partnerships (CDRPs) - which were already constituted under the Crime and Disorder Act 1998 - to make towards beating crime and improving the quality of life in communities.

The Police Reform Act had given enhanced legal status to the basis of Police Authority involvement in CDRPs, although successfully exercising that enhanced cooperative role for the Authority within Cumbria still required more determined development and application from the Authority for its delivery.

At the Annual Meeting in June the Authority had appointed the following Members to CDRPs:-

Barrow	Mr W Smith
Carlisle	Mr R Watson
Eden	Mrs K E Brandwood
South Lakeland	Mr J Nicholson
Allerdale/Copeland	Mr G Humes
(Substitute	Ms S E Donnelly)

Members were asked to confirm the above representation and to consider the appointment of a substitute for each CDRP.

Members noted that the Carlisle and Eden CDRPs had merged, but considered they should still appoint Members to each of the two constituent parts for the present time.

The Chief Constable advised that the Constabulary was happy to support Members of the Authority in a County wide approach to CDRPs and he would liaise with the Clerk & Chief Executive to arrange a suitable time and date for a briefing meeting for the nominated CDRP members.

RESOLVED, that

- (i) the following be confirmed as members and substitutes of CDRPs within the County –

CDRP	Member	Substitute
Barrow	Mr W Smith	Ms J Lashmar
Carlisle	Mr R Watson	Mr T Heslop
Eden	Mrs K E Brandwood	Mr T Heslop
South Lakeland	Mr J Nicholson	Mr I Stewart
Allerdale/Copeland	Mr G Humes	Ms S E Donnelly

- (ii) a date and time be identified for a planning meeting to ensure a more consistent strategic approach by the Authority's representatives on CDRPs.

96. PROVISIONAL LOCAL GOVERNMENT FINANCIAL SETTLEMENT 2005/06 AND AMENDED SETTLEMENT 2003/04

The Treasurer presented a report prepared jointly with the Chief Constable that provided Members with detail on the amended 2003/04 Local Government Financial Settlement and the provisional Local Government Financial Settlement for 2005/06.

On 18 November 2004 the Minister for Local Government and the Regions had presented an Amendment Report to Parliament which had the effect of retrospectively revising and restating the Local Government Financial Settlement for 2003/04. There

was a period of consultation which would run until 11 January 2005, the same date as for the 2005/06 settlement.

The Amendment Report, followed the publication by the Registrar General in September 2004 of revised population data as at mid-year 2001 following the challenge to data accuracy in 2002 and further work undertaken since to provide robust population data to underpin Government policy. The retrospective Settlement for 2003/04 made use of the new data and redistributed both service spending provision and grant as if the new population data had been available to Ministers at the time of the original settlement in January 2003. For the Police Authority there was a net loss totalling £219,200 after taking credit for £183,000 of protection from the "Grant Floor" in the revised distribution for 2003/4. This grant loss would be repaid to the Government in 2005/06 and would fall to be accounted for as part of the 2005/06 Settlement. However there was a "damping" mechanism in the 2005/06 Settlement which had fully offset the loss being reported, though from funds which would otherwise have been available to support next year's Settlement.

In addition the Settlement for September 2004/05 would also be subject to an Amendment Report which Ministers had decided would be announced in November 2005 but which would fall to be accounted for (and recovered) in 2006/07.

Details of the amended Settlement for 2003/04 were given in Appendix 5 to the report.

The Government's provisional Local Government Financial Settlement for 2005/06 had been presented to Parliament by the Minister for Local Government and the Regions on 2 December. This was two weeks later than had been previously stated but the delay had had the benefit of ensuring that the Settlement was able to reflect the additional resources announced by the Chancellor in his pre-Budget Statement made prior to the announcement of the Local Government Settlement. The announcement started a six week period of statutory consultation with local authorities and their associations which would end on 11 January 2005. Ministers had indicated that they would not receive delegations and it was therefore only possible to make written representations, both directly to the Minister and through the APA.

There was an overall increase of 5.9% in the Formula Spending figures illustrated at national level. The Formula Spending Share of funding for Police Services increased by 4.6% and Home Office Police Grant (which met approximately 47% of the cost of the service) increased by 4.4%. Both of these figures were below the 5.75% case put forward by the Association of Police Authorities (APA) as part of the 2004 Spending Review. The amount reserved by the Government as specific ad hoc grant (after deducting for Police Grant) had increased by 9.3% and now accounted for 13% of the total Settlement.

The level of grant awarded by Government obviously had an impact on anticipated Council Tax levels and the Government figures indicated an increase in the band D Council Tax of 3.6% was required to fund the level of grant supported expenditure. However, this would not be reflected evenly across the country or within different types of authorities.

For Cumbria the formula driven elements of the Settlement produced an increase in the amount required to provide policing services in Cumbria (£77.376 million) of £3.890 million (5.4%) over the equivalent figure for 2004/5. However, because Cumbria received over £2million of additional grant from the “grant floor” beyond its formula entitlement in the current year’s Settlement over £1 million of this additional support was absorbed by next year’s Settlement and so less support was required from the “grant floor” to achieve the minimum increase of 3.57% in grant over this year’s figure. This meant that the additional contribution from the “grant floor” mechanism would shrink from £2.024million to £841,000 in 2005/06. After adjusting for the provision to enable repayment of the £219,000 to be redistributed by Government under the 2003/04 Amended Settlement Report, the net increase in supported expenditure was £2.707 million (3.6%) which would support total service expenditure of £78.217 million in 2005/06. Total external grant would increase by £2.246million from £59.637million to £61.883million after setting off the repayment of £219,000 for redistribution under the amended 2003/4 Settlement. However the “grant floor” increase for 2006/07 would be calculated from a lower figure of £61.724 million as 0.025% (£160,000) was being treated as a “one off” payment to reflect special pressures.

For Cumbria, approximately 90% of total net expenditure reflected employment costs including pensions. In addition, as in 2004/05, the Authority needed to incur additional expenditure beyond that covered by service inflation to meet the full year costs of national and local initiatives whose implementation predated the current constraints. In addition to the grant referred to above Cumbria had also been awarded £5.8 million in specific grants for 2005/06, an increase of 12.4% on the figure of £5.16 million in 2004/5.

Advice on capital funding and capital grant was expected within the next week.

The Treasurer reminded Members that they had been kept up to date on the budget outlook for 2005/6 through reports to the Authority in July and September. Appendix 3 to the current report suggested a budget requirement of £89.5 million on a continuation of service basis including committed growth. This represented a budget increase of £3.9 million (4.6%) over the budget of £85.6 million approved for 2004/05 and £4.038 million (4.7%) above the lower figure of £85.462 million “nominated” by the First Secretary as the basis of measuring the increase in next and future years budget and council tax increase. This projection made no allowance for any other revenue initiatives which the Constabulary might bring forward for consideration as part of the budget, or for the revenue cost of funding any new capital projects which might be approved to commence in 2005/06. Nor did it reflect the value of savings to be identified to the Authority by the Constabulary arising out of the 2004 business review.

Appendix 4 to the Treasurer’s report illustrated the amount of overall budget which various levels of Band D council tax would support and the savings which would be required to achieve that level of budget, based upon the implied council tax restraints imposed by the Provisional Settlement. These were only to serve as illustrations and were not forecasts of budget demands.

The Treasurer had tabled a proposed draft response to the Settlement.

In considering the report Members noted that only three Authorities were to receive more than the 5.75% increase which the APA had stated was required to maintain a standstill budget and that in general shire counties and rural areas had not benefited in the same way as urban areas. As a small Force with 90% of its costs related to manpower it was more difficult for Cumbria to identify savings than might otherwise be the case.

RESOLVED, that

- (i) the contents of the report by the Treasurer and Chief Constable and the impact of the provisional settlement for 2005/06 on the policing budget for Cumbria be noted;
- (ii) the impact of the Amendment Report for 2004/05 and the fact that Cumbria Police Authority had been fully insulated against the effect of repaying £219,000 in 2005/06 be noted; and
- (iii) that the Treasurer be authorised, in consultation with the Chairman, to submit representations to the Minister as part of the consultation process in respect of both the Provisional Settlement for 2005/06 and the Amended Settlement for 2003/04.

97. TREASURY MANAGEMENT ACTIVITIES FOR THE PERIOD FROM AUGUST TO NOVEMBER 2004.

The Treasurer presented a report, the purpose which was to report on the Treasury Management Activities which had taken place between August and November 2004 as was required by the CIPFA Code of Practice on Treasury Management.

Members congratulated the officers for their activities in the area of treasury management.

RESOLVED, that the report be noted.

98. BUDGET VARIANCE REPORT

The Treasurer presented a joint report with the Chief Constable, the purpose of which was to provide Members with an updated position of income and expenditure against the revenue and capital budgets as approved by Members for the current financial year.

He reminded Members that the subject matter of this report had been reported to the Audit and Performance Committee in November.

At the present time an underspend of approximately £1million was anticipated on the current year's budget, but this would reduce to approximately £300,000 if the Authority agreed to the commitments identified in the report.

Within the report Members were also asked to approve a new capital scheme valued at £64,000 to provide additional Automatic Number Plate Recognition facilities. The proposal to purchase this equipment would have been submitted to Members as part of the 2005/06 Capital Programme but there was now the possibility of financing the purchase from within budget holders existing resources in the current year.

RESOLVED, that

- (i) the report be noted;
- (ii) the proposals to plan to make contributions to earmarked reserves, subject to the financial position at the year end, as set out in the report, be endorsed;
- (iii) the latest estimates of expenditure against the approved capital programme be approved; and
- (iv) the proposed new capital scheme to provide additional Automatic Number Plate Recognition facilities be approved in the sum of £64,000 to be financed from internal budgets.

99. MEMBERS ALLOWANCES AND REMUNERATION SCHEME – ANNUAL REVIEW.

Members considered a report by the Treasurer which dealt with the annual review of the Members Allowances and Remuneration Scheme.

Two changes were proposed to the Scheme for the forthcoming year. The first was the formalisation within the Scheme of the entitlement of the two lay members which the Authority was required to appoint to misconduct panels to receive the daily allowance. The second proposed change was that the telephone line rental for non-county councillor Members of the Authority be increased to enable them to take the new BT basic broadband, at an estimated additional overall cost to the Authority of £864 per annum..

RESOLVED, that

- (i) the increased rates of allowance payable from 1 September 2004 in line with the indexation provided for within the Scheme be noted;
- (ii) the telephone support available to non-council Members of the Authority be increased from the equivalent BT domestic rental to BT basic broadband, at an additional estimated maximum cost to the Authority of £864 per annum;
- (iii) no changes be made in the range of duties and responsibilities qualifying for “special responsibility allowances” as set out in part 2 of schedule 1 to the Scheme;

- (iv) the revised Scheme attached at appendix 2 as the Members Allowances and Remuneration Scheme for the period commencing 1 September 2004 be approved;
- (v) the updated Scheme be advertised in accordance with the Regulations in order to allow for public inspection.

PART II – ITEMS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

100. TELEPHONY SWITCH REPLACEMENT – INITIAL BUSINESS CASE

The Chief Constable presented a report appended to which was the Initial Business Case for the possible replacement of the Constabulary's telephony infrastructure. This matter had been considered by the Programme Management Working Group at its meeting on 14 December 2004.

Members indicated their support for the proposed work which they considered essential to ensure the future efficiency of the Constabulary.

RESOLVED, that the Business Case be approved in principle for progression to the next stage of the planning process.

101. RECORDS MANAGEMENT SYSTEM (RMS) – OUTLINE BUSINESS CASE.

In presenting his report, appended to which was a copy of the Outline Business Case for the implementation of a comprehensive operational information system, in the form of RMS, the Chief Constable reminded Members that this matter had been subject of initial consideration at the last meeting of the Authority. This project represented an extremely important development for the Constabulary and would be included as part of the Budget process for the Authority's consideration in January 2005.

This matter had also been considered by the Programme Management Working Group on 14 December 2004.

Members indicated their support for this proposal.

RESOLVED, that the Records Management Business Case be approved in principle for progression to the next stage of the planning process.

In closing the meeting the Chairman offered Members and Officers his best wishes for Christmas and the New Year.

NOT PROTECTIVELY MARKED

The meeting ended at 2.40 p.m.

NOT PROTECTIVELY MARKED