

**HUMBERSIDE POLICE AUTHORITY**

**AUDIT AND STRATEGY COMMITTEE**

**28 February 2006**

<b><u>PRESENT:-</u></b>	Mr R Stuart , JP in the Chair
<b>Elected Members:-</b>	Councillors Brady, Rudd, Stewart and Stroud.
<b>Independent Members:-</b>	Mr J Shipley
<b>Officers:-</b>	Mr J Bates, Director of Performance and Resources, Mr P Goatley, Assistant Chief Officer (Support), Mr A Everett, Head of Professional Standards Branch, Mr M Higinbotham, Finance Manager, Mrs J Smith, Performance and Resources Officer, Mr M Moore, District Audit, Ms C Wilson, North Lincolnshire Council and Ms V Wise, Consultation and Partnership Officer.

The Committee met at Pacific Exchange, Kingston upon Hull.

- 49     **DECLARATIONS OF INTEREST/OFFERS OF GIFTS OR HOSPITALITY** – The Chair reminded Members of the need to record any personal or prejudicial interest in items on the agenda and to disclose any relevant receipt or offers of gifts or hospitality.
- No interests were declared or disclosures made.
- 50     **APOLOGIES** – Apologies for absence were received from Mr Palmerley and Councillor Phillips.
- 51     **MINUTES** – **Resolved** – That the minutes of the meeting of this Committee held on 22 November 2005, having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chair.
- 52     **UPDATE ON MINUTES** – The Director of Performance and Resources referred to minutes 32 and 34 and advised that he had met with Nicholas Long of the IPCC who was in the process of arranging dip sampling training, that would be co-ordinated by South Yorkshire. He advised that he felt it important to take advantage of this offer of training and for as many Members to attend as possible once the dates were known.

He advised that this meeting's agenda did not include the Police Authority

financial statement as a detailed report would be submitted to the Police Authority on 21 March 2006.

**Resolved** – That the updates be noted.

- 53 **(39) ACTION SCHEDULE** – Members received a rolling schedule of actions arising from previous meetings of the Committee.

**Resolved** – That the action schedule be noted.

- 54 **(40) NEW POLICE AUTHORITY WEBSITE** - The Chief Executive submitted a report that informed Members on the development of the new Police Authority website.

The Director of Performance and Resources advised that the contract had been let and staff within the Secretariat identified to be trained. It was hoped that the website would be in place and functional by the beginning of the new financial year. Compatibility with the Force's software had been checked and a hyperlink to the Force's site would be included. In response to a query it was reported that there would be a Members only section.

The Chair referred to a meeting with the IPCC on 27 February and to discussions regarding the amount and type of information included on various Police Authority websites. Reference was made to the importance of looking at best practice and ensuring that those documents that were required to be published, such as the annual audit letter and annual accounts etc. were posted as early as possible.

Members indicated that they would wish to have the opportunity to comment on content and suggest additions/removals. It was reported that pages could be added/removed as necessary and that the programme was user friendly. Technical support, for any major problems, would be paid for by the hour and it was anticipated that, following appropriate training, Secretariat staff would be able to handle the general upkeep.

**Resolved** – That the report be noted.

- 55 **(41) FORCE AUDIT BOARD – AUDIT AND INSPECTION REPORTS AND RISK MANAGEMENT ISSUES** – The Chief Constable and Chief Executive submitted the first of regular reports that summarised the activities of the Force Audit Board and updated Members on the progress of the audits and inspections that had taken place.

The Director of Performance and Resources referred specifically to the Home Office audit of sickness absence with an overall "Good" result, in which some areas had been found to be "Excellent" and advised that a full copy of the

report was available from the Secretariat. He referred to the HMIC Inspection of Professional Standards and to the conscious decision of the Force not to have a proactive unit which had meant that "Poor" was the only rating that could have been received. He reported that this was particularly disappointing as previous ratings had been "Excellent". A full copy of this report was also available from the Secretariat.

He also referred to the need to place greater importance on the integration of risk management and to the proposal to extend the terms of reference of this Committee to reflect this.

**Resolved** – (a) That the contents of the report and the actions taken to strengthen the involvement of the Police Authority in the work of the Force Audit Board be noted; (b) that the "Good" rating following the Home Office Audit of Sickness Absence be noted; (c) that the "Poor" rating in respect of Professional Standards, arising principally from the conscious decision not to create a proactive unit in this area, be noted, and (d) that proposals to extend the terms of reference of the Audit and Strategy Committee to include more extensive engagement in risk management issues be submitted to the Police Authority at its meeting on 21 March 2006.

56

**(42) COMPLAINTS AGAINST THE POLICE AND LETTERS OF APPRECIATION** – The Chief Constable submitted a report that provided details of complaints against the Police and letters of appreciation received during the period 1 October 2005 and 31 December 2005 and that displayed trends in certain areas from 1 April 2004.

The Head of Professional Standards referred to the HMIC Inspection of Professional Standards and advised that he was particularly disappointed by this as, for the previous 2 years, an "Excellent" rating had been received. He referred to the national changes and to the level of resourcing of Humberside Police that had meant that the establishment of a stand alone anti corruption unit was not a priority. Despite the lack of a specific squad, he assured Members that all corruption issues that were reported were dealt with stringently.

He referred to the increase in the number of complaints since 1 April 2004 which had been due to (i) the raised profile of the IPCC, (ii) IPCC statutory guidance and a greater emphasis on recording, and (iii) the changes relating to who could be complained about and who could complain (which had been extended to include witnesses to incidents).

Reference was made to multiple complaints submitted by individual complainants, to the increase in achieving local resolutions, and to the continually high number of complaints within C Division.

The distinction between number of cases and number of complainants was queried and it was reported that it was shown in this way as the Home Office required it to be done this way, however, this could be taken out if it was felt to be helpful. It was requested that comparison with previous years be included within appendix G and Members referred to the increasing incidents of youths causing annoyance.

**Resolved** – That the report be noted.

- 57 **(43) CONDUCT COMPLAINTS: MEMBER DIP SAMPLING OF COMPLETED CASE FILES** – The Chief Executive submitted a report that detailed the key issues that had arisen from the dip sampling visits to Professional Standards Branch between November 2005 and January 2006.

The Performance and Resources Officer (i) reported that the differences in the policy regarding rebailing had been recognised and a lessons learned form sent out; (ii) advised that Guidance and Information was being looked at as a means of communicating future lessons learned, and (iii) requested Members to attend dip sampling visits on 8 March, 5 April, 3 May and 7 June.

She referred to a draft APA guidance document that had been received by the Chair that provided suggestions for dip sampling and how improvements might be made to Police Authorities' oversight role. The Director of Performance and Resources indicated that the IPCC saw this as important and re-iterated the benefit of taking advantage of the IPCC training that was being offered.

**Resolved** – (a) That the issues arising from the November to January dip sampling visits be noted and taken into account in future dip sampling visits; (b) that nominations be made for Members to attend the remaining dip sampling visits, and (c) that a further programme of dip sampling visits be submitted to the first meeting of this Committee after the AGM.

- 58 **(44) DIRECTION AND CONTROL COMPLAINTS: MEMBER DIP SAMPLING OF COMPLETED CASE FILES** – The Chief Executive submitted a report that detailed the key issues that had arisen from the second round of dip sampling visits to the Divisions and Operations/Crime Management Branch in Autumn/Winter 2005.

**Resolved** – (a) That the issues arising from the Autumn/Winter 2005 dip sampling visits be noted and taken into account in future dip sampling visits, and (b) that a further programme of dip sampling of direction and control complaints be prepared for Spring 2006.

- 59 **(45) AUDIT COMMISSION - UPDATE** – The Director of Performance and Resources submitted a report that provided Members with information on

current issues and reports from the Audit Commission.

He referred specifically to the Use of Resources judgements that the Audit Commission would provide that would form part of Baseline Assessments and advised that the Audit Commission would be requesting Police Authorities to provide Key Lines of Enquiry (KLoEs).

Members requested training on self assessment and the Director of Performance Resources advised that he would look into this. Members queried paragraph 10 of the Annual Audit Letter which referred to the Authority having to re-adopt a revised statement of accounts. Mr Moore advised that at the September meeting of the Police Authority a set of accounts had been adopted prior to audit; a revised set had then had to be readopted at the November meeting. The Director of Performance and Resources stressed that, in order to ensure good use of resources, it was important to get the accounts right first time.

**Resolved** – (a) That the report be noted; (b) that the amended Annual Audit Letter and report on the Best Value Performance Plan be received; (c) that the Director of Performance and Resources be requested to provide regular update reports to meetings of this Committee; (d) that Members note the revised arrangements involving the Use of Resources judgement that will form part of the HMIC Baseline assessment; (e) that the Director of Performance and Resources be requested to submit a further report on the District Auditor's audit plan for 2006/07 and the likely level of audit fees for the year; (f) that Members note the proposals to amend the inspection regime for Police Authorities as part of the Police and Justice Bill and await further reports on the implications for the relationship with the Audit Commission, and (g) that the possibility of providing training on self assessment be investigated.

60

**(46) PROVISION OF INTERNAL AUDIT SERVICES TO THE POLICE AUTHORITY** – The Director of Performance and Resources submitted a report that sought approval to extend the Service Level Agreement held with North Lincolnshire Council's Internal Audit Section for the provision of Internal Audit Services to 31 March 2007.

Members requested that costs be included within the next report. The Director of Performance and Resources advised that costs were available and that it was important to ensure that North Lincolnshire had the capacity to deliver what the Authority needed and that if there were any gaps in provision that there were additional resources within the budget to meet them.

The Director of Performance and Resources also commented on the need to bring together all of the Audit resources and for the need for close involvement with the work of the Force Audit Board referred to at minute 55.

**Resolved** – (a) That the provision of Internal Audit Services to the Authority by North Lincolnshire Council be extended to 31 March 2007 be approved; (b) that the arrangements be reviewed in October 2006; (c) that the Director of Performance and Resources be authorised to agree the terms and to complete the necessary Service Level Agreement, and (d) that the reports on the activities of the Force Audit Board be required as a standing item on the agenda of this Committee.

- 61 **(47) HUMBERSIDE POLICE AUTHORITY AND HUMBERSIDE POLICE – INTERNAL AUDIT REPORTS** - The Director of Performance and Resources submitted a report advising Members of the recommendations made by internal auditors on the current systems and procedures adopted by the Humberside Police Authority and Police Force and highlighted recommendations agreed to improve the overall control environment and progress made against actions agreed at previous audits.

Members discussed issues surrounding (i) passwords, which the Director of Performance and Resources advised he would discuss with the relevant officer; (ii) separation of duties, and (iii) tendering for insurance.

**Resolved** – That the report be noted.

- 62 **(48) HUMBERSIDE INDEPENDENT CUSTODY VISITING SCHEME MONITORING REPORT** - The Chief Executive submitted a report that presented a monitoring account of the Humberside Independent Custody Visiting Scheme between 11 November 2005 and February 2006. Attached at Appendix A was an analysis of the visits made and at Appendix B, the number of visits made. The report also outlined proposed changes to the administration of the scheme.

A Member referred to the outstanding action from 14 December and requested that this be expedited. It was reported that feedback was awaited from the Duty Inspector.

**Resolved** – (a) That the report be noted, and (b) that the changes in administration of the scheme and the requirement to no longer need Panel Representatives for certain functions be noted.

- 63 **(49) ANNUAL ACCOUNTS 2005/06** – The Director of Performance and Resources submitted a report that provided Members with information on the procedures that were to be implemented in connection with the closure of the Authority's accounts for 2005/06.

He advised that the Statement on Internal Control had been referred to all Divisional Commanders and Branch Managers who would be required to sign

assurance statements. It was intended to submit the Annual Accounts to the 20 June meeting of the Police Authority, however, a special meeting may be required.

**Resolved** – (a) That the report be noted; (b) that the timetable for the closure of accounts for 2005/06 be endorsed; (c) that the Director of Performance and Resources provide a progress report to the next meeting of this Committee, and (d) that the Statement on Internal Control for 2005/06 be prepared and submitted to the next meeting of this Committee for approval.

- 64** **(50) 2005/06 REVENUE AND CAPITAL MONITORING** – The Chief Constable submitted a report that detailed the position of the approved 2005/06 revenue and capital budgets as at 31 December 2005 (month 9).

The Assistant Chief Officer (Support) referred to the colour coding and three tiered ladder system and Members indicated that they were satisfied with this method of presenting the information.

He advised that a report would be submitted to the March Police Authority showing distinctions between commitments and underspends.

He reported that as at month 9 there was a projected outturn of less than 1% expected. He referred specifically to the issues of rural funding in B and C Divisions and issues relating to D Division and Operations Branch. The issue of efficiency gains was also discussed.

He referred to minute 41 regarding overtime and advised that the current cap was set at £4.44m. Spend to date was currently £2.738m against a profile of £2.9m. There was a projected outturn of £3.75m against the budget of £3.6m. The Home Office cap would not be breached as external funding had been levered in.

**Resolved** – (a) That the report be noted; (b) that the usefulness of the new colour coded grading of financial results across Divisions and Branches be agreed; (c) that reports be received on this issue at future meetings, and (d) that the virements schedule (Appendix E to the report) be approved.

- 65** **(51) TREASURY MANAGEMENT 2004/2005** – The Chief Constable and the Director of Performance and Resources submitted a joint report that provided information on the Treasury Management function during 2004/2005.

**Resolved** – That the report be noted.

- 66** **(52) POLICE PROPERTY ACT FUND** – The Chief Executive submitted a report that informed Members of applications made for funding under the Police Property Act Fund.

Members discussed the applications and Director of Performance and Resources advised that the criteria needed to be reviewed for future applications and that applicants should be asked if their project would still proceed if they were awarded less than they had applied for.

**Resolved** – (a) That the report be noted, and (b) that awards for the following bids, that are in accordance with the criteria for the disbursement of the Police Property Act Fund, be agreed as follows:-

Get Connected	£ 673
Westcliff Neighbourhood Drop-in Centre	£2309
NEL Motor Project	£ 875
Grimsby and Cleethorpes YMCA	£1526
Grimsby and Cleethorpes Sea Cadets	£4040
Hull Rape Crisis	£1010
Humberstone Police Youth and Community Centre	£2020
Grimsby and Scunthorpe Rape Crisis	£1588.

- 67 **(53) HUMBERSIDE ASSOCIATION OF NEIGHBOURHOOD WATCH GROUPS (HANWaG) – SERVICE LEVEL AGREEMENT QUARTERLY MONITORING REPORT** – The Chief Executive submitted in accordance with minute 2187 (2004/05), a report that contained the monitoring information received for the third quarter of the first year and advised that an inflationary increase in funding had been agreed.

**Resolved** – (a) That the activity during the period 1 October 2005 and 31 December 2005 be noted, and (b) that the agreement to the inflation increase applied to the cost of the SLA agreed with HANWaG be noted.

- 68 **(54) STANDING ORDERS – QUOTATIONS AND TENDERS** – The Chief Constable submitted a report that informed Members of the contracts entered into in compliance with Humberstone Police Authority Standing Orders, United Kingdom and European commercial legislation and appropriate European procurement directives.

**Resolved** – That the report be noted.

- 69 **EXCLUSION OF PRESS AND PUBLIC** – **Resolved** - That in accordance with the provisions of Section 100 (A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting for the following items of business, minutes 70 to 72, on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 12A of the Local Government Act 1972.

- 70 **(55) ESTATES STRATEGY** – The Chief Constable submitted a report that

outlined the current issues and updated on progress in implementing key changes in property holdings and the use of buildings.

The Assistant Chief Officer (Support) invited Members to visit the new Occupational Health Unit at Courtland Road. Discussion took place regarding 12 Melton Road.

**Resolved** – (a) That the report be noted; (b) that further updates be provided, and (c) that the associated estates development plan be brought to future meetings of this Committee.

71 **(56) MOVE TO GEOGRAPHICAL POLICING** – The Chief Constable submitted a report that gave an update on the continuing progress toward delivery of the estate infrastructure for geographical policing.

The Assistant Chief Officer (Support) reported on negotiations regarding Grimsby South LPT. Reference was made to the cost of the refurbishment at Brigg and it was reported that it had initially been intended to conduct a light refurbishment of this building, however, there had been a significant revision of the internal space.

Regarding the extension to the LPT programme the Assistant Chief Officer (Support) reported that (i) A Division favoured a new build for Immingham and a report would be submitted to the Police Authority; (ii) requirements were still being gathered for Corporation Road and the possibility of turning the garage into a locker room was being investigated; (iii) the necessity of expanding the Epworth building onto a verge was being considered; (iv) meetings with planners from East Riding of Yorkshire Council were planned for the Driffield, Goole and Pocklington sites; (v) requirements were still being gathered for Hornsea and the key issue at that location was the yard, and (vi) a preferred site had been identified for a 30 person new build at Withernsea and a meeting held with East Riding of Yorkshire Council regarding progressing this.

**Resolved** – (a) That the report be noted; (b) that the cancellation of the Newlands scheme be noted and the transfer of the provision to the contingency budget be agreed; (c) that the £140k cost of the extension for the Beverley Sessions House scheme be noted; (d) that the uncertainty over the financial viability of the proposed Grimsby South scheme be noted; (e) that the revised scheme proposal for the redevelopment of Gordon Street Police Station be noted; (f) that the likely requirement to considerably increase the scheme provision for the redevelopment of Brigg Police Station be noted; (g) that the confirmation that the Ings Longhill scheme or either of the other two alternative new build scheme cannot be justified on operational policing and value for money grounds be noted and (h) that further reports on the Move to Geographical Policing be submitted to future meetings of this

Committee.

**QUORUM** – Due to the meeting becoming inquorate during consideration of the following item, minute 72, the report was submitted for information only.

- 72 **(57) CIVIL CLAIMS AGAINST THE FORCE – SETTLEMENTS** – The Chief Constable and the Director of Performance and Resources submitted a joint report that detailed the settlement of civil claims during 2004/05 and in the period 1 April 2005 to 2 February 2006.

The Director of Performance and Resources advised that further reports would be submitted to this Committee on a six monthly basis and that the Chief Executive was to be informed immediately of any cases giving rise to a settlement in excess of £20k.

**Resolved** – That the report be noted.