

**MINUTES OF A MEETING OF THE NORFOLK POLICE AUTHORITY
HELD AT JUBILEE HOUSE, WYMONDHAM, NORFOLK
ON TUESDAY, 16 FEBRUARY 2010 AT 10.00 A.M.**

Present

Mrs F Anthony
Mr S Bett
Mr A Byrne
Mr R Chapman
Mr A Gabbair
Mr B Hannah
Mr P Hardy
Mr H Humphrey
Mr B Iles
Mrs V Jenkins
Ms J McKibben
Mr J Perry-Warnes
Mr D Reeve
Mr T Tomkinson
Mr K Turner
Mr P Wells

In Attendance

Mr P Best	Senior Analyst, Norfolk Constabulary
Mr R Birtles	Assistant Chief Officer (Resources), Norfolk Constabulary
Ms A Campbell	Director of Communications and Public Affairs, Norfolk Constabulary
Mr C Hall	Assistant Chief Constable, Norfolk Constabulary
Ch/Supt S Hamlin	Head of CCR and Partnerships, Norfolk Constabulary
Mr C Harding	Chief Executive, Norfolk Police Authority
Mrs J Hayes	Deputy Chief Executive, Norfolk Police Authority
Mr M Hill	Assistant Chief Executive, Norfolk Police Authority
Mr I Learmonth	Deputy Chief Constable, Norfolk Constabulary
Mr S Mellor	Director of Financial Services and Accountancy, Norfolk Constabulary
Mr R Summers	Treasurer, Norfolk Police Authority
Mr K Wilkins	Assistant Chief Constable, Norfolk Constabulary
Miss N Wotton	Committee Administrator, Norfolk Police Authority

Observing

Mr J Sadler	Observer
Mr T Wadlow	The Audit Commission

1. **Chairman's and Acting Chief Constable's announcements**

The Acting Chief Constable apprised Members of the latest performance information for the Constabulary. Members were pleased to note that Norfolk remained the safest County in England, with only 55 crimes per 1000 population. It

was reported that crimes had reduced by 7.9% when compared with the same period last year and reduced by 30% over the last 3 years.

Members were advised that crime levels would not be able to continue decreasing indefinitely and that levels of crime could still increase due to the current ongoing economic climate. It was reported that historically crime levels increased during April and that due to the predictive calendar, work was being undertaken to prevent this.

It was reported that the Constabulary had recently been inspected by HMIC and a draft report had been received for information, although the final grading for the Constabulary had yet to be announced. The report had been very positive and the final grading was awaited on the 11 March 2010.

Members were updated that the recent extreme weather had caused difficulties throughout the County. It was noted that response times had been maintained, with the exception of only 2 days in the most rural areas, and Officers were commended on their efforts this difficult time.

Members were pleased to note that public confidence and satisfaction levels were increasing; and that officer and staff sickness levels were at the lowest rate for many years. It was noted that sickness was robustly managed across the Constabulary and that sufficient support was in place to enable officers and staff to return to their full duties.

There were no announcements from the Chairman on this occasion.

2. **Apologies**

Apologies were received from Mrs L Jones. Those present sent her their best wishes for a speedy recovery following her recent operation.

3. **Declarations of Interest**

It was noted that all County and District Councillor Members had declared an interest in the setting of the Police Authority precept, which would impact upon Council Tax levels.

4. **Minutes of the meeting held on the 9 December 2009 and the Special meeting held on the 21 January 2010**

The minutes of the meeting held on the 9 December 2009 and the Special meeting held on the 21 January 2010 were agreed as a correct record and signed by the Chairman.

5. **Matters of Urgent Business**

There were none.

6. **Budget Monitoring 2009/10**

Members were updated on the latest budget monitoring position for the Police Authority for the financial year 2009/10, based upon actual spending to the end of December 2009 and known future commitments.

Members noted that the forecast spending for the year was £142.632 million against an approved budget of £142.669 million, which provided a forecast underspend of £37,000, and was almost equivalent to budget.

Members were apprised of the variations against budgets within the overall position, which had been offset by savings made in other areas. It was reported that the forecast spending on police pay and allowances was close to budget, however the overall total contained a forecast overspend of £300,000 on officer overtime and Members were reminded of the national challenge to reduce overtime payments in future.

It was reported that the Police Authority would be facing a number of competing priorities for additional resources in the near future, and the Treasurer had proposed that an NPA Reserve should be created, which would be funded by £95,000 of the balance brought forward from earlier underspending. It was noted that expenditure against the reserve would be authorised in accordance with existing budgetary procedures.

With regard to Capital Spending, Members were apprised that forecast spending for the year was £12.459 million, against a revised programme of £17.524 million. It was reported that there would be a forecast underspend of £5.065 million, with £4.580 million slipping into the 2010/11 budget.

Members were reassured that the Treasurer and Lead Member for Finance were apprised of any developments and regularly monitored all finance matters very closely.

Mr Humphrey commended the report and highlighted the significant improvements in operational performance which had been achieved whilst maintaining a balanced budget and reminded Members that force performance was closely monitored by the Scrutiny and Audit Committee.

RESOLVED:

- i) To note the contents of the report;
- ii) To approve the transfer of £95,000 to an NPA Reserve, as detailed in paragraph 2.11 of the report.

7. Medium-Term Financial Strategy and Budget 2010/11

a) Strategic Context

The Authority received a joint report by the Acting Chief Constable and Treasurer in respect of the Medium Term Financial Strategy. It was noted that decisions on the annual budget proposals would be made in the context of a four year strategic and financial planning cycle and the difficulties presented by the current economic climate. It was reported that a strong emphasis on risk management had been

taken throughout the process and the proposals took into account any implications from the current year's budget monitoring process, when considering additional commitments and identified savings. It was noted that the challenge for the police service and the public sector in general was to continue to improve services against a backdrop of significant budget reductions.

Members were apprised that there had not been any announcements regarding government grants after 2010/11, therefore a prudent approach had been taken, by assuming a reduction of 2%. The Treasurer stated that this needed to be considered alongside other planning assumptions, the key issue being the prudence of all the assumptions together.

Members were reminded that the Authority had identified a funding gap of approximately £15 million over the three year period from 2010/11. Members were reassured that the Constabulary had identified savings of £4.7 million for 2010/11, which was a significant achievement particularly given the level of savings already achieved in recent years. It was noted that further savings would be required in future years, which would inevitably present challenges to delivery.

With regard to Efficiency Savings, the Authority had set a cashable efficiency savings target of 10.3% of gross revenue expenditure over the period 2008/09 to 2010/11 and the carry forward of cashable savings from the previous efficiency regime achieved over and above the target, was allowed. It was noted that the pre budget report highlighted that the government would expect the public sector to drive out further efficiency savings in the future.

b) Budget Report

The Assistant Chief Officer (Resources) reminded Members that the 2010/11 budget process had been extremely challenging to the current economic climate and a number of assumptions were required to be made. It was noted that Finance Seminars had taken place in December and January, where the budget proposals has been discussed in detail. Members noted that the budget consultation meeting had been held on the 21 January 2010 and that 47 members of the public attended, all of whom were positive regarding the proposal to increase the level of police precept by 'up to 3.5%'.

The ACO(R) apprised Members in detail of the three options for the 2010/11 budget, whilst demonstrating the link between the budget, the level of contribution from reserves and the level of required savings in future years.

With regard to Capping, it was noted that Members needed to be mindful of the government powers, which could also take the form of in-year capping, which would require the budget to be recalculated and re-billed. It was reported that an alternative would be that the government would set a baseline for future budget and tax increases (the latter scenario was the one experienced in Norfolk in 2009/10).

Members were reassured of the Authority's compliance with the Prudential Code and Section 25 Responsibilities and then discussed the updated Treasury Management Strategy. The Treasurer took the opportunity to reiterate the future challenges that the Authority would face and the need to make considerable

savings in the future. He reminded Members that the budget was prudent and realistic but may require modification at a later date, when further information became known.

c) Proposition by the Lead Finance Member

Mr Chapman, the Lead Member for Finance, summarised the current situation regarding the budget, future funding uncertainty and the current economic climate. He then took the opportunity to pay tribute to Mr Birtles, Mr Mellor and their staff for the comprehensive report, briefings and other preparatory information leading up to the final report. He also took the opportunity to thank the Treasurer for his constant and highly effective oversight of the budget throughout the year and especially at this time.

It was noted that the implementation of the Norfolk Policing Model had been a radical but effective redevelopment of the way that Norfolk Constabulary does its business, and advised that the Constabulary was entering a phase of 'consolidation'.

Members debated the future funding uncertainty and the number of assumptions made; and were reassured that any assumptions were prudent and made in the context of all the other funding factors, with advice taken where appropriate.

Mr Chapman then formally proposed that the increase in precept be set at a level of 3.01%, which was seconded by Mr Humphrey. It was noted that this would equate to an extra 11p a week for a Band D property, and for a Band B property was an increase of 8p per week.

Mr Humphrey took the opportunity to commend the report and thanked the Constabulary their work in this respect. Members queried whether other Authorities had set their precept levels and it was reported that Norfolk would be approximately mid range in respect of setting a precept at 3.01%.

A vote was then taken and the proposition was unanimously passed.

RESOLVED:

- i) To note the contents of the report;
- ii) To agree and be mindful of the overall financial strategy as set out in the report when considering the 2010/11 budget proposals;
- iii) To agree the changes to the 2009/10 base revenue budget as set out in Appendix A;
- iv) To agree the revised Capital Programme for 2009/10 and the proposed Capital Programme for 2010/11 and agreed in principle the outline programme for the following years as set out in Appendix B;
- v) To agree the proposed movements on balances and reserves for 2009/10 and 2010/11, as set out in Appendix C;

- vi) To agree the Prudential Indicators as detailed in Appendix D, subject to any amendments resulting from the final budget decisions;
- vii) To agree the Treasury Management Strategy as set out in Appendix E of the report, together with the associated recommendations;
- viii) To agree the Minimum Revenue Provision Statement, as set out in Appendix F of the report;
- ix) To agree a precept of 3.01% and budget which will provide as sound a base as possible for the continuation of service delivery at current levels and potential further development of service delivery in future years in the context of a difficult economic climate;
- x) An overall Revenue Budget of £146,693,553;
- xi) An increase in Band D council tax for 2010/11 of 3.0% which means a Band D council tax of £191.16. For Band B council tax this increase means a council tax of £148.68;
- xii) The use of £1.0m from the Budget Support Reserve and the proposed contribution of £2.5m to the same reserve during 2010/11;
- xiii) The General Balances Reserve of £4.475M for 2010/11;
- xiv) The total payments to be collected from District Councils in 2010/11 and the Police Authority element of the council tax for each of the property valuation bands for 2010/11 be as shown below;

	£
Budget Requirement	146,693,553
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Less government funding	89,772,908
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To be met from council tax	56,920,645

Billing Authority	Precept Amount £	Surplus / (Deficit) on Coll'n Fund £	Total Payments Due £
Breckland	8,131,507	(160,330)	7,971,177
Broadland	8,623,992	(2,000)	8,621,992
Kings Lynn & West Norfolk	9,645,551	355,000	10,000,551
Norwich	7,687,308	83,573	7,770,881
Great Yarmouth	5,985,793	21,482	6,007,275
North Norfolk	7,870,057	32,543	7,902,600
South Norfolk	8,620,169	26,000	8,646,169

Total	56,564,377	356,268	56,920,645
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Valuation Band	Council Tax 2010/11 £	Increase per week p
A	127.44	7
B	148.68	8
C	169.92	10
D	191.16	11
E	233.64	13
F	276.12	15
G	318.60	18
H	382.32	21

- xv) That where a surplus on collection of 2009/10 council tax has been estimated, the District Council concerned will pay to the Police Authority its proportion of the sum by ten equal instalments, as an addition to the May 2010 to February 2011 precept payments;

Payment	Date		%
1	22 April	2010	8
2	20 May		9
3	22 June		9
4	22 July		9
5	19 August		9
6	22 September		9
7	19 October		9
8	22 November		9
9	21 December		9
10	20 January	2011	9
11	22 February		3
12	22 March		8

- xvi) That where a deficit on collection of 2009/10 council tax has been estimated, the District Council concerned will receive from the Police Authority its proportion of the sum by ten equal instalments, as a reduction to the May 2010 to February 2011 precept payments;
- xvii) A capital programme for 2010/11 as detailed in Appendix B of the report;
- xviii) That in respect of revenue and capital expenditure provided in the 2010/11 budget, the Treasurer be authorised to make payments, to raise and repay loans and to invest funds.

8. Comprehensive Area Assessment for Norfolk

Chief Superintendent Hamlin presented the report on the Comprehensive Area Assessment (CAA), which sets out how local public services are working together to

tackle the major issues facing the people of Norfolk. It was noted that Norfolk's CAA had been published in December 2009 and that no red flags had been highlighted. Members were pleased that one green flag had been awarded for 'Your Norfolk, Your Decision', in recognition of the excellent progress made within the County around Participatory Budgeting.

Members were updated on the work being undertaken to improve the Safer Communities section of the Local Area Agreement (LAA), which included greater multi agency problem solving to increase confidence and reduce anti social behaviour. It was reported that although most people in Norfolk were happy with their police force, those who came from different backgrounds were less so, and work was underway to address this.

It was noted that data was being analysed at district and Local Delivery Unit level, which would enable officers to focus on the specific issues affecting each area and use resources more effectively.

Members were pleased to be advised that the work carried out around Restorative Justice had shown clear benefits for the victims, offenders and local communities, as well as reducing re-offending rates. Multi agency working had also resulted in the reduction of young people not in education, employment or training (NEETs), which had consequently reduced anti social behaviour.

In response to a query from a Member, it was noted that the Comprehensive Area Assessment had been circulated to all Members, however another copy could be requested from the Chief Executives Office, for information.

In respect of the Crime and Disorder Reduction Partnerships (CDRPs) and Local Strategic Partnerships (LSPs), Members were updated on the complex relationships involved, which was further complicated by the potential for Norwich to become a Unitary Council. However it was reported that work would continue in this respect to ensure that the current momentum was not lost.

The Authority (and Constabulary) continued to support the principal of a single formal Crime and Disorder Reduction Partnership Responsible Authorities Partnership for Norfolk, with effective partnership delivery at both County and District levels.

Members discussed the Comprehensive Area Assessment and Local Area Agreement, where partner agencies were judged as a whole rather than as individual entities, and it was agreed that it was a sensible way forward, which could only improve closer working relationships.

RESOLVED:

- i) To note the contents of the report;
- ii) That a copy of the Comprehensive Area Assessment would be re-circulated to Members on request.

9. **Operational Policing Statistical Overview**

Members were pleased to note that at the end of the third quarter 2009/10, there had been a reduction in the number of recorded crimes of 7.4% in comparison with the same period last year, which was 5.3% better than the year to date target of 36,980 crimes.

In respect of Public Confidence, which was measured by the British Crime Survey and published on a six monthly basis, it was noted that the target was 60.2% by 2012. Members were apprised that performance for the second quarter of 2009/10 was at 51%, which equated to an increase of 0.2% when compared to the previous quarter. It was reported that Ch/Supt Hamlin was working to improve these figures and that any developments would be reported in due course.

Members were updated on the latest public satisfaction rates and were pleased to note that at the end of the third quarter, 74.4% of those surveyed were either completely or very satisfied with the whole experience, which was an increase of 3.9% on the same period last year.

It was reported that at the end of the third quarter of 2009/10, the number of road traffic collisions where people were killed or seriously injured was 274, which was equal to target.

With regard to sickness levels for the third quarter, Members were pleased to note that Police Officer sickness was 43.67 hours, which was 8.83 hours better than target. Police staff sickness was 26.48 hours, which was 2.63 hours better than target.

Members noted that there had been 190 hate incidents recorded between 1st April and 31st December 2009, which equated to an increase of 7.95% when compared with the same period last year. It was reported that there had also been an increase in reported hate crimes (10.48% more than the previous year). Members were reassured that these increases were related to increased engagement with ethnic minorities across the County by Minority Ethnic Liaison Officers (MELOs). It was noted that the Citizen Focus department was working on the issue of under reporting of crime amongst minority ethnic communities.

Mark Hill, Assistant Chief Executive, discussed the new style of report with Members and following discussions it was agreed that all future reports on Operational Policing Statistical Overviews would be presented in this way. Members commended the new report format which presented information in an accurate and informative way.

RESOLVED:

- i) To note the contents of the report;
- ii) To commend the new format of the Operational Policing Statistical Overview report and agreed that all future reports would be presented in this way.

10. **Report of Norfolk Police Authority Committees**

The Authority received and noted the report of the Police Authority Committee meeting which was held during the period:

Scrutiny and Audit Committee – 12 November 2009

Citizen Focus Committee – 16 November 2009

Professional Standards and HR Committee – 17 November 2009

Capital Assets Committee – 18 November 2009

Citizen Focus Committee – 11 January 2010

Senior Officers Appointments Executive Panel – 18 and 19 January 2010

Members noted an error on the Scrutiny and Audit Committee meeting minutes from the 12 November 2009. In section 1.6.2 the 85% Domestic Violence target was an internal Constabulary target only, rather than a Police Authority target.

With regard to the Senior Officers Appointments Executive Panel on the 18 and 19 January 2010, the Chairman took the opportunity to thank Kerrie Hudson and Authority staff for their hard work and support throughout the process. It was noted that the process had attracted an exceptionally high standard of candidate and Zoe Billingham from the HMIC had been impressed by the entire process. Thanks were also given to Chris Harding, Chief Executive, for his support and advice.

12. **Actions taken by the Chief Executive under delegated powers:**

RESOLVED:

To endorse action taken by the Chief Executive under delegated powers as follows:

- To extend the secondment of Inspector Gary Crowther to the NPIA
- To extend the secondment of T/Inspector Joanne Wright to the NPIA
- That the Police Authority would part-sponsor the Attitudes and Behaviours DVD
- To extend the term of appointment of Bridgid Everitt from 2 to 4 years, as Lay Independent Member for the Ethical Standards Committee.

13. **Any Other Business**

The Chairman congratulated the Constabulary on being awarded the Freedom of the City of Norwich.

The Chairman then took the opportunity to thank the Elected and Independent Members for their ongoing hard work for the people of Norfolk, which was often unseen by the public. Finally, he thanked the Members of the Senior Officers Appointment Executive Panel for their efforts over 2 very intensive days.

14. **Date of next meeting**

Tuesday, 13 April 2010 at 10.00 am in the Wroxham Room (The Annual General Meeting).

(The meeting closed at 11.55 am)

CHAIRMAN