

CAPITAL ASSETS COMMITTEE
MINUTES OF THE MEETING HELD AT JUBILEE HOUSE, WYMONDHAM, NORFOLK
ON WEDNESDAY, 18 NOVEMBER 2009 AT 10.00 A.M.

Present -

Mr A Byrne
Mr R Chapman
Mr B Hannah
Mr P Hardy - Substitute
Mrs L Jones - Chairman

In Attendance -

Miss R Binns	Head of Digital Media, Norfolk Constabulary
Mr R Birtles	Assistant Chief Officer (Resources), Norfolk Constabulary
Mr C Harding	Chief Executive, Norfolk Police Authority
Mr J Henry	Head of Facilities, Norfolk Constabulary
Mr M Girling	ICT Programme Manager, Norfolk Constabulary
Mr R Grady	Capital Accountant, Norfolk Constabulary
Mr D Potter	Head of Estates, Norfolk Constabulary
Mr P Wilson	Director of Support Services, Norfolk Constabulary
Miss N Wotton	Committee Administrator, Norfolk Police Authority

1. **Welcome and Apologies for absence**

Apologies were received from Mr B Iles and Mr A Gabbair. Mr P Hardy was attending the meeting as a substitute on this occasion.

2. **Declarations of Interest**

Mr B Hannah declared that he was a North Norfolk County Councillor and it was noted that he would leave the meeting as appropriate.

3. **Minutes of the meeting held on 15 July 2009**

The minutes of the meeting held on 15 July 2009 were agreed as a correct record and signed by the Chairman.

4. **Matters of Urgent Business**

There were none.

5. **Environment and Sustainability**

Members were updated that in May 2009, in preparation for PURE, Norfolk Audit Services carried out an audit of the Force's Internal Control for Sustainability. It was noted that the detailed findings and resulting action plan from the Audit were attached as Appendix 1 to the report.

The Committee was pleased to note that the Constabulary had made some progress towards developing effective mechanisms for ensuring that it made effective use of natural resources and was working towards reducing current established usage levels. It was reported that a comprehensive baseline had been established of the Force's natural resources usage and that robust targets for its future consumption of natural resources had been set. In respect of electricity, gas and vehicle fuel, a provisional target had been set for a 2% reduction over 3 years from 1st April 2009 to 31st March 2012. A target had also been set for 100% of general waste to be recycled by 31st March 2011.

Members were informed that the Action Plan initiatives had been prioritised and all departments would include sustainability as part of their departmental objectives which would conform to current best practice and legislation. It was noted that the Constabulary would also seek to benchmark its use of natural resources against similar forces and would use the resulting information to feed into target-setting. It was noted that sustainability could become part of the Value for Money Profiles in the future. Members were apprised that further information on sustainability could be included on the Constabulary website, to show the actions that had been undertaken so far.

The Committee was reminded that the Constabulary was working with Utility Partnership Limited (UPL) to align its utility service suppliers, allowing for the accurate recording of consumption across the three primary utility services of electricity, gas and water. Members were pleased to note that using UPL for the recent tender for the procurement of electricity and gas has realised a projected saving of £370,000 on electricity and £105,000 on gas for the Constabulary against current consumption for the next 12 months.

In response to a query from a Member, it was noted that additional meters would allow for the accurate recording of energy usage and quarterly reporting. It was noted that the Constabulary would be able to use the information gained to benchmark all Constabulary buildings for energy usage, and then focus attention up on those poorly performing buildings, to reduce their consumption. It was reported that the Constabulary was investing in a range of projects to reduce consumption, including wind turbines and solar panels, and it was noted that grants and incentives were available to assist with setting up the projects. It was stated that the energy usage of OCC was on display in Reception at Jubilee House and was a legal requirement for the Constabulary.

The Committee was apprised of the Carbon Reduction Commitment (CRC) Trading Scheme, which was a mandatory government-led carbon emissions trading scheme for large public and private sector organisations. The scheme covered those organisations whose energy consumption at specific sites was in excess of 6000 Mwh per annum. Organisations that breached the 6000 Mwh threshold were automatically required to participate in the scheme governed by the Environment Agency. It was reported that the income from the sale of the allowances purchased for every tonne of CO₂ emitted, would be recycled back to all participants based on their position on a league table. It was noted that the sustainability and financial implications of the scheme were being considered in more detail.

Members were informed that Norfolk Constabulary was represented on the National Police Environment Agency Group, the aim of which was to provide a forum for environmental specialists within the UK Police Forces to share best practice, knowledge and expertise of environmental issues and initiatives within a supportive environment.

RESOLVED:

- i) To note the contents of the report;
- ii) That due to the size of the Environmental and Sustainability Strategy, it was agreed that Members would forward their comments to the Committee Chairman for consideration and final endorsement outside of the meeting;
- iii) To agree the targets for future consumption of natural resources as set out in paragraph 3.1 of the report;
- iv) To agree that the proposed sustainability wording be added to the standard impact implications section of the Police Authority's report template, as set out in paragraph 3.1 of the report;
- v) To agree that HMIC be asked to include Most Similar Forces (MSF) sustainability data in HMIC VFM Profiles in future.

6. **Presentation on the development of the Constabulary Website**

Rachel Binns, Head of Digital Media, provided a presentation and demonstration of the new Constabulary. Members took the opportunity to congratulate the Constabulary on the development of the new website.

RESOLVED:

To note the contents of the presentation.

7. **ICT Strategy**

The Committee received an update on progress against the ICT Strategy and noted the Executive Summary and resulting Action Plan. Members were apprised that the laptop encryption project was still underway and several laptops had needed to be fully rebuilt as a result, however the project was still expected to be completed by the end of December 2009.

In respect of mobile computing, it was noted that Norfolk and Suffolk Constabularies had decided to go to tender outside of the national acceleration packages at lower cost. It was reported that the forces had met to align the tender documents and the earliest estimate for implementation was April 2010. After discussion, it was suggested that Appendix D be amended to read that the benefits of mobile computing were not hard to define.

Members were apprised of the slippage and associated costs in relation to the development of the Operational Data Store (ODS) and Balanced Scorecard. It was noted that these projects would be kept under review and would be discussed

in more detail at a future Strategic Development Group (SDG) meeting or Members Informal Seminar.

In response to a query from a Member, it was noted that the anticipated collaboration in respect of the replacement of force photocopiers did not take place due to a lack of interest from other Forces.

With regard to the development of the ten-year ICT plan, it was noted that a draft plan had been shared with Suffolk, with the intention that it would be developed further for agreement of a joint Norfolk/Suffolk plan. It was reported that the plan would provide the framework for future aligned development of ICT in both forces and the basis for further collaboration between forces on ICT. It was stated that a response was currently still awaited from Suffolk. Mr Chapman took the opportunity to update the Committee that Suffolk Police Authority had appointed Mrs Lancaster as Lead Member for Collaboration.

Members were updated that additional projects would be included in the next report, which would include Digital Evidence and Video Conferencing.

RESOLVED:

- i) To note the contents of the report;
- ii) To recommend that the ICT Projects for the Operational Data Store (ODS) and Balanced Scorecard be discussed in more detail by future Strategic Development Group (SDG) meetings and Members Informal Seminars.

8. **ICT Implementation and Costs for Norfolk and Suffolk 2 Counties Custody and PIC Projects**

The Assistant Chief Officer (Resources) updated the Committee on the proposed way forward for ICT implementation in the Police Investigation Centres (PICs), which would meet both the original requirements of the PIC Project and recent developments including the issues highlighted by and arising from the parallel Norfolk/Suffolk 2 Counties Custody Project.

Members were apprised that the original estimates had undergone a detailed and lengthy review and it was reported that the estimates did not cover the new requirements of PIC operation and collaboration, and a number of alternatives were considered, guided by the overall requirement that cost increases should be kept to a minimum.

The Committee noted the proposed costs for consultancy, networking, infrastructure, hardware and equipment for both forces together stood at approximately £860,000 (capital) and £350,000 (revenue). The funding of the ICT costs, together with the difficulty of the work were noted by those present. Members were reminded further information and a full business case for the ICT implementation would be brought to a future meeting for consideration and approval.

RESOLVED:

To note the contents of the report.

9. **Action taken by the Chief Executive under delegated powers:**

There were none.

10. **Any other items of Urgent Business**

The Committee agreed to receive an update and a tabled report on the Two Counties Police Investigation Centres PFI Project, as an exempt item, later in the meeting.

11. **Exclusion of the Public and Press**

RESOLVED:

That, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act, and the public interest not to disclose the information outweighs the public interest in disclosing it.

Summary of minutes excluded from public deposit

12. **Long Term Estates Strategy Implementation**

The Head of Estates and Assistant Chief Officer (Resources) presented the exempt report and the Committee endorsed all of the recommendations listed therein, subject to the amendments as discussed at the meeting.

RESOLVED:

To endorse all of the recommendations as listed within the report, subject to the amendments as discussed at the meeting.

13. **Capital Programme 2009/10**

The Assistant Chief Officer (Resources) provided an update on the latest developments regarding the Capital.

RESOLVED:

To note the contents of the report.

14. **Two Counties Police Investigation Centres PFI Project (additional item)**

The Assistant Chief Officer (Resources) provided an updated on the latest developments regarding the PFI Project and Members noted the tabled report.

RESOLVED:

To note the contents of the report.

15. **To note the date of the next meeting**

Members noted that the date of the next Committee meeting was Wednesday, 3 February 2010.

(The meeting closed at 12.15 p.m.)

CHAIRMAN