

To: Surrey Police Authority

Date: 3 November 2011

By: David Harmer, Chairman of the Controlling Crime Panel

Title: Controlling Crime Panel Report

Purpose of Report/Issue:

To note key issues arising from the Controlling Crime Panel on 22 September 2011.

Recommendation(s) -

That Members note the report.

Summary of key issues discussed:

The Controlling Crime panel met on 22 September and discussed a number of items including a presentation on **public order policing** and papers on **Organised Criminal Groups** and the new **Sexual Assault Referral Centre**.

The Panel received a presentation from Duncan Greenhalgh on **public order**/police support units (PSU). He explained in detail the numbers of officers a PSU was comprised of, the qualified command structure, what the Force was expected to provide from a national perspective and the significant 2011 deployments that the Force had been involved in which included the riots in London. The panel discussed mutual aid recovery and social media and commended the efforts made by officers and staff that went beyond the call of duty during the time of the riots. Members were invited to observe public order training due to take place in the autumn.

The Panel received submissions of recent **Organised Criminal Group** operations for sign-off by the Panel. The panel agreed that four were signed off as dismantled and one as disrupted. This brought the force total to the year to 6 signed-off.

The progress of the new **Sexual Assault Referral Centre (SARC)** based at Cobham hospital was presented to the panel. The panel heard that the SARC offered an improved environment to victims, that performance had increased since its introduction and that victims' feedback with the medical support received was good. The panel queried staff changes at the SARC and these queries will be taken to the next SARC Oversight Board meeting.

Equalities and Human Rights Implications – The Controlling Crime Panel scrutinises a number of force areas which impact on equalities and human rights and oversees force actions to improve services for vulnerable people. In September this included a report on the services provided to victims of sexual assault.

Risk- All reports to the panel identify any areas of risk. The panel identifies any significant risks to be added to the force or authority risk database. No new significant risks were identified by the panel.

Attachments – None
Background papers - Notes from the Controlling Crime Panel 22 September 2011

Contact details –
Name: Johanna Burne
Job Title: Senior Policy Officer
Telephone number: 01483 630 200

To: Surrey Police Authority

Date: 3rd November 2011

By: Fiona White, Chairman of the Citizen Focus Panel

Title: Citizen Focus Panel Report

Purpose of Report/Issue:

To note key issues arising from the Citizen Focus Panel on 14th September 2011.

Recommendation(s) -

That Members note the report.

Summary of key issues discussed:

The Citizen Focus panel met on 14th September 2011 and discussed a number of items including reports on Confidence and Satisfaction, ASB nuisance neighbours, contact management and drive smart.

Members were please to hear that Surrey Police had achieved all the targets in the Local Policing Plan associated with citizens, victims and customers. **Satisfaction** with overall service (weighted data) was 86.8% compared to 84.5% for the previous YE 2010/11, and was above the LPP target of 79%. ASB Satisfaction with overall service was 78.2% compared to 76.7% for the previous YE 2010/11, and was above the LPP target of 76%. Public **Confidence** performance was 88.7% compared to 88.2% for the previous YE 2010/11, and was above the LPP target of 80%. Members where please to see the BAME satisfaction gap had closed but agreed to continue to monitor this. Members also recognised the decrease in ASB satisfaction and in particular satisfaction of victims of ASB nuisance neighbours.

Members received a verbal update on the work taking place to improve the service given to victims of **ASB**, in particular with regards to nuisance neighbours. Supt Sharon Bush informed members that there were 5024 nuisance neighbour incidents in 2010/11 with the peak times being Friday, Saturday and Sunday evenings. She explained that getting a resolution was difficult as these incidences are long running complex issues with multiple partners involved. Surrey Police, working with partners are looking at repeat victims, dissatisfied victims, environmental health services and with the IAG and SPA difficult cases.

Members also received the **Drive Smart** Memorandum of Understanding and the new Strategy. The strategy and MOU was introduced by Sharon Bush and members thanked the Force for their ongoing focus on road use and anti

social driving. They were asked to raise any possible future campaigns. Members raised the rise in the number of cyclists and road cycle events. Members accepted the attraction of Surrey and in particular the Olympic route. However, they expressed concern about the resources needed, road safety for all users and the impact on local communities. They also expressed concern about level crossing safety and horse riders using the road network. It was requested that cycling, level crossings and horse riders were considered for future Drive Smart campaigns.

Chief Superintendent Charlie Doyle informed member that in June 2010 the Policing Pledge was scrapped by the new government. However, it had been agreed that the Surrey **Policing Pledge** would remain with some minor tweaks. Part of the Pledge was the commitment by the Force to answer 999 calls within 10 seconds and attend emergencies within 15 minutes. Members received performance information on this pledge in particular and considered a concern raised by residents in Waverley. Members were pleased with the Force performance and recognised the work done to address any areas of risk.

Equalities and Human Rights Implications – All reports considered any equality and diversity risks and the panel consider the satisfaction gap under the confidence and satisfaction paper.

Risk- All reports to the panel identify any areas of risk. On this occasion the panel did not identify any significant risks to be added to the force or authority risk database but would continue to monitor performance in a number of areas.

Attachments –	None
Background papers -	Minutes from the Citizen Focus Panel 7 th April 2011

Contact details –	
Name:	Sarah Haywood
Job Title:	Partnership Policy Officer
Telephone number:	01483 630 200

To: Surrey Police Authority

Date: 3rd November 2011

By: Nick Skellett, Chairman of the Finance and Performance Panel

Title: Finance and Performance Panel Report, 1st September 2011

Purpose of Report/Issue:

To note key issues arising from the Finance and Performance Panel on 1 September 2011.

Recommendation(s) -

That Members note the report.

Summary of key issues discussed:

The Finance and Performance panel met on 1 September 2011 and discussed a number of items including an update on Project Enterprise, a scrutiny panel report and the report on finances and strategic change.

The progress being made on **Project Enterprise** was presented to the panel. Extra finances had been built into the Medium Term Financial Plan and the ambition was for a go-live date before the Olympics. Members sought reassurance that the project wouldn't be rushed to meet the Olympic deadlines and were assured that contingency plans were in place. A new programme manager and closer working with the supplier was helping the project.

The panel received a report on the **Scrutiny Panel**, a force panel set-up to scrutinise force expenditure. The panel received updates on catering support, a smart phone application for neighbourhoods and on the use of consultants. A flexible use of funds has been set up for HR consultants. Members asked for further details on consultants and on the smart phone application which were received.

The panel considered the **Financial Report, including Strategic Change**. Members heard that gross expenditure was currently close to budget and received updates on the capital budget and staff budgets. The panel asked questions around mutual aid, overtime and the filling of vacancies.

Equalities and Human Rights Implications – none were specifically noted by the panel.

Risk- All reports to the panel identify any areas of risk. The panel identifies any significant risks to be added to the force or authority risk database. No new significant risks were identified by the panel.

Attachments – None
Background papers - Notes from the Finance and Performance Panel 1
September 2011

Contact details –
Name: Johanna Burne
Job Title: Senior Policy Officer
Telephone number: 01483 630 200

To: Surrey Police Authority
Date: 3rd November 2011
By: Sam Meyer
Title: Human Resources Panel Report – 3rd October 2011

Purpose of Report/Issue:

To update Members on the key issues arising from the last meeting of the Human Resources Panel, held on 3rd October 2011

Recommendation(s) -

To note the report.

HR Performance Report

The Panel noted the number of officers on rehab duties. It was reported that most were being managed out on ill-health retirement. Each Command held robust sickness management groups where each case was individually scrutinised.

It was reported that work was being done to look at the work demand curve. More guidance had been published around flexible working along with the introduction of annual reviews.

Support Services Contribution Plan

Members were informed that the plan aimed to drive forward efficiencies to meet the vision and formed the continuous basis for support services improvements. It was explained that HR were in the early stages of driving out cost and estimated that approximately £200k savings would be made in year next year.

Inspector to Superintendent Development Programme

It was reported that five Inspectors had been selected for the programme but that it was unlikely all would be successful in completing the programme.

Staff Survey

The Panel raised concerns over the frequency of the staff survey and the relevance of questions asked within it and how often the questions were reviewed. It was reported that the questions were repeated to maintain consistency and to enable comparisons to previous results. It was noted that this would be considered at a future Chief Officer Group meeting where the Panel's feedback would be taken into consideration.

Performance Appraisal in Performance Management

It was noted that the new pay and performance structure had been introduced as a result of the Senior Leaders Review and that the components of the new

system would be linked to behaviour, role requirements and objectives making it more fit for purpose.

Pay Negotiations

The Panel was additionally informed that the national negotiations were still on going. Members were informed that Unison were understood to be balloting their members with a neutral position.

Diversity Update

The Panel noted the progress made and agreed that in future it was not necessary for the Force to pursue specific targets in relation to BME recruitment and retention, although they would continue to be monitored and scrutinised closely.

Special Constables

Members were informed that the recruitment target had been revised to 375. Members noted the hard work that had been done to increase the number of Special Constables in Surrey.

Equalities and Human Rights Implications – None arising.

Risk – None arising.

Background papers – Human Resources Panel minutes, 03/10/11

Contact details –

Name: Sam Meyer
Job Title: Policy Support Officer
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PART ONE

TO: Surrey Police Authority

DATE: 3 November 2011

BY: The Chairman of the Standards Committee

TITLE: Panel Report – Standards Committee – 10 October 2011

PURPOSE: A report to the Authority on the work of the Standards Committee.

SUMMARY

The Standards Committee met on 10 October 2011. Gary Crouch was re-elected as Chairman and Catherine Prest as Vice Chairman. The Committee received updated reports on the Police Reform and Social Responsibility Bill and the Localism Bill.

The Remuneration Panel had met immediately prior to the Committee meeting and the Scheme of Allowances for 2012/13 was discussed along with Member attendance.

The draft minutes are presented to the Authority for noting.

CONTACT: Sarah Thomas

TEL NO: Ext 39081

ATTACHMENTS/ BACKGROUND PAPERS:

Standards Committee Minutes of the 10 October 2011

**Draft Minutes of the Standards Committee held on 10th October 2011 at 10am
Mount Browne, Guildford**

Members

Gary Crouch (Chairman)
Jane Anderson
Heather Kerswell

Catherine Prest
Sheila Griffiths
Nick Skellett

Alison Bolton
Sam Meyer
Sarah Thomas

a = absent

PART ONE
IN PUBLIC

All item numbers refer to the agenda bound with these minutes

13/11 ELECTION OF CHAIRMAN (Item 1)

The Chief Executive invited Members to put forward their nominations for the role of Chairman. Nick Skellett nominated Gary Crouch and this was seconded by Heather Kerswell.

There were no further nominations and Gary Crouch was elected Chairman.

14/11 APPOINTMENT OF VICE CHAIRMAN (Item 2)

The Chairman invited Members to put forward their nominations for Vice Chairman. Heather Kerswell nominated Catherine Prest and this was seconded by Nick Skellett.

There were no further nominations and Catherine Prest was elected Vice Chairman.

15/11 APOLOGIES FOR ABSENCE (Item 3)

All Members were present.

16/11 DECLARATIONS OF INTEREST (Item 4)

No declarations of interest were made.

17/11 MINUTES OF THE LAST MEETING – 17 JANUARY 2011 (Item 5)

The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chairman.

18/11 MATTERS ARISING (Item 6)

There were no matters to be noted at the meeting.

Routine reports and ongoing matters had been provided to Members by the Chief Executive at the virtual meetings held since 17 January 2011.

19/11 UPDATE ON THE POLICE REFORM ACT AND LOCALISM BILL (Item 7)

The Chief Executive updated the Committee on the Police Reform and Social Responsibility Act. She informed them that Peers had debated the Police Reform Bill for the last time on 14th September 2011. Royal Assent having been granted on 15th September, this piece of legislation would now see the abolition of the Police Authority in November 2012 to be replaced with a directly-elected Police and Crime Commissioner (PCC) for Surrey, together with a Police and Crime Panel (PCP) to hold the Commissioner to account.

She said that there was not a great deal that the Standards Committee could do to aid the transition to a PCC and that the Committee's work load had already been reviewed for 2011/2012 in light of the proposed changes.

The Chief Executive went on to explain that the Localism Bill, which would see the abolition of the Standards regime, was yet to achieve Royal Assent. It was unclear how much longer the Committee would exist and whether it would outlast the Authority.

Resolved that,

The Committee noted the report.

20/11 SCHEME OF ALLOWANCES FOR MEMBERS FOR 2012/13 – UPDATE FROM THE REMUNERATION PANEL (Item 8)

The Chairman informed the Authority Members that the Remuneration Panel had met immediately prior to the Standards Committee to discuss the Scheme of Allowances for 2012/13. He explained that the structure of Surrey Police Authority and the way it conducts its business had not materially changed from last year and no radical changes were planned for the year ahead, in spite of the Authority's abolition in November 2012. Also, there were no outstanding remuneration issues

for consideration. It was therefore deemed that the scheme remained fit for purpose.

With regards to the link to the Consumer Price Index (CPI), the Panel had considered whether this remained the right index and also whether an increase should be taken this year. The Panel felt that the index was still the right one, but in light of the wider financial climate, it would recommend that Members did not take an increase again this year. The Committee's attention was drawn to Surrey County Council which had enforced a pay freeze on its staff; police officers who were reaching the end of their national pay agreement; police staff who would be subject to a pay freeze and the Chief Officers who had not accepted bonuses this year.

The Panel had looked at the mileage allowance taking into account that tax rules would now allow an increase from 40p to 45p. It was likely that Surrey County Council would be increasing its Members' mileage rates. However, the Committee was of the view that SPA should remain at 40p.

The Committee briefly discussed whether structural changes would be made to the way the Authority did business during the period of transition. Jane Anderson noted the Authority's previous commitment to continue with 'business as usual', but made a suggestion to cut each panel and committee by one meeting so as to reduce Member allowances. It was noted that some authorities were reviewing their workload. This would need to be the subject of discussion with the wider Authority in due course.

The Authority Members of the Committee recommended that the allowances for the Independent Members remained at the same level as 2011/12.

Resolved that,

The Committee's recommendations would be presented to the full Authority meeting in December 2011.

21/11

MEMBER ATTENDANCE UPDATE (Item 9)

The report provided the Committee with an update on Member attendance.

Jane Anderson highlighted that Members had attended a number of extraordinary meetings of the Authority over the summer period and noted the efforts that Members had made to attend. She also said that the graph representing 50% attendance at the HR Panel on 6th December 2010 was misleading as bad weather had prevented attendees from being able to travel to Mount Browne.

Gary Crouch referred to the graphs and suggested that some were not representative of the situation. He said that the Professional Standards meeting on 9th November 2010 was cancelled as the membership was new and the meeting could not have taken place. Also the two Standards Committee meetings on 26th April 2011 and 21st July 2011 should be removed and a footnote added to show that the meetings took place virtually to review ongoing matters.

Catherine Prest said that the graphs were very helpful and noted that attendance remained generally good. She was, however, concerned over attendance of 60% and below for some meetings and suggested that the Committee should bring to the Chairman's attention the comparatively low attendance of a very small number of Members.

Nick Skellett informed the Committee that the Chairs of the panels and committees attended a number of meetings that were not highlighted on the Member attendance records. The Committee recognised that the graphs were a general indicator of attendance and that to record every commitment would be administratively burdensome.

The Chief Executive expressed that overall, the level of engagement of Members remained strong.

Resolved that,

The Committee noted the report.

22/11

WORK PROGRAMME FOR 2011/12 (Item 10)

The Chairman requested that Members placed the 2012 dates in their diaries and that the Committee would continue with business as usual for the foreseeable future or until the Localism Bill was passed.

The Chairman enquired as to whether membership of the Committee would remain the same and suggested that it should as the regime works. The Chief Executive said that membership would remain the same until May 2012 and would then undergo an annual review as per business as usual, but noted the Chairman's request for continuity.

Resolved that,

The work plan was agreed.

The meeting ended at 11am

PART ONE

TO: Surrey Police Authority

DATE: 3 November 2011

BY: The Chairman of the Audit Committee

TITLE: Panel Report - Audit Committee – 26 September 2011

SUMMARY:

The Audit Committee met on 26 September 2011 and received updates on the External Audit Report, Internal Audit Progress Report and was asked to consider the Annual Statement of Accounts for 2010/11. The Committee also received a report on Gifts and Hospitality and an update on the future of the Audit Commission.

The Committee also reviewed their work programme and received the usual reports on high level risks, Authority risk register & assurance framework and recommendations from audits and inspections.

RECOMMENDATION

The draft minutes are presented to the Authority for noting.

CONTACT: Sarah Thomas

TEL NO: Ext 39081

ATTACHMENTS/ BACKGROUND PAPERS:

DRAFT Audit Committee Minutes of 26 September 2011

Draft Minutes: of the Meeting of the Audit Committee held 26 September 2011
at 2pm SPA Meeting Room, Mount Browne, Guildford.

Members

Heather Kerswell (Chair)
Bill Barker
Lynn Hawkins

Claire Storey
Peter Williams

Alison Bolton
Ian Perkin
Sarah Thomas

Clare Davies
Paul Bundy
Miles Corner
Felicity Shead
Simon Humphreys (part)

Mike Attenborough-Cox – Mazars (part)
Graeme Clarke – Mazars

Iain Murray – Audit Commission
Paul Grady – Audit Commission

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PART ONE
IN PUBLIC

39/11 APOLOGIES FOR ABSENCE (ITEM 1)

None

40/11 DECLARATIONS OF INTEREST (ITEM 2)

No declarations of interest were received.

41/11 MINUTES OF THE LAST MEETING – 20 JUNE 2011 (ITEM 3)

A number of errors were noted throughout the minutes. It was also suggested that the second paragraph should be reworded as it was unclear as to how many substantial recommendations had been made. With these corrections made, it was

Resolved that,

The minutes of 20 June 2011 be accepted as a correct record and signed by the Chairman.

42/11 MATTERS ARISING (ITEM 4)

27/11 – The item on Treasury Management Policy and Practices had been presented to the full Authority on 30th June 2011.

Resolved that,

The Committee noted the Matters Arising.

43/11

HOSPITALITY AND GIFTS REGISTER (ITEM 13)

The Committee received an update from Simon Humphreys on the recommendations of the Force following a review of the Hospitality and Gifts procedures. He informed the Committee that the review had taken place as part of Operation Baronet and confirmed that ownership of the Register would now come under the Professional Standards Department rather than the Finance Department so as to correlate with vetting and business interests. The Committee was asked to note the recommendations that were listed in the paper, which had previously been discussed with Heather Kerswell, Claire Storey and Alison Bolton.

The Committee recommended that the governing procedure should be included on the Force website and that a communications document should be circulated to all officers/staff in due course. It was also suggested that a section could be added to the Register which could capture additional information that would be a useful intelligence tool, such as significant attendees at events/functions. The Committee noted that it was important for Members to have oversight of gifts, hospitality and interests for the Chief Constable. Regular reports would be brought on this issue, with a dip-check procedure for oversight of the wider registers.

The Committee requested a quarterly update on this subject.

Resolved that,

The Committee noted the report.

44/11

EXTERNAL AUDIT – ANNUAL GOVERNANCE REPORT (ITEM 5)

The Committee received an in depth summary of the Annual Governance Report 2010/11 from Paul Grady of the Audit Commission.

The Committee expressed its appreciation for the work of the Force accounting team and acknowledged how well they had implemented the new International Financial Reporting Standards (IFRS).

A further discussion took place and the Committee:

- Took note of the adjustments to the financial statements which were set out in the report at Appendix 2
- Agreed that the process for obtaining related party disclosures from officers and staff who have left the Force be improved
- Asked that efforts be made to locate the missing payroll file

- Asked for urgent steps to be taken to transfer the legal ownership of Woking Police Station from SCC to the Authority and prove the ownership of 1 Chart Lane South, Dorking.

Resolved that,

The Committee noted the report and agreed the action plan as set out in Appendix 5.

45/11 ANNUAL STATEMENT OF ACCOUNTS 2010/11 (ITEM 6)

The Committee was updated by the Treasurer on the Annual Statement of Accounts and the Annual Governance Statement for 2010/11 which was set out in detail in the attached paper.

Resolved that,

The Committee approved the Annual Statements of Accounts and the Annual Governance Statement 2010/11.

46/11 INTERNAL AUDIT QUARTERLY REPORT (ITEM 7)

The Committee received an update from Graeme Clarke regarding the Audit Commission's progress in achieving the 2011/12 Internal Audit Plan. He explained the key points in relation to Risk Management, Seized and Found Property and Project Enterprise and the recommendations that were listed in the paper.

Resolved that,

The Committee noted the report.

47/11 AMENDMENT TO FINANCIAL REGULATIONS (ITEM 8)

The Committee was asked by the Treasurer to make a recommendation to the Authority that a change be made to Financial Regulations regarding the depreciation of assets in the Authority's accounts.

Resolved that,

The Committee agreed to recommend to the Authority that the revised Appendix I in Financial Regulations is approved.

48/11 AUDIT COMMISSION FUTURE (ITEM 9)

Paul Grady updated the Committee following the news that the Audit Commission was to be abolished in 2012. He described the process of appointing a new auditor and explained that companies, including the Audit Commission audit practice which is to be mutualised, were being

invited to tender at the end of October 2011. Members agreed that the Committee should be kept aware of progress on this matter.

Resolved that,

The Committee noted the update.

49/11 TRANSITION TO POLICE & CRIME COMMISSIONERS (ITEM 10)

The Committee received an update from the Chief Executive on the Police Reform and Social Responsibility Bill. She informed the Committee that the Bill had been through Parliament and was now an Act. The Authority would remain in place until the Commissioner came into office on 22nd November 2012. The new arrangements brought with them a number of audit-related implications, as set out in the report. It was not yet clear as to exactly how an Audit Committee would work in the future.

Resolved that,

The Committee noted the report.

50/11 SURREY DISTRICT COUNCIL INTERNAL AUDIT CONSORTIUM UPDATE (ITEM 11)

The Committee received an update from the Treasurer on the internal audit consortium which involved six authorities joining together to share an internal audit service. He explained that the tender process opened on 13th September, interviews would take place on 1st November and the contract was due to be awarded on 2nd November.

Resolved that,

The Committee noted the update.

51/11 COMMITTEE WORK PLAN 2011/12 (ITEM 12)

The Committee requested that the work plan be updated to the end of September 2012 and that the Hospitality and Gifts Register (including dip sampling), Transition and Audit Commission Future were included.

Resolved that,

The Committee approved the amendments.

PART TWO
IN PRIVATE

52/11 EXCLUSION OF PRESS AND PUBLIC (ITEM 14)

Resolved,

That, under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

53/11 ANY OTHER MATTERS TO BE RAISED BY THE INTERNAL AUDITORS

The Committee was given the opportunity to ask questions of the internal auditors.

54/11 FORCE HIGH LEVEL AND SHARED RISKS

The Committee received a copy of the latest risk registers for Force and joint Force/Authority risks. It was agreed that a risk relating to the SIREN project would be upgraded to 'high'.

Resolved

That the report be noted.

55/11 MONITORING OF AUDIT & INSPECTION RECOMMENDATIONS

The Committee received details of progress against those recommendations from the auditors classed as 'fundamental' or 'significant' in accordance with the procedure recently agreed by the Committee.

It was

Resolved

That the report be noted.

56/11 AUTHORITY RISK REGISTER & ASSURANCE FRAMEWORK

The Committee received a copy of the latest risk register and assurance framework for the Authority. It was

Resolved

That the report be noted.

57/11 PRIVATE MEETING OF MEMBERS WITH THE AUDITORS

Members of the Committee met with the auditors in private.

Meeting ended 4.45pm