



CAMBRIDGESHIRE POLICE AND CRIME PANEL

WEDNESDAY 5 FEBRUARY 2014, 2.00 PM

Civic Suite 1a - Huntingdonshire District Council

Contact – Paulina.ford@peterborough.gov.uk, 01733 452508

AGENDA

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| 1. | Apologies for Absence | |
| 2. | Declarations of Interest | |
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2pm - Wednesday 19 March 2014

Membership:

Councillors: M McGuire, J D Ablewhite, T Bick, P Bullen, M Curtis, G Elsey, T Hunt, N Khan, M Shellens, B Shelton and M Todd.

Independent Co-optees:

Christine Graham and Raja Ali

Officer Support:

Gary Goose



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**MINUTES OF A MEETING OF THE CAMBRIDGESHIRE AND PETERBOROUGH POLICE
AND CRIME PANEL
HELD AT HUNTINGDONSHIRE DISTRICT COUNCIL
ON 6 NOVEMBER 2013**

Members Present:	Councillors McGuire (chair), Ablewhite, Bick, Bullen, Hunt, Khan, Miscandlon, Shellens, Todd and Christine Graham.	
Officers Present:	Alex Daynes Gary Goose Sarah Ferguson	Peterborough City Council Peterborough City Council Cambridgeshire County Council
Others Present:	Sir Graham Bright Brian Ashton Cristina Strood Anna Horne	Cambridgeshire Police and Crime Commissioner Deputy Cambridgeshire Police and Crime Commissioner Office of the Police and Crime Commissioner Office of the Police and Crime Commissioner

1. Apologies for Absence

Received from Councillor Curtis, Councillor Elsey, Councillor Shelton and Raja Ali.

2. Declarations of Interest

None were received.

3. Minutes of the meeting held 18 July 2013

The minutes of the meeting held on 18 July 2013 were agreed as an accurate record and the action points were noted.

4. Election of Vice Chairman

The Chairman nominated Councillor Ablewhite. This was seconded by Councillor Khan. There were no other nomination. Councillor Ablewhite was elected as vice chairman.

5. Public Questions

One question had been submitted by Councillor Hiller from Peterborough City Council as below:

Will the Panel request that the Commissioner goes to the Chief Constable to explain the rationale behind the Constabulary using a brand new fully-loaded Audi Q7 vehicle for, it appears, regular patrol use? I noticed this liveried vehicle recently in Bishops Road, Peterborough.

When budgets are being stretched to the limit in the public sector it seems a somewhat extravagant use of public funds for officers to be using probably one of the worst fuel-efficient cars on the market today for routine patrol work. I do appreciate this vehicle may have capabilities called-upon for emergencies occasionally but so do many other vehicles that are far more economical to run, especially given the huge mileages covered by this type of police use. Therefore, will the Panel further request that budget savings targets are set by the Commissioner, in his next budget, relating to fuel costs across the Constabulary?

I would also be interested to learn just how many of these highly fuel-inefficient cars are being used by Cambs police, and why?

The Panel requested that the Commissioner provided a response to the question and this was given as below:

EU procurement rules state that forces have to go out to the market for police vehicle requirements and we of course adhere to these rules. Decisions regarding the fleet will consider operational appropriateness, whole life cost, warranty, dealer back up and environmental credentials. As these decisions are informed by operational needs, they are delegated to the Chief Constable. However, we do know that the force have 2 Audi Q7s which form part of the fleet for Armed Responses Vehicles. They are also used as platforms for Bronze and Silver command when at major incidents and escort vehicles when required. The vehicles do significant mileage under stress responding to calls for service. Their whole life costs compare favourably with other vehicles within the category required for this work and are purchased through the National Fleet Contracts.

The Commissioner added that he considered that it was the right decision to use such vehicles and that there were only two of them used by the constabulary.

The chairman acknowledged that the whole life cost of the vehicle had to be considered and therefore the use was supported.

6. Decisions by the Commissioner

The Panel received a report to enable it to review or scrutinise decisions taken by the Police and Crime Commissioner under Section 28 of the Police Reform and Social Responsibility Act 2011. The Panel was recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the Police and Crime Commissioner taken since the previous Panel meeting.

The Commissioner advised the following:

- Programme Metis was an ongoing operation and the commissioner would ensure that it was successful and provided value for money;
- The situation with collaboration agreements had changed since the previous meeting as Hertfordshire were now fully committed to the collaboration work;

In response to questions from the Panel, the Commissioner further advised:

- Helicopter support service would see 15 helicopters shared nationally so there could be more than one available at any one time;
- Regarding collaboration, each force would be given the lead on a specific policing issue such as personal protection, traffic enforcement etc;
- The proposed precept would be submitted to the Panel in February for scrutiny.

The Panel noted the report and made no requests for more information on any of the decisions.

7. Complaints Procedure

The Panel received an updated report requesting it agreed the procedure for the handling of complaints made against the Police and Crime Commissioner.

The Panel was recommended to:

1. Agree the procedure for the handling of complaints outlined in the report and appendices;
2. Determine whether non-serious complaints should be agreed by a Panel Member;
3. Agree to establish a sub-committee to carry out any informal resolution of complaints;
4. Agree the membership of the sub-committee to be a minimum of 3 members of the Panel.

The Panel debated the recommendations in the report along with the additional information provided. Comments included:

- One or more panel members should be involved in the initial sifting process to avoid public perception of any bias from the chief executive;
- Involvement of the Panel in sifting should not slow down the process;
- Complaints referred to the Independent Police Complaints Commission (IPCC) may also be referred back to the Panel if not considered serious; and
- Public perception and confidence in the process was important.

The Panel **AGREED** that:

1. The panel would be involved in the initial sifting/triaging of complaints and these would be submitted to Peterborough City Council as host authority in the first instance; and
2. The Chairman or, if he was unavailable, the vice chairman would be the Panel member involved in the initial sifting of complaints along with the Chief Executive of the Office of the Police and Crime Commissioner.

The Panel considered the reporting process for complaints. Comments included:

- A summary of any complaint should be made public; and
- All panel members should be made aware of the detail of the complaint.

The Panel further **AGREED** that:

3. A sub-committee of three Panel members (with two reserves made available) would consider any complaint referred on to the Panel;
4. At least one independent/co-opted Panel Member must be present and should chair the sub-committee.

Following a query from the Panel the Commissioner confirmed that a whistle blowing policy was in place for police officers and this covered the officers of the police and crime commissioner too and was available on the Commissioner's website.

ACTIONS:

Circulate the final agreed procedure to all Panel Members.

8. Update on Collaboration

The Panel received a report to consider and comment on developments made towards collaborative working between Cambridgeshire Constabulary and other policing areas. The Commissioner introduced the report highlighting:

- Regional and national collaboration would be considered if it was beneficial;
- Financial savings and resilience would increase along with greater capability; and
- Currently Bedfordshire and Hertfordshire were involved in developing further collaborative arrangements with Cambridgeshire.

The Panel noted the report and responses by the Commissioner and his Deputy to questions from the Panel included:

- Regional collaboration, for example across East Anglia, would present different issues than local collaboration;
- Some services could be shared with Local Authorities and other organisations;
- There would be a lead command force for each policing issue;
- Bedfordshire and Hertfordshire were already collaborating on areas that Cambridgeshire could join in with;
- Could come to a future meeting to explain how the command structure would work;
- Helicopter use would remain an operational issue; and
- All services could be considered to collaborate on including the use of buildings.

ACTION:

Commissioner to provide information on the process for reporting a Road Traffic Collision (RTC) at an enquiry desk, indicating what happens to the report and how it gets allocated for further investigation.

9. Engagement and Communications Update

The Panel received a report summarising the Commissioner's broad aspirations for engaging with the public both individually and collectively as well as identifying some specific tactical initiatives to support those aspirations. The Commissioner introduced the report highlighting:

- The work of the Outreach worker was proving successful in engaging with a wider variety groups and communities;
- Greater engagement was planned with young people; and
- Social media was being employed to provide information.

The Panel noted the report and responses by the Commissioner and his Deputy to questions from the Panel included:

- The number of 'hits' on the website and trends in use could be circulated to the Panel;
- Issues raised through the website were addressed;
- A meeting was planned to discuss the cost to the tax payer of drunkenness and how to tackle this;
- Tensions between communities in different parts of the county was being addressed;
- Not everyone uses social media so other ways of engaging residents were also needed;
- Schools and youth clubs should be engaged with to help understand issues of concern;
- Delays in responses to the secondary stage of 101 calls was an issues and was being addressed;

- The Chief Constable would need to respond on how best to tackle the enforcement of desired speed limits in some areas and any apparent opposition to the lowering of speed limits.

ACTION:

Commissioner to advise the Panel of the number of hits on the Commissioner's website and usage trends.

10. Agenda Plan

The Panel received the agenda plan including dates and times for meetings.

The meeting began at 2.00pm and ended at 3.45pm

CHAIRMAN

ACTIONS

DATE OF MEETING	ITEM	ACTION	UPDATE
6 November 2013	Complaints Procedure	Circulate the final agreed procedure to all Panel Members.	Revised by Officers and with Lead Member for approval.
	Update on Collaboration	Commissioner to provide information on the process for reporting a Road Traffic Collision (RTC) at an enquiry desk, indicating what happens to the report and how it gets allocated for further investigation.	Response received on 28 January 2014. Circulated to Panel Members on 28 January 2014.
	Engagement and Communications Update	Commissioner to advise the Panel of the number of hits on the Commissioner's website and usage trends.	Response received on 28 January 2014. Circulated to Panel Members on 28 January 2014.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 5
5 February 2014	Public Report

Report of the Police and Crime Commissioner

Contact Officer(s) – Dorothy Gregson

Contact Details – cambs-pcc@cambs.pnn.police.uk 0300 333 3456

DECISIONS BY THE COMMISSIONER

1. PURPOSE

- 1.1 This report is being presented to the Cambridgeshire Police and Crime Panel to enable it to review or scrutinise decisions taken by the Police and Crime Commissioner under Section 28 of the Police Reform and Social Responsibility Act 2011.

2. RECOMMENDATIONS

- 2.1 The Panel is recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the Police and Crime Commissioner. In these circumstances further information would be provided for a future meeting.
- 2.2 The Panel is asked to note the key decisions to be taken by the Commissioner during the forthcoming period and the context for these decisions.

3. TERMS OF REFERENCE

- 3.1 Item 6, To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner's functions.

4. BACKGROUND

- 4.1 This report is presented to enable the Panel to carry out its functions as noted in paragraph 3. The Panel is required to review or scrutinise decisions made, it is also required to support the effective exercise of the functions of the Police and Crime Commissioner.

5. KEY ISSUES

- 5.1 The following decisions taken by the Commissioner have been notified to the Panel:

25 November 2013 – To create a Cambridgeshire Police and Crime Commissioner Youth Fund, managed by Cambridgeshire Community Foundation, to fund charitable projects which engage young people in positive activities (CPCC 2013-20).

25 November 2013 - To approve the signature of the Memorandum of Understanding to put in place clear arrangements and practices that will foster an effective and cooperative working relationship between Bedfordshire, Cambridgeshire and Hertfordshire Strategic Alliance members in respect of organisational and operational support service collaboration (CPCC 2013-21)

- 25 November 2013 - To approve the three year continuation of an office lease in Ely (CPCC 2013-22)
- 04 December 2013 - To approve the Op Metis Business Case and the transfer of £891k from Revenue to Capital (CPCC 2013-24)
- 19 December 2013 - To agree the Chief Constable can utilise £80,000 from the Drug Forfeiture Reserve to employ a Civilian Drugs Expert for a period of three years (CPCC 2013-23)
- 19 December 2013 - To approve the signature of the Section 22A agreement relating to the on-going collaboration between Bedfordshire, Cambridgeshire and Hertfordshire of the Joint Protective Services and for the lead force to change from Cambridgeshire to Bedfordshire (CPCC 2013-26)
- 20 December 2013 - To accept the grant offer of £299,570k in order to create the necessary infrastructure for local commissioning of victims' services and take forward the development of restorative justice (CPCC 2013-27).
- 22 January 2014 – To approve the surrender of the remaining lease at Unit 3, Cardinal Park, Godmanchester (CPCC 2014-01).

5.2 The relevant decision records are attached at Appendix 1.

5.3 If the Panel wishes to scrutinise these decisions, further details can be provided for the next meeting.

6. IMPLICATIONS

6.1 Subject to the Panel's need for further information or scrutiny on any of the decisions above, it may be required that further information is submitted to a future meeting of the Panel.

7. CONSULTATION

7.1 The decisions are in line with the direction set in the Police and Crime Plan. These decision records have been placed on the Commissioner's website.

8. NEXT STEPS

8.1 The Panel members may request further information about the decisions detailed above.

8.2 Future decisions taken by the Commissioner will continue to be notified to the Panel. The Police Reform and Social Responsibility Act 2011 introduced a number of statutory decisions to be taken by the Commissioner. Key decisions to 31 March 2014 include:

- Any variation to the Police and Crime Plan must be sent to the Police and Crime Panel to review
- Any collaboration agreements
- Proposed staff transfer scheme to make provision for transfer to the employment of the Chief Constable as directed by the Home Secretary, and to be approved by the Home

Secretary

- Appointment of Commissioner's Chief Finance Officer, to be notified to the Panel for a confirmation hearing to be held
- Annual Report 2013-14, to be reviewed by the Panel.
- Proposed precept (policing part of council tax) – to be notified to the Police and Crime Panel by 1 February 2014

8.3 These statutory decisions of the Commissioner also require a range of supporting decisions for the Commissioner and his staff including:

- Medium Term Financial Strategy 2014-18
- Governance framework 2014-15
- Annual Governance Statement 2013-14.

8.4 These decisions will be taken against a challenging financial context, for the Commissioner and Constabulary, but also for key partners. All parties are faced with considering how the budget gaps can be bridged to make best use of available funding. The Commissioner has pledged to give priority to frontline and as much visible policing as possible.

9. **BACKGROUND DOCUMENTS**

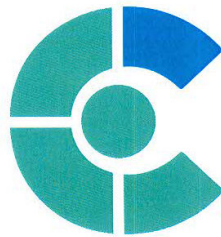
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9.1 Decisions records and background papers detailed at Appendix 1.

10. **APPENDICES**

10.1 Appendix 1 - Decision records.

Appendix 1

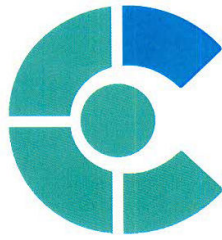


Cambridgeshire
Police & Crime
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-20	
Subject	Cambridgeshire Police and Crime Commissioner Youth Fund
Decision	To create a Cambridgeshire Police and Crime Commissioner Youth Fund, managed by Cambridgeshire Community Foundation, to fund charitable projects which engage young people in positive activities.
Decision Summary	<p>The Cambridgeshire Police and Crime Commissioner Youth Fund is being created in line with my pledge to support work with young people to divert them away from a life of crime. It is also aligned to the Police and Crime Objective to Continue to tackle crime and disorder.</p> <p>The fund will initially contain £40k raised through the sale of unclaimed and recovered stolen property in accordance with the Police Property Act 1997.</p> <p>Cambridgeshire Community Foundation will manage the fund and assess potential applicants.</p>

Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk
Background Papers	Cambridgeshire Police and Crime Plan 2013-16

Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	Date 25.11.2013

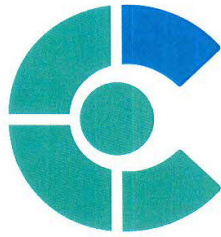


**Cambridgeshire
Police & Crime
Commissioner**

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-021	
Subject	Memorandum of Understanding for Operational Support and Organisational Support Services
Decision	To approve the signature of the Memorandum of Understanding to put in place clear arrangements and practices that will foster an effective and cooperative working relationship between Bedfordshire, Cambridgeshire and Hertfordshire Strategic Alliance members in respect of organisational and operational support service collaboration.
Decision Summary	<p>The three police forces and Police and Crime Commissioners (PCCs) are already collaborating on a range of functions labelled Joint Protective Services. This memorandum of Understanding confirms the strategic intent to extend that collaboration to a range of other functions to enable more effective and efficient operating practices, make savings and thus protect the local delivery of services within Cambridgeshire.</p> <p>The PCCs and Chief Constables (CCs) have developed the attached MoU to provide the context within which overarching and individual business cases can be developed. Sign-off will enable the scoping and business case development work to commence from December 2013 onwards. The MoU will inform the production of appropriate Section 22 agreements which will provide the legal framework.</p>

Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk
Background Papers	

Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	Date 25.11.2013

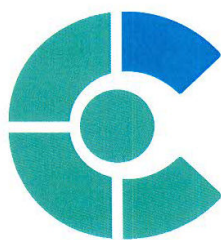


Cambridgeshire
Police & Crime
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-022	
Subject	Continuation of Lease of CCTV Office in Ely
Decision	To approve the three year continuation of the lease of the CCTV Office in Ely.
Decision Summary	<p>The main heads of terms for the current lease renewal as agreed with City of Ely Council are outlined below:</p> <ul style="list-style-type: none">• Term: 3 years starting 21 January 2014• Landlord: Office of the Police and Crime Commissioner for Cambridgeshire.• Tenant: City of Ely Council.• Lease: 3 year term contracted out of the '1954 Act' (no security of tenure)• Break clause: 6 month break clause by either party at any time.• Rent: A nominal rent of £1 if requested.• Service Charge: No service charge will apply.• Common Areas: This unit continues to be operationally required and will include the use of facilities – toilets, shower room and rest room.• Car parking: use of single space at any time.• Office hours: 24 hour access.• Equipment Insurance: to be borne by City of Ely Council.• Vetting: City of Ely Council staff and volunteers to obtain positive police vetting.• Each party to bear their own legal costs incurred in the preparation of the lease renewal.

Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk
Background Papers	

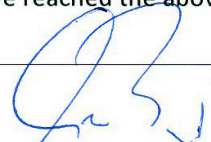
Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	Date 25.11.2013

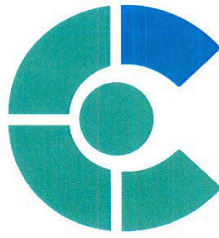


Cambridgeshire
Police & Crime
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-023	
Subject	Drugs Forfeiture Reserve
Decision	To agree the Chief Constable can utilise £80,000 from the Drug Forfeiture Reserve to employ a Civilian Drugs Expert for a period of three years.
Decision Summary	<p>A paper was submitted to the Chief Officers Group in June 2013 proposing civilianisation of one police officer post as a Drug Expert role.</p> <p>There are currently two warranted posts and the proposal returns one of those posts to Territorial Policing Command.</p> <p>The civilian role would be funded through the drugs forfeiture fund on a three year fixed contract.</p> <p>The proposal outlines the role to be a centralised drugs expert function with a force wide remit ensuring continuity, expertise and responding to emerging changes.</p> <p>This is in line with one of the PCC's pledges to support work with partners to tackle drugs misuse and associated crimes.</p> <p>The Chief Officers Group agreed the proposal on 14th June 2013.</p> <p>In order to provide an audit trail the decision needs approval through BCB.</p>

Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk
Background Papers	Finance Sub Group Minutes 21 st November 2013 - Item 10b Civilianisation of drug expert role and centralised management of drug experts dated May 2013

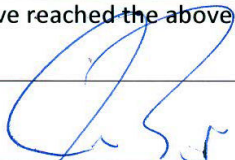
Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	Date
	19.12.2013

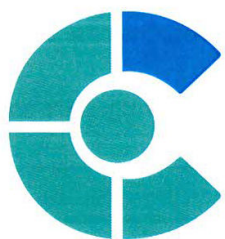


Cambridgeshire
Police & Crime
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-024	
Subject	Op Metis
Decision	To approve the Op Metis Business Case and the transfer of £891k from Revenue to Capital.
Decision Summary	<p>In February 2013, the unapproved scheme entitled Business Productivity and Mobile Devices (METIS) was approved under the capital programme.</p> <p>The Chief Constable has previously approved the purchase of Slates for frontline users for £99k funded by RCCO.</p> <p>In October 2013 the Office of the Police and Crime Commissioner has previously released £50k for PLOD Zero development subject to contract.</p> <p>The PCC approves an addition to the 2013/14 capital programme of £981k for stage one of Programme Metis funded by a matching Revenue Contribution to Capital Outlay (RCCO).</p> <p>The PCC approves the immediate release of £700k from the 2013/14 capital programme for PLOD phases 1 and 2, subject to contract, funded by a matching Revenue Contribution to Capital Outlay (RCCO).</p>

Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk
Background Papers	Programme Metis Outline Business Case

Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	 Date 4.12.2013



Cambridgeshire
Police & Crime
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-026	
Subject	Collaboration Agreement – Section 22A
Decision	To approve the signature of the Section 22A agreement relating to the ongoing collaboration between Bedfordshire, Cambridgeshire and Hertfordshire of Joint Protective Services and for the lead force to change from Cambridgeshire to Bedfordshire.
Decision Summary	<p>The following business areas pertain to Joint Protective Services:</p> <ul style="list-style-type: none">• Armed Policing Unit• Automated Number Plate Recognition• Central Ticket and Collisions Administration• Counter Terrorism and Domestic Extremism• Delegation of Authority (on call arrangements)• Dogs Section• Major Crime Unit• Operational Planning and Support Unit• Road Policing Unit• Scientific Services Unit <p>This Section 22A agreement is an ‘umbrella agreement’ that allows a framework that can be applied to existing collaboration agreements as well as future agreements and covers in general terms the governance, finance, management and workforce arrangements using a Lead Force model. The ‘umbrella’ approach has the advantage of keeping bureaucracy to a minimum while at the same time providing a robust legal framework.</p> <p>The lead force for Joint Protective Services changes from Cambridgeshire to Bedfordshire as Cambridgeshire are to be the lead force for Organisational Support Services.</p> <p>The cost apportionment for each of the business areas within Joint Protective Services remain on the current formula which is a combination of Net Revenue Expenditure and demand for Joint Protective Services.</p> <p>The three Police and Crime Commissioners have agreed that a review of the cost apportionment for Joint Protective Services will take place in the coming years.</p>
Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk

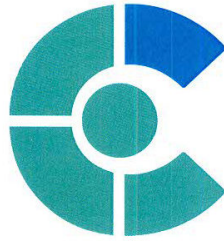


**Cambridgeshire
Police & Crime
Commissioner**

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2013-27	
Subject	Victims' Services Grant Funding
Decision	To accept the grant offer of £299,570k in order to create the necessary infrastructure for local commissioning of victims' services and take forward the development of restorative justice.
Decision Summary	<p>The Ministry of Justice has made funds available to PCC's to:</p> <ul style="list-style-type: none"> • Build RJ capacity in the area and, where capacity is sufficient, fund RJ activity; • Build the capacity and capability of the wider Voluntary Community and Social Enterprise support providers in advance of local commissioning; and • Prepare for local commissioning. <p>The money will be used to take forward Cambridgeshire's Strategic Vision for Support for Victims, including work across the region to promote early local commissioning of a victim support referral mechanism.</p>

Contact Officer	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: dorothy.gregson@cambs.pnn.police.uk
Background Papers	Draft Strategic Vision for Support for Victims in Cambridgeshire put forward to Business Co-ordination Board meeting on 25 th November 2013

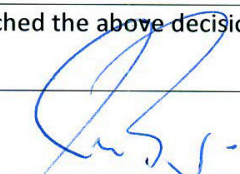
Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	Date 20/12/2013



**Cambridgeshire
Police & Crime
Commissioner**

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2014-01	
Subject	Lease Surrender – Cardinal Park, Godmanchester
Decision	To approve the surrender of the remaining lease at Unit 3, Cardinal Park, Godmanchester.
Decision Summary	<ul style="list-style-type: none">• Cambridgeshire Police completed a 12 year lease of unit 3 Cardinal Park from 28 May 2003 to house the Safety Camera Unit.• All break clauses within the lease have now expired and the current annual costs for rent, service charge, insurance & business rates is £84,000.• The premise was vacated in June 2013 and the building has now been decommissioned.• The landlord will accept a surrender of the lease and this will remove all future liabilities from the date of surrender.• At lease expiry the landlord is entitled to have the building reinstated to its condition at lease commencement and this has been agreed at £85,675 on a financial settlement basis.

Contact Officer	Colin Luscombe – Head of Estates & Facilities Management Tel: 01480 422679 Email: colin.luscombe@cambs.pnn.police.uk
Background Papers	Background report received by 22 nd January 2014 BCB

Sir Graham Bright, Cambridgeshire Police and Crime Commissioner	
I confirm that I have reached the above decision after consideration of the facts above.	
Signature	 Date 22/01/2014

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 6
5 February 2014	Public Report

Report of: Gary Goose, Peterborough City Council, Police and Crime Panel Support

Contact Officer(s) - Gary Goose
Contact Details – gary.goose@peterborough.gov.uk

REVIEW OF COMPLAINTS

1. PURPOSE

1.1 To update the Cambridgeshire Police and Crime Panel on complaints received against the Commissioner.

2. RECOMMENDATIONS

2.1 Note details of this report.

3. TERMS OF REFERENCE

3.1 This report discharges the responsibility for the panel to have an overview of complaints made against the Commissioner.

4. BACKGROUND

4.1 Regular quarterly update to the panel.

5. KEY ISSUES

5.1 During the course of this reporting period there are no complaints that fall within the remit of the Police and Crime Panel.

6. IMPLICATIONS

6.1 None.

7. CONSULTATION

7.1 None.

8. NEXT STEPS

8.1 N/a.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

10. APPENDICES

10.1 None

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 7
5 February 2014	Public Report

Report of the Office of the Police and Crime Commissioner

Contact Officer(s) – Dr Dorothy Gregson, Chief Executive
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Police and Crime Plan Update – Enhanced Partnership Working

1. PURPOSE

- 1.1 To send a draft variation to the Police and Crime Plan, which acknowledges the enhanced status of partnership working on key themes such as Victims, Offenders and Vulnerable Adults, to the Police and Crime Panel to enable its members to review it.

2. RECOMMENDATIONS

- 2.1. The Panel is asked to review the draft variation to the Police and Crime Plan and make a report or recommendations on the draft variation to the Commissioner.

3. TERMS OF REFERENCE

- 3.1 Item 1, To review and make a report or recommendation on the draft Police and Crime Plan, or draft variation, given to the Panel by the Police and Crime Commissioner.

4. BACKGROUND

POLICE AND CRIME PLAN

- 4.1 The Police Reform and Social Responsibility Act 2011 places a responsibility on Police and Crime Commissioners to issue a Police and Crime Plan within the financial year they are elected. Cambridgeshire’s Police and Crime Plan was published by 31 March 2013.
- 4.2 Under the Act, before issuing or varying a Police and Crime Plan, the Commissioner must send the draft plan or variation to the Police and Crime Panel. The Panel must review the draft plan or draft variation and make a report or recommendations to the Commissioner.
- 4.3 The Commissioner must have regard to any report or recommendation, give the Panel a response to any such report or recommendation and publish his response.

5. KEY ISSUES – ENHANCEMENT OF PARTNERSHIP WORKING

- 5.1 Within the Police and Crime Plan the Commissioner pledges to ***‘Working in Partnership’***
- *I will also be keeping in touch with colleagues working for partnership agencies through formal and informal meetings.*
 - *There is a need to champion local initiatives between the police, local councils, including the parishes, the voluntary sector and all those working to reduce crime and build safer communities.*

The plan also states (page 17) that the wider partnership working described within the

plan “will be strengthened over the life of this plan by the Police and Crime Commissioner who has a wider remit for community safety.”

5.2 In the Commissioner’s first year much work has been undertaken by all agencies to influence how the partners approach problems which impact upon all agencies. The joint agenda of creating safer, stronger and supportive communities has encouraged many to take a ‘whole public sector service’ approach to problem solving. Co-location of services, more integrated joint working and ECINs, a virtual data sharing system have pushed this work forward and saved the public purse too.

5.3 The draft variation to page 7 of the Police and Crime Plan reflects this paradigm shift, in particular the identification, by the Public Service Board, of the three key workstreams: Victims, Offenders and Vulnerable Adults. The direction of travel described in the variation also shows how the Commissioner’s personal pledges (referenced in 5.1) fit into this work and are being delivered in partnership.

5.4 The recruitment of the Engagement Outreach Worker and how her work helps local people influence policing priorities and resource allocation is also laid out within this variation. This was originally dealt with at the bottom of page 8 but it is felt this now supports the joint agenda to work in partnership, with the public being a key partner.

7. CONSULTATION

7.1 The original draft Plan, containing the pledges and commitment detailed in 5.1, was published on the Commissioner’s website on 26 February 2013 and accompanied with a press release stating that public feedback was invited. The press release was also tweeted to more than 500 followers on Twitter. Articles subsequently appeared in local newspapers. The public engagement described is in addition to the feedback Sir Graham received from members of the public during his election campaign which already helped shape the draft Police and Crime Plan.

8. NEXT STEPS

8.1 The draft variation will be reviewed by the Panel on 5 February. The Commissioner must have regard to any report or recommendation, give the Panel a response to any such report or recommendation and publish his response.

9. BACKGROUND DOCUMENTS

9.1 Police and Crime Plan 2013-16 www.cambridgeshire-pcc.gov.uk/police-crime-plan

10. APPENDICES

10.1 **Appendix 1 - Draft Variation to page 7 of the Cambridgeshire Police and Crime Plan.**

Draft Variation to page 7 of the Cambridgeshire Police and Crime Plan.

The Constabulary has identified the need to understand the impact migration and the establishment of new communities, with their own cultural differences, has on criminality and community cohesion. The law must be upheld without exception. Establishing and then maintaining communities' trust and confidence in the police and other agencies is crucial to enable joint working to stamp out exploitation and provide support to victims of this and other offending behaviour.

Building safer, stronger and supportive communities

The Commissioner wants to work with partners to build safer, stronger and supportive communities in Cambridgeshire. Communities with low crime rates, low numbers of victims and high numbers of people willing to be witnesses. Residents with good wellbeing and mental health who are engaged with, and confident in, statutory agencies.

This agenda is shared by members of the public, private and third sector who are working together to achieve this vision through several key workstreams.

Victims and witnesses

An evidence-based Strategic Vision of Support for Victims in Cambridgeshire will drive the future commissioning of support services for the 30,000 people who report crime each year in the county, the funding for which transfers to the Commissioner from October 2014.

At its heart the vision aims to champion the needs of victims and provide victim-driven support which enables them to cope and recover and where possible return to the life they had before the crime occurred. It reinforces the drive to create safer, stronger and supportive communities for victims. It also recognises some victims (often as a result of the crime) have multiple and complex needs and would benefit from an 'Integrated Victim Management' approach.

Offenders

A multi-agency Offender Group aspires to prevent offending at all, and stop the revolving door of offending through an integrated approach to offender management which effectively manages the risks to our local communities. Every contact offenders have with services must reduce the likelihood of offending. The group will seek to engage with the new providers of probation services to ensure they become part of this landscape.

This paradigm shift in the management of offenders involves upstream work to divert young people and adults away from offending and re-offending. It builds on safer, stronger and supportive communities. The Commissioner's new Youth Fund will aid local projects with young adults. The use of restorative justice will give young adults the chance to repay their debt to society and save policing hours too. Young adults aged 16-24 make up a disproportionate number of victims and offenders making this agenda an important one.

Integrated Offender Management and MAPPA arrangements must be safeguarded to ensure all appropriate agencies continue work with the most prolific and chaotic offenders at both a strategic and operational level.

Vulnerable people

Poor mental health, learning disabilities or difficulties, substance misuse (drugs and/or alcohol) and homelessness are some of the multiple and complex needs displayed by both victims and offenders.

These people, in particular those with mental ill health, are over represented in the Criminal Justice System with repeated contacts. The Commissioner is working with the county council, unitary authority and health colleagues to look at the public sector approach to safeguarding vulnerable adults to ensure it transcends the barriers of siloed budgets.

In particular alcohol misuse costs the public purse an estimated £21 billion a year in healthcare, crime and lost productivity costs. The Commissioner has brought partners together to develop joint solutions to tackle the supply (in particular of super strength products), the enforcement of licensing laws and the support available for people who are alcohol-dependent.

More than 20,000 women a week experience alcohol-related domestic abuse showing the clear linkages between its misuse, offending and the impact upon families as a whole. The Commissioner will be responsible for commissioning support for these victims from October 2014.

Cambridgeshire and Peterborough partners are taking both a traditional, and more modern approach to joint working. Co-location of services within the Multi-Agency Referral Unit (to safeguard vulnerable adults), community safety services in Peterborough and aspects of the Integrated Offender Management (IOM) model have saved the public purse. However more recently the barriers have been broken down in a virtual world through a computer system called ECINs. This data sharing system was initially brought in so partners could share information on cases of anti-social behaviour in real time. It has quickly revealed the benefits for the wider Troubled Families Project, IOM and even licensing applications. The Commissioner intends to support its continued use in the future.

Locally-set People's Priorities

People who live and work in the county can suggest priorities for policing their particular areas. These 'People's Priorities' enable people to influence the provision of local policing to address new and emerging issues they have identified.

The Commissioner's Engagement Outreach Worker (Peterborough and Fenland) is also listening to people at a local level to identify issues which are causing concern.

Crime and incident trends highlighted through both of these channels are fed back to the Commissioner and Chief Constable for further consideration.

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 8
5 February 2014	Public Report

Report from the Office of the Police and Crime Commissioner

Contact Officer(s) – Niki Howard, Chief Finance Officer

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PRECEPT REPORT 2014/15

1.	PURPOSE
1.1	To notify the Police and Crime Panel of the Police and Crime Commissioner's proposed precept to enable the Panel to review the proposed precept.
2.	RECOMMENDATIONS
2.1	The Police and Crime Panel is recommended to review and make a report to the Commissioner on the proposed precept, noting that at the point of writing the report, the "referendum ceiling" had not been announced.
3.	TERMS OF REFERENCE
3.1	Under the Police Reform and Social Responsibility Act 2011 and the Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012, the Commissioner must notify the Panel of the precept which the Commissioner is proposing to issue for the financial year by 1 February. The Panel must review the proposed precept notified to it by 8 February.
4.	BACKGROUND
4.1	Cambridgeshire Constabulary has been judged to be performing well overall. The Commissioner wishes to support the Chief Constable and the Constabulary as a whole by ensuring they have the necessary resources to maintain and enhance effective policing across Cambridgeshire.
4.2	The budget will enable delivery of the Commissioner's Police and Crime Plan. The Commissioner intends to build on the Police and Crime Plan 2013-16.
4.3	The Plan will incorporate the Commissioner's priorities for ensuring efficiency and effectiveness in policing and tackling crime based on the issues of importance to the public. The Plan will reflect the Constabulary's latest strategic assessment, the implications of the budget and precept 2014/15 and the Medium Term Financial Strategy, as well as the wider crime role and other functions of the Commissioner.
5.	KEY ISSUES
5.1	To protect frontline policing, the proposed precept equates to a 1.92% increase or seven pence per week for a Band D.
5.2	The Panel is recommended to review the proposed precept in the context of ensuring continued and sustainable effectiveness and efficiency in policing in Cambridgeshire.

6.	IMPLICATIONS
6.1	The budget presented to the Panel is balanced for 2014/15. If accepted, the precept will ensure a £130.8m budget for policing in 2014/15.
7.	CONSULTATION
7.1	Public engagement between the Commissioner and the public takes place using a range of channels and methods, including via his Outreach Worker who has proved valuable in picking up and reporting back local concerns, as well as wider issues that need escalating for further action or scrutiny. Informed by this work the Commissioner believes that this 1.92% increase balances the public's expectations of police visibility with the affordability of a below inflation precept rise.
8.	NEXT STEPS
8.1	The Panel must make a report to the commissioner on the proposed precept. The report may include recommendations, including recommendations as to the precept that should be issued for the financial year.
9.	BACKGROUND DOCUMENTS
	n/a
10.	APPENDICES
10.1	Appendix A - Precept Report 2014/15

Appendix A



PRECEPT REPORT 2014-15

1. Purpose of the Report

- 1.1 The purpose of this report is to enable the Police and Crime Panel to approve the precept proposal set out by the Police and Crime Commissioner. Provided for background information are a series of documents which inform the precept including the latest Medium Term Financial Plan.

2. Police and Crime Plan

- 2.1 The budget enables delivery of the Commissioner's Police and Crime Plan. The Police Reform and Social Responsibility Act 2011 places a responsibility on Police and Crime Commissioners to keep the Police and Crime Plan under review and may vary it at any time. The Commissioner has updated the Police and Crime Plan to acknowledge the enhanced status of partnership working on key themes such as Victims, Offenders and Vulnerable Adults.
- 2.2 The Plan incorporates the Commissioner's objectives for ensuring efficiency and effectiveness in policing and tackling crime, based on the issues the public tells the Commissioner they are concerned about (e.g. fighting anti-social behaviour, burglary and timely response to telephone calls).
- 2.3 Public engagement between the Commissioner and the public takes place using a range of channels and methods, including via his Outreach Worker who has proved valuable in picking up and reporting back local concerns, as well as wider issues that need escalating for further action or scrutiny. Feedback mechanisms include:
- Street surgeries
 - One to one surgeries
 - Meetings with elected representatives, such as councillors and MPs
 - Attendance at/ feedback from neighbourhood forums/ meetings
 - Attendance at/ feedback from parish meetings
 - Representation on Community Safety Groups

- Attendance at/ feedback from Neighbourhood Watch AGMs and with the Chairman and other members of Cambridgeshire NHW
 - Correspondence – more than 1,600 emails and letters from members of the public
 - Twitter
 - Comments received via the website, by email or in person following publication of press releases or other locally, regionally or nationally generated news items
- 2.4 The Plan has also been updated to reflect the Constabulary’s latest strategic assessment and risk matrix and will be updated again once the 2014-15 budget and Medium Term Financial Plan have been finalised. It also reflects the Commissioner’s wider ‘and crime’ role.
- 2.5 Commissioners must consult Chief Constables on their draft plans before they are sent to the Police and Crime Panel for consideration. Commissioners must have regard to the crime and disorder reduction priorities set by partners, the strategic direction of the criminal justice system and the national Strategic Policing Requirement.
- 2.6 The Commissioner finds the Constabulary to be performing well on both crime reduction and public confidence. He wishes to ensure that this success is maintained and that the Chief Constable has the necessary resources to continue the improvement.

3. Budget and Medium Term Financial Strategy Development

- 3.1 During the autumn the Commissioner oversaw work to update the Medium Term Financial Plan. This Plan included a “just under 2% increase” in council tax assumption and at that stage the budget gap for 2014/15 was estimated at £3.5m.
- 3.2 The Commissioner received the provisional settlement on 19th December which took a further £1.2m from our base budget than had been expected, a total reduction to the Police Grant of 4.8% leading to a gap in budget of £4.9m.
- 3.3 Appendix 1 sets out the updated 2014 to 2018 Medium Term Financial Plan (MTFP) including the 2014/15 budget which is based on detailed budget work undertaken by the Constabulary over the past few of months.
- 3.4 Appendix 2 sets out the assumptions underpinning the budget and MTFP.
- 3.5 Appendix 3 sets out the details of the Final Grant Settlement for 2014/15.
- 3.6 Table 1 below sets out in broad terms how the budget has been balanced and Table 2 shows a high level analysis of the total budget.

Table 1 – Budget changes 2013/14 to 2014/15

	£m
Budget 2013/14	132.8
Funding Changes	
Reduction of grants	-3.7
Increase in Precept	1.6
Change to Draw Required on Reserves	0.1
Net Budget Requirement 2014/15	130.8
Net Revenue Expenditure Changes	
Inflation and budgetary pressures	1.4
Savings:-	
Police staff - net savings after transfer to collaborated un	-0.7
PCSOs	-0.9
Transport	-0.7
Supplies and services	-0.3
Decrease requirement for capital funding from revenue	-0.5
Increase in Income	-0.3
Total Savings Identified	-3.4
	130.8

Table 2 – High Level Budget Analysis

	£m
Policing Budget - delegated to the Chief Constable	125.7
Office of the Police and Crime Commissioner	1.2
Victim, restorative justice and crime & disorder grants	1.8
Capital Financing and Reserves	2.1
Net Budget Requirement	130.8

4. Council Tax Base and Collection Funds

- 4.1 Final council tax base figures and details of estimated losses/surpluses on collection funds as at 31 March 2014 have now been received. Net losses on collection funds are estimated at £96k and will be financed from the General Reserve. Compared to 2013/14 the council tax base for 2014/15 has increased by 1.5% after allowing for receipt of Council Tax Support Grant.

5. Precept 2014/15

- 5.1 Careful consideration has been given to the pros and cons of accepting the 2014/15 Council Tax freeze grant. The council tax freeze grant for 2014/15 is equivalent to the sum raised by a 0.65% increase in council tax. If the Commissioner was to accept a freeze grant for 2014/15 this would leave a further £0.6m deficit to fund. Cambridgeshire's spending on policing is one of the lowest in the country; a further decrease in budget could have a profound impact on the performance of policing in Cambridgeshire. However is it recognised that accepting the freeze grant would reduce costs for local residents, when the impacts of the current economic climate are being felt. During the election campaign the Commissioner had stated he would ensure value for money.
- 5.2 In order to protect frontline policing, the Commissioner therefore proposes to reject the council tax freeze grant and to increase the council tax precept by 1.92% from £177.93 per annum to £181.35, an additional 7 pence per week at band D. It is noted that at the point of writing the report, the "referendum ceiling" had not been announced and if this is ultimately at variance to current understanding, this proposal will require reconsideration.
- 5.3 In December the Commissioner announced to the media he would be proposing a modest increase in precept to protect the frontline. This was informed by what he has been told throughout the year by members of the public who want to see the number of frontline officers protected. The Commissioner believes that the 1.92% increase balances the public's expectations of police visibility with the affordability of a below inflation precept rise.
- 5.4 News of the Commissioner's proposal was covered by radio and print media across Cambridgeshire and tweeted (and subsequently re-tweeted) to a total of around 5,500 people. The level of correspondence directly to the OPCC specifically about the proposal has been exceptionally low (two emails/ letters). However, during the past year the Commissioner has received numerous emails, letters and comments from members of the public stating that they want to see officers and PCSOs on the streets and action from the police on a number of priority areas already identified in the Police and Crime Plan.
- 5.5 Details of the precepts due from each collection authority net of any loss or surplus on the collection funds are set out at Appendix 5.

6. Workforce

- 6.1 Despite budget reductions, the Constabulary has managed to increase the number of local policing officer posts from 988.5 at the start of the year to 998 by the start of this coming year. Overall posts were reduced from 1349.2 in 2013/14 to 1341 in 2014/15 as a result of savings elsewhere including collaboration with other forces.
- 6.2 As at January 2014, PCSO numbers stand at 150, a reduction on historical establishment of 30.

- 6.3 The budgeted number of Police Staff continues to fall as we continue to close the budget gaps year on year. Police Staff budgeted numbers for 2014/15 are 819.
- 6.4 Special Constabulary numbers reached our target of 300 in January 2014.
- 6.5 The current police officer workforce plans are shown in table 3 below.

Table 3

Police Officers	2013/14	2014/15
Local Policing*	988.5	998.0
Other Policing	350.7	343.0
*	+ 10 mid year	
Total Officers	1,349.2	1,341.0
Police Staff		
Police Staff	833.0	819.0
PCSOs	180.0	150.0
Total	1,013.0	969.0

7. Capital Financing

- 7.1 The Commissioner wished to ensure that from 1 April 2013 the Capital Programme was fully funded without external borrowing. Capital spending is financed by increased revenue contributions, unless the capital investment is to support structural investment for longer term transformational change.
- 7.2 The decision to minimise borrowing to finance the Capital Programme has meant even greater scrutiny of capital investment and additional work to develop more sophisticated cash flow projections and review of the financing of existing schemes.
- 7.3 The Capital Programme 2014 to 2018 has been agreed and the revenue effects of the Programme are included in the budget and the MTFP.

8. Specific Grants

- 8.1 The Police and Social Responsibility Act 2011 gave Commissioners the powers to make crime and disorder reduction grants, Cambridgeshire received £928k for distribution in 2013/14. For 2014/15 the crime and disorder grants will be rolled into the main police grant and therefore the Commissioner will be free to decide on the use and the totality of these grants going forward.
- 8.2 The Policing Minister has recently announced that Commissioners will receive funding to commission services for victims. £300k will be received during 2013/14 with a further £435k due to be received in 2014/15 and a further £875k as an indicative amount for 2015/16. The funding for 2013/14 has been provided to enable PCCs to:

- i) build the capacity and capability of potential providers of services for victims (including potential providers of restorative justice services) from the Voluntary Community and Social Enterprise (VCSE) sector;
 - ii) commission restorative justice services if capacity and capability are sufficient in relation to these services;
 - iii) prepare for local commissioning.
- 8.3 Work has been undertaken with partners to understand the existing landscape of support provision for victims and to create a 'Strategic vision of support for victims in Cambridgeshire'. The subsequent action plan will enable partners to drive this work forward to improve the support received by victims, both from services and within their communities. The vision has informed the 'Commissioner's Victim Referral and Support Service Commissioning Intentions'. These intentions set out Cambridgeshire's aim to work with the Ministry of Justice to pilot the local commissioning of victim referral through a local Victim Hub. This pilot Hub, which is fully supported by both partners, and colleagues from the Eastern Region, plans to manage referrals for victims who have both reported the crime and those who have not.
- 8.4 In Cambridgeshire all commissioning of support services will be driven by a strong foundation of partnership working and evidence. The Victim and Offender Needs Assessment and a Victims' service and pathway mapping event will be further bolstered by planned engagement with victims to ensure a 'victim-centric' approach is taken and research into key victim groups and experiences.
- 8.5 Nationally the Ministry of Justice will commission services which provide support for: victims of trafficking, families bereaved by homicide, victims of rape through partial funding of Rape Support Centres and witnesses through a Court-based Witness Service. National helplines and some services for victims of sexual and domestic violence will also be commissioned.

9. Office of the Police and Crime Commissioner

- 9.1 The Commissioner made a public commitment last year to reduce the running costs of his office from April 2013 by 10% compared to what the Police Authority had previously cost. The Commissioner set the budget for his office for 2013/14 at £866,000 which was an 11% reduction.
- 9.2 The Police and Crime Plan is being amended to reflect that the work of the Commissioner and the OPCC is changing and expanding. The Commissioner is driving an integrated offender strategy, and as set out above he will become responsible for commissioning services in support of victims which he intends to do through an integrated victim management approach.
- 9.3 To assist him in tackling this wider agenda he has agreed with the Chief Constable to retain a number of posts with enhanced responsibilities, whilst transferring the

remaining staff to the Chief Constable under Transfer Order 2 arrangements. The budget for the retained staff will also be retained by the PCC.

9.4 In addition, with his aim of personally championing the views of the people of Cambridgeshire and Peterborough, he has already appointed an Outreach Worker for Peterborough and Fenland which has been extremely valuable in obtaining the views of the public and highlighting issues for action to the Commissioner. In recognition of the value the outreach work has already achieved in the north of the area, a further Outreach post for Southern Cambridgeshire has been built into the Commissioner's 2014/15 budget.

9.5 The detailed budget is shown at appendix 4.

10. Robustness of estimates

10.1 Under Section 25 of the Local Government Act 2003, the Commissioner's Chief Financial Officer is required to report on the robustness of the estimates made for the purposes of the budget calculations.

10.2 Work on the 2014/15 budget gap began with Bedfordshire and Cambridgeshire agreeing to collaborate together, as Hertfordshire had requested that they look at other solutions for the operational support. Following the re-engagement of Hertfordshire into the collaboration work progress on collaboration plans with Bedfordshire has been slower, as all have to be reworked to accommodate all three forces.

10.3 The Force Executive Board held a budget session during the summer. At the budget session every budget manager was charged with addressing saving in their area of business and those savings were then challenge by their peers to produce a robust list of savings. The Finance Team then worked with budget managers to secure the savings identified.

10.4 Over the last few years the Constabulary has been able to deliver savings ahead of schedule. This has slightly eased the pressure on preparation of the 2014/15 budget and news from Government that we have been successful in our bid to the new Home Office innovation fund will assist with delivering projects designed to bridge the gap over the coming years. However the future remains very challenging as the gaps demonstrate.

10.5 The Commissioner has built on the Constabulary's tried and tested budget preparation and monitoring arrangements. This includes scrutiny of where and why savings have been achieved and reassurance that, where possible, they have been built into the following year's budget.

10.6 There have been changes to the overall way the budget has been put together for 2014/15 and these changes have been reflected in recast figures for 2013/14 for comparison. Further services are now being considered for collaboration with Hertfordshire and Bedfordshire i.e. custody, which has been traditional shown within

the local policing figures and now shown within the Business Support Expenditure thus giving a true spend for the Local Policing budget.

11. Use of Reserves

- 11.1 Section 25 of the Local Government Act 2003 requires the Chief Finance Officer to report on the adequacy of the proposed financial reserves as part of budget setting considerations.
- 11.2 Appendix 6 sets out the Commissioner's reserves including estimated movements in 2013/14 and 2014/15.
- 11.3 Earmarked Reserves have been built up over the last few years specifically for the financing of capital (via the Capital Reserve). The Capital Reserve has been applied to fund legacy schemes (schemes approved pre 2013) and use of the Capital Reserve in this way reduces the pressure on the revenue costs required to fund the capital programme
- 11.4 It is proposed to set up a reserve for the underspend for 2013/14, built up as a result of the need to find £4.7m savings for 2014/15, which will be used to assist with the large budget savings required in future years. It is further proposed to set up a reserve to fund years 3 and 4 of the Metis Programme.
- 11.5 The Commissioner holds a general reserve (7%), primarily as a contingency for major police operations which may come out of the blue and at major cost.

12. The Medium Term Outlook

- 12.1 As set out in Appendix 1 the projected budget gap in the 3 years 2015 to 2018 is a further £12.2m. This has increased significantly given the settlement for 2014/15 and the statement that further top slicing is due for 2015/16. It is disappointing that the government has not been able to confirm grant allocations for 2015/16 and has stated that it could be summer before indicative cuts are known. One year allocations do not make for easy financial planning. 2015/16 is particularly difficult as we are expecting further top slicing of the Police Grant with no knowledge of how much this might be.
- 12.2 The Strategic Alliance is relying upon collaboration of Operational Support (back/middle office), coupled with the introduction of Metis, the IT streamlining of process to deliver information directly to the front-line, to deal with most of the funding gap in the medium term. Any further delays with these projects may jeopardise the realisation of the required savings and necessitate another 'Plan B'.

13. Conclusion

Despite larger than expected reductions in the settlement grant for 2014/15 robust plans are in place for:

- maintaining police performance,
- retaining local officers numbers, and
- linking with partners to reduce offending and improve support for victims

Through Metis and continued collaboration ambitious plans have been put in place to ensure the front line is protected. Ensuring the council tax element of the funding keeps pace with inflation will enable that the success of these plans and ensure performance and services are maintained at a level desired by the public.

14. Recommendation

- 14.1 Taking into account all the information contained in the report the Commissioner is asking the Panel agree with his decision to raise the council tax by 1.92%, the equivalent of 7p per week on a Band D.

	Revised Budget 2013/14 £'000	Budget 2014/15 £'000	Forecast 2015/16 £'000	Forecast 2016/17 £'000	Forecast 2017/18 £'000
Local Policing Expenditure					
Police Officer Pay	51,687	51,885	53,242	55,846	57,412
Police Staff	5,837	5,429	5,602	5,793	5,966
PCSO Pay & Allowances	5,762	4,876	4,933	5,019	5,170
Total Local Policing Expenditure	63,286	62,190	63,777	66,658	68,547
Business Support Expenditure					
Police Officer Pay	8,497	8,197	8,374	8,675	8,914
Police Staff	19,001	18,071	18,364	18,969	19,538
Goods and Services	20,347	19,541	19,690	20,268	20,875
Total Business Support Expenditure	47,845	45,809	46,428	47,912	49,327
Collaboration Expenditure					
BCH	16,411	17,031	17,372	17,999	18,212
ERSOU	962	1,029	1,050	1,087	1,120
Helicopter	470	480	490	504	514
Kings Lynn PIC	688	906	924	952	971
Total Collaboration Expenditure	18,531	19,446	19,835	20,543	20,818
Office of the Police and Crime Commissioner	866	1,224	1,249	1,279	1,313
Community Safety / Crime Reduction Grants (OPCC)	928	1,341	1,347	1,347	1,347
Victim and Restorative justice Grant	300	435	875	0	0
Capital Financing Costs	2,669	2,204	2,533	2,812	2,781
GROSS REVENUE EXPENDITURE	134,425	132,649	136,044	140,550	144,134
Total Income	-1,462	-1,755	-1,955	-1,955	-1,955
NET REVENUE EXPENDITURE	132,963	130,894	134,089	138,595	142,179
Contributions +To /- From Reserves	-155	-96	0	0	0
NET BUDGET REQUIREMENT (NBR)	132,808	130,797	134,089	138,595	142,179
Budget -Decrease / +Increase Year on Year		98.5%	2.5%	3.4%	2.6%
Financed by:					
Formula Grant	81,139	77,273	74,300	72,886	71,792
Victim and Restorative Justice Grant	300	435	875	0	0
Precept	45,544	47,190	48,837	50,541	52,305
Council Tax Freeze Grant	1,173	1,173	1,135	1,118	1,101
Council Tax Support Grant	4,807	4,822	4,822	4,822	4,822
Collection Fund - Deficit / +Surplus	-155	-96	0	0	0
TOTAL FINANCING	132,808	130,797	129,969	129,367	130,020
BUDGET GAP	0	0	-4,120	-9,228	-12,159
			-4,120	-5,108	-2,931
Band D Council Tax £	£177.93	£181.35	£184.90	£188.53	£192.22
KEY ASSUMPTIONS INCLUDED IN THE FORECASTS ABOVE					
Council Tax base increases actual	1.10%	1.50%			
Council Tax base increases estimated			1.50%	1.50%	1.50%
Council Tax	1.96%	1.92%	1.96%	1.96%	1.96%
Tax base	255,963	260,217	264,120	268,082	272,103
Grant increase / Decrease (-)	-1.95%	-4.80%	-4.00%	-2.00%	-1.50%
Police officer pay rise (w.e.f 01/09)	1.00%	1.00%	1.00%	1.58%	2.00%
Police staff pay rise (w.e.f. 01/9)	1.00%	1.00%	1.00%	1.58%	2.00%
Increment increase	0.70%	0.70%	1.00%	1.00%	1.00%
General Inflation	2.50%	2.00%	2.00%	2.00%	2.00%
Fuel & Energy Inflation	4.00%	5.00%	5.00%	5.00%	5.00%

* Recast figures to show services to be collaborated i.e. custody, in Business Support and not Local Policing

Budget Assumptions

The following assumptions (some now confirmed) underpin the estimates/forecasts:-

- Pay awards - the Chancellor's Autumn Statement confirmed a further two years of pay restraint - 1% per annum up to and including 2015/16.
- Winsor 2 has led to a slight increase in costs for 2014/15 with further increases over the life of the plan; the budget assumption plans for this increase.
- General (price) inflation is now projected at 2.0% across the 4 years but for energy and fuel the assumption is 5%.
- A council tax increase of 1.92% confirmed for 2014/15 and 1.96% assumed in each of the remaining years of the Medium Term Financial Strategy
- A formula grant reduction of 4% in 2015/16, 2% in 2016/17 and a further 1.5% for the final year of the plan.

Details of the Final Grant Settlement 2013/14

1. Formula Grant

- 1.1 A 4.8% cash reduction for 2014/15 compared to our assumption of 3.3%. We are worse off by £1.2m.
- 1.2 Grants will be directly payable by DCLG and Home Office.
- 1.4 No figures published for 2015/16 (in light of further reduction to Home Office budget).
- 1.5 No changes to damping arrangements. Damping has been applied to ensure all policing bodies receive the 4.8% cash reduction.
- 1.6 Beyond 2014/15 - The Home Office confirmed that the Home Secretary ‘..will be commissioning a fundamental review of the Formula once Police and Crime Commissioners are established in their roles and able to engage fully in the review process.’ This is expected to begin in mid-2014.
- 1.7 In the Autumn Statement 2013 the Chancellor announced that further cuts could be expected for 2015/16.

2. Victim and Restorative Justice Grant

- 2.1 The allocation for 2014/15 is £435k, slightly higher than expected.

3. Localised Council Tax Support Funding

- 3.1 Our DCLG published grant is £4.82m (£4.81m was previously notified). This grant will make up the shortfall in precept from the lower tax base.

4. Council Tax

- 4.1 Referendum limit is still awaited for 2014/15. On 19 December 2012 the Secretary of State announced that as a general rule a 2% referendum principle would apply to all principal local authorities, Police and Crime Commissioners and Fire and Rescue Authorities, meaning that a positive local referendum result would be needed for council tax increases above 2%, with exceptions for those authorities who’s Band D council tax was in the lower quartile for their category of authority. Cambridgeshire Police does not fall within this category.
- 4.2 Council Tax Freeze Grant details confirmed - A local elected policing body will be eligible for the grant providing it does not increase the basic amount of council tax in 2014/15, compared to 2013/14. The grant of £284.2k is equivalent to a 0.65% increase in the 2013/14 Band D council tax payment.

5. Capital Grant

Confirmed as £2.1m for 2014/15.

Office of the Police and Crime Commissioner (OPCC)

Budget for the OPCC 2013/14 and 2014/15

	2013/14 Budget £000	2014/15 Budget £000	Change £000	Notes
Police and Crime Commissioner	70	70	0	
Police and Crime Commissioner - employers NI	7	8	1	
Deputy Police and Crime Commissioner	28	28	0	
Deputy Police and Crime Commissioner - employers NI	2	3	1	
Travel/Conferences etc.	10	5	-5	Reduced costs for the PCC and Deputy PCC
	117	114	-3	
OPCC Staffing (incl. Chief Executive and CFO) (9.8 fte in 2013/14) (15.9 fte in 2014/15)	466	745	279	Increased capacity for new functions and Stage 2 Transfer staff
Other OPCC staff costs	24	19	-5	Travel costs, recruitment and training etc.
Legal fees	40	78	38	Increased to account for collaboration requirements
External Audit Fees	65	45	-20	Constabulary now contribute towards external audit
Internal Audit costs	46	46	0	
Other office and running expenses	108	177	69	Custody visitors, IT costs, Corporate subscriptions, accommodation costs, etc.
Total costs of the OPCC	866	1,224	358	
Staffing	597	873	276	
Non-Staffing	269	351	82	
	866	1,224	358	

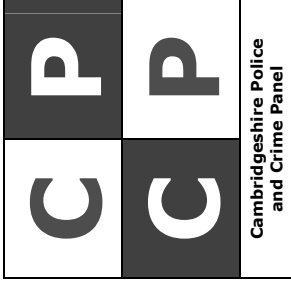
Share of Precept to be paid by each District/City Council in 2014/15

	Council Tax Base No.	Precept £	Collection Fund Surplus (+)/ Deficit (-) £	Total Payment Due £
Cambridge City	38,675.1	7,013,729.39	-4,537.87	7,009,191.52
East Cambridgeshire	27,877.3	5,055,548.36	-14,283.00	5,041,265.36
Fenland	27,011.0	4,898,444.85	0.00	4,898,444.85
Huntingdonshire	57,357.0	10,401,691.95	-17,815.00	10,383,876.95
South Cambridgeshire	58,242.6	10,562,295.51	-59,656.00	10,502,639.51
Peterborough City	51,054.0	9,258,642.90	0.00	9,258,642.90
Total	<u>260,217.0</u>	<u>47,190,352.95</u>	<u>-96,291.87</u>	<u>47,094,061.08</u>

General and Earmarked Reserves - Movements

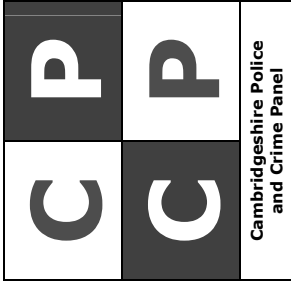
	Balance	2013/14		Balance
	31 March 2013	Added to Reserve	Applied	31 March 2014
	£000	£000	£000	£000
Innovation Reserve	592			592
Carry Forward Underspending Reserve	1,114	1,167	-1,114	1,167
Insurance Reserve	1,028			1,028
Ill-Health Retirement Reserve	627			627
Capital Reserve	6,275		-900	5,375
Collaboration Initiatives Reserve	2,016			2,016
Drug Forfeiture (Operational) Reserve	177		-80	97
Operational Contingency Reserve	500			500
Metis Programme Years 3 and 4 Reserve		2,000		2,000
Budget Damping Reserve		1,950		1,950
	<u>12,329</u>	<u>5,117</u>	<u>-2,094</u>	<u>15,352</u>
General Reserve	9,205	18	3,023	9,223
			0	

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**CAMBRIDGESHIRE POLICE AND CRIME PANEL
AGENDA PLAN**

DATE OF MEETING	TITLE/ PURPOSE	OFFICER
Wednesday 6 November 2013 Huntingdon District Council, Civic Suite 1a 2pm	Election of Vice Chairman	
	Decisions by the Commissioner	Police and Crime Commissioner's Office
	Review Complaints Policy	Police and Crime Commissioner's Office
	Update on Collaboration	Police and Crime Commissioner's Office
	Engagement and Communications Update (outreach workers and communications)	Police and Crime Commissioner's Office
Wednesday 5 February 2014 Huntingdon District Council, Civic Suite 1a 2pm	Decisions by the Commissioner	Police and Crime Commissioner's Office
	Review Complaints	Gary Goose, Peterborough City Council
	Police and Crime Plan Variation	Police and Crime Commissioner's Office
	Scrutiny of the Budget	Police and Crime Commissioner's Office
	Dates for forthcoming meetings	Police and Crime Commissioner's Office



DATE OF MEETING	TITLE/ PURPOSE	OFFICER
<p>Wednesday 19 March 2014 Huntingdon District Council, Civic Suite 1a 2pm</p>	<p>Decisions by the Commissioner</p> <p>Review Complaints</p> <p>Scrutiny of the Police and Crime Plan</p>	<p>Police and Crime Commissioner's Office</p> <p>Police and Crime Commissioner's Office</p>