

Action Points:

Meeting of Management Team – 13th June

Present: Vera Baird (Police and Crime Commissioner)
Mark Dennett (Deputy Police and Crime Commissioner)
Elaine Snaith (Interim Chief Executive)
Mike Tait (Chief Finance Officer)
Stephen Crutes (Solicitor)
John Leslie (Estates Manager)

Location: Balliol Business Park

Start time: 9.00am

Finish Time: 12.25pm

John Leslie (Estates Manager) mentioned that he had been working on an operational document for Estates which has been to SMB (Senior Management Board, Northumbria Police). This document will be considered by the Commissioner and Chief Constable at a future date.

JL then gave an overview of various properties throughout the force area. The Commissioner re-iterated that it is vital that best value is achieved for the sale of all sites no longer required by Northumbria Police.

3 Newcastle Road, Birtley. This property is now vacant. The Commissioner agreed to the disposal of the property.

Newbiggin Police Station. A revised offer was received of £60,000. This was accepted under delegated powers by the Interim Chief Executive of the Office of Police & Crime Commissioner.

Beacon Lough Mast. Orange (now EE) have requested to add an extra dish to the mast and change the lease to their new branding of EE. The lease has been renewed for 10 years and extra revenue has been secured from EE. The Commissioner was satisfied with the new lease and requirements.

Resourcing of Staff. JL presented draft Job Descriptions for the Estates Surveyor and Asset Manager. Both roles had been through job evaluation at Force HQ. The information received will be discussed when the PCC / DPCC / Chief Executive meet with the District Valuer.

The Interim Chief Executive confirmed that the meeting with the District Valuer had been arranged for June 19th 2013.

JL concluded by explaining that temporary support staff recruitment for estates was currently out to procurement.

John Leslie left the meeting.

Stephen Crute, Solicitor gave an overview of civil claims currently being considered by Northumbria Police.

The Commissioner explained that she feels any civil claims are a form of complaint against the police and that she wanted to have an early update on potential claims and any actions taken against Northumbria Police.

The Commissioner informed Mr Crute's as the public's elected representative she has a duty to look at the scheme with all information presented to her. Mr Crute's was informed by the Commissioner that future reports are to state more about the facts of the case. It was agreed that the Commissioner would be presented with regular reports – this would happen with immediate effect.

The following was also agreed –

- Stephen Crute to decide whether to contest cases.
- Report to PCC and Deputy Constable any issues that surround decisions, when the file is opened.
- Reports will be discussed weekly at the core management meetings.
- This process will be reviewed in three month time.
- PCC requested a copy of the criteria that is used to decide which cases are considered by the Deputy Chief Constable.

The PCC signed off retrospective claims, following the information that was presented to her on 13th June 2013. The Commissioner reinforced that Northumbria Police must use scheme of delegation effectively when considering all claims, this process must not be deviated from.

A number of other claims were discussed in the meeting

Mike Tait, the CFO presented two discussion documents

Discretionary Payment Procedure

This document is to reflect the Office of Police & Crime Commissioner's policy on this matter.

Discussion took place around responsibilities and delegation. Following advice from Jeff Dean (Human Resources) it was requested that Joscelyn Lawson look at the points raised by Jeff Dean and report back to the next core group meeting through Mike Tait.

Governance Statements. This document was presented and will be discussed at the meeting on June 20th 2013.

Mike Tait mentioned that there was an under spend of £2.11million on the capital spend, this was due to the work carrying on in to 2013/2014.

Questions were asked about the revised capital expenditure at various locations, and questions were asked why this wasn't tied in to the original build scheme. The Commissioner wanted assurances that the Forth Banks scheme doesn't have a large revised capital estimate.

The Commissioner re-iterated her desire for savings to be made on all schemes where possible. A meeting would be arranged between the OPCC / Northumbria Police and Gateshead Council who are project managing the scheme.

Mike Tait left the **Revenue Paper** and **Loss of Protection Age** to look at and review at the next meeting
