



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

# **JOINT AUDIT AND SCRUTINY PANEL**

**Thursday 12 December 2013 at 10.00 am**

**COUNTY HALL**  
**WEST BRIDGFORD**  
**NOTTINGHAM**

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## **Membership**

Stephen Charnock (Chair)

Leslie Ayoola

John Brooks

Peter McKay

Philip Hodgson

## **A G E N D A**

1. Apologies for absence
2. Declarations of Interest by Panel Members and Officers (see notes below)
3. To agree the minutes of the previous meeting held on 24 September 2013
4. Police and Crime Commissioner - Update Report
5. IPCC Investigations, Recommendations and Actions
6. Internal Audit Progress Report
7. Audit and Inspection
8. Verbal update on People Programme
9. Summary Statement of Accounts

10. External Audit Annual Audit Letter
11. Base Budget Review
12. Alcohol Strategy
13. Panel Work Plan

### **NOTES**

- Members of the **public are welcome to attend** to observe this meeting
- For **further information** on this agenda, please contact the Office of the Police and Crime Commissioner on 0115 9670999 extension 801 2005 or email [nopcc@nottinghamshire.pnn.police.uk](mailto:nopcc@nottinghamshire.pnn.police.uk)
- A **declaration of interest** could involve a private or financial matter which could be seen as having an influence on the decision being taken, such as having a family member who would be directly affected by the decision being taken, or being involved with the organisation the decision relates to. Contact the Democratic Services Officer: [sara.allmond@nottsc.gov.uk](mailto:sara.allmond@nottsc.gov.uk) for clarification or advice prior to the meeting.

**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**County Hall, West Bridgford, Nottingham, NG2 7QP**

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**MINUTES**  
**OF THE MEETING OF THE**  
**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**JOINT AUDIT & SCRUTINY PANEL**  
**HELD ON TUESDAY 24 SEPTEMBER 2013**  
**AT COUNTY HALL, WEST BRIDGFORD**  
**NOTTINGHAM**  
**COMMENCING AT 10.30 AM**

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**MEMBERSHIP**

(A - denotes absent)

Mr Stephen Charnock (Chair)  
Mr Leslie Ayoola  
A Mr John Brooks  
Dr Phil Hodgson  
Mr Peter McKay

**OFFICERS PRESENT**

Sara Allmond	Democratic Services Notts County Council
Adrian Benselin	KPMG (External Audit)
John Cornett	KPMG (External Audit)
Phil Gilbert	Performance & Policy Officer, Notts. Police
Margaret Monckton	ACO Resources, Notts. Police
Charlie Radford	Chief Finance Officer, OPCC
Angela Ward	RSM Tenon (Internal Audit)

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from John Brooks

**2. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None

### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 1<sup>st</sup> July 2013 were agreed as an accurate record and signed by the Chairman, with the amendment to Margaret Moncktons job title to ACO Resources.

### **4. EXTERNAL AUDIT – AUDIT HIGHLIGHT (ISA 260) REPORT**

John Cornett briefed the Panel on the report which summarised the key issues identified during the audit of the financial statements for the year ended 31 March 2013 and the External Auditors assessment of the Police and Crime Commissioner and Chief Constable's arrangements to secure value for money in its use of resources.

During discussions, the following point was raised:-

- It had been a difficult process to get everything together this year due to a lack of guidance and contradictory guidance. The hard work of the finance team to get the work done was commented on and congratulations offered to them for a job well done.

#### **RESOLVED 2013/024**

- 1) That the External Auditors Highlight report be noted and its findings be recommended to the Police and Crime Commissioner
- 2) That the letter of representative be recommended to the Police & Crime Commissioner for signing and sending to the external auditors.

### **5. STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE STATEMENTS**

Charlie Radford introduced the report which included the audited statement of accounts and annual governance statements for 2012/13. Changes had been made as a result of the audit.

During discussions, the following points were raised:-

- Collaboration generally had a positive impact on the budget. Within the agency costs £6.1m was regional costs. The agency costs also related to covering vacant posts.
- There had been some slippage on capital programmes and work had been taking place to get the capital programme under control. A large telephony project of approximately £2m had been included in last years budget but would take longer than 1 year to deliver, so should have been phased. The estates strategy had also had some delays so had been re-phased.
- A19 was no longer as great a risk as previously thought due to the ruling in the Bedfordshire case. There was still risk as an Employment Tribunal and Judicial Review could come to different conclusions.

- Over three years there would be an increase of 150 Police Officers in addition to replacing those who left the Force during that period.

#### **RESOLVED 2013/025**

- 1) To recommend the accounts and annual governance statements to the Police & Crime Commissioner for approval
- 2) To recommend the accounts and annual governance statements to the Police & Crime Commissioner and Chief Constable for signing.

### **6. INTERNAL AUDIT PROGRESS REPORT**

Angela Ward introduced the report which provided an update on progress against the Internal Audit Plan and the findings from audits completed. Angela also advised the Panel of the current situation with RSM Tenon. The service would continue as normal with just a name change.

During discussions, the following points were made:-

- The Culture audit had started a long time ago and things had changed too rapidly for the audit report to accurately reflect. RSM Tenon would carry out a follow up audit and staff surveys and other tools were also regularly used to monitor the situation. A lot of work was going on via the People Programme and an update on this programme would be provided at the next meeting.
- The Panel could request reports if they felt they needed further information to receive adequate assurance on an area of work.
- The new Commercial Unit was taking control of all contracts and any issues like those identified with the MEDACs contract should be picked up very quickly in future.

#### **RESOLVED 2013/026**

That the Panel had received assurance from the audits being undertaken and planned.

### **7. AUDIT & INSPECTION**

Margaret Monckton introduced the report which provided the Panel with an update on the status of audits and inspections taking place in Force as well as identifying any future audits and inspections expected.

#### **RESOLVED 2013/027**

That the Panel had received assurance that recommendations from past audits, inspections and reviews were being taken forward and implemented.

## **8. EXPLORING BME POLICING EXPERIENCES - UPDATE**

Phil Gilbert introduced the report which provided the Panel with an update on the 'Exploring BME Policing Experiences Project' which published its report in July 2013. The report contained 30 recommendations and the Police and Crime Commissioner accepted all of them. The Steering Group which had been formed to oversee the research would continue to meet and oversee the implementation stage, and would receive a report back from the Police and Crime Commissioner in three months time on progress to date.

A Working Group had been established, chaired by the Commissioner, which would monitoring the implementation of the recommendations.

During discussions the following points were raised:-

- There was concern regarding the methodology regarding comparing existing data
- There would need to be a change of culture within the force as well and work to help retention of BME officers once recruited.
- There was a project with Nottingham Trent University regarding students becoming Specials as part of a module for their course.

### **RESOLVED 2013/028**

To note the update on the project and receive further updates at future meetings on the progress of implementing the recommendations.

## **9. POLICE AND CRIME COMMISSIONER – UPDATE REPORT**

Phil Gilbert introduced the report which provided the Panel with an overview of current performance, key decisions made and the activities of the Commissioner since June 2013.

During discussions, the following points were clarified:-

- In relation to shop thefts any theft reported had to be recorded and the number of thefts reported had increased significantly. The detection rate was approximately 60%. A Retail Crime Group had been set up and interventions were being put in place.
- The Base Budget Review had been completed and the final report would be available early in 2014.

### **RESOLVED 2013/029**

That the report be noted.

**10. JOINT STRATEGIC RISK REGISTER REPORT (2013/14 QUARTER 2)**

Margaret Monckton introduced the report which provided the Joint Risk Register for 2013/14 quarter 2.

During discussions, the following point was clarified:-

- The grant figure would be reissued in December. There would be a consultation process, following which a firm settlement for 2014/15 and an indicative figure for 2015/16 would be provided .

**RESOLVED 2013/030**

That the Panel had received assurance on the risks contained within the Joint Risk Register.

**11. REGIONAL COLLABORATION UPDATE**

Charlie Radford introduced the report which provided a financial update on the collaborations the Force was involved in regionally. HMIC had been requested to do a report into collaboration by the Police and Crime Commissioners, which would be brought to the Panel once published.

**RESOLVED 2013/031**

That the report be noted

**12. FORCE GOVERNANCE STRUCTURE**

Margaret Monckton introduced the report which provided information on the new Force governance structure which had been in place since August 2013.

During discussions, the following point was clarified:-

- A review would be undertaken to make sure the new structure was working effectively.

**RESOLVED 2013/032**

That the new Force meeting structure and revised terms of reference be noted.

**13. ASSURANCE MAPPING**

Margaret Monckton introduced the report which presented assurance maps which the Panel could use as a method of determining gaps in scrutiny and assurance.

Panel Members felt the maps would be useful. It would be important to manage the documents closely to ensure they did not get too bulky.

**RESOLVED 2013/033**

That the assurance maps would be a useful to provide the Panel with a tool to identify any gaps in scrutiny and assurance.

**14. WORK PLAN AND SCHEDULE OF MEETINGS**

The work plan and schedule of meetings was considered by the Panel.

**RESOLVED 2013/034**

That the work plan and schedule of meetings be noted.

The meeting closed at 12.35 pm

CHAIR



<b>For Consideration / Comment</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Joint Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>Paddy Tipping Police Commissioner</b>
<b>Report Author:</b>	<b>Kevin Dennis</b>
<b>E-mail:</b>	<b>kevin.dennis@nottinghamshire.pnn.police.uk</b>
<b>Other Contacts:</b>	<b>Kevin Dennis</b>
<b>Agenda Item:</b>	<b>4</b>

## **POLICE AND CRIME COMMISSIONER'S UPDATE REPORT**

### **1. PURPOSE OF THE REPORT**

- 1.1 This report presents the Police and Crime Panel (Panel) with the Police and Crime Commissioner's (Commissioner) update report.
- 1.2 In accordance with section 13 of the Police Reform and Social Responsibility (PR&SR) Act 2011 and subject to certain restrictions, the Commissioner must provide the Panel with any information which the Panel may reasonably require in order to carry out its functions. The Commissioner may also provide the Panel with any other information which the body thinks appropriate.
- 1.3 This report provides the Panel with an overview of current performance, key decisions made and his activities since the last report in October 2013.

### **2. RECOMMENDATIONS**

- 2.1 The Panel to note the contents of this update report and consider and discuss the issues.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To provide the Panel with information so that they can review the steps the Commissioner is taking to fulfil his pledges and provide sufficient information to enable the Panel to fulfil its statutory role.

### **4. Summary of Key Points**

#### **POLICING AND CRIME PLAN – (2013-18)**

- 4.1 Performance against targets across all themes is contained in the tables at **Appendix A** up to October 2013.

- 4.2 It should be emphasised that some of the performance data is only readily available on a quarterly basis (especially partnership and other national data) and therefore not available for this report. However, some data is now reported on to show comparative City and County performance.
- 4.3 The Performance data contained in this report has been taken from the Force's detailed and validated unrestricted monthly Performance and Insight Reports and Commissioner's weekly performance reports in respect of key Policing Plan priorities.
- 4.4 The Commissioner has a statutory duty to ensure that the Force is efficient, effective and provides value for money. A range of performance indicators relating to the 7 strategic themes contained within the current Police and Crime Plan are monitored by the Office of Commissioner and where performance is identified as a risk the Commissioner holds the Chief Constable to account to seek assurances that action is being taken to address the performance concerns.
- 4.5 The Commissioner will do this through bilateral weekly meetings with the Chief Constable and through an extended bimonthly Resource and Performance meeting with the wider Chief Officer Team. In addition, the Commissioner his Deputy and various members of his office attend a number of Force and Divisional performance meetings where necessary assurances are sought and obtained.
- 4.6 At the Panel Away Day, there was a suggestion by one of the Panel's members that the Commissioner's Update Report should include a section on 'exemption reporting'. The following performance indicators identify areas which are currently off target. Further explanation is given in the respective theme and also **Appendix A:**
- 60% of people agree that the Police and Council are dealing with local Anti-Social Behaviour and other crime issues – Currently 51.2%
  - Improve the current timeliness and quality of files – quality and timeliness still an issue at Magistrates Court
  - Reduce % of ineffective trials in the Magistrates' and Crown Courts – still an issue in both Crown and Magistrates Courts
  - 10% reduction in All Crime across the Force - +2.1% in October 2013
  - 37% detection rate (including Positive Outcomes) for recorded offences – 30.9% in October 2013
  - 10% increase (year on year) in the numbers of confiscation and forfeiture orders compared to 2012-13: -11% compared to previous year
  - Total number of days lost due to sickness (3.7%) – Officers only 3.95%
  - BME representation (to close the gap) - Current BME representation in Force stands at 4.0% for Officers, and 4.6% for staff (October 2013) and BME community representation is 11.2%.
- 4.7 The Commissioner is satisfied that the Chief Constable is aware of these issues and is taking appropriate action to address them all.

## Theme 1 Protect, support and respond to victims, witnesses and vulnerable people

### Performance

- 4.8 It will be seen that 87.1% of victims of crime are completely, very or fairly satisfied with the service they have received from Nottinghamshire Police which is just 2.9% away from the 90% target. The County is 87.8% and the City is 86.2%.
- 4.9 In October, 92.2% of victims and witnesses were extremely or very satisfied with the services provided in Court and the 90% target has been achieved in each of the last nine months. Year-to-date figures (April - Oct 2013) show an average satisfaction level of 93.6%, while 88.0% felt confident to give evidence.
- 4.10 As of June 2013, over the past 12 months 51.2% of people agreed that the Police and Council are dealing with local anti-social behaviour and other crime issues. This is an improvement since March this year and now 8.8% short of the 60% target to be achieved by 2015-16.
- 4.11 The Force has been set a target (5% year on year compared to 2012-13) to reduce the number of repeat victims of:
- Domestic Violence (DV)
  - Hate Crime (HC)
  - Anti-Social Behaviour (ASB)
- 4.12 During the year repeat victimisation has decreased by 6.9% but this is due to ASB. The Table below also shows the current performance for Domestic Violence (+13.4%) and Hate Crime (+46.3%):

Domestic Violence		Year-to-date performance			Target Position		
	2013/14	2012/13	Volume Change	Percentage Change	Current Target	Difference from Target	Percentage Difference from Target
City	494	416	78	18.8%	395	99	20.0%
County	671	646	25	3.9%	614	57	8.5%
<b>Force</b>	<b>1165</b>	<b>1062</b>	<b>103</b>	<b>9.7%</b>	<b>1009</b>	<b>156</b>	<b>13.4%</b>

Hate Crime		Year-to-date performance			Target Position		
	2013/14	2012/13	Volume Change	Percentage Change	Current Target	Difference from Target	Percentage Difference from Target
City	20	8	12	150.0%	8	12	60.0%
County	19	14	5	35.7%	13	6	31.6%
<b>Force</b>	<b>39</b>	<b>22</b>	<b>17</b>	<b>77.3%</b>	<b>21</b>	<b>18</b>	<b>46.2%</b>

- 4.13 The numbers for Hate Crime are low which makes the percentage change more pronounced. The City has greater repeat victimisation in both crime types (+20% DV, +60% HC).

- 4.14 Quarter 1 and 2 figures reveal that between January and June 2013, the Force recorded a 23.5% reduction in KSIs when compared to the same period of 2012. This equates to 64 fewer people Killed or Seriously Injured on Nottinghamshire's roads, and means that the Force is currently on course to meet the long term target reduction for this measure. While all user groups are showing a reduction, the vulnerable road user groups (motorcyclists, pedal cyclists and pedestrians) show the greatest reductions in percentage terms.
- 4.15 The current reduction is attributed to the success of proactive operations such as Op Drosometer, with the second phase of this operation concluding recently. During the course of the operation more than 6,000 individuals were caught for driving offences, with the majority of these for not wearing a seatbelt or for using a mobile phone whilst driving.
- 4.16 Provisional figures suggest a continuation of the current trend into quarter 3, giving confidence that Nottinghamshire is experiencing a consistent reduction in the number of persons Killed or Seriously Injured on the roads.

**Activity:**

- 4.17 The Force recognises that Hate Crime and Domestic Violence repeat victimisation is a concern and is reviewing its approach to take positive action. The Force has launched its '**Alliance Against Violence**' campaign which will address all aspects of violence.
- 4.18 The Force continues with its activities and implementation of its Public Engagement Strategy 2013-2018 as reported at the last meeting.

**Theme 2: Improve the efficiency, accessibility and effectiveness of the criminal justice process**

- 4.19 There is no new data available for this measure since the last report. However, **Appendix A** shows the last known performance.
- 4.20 However, as it stands, Crown Court shows the stronger performance with improvements in both file quality and timeliness meaning that the target has been achieved. Performance in August is particularly strong, with both the error and late rates for the Crown Court at their lowest level this year.
- 4.21 Performance in terms of the Magistrates Court files is not as strong, with this area failing to meet either the quality or the timeliness target. Examination of monthly data reveals that the error rate for Magistrates Court files has been increasing since the start of the year, reaching a peak in August, and the late rate is now increasing following an earlier period of improvement.
- 4.22 However, there should be some caution about the current results as the Magistrates Courts performance data on quality and timeliness's is not as robust as it could be due to issues relating to CPS reporting which are being addressed through Local Criminal Justice Board (LCJB).

## Activity:

- 4.23 The Force continues to work with its local criminal justice partners to take action to increase the quality and timeliness of the evidence submitted by officers. Key issues have been identified and a Force working group has been established to tackle the range of issues. Feedback from the lead officer suggests that better performance will be reported next month.

## Theme 3: Focus on those local areas that are most affected by Crime and anti-social behaviour (ASB)

- 4.24 The Force continues to record a year-to-date increase in All Crime, and is therefore not achieving the 10% reduction target. On a positive note, recent performance suggests signs of improvement, with the month of **October** recording a reduction on the volume recorded in October 2012. This has had a notable effect on the year-to-date picture, with a year-to-date increase of **2.1%**, compared to the 3.3% noted last month.
- 4.25 In terms of divisional performance, both City and County are recording increases year-to-date, and these are at a similar level this month (**City +2.1%** or 361 offences, **County +2.1%** or 472 offences).
- 4.26 Theft & Handling and Violence Against the Person offences account for a large proportion of the Forces All Crime, and these groups continue to record year-to-date increases. Despite this it should be noted that the improvement in All Crime performance in October was driven by reductions across the majority of offence types, including Violence Against the Person, where a 4.3% (54 offences) reduction was seen when compared to last October. There were also improvements in Theft & Handling, with volume in October only slightly higher than last October, and this is due to strong reductions in both Shoplifting and Theft from Person offences in a number of key locations in the City.
- 4.27 Both Burglary Dwelling and Robbery remain of concern, with large percentage increases recorded in both of these offences types year-to-date.
- 4.28 The Force continues to record a reduction in Anti-Social Behaviour (ASB) incidents (currently -10.1%), with 2,552 fewer incidents recorded this year compared to last.
- 4.29 Although the Force is currently achieving target on this measure it should be noted that reductions have been slowing in recent months and the current year-to-date reduction is notably smaller than that recorded last month.
- 4.30 The overall year-to-date detection rate of 30.9% is considerably lower than the current target of 37.0%, and is also below the 36.4% rate recorded last year. Its also 5.5% lower than the rate recorded last year, and this has been driven by both an increase in offence volume, and a decrease in the volume of detections recorded (7.8% or 1,128 less detections compared to last year).

- 4.31 Detection rates on the BCUs are similar to those seen at Force level (31.8% on the City, 30.2% on the County).
- 4.32 With the exception of Community Resolutions, all of the main types of outcomes have shown a reduction this year; with the reduction in offences Taken into Consideration (TICs) being the “category” of detections which has reduced the most. The change in sentencing guidelines is believed to be a key factor in this trend with more offenders reluctant to agree to this process<sup>a</sup>.
- 4.33 The Force’s Priority Areas show mixed performance, with more than half now recording increases as seen at Force level.

Partnership Plus Area	Year-to-date performance				Target Position		
	2013/14	2012/13	Volume Change	Percentage Change	Current Target	Difference from Target	Percentage Difference from Target
Arboretum	878	720	158	21.9%	547	331	37.7%
Aspley	972	1,017	-45	-4.4%	773	199	20.5%
Bridge	501	612	-111	-18.1%	465	36	7.2%
Bulwell	1,130	1,121	9	0.8%	852	278	24.6%
St Ann’s	741	634	107	16.9%	482	259	35.0%
Carr Bank	195	176	19	10.8%	144	51	26.2%
Portland	513	464	49	10.6%	380	133	25.9%
Woodlands	472	446	26	5.8%	366	106	22.5%
Hucknall Central	216	245	-29	-11.8%	201	15	6.9%
Hucknall East	383	305	78	25.6%	250	133	34.7%
Kirkby East	346	365	-19	-5.2%	299	47	13.6%
Sutton Central/East	684	616	68	11.0%	505	179	26.2%
Castle/Magnus	769	758	11	1.5%	637	132	17.2%
Worksop	1,560	1,395	165	11.8%	1,172	388	24.9%
Eastwood South	453	321	132	41.1%	263	190	41.9%
Netherfield and Colwick	334	383	-49	-12.8%	314	20	6.0%

#### Activity:

- 4.34 This Force’s proactive work to reduce violence, such as the ‘**Alliance Against Violence**’ campaign, is having a positive effect on performance.
- 4.35 The Commissioner reported in the last Panel report that he had a plan of activity to visit all key crime areas with the Deputy Commissioner over the next few months to better understand the issues at grass roots levels and in liaison with Partners to ensure that what can be done is being done. These visits (undertaken over a number of months) are almost complete and the Commissioner has obtained valuable insight to key issues which he will address as part of the Police and Crime Plan and Delivery Plan refresh.
- 4.36 The Commissioner continues to obtain assurance that the Chief Constable is firstly aware of the issues and is taking appropriate action to tackle them. In support of this, officers from the Commissioner’s Office continue to attend Force and Divisional Performance meetings and the Commissioner and Deputy Commissioner are subsequently briefed on any emerging risks to performance.

<sup>a</sup> There is a current debate in the Service as to the value of TICs.

- 4.37 The three Partnership Gold Groups (reported on last month) continue to meet and implement their action plans.
- 4.38 The Commissioner has now commissioned Professor Simon Holdaway to undertake academic research to better understand why so many offenders continue to commit shop theft even after being dealt with numerous times at Court.
- 4.39 In addition to activities undertaken by Gold Groups and Community Safety Partnerships (CSPs), key actions being taken by the Force on other key performance risks include:

<b>Crime Type</b>	<b>Location</b>	<b>Current Actions</b>
All Crime	County	The County's Partnership Plus Areas are subject to costed delivery plans which are funded through the Safer Nottinghamshire Board. These plans are monitored and delivered through the Community Safety Partnerships for each of the County Operational Areas. The Partnership Plus areas are subject to an inflated All Crime reduction target of 18% (16% in Bassetlaw/Newark & Sherwood) due to the increased funding available to these areas to tackle Crime and Anti-Social Behaviour.
All Crime	City	The City's Priority Wards are monitored through the City Crime and Disorder Partnership and are subject to additional activity in order to tackle the high volume issues in these areas.
VAP	Hotspot areas	A micro-beat technique is being used to identify sub-beat level areas within hotspot locations for VAP offences, such as those areas in town and city centres where violence offences are likely to occur. It is intended that this technique will allow officers to prevent or diffuse potentially violent situations before they can escalate.
VAP	Force-wide	The Force has recently established a Violence Against the Person gold group, which is directing targeted activity across the Force.
Theft and Handling	Force	Operation Dormice has commenced in the City, but is now Force wide working to reduce shop thefts in the top retail premises by identifying and managing prolific offenders through the Integrated Offender Management team.

<b>Crime Type</b>	<b>Location</b>	<b>Current Actions</b>
Theft and Handling	Force	Operation Chasible continues to run on both City and County. This is an ongoing operation to tackle shop theft in those retail premises with the highest levels of shoplifting. The operation involves liaising with retail premises to introduce a prevent and deter strategy, and introducing specific action plans for each affected store. CCTV and undercover officers are also being utilised in hotspot locations.
Theft and Handling	City	Ongoing engagement between the licensing team and the City's licensed premises in order to reduce theft from person offences in nightclubs and bars, particularly of mobile phones. This includes the use of ID scanners in the City's licensed premises, which was initially piloted in Rock City.
Student-related Crime	City	Operation Graduate began in September with the aim to reduce student-related offences which are known to increase when student residents, particularly first-year university students, return to the City for the start of the academic year. Planned activity will target areas with a high concentration of student residences, and will also use a preventative strategy by educating students on personal safety and home security.
Burglary Dwelling	Force-wide	The Force has recently established a Burglary gold group, which is directing targeted activity across the Force.
Burglary Dwelling	Force	Operation Graphite launched a period of intensive activity in October in an effort to effectively manage the Force's most prolific burglary offenders.
Burglary Dwelling	Force	Operation Optimal Forager commenced in September and features cocooning of households who are direct neighbours of burgled houses, and dedicated patrols in identified hotspot areas. This focuses on face to face contact with householders offering bespoke crime prevention advice, and in the case of vulnerable victims in particular, support to secure their property.



#### **Theme 4: Reduce the impact of drugs and alcohol on levels of crime and anti-social behaviour**

- 4.40 There is no new data available for this measure since the last report.
- 4.41 Nottinghamshire data is broken down by three Primary Care Trusts; Nottingham City, Nottinghamshire County and Bassetlaw.
- 4.42 The volume of admissions in Q3 of 2012/13 was; 1,832 for Nottingham City, 3,745 for Nottinghamshire County and 733 per for Bassetlaw.
- 4.43 These totals represent increases for both Nottingham City (+6.8% or 116 admissions) and Nottinghamshire County (+1.9% or 71 admissions), with only Bassetlaw recording a reduction (-2.7% or 21 admissions) compared to the same quarter the previous year.
- 4.44 Comparing the Q1-3 total in 2012/13 to the same three quarters the previous year, a similar pattern of performance can be seen, both Nottingham City (+6.3%) and Nottinghamshire County (+4.1%) recorded increases whilst again only Bassetlaw recorded a year-on-year decrease in admissions (-1.6%).
- 4.45 Year-to-date figures reveal that 15.6% of All Crime in Force was alcohol related, compared to 18.0% last year. (Year-to-date: City 17.2%, County 14.3%).
- 4.46 Due to current recording limitations there is no target for this measure and the current results should be treated with some caution during the monitoring phase. Improvements in recording practices will be monitored this year with a view to setting a target in later years.

#### **Activity:**

- 4.47 The activities reported in the last report continue to be implemented.
- 4.48 The Alcohol Strategy is out for consultation with key partners. The main strategic themes are:
- Working Together and Sharing Intelligence
  - Early Intervention and Education
  - Treatment and Support
  - Diversion and Prevention
  - Enforcement

#### **Theme 5: Reduce the threat from organised crime**

- 4.49 The target for this measure is to increase the number of confiscation and forfeiture orders and the Force has actually recorded a slight decrease in the number of orders, with 110 orders this year compared to 111 last year (a reduction of 7.1%).

4.50 This reduction in the number of orders means that the Force has not achieved the target volume of orders year-to-date, with 110 orders compared to a target of 122 orders, meaning that the Force has fallen short of target by 12 orders or 11.0% based on year-to-date figures. Although the target has not been met it is worth noting that performance this month represents an improvement on last month, when the Force was notably further away from the target number of orders.

4.51 So far this year the Force has recorded a total order value of £632,300 which equates to an average order value of £5,748, a decrease of 36.5% compared to the average order value recorded during the same period of last year. Again, it should be noted that this position is much improved compared to last month.

**Activity:**

4.52 The activities reported in the last report continue.

**Theme 6: Prevention, early intervention and reduction in re-offending (August 2013)**

4.53 There is no new data available for this measure<sup>b</sup>.

**Activity:**

4.54 The Police and Partnership interventions reported in the previous Panel report continue.

**Theme 7: Spending your money wisely**

4.55 The Government's grant has reduced significantly and in order to balance the budget, savings of £8.6m need to be made in 2013-14.

4.56 Detailed plans are in place to ensure the savings target is met. However, detailed data remains unavailable as to progress against these targets.

4.57 Confirmed efficiencies are currently being made through staff savings and savings from Fleet, Estates and Collaboration.

4.58 The full year net revenue budget for 2013-14 is £196.998m. During September the Quarter Two forecast was undertaken which resulted in an agreed restated full year budget of £198.375m.

4.59 Actual net expenditure for the seven months to October 2013 was £116.033m against a restated budget of £116.086m. The resulting position against the restated budget was an under spend of £0.053m, meaning that the Force is currently within target at this time.

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<sup>b</sup> Data not provided by partners. This will be updated in the next report

- 4.60 Based on 12 month rolling sickness data, officer sickness for the Force reduced to 3.95% in October 2013 from 4.67% when the updated Attendance Management policy was implemented at the end of October 2012. The reduction appears to coincide with the implementation of the updated Attendance Management policy, and HR is continuing to work closely with line managers to deal with outstanding sickness issues in order to enable the Force to meet target on this measure.
- 4.61 Officer sickness absence in the 12 months to October 2013 amounted to an approximate cost to the Force of £4.0m. This has reduced from £4.8m as at the end of October 2012 when the revised policy was introduced.
- 4.62 Staff sickness is currently close to target, with 12 month rolling figure of 3.78% against the 3.7% target. This represents a notable improvement in performance, with the equivalent figure at the end of October 2012 being 4.44%.
- 4.63 Current BME representation in Force stands at 4.0% for Officers, and 4.6% for staff (October 2013). This shows little change from the proportion recorded in March last year, however the Force is in the process of recruiting new officers following a positive action campaign and therefore a change may be seen in the representation statistics in the coming months.
- 4.64 The representation figures are lower than the BME population of Nottinghamshire, which stands at 11.2% (Source: 2011 Census Data).

**Activity:**

- 4.65 The Absence Management Policy, Procedure and Management Guide were launched in October 2012 and continue to be implemented. This policy appears to be achieving the desired results of reducing levels of sickness.
- 4.66 The Base Budget Review commissioned by the Commissioner is being reviewed in conjunction with the recent value for money profile produced by the HMIC and a list of issues prepared for further discussion.
- 4.67 The new system, 'Artemis', is being introduced which will allow the Force to review the vehicle utilisation scientifically and better allocate the fleet to business requirements.
- 4.68 The Commissioner reported to the Panel at the last meeting an update on the BME project. Since then the BME Project Steering Group has been established and is due to meet again on 28<sup>th</sup> November 2013. The Joint Working Group has been established chaired by the Commissioner met on 22<sup>nd</sup> November 2013.

**DECISIONS**

- 4.69 The Commissioner has the sole legal authority to make a decision as the result of a discussion or based on information provided to him by the public, partner organisations, members of staff from the Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) or Chief Constable.

## Significant Public Interest Decisions

4.70 The Commissioner's web site provides details of all significant public interest decisions. Since the last report a number of decisions have been in respect of:

- **Lease of First Floor, Arnot Hill House, Arnold, Nottingham.** It is proposed to take a Lease of the first floor of Arnot Hill House, Arnold, from Gedling Borough Council for the purpose of accommodation for the **NOPCC**. Arnot Hill House is a detached building in the grounds of Arnot Hill Park adjacent to the Council's main Civic Centre.
- **Animal Welfare - Medical Costs after Retirement.** This scheme has been developed over the past 3 years and various options have been explored. This recognises the valuable contribution made by police dogs and the service they provide. The scheme provides cover for ongoing costs relating to medical injuries or illnesses as a result of working hard during their service.
- **Upgrade to Windows 7.** A report and business was presented to the Chief Officer Team on 30th September at the Force Executive Board with recommendations to adopt Windows 7 Enterprise 32bit as the standard desktop and laptop operating system, replace Microsoft Office 2003 with Microsoft Office 2010, and to introduce Microsoft System Centre Configuration Manager (SCCM) 2012 to improve deployment and enhance on-going service delivery.
- **Business Case for the Establishment of an Image Management System.** There are a number of benefits, including (a) significant time savings and efficiencies in moving images from one place to another, enabling immediate access for evidential, investigative and case management purposes and (b) a valuable contribution to the delivery of digital case files, court presentations and speedier justice processes.

## ACTIVITIES OF COMMISSIONER

4.71 Since the last report, the Commissioner and Deputy Commissioner have been engaged in a number of activities and meetings in relation to strategic matters, media activities, conducted numerous walkabouts and engaged with partners and various communities. These extensive activities reflect the Commissioner's commitment and pledge to be the People's Commissioner.

4.72 As detailed in section 2 above, the Commissioner and Deputy Commissioner continue to take steps to obtain assurances that the Chief Constable has not only identified the key threats to performance but more importantly that swift remedial and appropriate action is being taken to tackle the problems especially in the top 15 Priority Wards in the County and High Impact Wards in the City.

4.73 The Commissioner continues to invite partners to raise their game by working even closer together in partnership with the Police to tackle the emerging issues currently adversely impacting overall performance.

4.74 On 26<sup>th</sup> November 2013 the Commissioner and his Deputy held a meeting with Partnership chairs to discuss and consult on a range of community safety matters. Feedback will be considered as part of the strategic assessment process.

4.75 **Appendix B** contains the Commissioner's newsletter for October 2013 and provides more detail of his and his Deputy's activities since the last Panel report.

## **5. Financial Implications and Budget Provision**

5.1 None - this is an information report. Although the report does contain some information on budget variance.

## **6. Human Resources Implications**

6.1 None - this is an information report. However, the report does provide some information about BME representation.

## **7. Equality Implications**

7.1 None – although it should be noted that high levels of crime occur predominately in areas of high social deprivation.

## **8. Risk Management**

8.1 Risks to performance are identified in the main body of the report together with information on how risks are being mitigated.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 This report provides Members with an update on performance in respect of the Police and Crime Plan.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None which affects the content of this report.

## **11. Details of outcome of consultation**

11.1 The Deputy Chief Constable has been consulted on this report and feedback has been taken into account.

## **12. Appendices**

- A. Performance Tables
- B. Commissioner's Newsletter for October 2013

For any enquiries about this report please contact:

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# **APPENDIX A**

## **Performance Report**

Themes 1 - 7

**Performance to October 2013**

## Strategic Priority Theme 1: Protect, support and respond to victims, witnesses and vulnerable people

Measure		Target Profile	Current Performance – 12 months to August 2013 <sup>1</sup>		
			Target	Trend	Summary
1	% of victims of crime that are completely, very or fairly satisfied with the service they have received from the police	<ul style="list-style-type: none"> <li>90%</li> <li>To be in the top five Forces nationally</li> </ul>	-2.9 pp <sup>2</sup> ●	-0.2 pp ↔	<p>Performance is stable when considering the long term trend with the Force remaining below the <b>90%</b> target.</p> <p>Satisfaction for incidents in the 12 months to August is <b>87.1%</b>. It was 87.3% for the comparative period in the previous year.</p> <p>The Force is in line with peers nationally and is above the Most Similar Group (MSG) average (based on 12 months of interviews ending June 2013).</p> <p>The gap between the two divisions is broadly unchanged (City <b>86.2%</b>, County <b>87.8%</b>).</p> <p>Theft from vehicle crime satisfaction remains a key differentiating factor between the divisions, with the City experiencing a negative trajectory over the last year.</p>
2	% of victims and witnesses satisfied with the services provided in court	<ul style="list-style-type: none"> <li>90% satisfied with service received</li> <li>85% feel confident to give evidence in court</li> <li>Improved satisfaction levels compared to 2012-13</li> </ul>	+2.2 pp ●	↔ <sup>3</sup>	<p>In October, <b>92.2%</b> of victims and witnesses were satisfied or very satisfied with the services provided in Court and the <b>90%</b> target has been achieved in nine of the ten nine months.</p> <p>Year-to-date figures show an average satisfaction level of <b>93.6%</b> (April - October 2013), while <b>88.0%</b> felt confident to give evidence (April - June 2013).</p>
3	% of people who agree that the Police and Council are dealing with local Anti-Social Behaviour and other crime issues	<ul style="list-style-type: none"> <li>60% by 2015-16</li> </ul>	-8.8 pp ●	-8.0 pp ↓	<p>The agreement level is <b>51.2%</b> for 12 months interviews ending June 2013. Performance is below target although there has been positive movement since the previous quarterly results.</p> <p>The Force remains below peers and there is a statistically significant disparity to the national average.</p>

<sup>1</sup> Unless otherwise stated. Where different date parameters apply, this will be detailed in the summary for the measure

<sup>2</sup> Percentage points

<sup>3</sup> Should be treated with caution due to limited amount of data available











## Strategic Priority Theme 1: Protect, support and respond to victims, witnesses and vulnerable people

Measure		Target Profile	Current Performance – 12 months to August 2013 <sup>1</sup>		
			Target	Trend	Summary
4	% reduction of people that have been repeat victims within the previous 12 months	<ul style="list-style-type: none"> <li>Reduce the number of repeat victims of Domestic Abuse, Hate Crime &amp; Anti-Social Behaviour by 5% year on year compared to 2012-13</li> </ul>	-6.9% ●	-11.1% ↓	<p>Year-to-date (April to October 2013) there has been an <b>11.1%</b> reduction in the number of people that have been repeat victims of Domestic Violence, Hate Crime or Anti-Social Behaviour (ASB) within the previous 12 months, when compared to the same period of last year. This equates to <b>679</b> fewer repeat victims.</p> <p>The Force is currently achieving target on this measure, with performance being driven by a reduction of <b>15.9%</b> in repeat ASB victims when compared with the same period last year.</p> <p>Whilst this is positive it should be noted that as ASB accounts for the majority of the volume on this measure, strong performance in terms of ASB repeat victims is serving to mask an increase in repeat victims of domestic violence, with the Force currently experiencing an increase of <b>9.7%</b> (103 victims) when compared to last year. This was discussed in detail in the October Performance and Insight report, with the increase linked to an overall increase in Domestic Violence in Force.</p> <p>This increase in repeat victims of Domestic Violence continues to be seen on both the City and the County, with the City experiencing increases on all three operational areas year-to-date, the largest being City Central with a 41.0% (34 victims) increase. On the County, Ashfield, Gedling and Rushcliffe district areas are all proving successful in reducing repeat victims of Domestic Violence, however performance in the Newark &amp; Sherwood area is of concern, with an increase of 33.3% (24 victims).</p> <p>Through working with partners the Force aims to reduce the number of repeat victims by providing effective intervention at the time of the first incident. An increase in repeat victims of Domestic Violence is a concern and suggests that positive action to tackle repeat victimisation in this area is not proving effective. This situation will be monitored in the coming months with a detailed report to be included in the January Performance and Insight report.</p>

## Strategic Priority Theme 1: Protect, support and respond to victims, witnesses and vulnerable people

Measure		Target Profile	Current Performance – 12 months to August 2013 <sup>1</sup>		
			Target	Trend	Summary
5	The number of people Killed or Seriously Injured (KSIs) on Nottinghamshire's roads	<ul style="list-style-type: none"> <li>40% reduction in all Killed and Seriously Injured (KSIs) by 2020 (from 2005-2009 average)</li> </ul>	-18.8% ●	-23.5% ↓	<p>Quarter 1 and 2 figures reveal that between January and June 2013, the Force recorded a <b>23.5%</b> reduction in KSIs when compared to the same period of 2012. This equates to <b>64</b> fewer people Killed or Seriously Injured on Nottinghamshire's roads, and means that the Force is currently on course to meet the long term target reduction for this measure. While all user groups are showing a reduction, the vulnerable road user groups (motorcyclists, pedal cyclists and pedestrians) show the greatest reductions in percentage terms.</p> <p>The current reduction is attributed to the success of proactive operations such as Op Drosometer, with the second phase of this operation concluding recently. During the course of the operation more than 6,000 individuals were caught for driving offences, with the majority of these for not wearing a seatbelt or for using a mobile phone whilst driving.</p> <p>Provisional figures suggest a continuation of the current trend into quarter 3, allowing confidence that Nottinghamshire is experiencing a consistent reduction in the number of persons Killed or Seriously Injured on the roads.</p>

## Strategic Priority Theme 2: Improve the efficiency, accessibility and effectiveness of the criminal justice process

Measure		Target Profile	Current Performance – Year-to-date to September 2013 <sup>4</sup>		
			Target	Trend	Summary
1	% of Crown Court files to be submitted by the police to the CPS on time and without deficiencies	<ul style="list-style-type: none"> <li>To improve the current timeliness and quality of files</li> </ul>	CC Error Rate  -0.7pp CC Timeliness  -6.0pp MC Quality  +1.0pp MC Timeliness  +0.7pp	 <sup>5</sup>	<p><b>There is no new data available for this measure<sup>6</sup>.</b> Performance on this measure remains stable in the short-term, however it is not possible to make accurate long-term judgments regarding trend due to a lack of data<sup>7</sup>.</p> <p>The Crown Court shows the stronger performance this month, with improvements in both file quality and timeliness meaning that the target has been achieved. Performance in August is particularly strong, with both the error and late rates for the Crown Court at their lowest level this year.</p> <p>Performance in terms of the Magistrates Court files is not as strong, with this area failing to meet either the quality or the timeliness target. Examination of monthly data reveals that the error rate for Magistrates Court files has been increasing since the start of the year, reaching a peak in August, and the late rate is now increasing following an earlier period of improvement.</p>
1	Crown Court and Magistrates Court conviction rates	<ul style="list-style-type: none"> <li>To be better than the national average</li> <li>To be consistently in line with CPS national averages</li> </ul>	CC  +3.6pp MC  0.1 pp		<p>Nottinghamshire Criminal Justice Area is showing a conviction rate for the month of September 2013 of <b>84.6%</b> for cases prosecuted through the Magistrates' Courts (MC) and <b>85.0%</b> for cases prosecuted through the Crown Court (CC).</p> <p>Both courts recorded rates in August which were below the average for the year so far; however the on-target position for both remains positive. The Crown Court continues to meet target having achieved a year-to-date conviction rate of <b>85.0%</b> against a national average of <b>81.4%</b>. The Magistrates Court is also on target, having recorded a year-to-date rate which is 0.1pp better than the national average.</p>

<sup>4</sup> Unless otherwise stated. Where different date parameters apply, this will be detailed in the summary for the measure

<sup>5</sup> Performance on all of the criminal justice measures remains stable in the short-term, however it is not possible to make accurate long-term judgments regarding trend due to a lack of available data

<sup>6</sup> Due to a delay in receiving the September data for the Magistrate's Court it is not possible to update this measure. Data shown is to the end of August

<sup>7</sup> Where information on direction of travel is provided for this measure, it will reflect the current month's position compared to last month's position.

## Strategic Priority Theme 2: Improve the efficiency, accessibility and effectiveness of the criminal justice process

Measure		Target Profile	Current Performance – Year-to-date to September 2013 <sup>4</sup>		
			Target	Trend	Summary
2	% of effective trials in the Magistrates' and Crown Courts	<ul style="list-style-type: none"> <li>Reduce % of ineffective trials compared to 2012-13</li> <li>Achieve an effective trial rate of 50% for Crown Court and 50% for Magistrates Court</li> </ul>	<p>CC -6.5pp ●</p> <p>MC -8.6pp ●</p>	↔	<p>Year-to-date figures to October 2013 show that the current effective trial rate is <b>41.4%</b> for the Magistrates Court, and <b>43.5%</b> for the Crown Court, meaning that neither court is achieving the target 50% effective trial rate.</p> <p>Performance across both courts has been fairly static over the last 14 months. Although the current year-to-date average for the Magistrates Court shows a slight increase, the Crown Court has seen a reduction compared to last year, however this is only slight and is by no means significant.</p> <p>Current trends suggest that the 50% target will be a challenging one to achieve this year. Improvements in file quality and timeliness may help to support the Criminal Justice Service in improving the effective trial rate for the courts.</p>

### Strategic Priority Theme 3: Focus on those local areas that are most affected by Crime and Anti-Social Behaviour

Measure		Target Profile	Current Performance – Year-to-date to October 2013		
			Target	Trend	Summary
1	Reduction in All Crime across the Force	<ul style="list-style-type: none"> <li>10% reduction compared to 2012-13</li> </ul>	+9.9% ●	+2.1% ↑	<p>The Force continues to record a year-to-date increase in All Crime, and is therefore not achieving the 10% reduction target. On a positive note, recent performance suggests signs of improvement, with the month of October recording a reduction on the volume recorded in October 2012. This has had a notable effect on the year-to-date picture, with a year-to-date increase of 2.1%, compared to the 3.3% noted last month.</p> <p>In terms of divisional performance, both City and County are recording increases year-to-date, and these are at a similar level this month (City +2.1% or 361 offences, County +2.1% or 472 offences).</p> <p>As discussed in the previous report, Theft &amp; Handling and Violence Against the Person offences account for a large proportion of the Forces All Crime, and these groups continue to record year-to-date increases. Despite this it should be noted that the improvement in All Crime performance in October was driven by reductions across the majority of offence types, including Violence Against the Person, where a 4.3% (54 offences) reduction was seen when compared to last October. This suggests that recent proactive work to reduce violence, such as the 'Alliance Against Violence' campaign, are having a positive effect on performance. There were also improvements in Theft &amp; Handling, with volume in October only slightly higher than last October, and this is due to strong reductions in both Shoplifting and Theft from Person offences in a number of key locations in the City.</p> <p>Both Burglary Dwelling and Robbery remain of concern, with large percentage increases recorded in both of these offences types year-to-date</p> <p>The Force's Priority Areas show mixed performance, with more than half now recording increases as seen at Force level.</p>

### Strategic Priority Theme 3: Focus on those local areas that are most affected by Crime and Anti-Social Behaviour

Measure		Target Profile	Current Performance – Year-to-date to October 2013		
			Target	Trend	Summary
2	Reduction in Anti-Social Behaviour incidents across the Force	<ul style="list-style-type: none"> <li>8% reduction year on year, from 2013-14 to 2015-16</li> <li>A 50% reduction in ASB incidents across the Force by 2015-16 compared to 2011-12</li> </ul>	-2.4% ●	-10.1% ↓	<p>The Force continues to record a reduction in Anti-Social Behaviour (ASB) incidents, with 2,552 fewer incidents recorded this year compared to last.</p> <p>Although the Force is currently achieving target on this measure it should be noted that reductions have been slowing in recent months and the current year-to-date reduction is notably smaller than that recorded last month. Considering performance over time the rolling average performance is levelling out, and if the Force were to continue on its current trajectory then it is possible that the target reduction will not be achieved at the end of the performance year.</p> <p>The Force can expect a seasonal dip in incidents in the coming winter months, however it is essential that the focus remain on reducing ASB incidents, particularly in those areas most affected by a disproportionately high level of ASB incidents.</p>
3	The detection rate (including Positive Outcomes) for recorded offences	<ul style="list-style-type: none"> <li>A rate of 37% (including positive outcomes) for All Crime</li> <li>To monitor Home Office disposals as follows; Charge/Summons, Caution/Reprimand/Warning Taken into consideration, Penalty Notice for Disorder, Cannabis Warning, Community Resolution.</li> </ul>	-6.1pp ●	-5.5pp ↓	<p>The overall year-to-date detection rate of <b>30.9%</b> is considerably lower than the current target of <b>37.0%</b>, and is also below the <b>36.4%</b> rate recorded last year.</p> <p>Detection rates on the BCUs are similar to those seen at Force level (<b>31.8%</b> on the City, <b>30.2%</b> on the County).</p> <p>The current detection rate is <b>5.5</b> percentage points lower than the rate recorded last year, and this has been driven by both an increase in offence volume, and a decrease in the volume of detections recorded (<b>7.8%</b> or 1,128 less detections compared to last year).</p> <p>With the exception of Community Resolutions, all of the main types of outcomes have shown a reduction this year; with the reduction in offences Taken Into Consideration (TICs) of most concern.</p>

## Strategic Priority Theme 4: Reduce the impact of drugs and alcohol on levels of Crime and Anti-Social Behaviour

Measure		Target Profile	Current Performance – Year-to-date to October 2013		
			Target	Trend	Summary
1	Number of alcohol related admissions to hospital	<ul style="list-style-type: none"> <li>A reduction in the number of alcohol related admissions to hospital compared to 2012-13</li> </ul>	+2.1% ●	+2.0% ↑	<p><b>There is no new data available for this measure.</b> Nottinghamshire data is broken down by three Primary Care Trusts; Nottingham City, Nottinghamshire County and Bassetlaw.</p> <p>The volume of admissions in Q3 of 2012/13 was; <b>1,832</b> for Nottingham City, <b>3,745</b> for Nottinghamshire County and <b>733</b> per for Bassetlaw.</p> <p>These totals represent increases for both Nottingham City (+6.8% or 116 admissions) and Nottinghamshire County (+1.9% or 71 admissions), with only Bassetlaw recording a reduction (-2.7% or 21 admissions) compared to the same quarter the previous year.</p> <p>Comparing the Q1-3 total in 2012/13 to the same three quarters the previous year, a similar pattern of performance can be seen, both Nottingham City (+6.3%) and Nottinghamshire County (+4.1%) recorded increases whilst again only Bassetlaw recorded a year-on-year decrease in admissions (-1.6%).</p>
1	The number of alcohol related crimes (proxy measure)	<ul style="list-style-type: none"> <li>Monitor the number of crimes which appear alcohol related</li> </ul>	N/A	N/A	<p>Year-to-date figures reveal that <b>15.6%</b> of All Crime in Force was alcohol related, compared to <b>18.0%</b> last year. (Year-to-date: City <b>17.2%</b>, County <b>14.3%</b>).</p> <p>Due to current recording limitations there is no target for this measure and the current results should be treated with some caution during the monitoring phase. Improvements in recording practices will be monitored this year with a view to setting a target in later years.</p>

## Strategic Priority Theme 5: Reduce the threat from organised crime

Measure		Target Profile	Current Performance – Year-to-date to October 2013		
			Target	Trend	Summary
1	The number of Proceeds of Crime Act (POCA) confiscation and forfeiture orders	<ul style="list-style-type: none"> <li>10% increase (year on year) in the numbers of confiscation and forfeiture orders compared to 2012-13</li> </ul>	-11.0% ●	-0.9% ↓	<p>The target for this measure is to increase the number of confiscation and forfeiture orders and the Force has actually recorded a slight decrease in the number of orders, with <b>110</b> orders this year compared to <b>111</b> last year (a reduction of <b>7.1%</b>).</p> <p>This reduction in the number of orders means that the Force has not achieved the target volume of orders year-to-date, with <b>110</b> orders compared to a target of <b>122</b> orders, meaning that the Force has fallen short of target by <b>12</b> orders or <b>11.0%</b> based on year-to-date figures. Although the target has not been met it is worth noting that performance this month represents an improvement on last month, when the Force was notably further away from the target number of orders.</p> <p>So far this year the Force has recorded a total order value of <b>£632,300.15</b> which equates to an average order value of <b>£5,748.18</b>, a decrease of <b>36.5%</b> compared to the average order value recorded during the same period of last year. Again, it should be noted that this position is much improved compared to last month.</p>
2	Force threat, harm and risk (THR) assessment level	<ul style="list-style-type: none"> <li>To reduce THR to below the 2012-13 level</li> </ul>	●	↓	<p><b>There is no update available for this measure<sup>8</sup>.</b> The year-to-date THR level is <b>slightly reduced</b> when compared to that recorded at the end of last year.</p> <p>In terms of criminal intent and capability, the <i>current threat</i> from Serious, Organised Crime in Nottinghamshire can be described as <b>significant</b> and <b>consistent</b> but with evidence of <b>successful disruption</b> within the last 6 month period as a result of various Nottinghamshire Police and EMSOU operations.</p> <p>From an intelligence perspective, despite this successful disruption the recent and upcoming prison release of key individuals linked to organised criminality means that it is likely that the medium term threat from Serious, Organised Crime in Nottinghamshire will not change from its current threat status of <b>significant</b> and <b>consistent</b>.</p>

<sup>8</sup> The THR level is currently being assessed and it is anticipated that this will be updated for next months report



## Strategic Priority Theme 6: Prevention, early intervention and reduction in re-offending

Measure	Target Profile	Current Performance – Year-to-date to October 2013		
		Target	Trend	Summary
1	First-Time Entrants (FTEs) into the Youth Justice System	<ul style="list-style-type: none"> <li>10% reduction (year on year) compared to 2012-13</li> </ul>	-23.8% ●	-27.3% ↓  <b>There is no new data available for this measure<sup>9</sup>.</b> There have been 200 First-Time Entrants (FTEs) into the Youth Justice System this year (April – August 2013). This is a reduction of <b>27.3%</b> (75 FTEs) compared to last year. The current year-to-date target has been achieved. Currently <b>23.8%</b> or <b>48</b> FTEs better than target.  The largest reduction this year is seen on the County, where a <b>47.2%</b> reduction was recorded, while the City recorded a reduction of <b>6.0%</b> .  The use of Restorative Justice disposals and Community Resolutions came into force at the beginning of 2012-13 and it is expected that as it gathers momentum there will be less FTEs year on year.
2	National – reduce the offending of offenders managed and supervised by Integrated Offender Management (IOM) that cause significant harm  Local - Acquisitive Crime Cohort, high risk of harm offenders and young adult offenders (18-21years)	<ul style="list-style-type: none"> <li>10% reduction (year on year) compared to 2012-13</li> <li>Reduce (proven) reoffending to be below the national average</li> <li>To monitor the Acquisitive Crime Cohort, high risk of harm offenders and young adult offenders (18-21years)</li> </ul>	+2.7% ●	N/A  <b>There is no new data available for this measure.</b> National data published by the Ministry of Justice covering the quarters April 2010 to March 2011 suggest that Nottinghamshire had a 'proven' re-offending rate of <b>36.9%</b> , <b>2.7</b> percentage points above the national average of <b>33.9%</b> , placing the Force 31 <sup>st</sup> out of 36 areas.  When considering the Force's Acquisitive Crime cohort (local data to end of October 2013 <sup>10</sup> ), there are currently 310 IOM nominals managed by the Force with 24 of these (7.7%) classed as juvenile offenders, and 60 (19.4%) as young adult offenders. Three offenders are classed as 'high risk of harm' offenders.  Of the 310 nominals, 41.9% are named as an offender in an offence which took place in Force this year. In addition to this, 38.3% are named as a suspect in an offence (please note – this could include offences where the nominal has gone on to be named as the offender in the offence). Of the young adult IOM's, 43.3% have been named as an offender in an offence. One nominal identified as being 'high risk of harm' has been identified as the offender in five offences, with the other two named as a suspect in more than one offence this year but have not been named as an offender.

<sup>9</sup> Data not provided by partners. This will be updated in the next report

<sup>10</sup> Data has been taken from the Force's CRMS and Memex systems. For more information please contact the report author

## Strategic Priority Theme 7: Spending your money wisely

Measure		Target Profile	Current Performance – Year-to-date to October 2013 <sup>11</sup>		
			Target	Trend	Summary
1	Make efficiency savings	▪ Save £8.6m by March 2014	N/A	N/A	<p>The Government's grant has reduced significantly and in order to balance the budget, savings of <b>£8.6m</b> need to be made in 2013-14.</p> <p>Detailed plans are in place to ensure the savings target is met. However, detailed data remains unavailable as to progress against these targets.</p> <p>Confirmed efficiencies are currently being made through staff savings and savings from Fleet, Estates and Collaboration.</p>
2	Ensure balanced budget	▪ Overall spend v budget	+0.0% ●	N/A	<p>The full year net revenue budget for 2013-14 is £196.998m. During September the Quarter Two forecast was undertaken which resulted in an agreed restated full year budget of £198.375m.</p> <p>Actual net expenditure for the seven months to October 2013 was £116.033m against a restated budget of £116.086m. The resulting position against the restated budget was an under spend of £0.053m, meaning that the Force is currently within target at this time.</p>
3	Total number of days lost due to sickness (Officer)	▪ 3.7% for Officers and Staff (8.2 days)	+6.8% ●	-15% ↓	<p>Based on 12 month rolling sickness data, officer sickness for the Force reduced to 3.95% in October 2013 from 4.67% when the updated Attendance Management policy was implemented at the end of October 2012. The reduction appears to coincide with the implementation of the updated Attendance Management policy, and HR is continuing to work closely with line managers to deal with outstanding sickness issues in order to enable the Force to meet target on this measure.</p> <p>Officer sickness absence in the 12 months to October 2013 amounted to an approximate cost to the Force of £4.0m. This has reduced from £4.8m as at the end of October 2012 when the revised policy was introduced.</p>

<sup>11</sup> Unless otherwise stated. Where different date parameters apply, this will be detailed in the summary for the measure

## Strategic Priority Theme 7: Spending your money wisely

Measure		Target Profile	Current Performance – Year-to-date to October 2013 <sup>11</sup>		
			Target	Trend	Summary
3	Total number of days lost due to sickness (Staff)	<ul style="list-style-type: none"> <li>3.7% for Officers and Staff (8.2 days)</li> </ul>	+2.2% ●	-15% ↓	Staff sickness is currently close to target, with 12 month rolling figure of 3.78% against the 3.7% target. This represents a notable improvement in performance, with the equivalent figure at the end of October 2012 being 4.44%.
4	BME representation	<ul style="list-style-type: none"> <li>To reduce the gap in current Black Minority Ethnic (BME) representation within the Force and local BME community representation in respect of: Recruitment for officers and staff to reflect the local community</li> </ul>	●	+0.1% ↔	<p>Current BME representation in Force stands at 4.0% for Officers, and 4.6% for staff (October 2013). This shows little change from the proportion recorded in March last year, however the Force is in the process of recruiting new officers following a positive action campaign and therefore a change may be seen in the representation statistics in the coming months.</p> <p>The representation figures are lower than the BME population of Nottinghamshire, which stands at 11.2% (Source: 2011 Census Data).</p>
Proxy measures:					

# THE BEAT



**Winter is fast-approaching and so too is my first anniversary as Police and Crime Commissioner for Nottinghamshire.**

As we look back on the first full year of this role, it is pleasing to see the progress that has been made thanks to greater partnership working and a more holistic approach to problem-solving. Behind all of the action and decisions we have taken in the last year is a drive to forge stronger relationships with the communities we serve. Our residents have spoken and their input and experiences is helping to shape the way we move forward.

## Community walkabouts in priority areas

Listening to our communities is essential for this job but so too is getting first-hand insight into the issues and concerns they raise. As such, my deputy, Chris Cutland, and I have embarked on a series of walkabouts continuing over the next couple of months to meet residents and discuss local problems.



The visits will take place in the City and County priority areas so that we can gain a better understanding of the police and partnership working taking place to address issues which are blighting the lives of those who live there. **St Ann's, Aspley, Arboretum, Bulwell, Newark, Worksop, Mansfield and Sutton** are some of the neighbourhoods we will visit and I look forward to meeting local representatives to hear more about how we might help resolve local problems.

***Resources will, of course, also help. That's why I'm delighted that the first of 150 experienced police officers backed by 60 new PCSOs are now hitting the ground.***

# Bingham Safety Fair



**It was a pleasure to formally open the first Bingham Safety Fair which brought together a multitude of crime reduction organisations to provide free advice and information to the public.**

Knowledge is power when it comes to protecting yourself and your property from criminals and this innovative event was a great way of reinforcing the message that we all have a part to play in making our country crime-free and this starts with taking our own personal security seriously. Those visiting the event were given advice from experts in personal and property safety, online security and victim support and I talked to many attendees about their views on community safety.

## Play your part and help to reduce crime



**Crime in Nottinghamshire is currently following a national trend which has seen a slight increase in comparison to last year. The increase (+3.2%) has slowed since the start of the year but remains a concern and we are already working hard to address this fluctuation.**

Latest data suggests that 23 out of the 43 forces nationally recorded an increase in crime between April and August 2014, which indicates Nottinghamshire is not alone in this issue. However, we need to understand why this is specifically happening within our county and I'm working hard with the Chief Constable to identify possible causes and solutions.

One way of addressing the rise is smarter working with our partners as well as commissioning services from crime reduction organisations so that we tackle criminality from every angle. Clearly, reduced funding continues to be an issue for us and all forces nationally however with more effective working patterns and good co-operation between partners, we all believe the situation can be reversed.

Burglary is one area we are working hard to address in light of recent statistics. Of all offences, burglary can be most harmful to people's fear of crime and their feelings of safety. The Force is doing its utmost to target this crime and increase detections so that the perpetrators are removed from our streets and our communities feel less vulnerable. However, a recent review of burglary has highlighted that most cases have occurred when people have left their property unsecured. By removing the opportunity, we can have all have a positive effect on crime rates and protect ourselves from becoming a victim. The dark nights have already arrived so now is an ideal time to become security conscious and make life harder for opportunists. Don't make life easy for them!

**One of the positive developments highlighted in the recent performance update relates to satisfaction levels among victims of crime. More than 87% of victims of crime are completely, very or fairly satisfied with the service they have received from Nottinghamshire Police which is just 2.7% away from the Police and Crime Plan target of 90%.**



## Working closer with our BME communities



**October marked the first meeting of our BME working group to progress plans to enhance the relationship between Nottinghamshire Police and members of the black and minority ethnic community.** This working group was established in response to the findings of the detailed research project I commissioned in the summer to analyse any perceived tensions that exist between police and the BME community and understand their experiences of policing. The study looked at controversial issues such as stop and search and under representation in the workforce to explore negative perceptions of the police and identify ways of moving forward. Plans are now in place through the working group to implement 36 recommendations from the report as part of my drive to promote equality and build a service that reflects the needs of all Nottinghamshire residents.

## Community organisations benefit from funding to tackle crime

**More than £350,000 of funding has now been allocated to community groups and organisations whose activities will help to reduce the cycle of crime and break patterns of offending. It is the first time the Community Safety Partnership Fund has been allocated to Nottinghamshire-based projects – previously this money came from central Government – and I’m pleased to have been able to support a broad range of initiatives that are both preventative and reactive and will help people turn around their lives and make our county safer.**

Initial recipients include Bassetlaw Street Pastors which successfully applied for £5,000 to help provide a night-time economy pastor service providing advice and support to vulnerable people and Hetty’s Criminal Justice Family Interventions which has received £25,000 to deliver preventative family intervention workshops focused on the impact of prisoners’ drug and alcohol use on family members.

As part of my commitment to improve services and support for victims of domestic violence, we’ve agreed a number of funding applications to strengthen our response to this issue. This includes more than £22,000 worth of funding for Women’s Aid Integrated Services for its Teen Relationships Domestic Violence pilot project. This initiative will deliver advice and help for teenage girls aged 13-17 who are experiencing relationship abuse.

As part of the application process, organisations must demonstrate previous success to receive a share of the funding and also support the key aims of my Police and Crime Plan. This scrutiny process will continue in the future to monitor the effectiveness of each project and to ensure we are receiving value for money for the public.



## Facing up to Offending

**Restorative justice is a theme I'm very keen to expand in Nottinghamshire, partly because of the positive outcome it can have on offending but also because of the benefits it provides to victims.**

We've already undertaken our own work in the county and I'm delighted to now be jointly hosting a national conference called Facing up to Offending on 3rd December at Nottinghamshire Golf Club in Cotgrave.

This will bring together a multitude of criminal justice agencies and experts to examine the effectiveness of a national review into the benefits of restorative justice which involved Her Majesty's Inspectorate of Constabularies (HMIC), Her Majesty's Inspectorate of Probation (HMI Probation), Her Majesty's Crown



Prosecution Service Inspectorate (HMCPSP) and Her Majesty's Inspectorate of Prisons (HMIP). Both the Chief Constable and I will also be speaking.

Anyone with an interest in restorative justice can register for the event on the No Offence! website  
**[www.no-offence.org](http://www.no-offence.org)**

We held our own Restorative Justice Summit earlier this year to explore how closer working between local justice agencies could achieve higher quality RJ. The national conference will explore the opportunities RJ has to make savings and improve outcomes on a regional basis if used in the right way. It is also aims to turn the findings of the review into a practical strategy and will showcase examples of good practice from across the county to help local areas develop a more successful RJ system.

## Commissioner trials new tag - all in the name of crime reduction

**With so much to do, I'm never too far away from my criminal justice colleagues but they certainly knew how to pinpoint me in August when I agreed to trial a locational GPS tag for a week. I was fitted with the new device to highlight Nottinghamshire Police's official launch of the technology which enables officers to keep track of offenders who have been released into the community at all times.**



**Early trials in the county are very encouraging and have already demonstrated that tagging leads to fewer crimes which equates to fewer victims and a reduced cost to the taxpayer. It is hoped that the use of tags will help keep offenders on the straight and narrow when they rejoin the community and help them to establish law-abiding patterns to keep them crime-free in the long-term.**

Twenty tags were ordered for use by the force at a cost of £45,200 following positive feedback by officers involved in the successful pilot. The tags are being provided by G4S and the process of being fitted with one is currently voluntary.

I for one have been keen to experience for myself what it's like wearing a tag and I came away with the impression that it is a very clever and effective piece of kit. It certainly wasn't easy and I don't think I really got used to it by the end of the week but it does allow offenders to stay within the community and prove to police they have turned a corner or not, whatever the case may be.

## New volunteers promise to serve Nottinghamshire's communities



**This month we've welcomed the arrival of 72 new police cadets to help deliver crime reduction in Nottinghamshire.**

The new recruits, all aged 16, were sworn into their roles at County Hall where they declared their allegiance to the force and pledged to serve the community and act as ambassadors for Nottinghamshire Police.

Deputy Commissioner Chris Cutland attended the event to welcome the cadets and express her gratitude at the personal commitment they had offered to make Nottinghamshire safer. She talked about the way they were challenging negative, stereotypical perceptions of young people and really making a difference to their local communities.

Speaking after the event she said: "It's great that so many young people in the county are prepared to give their time so freely to protect people and I am delighted the Force is investing in local support which will be for the benefit of everybody."

I'm particularly keen to bolster the Force's pool of volunteers to help get to the heart of local issues and encourage the public to take responsibility for safety in their area.

The cadets officially joined the Force last month and will attend a total of 39 weekly sessions to develop an understanding of various operational departments and learn skills. They will volunteer four hours per month to assist the police in attending public events and deliver crime prevention activities.

## Research to help improve services to domestic abuse victims

**One of the pledges I made when taking on this role is to improve services and support for repeat victims of domestic violence, a goal that features heavily within my first Police and Crime Plan.**

Over the past couple of months, we've taken some important steps to realising these aims by commissioning a domestic violence research project which will help us to understand the complex issues behind abuse and how we can manage and respond to the issues to offer more support to victims.

The project offers us an opportunity to look at the issues surrounding domestic violence in unprecedented detail so that we can develop better systems to protect people and deliver the right help. The bid for the academic research was successfully won by a collection of academics working together at the Department of Criminology, University of Leicester. Deputy Commissioner Chris Cutland, who is former chief executive of Women's Aid Nottingham, is leading the ground-breaking work and will make a series of recommendations to improve support services and cost effectiveness following the outcome of the research project.

The project, which is in keeping with my plan to protect, support and respond to victims, witnesses and vulnerably people, got underway on October 1 and the final report will be presented by August 2015. It will include a review of support work across medium repeat cases, the referrals process, setting up victim focus groups and interviewing individuals, service providers and partners to identify successful pathways to sustainable recovery. It will also involve identifying gaps in the provision of services and explore why there is under-reporting of abuse to the police.



## KEEP ON TALKING

**I'm delighted that so many people contact me, with problems, compliments and comments. This is particularly important as I need to be able to listen to your views and learn from them and also know that you can keep up to date with what my Deputy, my team and I are doing.**

**Whatever I do, I am answerable to you, the electorate. You can contact me at any time to ask questions or put your views across.**

### You can visit:

[www.nottinghamshire.pcc.police.uk](http://www.nottinghamshire.pcc.police.uk)

### You can follow me

@PaddyTipping and @NottsPCC  
or Facebook PaddyTipping or NottsPCC.

### You can write to me at:

Nottinghamshire Office of the Police and Crime Commissioner, County Hall, West Bridgford, Nottingham NG2 7QP

### E-mail me at:

[nopcc@nottinghamshire.pnn.police.uk](mailto:nopcc@nottinghamshire.pnn.police.uk)

### Telephone me on:

0115 967 0999 ext 801 2005.



<b>For Information</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>IPCC Investigations</b>
<b>Report Author:</b>	<b>DCI Windmill-Jones</b>
<b>E-mail:</b>	<b>michael.windmill-jones@nottinghamshire.pnn.police.uk</b>
<b>Other Contacts:</b>	<b>Nicola.thomas@nottinghamshire.pnn.police.uk</b>
<b>Agenda Item:</b>	<b>5</b>

## **IPCC INVESTIGATIONS**

### **1. Purpose of the Report**

- 1.1 To inform the PCC in respect of how many cases the Force has referred to the Independent Police Complaints Commission (IPCC) during the period 1 April to 30 September 2013. Also, details of any outcomes and recommendations the IPCC has referred back to the Force during this period, and other learning identified.

### **2. Recommendations**

- 2.1 That the Audit and Scrutiny Panel notes the report.

### **3. Reasons for Recommendations**

- 3.1 To ensure that the Audit and Scrutiny Panel can scrutinise the Force process of referring cases to the IPCC during the timeframe described above. Note the report

### **4. Summary of Key Points**

- 4.1 The force must refer to the IPCC both public complaint and internal conduct matters, which meet specific criteria as set out in the IPCC Statutory Guidance, i.e. matters which:
- relate to any incident or circumstances in or in consequence of which a person has died or suffered serious injury
  - fall within the mandatory referral criteria (see below)
  - the IPCC notifies the appropriate authority (the force) that it requires the matter to be referred regardless of whether the conduct matter is already being investigated by any person or the IPCC has considered it previously.
- 4.2 Mandatory referrals are defined as complaints and recordable conduct matters that include allegations of conduct which constitutes:
- serious assault
  - serious sexual offence
  - serious corruption

- criminal offence or behaviour which is liable to lead to misconduct proceedings and which, in either case, is aggravated by discriminatory behaviour on the grounds of a persons race, sex, religion or other status as identified in the statutory guidance
  - any offence for which the sentence is fixed by law or any offence for which a person of 18 years and over (not previously convicted) may be sentenced to imprisonment for seven years or more
  - complaints or conduct matters which are alleged to have arisen from the same incident as anything falling within these criteria.
- 4.3 The IPCC also encourages forces to refer complaints or recordable conduct matters that do not have to be referred but where the gravity of the subject matter or exceptional circumstances justifies referral.
- 4.4 In the period 1 April to 30 September 2013 Nottinghamshire Police recorded 430 complaint cases and 29 internal conduct matters. Of these, the force has referred 20 cases to the IPCC. 16 of these were mandatory referrals and 4 were voluntary. 16 of the 20 referrals have been referred back to PSD by the IPCC for a local investigation, with no further IPCC oversight required.
- 4.5 The investigations referred back to the force for local investigation have covered a variety of themes including allegations by the public of the following:
- misuse of police systems i.e. officers searching data stored on police systems for their own knowledge and use,
  - misuse of Taser i.e. where the use is deemed to be excessive against somebody who is perceived as vulnerable or in a confined space,
  - misuse of a police dog to apprehend suspects, i.e. where the use is deemed to be excessive and results in injury to the person being pursued and arrested,
  - excessive use of force when arresting i.e. where the force used is deemed to be excessive and results in significant injury to the person being arrested,
  - incorrect grading of an incident that may have prevented a sudden death i.e. the control room operator failed to recognise the vulnerability of the caller when the initial call was made resulting in a delayed response.
- 4.6 Those referrals retained or managed by the IPCC include allegations by the public of the following:
- Failure by an officer to follow force policy and procedures while driving, resulting in a member of the public being injured,
  - Failing to conduct an effective investigation into an assault on a member of the public which potentially contributed to that offender being able to go on to commit further serious offences,
  - Abuse of authority or misconduct in a public office by officers or staff in forming or attempting to form inappropriate relationships with those they are expected to protect and serve.

- 4.7 The Professional Standards Directorate (PSD) Complaints and Misconduct Unit (CMU) Detective Chief Inspector (DCI) is the lead for organisational learning in respect of public complaints and internal conduct matters. When PSD investigate a public complaint or conduct matter, opportunities for future learning and service improvement are taken into account. Incidents are reviewed to see if the force dealt with the matter appropriately as an organisation, and if this review identifies anything that could have been done differently/better then that information is captured on the Organisational Learning tab of our recording system, Centurion.
- 4.8 If there is any immediate or obvious action required, then that will be progressed immediately and an audit trail outlining action taken will be attached to the Centurion record.
- 4.9 PS, as part of an internal audit review process will conduct reviews to ensure any immediate or recommended changes have been put in place.
- 4.10 The CMU DCI also reviews the 'Learning the Lessons' bulletins that are circulated nationally by the IPCC. These bulletins are published on an irregular basis, depending on the volume of issues that have been identified by the IPCC. The latest bulletin was published in May 2013.
- 4.11 Issues which are relevant to our organisation are raised at Nottinghamshire Police's 'Professional Standards and Integrity' board, chaired by the Deputy Chief Constable. Any learning is tasked to the appropriate departmental head to implement, e.g. if the learning is in respect of how a call to a police force was prioritised, then the head of contact management would be required to confirm that appropriate procedures in Nottinghamshire Police have been implemented. We also have an internal quarterly PSD newsletter and intranet site where key messages regarding organisational learning are communicated to all staff and officers. PSD also works with the Learning and Development department to ensure that specific training to officers is delivered.
- 4.12 In the period since April 13, the Force has received learning back from the IPCC on one specific case. This was in relation to the treatment of a detainee in police custody. The IPCC identified three main areas of learning for the Force which were:
- Failure to deliver detainee's rights.
  - Excessive use of handcuffs
  - Inadequate measures to ensure the care of dependants
- 4.13 The learning report was actioned by the Head of Crime and Justice, who has responsibility for the service delivered to detainees in police custody, and learning has been implemented.

## **5. Financial Implications and Budget Provision**

- 5.1 Financial implications are largely 'opportunity costs', i.e. are absorbed within the daily commitments of officers and staff, and do not necessitate additional budget provision. For example:
- DCI preparing documents and circulating 'Lessons Learned',
  - DCI and PSD staff conducting audits and attending focus groups and training opportunities to relay lessons learned.
  - Corporate communications staff assisting with the development of communication plans and the production of training material
  - Extended briefings for officers and staff
  - Officers and staff attending mandatory presentations of lessons learned
  - Learning and development resources delivering 'lessons learned'
- 5.2 The production of training material is an additional 'real' cost, but is minimal. i.e. £240 for training DVDs
- 5.3 These costs are off-set against the potential costs of PSD investigations if learning is not embedded, and also against potential litigation claims against the force by the public for unreasonable mistakes being made by officers and staffs.

## **6. Human Resources Implications**

- 6.1 Complaint and conduct investigations are subject to Police Conduct regulations 2012 and the Police Staff employment legislation.

## **7. Equality Implications**

- 7.1 It is important that the police service is seen to police a diverse society and community fairly. People may belong to one or more minority groups, but this should not have a negative effect on the service they receive from the police. We recognise that people from minority groups may be reluctant to express their belief that a problem they have experienced is rooted in discriminatory attitudes. This may, for example, be because a complainant is reluctant to disclose his or her sexuality or to disclose a mental health problem for fear that this may affect the investigator's attitude to the merit of a complaint. To overcome this, PSD staff dealing with complaints are required to encourage complainants to explain why they think a person serving with the police behaved the way that he or she did and demonstrate a willingness to accept and investigate this aspect of the allegation. **PSD staff also** receive training to develop their ability to identify discrimination. This training stresses that discrimination is not always overt, and that it can be necessary to look at all

the circumstances of a particular case in order to see if discrimination can rightly be inferred from the surrounding facts.

## **8. Risk Management**

- 8.1 It is essential the public have confidence in the service Nottinghamshire Police provide.
- 8.2 Where it is identified mistakes have been made there needs to be a process to ensure the circumstances are reviewed and any recommendations for change are implemented, with robust governance and accountability.
- 8.3 By using Lessons Learned we help manage risk and maintain or improve the service we provide, which will impact on the trust and confidence from those we are obliged to protect and serve.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

- 9.1 By using Lessons Learned we can ensure all relevant parts of the organisation are given help to improve our service and ultimately achieve the force priorities.

## **10. Changes in Legislation or other Legal Considerations**

- 10.1 Complaints and conduct investigations are subject to specific legislation i.e. Police Conduct Regulations 2012 and the Police Staff employment legislation; as well as the IPCC Statutory Guidance 2013.

## **11. Details of outcome of consultation**

- 11.1 Not Applicable.

## **12. Appendices**

- 12.1 None

<b>For Information / Consideration</b>	
<b>Public/Non Public*</b>	<b>Public</b>
<b>Report to:</b>	<b>Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>Chief Finance Officer</b>
<b>Report Author:</b>	<b>Charlotte Radford</b>
<b>E-mail:</b>	
<b>Other Contacts:</b>	<b>Angela Ward</b>
<b>Agenda Item:</b>	<b>6</b>

## **INTERNAL AUDIT PROGRESS REPORT**

### **1. Purpose of the Report**

- 1.1 To provide members with an update on progress against the Internal Audit Annual Plan and the findings from audits completed to date.

### **2. Recommendations**

- 2.1 Members are recommended to consider the report and where appropriate make comment or request further work in relation to specific audits to ensure they have adequate assurance from the work undertaken.

### **3. Reasons for Recommendations**

- 3.1 This complies with good governance and in ensuring assurance can be obtained from the work carried out.

### **4. Summary of Key Points**

- 4.1 The attached report details the work undertaken to date and summarises the findings from individual audits completed since the last progress report to the panel.

### **5. Financial Implications and Budget Provision**

- 5.1 None as a direct result of this report.

### **6. Human Resources Implications**

- 6.1 None as a direct result of this report.

### **7. Equality Implications**

- 7.1 None as a direct result of this report.

## **8. Risk Management**

8.1 None as a direct result of this report.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 This report complies with good governance and financial regulations.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None

## **11. Details of outcome of consultation**

11.1 Not applicable

## **12. Appendices**

12.1 Appendix A - Internal Audit progress report.

# **Nottinghamshire Office of the Police & Crime Commissioner and Nottinghamshire Police**

Internal Audit Progress Report

12<sup>th</sup> December 2013



# Introduction

The internal audit plan for 2013/14 was approved by the Joint Audit & Scrutiny Panel on 14 February 2013. This report provides an update on progress against that plan and summarises the results of our work to date.

## Summary of Progress against the Internal Audit Plan

Assignment <i>Reports considered today are shown in italics</i>	Status	Opinion	Actions Agreed (by priority) High      Medium      Low		
Audits to address specific risks					
Culture	Final Report issued	Advisory*	-	-	-
Commissioning	December 13				
<i>Governance – Financial Governance</i>	<i>Final Report issued</i>	<i>Advisory</i>	-	-	-
Data Quality – Medacs	Final Report issued	Advisory	8		
ICT Resilience	TBC				
Partnerships	December 2013				
Performance Management – Manifesto	December 2013				
Scrutiny Panel – Anti Social Behaviour	Draft report issued & further work to be completed January 2014				
Business Continuity	Scoping meeting booked				
Workforce Planning	Draft report issued				
Equality & Diversity	Draft report issued	Green			
Health & Safety	Draft report issued				
Environmental Policy	Draft report issued	Green			
Attendance Management	March 2014				
Volunteering	Scoping meeting to be arranged				
Estates	Draft report issued	Green			
Joint Tasking & OPR	Scoping meeting held				
<i>Payroll</i>	<i>Final Report issued</i>	Green			
Training	Complete	Not Applicable			
Follow Up	Final Report issued	Good Progress	-	-	-

\*ADVISORY RECOMMENDATIONS WERE INCLUDED WITHIN THIS REVIEW.

## Other Matters

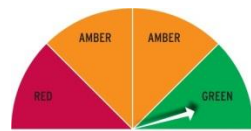
We are in the process of completing scoping meetings for the work that is scheduled to be completed during quarter 4. Once completed, the reports will be brought to a subsequent meeting.

**Information and Briefings:** We have issued the following update since the last meeting:

- GEN 05/13 – Fraud Alert – Supplier Details

## KEY FINDINGS FROM INTERNAL AUDIT WORK

Assignment: Governance – Financial Governance	Opinion:	Advisory
<p>This review focused on elements of the Good Governance Framework and Financial Management Code of Practice. The Financial Management Code of Practice for the Police Service of England and Wales details the required financial governance arrangements within the Force and the Office of the Police &amp; Crime Commissioner.</p> <p>The PCC and Force is complying with the following ten key areas of the Financial Management Code of Practice:</p> <ul style="list-style-type: none"> <li>• The identification of Chief Finance Officer roles within the Force and the Office of the PCC.</li> <li>• Compliance with the requirements of public reporting responsibilities.</li> <li>• Communication and openness.</li> <li>• Delivery of the statutory responsibilities of the Chief Finance Officer of the PCC.</li> <li>• Delivery of the statutory responsibilities of the Police Force Chief Finance Officer.</li> <li>• Use of an Information Sharing Protocol.</li> <li>• Preparation and approval of a scheme of consent.</li> <li>• Preparation and approval of Financial Regulations and Standing Orders on Contracts.</li> <li>• PCC policy on reserves and provisions.</li> <li>• Financial planning and budget setting arrangements.</li> </ul> <p>The Scheme of Delegation will need to be revised post April 2014, to take into account the implications of the Stage 2 transfer. Both the PCC and Force are aware of this requirement.</p> <p>No recommendations were made as a result of the audit.</p>		

Assignment: Payroll	Opinion:	
<p>The summary highlights from this review are as follows:</p> <ul style="list-style-type: none"> <li>• The Force has in place a set of approved Financial Regulations which provides the framework for managing the financial affairs detailing the key controls for the main accounting areas and defines the responsibilities of staff within the processes. In support of the Financial Regulations there are procedure notes available to staff covering all areas of Payroll.</li> <li>• Starter forms are completed for all new starters and our review confirmed that based on the sample of starters, since April 2013, all had a starter form in place, which had been appropriately completed and authorised,</li> <li>• Leavers are removed from the payroll system, on a timely basis and supporting documentation is</li> </ul>		

retained. Our review confirmed that based on the sample of leavers, since April 2013, all had a leaver form in place, where applicable and that the leaver had not been paid, after leaving, with the exception of five leavers who had received payment for annual leave or expenses that were owed to them.

- Any amendment made to the Payroll system has appropriate supporting documentation. Our review of a sample of amendments, during the period April to September 2013 confirmed that there was appropriately authorised supporting documentation, in all cases.
- Expenses are paid on receipt of a completed and authorised claim form. Our review of a sample of expenses, processed during April to October 2013, confirmed that there was an authorised expense form, with supporting receipts, where applicable, in all cases.
- An overtime form is completed by the Officer and forwarded to Payroll. The forms are supported by a summary spread sheet, which has been appropriately authorised. A check is completed by Payroll to confirm that the details on the overtime form correspond to the authorised spread sheet.
- Exception reports are run and reviewed by the Payroll Manager on a monthly basis for both Officers and Staff payment runs and any unusual exceptions are investigated and annotated.
- All new Officers and Police Staff are automatically enrolled into the pension scheme, A PEN 101 opt out form is completed by Officers and Staff to notify Payroll of their wish to opt out.
- A monthly reconciliation is in place between the Payroll and HR System. It is good practice to perform such a reconciliation, however associated recommendations to improve the process have been raised as part of the Workforce Planning audit and are therefore not repeated here.

No formal recommendations have been made as a result of the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report, together with any attachments, is provided pursuant to the terms of our engagement. The use of the report is solely for internal purposes by the management and Board of our client and, pursuant to the terms of the engagement, it should not be copied or disclosed to any third party or otherwise quoted or referred to, in whole in part, without our written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose.

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The term "partner" is a title for senior employees, none of whom provide any services on their own behalf.

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# Fraud Alert – Changing Supplier Bank Details

4 September 2013

CB Gen 05.13

During 2012 we issued a series of briefings which focussed on fraudulent attempts to alter legitimate suppliers' bank account details with the aim of illegally diverting funds. Since then, scams of this nature have continued to be witnessed within the NHS, the private sector, and more recently within local authorities and the education sector. The fraud itself is rudimentary, so it is worrying that the perpetrators often succeed in their deception; however, application of simple controls can prevent organisations being affected.

## The Fraud

- Impostors, falsely representing genuine suppliers, approach target organisations with a request to change bank account details held on file. Where the fraudster's request is successful, often falsified invoices are then subsequently paid by the target organisation into the fraudster's bank account.
- Often, the fraudsters approach the target organisation some time before to change the supplier's contact details in order to 'legitimise' the change of bank details at a later date. Fraudsters have been known to do this via email, telephone, in writing using faked headed stationery, and also in person.

As fraudsters continually develop and apply new methods to circumvent controls, it is essential for organisations to assess the effectiveness of those in place in relation to administration procedures for changing both supplier contact and bank account details in order to address any weaknesses.

### **Actions organisations can take to protect themselves and their suppliers**

- Seek verification of authenticity for **all** requests to change details held for a supplier.
- Ensure that confirmation of authenticity is sought from a known source or reliable contact, preferably through the original supplier contact, before any changes are made.
- Have requested changes to bank account details reviewed by a senior member of the Finance team.
- Ensure the process for amending supplier bank account details is documented and that the Accounts Payable team are aware of the procedures.
- Ensure the Finance team are fully aware of the nature of this fraud as well as the controls required to mitigate the risks

## Further help and advice

To discuss your organisation's controls in relation to suppliers and Accounts Payable please approach your usual Baker Tilly contact in the first instance. Alternatively, contact Baker Tilly's Fraud Solutions team.

David Foley

Director

07721 977 523

[david.foley@bakertilly.co.uk](mailto:david.foley@bakertilly.co.uk)

<b>For Information</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>ACO, Resources</b>
<b>Report Author:</b>	<b>Beverly Topham Strategic Support &amp; Review Officer</b>
<b>E-mail:</b>	<b>Beverly.topham@nottinghamshire.pnn.police.uk</b>
<b>Other Contacts:</b>	<b>Read Hibbert, Planning and Policy Officer Julie Mair, Organisational Development Manager Paul Steeples interim Head of Business and Finance</b>
<b>Agenda Item:</b>	<b>7</b>

## **Audit & Inspection**

### **1. Purpose of the Report**

- 1.1 To provide the Audit and Scrutiny Panel with an update on the status of audits and inspections taking place in Force. This report also informs the Panel of expected future audits and inspections.

### **2. Recommendations**

- 2.1 That the Audit and Scrutiny Panel note the progress made against audit and inspection recommendations.
- 2.2 That the Audit and Scrutiny Panel take note of forthcoming audit and inspections.

### **3. Reasons for Recommendations**

- 3.1 To enable the Audit and Scrutiny Panel to fulfil its scrutiny obligations to oversee and consider Force arrangements to deliver against audits and inspections.

### **4. Summary of Key Points**

- 4.1 The actions outlined in this report are the result of recommendations made by the Force's internal auditor Baker Tilly (formerly RSM Tenon) and external inspectorates, such as Her Majesty's Inspectorate of Constabulary (HMIC) and Criminal Justice Joint Inspectorate (CJJI). They are managed through the Force Action Plan process and reported at the Chief Officer Portfolio Boards on a monthly basis.
- 4.2 In line with the Force's new meeting structure an update on audit and inspection will also be given at the Corporate Governance Board.

#### **4.3 Status of actions arising from audits and inspections**

4.4 Appendix 1 outlines the status of all live actions arising from audits and inspections and those completed in Quarter 2.

#### **4.5 Completed actions**

4.6 Appendix 2 outlines all the actions arising from audits and inspections that have been completed during Quarter 2.

#### **4.7 Delayed or overdue actions**

4.8 There are 2 actions arising from audit and inspection that are currently delayed:

- **Criminal Justice Joint Inspection Report on Unannounced Visit to Custody Suites**

**Action:** Provide assurance that provider has in place an audit programme for all medical records to monitor compliance with the Data Protection Act and Caldicott guidance.

**Comment:** G4S have started to provide performance information and review medical records. However they have not yet provided a timetable of audits and inspections. This will be chased up for the next meeting Corporate Services Meeting.

- **Corporate Governance Improvement Plan.**

**Action:** Establish, communicate and implement a partnership policy to include a partnership working definition and adherence to the criteria according to the CIPFA guidance.

**Comment:** Natalie Baker (Strategic Support Officer) met with ACC Torr to discuss taking this forward. Natalie Baker has since met with Steve Cooper and Emma Orrick at City and now have clear objectives.

#### **4.9 Recent Audits and Inspections.**

**Baker Tilly – Governance. Financial Governance.** Taking account of the issues identified, the Nottinghamshire Office of the Police and Crime Commissioner and Nottinghamshire Police can take substantial assurance that the controls upon which the organisation relies to manage this area are suitably designed, consistently applied and effective.

**Baker Tilly – Equality & Diversity.** Taking account of the issues identified, the Nottinghamshire Office of the Police & Crime Commissioner and Nottinghamshire Force can take substantial assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective.

**Baker Tilly – Payroll and Expenses.** Taking account of the issues identified, the Nottinghamshire Office of the Police & Crime Commissioner and Nottinghamshire Force can take substantial assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective.

**HMIC – Strategic Policing Requirement.** Awaiting final report.

#### **4.10 Forthcoming audits and inspections**

4.11 There is currently one inspection confirmed for Quarter 3:

- **HMIC: Making Best Use of Police Time.** (2<sup>nd</sup>–5<sup>th</sup> December 2013). Three related areas of business will be drawn together to form this inspection: preventative policing, police attendance and freeing up police time. This inspection programme will provide a national assessment, against the austerity backdrop, of how effective forces are at preventing crime, responding to calls for service from the public and how they create additional capacity to focus on activities that are key to reducing crime and improving public satisfaction and confidence.

4.12 No audit and inspections have been confirmed for Quarter 4.

### **5 Financial Implications and Budget Provision**

5.1 There are no direct financial implications. If financial implications arise from recommendations raised from audits, inspections and reviews these implications are considered accordingly. Where an action cannot be delivered within budget provision, approval will be sought through the appropriate means.

### **6 Human Resources Implications**

6.1 There are no direct HR implications. Where an audit or inspection has Human Resources implications, these will be managed through the Force Action Plan.

### **7 Equality Implications**

7.1 There are no direct equality implications. Any equality implications which arise from an audit or inspection recommendation will be managed on an individual basis.

### **8 Risk Management**

8.1 There is a risk to Force reputation, if mandatory or agreed actions identified as a result of audit or inspections are not completed. The degree of risk will depend upon the nature of the audit or inspection and will be assessed on a case by case basis.

## **9 Policy Implications and links to the Police and Crime Plan Priorities**

- 9.1 Where an audit or inspection recommends changes to Force Policy or Strategy, those changes will be managed through the Force Action Plan.

## **10 Changes in Legislation or other Legal Considerations**

- 10.1 Where an audit or inspection relates to a change in Legislation or other legal considerations, those changes will be managed through the Force Action Plan.

## **11 Details of outcome of consultation**

- 11.1 This process for monitoring audits, inspections and reviews has been agreed by the Business Planning Group and approved by the COT.
- 11.2 Issue owners are consulted through the action monitoring process.

## **12. Appendices**

- 12.1 Appendix 1: Status of actions arising from audits and inspections - Quarter 2  
Appendix 2: Summary of actions completed during Quarter 2.



## Appendix 1. Audit and Inspection Action Status Report - Quarter Three

Status Key	Definition								
Red – Overdue	The action has passed its urgency deadline date and requires urgent review								
Amber - Delayed	The action has passed its estimated completion date and requires review								
Green – Active	The action is likely to be completed by its estimated completion date								
Title	Scrutiny Body	Audit / Inspection	Chief Officer Lead	Total number of actions	Number overdue	Delayed	Active	Number completed	Status
Appendix D of IL3 RMADs - Executive Summary Of IT Health-check and Action Plan	National Computer Centre Group Ltd.	Audit	ACO Monckton	11		1	10		On going
Procurement - Programme of Change	RSM Tenon	Audit	ACO Monckton	7		2		5	On going
Culture Review	RSM Tenon	Audit	ACO Monckton	2			2		On going
Proceeds of Crime Act Audit Report 01.11/12	RSM Tenon	Audit	ACO Monckton	7			1	6	On going
Criminal Justice Joint Inspection Report on Unannounced Visit to Custody Suites	HMIP / HMIC	Inspection	ACO Monckton	38		1		37	On going
Nottinghamshire Police (Airwave and ICT) Cryptographic Account Inspection. 25th March 2013.	CESG (Department within GCHQ)	Inspection	ACO Monckton	9		6	1	2	On going
Nottinghamshire Police IL3 Network	National Police Information Risk Management Team.	Inspection	ACO Monckton	6		4	2		On going
Report on an inspection visit to police custody suites in Nottinghamshire. 12-16 March 2013	HMIC	Inspection	ACC Jupp	1			1		On going
Key Financial Controls	RSM Tenon	Audit	ACO Monckton						Complete

NOT PROTECTIVELY MARKED

Title	Scrutiny Body	Audit / Inspection	Chief Officer Lead	Total number of actions	Number overdue	Delayed	Active	Number completed	Status
Local Policing Plan Audit 2012	RSM Tenon	Audit	ACC Torr						Complete
Partnerships Governance 2012	RSM Tenon	Audit	ACO Monckton						Complete
				81	0	14	17	50	

NOT PROTECTIVELY MARKED

## Appendix 2: Completed Actions

Date added (Month / Year)	Source type	Source originator	Source title	Recommendation or area for improvement	Manager responsible	Action / Project (or manager's comment to support no action)	Estimated completion date	Action / Project update	Chief Officer	ACC / ACO Board decision	DCC Decision
21/05/2013	Audit	RSM Tenon	Procurement - Programme of Change	1a. As planned by the Commercial Director, a review of all savings should be completed which clearly identifies revenue savings and their quantum. We recommend that these savings are stripped out of the main saving plan and reported separately, as revenue savings are a critical success factor to the Programme of Change.	Ronnie Adams (Commercial Director Procurement)	1a. Monitor, track and report on a monthly basis to the Corporate Services Programme Board the target of 10% savings to be made on all procurement projects.	31/07/2013	Update 12/07/2013 MI pack given to BT. Evidence on page 3 under heading 'Savings'	ACO Monckton	ACO scrutiny 03/07/2013	DCC Scrutiny 17/07/2013. Supports completion.
21/05/2013	Audit	RSM Tenon	Procurement - Programme of Change	2. Profile the revenue savings into the year, month or quarter they will be actually delivered, to ensure the relevant Finance Directors have clarity when budgets can be reduced. In addition, individual sign off from each regional Finance Director should be obtained.	Ronnie Adams (Commercial Director Procurement)	Design a savings capture report and present monthly to the Corporate Services Programme Board.	31/07/2013	Update 12/07/2013 MI pack given to BT. Evidence on page 3 under heading 'Savings'	ACO Monckton	ACO scrutiny 03/07/2013	DCC Scrutiny 17/07/2013. Supports completion.
21/05/2013	Audit	RSM Tenon	Procurement - Programme of Change	3. Continue to measure the savings from within the Unit, but agree a protocol with each Finance Director to agree and sign off when the saving has been achieved and furthermore that the Finance Director has taken action to reduce the relevant budget.	Ronnie Adams (Commercial Director Procurement)	Head of Procurement Services to meet with Heads of Finance within each force to agree protocols for signing off savings on a monthly basis.	30/06/2013	Update 12/07/2013 MI pack given to BT. Evidence on page 3 under heading 'Savings'	ACO Monckton	ACO scrutiny 03/07/2013	DCC Scrutiny 17/07/2013. Supports completion.
21/05/2013	Audit	RSM Tenon	Procurement - Programme of Change	1b. As planned by the Commercial Director, a review of all savings should be completed which clearly identifies revenue savings and their quantum. We recommend that these savings are stripped out of the main saving plan and reported separately, as revenue savings are a critical success factor to the Programme of Change.	Ronnie Adams (Commercial Director Procurement)	1b. Monitor, track and report on a monthly basis to the Corporate Services Programme Board income generation opportunities from suppliers.	31/03/2013	Update 12/07/2013 MI pack given to BT. No evidence available. Will be added JC to confirm.  Update 31/07/2013 WH. This has been added to the MI pack. This will be presented at the Corp Services Board meet on the 7th August.  Update 01.08.13: Currently being worked on and on schedule to be included in the August MI Pack, BT to be included in the distribution list as agreed with WH 31.07.13. Complete	ACO Monckton	ACO scrutiny 07/08/2013 WH sent evidence through. BT presented to MM. Supports completion.	DCC Scrutiny 16/08/2013. Supports completion.
August 2012	Inspection	Office of Surveillance Commissioner		In relation to the Level I TSUs.  3) A suitably robust audit process must be established to ensure integrity of purpose and accountability of equipment held.	Det Supt Mark Pollock (Head of Intelligence Crime and Justice)	3) An audit regime will form part of any centralised structure and plans are in place for the CAB to provide training to the TSU staff.	31/08/2013	7/3/13 TSU has been subject of a dip test reported in the most recent SRO audit submitted to ACC Waterfield on 7/3. Full compliance was found. A more extensive audit will be conducted for the next quarterly SRO audit but it is recommended that this action can be closed.  Update Gary Newton 29/05/2013 email to BT. Draft audit to be sent to Supt Mark Pollock by 07/06/2013 and final audit to be completed by 14/06/2013.  Update 10/7 As per Email to BT 30/6. MP  Update 11/8 As per Email to BT 11/8 MP	ACC Jupp	11/06/2013. Update from MP. Gary Newton has presented the extra evidence to the DCC. ACC Supports completion.  11/07/2013 ACC Scrutiny HJ Chair	DCC scrutiny 16/08/2013. Evidence seen. Supports completion.
30/10/2012	Audit	RSM Tenon	Partnerships Governance	The Independent Advisory Groups webpage on the Force's Public website should be updated to reflect the latest adopted structure.	Matt Tapp ( Head of Corporate Communications)	Update the Independent Advisory Groups webpage on the Force website to relect the latest adopted structure.	31/08/2013	Update 09/09/2013 JH via email: The IAG information is now on the new website, which was launched on 9 August 2013. <a href="http://www.nottinghamshire.police.uk/iags">http://www.nottinghamshire.police.uk/iags</a> This action is now complete.	DCC Fish	ACC Scrutiny 17/05/2013.  Extension to target completion date supported.	DCC scrutiny 12/09/2013. Supports Completion.
March 2012	Audit	RSM Tenon	Local Policing Plan Audit 02.11/12	1.2 The Website should be updated to reflect the most current neighbourhood structures, and the current priorities, progress, actions and successes for each.	Matt Tapp ( Head of Corporate Communications)	Update the website to reflect the most current neighbourhood structures, and the current priorities, progress, actions and successes for each.	31/10/2013	Update 09/09/2013 JH via email: This information is now shown on the new website and will continue to be reviewed and updated. It was launched on 9 August 2013. <a href="http://www.nottinghamshire.police.uk/neighbourhoods">http://www.nottinghamshire.police.uk/neighbourhoods</a> This action is now complete.	DCC Fish	ACC Scrutiny 17/05/2013.  Extension to target completion date supported.	DCC scrutiny 12/09/2013. Supports Completion.

01/08/2013	Inspection	HMIC	ASB re visit advisory	Neighbourhood teams, and officers engaged on some ASB operations receive calls directly from local residents which do not always result in the creation of an incident record or of an entry into other force systems to inform the corporate knowledge base.	Supt Richard Fretwell (Operational Support County North)	Review and update the asb policy to reflect the need to create an incident record or an entry into a force system in every occasion of reporting.	31/08/2013	Update PW 07/09/2013 via email: I had commenced a piece of work to revise the ASB and Neighbourhood Policing Policies I have been asked to put this on hold. The reason for this is that Mr Fretwell has now been given the lead for 2 work streams in the new change programme. One of those is the ASB theme and as a result of this there may be a number of revisions that are required to both of the above policies.	ACC Torr	ACC Scrutiny Supt Nickless chair. 22/08/2013.  Chris Cutland and Phil Gilbert raised the issue of where is the scrutiny of the PCC asb and DV actions? BT to contact.	DCC scrutiny 12/09/2013.The personal and direct contact is important. All relevant staff now know that the creation of an incident log on every occasion is important and should be done. Please show this as complete.
01/08/2013	Inspection	HMIC	ASB re visit advisory	1b) Repeat victims in cases which had previously been recorded by the force are identified at the point of report; however cases where previous incidents have not been reported are often not identified through initial questioning of the victim.	Supt Richard Fretwell (Operational Support County North)	Update the Anti-Social Behaviour Policy (PS 139) to reflect the importance of identifying repeat victims.		Update PW 07/09/2013 via email: I had commenced a piece of work to revise the ASB and Neighbourhood Policing Policies I have been asked to put this on hold. The reason for this is that Mr Fretwell has now been given the lead for 2 work streams in the new change programme. One of those is the ASB theme and as a result of this there may be a number of revisions that are required to both of the above policies.	ACC Torr	ACC Scrutiny 26/09/2013. C. Cutland has met with Supt Chamberlain and reality checked the action plan. Nothing to reort. Supt Anderson and Nickless to contact Supt Fretwell re ASB to reality check and update BT.	DCC Scrutiny 07/10/2013. BT presented evidence to DCC to prove these processes are in place. (audit) DCC asks for this to be taken off the force action plan.
01/08/2013	Inspection	HMIC	ASB re visit advisory	2b) The identification of vulnerable victims at the point of report is inconsistent. Current systems requiring probing by the call taker are not effectively applied or monitored. This is affecting the analysis of threat and risk and the response provided to particular victims	Supt Richard Fretwell (Operational Support County North)	Update the Anti-Social Behaviour Policy (PS 139) to reflect the importance of identifying vulnerable victims.		Update PW 07/09/2013 via email: I had commenced a piece of work to revise the ASB and Neighbourhood Policing Policies I have been asked to put this on hold. The reason for this is that Mr Fretwell has now been given the lead for 2 work streams in the new change programme. One of those is the ASB theme and as a result of this there may be a number of revisions that are required to both of the above policies.	ACC Torr	ACC Scrutiny 26/09/2013. C. Cutland has met with Supt Chamberlain and reality checked the action plan. Nothing to report. Supt Anderson and Nickless to contact Supt Fretwell re ASB to reality check and update BT.	DCC Scrutiny 07/10/2013. BT presented evidence to DCC to prove these processes are in place. (audit) DCC asks for this to be taken off the force action plan.
March 2012	Inspection	HMIP / HMIC	Criminal Justice Joint Inspection Report on Unannounced Visit to Custody Suites	7.13 The call bell system at Nottingham should be replaced or refurbished.	Tim Wendels (Head of Estates & Facilities Management)	Replace the call bell system at the Bridewell.	30/06/2013	Update DH to BT via email 19/08/2013. The installation of the workstations for the new cell call and CCTV equipment will begin to be installed by Information Services next week, at Newark Custody, and if the installation is successful and runs for a week without any complications, the workstations at Mansfield and Bridewell will be fitted a couple of weeks later.  When all the workstations are installed, the contractor who has installed the cell call and CCTV equipment will be able to use the workstations to configure the new cell call and CCTV systems and then provide custody staff with the appropriate training. There has not been any dates agreed, at this stage, for the contractor carry out the configuration and training until the first workstation has been successfully installed by Information Services.	ACO Monckton	ACO Scrutiny 05/09/2013. ST Chair.	DCC scrutiny 12/09/2013. Show this as complete I visited last week and the call bell is working.
March 2012	Audit	RSM Tenon	Key Financial Controls Audit 2011	6.2 An Asset Management Policy should be developed, in accordance with the Financial Regulations, which clearly details the process and requirement of the Authority in relation to the disposal of assets. In addition, the Asset Management Policy should also provide detail on the maintenance of the asset register, annual verification responsibilities and outlining the account treatment of assets and the depreciation.	John Gordon (Financial Controller)	Develop an Asset Management Procedure, in accordance with the Financial Regulations, which clearly details the process and requirement of the Authority in relation to the disposal of assets.  In addition, the Asset Management Policy should also provide detail on the maintenance of the asset register, annual verification responsibilities and outlining the account treatment of assets and the depreciation.	31/09/2013	Update 10/05/13 - The Asset Management Software for 2012/13 has been released by CIPFA & is in the process of being updated for year end. Update 10/07/13 - Notes on the asset management system have been prepared and are being reviewed by Pam Taylor. Auditors are on site currently and unless any problems are reported with the asset management system during the audit the action can be closed. Recommend complete.  Update: BT now has the evidence to show DCC Fish.	ACO Monckton	ACO Scrutiny 05/09/2013. ST Chair. <b>Supports completion</b>	DCC scrutiny 12/09/2013. Evidence presented support completion.
12/07/2013	Inspection	CESG (Department within GCHQ)	Nottinghamshire Police (Airwave and ICT) Cryptographic Account Inspection. 25th March 2013.	1. Physical security measures must meet the minimum standards required by the protective marking, the value of the cryptographic items involved or the information they are protecting, whichever is higher.	Pat Stocker (Information Security Manager)	Carry out a physical accreditation of the premises.	31/08/2013	Update PS 06/09/2013 Physical risk assessment of the project has taken place with no adverse feedback. Recommend complete.	ACO Monckton	ACO Scrutiny 05/09/2013. ST Chair	DCC scrutiny 12/09/2013. Evidence presented. Support completion.

<b>For approval</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Joint Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>Chief Finance Officer</b>
<b>Report Author:</b>	<b>Charlotte Radford</b>
<b>E-mail:</b>	
<b>Other Contacts:</b>	
<b>Agenda Item:</b>	<b>9</b>

## **SUMMARY STATEMENT OF ACCOUNTS**

### **1. Purpose of the Report**

- 1.1 To provide a Summary Statement of Accounts for the financial year 2012-13.

### **2. Recommendations**

- 2.1 Members are requested to approve the Summary Accounts format.

### **3. Reasons for Recommendations**

- 3.1 This complies with good governance and accountability to the public by providing the accounts information in an easy to read format.

### **4. Summary of Key Points**

- 4.1 The Summary Statement of Accounts are attached as Appendix A. These represent the audited Statement of Accounts as approved by the Police & Crime Commissioner in September.
- 4.2 The main difference between the two documents other than size is the exclusion of the pension information that we are required to include, but which distorts the financial position of the Joint accounts.

### **5. Financial Implications and Budget Provision**

- 5.1 None as a direct result of this report. The Summary Statement of Accounts will be made available on the Police & Crime Commissioners website.

### **6. Human Resources Implications**

- 6.1 None as a direct result of this report.

### **7. Equality Implications**

- 7.1 None as a direct result of this report.

## **8. Risk Management**

8.1 None as a direct result of this report.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 This report complies with good governance and financial regulations.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None

## **11. Details of outcome of consultation**

11.1 Not applicable

## **12. Appendices**

12.1 Appendix A - Summary Statement of Accounts



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

## Summary Financial Information 2012-2013

### The Nottinghamshire Office of the Police and Crime Commissioner & Group

#### Introduction

Each year the Police and Crime Commissioner (The Commissioner) is required to publish a Statement of Accounts. This is a lengthy technical document, produced in accordance with the Code of Practice on Local Authority Accounting. This summary version is produced to provide a simplified version of the full audited accounts issued on September 24 2013. These are available on our website

<http://www.nottinghamshire.pcc.police.uk/Our-Money/Annual-Accounts.aspx>

These are the first accounts issued by The Commissioner, Paddy Tipping who was elected to serve for Nottinghamshire from the 22nd November 2012. The former Police Authority was de-commissioned at this time. The comparative figures for 2011-2012 are for the Police Authority. All assets, liabilities and staff transferred from the Police Authority to The Commissioner. Also the Chief Constable became a legal entity as a subsidiary organisation to The Commissioner to undertake the policing in line with his Police & Crime priorities, and together they are a group. All the information here is for the group.

## Welcome from The Commissioner

Since I took up this new role in November 2012, I have worked closely with the Chief Constable, partners and the public to create a Police and Crime Plan which reflects the views and interests of everyone living and working in Nottinghamshire. At the core of this strategy is a desire to make people feel safer, remove criminality from their neighbourhoods and tackle the social causes behind offending so that we permanently interrupt this vicious cycle. I want to make it easier for residents to take ownership of local policing and influence the decision-making process at all levels and I am pleased that their opinions lie at the centre of this blueprint. I also aim, through this plan, to fight on behalf of vulnerable witnesses and those who find themselves a victim of crime.



My plan visualises a better future and contains seven strategic priorities, which can be seen below, and are based on the issues that people have said matter most to them.

- Protect, support and respond to victims, witnesses and vulnerable people
- Improve the efficiency, accessibility and effectiveness of criminal justice processes
- Focus on local areas most affected by crime and antisocial behaviour
- Reduce the impact of drugs and alcohol on crime and antisocial behaviour
- Reduce the threat from organised crime
- Prevention, early intervention and reduction in reoffending
- Spending your money wisely

Naturally, these accounts reflect the financial position that has been inherited from the former Police Authority. This provided a sound base from which we could move forward and develop our plans to deliver your objectives.

Paddy Tipping  
Nottinghamshire Police and Crime Commissioner

## Staffing Numbers

The main resource used to police Nottinghamshire is people. The numbers shown below are the average full time equivalents for the year

Full time equivalents	
Police Officers	2,021
Police Community Support Officers (PCSOs)	298
Police Staff	1,331
	<b>3,650</b>

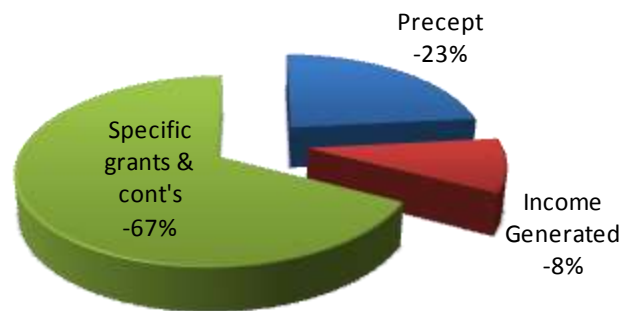


## Revenue Income and Expenditure

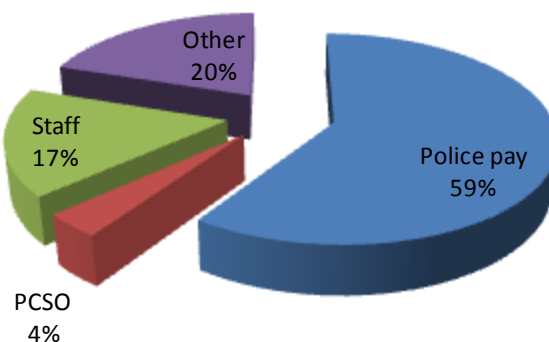
This is the running expense and income of the group; it differs from the figures included in the statutory accounts by the exclusion of pension liabilities that will be met from future pension contributions and government funding.

Income & Expenditure	£m
<b>Funding</b>	
General government grants	-161.8
Precept	-55.9
<b>Total Funding</b>	<b>-217.7</b>
Police pay	144.7
PCSO	9.0
Staff	40.7
Other employee expenses	2.3
Premises	6.2
Transport	5.7
Supplies and services	17.5
Depreciation and asset revaluation	12.6
Capital and interest charges	4.1
<b>Expenditure</b>	<b>242.8</b>
<b>Income Generated</b>	<b>-22.5</b>
<b>Net Expenditure</b>	<b>220.3</b>
<b>Net contribution from Reserves</b>	<b>2.6</b>

### Total Funding & Income



### Expenditure



## Balance Sheet

The Balance Sheet is a statement of net worth showing what the Group owns (assets) and what it owes (liabilities). The main difference to the information contained here to the statutory balance sheet is the exclusion of pension liabilities that will be met from future pension contributions and government funding. The Balance Sheet also shows how the net assets are held as various types of reserves. Useable Reserves can be spent in future years. Unusable Reserves represent unrealised valuations such as property revaluations.

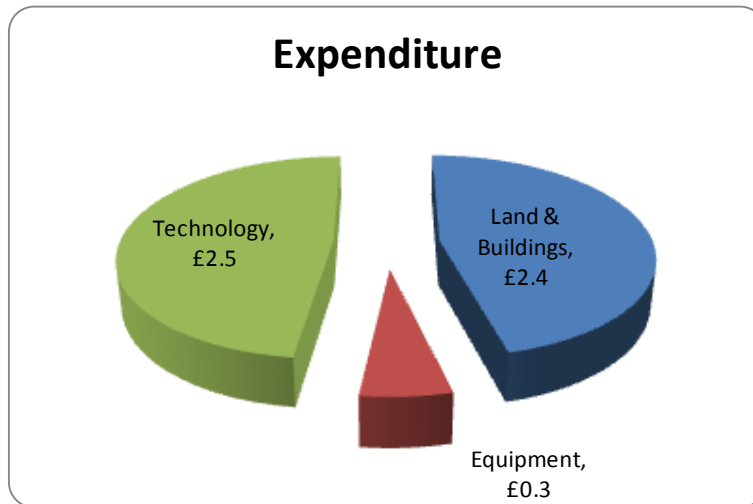
31 Mar 2012		31 Mar 2013
Total	Balance Sheet	Total
£m		£m
51.4	Property, Plant & Equipment	43.0
0.6	Investment Properties	0.4
1.9	Assets Held for Sale	2.4
0.8	Intangible Assets	0.7
<b>54.7</b>	<b>Long Term Assets</b>	<b>46.5</b>
11.6	Short Term Investments	16.3
0.7	Inventories	0.6
13.8	Short Term Debtors	22.9
2.8	Cash and Cash Equivalents	0.0
<b>28.9</b>	<b>Short Term Assets</b>	<b>39.8</b>
-4.9	Short Term Borrowing	-7.7
-1.1	Grant Receipts in Advance	-0.3
-21.3	Short Term Creditors	-23.1
-0.2	Overdraft	-1.0
-2.7	Short Term Provisions	-2.6
<b>-30.2</b>	<b>Short Term Liabilities</b>	<b>-34.7</b>
-26.9	Long Term Borrowing	-28.0
-2.7	Other Long Term Liabilities	-2.4
<b>-29.6</b>	<b>Long Term Liabilities</b>	<b>-30.4</b>
<b>23.8</b>	<b>Net Assets</b>	<b>21.2</b>
	<b>Represented by Funds Held</b>	
-7.1	General Fund	-7.1
-0.9	Capital Receipts Reserve	-1.9
-13.2	Earmarked Reserves	-18.3
-0.1	Capital Grants Unapplied	-0.1
<b>-21.3</b>	<b>Usable Reserves</b>	<b>-27.4</b>
-2.8	Revaluation Reserve	-2.5
-4.8	Capital Adjustment Account	3.3
0.0	Collection Fund Adjustment	-0.2
5.1	Accumulated Absences	5.6
<b>-2.5</b>	<b>Unusable Reserves</b>	<b>6.2</b>
<b>-23.8</b>	<b>Total Reserves</b>	<b>-21.2</b>

Total Reserves	£m
Held at 31 March 2012	-23.8
Transferred to Revenue	2.6
<b>Held at 31 March 2013</b>	<b>-21.2</b>

## Capital Expenditure and Financing

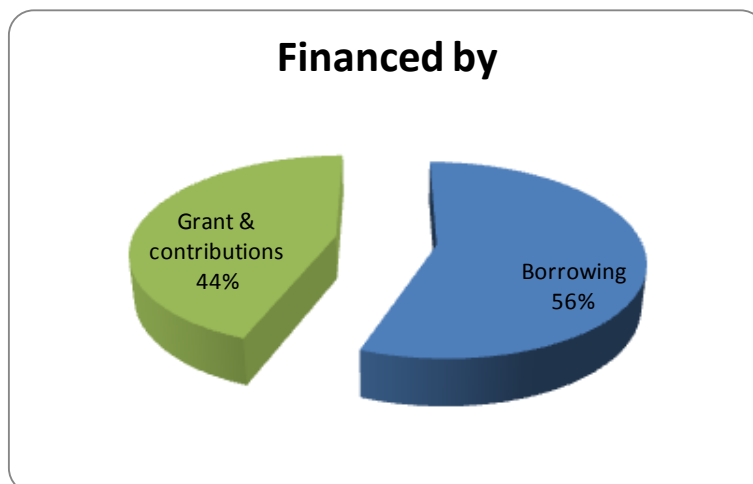
This is expenditure on items which will provide a lasting benefit and includes acquisition and renovation of buildings (Estates), purchase of computers and software (Technology) and larger items of equipment. The total of expenditure for the year was £5.2 million. Capital Expenditure on property continues to reflect the changing emphasis for greater partnership working, and with the placing of Police Officers in the heart of communities. Investment has also been made in environmental technologies. The cost of borrowing and repayments is met from the Revenue Account.

### Capital expenditure £m



This was financed from the following sources;

### Capital financing £m



If you have any ideas or suggestions about how the information in these summary accounts could be improved or if you would like more information, please contact The Nottinghamshire Office of the Police & Crime Commissioner

Telephone: 0115 967 0999 ext 800 2005      Email: [nopcc@nottinghamshire.pnn.police.uk](mailto:nopcc@nottinghamshire.pnn.police.uk)

<b>For Information / Consideration</b>	
<b>Public/Non Public*</b>	<b>Public</b>
<b>Report to:</b>	<b>Joint Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>Chief Finance Officer</b>
<b>Report Author:</b>	<b>Charlotte Radford</b>
<b>E-mail:</b>	
<b>Other Contacts:</b>	<b>John Cornett</b>
<b>Agenda Item:</b>	<b>10</b>

## **EXTERNAL AUDIT ANNUAL AUDIT LETTER**

### **1. Purpose of the Report**

- 1.1 To provide members with a copy of the Annual Audit Letter - the final stage in the Statement of Accounts 2012-13 process.

### **2. Recommendations**

- 2.1 Members are requested to consider and forward to the PCC and CC for approval.

### **3. Reasons for Recommendations**

- 3.1 This complies with good governance and in ensuring assurance can be obtained from the work carried out.

### **4. Summary of Key Points**

- 4.1 The Annual Audit Letter is attached at **Appendix A** this is the final part of compliance with the Accounts and Audit Regulations for closure of the 2012-13 accounts.
- 4.2 The Letter itself is not dissimilar to the External Highlight report presented to this panel at the September meeting.

### **5. Financial Implications and Budget Provision**

- 5.1 None as a direct result of this report.

### **6. Human Resources Implications**

- 6.1 None as a direct result of this report.

### **7. Equality Implications**

- 7.1 None as a direct result of this report.

## **8. Risk Management**

8.1 None as a direct result of this report.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 This report complies with good governance and financial regulations.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None – this complies with the Accounts & Audit Regulations.

## **11. Details of outcome of consultation**

11.1 Not applicable

## **12. Appendices**

12.1 Appendix A - External Audit – Annual Audit Letter.

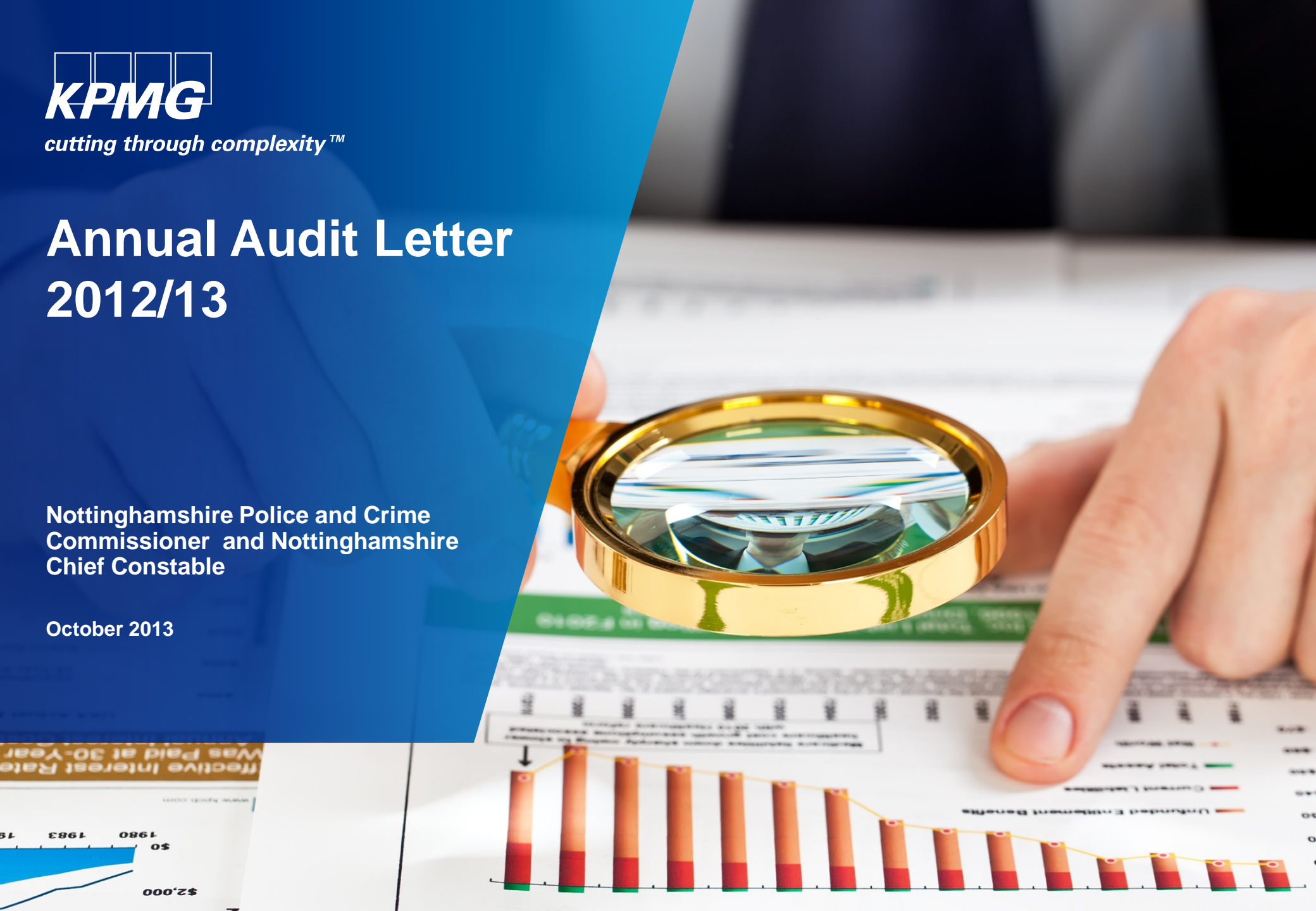


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# Annual Audit Letter 2012/13

Nottinghamshire Police and Crime  
Commissioner and Nottinghamshire  
Chief Constable

October 2013



The contacts at KPMG in connection with this report are:

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## Report sections

- Headlines

## Appendices

1. Summary of reports issued
2. Audit fees

## Page

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This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission has issued a document entitled *Statement of Responsibilities of Auditors and Audited Bodies*. This summarises where the responsibilities of auditors begin and end and what is expected from the audited body. We draw your attention to this document which is available on the Audit Commission's website at [www.auditcommission.gov.uk](http://www.auditcommission.gov.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact John Cornett, the appointed engagement lead, who will try to resolve your complaint. If you are dissatisfied with your response please contact Trevor Rees on 0161 246 4000, or by email to [trevor.rees@kpmg.co.uk](mailto:trevor.rees@kpmg.co.uk), who is the national contact partner for all of KPMG's work with the Audit Commission. After this, if you are still dissatisfied with how your complaint has been handled you can access the Audit Commission's complaints procedure. Put your complaint in writing to the Complaints Unit Manager, Audit Commission, 3<sup>rd</sup> Floor, Fry Building, 2 Marsham Street, London, SW1P 4DF or by email to [complaints@audit-commission.gsi.gov.uk](mailto:complaints@audit-commission.gsi.gov.uk). Their telephone number is 03034448330.

**This report summarises the key findings from our 2012/13 audit for the Nottinghamshire Police and Crime Commissioner (PCC) and the Nottinghamshire Chief Constable (CC).**

**Although this letter is addressed to the Nottinghamshire Police and Crime Commissioner and the Nottinghamshire Chief Constable, it is also intended to communicate these issues to key external stakeholders, including members of the public.**

**This report relates to the findings arising from our audit of the 2012/13 financial statements and the 2012/13 VFM conclusion for both the PCC and CC.**

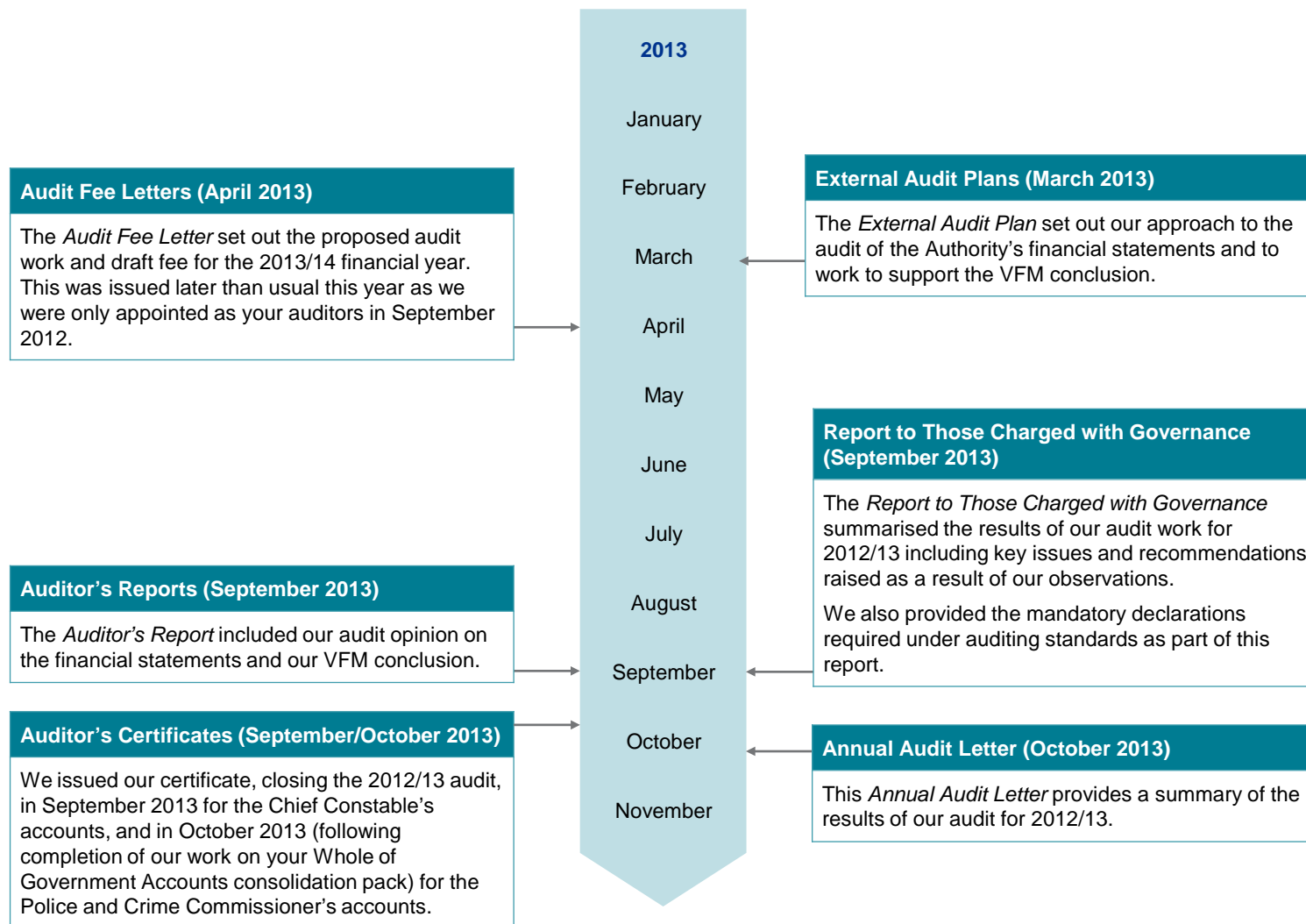
<b>VFM conclusion</b>	<p>We issued an unqualified value for money (VFM) conclusion for 2012/13 for both the PCC and the CC on 27 September 2013. Our VFM conclusion work was limited in scope by the Audit Commission to:</p> <ul style="list-style-type: none"> <li>■ reviewing the annual governance statement; and</li> <li>■ reviewing the results of the work of other relevant regulatory bodies or inspectorates, to consider whether there was any impact on our responsibilities.</li> </ul> <p>We concluded that there were no matters to report.</p>
<b>Audit opinion</b>	<p>We issued an unqualified opinion on the financial statements of the PCC (which incorporated the accounts of the CC), and the separate financial statements of the Chief Constable, on 27 September 2013. This means that we believe that both sets of financial statements give a true and fair view of the financial position of the respective body and of their expenditure and income for the year.</p>
<b>Financial statements audit</b>	<p>As a result of our audit, two amendments were made to the Police and Crime Commissioner's accounts. Neither issue was deemed to be significant in terms of materiality or to users' understanding of the financial statements.</p> <p>We did not identify any other audit differences that required adjustment to the draft accounts.</p> <p>We made one recommendation in our <i>Report to Those Charged with Governance</i> that was not fundamental or material to your system of internal control.</p>



All the issues in this letter have been previously reported. The detailed findings are contained in the reports we have listed in Appendix 1.

Annual Governance Statement	<p>We reviewed your <i>Annual Governance Statements (AGS)</i> and concluded that they were consistent with our understanding of arrangements put in place by both the PCC and the CC.</p> <p>You should consider including in future AGS a reference to the 'CIPFA Statement on the role of the Chief Financial Officer of the Police and Crime Commissioner/the Chief Finance Officer of the Chief Constable' as appropriate.</p>
Whole of Government Accounts	<p>We reviewed the consolidation pack which the Police and Crime Commissioner prepared to support the production of Whole of Government Accounts by HM Treasury. We reported that the consolidation pack was consistent with the audited financial statements.</p>
Certificates	<p>We issued our certificate on 27 September 2013 (for the accounts of the CC) and on 4 October 2013 (for the accounts of the PCC).</p> <p>The certificates confirm that we have concluded the audits for 2012/13 in accordance with the requirements of the <i>Audit Commission Act 1998</i> and the Audit Commission's <i>Code of Audit Practice</i>.</p>
Audit fees	<p>The total audit fee for the two bodies for 2012/13 was £72,000, excluding VAT. This is the same as the planned fees that we communicated to you in February 2013. Further detail is contained in Appendix 2.</p>

This appendix summarises the reports that KPMG have issued since the Audit Commission's 2011/12 *Annual Audit Letter*.



**This appendix provides information on our final fees for 2012/13.**

To ensure openness between KPMG and your Joint Audit and Scrutiny Panel about the extent of our fee relationship with you, we have summarised the outturn against the 2012/13 planned audit fees.

**External audit**

Our final fees for the 2012/13 audit were as follows:

Police and Crime Commissioner	£52,000
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Chief Constable	£20,000
-----------------	---------

Total fees	<b>£72,000</b>
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This compares with a fee of £92,000 for the 2011/12 audit of the Nottinghamshire Police Authority and represents a total fee reduction of 22 percent compared to 2011/12.

The fees incorporate the reductions that the Audit Commission has been able to implement following the market testing of audit services, but also include an increase to reflect the additional work involved in the audit of the two separate sets of accounts of the Police and Crime Commissioner and the Chief Constable.

The final fees are the same as our planned fees that we communicated to you in February 2013.



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<b>For Information / Consideration</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Audit &amp; Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>Chief Finance Officer</b>
<b>Report Author:</b>	<b>Charlotte Radford</b>
<b>Other Contacts:</b>	
<b>Agenda Item:</b>	<b>11</b>

## **Base Budget Review**

### **1. Purpose of the Report**

- 1.1 To provide members with a copy of the final report executive summary for the review of the force revenue budget.

### **2. Recommendations**

- 2.1 Members are requested to note the report and make comments or observations on the report.

### **3. Reasons for Recommendations**

- 3.1 Good governance and financial management.

### **4. Summary of Key Points**

- 4.1 The report executive summary attached at **Appendix A** is part of the final report produced by Deloitte: the consultants that have worked intensely for 7 weeks in reviewing the budget.
- 4.2 The report details the work undertaken and the findings relating to comments made by staff during the course of their interviews and subsequent detailed review of financial records.
- 4.3 The work included a review of projects already underway within the force and there was assurance that the Chief Officer Team had a full understanding of what was needed and what was being done to drive out further efficiencies.
- 4.4 This also included a review of the work being done in relation to the Target Operating Model (TOM).
- 4.5 The report identifies where further work could be done to align budgets to priorities and drive out further savings.

### **5. Financial Implications and Budget Provision**

- 5.1 This contract was met from reserves at a cost of £128,000.

## **6. Human Resources Implications**

6.1 None as a direct result of this report.

## **7. Equality Implications**

7.1 None as a direct result of this report.

## **8. Risk Management**

8.1 The risk for the Police & Crime Commissioner relates to being able to set a balanced budget over the next four years. Without the identification and transformation of the organisation there is a risk that expenditure will exceed finances available by several million.

8.2 The next risk is that budgets are not aligned to priorities resulting in priorities not being met and potential funding be used in non priority areas.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 One of the outcomes from this review was to identify how budgets can be better aligned to Police & Crime Plan priorities.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None as a result of this report but there is an awareness that the Government may extend the role of the PCC further and this could also impact on the services provided.

10.2 The Commissioner is eager to prioritise budgets to preventative work and the force have identified through the TOM the need to cut demand in the first instance and this can only be achieved through preventative work.

## **11. Details of outcome of consultation**

11.1 An independent panel was convened during this review. The panel met at the start of the review to consider the terms of appointment. It met again mid-review to hear and challenge the consultants on their initial findings. And it met to consider this final report. The final meeting provided a robust and challenging discussion.

## **12. Appendices**

12.1 Appendix A – The Final Report: Base Budget Review – Executive Summary

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## Executive Summary

## Executive Summary

### Scope and introduction

- This report has been prepared for the Nottinghamshire Police and Crime Commissioner. Deloitte were engaged to undertake a project with three primary objectives:
  1. To **review the Force budget**, and examine the extent of **alignment with the PCC's priorities**;
  2. To **compare the costs of Corporate Services** with other forces and identify if there is scope for savings; and
  3. To identify **potential opportunities for new ways of working** across the Force that could help **transform service delivery and reduce costs**.
- We are conscious that Nottinghamshire Police has been on a **significant transformation journey** over the last few years. Our overall approach has been to build on, rather than duplicate, work that is already on-going within each functional area of the Force. To achieve this we have tried to understand and make reference to, as far as possible, the change programme that is underway. It should be noted that the effectiveness of regional collaboration arrangements are out of scope.
- The review has been undertaken over a period of **seven weeks** during August and September. The level of support and engagement we have received from the Force has been high, both in terms of availability for interviews and willingness to provide data.
- Nonetheless, to review the entire scope of the Force in this timescale has necessarily placed a **limit on the depth of analysis** that could be undertaken in any single area. What the report seeks to provide is an **initial level of insight** that both the Force and Office of the PCC can build upon in the months ahead, and it draws attention to comparisons with other policing and non-policing organisations that could serve as a basis for further analysis.
- In 2009/10, we understand that Nottinghamshire Police Authority's accounts were qualified due to a failure to demonstrate sufficient focus on value for money. It is clear that the Force has made **significant progress** since then in **getting in control of its budget**, and through a period when it was also very focused on improving policing performance.
- In summary, whilst there are a number of areas for potential improvement highlighted in this report, our overall impression from this short review is that the leadership team does have a **good grip of how resources are managed in the Force**, and has plans in place for how this could continue to be improved in the future.



## Executive Summary

### Overview of the budget

- Understanding the Force's budget is the starting point for identifying **potential savings opportunities** and **new ways of working**. During the analysis we explored the individual budget lines within each functional area of the Force, but also sought to understand the **process for building the budget itself**.
- Many of the **headline figures in the budget** will not be a surprise. For example, approximately 80% of the Force's budget (just under £160m) is spent on officers and staff, a figure that is consistent with the wider police service, with over two thirds of that accounted for by police officers. Similarly, the budget for the County Division is 25% larger than the budget for City, equating to £10m. This is broadly reflective of the overall balance of demand for policing services, with c.60% of crime occurring in County (although it should be noted that City receives a greater proportion of resources from the regional units).
- The **balance of spend across policing services** is perhaps more interesting. For example, Response policing accounts for over half the combined budget of the two divisions and Neighbourhood just under one third, with the remainder being accounted for by Investigation teams. There is also some subtle variation between the two divisions: for example, County spends around 53% of its budget on Response, compared to 48% in City; the reverse appears to be the case for Neighbourhood, with City's budget eight percentage points higher than County's (34% and 26% respectively). This is reflective of the different demands within each area. The Force as a whole is aiming to achieve the following split by March 2014 based on the workforce plan: Response 43%, Neighbourhood 27%, and Investigation 30%. The expectation is that the emergence of the TOM and the shift towards more preventative work will further reduce the proportion devoted to Response.
- It is **hard to quantify what proportion of resources are deployed to reactive and proactive policing**, and significant additional data collection would be required given the multiple roles many officers perform. Nonetheless, there has been a strong desire among many interviewees to see the proportion of proactive policing increase, also reflected in the workforce plan, provided it is within a clear, outcome-based framework that is shared with other partner agencies. There is also an appetite to consider innovative mechanisms for delivering such outcomes (e.g. social impact bonds).
- Beyond the two divisions, **approximately 12% of the Force budget is spent on Corporate Services**, and the Force has a **target to reduce this to 10%**. Separately, the budget does suggest areas of duplication of activity across the Force, such as in performance and partnerships, which should be investigated further.
- This exercise has suggested that, while it has evolved, the **building of the budget itself** has not always kept pace with wider changes in the Force. This needs to be developed further if it is to facilitate the kinds of analyses that Chief Officers and the OPCC will want to undertake in the future. For example, in spite of delivering nominally the same services, budgets are built differently in the two divisions, making direct comparisons difficult; budget lines such as 'Command' and 'Admin' can be misleading, masking a range of operational functions, including spend on PCSOs; and contingency budgets are dispersed across the Force, making it difficult to realise savings from them.
- What would be helpful in the future would be a **budget that aligns to the overall operating model for the Force**, with budgets more clearly linked to the key services delivered – such as Neighbourhood Policing, or Investigative Services – thus enabling clear prioritisation choices to be made. Existing ICT presents a significant challenge in doing this, preventing the effective linking of finance and workforce data, for example. Nonetheless, given the on-going work in Force on the Target Operating Model (TOM), now would be a good time to review and refresh the overall approach to budgeting.

## Executive Summary

# Comparative analysis of Corporate Services

- We have compared Business & Finance, Estates, Professional Standards and HR with similar functions in other forces to understand if there is potential to drive out further savings. The majority of this analysis has been based on comparisons with the HMIC's most similar force group, plus forces from the East Midlands in the analysis where relevant (e.g. Lincolnshire's outsourced arrangements have been excluded in some areas).
- **Overall Nottinghamshire performs relatively well against the peer group average**, especially in relation to Business & Finance, Estates and Professional Standards. Business & Finance in particular has a lower cost as a percentage of the total budget for the Force in comparison to the peer group average, and has a lower cost per FTE than its peers.
- Nottinghamshire **performs less well in comparison to peers in HR**. The cost of the HR function, as a percentage of total force spend, is higher than the group average and the second highest overall, and the cost of the HR function per FTE is also high - almost £80 more per person than the group average and £240 per person more than the group leader. The ratio of HR staff to officers and staff in the Force is 1:62, whilst the leading force operates at 1:117. It should be noted that the high costs in HR seem to be driven by a number of factors including the current high levels of recruitment and the need to support the TOM work.
- In addition, part of the **culture change** the Force is looking to implement within this area relates to supervisors and line managers across the Force taking more responsibility for people and finance issues that currently have to be dealt with at the centre. If this is achieved, this should help reduce the HR requirement.
- If Nottinghamshire could attain **the same staffing ratios as the best performer** among its most similar forces it could potentially reduce Corporate Services headcount by over 50 FTEs (although it should be noted that there are other drivers of cost in Corporate Services that are perhaps more significant than headcount). In this context it would be useful to examine in more detail how Northumbria, one of the best performers, configures its Corporate Services.
- However, it should be emphasised that **policing as a sector is not a high performer** in relation to the efficiency of its Corporate Services, and the scale of potential improvement for Nottinghamshire is starker when other public and private sector benchmarks are considered. **The Force has rightly set ambitious targets and savings plans**, including £3.9m to be realised within Corporate Services by 14/15.
- The achievement of these targets would significantly improve the relative position of the Force against its peers, and would release funds that could potentially be redeployed to proactive and other policing services. Whilst we have not been able to examine the delivery plans for these targets in detail in this review, this implementation will need to continue to be a key focus for the Force and OPCC over the coming months.

## Executive Summary

# Opportunities to make savings through new ways of working (1/2)

Taking the budget analysis as a prompt, we have worked with officers and staff to examine particular agreed areas in more detail, to identify and develop possible savings opportunities through new ways of working. It should be noted that the wide range of areas covered and the limited time frame mean that there has been a limit to the depth of the analysis, particularly in relation to HR, Procurement and Criminal Justice – each of these areas could be subject to their own individual reviews, as have been undertaken in other forces. These suggestions should therefore be seen as a **starting point for further consideration** and potentially a **platform for additional analysis**.

Among the headlines from this work are:

- Our contract experts have reviewed in detail the **fleet contract** with Venson, and confirmed the Force view that **there is no easy exit route** from the contract. Nonetheless, there are a number of things that the Force can do to get best value from the contract, including **ensuring officers understand the cost implications of using different vehicles**, and building on current efforts to ensure a consistently robust approach is taken to monitoring performance and managing the contract.
- The Force has already undertaken considerable review and improvement work in **contact management**. There remain two areas of potential improvement worthy of on-going focus. Firstly at the front end, the Force handles a significant volume of low-value demand – for example, 55% of calls do not relate to Force priorities, and only a very small proportion relate to crimes. Such **demand has increased as many other agencies have reduced their own service levels**, and there is a clear need for the Force and PCC to examine how they can work with other agencies to reduce such demand. Secondly, there may well be potential to **reduce knock-on demand in local policing teams** through reducing the number of deployments. Our work in other forces has shown the extent to which incorrect call grading, and a lack of confidence and/or limited knowledge among call handlers that limits effective call resolution at first receipt, can quickly drive up costs 'downstream'. We recommend carrying out a **'deep dive' analysis of the effectiveness of current grading/deployments**, and a suggested set of questions for such an analysis is included in this report. The **Force's own review of its 100% attendance policy** – itself a product of its time – will also help deliver efficiencies in this area.
- **Airwave** expenditure within Nottinghamshire is relatively low at under £700k p.a., which naturally limits the potential for savings. While we have worked with other forces to identify the potential for savings, these have typically related to **reducing coverage or CCI ports** – both of which carry a certain level of risk, which is likely to negate the limited savings possible in Nottinghamshire. A further opportunity relates to the **rationalisation of handsets**: this could result in savings in capital investment, but would require cultural change for the Force if there was a move away from the policy of personal issue. There is also potential to reduce cost through **changing the way officers and staff use Airwave**, and the Force is considering this.
- **HR** in Nottinghamshire Police has faced **some challenges** over the last few years, but has made **significant progress** towards overcoming these. The department as a whole is quite resource-heavy, although the number of demands on HR at the moment seem to be contributing to this. There could be potential, however, to drive efficiencies in HR through undertaking **resource-to-task modelling**, to meet both business-as-usual demands and special project requirements as efficiently as possible.

## Executive Summary

### Opportunities to make savings through new ways of working (2/2)

- The police service as a whole has tended to manage its **estate** poorly, with many police buildings under-utilised, expensive to maintain, and not aligned to modern policing methods. Recently, however, a number of forces have taken **radical steps to reduce estate footprint**, and through PCC-led publicity campaigns such as 'bobbies not buildings', to do so whilst limiting the impact on public perception. **Plans and an agreed vision are in place to achieve this in Nottinghamshire**, and there is considerable opportunity to drive out cost, as well as generate capital receipts, by changing working practices to use less space and paying less for the space the Force uses. This is recognised in the emerging Force plans. In addition, increasing the extent of co-location and integrated working could help drive closer working relationships with public sector partners. Both cultural and IT-driven change will be required to realise the full benefits, through mobile working for example, but we have also seen elsewhere the **potential for a reconfigured estate to help drive wider transformation** across the organisation. The Force is considering this.
- The plans to **regionalise Criminal Justice** are likely to go some way to modernising this area in Nottinghamshire. Inefficiency in criminal justice is a national issue which the Force is right to be trying to address. The Force is aiming to be at the **forefront of the modernisation agenda**, and as well as implementing a regional model, could work with CJS partners to consider more innovative approaches such as **digital courts and alternative custody delivery models**.
- The Force is focusing on driving savings in **Procurement** through the East Midlands Strategic Commercial Unit. This is **modernising procurement practices**, and focusing increasingly on **effective contract and supplier management**. To build on this success, we recommend that the Force consider enhancing purchasing power through '**bundling**' **low-value ticket items**, and continuing to examine innovative sourcing models, such as delivering printing more cheaply through '**prison printing**'.
- A number of potential opportunities have been identified by the Force in relation to the police **workforce**, including the potential to **extend Workforce Modernisation** to ensure a better alignment between skills, powers and tasks (e.g. extending the use of PCSOs to release officers).
- Perhaps the greatest potential lies in reconfiguring **a more consistent, organisation-wide approach to how resources are matched to demand**. At a tactical level, for example, **supervision ratios** vary between similar teams across the Force area. At a more strategic level, some policing functions appear to be fragmented across the Force, with '**hard**' **geographical boundaries** existing in a number of places. We have not been able to analyse this in detail, but our work in other forces has shown the extent to which this can drive inefficiency, through duplication and over-resourcing to meet demand peaks, as well as militating against collaborative working. The potential for creating more **Integrated, force-wide capabilities** should be examined by the Force's Target Operating Model work. As part of this work we would recommend consideration be given to developing a single, comprehensive '**service catalogue**' for the Force to help inform prioritisation decisions, as well as facilitate demand-reduction discussions with partners.

<b>For Information</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Joint Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12 December 2013</b>
<b>Report of:</b>	<b>Police and Crime Commissioner</b>
<b>Report Author:</b>	<b>Deborah Perkins</b>
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<b>Other Contacts:</b>	
<b>Agenda Item:</b>	<b>12</b>

## **Alcohol Strategy and Action Plan Update**

### **1. Purpose of the Report**

1.1 This report presents the Joint Audit and Scrutiny Panel with an overview on progress to date on the Alcohol Strategy and Action Plan, a specific piece of work which falls within the key work stream of the Police and Crime Plan to reduce the impact of alcohol of levels of crime and anti- social behaviour.

### **2. Recommendations**

2.1 The Panel is asked to endorse the Alcohol Strategy and Action Plan and provide any comments.

### **3. Reasons for Recommendations**

3.1 To ensure oversight of the Alcohol Strategy by the Joint Audit and Scrutiny Panel. The Alcohol Strategy is a key work stream which supports delivery of the Police and Crime Plan objectives and requires the support and engagement of partners to implement.

### **4. Summary of Key Points**

4.1 On 1<sup>st</sup> July 2013 the Commissioner and the Police and Crime Panel held their joint Inaugural Alcohol Conference for Nottinghamshire. Key speakers included John Carnochan from Glasgow's Violence Reduction Unit, Iain Armstrong from Public Health and local policy makers Dr Chris Kenny from Public Health Nottingham City and County and Christine Oliver from the Crime and Drugs Partnership. The purpose of this conference was to give the opportunity for representatives from across Nottingham and Nottinghamshire to come together to share good practice and inform the development of a new action plan to address alcohol related concerns.

4.2 In addition to the conference, the Commissioner has met with numerous agencies and individuals from the statutory sector, voluntary sector, private industry and local residents to hear views on what action should be taken to address alcohol related harm.

4.3 Throughout the summer an alcohol survey was conducted with local residents in person at numerous local events and also via the Commissioner's website.

4.4 This consultation process concluded at the end of August and the Alcohol Strategy and Action Plan has now been prepared. The Commissioner was particularly pleased to be supported in this process by Public Health, the Force and Gedling Borough Council. The plan is driven by the principle that every agency affected by alcohol misuse must also play a role in solving it and to this end within the plan the Commissioner has suggested agencies that he believes should lead on the key strategic themes. The key strategic themes and suggested leads are as follows:

Theme	Suggested Lead
Working Together and Sharing Intelligence	Nottingham Crime and Disorder Partnership (CDP) and Safer Nottinghamshire Board
Early Intervention and Education	Public Health
Recovery and Support	CDP and Public Health
Diversion and Prevention	Nottinghamshire Police
Enforcement	Nottinghamshire Police

4.5 The Commissioner launched his Plan at an event on 25<sup>th</sup> October. Key individuals suggested as theme leads within the plan as well agencies whose support will be needed for delivery were invited to offer their comments and ideas on implementation and governance. The plan was well received and commitment from key partners was pledged to drive the action points forward.

4.6 Since the launch the Commissioner has requested that all theme leads liaise with those agencies identified within the action points and respond formally to the plan. He intends to meet with theme leads before the Christmas break in order to formalise a delivery plan and governance arrangements.

4.7 The Commissioner would welcome endorsement of the strategic priorities and deliverables as set in the Strategy and Action Plan by Panel members. He would welcome comments on its content and ambition. Any comments on the Action Plan following today's meeting should be forwarded to [deborah.perkins11701@nottinghamshire.pnn.police.uk](mailto:deborah.perkins11701@nottinghamshire.pnn.police.uk) by 20<sup>th</sup> December 2013.

## **5. Financial Implications and Budget Provision**

5.1 As part of their formal response, partners are asked to provide detail on the budget implications of each action point.

## **6. Human Resources Implications**

6.1 None as direct result of this report

## **7. Equality Implications**

7.1 None as direct result of this report

## **8. Risk Management**

8.1 None as direct result of this report

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 In March 2012 the Government launched its Alcohol Strategy which identified its main outcomes as creating:

- A change in behaviour so that people think it is not acceptable to drink in ways that could cause harm to themselves or others
- A reduction in the amount of alcohol fuelled violent crime
- A reduction in the amount of adults drinking above the NHS guidelines
- A reduction in the number of people “binge drinking”
- A reduction in the number of alcohol related deaths
- A sustained reduction in both the numbers of 11-15 year olds drinking alcohol and the amounts consumed.

9.2 As part of his Police and Crime Plan the Commissioner has committed to reducing the impact of alcohol on levels of crime and antisocial behaviour.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None as direct result of this report

## **11. Details of outcome of consultation**

11.1 The Alcohol Strategy and Action Plan is a direct result of an extensive consultation process over the summer.

## **12. Appendices**

12.1 Alcohol Strategy and Action Plan



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

# **Police and Crime Commissioner's Alcohol Strategy and Action Plan**





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## **Alcohol Strategy and Action Plan**

### **Foreword:**

Alcohol misuse is an issue that has never been far from the headlines in recent years. Many of us have direct experience of it through our families, friends and communities. Others will have seen portrayals in real-life police dramas and graphic, fly-on-the-wall documentaries. Such behaviour, whether personally observed or in the media, serves to undermine our sense of personal safety and heighten our fear of crime. It also swallows up huge public resources, diverting police and health professionals away from other emergencies.

This strategy focuses on Nottingham and Nottinghamshire and is built upon the principle that alcohol abuse affects everybody. It recommends a number of measures and interventions to build upon the work that is already happening. I've felt for a long time that we have focused on drug abuse and given a lower priority to alcohol misuse. My aim is to reduce the destruction alcohol can inflict on individuals, families and communities.

It became clear during our consultation that the majority of those who live and work in Nottingham and Nottinghamshire feel as strongly as I do that we need to develop intelligent, workable solutions to tackle the underlying causes of alcohol misuse and to promote recovery. We have listened carefully to our communities on a range of issues from enforcement and marketing to pricing and opening hours. There is a common goal to bring an end to violent crime on our streets, discourage underage drinking and promote healthier lifestyles irrespective of whether we are directly affected by such issues. These views have strongly guided our proposals for action and what we now have is a strategy that has both energy and resonance with local people.

This work is really a continuation of a theme which has dominated my term in office thus far; partnership working. It is driven by the principle that every agency affected by alcohol misuse must also play a role in solving it. Through joint-working we have embraced all sides of the problem and have integrated the experiences of all those involved: from retailer and licensee to the health service, trading standards, the police and those providing support and treatment in order to tighten communication and promote coherent decision-making.

I am delighted that local councils, the voluntary sector and, in particular, colleagues in the health sector have supported the preparation of the plan. Not only does this give true meaning to partnership working, it ensures that the plan complements the aims of Clinical Commissioning Groups and Health and Well Being Boards. Now I am interested in your views and comments on how to make this plan a reality.

The outcome of our collective thinking is a series of proposed actions which focus on both prevention and cure. We aim to utilise innovative approaches which have found success elsewhere in the country and employ better ways of working to improve our response. To succeed, this action plan must be owned by our partners and the public as its strength will lie in their passion, determination and commitment. I have therefore suggested lead agencies for the strategic themes and actions and invite these agencies to join together in planning the implementation phase of the plan

The night-time economy is important for prosperity and partners are working together to ensure that it is safe. I believe that our unified efforts will deliver long-term change.

A handwritten signature in black ink, appearing to read 'Paddy Tipping'.

**Paddy Tipping**  
**Nottinghamshire Police and Crime Commissioner**

## Introduction

The Government's Alcohol Strategy published in March 2012 set out their intent to take a far more proactive approach to addressing the harms caused by excessive and irresponsible alcohol use. In the past 60 years, the average intake of alcohol per person in the UK has risen steadily, from 5 litres a year in the 1950s, to over 11 litres a year in 2007. Over 10 million adults in England now drink more than the recommended daily limit, with 2.6 million of them drinking more than twice that. The number of hospital admissions due to alcohol misuse was 1.1 million in 2009/10, a 100% increase since 2002/03. If the rise continues unchecked, by the end of the current Parliament it is estimated that 1.5 million people will be admitted to hospital every year as a result of drinking.

There are also worrying trends amongst young people. The amount that young people drink has doubled since 1990. The UK records high levels of binge drinking amongst 15-16 year olds and alcohol is the 3<sup>rd</sup> biggest lifestyle risk factor for disease and death after smoking and obesity.

The problem is not limited to health services. The damage that drinking can contribute to echoes throughout society, contributing to 1.2 million incidents of violent crime a year, 40% of domestic violence cases and 6% of all road casualties.

All these factors have triggered the Government into taking action to reverse these trends. In order to "Turn the Tide" against irresponsible drinking the strategy identifies the need for long term and sustained action by local agencies, industry, communities and the Government. The strategy identifies its main outcomes as creating:

- A change in behaviour so that people think it is not acceptable to drink in ways that could cause harm to themselves or others
- A reduction in the amount of alcohol fuelled crime and assaults
- A reduction in the amount of adults drinking above the NHS guidelines
- A reduction in the number of people "binge drinking"
- A reduction in the number of alcohol related deaths
- A sustained reduction in both the numbers of 11-15 year olds drinking alcohol and the amounts consumed.

Nottinghamshire's Police and Crime Commissioner, Paddy Tipping supports this call for action and as part of his Police and Crime plan, he has committed to reducing the impact of alcohol on levels of crime and anti social behaviour. To achieve this commitment he has agreed to:

- Better align partnership budgets
- Ensure alcohol is a strategic priority for partners
- Provide drug testing and support services within the Criminal Justice System
- Increase the use of civil enforcement
- Increase responsible and respectful behaviour on our streets
- Ensure robust enforcement of licensing conditions of pubs and clubs
- Consider and explore the benefits of family drug and alcohol courts

A recent ACPO campaign identified that nationally nearly 50% of violent crime in the UK is alcohol related.

Using this we can estimate that in Nottinghamshire, between 1st April 2013 and 19<sup>th</sup> September 2013 from a total of 8392 violent crimes, 4196 were alcohol related; this equates to 24 alcohol related violent crimes per day. In July 2013 in Nottinghamshire there were 1662 recorded violent crimes; using the ACPO estimation the number of victims in just one month could be reduced by as many as 831 – or 26 everyday- by successfully addressing alcohol triggers. To date, violence with injury is the top area in which crime has increased in Nottinghamshire.

Nottingham city centre has a large and highly concentrated night-time economy drawing in up to an estimated 50,000 visitors in one night from around the county and beyond. The 2011/12 Joint Strategic Needs Assessment identified Nottingham as having a higher than average density of on licensed premises comparable only to London. The same assessment identified that almost half of city residents viewed people being drunk or rowdy in the city centre as a problem.

Alcohol related night-time economy problems tend to occur in the county's larger towns and cities where there are more on-licensed premises in a concentrated area with longer opening hours. The public survey highlighted the view that neighbourhood pubs were a cause of less concern and are viewed more positively as part of the local community. However, other issues such as off licence sales can impact on neighbourhoods and cause local problems such as excess litter and concerns about young people. This reflects the wide ranging impact of alcohol use and it is recognised that different areas and localities may need to respond differently to individual problems in order to tackle the larger issue of alcohol related harm. The Commissioner supports the work of Nottingham City Council and their "Super Strength Free" campaign which invites city licensees to sign up to a voluntary code of practice and remove strong beers, lagers and ciders from their shelves.

The Commissioner has met with Northumbria Police to discuss their work in developing a strategy in Newcastle. In Newcastle there is a presumption against encouraging any new licences and the pricing of drinks is an integral part of the licensing permission.

The impact on the health of our residents is significant; Nottingham City has a significantly higher rate of alcohol related hospital admissions than the England average and this is increasing by approximately 11% each year. The Commissioner saw the impact of this for himself when he visited the Queens Medical Centre's Accident and Emergency (A&E) Department and spoke to frontline professional health staff. It was their view that on a Friday and Saturday night, 90% of people attending A&E were reporting alcohol related injuries or medical conditions.

There is also evidence that alcohol use is linked to domestic abuse and mental health problems. These are two other key areas that the Commissioner has promised to address in his Police and Crime plan for 2013-2018.

Joint Strategic Needs Assessments have been undertaken to assess local need and the Nottingham Crime and Drugs Partnership, Nottinghamshire Police, Nottinghamshire County Council and Bassetlaw all have alcohol strategies either in their own right or within their substance misuse plans.

The Commissioner has taken account of these strategies and his plan is designed to compliment this work and bring together partners to address common concerns and aims.

The Commissioner recognises that responsible licence holders play a pivotal role not only in the county's economy, but also within local neighbourhoods and villages, offering community cohesion and social engagement. Pubs are increasingly widening their scope to include other public services such as Post Offices. The message that came through clearly at the Commissioner's alcohol conference was that responsible licence holders are keen to tackle problems in the industry and be part of the solution.

There has already been a great deal of work to make the night time economy safe. Nottingham Business Improvement District (BID) has been an influential player and is keen to do more, they have helped to fund street pastors and taxi marshalls. All three Business Improvement Districts in Nottinghamshire have an important role to play in involving the private sector.

## **Your Voice**

In order to ensure that his plan is truly rooted within the communities he serves the Commissioner has undertaken a broad range of consultation and research. This has taken many forms and includes:

- Speaking to the public as part of his election campaign and subsequent election
- Stakeholder and partner views through an alcohol conference
- Alcohol survey of residents with over 1000 responses received
- Visits and discussions with medical staff, health care providers, voluntary sector workers, industry staff, treatment providers, street pastors and licensing officers
- Local alcohol needs assessments for the city and county

## **Nottinghamshire's Inaugural Alcohol Conference**

On 1<sup>st</sup> July 2013, the Commissioner and the Police and Crime Panel held Nottinghamshire's inaugural alcohol conference which brought together those with a vested interest in addressing the harm caused by alcohol in our communities.

Those who attended represented a cross section of key stakeholders, including treatment providers, the police and licensing representatives, 3<sup>rd</sup> sector workers, domestic violence champions, mental health workers, elected members and those who work within the licensed trade.

It has been pleasing to have received a positive response from so many individuals who attended the conference. The full write up of this conference can be accessed here: <http://www.nottinghamshire.pcc.police.uk/Document-Library/Get-Involved/Alcohol-Conference/Conference-Report-2013.pdf>.

## **Public Survey Results**

Between May and September 2013 the Commissioner carried out a public survey, asking for local views on problematic alcohol use and how to best manage this.

Of those surveyed 53% feel that alcohol use is a problem in their neighbourhood, town or city. These problems were relatively evenly distributed with 31% of respondents highlighting problems in their neighbourhood, 36% identifying problem within their town and 33% identifying problems in the city. Additional comments highlighted the point that there are differences in the type of concern depending on the locality; within neighbourhoods litter and groups of young people drinking were more of a concern whereas in towns and the city respondents were more likely to highlight concerns about binge drinking and alcohol related violence and crime.

The survey demonstrated overwhelming support for more controls over alcohol sales, marketing and promotion and drink driving. 84% of respondents want more controls over drink driving, 80% want more controls over under age drinking and 80% want to see more control over adults buying for young people. An additional 67% of respondents would like to see more controls over drinking in public.

There is also strong support for greater control over the hours of sale, 49% of respondents want more controls compared to 20% who believe there should be less control over hours of sale. Whilst there was more ambivalence over minimum unit pricing, this was still popular with 46% of respondents supporting this compared to 27% who want to see less control over pricing.

The survey asked respondents to highlight where they feel more work needs to be done in Nottingham and Nottinghamshire to reduce the impact of alcohol use. The most popular area was education of children and young people with 83% of respondents supporting this, followed by greater enforcement and prosecution with support from 61% of respondents and increased public awareness, with support from 57% of respondents. 50% of respondents want to see greater control and legislation and 43% favour investment in treatment. Comments gave greater insight into the detail of the concerns with respondents highlighting particular education programmes such as DARE and also particular targets for enforcement such as under age sales and adults who buy for young people.

When asked who should cover the cost of policing the night-time economy the survey showed the least popular measure is local people from Council Tax charges, this was supported by only 18% of respondents. The most popular was a local levy on retailers, pubs and clubs with 60% of respondents supporting this; central government funding through taxation and taxation on brewery trade and point of sale were slightly behind this with support from 56% of respondents and 52% of respondents respectively.

The findings regarding the current opening hours for the sale of alcohol found that 52% of respondents feel that nightclubs are open too long and a further 50% feel the opening hours of town and city centre pubs are too long. This compares to 61% of respondents feeling that the opening hours of local neighbourhood and village pubs is about right.

Views were split on the issue of supermarket and convenience stores opening hours with 46% of respondents thinking they were open too long but 42% feeling that the hours were about right. There was a similar split on petrol stations with 39% of people thinking they were open too long with just under this thinking that their opening hours were about right.

The survey highlights that more than half of those who replied think that alcohol is a problem indicating a solid base of support amongst local residents for the Commissioner to take action. The results also help to begin to unpick some of the more localised issues, such as the difference between neighbourhood concerns and town and city centre problems and also show how many of the seemingly different themes overlap. Wider general information sharing to raise public awareness on the consequences of alcohol consumption would be welcomed together with more emphasis on the use of existing alcohol legislation. The results of this survey demonstrate an appetite for action and helps show how the outcomes achieved through this action plan will impact on real people with real concerns.

A fuller review of the survey data is included at Appendix B.



## Devising a Local Action Plan

It has always been the ambition to create a plan which is owned by partners and has commitment from all those involved. The responses from the conference, survey and other consultation undertaken by the Commissioner have informed the development of the strategic priorities and actions. The main strategic themes are:

- Working Together and Sharing Intelligence
- Early Intervention and Education
- Treatment and Support
- Diversion and Prevention
- Enforcement

Within these themes are specific action points which were identified through consultation and are outlined below.

## Working Together and Sharing Intelligence

### Suggested Strategic Lead: Nottingham Crime and Drug Partnership and Safer Nottinghamshire Board

#### Why this is important

The Government's strategy clearly acknowledges that tackling problems caused by alcohol requires agencies to work together and this was echoed through the Commissioner's consultation exercises. This is not a new message but the strength of feeling around it clearly indicates that there is more that can be done to bridge gaps between agencies. The Commissioner holds a unique position in being able to support improved working partnerships and facilitate improved communication and relationships across the city and county.

This section of the plan includes consideration of national initiatives that have been proven to be effective, such as the Cardiff Model; the Commissioner has already had contact with colleagues in Derbyshire who are keen to work together with Nottinghamshire on this theme. Also included are local recommendations that agencies believe would improve our current structures such as improving local service level agreements. Much of this work is building on what has already been achieved and improving current working practices.

Actions	Suggested Lead
• Improve information sharing arrangements between community safety partnerships and local A&E departments and EMAS in accordance with NHS guidance and national models of good practice	Public Health / Responsible Commissioners
• Increase the effectiveness of Pubwatch scheme through more pro active involvement by the police	Nottinghamshire Police
• Improve information sharing between alcohol treatment providers and domestic violence services through service level agreements	County/city Domestic Abuse Commissioning leads
• Ensure appropriate attendance and membership at local partnership, neighbourhood and area meetings to take forward joint working at a local level	Local Authorities
• Promote the use of 'Crime Stoppers' for gaining intelligence on underage sales to young people	Nottinghamshire Police
• Provide a co-ordinated social media campaign across Nottingham and Nottinghamshire	Nottinghamshire Police

## Early Intervention and Education

### Suggested Strategic Lead: Public Health

#### Why this is important

The clearest message to the Commissioner throughout his wide ranging consultation across the spring and summer was the need for education. This includes expanding our work with children and young people and ensuring that all front line services have training in alcohol related harm and in particular its links to domestic abuse and mental health problems. It is perhaps not surprising then that this area resulted in numerous suggestions of actions to improve upon and add to the work that is already done.

Activity to support healthy drinking practices amongst young people is vital to foster the long term cultural changes required to “turn the tide” against alcohol related harm and this is something that is recognised in the strategies in place across the city and county. The Commissioner supports this approach and he and members of the force have already met with local Community Alcohol Partnership representatives to look at how to develop this particular initiative which has been proven to have tangible results across the country. This together with the objectives suggested by partners will have a positive impact on the current and future drinking habits of children and help achieve long term changes in behaviour.

#### Actions:

#### Suggested Lead

- |  |  |
|--|--|
| • Pilot Community Alcohol Partnerships in priority local neighbourhoods where there is an identified need  | Nottinghamshire Police   |
| • Ensure that alcohol awareness training for those staff involved employed in alcohol misuse services (licensing, enforcement, support, trade, treatment and prevention) includes a domestic abuse and mental health focus | Public Health / CDP  |
| • Expand the “Making Every Contact Count” campaign across all appropriate services   | Public Health  |
| • Improve identification of alcohol misuse within families through routine screening for alcohol abuse by all treatment providers and early years professionals  | CYPS / Children and Families   |
| • Initiate a pilot “Diversion” programme in secondary schools  | Public Health  |
| • Ensure the alcohol awareness content of PSHE in schools includes domestic abuse and mental health information  | Children and Young People Services (CYPS) county/ Children and Families city |

## Recovery and Support

### Suggested Strategic Lead: CDP and Public Health

#### Why this is Important

Nottingham and Nottinghamshire have a long history of demonstrable commitment to providing top class substance misuse support and the passion of those delivering is evident. Supporting those who suffer from alcohol dependency and working with higher risk drinkers not only improves their personal and social capital but also reduces the risks they pose to communities through anti-social and criminal behaviour.

There are a huge number of workers and agencies committed to addressing the significant harm caused by domestic abuse across the city and county. Whilst not causal, there are clear links between alcohol use and domestic abuse. The use of alcohol by perpetrators can exacerbate the harm caused by their abuse and some survivors will use alcohol to help them cope, adding to the complexity of their needs. By acknowledging these links the plan supports the efforts of partners to reduce the harm suffered by domestic abuse survivors. The Commissioner's Police and Crime plan makes clear how he intends to protect those living with domestic abuse and he is confident that the energy of those working within the treatment and support fields will drive forward improved outcomes for our residents.

#### Actions

- Establish a clear transitional pathway from young persons to adult treatment services
- Provide an option of a gender specific worker within treatment and recovery services
- Strengthen provision of accommodation services to meet the needs of complex domestic abuse survivors.
- Fully implement ACPO guidance in cases of cross allegations in cases of domestic violence
- Establish and maintain a treatment and enforcement model to tackle street drinking across the city and county
- Support Black and Minority Ethnic (BME) communities by ensuring availability of culturally sensitive alcohol services

#### Suggested Lead

CYPS/ Children and Families

Public Health / CDP

CDP/County Council

Nottinghamshire Police

Local Authorities

CDP/ Public Health / Responsible Commissioner

## **Diversion and Prevention**

### **Suggested Strategic Lead: Nottinghamshire Police**

#### **Why this is important**

Nottingham and Nottinghamshire's towns have a lively night-time economy that offers much to visitors and residents alike. But there is consensus that more must be done to ensure that towns and the city are safe and an enjoyable destination for a night out for all visitors. A range of actions have been suggested under the remit of both Diversion and Prevention and Enforcement that will improve the safety and reputation of the county's nightspots, discourage binge drinking and reduce crime. It is particularly pleasing to see commitment from the trade to support action to ensure that those irresponsible operators are effectively challenged. Nottinghamshire's Police Force is already working with other areas to develop initiatives around vulnerability awareness and local pilots to address specific problems in particular areas. These activities form part of the Commissioner's vision for a safe and fun night out for everyone.

<b>Actions</b>	<b>Suggested Lead</b>
<ul style="list-style-type: none"><li>• Expand the number of quality mark schemes (such as Best Bar None, Purple Flag etc) within Nottinghamshire's Night Time Economy</li></ul>	Community Safety Partnerships
<ul style="list-style-type: none"><li>• Consider the evidence for the introducing cumulative impact policies across the city, towns and neighbourhoods</li></ul>	Local Authorities
<ul style="list-style-type: none"><li>• Expand alcohol diversion schemes to include minor offences such as drunk and disorderly and extend to younger age groups and implement consistently across the county</li></ul>	Nottinghamshire Police
<ul style="list-style-type: none"><li>• Investigate and consider a range of prevention initiatives including Smartphone Apps, cocaine torches and providing vulnerability training</li></ul>	Nottinghamshire Police
<ul style="list-style-type: none"><li>• Expand the level of proactive licensing visits in crime hot spots in the city and county to ensure compliance with licensing conditions</li></ul>	Local Authorities
<ul style="list-style-type: none"><li>• Explore local support for extending the "Super Strength Free" campaign to the county</li></ul>	Local Authorities

## Enforcement

### Suggested Strategic Lead: Nottinghamshire Police

#### Why is this important

There is strong opinion on the way enforcement is managed when it comes to alcohol use with sometimes quite opposing views dependent on individual interests and experiences. However, the public alcohol survey shows that there is wide reaching support for doing more to better manage and monitor the way in which alcohol is sold across the county, especially when it comes to sales to young people, either directly or through proxy sales. The Commissioner wrote to the Prime Minister advocating Minimum Unit Pricing and although the Government chose not to actively pursue this policy there remain a significant number of licensing tools at the disposal of enforcement agencies that should be employed consistently and effectively. There is a clear message from the licensed industry that they want to be part of the solution and work jointly with enforcement agencies in contributing towards these improvements.

#### Actions

- Increase the number of licensing officers employed by Nottinghamshire Police in the county
- Intervene earlier to prevent those already under the influence of alcohol continuing to drink to excess within the our towns and City such as “Direction to Leave” s27 Violent Crime Reduction Act 2006
- Increase the use of tactical options to support robust enforcement, including Early Morning Restriction Orders and the Late Night Levy
- Target enforcement activity at the production and supply of illicit alcohol such as counterfeit vodka
- Increase the number of test purchases and other enforcement tactics on premises that supply alcohol to underage young people
- Consider and explore the viability of specific Family Drug and Alcohol Courts
- Increase the use of treatment as a condition of bail and conditional cautioning

#### Suggested Leads

Nottinghamshire Police

Nottinghamshire Police

Local Authorities

Local Authorities / HM Revenues and Customs

Local Authorities

Nottinghamshire Police

Nottinghamshire Police

## **Next Steps**

This Strategy and Action Plan is rooted firmly in the aspirations of Nottingham and Nottinghamshire's local people, stakeholders and partners. It now requires local providers, commissioners, statutory and third sector agencies, trade and all those who have committed to making a difference to work together to take these actions forward.

The Commissioner has outlined his proposed actions and suggested a lead agency for each theme. At this stage the Commissioner has not determined the delivery and governance arrangements. He is aware of existing partnership structures in the city and county that have a remit for alcohol. He welcomes your views on how the delivery of this plan should be taken forward.

The Commissioner has invited partners to collectively discuss his plans and their implementation at the launch event on 25<sup>th</sup> October 2013 in Nottingham.

## Appendix A

### Action Plan Summary

<b>Working Together and Sharing Intelligence</b> Suggested Strategic Lead: Nottingham Crime and Drug Partnership and Safer Nottinghamshire Board	<b>Suggested Action Lead</b>
Improve information sharing arrangements between community safety partnerships and local A&E departments and EMAS in accordance with NHS guidance and national models of good practice	Public Health / CDP/ Responsible Commissioners
Increase the effectiveness of Pubwatch scheme through more pro active involvement by the police	Nottinghamshire Police
Improve information sharing between alcohol treatment providers and domestic violence services through service level agreements	City/County domestic abuse leads
Ensure appropriate attendance and membership at local partnership, neighbourhood and area meetings to take forward joint working at a local level	Local Authorities
Promote the use of 'Crime Stoppers' for gaining intelligence underage sales to young people	Nottinghamshire Police
Provide a co-ordinated social media campaign across Nottingham and Nottinghamshire	Nottinghamshire Police

<b>Early Intervention and Education</b> Suggested Strategic Lead: Public Health	<b>Suggested Action Lead</b>
Pilot Community Alcohol Partnerships in priority local neighbourhoods in areas where there is an identified need	Nottinghamshire Police
Ensure that alcohol awareness training for those staff involved employed in alcohol misuse services (licensing, enforcement, support, trade, treatment and prevention) includes a domestic abuse and mental health focus	Public Health /CDP
Expand the "Making Every Contact Count" campaign across all appropriate services	Public Health
Improve identification of alcohol misuse within families via routine screening for alcohol abuse by all treatment providers and early years professionals	CFCS/ Children and Families
Initiate a pilot "Diversion" programme in secondary schools	Public Health
Ensure the alcohol awareness content of PSHE in schools includes domestic abuse and mental health information	Children Families and Cultural Services (CFCS)/ Children and Families



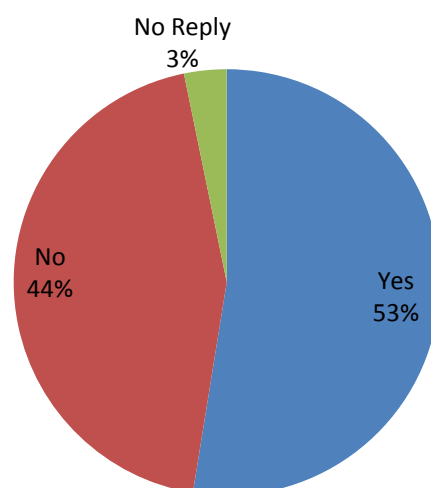
<b>Recovery and Support</b>	<b>Suggested Action Lead</b>
Suggested Strategic Lead: CDP/ Public Health	
Establish a clear transitional pathway from young persons to adult treatment services	CFCS / Children and Families
Provide an option of a gender specific worker within treatment and recovery services	Public Health / CDP
Strengthen provision of accommodation services to meet the needs of complex domestic abuse survivors.	City / county Domestic Abuse Leads
Fully implement ACPO guidance in cases of cross allegations in cases of domestic violence	Nottinghamshire Police
Establish and maintain a treatment and enforcement model to tackle street drinking across the city and county	Local Authorities
Support Black and Minority Ethnic (BME) communities by ensuring availability of culturally sensitive services	CDP/Public Health/ Responsible Commissioners

<b>Diversion and Prevention</b>	<b>Suggested Action Lead</b>
Suggested Strategic Lead: Nottinghamshire Police	
Expand the number of quality mark Schemes (such as Best Bar None, Purple Flag etc) within Nottinghamshire's Night Time Economy	Community Safety Partnerships
Consider the evidence for the introducing cumulative impact policies across city, towns and neighbourhoods	Local Authorities
Expand alcohol diversion schemes to include minor offences such as drunk and disorderly and extend to younger age groups and implement consistently across the county	Nottinghamshire Police
Investigate and consider a range of prevention initiatives including Smartphone Apps, cocaine torches and providing vulnerability training	Nottinghamshire Police
Expand the level of proactive licensing visits in crime hot spots in city and county to ensure compliance with licensing conditions and objectives	Local Authorities
Explore local support for extending the "Super Strength Free" campaign to the county	Local Authorities

<b>Enforcement</b>	<b>Suggested Action Lead</b>
<b>Suggested Strategic Lead: Nottinghamshire Police</b>	
Increase the number of licensing officers employed by Nottinghamshire Police in the county	Nottinghamshire Police
Intervene earlier to prevent those already under the influence of alcohol continuing to drink to excess within the our towns and City such as "Direction to Leave" s27 Violent Crime Reduction Act 2006	Nottinghamshire Police
Increase the use of tactical options to increase robust enforcement, including Early Morning Restriction Orders and the Late Night Levy	Local Authorities
Target enforcement activity on the production and supply of illicit alcohol such as counterfeit vodka	Local Authorities / HM Revenue and Customs
Increase the number of test purchases and other enforcement tactics on premises that supply alcohol to underage young people	Local Authorities
Consider and explore the viability of specific Family Drug and Alcohol Courts	Nottinghamshire Police
Increase the use of treatment as a condition of bail and conditional cautioning	Nottinghamshire Police

## Alcohol Survey Results

Do you feel that alcohol use is a problem in your neighbourhood, town, city?



If yes, please describe where below (tick any that apply)



### Additional comments:

#### Neighbourhoods

Problems mentioned included litter associated with alcohol consumption such as “bottles and cans thrown in my garden at weekends”, “empty bottles and cans being left around” and “bottles, cans left on kid’s park”. Further replies were received which made reference to young people and these included “young people out in the village”, “...drinking in parks, groups of young people – inappropriate” and “young people buying it (alcohol) themselves locally and drinking it together on street corners”.

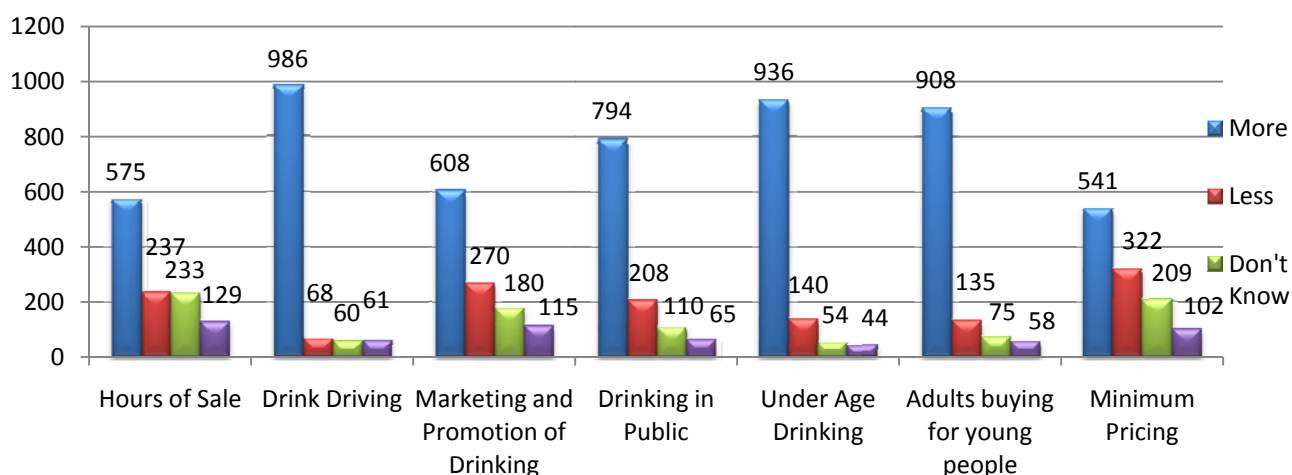
## Towns

There was concern regarding the amount of alcohol consumed by individuals in towns such as “weekend binge drinking”, and “...drunk young people on Thursday nights”. Further comments received referred to behaviour believed to be associated to individuals under the influence of alcohol. These included “lots of trouble at the weekend”, “arguments”, “...problems with alcohol related violence in the NTE (night time economy)”, “...rage and anger attacks” and “...vomit in streets”.

## City

Fewer comments were received regarding litter, however, respondents again provided comments which suggest the consumption alcohol can negatively affect the behaviour of individuals such as “...people bingeing and disturbing your evening out...”, “boozy fools in city centre”, “violence late at night” and “too many people over indulging and cannot take control of themselves”.

Do you feel there should be more or less controls over:

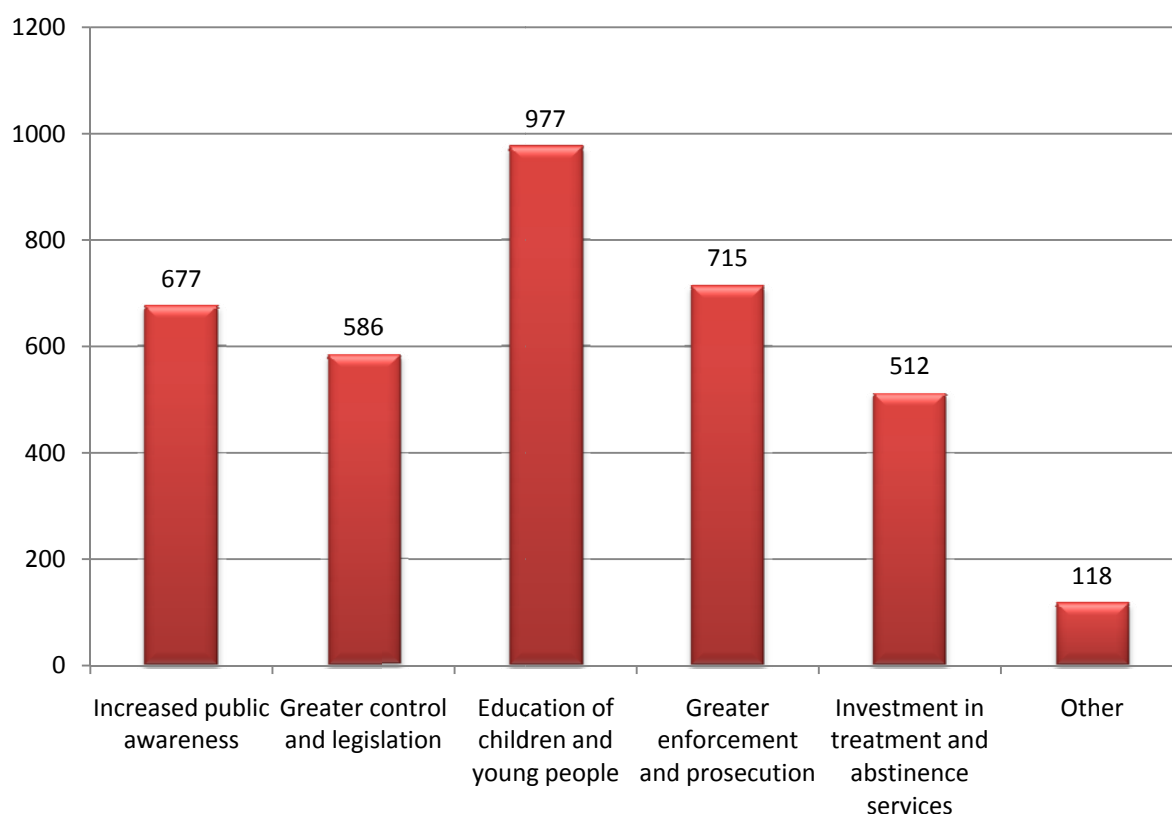


## Additional Comments:

Respondents were asked for their views on whether they support more or less controls on a number of issues which included hours of sale of alcohol and minimum pricing. It was found that there is overall support for more controls over ‘drink driving (83.91% or 986). Similar support was also expressed for more controls over ‘under age drinking’ (79.72% or 936) and ‘adults buying for young people’ (77.21% or 908). An additional 67.45% (794) respondents want to see greater controls over ‘drinking in public’.

With regard to ‘hours of sale’ 48.97% (575) would like to see greater control compared to 20.18% (237) who believe there should be less control over the ‘hours of sale’ of alcohol. Slightly more respondents were in favour of increased controls over ‘marketing and promotion’ (51.83% or 608) but less support was received for greater controls over ‘minimum pricing’ (46.08% or 541).

What do you believe should be done in Nottinghamshire to reduce the impact of alcohol?



#### Additional Comments:

In order to reduce the impact of alcohol in Nottingham and Nottinghamshire 82.93% (977) of respondents favour 'education of children and young people' and a further 60.96% (715) consider 'greater enforcement and prosecution' an option to address this issue. An additional 57.47% (677) replies were received which support an 'increase in public awareness'. This compared to fewer respondents who wish to see 'greater control and legislation' (49.74% or 586) and a further 43.46% (512) who favour 'investment in treatment'.

A number of 'other' replies were received and suggestions included:

For school age children "DARE school programme is excellent" and "school awareness of alcohol".

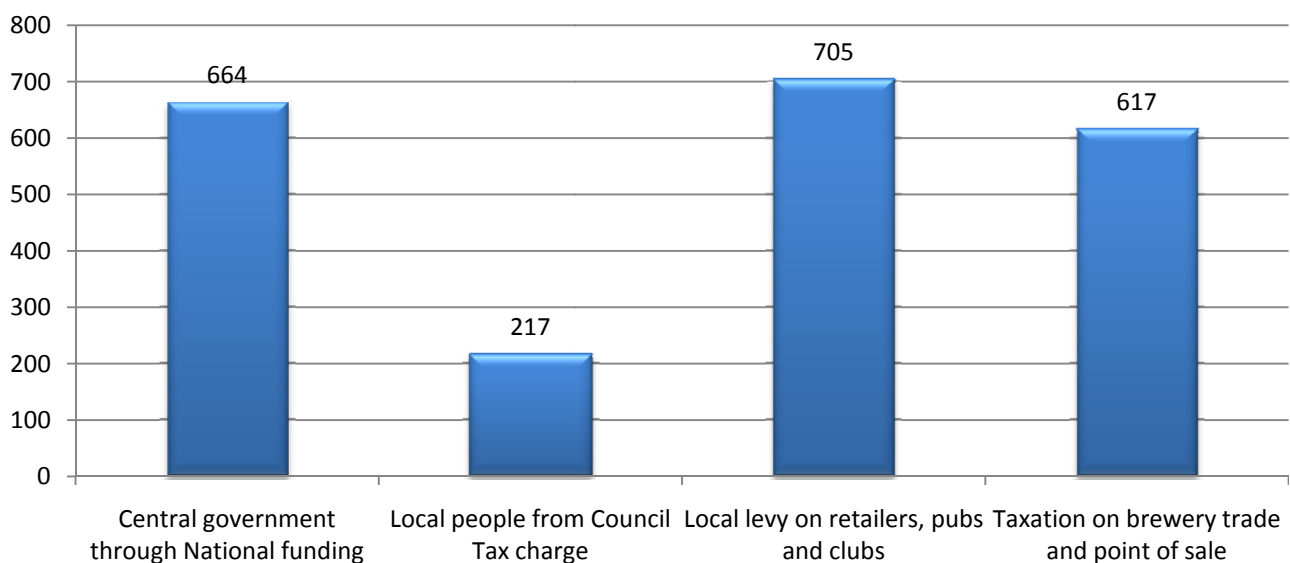
Generic comments regarding education included "open lessons on how alcohol affects yourself and others" and "education would seem to be the way to go – why is getting smashed such a popular way of fun?"

Respondents also felt that enforcement was a factor which may address this issue and included suggestions such as "stricter penalties, NHS costs to be paid by offenders", "fine the parents of children under 16 years" and "no tolerance of street drunks" together with "more checks please on small shops re under age sales. Prosecute adults who buy for children".

There was also support for raising revenue from visitors to accident and emergency departments who are under the influence of alcohol such as “if people cause the emergency services to attend an alcohol related problem they should be made to cover the cost” and “charge people for turning up drunk at A&E”.

Additional comments were received advocating reduced accessibility and availability of alcohol such as “less opportunity to purchase – fewer off licences” and “fewer alcoholic premises licences”. Alternatively, comments were provided suggesting licensees of existing establishments may be able to address this issue for example “More people being told no when they have already had too much” and “pubs/clubs shutting earlier”.

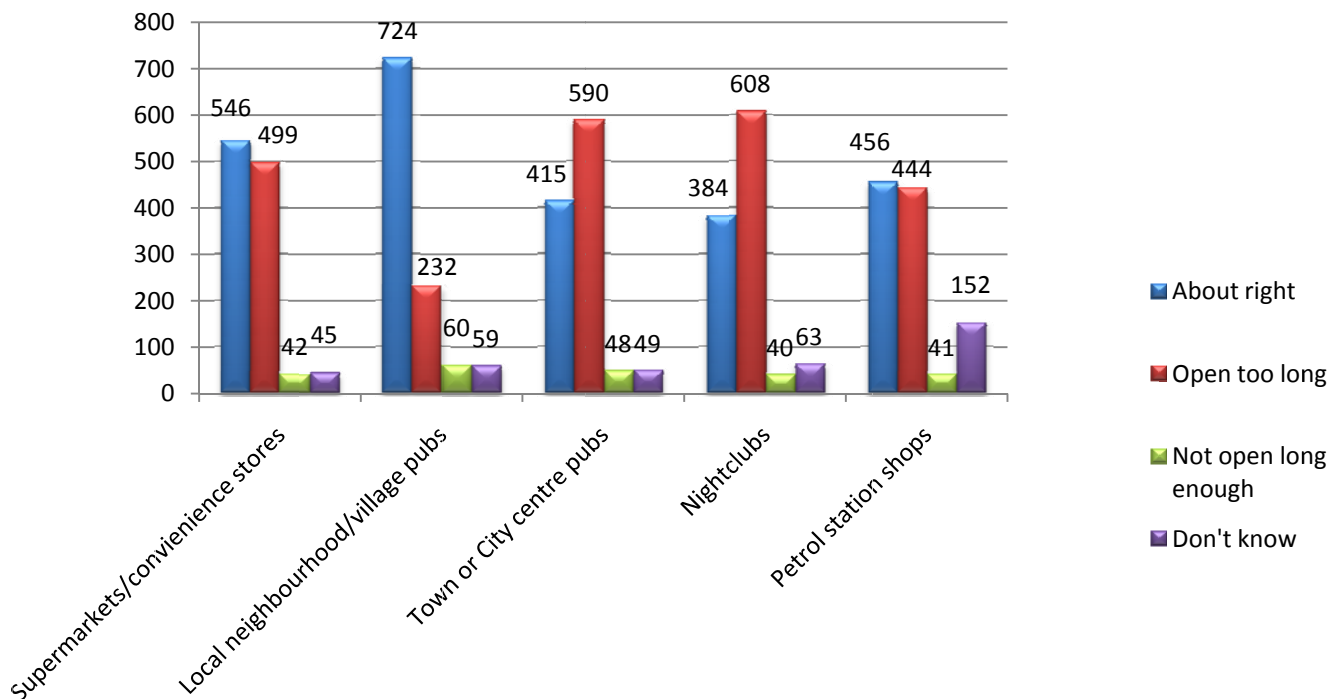
Who do you think should cover the cost of policing the night-time economy?



#### Additional Comments

Views regarding covering the cost of policing the night time economy (NTE) revealed that there was support from 59.89% (705) respondents for a 'local levy on retailers , pubs and clubs'. A further 56.41% (664) favour the cost of policing the NTE being provided by 'central government through national funding'. 'Taxation on brewery trade and point of sale' was also recommended by 52.42% (617) as an option for covering the cost of this issue. Overall, less support was received in favour of covering the cost of the policing NTE by 'local people from council tax charge' (18.43% or 217).

## What are your views on the current opening hours for selling alcohol?



### Additional Comments:

The findings regarding the current opening hours for the sale of alcohol found that 51.61% (608) of respondents feel 'nightclubs' are 'open too long' and a further 50.08% (590) feel the opening hours of 'town or city centre pubs' are too long. This compares to 61.46% (724) replies received which indicated that the opening hours of 'local neighbourhood/village pubs' are 'about right'.

With regard to the opening hours of 'supermarkets and convenience stores' it was found that 46.34% (546) felt their opening hours were 'about right' in comparison to 42.35% (499) who consider them to be 'open too long'. Similarly, findings regarding the opening hours of 'petrol station shops' revealed that 38.71% (456) consider these to be 'about right' with slightly less replies received indicating they are 'open too long'.

<b>Consideration</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Audit and Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> December 2013</b>
<b>Report of:</b>	<b>The Chief Executive</b>
<b>Report Author:</b>	<b>Sara Allmond</b>
<b>E-mail:</b>	<a href="mailto:sara.allmond@nottsc.gov.uk">sara.allmond@nottsc.gov.uk</a>
<b>Other Contacts:</b>	
<b>Agenda Item:</b>	<b>13</b>

## **PANEL WORK PLAN AND MEETING SCHEDULE**

### **1. Purpose of the Report**

- 1.1 To provide the Panel with a programme of work and timetable of meetings

### **2. Recommendations**

- 2.1 To consider and make recommendations on items in the work plan and to note the timetable of meetings

### **3. Reasons for Recommendations**

- 3.1 To enable the Panel to manage its programme of work.

### **4. Summary of Key Points**

- 4.1 The Panel has a number of responsibilities within its terms of reference. Having a work plan for the Panel ensures that it carries out its duties whilst managing the level of work at each meeting.

### **5. Financial Implications and Budget Provision**

- 5.1 None as a direct result of this report

### **6. Human Resources Implications**

- 6.1 None as a direct result of this report

### **7. Equality Implications**

- 7.1 None as a direct result of this report

### **8. Risk Management**

- 8.1 None as a direct result of this report



## **9. Policy Implications and links to the Police and Crime Plan Priorities**

- 9.1 This report meets the requirements of the Terms of Reference of the Panel and therefore supports the work that ensures that the Police and Crime Plan is delivered.

## **10. Changes in Legislation or other Legal Considerations**

- 10.1 None as a direct result of this report

## **11. Details of outcome of consultation**

- 11.1 None as a direct result of this report

## **12. Appendices**

- 12.1 Work Plan and schedule of meetings

## JOINT AUDIT AND SCRUTINY PANEL WORK PLAN

<u>ITEM DESCRIPTION</u>		<u>REPORTING FREQUENCY</u>	<u>LEAD OFFICER</u>
<b>18<sup>th</sup> February 2014 – 2pm</b>			
1.	<b>(6) &amp; (7)</b> Whistle Blowing Policy and review of compliance (April – September) and Anti-Fraud and Corruption Policy - review of compliance update (April – September)	6 monthly	Force & OPCC
2.	<b>(11)</b> Draft Audit Plan (Annual Internal Audit Strategy and Audit Plan)	Annually	OPCC CFO
3.	<b>(43)</b> Risk report on monitoring and actions for mitigation update	6 monthly	OPCC & Force
4.	<b>(45)</b> Business Continuity compliance and assurance of testing and exercising plan lessons learned	Annually	OPCC & Force?
5.	<b>(46)</b> Publication Scheme monitoring, review and assurance	Annually	OPCC & Force?
6.	<b>(51) &amp; (49)</b> Information Management Policy monitoring, assurance and improvement outcomes. Records review, retention and disposal guidance and audit monitoring, review and assurance	Annually	OPCC & Force?
7.	Future Scrutiny Topics – from current work plan	Annually	OPCC
8.	<b>(35)</b> Force Governance monitoring, assurance and improvement outcomes for decision making	6 monthly	Force
9.	Revenue Budget Management report	Annually	ACO Resources
10.	Capital Expenditure Outturn and Slippage	Annually	ACO Resources
11.	Treasury Management Report	Annually	OPCC CFO
	<b>Standard items:-</b>		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
	<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources
<b>June 2014</b>			
1.	<b>(5)</b> IPCC investigations, recommendations and actions (October – March)	6 monthly	Force
2.	<b>(36)</b> Force Improvement Activity Lessons Learned monitoring, IPCC lessons learned report (October - March)	6 monthly	Force
3.	<b>(6) &amp; (7)</b> Whistle Blowing Policy and review of compliance (October – March) and Anti-Fraud and Corruption Policy - review of compliance update (October – March)	6 monthly	Force
4.	<b>(10) &amp; (42)</b> Force and PCC Draft Annual Governance Statements	Annually	OPCC CFO & ACO

<u>ITEM DESCRIPTION</u>		<u>REPORTING REQUENCY</u>	<u>LEAD OFFICER</u>
			Resources
5.	<b>(39)</b> Annual Internal Audit Assurance Report	Annually	OPCC CFO
	<b>Standard items:-</b>		
	Updates on scrutiny and other reviews	As required	OPCC & Force
	PCC Update Report	Quarterly	OPCC
	<b>(12) &amp; (40)</b> Internal Audit Progress Report	Quarterly	OPCC CFO
	<b>(40)</b> Audit & Inspection Report	Quarterly	ACO Resources

### MEETING DATES AND AGENDA PUBLICATION DATES

<u>Agenda publication</u>	<u>Date of Committee</u>
4 <sup>th</sup> December 2013	12 <sup>th</sup> December 2013
10 <sup>th</sup> February 2014	18 <sup>th</sup> February 2014