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**NORTHERN CONSTABULARY
SPECIAL POLICY FORUM MEETING**

MINUTES

DATE: 9 March 2011
LOCATION: Conference Room, Police Headquarters, Inverness
TIME: 11.30 a.m.
CHAIR: Mr. I. Latimer, Chief Constable
SECRETARY: Mrs. J. Chappell, Committee Services

PRESENT:

Mr. A. G. Sutherland	Deputy Chief Constable
Chief Superintendent B. Duncan	Head of Operations
Superintendent I. Arnott	East Division
Superintendent J. Darcy	Professional Standards
Superintendent J. Innes	North Division
Superintendent S. MacKay	Best Value Review of Shared Services
Superintendent P. MacRae	Corporate Services
Superintendent J. McDonald	Central Division
Detective Superintendent R. Noble	Crime Services
Chief Inspector D. Bushell	North Division (Shetland)
Chief Inspector M. Grant	North Division (Orkney)
Chief Inspector C. Souter	Operational Support
Mrs. E. Ward	Director of Finance and Asset Management
Inspector N. MacKinnon	Joint Branch Board

APOLOGIES:

Chief Superintendent A. Cowie	Head of Support Services
Chief Inspector G. MacLeod	Central Division (Western Isles)
Ms. A. Sillars	Director of Human Resources
Constable D. Ross	Joint Branch Board
Constable G. Ednie	Joint Branch Board

1. **CHIEF CONSTABLE'S OPENING REMARKS and MEETING PROCEDURE**

The Chairman welcomed everyone to the meeting and went on to outline the Agenda for the meeting as follows:

- (i) Capital and Project Monitoring Group (“CPMG”) Recommendations
- (ii) Force Policing Plan
- (iii) Service Level Agreements
- (iv) Budgets 2011/12.

2. **CPMG RECOMMENDATIONS**

The Deputy Chief Constable presented a PowerPoint presentation setting out the CPMG recommendations in respect of the Revenue Development/Capital Bids for 2011/12.

He reviewed all the recommendations and reported that the majority of the projects did not require any central funding and would be funded by the service unit budgets. He advised that all projects which required central funding had been assigned prioritisation from priority 1 to priority 5.

All recommendations were reviewed and discussed during which all recommendations were **agreed** as set out in Appendix A attached to these minutes, subject to the following amendments:

- (i) “To review and make recommendations on the Force’s call management and appropriate attendance policies, with a view to maximising capacity for proactive policing” was to be replaced with “To review and make recommendations on the Force’s call Management and appropriate response policies, with a view to maximising capacity for proactive policing”.
- (ii) “To continue to progress the provision of police housing and police hostels through the development of a residential property strategy” was to be reworded to read “To progress the provision of access to housing and hostels for police officers through the development of a residential property strategy”.

AGREED: to amend the recommendations submitted to the Policy Forum as detailed above
ACTION: Superintendent MacRae to take forward

3. **FORCE POLICING PLAN 2011/12**

The Deputy Chief Constable advised that the Force Policing Plan had been discussed at the Strategy Seminar and all members should have received a draft copy.

4. **SERVICE LEVEL AGREEMENTS (“SLA”)**

The Deputy Chief Constable advised that the SLAs had been circulated prior to the meeting. He reported that the proposed changes had been highlighted on the SLAs but no comments had been received. The Chairman stated that any comments required to be directed to the Deputy Chief Constable and it was pointed out that the amendments had been highlighted differently on each SLA. In response to a question, the Deputy Chief Constable confirmed that only changes to the services highlighted in the SLAs could be transferred to the Divisions. Any further changes to the SLAs which had not been highlighted would have to be re-submitted for approval. Chief Superintendent Duncan advised that there was a standing item for SLAs on both the Management and Operations Service Group Agendas for amendments to be submitted in the first instance prior to being approved by the Policy Forum.

The Deputy Chief Constable invited Service Unit Managers to present their respective SLAs in respect to the changes in services provided and the following amendment was **agreed**:

(i) Human Resources SLA

The Special Constables Recruitment Process was to remain with the Human Resources Service Unit at present and was to be reviewed later in the year once the issues raised had been clarified with a view to transferring the process to the Divisions.

At the conclusion of the reporting session, all SLAs were **agreed**, subject to the above amendment.

5. **BUDGETS 2011/12**

Mrs. Ward gave a presentation on the proposed 2011/2012 Revenue Budget as set out in Appendix B attached to these minutes.

She advised that:

- the Northern Joint Police Board had approved the budget at £51,274,190
- additional funding from the Scottish Government had been agreed at £2,279,263
- the Corporate Costs included the cost for Airwave which was paid annually. The cost of Cadets had also been included until confirmation on where they would be located had been clarified
- Hill Top Site Rental Income and Firearm/Shotgun certificates provided corporate income
- the Force wide costs covered the running cost of the buildings which had seen an increase of 11 to 12%
- the budgets for the Divisions were as follows:

Area Commands

North Division	10,047,807
Central Division	12,818,561
East Division	13,066,810

- the budgets for the HQ Service Units were as follows:

Executive	918,435
Finance & Asset Management	1,204,078
Operational Support	2,172,051
Corporate Services	3,629,601
Crime Services	2,884,460
Human Resources	870,491
Professional Standards	330,708

The Chairman commented that Headquarters and Support Units had a 5% reduction to the budget plus inflation while the Divisional budget had a 0% change plus inflation. He reported that Headquarters had absorbed 8% of the cost with a 5% cut to the budgets which had already been achieved by the loss of staff and redundancies. The Divisions had absorbed 3% of the cost which had allowed the Divisional budgets to remain at the stand still position and it was acknowledged that Headquarters had taken a hard hit this year. It was pointed out that the current situation was better than had been expected and the Chairman advised that the reserve funds were in a healthy position. He stated that the Force was in a strong position for 2011/12 and advised that it was necessary to keep the budget tight for the first 2 quarters of 2011/12. Superintendent Darcy recognised the difficulties for 2010/11 and acknowledged that the Force was in a good position for 2011/12. He advised that Professional Standards had lost an Inspector but had gained a Chief Inspector and an extra member of Police Staff.

The Chairman commended the excellent work which had been undertaken to keep a tight budget which would be used to fund the Voluntary Redundancy programme. He advised that it was possible that the reserves could be used but this would be dependent on future decisions. He acknowledged that there would be significant cuts over the next 3 years and as a result it was necessary to maintain a level of flexibility within the budget. It was acknowledged that the 2012/13 budget would be challenging for Headquarters.

6. **CONCLUSION**

The Chairman thanked all present for their attendance and advised that this would be the last Policy Forum not only for himself but also for the Deputy Chief Constable, Chief Superintendent Duncan and Superintendent Arnott who were retiring from the Force. He thanked them all for their significant commitment to the Force and the communities of the Highlands and Islands which they had all served for over 30 years.

The Deputy Chief Constable reminded all present that the Chief Constable was also to retire from the Force after 10 years. He commented that he had a strong operational focus which had placed the Force in a strong position. He reported that he had fought to defend the Force during difficult times when other people would have left and advised that he insisted on taking the personal pain in order to protect the Force. He concluded

by wishing him well for the future.

7. There being no further business, the meeting concluded.