

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 20th February, 2013
at 2.00 p.m. (Committee Room No. 4)

NOTE: Group Meetings at 1.15 p.m.

A G E N D A

PART ONE

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.

3. **Admission of Public and Press**

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. **Declarations of Interest**

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. To confirm the Minutes of the meeting held on 23rd January, 2013 (copy attached) (Pages1-10).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D) 7. Efficiency Support Grant (Pages 11-12).

- (R) 8. Cumbria Police and Crime Commissioner, Offer of Matched Funding to Social Behaviour: CCTV (Pages 13-15).
- (D) 9. Pay Policy Statement 2013/14 (Pages 16-17).
- (D) 10. Police and Crime Plan for Cumbria 2013-2017 (Pages 18-19).
- (R) 11. Environmental Health Department – Establishment Change (Pages 20-23).

**NOTE (D) - Delegated
(R) - For Referral to Council**

Membership of Committee
Councillors

Pidduck (Chairman)
Sweeney (Vice-Chairman)
Barlow
Bell
Cassidy
Doughty
Garnett
Graham
Guselli
Richardson
Seward
Wall

For queries regarding this agenda, please contact:

Jon Huck
Democratic Services Manager
Tel: 01229 876312
Email: jwhuck@barrowbc.gov.uk

Published: 12th February, 2013.

EXECUTIVE COMMITTEE

Meeting: Wednesday 23rd January, 2013
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Bell, Cassidy, Doughty, Garnett, Graham, Hamilton, Pemberton, Richardson, and Seward.

88 – The Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 and Access to Information (Variation) Order 2006 – Urgent Items

RESOLVED:- That by reason of the special circumstances outlined below the Chairman is of the opinion that the following item of business not specified on the agenda should be considered at the meeting as a matter of urgency in accordance with Section 100(B)(4)(b) of the Local Government Act 1972.

<u>Item</u>	<u>Reason</u>
Advice Services Transition Grant (Minute No. 99)	To enable the Barrow Citizen's Advice Bureau's application to be submitted by 28th January, 2013.

89 – The Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 and Access to Information (Variation) Order 2006

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act, 1972 the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 (Minute Nos. 98 and 103) of Part One of Schedule 12A of the said Act.

90 – Declaration of Interests

Councillor Garnett declared a Disclosable Pecuniary Interest in the Urgent Item – Advice Services Transition Grant (Minute No. 99). He was a Board Member of the Citizen's Advice Bureau. He left the meeting during consideration of the item.

The Chairman reminded the Committee that the Monitoring Officer had issued a dispensation to all Members regarding Agenda Item 8 – Budget Proposals 2013/14.

91 – Minutes

The Minutes of the meeting held on 12th December, 2012 were agreed as a correct record.

92 – Apologies for Absence

Apologies for absence were received from Councillors Guselli and Wall.

Councillors Pemberton and Hamilton substituted for Councillors Guselli and Wall respectively.

93 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 17th January, 2013 were submitted for consideration.

N.B. The Minutes are reproduced as **Appendix 1** to the Minutes of this meeting.

RESOLVED:- That the recommendations of the Housing Management Forum be agreed as follows:-

Housing Maintenance Investment Programme

To agree the following:-

1. Note the progress on achieving and maintaining the Decent Homes Standard shown at point (1) of the report;
2. Agree the annual Investment Profile shown at Appendix C of the report;
3. Agree monies from reserves be made available to complete the Griffin roofing replacement and Hindpool balcony repairs in 2013/14; and
4. Agree continued delivery through Cumbria Housing Partners (CHP) but note consideration to delivery by other means should the value exceed the permitted level.

STAR Survey Key Findings

To note the key findings of the STAR Survey as follows:-

- 87% of Tenants had been satisfied with the overall services provided;
- 88% of Tenants had been satisfied with the repairs and maintenance service;
- 90% of Tenants had been satisfied with the quality of their home;
- 85% of Tenants had found staff helpful;
- 89% of Tenants had been satisfied with the general condition of their homes;
- 89% of Tenants felt they had obtained good value for money from their rent;
- 84% of Tenants had been satisfied with their neighbourhood as a place to live;
- 80% of Tenants felt that Barrow Borough Council Housing Service had kept them informed;
- 79% of Tenants thought that their landlord had taken account of their views;
- Approximately 12% of Tenants had made a complaint last year and of those, 45% had been dissatisfied with how their complaint had been handled; and

- In respect of local services, 14% of Tenants had been dissatisfied with the appearance of their neighbourhood, 17% had been dissatisfied with grounds maintenance, 14% had been dissatisfied with internal cleaning and 21% had been dissatisfied with external cleaning.

94 – Council Tax Base 2013-2014

The Borough Treasurer reminded the Committee that the Council Tax Base calculation had been based on the number of dwellings on the valuation list adjusted by estimates for additions to and deletions from the list going forward into 2013-2014. Adjustments had also been made for exempt dwellings, disabled reductions, discounts, premiums and successful appeals.

The Council Tax Base for the financial year 2013-2014 had been set at:

	2013-2014	2012-2013
The whole Borough area	17,534.36	21,535.90
Barrow unparished area	14,120.84	17,663.03
Dalton with Newton Town Council	2,148.57	2,488.37
Askam and Ireleth Parish Council	1,006.95	1,116.52
Lindal and Marton Parish Council	258.00	267.98

The Council Tax Base had reduced significantly from 2012-2013 as the Council Tax Reduction Scheme was now discounted from the calculation and was awarded through the settlement grant.

The Council Tax Base would be used to set the Council Tax for the financial year 2013-2014.

RESOLVED:- To note the report of the Borough Treasurer.

95 – Furness Maritime Trust

The Executive Director informed the Committee that at the meeting of the Furness Maritime Trust on 12th November 2012, the trustees had agreed to register for Gift Aid. Gift Aid would allow the Trust to increase the value of monetary gifts from UK taxpayers by claiming back the basic rate tax paid by the donor on the donation. It could increase the value of donations by a quarter at no extra cost to the donor.

He reported that an authorised official must be nominated by the Trust to make claims to the HMRC and administer the scheme. The trustees had nominated the Collections and Exhibitions Manager. The trustees had requested that the Council consider agreeing that the Collections and Exhibitions Manager and relevant staff be permitted to spend an appropriate amount of time on registering and administering Gift Aid for the Furness Maritime Trust.

The Committee noted that the Trust had no staff itself and the Collections and Exhibitions Manager was a nominee for the purposes of Gift Aid. The liability for the Gift Aid scheme rested with the authorised official and the trustees, not with the Council.

RESOLVED:- To agree that the Collections and Exhibitions Manager and relevant staff be permitted to spend an appropriate amount of time registering and administering Gift Aid for the Furness Maritime Trust.

96 – Revised Local Development Scheme (LDS) and Planning Policy Update

The Executive Director informed the Committee that changes to national planning policy legislation and guidance meant that Local Planning Authorities were now required to produce a Local Plan rather than a Local Development Framework. The Local Plan could be prepared as a single document or could comprise a number of separate documents.

The Planning Policy Working Group had been kept informed of the changes to legislation and guidance and the need for a Local Plan had been discussed at the meeting in May 2012.

The purpose of the report was to present a revised LDS for approval, illustrating the timetable for production of the Council's Annual Monitoring Report, an updated Statement of Community Involvement and a single Local Plan document.

RESOLVED:- To agree the Local Development Scheme, which would take effect on 31st January, 2013 and approve the production of a single Local Plan document.

97 – Borough Council Representative on Furness Enterprise Board

The Executive Director reminded the Committee that Furness Enterprise had undergone a radical restructuring, changing its Senior Management roles, reducing its staffing levels, and focussing on delivery of the successful Coastal Communities Fund bid. To reflect the restructure the current Board had agreed at their meeting on 12th December 2012 to reduce the number of board members from 25 to 11 comprising the Company Chairman, the Company Executive Director, a Senior Elected Member from this Council, a Senior Elected Member from South Lakeland District Council, the Principal of Furness College, five Senior Representatives of Business and a Senior Trade Union Representative.

The Council had three representatives on the former Board comprising two elected members and the Chief Executive. Under the new structure representation would reduce to one senior representative of the Council with a senior officer in attendance though not a member of the Board.

This Committee on 23rd May 2012 had agreed that Council representatives on the Board should be Councillors Pidduck and Richardson.

RESOLVED:- To agree to nominate the Leader of the Council to serve on the Furness Enterprise Board for the remainder of the municipal year.

98 – Parking Services Management Structure

The Deputy Executive Director reminded the Committee that the new Parking Services management structure had been approved at this Committee on 14th November 2012, subject to satisfactory consultation with the affected postholder.

Subsequent consultations had failed to reach agreement with regard to the grading proposed for the new role.

Representations from Unison and management response was considered by the Committee.

RESOLVED:- To agree that, notwithstanding the representations made on behalf of the postholder, PO6 was the appropriate spinal column point for the Parking and Admin. Services Manager post and that the Council's Establishment be amended accordingly.

99 – Advice Services Transition Grant

The Executive Director informed the Committee that the Big Lottery Fund (BIG) had set up the Advice Services Transition Fund to enable local not-for-profit providers of advice services in England to continue to give vital help to people and communities. The total funding of £65 million was provided by BIG and the Cabinet Office, with applications made to BIG.

The purpose was to help the not-for-profit sector transform and adapt to a new funding environment by renewing its service models to reduce duplication, measure the difference services could make to people's lives, and bring providers together to be more efficient and effective. In order to thrive and secure its future sustainability, the independent advice sector would also need to be more enterprising and business-minded.

Funding would be available to partnerships of local not-for-profit advice providers who could come together in an area and demonstrate that they had compelling plans to improve services and make them more viable.

Partners should be organisations that provide free advice, help and support to people about their rights and responsibilities. Partnerships could include other not-for-profit organisations where it could be shown that they would strengthen the proposal. The range of advice providers within the partnership should reflect the full needs of the people and communities in the area. That was expected to include the provision of advice on welfare benefits, debt, housing and employment.

Grants of between £50,000 and £350,000 would be available to be spent over two years. It was anticipated that the fund would make approximately 300 awards.

Barrow Citizen's Advice Bureau (CAB) wished to put a bid in for grant and any bid must have the support of the local authority, with only one bid being supported by each local authority. CAB had been discussing the bid with Age UK, Mind and the Barrow and District Disability Association.

He was not aware that any other organisation was looking to bid. Applications had to be submitted by 28th January, 2013.

RESOLVED:- To agree to support Barrow Citizen's Advice Bureau's application for Advice Services Transition Grant.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

100 – Housing Revenue Account 2013-2014

Consideration was given to the recommendations of the Housing Management Forum held on 17th January, 2013 on the Housing Revenue Account.

N.B. The Minutes are reproduced as **Appendix 1** to the Minutes of the meeting.

RECOMMENDED:- To recommend the Council:-

1. To note information at point (1) of the report;
2. To note the information regarding balances at point (2) of the report;
3. To note the information in point (3) of the report and agree the 2013/14 budget as shown at Appendix A of the report;
4. To agree an average increase of 3.85% in line with Rent Restructuring guidelines and note the effect on individual rents shown at Appendix B of the report;
5. To agree the increase of Garage charges of 3.85% as show at point (4.1) of the report; and
6. To note the information at point (4.2) of the report.

101 – Budget Proposals 2013-2014

The Borough Treasurer informed the Committee that the approved Budget Strategy covered the financial years 2012-2013 to 2015-2016. The Budget Strategy had been designed to reduce the Council's core budget to the levels that would be supported by Government support and income from the council tax. The long term aim was to have a sustainable budget level.

Government support in 2010-2011 had been £9,084,171 and was projected to be £4,949,312 in 2015-2016. That was a reduction of £4,134,859, or 46%. As the funding available to the General Fund reduced, so must the net expenditure. Reducing the net expenditure meant that spend could be reduced and income could be increased, together these reduce the net expenditure.

If no action had been taken and the Budget Strategy was not implemented, then by 2015-2016 the shortfall on the revenue budget would be £5,012,688.

The key components of the Budget Strategy were considered by the Committee.

The projected outturn for 2012-2013 was a contribution to the General Fund balance of £61,610. That consisted of one-off income of £65,810 including a final dividend received and one-off spend of £4,200 including work in default.

The 2012-2013 budget had included a contribution to the Restructuring Reserve of £1,309,580. That was now projected to be £839,420, a reduction of £470,160 to take account of the net of revisions in 2012-2013 to income, contracts and treasury management.

She reported that this was the first settlement under the new financial relationship between Central and Local Government. That settlement had also been referred to as the Start-Up Funding Assessment because it was the start of the Business Rate Retention scheme. From 2013-2014 Councils would be able to keep half of any increases in business rates to invest locally; shared between the Council 40% and Cumbria County Council 10%. Properties may also come out of rating and those Business Rates would be lost, so there were considerations on both sides for Business Rate Retention. No additional income had been built into the proposed General Fund revenue budget for 2013-2014.

The provisional settlement for 2013-2014 was £6,843,307.

The Budget Strategy had anticipated £6,456,353 of Government support. The settlement was £386,954 higher than the Budget Strategy. It was proposed that £219,174 be used to balance the 2013-2014 revenue budget and that the remaining £167,780 was contributed to reserves.

The Revenue Spending Power was the sum of the Council Tax requirement, the Start-Up Funding Assessment (the settlement) and other non-ring-fenced Government grants awarded. The average reduction in spending power was 1.7% with no Council seeing a reduction of more than 8.8% after taking into consideration the Efficiency Support Grant.

The Revenue Spending Power for the Council for 2012-2013 was £13.953 million and for 2013-2014 was £11.594 million; a reduction of £2.359 million, 16.9%. Taking the Efficiency Support Grant into account, the 2013-2014 Revenue Spending Power became £12.725 million; a reduction against 2012-2013 of £1.228 million, 8.8%.

The proposed General Fund revenue budget for 2013-2014 was £11,054,830 and did not include the parish precepts. There was an element of the Council Tax Support funding that was payable to the parishes and that had been estimated as £15,000 until the parish precepts were known. The exact figure would be included when the budget was presented at the Council meeting.

The net revenue budget was higher than the £10,534,479 estimated in the Budget Strategy by £520,351. The elements making up that increase had either been reported in the quarterly finances monitoring report or were to be reported in the next quarterly report. The elements of the increased net revenue budget were considered by the Committee.

A number of items had been identified separately which were considered by the Committee either included in or excluded from the proposed revenue budget of £11,054,830.

The Government had proposed a grant worth a 1% council tax rise that would be paid for 2013-2014 and 2014-2015 for a freeze in 2013-2014. The provisional amount for Barrow was £44,996. The budget had been based on a 1.9% increase. The Council Tax increase for 2013-2014 would generate £69,600 and comparing the offer in terms of the Budget Strategy, the Council would receive grant of £89,992 but would have lost £212,790 by 2015-2016.

Where the Revenue Spending Power had reduced more than 8.8%, the Government had awarded an Efficiency Support Grant; seven Councils had been awarded the grant for 2013-2014. The Council was the 4th biggest loser and had been awarded £1,132,562. There were conditions that the Council must undertake to comply with in the use of the grant and they were awaited.

The grant would be available for 2014-2015 but was dependent upon performance in 2013-2014.

The initial draft figures for 2014-2015 had showed Government support of £5,961,000 which had included £95,000 for homeless prevention and £109,000 as the last year of the 2011-2012 Council Tax Freeze Fund.

The Budget Strategy had anticipated £4,961,062 before the changes in Council Tax Support that were now rolled into the Government support figure and were not identified separately after 2013-2014. That meant that there was an assumed £904,938 included for Council Tax Support and potential additional grant. Given that £219,174 was required to balance the 2013-2014 budget, any additional grant may be required to support the budget going forward. The projections of the Medium Term Financial Plan would make that position clearer.

The homeless prevention funding was added into the expenditure once it was awarded so that was not additional funding for the General Fund.

The Housing Revenue Account budget had been submitted to the Housing Management Forum for consultation on 17th January, 2013.

The Committee also considered the Capital Programme, Treasury Management Strategy, Reserves and Balances.

Once the budget proposals had been agreed by this Committee, public consultation would commence immediately on the Council's website until 15th February, 2013. In addition, the Overview and Scrutiny Committee would meet to discuss the budget proposals on 31st January, 2013.

The Council would meet on 26th February, 2013, to consider the results of the consultation process and recommend any amendments as necessary and set the Council Tax for 2013-2014.

RECOMMENDED:-

1. To agree the budget consultation process as referred to in the report;

2. To note that the Budget Council was to be held on 26th February, 2013 at 5.30 p.m; and

To recommend the Council:-

3. To set the budget at £11,054,830 excluding parish precepts, with a 1.9% increase in the borough element of the Council Tax;
4. To agree to use £219,174 of the financial settlement to balance the 2013-2014 budget;
5. To agree to add £167,780 of the financial settlement to reserves.
6. To agree to retain the Neighbourhood Management Team and the Operational Costs of 242/244 Dalton Road at a cost of £87,690;
7. To agree to the £8,000 increase in professional fees for Environmental Health duties;
8. To agree to the £5,000 reduction in the Members training budget;
9. To agree to the addition of £3,500 for membership of the Industrial Communities Alliance.
10. To agree to end the supply of dog fouling bags, saving £2,000;
11. To agree the car parking pay and display charges as listed in the report;
12. To agree the price increases as listed in the report;
13. To decline the Council Tax Freeze Grant offered for 2013-2014 as referred to in the report;
14. To approve the recommendations of the Housing Management Forum regarding the Housing Revenue Account;
15. To approve the Capital Programme for 2013-2014 to 2015-2016 as referred to in the report;
16. To approve the Treasury Management Strategy Statement for 2013-2014 to 2015-2016 as referred to in the report;
17. To approve the borrowing Approved Limit for 2013-2014 as £58 million; and
18. To approve the movements in reserves and balances as set out in the report, adjusted for 242/244 Dalton Road.

102 – Council Tax Discount

The Borough Treasurer reminded the Committee that in April 2005 the second homes discount had been reduced from 50% to 10%. Following that the residents of Piel Island cottages had requested a review of the reduction given that the cottages were closed for up to six months of the year and that the services and amenities were restricted. The review also considered the beach huts at Lowsy Point which had similar characteristics and concluded that the 50% discount should remain. That had been approved by Council on 25th October 2005 with the conditions that there was a covenant restricting the length of time that the dwelling could be occupied, that vehicle access to the dwelling made it impractical for the Council to deliver key direct services such as the collection of domestic waste and street cleansing, and wheeled vehicular access was prevented at least daily by the tide.

There were seven Piel Island cottages that were second homes and sixteen of the beach huts at Lowsy Point. The cost of awarding the 50% discount was £12,175, with the Council's share of that cost being £1,602.

RECOMMENDED:- To recommend the Council to approve the award of the discretionary discount to the seven Piel Island Cottages and the 16 beach huts at Lowsy Point.

103 – Establishment – Budget 2013-2014

The Borough Treasurer informed the Committee that there were a number of establishment changes that had been included in the proposed General Fund revenue budget for 2013-2014. These were regarding the Neighbourhood Management Team, Borough Kennels and Parking and Admin. Services.

RECOMMENDED:- To recommend the Council:-

- (i) To delete posts DNM030 and DNM050 from the Council's Establishment;
- (ii) To create a 30 hour post on Manual Scale 3 at the Borough Kennels.
- (iii) To permanently upgrade postholder DES170 to Scale 2/3.

The meeting ended at 3.30 p.m.

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 7
Date of Meeting:	20th February, 2013	
Reporting Officer:	Executive Director	
<p>Title: Efficiency Support Grant</p> <p>Summary and Conclusions:</p> <p>The Government have offered Efficiency Support Grant of £1.175m in each of the next two financial years. The Grant has to be applied for through a business case based upon five areas of potential savings.</p> <p>Recommendations</p> <ol style="list-style-type: none"> 1. To agree that approval of the business case be delegated to the Executive Director, Borough Treasurer and the Chairman of the Executive Committee; and 2. To agree to make a submission for Efficiency Support Grant for the 2013/14 financial year. 		

Report

As part of the Local Government Finance Settlement for 2013/14, the Council has been offered Efficiency Support Grant ESG of £1,175,118 for 2013/14 with a similar amount being made available in 2014/15.

ESG is offered to seven Council's whose revenue spending power has been reduced by more than 8.8%. Adjusted final settlement figures for Barrow show a reduction in revenue spending power between 2012/13 and 2013/14 of £2.335m – 17.7%. The purpose of the Grant is to provide an incentive 'to make the reforms (proper shared management structures; shared back office and front line services; and outsourcing) necessary to reduce costs effectively and to put them on a sustainable footing going forward'.

Receipt of funding for other grants is dependent upon Government approval of a business case which is prescribed by DCLG. Year 2 funding is dependent upon performance in the first year. The specification of the business case for ESG is reproduced at **Appendix 1**, this must be submitted to DCLG by 22nd March.

Members will note that the business case must cover a commitment to consider moving to a shared Chief Executive function and share a Senior Management Team over the two year period. In addition to this requirement the bid must set out proposals for savings in some or all of the following

areas: shared service delivery, including outsourcing; joint procurement; strategic asset management; and their local authorities own ideas for making savings.

Officers have started to prepare a submission, and I believe a good business case can be made based upon the Budget Strategy and other policies you have agreed. I will update Members on progress with the business case at your meeting, with the final submission being agreed at your next meeting.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

Efficiency Support Grant of £1.175m has been offered to the Council in 2013/14 and 2014/15 financial years.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Correspondence held by the Executive Director.

EFFICIENCY SUPPORT GRANT: SPECIFICATION**Purpose**

1. The Government is offering an Efficiency Support Grant (the Grant) to seven local authorities in 2013-14 and 2014-15 who would otherwise see a reduction in 'revenue spending power' of more than 8.8% in either year.
2. This would be a two year grant for each year 2013-14 and 2014-15. These councils are Great Yarmouth, Burnley, Barrow-in-Furness, Bolsover, Hyndburn, Pendle, and Hastings.
3. The Grant will provide the incentive for these seven councils to make the reforms (proper shared management structures; shared back office and front line services; and outsourcing) necessary to reduce costs effectively and to put them on a sustainable footing going forward.

Business Case

4. Year one funding is dependant on receipt of a satisfactory business case which sets out the proposals for making sustainable efficiency savings and which meets the specification of the business case referred to in Annex A.
5. Year two funding is dependant on performance in the first year.
6. The amount of savings in the business case does not have to correspond with the amount offered as Grant. The main purpose is you show that efficiencies intend to be made to ensure financial sustainability going forward. The Grant will be paid under section 31 of the Local Government Act 2003. Payment to successful bidders will be made early in the financial year 2013/14. The specification for the business case is set-out at **Annex A**.

Timetable

7. Below is an outline table of activities and timings

Date	Activity
January 2013	DCLG set Criteria and send letters to eligible authorities inviting bids
February 2013	Eligible authorities prepare bids with support from DCLG and LGA
March 2013 – April 2013	DCLG Review bids and pay Grant
September 2013	Review of performance and consideration of year 2 funding.
March 2014	Review end year performance and pay year 2 Grant.

Monitoring

8. The authority will be invited to meet the Minister and officials at the end of the first six months, to review performance. We intend the review to be 'light-touch'. Thereafter, officials will ask for an update of performance at the end of Year 1.

Contacts:

Policy Leader:

Julie Stephenson

Team Leader, Accountability and Transparency

Department for Communities and Local Government

Eland House, Floor 3, Zone J6

Bressenden Place

London SW1E 5DU

Tel: 0303 44 42555

Project Leader:

Shehla Husain

Deputy Director, Accountability and Transparency

Department for Communities and Local Government

Eland House, Floor 3, Zone J6

Bressenden Place

London SW1E 5DU

Tel: 0303 44 43672

SPECIFICATION FOR BUSINESS CASE

1. For all Business Cases

1.1 Evidence

Evidence should be provided to show actual or projected savings.

1.2 Sign-off

The business case must be signed-off by the Chief Executive and the section 151 Officer.

1.3 Business Case must cover:

- a. A commitment to consider moving to a shared Chief Executive function and share a Senior Management Team over the two year period;
- b. The authority should also set out proposals in some or all of the following areas:
 - Shared Service Delivery – including outsourcing;
 - Joint procurement; and
 - Strategic Asset Management.
- c. Eligible authorities may also present their own idea for transforming services to make savings. The main point is that authorities are striving to make meaningful and sustainable savings.

2. Shared Chief Executive function and shared Senior Management Team Proposal

2.1 Outcome

Eligible councils commit to reviewing arrangements in the first year and the possibility, where contractual arrangements allow, of changing to a shared Chief Executive and Senior Management Team in the second year.

2.2 Business case must set out:

- a) A commitment to review the possibility of a shared Chief Executive function and shared Senior Management Team;
- b) The costs associated with the departing staff will need to be demonstrated e.g. pensions and any 'pay-offs' (which will need to be agreed by the council's auditors);
- c) The associated costs incurred in the restructure will need to be evidenced, alongside the savings that will start to generate; and
- d) The savings achieved will need to be set out at the end of the second year and the council should be able to demonstrate the reduced or pending headcount across the senior management team.

3. Shared Service Delivery

3.1 Outcome

The council can demonstrate through contracts that they are sharing services and achieving savings.

3.2 Business case must set out:

- a) The business case will need to set out which services will be pooled and jointly delivered, and by when; or which will be outsourced to a third party; and
- b) Council Executive and Cabinet papers and minutes for authorities intending to enter into a shared service agreement should be provided demonstrating: consideration, commitment, progress and a timetable for commencing the shared service.

4. Joint procurement

4.1 Outcome

The council can demonstrate through contracts that they are jointly procuring services and achieving savings.

4.2 Business case must set out:

The business case should set out the ways in which the council will identify and make efficiencies by partnering with others to jointly procure items or services. This could be a commitment to join a public buying organisation or joining with other councils or public services.

5. Strategic Asset Management

5.1 Outcome

There is a strategic asset management strategy, agreed with key partners, that has been adopted by the council.

5.2 Business case must set out:

- a) The business case should set out what steps the council is taking to map its assets along with other public authorities in its area, this could include the county council, district councils, police, fire, health, job centre plus; and
- b) The business case should set a timetable for when a strategy and a plan (with projected costs) for when real, achievable savings will be made.

EXECUTIVE COMMITTEE		(D) Agenda Item 8
Date of Meeting:	20th February, 2013	
Reporting Officer:	Executive Director	
<p>Title: Cumbria Police and Crime Commissioner, Offer of Matched Funding to Target Anti-Social Behaviour: CCTV</p> <p>Summary and Conclusions:</p> <p>The Cumbria Police and Crime Commissioner has offered the Council £100,000 towards the costs of reducing anti-social behaviour. This should be allocated for upgrading and operational costs of CCTV in the Borough, though a reduction in the number of cameras in Barrow would be required. As the financial offer needs to be matched, £50,000 would be required from the Council's Capital Programme.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To agree that the funding from the Cumbria Police and Crime Commissioner be allocated to upgrading and operational costs of CCTV as outlined in the report; 2. To agree that £50,000 from the Asset Investment Fund of the Capital Programme for 2013/14 is allocated against this project; and 3. To agree that Officers are delegated to make the business case submission to the Police and Crime Commissioner by 11th March 2013. 		

Report

The Cumbria Police and Crime Commissioner has offered each District Council in Cumbria a one-off sum of £100,000 to target anti-social behaviour in their communities. Whilst the money is not ring-fenced the Commissioner has asked that Council's consider CCTV as one of the tools available to address this problem.

The funding must be matched and the business case must set out 'unambiguous, measureable outcomes' and be submitted by 11th March for evaluation. I have already responded to the Commissioner indicating the Council's intention to take up the grant.

Having considered the options with police colleagues, I consider the funding should be used for modernisation and operation of the Barrow and Dalton

CCTV infrastructure. Most of the cameras are approaching 20 years old and at the end of their operational lives. CCTV is still considered to be of significant value in detecting and prosecuting crime, though some camera locations are of relatively lower value for this purpose. There are currently 22 cameras in the Borough 19 in Barrow and three in Dalton. In addition 9 cameras covering Ulverston are monitored from Barrow Police Station.

Officers have prepared a proposal which provides five years line rental and repair and maintenance costs, replacement of 13 cameras in Barrow and three in Dalton, new monitoring and recording equipment, and a provisional sum to allow limited peak time active monitoring.

The proposal would result in the loss of six cameras in Barrow. There are significant variations in the effectiveness of CCTV cameras and those to be removed will be selected on their usefulness in detecting crime. South Lakeland District Council are considering replacing the cameras in Ulverston and these could continue to be monitored at Barrow Police Station with line rental and repairs and maintenance apportioned accordingly.

Members will be aware of the plans to relocate Barrow Police Station and no costs have been included for relocation of the equipment to the new site. I have raised this with the Police and they are considering whether any capital costs could be accommodated within the new build funding package.

The total cost of the above proposal would be approximately £270,000 to be funded as follows:

	£
2012/13 carry forward	35,000
Transitional grants balance March 13	85,000
Capital Programme	50,000
PCC funding	<u>100,000</u>
Total	270,000

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

£50,000 would need to be allocated from the Capital Programme Asset Investment Fund for 2013/14.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Correspondence held by the Executive Director.

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 9
Date of Meeting:	20th February, 2013	
Reporting Officer:	Deputy Executive Director	
<p>Title: Pay Policy Statement 2013/14</p> <p>Summary and Conclusions:</p> <p>The Localism Act 2011 requires local authorities to produce a Pay Policy Statement for 2012/13 which is approved by Council prior to 1st April 2012 and each subsequent financial year. The Statement sets out Council's policy relating to Chief Officer remuneration and demonstrates openness and transparency in decision making. The Statement for 2013/14 has been updated to remove reference to pay multiples following final guidance from DCLG.</p> <p>Recommendations:</p> <p>To recommend that Council approve the Pay Policy Statement for 2013/14.</p>		

Report

Under Section 112 of the Local Government Act 1972, the Council has the 'power to appoint officers on such reasonable terms and conditions as authority thinks fit'. A Pay Policy Statement has to set out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its chief officers by identifying the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation.

This Committee are responsible for ensuring the provisions set out in the statement are applied consistently throughout the Council and recommending any amendments to full Council.

The Pay Policy Statement was approved by full Council on 20th March, 2012 coming into immediate effect and is subject to review on an annual basis being approved by 31st March each year.

Amendments have been made to the Pay Policy as follows:-

- Further to changes to the final guidance for Pay Policy Statements from the DCLG, the 2013/14 Statement has been amended to remove reference to pay multiples (the ratio between top pay and median pay). Authorities are not required to develop policies on reaching or maintaining a specific pay multiple.
- Clarification is now provided within the Statement regarding the use of Compromise Agreements.
- Chief Officers no longer have a telephone allowance.

A copy of the Pay Policy Statement is attached at **Appendix 2**.

All Chief Officers' salaries remain the same.

(i) Legal Implications

Annual Council approval as a requirement of Localism Act 2011.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

Not Applicable.

(iv) Health and Safety Implications

Not Applicable

(v) Key Priorities or Corporate Aims

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil.

Barrow Borough Council Pay Policy Statement 2013/14

Background

Under section 112 of the Local Government Act 1972, the Council has the 'power to appoint officers on such reasonable terms and conditions as authority thinks fit'. This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying;

- The detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation;
- Executive committee are responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.

The Pay Policy Statement was approved by full Council on 20th March 2012 coming into immediate effect and is subject to review on an annual basis being approved by 31st March each year.

Other legislation relevant to pay and remuneration

In determining the pay and remuneration of all of its Chief Officers, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

Pay Structure for Chief Officers

The Council uses locally determined rates with spot salaries, which are subject to pay increases negotiated with joint trade unions, via the national pay bargaining arrangements (the JNC for Chief Officers).

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

Any temporary supplement to the salary scale for the grade, for example ex-gratia payments and honoraria, is approved in accordance with the Council's constitution, i.e. via Executive Committee and approved at full Council.

Chief Officer Remuneration

For the purposes of this statement, senior manager means 'chief officers' are defined below. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2013. There are 6 employees designated as Chief Officers and receiving salaries over £45,000 per annum.

Executive Director

Salary currently set at £92,000 pa (spot salary)
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Executives
Will not receive Returning Officer fees
Will not be subject to performance related pay
Will be published as part of transparency agenda

Deputy Executive Director

Salary set at £66,000 pa (spot salary - 72% of Executive Director pay)
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay
Will be published as part of transparency agenda

Borough Treasurer

Salary set at £56,000 pa (spot salary - 60% of Executive Director pay)
A 5% reduction on 2011 pay rate
Set by Council in October 2011 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay
Will be published as part of transparency agenda

Assistant Director Regeneration & Built Environment Assistant Director Community Services

Salary set at £47,000 pa (spot salary - 51% of Executive Director pay)
A 10% increase to reflect additional responsibilities
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay

Housing Manager

Salary £42,453 pa
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is set out within the Recruitment Policy and as set out in the Constitution. Executive Committee or a sub-committee will make all chief officer appointments.

When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own policies (Recruitment Policy, Redeployment Policy) as approved by Council.

The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Additions to Salary of Chief Officers

The level of remuneration is not variable dependant upon the achievement of defined targets.

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration relating to temporary additional duties are set out in the NJC Terms and Conditions for Local Government Services for calculation of honoraria, and in the 'Ex-gratia Payments Policy' on the Council's website.

In addition to basic salary, the following posts receive elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses occurred in the fulfilment of their duties;

<i>Post</i>	<i>Payment Details</i>
Chief Officers	Lump Sum Car Allowances

Payments on Termination and Compromise Agreements

The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within the Early Retirement Policy and Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) Discretionary Compensation) Regulations 2006.

The Council has an enhanced redundancy scheme in place aimed at encouraging volunteers and reducing the need for compulsory redundancies. This scheme uses the statutory calculator (age/length of service) to determine the number of weeks pay volunteers will be entitled to and then applies a multiplier (2) subject to a cap at 52 weeks pay. Actual pay is used in the calculation NOT the statutory maximum.

For volunteers aged over 55 and entitled to early access to pension, there will be no discretionary additions to payments.

The severance terms apply to all employees of the Council.

Any payments falling outside the provisions of the above policies, (pay in lieu of notice, working notice, gardening leave etc) will be made on a case by case basis

and shall be subject to a formal decision by Executive Committee and approved by Council.

Use of Compromise Agreements

The Council has developed a standard Compromise Agreement and implements its use depending on the circumstances of the leaver. The following provides an indication of the criteria used to determine whether a Compromise Agreement is required:

- Employee is in a Senior Management role
- Employee is granted pay in lieu of notice
- Employee has declined a TUPE transfer
- Employees' redundancy payment is in excess of £30,000
- Employees' pension has been enhanced

If the answer to any of the above is 'yes', then a Compromise Agreement would be required. In accordance with legislation the employee must gain independent legal advice and have their Adviser sign the agreement. The Council will, upon production of an appropriate VAT invoice from the Advisor, pay the full legal expenses for the Employee, relating exclusively to the completion of the Agreement.

Publication

Upon approval by full Council, this statement will be published on the Council's website.

Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal point with the Council's grading structure.

As at 1st April 2013, this is £12,145 per annum (spinal column point 4).

Accountability and Decision Making

In accordance with the Constitution of the Council, Executive Committee are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

Re-employment / Re-engagement of former Chief Officers

The Council will not normally re-employ/re-engage former chief officers.

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 10
Date of Meeting:	20th February, 2013	
Reporting Officer:	Assistant Director – Community Services	
<p>Title: Police and Crime Plan for Cumbria 2013-2017</p> <p>Summary and Conclusions:</p> <p>This report asks members to note that the Police Commissioner for Cumbria has produced a draft Police and Crime Plan for Cumbria 2013-2017, entitled “Making Cumbria an even safer place. Members should note that this plan has been considered by and commented on by the local Community Safety Partnership Leadership group who have broadly welcomed the plan.</p> <p>Recommendations:</p> <p>To endorse the comments made on the Strategy by Officers.</p>		

Report

*The Police and Crime Commissioner has produced a draft Police and Crime Plan for Cumbria 2013-2017, entitled “Making Cumbria an even safer place which is attached at **Appendix 3**.*

The key priorities which are identified within this plan are as follows:

- Ensure Cumbria remains a safe place to live, work and visit by keeping crime at low levels, particularly violent crime, burglary and theft
- Reduce the impact antisocial behaviour has on our communities
- Reduce the impact of alcohol misuse on our communities
- Tackle the problem of drug supply in the county
- Reduce harm by tackling domestic abuse and sexual violence
- Keep our rural communities safe by tackling crime and disorder in rural areas
- Provide justice for the victim by detecting crime and bringing criminals to justice
- Reduce adult and youth offending and reoffending by addressing offender behaviour and promoting the use of restorative justice

- Establish a collaborative approach to providing support and assistance to vulnerable veterans to assist them to remain clear of criminal activity
- Give due consideration to public opinion in policing matters by establishing an Office of Public Engagement
- Ensure victims of crime have access to support and redress and establish an Office of Victim Support

The commissioner has had this draft plan out to public consultation from 9th January to 20th February, and has been garnering feedback from partner agencies and individuals. Members are asked to note that the leadership group of the Local Community Safety Partnership has considered and commented on the plan.

(i) Legal Implications

Not Applicable.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

Not Applicable.

(iv) Health and Safety Implications

Not Applicable.

(v) Equality and Diversity

Not Applicable.

(vi) Health and Well-being Implications

Not Applicable.

Background Papers

Nil.



Making Cumbria an even safer place

A Police and Crime Plan for Cumbria 2013-2017

DRAFT

enforcement is the principal element in reducing crime but not the only one

Community Policing

hotspots to be targeted

Prevention is key Your police Your say

Ensure Cumbria remain a safe place to live

5-year Police & Crime Plan

Tackle the problem of drug supply in the county

budget savings in progress

Reduce the impact of alcohol misuse on our communities

Foreword from Cumbria's Police and Crime Commissioner



I am proud to have been elected as the first Police and Crime Commissioner for Cumbria. We live in a safe county and I am committed to ensuring that continues to remain at low levels. As the voice of the public in policing, understanding the public's views and priorities will be a key part of my role and so I am establishing the Office of Public Engagement to enable members of the general public to tell me what matters most in their area.

Enforcement of the law by the police and the criminal justice system is vital and the principal element in reducing crime. However, it is my belief that we need to focus on longer-term preventative work to make the best use of resources and continue to have an impact on crime and disorder in the county. This involves a range of organisations working together to address the range of issues which contribute to offending from alcohol misuse and housing issues to mental health problems and education. As part of tackling offender behaviour, I believe greater use of restorative justice will provide huge benefits for victims of crime, as well as getting the offender to accept and redress the consequences of their actions.

Savings of £10.2million will need to be made from the policing budget by 2016/17, in addition to the £12.1 million already saved. This is a significant challenge and will mean that some aspects of policing will have to be delivered differently. Providing community policing will remain important, enabling local problems and hotspots to be targeted. Building on the achievements in Cumbria by the police and others, there is a real opportunity of finding a positive way forward together in these difficult economic times.

This is 4-year Police and Crime Plan, based on developing long-term, shared solutions with a range of partner organisations, both public, private and voluntary. We cannot deliver everything immediately or alone and I hope to count on your support to keep this county safe. Our understanding of what is required will inevitably develop and so the Plan will be kept under review as we develop those solutions. With this inclusive and evolving approach, I am confident that together we can continue to make Cumbria a safe place to live, work and visit.

A handwritten signature in black ink, which appears to read "Richard Rhodes". The signature is written in a cursive style and is positioned above a horizontal line.

Richard Rhodes
Police and Crime Commissioner for Cumbria

Introduction

This Plan sets out the main objectives for policing and tackling crime for the next 4 years. It explains how Cumbria will be policed and the actions and outcomes which I, as Police and Crime Commissioner, expect the Chief Constable to deliver. It also sets out my objectives for working with partner organisations to improve community safety and the criminal justice system in the county.

This Police and Crime Plan reflects areas for improvement and development, as well as key services which will be maintained. Although an issue may not be a priority, this does not mean that it will not be dealt with: the police will always respond to emergencies and investigate crimes. The priorities will be the focus for specific, proactive work to drive an improvement and longer-term value for money.

As the Commissioner, one of my key roles and responsibilities will be to ensure that the public's views and priorities are the driving force behind policing. The priorities within this plan have been informed by what the public of Cumbria have told me is important, as well as a wide range of internal and external research to ensure that organisations are focused on the right issues. This includes:

- Victim and Community consultation – Police and Crime Plan consultation (currently underway); my pre-election public consultation; an annual policing survey of public opinion; previous consultation events and online surveys with the public on their priorities.
- Crime and anti-social behaviour levels over time, detection rates, satisfaction of victims and witnesses, measure of value for money (including Her Majesty's Inspectorate of Constabulary Crime Comparator and Value for Money profiles).
- Force intelligence strategic assessments.
- Cumbria Community Safety Strategic Assessment, Safer Cumbria Board discussions on priorities, meetings with council leaders.
- My pre-election Manifesto commitments.
- Inspections conducted by Her Majesty's Inspectorate of Constabulary.
- The Strategic Policing Requirement.
- Relevant Government strategies and action plans, including future priorities.
- Scanning of future political, economic, social, technological and legal changes.

Working Together to Prevent Crime

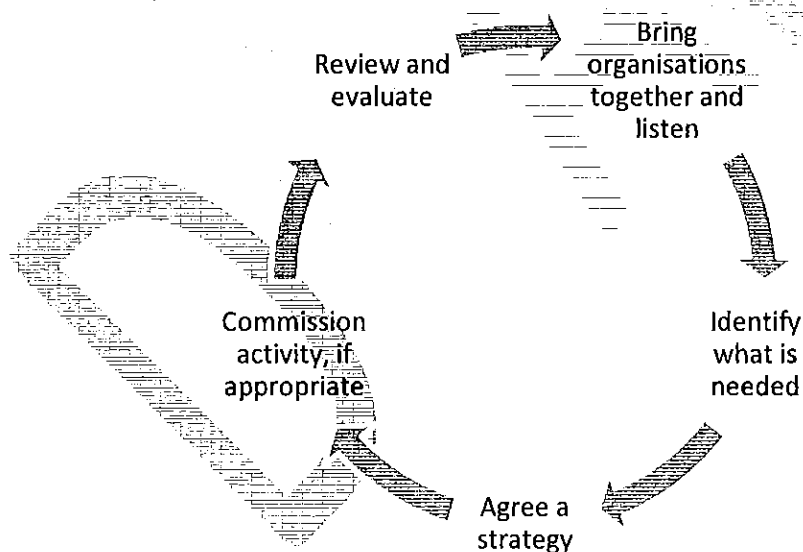
My vision is that

Cumbria remains a safe place to live, work and visit, where the public has a say in policing and organisations and community groups work together to address the causes of crime, as well as the consequences.

A Pan-Cumbrian Vision

Enforcement by the police and providing justice through the criminal justice system will continue to play a crucial role in tackling crime and disorder. Supporting those who become victims of crime to deal with the aftermath and ensuring they get redress for their suffering is also vital. However, preventing crime, by addressing the factors which contribute to offending, is the key to having a longer-term impact and this will require a commitment from the wide range of organisations involved with policing, community safety and criminal justice. Councils have specific responsibilities to fulfill in relation to these long-term improvements in community safety: particularly related to education for the County Council and antisocial behaviour for district councils. The possibility of increased engagement with private sector businesses will also be explored.

This is a 4-year programme. Where a priority requires the involvement and commitment of a range of organisations, the initial focus will be to bring those groups and agencies together, such as through community safety partnerships, to agree and deliver improvements in the priority areas identified in this plan:



Where possible, this will be done through existing partnership structures in the county. Evidence of what is needed and what works will be at the heart of my commissioning strategy so, where appropriate, I will support pilot initiatives and encourage those involved to evaluate their effectiveness so that we can make the best use of resources in the future.

It is vital that the Police and Crime Commissioner and the Chief Constable work together to develop the future direction of policing in the county. I have therefore established the Executive Board, which will develop policy and strategy within the available budget and taking account of public priorities. My Executive Board meets weekly and includes the Chief Constable and the Chief Executive and Chief Finance Officer of the Office of the Police and Crime Commissioner.

Policing and Crime Objectives

Objectives	Priorities
<p>Ensure Cumbria remains a safe place to live, work and visit by keeping crime at low levels, particularly violent and acquisitive crime</p> <p>Reduce the impact antisocial behaviour has on our communities</p> <p>Reduce the impact of alcohol misuse on our communities</p> <p>Tackle the problem of drug supply in the county</p> <p>Keep our rural communities safe by tackling crime and disorder in rural areas</p> <p>Provide justice for the victim by detecting crime and bringing criminals to justice</p> <p>Address offender behaviour to reduce adult and youth offending and reoffending</p> <p>Establish a collaborative approach to providing support and assistance to vulnerable veterans to assist them to remain clear of criminal activity</p>	<p>Deliver an effective policing strategy within budgetary constraints, including hot spot policing</p> <p>Promote restorative justice, encouraging a broader and more joined-up approach to the use of community resolutions to address offenders' behaviour, focussing on: antisocial behaviour, veterans, youth justice, rural crime.</p>
<p>Reduce harm by targeting domestic abuse and sexual violence</p>	<p>Target domestic abuse and sexual violence</p>
<p>Give due consideration to public opinion in policing matters</p>	<p>Establish an Office of Public Engagement</p>
<p>Ensure victims of crime have access to support and redress</p>	<p>Establish an Office of Victim Services</p>

My Policing and Crime Priorities

1. An Effective Policing Strategy

Objectives	Ensure Cumbria remains a safe place to live, work and visit by keeping crime at low levels, particularly violent and acquisitive crime
	Reduce the impact antisocial behaviour has on our communities
	Reduce the impact of alcohol misuse on our communities
	Tackle the problem of drug supply in the county
	Provide justice for the victim by detecting crime and bringing criminals to justice

The Comprehensive Spending Review of 2010 marked the beginning of what has now become an extended period of challenging cuts to public budgets in order to reduce the national deficit. In Cumbria, the police service has already made £12.1million savings and will need to make a further £10.2million of savings by 2016-17. To ensure the delivery of an effective strategy within these budgetary constraints, the Chief Constable has put in place a Change Programme which consists of a number of change reviews. This aims to substantially contribute towards delivery of the savings required to balance the budget over the next 4 years, whilst seeking to maintain current high standards of service delivery as much as possible.

Within this context, an effective policing strategy must be developed and this will require resources to be focused on what matters most and has greatest effect. Research shows that crime and disorder is not evenly distributed and that it is often clustered at a very local level in 'hotspots'. This suggests that crime can be reduced by focusing resources on, and targeting crime prevention activities towards the people and places that experience most crime or contribute most to the problem. Ensuring that hotspots within Cumbria are being targeted effectively will be an important part of an effective policing strategy within reduced resources.

Community policing will be the priority: through teams dedicated to a local area, which use intelligence to target issues that affect local people and work with partner organisations and communities to solve local problems. This may be alcohol-related violence in a town centre or thefts in a rural area. Preventing crime and disorder will continue to be an important aspect of this, working with other organisations. Neighbourhood teams will provide a police presence locally, reflecting the public priority of visible policing in their area. Assessing the highest levels of risk and targeting police protective services to address this will also be key to the most effective use of resources and protecting people from harm.

Criminal networks do not recognize county boundaries and organised crime groups from outside of the county have an impact both in terms of drug supply and travelling to commit crimes. Continued collaboration with other police forces will therefore be important to address this cross-border crime. Collaboration also provides vital sources of mutual aid when required. Collaborating on support services has the potential to provide more efficient ways of working and the first steps have been taken in relation to shared training and development support with Lancashire Constabulary.

Key activities will include:

- An independent review of police and partner resource allocation to crime and disorder hotspots.
- Tackling violent crime, antisocial behaviour, acquisitive crime (burglary, theft and thefts of or from motor vehicles) and crime and disorder related to alcohol as priorities for the Constabulary as a whole. This will involve working with other organisations at a local level to prevent and target local problems. Emergencies and other types of incident will continue to be responded to as appropriate, based on an assessment of risk.
- Reducing speeding and dangerous driving, which are areas of high public concern, through the Constabulary working with partner organisations to educate drivers, engineer roads and make use of enforcement, including focusing on speeding, drink and drug driving.
- The Constabulary working with partner organisations to address local problems and community concerns, or where issues are raised which are the responsibility of other agencies, such as rubbish and litter, share those concerns and ensure they are being dealt with.
- The Constabulary and Police and Crime Commissioner conducting communications campaigns to raise public awareness of issues and prevent crime.
- The Constabulary continuing to catch criminals and bring them to justice.
- The Constabulary publishing local crime data at community level, accessed nationally or via the Constabulary's website (CrimeMapper) to increase the transparency of crime information, financial and performance information.
- The Constabulary continuing to target people involved in drug supply and other organised crime, working with other police forces where required.
- The Constabulary and other local agencies working to reduce the risk of counter terrorism, including working closely with local authorities and the community on preventing violent extremism (PREVENT) and implementing the national security strategy.
- The Constabulary having the capacity, capability and connectivity to contribute to combating national threats of terrorism, civil emergencies, organised crime, threats to public order or safety and large-scale cyber incidents, as set out in the Strategic Policing Requirement.
- Working with the new National Crime Agency, the College of Policing and the National Police ICT Company (NewCo).
- Working with other Police and Crime Commissioners and police forces to explore opportunities for further operational and support service collaboration.
- The Constabulary conducting and delivering the programme of change reviews to identify further savings and protect the frontline where possible, in consultation with the Police and Crime Commissioner. This will include:
 - Reviewing areas of higher cost to see if there is an alternative model of delivery in line with priorities;
 - Reducing management costs, restructuring the Constabulary to improve and focus on operational policing, in line with the Workforce Plan;

- Identifying opportunities that come from the organisational restructure to reduce costs further.
- The Constabulary improving the use of volunteers to continue to provide quality of service to the public and building on recent improvements in the management of the Special Constabulary.
- The Constabulary, in consultation with the Police and Crime Commissioner, seeking to develop and implement a strategy to use technology to reduce costs, support better ways of working and provide visibility of officers in the community.
- The Constabulary implementing the estates rationalisation strategy and the Police and Crime Commissioner further developing it, to enable the Constabulary to evolve to fit with the changing requirements of the service, to provide better value for money.
- The Constabulary implementing a range of national reforms to the police service, aimed at reducing bureaucracy and providing new, streamlined powers to target recurrent issues.
- The Constabulary implementing the findings of the national reviews of police officer and staff pay and conditions of service, including the national promotion framework.
- The Constabulary developing a Training Strategy and investing in training to deliver strong supervision to support frontline officers.
- Working with partners to assess and plan for the impact of changes in the nuclear industry on the West Coast.

2. Restorative Justice

Objectives	Address offender behaviour to reduce adult and youth offending and reoffending
	Ensure Cumbria remains a safe place to live, work and visit by keeping crime at low levels, particularly violent and acquisitive crime
	Reduce the impact antisocial behaviour has on our communities
	Reduce the impact of alcohol misuse on our communities
	Establish a collaborative approach to providing support and assistance to vulnerable veterans to assist them to remain clear of criminal activity
	Keep our rural communities safe by targeting/tackling crime and disorder in rural areas

In March 2012, there were a total of 1,951 registered offenders in Cumbria¹. Local adult reoffending rates show that 1 in 9 offenders go on to reoffend². A broad range of factors can contribute to someone offending in the first place, be it housing, alcohol misuse, education or employment. In a time of limited resources, addressing these issues in order to prevent someone offending or reoffending appears to be more important than ever.

Getting the criminal to understand the consequences of what they have done and the impact on victims is an important way of reducing future offending. Restorative justice is a process whereby parties with a stake in a specific incident or offence come together to resolve collectively how to deal with the aftermath of the incident or offence and its implications for the future. This can be used as an alternative way of resolving a crime to a formal caution or charge, such as where it is a low level or first-time offence and can have great benefits for the victim as well as the offender. Currently, this resolution is only used for dealing with crime committed by young people in Cumbria and it is not used to its full potential. This included shoplifting, criminal damage and assaults.

The Government has signalled its commitment to the use of out-of-court disposals and reconnecting justice with communities which will potentially provide an opportunity for partners in Cumbria to build on the work already taking place. It is absolutely clear that this is not the 'easy option' and the criminal justice process will be pursued where the offender does not accept their wrongdoing or where the offence is serious.

Key activities will include:

- Developing a joined up approach to the use of community resolutions across agencies by 2015, building on the new powers provided by the national strategy.
- Working with partners to address the needs of offenders leaving custody to reduce reoffending.
- The Constabulary continuing to work with partners to reduce reoffending, including managing prolific offenders as part of implementing the integrated offender management scheme, prioritizing those offenders who pose a risk of causing greatest harm. A review of

¹ Data taken from Cumbria Community Safety Strategic Assessment 2012.

² For offenders on the Probation Trust's caseload, taken from Ministry of Justice figures for April 2010- March 2012, source: Cumbria Community Safety Strategic Assessment 2012.

the Integrated Offender Management Scheme will be completed and improvements made to make best use of multi-agency resources to manage offenders.

- Working with partners to improve criminal justice processes and bring offenders to justice more effectively and efficiently. This includes implementing new technology to streamline processes and transfer data between agencies more effectively.
- The Constabulary working with health and care organisations to develop liaison and diversion services for offenders with mental health problems, in line with the Government framework.

This priority will have four target areas:

2a. Antisocial Behaviour- Including Alcohol-Related Offending

Antisocial behaviour is any aggressive, intimidating or destructive activity that damages or destroys another person's quality of life. Understandably, it is a top concern for the public. The impact it has on its victims, particularly those who suffer repeatedly, is significant. It can often be the start of a pattern of behaviour which can lead to further and even more serious offending. Restorative justice provides an avenue for dealing with low level and first-time offending to stop that escalation. Collaborative work with agencies on prevention and deterrence will also be key.

Alcohol is a significant contributing factor in crime and antisocial behaviour in Cumbria. . During the 12 months to November 2012, 40.1% of violence against the person was alcohol related. During this period 16.3% of antisocial behaviour was alcohol related.³ The police and other services, such as Accident and Emergency, spend a significant amount of time dealing with the consequences of excessive drinking. The need for a joined-up approach across agencies is clear. Partnership working between the Police and Crime Commissioner, Constabulary, local authorities, enforcement bodies and other local partners will focus on what action is needed to prevent and tackle alcohol-related crime and disorder in Cumbria. This includes taking advantage of some of the new powers proposed by Government in relation to licensing and opening hours of venues selling alcohol, as well as looking at education.

Key activities will include:

- Working with councils to commission prevention activity for antisocial behaviour.
- Developing a Constabulary strategy by March 2013 and a partnership strategy by summer 2013 which prevents and addresses alcohol-related crime and antisocial behaviour.
- The Constabulary taking all reported cases of antisocial behaviour seriously, recording, investigating and keeping victims informed of actions, in conjunction with other key agencies.
- The Constabulary and partners undertaking effective multi-agency case management, linking incidents and victims where appropriate to offer support, particularly to vulnerable and repeat victims.
- Working with partners to respond to the new community trigger for victims or communities who believe that their case of persistent anti-social behaviour has not been addressed.
- Taking enforcement action against alcohol-related violence and antisocial behaviour.
- The Constabulary and Police and Crime Commissioner raising awareness of and reducing alcohol-related issues through targeted communications campaigns.

³Source: Cumbria Constabulary.

2b. Veterans

Ex-service personnel can face significant challenges making the transition to life outside of the Armed Forces and, in some cases, this can lead to offending. Veterans are believed to represent the biggest single occupational group in prison at the moment. Ensuring agencies understand the challenges they face is key and the focus must be on coming together with others to tackle these problems in a united way.

Key activities will include:

- Raising awareness of the issues of veterans.
- Working with voluntary groups and public agencies to promote supportive action to reduce the number of veterans in our prisons.

2c. Youth Justice

In 2011/12, 653 young people aged 10-17yrs were dealt with for criminal behaviour in Cumbria. This represents less than 1.5% of our youth population involved in crime⁴. Youth crime and youth first time entrants to the criminal justice system have reduced significantly over the past 5 years. The most recent data shows that, in the 9 months following release from custody, 67% of young people reoffended compared to 39% of young people supervised on Community Orders⁵. Co-ordinated action is needed and this goes beyond simply dealing with the offending: it includes preventing it by addressing issues with education, housing and substance misuse.

Key activities will include:

- Exploring with relevant partner organisations the needs of young people excluded from school and developing any practices which may reduce the likelihood of offending.
- Working with partner organisations to reduce reoffending of young people leaving custody.
- Prevention work with young people by a range of agencies to reduce the number who start offending.
- Working with other agencies to improve the services we provide to young people in Cumbria by delivering our youth strategy.

2d. Rural Crime

Rural areas, defined as areas with less than 10,000 population, make up 97.2% of Cumbria. We are fortunate that our rural areas tend to be safe places to live and the fear of crime is generally lower than in other areas. However, when crime occurs, it has a significant impact in rural areas. The Constabulary and communities, working together to prevent crime, can have a real impact.

Key activities will include:

- Hosting a rural crime summit by 2014 to explore longer-term ways of providing reassurance and preventing crime in rural areas.
- Working with the Constabulary on the development of a rural crime strategy.

⁴ Taken from Cumbria Community Safety Strategic Assessment 2012.

⁵ For the cohort of young people released January- March 2010. The number of young people sent to custody in 2011-12 was 39.

- Discussing with the Chief Constable and evaluating the concept of parish constables in conjunction with other volunteering schemes by 2015.



3. Domestic Abuse

Objectives	Reduce harm by targeting domestic abuse and sexual violence
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Nationally, it is estimated that 60% of domestic abuse cases are not reported to the police. In 2011-12, 6,420 domestic abuse incidents were reported in Cumbria⁶ but it is believed that the true figure could be as high as 15,000. Supporting the victims, dealing with the challenges they face in escaping the abuse and tackling the perpetrators robustly requires a commitment from a range of partners. 45% of the incidents reported involved a repeat victim⁷ and addressing the highest risk and repeat cases is a priority.

Key activities will include:

- Harnessing the best work done by organisations in the county and securing the continuation of provision of support to high risk victims of domestic abuse.
- Building on the domestic and sexual violence strategy with the Constabulary and partners.
- Discussing with the Constabulary and criminal justice partners the use of civil orders to provide time and space to victims in the immediate aftermath of an incident, building on national pilots.
- Exploring with the County Council and other relevant partners the provision of information and education in schools across the county.

⁶ Data to March 2012, source: Cumbria Constabulary.

⁷ As above

4. The Office of Public Engagement

Objectives	Give the public a voice in policing matters
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The Police and Crime Commissioner is elected to provide a voice for the public in policing and to ensure that local people's views are considered in deciding on police priorities. The Office of Public Engagement will be established to provide a direct route for the public to share their experiences and voice concerns. It will be independent of the police and will be proactive in seeking feedback from the public. The Office will have a direct input into the Executive Board, ensuring that public opinion informs the strategic direction of policing and community safety work in the county. It will also guide the Police and Crime Commissioner's focus when working with partner organisations.

It is also vital that the police themselves continue to engage with members of the public to understand local issues and, importantly, work with communities to solve local problems. Whilst the level of satisfaction with Cumbria Constabulary is high, we cannot be complacent and the police must listen to public feedback themselves to understand where they can continue to improve the service they provide. This must include engaging the diverse range of communities within the local area to ensure that particular issues faced by some groups can be understood and addressed as appropriate, such as those with disabilities or from an ethnic minority who experience hate crime.

Key activities will include:

- Establishing the Office of Public Engagement by 31st March 2013.
- Publishing an Engagement Strategy by April 2013 to underpin the work of the Office, which will set out the range of mechanisms it will use to gather public opinion.
- Attending events across the county, through a calendar of activity for Office of Public Engagement which is developed and announced in advance.
- Considering correspondence and complaints about policing and crime matters sent to the Office of Public Engagement. Systematic and coherent methods of recording representations from members of the public will be developed by March 2013.
- Regular updates from the Office of Public Engagement to the Executive Board. There will be a review of the Police and Crime Plan to accommodate trends in public concern by April 2014.
- Using local media and social networks to raise the profile of and the public's understanding of the Police and Crime Commissioner's role by 2016-17. This will be essential if the public are to take advantage of this new opportunity to connect with the Office of Public Engagement.
- Publish an annual report which will explain how public feedback has been taken into account.
- Office of the Police and Crime Commissioner and the Constabulary and reviewing their respective roles and methods of engaging and consulting the public to ensure they complement each other.
- The Constabulary engaging with diverse groups in the community through a comprehensive and co-ordinated programme of engagement through Neighbourhood Policing Teams.
- The Constabulary implementing the Front Counter Strategy, which aims to secure value for money in the use of police resources whilst still providing a high quality service to the public.
- The Constabulary continuing to reinforce high levels of professional conduct, including continuing to review policies and procedures related to integrity in police relationships and

implementing any national guidance and recommendations. This will be overseen by the Police and Crime Commissioner.



5. The Office of Victim Services

Objectives	Ensure victims of crime have access to support and redress
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Becoming a victim of crime is a traumatic experience which can affect people in different ways. Victims may need support with reporting an incident or coping with the impact of their experience, as well as help as their case goes through the criminal justice process. This includes support to vulnerable adults, children and young people. Services need to be focused on the needs of the victim and to keep the victim informed.

The Office of Victim Services is being established to ensure victims of crime and disorder who want or need support following the incident are able to access it. This will be practical and emotional help for those whose lives have been affected by crime. From 2014, it will have access to the Victims' Surcharge collected in Cumbria, a charge levied on offenders to make them pay for their crimes. The Police and Crime Commissioner will also ensure that the needs of victims are taken into account in the planning services.

There is huge potential to draw on currently untapped support in our communities, such as from voluntary and faith groups, to provide increased assistance to victims of crime. This will be in addition to specialist services to prevent and provide support to victims of abuse or the most serious crime delivered by the police and other agencies.

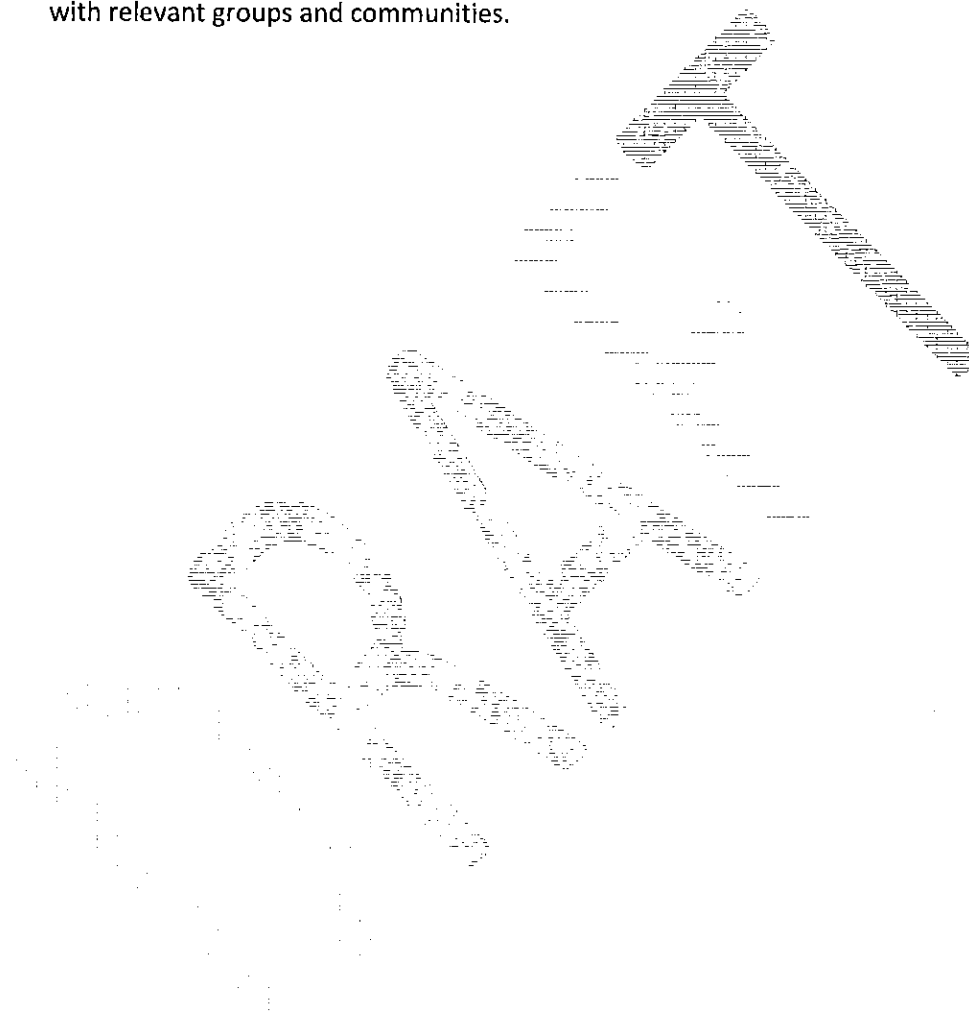
The quality of the service the Constabulary provides to members of the public, including victims and witnesses, must be high on every occasion, starting with the initial contact. People need to feel confident to come forward and report crimes so we must learn from the experience of those who have done so. A particular focus needs to continue to be given to more 'hidden' incidents, such as hate crime and domestic abuse, and to vulnerable people to encourage them to come forward and report their experiences. I am committed to the right of everyone using or involved with a policing service to be treated with fairness, dignity and respect. It is therefore important to monitor who is using the police service, our employees and crime which affects particular groups in the community to help understand where we need to promote or improve equality.

Key activities will include:

- Establishing the Office of Victim Services by 31st March 2013.
- Exploring with a range of public and voluntary organisations conducting a review of victim support needs and provision during 2013 and developing a strategy to meet those needs from 2014.
- Commissioning victim support services in line with assessed needs.
- Making arrangements for the Police and Crime Commissioner to obtain the views of victims of crime.
- Opening discussions with appropriate bodies with the intention of harnessing the potential of faith and voluntary groups to provide assistance to victims by 2015.
- Contributing to the debate on the redevelopment of the Victims' Code of Practice and ensuring the Constabulary and other criminal justice organisations comply with both the Victims' Code of Practice and the Witness Charter.
- In cooperation with the Chief Constable, continuing to review and drive improvement in the Constabulary's Communications Centre to ensure calls are answered within national

standard times, to provide the quality of service the public needs and to increase operational effectiveness.

- The Constabulary continuing to work with other agencies to prevent harm through public protection services, which includes protecting children and vulnerable adults from abuse, providing services to victims of sexual assault and managing dangerous violent and sexual offenders.
- The Constabulary implementing the equality standard for police and delivering its equality objectives, including publishing information on equality, to make sure that it respects diversity and provides equal opportunities to the public, police officers and staff.
- As part of this, the Constabulary encouraging the reporting of hate crime across disability, sexual orientation, race, transgender and religion, including through effective engagement with relevant groups and communities.



Resources and Crime and Disorder Grants

My overall budget for 2013/14 provides resources of £124.6 million for policing and crime. The budget provides funding for Cumbria Constabulary and has been developed in close consultation with the Chief Constable.

The budget includes £3.6 million for commissioned services. This funding will be used to commission activity and investment projects from the Constabulary and wider partners which support priorities, through crime and disorder grants. This will be based on an assessment of need, a clear business case and demonstration of how the activity will contribute to achieving the objectives in this Police and Crime Plan. A range of organisations have a role in preventing crime and dealing with its consequences so grants will be available to support initiatives and activities which involve a partnership approach and where resources are contributed by partners. This may include pilot schemes, which test out a new approach which can then be evaluated and rolled out across the county if it proves effective. Discussions are currently taking place with District Councils to provide resources to assist in the monitoring and reduction of antisocial behaviour. District Councils need to be involved in this process and make decisions of how best to use resources within their area, while the Office of the Police and Crime Commissioner co-ordinates activity across the County and endeavours to make resources available for this purpose.

In 2013-14, I will also provide some of my own funding for victim support services through the Office of Victims Services. In the future, I will use the Victims' Surcharge to commission services to provide practical support to victims, which will have been identified during 2013-14 through a needs analysis involving a range of partner organisations with experience of working with victims.

Accountability

I have established an Executive Board, where I work with my Chief Executive and Chief Finance Officer and the Chief Constable to develop strategy and consider key crime and disorder issues affecting the public of Cumbria. It is at this Board that I will hold the Chief Constable to account for delivering the objectives and activities for policing in the plan, through him providing regular reports on his performance against an agreed framework.

Achieving value for money means delivering the best services with the resources available. In the current economic environment, it is more imperative than ever that the Constabulary and, indeed, all organisations make the best use of those resources that are available. I will hold the Chief Constable to account for a range of different aspects of value for money: costs, outcomes such as crime levels and victim satisfaction, overheads, sickness and overtime (some of which have consistently performed well compared with other forces and this will need to be maintained). Areas of relative high cost compared to other areas will be reviewed (where they have not been already), although there may need to be an acceptance that we may choose to have some areas which are higher cost or that this may be due to the geography of the county: comparison with other rural areas will be important.

In addition to this, I have a range of other processes for checking that the public is receiving the high quality service they expect. Feedback received from the public by the Office of Public Engagement, be it through events, emails, letters or complaints, will be a vital source of information and I will hold the Chief Constable to account for this. I will also oversee the complaints received by the Constabulary and dip sample them, to ensure that the correct procedures are followed in dealing with them. Checking that the Constabulary continues to maintain integrity in its relationships with the media and business and that it has effective procedures to stop corruption will be an important part of my role. My audit plan sets out how our internal audit services will check on the systems of internal control and the quality of data within the Constabulary. I also operate an Independent Custody Visiting Scheme, where volunteers check on the welfare of people held in police custody, and an animal welfare scheme to check on how police dogs are treated.

I will publish a range of information on how I am carrying out my role and organising my Office. This will be available on my website www.cumbria-pcc.gov.uk and full details of the information I will publish is set out in my Publication Scheme. The Police and Crime Panel will scrutinize how I am delivering this Plan and I will provide them with a regular report on progress, as well as publishing an annual report.

Contact Details

Cumbria Office of the Police & Crime Commissioner
Carleton Hall
Penrith
Cumbria CA10 2AU

Telephone: 01768 217734

E-mail: commissioner@cumbria-pcc.gov.uk

Visit our website at www.cumbria-pcc.gov.uk



EXECUTIVE COMMITTEE		Part One (R) Agenda Item 11
Date of Meeting:	20th February, 2013	
Reporting Officer: Assistant Director (Regeneration and Built Environment)		
<p>Title: Environmental Health Department – Establishment Change</p> <p>Summary and Conclusions:</p> <p>To ensure the completion of Statutory Duties in food safety, health and safety enforcement and infectious disease investigation, the Commercial Services section within the Environmental Health Department requires an additional permanent Environmental Health Officer.</p> <p>Recommendations:</p> <p>To recommend the Council to create a full time permanent Environmental Health Officer post within the Commercial Services section on grade SO1/2 (£24,646 - £28,636) with Essential User car allowance.</p>		

Report

The appointment will strengthen and provide additional capacity in the Commercial Services section for the longer term, it would be cost effective, provide continuity and the new post holder will be able to develop local knowledge and links with other local bodies to be able to respond effectively and flexibly ensuring the needs of the section are met.

The Commercial Services Team carries out a number of statutory functions including Food Safety Enforcement; Infectious Disease Investigation; Health and Safety Enforcement and Licensing Enforcement

The food safety and infectious disease functions require the designation of a Lead Food Safety Officer who has to comply with criteria set by the Food Standards Agency. Currently only one part time officer can undertake this role, leaving a shortfall in cover, with further pressure on the service during any periods of holidays and sickness. The Health and Safety function requires Officers to have 'Section 18' as defined under the Health and Safety at Work etc. Act 1974. Currently only one Officer has the necessary qualifications and experience to comply with the requirement again there is no cover during periods of holidays and sickness.

The restructuring of the Environmental Health Department took place in April 2012 following the loss of three members of staff through voluntary redundancy. Over the last ten months it has become apparent that the Commercial Services section within the Environmental Health Department requires additional capacity to comply with the Statutory Duties due to the reduced number of Officers in the team.

The areas of work where non-compliance with Statutory duties have been identified as follows:-

- **Infectious Disease (food poisoning) Investigations** – Officers are required to investigate notifications of food poisonings. Some investigations require *immediate* contact with patients because of the severity of the illness (for example E coli 0157 where in some case the illness can be fatal, young children and the elderly at the greatest risk, E coli 0157 is unusual in that very few individual organisms are needed to infect humans). In addition should a large food poisoning outbreak occur, the reduced numbers of trained and experienced Officers would make it extremely difficult to respond effectively and take the required Lead role of the Outbreak Control Team;
- **Investigation of Fatalities/Major Accidents** – Officers would be expected to investigate Fatal/Major Accidents in premises where the department enforces health and safety. Fatalities would require an *immediate* response and a major accident a three day response. Again the reduced numbers of trained and experienced Officers means it is currently not always possible to respond to such situations within the required timescales;
- **Food Safety Enforcement** – The Food Standards Agency sets targets for inspections of food premises and requires yearly reports from Local Authorities so performance can be assessed. The lack of capacity at times means the department may experience difficulty in serving Emergency Food Hygiene Prohibition Notices;
- **Health and Safety Inspections** – The Health and Safety Executive (HSE) and Local Authorities (LAs) are the principal Enforcing Authorities (EAs) for Health and Safety at Work etc Act 1974 (HSWA) in Great Britain. The primary purpose of the HSWA is to control risks from work activities. The role of the EAs is to ensure that duty holders manage and control these risks and thus prevent harm to employees and to the public. HSE and LAs both have a duty to ‘make adequate arrangements for enforcement’ under Section 18 of HSWA. In complying with their duties under section 18, EAs are required to follow the Enforcement Policy Statement (EPS) on the purpose, method and principles of enforcement. At present the HSE only require Local Authorities to undertake routine, annual inspections on ‘A’ rated high

risk premises. This target will be achieved this year, however there are a significant number of unrated premises that require inspection to identify their risk rating.

The recommendation to appoint an additional full time member of staff is based on the following comparisons between employing a Consultant in the short term or employing a permanent fully qualified Environmental Health Officer:

Loyalty - A consultant can be flexible but also switch contracts at short notice, giving insecurity of provision, leaving suddenly and exposing permanent staff to pick the work up. It also results in Officers having to retrain a replacement which can take considerable Officer time. A permanent Environmental Health Officer would be more likely to remain with the council especially if they moved to the area.

Long Term Continuity - Council Officers employed for long periods of time develop experience of dealing with businesses/specific work areas and can quickly answer queries which would otherwise take time to research. Employing a short term consultant on a short term contract would not achieve this.

Cost – No additional cost to the Council, with £35,000 being already accounted for, the cost can therefore be provided for within the current budget setting. A full time member of staff would cost between £24,646-£28,636 (plus overheads) compared with £48,507 for a Consultant employed for 46 weeks of the year (allowing for holidays).

Availability - Finding a suitable Consultant can be difficult because experience has shown short term contracts/part time work is often preferred. In addition Consultants have tended to come from out of town, making it difficult to respond out of hours due to the long distance travelling. In comparison it is likely a permanent member of staff would move to the area and work full time.

Familiarity - Consultants are often unfamiliar with the area, premises, internal work procedures and computer software therefore it can take longer to plan/undertake visits and input the inspection data when compared to existing members of staff.

Knowledge of Local Partnerships - Working relationships built up with colleagues in Cumbria, the Health Protection Agency and HSE are an invaluable source of information. Recent consultants have lived considerable distances from Cumbria and therefore networking with other agencies within Cumbria was very impractical as well as the additional cost for sending them to Cumbria meetings/training.

Flexibility (Licensing) - Consultants experienced in Food/Health and Safety would be unlikely to have any experience in Licensing which will affect the

flexibility of the Commercial Services section. For the permanent Environmental Health Officer, licensing will be included in the job description.

Given the current position I recommend Members agree to create a full time permanent Environmental Health Officer post in the Commercial Services section to support the completion of statutory duties. This officer would undertake primarily food safety, infectious diseases and health and safety work but also basic licensing duties

(i) Legal Implications

The additional EHO post will support the completion of statutory duties in food safety, infectious disease investigation and health and safety enforcement

(ii) Risk Assessment

Non- compliance with statutory duties.

(iii) Financial Implications

An additional £8,000 has been allowed for within the provision of professional services, subject to Full Council approval on 26th February 2013.

(iv) Health and Safety Implications

Additional capacity for undertaking inspections. The recommendation has no detrimental impact on the built environment or public realm.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation could improve the Health and Wellbeing of users of this service, through pro-active work undertaken during inspections/investigations.

Background Papers

Nil

