

# Public Document Pack



## Devon and Cornwall Police and Crime Panel

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## DEVON AND CORNWALL POLICE AND CRIME PANEL

Friday 20 December 2013  
10.30 am  
Council House (Next to the Civic Centre), Plymouth

### Members:

Councillor Croad, Chair

Councillor Rule, Vice-Chair

Councillors Barker (Teignbridge District Council), Batters (Cornwall Council), Boyd (Torrige District Council), Geoff Brown (Cornwall Council), Diviani (East Devon District Council), Duncan (Isles of Scilly), Dyer (Cornwall Council), Excell (Torbay Council), Hare-Scott (Mid Devon District Council), Haywood (North Devon District Council), James (Cornwall Council), Penberthy (Plymouth City Council), Saltern (South Hams District Council), Sanders (West Devon District Council), Sutton (Exeter City Council) and Williams (Plymouth City Council).

### Independent Members:

Yvonne Atkinson (Devon) and Mike Firbank (Cornwall and Isles of Scilly).

Members are invited to attend the above meeting to consider the items of business overleaf.

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# DEVON AND CORNWALL POLICE AND CRIME PANEL

## 1. APOLOGIES

To receive apologies for non-attendance submitted by members.

## 2. MINUTES

(Pages 1 - 8)

To sign and confirm as a correct record the minutes of the meeting held on 11 October 2013.

## 3. DECLARATIONS OF INTEREST

Members will be asked to make any declaration of interest in respect of items on this agenda.

## 4. PUBLIC QUESTIONS

To receive questions from (and provide answers to) members of the public that are relevant to the panel's functions.

Questions should be no longer than 100 words and sent to Democratic Support, Plymouth City Council, Civic Centre, Plymouth PL1 2AA or [democratic.support@plymouth.gov.uk](mailto:democratic.support@plymouth.gov.uk). Questions must be received at least 5 complete working days before the meeting.

**10.50 am – 12.40 pm (1 hour 50 mins)**

## 5. SCRUTINY OF THE POLICE AND CRIME COMMISSIONER'S STAFF AND CONSULTANCY APPOINTMENTS, AND EXPENSES AND ALLOWANCES

(Pages 9 - 70)

The panel will be asked to scrutinise the Police and Crime Commissioner's staff and consultancy appointments, along with his expenses and allowances.

**LUNCH 12.40 pm – 13.10 pm (30 mins)**

## 6. REPORT FROM THE OPCC IN RESPECT OF THE STAGE 2 TRANSFER (Pages 71 - 76)

The panel will receive an update in respect of the implementation of the Stage 2 transfer which requires the PCC to decide, by 1 April 2014, which staff and assets will be retained by the PCC and those that will transfer to the Chief Constable.

**13.35 pm – 13.45 pm (10 mins)**

**7. POLICE AND CRIME COMMISSIONER'S REPORT ON ACTIVITIES AND DECISIONS (Pages 77 - 84)**

The Police and Crime Commissioner has provided the panel with his regular report regarding the activities and decisions he had made to date. The report also details any forthcoming planned events.

**13.45 pm – 14.10 pm (25 mins)**

**8. POLICE AND CRIME COMMISSIONER'S PERFORMANCE REPORT (Pages 85 - 88)**

The panel will receive from the Police and Crime Commissioner an update on the performance against objectives in the Police and Crime Plan.

**14.10 pm – 14.15 pm (5 mins)**

**9. REPORT FROM COUNCILLOR RULE IN RESPECT OF HER ATTENDANCE AT THE COPACC CONFERENCE "PCCS AND PANELS: MAKING THE RELATIONSHIP CRITICAL, FRIENDLY AND EFFECTIVE" - ON 16 OCTOBER 2013, IN LONDON (Pages 89 - 94)**

The panel will receive Councillor Rule's feedback and findings in respect of her attendance at a conference on behalf of the panel.

**14.15 pm – 14.25 pm (10 mins)**

**10. REPORT FROM THE OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC) IN RESPECT OF ANY NON-CRIMINAL COMPLAINTS ABOUT THE POLICE AND CRIME COMMISSIONER (Pages 95 - 98)**

Members will be asked to note the updated report on complaints received by the Office of the Police and Crime Commissioner.

**11. FUTURE MEETING DATES**

The following are the scheduled dates for the panel –

- 7 February 2014
- 21 February 2014 (provisional)

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## Devon and Cornwall Police and Crime Panel

Friday 11 October 2013

### PRESENT:

Councillor Croad, in the Chair.

Councillor Rule, Vice-Chair.

Councillors Batters, Boyd, Clemens (substitute for Councillor Barker), Deed (substitute for Councillor Hare-Scott), Duncan, Excell, Haywood, James, Penberthy, Saltern, Williams and Wright (substitute for Councillor Diviani).

Independent Representative: Yvonne Atkinson.

Apologies for absence: Councillors Barker, Geoff Brown, Diviani, Dyer, Hare-Scott, Sanders and Sutton and Mike Firbank (Independent Member).

Also in attendance: Sarah Hopkins, Community Safety Partnership Manager, Lynn Clark, Police and Crime Panel Coordinator, Katey Johns, Democratic Support Officer, Shaun Sawyer, Chief Constable, and Inspector Richard Pryce, Devon and Cornwall Police, Tony Hogg, Police and Crime Commissioner, Sue Howl, OPCC Chief Executive, Karen Vincent, OPCC Performance Manager, Fiona Flemming, Strategic Commissioning Manager, Plymouth City Council, Nicola Channon, Safer Devon Partnership Manager, Devon County Council, Mark Richardson, Chief Executive, Cornwall Voluntary Sector Forum and Steve Woollett, Chief Executive, South West Forum.

The meeting started at 10.30 am and finished at 2.23 pm.

*Note: At a future meeting, the Panel will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### 12. MINUTES

Agreed the minutes of the meeting held on 11 July 2013, subject to an amendment to Minute 4, resolution (4), in respect of the Scrutiny Work Programme, to include consideration of the Police and Crime Commissioner's expenses and allowances.

### 13. DECLARATIONS OF INTEREST

The following declarations of interest were made in respect of items under consideration at the meeting –

Name	Minute No.	Reason	Interest
Councillor Croad	17 – PCC's Commissioning Intentions Plan 2014/15 to 2016/17	Chair of Safer Devon Partnership	Personal

<b>Name</b>	<b>Minute No.</b>	<b>Reason</b>	<b>Interest</b>
Councillor Penberthy	17 – PCC's Commissioning Intentions Plan 2014/15 to 2016/17	Chair of Safer Plymouth Partnership	Personal
Councillor Excell	17 – PCC's Commissioning Intentions Plan 2014/15 to 2016/17	Member of Torbay's Safer Communities Partnership	Personal
Yvonne Atkinson	17 – PCC's Commissioning Intentions Plan 2014/15 to 2016/17	Trustee of Devon Rape Crisis Service	Personal
Councillor Creed	15 – Traffic Incident Road Closures and 101 Service – Update from Shaun Sawyer, Chief Constable	Local Authority Governor appointed to South West Ambulance Services Trust	Personal

#### 14. **PUBLIC QUESTIONS**

There were no questions from members of the public.

#### 15. **TRAFFIC INCIDENT ROAD CLOSURES AND 101 SERVICE - UPDATE FROM SHAUN SAWYER, CHIEF CONSTABLE**

In response to concerns raised by Members at the previous meeting, the Panel welcomed Chief Constable Sawyer and Inspector Richard Pryce, who were in attendance to discuss road closures following traffic incidents and the new 101 non-emergency telephone service.

With regard to road traffic accident (RTA) closures, Members received a presentation which –

- put Devon and Cornwall Police's Road Closure Policy for Collision Investigation into context, including that –
  - Devon and Cornwall Police was the largest geographic force in England;
  - the majority of the force boundary was coastal and there were only three strategic routes covering the region, namely M5, A38 and A30;
- provided information relating to the number of people either killed or seriously injured on Devon and Cornwall's roads over the last five years;
- explained why due diligence was required by the Police during their investigation of RTAs and that they had a duty under the Human Rights Act to ensure as much evidence was secured as possible from the scene;
- gave examples of incidents which had taken place, including press coverage;

- acknowledged the financial impact not just to the region's economy but nationally as a result of road closures;
- detailed what was being done to minimise the impact of future incidents, such as investment in technology and movement of staff into specialist traffic units;
- highlighted that a Ministerial Conference on road closures would be taking place on 16 October 2013.

In response to questions raised, Panel members were informed that –

- (a) when incidents occurred on multi-lane highways, the Police did try to keep as many lanes open as possible;
- (b) road closures were necessary to ensure that the Police complied with the law under the Human Rights Act which required, “when someone is denied their right to life, the relevant authorities to carry out an efficient and effective investigation into that person's loss of life”. As each RTA was a potential homicide scene it required a high quality criminal investigation in order that the coroner had as much information and evidence as possible in order to assist, should there be an inquest, in determining cause of death and provide answers for the loved ones of the deceased;
- (c) the Fire and Ambulance Services were both extremely well equipped and experienced in dealing with RTAs and the police worked very closely and quickly with its partner emergency services to get roads re-opened as soon as possible. The Ministerial Conference taking place on 16 October would be looking at emergency services working relations as part of its debate;
- (d) the Highways Agency did have predetermined diversion routes should incidents occur and those diversion plans would be put into place once the Police were on scene. When the Police did arrive their priority would be maintaining the integrity of the evidence.

With regard to the 101 non-emergency service number, the Panel was advised that –

- the 101 non-emergency number had been introduced in order to ease pressure on 999;
- it cost 15 pence to call, 91 per cent of calls were answered promptly, with 53 per cent being dealt with at the first point of enquiry resulting in a customer satisfaction rate of 84 per cent;
- a number of calls were coming in that should be using the 999 emergency service;
- call handlers were highly skilled and were able to signpost callers to other service providers / partner agencies where appropriate;
- the service was still relatively new and it was acknowledged that there were areas for improvement. In order to improve customer satisfaction a range of measures were being introduced such as –
  - new telephony software;

- recruitment of a dedicated performance manager;
- greater staff training, particularly around disability and dementia awareness;
- discussions with Local Authorities regarding joint call handling;
- better communication / publicity around which service callers should be using.

In response to questions raised, panel members heard further that –

- (e) a follow-up appointments system was still to be introduced and it was recognised that this had been causing frustration for people who had already been through the system to report an incident;
- (f) call handlers were well trained in signposting callers to relevant services such as flytipping and graffiti issues being referred to the appropriate Local Authority;
- (g) all calls were issued with a log number, referred to the nearest available unit and dealt with in order of priority;
- (h) one of the wider public interest issues was ensuring that there was follow-up with the person who has reported an incident as this was one of the Police's initiatives around building public confidence;
- (i) IT infrastructure remained a weakness and whilst this was the case there was a reluctance to engage in the use of social media forums.

The Chair welcomed the update, particularly the possibility of joint collaboration on a super call centre, and thanked the Chief Constable and Inspector Pryce for their attendance.

(Councillor Creed declared a personal interest in respect of the above item).

16. **REPORT FROM THE OFFICE OF THE POLICE AND CRIME COMMISSIONER IN RESPECT OF ANY NON-CRIMINAL COMPLAINTS ABOUT THE POLICE AND CRIME COMMISSIONER**

The OPCC Chief Executive reported that during the period 25 June to 25 September 2013 one complaint had been received which had not been upheld.

Some discussion took place on whether a copy of responses made to individual complaints should be circulated to the panel. The Chair reminded members that both he and the Vice-Chair were able to visit the OPCC and dip sample any of the complaints received and suggested that perhaps it was time they both did that in view of the discussion that had taken place.

Agreed that –

- (I) the OPCC's Chief Executive's decision in relation to Complaint 2 is approved;



(2) the update is noted.

17. **SCRUTINY OF THE POLICE AND CRIME COMMISSIONERS  
COMMISSIONING INTENTIONS PLAN 2014/15 TO 2016/17**

In accordance with its agreed work programme, the panel scrutinised the Police and Crime Commissioner's commissioning decisions and his future commissioning intentions. Members heard –

- from the Panel's Co-ordinator, who outlined the process to be followed for this item of pro-active scrutiny;
- from the OPCC's Chief Executive and Performance Manager who, by way of a presentation –
  - explained the context for the Police and Crime Commissioner's commissioning;
  - set out key principles for Devon and Cornwall;
  - clarified current and proposed grant allocations;
  - outlined the next steps to be taken;
- that the Police and Commissioner had communicated his commissioning intentions to various external partner agencies, including –
  - the Chairs and Managers of the Community Safety Partnerships and Drug and Alcohol Teams;
  - DV Partnerships;
  - Youth Offending Team Management Board and Managers;
  - the Chief Constable;
  - the Leaders of the relevant Local Authorities;
- from a number of witnesses who set out their thoughts and concerns on the Commissioning Intentions Plan, including –
  - Fiona Flemming, Strategic Commissioning Manager, Plymouth City Council;
  - Nicola Channon, Safer Devon Partnership Manager, Devon County Council;
  - Mark Richardson, Chief Executive, Cornwall Voluntary Sector;
  - Steve Woollett, Chief Executive, South West Forum.

Having taken the opportunity to question the Police and Crime Commissioner and the witnesses, panel members suggested that it would be helpful to have sight of the funding allocation matrix in order to help them understand the demographics in relation to incidents of crime and how this related to the amount allocated to each of the region's Community Safety Partnerships.

The Chair thanked the Police and Crime Commissioner and his team for their presentation and, in particular, the witnesses for taking the time to attend and add value to the scrutiny process.

Agreed that, having heard from the Police and Crime Commissioner and witnesses, the Police and Crime Panel take the opportunity to comment on and make recommendations to the Police and Crime Commissioner in respect of his future commissioning framework and rationale and ensure this aligns with the priorities

identified in local and Peninsula Strategic Assessments as well as the Police and Crime Plan.

*Note: A detailed report setting out the findings of this review would be produced and circulated to panel members for their comment prior to submission of any recommendations to the Police and Crime Commissioner who would then have one month to respond. A copy of that report, together with the PCC's response will be published on the Police and Crime Panel's website in due course.*

(Councillors Croad, Excell and Penberthy and Yvonne Atkinson declared personal interests in respect of the above item).

18. **POLICE AND CRIME COMMISSIONER'S REPORT ON ACTIVITIES AND DECISIONS**

The panel heard from the Police and Crime Commissioner regarding activities undertaken and decisions made to date, as well as details of forthcoming planned events. As a supplement to information not contained within the report, the Commissioner highlighted the following salient points –

- (a) the report was not the end of year report, it was periodic and by no means exhaustive as there were many activities not included which were carried out behind the scenes, including work into the development of Victims' commissioning and Victims' Services;
- (b) excellent work was being undertaken by Local Authorities around alcohol. The recent Alcohol Think Tank event had highlighted lots of issues to consider a number of which would best be dealt with nationally at the Association of Police and Crime Commissioners level, such as how to challenge the supermarkets on their pricing regime, and the professionalising of licensees.

In response to questions raised, the panel was advised that –

- (c) staffing levels within the office of the Police and Crime Commissioner were currently at about the right level with staff operating at capacity, however, his growing role in regard to criminal justice and blue light response services had not yet been taken into account;
- (d) there was a predominance of issues in Devon over Cornwall and therefore the majority of the Police and Crime Commissioner's time was spent in Devon, however, consideration was being given to setting up an office in Cornwall for both him and the Chief Constable to split their time between;
- (e) with regard to investment in back office staff, the Police and Crime Commissioner had been elected by the public to do the job and they should let him get on with it.

The Chair suggested that any future questions on staffing be reserved for the next panel meeting when scrutiny of the Police and Crime Commissioner's staffing arrangements would be taking place.

In preparation for the scrutiny of the Police and Crime Commissioner's staffing arrangements, Councillor Penberthy requested that the panel be provided with a copy of the OPCC's staffing structure, to include staff names and contact details along with some information about their roles. In addition, circulation to the panel of information about the OPCC's advisory groups and what each of them were doing would also be welcomed.

The panel noted the update with thanks.

(This item was moved up the agenda in order to facilitate better meeting management).

19. **REQUEST BY COUNCILLOR RULE TO ATTEND THE COPACC CONFERENCE 'PCCS ADN PANELS: MAKING THE RELATIONSHIP CRITICAL, FRIENDLY AND EFFECTIVE' ON 16 OCTOBER 2013**

Councillor Rule suggested that should anyone have a question or issue they would like her to raise at the conference, they e-mail them to her before the event.

Agreed –

- (1) Councillor Rule's attendance at the Conference on behalf of the panel;
- (2) that reimbursement for travel and overnight accommodation is made from the Home Office allocation to the Host Authority;
- (3) any questions or input required by members to the Conference are e-mailed to Councillor Rule before the event;
- (4) that Councillor Rule will provide feedback on the Conference to the next panel meeting on 20 December 2013.

(This item was moved further down the agenda in order to facilitate better meeting management).

20. **FUTURE MEETING DATES**

The panel noted the dates of future meetings and in particular that of the next meeting on 20 December 2013.

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**DEVON AND CORNWALL POLICE AND CRIME PANEL**

**Subject:** Scrutiny of the Police and Crime Commissioner's staff and consultancy appointments and expenses and allowances.

**Date:** 20 December 2013

**Author:** Sarah Hopkins, Community Safety & Partnerships Manager

**Host authority:** Plymouth City Council

**Contact details:** Tel: (01752) 305542 Email: [sarah.hopkins@plymouth.gov.uk](mailto:sarah.hopkins@plymouth.gov.uk)

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**Executive Summary:**

The Police and Crime Panel (PCP), is responsible for scrutinising and supporting the actions and decisions of the Police and Crime Commissioner (PCC). The PCP meeting of 11 July 2013 agreed its first 'reactive' Scrutiny topic would be the "Police and Crime Commissioner's staff and consultancy appointments and expenses and allowances."

Attached is a report from the Police and Crime Commissioner (Appendix I and Annex I) including a current organisational chart, a description of team roles and responsibilities, salary scales and the number of staff in each 'band', information on the roles of consultants and their length of time in employment and associated costs, and information on recruitment and selection processes.

The Host Authority, in liaison with the Chair and Vice Chair, has provided additional information to assist the PCP in scrutinising this topic.

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**Recommendations & Reasons for recommended action:**

It is recommended that the PCP scrutinises the PCC's staff and consultancy appointments and expenses and allowances, and makes recommendations arising from this, to the PCC.

The above reflects the PCP role to effectively and robustly scrutinise the PCC's decisions in an open and transparent manner and ensure that issues of mutual concern or interest can be shared in a way that is both constructive and supportive. The chosen topic has been subject of much media and public interest.

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**Alternative options considered, and reasons for recommended action:**

An alternative would be not to undertake a reactive scrutiny role which would limit the PCP's influence on the PCC's staff and consultancy appointments and expenses and allowances. This would mean the PCP is not fulfilling its function in legislation<sup>1</sup> to carry out investigations into decisions made by the PCC and into topics of particular interest, or public concern.

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**Background Papers:**

- Police and Crime Commissioner's Office Expenditure and Staffing Report (Appendix I)
- OPCC Structure (Annex I)

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<sup>1</sup> Police Reform and Social Responsibility Act 2011 s28(6)

## 1.0 INTRODUCTION

1.1 On 11 July 2013 the PCP agreed its first 'reactive' scrutiny topic would be "the PCC's staff and consultancy appointments and expenses and allowances". This topic has been subject of much media and public interest both locally and nationally since the election of PCCs in November 2012, and has often been a subject raised by members of the PCP at Panel meetings. Therefore, it was considered appropriate and timely not only to publically scrutinise the PCC in this regard, but to also offer support and act as a critical friend.

## 2.0 BACKGROUND

2.1 On 11 July 2013, the PCP adopted some principles for selection of scrutiny topics. The Chair and Vice Chair are satisfied that the topic meets those criteria in particular:-

- **Public Interest:** the concerns of local people should influence the issues chosen for scrutiny
- **Ability to Change:** priority should be given to issues that the PCP can realistically change

2.2 The Chair and Vice Chair agreed with the Host authority that, in light of the wealth of other information provided on this occasion, witnesses would not add further value and witnesses have, therefore, not been called.

2.3 The Chair and Vice Chair and officers from the Host Authority met with the OPCC prior to this Panel meeting, in order seek relevant information that would add context and assist the Panel to conduct a robust and effective scrutiny of this topic.

2.4 The OPCC agreed to provide a report, attached (Appendix I and Annex I) which includes:

- A description of team roles and responsibilities, including salary scales and the number of staff in each band;
- A structure chart with 'acronyms' written out in full (Annex I);
- Information on the roles of consultants, what they do/have done, their length of time in employment, including costs;
- Information on the recruitment and selection processes used by the PCC.

2.5 The Host Authority has accessed and appended further information from the OPCC and Police Authority websites as follows:

- Structure Chart for Devon and Cornwall Police Authority (Appendix 2);
- Extract from Devon and Cornwall Police Authority's Statement of Accounts for year ended 31 March 2012<sup>2</sup> showing the total expenditure for running the Police Authority, at year ending March 2012, as £1.525M (Appendix 3). There does not appear to be an equivalent note in the Police and Crime Commissioner for Devon and Cornwall's Statement of Accounts 2012-13<sup>3</sup>;

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<http://prepcc.dcpa.police.uk/About/Spending/What%20we%20spend%20documents/Statement%20of%20Accounts%202011-12.pdf>

<sup>3</sup> <http://www.devonandcornwall-pcc.gov.uk/Document-Library/What-We-Spend/PCC-Statement-of-Accounts-final.pdf>

- Structure Charts for each PCC/OPCC's in the HMIC most similar group. (Appendices 4-10);
- The PCC's Over £500 expenditure reports November 2012 to October 2013 (Appendix 11) which shows a total expenditure on Consultancy Fees of £229,940.60 and a total expenditure on Agency Fees of £40,996.75;
- Secretary of State Authorised Allowances for PCCs (Appendix 12);
- Devon & Cornwall PCC Scheme of Allowances for PCCs (Appendix 13);
- PCC Expenses Record November 2012 to October 2013 to (Appendix 14).
- Contact List for the OPCC (Appendix 15)

2.6 The HMIC recently released a "Value for Money Profile 2013 - Devon & Cornwall Constabulary" which was circulated to PCP Members on 18 November 2013. This report compares Devon & Cornwall against other Police Force Areas, along with comparisons with Forces deemed by the HMIC as the most similar to Devon & Cornwall which are; Wiltshire, Suffolk, Warwickshire, North Wales, West Mercia, Norfolk and North Yorkshire.

Relevant extracts (pages 17, 18, 40 and 47 - Appendix 16) of the main document<sup>4</sup> make references to comparisons in respect of PCCs. The report is supplemented with summary<sup>5</sup> and calculations<sup>6</sup> documents<sup>7</sup>.

These extracts show, for example, that:

- The PCC's workforce<sup>8</sup> has increased in number from 12 in 2012/13 to 19 in 2013/14.
- The expenditure of the PCC's office is £1.52M which is more than the average running costs of all 41 PCC's across the country (£1.26M) and more than the average running costs of the PCCs grouped as most similar to Devon and Cornwall (£1.38M).

2.7 In light of this report and the information supplied, the PCP may wish to probe for example:

- The differences between the Police Authority and the PCC staffing arrangements and running costs and how any increases in either are justified;
- The reasons why the PCC's running costs appear to be more than the average of those in all other forces and the most similar family group;
- The cost of consultants, their length of contract and their roles;
- Whether the PCC's recent recruitment of certain staff negates the need for some consultants;
- What opportunities there are for reviewing options to make savings in respect of staffing arrangements;
- The transparency of the PCC's recruitment and selection processes;
- Any differences between the Secretary of State Authorised Allowances and the PCCs Scheme of Allowances referred to in paragraph 2.5 above.

2.8 Following this Panel meeting, the PCC will be notified of any recommendations resulting from this scrutiny. The PCC will be asked to respond in writing to those recommendations. Both these reports will be published on the Host Authority Website.

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<sup>4</sup> <http://www.hmic.gov.uk/media/devon-and-cornwall-value-for-money-profile-2013.pdf>

<sup>5</sup> <http://www.hmic.gov.uk/media/devon-and-cornwall-value-for-money-profile-2013-summary.pdf>

<sup>6</sup> <http://www.hmic.gov.uk/media/summary-value-for-money-profiles-2013-an-overview-of-the-calculations-used.pdf>

<sup>7</sup> The report appears to be a 'snapshot', the start/end dates of which are not entirely clear.

<sup>8</sup> Full time equivalent (FTE)

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## Police and Crime Commissioner for Devon and Cornwall

**Police and Crime Panel Meeting**  
**20 December 2013**  
**Report of the Police and Crime Commissioner**

### **POLICE AND CRIME COMMISSIONER'S OFFICE EXPENDITURE AND STAFFING**

#### **Introduction**

1. This paper sets out information on the office arrangements of the Police and Crime Commissioner. It is structured in three parts:
  - Part 1 - office structure, team roles, staff numbers, pay scales and recruitment
  - Part 2 - expenditure to date this FY and the use of consultants
  - Part 3 - expenses and allowances – expenditure and OPCC policies

#### **Part 1: Office structure, pay and recruitment**

2. The structure of the Office of the Police and Crime Commissioner (OPCC) is set out in diagrammatical form in Annex 1 to this paper.
3. The OPCC is structured into four core teams, accompanied by a small Communications Team and an Administrative Team headed by the Office Manager. In addition we have 3 Personal Assistants supporting the Commissioner, the CEO and the Treasurer (but intend to reduce this to 2 shared PAs), a Staff Officer for the PCC (currently vacant) and a part time Head of Audit.
4. The new OPCC structure has permanent posts equating to 23.84 x FTE members of staff. This figure includes the statutory posts of CEO and Treasurer, as well as a Communications Officer who is on secondment from Devon and Cornwall Police. It also includes 4 Community Engagement Workers who are each employed for 67.3 hours per year.
5. The staffing levels for the previous Police Authority, as at 15 November 2012 were 21 posts equating to 14.54 x FTE. This figure included the 4 Community Engagement Workers each employed for 67.3 hours per year. The cost of Permanent Staff and Agency for 2012/13 was £825,000 (inc £84,000 for Agency).
6. The pay scales for posts are determined in accordance with Devon and Cornwall Police's HR processes and breakdown into pay scales as follows<sup>1</sup>.

*Table 1: current staffing levels and pay scales*

<b>Staff</b>	<b>Pay scale</b>
4 x FTE Team Managers	42,114 - 50,922
1 x FTE Communications Manager	41,163 - 45,963

<sup>1</sup> This table does not include the CEO, Treasurer (whose salaries are published on the official website of the PCC) or the seconded Communications Officer but the cost of these staff is included in the amounts in Table 4.

0.6 x FTE Head of Audit	36,390-41,163
0.8 x FTE Commissioning Advisor	36,390 - 41,163
4 x FTE Officers/Office Manager	30939 - 35427
2 x FTE Officers	29,235 - 30,939
1 x FTE Staff Officer for PCC	26,658 - 28,389
1x FTE Committee Clerk	26658 - 28389
1 x FTE Independent Custody Visitor Scheme Coordinator	21309 - 23277
2.1 x FTE Personal Assistants	21039 - 25704
3.2 x FTE Administrators	17361 - 18525

7. The new office structure was established following an extensive examination of the additional roles and responsibilities that have been given to the Police and Crime Commissioner as compared to the previous Police Authority. In summary the PCC is responsible for:
- setting the strategic direction and objectives for policing through the Police and Crime Plan
  - monitoring the overall performance of the Force
  - setting the budget
  - holding the Chief Constable to account
  - joining up the criminal justice system
  - making crime and disorder grants and delivering community safety
  - commissioning services including victim and witness support
  - other statutory responsibilities including EDHR and safeguarding of children
8. The OPCC structure is based around four core teams. The respective roles of the teams are described below:

**Strategy & Planning Team:** (1 x Team Manager and 2 x Officers). This team lead on developing and delivering the OPCC strategy, policies and key priorities to support the delivery of the Police and Crime Plan. In addition this team is developing our business intelligence/horizon scanning process for the OPCC, leads on risk management in the OPCC, has oversight of the Strategic Policing Requirement and EDHR. The Team is also responsible for work on regional and local collaboration and acts as the key interface with national bodies and central government.

**Performance & Customer Service Team:** (1 x Team Manager and 2 x Officers). This team is responsible for the identification, development, introduction and ongoing management of effective performance scrutiny across all areas of policing and crime activity. This includes developing performance measures, contributing to the setting of appropriately challenging performance targets, and providing advice to the PCC on emerging performance issues. The team manages the OPCC's legislative role in professional standards and complaints and policy on customer service.

**Criminal Justice, Partnerships & Commissioning Team:** (1 x Team Manager and 0.8 x Advisor). This team is responsible for managing, developing and enhancing the OPCCs capability in criminal justice, commissioning services and partnership development. The team will identify and define PCC priorities, commission services in support of these strategies and monitor the outcome of deliverables. The Team is also responsible for managing our ongoing relationships with the diverse partner network in operation across the peninsula.

**Engagement & Volunteers Team:** (1 x Team Manager, 2 x Officers, 1 x Independent Custody Visiting Coordinator and 0.4 x FTE Administrator). The team is responsible for managing, developing and enhancing the OPCC’s engagement with communities and to design and deliver a new approach to community involvement and consultation. The Team is also responsible for volunteering strategy and the management of the Independent Custody Visiting Scheme.

9. The recruitment process for the new Team Managers was run over the Summer of 2013. The posts were submitted to internal recruitment processes initially but were not filled. An external recruitment campaign was launched and advertisements were placed in the Guardian Newspaper and online. Candidates who were successful in the sift were invited to interviews carried out by an Interview Panel. The chosen recruitment process follows the Devon and Cornwall Police recruitment process which is available here: <http://www.devon-cornwall.police.uk/JoinUs/PoliceStaff/RecruitmentProcess/Pages/RecruitmentProcess.aspx>

**Part 2 – Financial expenditure within the Office of the PCC and consultancy**

Total expenditure of the OPCC

10. The table below summarises the OPCC expenditure and compares it to 2012/13 which was the final budgetary year for the previous Police Authority. Against a baseline of that year – it is forecast that the OPCC expenditure will be 15% higher in 2013/14. This figure reflects a considerable volume of additional expenditure made in the transitional period as well as costs associated with the additional roles and responsibilities held by the Police and Crime Commissioner in comparison to the Police Authority.
11. However it is anticipated that this figure will reduce in the next financial year. Work is ongoing on the development and finalisation of the proposed OPCC budget for the upcoming financial year.

*Table 2: Total expenditure 2013/14 as compared to 2012/13*

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>
	Actual	Original Budget	Budget Re-Forecast
	£000	£000	£000
Total Expenditure	1,673	1,794	1,930
% change	-	7.0%	15%

Breakdown of expenditure within the Office of the PCC for 2013/14 (forecast to year end)

12. The table below provides a breakdown of expenditure for the current financial year – forecast to year end. It should be noted that the expenditure for the Police and Crime Commissioner (£128,800) and for Permanent Staff (£933,100) is not solely salary cost. It also reflects the total cost of these posts and includes national insurance and employer pension contributions. The category of ‘Other’

covers a range of expenditure, including licences, external audit fees, external training, subscriptions to professional bodies, public consultation and internal audit fees.

*Table 3: Breakdown of office expenditure for 2013/14*

Category	Amount £	% cost
Independent Custody Visiting	21.4	1.1
Joint Audit Committee	6.0	0.3
PCC Advisors	25.0	1.3
Police and Crime Commissioner	128.8	6.7
Permanent Staff	933.1	48.3
Agency Staff	96.5	5.0
Consultants	226.2	11.7
Legal Fees	62.5	3.2
Accommodation Costs	81.2	4.2
Equipment	30.0	1.6
Other	318.9	16.6
	1,929.6	100

13. The forecast spend on Permanent Staff does not equate the expected full year cost of all posts in the new organisational structure as the changes were introduced mid-year. Presuming all posts in the structure are occupied at all times by Permanent Staff the projected expenditure for 2014/15 would be £1,092,000<sup>2</sup>.

#### The Consultancy Component of the Budget 2013/14

*Table 4: expenditure on consultancy<sup>3</sup>*

	Charged to OPCC Budget (£)	Charged to Commissioning Budget (£)	Total £
Andrew White*	73,000		73,000
Hall Williams Associates	63,000		63,000
Jane Harwood Consulting	47,893		47,893
Karen Vincent May	2,275		2,275
MMP Consulting	37,000		37,000
Schofield Associates	1,350		1,350
Spragg Consulting		47,500	47,500
Steenberg Consulting	1,702		1,702
<b>Total</b>	<b>226,220</b>	<b>47,500</b>	<b>273,720</b>

\* includes full forecast spend for rest of financial year as Interim CEO

14. The consultancy services procured by the OPCC are described below<sup>4</sup>. In many instances the employment of consultants was required to support transition from the Police Authority to the new Police and Crime Commissioner arrangements,

<sup>2</sup> This figure does not include any estimation of possible pay rises during the next financial year.

<sup>3</sup> A breakdown to days worked is not included due to the commercially sensitive nature of information.

<sup>4</sup> Consultancy covers all instances where a party is registered with HMRC as self-employed. It does not include the provision of 'services' such as those purchased from external legal firms or Devon County Council's in respect of the Devon Audit Partnership.

including consultancy advice on commissioning, organisational design and Stage 2 transfers. Going forward the need for consultancy services will reduce dramatically, with the new organisational structure providing the required resource and expertise to support the work of the Commissioner in most areas.

**Andrew White (external support on recruitment process and strategy and Interim CEO).** Andrew White was engaged to provide support to the recruitment process for the four new manager posts, including his participation in the interviewing and selection processes. In addition he provided senior level strategic support to the CEO and PCC on commissioning and alcohol issues in August and September 2013, both of which were time critical. He was appointed on the authority of the former CEO. On 26 November Andrew White was re-engaged by the Police and Crime Commissioner and appointed as Interim CEO following the departure of the former CEO. He has been given a fixed term contract until the end of April 2014 and has taken on all statutory roles assigned to the CEO.

**Hall Williams Associates (HR advice and support).** Hall Williams Associates has provided strategic HR advice to the CEO relating to organisational change, staff management and deployment issues during the restructuring of the office. Support has also been provided on the development and adjustment of Police Authority's HR processes and policies to reflect the establishment of the OPCC. In addition Hall Williams Associates provides support for the OPCC in its scrutiny of Devon and Cornwall Police's HR management and strategy. Hall Williams Associates carried out a similar role for the Police Authority. Hall Williams Associates is appointed on a purchase agreement to be called upon as required.

**Jane Harwood Consulting (transition arrangements).** Consultancy support was focused on transition, in particular on reviewing the existing office structure and the development of the new function based organisational model. Jane Harwood Consulting also provided support to the CEO in relation to the Chief Constable's recruitment process and on force performance and Stage 2 transfer. Jane Harwood Consulting was appointed on the authority of the former CEO through a Statement of Intent. This contract has ended.

**Karen Vincent May (performance management and commissioning allocation).** Expert advice and support on oversight of force performance and the development of the OPCC's performance framework as well as commissioning allocation arrangements. Karen Vincent May was appointed on the authority of the former CEO. This contract ended when Karen Vincent took up her permanent post as Performance & Customer Service Manager.

**MMP Consulting (scrutiny support on Force Change Programme).** MMP Consulting were appointed to provide expert advice on the effectiveness of the police force's change programme. MMP Consulting carried out a similar role for the Police Authority.

**Schofield Associates (HR and staffing related issues).** Schofield Associates provided advice on the senior team's terms and conditions for appointments and remuneration to provide continuity of advice from the former Police Authority. Schofield Associates was appointed on the authority of the former CEO through an appointment letter. This contract has ended.

**Steenberg Consulting (commissioning support).** Steenberg Consultancy provided expert advice on commissioning approaches. Schofield Associates was appointed on the authority of the former CEO through an appointment letter. This contract has ended.

**Spragg Consulting (advice and support on commissioning).** Spragg Consultancy has provided expert advice and support on partnership development in the peninsula from a commissioning perspective, including the development of the PCC commissioning intentions. Spragg Consultancy was appointed on the authority of the former CEO through an appointment letter with accompanying terms of reference.

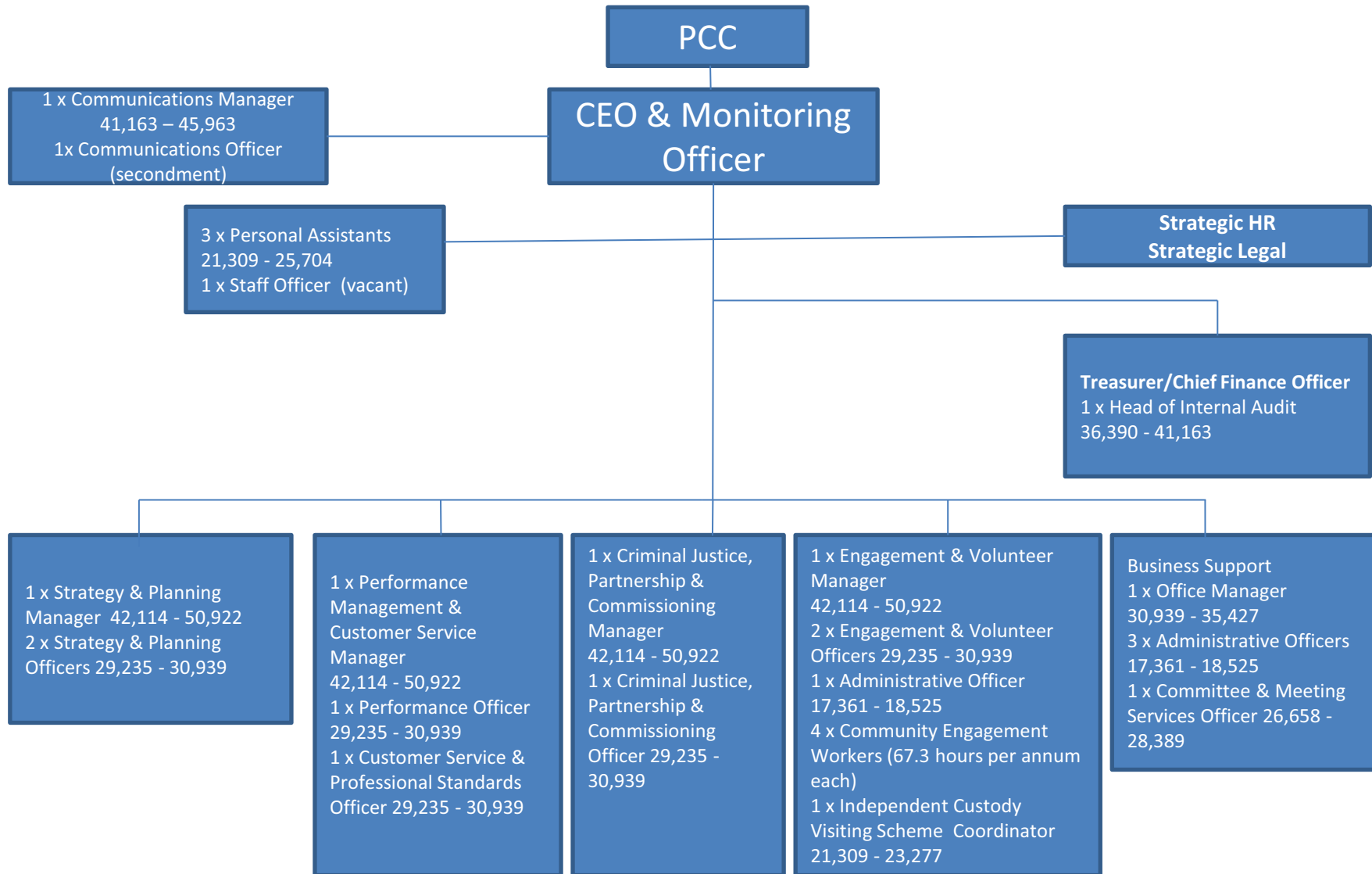
### **Part 3 - expenses and allowances – expenditure and OPCC policies**

15. Expenditure by the Office of the PCC which exceeds £500 is listed on the PCC's official website at <http://www.devonandcornwall-pcc.gov.uk/About-Us/What-We-Spend/Expenditure-over-500.aspx>
16. The salary for the Police and Crime Commissioner has been set by the Home Secretary and is listed on the official website of the PCC (£85,000 per annum). In addition the Home Secretary has set out provisions relating to the expenses incurred by Police and Crime Commissioners, in particular relating to travel, subsistence and exceptional expenses. Expenses claimed by the Police and Crime Commissioner are published on the PCC's official website at <http://www.devonandcornwall-pcc.gov.uk/About-Us/What-We-Spend/PCC-expenses.aspx>.
17. In addition an exceptional expenses allowance is paid to the Police and Crime Commissioner to cover the cost of accommodation near Exeter. The Decision on this matter follows a positive recommendation from the Appointment and Remuneration Committee in April 2013. The allowance is £650 per month and is taxable. A copy of the Decision is available at: <http://www.devonandcornwall-pcc.gov.uk/Document-Library/Decisions/Approval-of-PCC-Exceptional-Expenses.pdf>
18. The OPCC currently follows the principles and approach set out in the Devon and Cornwall Police expenses policies for staff, available at: <http://www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Policies.aspx?classification=Finance>

### **Contact for further information**

Andrew White  
Interim Chief Executive  
Office of the Police and Crime Commissioner for Devon and Cornwall  
[chiefexecutivesupport@devonandcornwall.pnn.police.uk](mailto:chiefexecutivesupport@devonandcornwall.pnn.police.uk)  
Report prepared 4 December 2013

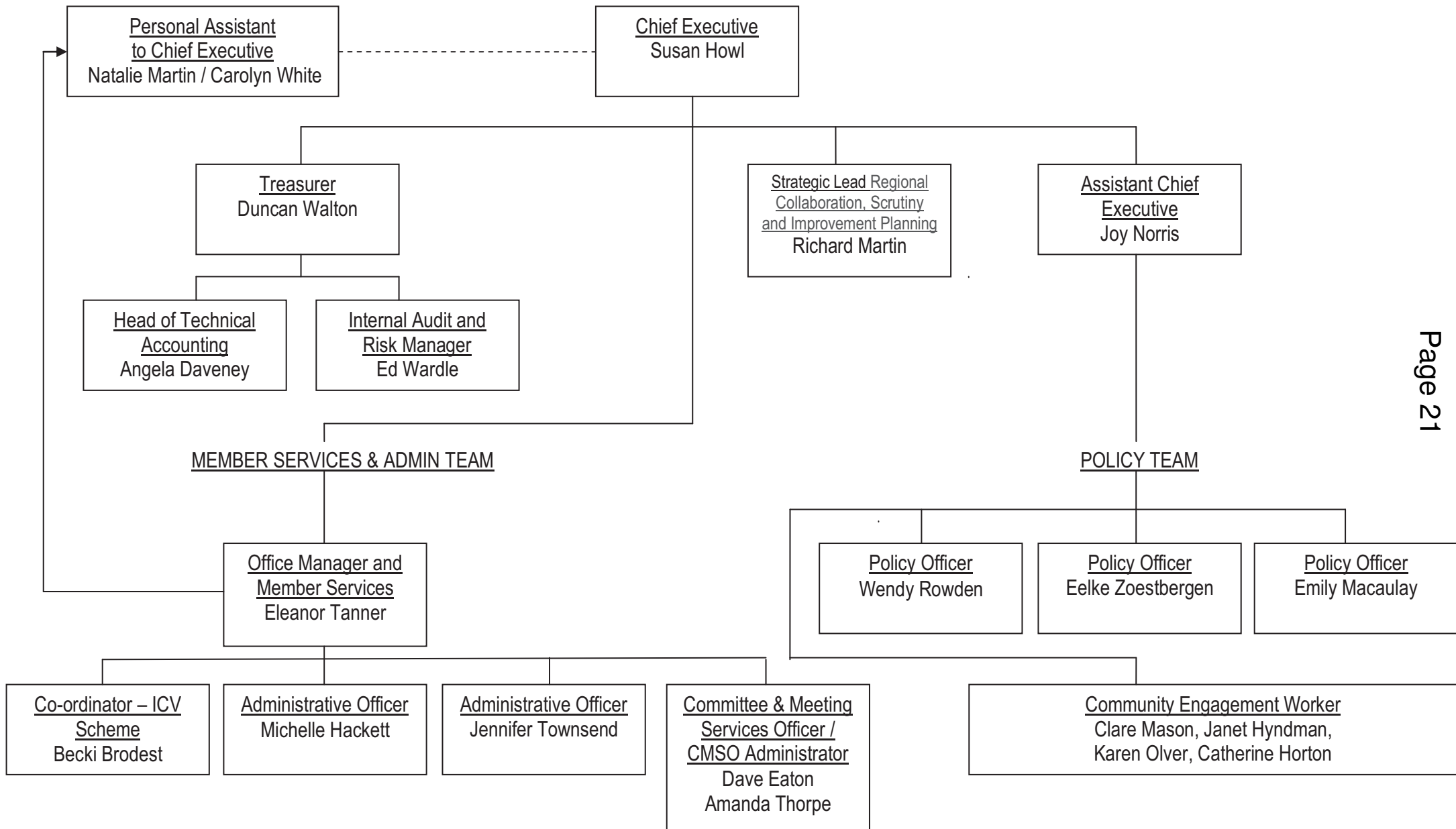
**OPCC STRUCTURE**



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# OFFICER STRUCTURE FOR DEVON & CORNWALL POLICE AUTHORITY



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**NOTE 26: POLICE AUTHORITY COSTS INCLUDING MEMBERS ALLOWANCES**

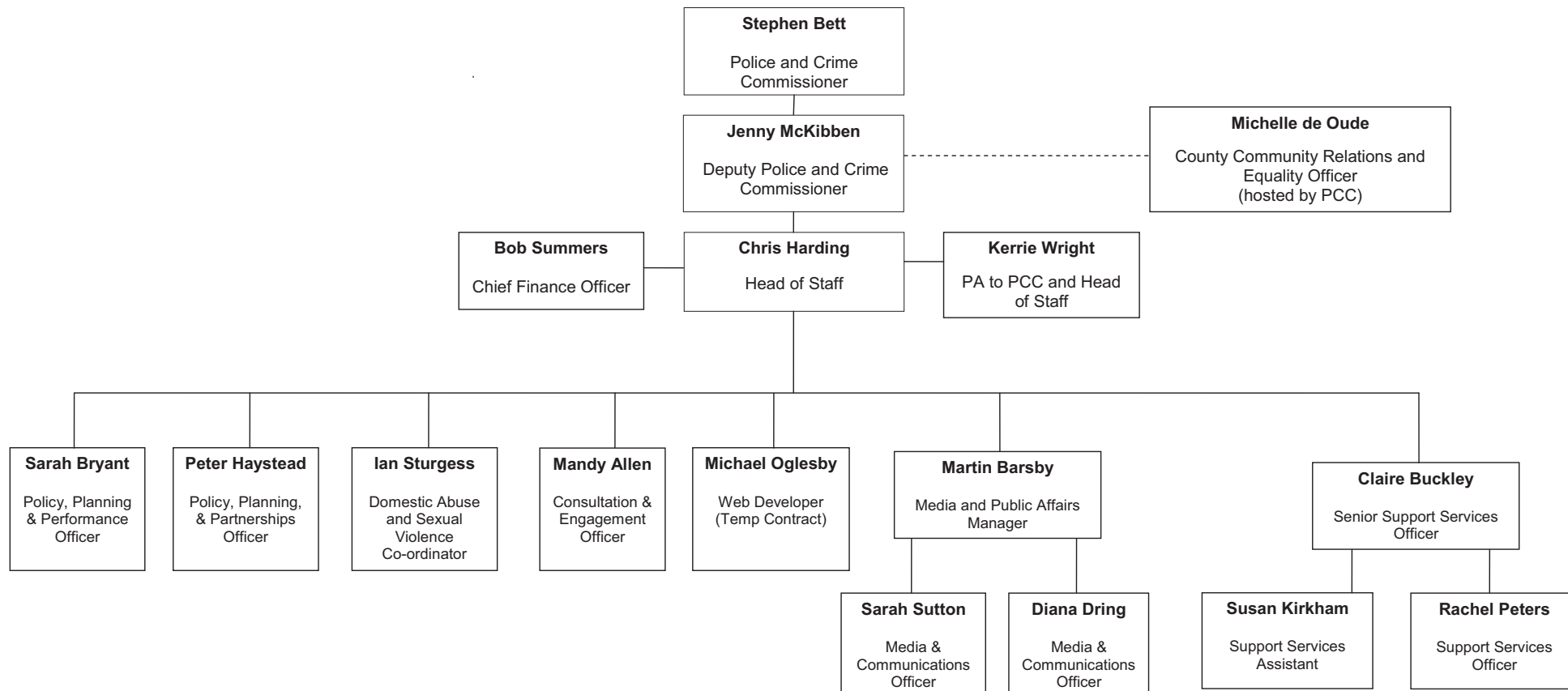
The following costs of running the Police Authority itself are included in the Comprehensive Income and Expenditure Statement:

Year Ended 31 March 2011 £'000		Year Ended 31 March 2012 £'000
261	Members' allowances including national insurance*	261
47	Reimbursement of members expenses*	31
77	Other democratic representation costs (e.g. custody visiting consultation)	63
986	Statutory Officers and associated costs	1,006
160	Other Costs (e.g. audit fees, local policing summaries)	144
<u>1,531</u>	Total Police Authority Costs	<u>1,505</u>
21	Pensions and Cost of Capital adjustments	20
<u>1,552</u>		<u>1,525</u>

\*Full details of member allowances are provided on the Police Authority Website <http://www.dcpa.police.uk>

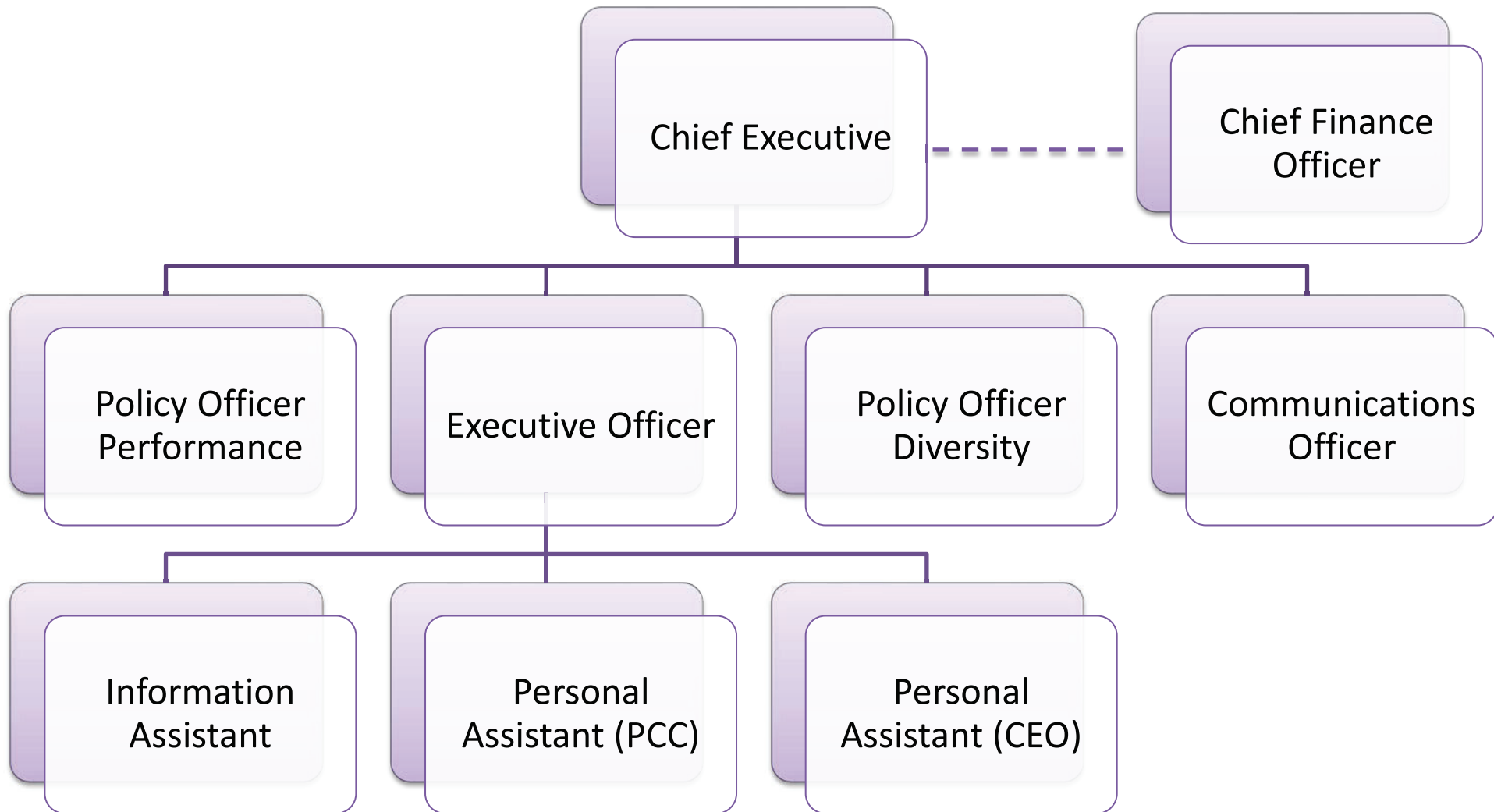
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**CURRENT ORGANISATIONAL STRUCTURE**



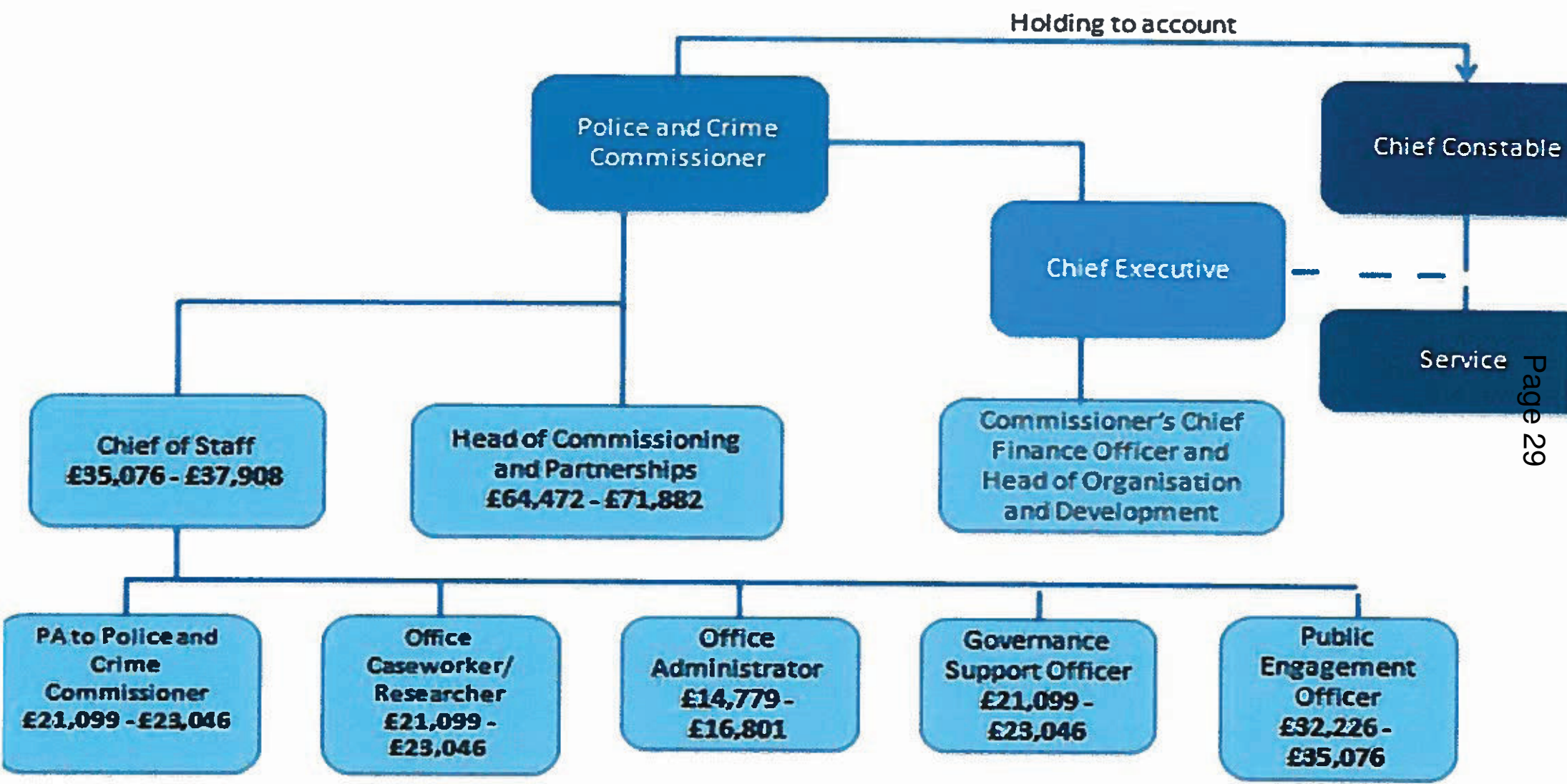
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Office of the Police and Crime Commissioner North Wales 2013



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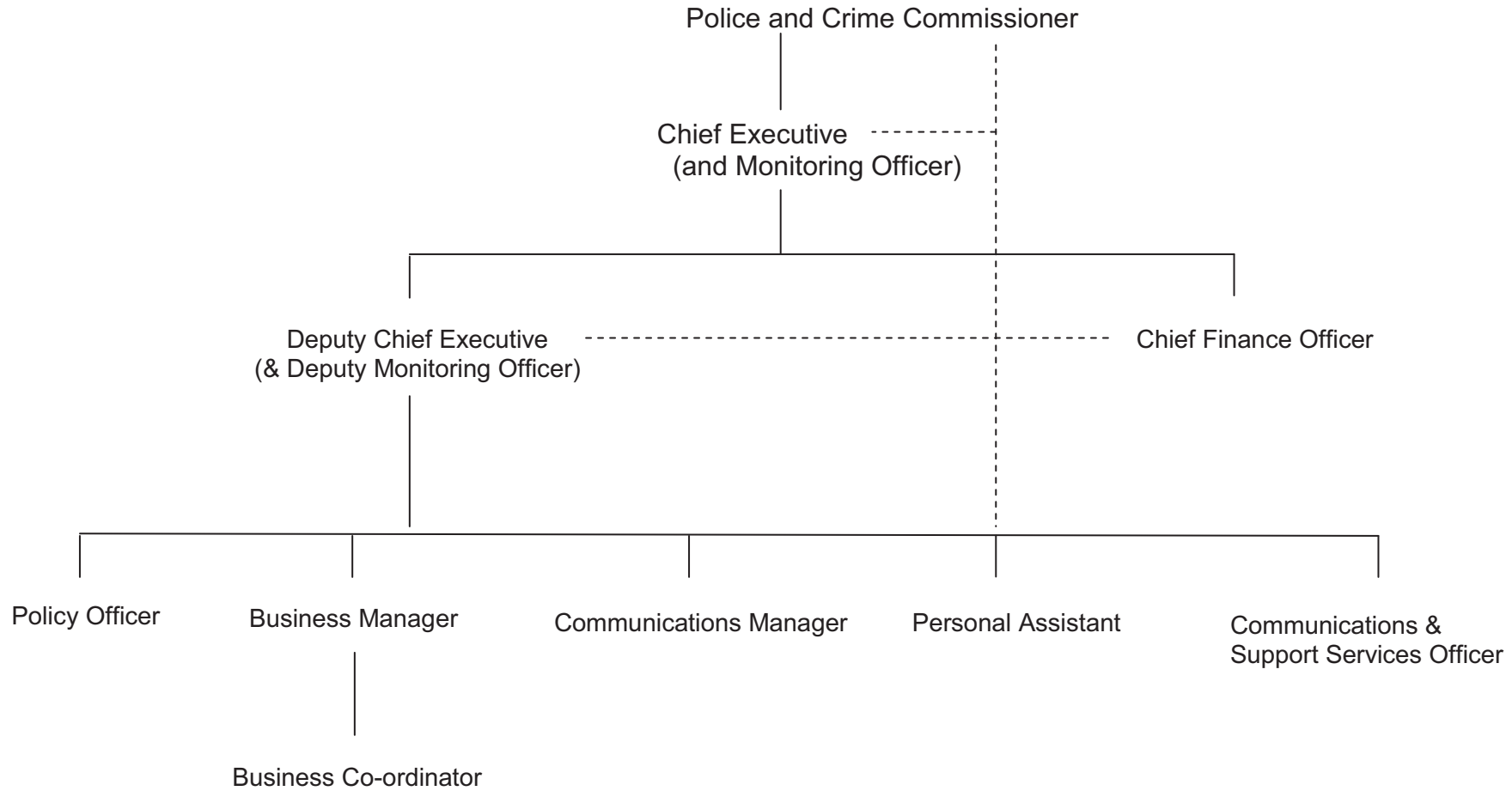




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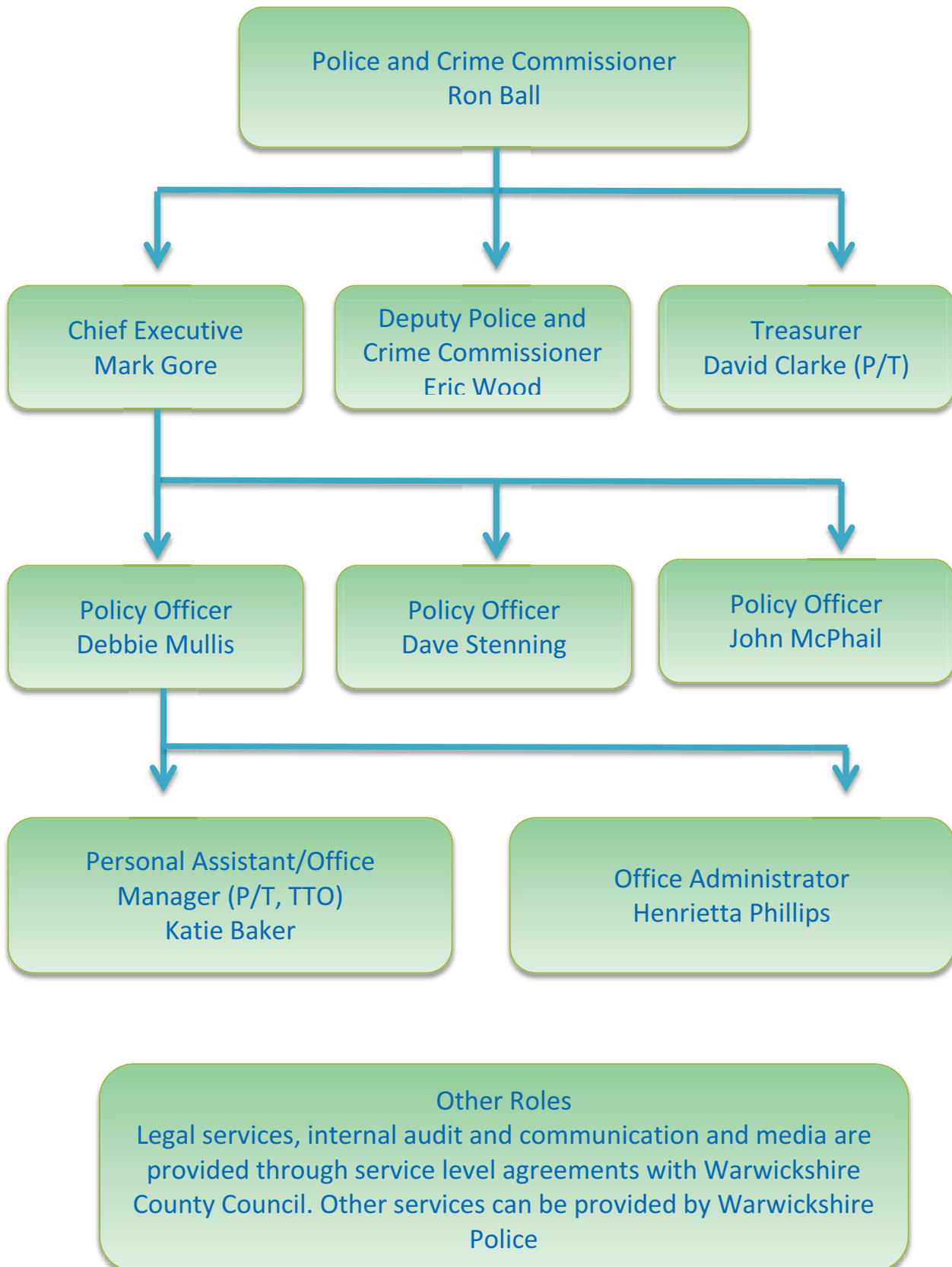
# OFFICE OF THE POLICE AND CRIME COMMISSIONER



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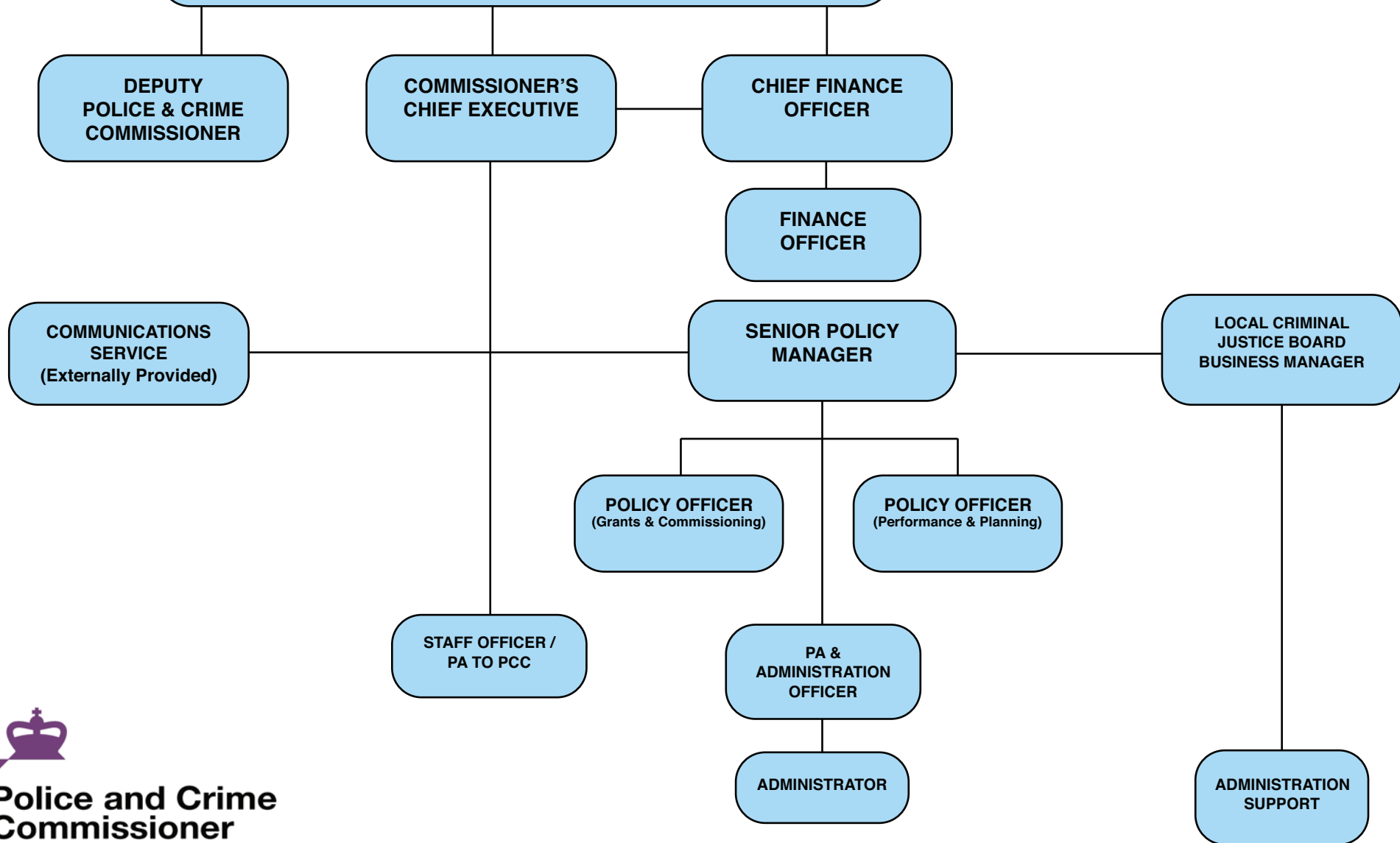


## The office of the Police and Crime Commissioner Organisation Chart



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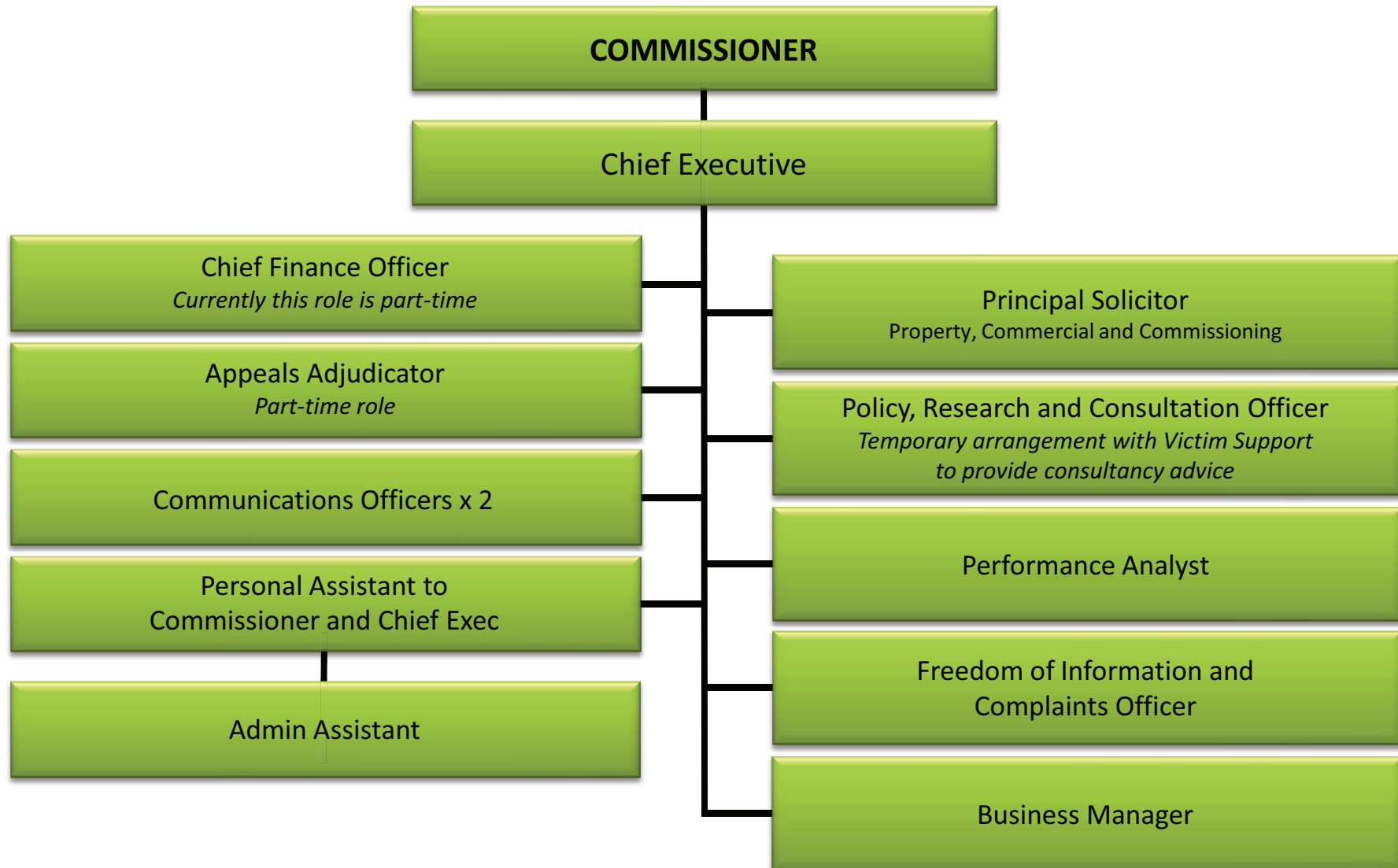
# POLICE & CRIME COMMISSIONER



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# Structure of the Office of the Police and Crime Commissioner



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Office of the Police  
and Crime Commissioner  
for Devon and Cornwall

November 2012 expenditure

Supplier Code	Supplier Name	Trans. No	Date Paid	Account	Amount	Notes
515994	NICHOLAS PARKER LTD	4426552	01/11/2012	Consultancy Fees	£ 770.50	Transition co-ordination (April to July 2012)
500055	EXETER CITY COUNCIL (RATES ONLY)	4426664	01/11/2012	Non Domestic Rates and Council Tax	£ 2,004.00	
515994	NICHOLAS PARKER LTD	4426552	01/11/2012	Consultancy Fees	£ 6,500.00	Transition co-ordination (April to July 2012)
508121	M M P CONSULTING LTD	4428354	15/11/2012	Consultancy Fees	£ 3,400.00	Advisor on organisational change (October 2012)
508121	M M P CONSULTING LTD	4428362	19/11/2012	Consultancy Fees	£ 1,700.00	Advisor on organisational change (October 2012)
500770	DEVON COUNTY COUNCIL	4428399	19/11/2012	Agency Staff	£ 2,667.39	Monthly cost (October 2012) , one member of agency staff
514653	HALL WILLIAMS ASSOCIATES	4428352	19/11/2012	Consultancy Fees	£ 6,768.80	Strategic HR and Strategic management services (October 2012)
500380	AUDIT COMMISSION (BRISTOL)	4429085	29/11/2012	External Audit Fees	£ 500.00	Payment for National Fraud Initiative 2012/13
509013	SPECIALIST COMPUTER CENTRES	4429113	29/11/2012	Computer - Software Purchase/Enhancement	£ 564.35	
506411	ASHFORDS SOLICITORS (EXETER)	4429764	29/11/2012	Legal/Counsel Fees	£ 580.50	Legal advice on injury pensions (August to October 2012)



Office of the Police  
and Crime Commissioner  
for Devon and Cornwall

December 2012 expenditure

Supplier code	Supplier Name	TransNo	Date paid	Account	Amount	Notes
515944	ROYAL MAIL RETAIL	4430239	04/12/2012	Postage	£ 750.00	
516773	JANE HARWOOD CONSULTING LTD	4429770	04/12/2012	Consultancy Fees	£ 15,965.00	Project Management Support (October - outstanding payment from Police Authority)
516892	POLICING FOR ALL LTD	4429500	06/12/2012	Consultancy Fees	£ 755.00	Provision of training in October (outstanding payment from Police Authority)
515994	NICHOLAS PARKER LTD	4429503	06/12/2012	Consultancy Fees	£ 5,500.00	Transition co-ordination (August to November 2012-outstanding payment from the Police Authority)
500770	DEVON COUNTY COUNCIL	4430334	07/12/2012	Consultancy Fees	£ 31,745.50	Internal Audit provision (April to September 2012-outstanding payment from Police Authority)
505282	ZEBRA COLLECTIVE	4430327	11/12/2012	External Training	£ 550.00	
513922	APPLE RETAIL UK LTD	4430029	11/12/2012	Equipment & Furniture Purchase & Maintenance	£ 1,076.00	
513922	APPLE RETAIL UK LTD	4430898	13/12/2012	Equipment & Furniture Purchase & Maintenance	£ 538.00	
516831	Redacted section 40 FOI Act	4431026	13/12/2012	Consultancy Fees	£ 4,025.00	Commissioning advice and support
500176	SWEET & MAXWELL LTD (ANDOVER)	4431297	21/12/2012	Publications, Newspapers and Periodicals	£ 788.00	Purchase of encyclopedia of Local Government Law-(outstanding payment from the Police Authority)



Office of the Police  
and Crime Commissioner  
for Devon and Cornwall

January 2013  
expenditure

Supplier Code	Supplier Name	Trans. No	Date Paid	Account	Amount	Notes
512017	Redacted sec 40 FOI Act	4433709	08/01/2013	Members Allowances	£ 630.00	Misconduct hearing- Independent member
502720	HAYS ACCOUNTANCY PERSONNEL	4433174	08/01/2013	Agency Staff	£ 633.94	Weekly cost, one member of agency staff
505544	ALDER KING	4433647	15/01/2013	Rents and Service Charges and Hire	£ 14,748.25	Outstanding payment from Police Authority
500732	E D F ENERGY	4435255	22/01/2013	Electricity	£ 812.02	Outstanding payment from Police Authority
502216	NEOPOST LTD (ROMFORD)	4435244	22/01/2013	Postage	£ 1,000.00	
508121	M M P CONSULTING LTD	4434695	22/01/2013	Consultancy Fees	£ 2,550.00	Advisor on organisational change (December 2012)
517005	SPRAGG CONSULTANCY	4435062	22/01/2013	Consultancy Fees	£ 4,725.00	Commissioning advice and support (November and December 2012)
514653	HALL WILLIAMS ASSOCIATES	4434697	22/01/2013	Consultancy Fees	£ 5,909.80	Strategic HR and Strategic management services (December)
516773	JANE HARWOOD CONSULTING LTD	4434943	22/01/2013	Consultancy Fees	£ 7,402.50	Project management Support (December 2012)
500770	DEVON COUNTY COUNCIL	4435326	29/01/2013	Agency Staff	£ 3,061.66	Monthly cost (December 2012), one member of agency staff



**Office of the Police  
and Crime Commissioner  
for Devon and Cornwall**

February 2013 expenditure

500770	DEVON COUNTY COUNCIL	4438001	26/02/2013	Agency Staff	£	2,487.30	Monthly cost (January 2013) , one member of agency staff
508121	M M P CONSULTING LTD	4437995	26/02/2013	Consultancy Fees	£	4,250.00	Advisor on organisational change (January 2013)
503144	LOCAL GOVERNMENT EMPLOYERS	4439374	28/02/2013	Consultancy Fees	£	3,450.00	Specialist Job Evaluation advisor (April to December 2012)-outstanding payment from the Police Authority



Office of the Police  
and Crime Commissioner  
for Devon and Cornwall

March 2013 expenditure

508121	M M P CONSULTING LTD	4441494	19/03/2013	Consultancy Fees	£ 4,250.00	Advisor on organisational change (January 2013)
514653	HALL WILLIAMS ASSOCIATES	4440735	19/03/2013	Consultancy Fees	£ 6,497.80	Strategic HR and Strategic management services (February 2013)
516773	JANE HARWOOD CONSULTING LTD	4441458	19/03/2013	Consultancy Fees	£ 10,357.50	Project Management support (February 2013)
505544	ALDER KING	4440515	19/03/2013	Rents and Service Charges and Hire Premises	£ 14,748.25	
502720	HAYS ACCOUNTANCY PERSONNEL	4441988	21/03/2013	Agency Staff	£ 569.43	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4441984	21/03/2013	Agency Staff	£ 573.39	Weekly cost, one member of agency staff
500169	XEROX (UK) LTD (WORTHING)	4442122	21/03/2013	Photocopier/ MFDS/Microfiche - Rental & Charges	£ 1,431.25	
517005	SPRAGG CONSULTANCY	4441740	21/03/2013	Consultancy Fees	£ 6,216.00	Commissioning advice and support (February 2013)



Office of the Police  
and Crime Commissioner  
for Devon and Cornwall

April 2013 expenditure

Supplier Code	Supplier Name	Trans. No.	Date Paid	Account	Amount	Notes
517175	GRANT THORNTON	4443275	02/04/2013	External Audit Fees	£ 40,500.00	Provision of external audit services (quarters 1, 2 and 3 of 2012/13)
502401	POLICE AND CRIME COMMISSIONER FOR GLOUCESTERSHIRE	4442621	04/04/2013	Computer - Software Purchase/Enhancement	£ 8,305.02	Delivery of website (including design, hosting and project management) : Collaborative contract with other PCC offices.
508626	EXETER RESPECT	4444028	11/04/2013	Public Consultation	£ 500.00	OPCC stand at Exeter Respect Festival
517175	GRANT THORNTON	4444478	11/04/2013	External Audit Fees	£ 18,750.00	Provision of external audit services (quarters 1, 2 and 3 of 2012/13)
502720	HAYS ACCOUNTANCY PERSONNEL	4444499	16/04/2013	Agency Staff	£ 600.94	Weekly cost , one member of agency staff
514653	HALL WILLIAMS ASSOCIATES	4444888	16/04/2013	Consultancy Fees	£ 9,311.40	Strategic HR and Strategic management services (March 2013)
502720	HAYS ACCOUNTANCY PERSONNEL	4445220	18/04/2013	Agency Staff	£ 561.02	Weekly cost , one member of agency staff
502653	PARLIAMENTARY NEWS SERVICES	4444887	18/04/2013	Licences	£ 2,596.15	
517005	SPRAGG CONSULTANCY	4444929	18/04/2013	Consultancy Fees	£ 3,913.45	Commissioning advice and support (March 2013)





Office of the Police  
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May 2013 expenditure

Supplier Code	Supplier Name	Trans.No.	Date Paid	Account(T)	Amount	Notes
517117	JAN STANHOPE	4446967	03/05/2013	Agency Staff	£ 1,666.00	Monthly payment to senior Advisor to the PCC
502185	POLICE & CRIME COMMISSIONERS TREASURERS SOCIETY	4447223	07/05/2013	Subscriptions to Professional Bodies	£ 2,976.00	
502496	ICVA	4447224	07/05/2013	Subscriptions to Professional Bodies	£ 500.00	Independent Custody Visiting Association
509445	INSTITUTE OF INTERNAL AUDITORS (UK & IRELAND LTD)	4447234	07/05/2013	Internal Audit Fees	£ 712.00	HIAS Renewal yearly subscription
508121	M M P CONSULTING LTD	4447236	07/05/2013	Consultancy Fees	£ 3,400.00	Advisor on organisational change
502720	HAYS ACCOUNTANCY PERSONNEL	4445850	07/05/2013	Agency Staff	£ 549.96	Weekly cost, one member of agency staff
501570	ADECCO UK LTD (BOREHAMWOOD)	4446320	07/05/2013	Agency Staff	£ 705.17	Weekly cost, one member of agency staff
517239	ASSOCIATION OF POLICING & CRIME CHIEF EXECUTIVES	4450253	10/05/2013	Subscriptions to Professional Bodies	£ 1,236.00	
502234	SCHOFIELD ASSOCIATES	4447336	14/05/2013	Consultancy Fees	£ 650.00	Provision of specialist HR advice (April 2013)
517117	JAN STANHOPE	4447710	14/05/2013	Agency Staff	£ 1,666.00	Monthly payment to senior Advisor to the PCC
516831	Redacted section 40 FOI Act	4447741	14/05/2013	Consultancy Fees	£ 6,828.30	Commissioning advice and support-April
501570	ADECCO UK LTD (BOREHAMWOOD)	4446856	14/05/2013	Agency Staff	£ 606.20	Weekly cost, one member of agency staff



Office of the Police  
and Crime Commissioner

June 2013 Expenditure

Supplier Code	Supplier Name	Trans.No.	Date Paid	Account(T)	Amount	Notes
500770	DEVON COUNTY COUNCIL	4452087	25/06/2013	Agency Staff	£ 3,996.66	Monthly cost (May), one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4452043	25/06/2013	Agency Staff	£ 515.36	Weekly cost, one member of agency staff
517005	SPRAGG CONSULTANCY	4451993	25/06/2013	Consultancy Fees	£ 6,436.75	Commissioning advice and support- May
517175	GRANT THORNTON	4451848	25/06/2013	External Audit Fees	£ 6,250.00	Payment for quarter 4 for the 2012-13 external audit fee
501570	ADECCO UK LTD (BOREHAMWOOD)	4451266	25/06/2013	Agency Staff	£ 519.62	Weekly cost, one member of agency staff
508121	M M P CONSULTING LTD	4450914	25/06/2013	Consultancy Fees	£ 4,250.00	Advisor on organisational change
516016	THE A V GROUP	4450875	25/06/2013	Equipment & Furniture Purchase & Maintenance	£ 3,154.95	Smart board and projector including installation
517321	CORNWALL VOLUNTARY SECTOR FORUM	4451959	25/06/2013	Conference Fee	£ 500.00	Restorative Justice across Devon and Cornwall Conference (1 delegate)
502720	HAYS ACCOUNTANCY PERSONNEL	4450385	18/06/2013	Agency Staff	£ 624.99	Weekly cost, one member of agency staff
514653	HALL WILLIAMS ASSOCIATES	4451962	18/06/2013	Consultancy Fees	£ 5,909.40	Strategic HR and strategic management services
501570	ADECCO UK LTD (BOREHAMWOOD)	4450445	18/06/2013	Agency Staff	£ 606.20	Weekly cost, one member of agency staff



Office of the Police  
and Crime Commissioner

July 2013

Supplier Code	Supplier Name	Trans. No.	Date paid	Account(T)	Amount	Notes
500037	CORNWALL COUNTY COUNCIL	4452840	02/07/2013	Reprographics Recharges	£ 1,600.00	Contribution to printing of council tax leaflets
512677	BARNETT WADDINGHAM LLP	4453596	02/07/2013	Pensions Administration	£ 3,470.00	
501570	ADECCO UK LTD (BOREHAMWOOD)	4452227	02/07/2013	Agency Staff	£ 738.16	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4452068	02/07/2013	Agency Staff	£ 708.19	Weekly cost, one member of agency staff
500037	CORNWALL COUNTY COUNCIL	4452838	05/07/2013	Reprographics Recharges	£ 900.00	Contribution to printing of council tax leaflets
517117	JAN STANHOPE	4454145	05/07/2013	Consultancy Fees	£ 1,666.00	Monthly payment to the Senior Advisor to the PCC
501570	ADECCO UK LTD (BOREHAMWOOD)	4452876	05/07/2013	Agency Staff	£ 630.95	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4454801	11/07/2013	Agency Staff	£ 692.85	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4454803	11/07/2013	Agency Staff	£ 523.35	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4453904	16/07/2013	Agency Staff	£ 554.24	Weekly cost, one member of agency staff
501570	ADECCO UK LTD	4453983	16/07/2013	Agency Staff	£ 678.24	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4454138	16/07/2013	Agency Staff	£ 667.02	Weekly cost, one member of agency staff
514653	HALL WILLIAMS ASSOCIATES	4455074	18/07/2013	Consultancy Fees	£ 4,809.80	Strategic HR and strategic management services
502720	HAYS ACCOUNTANCY PERSONNEL	4454528	23/07/2013	Agency Staff	£ 635.24	Weekly cost, one member of agency staff



Office of the Police  
and Crime Commissioner

August 2013

Supplier Code	Supplier Name	Trans.No.	Date paid	Account(T)	Amount	Notes
500055	EXETER CITY COUNCIL (RATES ONLY)	4457287	01/08/2013	Non Domestic Rates and Council Tax	£ 2,061.00	
517117	JAN STANHOPE	4457288	01/08/2013	Consultancy Fees	£ 1,666.00	Monthly payment to the Senior Advisor to the PCC
516773	JANE HARWOOD CONSULTING LTD	4456865	06/08/2013	Consultancy Fees	£ 7,613.00	Project Management Support (June 2013)
516773	JANE HARWOOD CONSULTING LTD	4456865	06/08/2013	Consultancy Fees	£ 570.90	Project Management Support (June 2013)
516773	JANE HARWOOD CONSULTING LTD	4456866	06/08/2013	Consultancy Fees	£ 10,937.50	Project Management Support (May 2013)
516773	JANE HARWOOD CONSULTING LTD	4456866	06/08/2013	Consultancy Fees	£ 854.70	Project Management Support (May 2013)
502720	HAYS ACCOUNTANCY PERSONNEL	4456391	06/08/2013	Agency Staff	£ 641.86	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4456682	06/08/2013	Agency Staff	£ 611.29	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4456954	13/08/2013	Agency Staff	£ 633.88	Weekly cost, one member of agency staff
501570	ADECCO UK LTD (BOREHAMWOOD)	4457039	13/08/2013	Agency Staff	£ 624.00	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4457803	21/08/2013	Agency Staff	£ 691.52	Weekly cost, one member of agency staff
501570	ADECCO UK LTD (BOREHAMWOOD)	4457911	21/08/2013	Agency Staff	£ 640.63	Weekly cost, one member of agency staff
514653	HALL WILLIAMS ASSOCIATES	4459047	21/08/2013	Consultancy Fees	£ 7,077.00	Strategic HR and strategic management services
517175	GRANT THORNTON	4458658	22/08/2013	External Audit Fees	£ 13,500.00	Quarter 4 of 2012-13 external audit fees



Office of the Police  
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September 2013

Supplier Code	Supplier Name	Trans.No.	Date paid	Account(TT)	Amount	Notes
502401	COMMISSIONER FOR GLOUCESTERSHIRE HAYS ACCOUNTANCY PERSONNEL	4459131	03/09/2013	Licences – non ICT/software	2,416.66	Website hosting and costs
502720	ADECCO UK LTD (BOREHAMWOOD)	4459366	03/09/2013	Agency Staff	603.92	Weekly cost, one member of agency staff
501570	HAYS ACCOUNTANCY PERSONNEL	4459523	03/09/2013	Agency Staff	524.20	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4460012	03/09/2013	Agency Staff	627.56	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4460014	03/09/2013	Agency Staff	671.06	Weekly cost, one member of agency staff
500770	DEVON COUNTY COUNCIL	4460210	03/09/2013	Agency Staff	2,846.86	Monthly cost (July), one member of staff
501570	ADECCO UK LTD (BOREHAMWOOD)	4460478	03/09/2013	Agency Staff	£ 569.94	Weekly cost, one member of agency staff
517515	Redacted section 40 FOI Act	4460264	03/09/2013	Consultancy Fees	£ 2,581.70	HR support for specific activity (June)
502234	SCHOFIELD ASSOCIATES	4460262	03/09/2013	Consultancy Fees	£ 700.00	(July)
503346	GRESHAM OFFICE FURNITURE LTD	4460304	03/09/2013	Equipment & Furniture Purchase & Maintenance	£ 5,796.95	
517117	JAN STANHOPE	4460668	05/09/2013	Consultancy Fees	£ 1,666.00	Monthly payment to the Senior Advisor to the PCC
517005	SPRAGG CONSULTANCY	4460730	05/09/2013	Consultancy Fees	£ 4,211.10	Commissioning support and advice (July 2013)

Supplier Code	Supplier Name	Trans.No.	Date paid	Account(T)	Amount	Notes
500055	EXETER CITY COUNCIL (RATES ONLY)	4462650	27/09/2013	Non Domestic Rates and Council Tax	£ 2,061.00	



Office of the Police  
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October 2013

Supplier Code	Supplier Name	Trans.No.	Date paid	Account(T)	Amount	Notes
501570	ADECCO UK LTD (BOREHAMWOOD)	4462893	04/10/2013	Agency Staff	520.04	Weekly cost, one member of agency staff
509013	SPECIALIST COMPUTER CENTRES	4462563	04/10/2013	Equipment & Furniture Purchase & Maintenance	883.68	IT provision for OPCC
502720	HAYS ACCOUNTANCY PERSONNEL	4462826	08/10/2013	Agency Staff	510.19	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4462837	08/10/2013	Agency Staff	655.11	Weekly cost, one member of agency staff
517117	JAN STANHOPE	4464127	08/10/2013	Consultancy Fees	1,666.00	Monthly payment to the Senior Advisor to the PCC
500055	EXETER CITY COUNCIL (RATES ONLY)	4464125	08/10/2013	Non Domestic Rates and Council Tax	2,061.00	
517600	CREATIVE VIEW	4464512	15/10/2013	Public Consultation	559.95	Promotional material for OPCC
517005	SPRAGG CONSULTANCY	4464496	15/10/2013	Consultancy Fees	5,383.20	Commissioning support and advice (September 2013)
508121	M M P CONSULTING LTD	4463949	15/10/2013	Consultancy Fees	5,100.00	Advisor on organisational change
517175	GRANT THORNTON	4464511	15/10/2013	External Audit Fees	6,250.00	Fee note for Q4 of 2012/13 external audit provision
502720	HAYS ACCOUNTANCY PERSONNEL	4463846	15/10/2013	Agency Staff	631.34	Weekly cost, one member of agency staff
502720	HAYS ACCOUNTANCY PERSONNEL	4463845	15/10/2013	Agency Staff	523.88	Weekly cost, one member of agency staff

Supplier Code	Supplier Name	Trans.No.	Date paid	Account(T)	Amount	Notes
517601	CHILLISAUCE	4466113	29/10/2013	External Training	1,900.00	Training at staff development workshop and training day following restructure (links TransNo 4464541)



## EXPENSES AND ALLOWANCES

### PRINT THIS PAGE

The Home Secretary has laid a written ministerial statement outlining PCC pay following recommendations put forward by the senior salaries review board report (SSRB). The intention is to ensure that a suitable and proportionate remuneration is achieved for such a challenging and rewarding role.

Striking the right balance on PCC pay is important in terms of attracting suitable candidates, but avoiding extravagance with public money and addressing the fact that force budgets are constrained.

The salary range has been adjusted to represent differences in force weighting and policing challenges and has been aligned but is not equal to chief constable salaries. The policing challenges a PCC faces will be different depending on the specific needs and demands of the force area. In Devon and Cornwall, the salary set for the Police and Crime Commissioner is £85,000 per annum.

The purpose of authorised allowances is to reimburse expenses incurred by PCCs in carrying out their duties, not to provide a general gratuity for undertaking the role. The following kinds of allowances can be claimed if reasonably incurred by a PCC in the exercise of their duties:

- travel expenses
- subsistence expenses
- exceptional expenses

The amounts of such allowances determined by the Secretary of State are set out in the below table:

Type of expense	Key restriction	Rates
Train	In course of business	Reimbursed up to standard class rates
Mileage allowances	Only if necessary	As per HMRC rates

Type of expense	Key restriction	Rates
Taxis	Only where public transport not available	Cost of taxi fare
Foreign travel	Prior authority from chief executive and for business purposes	Economy class for flights
Hotel accommodation	Business purposes and agreed in advance Value for money and best use of public funds - lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence (UK and foreign)	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast £10 Dinner £30
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the authority	As approved by the chief executive

#### Chief Executive approval

The Police and Crime Commissioner's chief executive subjects all of the Commissioner's claims for expenses to rigorous verification and auditing.

Any claims for exceptional expenses incurred by the Commissioner in the exercise of the Commissioner's functions require the approval of the Commissioner's Chief Executive. In considering whether to grant this approval the chief executive takes into account the following factors:

- a. whether there are exceptional circumstances warranting additional support
- b. whether the Commissioner could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability
- c. whether the Commissioner's performance of their Commissioner functions will be significantly impaired by a refusal of the claim

In considering exceptional claims the advice of the Remuneration and Appointments Committee will be sought.

PCCs are required to publish the allowances paid to them and to their deputies in respect of expenses incurred by the commissioner or deputy in the exercise of the commissioner's functions.

Here you can [download a breakdown of the PCCs expenses](#) (Excel spreadsheet) which includes:

- name, force area, financial year, month, date, claim reference numbers, expense type (e.g. travel, accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed
- for travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay

## **Allowances and Reimbursements made to Advisors to the Police and Crime Commissioner**

The Police and Crime Commissioner has [a scheme of allowances and reimbursements](#) which aims to recognise the time commitment expected from advisors to enable them to carry out their duties effectively and take account of the public service element of the role. The Scheme of Allowances will be submitted to the Remuneration Committee for approval and once approved will be available online.

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**POLICE AND CRIME COMMISSIONER FOR DEVON AND CORNWALL**  
**SCHEME OF ALLOWANCES AND EXPENDITURE**

**1. Introduction**

This Scheme of allowances and expenditure is applicable to The Police and Crime Commissioner, The Deputy Police and Crime Commissioner (if appointed) and any special advisors. It also covers payments made to any panel, committee member or community member who has been appointed or selected to assist with the work of the Police and Crime Commissioner. This scheme is an interim measure awaiting a statutory scheme to be delivered by The Home Office.

**2. The Scheme**

The Scheme provides for payment of expenses, and where appropriate an allowance, as detailed below.

**3. The General Principles**

This remuneration scheme aims to enable people from all walks of life to serve the Office of the Police and Crime Commissioner including those with jobs, young people, those from minority ethnic communities and those with caring responsibilities.

Where available, allowances are intended to recognise the time commitment expected of those covered by the policy to enable them to carry out their duties effectively and take account of the public service element of the role in which they have been acting. It is also designed to ensure all those covered by the policy do not sustain as far as possible financial loss in either time commitment or expenditure incurred.

**4. Election Not To Receive Payment**

Any person covered by this policy may notify the Chief Executive in writing that they elect to forego all or part of any allowance or reimbursement.

**5. Up-rating of Allowances**

The allowance for the Community Members who assist with Consultation will be updated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September).

The amounts paid to

- Members of the Joint Audit Committee
- Independent People who sit on Police Officer Misconduct Panels,
- Independent Members of the Standards Committee

will be amended in accordance with relevant Home Office circulars.

## **6. Up-rating of Reimbursements**

Car Travel.

The rates of reimbursement for car and other forms of travel will be those notified from time to time by the HMRC and will be subject to up-rating in accordance with any changes made by the HMRC.

Carers Allowance

The Carers Allowance will be up-dated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September)

## **7. Payment of allowance and expenses**

Reimbursement of allowance (where payable) and expenditure is made by the submission of an official claim form. Payments are made direct to the recipient's bank account.

## **8. Repayment of Allowances**

Where a payment of any allowance has been made in respect of any period during which the recipient was not entitled to receive the allowance the Office of the Police and Crime Commissioner may require repayment of that allowance for the period concerned.

## **9. Taxation**

Payments made under this scheme may be subject to tax and National Insurance contributions. Each person receiving an allowance should satisfy themselves that their tax and insurance arrangements are in order.

## **10. Publication of Amounts Paid**

In accordance with the Elected Local Policing Bodies (Specified Information) Order 2011, the Office of the Police and Crime Commissioner will publish on its website the amounts of allowances and reimbursements paid to relevant individuals.

## Allowances

### **11. Ad Hoc Panels and Exceptionally Onerous Tasks**

From time to time ad hoc panels may be set up, for example if there is an exceptionally onerous task to be undertaken. In these circumstances the Police and Crime Commissioner may decide

- a) that an ad hoc payment should be made to members of the panel and
- b) the amount of the payment.

### **12. Payment to Panel and Committee Members**

#### **Independent People who sit on the Standards Committee**

Independent members of the Standards Committee will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at meetings of the Standards Committee, attendance at training and conferences as agreed with the Chief Executive, or on any other occasion when they are acting in their official capacity. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

#### **Independent People Who Sit on Police Officer Misconduct Hearings**

Independent people who sit on police officer misconduct hearings will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at hearings and attendance at training and conferences as agreed with the Chief Executive. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

#### **Independent People Who Sit on The Joint Audit Committee**

Independent people who sit on the Joint Audit Committee will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at meetings and attendance at training and conferences as agreed with the Chief Executive. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

#### **Community Members who Assist with Consultation**

Individuals, other than employees of the Office Of The Police and Crime Commissioner, invited to assist in consultation duties will be paid £25.65 per session.

## Reimbursements

### 13. Travel

Individuals are encouraged to use the most practical, economic and sustainable method of travel available for the journey to be undertaken. Use of rail and bus passes is strongly encouraged. The cost of a taxi will be reimbursed but this form of transport is only to be used when public transport is not available. The Office of The Police and Crime Commissioner will book public transport for individuals when requested to do so.

#### 13.1 Car

The rates detailed below will be paid when an individual's own car is used for travel on official business and relates to those paid by the HMRC:

The following table gives the latest allowances;

Approved mileage rates		
From 2011/12	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

#### Passenger payments-cars and vans

An additional 5p per passenger per business mile will be paid for carrying other people in a car or van on journeys which are also relevant work related journeys for them.

Relevant work means an official duty in support of the Office of the Police and Crime Commissioner.

Anyone using their car on Office of The Police and Crime Commissioner business is responsible for ensuring that they have appropriate insurance cover.

#### 13.2 Rail

The cost of rail travel will be reimbursed at the standard class rate, provided that evidence is available to show that this was the most economic option for the date and time of travel.



## **13.3 Foreign travel**

Reimbursement for foreign travel will be at economy class rates, and only for business related travel that has been authorised in advance by the Chief Executive.

## **14. Subsistence And Accommodation**

Accommodation and subsistence will be booked by the Office of The Police and Crime Commissioner for individuals whenever possible. If this is not possible all reasonable costs will be reimbursed provided a receipt is submitted.

In relation to claims for subsistence the following points should be noted:

- If a meal is provided without charge by the Office of The Police and Crime Commissioner, or any other body, as part of an approved duty, no subsequent claim for subsistence can be made.
- The maximum rate of reimbursement for breakfast and lunch is £10 and for dinner is £30.
- Receipts should be submitted wherever possible to support expenditure claims and allow the Office of The Police and Crime Commissioner to reclaim the appropriate element of VAT.

## **15. Carers/Dependants Allowance**

A person who needs to engage the services of a carer for a dependant relative or child to enable him or her to attend Office of The Police and Crime Commissioner business shall be entitled to claim the actual evidenced cost incurred subject to a maximum of £102.58 per day per carer.

For an allowance to be payable the dependent being cared for must be in one of the following groups:

- Under 16 years of age
- A person with a mental or physical disability
- A person with a learning disability who must not be left unsupervised.

## **16. Exceptional expenses**

Any claims for exceptional expenses incurred in the exercise of business related functions will require the approval of the Chief Executive. In considering whether to grant this approval, the Chief Executive shall take into account the following factors:

- Whether there are exceptional circumstances warranting additional support;
- Whether the claimant could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability; and
- Whether the claimant's performance of the business related function will be significantly impaired by a refusal of the claim.

**17. Variation to the scheme of allowances and expenditure**

The Chief Executive in consultation with the Police and Crime Commissioner has the authority to vary these arrangements in exceptional circumstances.

**18. Secretary of State for Home Department's Determination of Police and Crime Commissioner Expenses**

This scheme of allowances is based on the above determination; the following payments are in addition to those specified in the Home Department's determination:

- The arrangements for ad hoc attendance payments to independent and community members engaged in Police and Crime Commissioner business.
- The carers / dependants Allowance.

Police and Crime Commissioner - Devon and Cornwall  
Expenses Record

Ref	Date of Claim	Type of expense	Rates	Description of Claim	Amount Claimed	Amount Reimbursed	Amount Not Reimbursed	Reason for Non-Reimbursals	Receipt Received?	Travel and Subsistence Claims only							
										Place of Origin	Place of Destination	Category of Journey (Car, Train, Taxi etc)	Class of Travel (Standard, First Class etc)	Mileage	Length of Hotel Stay (Days)	Category of Hotel Stay (3 Star, 4 Star, 5 Star etc)	
1	21/12/2012	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 13.50	£ 13.50	£ -		Yes								
2	21/12/2012	Mileage Allowances	HMRC Rates	Business miles	£ 81.00	£ 81.00	£ -										
3	08/02/2013	Mileage Allowances	HMRC Rates	Business miles	£ 29.88	£ 29.88	£ -										
4	08/02/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 24.80	£ 24.80	£ -		Yes								
5	08/02/2013	Taxis	#N/A	Taxi to meeting in London	£ 17.00	£ 17.00	£ -		Yes								
6	08/02/2013	Subsistence	Breakfast £10, Dinner £30	Lunch	£ 8.98	£ 8.98	£ -		Yes								
7	19/03/2013	Train	#N/A	Rail to London , MPS briefing	£ -	£ -	£ 60.75	Purchased centrally									
8	13/03/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.20	£ 2.20	£ -		Yes								
9	13/03/2013	Taxis	#N/A	Taxi to meeting in London	£ 5.00	£ 5.00	£ -		Yes								
10	13/03/2013	Taxis	#N/A	Taxi to meeting in London	£ 15.50	£ 15.50	£ -		Yes								
11	13/03/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 9.90	£ 9.90	£ -		Yes								
12	13/03/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.40	£ 2.40	£ -		Yes								
13	13/03/2013	Mileage Allowances	HMRC Rates	Business miles	£ 127.44	£ 127.44	£ -										
14	13/03/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 10.00	£ 10.00	£ -		Yes								
15	03/12/2012	Train	#N/A	travel to meetings in London	£ -	£ -	£ 220.00	Purchased centrally									
16	04/12/2012	Train	#N/A	London underground	£ 8.40	£ 8.40	£ -	Purchased centrally									
17	04/12/2012	Train	#N/A	London underground	£ 7.00	£ 7.00	£ -	Purchased centrally									
18	03/12/2012	Train	#N/A	London underground	£ 8.40	£ 8.40	£ -	Purchased centrally									
19	03/12/2012	Train	#N/A	London underground	£ 7.00	£ 7.00	£ -	Purchased centrally									
20	03/12/2013	Hotel Accommodation	#N/A	Accom for meetings in London	£ 95.67	£ 95.67	£ -	Purchased centrally									
21	19/02/2013	Train	#N/A	travel to meetings in London	£ 48.50	£ 48.50	£ -	Purchased centrally									
22	19/02/2013	Train	#N/A	travel to meetings in London	£ 41.50	£ 41.50	£ -	Purchased centrally									
23	19/02/2013	Train	#N/A	London underground	£ 7.50	£ 7.50	£ -	Purchased centrally									
24	27/03/2013	Exceptional Expenses	#N/A	Flight to Isles of Scilly	£ 102.00	£ 102.00	£ -	Purchased centrally									
25	21/03/2013	Train	#N/A	London underground	£ 8.80	£ 8.80	£ -	Purchased centrally									
26	21/03/2013	Train	#N/A	London underground	£ 4.50	£ 4.50	£ -	Purchased centrally									
27	20/03/2013	Train	#N/A	London underground	£ 8.80	£ 8.80	£ -	Purchased centrally									
28	20/03/2013	Train	#N/A	London underground	£ 4.50	£ 4.50	£ -	Purchased centrally									
29	21/03/2013	Train	#N/A	travel to meetings in London	£ 78.00	£ 78.00	£ -	Purchased centrally									
30	22/01/2013	Hotel Accommodation	#N/A	Accom for meetings in London	£ 94.50	£ 94.50	£ -	Purchased centrally									
31	20/03/2013	Hotel Accommodation	#N/A	Accom for meetings in London	£ 128.35	£ 128.35	£ -	Purchased centrally									
32	19/04/2013	Mileage Allowances	HMRC Rates	Business miles	£ 222.66	£ 222.66	£ -		Yes								
33	19/04/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.40	£ 2.40	£ -		Yes								
34	19/04/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.30	£ 3.30	£ -		Yes								
35	19/04/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.20	£ 2.20	£ -		Yes								
36	19/04/2013	Taxis	#N/A	London taxi	£ 14.00	£ 14.00	£ -		Yes								
37	19/04/2013	Train	#N/A	London meeting	£ 29.35	£ 29.35	£ -		Yes								
38	19/04/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 8.50	£ 8.50	£ -		No								
39	19/04/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.50	£ 3.50	£ -		Yes								
40	19/04/2013	Exceptional Expenses	#N/A	Airport tax , IOS visit	£ 5.00	£ 5.00	£ -		yes								
41	29/04/2013	Hotel Accommodation	#N/A	Accom for breakfast mtg in Plymouth	£ -	£ -	£ 72.00	Purchased centrally									
42	18/06/2013	Mileage Allowances	HMRC Rates	Business miles	£ 351.72	£ 351.72	£ -		Yes								
43	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Evening meal	£ 5.39	£ 5.39	£ -		Yes								
44	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.40	£ 2.40	£ -		Yes								
45	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.50	£ 2.50	£ -		Yes								
46	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 4.20	£ 4.20	£ -		Yes								
47	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.50	£ 2.50	£ -		Yes								
48	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 4.40	£ 4.40	£ -		Yes								
49	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.60	£ 3.60	£ -		Yes								
50	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 5.00	£ 5.00	£ -		Yes								
51	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.60	£ 3.60	£ -		Yes								
52	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 4.80	£ 4.80	£ -		Yes								
53	18/06/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 1.00	£ 1.00	£ -		Yes								
54	09/07/2013	Hotel Accommodation	#N/A	PCC meeting in Gloucester on 10/7/13	£ 47.00	£ 47.00	£ -		Yes								
55	30/07/2013	Mileage Allowances	HMRC Rates	Business miles	£ 313.74	£ 313.74	£ -		Yes								
56	09/07/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.60	£ 3.60	£ -		Yes								
57	10/07/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 10.00	£ 10.00	£ -		Yes								
58	16/07/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 1.80	£ 1.80	£ -		Yes								
59	15/07/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.10	£ 3.10	£ -		Yes								
60	16/07/2013	Subsistence	Breakfast £10, Dinner £30	meal between meetings	£ 6.97	£ 6.97	£ -		Yes								
61	01/07/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 4.20	£ 4.20	£ -		Yes								
62	04/07/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 5.60	£ 5.60	£ -		Yes								
63	15/09/2013	Hotel Accommodation	#N/A	Alcohol conference, Plymouth on 16/09/13	£ 65.00	£ 65.00	£ -	Purchased centrally	Yes								
64	08/10/2013	Train	#N/A	APCC General mtg	£ 159.00	£ 159.00	£ -	Purchased centrally	Yes								
65	08/10/2013	Hotel Accommodation	#N/A	APCC General mtg	£ 140.00	£ 140.00	£ -	Purchased centrally									
66	14/10/2013	Hotel Accommodation	#N/A	Criminal Justice Board	£ 150.00	£ 150.00	£ -	Purchased centrally									
67	14/10/2013	Train	#N/A	Criminal Justice Board	£ 96.70	£ 96.70	£ -	Purchased centrally									
68	17/10/2013	Train	#N/A	David Cameron visit	£ 82.90	£ 82.90	£ -	Purchased centrally									
69	15/08/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 2.00	£ 2.00	£ -		Yes								
70	04/09/2013	Subsistence	Breakfast £10, Dinner £30	Parking tickets	£ 3.00	£ 3.00	£ -		Yes								





## Supporting the PCC – how to contact us

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Web: <http://www.devonandcornwall-pcc.gov.uk/Home.aspx>



Find us on Facebook: [https://www.facebook.com/devonandcornwallpcc?ref=br\\_tf](https://www.facebook.com/devonandcornwallpcc?ref=br_tf)

## Income and expenditure - Total costs by function

How does the force apportion its spend across the different functions compared with others? How has this changed since last year?

Population											
1,671k		Budgeted spend £m		Spend per head, £		Diff from		% of total**		% Officers***	
		Force	MSG Av	MSG £m*	Last year	Force	MSG Av	Force	MSG Av	Force	MSG Av
Neighbourhood policing	29.7	17.8	16.9	1.5	-5.4	11%	10%	59%	56%		
Incident (response) management	41.9	25.1	33.7	-14.4	4.6	15%	20%	98%	99%		
Local investigation/prisoner processing	35.5	21.2	13.2	13.4	-1.1	13%	8%	98%	93%		
Other local policing	11.2	6.7	4.7	3.4	-0.1	4%	3%	49%	52%		
<b>Local policing</b>	<b>118.3</b>	<b>70.8</b>	<b>68.4</b>	<b>3.9</b>	<b>-2.0</b>	<b>42%</b>	<b>41%</b>	<b>83%</b>	<b>84%</b>		
Dealing with the public	16.5	9.9	10.5	-1.0	0.4	6%	6%	22%	17%		
Road policing	7.2	4.3	5.1	-1.3	-0.6	3%	3%	78%	80%		
Operational support	15.0	9.0	6.5	4.2	0.6	5%	4%	82%	75%		
Intelligence	10.0	6.0	6.5	-0.8	0.1	4%	4%	60%	58%		
Investigations	24.0	14.4	12.2	3.6	-0.3	9%	7%	80%	75%		
Investigative support	7.0	4.2	4.3	-0.2	0.1	2%	3%	6%	3%		
Custody	9.2	5.5	4.8	1.2	-1.6	3%	3%	54%	66%		
Other criminal justice arrangements	11.7	7.0	8.0	-1.6	2.0	4%	5%	5%	3%		
<b>Criminal justice arrangements</b>	<b>20.9</b>	<b>12.5</b>	<b>12.7</b>	<b>-0.4</b>	<b>0.4</b>	<b>7%</b>	<b>8%</b>	<b>27%</b>	<b>24%</b>		
ICT	15.9	9.5	9.0	0.8	-0.2	6%	5%	0%	0%		
Human resources	3.5	2.1	2.3	-0.3	-0.1	1%	1%	2%	4%		
Training	6.6	4.0	3.8	0.3	-0.6	2%	2%	52%	42%		
Other support functions	34.2	20.5	24.1	-6.1	0.4	12%	14%	16%	13%		
<b>Support functions</b>	<b>60.2</b>	<b>36.0</b>	<b>39.2</b>	<b>-5.3</b>	<b>-0.6</b>	<b>21%</b>	<b>23%</b>	<b>11%</b>	<b>9%</b>		
Police and Crime Commissioner	1.5	0.9	1.4	-0.8	0.1	1%	1%	0%	0%		
<b>Total exc national policing and central costs</b>	<b>280.6</b>	<b>167.9</b>	<b>166.8</b>	<b>1.8</b>	<b>-1.8</b>	<b>100%</b>	<b>100%</b>	<b>55%</b>	<b>50%</b>		
National policing	2.7	1.6	2.4	-1.4	0.0						
Central costs	4.6	2.8	7.5	-7.9	-0.1						
<b>Total</b>	<b>287.9</b>	<b>172.2</b>	<b>176.7</b>	<b>-7.5</b>	<b>-1.9</b>						

Note that workforce under the heading of 'local investigation' are included within 'local policing' not 'investigation' as in POA

\* Net cost of the difference in spend to the average per head of MSG forces.

\*\* Percentage of budgeted spend (excluding on national policing and central costs) by function

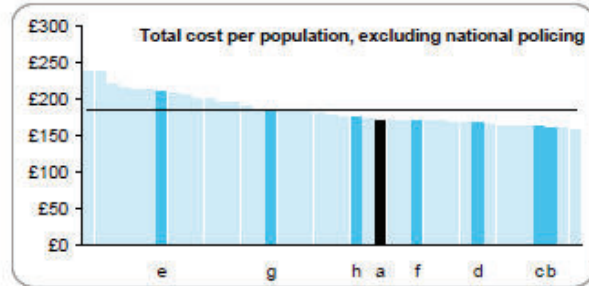
\*\*\* Cost of police officers as % of total gross cost by function

Source: POA estimates 2012/13 and 2013/14

Devon & Cornwall

## Income and expenditure - NRE by function - Summary

What does the force spend across the different functions compared with others?

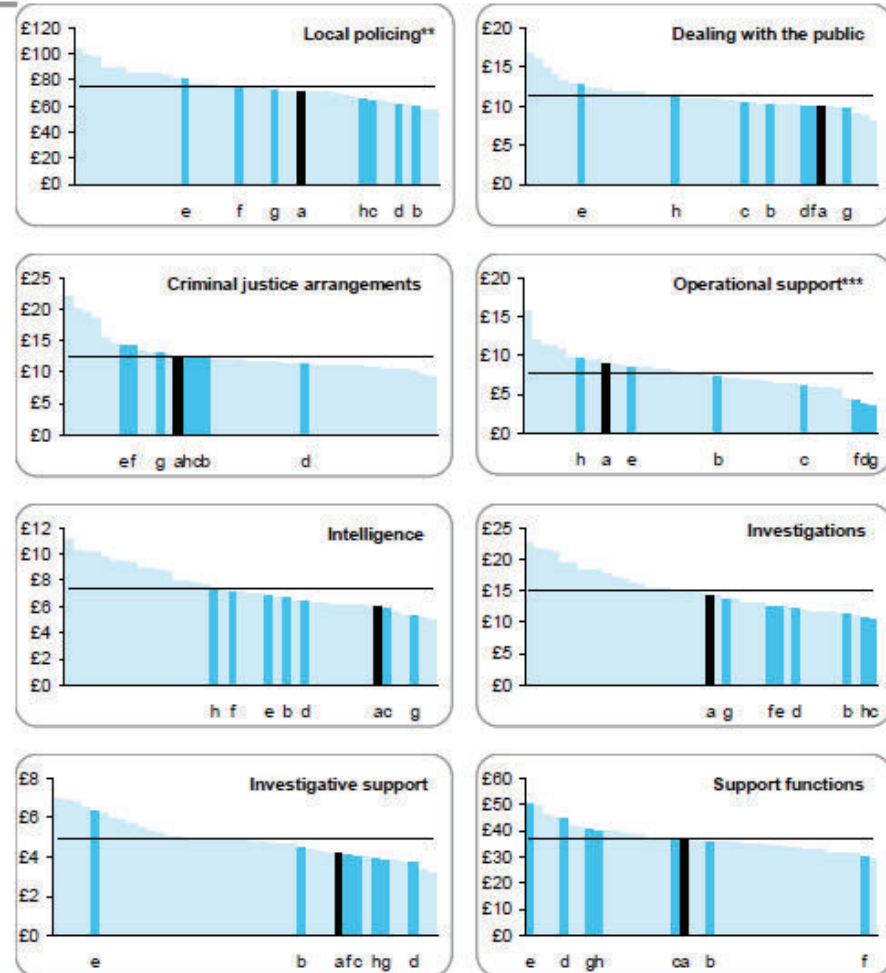


Population	1,671k		Averages		Diff* £m	
	£m	£/head	All	MSG	All	MSG
Local policing**	118.3	70.8	75.1	68.4	-7.3	3.9
Dealing with the public	16.5	9.9	11.3	10.5	-2.3	-1.0
Criminal justice arrangements	20.9	12.5	12.6	12.7	-0.1	-0.4
Road policing	7.2	4.3	5.4	5.1	-1.9	-1.3
Operational support***	15.0	9.0	7.7	6.5	2.1	4.2
Intelligence	10.0	6.0	7.4	6.5	-2.4	-0.8
Investigations	24.0	14.4	15.0	12.2	-1.1	3.6
Investigative support	7.0	4.2	4.9	4.3	-1.2	-0.2
Support functions	60.2	36.0	36.9	39.2	-1.5	-5.3
Police and Crime Commissioner	1.5	0.9	1.3	1.4	-0.6	-0.8
Central costs	4.6	2.8	6.4	7.5	-8.0	-7.9
<b>Total exc national policing</b>	<b>285.2</b>	<b>170.6</b>	<b>184.0</b>	<b>174.3</b>	<b>-22.3</b>	<b>-6.1</b>

\* Net cost of the difference in spend to the average per head of all/MSG forces.

\*\* Note that workforce under the heading of 'local investigation' are included within 'local policing' and not 'investigation' as in POA.

\*\*\* Note that this is the POA category, not the workforce descriptor used in *Policing in Austerity: Rising to the Challenge* (July 2013).



Source: POA estimates 2013/14

Devon & Cornwall



**Income and expenditure - NRE by function - Police and Crime Commissioner/Local policing bodies**

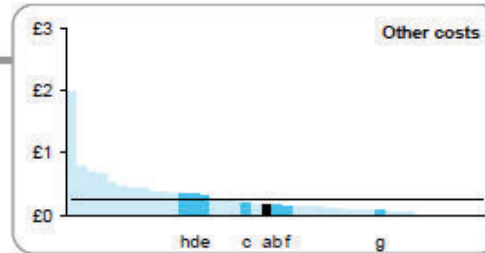
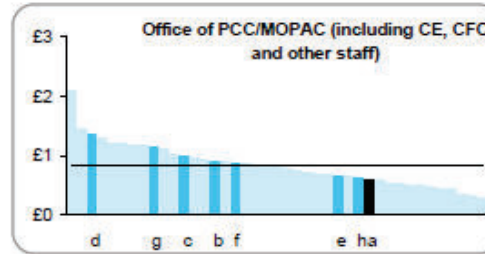
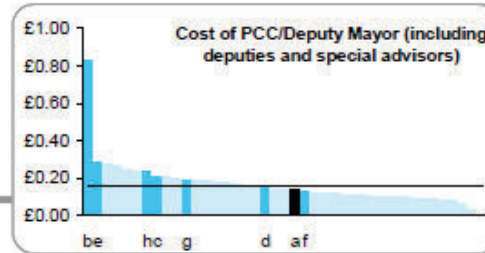
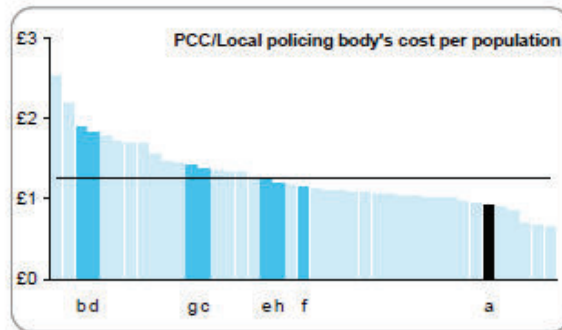
What is the expenditure of the local policing body on its own office?

Broadly, cost of Police and Crime Commissioner (PCC) includes salary and associated costs (including expenses and training) of the PCC, deputy PCC and any appointed deputies and special advisors. For the Metropolitan Police Service, this relates to the Deputy Mayor for Policing and Crime and similar staff and associated costs.

Office of the PCC (or the Mayor's Office of Policing and Crime (MOPAC) for the Metropolitan Police Service) includes salary and associated costs of the Chief Executive, Chief Finance Officer and any other staff employed to directly support the PCC/Deputy Mayor as well as office-running costs.

Other costs include local policing body costs not incorporated above e.g. external audit and council tax leaflets.

Note that HMIC do not inspect expenditure incurred by local policing bodies/PCCs.



Population 1,671k

			Averages	
	£m	£/head	All	MSG
Cost of PCC/Deputy Mayor for Policing and Crime	0.23	0.14	0.16	0.27
Office of PCC/MOPAC	1.01	0.60	0.84	0.89
Other costs	0.28	0.17	0.26	0.22
<b>PCC/Local policing body</b>	<b>1.52</b>	<b>0.91</b>	<b>1.26</b>	<b>1.38</b>

Diff* £m		
	All	MSG
	-0.04	-0.22
	-0.39	-0.48
	-0.16	-0.08
	<b>-0.59</b>	<b>-0.77</b>

\* Net cost of the difference in spend to the average per head of all/MSG forces.

Source: POA estimates 2013/14

Devon & Cornwall

## Workforce - Workforce numbers by function

What are the numbers of police officers, staff and PCSOs across various functions? How has this changed since last year?

	2013/14	2012/13	Diff from last year, FTE
Population	1,871k		
	<b>Workforce FTE</b>	<b>Workforce FTE</b>	<b>Diff from last year, FTE</b>
Neighbourhood policing	747	915	-168
Incident (response) management	844	675	169
Local investigation / prisoner support*	686	723	-36
Other local policing	192	231	-39
<b>Local policing</b>	<b>2,469</b>	<b>2,543</b>	<b>-74</b>
Dealing with the public	465	458	8
Road policing	158	157	1
Operational support	259	243	16
Intelligence	216	210	6
Investigations	444	467	-23
Investigative support	114	109	5
Custody	199	195	4
Other criminal justice arrangements	284	277	7
<b>Criminal justice arrangements</b>	<b>483</b>	<b>472</b>	<b>11</b>
Information communication technology	42	54	-12
Human Resources	65	63	2
Finance	32	32	0
Other support functions	459	419	40
<b>Support functions</b>	<b>597</b>	<b>568</b>	<b>29</b>
Police and Crime Commissioner**	19	12	8
<b>Total exc national policing and central costs</b>	<b>5,225</b>	<b>5,238</b>	<b>-13</b>
Central costs	0	0	0
National policing	51	52	-1
<b>Total</b>	<b>5,276</b>	<b>5,290</b>	<b>-15</b>

\* Note that workforce under the heading of 'local investigation' are included within 'local policing' not 'Investigation'

\*\* Previously called Police Authority/Crime Commissioner in 2012/13 POA

Source: POA estimates 2013/14

Devon & Cornwall



## Police and Crime Commissioner for Devon and Cornwall

### Police and Crime Panel Meeting

11 October 2013

### Report of the Police and Crime Commissioner

#### STAGE 2 TRANSFER

##### 1. Introduction

- 1.1 In November 2012 the Police Reform and Social Responsibility Act 2011 abolished Police Authorities and established Police and Crime Commissioners. It also established the Police and Crime Commissioner (PCC) and Chief Constable as two separate entities. At that point all police staff, assets and liabilities transferred to the Police and Crime Commissioner. The Act also stated that there should be a second stage transfer. To implement this second stage the PCC must decide, by 1 April 2014, which staff and assets will be retained by the PCC and those that will transfer to the Chief Constable.
- 1.2 The purpose of this report is to inform Police and Crime Panel members about Stage 2 transfer and associated implications.

##### 2. Background

- 2.1 In leading up to the change in governance Police Authorities developed transition plans, ensuring that arrangements were in place to allow an efficient handover of responsibilities. Different approaches to interim arrangements were taken across the country, particularly in terms of specifying functional requirements and the implementation of organisational designs to support new PCCs.
- 2.2 The PCC is responsible for holding the Chief Constable to account for policing in Devon, Cornwall and the Isles of Scilly as well as working with the local authorities, statutory partners such as Probation, CPS, Courts, and YOTS, and a range of voluntary and community groups. In addition to setting the precept and allocating the police budget, the PCC is also responsible for distributing community safety grants and, from 2014, commissioning victim services.
- 2.3 The creation of PCCs established a new model of governance and accountability. The PCC has broader 'and crime' responsibilities, is charged with commissioning services, to include in future and has responsibility for victims services. The PCC is publically accountable and as such, staff in his office must be more externally focused.
- 2.4 In its simplest form the PCC is responsible for:
  - Setting the strategic direction and accountability for policing – this

means being accountable to the electorate, setting strategic policing priorities, holding the force to account through the Chief Constable and involving the public in this process, and hiring, and where necessary firing, the Chief Constable;

- Working with partners to prevent and tackle crime and reoffending – this means ensuring the police respond effectively to public concerns and threats to public safety, promoting and enabling joined up working on community safety and criminal justice;
- Invoking the voice of the public, the vulnerable and victims – this means ensuring that public priorities are acted upon, victims are consulted and that the most vulnerable individuals are not overlooked, and complying with the general equality duty under the Equality Act;
- Contributing to resourcing the policing response to regional and national threats – this means ensuring an effective policing contribution, alongside other partners, to national arrangements to protect the public from other cross boundary threats in line with the Strategic Policing Requirement; and,
- Ensuring Value for Money – this means being responsible for setting the budget and the distribution of policing grants from central government, commissioning services from partners that will contribute to cutting crime.

2.5 In delivering these responsibilities, the PCC must also have adequate finance, governance and assurance functions in place to ensure all statutory functions are discharged. The PCC must do this in a way that engages and consults with all communities at both a local and strategic level.

### **3. Stage 2**

3.1 The statutory transfer that took effect at midnight on 21 November 2012 transferred all existing rights, assets and liabilities to the Police and Crime Commissioner. This included the transfer of all police staff and was referred to as the 'Stage 1' transfer.

3.2 The Act sets out a second 'Stage2' transfer which refers to the subsequent movement of certain staff, assets and liabilities from the PCC to the Chief Constable. The Stage 2 transfer is designed to allow elected PCCs freedom to make their own local arrangements about how their functions, and those of the police force will be discharged in future.

3.3 Whilst there are no hard and fast rules, the letter from the Minister for State and Criminal Justice of 12 September 2012 clearly articulated the government's policy intent which is to achieve greater clarity between those charged with governance and those charged with delivering policing. This position was reinforced in a letter dated 3 July; whilst acknowledging that the PCC is the local decision maker, it sets out clear principles that any Stage 2 transfer plan proposals need to be considered against, based on

the following criteria:

- All operational staff should pass to the employ of the Chief Constable;
- That transfer plans must adhere to the principles of the policing protocol; and,
- That plans must set out clear roles and responsibilities between PCCs and Chief Constables.

3.4 The transfer schedule, which had to be submitted to the Home Secretary by 16 September 2013, had to detail the functions and staff to transfer to the Chief Constable and those functions and staff that will be retained by the PCC. In addition the Home Office required confirmation that the Chief Constable had been consulted (and whether or not there is agreement), that a scheme of governance has been developed (including details of the financial and service delivery mechanisms) and how the proposals are consistent with the Cabinet Office Statement of Practice on Staff Transfers in the public sector.

3.5 Whilst local circumstances will prevail, the expectation is that at a very minimum the transfer scheme must be able to support:

- Efficient and effective policing;
- Operational independence of the Chief Constable;
- Delivery of the wider responsibilities of the PCC ie crime and commissioning of services; and,
- Demonstrable accountability of the Chief Constable to the PCC.

3.6 It should also be noted that because it has agreed that all staff will transfer to the employment of the CC that this may create an additional requirement for the PCC to engage some specialist staff to ensure that he has access to independent professional technical advice.

#### **4. Current Position**

4.1 The PCC and Chief Constable have been working closely together to develop a scheme that ensures the PCC is able to carry out the functions outlined at 2.4 above, ensuring that the appropriate mechanisms of financial control and the giving of consents whilst at the same time ensuring that the Chief Constable retains independence for operational policing.

4.2 To satisfy the requirements of the Policing Minister the PCC submitted to the Home Office, by the deadline of 16 September 2013, The submitted document set out the agreed transfer of all staff excluding those within the Office of the Police and Crime Commissioner (OPCC), who will remain in the direct employment of the PCC.

The submission also included an explanatory document. This submission was evaluated by the Home Office and the plan was given in principle approval in a letter dated 6<sup>th</sup> December 2013.

- 4.3 The PCC has been asked to submit a definitive transfer scheme by 3 March 2014 which will be subject to Secretary of State approval and which does not differ from the original plan
- 4.4 There is no requirement for the scheme to include any direct reference to the ownership of assets. Discussions continue on this matter but it is the PCC's intention to retain all assets (land and other resources) with appropriate delegations to the Chief Constable to facilitate day to day operations.
- 4.5 In order to ensure that the PCC and CC are prepared for transfer at the 1 April 2014 a joint transfer project is currently underway to ensure that the governance structures and scheme of consent documentation are in place. This final division of responsibilities and the development of new governance, scrutiny, public engagement and commissioning arrangements require different staff functions to those of the former Police Authority and the joint project will focus on ensuring that the OPCC is properly formed to deliver its role.

## **5. Conclusion**

- 5.1 It is intended to keep the Police and Crime Panel updated on the future progress of Stage 2 and the results of the Home Office considerations of the PCC's submitted plans.

**Andrew White**  
**Interim Chief Executive**  
**Office of the Police and Crime Commissioner for Devon and Cornwall**

[chiefexecutivesupport@devonandcornwall.pnn.police.uk](mailto:chiefexecutivesupport@devonandcornwall.pnn.police.uk)  
Report prepared 9<sup>th</sup> December 2013



Home Office

Tony Hogg  
Police and Crime Commissioner for Devon and Cornwall

By email to [opcc@devonandcornwall.pnn.police.uk](mailto:opcc@devonandcornwall.pnn.police.uk)

6 December 2013

Dear Tony

**RE: Stage 2 staff transfers – approval of plan**

Thank you for submitting your stage 2 plan for the transfer of staff from your employment to that of the Chief Constable. Your proposals have been considered against the requirements set out in the Policing Minister's letter of 3 July and I am content to approve them in principle.

The legal transfer of staff depends on the existence of a formal transfer scheme which satisfies the technical requirements of Part 3 of Schedule 15 to the Police Reform and Social Responsibility Act 2011. The scheme must also reflect the final split of staff numbers, which may fluctuate slightly by March next year. A checklist of these technical requirements will be sent by my officials to your Chief Executive.

Therefore I ask you to submit a definitive transfer scheme by 3 March 2014, which will be subject to my final approval. I do not intend to re-examine the substance of your transfer plans at that point, and my officials will merely check that the necessary formalities have been complied with. Given my approval in principle I will not accept revisions which fundamentally and substantially alter the transfer plan as it stands now.

You will be aware that over the course of the summer we have updated the Financial Management Code of Practice to strengthen governance arrangements in relation to stage 2. The revised code can be found at:

<http://www.official-documents.gov.uk/menu/other2013.htm>

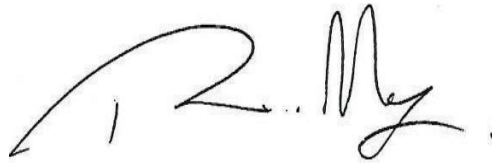
As you are no doubt aware, we have also laid a Transitional Order in Parliament to address the concerns as to pension liabilities costs as a result of staff transfers to Chief Constables. This legislation can be found at:

<http://www.legislation.gov.uk/ukxi/2013/2319/contents/made>

I would like to thank you for your constructive engagement with the stage 2 policy and for working closely with your Chief Constable to devise a staffing plan which best provides for you, your Force and the people you serve.

My officials are on hand to assist with the implementation of these plans, should you have any further queries.

I have copied this letter to your Chief Constable, Chief Executive and the Association of Police and Crime Commissioners.

A handwritten signature in black ink, appearing to read 'R. May', with a large, sweeping initial 'R' and a stylized 'May'.

**The Rt Hon Theresa May MP**





## Police and Crime Commissioner for Devon and Cornwall

**Police and Crime Panel Meeting**  
**20 December 2013**  
**Report of the Police and Crime Commissioner**

### **POLICE AND CRIME COMMISSIONER'S UPDATE REPORT - December 2013**

#### **1. Introduction**

This report presents to the Police and Crime Panel a summary of the activity conducted by the Police and Crime Commissioner in the weeks since the last Police and Crime Panel meeting in October 2013. The report also looks forward to forthcoming planned events and engagements in coming weeks.

#### **2. Decisions taken by the PCC**

<b>Date</b>	<b>Decision taken</b>	<b>Details</b>	<b>Link to decision register on PCC website</b>
25 November 2013	To appoint interim Chief Executive	<ul style="list-style-type: none"> <li>Fixed-term appointment until 30 April 2014</li> <li>Fulfils statutory requirement for PCC to have a Chief Executive and Monitoring Officer</li> </ul>	To follow

#### **3. Significant developments**

##### **PCC marks one year in office**

On 22 November 2013, the Police and Crime Commissioner marked the first anniversary of taking office by setting out his agenda for year 2 and highlighting some of his main achievements so far.

This includes:

- Halting the decline in police officer numbers;
- Greater force performance analysis;
- Major funding contributions to community projects;
- Launch of £250,000 Small Grant Scheme to support Police and Crime plan;
- Value for money analysis and regional collaboration (including Special Branch);
- Doubling public engagement (compared to former Police Authority);
- Appointment of victim's advisor.

To mark his first anniversary, Tony Hogg recorded a video clip for the PCCtv site on YouTube reviewing his first year and looking forward to the challenges that lay ahead.

### **Children's Commissioner's Takeover Day**

Tony Hogg also marked his first year by taking part in the Children's Commissioner's Takeover Day. Now in its seventh year, the day offers children and young people across the country the chance to work alongside adults and be involved in decision-making. The day relies on the support of people and organisations, businesses and schools across the country to make it a success.

Tony Hogg invited eight Community Police Cadets to visit the Office of the Police and Crime Commissioner and take part in a number of activities including analysing data to see who is most at risk of being a victim of mobile phone theft. The cadets created a series of crime prevention tips which are published on the PCC website.

Later, the young people took the opportunity to grill the PCC in a question time-style event which was filmed and collated into a You Tube video. The day concluded with a visit to police headquarters.

### **PCC grant prevents closure of rape crisis service**

Devon Rape Crisis Service, which last year prevented 800 women in Devon and Torbay becoming victims has been saved from closure with an emergency grant from the Police and Crime Commissioner

The centre faced closure when its funding from central Government came to an end, Tony Hogg has provided £20,000 to ensure this vital service can overcome its funding shortfall.

The DRCS was set-up in May 2011 and has received tapered funding from the Ministry of Justice for the first three years. In challenging economic times, it has struggled to replace the reducing Government money with independent financial sustainability.

The Commissioner's grant will ensure DRCS can continue its vital work into 2014/15 when it will be much better placed to secure long term funding.

### **Tony Hogg appoints Victims Advisor**

The Police and Crime Commissioner is continuing his fight to give victims of crime a greater voice by appointing a Victims' Advisor.

Georgie Constable who has more than 40 years experience working in the voluntary sector has agreed to work alongside the Commissioner and his team to deliver the Police and Crime Plan.

Georgie, who is Divisional Manager of Victim Support in Devon and Cornwall, took up the unpaid position in September.

### **Tony Hogg appoints interim Chief Executive**

Following the departure of Sue Howl, Tony Hogg appointed Andrew White to act as interim Chief Executive until 30 April 2014.

Mr White has a broad experience of policing governance having previously been the Chief Executive for the Police and Crime Commissioner in Hertfordshire and prior to that was Chief Executive of Hertfordshire Police Authority. He has a strong

understanding and experience of partnership working, police force collaboration issues as has senior central government experience.

Mr White undertook some work for the PCC's office over the summer and from this has important knowledge of local matters and issues affecting the Force, community safety partnerships and businesses in the area.

Beyond the normal duties of the Chief Executive, Mr White will review recent changes in the Police and Crime Commissioner's Office.

The PCC intends to begin a recruitment process for a permanent Chief Executive in the new year.

### **PCC hosts Plymouth public meeting**

Tony Hogg hosted a public consultation and question time event in Plymouth on 27 November which was broadcast live by BBC radio across Devon and Cornwall.

The open meeting, attended by 49 members of the public, put a range of questions to the Police and Crime Commissioner, who was accompanied by the Chief Constable.

The Commissioner took the opportunity to meet with a number of members of the public on a one-to-one basis ahead of the live 90-minute broadcast.

The PCC will hold similar meetings across Devon and Cornwall on a quarterly basis.

### **PCC launches Christmas Drink Drive Campaign**

Tony Hogg has given his full support to the police Christmas Drink Drive campaign.

This year a convicted drink-driver has joined forces with Devon and Cornwall Police to highlight the consequences of driving under the influence.

The 33-year-old Plymouth University student was caught drink driving in November 2012 and lost his licence for 12 months. The first time offence had a 'catastrophic' impact on his life, job prospects and his personal relationships.

Tony Hogg has campaigned throughout the year for an attitudinal shift in the part alcohol plays in society and for an increased awareness of the harm it can cause.

### **Police and Crime Commissioner signs up to new regional forensic collaboration**

Exeter will be the base for one of three regional centres for police forensic services after the five south west Police and Crime Commissioners agreed to a new streamlined state-of-the-art service.

Currently each force has both fingerprint and chemical laboratories but under the new agreement this will reduce to three with fingerprint services being delivered in Exeter and Portishead and the chemical service in Gloucestershire and Exeter.

By using existing estate and capacity the five forces expect to save around £1.9 million in the short term. By 2018-19 it is forecast that regional savings from the collaborative project could be as high as £6.6m.

The collaboration was given the green light at a south west regional meeting of Police and Crime Commissioners and Chief Constables on 27 November 2013.

The decision follows several months of negotiation between PCCs as part of their efforts to reduce budgets and increase efficiency for the future. It will mean forces sharing systems and services and adopting a similar process for ICT systems already in place in other parts of the UK. That Devon and Cornwall is the only Force chosen to host two of the laboratories is testimony to the expertise and quality of those providing the forensics service for the peninsula.

This is the first of a three phase programme of work looking at increasing the efficiency and effectiveness of forensic services in the region. Phases two and three will follow next year.

### **Refresh of Police and Crime Plan**

The PCC is under an obligation to keep the Police and Crime Plan under review to ensure it remains appropriate to the needs of communities and responds to changing circumstances.

The PCC and his team have commenced a review of the current Plan including a reassessment of the risks and opportunities facing the police and community safety partners. The Police and Crime Panel will be kept updated on progress.

### **4. Community engagement and meetings**

The Commissioner has undertaken the following engagements in recent weeks. In addition to these listed below, the Commissioner meets with the Chief Constable at least once a week. The Commissioner also holds formal weekly meetings with the Chief Executive and Treasurer, and Joint Management Board meetings with the Chief Officer Group once a month.

#### **October appointments and meetings**

- BBC Spotlight interview
- Meeting with Dave Wright, Insight and Impact Team (Hate Crime) Devon County Council
- Visit to Kingsbridge Police Cadets
- Attend Encompass (domestic abuse and schools link-up) Relaunch Event, Plymouth
- Visit PIETY Centre (Islamic Education Centre), Plymouth
- Attend screening of short film '*Drink Drank Drunk*', made by a former alcohol addict
- Attend Plymouth Respect festival
- Attend meeting of the Association of Police and Crime Commissioners, London
- Meet with Devon and Cornwall MPs, London
- Hosted meeting of PCCs and Chief Constables from south west region, Exeter
- Meeting with Lord Lieutenant, Sir Eric Dancer, Plymouth
- Meeting with Students Union, University of Plymouth
- Attend reception with the Prime Minister, London
- Meeting with Dr Peter Aitken, Neighbourhood Health Watch, Exeter
- Conference call with Ben Bradshaw MP

- Conference call with Gordon Oliver, Mayor of Torbay
- PCC on the Beat, Penzance
- Participate in interview with Dr Rachel Ash, Cardiff Business School
- Meeting with Mark Sedwill, Permanent Secretary to the Home Office, Exeter
- Lunch with retiring Independent Custody Visitors, Lifton
- Attend HM Courts & Tribunals Service: South-West Devon Advisory Sub-Committee, Bodmin
- Meeting with Bernadette Rheeder, Consultant Forensic Psychiatrist (Cornwall Foundation Trust), Bodmin
- Public Surgery with Councillor Dominey, Bodmin Town Council
- Meeting with High Sheriff of Devon, Crediton
- Meeting with - Olly Giddings and Charles Drew of Amber (charity for disadvantaged unemployed young people), Chulmleigh
- Speech to students at University of Exeter
- Meeting with Kim Hager (Joint Commissioning Manager), Cornwall Council, Truro
- Attend launch of Cornwall and Isles of Scilly Local Nature Partnership, Bodmin

### **November appointments and meetings**

- Meeting with Anne Marie Morris MP, regarding Parents All United Lifesaving Youngsters (PAULY), Newton Abbot
- Duke of Edinburgh's Award presentation evening, Penzance
- Interview on Radio Plymouth
- Host Public Open meeting, Devonport. Plymouth
- Attend Devon Health and Wellbeing Board, Exeter
- Conference call with Tracey Lee, Chief Executive, Plymouth City Council
- Attend Restorative Justice Day, Bodmin
- Public Surgery, Bodmin
- BBC Spotlight interview and filming to mark first anniversary, Camborne
- Visit Cornwall Youth Offending service, Camborne
- Attend meeting of Devon Youth Parliament, Exeter
- Speak at Torbay Licensing Forum, Torbay Council
- Hold press conference to mark one year in office, Exeter
- Speak at Torridge Neighbourhood Watch, Bideford
- Meeting with Devon and Cornwall Magistrates Chairs, Exeter
- Participate in *Children in Need* event, St Luke's High School, Exeter
- Meeting with Tim Morris, Chair of Wessex Branch Labour Party regarding legal highs, Exeter
- Talk to Plympton Community Council, Plymouth
- Meeting with police Diverse Communities Team, Exeter
- Attend and speak at Cornwall Domestic Abuse and Sexual Violence Conference, Newquay
- Meeting with Professor Harry Blagg (Professor of Criminology & Criminal Justice Directorate), Plymouth Law School
- Meeting with Ministry of Justice on Commissioning Process for Transforming Rehabilitation, Exeter
- Talk to Christian Fellowship Group, Sidmouth
- Attend Newton Abbott Police Cadets Annual Awards Ceremony, Newton Abbot
- Participate in Children's Commissioner's Takeover Day, Exeter
- Conference call with Clive Lewis, SW Alcohol and Drugs lead, Public Health England

- Attend presentation ceremony Rotary Club, Dawlish
- Attend State Divine Service with High Sheriff of Cornwall, Truro Cathedral
- Attend Health and Wellbeing Board peer challenge event, Truro
- Conference call with Adam Fouracre, Stand Against Violence charity
- Meeting with PCCs and Chief Constables from south west region, Bristol
- Visit to Operation Zephyr (serious and organised crime unit), Bristol
- Host Plymouth Public meeting, Plymouth Guildhall
- Interviews with BBC radio Devon and Cornwall
- PCC on the Beat, Plymouth

The Commissioner's weekly diary of engagements is published on the OPCC website [here](#). A calendar of forthcoming events can be found [here](#).

The Commissioner has also made 19 new short video clips which are available from the PCC's YouTube channel, available [here](#).

### **5. Correspondence received**

The OPCC received 321 items of correspondence between 23 September and 2 December 2013.

The most common topics of correspondence received were

- The non emergency enquiry centre  
There continues to be a number of letters sent to the PCC regarding the police non-emergency enquiry centre (101). This correspondence generally relates to inability to receive an answer from the 101 service and/ or frustration at needing to book an appointment through 101 to access some local stations.
- Roads policing matters:  
The majority of these letters related to parking issues and general behaviour by road users (mainly car drivers) such as use of mobile phones whilst driving, and non compliance with the Highway Code.
- Lack of evidence issues  
Correspondence received by the public questioning the police response to an incident or where there is '*insufficient evidence*' to proceed.

### **Social Media**

The PCC has 2,284 followers on Twitter (up from 1,877 in September) and 176 'likes' on Facebook (up 10). The OPCC website received 10,682 unique visits between 1 September and 30 November. This compares to 8,435 visits in the three months from 1 June – 31 August 2013.

The PCC issues an e-newsletter on a regular basis. Currently 1,283 people are signed up to receive this service.

## **6. Selected media activity**

### **September to December**

- Briefing with editors – including Bill Martin (Western Morning news)
- Reaction to Lord Stevens' Independent Commission on Policing in Western Morning News and associated newspapers
- BBC Radio Cornwall – live 'phone in'
- Double page feature in Western Morning News highlighting PCC's first year in office
- Answering readers' questions in Cornish Guardian (and associated newspapers)
- Fronting annual police drink-driver campaign, BBC tv and ITV.
- Various quotes regional/local newspapers regarding policing issues

## **7. Complaints handling**

The OPCC has accepted a delegation from the Police and Crime Panel to conduct initial handling of non-criminal complaints.

This is subject to a separate update to the Police and Crime Panel.

The majority of complaint- related correspondence received by the Commissioner's office has been outside the remit of the OPCC and has been passed to the Force's Professional Standards Department in accordance with statutory regulations. These are predominantly individual cases with specific issues and therefore themes are not evident.

### **Contact for further information**

Andrew White

Interim Chief Executive

Office of the Police and Crime Commissioner for Devon and Cornwall

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Report prepared 2 December 2013

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## Police and Crime Commissioner for Devon and Cornwall

### REPORT TO THE POLICE AND CRIME PANEL 20 December 2013

#### POLICE AND CRIME COMMISSIONER'S PERFORMANCE REPORT

##### 1. Introduction

This report to the Police and Crime Panel presents an update on the Police and Crime Commissioner's objectives as set out in the Police and Crime Plan. The report also gives an account of Force performance against the four-year, high-level improvement targets as set out in the Police and Crime Plan.

##### 2. PCC Achievement on Objectives

The Police and Crime Plan sets out a number of different objectives for the Police and Crime Commissioner. The section below provides a brief update on some of the main actions and achievements.

###### **Tackling alcohol abuse by working with partners**

This is a clear priority in the Police and Crime Plan. The impact of excessive alcohol consumption is wide ranging and there are many organisations with an interest in tackling this issue. In September 2013 the Police and Crime Commissioner convened an 'Action for Change' Think Tank event in Plymouth bringing together a wide range of organisations who are involved in tackling alcohol abuse. This event reflected the Commissioner's initial priority which has been to listen and to learn. The role of the Police and Crime Commissioner is not to replace existing work but to support and complement it and it is important to work collaboratively to avoid duplication and to prevent gaps emerging given the scarce resources within the public and voluntary sectors. One recent example of working with others was that the OPCC Interim Chief Executive spoke at a regional trading standards conference about the campaign and how trading standards might become involved.

As a result of the discussions at the 'Action for Change' event, the Police and Crime Commissioner has committed to:

- Work with a full range of other organisations and authorities to co-ordinate action through the Peninsula.
- Engage supermarket leaders (either nationally or locally) to highlight the impact some of their sales are having on communities
- Support improved educational programmes to promote safe drinking.
- Ensure that all statutory agencies work together to tackle the harm caused by the misuse of alcohol.

Work is underway in all these areas and I will provide a further update on progress at the next meeting.

###### **Launch of the £250,000 Small Grant Scheme**

The Small Grant Scheme was launched on 20 August 2013. It will make grants of up to £5,000 available to community projects, which demonstrate a contribution towards the priorities set out in the Police and Crime Plan. Grants will be awarded twice in

the next 12 months – in December 2013 and July 2014. 176 groups from across Devon, Cornwall and the Isles of Scilly have met the first deadline of October 31 to apply for funding.

### 3. Force Performance to 2<sup>nd</sup> December 2013 against targets in the Police and Crime Plan

#### Reducing crime and bringing offenders to justice

##### To reduce crime

	Force Target	Rolling 12 months	Performance year to-date
%age reduction in total crime	-2%	-3.1%	+1.2%

**Total crime** has reduced by -3.1% as compared to the 12 months to 2<sup>nd</sup> December 2012. However for the 7 months from 1<sup>st</sup> April to 31<sup>st</sup> October 2013 there was a +1.2% increase compared to the equivalent period in 2012. This means that it is unlikely that the Force will deliver the target reduction of -2%. The PCC and his officers have held detailed discussions with the Chief Constable and his team, as part of their scrutiny role, to seek an early and sustained improvement to this position.

##### To reduce violence against the person

	Force Target	Rolling 12 months	Performance year to-date
% reduction in violence against the person	-2%	-2.2%	+1.5%

**Violence against the person** (excluding domestic), although currently meeting the target reduction for the rolling 12 months to 2<sup>nd</sup> December 2013, for the 7 months from 1<sup>st</sup> April to 31<sup>st</sup> October 2013 there was a +1.5% increase compared to the equivalent period in 2012. This makes delivering the target of a -2% reduction by the end of March 2014 very challenging for the Force. Improvement plans in relation to violence are being developed and delivered locally to ensure that plans are relevant to local variation in the drivers of violent crime trends.

#### Giving victims and witnesses a stronger voice

##### To increase the percentage of crimes which result in a positive outcome

	Force Target	Force Actual
Positive outcome rate	38.0%	33.4%%

**The positive outcome rate** remains below the Force target at 33.4% and is on a declining trend. This suggests that achieving an increase in positive outcome rate for this year will remain challenging and achieving the target of 38% even more so. A performance improvement programme is being developed. This is focusing on delivering sustainable improvements without compromising on the quality of service provided to victims.

**To increase victims' satisfaction with the police**

	Force Target	Force Actual
Overall satisfaction	88.0%	85.0%

**The victim satisfaction rate** remains below the Force target at 85%. Although trends have been generally stable for the last year, there have been slight improvements since June. Performance improvements appear to be driven by improvements in vehicle crime satisfaction following changes to the crime screening policy resulting in officer attendance to every vehicle crime. Violent crime satisfaction rates remain low.

**Listening and responding to the public****To increase public confidence in the police**

	Force Target	Force Actual
Public confidence (local survey)	64.0%	64.4%

**The public confidence rate** as measured by the Crime Survey for England and Wales has increased recently and is currently achieving the attainment level. Local survey trends suggest that this measure is stable/increasing and will achieve the target at the end of the year.

**To increase satisfaction with the police response to a non emergency matter**

**The 101 caller satisfaction rate** indicates 84.7% satisfaction after 6 months of surveying. 10% of callers stated that they were dissatisfied with the service provided. There is no target for this in 2013/14 as the survey measure is in development and we are seeking to establish a baseline.

**Providing strong leadership at all levels****To increase the percentage of the workforce who state they are well led.**

The survey to establish this measure is currently in development. Early results should be available at the next meeting.

**Investing in policing for the future****To begin recruitment in order to maintain an establishment of at least 3,000 police officers**

Recruitment is underway and transferees will be recruited into hard to fill posts. It is anticipated that current officer numbers will be maintained above the 3000 target until the end of the performance year. It remains the Commissioner's intention that this will be a sustained ambition in his Police and Crime Plan going forward.

**To begin recruitment in order to achieve an establishment of at least 650 special constables by 31<sup>st</sup> March 2014.**

Recruitment is underway, however attrition rates are currently high, especially with the opening of recruitment for police officers. Although the current strength is at 571, there are plans in place to ensure recruitment to the target level by the end of the year.

#### **4. Budget Outlook**

The medium term financial strategy for the next four financial years is currently under preparation. A key assumption over this period is the maintenance of police officer numbers above 3000. This in itself provides a major challenge against a backdrop of declining financial resources with the position in 2016/17 and 2017/18 reliant upon the significant use of reserve funding. In order to respond to expected grant reductions of 1.6 % (nearer 4.5% pa including inflation) in the next four years a programme of cost reduction will take place including a reduction in the numbers of police staff and savings of over £3m in non staff costs. However to meet latter year reductions will require new and innovative ways of working and a specific working group is being set up by the PCC to investigate and explore the cost saving options.

#### **5. Police and Crime Plan Review**

We are reviewing the existing Police and Crime Plan to reflect experience in the first year and to address emerging threats and challenges. The updated plan will provide a greater focus on priority actions and activities – to focus the work of the OPCC, the police service and partners. The overriding priority within the Police and Crime Plan is, and will remain, the need to make people safer and to reduce crime.

#### **Contact for further information**

Andrew White

Chief Executive

Office of the Police and Crime Commissioner for Devon and Cornwall

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Report prepared 4 December 2013

**DEVON AND CORNWALL POLICE AND CRIME PANEL**

**Subject:** Vice Chair's report re attendance at the CoPaCC Conference – "PCCs & Panels: Making the Relationship Critical, Friendly and Effective" held on 16 October 2013

**Date:** 20 December 2013

**Author:** Joanne Tellam, Overview and Scrutiny Officer, Legal, Democratic & Procurement Services, Cornwall Council

**Host Authority:** Plymouth City Council

**Contact:** Tel: 01872 323994  
Email: joanne.tellam@cornwall.gov.uk

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**Executive Summary:**

At the last Police and Crime Panel meeting held on 11 October 2013, the Panel endorsed the Chair's recommendation that the Vice-Chair (Councillor Rule) represent the Panel at the CoPaCC conference – "PCCs & Panels: Making the Relationship Critical, Friendly and Effective" held on 16 October 2013 and that Councillor Rule should provide feedback in relation to the conference at this meeting. Councillor Rule's feedback report is attached as Appendix I.

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**Recommendations & Reasons for recommended action:**

It is recommended that:

- The PCP notes the report.
  - The PCP implements any actions agreed from the debate in relation to the report contents.
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**Alternative options considered, and reasons for recommended action:**

The alternatives would be:

To note the report but not implement any actions agreed from the debate in relation to the report contents. If the PCP took this course of action then there would be no outcomes from Councillor Rule's attendance at the conference.

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**Background Papers:**

None

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## **1.0 Introduction**

- 1.1 At the last Police and Crime Panel meeting held on 11 October 2013, the Panel endorsed the Chair's recommendation that the Vice-Chair (Councillor Rule) represent the Police and Crime Panel at the CoPaCC conference – "PCCs & Panels: Making the Relationship Critical, Friendly and Effective" held on 16 October 2013 and that Councillor Rule should provide feedback in relation to the conference at this meeting. Councillor Rule's feedback report is attached as Appendix 1.
  
- 1.2 The conference examined what could be learned from existing Police and Crime Panel arrangements for scrutinising Police and Crime Commissioners and discussed how these approaches might be strengthened. It included keynotes from expert speakers, plus delegate discussion and debate. The day's proceedings would be drawn together in a report, which would be submitted to the House of Commons' Home Affairs Select Committee, as evidence for its Autumn examinations of governance arrangements for Police and Crime Commissioners.

## **2.0 Funding**

- 2.1 There was no charge for Police and Crime Panel Members to attend the conference, however costs for travel and overnight accommodation were incurred.
  
- 2.2 The Panel Arrangements and Rules of Procedure state that "if acting in the capacity of the Chair/Vice Chair of the Panel" expenses would be paid from the amount allocated by the Home Office.

**DEVON AND CORNWALL POLICE AND CRIME PANEL**

**Subject** Attendance at CoPaCC conference 16<sup>th</sup> October 2013  
**Date:** 20<sup>th</sup> December 2013  
**Contact** Carolyn Rule (PCP Vice-Chair)  
mobile: 07880 331048  
Email: [carorule@cornwall.gov.uk](mailto:carorule@cornwall.gov.uk)

**Summary;**

I attended this first conference organised by CoPaCC along with Jo Tellam an overview and scrutiny officer from Cornwall Council, we both found it extremely interesting and helpful. I detail below some of the points that were raised and offer them up for discussion and debate amongst colleagues on our panel.

This was the first such meeting held by CoPaCC, which aimed to identify and share good practice, insights and ideas around the scrutiny role of PCPs. The results of the deliberations will form part of a report on the outcomes of the first year with PCCs in place that will be submitted to the House of Commons' Homes Affairs Select Committee, as evidence for their Autumn examination of governance arrangements for PCCs. It was felt amongst the over 60 delegates present that this networking and mutual support amongst PCPs was a very useful thing to have and we wished to meet again on a regular basis to share best practice and learn from experiences of other colleagues.

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**Recommendation:** that this report be noted and any actions agreed arising from the debate on its contents be implemented.

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The keynote speakers were

- **Paul Grady:** head of policing @ Grant Thornton UK, our hosts and sponsors, he set the scene for the day
  - **Lady Jenny Jones:** London assembly member and working peer in the House of Lords. Lady Jones highlighted key learning points from scrutinising the mayor's office for policing and crime. They have a massive resource available to them and meet every 2 weeks.
  - **Mark Reckless MP:** he explored the legal position of PCPs, now and in the future. He was involved in drafting the bill and told us we must seize the powers given to us and develop them, our role is 'work in progress'
  - **Helen Kynaston:** independent panel member who provided a very interesting independent perspective on the hard and soft powers of the PCP. Hard powers over the precept and appointment of the Chief Constable. Soft powers are support and challenge, and ensuring the work of the panel is promoted under the schedule 29 requirements.
  - **Jon Collins:** deputy director of the police foundation who examined what the evidence might tell us about how PCC and PCP can best work together. His main message was that transparency is crucial in decision making of the PCC and PCP.
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1. Some points for discussion and noting please: There was a concern expressed where it was felt panels had been poorly advised on their powers by taking legal advice from the local authority monitoring officer whereas they should have perhaps got legal advice from an expert on policing law.

**2.** It was very interesting to understand the powers that the PCPs have, and that they have indemnity for legal costs on related legal actions.

**3.** It was felt that panels might take a greater role in dealing with complaints by dip sampling, even though the main work might have been delegated to the office of the PCC as in our case, we can be robust in our understanding of, and agreement with, the conclusions they have reached.

It was suggested that the process might need to be reviewed over the panel's power of veto on the appointment of a chief constable, currently we can only use this once and it needs to be re-visited.

**4.** Panels should be a strong voice for the local community and should balance their role of critical friend with supporting the PCC to achieve the very best that they can. There are many ways to hold to account but there has to be a partnership worked up of mutual respect and sharing of information. This means that the supportive advocacy role is an important role for the PCP as it will aid in the overall scrutiny role; PCPs could offer to assist the PCC in reviewing areas of concern on his behalf in order to build on this part of the relationship. If there is a perceived difficulty in getting any information required, as a last resort, an FOI request could be lodged BUT that would not be in the true ethos of a genuine working partnership.

**5.** Several delegates and speakers felt that we should use the local media to hold the PCC to account, but again I think this should be used sparingly and only if we could not get the working relationship right by the normal means available to us. Some PCPs use the media as a means of promoting the achievements of the PCC as well as drawing areas of improvement to the public's attention.

**6.** How do we think the powers of the PCP could be enhanced to enable us to do our role more efficiently? It was felt that legislation had tried to ensure the PCC had the necessary powers to function properly BUT that our role was to hold them to account and influence their thinking as we are close to the community that they are representing. What is the PCP's view on lobbying central government for a more robust legislative framework?

**7.** The relationship between the PCC and PCP needs to be dynamic rather than destructive, how can we achieve this? How can the role of the PCP Chairman aid this in relation to successful critical friend challenge? Is this a strength that is key?

**8.** How should the panel engage with the Chief Constable and other senior officers of both the police and connected agencies? Some operational issues are also of a strategic nature and therefore a good relationship between the PCP and the Chief Constable in particular would aid the process.

**9.** What information do we think will help us develop our role better, we need to be clear what information we require and not be afraid to ask for it from the PCC, CC or HMIC. Does the PCP think that a nationally recognised protocol of best practice providing guidelines for PCC's to adhere to regarding the provision of information, would assist?

**10.** It was suggested that PCPs should have an away/enrichment day at the office of the PCC to better understand how they are working and also visit the Police headquarters; do you think this would be valuable in our case? Do you think that an informal "getting to know each other" session prior to a PCP meeting would aid us in our role as we would then have knowledge of each others' backgrounds and areas of expertise?



**11.** Good scrutiny amplifies the voices and concerns of the public, how well are we doing this? Would a local network of PCP Chairmen and Vice-Chairmen meeting regularly help to discuss and address emerging issues?

**12.** It is unlawful for the Chief Constable to draft the Police and Crime Plan as it is the responsibility of the PCC to do this. The PCP has the power of overview of the Plan and the power to make recommendations to the PCC in relation to the Plan. The PCC has a strong legal duty to have regard to these recommendations. The PCP can require the PCC to respond in writing to any recommendations or reports made by the PCP. The provision of performance data is vital for the scrutiny of the delivery of the Police and Crime Plan

**13.** Schedule 29 requires the PCC to promote the work of the PCP – having a website with details on 1 page is not sufficient.

**14.** The involvement of CSPs would be useful in seeing how the PCC's decisions and commissioning is affecting delivery at ground level.

**15.** The Centre for Public Scrutiny (CfPS) is in the process of writing updated guidance which will be useful for PCPs.

### **Summary:**

We are already doing a lot of the things that were suggested as good practice, the monthly meetings of the chair and PCC, the identified work plan, where we have decided not to spread ourselves too thinly, but to prioritise what we can achieve with the limited resources available to us. We have a clear work programme. We are trying to work in a firm, but fair way with our dealings with the PCC as we can be a brilliant support to him in the massive task he has ahead of him. We need to hold him to account, but can also do this in a supportive way providing his office is prepared to accept this support.

CoPaCC issue a monthly report which might be useful for us to receive and they are also organising a conference on the 28<sup>th</sup> November where it will be possible to learn more about the powers that are available to us, it would be useful for someone to attend this I would suggest.

**Carolyn Rule CC**  
**Vice Chair, Devon & Cornwall Police and Crime Panel**

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## Police and Crime Commissioner for Devon and Cornwall

### Police and Crime Panel Meeting

20 December 2013

### Report of the CEO of the Office of Police & Crime Commissioner

## Complaints received against the PCC under Police Reform Act

### Recommendations:

1. That the Police and Crime Panel agree that consideration and approval of Chief Executive's proposed method of handling or resolving the complaint is delegated to the Chair and Vice-chair of the PCP and that the Chair and Vice-chair may exercise the delegation both jointly and severally.

### Governance and Procedural matters

1. The Police and Crime Panel (PCP) holds the statutory responsibility for handling non-criminal conduct complaints against the Police and Crime Commissioner (PCC). The PCP previously exercised an option to delegate parts of this responsibility to the former Chief Executive Officer of the Office of Police and Crime Commissioner (OPCC). An interim Chief Executive, Andrew White has been appointed and he has indicated that he is prepared to accept the responsibility for complaints which enables the delegation to continue.
2. The CEO receives records and categorises complaints and is responsible for their informal resolution. Allegations/complaints of criminal conduct must be referred, by law, to the Independent Police Complaints Commission (IPCC). Non-criminal complaints are handled by the OPCC in accordance with IPCC statutory guidance for handling police complaints and subject to the Elected Local Policing Bodies (Complaints and Misconduct) regulations 2012.
3. In October PCP chair Roger Croad, vice-chair Carolyn Rule and PCP officers Sarah Hopkins and Lynn Clark met with OPCC officers to review the agreed system of complaints management for non-criminal complaints against the PCC. It is understood that the PCP has expressed a preference for a closer involvement with the process as part of its accountability to the public. The PCP should retain oversight of the complaints process. However the police complaints process requires complaints handling to be timely and to this end it is not always realistic for a decision as to how a complaint should be handled to be delayed until the PCP meet as there may be several months between receipt of a complaint and the next scheduled panel meeting.
4. Following liaison with the Chair and Vice-chair it is therefore proposed that an overview of incoming complaints is referred to them, who on behalf of the PCP will consider and grant approval (or otherwise) of the proposed method of handling the complaint. In order to make the system as efficient as possible it is also recommended that the responsibility is delegated to the Chair and Vice-chair

on a joint and several basis so that complaints resolution should not be delayed if either one is unavailable.

5. Complainants will be informed that the responsibility for their complaint lies with PCP and that in order to appropriately discharge that responsibility the panel has been involved in the consideration and approval of the method by which the complaint is handled.

**Update on Complaints**

6. During the period 25 September – 25 November 2013 the OPCC received four complaints against the PCC from members of the public. The complaints remain open until their handling is approved by the PCP. For more information see Appendix A
7. The number of complaints received and handled since the PCC’s election on 15 November 2012 are shown below at Table 1.

**Table 1**

Dates	Complaints received	Number of Complaint recorded	Number of Complaints unrecorded	Total	Complaints forwarded to IPCC by the OPCC
15 Nov 2012 – 9 April 2013	0	0	0	0	0
9 April – 24 Sept	2	1	1	2	0
24 Sept – 25 Nov 2013	4	4	0	4	0
			Grand total	6	0

(One complaint was received in the OPCC via the IPCC).

**Andrew White**  
 Chief Executive  
 Office of Police and Crime Commissioner  
 04 December 2013

**Appendix A  
Complaints against the Police & Crime Commissioner – Report for Panel**

<b>Date Complaint received</b>	<b>Summary</b>	<b>Handled by</b>	<b>Outcome</b>	<b>Live or closed</b>	<b>For PCP consideration</b>
COM4	<p>Allegations that PCC:</p> <ul style="list-style-type: none"> <li>• Has not exercised prudent financial management</li> <li>• Was abusive and offensive to Justin Leigh when appearing on BBC Spotlight</li> </ul>	<p>OPCC Decision-maker = AW CEO of the OPCC</p>	<p>regarding financial management is an opinion and confirming that all expenditure was authorised within the legal powers of the PCC. The CEO recommends that the PCC was not rude and offensive when interviewed and this element should be upheld.</p>	OPEN	<p>Proposed outcome: Letter of explanation to be sent explaining the complaint regarding financial management is an opinion and confirming that all expenditure was authorised within the legal powers of the PCC. The CEO recommends that the PCC was not rude and offensive when interviewed and this element should not be upheld. Currently referred to Chair and Vice-chair of the PCP for their agreement</p>
COM 5	<p>Allegations that the PCC:</p> <ul style="list-style-type: none"> <li>• has wasted over six hundred thousand pounds on consultants.</li> <li>• does not provide value for money and that the money spent on consultants and OPCC staff would be better spent on putting officers on the beat.</li> <li>• declined a TV interview on 19 November 2013 because he did not</li> </ul>	<p>OPCC Decision-maker = AW CEO of the OPCC</p>		OPEN	<p>Proposed outcome: Letter of explanation to be sent explaining the complaint is an opinion rather than evidenced misconduct and confirming that all expenditure was authorised within the legal powers of the PCC. Currently</p>

COM 6	want to face criticism	<p>Complainant expressed views that:</p> <ul style="list-style-type: none"> <li>• it is unacceptable that £500,000 has been spent on external consultants and that PCC needs to spend more time outside of his office to see how, (what complainant terms) the "misappropriation of scarce funds" has affected the community</li> <li>• the PCC's reliance on a large office staff and external consultants is the hallmark of weakness and incompetence</li> <li>• the PCC displayed gross arrogance by not being interviewed by the BBC on 19 Nov 2013</li> </ul>	<p>OPCC</p> <p>Decision-maker = AW CEO of the OPCC</p>	<p>OPEN</p>	<p>referred to Chair and Vice-chair of the PCP for their agreement</p> <p>Proposed outcome: Letter of explanation to be sent explaining the complaint is an opinion rather than evidenced misconduct and confirming that all expenditure was authorised within the legal powers of the PCC. The CEO recommends that the PCC was not rude and offensive when interviewed and this element should not be upheld. Currently referred to Chair and Vice-chair of the PCP for their agreement</p>
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