

**Title**  
JOINT BUSINESS MEETING

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<b>Date</b>	<b>Location</b>	<b>Duration</b>
24 <sup>th</sup> November 2016	Victory House , Balliol	10:00am–12:00pm

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**Present:**

Mrs Vera Baird QC – Police and Crime Commissioner, Chair  
Mr Steve Ashman – Chief Constable  
Mrs Elaine Snaith – OPCC Chief Executive  
Ms Joscelin Lawson – Director of Human Resources  
Mr Mike Tait – Director of Finance  
Mr Mike Mullen – Director of Asset Management  
Mrs Bethan Beavers – Executive Support Officer

**Invitees:**

Mr Kevin Benson – Chief Inspector (Central Area Command) (Present for item 2 only)  
Mr David Foster – Assistant Force Lawyer (Present for item 2 only)  
Mr Paul Godden – Head of Corporate Development (Present for items 3 and 4 only)

**Apologies:**

Mr Winton Keenen – Deputy Chief Constable  
Mr Darren Best – Assistant Chief Constable

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**OPEN SESSION**

**1. Minutes from the Previous Meeting**

The minutes were agreed as a true and accurate record.

**2. Appropriate Adults Agreement**

Chief Inspector Benson and the Assistant Force Lawyer presented the agreement for the provision of appropriate adults to vulnerable adult detainees, in accordance with Police and Criminal Evidence Act Code C.

The Chair raised concerns about the two definitions of an Appropriate Adult (clause 2) in the agreement. She stated it should be made clear throughout that it is someone “University Trained and Certified”, therefore making the Code C definition clear. The Chair stated there are other parts of PACE referred to in the Home Secretary’s Commission on Appropriate Adults in addition to Code C. She added it would be beneficial looking at the other codes, in case there is anything which needs to be incorporated into the agreement.

The Chair stated the Appropriate Adult does not have access to this agreement and therefore clause 6 needs to be changed from Schedule 2 to be part of the obligations of the University. The University will ensure the Appropriate Adult is fully qualified and trained in accordance with Schedule 2.

The Chair questioned the meaning of “negotiated arrangements should be followed up in a timely manner, reducing time to a minimum” in clause 7. Chief Inspector Benson stated this was to ensure the Appropriate Adult and the Legal Representative turn up at the police station at the same time, to avoid delays. The Chair questioned if this was captured in this. The Assistant Force Lawyer would clarify this clause.

The Chair raised this issue of reporting back to the University if a custody officer deems an Appropriate Adult unsuitable or problematic (clause 8.2). She questioned if there was a way for the officer to express that to the University or OPCC. The Assistant Force Lawyer stated if the custody officer believed the Appropriate Adult to be unsuitable he has the power under Code C2. Chief Inspector Benson stated it would be reported to the Steering Group and the Head of Custody and be dealt with appropriately. The Chief Constable stated this needs to be explicitly stated as a reporting mechanism within the agreement and should come under his obligations. The Director of Human Resources/Force Improvement Lead stated there is an element of self-declaration from the Appropriate Adult as they will be dealing with a whole range of different people/situations. Chief Inspector Benson stated as part of the learning agreement, which all the students sign, it is made explicit that they have a duty to report any change in circumstances relating to their role as an Appropriate Adult.

The Chair raised clauses 9.3 and 9.4 and questioned what the service costs actually are. Chief Inspector Benson stated this is £150 per year to be a member of the National Appropriate Adult Network. Chief Inspector Benson stated the mileage expenses are from the student’s home address to the police station. He added the students will be working on a rota basis and is done around their classes/lectures. The Chair questioned whether most of the students would be travelling by metro, Chief Inspector Benson stated many of the students have their own transport. The Assistant Force Lawyer stated the agreement does not include any reimbursement of public transport. The Chair stated the agreement should state “reasonable travel costs”.

The Chair stated before an identification badge can be issued to the student, the University need to certify to the OPCC that the student is trained, competent and suitable to fulfil this role. The Chair stated reality needs to be added in the schedule, so the students are clear on what their role actually is and their obligations.

The Chair questioned clauses 16.1 and 16.2. The Chief Constable stated 16.1 should be deleted as it is covered in 16.2. The Assistant Force Lawyer agreed with this.

The Chair questioned clause 16.3 and stated this should state variations should be by agreement of all parties. The Assistant Force Lawyer stated this does need to be made clear.

**ACTION:** Assistant Force Lawyer and Chief Inspector Benson to make the following amendments to the agreement:

- Clarify the term Appropriate Adult as “University Trained and Certified”.
- Look at other codes referred to as part of PACE.

- Amend clause 6 to ensure it is under the obligations of the University to ensure the Appropriate Adult is fully trained in accordance with Schedule 2.
- Clarify clause 7.
- Make clear the reporting of a problematic Appropriate Adult and add under the obligations of the Chief Constable.
- Amend clause 9.3 to include “reasonable travel costs”.
- Include that the University need to certify to the OPCC that the student is trained, competent and suitable to fulfil this role.
- Add into schedule the Home Office Guidance as to what an Appropriate Adult actually does and their obligations.
- Delete clause 16.1.
- Amend clause 16.3 to make clear the variation has to be agreed by all parties.

### **3. HMIC Value for Money Profile**

The Head of Corporate Development presented the paper HMIC Value for Money (VfM) Profile 2016. The purpose of the paper was to inform the group that the profiles were published on 17<sup>th</sup> November 2016. He added the profiles are based on Police Objective Analysis data submitted as at 20<sup>th</sup> September 2016 and data provided as part of the Annual Data Return. He added the paper provides an overview of the profile for Northumbria and those areas identified as outliers.

Discussions took place around the profiles not showing resource or spend against demand or productivity. The Chief Constable stated efficiencies need to be found in the investigation of lower level crimes. He stated a lot of time and money is spent on lower level crimes which could be resolved a lot quicker and more effectively with a better service for the victim. He added 24/7 police officers are spending a lot of their time solving crimes which could be done by using old fashioned policing to provide a modern outcome/service.

Discussions took place around workforce mix. The Head of Corporate Development stated there have been a number of roles identified which could be performed by staff, which are currently being performed by officers.

### **PAPER NOTED**

### **4. Strategic Risk Register**

The Head of Corporate Development presented the paper Strategic Risk Management in order to present the most current Joint Strategic Risk Register. He stated the register will be brought to JBM on a quarterly basis.

The Head of Corporate Development recommended members approve the following:

- Approve the changes to controls and likelihood ratings of existing risks (risk 11 (*Failure to have sufficient appropriate adults to support those detainees in custody*), 15 (*Further cuts to Home Office Police Grant Funding*), 16 (*A reduction in grant resources arising from a change to the Home Office grant allocation model*), 20 (*Reduction in partnership services due to financial constraints and a lack of integrated planning*), and 21 (*Collaboration leads to an increase in exposure to associated risks of partners/collaborators*)).

- Approve the removal of risk 18 (*Short term negative cash flow*) from the register.
- Approve the reinstatement of risk 34 (*Significant and sustained breakdown in the working relationship between PCC and Chief Constable*) following advice from JIAC.
- Approve the inclusion of the new risks surrounding potential delays in the delivery of the National Emergency Services Network.

Discussions took place around all the above points. More detailed discussions took place around the funding formula and what this would mean for Northumbria Police.

## **PAPER AGREED**

### **5. Q2 Finance Update**

The Director of Finance and ICT presented the paper Revenue Budget Monitoring Quarter 2 Position to inform the group of the revenue budget position for the total police fund as at 30<sup>th</sup> September 2016.

Discussions took place and the Director of Finance and ICT stated the table in 3.1 was incorrect and the table within the summary should be included throughout.

## **PAPER AGREED**

The Director of Finance and ICT presented the paper Capital Monitoring 2016/17 - Quarter 2 to inform the group of the 2016/17 capital spend and capital receipts forecast as at 30<sup>th</sup> September 2016.

The Director of Finance and ICT stated there are no issues.

## **PAPER AGREED**

### **6. AOB**

The Chair stated she would like an update on the Innovation fund at the next meeting, especially the Remote Evidence Device project.

**ACTION:** Update on the Innovation Fund to be on the agenda for the next meeting, especially Remote Evidence Device.