

Action Points:

Meeting of Management Team – 16th May 2013.

Present: Vera Baird (Police and Crime Commissioner)
Mark Dennett (Deputy Police and Crime Commissioner)
Elaine Snaith (Interim Chief Executive)
Mike Tait (Chief Finance Officer)
Richard Heron (Solicitor)
John Leslie (Estates Manager)

Location: Balliol Business Park

Start time: 9.00am

Finish Time: 11.50am

Mike Tait, the CFO presented three reports: **Audit Plan 2013/14**
Assurance of Governance Arrangements
Legal Liability of Employees

Discussion took place on each of the reports and the following was resolved:

Audit Plan – To ensure the Chief Constable is aware of the agreement, then obtain PCC authorisation.

Assurance of Governance: Elaine Snaith to represent PCC at monitoring group.

OPCC to look at confirming Risk Management Arrangement, Performance Management and Data Quality,

Financial Controls and Partnership Arrangements & Governance.

Legal Liability for Employees: The CFO will review the insurances as between the two corporations sole.

The terms of Public Liability Insurance for Victory House to be confirmed.

The 12/13 Revenue Budget notes were presented to the group, a discussion took place. Various expenditure was examined and reviewed.

The Deputy Treasurer will undertake a review of the MTFs by the end of May 2013.

Richard Heron, Solicitor, discussed a number of issues relating to his portfolio:

Allocation and location of live files in relation to areas such as property.

Discussion about legal costs for future work and the storage of deeds and completed files.

Handover of historic files: what is relevant, what can be disposed of.

To review contracts with regards to transactional work.

Second stage transition. The APCC will provide guidance for PCC / CC in June, but work will commence on initial scoping around second stage transition.

John Leslie, Estates Manager, joined meeting and discussed the disposal of the properties listed below not subject to further operational requirement.

35 Brighton Grove

Police Houses, Prudhoe Street, Alnwick

Longhoughton Police House

Jarrow Police Station

The Police & Crime Commissioner agreed to the disposal of the above properties which have been declared by the Chief Constable to be surplus to operational needs.

13 -14 Tavistock Place, Sunderland: This building is surplus to requirements, before the disposal of the lease the dilapidations claim needs to be resolved by Gateshead Council. John Leslie to take this up with Gateshead Council

DOGS – Following the decision to vacate the Ponteland site, two new sites have been identified for the location of Northumbria Police kennels.

It was agreed to procure a design consultant, this will be under the SCAPE framework as they offer the best value for money.

A further report will be brought to the Commissioner once a preferred site has been chosen, seeking approval to acquire a ground lease and to obtain tenders for the work.

Southwick Custody Suite: Following a review of the Force's custody it is proposed that Southwick should become the primary custody suite for Sunderland Area Command.

This will require alteration and improvement work at Southwick Police Station. The Police & Crime Commissioner agreed to the appointment of design consultants under the SCAPE framework. A further report will be brought to the Commissioner seeking her approval to obtain tenders for the work.

Gillbridge Police Station: Sunderland City Council has approached the Commissioner offering to carry out landscaping improvements on land fronting Gillbridge Police Station, as part of their improvement programme.

Sunderland Council require a licence to enter onto the Police & Crime Commissioner's land. The Commissioner has agreed to this request and documenting of a licence agreement with Sunderland City Council will take place.

RADIO MASTS: A discussion took place about the need for masts within the Northumbria Police property portfolio. Previous NPA discussions had decided to sell the masts.

After discussion to clarifying that the masts are surplus to Northumbria Police requirements, the Commissioner decided that the seven radio masts not on police premises should be sold, as perhaps capable of generating low level income but only at considerable cost and requiring substantial maintenance.

John Leslie will look at securing the services of a specialist commercial agent to advise on marketing of the masts.

Richard Heron will speak to neighbouring local authorities to see what legal expertise they have in house to support the OPCC in the sale.
