

**Thursday 25<sup>th</sup> July 2013**

**OPCC Management Group Meeting:**

**Start: 9.00am**

**Finish: 11.10am**

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In attendance: Vera Baird QC (Police and Crime Commissioner)  
Elaine Snaith (Chief Executive)  
Richard Heron (Solicitor)  
Mike Tait (Chief Finance Officer for the PCC)  
John Leslie (Estates Manager)  
Scott Duffy (Executive Assistant)

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Police and Crime Commissioner, Vera Baird QC, opened the meeting and passed congratulations to Elaine Snaith (Chief Executive) and Mike Tait (Chief Finance Officer) for their recommended appointments to the OPCC by the Police and Crime Panel.

JL presented a number of paper:

**26 Creslow, Leam Lane**, surplus to requirement. The Commissioner agreed acceptance of the offer for the sale of the property.

Renewal of two licences for drop in offices at **Cherry Knowle Hospital, Sunderland and St Nicholas's Hospital, Gosforth**. The Commissioner agreed to the renewal of the licences.

**Houghton Police Station**, right of way which is shared with HM Courts Service. The Commissioner agreed with the decision to revise rights of access.

**Disposal of Police Headquarters, Ponteland**. A range of different options were discussed, it was agreed by the Commissioner that a new planning application be submitted and appointments of a selling agent and planning consultant were to be made.

The Commissioner thanked JL for his reports.

MT gave an update on finance, presenting the Revenue Monitoring paper. It was agreed in discussion that an update on Capital was needed to be provided by MT at a forthcoming meeting.

MT highlighted two elements of underspend in the OPCC budget which were capital and additional saving on the Support Services Agreement (SSA) after the OPCC budget was set.

Mr Tait suggested that it would be beneficial to produce a budget statement every month and discuss key decisions at quarterly meetings. After discussion, it was agreed that the PCC and the CC would combine internal meetings to discuss budgets and costs.

ES asked about an over spend in vehicle maintenance, and rising vehicle mileage. Concerns were expressed on this rise. The PCC requests a report into this matter from the CC.

The Commissioner asked about the impact ill health retirements had on the police budget, discussion followed. ES agreed requires greater clarification. The PCC requests a report from the CC into ill health retirements and discussions with the CC into the matter will take place at the next joint meeting.

MT informed the Commissioner about Capital Grants and their impact upon police budgets. The Commissioner suggested that further discussion is required in the near future on how to manage and use these receipts effectively.

The Commissioner thanked MT for his reports.

The Commissioner asked for further update re the Newcastle Night Time Levy and agreed to send a letter to Stephen Savage at Newcastle City Council requesting further information. Richard Heron to check legislation and draft letter.

Meeting closed at 11.10am

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