

**Action Points:**

**Meeting of Management Team – 30<sup>th</sup> 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:** 12.15pm

---

John Leslie (Estates Manager) discussed the disposal of the lease for **13/14 Tavistock Place**, Sunderland as the building is not subject to further operational needs.

Gateshead Council and John Leslie have met to discuss a dilapidation claim, it was felt by both parties that the price agreed was reasonable and after questions, the Commissioner agreed to the disposal of the lease.

**Newbiggin Police Station.** This property has been on the market since May 2011 for offers over £100,000 this was reduced to offers in the region of £80,000 in February 2012. Offers of (£55,000 and £60,000) were rejected in June 2011 and July 2011. In February 2012, a potential purchaser made and later withdrew their offer of £70,500.

In March 2013, an offer of was received for £75,000 this was accepted. The purchaser has now withdrawn their offer and asked the Commissioner to accept a revised offer of £20,000. Given the higher offers previously received, the revised offer of £20,000 has been declined and the property is back on the market. The Commissioner agrees with the action taken and appreciates the delay in arranging the disposal of this property.

John Leslie has spoken to Gateshead Council about the possibility of seconding a general practice surveyor. Gateshead Council were unable to offer a suitable applicant for this post. It was agreed that John Leslie will pursue alternative options to fill this post.

The Interim Chief Executive explained that discussions were taking place with the District Valuer and a further meeting has been arranged for June 19<sup>th</sup> 2013.

John Leslie left the meeting.

---

Mike Tait, the CFO presented two discussion documents

**Procurement & Contract Officer Delegation:**

This document outlined the scheme of delegation for staff within the Finance Department in relation to specific activities.

Discussion took place around responsibilities and delegation. The Commissioner asked for further information on the Executive Board.

The Commissioner is content to work with the scheme as presented, but requested that it be reviewed at a future date.

**Funded Posts**

The Commissioner was informed that the force has 63 police officers whose costs are paid by other organisations such as Nexus, Newcastle Airport and Safety Camera Partnership.

The report was for information only as the establishment review will be discussed by the Chief Constable at a future meeting and a report brought back to the Commissioner at a future date.

Full outturn for 2012/2013

The CFO will provide a *full financial outturn for 2012/13* on Thursday June 13th 2013.

---

Richard Heron, Solicitor presented the paper about **Changes to the Civil Procedure Rules (CPR)**

The Commissioner asked a number of questions in relation to how the force came to the decisions that they did when considering litigation.

The Commissioner requested further details regarding any cases as soon as practical and that a full briefing must be given to fully understand the reasons behind each decision taken.

The Commissioner reminded Mr Heron that all such cases should be notified to her – without exception.

The Voluntary Redundancy & Discretionary Payments paper was presented. The Commissioner is satisfied to continue the current system, which is in line with previous local government practice. It was also felt by the Commissioner that this method offers greater flexibility.

---

A paper on **Constable Pay Scale & Entry Qualification level** was presented to the group. The paper was read and questions were asked. The Commissioner had concerns around the pre entry requirements as she did not see the benefits of this course as some new recruits were mandated to have the qualifications, other not, depending on when they were to join the force.

The Commissioner also had concerns about the £395 fee which would be paid by those undertaking the course – especially if they were unsuccessful in the recruitment process to join Northumbria Police.

The issue will be looked in to further with HR and the relevant legal advisors.

---

**Any other business:**

Discussions took place about the **Late Night Levy** which is currently out to consultation by Newcastle City Council.

The Commissioner asked Mr Heron to look over a legal document she received from the Council in relation to this matter to address a number of concerns which were raised.

A brief discussion took place on **second stage transfer**, the Commissioner informed the meeting that she is awaiting further information from APCC and the Home Office.

The CFO advised that he had been sent information regarding the financial aspect of second stage transfer. The CFO agreed to circulate this information.

---