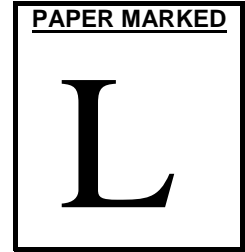


# **LEICESTERSHIRE POLICE AUTHORITY**



Meeting                   **POLICE AUTHORITY**

Date                       **TUESDAY 5 MAY 2009 AT 2.00 p.m.**

Report of               **CHIEF EXECUTIVE**

Subject                  **POLICE AUTHORITY INSPECTION**

## **Purpose of Report**

1. This report updates Members on Police Authority Inspection and the preparations that are in hand.

## **Commentary**

2. Members have received papers regarding the Police Authority Inspection at the meetings of the Audit Committee on the 13 November 2008 and 3 February 2009. In addition Members have discussed issues regarding the inspection and preparations needed at Members' Discussion Days on 27 November 2008 and 19 February 2009. A copy of the improvement plan to keep members updated with the progress of preparations for Inspections appears at Appendix 1 to this report.
3. On 31 March 2009 Audit Committee held a workshop session to which all Members were invited. During this, an analysis of the current criteria was examined to plan for the inspection. This has led to the creation of a "gaps" document which has been circulated to Members for comment.
4. The latest version of the criteria on which the inspection will be based was circulated to members with the paperwork for the workshop session on 31 March 2009. The criteria are changing on a regular basis and there is no guarantee that this will be the final version on which the Authority will be judged. In particular, it is anticipated the Audit Commission will soon formally consult on the criteria.
5. On 21 April 2009 Mrs Martin and the Chief Executive attended a workshop hosted by the City of London Police Authority and presented by Kent Police Authority about the latter's experience as one of the pilots. Members will find at Appendix 2 some notes that were taken at that event.
6. On 29 April 2009 the Chairman, Chairman of the Audit Committee and Chief Executive are attending a seminar in London organised by the Audit Commission to bring all police authorities up to date with the criteria. An oral report of that event will be provided at the Police Authority meeting.
7. Members are also reminded that a special Members' Discussion Day has been set for 10 June 2009 to discuss the inspection. By that time the criteria should be subject to consultation so that we can formulate at the Members' Discussion Day the appropriate response to be made. The discussion day can also then focus on progress the Authority has made in its preparations for any inspection.

8. The latest information is that the inspections will commence in September 2009 and it will take approximately 15 months to inspect all 43 Authorities. It is thought that Leicestershire Police Authority will be in the first tranche.

### **Recommendation**

9. Members' are requested to
- (i) note the progress with the inspection process and the future steps envisaged; and
  - (ii) agree that the Chief Executive respond to the consultation on the inspection criteria which is due to be published shortly.

### **Implications**

Financial: none; Legal: none; Risk Management: the outcome of inspections is recorded in our Risk Register as having implications for the reputation of the Authority; Diversity: none.

### **Background Papers**

"Gap" document; Criteria existing as at 31 March 2009.

### **Contact Officer**

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**LEICESTERSHIRE POLICE AUTHORITY****POLICE AUTHORITY INSPECTION IMPROVEMENT PLAN AS AT 22 APRIL 2009**

<b>Number</b>	<b>Item</b>	<b>Action</b>
1	Pursue work under PURE to cover the first four groups of key lines of enquiry.	PURE submission made to external auditors. Awaiting auditor's assessment of the evidence.
2	Consider ways to ensure greater capacity to respond to changing circumstances and challenges.	This now forms part of the "gap" document.
3	Ensure efficient use of Members' skills and expertise. <ul style="list-style-type: none"> <li>- Improve existing training programme</li> <li>- Ensure regular skills audit undertaken</li> <li>- Bolster existing performance review process for members</li> </ul>	Reports on Members' development reviews, training programme incorporating skills audit, are to be agreed at the Police Authority 5 May 2009 meeting.
4	Review role of performance panel.	Work in progress. Chief Executive and Chair of Performance Panel have each discussed issue with new Deputy Chief Constable. Performance Panel due to consider new ways of working at meeting on 12 May 2009.
5	Sharpen involvement in statutory roles on partnership boards.	New Engagement and Communications Officer now in post and undertaking mapping. Mapping due to be completed by 31 May 2009.
6	Prepare business plan.	To be agreed at the Police Authority meeting 5 May 2009.
7	Keep Police Authority Members up to date with Police Authority inspection process and with changes to this improvement plan.	Members' Discussion Day 27 November 2008. Audit Committee 10 February 2009. Members' Discussion Day 19 February 2009. Members circulated with draft "gap" document, report to 5 May Police Authority meeting and 10 June Members' Discussion Day.
8	Audit Committee workshop to discuss what further steps may be necessary to allocate to Committees, Panels, Officers or lead members before inspection occurs.	Workshop took place on 31 March 2009 and "gap" document produced as a result. Audit Committee continuing to oversee matters. Members' Discussion Day for all Member involvement on 10 June 2009.

**Kent Workshop**

Kent Police Authority (KPA) was inspected in January 2009. They were the second PA to be the subject of pilot inspection. Derbyshire was first, West Yorkshire was third, Staffordshire is the fourth. Kent has received the interim report and has disagreed with some recommendations. The final report is still awaited but will be shared with colleague authorities.

The issues included

- Overall KPA felt this was a positive experience.
- The three phases are: preparation, inspection and lessons learnt.
- Preparation is most important phase: collate your evidence – show value added with your evidence: Inspectors will want paper evidence even if it is warm off the printer!
- Must demonstrate how you have self assessed. APA self assessment tool is useful though not compulsory. KPA had used peer reviews which they found helpful.
- Inspection team will be auditors from Audit Commission (or district auditors) and police officers from HMIC plus possible peer officer and member. Calibre of team is important. The peers should have a good understanding of what a police authority does; the other inspection team members may or may not. It is therefore essential that the authority set the scene for the inspectorate. Establishing a rapport with them is important: know what they want from you, particularly in the inspection week.
- Do not drill interviewees but give them a briefing note about the process.
- Have a session with Authority members before the Inspection so all know what to expect.
- Keep members' diaries as free as possible for the inspection week.
- KPA had a scene setting meeting a fortnight before the inspection fieldwork week, which was helpful. Inspectors then in listening mode and good opportunity to set out the Authority's narrative.
- Document request from Inspection team was modest compared to Derbyshire Police Authority.
- Governance, scrutiny of performance, partnerships and use of resources were the headings on which KPA were inspected.
- Daily feedback was given to KPA Chief Executive and Chairman. It was felt important to tackle any concerns immediately.
- Insufficient time on 1<sup>st</sup> morning: 1 hour with Chief Executive and 1 hour with Chairman was not enough for KPA.
- Member capacity and capability was commented on in the report.
- Agree parameters of inspection.
- Gather evidence to support all your statements.
- Agree a format for meeting the inspection team, i.e. policy officer and relevant lead member together, or not.
- Have relevant background material to hand, including committee minutes, action sheets, so you can demonstrate a clear path on various examples showing where as an Authority you added value and made a difference.
- Check who the inspectors will be speaking to, including partners and stakeholders and include these people in your preparations.