



Police Committee

Date: MONDAY, 23 SEPTEMBER 2013
Time: 11.30am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy Henry Pollard (Chairman)
Deputy Douglas Barrow (Deputy Chairman)
Mark Boleat
Simon Duckworth
Alderman Alison Gowman
Brian Harris
Deputy Keith Knowles
Alderman Ian Luder
Vivienne Littlechild
Helen Marshall
Deputy Joyce Nash
Don Randall
Deputy Richard Regan

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Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

- a) To agree the public minutes and summary of the meeting held on 5 July 2013.

For Decision
(Pages 1 - 8)

- b) To receive the public minutes and summary of the Professional Standards & Integrity Sub Committee meeting held on 5 July 2013.

For Information
(Pages 9 - 10)

- c) To receive the public minutes and summary of the Police Leadership Team meeting held on 17 July 2013.

For Information
(Pages 11 - 14)

- d) To receive the public minutes and summary of the Performance and Resource Management Sub Committee meeting held on 9 September 2013 (to follow).

For Information

4. **OUTSTANDING REFERENCES**

Report of the Town Clerk.

For Information
(Pages 15 - 16)

5. **STANDARD ITEM ON THE SPECIAL INTEREST AREA SCHEME**

- a) Community Engagement Update
To receive a report of the Commissioner of Police.

For Information
(Pages 17 - 22)

- b) Equality Diversity and Human Rights (EDHR) Update
To receive a report of the Equalities, Diversity and Human Rights Manager.

For Information
(Pages 23 - 34)

- c) Any Other Special Interest Area Updates

6. **RESPONDING TO INCIDENTS OF DOMESTIC ABUSE**
To receive a joint report of the Town Clerk and the Commissioner of Police.
For Information
(Pages 35 - 42)
7. **CRIME AND COURTS ACT 2013**
To receive a report of the City Remembrancer.
For Information
(Pages 43 - 46)
8. **BUDGET MONITORING FIRST QUARTER 2013/14**
To receive a report of the Commissioner of Police.
For Information
(Pages 47 - 54)
9. **HEALTH AND SAFETY MANAGEMENT PERFORMANCE ANNUAL UPDATE**
To receive a report of the Commissioner of Police.
For Information
(Pages 55 - 74)
10. **ACCOMMODATION REVIEW UPDATE**
The Chamberlain and Commissioner of Police to be heard.
For Information
11. **DECISIONS TAKEN UNDER URGENCY PROCEDURES**
To receive a report of the Town Clerk.
For Information
(Pages 75 - 76)
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
14. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

15. **NON-PUBLIC MINUTES**
- a) To agree the non-public minutes and summary of the meeting held on 5 July 2013.
For Decision
(Pages 77 - 78)

- b) To receive the non-public minutes and summary of the Professional Standards and Integrity Sub Committee meeting held on 5 July 2013.

For Information
(Pages 79 - 82)

- c) To receive the non-public minutes and summary of the Performance and Resource Management Sub Committee held on 9 September 2013 (to follow).

16. **UPDATE ON INCOME GENERATION, SPONSORSHIP AND OTHER ADDITIONAL FUNDING**

To receive a report of the Commissioner of Police.

For Information
(Pages 83 - 92)

17. **COLLABORATION AGREEMENT WITH METROPOLITAN POLICE FOR THE PROVISION OF DRIVER TRAINING**

To consider a report of the Commissioner of Police.

For Decision
(Pages 93 - 98)

18. **COMMISSIONER'S UPDATES**

The Commissioner of Police to be heard.

19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

POLICE COMMITTEE Friday, 5 July 2013

Minutes of the meeting of the Police Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 5 July 2013 at 11.30 am

Present

Members:

Deputy Henry Pollard (Chairman)
Deputy Douglas Barrow (Deputy Chairman)
Mark Boleat
Alderman Alison Gowman
Brian Harris
Deputy Keith Knowles
Alderman Ian Luder
Helen Marshall
Deputy Joyce Nash
Don Randall

Officers:

John Barradell	- Town Clerk and Chief Executive
Alex Orme	- Town Clerk's Department
Ignacio Falcon	- Town Clerk's Department
Neil Davies	- Town Clerk's Department
Nagina Kayani	- Equalities and Diversity Manager
Suzanne Jones	- Chamberlain's Department
Steve Telling	- Chamberlain's Department
Paul Double	- Remembrancer's Department
Sam Cook	- Remembrancer's Department
Andrew Buckingham	- Public Relations Office

City of London Police:

Adrian Leppard	- Commissioner
Ian Dyson	- Assistant Commissioner
Wayne Chance	- Commander, Operations
Stephen Head	- Commander, Economic Crime
Eric Nisbett	- Director of Corporate Services
Mike Dodge	- Staff Officer
Hayley Williams	- Chief of Staff

In attendance:

- Dame Anne Owers, Chair of the Independent Police Complaints Commission
- George Gillon, Chief Commoner
- Dhruv Patel

1. **APOLOGIES**

Apologies were received from Simon Duckworth, Deputy Richard Regan and Vivienne Littlechild.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

3. **PUBLIC MINUTES**

a) The public minutes and summary of the meeting held on 24 May 2013 were agreed, subject to Mark Boleat being included in the list of Members present and Suzanne Jones being deleted from the list of officers in attendance.

b) The public minutes and summary of the Performance and Resource Management Sub Committee meeting held on 30 May 2013 were received.

c) The public minutes and summary of the Economic Crime Board meeting held on 7 June 2013 were received.

Matters Arising:-

(p. 27 - Item 4) Fraud Training Academy: Progress Report

A Member suggested that the minutes should be amended to capture, in greater detail, the discussion on the Fraud Academy training package that would be delivered in Nigeria.

(p. 28 – Item 5) Economic Crime Update – National Capability Programme

A Member made reference to a discussion at the previous Professional Standards and Integrity Sub Committee that focused on the numbers of complaints arising from the work of Action Fraud. A suggestion was made that the Economic Crime Board be kept up-to-date on the progress of the work by the Force and the Professional Standards and Integrity Sub-Committee.

d) **Outstanding References**

COTAG Passes

The Town Clerk advised that the issue of access to incident sites with existing COTAG passes would be resolved ahead of the next meeting of the Police Committee in September 2013.

East Coast Information Services (ECIS)

It was noted that the target date for completion of the action should read January 2014 and not 2103.

4. **THE INDEPENDENT POLICE COMPLAINTS COMMISSION (IPCC)**

The Chairman welcomed Dame Anne Owers, the Chair of the Independent Police Complaints Commission (IPCC) to the meeting.

The Chairman thanked Dame Anne for accepting the invitation to attend the Police Committee and made reference to a past visit by Deborah Glass, the then Deputy Chair of the IPCC, in July 2011. He commented that, since that occasion, various nationwide events had affected public perception over the conduct and integrity of the police service. He also spoke about the efforts to improve confidence in the police service through the series of reviews conducted by HMIC on Police Integrity and the proposals to expand the work and remit of the IPCC.

The Chairman highlighted that the City of London Police and the City Corporation had responded robustly to this emerging issue, and referred to the enhancement of the work of the Professional Standards and Integrity Sub-Committee over elements such as hospitality, police officers' secondary employment, etc. He also explained that this work coincided with the expansion of the work of Action Fraud in receiving fraud reports from across all forces in the country. The Chairman emphasised this point because, in fact, greater public interaction had translated into a recent rise in the number of complaints received by the City Police.

In reply, Dame Anne commented on the IPCC's effective working relationship with the City of London. Dame Anne highlighted the detailed work which the Sub-Committee conducted in scrutinising every single complaint received by the Force. Dame Anne was also heard on the importance of complaints as both a mechanism of 'customer feedback' and 'an early warning system' for any organisational issues. Dame Anne advised against placing excessive emphasis on the number of complaints as a high number of complaints did not always equate to poorer performance; it could, conversely, indicate that the public who felt more comfortable to make complaints in the first place. It was also important to understand why complaints occur, what complainants expect from the process and what lessons could be learned from the experience.

Dame Anne also referred to the recent announcement by the Home Secretary that the IPCC's remit and powers would be expanded and outlined the on-going work which would see some of the resources being transferred from police forces to the Commission. She also emphasised the strong need for the IPCC to remain independence in order to fulfil its function effectively and inspire public confidence.

The Chairman thanked Dame Anne, on behalf of the entire Police Committee, for a most informative and interesting presentation.

RECEIVED.

5. **ANNUAL REPORT ON PROFESSIONAL STANDARDS ACTIVITIES – 2012/13**

The Committee received a joint report of the Town Clerk and the Commissioner of Police providing a comprehensive overview of activities relating to Police Professional Standards over the year 2012/13.

In introducing the report, the Commissioner alluded to Dame Anne's presentation, under Item 5. He shared Dame Anne's assessment of the importance of public confidence in the police complaints system and agreed that, to ensure this, keeping the IPCC fully independent was paramount.

The Commissioner also made reference to the 'City Futures' programme which he had instigated in the City Police and the emphasis which the programme would place on working practices by better defining the values, ethics and behaviour expected from officers.

Turning to the report, the Assistant Commissioner pointed out an issue of accuracy concerning Employment Tribunals, clarifying that in the last year one employment tribunal had been dismissed, one had been settled with no admission of liability and three had been withdrawn.

The Assistant Commissioner also drew Members' attention to the expanding work of Action Fraud, which was now receiving in the region of 20,000 fraud reports on behalf of 43 Forces across England and Wales. He anticipated that the increased public interaction arising from this activity would translate into a higher number of complaints in the future. The Assistant Commissioner added that he had already held discussions with the IPCC to flag this situation.

The Committee proceeded to discuss the contents of the report, with questions being raised about the target for recording complaints and the limitations of using comparators in a small force like the City Police.

In concluding the debate, a Member who was also the Chairman of Professional Standards and Integrity Sub-Committee, highlighted the considerable time and effort dedicated to this important area of work and the vital role that the Committee played in ensuring that the Force learned lessons from emerging issues.

RECEIVED.

6. **STANDARD ITEM ON THE SPECIAL INTEREST AREA SCHEME**

a) **Community Engagement Update**

The Committee received a report of the Commissioner providing an update on recent community engagement activities, community priorities and forthcoming events.

A discussion took place about the operation of ice cream vans, which were not permitted to trade in the City. A Member who was also the Chairman of the

Policy and Resources Committee expressed the view that the City's legislation should be able to reflect what was, ultimately, a reasonable demand by consumers. The Remembrancer commented that the matter was currently the subject of considerable work by his Parliamentary team.

RECEIVED.

b) Equality Diversity and Human Rights (EDHR) Update

The Equality and Diversity Manager provided a verbal update to Members on recent activity relating to EDHR:-

- The Force had recently engaged with an external reviewer to assess its performance at the Integrating Level for Equality Standard for the Police Service (ESPS). It was noted that a report would be presented to the next meeting by way of a further update.
- The Force's Disability Enabling Network would soon be re-launched and available to both managers and disabled staff in order to identify appropriate support, policy review and training.
- Following a request from officers, the Association of Muslim Police had provided Islamic Awareness sessions for members of City Police deployed to provide security detail in areas such as mosques. It explained it was planned to make these sessions more widely available to all staff.
- The Equality and Diversity Manager had attended the Stonewall Workplace Conference in early July, which dealt with LGBT equality and would be reported to the Quality of Service / EDHR board on best practice to promote LGBT quality in the workplace.
- Following training for all officers and civilians in January 2013, Impact Assessments were now being posted to the external website in due course that identified priority areas to help address areas of concern.

RECEIVED.

c) Any Other Special Interest Area Updates

There were no other updates.

7. ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING BILL

The Committee received a report of the Remembrancer informing Members of the relevant provisions of the Anti-Social Behaviour, Crime and Policing Bill currently before Parliament.

In response to a Member's query, the Remembrancer clarified that the proposals to allow the police to prosecute low level crimes were not part of this Bill.

RECEIVED.

8. **REVENUE AND CAPITAL OUTTURN 2012/13**

The Committee received a joint report of the Chamberlain and Commissioner setting out the Force's revenue outturn for the past financial year.

The Director of Corporate Services introduced the report and stated that the Force had reported an underspend and therefore had reduced its reliance on reserves.

The Director of Corporate Services explained significant expenditures would be required in the upcoming year, such as a programme of IT replacement following the Force's discontinued participation in the ECIS project.

The report included an assumed increase from the Business Rate Premium of £1.5m from 2014/15 and savings from the planned reduction in officer numbers.

The Chamberlain noted there had been an improvement in the Force's financial position.

With reference to table 3 in the report, a Member queried the reason for the figures including an assumed increase from the Business Rate Premium of £1.5m from 2014/15 when the 1p in the £ increase had not been formally agreed. The Commissioner explained that the assumption had been included in view of the fact that preliminary discussions had been held at Resource Allocation Sub-Committee which had led to notice being given to Ratepayers earlier this year that such a raise might be required in 2014/15. He fully accepted, however, that the proposed raise needed to go through the required procedures and he suggested that this might be usefully covered in one of the upcoming Police Committee workshops.

RECEIVED.

9. **STAKEHOLDER ENGAGEMENT PROJECT UPDATE**

The Committee received a report of the Commissioner that updated Members on the Force's delivery of stakeholder engagement including community messaging and day to day engagement.

Members and officers discussed that email correspondences sent to Members from the Force should include the email address of the sender and some explanation. The Commander of Operations advised this would be taken back as a recommendation to the Force and implemented.

RECEIVED.

10. **ROAD SAFETY - SIX-MONTHLY UPDATE**

The Committee received a report of the Commissioner updating Members on road traffic casualties and collisions and measures to mitigate these occurrences.

The Commander of Operations informed Members that the Force continued to work closely with the City of London Corporation to reduce the number of casualties and collisions. This included support for the City's Road Danger Reduction Plan to introduce a City wide 20mph speed restriction. Further work included the aim to establish a formal partnership working group – the Roads Policing Strategic Group.

The Lead Member for Road Safety stated the report had been a joint effort, and had provided input on this and many areas of road safety and policing.

A Member expressed concern over the number of vehicles in the City which did not possess insurance and licences.

RECEIVED.

11. SALE OF SURPLUS POLICE HOUSE

The Committee considered a report of the Commissioner seeking approval to transfer the remaining police house to the City of London Corporation for this to be sold, with the proceeds to be invested in the City of London Capital Development Programme.

RESOLVED – That the report be received and its contents noted.

12. DECISIONS TAKEN UNDER URGENCY PROCEDURES

The Committee received a report updating Members on urgent action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the last meeting.

The Committee noted that urgent action had been sought in order to agree small adjustments to a series of existing tariffs in order to comply with HM Revenue and Customs VAT regulations by 1st July 2013.

RECEIVED.

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items of business.

15. EXCLUSION OF THE PUBLIC

RESOLVED: - That under Section 100 A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

Item No	Exempt Paragraphs
16 - 18	3
19 - 20	-

**SUMMARY OF ITEMS CONSIDERED WHILST THE PUBLIC WAS
EXCLUDED**

16. NON-PUBLIC MINUTES

- a) **The non-public minutes of the meeting held on 24 May 2013 were approved.**

17. GATEWAY 3 PROGRESS UPDATE POLICE ACCOMMODATION STRATEGY

The Committee considered and agreed a report of the Chamberlain concerning the Police Accommodation Strategy.

18. COMMISSIONER'S UPDATES

The Commissioner of Police was heard concerning on-going and successful operations undertaken by the City of London Police.

19. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

20. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no items of urgent business.

The meeting ended at 1.10 pm

Chairman

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THE POLICE PROFESSIONAL STANDARDS AND INTEGRITY SUB COMMITTEE

FRIDAY 5 JULY 2013

Minutes of the meeting of the POLICE PROFESSIONAL STANDARDS AND COMPLAINTS SUB COMMITTEE held at Guildhall, EC2, on FRIDAY 5 JULY 2013 at 10.00 am.

Present:

Members:

Deputy Joyce Nash (Chairman)
Alderman Alison Gowman
Brian Harris
Helen Marshall

Officers:

Ignacio Falcon - Town Clerk's Office

City of London Police

Ian Dyson - Assistant Commissioner
Martin Kapp - Superintendent, Professional Standards Directorate

1. APOLOGIES

Apologies were received from Vivienne Littlechild and Deputy Richard Regan.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. MINUTES

The public minutes and summary of the meeting held on 12 April 2013 were agreed.

4. QUESTIONS

There were none.

5. URGENT ITEMS

There were none.

6. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involved the disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No.

7
8 - 10

Exempt Paragraphs

1, 2 & 5
1 & 2

SUMMARY OF ITEMS CONSIDERED WHILST THE PUBLIC WERE EXCLUDED

7. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 12 April 2013 were agreed.

8. STANDARD ITEM ON PROFESSIONAL STANDARDS ACTIVITY

The Committee considered reports on Professional Standards activity for the period 1 April 2013 to 5 June 2013, as follows:-

(a) **Statistical Information (for the period 1 April 2013 to 5 June 2013)**

The Sub-Committee received a report of the Commissioner of Police.

(b) **Summary of Cases**

(c) **Misconduct Hearings**

The Sub-Committee received a report of the Commissioner of Police.

(d) **Misconduct meetings**

The Sub-Committee received a report of the Commissioner of Police.

(e) **Conduct and Complaint Cases – Cases Upheld**

The Sub-Committee received a report of the Commissioner of Police.

(f) **Conduct and Complaint Cases – Cases Not Upheld**

The Sub-Committee received a report of the Commissioner of Police.

(g) **Conduct and Complaint Cases – Discontinuance, Withdrawn, Dispensation**

The Sub-Committee received a report of the Commissioner of Police.

9. QUESTIONS

There was one question considered whilst the public were excluded.

10. URGENT ITEMS

There were none.

The meeting closed at 11.05am.

CHAIRMAN

Contact Officer: Iggi Falcon

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POLICE LEADERSHIP TEAM
Wednesday 17 July 2013 – 4 pm
Minutes

Attendance

Deputy Henry Pollard (HP)
Simon Duckworth (SD)
Deputy Doug Barrow (DB)
Deputy Joyce Nash (JN)

Commissioner Adrian Leppard (AL)
Assistant Commissioner Ian Dyson (ID)
T/ Commander Wayne Chance (WC)
T/ Commander Steve Head (SH)

Alex Orme (AO)
Iggi Falcon (IF)

Apologies

Adrian Leppard (AL), Eric Nisbett (EN)

1. Minutes of the last meeting (27th March)

Read and agreed to.

2. Budget: Future funding pressures

ID referred to the update at the last Committee meeting and summarised the current position on budget risks as follows:-

- **Capital City Funding** – still an unresolved issue despite the positive indications from the Government. The Force was hoping to submit a renewed bid in the autumn.
- **Economic Crime Funding** – There was continued uncertainty relating to the funding for regional teams due to a somewhat complex political scenario.
- **Reduction in Officer Numbers** – The reduction had been more accelerated than expected and the Force was preparing to recruit ten new officers in 2014 and a further ten in 2015.
- **Winsor Review into Pay and Conditions** – Implementation of Winsor recommendations was anticipated to trigger further departures
- **Business Rate Premium** – ID clarified that there had been no assumption that the rise in the premium was a *fait accompli* and that the Force understood that a process needed to take place. However, the budget as presented to the Committee had factored in the discussions at RA Sub meeting in early 2013, where it had been agreed that a rise of 0.1p in the £ might be prudent should there be a drastic cut in DSP/Capital City Grant funding.

ID commented that there was also reason to be optimistic about a series of factors:-

- **Fraud Academy** – income generation could be boosted by the growth of international clients
- **Proceeds of Crime Act (POCA)** – There was approximately £1m being accrued in POCA, much of this arising from cash seizures in joint operations with the Serious and Organised Crime Agency (SOCA). WC explained further that POCA monies could be used for initiatives relating to crime reduction and investigation.

3. Progress on City Futures (Police Transformational Change Programme)

ID spoke about the key objectives of the programme, particularly the work to embed values and principles in organisational/business processes. He indicated that the intention was to present this piece of work to Members at the October Workshop.

The Chairman commented that he expected there to be emphasis on diversity and integrity in the 'vision' document that was being prepared.

4. Accommodation update – Police role in shaping/defining their accommodation requirements

ID provided a brief update on the Accommodation project, stressing the complexity of the task which included some 17 different workstreams.

ID advised of the September deadline to submit refurbishment requirements for the Force's occupation of GYE.

5. New community engagement arrangements (progress update and timeframe)

WC informed that a temporary page had been published on the Force's website with all the information about engagement teams.

WC also provided reassurances that ward resident meetings were continuing.

6. Work on Integrity

ID provided an update on the Integrity Strategy, advising that the Force was now aligning its work with that of the College of Policing. The objective was to devise an 'Integrity Dashboard' which would allow Members of the Professional Standards and Integrity Sub-Committee to identify trends and issues.

7. Economic Crime update: Fraud Training Academy & National Capability Programme

SH provided an update on recent developments, including the Force securing funding from the Department for Business, Innovation and Skills (BIS) relating to the Intellectual Property responsibilities which the Force was now taking on.

There was some discussion concerning the difficulties for securing funding for the Regional Fraud Teams (RFTs) to better coordinate fraud investigation across the UK. ID's assessment was that there was still some work to be done to ensure that the Force's Lead Force status fitted the design of the new National Crime Agency.

8. AOB

WC provided an update on the CoLPs undercover work, in the light of concerns raised about the Met's procedures in this type of activities.

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Agenda Item 4

POLICE COMMITTEE MONDAY 23 SEPTEMBER 2013

OUTSTANDING REFERENCES

Meeting Date & Reference	Action	Owner	Status
11/07/2012 Item 23	To present a future options paper for the upgrade of the IT services	Director of Corporate Services	<i>In progress</i> <i>Provisional target date: January 2014</i>
24/5/2013 Item 10	To clarify and standardise the rights of access arrangements for Independent Custody Visitors	Commander of Operations	<i>Completed</i> <i>Information emailed to IC Visitors on 25/7/2013 and Members on 13/9/2013</i>
12/4/2013 Item 4(a)	To update the City of London Police (COLP) website with the photographs and contact details of the Police Engagement Teams	Commander of Operations	<i>Completed</i> <i>Communities Superintendent has provided the relevant information to the Corporate Communications Dept and the website has been updated</i>
12/4/2013 Item 9	To recall and reissue COTAG Passes with the appropriate information	Town Clerk	<i>In progress</i> <i>Information emailed to Members on 19/9/2013</i>
24/5/2013 Item 14	To present a joint report outlining the services provided to victims of Domestic Abuse	Head of Resilience and Community Safety/Commander of Operations	<i>Completed</i> <i>Item on the agenda.</i>
5/7/2013 Item 6b)	To provide an update on the Integrating Level for Equality Standard for the Police Service	Equality and Diversity Manager	<i>Completed</i> <i>Item on the agenda.</i>

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Committee: Police	Date: 23 rd September 2013
Subject: Community Engagement Update	Public
Report of: Commissioner of Police Pol 42/13	For Information

Summary

This report contains details of issues raised at local Level and the Force response since the last Community Engagement report was presented to the Committee.

The Residential Engagement Team have continued to provide an effective link with the residential community across the City, there has been ongoing engagement at local residents meetings, impromptu street briefings and community reassurance around large scale public order events. Closer links have been built with external agencies such as Victim Support, charities such as ‘Tell MAMA’ and drug action teams through improved joint working practices and joint operations.

Business Engagement during this reporting period has largely been focussed around closer working practices between the Force’s Counter terrorist search advisors and the business team in order to maximise the level of service offered to businesses and to better promote the support and services that the Force can offer to businesses.

The Force hosted a Small and Medium enterprises breakfast briefing to engage with this hard to reach group. Numerous contacts were made and the services and support offered by the Force to these businesses has been communicated. This has resulted in a higher level of interest in presentations provided by officers as well as increased engagement generally.

The Residential Engagement Team have established new ways of dealing with long term local issues such as begging through innovative operational tactics that seek to provide long term solutions to these problems.

New initiatives are being examined with harder to reach groups such as the setting up of a youth panel, a taxi outreach programme and a ‘Cafe Watch’ initiative.

Recommendations

It is recommended that this report be received and its contents noted.

Main Report

Section A – Residential Engagement

1. A Community Engagement stall has continued to be available on Tuesdays between 12.00 and 14.00hrs within the foyer area of the Artizan Street Library following a positive trial period. The stall has attracted individuals from both the residential and business communities. Staff have provided advice regarding crime prevention, cycle safety and answered general policing questions. The stall has particularly appealed to the older members of the residential community and given them an informal setting in which to engage with the police.
2. Officers from the Residential Engagement Team have successfully built a closer working relationship with the local victim support delivery manager in order to ensure that city residents have ease of access to the services that the charity provides. As such from 25th September, victim support will use the Barbican satellite police office to engage with victims of crimes within their own community to allow them to provide a higher level of service in an informal setting.
3. Community Engagement officers have been carrying out daily community reassurance patrols in Mansell Street and Middlesex Street Estates in relation to the English Defence League march on 7th September 2013. This has been well received by the local community who have expressed confidence in the Force to patrol the march. Community tensions have been monitored and intelligence obtained.
4. Operation Fennell has been designed and run by the community engagement team to try and provide a longer term solution to the issue of begging. Whilst it is acknowledged that begging is an offence, the operation involves the police working with external support agencies to offer support, advice and an alternative to begging for those vulnerable individuals in need of help. The operation involves issuing tickets to offenders instead of prosecuting on the first occasion. The ticket invites them to a help session where numerous external agencies will offer support in the areas of housing, drug action, alcoholism and addiction. Those that choose not to access the service may in the

future be prosecuted and Anti Social Behaviour Orders sought. However, it is hoped that through allowing access to such facilities in lieu of prosecution, many individuals can have their motivation for begging removed and be encouraged to seek help where it is available. The operation has been extremely well received with other forces interested in the operation.

5. An Operation Poncho hub was run this month which aims to provide help to the homeless community. A vulnerable pregnant woman and her partner were found temporary accommodation and longer term accommodation is being sourced through the Corporation. Six of the people who attended this month's Hub have maintained contact with support services which is an extremely positive response.

Section B – Business Engagement

6. The Force's Counter Terrorist Security Advisors have been promoting awareness of current threats from terrorism and domestic extremism, and protective security measures to mitigate these threats amongst the business community. To this effect 40 briefings to different businesses have occurred at which 256 people attended. To encourage continued vigilance in City front-line security staff to terrorist threats, another Project Griffin awareness day was conducted attracting 37 people who received inputs on threat, explosive and weapons attack, hostile reconnaissance and cordon procedures.
7. The Force's Counter Terrorist Security Advisors and members of the business engagement team have conducted three Project Argus table-top exercises to hotels, with around 60 attendees in total to understand threats and risks and how best to mitigate against these. The business team took the opportunity to introduce the team and explain what services and support could be offered to businesses. The team was very positively received.
8. The Community Engagement Inspector presented at a city wide Security Forum to discuss how the Force restructure has affected community policing and how the department would now be organised. Questions were invited from those security managers in attendance and it provided a forum for recent and upcoming policing events to be discussed.
9. Community engagement officers attended the Small and Medium Enterprises breakfast in July to promote the services offered by the team. A presentation on crime was given alongside safety advice,

community issues and an introduction to the business engagement team. This was positively received and following on from this several bespoke presentations to particular businesses were requested.

Section C – Hard to reach groups.

10. The Force attended an event on 16th August organised by the City Circle as an Eid event. Officers from the Force liaised with over 200 city professionals who were in attendance and promoted the services that the community policing team can offer.
11. On the evening of 23rd July, in celebration of Ramadan, the Mansell Street Estate and the police organised a ‘breaking the fast celebration’. A few speakers were arranged including PC Asif Sadiq who gave a talk about safe charity giving during Ramadan. A large number of residents of the Estate attended and the event was very well received.
12. The Residential Engagement Team has extended the attachment of Officer PC Sadik Miah for a further 6 months. PC Miah’s unique language skills and engagement style have led to an increase of positive engagement across the city’s residential communities. PC Miah is in the process of setting up an exciting opportunity for youth engagement via a youth panel. The panel would meet quarterly to discuss issues in the city that affect them, and it is hoped that the panel will have support from the City of London Corporation, police and other external agencies, although it is still in the early stages of development.
13. PC Miah has also initiated a taxi outreach programme which runs twice a month. It involves late night engagement with taxi drivers whilst they are parked up following a rise in the number of drivers reporting assaults and abuse. Officers engage with the drivers to pass on crime prevention advice, messages around prevention of terrorism and discuss any concerns the drivers have. The programme has been extremely positively received and has had support from the ‘Tell Mama’ charity (who monitor and provide support for anti-Muslim attacks on individuals) who often accompany officers on these taskings to pass on their own messages.
14. Counter terrorist Security Advisors within the Force are continuing to expand engagement with Small and Medium Enterprises on meeting the terrorist and extremist threat, the Special Branch/Counter

Terrorism Unit published the latest edition of our electronic periodical *CT Update*, now circulated to over 1,000 subscribers.

15. Community Engagement officers have initiated a 'Café Watch' scheme that aims to bring together managers from cafes throughout the city. The purpose is for intelligence sharing, increasing awareness of crime trends and to facilitate better communication between the cafes themselves. The watch has extremely positively received and has resulted in an increase in reporting of crime.

Section D – Transient Community and / Visitors

16. The street intervention team continue to focus on cycle crime. As such a number of pedal cycles that were supplied to the team and painted bright yellow (with the area below the cross bar holding crime prevention messages) have been placed at bays around the city. The cycle trained PCSO's continue to provide bike marking in public places across the city to allow bikes to be indentified and to engage with the transient community and provide crime prevention messages.

Conclusion

17. This report informs Committee members of residential and business community engagement activity undertaken by the Force.

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Committee:	Date:
Police Committee	23 September 2013
Subject: Equalities Update	Public
Report of: Equalities, Diversity and Human Rights Manager	For Information
<u>Summary</u>	
<p>This paper aims to inform the Committee of the recent work in the area of EDHR across the force since the last meeting.</p> <p>The main piece of work undertaken in the last period has been the independent review of the Force's performance against the Integrating Level of the Equality Standard for Police (ESPS) which was completed in July 2013.</p> <p>Recommendation It is recommended that this report be received and its content noted.</p>	

Main Report

1.Areas of Work:

1a) Stonewall Equality Index- In May 2013, CoLP renewed its membership of the Stonewall Diversity Champions Programme. A decision was made at the QoS/EDHR Board on 1st Aug 2013 that the Force would participate in the Workplace Equality Index which a benchmarking exercise is carried out annually to rank all participants in terms of LGB friendly workplaces. There is fierce competition amongst the organisations participating to be featured in the "Top 100 Employers". As well as raising the profile of the organisations commitment to the diversity agenda as a whole, it shows in particular how an organisation approaches LGB equality.

There is limited prospects of the Force appearing in the top rankings, however Stonewall will review our submission in detail and offer advice on how CoLP can become more LGB friendly as an employer. It is anticipated that the feedback will be available for the November QoS/EDHR Board in November to allow for specific actions to be developed to meet the recommendations.

In addition to the Equality Index work, the Force has identified development opportunities that are available through Stonewall. They run a Leadership Programme for LGB staff through the Ashbridge Business School and the Force are currently seeking to send two LGB staff on the course.

1b) Disability Equality Standard- Following on from the Reasonable Adjustment Workshops run earlier in the year and in response to feedback of participants, Supt Collicott sought the Boards permission for the Force to undertake a benchmarking exercise through the Business Disability Forum. The benchmarking is conducted as the Disability Equality Standard and measures performance against 10 areas of business: ***Commitment, Know-How, Adjustments, Recruitment, Retention,***

Products and Services, Suppliers and Partners, Communication, Premises and ICT. Each area is worth 10%. Once our self assessment has been evaluated, it will provide the Force a focus on areas where improvements need to be made in terms of achieving greater disability equality. A further report will be brought to the Committee once the evaluation has been completed and the Force has developed appropriate responses to the areas for improvement.

1c) ESPS Review- City of London Police is currently the only Force nationally that is fully involved in the ESPS process. This process is due to be superseded in the future by the Equality Improvement Model (EIM). The introduction of this by the College of Policing has been delayed somewhat over the past year and further work is being completed to develop an action plan to support the Strategy, prior to it being submitted to the Professional Committee in September.

As reported to the Committee previously, in the past CoLP has measured its progress against the ESPS by a three-way benchmarking exercise with Essex and Kent forces. Both forces currently are not working on ESPS and do not have capacity support a review of CoLP's evidence at Integrating Level. A decision was made at the QoS/EDHR Board in April 2013 that the CoLP would seek to undertake an independent review of its ESPS. This was so that as we transition into the new EIM we are confident that we have achieved a solid foundation for future work and to add an element of robustness and credibility to the assessment process.

The review was carried out by a independent diversity consultant who is also and accredited diversity peer for the LGA and has carried out many reviews of the equality frameworks for local government, social housing and fire and rescue service.

The reviewer was requested to cover in his report the following aims:

1. Does the evidence captured to date show that the City of London Police has met the criteria for the Integrating level
2. Accessibility to view information
3. Process of submitting information
4. The promotion of the ESPS process across the Force
5. Quality of EDHR resources available to support our staff with this area of work
6. Are there any learning or development issues.

The independent review of our ESPS work (attached) is on the whole very positive and is a clear indication of the excellent efforts across the organisation. We managed to increase the amount of evidence submitted by staff from just 37 examples at the start of the year to now when we have in excess of 100 examples covering all units. It is worth noting that all this good practice already existed across the organisation and as we attempted to catalogue and reference the evidence, it became quite clear that there is a broad spread of excellent EDHR practice across the Force.

The report in section 7 refers to observations and recommendations, most of these are being addressed including the publishing of EIAs on the external website, which

is now the accepted protocol (the EIAs have been quality assured and are being referred to as aids for other EIAs when being completed)

In the penultimate paragraph of the recommendations and observations refer to the Organisation having a clear Talent Management Strategy, and that there was an appearance to the assessor that talented officers are not progressing as potentially they could/should. High Potential Development Scheme (HPDS) is available for talented officers seeking promotion however there seems little in place for other staff for their development and promotion. This was discussed at the QoS/EDHR Board on 1st Aug and aspects of this will feed into the City Futures Programme and talent management.

We are now deemed in the opinion of the assessor to have achieved the integrating standard. It is felt that this good work should be fed out across the organisation to encourage the continuation of submission of examples as well as demonstrating to staff (and potentially further afield if it is decided to publish externally) and the public that the organisation is committed to EDHR and making good progress in this area

Conclusion:

The Force continues to work on EDHR issues, with strong oversight through the QoS/EDHR board. Through the external benchmarking exercises we are showing that we are committed to moving towards best practice and looking at specific areas of the EDHR agenda in more detail.

Using feedback from the benchmarking, we can identify areas that can be prioritised for action which will help the Force to continue making progress across EDHR issues.

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Equality Standard in the Police Service (ESPS) - Independent Review

1. Introduction

We have been commissioned to undertake an independent review of the City of London Police Force's progress towards Integrating status of the Equality Standard in the Police Service (ESPS).

The two day review included interviews with six employees and the development of a report. This review is a light- touch assessment and is not a comprehensive full inspection of the forces' ESPS journey.

The review assessed the following themes:

1. Accessibility to view information
2. Process of submitting information
3. The promotion of the ESPS process
4. Quality of EDHR resources available to support staff with this area of work
5. Does the evidence captured to date show that the City of London Police met the criteria for the integrating level
6. Observations and Recommendations.

Interviews were held with:

- Alderman Alison Gowman
- Clinton Blackburn
- Jacqueline Clark

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- Julie Hall
- Anna Hewitt
- Asif Sadiq

The Equality Standard in the Police Standard has been designed to support the police service in:

- Assessing current activity
- Identifying gaps in performance
- Benchmarking progress and sharing good practice, and
- Improving performance by delivering positive equality outcomes.

There are three activity levels which are:

- Operational Delivery
- People and Culture
- Organisational Processes

The ESPS is currently under review and most police forces have stopped using the ESPS in anticipation of the new Framework, which is expected in November/December 2013.

2. Accessibility to view information

When conducting the two day review I found the viewing of the system relatively easy and simple to use. The parameters of the system are relatively basic, however adding further or new parameters could make using the system more complicated. The Single Points of Contacts (SPoCs) did not raise any concerns regarding the accessibility of the system.

3. Process of submitting information

SPoCs are responsible for ensuring that information is collated and submitted on the system. I have not found any evidence that the process of submitting the information was difficult. Although there are many examples of good information that is collated by SPoCs from other police officers, there may be instances where police officers who are delivering excellent services to the

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public may not be able to identify that the service or campaign they deliver may also be a good example of equality and diversity practice.

I have assessed whether there is a need to provide further training to SPoCs to help them use the system. However, this may cause the ESPS to be seen as a 'tick box' exercise, rather than an improvement and good practice initiative.

4. The promotion of the ESPS process

The City of London Police has made very good progress. Since January this year over 53 new examples of good practice have been added to the ESPS process. This demonstrates that the force is making very good progress and the system is becoming embedded.

The ESPS consists of 22 units at each level; I understand that the Force merged some of the units which in effect duplicated information and merged them down to 11 units which they are currently working on. I have inspected the following 4 modules:

- Activity Area 1: Operational Delivery

Activity:

Directorates and their partners engage with diverse individuals and communities to run appropriate initiatives that address their particular concerns in relation to serious and organised crime, terrorism and domestic extremism.

Evidence

Wards policing together with the AMP held an event at the Guildhall for members of the various faith based communities in the City. The event was opened by the commander and Asif Sadiq from wards policing spoke to the 250 people in attendance about the support that wards policing can provide to members of the city's minority communities. The event was attended by members of the City's Muslim community, including the Ismaili and Ahmidhiyya community, as well as members from the City Sikh and City Hindu network. Officers from wards policing were available all evening to speak to members of the communities and they made some very useful contacts, which they will be following up in order to build even stronger relationships with the City's minority communities.

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- Activity Area 1: Operational Delivery

Activity:

Directorates work with partners and key stakeholders to plan and deliver services tailored to the specific local needs of children, young persons and other vulnerable groups.

Evidence:

Wards policing has met up with the NZF which is an organisation which aims to utilise Zakat funds (Muslim Charity funds) and voluntary donations collected in the United Kingdom for the benefit of local, deserving recipients. This group helps some of the most vulnerable members of our community, including widows, orphans, refugees, the aged as well as the homeless. Their work covers five core areas that together form an end-to-end service. Wards policing have set up a memorandum of understanding with the organisation and are hoping to work with them to help Muslim homeless people on the city that they may come across or victims of crime and other vulnerable people who live on the estates in the city who may require assistance as a result of the welfare reform.

- Activity Area 2: People and Culture

Activity:

CoLP use workforce data to develop and implement appropriate plans for recruitment, retention and progression.

Evidence:

Shift Patterns and Working Time Directives. Duty Planning monitor and input all changes to shift patterns including flexible and part-time working patterns. The changes to patterns are monitored to ensure the working time directive is complied with. Staff within Duty Planning have a working knowledge of the directive to ensure that where shift changes need to take place because of an organisational requirement, the directive is considered to ensure the appropriate rest between shifts. Police regulations and operational need can require officers to change shift, where an officer has a part time working pattern they would only be utilised as a last resort.

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- Activity Area 3: Organisational Process

Activity:

CoLP review and monitor feedback from all sources and use it to improve services and initiatives.

Evidence:

The City of London HR department facilitated 5 promotion processes in Sergeants, Det Insp, Ch Insp, 2 x Superintendent. The boards were developed to give all officers an equal opportunity for success and the 2nd Superintendents process was advertised externally. Guidance and instructions were provided to all officers and the panel members before the process commenced. The process consisted of an application stage at BCU level and the successful candidates then completed a ten minute presentation on a given subject and a 40 minute interview board with 3 panel members. The forces' Diversity Manager was present at some boards to ensure fairness and transparency throughout the process. All officers were offered assistance if required.

Officers with dyslexia and pregnant officers were assisted with extra time and welfare breaks where needed. Feedback from candidates was requested by means of a survey. All officers who took part were offered personal feedback by a member of the interview panel. Action plans were developed by BCU commanders for officers who were unsuccessful and the Promotion Standard operating procedure has been written to allow a fairer and more transparent procedure for all officers to develop in their careers. One of these areas is the relaxation of the restriction that an officer can perform acting or temporary roles above their substantive rank before a review.

An EIA of the promotion process was undertaken to map the progress of different protected characteristic groups and to identify areas of risk for different groups of staff.

- Activity Area 3 Organisational Processes

Activity:

CoLP review and monitor feedback from all sources and use it to improve services and initiatives.

Evidence:

The City of London Police completed recruitment campaigns for police officers and specials from 2010-2013. Local communities were contacted by means of

advertising in local papers and through the CoLP website. Community officers visited the local estates and informed residents of the campaigns and how to apply if interested. Advertisements were placed in areas of minority populations by using specific papers. To obtain a recruitment pack potential candidates could telephone a specific number. All applications were read and shortlisting took place. For the successful candidates who passed the assessment centre the force held interview panels. A Special Constables campaign has just ended and the successful candidates are due to attend an assessment centre on 20th April 2013 and be interviewed by the end of April 2013 and early May 2013. These assessments have been scheduled for a weekend and the interviews have been scheduled to take place in the evening, taking into consideration the working lives of the candidates.

5. Quality of the EDHR resources available to support the staff with this area of work

The staff at EDHR provide effective support to SPoCs. This includes working with SPoCs to help them identify areas of good practice and providing support and guidance.

There is evidence to suggest that the SPoC system works very well. SPoCs have a very good understanding of equality and diversity good practice and have demonstrated a clear commitment to the agenda. There is also good evidence of effective leadership on the force's equality and diversity agenda.

6. Does the evidence captured to date show that the City of London met the criteria for the integrating level

The Equality Standard is designed to be used as a continuous improvement tool. The 22 units of the framework set out a visual journey of improvement. Each unit has three stages, which allows the police service to assess current performance and plan how to improve. Having a formal framework will enable forces to benchmark performance with others and share effective practices.

The Standard consists of three achievement levels, which are:

- a. Baseline - Assessing an activity that must be in place
- b. Integrating – Assessing an area that must be in place
- c. Excelling – Assessing an outcome that contributes to improved community confidence

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Although we have not assessed all 22 units, nevertheless from the units that have been assessed we believe the City of London has reached Integrating status, subject to our observations and recommendations in section 7 below.

7. Observations and Recommendations

It is recognised that the City of London has kept using the ESPS whilst others are waiting for the new framework. I believe this demonstrates the City of London Police's commitment to equalities and diversity and its recognition that they do not wish to lose the drive and focus of their commitment to equalities whilst waiting for the new framework.

The City of London Police has a robust mechanism for scrutiny of its performance across the area of diversity through regular reporting to the City of London Police Committee, which is the police authority for the force and has, a very engaged lead member, Alderman Alison Gowman. This is an area of strength for the force.

I was unable to find any EIAs on the external website. However, I did review 2 recent EIAs which were on the evidence database. These contain relevant information & community profile data which has been used for the determination of the potential impact on different PCs. The City of London Police need to ensure this approach is part of normal practice and that it continues to use data to evidence their decision making in relation to equality issues to meet its obligations under the equality duty.

It is encouraging to see that the City of London Police commissioned the Lokahi report to identify barriers to progression, which the force has responded to through the setting up of a reward & recognition panel, external representation or moderation at promotion boards etc. However, if policies are developed or implemented as a result of such findings, such as the Standard Operating Procedure (SOP) for temporary promotions, this needs to be monitored & reported on, to ensure that the force can demonstrate the impact the changes have had & improve staff confidence.

The City of London Police Force should have a clear talent management strategy that has a defined positive action element. As a small organisation it should be much easier for it to identify internal talent. There are some exceptionally talented officers who appear not to have made any progress over some period of time with the City of London Police Force.

On reviewing the HR policies on the intranet, a number seem to predate the Equality Act 2010 and will need to be updated to reflect the act and bring the HR management across the force in line with best practice in employment.

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Committee: Police	Date: 23 rd September 2013
Subject: Responding to Incidents of Domestic Abuse	Public
Report of: Town Clerk and Commissioner of Police (Pol 41/13)	For Information

Summary

This report is in direct response to the Chairman’s request about the mechanisms in place to respond to incidents of domestic abuse. It provides an overview of the work currently being undertaken by both the PPU and the SCP and how they are working in partnership to deliver their priorities.

The Force has a dedicated resource of 12 staff in the form of the Public Protection Unit (PPU) to investigate domestic abuse and other crimes including rape and serious sexual offences, missing persons, child protection and hate crime. The Unit is based at Bishopsgate Police Station, which includes the Phoenix Suite which is a specialist suite made suitable to take vulnerable victims. The Unit has recently moved to a new shift pattern to provide on- site cover seven days a week. The Officers are qualified detectives and undertake enhanced training in particular specialisms, such as domestic abuse (DA). The Unit work closely with other partner agencies and the City of London’s Safer City Partnership (SCP).

The volume of domestic abuse incidents in the City of London is comparatively low compared to other London Boroughs owing to the demographic. There are also other complexities in reporting such as crimes being reported to the City of London Police that have not taken place in the City and those reporting not being resident in the City. There is no particular trend identified over the last 3 years, however partner agencies are committed to encouraging reporting of this type of crime as it has historically been under reported. A tool kit has been circulated to 500 City businesses to encourage employers and employees to recognise and report incidents.

The Force works with the SCP to manage the Multi Agency Risk Assessment Conference (MARAC) to which all cases of DA are

referred. The Force operates a positive arrest policy for DA offences. The main priority is to assess the risk to the individual and any children involved reduce any further harm occurring. The PPU operate a number of special schemes such as installing hardware and panic alarms to reduce and manage risks to victims.

Work is continuing to improve services to victims in a number of ways including the current project to work with Hotels in the City to raise awareness of their premises in terms of crimes taking place and the SCP is leading on a Hotel Forum aided by the PPU to promote this area of work.

Members should hopefully be reassured that victims of DA receive an excellent service in the City of London.

Recommendations

It is recommended that Members note the contents of this report.

Main Report

Background

1. At your May Committee, in response to a question from the Chairman regarding the police response to domestic abuse, the Commissioner undertook to bring a report to your Committee. At the further request of the Chairman, it was agreed that the report would be a joint report of the Commissioner of Police and the Town Clerk (Safer City Partnership).
2. The City of London Police, Public Protection Unit (PPU) is a Unit within the Force's Crime Directorate. The Unit has been in existence for a number of years with a remit to deal with child protection, missing person enquiries, domestic abuse, rape and other serious sexual offences, hate crime, management of sex offenders in the community and vulnerable adults. As a result of the introduction of the ACPO Protective Service Minimum Standards¹, the capacity of the unit was increased in 2009-10. Since this time, the PPU has been developing a strategic response to domestic abuse incidents with the aim of providing the best possible support and care to sufferers.

¹ The ACPO Protective Service Minimum Standards were a set of standards introduced by ACPO to ensure that Forces were able to provide the necessary capacity and capability in ten key areas of policing- Protecting Vulnerable People being one of those areas- this has now been taken forward as part of the Strategic Policing Requirement.

The Force Public Protection Unit

3. The Unit comprises 12 staff including a Detective Inspector, two Detective Sergeants and nine Detective Constables.
4. In terms of enhancing resourcing in this area of business, the Detective Inspector PPU recently submitted a business case for the consideration of Safer City Partnership (SCP) funding for a Vulnerable Victims Advocate for the City of London. The advocate's role would be versatile and tailored to the needs of the City and provide both a service to vulnerable victims of PPU related crime as well as engage with the community, run advice surgeries and undertake project/promotional work around domestic abuse, sexual violence, hate crime and sexual exploitation. This project is currently in the very early stages and is subject to further research. Early discussions have taken place with the Assistant Director of Victim Support for London and other domestic abuse charities who, along with the SCP are fully supportive of this concept.
5. The Unit recently moved to a new shift pattern covering seven days a week. This has resulted in the force being able to offer enhanced specialist services to the City of London. The Unit covers all the crime areas aforementioned in paragraph 2 and all PPU officers are accredited detectives having completed the initial foundation course. Once completed, officers undertake further specialist training to enhance their skill set for example officers attend a week long domestic abuse course which raises their awareness around risk management and focuses in on the victims of domestic crime. The majority of the officers are also trained in 'Achieving Best Evidence' (ABE) interviewing in order to support both vulnerable adults and children in visually recorded interviews.
6. Further to their role as specialist investigators, each staff member is allocated a specific area of responsibility. This process helps create subject matter experts, an example can be found in the honour based violence (HBV) strand. The officer responsible will attend conferences, forge links with HBV charities and the officer currently with this responsibility is in the planning stages of working with an HBV community worker from neighbouring Hackney and the Mansell Street community, in order to raise awareness in this area amongst the community.
7. In addition to the specialist dedicated staff based in the PPU the Force has invested a further £23,000 in 2013 recruiting five more SOIT officers (Sexual Offences Investigative Trained). These officers offer support to victims of serious sexual assault from the point of reporting right through to, and beyond the court process. This investment will further enhance the cadre of officers of up to fifteen who collectively provide 24/7 on call

cover. Further to this The DI PPU and a Detective Constable in the unit have trained 60 officers throughout the Force over the last two years to act as first responders to rape (FRR). These officers are trained to offer immediate reassurance to victims of this crime type whilst waiting for the arrival of the SOIT. All FRR are recruited having first demonstrated excellent victim care.

8. In terms of accommodation, the Unit occupies office space at Bishopsgate Police Station and there is also a victim suite at Bishopsgate known as the Phoenix Suite, which has been appropriately resourced to provide bespoke accommodation to which vulnerable victims can be taken in order to ensure evidence is preserved and the victim feels reassured and safe.
9. The Unit works closely with partners including the Children's Social Care Department, National Centre for Domestic Violence, Broken Rainbow², Corporate Alliance Against Domestic Violence (CAADV) and victim support services as well as the Safer City Partnership (SCP).

Current Position in relation to Domestic Abuse

10. In the context of the City of London the actual volume of domestic abuse incidents is relatively low in comparison to surrounding London boroughs. This is mainly due to the demographic of the City of London. There are also additional complexities in terms of reporting, as some incidents that are reported to the City of London Police do not actually take place in the City and/ or where the victim is not a resident in the City of London. Nevertheless, as this is a high risk area of policing in terms of the harm that can be caused to the victim, the City of London Police ensure that the appropriate action is taken initially and then pass any investigation on to the appropriate Force/ agency. Data for the last 3 years is shown in the table below and is shown from August to August. This identifies no particular trends.

² <http://www.brokenrainbow.org.uk/> - this is the National Lesbian Gay Bisexual and Transgender Domestic Violence Helpline

Year/ date	Total No. Incidents reported	City resident
24/08/2010-23/08/2011	91	13
24/08/2011-23/08/2012	105*	21
24/08/2012-23/08/2013	86	18

*Taking this year as a typical year, in terms of disposals: 10 offenders were given cautions.

15 were charged with various offences including: 2 for breach of non molestation orders; 4 for assault occasioning ABH; 6 for common assault and battery; 1 for inflicting GBH without intent; 1 for rape; 1 for harassment. Court disposals: 7 were found guilty, 1 not guilty, 2 cases were dismissed and 5 are pending.

11. One of the agreed priorities for the SCP is taking action against domestic abuse and violence against women and girls. As part of the Domestic Abuse Forum's Action Plan for 2013/14, both the PPU and the SCP have been working in partnership to prevent violence from happening, and taking action to reduce the risk to women and girls. The PPU are currently introducing new working practices to address concerns where children are being sexually exploited. This will be launched in October through multi agency training events and forms part of a national ACPO action plan.
12. A collaborative approach has been taken with the Force to ensure the continuity of the Multi-Agency Risk Assessment Conference (MARAC). This is chaired by the PPU Detective Inspector and co-ordinated by SCP Administrator, and attended by core agencies who meet to address what actions need to be taken to ensure the safety of victims of domestic abuse. Unlike most other force areas MARAC is convened in the City as soon after a referral is received, this ensures that the agencies are able to address the victims risk as soon as possible.
13. The PPU and SCP undertook CAADV multi-agency risk assessment training in June, which covered managing victims risk and the MARAC process. The Unit's staff have also reached out to the Lesbian, Gay, Bisexual and Transgender community through the introduction of LGBT liaison officers in order to open up channels of communication, increase confidence and identify any under reporting.
14. A domestic violence toolkit was launched last year which saw 500 Human Resources Domestic Violence toolkits being circulated to businesses across the City of London. This toolkit is designed to encourage reporting and provide details of the support that is available to actual and potential victims who perhaps do not realise that what they are experiencing is a form of domestic abuse as this is not always physical abuse. This project

received the full support of Baroness Scotland who visited the City to launch the project.

15. The City of London Police operates a positive arrest policy for domestic abuse offences. This ensures that a positive message is sent out to perpetrators and ensures the victim is given important time away from the assailant to discuss options and assess risk. The Force also records incidents that have fallen short of being a criminal offence. This assists in building up 'bad character' evidence against perpetrators which may assist to support future criminal complaints. The PPU is committed to ensuring that all victims are provided with the very best level of service and are dealt with positively and promptly without prejudice and in confidence.
16. When an incident is reported, the PPU's first priority is to protect the victim and any children involved from injury or further harm. If the situation is an emergency, a police officer will attend and deal with the incident appropriately which could result in the arrest of the perpetrator and will also take necessary action to protect the victim from further abuse.
17. In many cases victims of domestic abuse may require temporary or longer term housing alternatives. They may also require an injunction to prevent the perpetrator approaching the victim and may need counseling or support. The PPU, which records all cases of domestic abuse, provides a high level of care to the victim. Offering support and reassurance and helping them to access other agencies as well as arranging transport to a safe place.
18. The PPU also operates a number of special schemes such as, target hardening (installing security hardware at victim addresses), address/occurrence markers and panic alarms. The City's Sanctuary Scheme provides target hardening to all victims of abuse within 24 hours in urgent cases. This can include panic rooms, bars on windows and extra locks. The PPU has been working with Thames Valley Partnership on the introduction of TecSOS (technical SOS phones) mobile phones. The phone operates as a panic alarm for victims of high risk domestic violence and provides police with an approximate area where the phone is being activated. The PPU staff are trained in the use of the device before it is given out to potential victims.
19. The PPU's specialist suite at Bishopsgate Police Station (the Phoenix Suite) was created to offer victims a comforting environment whilst investigations are carried out. The SCP has offered financial assistance to improve the appearance of the rear lobby and arrangements are currently underway to carry out this work.

20. The Unit's focus on victim safety and management of the perpetrator involves an additional and important resource which is represented by MARAC. The SCP is responsible for coordinating a MARAC referral so that the PPU can liaise with a range of agencies, ensuring that an effective safety plan for the victim is implemented. It is the cases of the highest risk of domestic abuse that are discussed at MARAC and this is determined by the completion of a DASH (Domestic Abuse Stalking and Harassment) risk assessment. The City of London PPU was one of the first in the UK to operate the DASH model and to incorporate it into the domestic abuse booklet which had been designed to create a one stop shop for victims. The DASH provides officers with the tools to effectively identify and manage risk from the onset.
21. The PPU will be developing DA tool kits for all staff to use when investigating DA out of hours. This will be a simpler version of our current standard operating procedures and act as a template for officers when investigating reports of domestic abuse. This will ensure that officer follow protocol and are aware of all the tools available to them in managing risk.
22. The PPU's specially trained officers will carry out research and with the assistance of the violent crime desk within FIB will complete full intelligence packages. Where a duty to exchange information exists PPU will share this information with partner agencies in order to successfully manage a risk i.e in cases such as those involving children or young persons. The PPU has close links with the Children's Social Care Department and are members of both the Executive and Local Children Safeguarding Boards.
23. Early intervention and reaching out to victims who do not report domestic abuse is also integral to the work of the PPU. To this end, the PPU and SCP have been engaging with hotels in the City of London and are developing a 'hotel toolkit' for front line staff to help promote awareness and provide advice about domestic abuse and sexual violence. The PPU completed a presentation to the Grange Hotel in St Pauls in 2012 but have found it difficult to get the hotels to buy into this. SCP are assisting with encouraging hotels to participate and together are planning to run a series of presentations to all the hotels in the City of London to raise awareness of sexual offences, domestic violence and child sexual exploitation as there have been a number of offences which have taken place in the City hotels in the last 12 months. Information from the PPU will be included in the toolkit. SCP is leading on an event in conjunction with the PPU, to promote the toolkit at - the *Hotel Forum*- which is scheduled to take place on 2nd October in the City Marketing Suite.

24. The DI PPU recently sought advice from the Independent Advisory Group (IAG) to look at ways of improving awareness of the PPU in the community. Work is currently underway to promote the PPU and the support it can give to any individual living or working in the City who is suffering from domestic abuse. The Force's Corporate Communications Dept is involved in and progressing this project.

Conclusion

25. The PPU and SCP are working together in partnership to further improve and develop services in the City for victims of domestic abuse. It is recognised that with the help of other partner agencies, victims of domestic abuse who live or work in the City of London should be encouraged to report their suffering knowing that they will receive the best possible care and advice.

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Committee:	Date:
Police Committee	September 23 rd 2013
Subject:	Public
Crime and Courts Act 2013	
Report of:	For Information
City Remembrancer	

Summary

This report provides an overview of the Crime and Courts Act 2013 and identifies those issues likely to be of most relevance to the City of London Corporation.

The Act is in three Parts. Part 1 establishes the National Crime Agency. Part 2 contains various provisions relating to courts and justice. Part 3 contains provisions in relation to border control, the immigration appeal system and public order offences, and introduces a new offence of drug driving.

Recommendations

- Members are invited to note the contents of this report.

Main Report

Background

1. In July 2010, the Home Office set out the Government's plans for policing reform in *Policing in the 21st Century*, including proposals for a new National Crime Agency (NCA) to replace the Serious Organised Crime Agency and strengthen border security.
2. The following June, in *The National Crime Agency: A plan for the creation of a national crime-fighting capability*, the Government set out the proposed structure of the new agency with four main commands:
 - Organised Crime Command;
 - Border Policing Command;
 - Economic Crime Command;
 - Child Exploitation and Online Protection Command (CEOP).

3. Alongside the four commands would be an intelligence hub, tasking and co-ordination arrangements and a National Cyber Crime Unit. The NCA would also absorb some of the functions previously provided by the National Police Improvement Agency, which was established in 2007 to support police by providing expertise in such areas as information technology, information sharing, and recruitment.
4. As well as confirming the abolition of two predecessor organisations, the Serious Organised Crime Agency (SOCA) and the National Policing Improvement Agency, the Bill covered a number of wider areas including the creation of a Single County Court, judicial appointments, bailiff reform, deferred prosecution agreements and border control.
5. The other major element of the Bill was the creation of a single county court and a single family court. Following a commission from the Judicial Executive Board, retired judge Sir Henry Brooke conducted an inquiry into the possibility of civil court unification in 2008. In his report, Sir Henry recommended that the county courts should become a single national court.
6. Much of its passage through Parliament was largely uncontroversial, although the Government was criticised for the paucity of information available on the NCA. The Bill did however suffer some delays in its latter stages following the Government's decision to incorporate within it provisions allowing for exemplary damages to apply to publishers of news-related material. These late additions in the House of Commons were part of the Government response to the findings of the Leveson inquiry.

Overview of the Act

Part 1 – The National Crime Agency

7. Throughout the passage of the Bill, the Home Office sought to emphasise that the NCA will be “an operational crime fighting agency” accountable to the Home Secretary. It will set the national operational agenda for fighting serious and complex crime and organised criminality. It will be headed by a senior Chief Constable¹, and is intended to forge links with local police forces and other law enforcement agencies. It will be overseen by a non-statutory management board.
8. It will house an intelligence capability, drawing on other existing national intelligence capabilities, including on economic crime. It will also have

¹ Keith Bristow, formerly Chief Constable of Warwickshire, was appointed Director General in October 2011.

the authority to undertake tasking and coordination of the police and other law enforcement agencies, through setting the overall operational agenda for tackling serious and organised crime. The Act provides for ‘voluntary’ arrangements to perform a task, including the power for the Director General of the NCA to make a request of a UK police force or law enforcement agency. Similar provisions provide for police forces and law enforcement agencies to make requests of the NCA.

9. Of the four commands through which the NCA will operate, the one that holds most relevance for the City Police is the Economic Crime Command. In 2011 the Government established the Economic Crime Coordination Board to help inform the work of the Economic Crime Command by ‘driving better coordination of cases and the alignment of resources across agencies’. Working closely with the NFIB, the Economic Crime Command will be responsible for coordinating the approach to economic crime across a range of agencies. The Economic Crime Command will also lead for the NCA on the civil recovery of assets.
10. Members may recall from earlier verbal updates from the Commissioner that the Force has been significantly involved in shaping the shadow Economic Crime Command and has been proactive in its involvement by providing seconded resources to a number of operations and projects. In addition, the Assistant Commissioner has been chairing two of the sub groups which have contributed to the development of the command, namely the Economic Crime Intelligence Group (ECIG) and the Economic Crime Operations Group (ECOG). These have provided a mechanism to support multi-agency activity across prevention, intelligence and enforcement work streams.
11. A detailed overview of the development of the NCA and Economic Crime Command was provided in a report to your April Committee (Pol 15/13 refers). This gave Members an overview of the creation of the NCA², the winding up of the National Policing Improvement Agency and the creation of The College of Policing and Police ICT Company.

Part 2 – Courts and Justice

12. Part 2 of the Act creates a single county court, and a single family court, with the intention of creating a justice system which, in the words of the Home Secretary, is ‘simpler, more efficient, and more effective’. There are approximately 170 county courts in England and Wales. Each county

² <http://www.homeoffice.gov.uk/publications/crime/nca-creation-plan?view=Binary>

court has a separate legal identity and serves a defined geographical area. As originally drafted, legislation which designates the county court for the City as “The Mayor’s and City of London Court” would have been repealed and the court would have been subsumed into the single county court. However, following negotiation with the Ministry of Justice, it has been agreed that this name will be retained. The nature of the work to be undertaken by the Court in the new structure is currently being considered.

13. Another noteworthy provision in Part 2 is the introduction of deferred prosecution agreements (DPAs). These are intended to be a new tool for prosecutors to use in tackling corporate, financial and economic crime.

Part 3 – Miscellaneous provisions

14. Of note under Part 3 is the introduction of a new offence of driving under the influence of drugs.

Commencement

15. Some, but not all, of the provisions of the Act have been brought into force. The NCA has been operating as a Shadow Agency under Director General Keith Bristow since 2011 and is due to be launched in October and become fully operational from December. The Economic Crime, Organised Crime, CEOP and Border Commands have been operating in shadow form ahead of the formal launch. However after an initial Director appointment proved unsuccessful, there is still no permanent appointment for the Director of the Economic Crime Command.

Consultees

16. The Town Clerk and the Commissioner of the City Police have been consulted in the preparation of this report.

Background Papers:

- *Crime and Courts Act 2013*

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Committee: Police	Date: 23rd September 2013
Subject: Budget Monitoring First Quarter 2013/14	Public
Report of: Commissioner of Police POL 45/13	For Information

Summary

This report is presented for the information of Members as to the financial position of the Force at the end of Quarter 1 2013/14.

This report advises Members that:

At the end of Quarter 1 the Force's net revenue expenditure is £0.3m under profile. This is mainly due to a prior year's refund on Business Rates for New Street. To date, Police Officer strength is reducing in line with the required savings for the year. The revenue budget is forecast to under spend by £0.4m at the end of 2013/14.

There are two main risks to the budget for 2013/14:

- Grant income of £7.3m (budgeted) has not yet been agreed;
- The budget is predicated on a specific number of Police Officer leavers, which, if not achieved could result in an over spend on salaries.

At the end of the first quarter the Force's capital expenditure is £0.6m, which relates entirely to projects which were rephased from 2012/13 to 2013/14.

Recommendations

- It is recommended that Members note the contents of this report.

Main Report

Background

1. A joint report of the Chamberlain and Commissioner of Police on the Revenue and Capital budgets 2013/14 was agreed by this Committee on 18th January 2013. Financial performance is monitored on a monthly basis and reported to Committee quarterly.

Current Position – Revenue

2. Details of revenue expenditure and income against profiled budget as at the end of Quarter 1 are set out in Appendix A.
3. Members will note that the Force's net revenue budget is £0.3m (2%) under spent.
4. The under spend mainly relates to premises costs due to a Business Rates refund for New Street, and lower than anticipated utilities costs for Police buildings. There are a number of other minor variations in expenditure which are offset by an equivalent variation in income.
5. Employee costs are broadly on profile as police officer numbers are falling in line with the requirement to fulfil the savings targets included in the budget.
6. The Force is currently forecasting an under spend at year end of £0.4m (1%), mainly due to the reduction in expenditure on non pay costs. If the forecast under spend is realised it will reduce the transfer from the Police Reserve from £2.1m to £1.7m. However, there are two main risks to the budget for the current financial year:
 - Grant income of £7.3m (budgeted) has not yet been agreed as shown in Appendix C.
 - Containing Police Officer payroll costs within budget is dependent upon the current level of leavers continuing for the remainder of the financial year.

Current Position - Capital

7. Capital expenditure to date is £0.6m as set out in Appendix B. The expenditure relates entirely to projects that were rephased from 2012/13 to 2013/14.

8. In 2012/13, £519,000 of the Home Office capital grant was not required and this has been carried forward to 2013/14. This will allow careful planning of the Capital programme in order to maximise funding available for larger projects such as the Ring of Steel and Project Athena (replacement of the Force's Crime and Intelligence systems). These larger Capital schemes require extensive preparatory work in advance of each stage of the project.

Conclusion

9. The Force Revenue budget is under spent by £0.3m as at the end of Quarter 1. Capital expenditure is £0.6m to date.

Background Papers:

Pol 77/11 and 04/13 – Revenue and Capital Budgets 2012/13 and 2013/14

Appendices

Appendix A – Revenue Budget Monitoring to 30 June 2013

Appendix B – Capital Programme Monitoring to 30 June 2013

Appendix C – Grant Agreement Risks

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City of London Police								
REVENUE BUDGET MONITORING								
	Position at 30 June 2013					Forecast Outturn		
Forcewide	Annual Budget (£M)	Forecast (£M)	Actual (£M)	Variance (£M)	% Spent	Forecast OutTurn (£M)	Forecast Variance (£M)	Forecast Spend v Budget %
Employees - Pay	77.9	28.9	28.9	0.0	100%	77.9	0.0	100%
Employees - Other	3.8	0.7	0.6	0.1	93%	3.7	0.1	99%
Premises	3.5	1.1	0.8	0.3	72%	3.1	0.4	88%
Transport	2.3	0.5	0.5	0.0	88%	2.3	0.0	97%
Supplies and Services	10.3	3.1	2.9	0.2	93%	10.1	0.2	98%
Other Expenses	1.2	0.2	0.1	0.1	60%	1.1	0.1	94%
Total Expenditure	98.9	34.5	33.8	0.7	98%	98.1	0.8	99%
Total Income	(40.9)	(19.2)	(18.8)	(0.4)	98%	(40.5)	(0.4)	99%
Net Expenditure	58.1	15.3	15.0	0.3	98%	57.6	0.4	99%

City of London Police				
CAPITAL PROGRAMME MONITORING - Position at 30 June 2013				
Scheme	Original Programme to Police Cttee	Latest Budget	Committed/ Spent	Balance
	£'000		£'000	£'000
<u>Slippage from 2012-13</u>				
ANPR Back Office		152	149	3
Vehicle Replacement 2012-13		118	115	3
In Car ANPR		235	235	0
Mobile ANPR		58	36	22
Corporate Website		63	0	63
Scientific Support Unit Equipment		8	5	3
Vehicle Replacement 2011-12		1	1	0
Airwave Radio Replacement in Vehicles		0	0	0
Custody and Case Preparation System		4	4	0
Digital Interview Recorders		9	9	0
IT Infrastructure refresh		4	4	0
Business Continuity		3	3	0
<u>2013-14 Programme</u>				
Vehicle Replacement 2013-14	314	0	0	0
Crime Recording and Intelligence System	603	0	0	0
Ring of Steel	500	0	0	0
East Coast Information Services Consortium	400	0	0	0
City Corporation HR System	65	0	0	0
City Private Fibre Network	300	0	0	0
Airwave Upgrade to Liverpool Street Station	50	0	0	0
	2,232	655	561	94
Funded by				
Home Office Capital Grant	(839)	(655)		
Home Office Capital Grant (rolled forward from 2012/13)				
Revenue Supplement	(1,393)			
	(2,232)	(655)		

Grant Register		Actual £M	Funding £M (Projected)			FTE		Notional	
Funding Purpose	Funding Provider	2012/13	2013/14	2014/15	2015/16	Police	Staff	End Date	Next Steps
<i>National Lead Force</i>	<i>Home Office</i>	<i>2.6</i>	<i>2.7</i>	<i>2.7</i>	<i>2.7</i>	<i>46.0</i>	<i>52.0</i>	<i>31/03/13</i>	<i>Funding for 2012/13 confirmed in March 2013. Next review in Autumn 2013</i>
<i>National Fraud Intelligence Bureau</i>	<i>Home Office / Cabinet Office</i>	<i>4.1</i>	<i>4.5</i>	<i>4.5</i>	<i>4.5</i>	<i>62.0</i>	<i>6.0</i>	<i>31/03/13</i>	<i>Options submitted in May 2013. Early indications are that bare bones funding of £4.5 will be awarded.</i>
<i>National Fraud Capability</i>	<i>Home Office</i>	<i>1.0</i>	<i>0.1</i>	<i>0.3</i>	<i>0.3</i>	<i>5.0</i>	<i>0.0</i>	<i>31/03/13</i>	<i>HO funding for national capabilities will be distributed through ROCUs and we have bid for £300k for London regional fraud team. CoLP required to match</i>
Intellectual Property Unit	BIS / IPO	1.0	1.4	0.1	0.0	8.5	11.0	30/06/16	Pump prime funding only - unit will require private sector funding to continue in 2015/16
Dedicated Cheque and Plastic Card Unit	UK Payments	2.5	2.4	2.4	2.4	12.0	2.0	31/12/13	Meeting to be held in January 2013 to discuss the 2014/15 position. This is still ongoing.
Dedicated Cheque and Plastic Card Unit	EU grant	0.0	0.2	0.2	0.0	0.0	4.0	01/04/15	2 year project only
Insurance Fraud Enforcement Dept	Association of British Insurers	2.7	2.7	2.7	2.7	25.0	9.0	31/12/14	3 year contract expires in 2014. Next negotiation begins in October 2013.
Overseas Anti-Corruption Unit	Dept for International Development	1.2	1.2	1.2	1.2	12.0	0.0	31/03/16	Funding agreed to 2016.
Dedicated Security Posts	ACPO(TAM)	8.5	8.5	5.2	5.2	85.2	2.0	31/03/14	Bid for 2014/15 to be submitted in mid 2013.
Safer Transport Operations Team	Transport for London	1.2	1.2	1.2	1.2	21.0	1.0	31/03/14	Agreement to be signed imminently
Prevent	ACPO(TAM)	0.1	0.1	0.1	0.1	0.6	1.0	31/03/14	Bid for 2014/15 to be submitted in mid 2013.
Criminal Justice	London Safety Camera Partnership	0.3	0.3	0.3	0.3	2.0	4.0	31/03/14	Agreed on an annual basis
Tower Bridge	City of London	0.1	0.1	0.1	0.1	0.0	2.0	31/03/14	Agreed on an annual basis
CRB Checks	Criminal Records Bureau	0.1	0.1	0.1	0.1	0.0	2.0	31/03/14	Budget for 2014/15 to be submitted in December 2013 for agreement in January 2014.
Neighbourhood Policing Fund	Home Office	1.3	0.0	0.0	0.0	0.0	0.0	31/03/13	Subsumed into Core Grant from 2013/14 onwards
	Total	26.7	25.5	21.1	20.8	279.3	96.0		
	Other Income	15.2	14.3	14.3	14.3				Mostly Pensions Grant and Capital Grant
	Total Funding	41.9	39.8	35.4	35.1				

Figures shown in Italics and bold indicate where funding agreements have yet not been signed and are designated as at risk

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Agenda Item 9

Committee: Police	Date: 23 rd September 2013
Subject: City of London Police- Health and Safety Management Performance annual update	Public
Report of: Commissioner of Police POL 44 /13	For Information

Summary

This report advises your Committee of progress made in developing and applying Health and Safety policy throughout the Force since the previous report submitted to your Committee in September 2012 (Pol 67/12 refers). Progress is considered under the headings of, Policy and organisation; The three-year strategic plan; Risk management; Training; Managing performance and audit.

The Commissioner is responsible for Force Health and Safety. The delivery of H&S has been delegated to the Director of Corporate Services as Force Lead. All directorates have integrated Health and Safety (H&S) into their management structures and systems. The last year has however been a challenging one, with two changes to management of the Head of Occupational Health, Safety and Welfare (OHSW) as well as a number of changes within the senior management of Human Resources (HR) business area under which H&S is managed. One major achievement was the commencement of a joint Occupational Health Service with the City of London Corporation in Autumn 2012.

The Force continues to work towards delivering the three year strategic Health and Safety Plan with 42 actions progressing. The plan shows the 2012 position and the 2013 update. (Appendix 1) The emphasis of the current three year plan is on the monitoring and review of the Directorate and Force management in this area.

In terms of risk management, the Force manages this under a process called 'Top X'. Directorates identify risks and this is reviewed and managed at the Force's Force Health and Safety Committee. 14 risks were identified in 2011 with one remaining open for monitoring purposes. (Appendix 2).

There has been a significant drive on Health and Safety Training. Mandatory modules, such as Fire Awareness are now monitored at the Force's Performance Management Group (PMG). A table is included in the main body of the report for Members reference. The Force is planning to take a more risk based approach to identifying appropriate training for specific roles in the future.

The Force completes an Annual Certificate of Assurance which is a top level review of H&S management systems to identify strengths and weaknesses, the current certificate is dated February 2012 and is due for a further review. The City Of London Police has a Health and Safety management system in place, with all

the necessary components for Directorate Heads to manage their areas effectively.

Accident data shows that there has been a total of 44 accidents involving Staff in the calendar year Jan 2012-Dec 2012. Full details are shown in the report including a four year comparison, which shows a marked reduction in reporting. This is being explored by the new Head of OHSW.

Recommendation

It is recommended that Members note the contents of this report.

MAIN REPORT

BACKGROUND

1. The City of London Police (CoLP) submits a report annually to your Committee on the progress made in applying Health and Safety policy and practice, and advises Members of any developments during the year. This review period of this report covers the period 1 January 2012 – 31 March 2013. However, for information purposes some details of current performance are given so that progress against the current Force Action Plan can be monitored.
2. Due to resignations, absence due to illness and restructure, the Force Health & Safety and Welfare departments have experienced significant disruption to the level of resources available to deliver their services during the course of the past year. However, progress continues to be made against the Force action plan and effective development and engagement through Directorates has ensured continued risk review and localised response strategies.

CURRENT POSITION

Health and Safety Policy and Organisation

3. The CoLP Health and Safety Policy and associated Standard Operating Procedures provide a framework for promoting continuous improvement in the management of Health and Safety.
4. The Commissioner is ultimately responsible for Force Health and Safety performance. He has appointed Eric Nisbett, the Director of Corporate Services (DoCS) as the Chief Officer Health and Safety lead and it is DoCS who chairs the Force Health and Safety Committee. The Heads of Directorates are responsible for the effective management of Health and Safety in their own business areas, and are assisted in this key role by Safety Coordinators.
5. All Directorates have integrated Health and Safety as part of their management systems and the majority have developed a dedicated intranet site for Directorate Health and Safety information on their own pages. This demonstrates their commitment to Health and Safety and provides a dedicated

channel for communication of Directorate specific Health and Safety matters to staff.

6. Due to recent organisation structural changes occasioned through implementation of the City First model, Uniformed Policing and Corporate Services updated websites are under development. The Head of Occupational, Health, Safety and Welfare has recommended through Directorate Health and Safety committees, that Directorate specific Health and Safety information is made available on all Directorate intranet sites to ensure the consistency of information available which was highlighted in last year's report.
7. The proposed merger of CoL and CoLP Occupational Health (OH) services referred to in last year's report took place in Autumn 2012 and Occupational Health Management Performance is not covered in this report.

Three Year Strategic Health & Safety Plan 2011-14

8. The Force three-year Strategic Health and Safety Plan commenced in October 2011 and concentrates on monitoring and review for continuous improvement. There are 42 actions to be reviewed in order to achieve improvement.
9. A review of the Force Action Plan against this time last year shows improvement in its overall monitoring and review of progress. At the same stage last year the need for review of many of actions was highlighted. The majority of these reviews have taken place.
10. Appendix 1 –Health & Safety Action Plan Review – August 2013 provides a comparison of the current position for actions against the position as at last year and provides information on the progress of each specific action.
11. Although some gaps have been identified; data collation, health and safety training needs against job profiles and a consistent approach towards the publication of Directorate specific Health and Safety information on Directorate intranet pages, work has begun to address these. Where appropriate new systems – such as a focused, risk based approach to identifying training needs are being introduced.

Risk Management

12. 'Top X' is the process of identifying the significant health & safety risks within the Force and highlighting these risks to senior management so that action plans can be put in place to mitigate the risks. It is also a requirement of the Corporation's business planning process.
13. All Directorates complete a 'Top Risks' (Top X) review every October which forms the basis for a composite Force report submitted to the Town Clerk. It is the responsibility of each Directorate to ensure that these are reviewed and updated as required. The review of these top risks and plans developed to mitigate them should be monitored through Directorate and Force Health and Safety Committees.

14. Following on from the Directorate reviews a Force-wide review of the 'Top X' should have been completed in November 2012. This was partially completed but the central CoLP submission to the Town Clerk was not made. This omission was primarily caused by several staff changes in key posts involved in the process. The Force has put in place secondary monitoring systems such as inclusion of Health & Safety within the performance management meeting structure, to ensure more effective compliance with wider corporate obligations. Of the fourteen top risks that were identified in 2011, a recent review of those risks show that one remains open with one being left on the 'Top X' register for monitoring purposes. Appendix 2, 'Top X' Review August 2013, provides further detail.
15. In 2011 the top risk was identified as radio reception failure around Liverpool Street Station. During 2012 only one report of radio failure was received. Further work is continuing on a new Air Wave site at Liverpool Street Station and installation is due to begin in mid September 2013. Your Committee received several updates on this matter as part of the Commissioner's update throughout 2012, owing to a question raised by Deputy Keith Knowles. The Commissioner ensured that this remained on the Strategic Management Board Agenda, and the Force worked with the British Transport Police (BTP) to ensure that a way forward was agreed. In the meantime, appropriate patrol strategies have been put in place to mitigate the risk. This action remains on the 'Top X' register, as previously mentioned, for monitoring purposes whilst the improvement works are undertaken.
16. A new annual Health and Safety audit plan will be introduced in Force in 2014. 'Top X' will be a crucial element in planning the audit schedule. A formal review of Directorate 'Top X' and a Force-wide 'Top X' will be completed during autumn 2013.

Health and Safety Training

17. All Directorates undertake an annual review their Health and Safety training requirements.
18. An overview of training completed in the last four years is shown below.

Type	Title	09-10	10-11	11-12	12-13
E-learning	Chief officer H&S	0	0	2	3
E-learning	CLDP*- H&S	2	1	1	1
E-learning	DSE**	0	8	67	155
E-learning	Fire Safety	0	29	50	429
E-learning	H&S for Managers	0	0	0	2
E-learning	Induction Safety	0	0	1	7
E-learning	Lone Working	0	0	0	5
E-learning	Manual	0	0	16	9

	Handling				
E-learning	Office Safety	0	0	0	4
E-learning	Risk Assessment	0	0	1	50
E-learning	Stress Management for employees	0	0	0	7
E-learning	Stress Management for Managers	0	0	0	2
E-learning	Workplace Safety	0	0	0	5
Training Video	DSE	0	0	2	7
Training Video	Fire Safety	0	0	2	48
Training Video	Induction Safety	0	0	1	14
Training Video	Manual Handling	0	0	3	1
Training Video	Risk Assessment	0	1	0	8
Totals		2	39	146	757

*CLDP- Core leadership development programme

** DSE- Display Screen Equipment

19. The table shows a significant increase in the number of staff participating in Health and Safety training during 2012/13.
20. During the reporting period mandatory Health and Safety training, in particular Fire Safety Training has been given a high priority. This training is refreshed every 3 years and many employees training had expired. This has been brought up to date and there is now an escalation process in place with notification to Directorate Heads when their staff do not complete mandatory Health and Safety training on time.
21. First aid training for officers is ongoing in partnership with the Metropolitan Police Service and includes defibrillator training.
22. Health and Safety training statistics are reviewed at Directorate Committees and staff are encouraged to complete training courses as appropriate. Compliance for completion of mandatory training, including health and safety, is monitored at the Force Performance Management Group (PMG) meeting, chaired by the Assistant Commissioner.
23. Currently mandatory training needs are determined utilising a training matrix and within each Directorate, Health and Safety training needs are predominantly determined by rank or grade. Processes have been put in place which ensures that managers identify the risks officers and staff may encounter within their role and appropriate training is then undertaken to help manage and mitigate these risks. This is similar to the way training needs are identified in the City of London Corporation and many businesses.

Managing Performance and Audit

24. Completion of the Annual Certificate of Assurance demonstrates the Force's commitment to Health and Safety. It is a top level review of our Health and Safety management systems and its completion helps identify Force-wide strengths and weaknesses, which, in turn, contribute to Health and Safety business planning for the forthcoming year.
25. The current Annual Certificate of Safety Assurance is dated February 2012 and work is underway to ensure completion of the annual assurance checks to complete the Force Annual Certificate of Assurance by January 2014.
26. The Force is able to demonstrate that it monitors its Health and Safety performance and satisfies legal requirements. Regular meetings are held at Directorate level with Health and Safety as a standing agenda item and at Force level at which Health and Safety Performance is monitored.
27. Monitoring of performance at these Health and Safety Committee meetings includes formal review of either the Force or Directorate Health and Safety Action Plans, accident and incident statistics and risks to both current and future work and operations and legislative changes. These reviews help identify where the need for changes in areas where there may be weaknesses along with highlighting areas of good practice that can be shared with other areas within the Force. This is a key element in any successful Health and Safety management system.
28. Furthermore, a new sampling and audit programme is to be introduced that will monitor performance and provide assurance throughout the year. The results of which will feed into The Force's Annual Certificate of Assurance in January 2014 and beyond.
29. The 2012 breakdown of accident/incident statistics are detailed below (it should be noted that whilst Directorate structures were changing during the year; statistics have been provided as per the breakdowns prevailing at the *start* of the year) and so, Members will note that the data is listed under the old Directorate structure.

Jan – Dec 2012	CSD	TP	ECD	CT &SCO	SSD	Totals
Police Officer Accidents	0	16	2	4	17	39
Support Staff Accidents	1	3	0	1	0	5
Accident totals	1	19	2	5	17	44

Detainee (Custody)	0	6	0	0	0	6
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Assault Physical	0	31	0	1	1	34
Assault Emotional	0	0	0	0	0	0

Near Miss	0	2	0	0	0	2
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Total Incidents	1	58	2	6	18	86
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RIDDOR Reportable	0	0	0	0	4	4
Dangerous Occurrence	0	0	0	0	0	0

CSD- Corporate Services Directorate
ECD- Economic Crime Directorate
SSD-Specialist Support Directorate

TP- Territorial Policing Directorate
CT&SCO- Counter Terrorism and Specialist Crime Directorate

30. A four year comparison of accident/incident figures is given below for Members information:

Totals	2009	2010	2011	2012
Police Officer	50	65	65	39
Support Staff	11	11	11	5
Accident totals	61	76	76	44
Detainee (Custody)	1	34	16	6
Visitor	0	0	0	0
Assault Physical	17	13	38	34
Assault Emotional	0	0	0	0
Near Miss	18	26	43	2
RIDDOR*	2	5	1	4
Reportable Disease	0	0	0	0
Dangerous Occurrence	0	3	0	0
Time Lost (in days)	33	7	4	213

31. The reason for the decrease in accident reporting totals during the reporting period is due to a significant drop in near miss reports, along with a drop in the overall number of accidents reported.
32. Near miss reporting is important as it give the opportunity to address hazards before they cause actual harm. It is unclear why this reduction has occurred and further investigation is being undertaken. This involves year on year analysis of near miss reporting by Directorates and the types of near misses reported. The results will be followed up at Directorate level and monitored and reviewed at the Force Health and Safety Committee.
33. Current process issues relating to the reporting system for Accident/Incident and Near Miss reporting are being reviewed in order to realise efficiencies and improve consistency of reporting in both areas. This includes a review of the relevant policy and guidance.
34. There was an increase to the number of RIDDOR (Reporting of Incidents, Disease and Dangerous Occurrence Regulations) reportable incidents. All involved police officers. Four reports were made in total. Of these 3 were classified as 'over 7 day' reportable injuries. When someone sustains an injury whilst at work which results in the individual being unable to work, or unable to undertake their normal duties, for 7 days or more the incident is reportable to the HSE (Health and Safety Executive). These incidents were:
 - an officer breaking their thumb trying to control an unsettled horse;
 - an officer falling from a motor cycle;
 - an officer sustaining a back injury when loading a response vehicle.
35. The fourth RIDDOR reportable incident was a 'major injury' where an officer sustained fracture and other injuries due to a road traffic collision (RTC).
36. It is noted that injuries from animals and RTCs were included as part of the 2011 'Top X' register. These risks were both removed as part of an internal Force Occupational Health Safety and Welfare service (OHSW) review in 2012. These incidents will be taken into account by the Head of OHSW when compiling the Force's 2013 'Top X'.
37. The increase in time lost due to work related accident and injury was due to one incident where the individual was absent from work for almost 6 months.
38. Whilst owing to the resourcing issues in the past year there hasn't been the opportunity to bench mark the Force's performance against that of other Forces, this is currently being explored and it is hoped that this is something that can be included in the next report to your Committee.

CONCLUSION

39. The past year has seen several changes to the post-holder of Head of Occupational Health Safety and Welfare. This has unfortunately resulted in a

lack of continuity, consistency and the non-completion of Corporation Risk Management documentation. The workforce issues highlighted in the report have now been resolved.

40. Steady progress against the Force's Occupational Safety and Health Action Plan targets continue. Areas for improvement have been identified and actions are being taken to address these areas.
41. Despite the failure to comply with specified procedures, the Force is able to demonstrate that it is monitoring and meeting its legal requirements. Compliance with procedures is an area for improvement in the coming year. Work has begun to introduce internal monitoring systems that are intrinsically linked to these processes meaning that procedural compliance will be maintained in the future.
42. During 2014 a new three year plan will be developed at the conclusion of the current plan. It is envisaged that this will consolidate on the improvements already made and continue to focus on those areas where further requirements for improvements have already been identified.
43. The CoLP remains committed to health & safety and will continue to aim to comply with the law and provide and maintain a work environment that is safe and without risk to health for all officers, staff, contractors and others who may be affected by our activities.

Appendices

Appendix 1 – OH&S Action Plan Review August 2013

Appendix 2 – 'Top X' review August 2013

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City of London Police Health & Safety Action Plan Nov 2011- Oct 2014

Organisation Structures & Policies	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
A.1. The CoLP shall maintain an OH&S Management system that confirms to statutory requirements and continually seeks to improve OH&S performance (Objective 1)						
A.1.1. THE CoLP shall maintain its established OH&S Management system through review of Force OH&S Policy and Arrangements, and performance.	Lead Officer	Force H & S Committee	Annually	Review due Oct 2012	Review planned as part of the arrangements for the introduction of assurance programme	part implemented. It should be noted that as part of a successful health and safety management programme there will always be on-going monitoring of health and safety policy and arrangements
A.1.2 The Directorate Heads shall review their Policy Statements and Arrangements on a regular basis.	Directorate Head	Force H & S Committee	Annually	To be reviewed	Not all Directorates have their own Policy Statements. Plans to ensure all Directorates have these in place	part implemented - plans in place to ensure that all Directorates have their own Policy Statements. This will be addressed at Directorate meetings in September with an anticipated implementation date for no later than end October 2013
A.1.3 The Force and Directorates to monitor that the existing programme of OH&S and operating procedures and arrangements is implemented, and that said documents are amended, deleted or created new as required and in line with current Equality legislation.	ACPO DoCS	Force H & S Committee	Annually - completion by 31/12/2012	Complete by Dec 2012	updated - ongoing process	Implemented
Organisation OH&S Planning (Hazard identification, risk assessment and control)	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
A.2. To maintain a procedure to ensure that any third parties using or working on our premises, or providing a service or facility to us, are observing and operating to standards that we specify or approve (Objective 2)						
A.2.1 Department Policies and risk assessments on visitors, contractors, volunteers and work experience as part of the Policy template	Departmental Heads	Departmental Heads	Ongoing based upon need, process to be auditable	To be reviewed	Arrangements in place by FM	Implemented
A.2.2 All third parties using or working on our premises, or providing a service or facility to us, are observing and operating to standards that we specify or approve.	Departmental Heads	Departmental Heads	Ongoing based upon need, process to be auditable	To be reviewed	Monitored by FM and Corporation	Implemented
A.2.3. An information card to be produced for visitors etc at each of CoLP buildings to inform on H&S (Fire, alarms, first aid, security, equality access)	ACPO DoCS	General Services Director	1st November 2013	To be reviewed	In progress	Revised completion date of 1/11/13

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Organisation OH&S Planning (Hazard identification, risk assessment and control)	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
B.1. The CoLP shall maintain documented procedures for the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures (Objective 3)						
B.1.1. Procedures shall be in place for routine and non routine activities	Departmental Heads	Departmental Heads	Quarterly	Generic risk assessments to be developed	Forms part of the annual RA review	Implemented - this should be reviewed on a regular basis by Department Heads
B.1.2. Procedures to be in place for assessing the risks from activities of all those having access to the workplace including subcontractors and visitors	Departmental Heads	Departmental Heads	Quarterly	To be reviewed	Undertaken by FM and Corporation	Implemented - ongoing monitoring and review
B.1.3. The CoLP will determine that the processes in place for hazard identification, risk assessment and control measures are suitable and sufficient	ACPO DoCS	Force Health & Safety Committee	Annually	See B.1.4 below	Confirmed by annual review and training available	Implemented
B1.4. Review required of risk assessment forms and training. Guidance document required and development of generic risk assessments.	ACPO DoCS	HoHSW	Annually - completion by 31/12/2012	See additional action plan	RA form amended and training confirmed as adequate	Implemented
B.2. The CoLP shall establish and maintain a documented procedure to ensure that the results of the these assessments and the controls in place shall inform routine and operational procedures (Objective 4)						
B.2.1 To ensure that hazard identification, risk assessment and risk controls form part of regular operational and general performance (taking into account the needs of operational policing and the requirements of "Striking the Balance"	Departmental Heads	Departmental Heads	Quarterly	To be reviewed	Confirmed. Dynamic risk assessment is common practice and training available	Implemented
B.3. The CoLP to ensure that those undertaking the roles and responsibilities for organisational OH&S planning are competent to do so						
B.3.1. DH's to identify managers with responsibility for H&S at all levels to ensure that they are aware of and understand the principles of risk assessment and that every Police Officer has attended a dynamic risk assessment training session.	ACPO DoCS	Departmental Heads	Annually	To be reviewed	Risk assessment and Dynamic risk assessment training available	The Corporation are looking to introduce mandatory H&S training for all managers and CoLP managers may be included in this. If not, mandatory training for all managers in CoLP should be investigated

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Organisation OH&S Planning (Hazard identification, risk assessment and control)	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
B.3.2 Department Heads to identify those who undertake risk assessments and ensure they have had appropriate training and competency for the task	Departmental Heads	Departmental Heads / Learning & Development	Annually	To be reviewed	Ongoing and improving. Training available and is a standing agenda item at committee meetings	Implemented. Some dip sampling to be carried out to provide assurance that the correct people are undertaking this training
B.4 All Managers and supervisors to ensure that the risk assessments for activities under their responsibility are fit for purpose, reviewed regularly and amended if required						
B.4.1 Managers to check for: Relevance, Being up to date, legislative compliance, Practicality, Communication to those that need to know, Ownership and Date for Management to review.	Departmental heads	Supervisors	Not time specific - this is a process	To be reviewed	Completed with support from Head of OHSW	Implemented. Monitoring of this will be covered by the assurance programme that is to be introduced in 2014
B.5. All Directorates to undertake an annual systematic review of risk assessments within their area of activity through the Top X Risks Programme.						
B.5.1 All Directorates/ Departments to report annually on the top risks for their areas to inform the Top X Risk Report for the CoLP	ACPO DoCS & HoOHSW	Force Health & Safety Committee	Annually	Annually	In process due by November 2013	In process - implementation for 2013 will be achieved by November
B.6 The CoLP shall establish and maintain H&S Objectives at Force level consistent with OH&S Policy and the commitment to continual improvement						
B.6.1. The CoLP shall ensure that the Health & Safety Risk Register identifies current risks and the appropriateness of controls are reviewed at the H&S Committees	ACPO DoCS	Department Health & Safety Committee	Quarterly	To be reviewed	In process due by November 2013	part implemented - implementation for 2013 will be achieved by November with ongoing review from there onwards
B.7. To maintain a procedure for identifying and accessing the legal and other OH&S requirements that are applicable to the CoLP.						
B.7.1 Relevant legislation and other requirements to be identified, made accessible and evaluated	HoOHSW	Strat. Planning/ Policy / Information and advise	Annual process	None applicable 17/08/12	Reviewed and informed at quarterly meetings	Implemented

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Organisation OH&S Planning (Hazard identification, risk assessment and control)	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
B.7.2. Information to be disseminated to CoLP staff and officers through appropriate platforms – e.g. Broadcast, intranet. Sharepoint, City i Process to be reviewed six monthly. (Site available on internet for Legislation)	HoOHSW	Corporate Communications & Information manager	Annual process	Broadcast to confirm RIDDOR changes by 17/08/12	Actioned as applicable	Implemented as and when necessary
Implementation & Operation	Implementation & Operation	Implementation & Operation	Implementation & Operation	Implementation & Operation	Implementation & Operation	Implementation & Operation
C.1. To monitor and review that the organisational structure confirms the roles and responsibilities for OH & Safety management, enabling all officers and staff to identify their respective accountabilities and responsibilities with regard to OH & Safety Management Systems. (HSG 65/ ISO 18001)						
C.1.1. Review CoLP H&S Policy and Arrangements where responsibilities are outlined on an annual basis. Ensure consultation with representative bodies.	ACPO DoCS & HoOHSW	Force Health & Safety Committee	Annually	To be confirmed	updated continuous process - annual review	Implemented
C.2. To establish CoLP procedures to ensure the competence of officers and staff to carry out their designated functions through information, instruction, training and guidance (Objective 5)						
C.2.1. To use the information from job profiles, role responsibilities, hazard identification, procedures and operating instruction and policies to determine training needs and review at regular intervals	ACPO Support & Directorate Heads	HR + L&D	31st March 2012	To be confirmed	In process in line with new organisational structure - new system to be introduced that is more specifically related to individuals and the roles/jobs they undertake	Part implemented - further work needed to look at specific role risks to make sure that individuals receive appropriate training
C.2.2. To identify systematically the required OH&S competencies for CoLP tasks and add to role profiles	ACPO DoCS	HR + L&D	31st March 2012	To be confirmed	To be confirmed	Further work needed to provide assurance this is happening. If not happening, plans of how this can be incorporated into new and existing role profiles will need developed in conjunction with HR and L&D. An update will be provided to the Force H&S Committee in October 2013

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Implementation & Operation	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further Information
C.2.3. To provide any OH&S training (internally or externally) identified as being necessary and keep records.	ACPO DoCS & Directorate Heads	Learning & Development Manager	As & when Required	To be confirmed	Improvements in record keeping ongoing	There are several sources from which CoLP employees may receive H&S training (NCALT, CoLP trainer led courses and Corporation courses). All have different recording systems and this makes it difficult, although not impossible, to confirm training individuals have received. Checks to provide assurance will be incorporated into the assurance programme that is being introduced to CoLP in 2014
C.2.4 To have a system in place to assess the required OH&S knowledge is acquired and maintained to ensure competency and review as part of pdr process	ACPO DoCS & Directorate Heads	Learning & Development Manager & Departmental Managers	Annually	To be reviewed	Confirmed	Implemented
C.2.5 To ensure that the scope and provision of H&S training meets our statutory duties, is provided in a timely manner, appropriate to CoLP, reviewed and updated on an annual basis.	ACPO DoCS	Learning & Development Manager	Annually - completion by 31/12/2012	Completion Sep 2012	Confirmed	Implemented - should be reviewed periodically
C.3. To ensure that relevant OH&S information is communicated to and from officers and staff						
C.3.1. To ensure processes are in place to allow officers and staff to be consulted where there are any changes that affect workplace OH&S	ACPO Support	Departmental Heads	Ongoing	To be reviewed	Systems available through team and committee meetings	Implemented
C.3.2. To ensure that officers and staff are encouraged in good OH&S Practice and support of the Force OH&S Policies and Procedures. That pdr's are completed in a timely fashion and that mandatory OH&S training is completed	ACPO DoCS	Departmental Heads	Ongoing	To be reviewed	Confirmed through PDRs	Implemented
C.3.3. To ensure that the CoLP has suitable arrangements in place for the consultation on OH&S matters with staff representatives	ACPO DoCS	Force Health & Safety Committee	Quarterly Meetings which staff reps are invited	To be reviewed	Confirmed	Implemented
C.4. To Continue to provide competent OH&S advice and guidance						
C.4.1 HoOHSW to continue to develop the OH and safety sites as a repository for H&S guidance and information.	Head of HR	HoOHSW	Ongoing	Completion Dec 2012	Ongoing	Implemented - ongoing process

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Implementation & Operation	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further Information
C.4.2. All Directorates to maintain and update their OH&S information on their dedicated websites	Directorate Heads Heads	Departmental Heads	Ongoing	To be reviewed	The majority of Directorates have a dedicated H&S page on their intranet sites. Work ongoing with the remaining Directorates to establish their own H&S pages	Part implemented - plans in place to ensure that all Directorates have their own Directorate H&S page on their intranet site. This will be addressed at Directorate meetings in September with an anticipated implementation date of no later than end October 2013. Progress on implementation of the intranet pages will be followed up at the Force H&S committee meeting in October 2013
C.5. The CoLP will establish and maintain procedures for controlling all OH&S documents to enable sharing, reviewing, revision and archiving						
C.5.1. To identify and set up a common location for the collation of corporate accident reports and risk assessments and other OH&S results in an online site. (OH&S module in HR Self Service)	ACPO DoCS	Head of HR	31st March 2014	To be reviewed	Ongoing - the need for an electronic reporting system has been identified. More work is needed to make this happen	Part implemented. Paper records are held by the OHSW Team. There are DPA requirements which need to be observed and only anonymous, statistical information can be shared. Work needed to investigate the introduction of an electronic reporting system. If approved it is hoped that this could be introduced in 2014. The review date for this action has been amended to allow time for this work to be undertaken
C.5.2. To set up folders on S/G drive until Sharepoint fully available. To migrate available data to SharePoint when all have access.	Directorate Heads	Departmental heads	31st March 2012	To be reviewed	In progress.	Part implemented. Updates needed. This can be explored at the next round of Directorate health and safety committee meetings/Force meeting which are scheduled to take place by the end of October 2013. At present some Directorate specific documents are available on the public S drive. There is a recruitment campaign for a Sharepoint Administrator which is currently underway. This will remain an on-going action

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Implementation & Operation	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further Information
C.6 As part of OH&S management, CoLP to publish and maintain written plans and procedures to identify the potential for, and response to incidents and emergency situations affecting business continuity and emergency planning.						
C.6.1 All Departments to have produced business continuity plans for their areas and to have tested their effectiveness. Details of plans to be monitored through CoLP Business Continuity Forum.	Peter Clarke	Business Continuity	Annually	To be reviewed	Confirmed for 2013	Following City First implementation all Force business plans were reviewed and updated as necessary by June 2013. All plans will be reviewed on a six monthly basis monitored by the Business Continuity Forum.
C.6.2 All First Aid contents to be selected as appropriate for the response required. To be in line with MPS training specifications	ACPO DoCS	L & D / FM / HoOHSW	31st March 2012	To be confirmed	Confirmed	Implemented
C.6.3 All Facilities Managers to complete annual assessments of Fire Risks of CoLP buildings and ensure appropriate levels of Fire Marshals and emergency equipment are available.	ACPO DoCS	General Services Director	Annually	To be confirmed	Confirmed and monitored	Implemented
Performance Measurement & Monitoring	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
D.1. To monitor and measure OH&S performance in all activities, in particular conforming to the requirements of the Force priorities and the Force Risk Register (Objective 6)						
D.1.1 All Departments to complete a formal inspection of their areas at least once a year (more frequently if hazards are greater or legislation requires), results to be posted on central CoLP database <i>KPI: All to be completed by June each year</i>	ACPO DoCS	Directorate / Departmental Heads	Annually	To be confirmed	Ongoing - confirmation required	Part implemented - work needed to confirm this practice is on-going. Confirmation of completion by end of September 2013.
D.1.2 All Managers and Supervisors to ensure that Form 50's are completed accurately, in good time and investigated properly <i>KPI: 90% of forms submitted to be accurately completed and investigated</i>	ACPO DoCS	Directorate / Departmental Heads	As and when required	SOP to be updated	New process in place for 2013 - further work needed. A paper based system is currently in use to report accidents and incidents. Work required to introduce an electronic accident/incident and near miss reporting system	Implemented and KPI met - some weaknesses exist around managers investigations and further measurements around this have been introduced - to help managers understand their responsibilities the SOP for Accident and Incidents will be revised.
D.1.3 To collate all accidents, injury and near miss reports for reporting back to CoLP and Directorate H&S committees. To enable specific analysis, corrective and preventative actions to be complete review formally at Force H&S committee	ACPO DoCS	Departmental Heads	As and when required but for presentation to Force and Departmental H & S Committees	To be reviewed	In place - work needed to introduce an electronic reporting system. This will quicker access to data and provide efficient analytical systems	Implemented - see adjacent notes on electronic system

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Performance Measurement & Monitoring	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
D.1.4 To maintain and keep up to date the information on the Directorate H&S intranet sites:- Directorate specific OH&S information, Policy and Statement of Arrangements, Action Plans, training matrices, risk assessments, inspection dates and meeting minutes etc <i>KPI: All Directorates to have a web author assigned to this activity by April 2012</i>	Directorate Heads	Safety Co- Coordinators and FM	Quarterly	To be reviewed	The majority of Directorates have their own H&S intranet pages. Work has begun to ensure the remaining Directorates have a dedicated H&S intranet page	Part implemented - the remaining Directorates can be picked up at the next round of H&S committee meetings. It is anticipated that implementation should be achievable during Autumn 2013.
D.1.5 To establish, maintain and record processes for the testing and calibration of equipment (inventory of equipment, spreadsheet of testing/calibration etc) <i>KPI: 75% completed in year 1 and 100% by close of year 2.</i>	ACPO DoCS	Departmental Heads	Quarterly		No longer applicable - equipment held by Corporation H&S	
Performance Measurement & Monitoring	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
D.2 The CoLP to identify key performance indicators for its OH&S Performance						
D.2.1 OH&S policy and objectives are being achieved, <i>KPI: All directorates report 100% returns for inspections, RAs, Forms 50s, Risk controls are implemented and effective, KPI: Numbers of hazards identified and RAs completed, Lessons are learnt from OHS management systems failures, KPI: Accident and injury rates compared by half year, Employee involvement is effective, KPI: Reduction in workplace accidents, injury and ill health year on year, Information for continual improvement of OH& S function is being produced and used, KPI: indication of improvement year on year through annual Assurance and Top X Risk.</i>	ACPO DoCS	Force Health & Safety Committee	Quarterly	To be reviewed	Forms part of the Directorate action plans - key elements (Annual Certificate of Assurance and Top X) not completed in 2012 - work has begun on the 2013 submissions	Part implemented - KPI follow up has not been undertaken and/or recorded centrally. Further work needed to address this before the next Force Health and Safety Committee meeting in October 2013.
D.3 To review annually the CoLP's H&S management system in conjunction with the Directorate and Department through an annual Assurance audit.						
D.3.1 All Directorates to submit a review of their OH&S management through the annual Assurance Programme	ACPO DoCS	Directorate Heads	Annually	Outstanding actions to be reviewed	Directorate reviews undertaken in 2012, central submission for CoLP wasn't completed. 2013 submission due in January 2014 - preparation underway	Preparation underway for 2013 performance review submission
D.3.2 A report for the Corporation of London's Town Clerk on behalf of the CoLP to be prepared by HoOHSW	ACPO DoCS	HoOHSW	Annually	Due Feb 2014	A review of CoLP's H&S performance for 2012 should have been submitted by January 2013 but the submission wasn't made. Preparation underway for work with Directorates and for the collation of central CoLP submission	Work has begun with Directorates in the scheduling of meetings to discuss requirements for Top X and ACA submissions which feed into the preparation of a central submission to the Town Clerk in 2014

City of London Police 'Top X' 2011 – (not in priority risk order)
August 2013 Outstanding Actions (2)

Reference:	Proposed Action	Nominated Officer	Resolution Proposed	Date	Target Date	Completion Date	Met y/n	Further information or alternative/interim action.
COLP 1/2011	<p>AIRWAVE</p> <p>A recording process has been introduced for all incidents of poor coverage, so that the range and frequency can be analysed by the Airwaves team</p> <p>The re-positioning of the antenna within Liverpool St Station is an option being considered alongside, the option to install a base station to serve the whole station. The latter has been presented to the Chief Constable of BTP</p> <p>The faulty antenna was replaced on Leman Street Police Station, which has improved coverage.</p> <p>Recommendation by Airwave Service Manager to conduct a full survey in and around the Bishopsgate area. ICT will follow up this proposal and will request updates and a report detailing the failure and the state of the system prior to and post any changes made to rectify the issues.</p>	Airwave Solutions Team	Implementation of recommendations. Dependent on BTP and Corporation of London and resources	Continual process	Solution to be identified and implemented as soon as possible		Y	<p>In 2012 only one accident/incident/near miss report related to communications failure.</p> <p>Further improvement work to the Airwave network will take place in mid September 2013. This work will take approximately 2 months and will give full Airwave coverage to all platforms and concourses.</p> <p>Appropriate patrol strategies have been put in place to mitigate Airwave issues in the affected area.</p> <p>This action has been left on the Top X register until the upgrade work is carried out in Autumn 2013 so that the issue can be monitored.</p>

COLP 4/2011	Designated storage areas to be used. Staff to be made aware of basic requirement to keep areas clear of trip hazards and to stack items safely. All staff required to handle materials to attend manual handling training.	All Heads of Dept	Regular reminders at Team meetings	Process in place	Quarterly		N	Although information and processes are in place this remains a TOP X risk. Managers will need to continue monitoring processes and ensure Individual's comply.
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Committee:	Date:
Police	23 September 2013
Subject: Decisions taken under Urgency Procedures	Public
Report of: Town Clerk	For Information
<u>Summary</u>	
<p>This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the last meeting of the Committee, in accordance with Standing Order No. 41(a).</p>	
<p>Recommendation Members are asked to note the action taken since the last meeting of the Committee.</p>	

Main Report

1. The following action has been taken under Urgency Procedures, Standing Order No. 41(a), since the last meeting of the Committee:-

Mutual Aid Request – Parades Policing

2. The Police Service of Northern Ireland had made a provisional request for 750 officers from English and Welsh forces to assist them in policing the parades season. The Home Office had considered this request to be exceptional because of the increased number of sensitive locations which would require a significant police deployment, and this is not expected to be the norm.
3. As with the successful mutual aid deployment to Northern Ireland to help policing of the G8, this deployment required an agreement signed between the City of London Corporation and the Police Ombudsman of Northern Ireland. The proposal was that the Police Ombudsman for Northern Ireland be placed in charge of the investigation of all relevant complaints, which was preferable from a logistical perspective.
4. The Police Committee was therefore recommended that approval be granted for an agreement under section 60 of the Police (Northern Ireland) Act 1998 between the City of London Corporation and the Police Ombudsman for Northern Ireland.

Conclusion

5. In accordance with Standing Orders 41 (a), Members are asked to note the decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Committee's last meeting on 5 July 2013.

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Agenda Item 15a

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Agenda Item 15b

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Agenda Item 16

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Agenda Item 17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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