



## Police Committee

**Date:** FRIDAY, 4 JULY 2014  
**Time:** 11.00 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Deputy Henry Pollard (Chairman)  
Deputy Douglas Barrow (Deputy Chairman)  
Mark Boleat  
Simon Duckworth  
Lucy Frew  
Alderman Alison Gowman  
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) The public minutes and summary of the meeting held on 23 May 2014  
**For Decision**  
(Pages 1 - 8)
  - b) The draft public minutes and summary of the Professional Standards and Integrity Sub (Police) Committee held on 16 May 2014  
**For Information**  
(Pages 9 - 12)
  - c) The draft public minutes and summary of the Economic Crime Board meeting held on 22 May 2014  
**For Information**  
(Pages 13 - 16)
  - d) The draft public minutes and summary of the Performance Management and Resource Sub (Police) Committee meeting held on 28 May 2014  
**For Information**  
(Pages 17 - 20)
4. **OUTSTANDING REFERENCES**  
Report of the Town Clerk.  
**For Information**  
(Pages 21 - 22)
5. **MOBILE TECHNOLOGY DEMONSTRATION**  
A presentation on the latest mobile technology for the City of London Police.
6. **STANDARD ITEM ON THE SPECIAL INTEREST AREA SCHEME**
  - a) **Community Engagement Update**  
Report of the Commissioner of Police.  
**For Information**  
(Pages 23 - 30)
  - b) **Equality Diversity and Human Rights (EDHR) Update**
  - c) **Any Other Special Interest Area Updates**

7. **REVIEW OF THE POLICE PROPERTY ACT FUND**  
Report of the Town Clerk.  
**For Decision**  
(Pages 31 - 38)
8. **ROAD SAFETY- CASUALTIES AND COLLISIONS**  
Report of the Commissioner of Police.  
**For Information**  
(Pages 39 - 64)
9. **ANNUAL REPORT OF PROFESSIONAL STANDARDS ACTIVITY 2013-14**  
Report of the Commissioner of Police.  
**For Information**  
(Pages 65 - 74)
10. **REVENUE AND CAPITAL OUTTURN 2013/14**  
Joint report of the Chamberlain and The Commissioner of Police.  
**For Information**  
(Pages 75 - 80)
11. **FEES AND CHARGES 2014/15**  
Report of the Commissioner of Police.  
**For Decision**  
(Pages 81 - 92)
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) The non-public minutes and summary of the meeting held on 23 May 2014  
**For Decision**  
(Pages 93 - 94)
  - b) The draft non-public minutes and summary of the Professional Standards and Integrity Sub (Police) Committee held on 16 May 2014  
**For Information**  
(Pages 95 - 98)

- c) The draft non-public minutes and summary of the Economic Crime Board meeting held on 22 May 2014

**For Information**  
(Pages 99 - 100)

- d) The draft non-public minutes and summary of the Performance Management and Resource Sub (Police) Committee meeting held on the 28 May 2014

**For Information**  
(Pages 101 - 102)

16. **CLOSURE OF BERNARD MORGAN HOUSE**

Report of the Commissioner of Police.

**For Decision**  
(Pages 103 - 122)

17. **ACTION AND KNOW FRAUD PROJECT - GATEWAY 4 DETAILED OPTIONS APPRAISAL**

Report of the Commissioner of Police.

**For Decision**  
(Pages 123 - 188)

18. **CITY OF LONDON POLICE UNIFORM PROCUREMENT**

Report of the Commissioner of Police.

**For Decision**  
(Pages 189 - 206)

19. **COVERT POLICING UPDATE**

Report of the Commissioner of Police.

**For Information**  
(Pages 207 - 216)

20. **REINSTATEMENT OF CHILD / DEPENDENT'S PENSION**

Report of the Commissioner of Police.

**For Decision**  
(Pages 217 - 220)

21. **COMMISSIONER'S UPDATES**

Commissioner to be heard.

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

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

## **POLICE COMMITTEE** **Friday, 23 May 2014**

Minutes of the meeting of the Police Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 23 May 2014 at 11.00 am

### **Present**

#### **Members:**

Deputy Henry Pollard (Chairman)  
Deputy Douglas Barrow (Deputy Chairman)  
Mark Boleat  
Simon Duckworth  
Lucy Frew  
Alderman Alison Gowman  
Deputy Keith Knowles  
Vivienne Littlechild  
Helen Marshall  
Deputy Joyce Nash  
Don Randall

#### **Officers:**

Peter Lisley	Assistant Town Clerk
Alex Orme	Policy Officer
Katie Odling	Town Clerk's Department
Peter Kane	The Chamberlain
Steve Telling	Chamberlain's Department
Graham Bell	Chamberlain's Department
Doug Wilkinson	Department of the Built Environment
Nagina Kayani	Department of Community and Children's Services

#### **City of London Police:**

Adrian Leppard	Commissioner
Ian Dyson	Assistant Commissioner
Hayley Williams	Chief of Staff
Stephen Head	Commander, Economic Crime
Eric Nisbett	Director of Corporate Services

### **1. APOLOGIES**

Apologies for absence were received from Alderman Ian Luder and Deputy Richard Regan and Commander Wayne Chance.

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

There were no declarations of interest.

3. **APPOINTMENT OF COMMITTEE**

RESOLVED – That the Order of the Court of Common Council, appointing the Committee and approving its Terms of Reference be received subject to Mr Don Randall's term being amended to read 'two' years.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No.29. The Town Clerk read a list of Members eligible to stand and Deputy Henry Pollard, being the only Member who expressed his willingness to serve, was duly elected as Chairman of the Committee for the ensuing year and took the chair.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. The Town Clerk read a list of Members eligible to stand and Deputy Doug Barrow, being the only Member who expressed his willingness to serve, was duly elected as Deputy Chairman of the Committee for the ensuing year.

6. **MINUTES**

RESOLVED – That the Minutes of the meeting held on 3 April be approved.

**Matters arising -**

(Item 3) - Corporate Governance – Scheme of Delegation and Standing Orders – Members noted a discussion had taken place regarding the recruitment of candidates to specialised posts and it was confirmed that the Town Clerk was awaiting supporting details from the City of London Police before any further work was undertaken.

(Item 3 – Barbican Highwalk CCTV) – The Assistant Director, Street Scene and Strategy advised the Committee that this area of work was included in the remit of the Safer City Partnership and he would therefore take this matter forward.

(Item 5.1a) – Community Engagement Update – The Senior Policy Officer advised that the information card '*Helping Rough Sleepers*' would be distributed to all Members.

(Item 6) – Accommodation Programme Update – Members were informed that the feedback from English Heritage as regards the use of Wood Street for a Custody Suite was positive and likely to be accepted.

7. **OUTSTANDING REFERENCES**

RESOLVED – That the list of outstanding references be noted.

8. **APPOINTMENT OF REPRESENTATIVES TO SUB COMMITTEES**

The Committee received a report of the Town Clerk setting out the appointment of the Committee's two Sub Committees and Economic Crime Board. This included the election of Chairmen, composition, terms of reference and appointment to internal and external bodies.

RESOLVED – That:-

- a) the Terms of Reference be noted;
- b) the appointment of the two Sub Committees and the Economic Crime Board be agreed as follows:-

**Economic Crime Board**

Mark Boleat

Simon Duckworth

Lucy Frew

Helen Marshall

Deputy Richard Regan

A co-opted Member to be agreed by the Membership of the Sub-Committee.

**Professional Standards and Integrity Sub-Committee**

Alderman Alison Gowman

Vivienne Littlechild

Helen Marshall

Deputy Joyce Nash

Deputy Richard Regan;-

A co-opted Member to be agreed by the Membership of the Sub-Committee.

**Performance and Resource Management Sub-Committee**

Deputy Douglas Barrow

Alderman Alison Gowman

Deputy Keith Knowles

Kenneth Ludlam (co-opted Member)

Don Randall

- c) the Chairmen for the two Sub-Committees and Economic Crime Board be appointed as follows:

**Economic Crime Board**

Simon Duckworth

**Professional Standards and Integrity Sub-Committee**

Deputy Joyce Caruthers Nash

**Performance and Resource Management Sub-Committee**

Deputy Douglas Barrow

- d) the appointments to various internal and external bodies be agreed as follows:

**Streets and Walkways Sub Committee**

Alderman Alison Gowman

**Safer City Partnership**  
Deputy Henry Pollard

**Association of Police and Crime Commissioners**  
Simon Duckworth

- e) meetings be agreed as follows:-
- 8 times a year for the Police Committee;
  - increase from 3 to 4 times a year for Economic Crime Board to accommodate business; and
  - Quarterly meetings for the two Sub-Committees.

9. **SPECIAL INTEREST AREA SCHEME 2014-15**

The Committee considered a joint report of the Town Clerk and Commissioner of Police setting out proposed arrangements and appointments for the Police Committee Special Interest Area (SIA) Scheme for 2014/15.

RESOLVED – That,

- a) the achievements set out in the respective area reports for the year 2013/14 be noted, and the key priorities identified for the year 2014/15; and
- a) lead Members be appointed for the below areas in the Scheme as follows:-

**Business Improvement and Change Performance Risk Management -**  
Deputy Doug Barrow

**Professional Standards and Integrity -** Deputy Joyce Nash

**Equality, Diversity and Human Rights -** Alderman Alison Gowman

**Counter Terrorism -** Simon Duckworth

**Strategic Policing Requirement Overview -** Henry Pollard

**Economic Crime / Fraud -** Simon Duckworth

**Accommodation/Infrastructure -** Keith Knowles

**Community Engagement –** Vivienne Littlechild

**Road Safety -** Alderman Alison Gowman

**Public Order –** Deputy Doug Barrow

**Independent Custody Visiting Panel –** Vivienne Littlechild

**Anti-Social Behaviour –** Don Randall

10. **INDEPENDENT CUSTODY VISITING SCHEME ANNUAL REPORT**

The Committee received a report of the Town Clerk providing an update on the work of the City of London's Independent Custody Visiting Scheme (ICV).

Vivienne Littlechild, the Lead Member in 2013/14 expressed thanks to those Members of the Panel who had recently retired and also to Peter Tihanyi for his work as Chairman of the ICV Panel.

The Committee noted that the Force had initiated a programme of work to deal with the "wear and tear" issues raised by Members.

11. **STONEWALL REVIEW UPDATE**

The Committee received a report of the Commissioner of Police which provided an update regarding the Stonewall Equality Index review.

The Assistant Commissioner informed the Committee that some policies required updating in line with legislation and this area of work would be led by himself in conjunction with the HR Board. In addition, it was noted that the LGBT network had been re-launched and interviews had concluded for the Independent Advisory Group and an appointment had been made.

RESOLVED – That the report be noted.

12. **CITY OF LONDON POLICE- 175 YEARS UPDATE**

The Committee considered a report of the Commissioner of Police regarding the arrangements for the Force's 175<sup>th</sup> Anniversary.

The Committee discussed and noted the two options contained in the report for the Force's 175<sup>th</sup> Anniversary.

RESOLVED – That the report be noted.

13. **CITY OF LONDON POLICE ANNUAL REPORT 2013-14**

The Committee considered a report of the Commissioner of Police which sought comments on the draft Annual Report for 2013 – 2014 prior to publication.

Reference was made to the number of translation requests received and it was confirmed that there had been very few, however, there was a legal requirement to provide such a service and it was considered that the selected method was the most cost effective and pragmatic. Further to concern expressed by a Member, the Commissioner agreed to clarify the position regarding the legal requirement for this service.

RESOLVED – That the draft annual report be noted.

N.B: Any comments or changes to the report should be sent via the Town Clerk's department to the Public Relations Manager by 2 June 2014.

14. **HOMELESSNESS STRATEGY**

The Committee received a report of the Director of Community and Children's Services regarding the 2014 – 2019 Homelessness Strategy.

RESOLVED – That the report be received.

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

There were no questions.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

17. **EXCLUSION OF THE PUBLIC**

RESOLVED – 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 1 of the Schedule 12A of the Local Government Act.

18. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 3 April 2014 be approved.

19. **ECONOMIC CRIME DIRECTORATE- QUARTERLY UPDATE**

The Committee received a report of the Commissioner of Police which provided an update in relation to Economic Crime.

20. **CITY OF LONDON POLICE INFORMATION TECHNOLOGY MODERNISATION – STRUCTURE CHANGE**

The Committee considered a report of the Commissioner of Police regarding the modernisation of the City of London Police Information Technology service.

**EXTENSION OF THE MEETING**

At this point, the time limit for Committee meetings as set out in Standing Order No 40 had been reached, but there being a two-thirds majority of the Committee present who voted in favour of an extension, the Committee agreed to continue the meeting.

21. **AUTHORITY TO START WORK (GATEWAY 5) - MOBILE WORKING SERVICES**

The Committee considered a report of the Commissioner of Police regarding the Mobile Working services.

22. **COMMISSIONER'S UPDATES**

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

**23. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**24. 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**

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Chairman

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## **PROFESSIONAL STANDARDS AND INTEGRITY SUB (POLICE) COMMITTEE** **Friday, 16 May 2014**

Minutes of the meeting of the Professional Standards and Integrity Sub (Police)  
Committee held at Committee Room 4 - 2nd Floor West Wing, Guildhall on Friday, 16  
May 2014 at 10.00 am

### **Present**

#### **Members:**

Deputy Joyce Nash (Chairman)  
Alderman Alison Gowman  
Vivienne Littlechild  
Helen Marshall  
Dhruv Patel

#### **Officers:**

Katie Odling	Town Clerk's Department
James Goodsell	Policy Officer
Ian Dyson	Assistant Commissioner
Martin Kapp	Superintendent, Professional Standards Directorate

### **1. APOLOGIES**

An apology for absence was received from Deputy Richard Regan.

### **2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

There were no declarations of interest.

### **3. MINUTES**

RESOLVED – That the minutes of the meeting held on 7 February 2014 be approved.

### **4. QUESTIONS OF MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

The Sub Committee were referred to the item in the Sunday Times newspaper "*Bungled investigation into police officer who doctored evidence*" – Members were informed that this case was subject to a further investigation with the report being subject to review by the IPPC as regards action to be taken. Further information would be provided in non-public.

### **5. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

### **6. EXCLUSION OF THE PUBLIC**

RESOLVED – 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 1 of the Schedule 12A of the Local Government Act.

**7. NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 7 February 2014 be approved.

**8. STANDING ITEM ON PROFESSIONAL STANDARDS ACTIVITY**

The Sub Committee received reports of the Professional Standards activity for the period 1 April 2013 – 31 March 2014.

**8.1 Statistical Information (for the period 1 October 2013 - 31 March 2014)**

The Sub Committee received a report of the Commissioner of Police setting out statistical information on current and finalised cases handled by the Professional Standards Directorate.

**8.2 Summary of Cases**

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

**8.3 Misconduct Hearings (NIL)**

The Sub Committee noted there were no Misconduct Hearings to be dealt with during this period.

**8.4 Misconduct Meetings**

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

**8.5 Conduct and Complaint cases - Case to answer**

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

**8.6 Conduct and Complaint cases (No case to answer)**

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

**8.7 Conduct and Complaint cases - Local Resolution**

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

**8.8 Conduct and Complaint cases - Discontinuance, Withdrawn, Dispensation (NIL)**

The Sub Committee noted there were no Conduct and Complaint cases during this period.

9. **EMPLOYMENT TRIBUNAL CASES**

The Sub Committee received a report of the Comptroller and City Solicitor which provided the latest summary of Employment Tribunal cases within the City of London Police over the previous two years.

10. **IPCC POLICE COMPLAINTS INFORMATION BULLETIN - YTD QUARTER 3 - 1 APRIL - 31 DECEMBER 2013**

The Sub Committee received a report of the Independent Police Complaints Commission.

11. **NON-PUBLIC QUESTIONS OF MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

Pursuant to item 4, the Superintendent, Professional Standards Directorate provided more detail regarding the investigation.

12. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

**The meeting ended at 11.10 am**

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Chairman

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## **ECONOMIC CRIME BOARD OF THE POLICE COMMITTEE** **Thursday, 22 May 2014**

Minutes of the meeting of the Economic Crime Board of the Police Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 22 May 2014 at 2.45 pm.

### **Present**

#### **Members:**

Simon Duckworth (Chairman)  
Helen Marshall

#### **Officers:**

James Goodsell

Town Clerk's Department

#### **City of London Police:**

Adrian Leppard  
Stephen Head  
Lisa Campbell

Commissioner  
Commander, Economic Crime  
Detective Sergeant and Staff Officer

### **1. APOLOGIES**

An apology for absence was received from Alderman Neil Redcliffe.

The Town Clerk advised the Sub-Committee that the meeting was inquorate and therefore any decisions would have to be rectified at the next quorate meeting of the Sub-Committee.

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

There were no declarations of interest.

### **3. MINUTES**

The public minutes and summary of the meeting held 9<sup>th</sup> September 2013 were approved, subject to ratification at the next quorate meeting of the Sub-Committee.

### **4. PERFORMANCE - NATIONAL LEAD FORCE END OF YEAR REPORT 2013-14**

The Sub Committee received a report of the Commissioner of Police detailing the end of year performance for 2013/14 as National Lead Force (NLF) against its agreed Key Performance Areas (KPA's) and Key Performance Indicators (KPI's).

The Chairman welcomed the dramatic increase to the value of economic crime disrupted (KPI 1.1). Such effectiveness has created an expectation among partners that the Force will deliver in its responsibility to disrupt fraud.

The relevance of KPI 2 was discussed. The Commander of Economic Crime reported that this indicator will be adapted in next year's performance report. This change takes into account a shift in police force priorities towards bespoke prevention campaigns.

The Committee discussed the importance of the intelligence packages which the City Police supply to all Police Forces nationally. It was noted that numbers have risen in the past year from 3,000 to 82,000 which corresponds to a shift in the needs of stakeholders. The Chairman recommended that a future KPI be incorporated to illustrate the impact of these intelligence packages at a local level and disclose the satisfaction of stakeholders. In addition, the Chairman requested a quarterly Economic Crime be provided to the Lord Mayor.

The Commander updated the Sub Committee that the measure for KPI 3.2 will be amended to provide a more accurate picture of the value of future fraud disrupted by NLF enforcement cases.

**5. ECONOMIC CRIME UPDATE - NATIONAL FRAUD CAPABILITY PROGRAMME**

The Sub Committee received a report of the Commissioner of Police updating Members on the National Fraud Capability Programme and details of the negotiation strategy for the future development of a regional fraud capability.

Members were updated on the success of the quarterly Heads of Regional Organised Crime Units meetings. These have provided a valuable opportunity for dialogue between regional forces, the National Fraud Intelligence Bureau (NFIB) and the National Crime Agency (NCA). In addition, the Commander welcomed the support of PCC's in raising the profile of Economic Crime across the country.

The Sub Committee discussed the transition of Action Fraud and dialogue regarding its governance structure and oversight. The Chairman considered it beneficial for the Police Commissioner to work closely with strategic partners to ensure that the proposed model of governance and oversight received clear agreement from all parties.

**6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

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

There were no questions.

**8. EXCLUSION OF THE PUBLIC**

**RESOLVED** - 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 1 of the Schedule 12A of the Local Government Act.

<u>Item</u>	<u>Paragraph</u>
9	3
10	3
11	3

9. **NON-PUBLIC MINUTES**

The non-public minutes and summary of the meeting held 9<sup>th</sup> September 2013 were approved, subject to ratification at the next quorate meeting of the Sub-Committee.

10. **FRAUD TRAINING ACADEMY -UPDATE**

The Sub Committee received a report of the Commissioner of Police which presented Members with an update on the Action Fraud Training Academy.

11. **PROPOSAL FOR A JOINT 'CENTRE FOR ECONOMIC CRIME'- OVERVIEW**

1. The Sub Committee received a report of the Commissioner of Police which presented proposals for a joint centre for Economic Crime.

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

13. **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 4.00 pm**

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Chairman

**Contact Officer: James Goodsell**

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**PERFORMANCE AND RESOURCE MANAGEMENT SUB (POLICE) COMMITTEE**  
**Wednesday, 28 May 2014**

Minutes of the meeting of the Performance and Resource Management Sub (Police)  
Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on  
Wednesday, 28 May 2014 at 11.30 am

**Present**

**Members:**

Deputy Douglas Barrow (Chairman)  
Alderman Alison Gowman  
Kenneth Ludlam  
Don Randall

**Also in attendance:**

Deputy Henry Pollard

**Officers:**

Katie Odling	Town Clerk's Department
James Goodsell	Town Clerk's Department
Neil Davies	Town Clerk's Department
Paul Nagle	Chamberlain's Department
Steve Telling	Chamberlain's Department

**City of London Police:**

Ian Dyson	Assistant Commissioner
Eric Nisbett	Director of Corporate Services
Hayley Williams	Chief of Staff

1. **APOLOGIES**

Apologies for absence we're receive from Suzanne Jones and Alex Orme.

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

There were no declarations of interest.

3. **MINUTES**

RESOLVED - That the minutes of the last meeting be approved.

**Matters arising -**

With regards to the development of a new methodology for assessing Value for Money (VfM), the Assistant Commissioner informed the Sub Committee that he would be updating the Town Clerk on progress and a further update would be provided at the next meeting.

4. **OUTSTANDING REFERENCES**

The list of outstanding references was noted.

5. **HUMAN RESOURCES - MONITORING INFORMATION 1ST APRIL 2013 TO 31ST MARCH 2014**

The Sub Committee received a report of the Commissioner of Police which set out the Force's Human Resources monitoring data for the period 1 April 2013 - 31 March 2014.

The Sub Committee discussed the number of resignations at the Force which was increasing as a result of the changes to the Pension Scheme and the package contributions which were often more attractive elsewhere. The Force was therefore looking at options to make the Pension package more attractive and reflective of the current market.

The Sub Committee referred to recruitment trends and made specific mention to the decrease in Specials, recruitment for specific intakes and the varying dynamics for female staff.

It was agreed to provide details in the next HR Monitoring Report in November 2014 which would cover the 6 month period from April 2014 -September 2014 to show the split in the sickness levels for Corporation staff and City of London Police staff and which also identified trends over a three year period to see if representation was greater over a longer term or shorter term.

RESOLVED - That the report be noted.

6. **INTERNAL AUDIT UPDATE REPORT**

The Sub Committee received a report of the Chamberlain which provided an update on the internal audit reviews undertaken between February and April 2014.

Concern was expressed by the Sub Committee that the Chamberlain's department had accepted a request by City of London Police to put back the completion of the Internal Audit work. It was noted that this work was originally due to be completed by 31 March 2014 and the Sub Committee had previously been given assurances that this completion date would be achieved.

The Head of Internal Audit explained that this delay had been accepted as it would make the audit more efficient and allow the post holders who were relatively new to the Force to understand their role which would assist with facilitating the audit. The Sub Committee requested that this matter be brought to the attention of the Audit and Risk Management Committee as they were not satisfied with this explanation.

A request was made to provide further details regarding some of the recommendations in future internal audit update reports. Members also requested that the application of the audit planning risk assessment model for the City of London Police be circulated.

It was also requested that information regarding the auditing of City of London Corporate systems relevant to City Police operations (e.g. payroll) be included in future internal audit update reports.

RESOLVED - That the report be noted.

**7. HMIC INSPECTION UPDATE 2013/14**

The Sub Committee received a report of the Commissioner of Police which provided an update regarding the response to Her Majesty's Inspectorate of Constabulary (HMIC) inspection reports for the financial year 2013/14.

The Sub Committee discussed the performance against recommendations on the Stop and Search Inspection which showed that good progress had been made in relation to improved supervision and improved quality of data submissions. It was noted that a further update would be provided to the Sub Committee in September 2014.

It was agreed that clarification of deadline dates where these were not provided in the action plan would be provided in future reports. In addition, further information would be provided for those actions with a status of red or amber.

One Member requested that mention be made to the HMIC in the Annual Report of the City of London Police.

RESOLVED - That the report be noted.

**8. END OF YEAR PERFORMANCE AGAINST TARGETS IN THE POLICING PLAN 2013-16**

The Sub Committee received a report of the Commissioner of Police in respect of performance against the Policing Plan 2013-2016 for the 2013-2014 financial year.

With regard to the Forces notable achievements set out on page 38, the Assistant Commissioner explained that further to the successful application for the funds of £3.2m which would be forfeited under the Proceeds of Crime Act following the investigation of a money laundering investigation, the Force was award half of the forfeited funds which were to be reinvested into Crime Fighting.

In respect of the figures around rough sleepers, it was noted that this was no longer a target in next years' local policing plan, however, Members were reassured that it would still be a Directorate target and would be monitored at the Force's PMG at which the Town Clerk was represented. It was also noted that these figures were reported to Community and Children's Services Committee and it was agreed that these reports could be circulated to Members of this Sub Committee for information.

RESOLVED – That the report be noted.

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

There were no questions.

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
Whistle Blowing Policy - the Sub Committee were informed that this area of work was within the remit of the Professional Standards and Integrity Sub Committee.
11. **EXCLUSION OF THE PUBLIC**  
RESOLVED- – 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 1 of the Schedule 12A of the Local Government Act.
12. **NON-PUBLIC MINUTES**  
RESOLVED -That the non-public minutes of the last meeting be approved.
13. **HMIC - CRIME RECORDING: A MATTER OF FACT - AN INTERIM REPORT OF THE CRIME DATA INTEGRITY IN POLICE FORCES IN ENGLAND AND WALES**  
The Sub Committee received a report of the Commissioner of Police regarding the crime data integrity in Police forces in England and Wales.
14. **A SEVEN YEAR REVIEW OF VIOLENT CRIME IN THE CITY OF LONDON- AN OVERVIEW**  
The Sub Committee received a report of the Commissioner of Police which provided a seven year review of Violent Crime in the City of London.
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no items of urgent business.

**The meeting ended at 1.00 pm**

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Chairman

**Contact Officer: Katie Odling**

## POLICE COMMITTEE 4 July 2014

### OUTSTANDING REFERENCES

Meeting Date & Reference	Action	Owner	Status
23/05/14	Policing Uniform	Commissioner of Police	4 July 2014 <b>Completed</b>
3/04/14 Item 3.a) Barbican Highwalk CCTV	Progress update - CCTV upgrade	Town Clerk / Safer City Partnership	<i>In progress</i> 4 July 2014
3/04/2014 Item 5. 2a EDHR Update	Report to the Committee outlining a full evaluation of the Disability Equality Standard	Commissioner of Police	<b>In progress</b> September 2014
3/04/2014 Item 8 – Force mobile working	Demonstration of the mobile working IT tools	Commissioner of Police	4 July 2014 <b>Completed</b>
6/12/2013 Item 11 Police Property Act Fund	A report be presented to the Committee to review the current process and arrangements for management of this fund.	Town Clerk	4 July 2014 <b>Completed</b>
6/12/2013 Item 3 Public Minutes, Matters Arising	Police Committee Workshops	Town Clerk	Presentation by City Police on various Projects – 13 <sup>th</sup> June 2014 at 10am <b>Completed</b>  Action Fraud Workshop, 17 <sup>th</sup> June 9:00am-11:00am <b>Completed</b>  Police Budget Workshop, 30 <sup>th</sup> September 10:00am – 12:00pm

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<b>Committee:</b> Police	<b>Date:</b> 4 <sup>th</sup> July 2014
<b>Subject:</b> Community Engagement Quarterly Update	<b>Public</b>
<b>Report of:</b> Commissioner of Police Pol 47/14	<b>For Information</b>

## Summary

This report contains details of issues raised at Ward Level at Panel Meetings and the Force response since the last Community Engagement report was presented to your Committee in April 2014.

The Residential Engagement team have continued high visibility patrols of the City's residential estates and work closely in partnership with City of London Corporation and partners to deal with rough sleeping and begging. The anti-begging operation, Op Fennel, is continuing to provide results with 15 Anti-social behaviour orders now having been granted by Magistrates for persistent beggars who fail to engage with support programmes offered. A further 20 beggars are now engaging with substance misuse teams to address offending behaviour.

Other work includes working with residents on the estates on a number of other issues of concern including courier scams and drug abuse and a project to ensure that robust evacuation plans are in place in City based schools and nurseries in the event of a major incident (influenced by events surrounding the Lee Rigby murder in Woolwich last year).

Business engagement continues with a number of table top exercises taking place with other forces and partners at Canary Wharf for key industry sector leads and response organisations. The recent security at Bank Junction provided an opportunity to put operational plans into practice with messaging going out to the community via imodus iwth positive feedback from the public. Areas for development have been identified from the debrief and are being taken forward.

A number of initiatives are taking place with hard to reach groups including the Force's Economic Crime Directorate continuing to raise awareness of Hajj Fraud and together with the Community Policing Team they are engaging with other Forces to ensure the campaign is nationwide. In addition to this the Diversity Team Sergeant is working proactively to improve understanding of certain areas of policing with a highlight being an open day for a 'mothers from the black community' group to visit the Firearms department to gain a better understanding of the training and types of incidents and responses from firearms officers. This received positive feedback from the group.

The Force is the first in the country working with the Business Disability

Forum (BDF) to assess its policies and services against the National Disability Standard. A self assessment is underway which will be reviewed by the BDF and a report will highlight good practice and make recommendations for improvement. Further details of this will be reported more fully to your Committee in a separate report.

Transient community initiatives have included a day of action around cycle theft and working with the Safer City Partnership on giving crime prevention advice to those frequenting City Hotels.

### **Recommendations**

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

## **Main Report**

### **Section A – Residential Engagement**

All the issues highlighted below in relation to residential engagement have been raised at Ward panel Meetings.

1. A complaint was received from a nursery that a rough sleeper was blocking the emergency exit of their premises in Bunyan Court. This was causing a concern to staff over possible obstruction of an evacuation and concern for the children's welfare. Residential team officers worked with the Immigration Department and Social Services and the male has now been successfully moved.
2. Following complaints from residents including children, that two males were openly injecting heroin on the Golden Lane Estate, officers undertook additional patrols on the estate at relevant times. The Community team identified the males and they were arrested for possession of heroin. High visibility patrols have continued as a deterrent to others. Officers met with BT to ensure the nearby phone box which was identified as being used to call drug dealers was cleaned up and graffiti removed. They also agreed to remove an advertising transfer so that the phone box was more transparent, providing reassurance to residents.
3. An elderly Barbican resident was victim of a new version of courier scams where he was asked to withdraw money from his account to handover believing that he was assisting police investigating corruption inside banks. Community teams spoke to the victim and took him to meet his bank manager. Officers viewed available CCTV and obtained images of the suspect, passing them on to the investigating officer. To ensure that other residents did not become victims of the same scam community messages were sent warning residents and providing crime prevention advice whilst highlighting a segment on BBC Watchdog of the same week which covered the issue.

4. Police were called to an elderly resident on the Golden Lane Estate who was thought to have collapsed behind a locked door. The resident was part of the Pegasus scheme and as such code lock key safe was outside the door for use by emergency services in such instances. Community Officers continue to work with the Social Services to assist the resident and ensure his continued safety and welfare.
5. Work has continued with the Guinness Trust to respond to issues of ASB and drug taking on the Mansell St Estate. High Visibility Patrols have continued and officers have engaged effectively with young people on the estate. As a result there have been no further reported or discovered issues of drug taking on the estate during this reporting period.
6. Following the events of last year in Woolwich with the murder of Lee Rigby, one of the Forces Counter Terrorist Security Advisors (CTSA) created a project to ensure all child care providers in the City (nurseries, primary schools, and secondary schools) had adequate procedures in place including evacuation plans.
7. Phase 1 of the project helped rewrite Project Argus specifically for nurseries. Sessions were delivered to the nurseries and the London Ambulance Service (LAS) and representatives from the City of London Corporation also attended. Two Saturday sessions were delivered on postal bomb threats, 'white powder' incidents and hostage taking to raise awareness to all staff. All 4 nurseries and a playgroup in the City are involved in the project; each nursery has had a site survey and several one to one sessions to discuss crime prevention. Test evacuations are booked in for July.
8. Phase 2 of the project has just started looking to involve primary and secondary schools. Charterhouse School and St Paul's Cathedral School have 'inset' days planned in for the next academic year to cover training for staff.
9. The City of London Boys School had an issue with two homeless males sleeping on the roof of one of their buildings. This area was private property. Community officers engaged with the males to offer them assistance into accommodation as well as working with the school to ensure the safety of their pupils and to advise them on the process that needed to be adopted for them to request the males to leave. Both males have now left the premise and signs and new fencing installed to prevent a reoccurrence.
10. Police arranged a Community Awareness Day for the community of Mansell Street Estate to highlight how members of their family may be exposed to radicalisation and/or extremism. It was run by the Residential Team in conjunction with the Corporation of London as part of the Prevent initiative. It included a number of guest speakers and workshops and was designed as a continuation of a previous day which dealt with the issues of forced marriage, domestic violence and female genital mutilation. It was well attended and received by the residents.

11. Community officers through engagement with the Mansell Street Women's group have worked closely with the Corporations time credits programme. The women give their time to their community and receive in return a credit which can be exchanged for an hour of activity at local leisure centres or trips to local attractions. The aim is to encourage the group to be involved in voluntary activities in support of the community and to engage with and support each other. They meet regularly to discuss problems and have arranged networking days with women from other estates.

## **Section B – Business Engagement**

12. Officers have worked closely with Security Managers at number One New Change in order to reduce crime. As a result of crime prevention advice given special non reflective film has been applied to glass surfaces within the building and improved CCTV has been place outside entrances together with CCTV warning signs.
13. The Community Policing Superintendent together with colleagues from the Metropolitan Police and BTP, took part in an interactive table top exercise at Canary Wharf for key industry sector leads and response organisations. The exercise was aimed at increasing understanding and awareness of the CSSC best practice communications in the event of a major incident. Over 60 Industry sector leads attended and the feedback was very positive.
14. Community Officers represented the Police at a live exercise held by Nomura to test their front of house security and operational control room procedures. During the exercise they invoked their internal security procedures and effectively managed a serious incident in a professional manner.
15. The Community team continue to see success from the anti-begging operation Op Fennel. To date officers have had 15 Anti social behaviour orders granted by Magistrates in relation to persistent and aggressive beggars who fail to engage with the support programmes offered. In addition 20 beggars are now engaging with substance misuse teams to address offending behaviour. A number of small businesses have been involved in writing impact statements to evidence to the courts the damaging impact begging can have on their business. British Transport Police are now actively engaged in the operation dealing with those who beg on transport property.
16. As a result of the success of Operation Fennel, a similar problem solving approach is now being applied to deal with an increase in rough sleeping in the city. Operation Acton which was launched in April has already seen the successful removal of one of the City's 'entrenched' rough sleepers who is now in accommodation.
17. The Forces response to dealing with major incidents was tested recently when a vehicle was abandoned in the middle of the Bank junction at a busy lunchtime. Response officers swiftly cordoned off a large area and

Explosives officers were called to check the vehicle. Community officers engaged with businesses within the cordoned area reminding them of the procedures to adopt, and a number of advisory messages were sent via the imodus system. The Force received very positive comments from the public in relation to their handling of the incident.

18. The Community Team recently held 2 ASB days of action resulting in 8 arrests for persistent begging or breach of anti-social behaviour orders. These action days will be repeated throughout the coming months to complement the anti-begging and rough sleeping operations and to identify and prosecute those in breach of ASBOs.
19. The Forces Cadets have been operationally deployed to support officers policing the London Marathon, distributing crime prevention leaflets and security marking pedal cycles. Two Cadets have now also passed the Senior Cadet Course held by the Metropolitan Police.

### **Section C – Hard to reach groups.**

20. The Economic Crime Directorate (ECD) will be running a national Hajj fraud campaign in June, timed to coincide with the main booking season for Muslims looking to make the pilgrimage to Mecca. It will be presented as a follow-up to last year's campaign and will be produced in partnership with West Midlands Trading Standards, Get Safe Online and the Council of British Hajjis. Additional support will be sought via Community Policing, from local forces with significant Muslim populations and key Muslim groups. The focus will be on a national programme of community engagement and online awareness with the campaign, ideally, being launched on BBC 1's The One Show.

#### Campaign objectives

- Raise public awareness of Hajj fraud in Muslim communities across the UK during the main Hajj booking season.
  - Circulate crime prevention advice via Muslim-focused media, community engagement, online booking platforms, the foreign office and Saudi Arabian embassy
  - Encourage victims of Hajj fraud to report to Action Fraud and seek additional support
  - Hold an event at City of London Police, inviting key stakeholders to discuss the findings and results of the current campaign and to explore options for future activity to prevent Hajj fraud
  - Form a long-term alliance with West Midlands Trading Standards and Get Safe Online to combat Hajj fraud in the future
21. Over the past 3 months, the Diversity Team Sergeant arranged a number of open meetings with City community groups from the black, LGBT, Sikh, Muslim and Hindu communities in the City of London. These meetings were arranged to provide the City of London Police with an opportunity to engage with City workers from the various groups and to listen to their concerns and

suggestions on how the City Police could improve engagement with their respective communities. It was also a great opportunity for the Police to better understand the specific issues which affect the various communities and to get feedback on what we could do better.

22. The Diversity Team arranged an open day for mothers from the black community to visit the City of London Police's firearms department to meet City Firearms officers and to go through the training that firearms officers get and how the department works. This was arranged to give the women a better understanding of the training that our officers receive and what procedures they have to follow when dealing with a firearms incident. The women were extremely grateful for the opportunity and they felt that they now better understood what processes officers have to go through during an incident.
23. The Beacon Institute will be delivering a 12 week Islamic studies package to the Mansell Street Women's group. Some of the learning outcomes of the course include an awareness of the reasons for differences in Islamic beliefs and practices among scholars, creating an understanding of the underlying reasons for differences and enabling learners to be able to respect scholarly differences and show tolerance towards the wider community.
24. The Force is working with the Business Disability Forum to assess its service delivery and internal policies against the National Disability Standard. The City of London Police is the first Police Force in the country to undertake the assessment and the BDF will provide a report highlighting the current position and making recommendations as to where improvements can be made.

#### **Section D – Transient Community and / Visitors**

25. Community engagement officers and Roads Policing trained officers will be undertaking a week of action raising awareness of the reduction in speed limit in the City to 20mph in July. Officers will be engaging with road users, providing advice and enforcing the new limit.
26. As part of the problem solving approach to reducing theft of pedal cycles, the Force held a day of action raising awareness of cycle thefts. 107 staff from across the Force were on duty and visible at 80 cycle bays across the City providing crime prevention advice and security marking bikes. The day resulted in 480 cycles being security marked and added to the cycle register.
27. Community officers together with the Safer City Partnership are continuing to engage closely with hotels. Each premise now has a folder containing crime prevention advice ranging from crime scene management, and dealing with bomb calls to dealing with Fraud and how 'action fraud' works. A smaller separate booklet containing information on a range of supportive initiatives and crime prevention advice for businesses is currently being printed and will be distributed to SMEs within the City.

## **Conclusion**

28. This report informs Committee members of residential and business community engagement activity undertaken by the Force in the last quarter.

### **Contact:**

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*Communities Superintendent*

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<b>Committee:</b>	<b>Date:</b>
Police Committee	4 <sup>th</sup> July 2014
<b>Subject:</b>	<b>Public</b>
Review of the Police Property Act Fund	
<b>Report of:</b>	<b>For Decision</b>
Town Clerk	

**Summary**

At the Police Committee meeting in December 2013, officers undertook to review the processes for allocating donations through the Police Property Act Fund. This report recommends that a fixed proportion of the fund (based on a proportion of total sum) is donated to charitable causes and that Members are provided with the opportunity to issue donations to the same charity over consecutive years.

**Recommendations**

Members are asked to agree the following changes to the Criteria of Disbursement:-

- Up to 75% of the Police Property Act Fund balance to be donated to charitable causes on an annual basis
- That the amount granted to individual charities be increased from £1,000 to £2,500 and that this is formalised into the Criteria for Disbursement
- Members are provided with the opportunity to donate to the same charity in consecutive years.

## **Introduction**

1. The Police (Property) Regulations 1997 enable the surplus from the Property Act Fund to be used for charitable purposes. At the meeting of the Police Committee in December 2013, Members requested a review of the fund's 'Criteria for Disbursement' (appendix A) to ensure that the maximum amount of funds per year is distributed.
2. Historically the fund has maintained a large balance which currently stands at £48,530 (see appendix C). At the December meeting, Members raised concern that by maintaining this surplus, the City is failing to make full use of the fund to fulfil its charitable purpose. It was felt that this surplus would be better spent by assisting local charities rather than being held in reserve to generate interest.

### **Historic fund disbursement**

3. Currently the Criteria for Disbursements (appendix A) does not set a maximum level that can be distributed per year. It is therefore at the discretion of Police Committee Members to set this criteria at each annual disbursement of funds.
4. Traditionally, the Fund has opted to grant total donations of under £20,000 to between 4-10 different charities. The amount donated to individual charities commonly comprises of a £1,000 one-off grant. However, on occasion individual charities have received substantially larger donations (a one-off grant of £5,000 was donated to First Aid Nursing Yeomanry in 2011).
5. Currently the criteria advises against funds being distributed to organisations in consecutive years unless there is a 'connection with the Force'. However, charities such as the First Aid Nursing Yeomanry and Hampstead Marie Curie Hospice have received donations over consecutive years and therefore Members may wish to review this aspect if regular donation to a specific charity is desired. In addition, the Force has shown support for certain charities receiving money over consecutive years.
6. Consideration has been given to distributing the fund twice per year (June and December). However such conditions would require a significant amount of administrative resource with only a minimum amount of benefit in return. This approach is therefore not recommended.

### **Proposed Amendments to the Criteria for Disbursement**

7. In order contribute a larger proportion of the Fund to charitable causes, it is recommended that a set percentage of the balance be distributed on an annual basis. We would suggest this be set at 75% of the total in order to donate a sizable amount whilst avoiding large fluctuations in donation levels. This will ensure that there is sufficient funding available in the account for the following year to accommodate fluctuations in generated income. For example in 2006/07, £3,612 of interest generated (from a balance of £68,383) whereas in 2009/10, only £1,563 (from a balance of £64,105) was generated.
8. It is recommended that the traditional grant amount of £1,000 per charity be increased to £2,500 and that this be formalised into the Criteria for disbursement (appendix A). Only in exceptional circumstances will this amount be exceeded.
9. Based on the previous preference of Members towards specific charities, it is recommended that the ability to fund the same charity consecutively be incorporated into the Criteria.
10. These changes are marked into the proposed Criteria (appendix A). Criteria marked in (*Italics*) are to be deleted and that criteria marked as underlined are additions.

**Contact:**

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## APPENDIX A

### **POLICE PROPERTY ACT FUND – CRITERIA FOR DISBURSEMENTS**

1. The organisations to which disbursements may be made should be registered charities.
2. Such organisations, which may be local or national, should be involved in work directly relating to at least one of the following:
  - (i) victim support
  - (ii) discharged prisoners
  - (iii) prisoners' families/dependants
  - (iv) crime prevention
  - (v) welfare of disadvantaged/disabled young people
  - (vi) improvement of community relations
  - (vii) welfare of present or former police officers and/or their families/dependants
  - (viii) such other charitable purposes as may from time to time be agreed by the Committee.
3. Preference may be given to organisations which are local in nature with close City connections.
4. Prior to any disbursements being made, account will be taken of any assistance which may have been given by the City of London Corporation from other sources within the previous three years.
5. *(Disbursements will not normally be made to an organisation in consecutive years, or on consecutive occasions when disbursements are made at intervals longer than one year, unless they have a connection with the Force.)*
6. Requests for assistance from the Fund will normally be considered in December each year; and disbursements will be made when the balance available in the Fund permits (this may be annually or at longer intervals).
7. The Finance Committee and the City Bridge Trust Grants Officer will be informed of any disbursements made from the Fund.
8. 75% of the total fund balance is to be donated on an annual basis.
9. The figure of £2,500 is set as the standardised donation amount to individual charities. Police Committee Members may choose to request that a lower amount be donated. However, only in exceptional circumstances and with the agreement of the Police Committee will this amount be exceeded.
10. Police Committee Members may request that selected charities receive donation over consecutive years, or on consecutive occasions when disbursements are made at intervals longer than one year.

**POLICE PROPERTY ACT FUND – CONSTITUTION AND PURPOSE**

1. The Police Property Regulations 1997 apply to property which is:
  - (a) in the possession of the police by virtue of an order of a court of summary jurisdiction in connection with police investigations of a suspected offence where the owner of the property cannot be ascertained; or
  - (b) in the possession of the police by virtue of a court order in connection with the seizure of property where the court was satisfied that the property had been used for the purposes of committing or facilitating the commission of any offence, or was intended to be used for that purpose.
2. The Regulations provide that where property has been held for a year, in relation to an order under paragraph 1(a) above and for six months, in respect of an order under paragraph 1(b) above (provided, in the latter case there has been no successful application by a claimant of the property or no successful appeal by the offender) then the property may be sold and the proceeds of sale shall be kept in a separate account called the Police Property Act Fund (“the Fund”).
3. The Regulations provide that monies accrued in the Fund may be invested and the income so derived shall become part of the Fund. The monies accrued in the Fund may be used to:
  - defray expenses incurred in the conveyance, storage and safe custody of the property and in connection with its sale;
  - pay reasonable compensation, the amount of which shall be fixed by the Police Authority, to persons by whom property has been delivered to the police;
  - make payments of such amounts as the Police Authority may determine for such charitable purposes as they may select.
4. The Chief Officer of Police may, at the request of the Police Authority, administer the Fund in accordance with the Regulations.

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**Police Property Act Fund**

	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
<b>Opening Balance 01/04</b>	<b>(87,892)</b>	<b>(68,383)</b>	<b>(81,484)</b>	<b>(72,879)</b>	<b>(64,105)</b>	<b>(57,707)</b>	<b>(47,617)</b>	<b>(52,702)</b>	<b>(62,494)</b>
Expenditure	23,082	0	17,500	14,000	9,500	12,000	8,000	9,000	16,500
Income	0	(9,489)	(4,494)	(1,735)	(1,539)	(888)	(12,092)	(17,697)	(1,896)
Interest	(3,573)	(3,612)	(4,401)	(3,491)	(1,563)	(1,022)	(993)	(1,095)	(640)
<b>Closing Balance 31/03</b>	<b>(68,383)</b>	<b>(81,484)</b>	<b>(72,879)</b>	<b>(64,105)</b>	<b>(57,707)</b>	<b>(47,617)</b>	<b>(52,702)</b>	<b>(62,494)</b>	<b>(48,530)</b>
Deficit/(surplus) for year	19,509	(13,101)	8,605	8,774	6,398	10,090	(5,085)	(9,792)	13,964

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# Agenda Item 8

<b>Committee(s):</b> Police	<b>Date(s):</b> 4 <sup>th</sup> July 2014
<b>Subject:</b> Road Safety- Casualties and Collisions- Update	<b>Public</b>
<b>Report of:</b> Commissioner of Police Pol	<b>For Information</b>

## Summary

At your Committee in June 2012, the Commissioner undertook to bring a report on Casualties and Collisions to your Committee twice yearly. The first of these reports was submitted to your committee in December 2012 (Pol 76/12 refers) with a further update in July 2013 (Pol 31/13 refers). A further more crosscutting joint report by the Commissioner of Police and Director of the Built Environment - Road Danger Reduction Update- was submitted to your Committee in February 2014. This joint report was submitted at the request of the Chairman. The objective of this report is to provide Members with an update in relation to road traffic casualties and collisions along with measures in place to mitigate the risks of these. The report also includes updates around the Force's partnership working and outcomes.

Statistics indicate that road traffic collisions and casualties within the City of London have decreased in the last 12 months when compared to the 2012/13 Financial Year. The number of personal injury collisions reported to the City of London Police in the 2013/14 Financial Year was 328, with 368 people being injured as a result of those collisions. That compares to 358 reported collisions and 393 casualties in 2012/13.

Vulnerable road users are involved in the majority of collisions that occur within the City of London and also form the vast majority of casualties (83% in 2013/14). There are strict definitions applied by the Department for Transport regarding severity of injuries which are detailed in the report.

Police education and enforcement activities continue to work towards impacting on a reduction in collisions and casualties. Current activity includes a recent Advanced Stop Line education and enforcement campaign, Operation Atrium<sup>1</sup>, Capital City Cycle Safe<sup>2</sup>, Operation Coachman<sup>3</sup>, Operation Giant<sup>4</sup>, the BikeSafe Scheme for motorcyclists and other initiatives targeting pedestrians. However, it is widely believed that a more long-term strategy linking into the Regional and National Road Safety agenda is required. The strategy for reducing collisions and casualties requires long-term partnership collaborations adopting a problem solving approach.

<sup>1</sup> The Force's long term initiative in response to offences and ASB committed by cyclists

<sup>2</sup> This is a diversion scheme developed in partnership with the MPS and AA Driveteck to give cyclists an opportunity to avoid court by electing to take part in a computer based on line training programme.

<sup>3</sup> This operation targets foreign passengers who are provided with a multi lingual document that reminds them to look right and not left when crossing the road. Drivers of large commercial vehicles are provided with a document that reminds them to look out for cyclists.

<sup>4</sup> This operation targets unlicensed or uninsured drivers through an ANPR based operation

The Force continues to develop a structured working partnership with the City of London to help reduce the number of casualties and collisions.

### **Recommendation**

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

## **Main Report**

### **Background**

1. At your Committee in June 2012, the Commissioner undertook to bring a report on casualties and collisions to your Committee twice yearly to update Members in respect of road traffic collisions and casualties, along with measures in place to mitigate the risks of these. This report provides that information and includes updates around the Force's partnership working and outcomes.
2. Collisions and casualties have risen steadily over the last decade. Those classed as vulnerable road users (pedestrians, cyclists and motor-cyclists) are involved in the most collisions, and make up 83% of the reported casualties. Pedestrian movement is not monitored accurately but their numbers are believed to have remained relatively constant throughout the last decade, whilst the number of Cyclists riding in the City has increased year on year.

### **Current Position**

3. The Force Policing Plan target (2013 – 16) states that the City of London Police will support the City of London's casualty reduction target.
4. A collision is categorised as follows: damage only (where there is no injury but there is damage to vehicles), slight injury, serious injury or fatal. In addition, it should be noted that more than one person could be injured in one collision, for example, if a bus full of passengers is involved in a collision.
5. The collision and casualty figures quoted in this report are derived from the number of reports received by this Force relating to collisions that happened within the City of London categorised into severity class according to Department for Transport guidance. A summary of that guidance is at Appendix A.
- 5.1 The table below shows the number of collisions and casualties for the full year-to-date period (April 2013 to March 2014), and the same data for 2012/13, and the percentage changes between those figures. There was an 8% overall reduction in collisions, and a 6% reduction in casualties, but a rise in Cyclist KSI casualties, Serious Car and Taxi occupant casualties, and PSV passengers.

CLASSIFICATION	TOTAL FOR MONTHS OF: April 12 to March 13				TOTAL FOR MONTHS OF: April 13 to March 14				April to March 2013/14 % change over 2012/13			
	FATAL	SER.	SLIGHT	TOTAL	FATAL	SER.	SLIGHT	TOTAL	FATAL	SER.	SLIGHT	TOTAL
PEDESTRIANS	2	22	77	101	0	19	84	103	-200	-14	9	2
PEDAL CYCLES	0	21	120	141	1	23	109	133	100	10	-9	-6
POWERED 2 WHEEL	0	12	58	70	0	9	60	69		-25	3	-1
CAR OR TAXI	0	1	56	57	0	4	28	32		400	-50	-44
P.S.V.	0	2	18	20	0	4	24	28		200	33	40
GOODS	0	0	4	4	0	0	3	3			-25	-25
OTHER	0	0	0	0	0	0	0	0				
TOTAL Casualties	2	58	333	393	1	59	308	368	-50	2	-8	-6
PI Collisions	2	58	298	358	1	56	271	328	-50	-3	-9	-8

5.2 For the period 2013 – 14 the number of collisions resulting in a person being injured, and the overall number of collisions and casualties for the 2013/14 Financial Year compared to the 2011/12 base line are down 6 and 8 percent respectively.

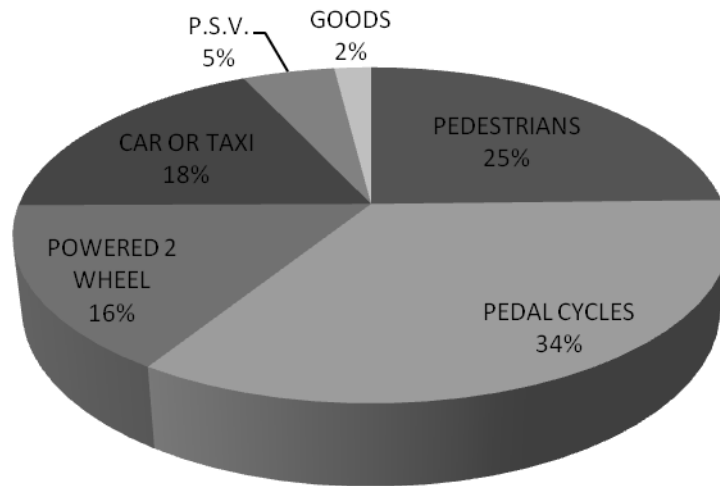
CLASSIFICATION	April 2011 to March 2012				April 13 to March 14				April to March 2013/14 % change over 2011/12			
	FATAL	SER.	SLIGHT	TOTAL	FATAL	SER.	SLIGHT	TOTAL	FATAL	SER.	SLIGHT	TOTAL
PEDESTRIANS		13	86	99		19	84	103		46	-2	4
PEDAL CYCLES	1	20	117	138	1	23	109	133		15	-7	-4
POWERED 2 WHEEL		10	54	64		9	60	69		-10	11	8
CAR OR TAXI		2	71	73		4	28	32		200	-61	-56
P.S.V.		1	19	20		4	24	28		400	26	40
GOODS			8	8			3	3			-62	-62
OTHER			0	0			0	0				
Total Casualties	1	46	355	402	1	59	308	368		28	-13	-8
PI Collisions	1	46	301	348	1	56	271	328		22	-10	-6

5.3 Pedestrian Serious casualties are up 46%, Cyclist Serious casualties up 15% causing the overall number of Serious casualties to have risen by 28%. Serious Car/Taxi and PSV occupants increased for the second year in a row.

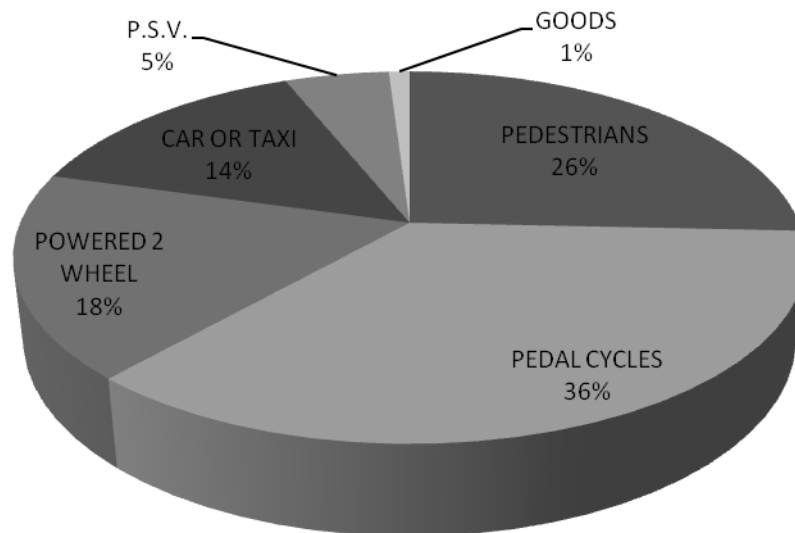
5.4 Slight collisions and casualties show a reduction of **10 and 13** percent respectively.

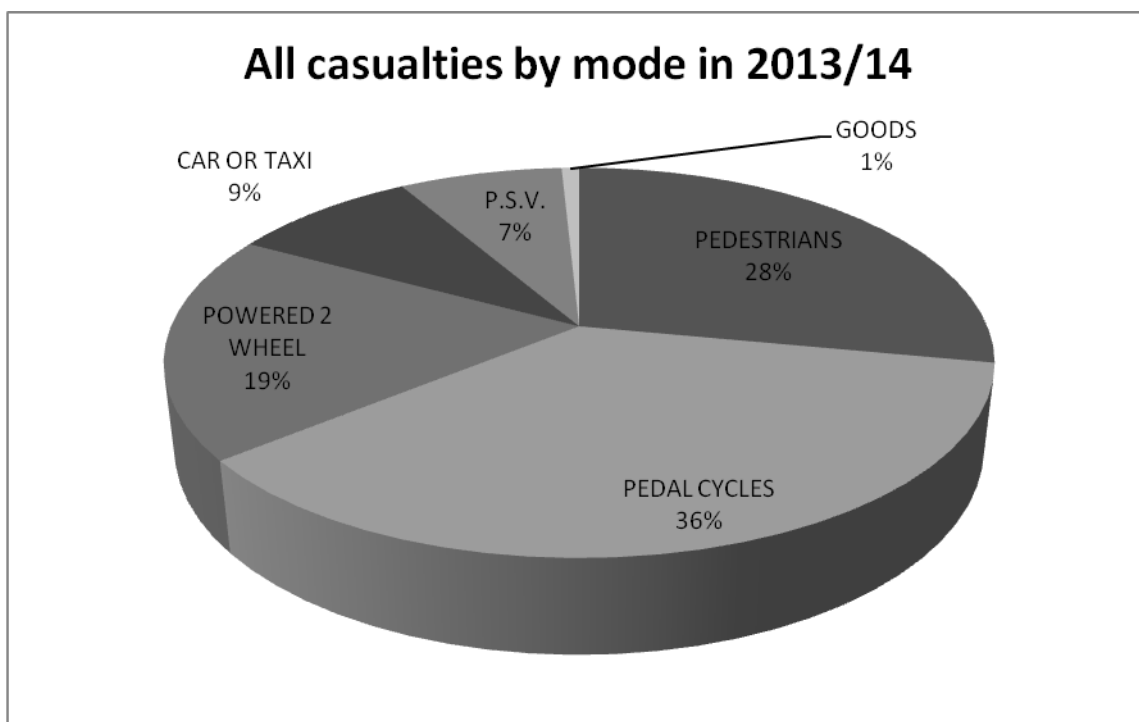
5.6 Cyclists continue to be the road user group most often injured in collisions, followed by Pedestrians.

### All casualties in 2011/12



### All casualties in 2012/13.





6. The number of cyclists in London has risen greatly in the past few years. The Local Implementation Plan (LIP) states that in 1999 the count of daily cycle journeys was 7664, yet in 2010 it had increased to 24,888. The City of London Corporation's longer-term target (2020) is to increase cyclist journeys to 62,800.

## Current Activity

### Cyclists

#### Operation Atrium

7. Operation Atrium continues as the Force's long term initiative aimed at cyclists that is primarily aimed at education and enforcement, with regard to offences and anti social behaviour committed by this group. This initiative also serves to assist in addressing community priorities identified by residents in the City.

In the reporting period the following numbers of fixed penalty notices were issues to cyclists during the operation.

	No of Tickets Issued	Female	Male	Unknown	Contravening Traffic Sign	Failing to Stop For a Police Constable	No Lights During the Hours of Darkness	Red ATS	Cycling on a Footway
Total	1444	216	1212	16	33	5	41	1313	58

## **Capital City Cycle Safe**

8. Issued to cyclists, this supports the national strategy of diverting offenders away from the criminal justice system and into education and awareness. It is recognised that this has a more beneficial long term effect on offending, as opposed to a fine. Once the individual is seen committing an offence they are offered the opportunity to elect for the online training and pay £16 rather than £30 penalty notice. 170 notices were issued to cyclists in 2013 – 14.

## **Commercial Vehicles**

9. Commercial Vehicles play a significant part in a number of serious collisions and continue to pose a threat to all road users. As a result, the Force undertakes a number of enforcement and education activities that specifically target drivers and owners of this mode of transport. It is the enforcement of legislation such as un-roadworthy vehicles and 'driver hours' offences that contribute to the casualty reduction aim of the CoLP.
10. The Force has seconded an officer to the TfL funded joint task force which is a partnership between TfL, the City of London Police, the MPS and Driver and Vehicle Standards Agency. It's remit is to target vehicles (and Operators) within the Construction sector to ensure they comply with legislation.
11. In addition to core roads policing activity we conducted 22 Operations focussing on the use of Large Goods Vehicles with the following results:
  - 255 vehicles stopped
  - 225 offences detected
  - 60% of vehicles stopped had offences identified

The main offences were drivers' hours offences / driver rest periods as per the tachograph. This is followed by vehicle defects.

## **Pedestrians**

12. The overall number of Pedestrian casualties has increased by 2% over last year, and the number of Pedestrians Seriously injured has decreased by 14%, but is currently 46% above the 2011/12 figure. This continues to be a problematic group to target as there is no enforcement element, and the difficulty is getting the message to 350,000 people within the City that road safety is an issue for them.
13. One of the main reasons for pedestrian casualties is lack of attention to the environment. Quite simply, pedestrians do not pay enough attention to what they are doing.

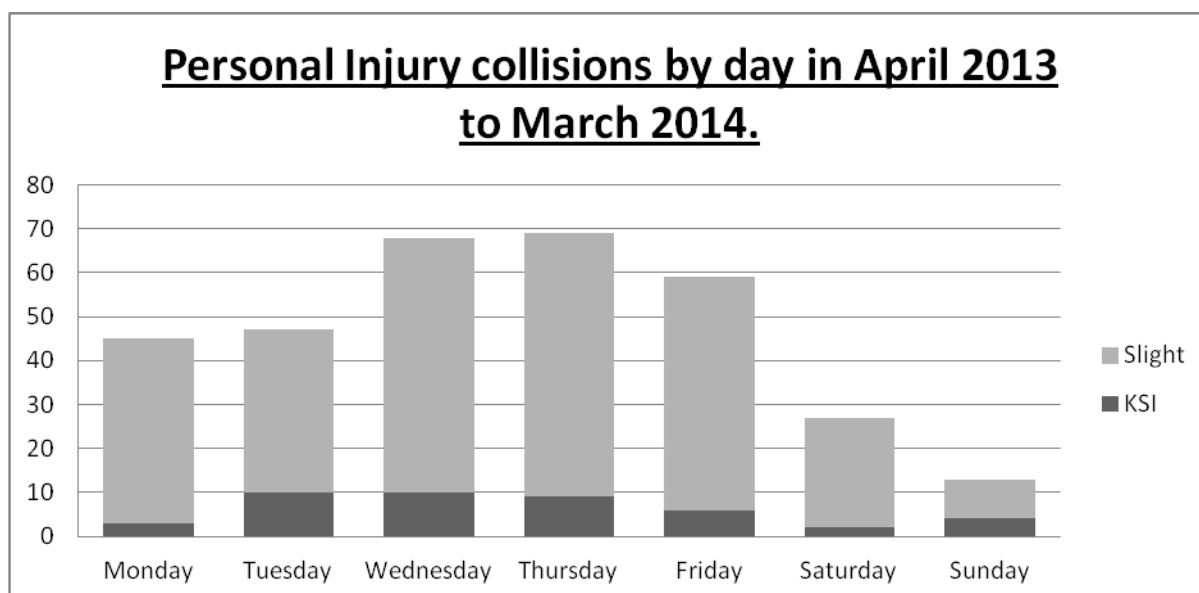
## Motor Vehicles

14. There are a number of Operations that are undertaken that seek to enforce rather than educate. However the main Operation is Op. Giant:

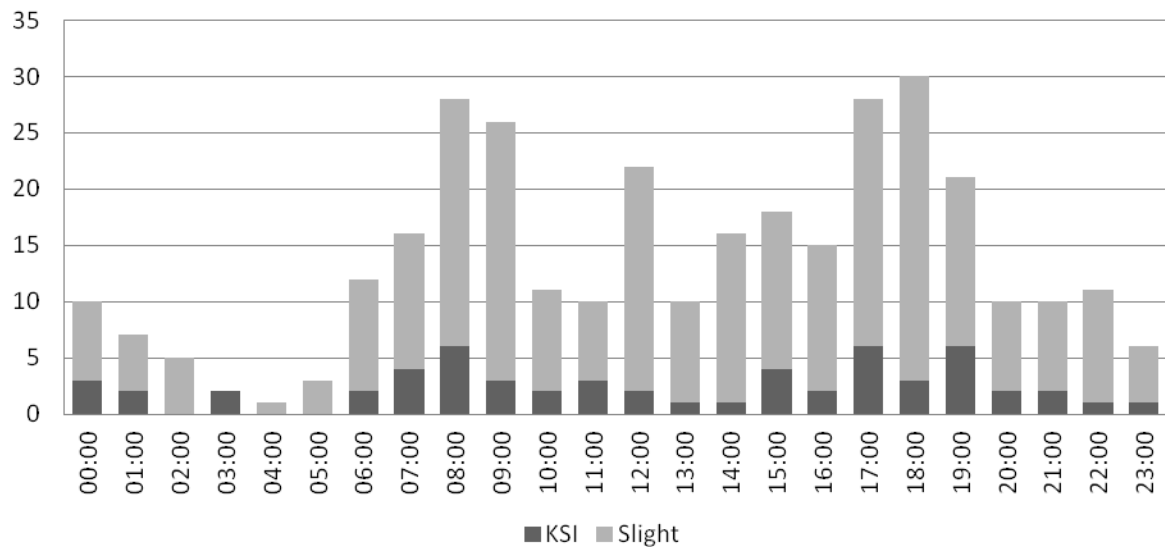
### Operation Giant

Targeting unlicensed or uninsured drivers through an ANPR based operation. This ensures that such drivers and vehicles are removed from the roads thus making them a safer place for other road users. This is a current priority for the Force with the number of seizures rising month on month since June. A £150 fee is charged which is set by Statutory Instrument. This fee is paid by the driver / owner of the vehicle for release of the vehicle. In addition, there is another fee of £20 for 24 hrs storage of a vehicle. As the Force stores the vehicles on-site and does not engage contractors for this- the monies are retained in Force. For the 2013 -14 period the City of London Police seized 507 vehicles for *no insurance and / or being driven without a licence* which resulted in income generation of £100,071.

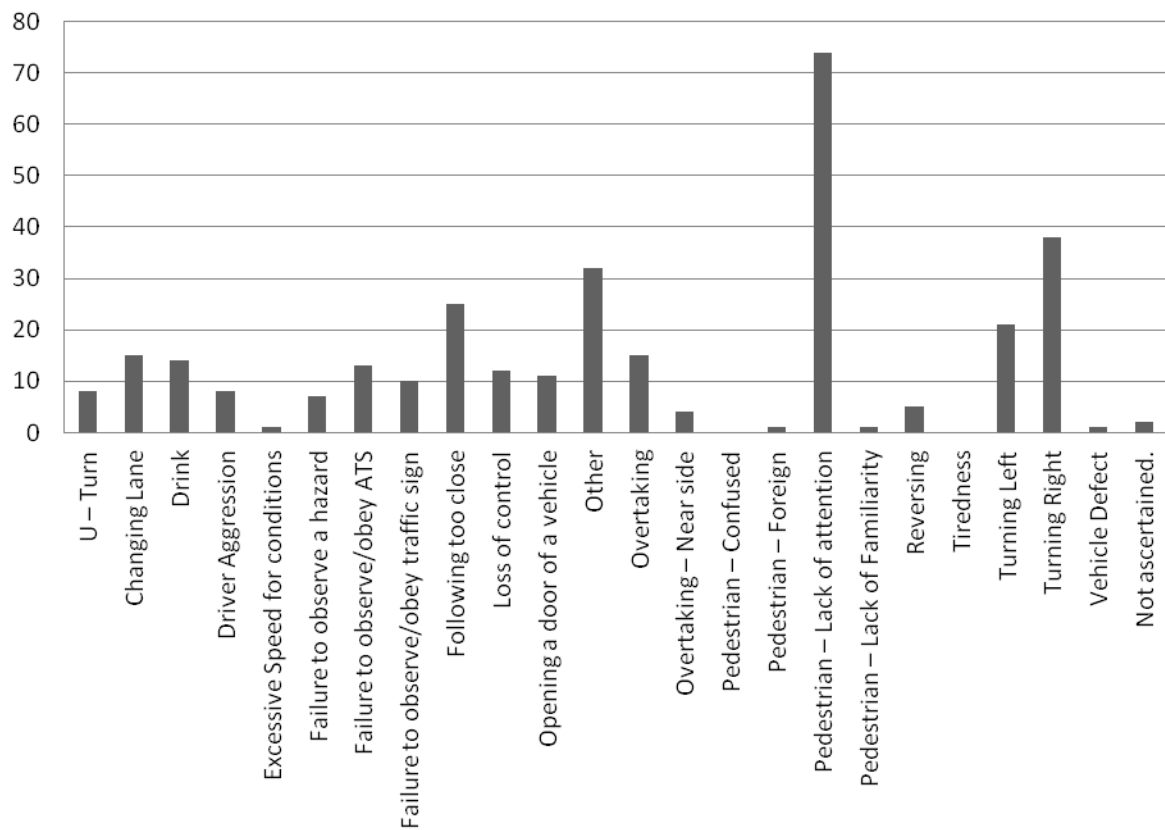
## Analysis and causation factors



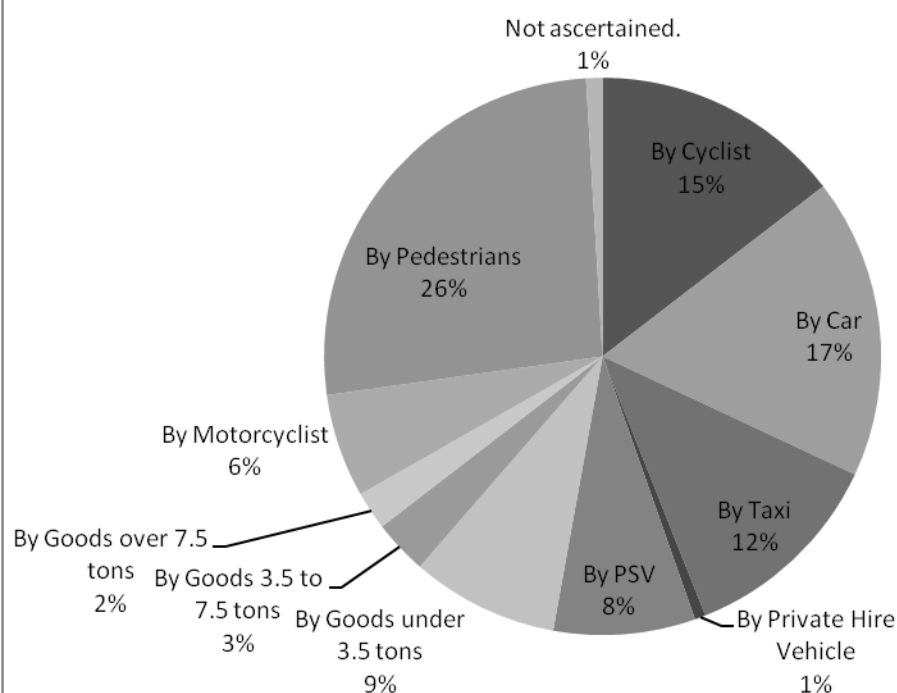
**Personal Injury collisions between April 2013  
and March 2014 by time of day.**



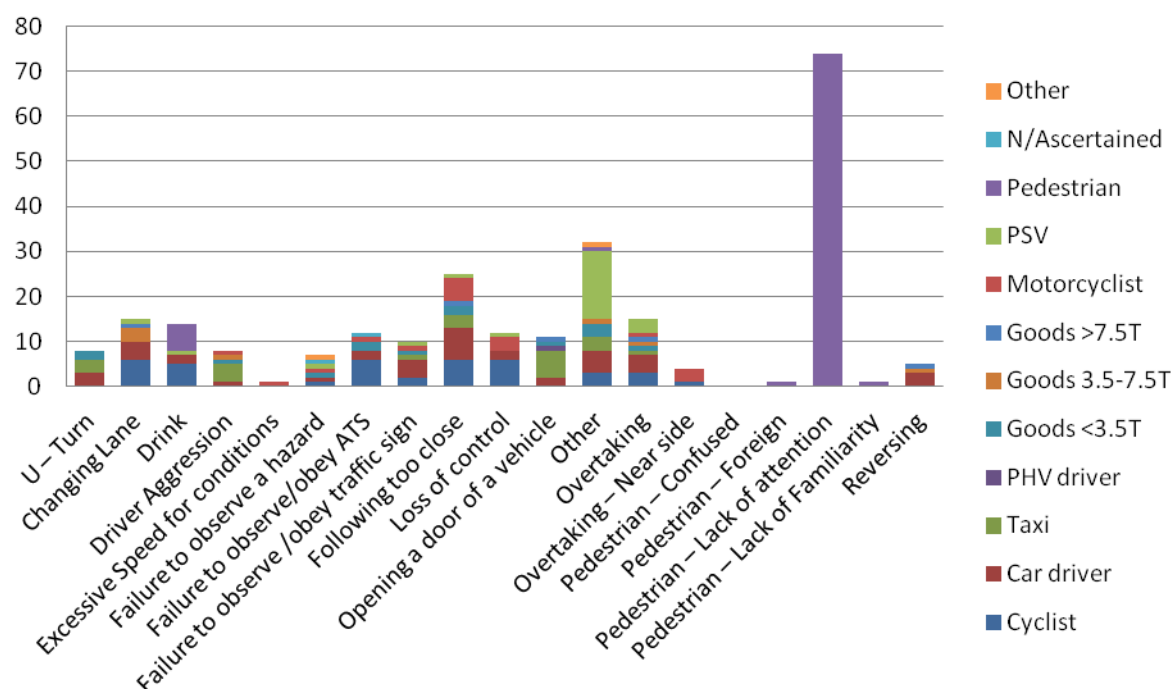
**Personal Injury collisions April 2013 to March  
2014 by cause.**



## Personal Injury collision April 2013 to March 2014 by mode causing the collision.



## Personal Injury collisions by cause and mode April 2013 to April 2014.



## Partnership working

15. As mentioned in the previous reports to your Committee, the City of London Police have an officer attached to a funded post on the TfL funded Industrial HGV Task Force which aims to focus compliance and enforcement checks on construction vehicles. This unit is staffed by officers from the MPS, the City of London Police and also the DVSA – the Driving and Vehicle Standards Agency (formerly VOSA which has merged with the Driving Standards Agency).
16. In the first 6 months the team stopped 1,960 vehicles from the target community and 860 were issued with roadworthiness prohibition notices. The full first 6 monthly report is attached at Appendix C.
17. Through close work with the Safer City Partnership (SCP) and other departments within the City of London, a problem location where there were a high number of collisions recorded has been re-engineered to make it safer for all users. At Holborn Circus, between 1<sup>st</sup> June 2011 and 2<sup>nd</sup> July 2013 there were a total of 32 injury collisions (4 serious and 28 slight, representing an average of 1.28 per month). The improvement works at this junction started on 22<sup>nd</sup> July 2013 and the newly engineered junction opened on 29<sup>th</sup> April 2014. During this period there were 3 slight collisions, representing an average of 0.375 per month. This extrapolates to an annual reduction of 11 casualties.
18. On the 20<sup>th</sup> July 2014 the majority of the City of London becomes a 20mph zone. The City of London Corporation through the SCP have provided approximately £20K to purchase the latest hand held speed cameras. This is to provide the City of London Police with a wider capability to support the implementation of this zone and ensure that motor vehicles using the City of London comply with the speed limit.
19. At the beginning of this reporting period there were a number of cycling fatalities across London in a few days. As a result the City of London Police joined forces with TfL and the MPS to provide a Pan London response and launched Operation Safeway. This focussed on providing enforcement and road safety initiatives to all modes of transport.
20. The Operation ran from 25<sup>th</sup> November 2013 to 25<sup>th</sup> December 2013 and was timed to capture the wider commuting element by operating in the early and late commuting periods. The key junctions identified within the City were:
  - Bank
  - London Bridge / Cannon Street
  - Bishopsgate / Wormwood Street
  - Aldersgate / Beech Street
21. There were over a 1000 interactions with road users and the response from the public was hugely positive. The feedback showed that the public really

appreciated seeing a large number of officers at junctions interacting with all the different modes of transport.

22. Whilst the data sets are too small for the City to be able to measure any reduction in collisions, the media attention that was generated across London and the overwhelming positive feedback showed there is a desire from the public for this kind of policing to continue.

### **Key anticipated risks for the future**

- The Mayor of London aims to double the number of cyclists within London in the next ten years.
- The continued developments of Crossrail and the Thames Tideway will increase the number of Goods Vehicles in the City for a number of years to come.
- Information from the City of London states that redevelopment of office space in the City of London will see an increase in the daytime working population of nearly 100,000 people by 2026, which is likely to affect crime and public safety.
- The redevelopment of the Bank Underground Station will require the closure of Arthur Street and will make the London Bridge Cannon Street junction and surrounding area busy with construction vehicles until 2024.

### **Future Proposals and Strategies**

- a. The City of London Police has made the improvement of road safety a Force Priority and this is included in the Force Plan 2013 – 2016. The outcomes are shown as:
- Making the City roads safer
  - Engaging effectively with our partners
  - Effectively enforcing the law
- b. The key measures to support the priority at C are:
- To deliver enforcement and educational activities for road users.
  - To increase the number of vehicles seized for being driven whilst uninsured and / or being driven by an unlicensed driver (based on 2012-13 data)
  - To increase the number of referrals to the Capital City Cycle Safe scheme and the NDORS Driver Alert Scheme (based on 2012-13 data).
- c. The Mayor for London recently launched his vision for cycling, which may result in significant changes to the TLRN road in the City with potentially reduced

traffic lanes, more cycle facilities, and reduced vehicle speeds. This will inevitably create some enforcement challenges for the Force and we will work with them on their vision. Transport for London intends to introduce Cycle Super Highways along the route between Westminster and the Tower of London, and from Blackfriars to Farringdon Road. The dedicated Cycle routes are being designed to reduce Cyclist casualties by separating Cyclist from other traffic.

- d. Now that the Strategic Road Danger Reduction Partnership between the City of London, the City of London Police and other stakeholders is firmly established, it is important to continue to develop the tactical and operational delivery elements of this to ensure that the strategic aims and objectives are achieved through managed and co-ordinated tasking of resources. This should be a key aim for all stakeholders over the next 6 months to continue the momentum to reduce casualties.

## **Consultation**

23. The Lead Member for Road Safety, Alderman Alison Gowman, has been consulted in the preparation of this report and has been an active participant in the development of the partnership and a reliable and interested critical friend in many areas of road safety and policing activity.

## **Conclusion**

24. Now that a key partnership group with City of London Corporation has been developed, it is important to translate this into effective operational delivery.

## **Appendices**

Appendix A – Explanation of the Collision and Casualty statistical information used in this document.

Appendix B - DfT Guidance on Casualty classifications.

Appendix C- Industrial HGV Task Force- 6 month Review October 2013-March 2014.

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## Appendix A

Information that a collision has occurred, or that a person has been injured in a collision, comes to Police attention either because an officer attends the scene shortly after the crash has occurred and writes a collision report book, or from a report from another person who sends a self report form to us at a later date.

Information from those two types of reports are recorded on a collision recording management programme (CRS) by our Criminal Justice Unit Staff. That programme is primarily a tool to assist in the investigation process and is not intended to provide statistical information, although it does give headline figures for the current position in the Calendar Year.

To provide the statistical information required by the Department of Transport and Transport for London our CJU send paper copies of the records to the Metropolitan Police who put the details onto another computer system which provides the information to Transport for London (ACCSTATS) and the DfT who publish annual reports based on the Calendar year.

The information published by TfL and the DfT is different to that on the CRS system for a number of reasons, such as:

- The officer taking the original report has given the collision the wrong classification in relation to the injury sustained as classified by the DfT. The DfT classifications (As at Appendix B) are not particularly logical and are open to different interpretations. Examples of this are that a 'suspected broken bone' is a Slight, whilst if the report just says 'broken bone' it is classified as Serious.
- The location is not in the City of London
- The location is on the City boundary and is allocated to another London Borough
- The location is on the City boundary, has been reported to the Metropolitan Police, and is allocated to the City of London
- Mis-keying by the person inputting in either our CJU or the Metropolitan Police (or sometimes by both).
- The report has been sent in by someone involved in the collision, as opposed to being reported by Police, and the information is either incorrect, such as at a location that does not exist (Bishopsgate junction with Fleet Street), or there is insufficient information (such as the time and date) provided for the report to be validated and accepted onto the ACCSTATS system.
- Collisions that have occurred in the City are reported to other Police Forces and can take some time to arrive here.
- A collision reported more than 30 days after the incident are not accepted by the DfT but appear on our CRS system.
- A person who dies more than 30 days after the collision has occurred is not recorded as a Fatal by the DfT, but is by us. (The DfT show it as a Serious collision and injury!).
- A collision that occurs in the City this month will generally appear on our CRS system within a week of it being reported/being received by this Force, but will

not appear on ACCSTATS for 3 or 4 months, which is not helpful, but we have no control over this. The only way to provide recent collision and casualty information is to add a rationalised (correcting any obvious miss keying, classification of injury, or location errors etc) version of the recent information on our CRS system to the older published information on ACCSTATS.

- Collisions that involve a City Police vehicle at any location in the Country are recorded on the CRS system, but are not relevant to the City of London casualty statistics.

An example of the above is where the driver of a motor vehicle recently crashed into a building as a result of having a bleed to the brain. It was recorded as a Serious collision and injury on our CRS system, but is not classed as a Personal Injury collision by the DfT as the injury occurred before, and unrelated to the crash, and will therefore not appear in the DfT statistics.

Later this year this Force is supposed to be obtaining the national 'CRASH' computerised recording system which is intended to reduce the inputting incidence to one occasion, and then sends the information direct to TfL and the DfT, which should enable correct information for statistical purposes to be obtained in a short period of time.

**The identical process has been used to create the Collision and Casualty information for the 2011/12, and 2012/13 years, in this report. That process was to include:**

**All the reports that appear on the Force CRS system that have an injury recorded in accordance with one of the DfT categories of Fatal, Serious or Slight, as they would be recorded by the DfT irrespective of the categorisation given to it by our CJU staff or the Metropolitan Police.**

**To include all reports from other Forces of collisions that occurred within the City of London and in accordance with the above criteria.**

**To exclude all collisions on the CRS system that have been incorrectly recorded, or contain insufficient information regarding essential matters such as location or injuries.**

**To exclude all CRS records for locations outside the City of London boundary.**

**The data for each financial year has then been analysed in exactly the same way to produce reliable trend patterns for the overall figures, and the individual modes.**

## Appendix B

### Definitions, symbols and conventions

**Accident:** Involves personal injury occurring on the public highway (including footways) in which at least one road *vehicle* or a *vehicle* in collision with a *pedestrian* is involved and which becomes known to the police within 30 days of its occurrence. One accident may give rise to several *casualties*. "Damage-only" accidents are not included in this publication.

**Adults:** Persons aged 16 years and over (except where otherwise stated).

**Agricultural vehicles:** Mainly comprises agricultural tractors (whether or not towing) but also includes mobile excavators and front dumpers.

**Built-up roads:** *Accidents* on "built-up roads" are those which occur on roads with *speed limits* (ignoring temporary limits) of 40 mph or less. "Non built-up roads" refer to speed limits over 40 mph. *Motorway accidents* are shown separately and are excluded from the totals for built-up and non built-up roads.

**Buses and coaches:** Buses or coaches equipped to carry 17 or more passengers, regardless of use.

**Cars:** Includes *taxis*, estate cars, three and four wheel cars and minibuses except where otherwise stated (i.e. Tables 22, 27, 28, and 40). Also includes motor caravans prior to 1999.

**Casualty:** A person *killed* or *injured* in an *accident*. Casualties are sub-divided into *killed*, *seriously injured* and *slightly injured*.

**Children:** Persons under 16 years of age (except where otherwise stated).

**Darkness:** From half an hour after sunset to half an hour before sunrise, i.e. "lighting-up time".

**Daylight:** All times other than *darkness*.

**DfT:** Department for Transport

**Drivers:** Persons in control of *vehicles* other than *pedal cycles*, *motorcycles* and ridden animals (see *riders*). Other occupants of *vehicles* are *passengers*.

**Failed breath test:** *Drivers* or *riders* who were tested with a positive result, or who failed or refused to provide a specimen of breath (see note on Table 11 in "Notes to individual tables" for the coverage of breath test data).

**Fatal accident:** An accident in which at least one person is *killed*.

**Goods vehicles:** These are divided into two groups according to vehicle weight. They include tankers, tractor units without their semi-trailers, trailers, articulated vehicles and pick-up trucks.

*Heavy goods vehicles (HGV):* Goods vehicles over 3.5 tonnes maximum permissible gross vehicle weight (gvw).

*Light goods vehicles (LGV):* Goods vehicles, mainly vans (including car derived vans), not over 3.5 tonnes maximum permissible gross vehicle weight.

*Injury accident:* An *accident* involving human injury or death.

*Killed:* Human casualties who sustained injuries which caused death less than 30 days (before 1954, about two months) after the *accident*. Confirmed suicides are excluded.

*KSI: Killed or seriously injured.*

*Light Goods Vehicle (LGV):* see *Goods vehicles*

*Motorcycles:* Two-wheel motor vehicles, including mopeds, motor scooters and motor cycle combinations.

*Motorways:* Motorway and A(M) roads.

*Other roads:* All B, C and unclassified roads, unless otherwise noted (i.e. Tables 5a-c).

*Other vehicles:* Other motor *vehicles* include ambulances, fire engines, trams, refuse *vehicles*, road rollers, *agricultural vehicles*, excavators, mobile cranes, electric scooters and motorised wheelchairs etc, except where otherwise stated (i.e. Tables 28 and 40). Other non motor *vehicles* include those drawn by an animal, ridden horse, wheelchairs without a motor, street barrows etc, except where otherwise stated (i.e. Tables 28 and 49). In certain tables "*other vehicles*" may also include *buses and coaches* and/or *goods vehicles*, as indicated in a footnote.

*Passengers:* Occupants of *vehicles*, other than the person in control (the *driver* or *rider*). Includes pillion passengers.

*Pedal cycles:* Includes tandems, tricycles and toy cycles ridden on the carriageway. From 1983 the definition includes a small number of cycles and tricycles with battery assistance with a maximum speed of 15 mph.

*Pedal cyclists:* *Riders* of *pedal cycles*, including any *passengers*.

*Pedestrians:* Includes children riding toy cycles on the footway, persons pushing bicycles, pushing or pulling other *vehicles* or operating pedestrian-controlled *vehicles*, those leading or herding animals, children in prams or buggies, and people who alight safely from *vehicles* and are subsequently injured.

*Riders:* Persons in control of *pedal cycles*, *motorcycles* or ridden animals. Other occupants of these *vehicles* are *passengers*.

*Road users:* Pedestrians and vehicle riders, drivers and passengers.

*Rural Roads:* Major roads and minor roads outside urban areas and having a population of less than 10 thousand. *Motorways* in rural areas are shown separately and (with the exception of Tables 23a, b and c) are excluded from the totals for rural roads.

**Serious accident:** One in which at least one person is seriously injured but no person (other than a confirmed suicide) is *killed*.

**Serious injury:** An injury for which a person is detained in hospital as an “in-patient”, or any of the following injuries whether or not they are detained in hospital: fractures, concussion, internal injuries, crushings, burns (excluding friction burns), severe cuts, severe general shock requiring medical treatment and injuries causing death 30 or more days after the *accident*. An injured *casualty* is recorded as *seriously* or *slightly injured* by the police on the basis of information available within a short time of the *accident*. This generally will not reflect the results of a medical examination, but may be influenced according to whether the casualty is hospitalised or not. Hospitalisation procedures will vary regionally.

**Severity:** Of an *accident*, the severity of the most severely injured *casualty* (either *fatal*, *serious* or *slight*). Of a *casualty*; *killed*, *seriously injured* or *slightly injured*.

**Slight accident:** One in which at least one person is *slightly injured* but no person is *killed* or *seriously injured*.

**Slight injury:** An injury of a minor character such as a sprain (including neck whiplash injury), bruise or cut which are not judged to be severe, or slight shock requiring roadside attention. This definition includes injuries not requiring medical treatment.

**Speed limits:** Permanent speed limits applicable to the roadway.

**Taxi:** Any vehicle operating as a hackney carriage, regardless of construction, and bearing the appropriate district council or local authority hackney carriage plates. Also includes private hire cars.

**Users of a vehicle:** All occupants, i.e. *driver* (or *rider*) and *passengers*, including persons injured while boarding or alighting from the *vehicle*.

**Urban Roads:** Major and minor roads within an urban area with a population of 10 thousand or more. The definition is based on the 1991 Office of the Deputy Prime Minister definition of urban settlements. The urban areas used for this bulletin are based on 2001 census data. *Motorways* in urban areas are shown separately and (with the exception of Tables 23a, b and c) are excluded from the totals for urban roads.

**Vehicles:** Vehicles (except *taxis*) are classified according to their structural type and not according to their employment or category of licence at the time of an *accident*.

**Vehicles involved in accidents:** *Vehicles* whose *drivers* or *passengers* are injured, which hit and injure a *pedestrian* or another *vehicle* whose *driver* or *passengers* are injured, or which contributes to the *accident*. *Vehicles* which collide, after the initial *accident* which caused injury, are not included unless they aggravate the degree of injury or lead to further *casualties*. Includes *pedal cycles* ridden on the footway.

## **Symbols and conventions used**

**Rounding of figures:** In tables where figures have been rounded, there may be an apparent slight discrepancy between the sum of the constituent items and the total as shown.

*Symbols:* The following symbols have been used throughout:

0 = nil or negligible (less than half the final digit shown).

.. = not available/applicable.

*Conversion factor:* 1 mile = 1.6093 kilometres.

# **Industrial HGV Task Force**

Review of first six months of operations

October 2013 – March 2014

# **Industrial HGV Task Force – review of first six months of operations**

## **Executive Summary**

The Industrial HGV Task Force (IHTF) has worked successfully to target the most dangerous and non-compliant commercial vehicles on London's roads. The team has worked effectively in partnership with TfL and other agencies in order to maximise the success of its activities and has undertaken a large number of high visibility roadside enforcement operations in order to ensure a high level of visibility. The IHTF has acted as a deterrent to non-compliant operators seeking to enter London, undercutting the work of those operating legitimately.

The IHTF is an exemplar of partnership working in London. This joint approach to the activities and structure of the IHTF means that it has greater capability and has been more successful than any one agency working alone.

The IHTF has processed a number of cases to the Office of the Traffic Commissioner in order to ensure that the most dangerous operators are penalised and their operations changed, although the processing of these cases have been delayed because of the increased workload it has created for the Traffic Commissioner. These delays can sometimes allow a firm to continue operating until their case is heard.

As well as focusing on penalising the deliberately non-compliant and dangerous operators on London's roads, the IHTF has undertaken proactive engagement with the operators who appear not to be fully aware of their responsibilities.

The work of the IHTF is supported by the UK's largest trade bodies including the Road Haulage Association (RHA) and the Freight Transport Association (FTA).

In order to maintain the success of the IHTF in combating the most dangerous vehicles on London's roads, TfL recommends that all partner agencies should continue to support the team through continued funding, including additional support for the Traffic Commissioner, provision of equipment, manpower and training resources as well as providing intelligence support.

## **Document overview**

This report has been produced by Transport for London on behalf of the Driver and Vehicle Standards Agency, Metropolitan Police Service and City of London Police.

## Background

In 2012 the number of pedal cyclists killed or seriously injured (KSI) on London's roads increased by 18 per cent, compared to 2011, accounting for 16 per cent of all casualties, 23 per cent of all serious injuries and 10 per cent of all fatalities. In 2011, 7 out of 9 cycle fatalities involved Heavy Goods Vehicles in the construction and waste industries despite HGV's making up only 4 per cent of road miles driven. The recently launched Safe Streets for London: Road Safety Action Plan sets out the Mayor of London's target to reduce KSIs amongst all road users by 40 per cent by the year 2020. Vulnerable road users currently make up 80 per cent of victims in collisions.

In order to address the problem of fatal collisions between cyclists and construction HGVs the Department for Transport (DfT) and Transport for London (TfL) jointly announced a series of actions on the 4<sup>th</sup> September 2013, one of which was the creation of a dedicated Industrial HGV Task Force combining matched resources, funded by DfT and TfL, from the Metropolitan Police Service (MPS), Vehicle Operator and Services Agency (now the Driver and Vehicle Standards Agency – DVSA) and from the City of London Police (CoLP). The team was set up with the objective to conduct effective targeted enforcement operations against non-compliant operators, drivers and vehicles in the construction and waste industries, over and above the usual commercial vehicle compliance activities of DVSA and the Police.

Trade bodies, namely the Road Haulage Association and Freight Transport Association, have been supportive of the introduction of the IHTF.

The work of the IHTF is the latest in a series of joint initiatives demonstrating the strong and successful partnership between DVSA/TfL. These included Operation Kansas (enforcement against dangerous novelty vehicles), enforcing weight restrictions on the M4 elevated section during the 2012 Games, providing Vehicle and Traffic Examiner resources for the new Blackwall Tunnel enforcement site and the development of an information sharing agreement allowing all parties to share information on non-compliant operators/vehicles.



Officers conducting license and vehicle checks

## Team structure

The IHTF consists of the following

Agency	Number of Officers
Metropolitan Police Service	7
City of London Police	1
Driver and Vehicle Standards Agency	8
Total	16

The majority of the officers on the task force were selected for their experience and training in enforcement against non-compliant commercial vehicles; those less experienced were motivated to contribute to improving the safety of vulnerable road users. The task force is jointly supervised by a DVSA Senior Vehicle Examiner and a MPS Sergeant. The use of officers from multiple agencies ensures that the IHTF is able to respond to and enforce against the full range of commercial vehicle and driver offences both at the roadside and during operator visits.

The team utilises a range of equipment including solo MPS and CoLP motorcycles, MPS and DVSA Automatic Number Plate Recognition (ANPR) cars, DVSA Mobile Inspection Vans and MPS cars. The team access this equipment from a pool of vehicles shared with other units and teams. Vehicles used by the IHTF therefore have no distinct branding to set them apart from other Police/DVSA units.

## Team activities

Since the start of roadside operations on 1<sup>st</sup> October 2013 the team has targeted, stopped and processed over 1900 vehicles at the roadside<sup>1</sup>. Of the vehicles targeted and stopped in the construction and waste industries 72 per cent were found to be non-compliant. This figure is significantly higher than DVSA and the MPS would expect from general population of commercial vehicles on London's roads. As a comparator the DVSA Fleet Compliance Check Report<sup>2</sup> found only 9.9 per cent of GB vehicles to be non-compliant.

The IHTF was set up to deal with the most dangerous vehicles on London's roads and undertakes a targeted approach to enforcement utilising a number of tools, including Operator Compliance Risk Scoring, ANPR and roadside observation. The serious levels of non-compliance identified are a result of this approach and should not be considered a reflection of the industry as a whole.

In just under 6 months of operations the team have issued over 800 roadworthiness prohibitions for construction and use offences and over 130 drivers hours

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<sup>1</sup> Results relate to the period 1<sup>st</sup> October 2013 – 29<sup>th</sup> March 2014

<sup>2</sup> DfT Fleet Compliance Checks 2012/2013 – Government Operational Research Service

prohibitions. These roadside prohibitions have been supplemented by issuing over 500 fixed penalty notices for a variety of driver and vehicle related infringements including bald tyres, defective steering and brakes and using a handheld mobile phone while driving. The team has also seized 24 vehicles for a variety of offences including driving without insurance and driving not in accordance with a license. 79% of vehicles seized were operating in the construction and waste industries.

To improve the safety of all vulnerable road users, the IHTF have targeted vehicles whose operators claim exemption from key road safety legislation, including operator licensing and plating and testing regulations. One particular type of exempted vehicle is volumetric concrete mixers. To date the IHTF have stopped a total of 8 such vehicles, only 1 of which was found to be compliant with all relevant legislation. Other exempted vehicle types stopped include mobile cranes. TfL will evidence the team's results as part of their continued lobbying of DfT to remove these exemptions.

Since inception the IHTF have undertaken over 100 high visibility roadside operations with over 5000 man hours of high visibility enforcement activity carried out in areas with very high levels of construction traffic movement. This has helped to ensure that the presence of the IHTF is well known to drivers and operator, creating a visible deterrent to non-compliant operators from entering London.

A core part of the IHTF's work is to engage with drivers at the roadside, during operator visits and during seminar style events. The IHTF regularly provides drivers with a variety of information relating to road safety, CPC driver training courses, drivers hours, cycle safety equipment, load security and other relevant subjects.

Representatives of the IHTF have delivered presentations on their enforcement activities at TfL facilitated seminars for new and lower risk non-compliant operators (the most serious cases of non-compliance continue to be referred to the Traffic Commissioner). They highlighted a number of issues which they have identified as being of concern, such as drivers hours infringements, insecure loads and minor mechanical issues.

The IHTF have worked in conjunction with the Office of the Traffic Commissioner to fast track serious cases to Public Inquiry. Since the beginning of operations over 45 follow up investigations have been conducted resulting in 19 public inquiry submissions and 34 cases put forward for further action by the Office of the Traffic Commissioner. The Police have progressed approximately 15 prosecutions through the Criminal Justice System.

TfL have supported the IHTF providing detailed analysis of the movement of non-compliant commercial vehicles utilising TfL's ANPR network along with information sourced from other agencies (e.g. DVSA, the Health and Safety Executive and the MPS). This has provided the IHTF with the ability to intelligently pursue high risk operators in the construction and waste sectors.

## Recommendations

The following recommendations are based on the initial results from the activities and structure of the Industrial HGV Task Force.

- All relevant agencies should commit to continued funding and resourcing of the IHTF. This will provide stability to the team and allow the team to engage fully in long term strategic operations.
- The Police officer roles within the IHTF should become permanent positions for which recruitment should be undertaken by the MPS and CoLP. These officers should be permanently based in the team and not rotated with other officers of similar skill. This will provide stability in the team, allow for the growth of an inclusive team identity and also allow MPS officers to undergo additional training and development thereby increasing the effectiveness of the team as a whole.
- The Office of the Traffic Commissioner for London and the South East of England should be given additional resources in order to increase the capacity for Public Inquiries (PI) and Driver Conduct Hearings. This will help deal with the increased volume of cases due to the work of the IHTF, reduce the lead time required to get PIs to the Traffic Commissioner and prevent some firms continuing to operate until their case is heard.
- IHTF activities to continue to be ring fenced and focussed on targeting the most non-compliant and dangerous drivers, vehicles and operators on London's roads for roadside checks, follow up investigations and educational work.



Officer conducting roadside check

## Appendix A

### Total results (1<sup>st</sup> October 2013 – 29<sup>th</sup> March 2014)

	Construction and Waste HGV	Other HGV	Other Vehicles	Total
Total number of vehicles stopped	919	931	110	1960
No. of satisfactory stops	200	325	23	548
Roadworthiness Prohibition (PG9)	441	351	68	860
Roadworthiness Inspection Notice	60	28	2	90
Driver Hours prohibitions (Total)	83	54	0	137
Overweight prohibitions	9	3	12	24
FPNs issued (Driver related)	72	59	8	139
FPNs issued (Vehicle related)	183	164	33	380
Vehicles seized	16	4	4	24

Data collated by TfL and the MPS

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<b>Committee:</b>	<b>Date:</b>
Police Committee	4th July 2014
<b>Subject:</b> Annual Report on Professional Standards Activity – 2013/14	<b>Public</b>
<b>Report of:</b> Commissioner of Police Pol 49/14	<b>For Information</b>

## Summary

This report provides a comprehensive overview of activities relating to Police Professional Standards over the year 2013/14, giving an account of both the work of your Professional Standards and Integrity Sub-Committee and of the Force's Professional Standards Department (PSD) during this period.

Your Sub-Committee discharges an essential role of oversight and scrutiny of the Force's handling of complaint and conduct matters. It also provides invaluable support to the work of the Organisational Learning Forum (OLF) and is now leading on the work to develop the Force's Integrity Strategy.

This report also provides a summary of performance statistics which are submitted annually to the Independent Police Complaints Commission (IPCC). Overall the recorded number of complaint cases increased in this period. This is attributable to additional complaints relating to Action Fraud, the fraud reporting authority run by the Force which has a National remit. Complaints relating to City of London Police personnel have reduced. Figures are low relative to the number of interactions with the public and to the complaint figures for other Forces.

The City of London Police's PSD performs well in terms of recording complaint cases within the target of 10 days (95% against a national average of 78%). The time the Force takes to complete an investigation is also lower than the national average (44 days compared to the national average of 99 days).

The Organisation Learning Forum (OLF) monitors trends identified as potential concerns and where action such as changes to operational procedures or specific training might drive service improvements. During 2013/14 examples of action taken following OLF include a number of changes to procedures, such as those related to Use of Police Vehicles, Disclosure of information, lockers, and sexual related offences.

*NB: For the benefit of Members, a glossary of technical terms has been included as an Appendix.*

## Recommendations

That the report is received and its contents noted.

## **Main Report**

### **The Professional Standards and Integrity Sub-Committee**

1. The Professional Standards and Integrity Sub-Committee have responsibility for providing detailed oversight of professional standards in the City of London Police. During 2013/14, it received statistical updates on complaint cases and trends relating to (a) the nature of allegations in complaints, (b) the means by which those allegations are resolved, and (c) the ethnic origin of complainants. The Sub-Committee continue to perform a highly detailed scrutiny function to examine the casework of every complaint recorded by the Force – this is unique among all Offices of Policing and Crime Commissioners and local policing bodies.
2. In 2013/14 the Sub-Committee continued to look at matters of conduct; it received updates on all misconduct meetings and hearings which had been dealt with by the Force and Police Appeals Tribunals cases managed by the Town Clerk's Department (these are the proceedings to deal with appeals by officers who have been dismissed from the police service). The Sub-Committee receives updates on Unsatisfactory Performance Procedures (UPP), which concern performance or attendance issues (as opposed to misconduct). It continues to receive six-monthly updates by the Comptroller & City Solicitor on Employment Tribunal cases concerning police officers and staff. These outlined the nature of claims and the outcome of cases.
3. The Sub-Committee continue to support the Force in ensuring themes identified in complaint or conduct cases are progressed as issues of Organisational Learning. This is done through the PSD Working Group. The Force's Organisational Learning Forum (OLF), chaired by the Assistant Commissioner, includes representation from all Force directorates and has a series of working groups focusing on specific areas of organisational learning, including PSD, Custody and Public Order. The Sub-Committee was represented by the Town Clerk, James Goodsell, who attended meetings of the PSDWG in 2013/14, and the Sub-Committee received a digest of highlighted areas/themes of learning at every meeting.

### **The Work on Police Integrity**

4. Police Integrity continues to feature prominently on the national policing agenda, and to reflect this, the Professional Standards and Complaints Sub-Committee has been re-named in as the Professional Standards and Integrity Sub-Committee.
5. The Assistant Commissioner is the force strategic lead for the City of London Police Integrity Plan, and as such informs the Sub Committee with an executive summary and dashboard of Integrity monitoring across the Force, which includes reports from the Hospitality/Gifts Register, Business Interests of officers and staff, corporate credit card use, and contacts with the media. In 2013, the Force established the Integrity Standards Board (ISB), which the Chairman of the Sub Committee attends, to deliver the activities within the Integrity Action Plan and to proactively monitor areas highlighted for further enquiry in the Integrity dashboard.

6. PSD has delivered workshops for first level management (Sgt/Insp) delivered by PSD staff highlighting integrity issues that are the highest risk areas for staff. Further workshops are planned during 2014/15 aimed at Police officers and staff to be delivered during training days.
7. HM Inspectorate of Constabulary (HMIC) will be visiting the City of London police to conduct a review of police integrity in July 2014. HMIC will interview the Chairman of the Sub-Committee, and officers from the Town Clerk's Department as part of their inspection.

### **The Independent Police Complaint Commission (IPCC)**

8. The IPCC collects complaint data from all 43 Forces in England and Wales and produces a quarterly statistical bulletin. Each Force is provided an individual Bulletin containing complaint data, data compared to the "most similar force" (which the Force does not actually have given its unique size and remit) and national data. The IPCC also report on its own performance. It produces an Annual Report on Complaint statistics which allows Forces to see all national Force data together, and outlines any national trends on the reporting, investigation and appeals to the IPCC. Because of an IT upgrade, the IPCC were unable to provide us with their quarterly updates until early 2014 which covered the period Oct- Dec 2013. This delay has made timely comparison with other data difficult, although this should be addressed for 2014-15.
9. In 2013-14, the IPCC conducted one independent and one managed investigation (that is, one where the Force takes directions from the IPCC) and no supervised investigations (where the IPCC agree the terms of reference and investigation plan). Currently, they are involved in one independent, one managed and four supervised investigations, an increase that reflects government ambition to increase the span and scope of the IPCC involvement, rather than an increase in more serious cases in CoLP.
10. According to IPCC data, the City of London Police's PSD performs well in terms of recording complaint cases within the target of 10 days (95% against a national average of 78%). The time the Force takes to complete an investigation is also lower than the national average (44 days compared to the national average of 99 days).

## Complaints

### Recorded Complaints

	Complaints	Allegations	Complainants
<b>2013/14 Number (Excl Action Fraud)</b>	95	131	99
<b>Action Fraud</b>	139	139	140
<b>Total</b>	<b>234</b>	<b>270</b>	<b>239</b>
<b>2012/13 Number with No Action Fraud</b>	121	196	120

11. The City of London Police is the national Lead Force within the UK for Economic Crime investigation and since April 2013, receives all reports of fraud reported across England and Wales through the 'Action Fraud' reporting process. Complainants who previously would have directed their complaints to their local force are now directing them to the City of London Police. The Force is working with the IPCC on how this data can best be reported on statistical returns.
12. Seven cases contained an allegation of 'discriminatory behaviour'. Three of which, following a PSD investigation, were 'not upheld' - that is, the Force found that the officers involved had no case to answer. Three were locally resolved (See appendix for definition), and one is an ongoing investigation.

### Allegations Recorded

13. A total of 270 allegations were recorded in 2013/14. In terms of nature of allegations, the *highest* categories were:

Type:	Number allegations:	Overall percentage
Organisational decisions	139	51%
Other irregularity in Procedure	17	6%
Other neglect or failure in duty	17	6%
Incivility, impoliteness and intolerance	16	6%
Unlawful/unnecessary arrest or detention	12	4%

14. Organisational decisions are almost all relating to Action Fraud.
15. By comparison, nationally, the top five allegations recorded are (1) Incivility, (2) Oppressive Conduct, (3) Other Assault, (4) Unlawful/unnecessary arrest, and (5) Other neglect or failure in duty.
16. Compared to 2012/13 figures, 'Incivility', 'Other Irregularity in Procedure' Other Assault' and 'Oppressive Conduct', have all seen a significant decrease.

'Unlawful Arrest' and 'Other Neglect of Duty' have seen an increase in recorded allegations (13 to 17 and 4 to 12 respectively).

### Finalised Allegations

17. In the last year, the PSD finalised investigations on a total of 264 allegations. 11% were upheld (national average 2012/13 was 12%). This is an increase from the last reporting period where 10% were upheld.
18. Following the appointment of a PSD 'Local Resolution Champion' there has been an increase in Local Resolution as a means to finalise allegations. A total of 173 allegations were finalised by means of Local Resolution taken. This is an increase of 48% on the previous year.

### **Complainant Ethnicity**

19. PSD does record data relating to the ethnicity of the complainant. However, meaningful data is difficult to collect as complainants are often reluctant to self-identify. 189 out of the 239 complainants (79%) did not state their ethnicity. The highest category recorded is White British, 27 complainants have self-defined their ethnicity within this group (15%).
20. Of the total number of complainants in 2013/14, 239 were individual complainants. Of the individuals 157 stated they were male, 43 female and in 39 cases this is unknown. Most complainants do not state age, but from what the Force has recorded, the highest category is 40-49 years of age.
21. PSD complaint diversity data is published on the City of London Police website and is monitored by the Quality of Service & Equality, Diversity & Human Rights Units within ACPO Strategic Development.

### **Organisational Learning Forum**

22. Learning issues are central to the work of PSD. Complainants often express that they want the officer/organisation to acknowledge what went wrong, and how the Force will ensure that issues will not happen again. The Organisational Learning Forum (OLF) has been operating for seven years and meets on a quarterly basis.
23. The work of the OLF cuts across the organisation, it is a decision making forum and if necessary issues are escalated to the Force's Strategic Management Board (SMB). The OLF has the responsibility for the strategic overview of learning across all Directorates. It is supported by tactical groups focusing on Custody, Public Order, Stop and Search and Professional Standards, to tackle learning on a local level.
24. The Professional Standards Department Working Group (PSDWG) is attended by the Chairman of the Professional Standards and Integrity Sub-Committee for independent oversight (or by a representative for that individual). Any identified PSD learning issues that need to be addressed at a more strategic level are elevated to the OLF. The PSDWG also reviews the 'Learning the Lessons' bulletins issued regularly by the IPCC and ensures that lessons contained within them are addressed and disseminated across the Force.

25. During 2013-14, the PSDWG took a lead on a number of topics identified as areas for organisational learning, for example:-

#### Disclosure of Information

- Facebook inappropriate use – two officers were identified to be openly discussing Police business, and received formal management advice. A revised Force Policy was issued.

#### Use of Police Vehicles

- Need to improve policy in relation to use of police vehicle fleet – both covert/overt and out of Force area
- Improved management and recording of rental vehicle use
- Tightening up of procedure to report damage

#### Sexual Related Offences

- A jointly written document by ACPO and the IPCC highlighting the issues identified within the Police Service nationally.
- In response, a number of PSD training inputs were provided to supervisors during 2013/14 and a revised version for all staff is due for roll out across the Force over the next year. The inputs include PSD advice around social media, and the standards of professional behaviour and Integrity expected of our staff. The Chairman of the Sub-Committee and the Town Clerk's officers have attended this input.

### **Criminal Investigations**

26. In 2013/14, one officer was arrested by Hertfordshire Constabulary for possession of indecent images of children. The officer was, at the time of arrest, on a five year career break, and consequently resigned. He pleaded guilty at court and has received a suspended sentence and been placed on the sex offenders register.

27. One officer was arrested following a domestic dispute with his partner (also a police officer). Both made allegations against each other. One officer was bound over to keep the peace by Kent Police for 6 months. The officer attended a misconduct meeting and was given a written warning. The other officer involved received formal management action.

28. One officer was arrested for breaching the Data Protection Act (DPA) following an unauthorised PNC check on a personal friend. The Officer received a criminal caution and resigned.

29. One officer was arrested and charged by Essex police for possession of images of a child. The CPS subsequently offered no evidence at pre-trial hearings. The gross misconduct investigation continues.

30. One officer was arrested by Bedfordshire police in connection to an allegation of affray, assault, criminal damage and false imprisonment. No criminal prosecution ensued but a misconduct hearing is due to take place in July.

## **Misconduct**

31. During the reporting period 2013/14, 15 misconduct cases were recorded within PSD. A total of 15 misconduct cases were finalised during the reporting period (some of these cases had been carried over from 2012/13). Fourteen misconduct cases remain live investigations. Of the fifteen cases finalised during the reporting period the outcomes<sup>1</sup> were as follows:-

a) Misconduct Hearings

There were no Misconduct Hearings held.

b) Misconduct Meetings

There were three Misconduct Meetings held. One officer received a final written warning. Two officers received written warnings.

c) Management Action

In eight cases the officers were given formal management action.

d) No Action

In four cases there was No Case to answer and no further action was taken against the officer.

e) Resignation

Two officers resigned prior to Formal Misconduct proceedings. One for breaching DPA (Data Protection Act) and one for Discreditable conduct matters. In one case, the resignation was after receipt of a caution for a criminal offence and the other related to a Special Constable, the nature of the offence being such that the Appropriate Authority deemed pursuit of gross misconduct to be disproportionate.

## **Employment Tribunals and Unsatisfactory Performance Procedures**

32. During the reporting period four Employment Tribunals were lodged. Two were withdrawn and two are still ongoing with hearing states scheduled for the autumn.

## **Conclusion**

33. The number of complaints against police officers remains relatively low<sup>2</sup> given the high numbers of interactions with members of the public, often in challenging circumstances. However the number of complex and multiple complaints and conduct matters have increased, there are also more investigations which have IPCC involvement. The increased emphasis on learning has led to some

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<sup>1</sup> Some cases involve more than one officer & those involved may receive different disciplinary outcomes

<sup>2</sup> CoLP recorded 69 allegations per 1000 employees, National Average 177 allegations per 1000 employees Q3 2013/14

significant changes within the Force, both in terms of improved operational procedures and in positive changes in officer behaviour.

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## **Appendix A**

### **Glossary of Terms**

**Allegation** An allegation may concern the conduct of a person serving with the police or the direction and control of a police force. An allegation may be made by one or more complainants about the conduct of one or more people serving with the police. There may be one or more allegations that are linked within one complaint case.

**Allegations Withdrawn** A complainant may decide to withdraw their complaint or allegation, or that they wish no further action to be taken in relation to their complaint or allegation. If written notification to that effect is received from a complainant or his or her representative, the force should record the withdrawal or the fact that the complainant does not wish further steps to be taken.

**Appeals** An appeal offers a final opportunity to consider whether the complaint could have been handled better at a local level and, where appropriate, to put things right. The responsibility for determining appeals is shared between the IPCC and chief officer.

**Cases** A complaint case may contain multiple allegations and complainants relating to a set of circumstances.

**Complainant** A member of the public who was either adversely affected, is a witness to an incident which leads to a complaint or is acting on someone's behalf.

**Disapplication (previously dispensation)** There are certain limited circumstances in which a recorded complaint does not have to be dealt with under the Police Reform Act 2002. This is called disapplication and means that an appropriate authority may disapply the complaint. The appropriate authority may instead handle

a recorded complaint in whatever manner it thinks fit, including taking no action on it. Disapplication can only be used for recorded complaints that:

- Have been referred to the IPCC and it has referred the complaint back to the appropriate authority;
- Have been referred to the IPCC and it has determined the form of investigation; or
- Are not required to be referred to the IPCC

Grounds for disapplication are as follows:-

- More than 12 months have elapsed between the incident, or the latest incident, giving rise to the complaint and the making of the complaint and either that no good reason for the delay has been shown or that injustice would be likely to be caused by the delay.
- The matter is already the subject of a complaint made by or on behalf of the same complainant.
- The complaint discloses neither the name and address of the complainant nor that of any other interested person and it is not reasonably practicable to ascertain such a name or address.
- The complaint is vexatious, oppressive or otherwise an abuse of the procedures for dealing with complaints.
- The complaint is repetitious.
- It is not reasonably practicable to complete the investigation of the complaint

There is a right of appeal against any decision by the appropriate authority to disapply (except where the complaint relates to a direction and control matter or where the IPCC gave permission for the disapplication).

**Discontinuance** An allegation which is discontinued ends an ongoing investigation into a complaint, conduct matter or death or serious injury (DSI) matter. It can take place only in certain limited circumstances set out in the Police (Complaints and Misconduct) Regulations 2012. Appropriate authorities must satisfy themselves that one of the grounds applies before discontinuing an investigation or applying to the IPCC for permission to discontinue. The complainant has a right of appeal against a decision to discontinue. Grounds for discontinuance are:-

- The complainant refuses to co-operate to the extent that it is not reasonably practicable to continue the investigation;
- Where the appropriate authority has determined the complaint is suitable for local resolution;
- The complaint or matter is vexatious, oppressive or otherwise an abuse of procedures for dealing with complaints, conduct matters or DSI matters;
- The complaint or conduct matter is repetitious;
- It is not reasonably practicable to proceed with the investigation

#### **Investigation Type**

- Independent – IPCC investigation
- Managed – IPCC lead and Force PSD investigation

- Supervised – IPCC and Force PSD led investigation.
- Local – Force PSD investigation.

**Local Resolution** Local resolution is a flexible process that can be adapted to the needs of the complainant. This is a process which focuses on resolving the complaint in the most appropriate way, and which therefore allows the appropriate authority to work with a complainant and can be done in the first instance often with an Inspector or can be done by a PSD investigator.

**Sub Judice** Where the complainant is also subject of criminal proceedings and the facts of the complaint are similar to those of the criminal matter, the investigation of complaint will be suspended until after the conclusion of criminal proceedings and if the facts of the complaint are not similar, then the investigation will continue.

**Misconduct** A breach of the Standards of Professional Behaviour

**Gross Misconduct** A breach of the Standards of Professional Behaviour so serious that dismissal would be justified

**Management Action** A way to deal with issues of misconduct other than by formal action. They can include improvement plans agreed with officers involved.

**Misconduct Meeting** A type of formal misconduct proceeding for cases where there is a case to answer in respect of misconduct, and where the maximum outcome would be a final written warning.

**Misconduct Hearing** A type of formal misconduct proceeding for cases where there is a case to answer in respect of gross misconduct or where the police officer has a live final written warning and there is a case to answer in the case of a further act of misconduct. The maximum outcome at a Misconduct Hearing would be dismissal from the Police Service.

### **Unsatisfactory Performance Procedures (UPP)**

Procedures which are available to deal with performance and attendance issues. They are not, as such, dealt with by Professional Standards, but by the Force's Human Resources Department,

<b>Committee(s):</b> Police	<b>Date(s):</b> 4 <sup>th</sup> July 2014
<b>Subject:</b> Revenue and Capital Outturn 2013/14	<b>Public</b>
<b>Report of:</b> The Chamberlain and The Commissioner of Police	<b>For Information</b>
<p style="text-align: center;"><b><u>Summary</u></b></p> <p>As a result of reduced spending, savings initiatives and delays to certain capital projects; the Force's 2013/14 revenue outturn has enabled a net transfer to Police Reserves of £0.69m. This represents an overall "positive" movement of £1.82m compared to the final budget which envisaged the need to draw some £1.13m from reserves. The balance of the Police General Reserve is £15.15m as at 31 March 2014.</p> <p>This positive movement, which should be considered in the context of a turnover of some £110m, was mainly due to:</p> <ul style="list-style-type: none"> <li>• reduced expenditure on training and overtime (£0.6m);</li> <li>• reductions in travel claims and vehicle maintenance (£0.2m);</li> <li>• savings in catering contracts and in medical fees due to a shared Occupational Health service (£0.4m);</li> <li>• reduced expenditure on subsistence, uniforms, telephones and forensic services (£0.5m);</li> <li>• re-phasing and slippage of certain capital projects reducing the level of funding required from revenue (£1.36m); partly offset by</li> <li>• increased unbudgeted salary spend on agency and contractor staff £1.2m.</li> </ul> <p>The savings and reduced expenditure levels which can be captured on an on-going basis will help mitigate the deficits forecast for the current and subsequent years. Whilst work is underway to address such deficits, there are a number of continuing budget risks. These include:</p> <ul style="list-style-type: none"> <li>• the budget settlements for 2015/16 onwards have not yet been confirmed;</li> <li>• the Home Office distributional funding formula and damping mechanism are under review;</li> <li>• Dedicated Security Posts (DSP)/Capital City funding is under review; and</li> <li>• possible withdrawal of other external funding at relatively short notice.</li> </ul> <p><b>Recommendations</b></p> <p>It is recommended that this revenue and capital outturn report is noted.</p>	

## **Main Report**

### **Budget Position for 2013/14**

1. The final budget anticipated a transfer from reserves of £1.13m. However, as a result of reduced spending, savings initiatives and delays to certain capital projects, the 2013/14 revenue outturn is a transfer to reserves of £0.69m. This is an overall positive movement of £1.82m.

Table 1 : Summary of 2013/14 Actual Revenue Income and Expenditure against Final Budget			
	2013/14 Final Budget £m	2013/14 Outturn £m	Variation £m
Total Gross Expenditure	109.42	109.36	(0.06)
Total Gross Income	(45.35)	(47.11)	(1.76)
Total Net Expenditure before use of reserves	64.07	62.25	(1.82)
Transfer to/(from) Reserves	(1.13)	0.69	1.82
Total Net Expenditure/Cash Limit	62.94	62.94	0.00
Reserves			
General	(14.13)	(15.15)	(1.02)
Proceeds of Crime Act	(1.51)	(2.31)	(0.80)
Total Reserves at 31 March 14	(15.64)	(17.46)	(1.82)

### Outturn for 2013/14

#### Revenue

The budget was predicated on a number of assumptions, with the risk attached to each assumption being actively managed. In the event, the Force has succeeded in remaining within its final budget. This has mainly been achieved by a lower than anticipated contribution from revenue towards capital expenditure due to the re-phasing and slippage of projects and a small net saving in expenditure as set out in Table 2.

Table 2: Summary of Main Variations	
<p><b>Employee Costs</b></p> <ul style="list-style-type: none"> <li>Costs are higher than expected by £1,193k due to increased use of unbudgeted agency/contractor staff in various departments (primarily IT, Shared Services and Finance) during the transition to the new operating model (City First).</li> <li>An increased pension deficit of £1,746k, which is offset by an increased contribution to pensions from the Home Office as set</li> </ul>	<p>(Better) /Worse £000 2,317</p>

out below.	
<ul style="list-style-type: none"> <li>Savings of £623k in other areas such as training and overtime.</li> </ul>	
<b>Transport</b>	(238)
<ul style="list-style-type: none"> <li>Reduced expenditure on travel including vehicles repairs and maintenance</li> </ul>	
<b>Supplies &amp; Services</b>	(862)
<ul style="list-style-type: none"> <li>Savings from catering contracts (£268k) and medical fees due to the new shared Occupational Health Service (£135k)</li> <li>Other major decreases (£441k) arising from lower expenditure on subsistence due to reduced claims from major operations; a managed reduction on uniform expenditure as the Force moves towards a new uniform procurement; reduced reliance on individual interpreters at stations and a reduced use of telephony and mobile expenditure.</li> </ul>	
<b>Revenue Contribution to Capital Expenditure</b>	(1,364)
<ul style="list-style-type: none"> <li>The contribution from revenue for capital expenditure was below budget (the budget was £1.39m and actual was £0.03m) due to the re-phasing and slippage of capital projects such as 'Desktop Refresh' and 'KnowFraud Upgrade'.</li> </ul>	
<b>Income</b>	(1,754)
<ul style="list-style-type: none"> <li>Higher than anticipated fees and charges income and mutual aid (£1,042k) and income from the Home Office to fund the pension deficit (£1,746k); partly offset by reduced income from external funding streams (due to lower expenditure as outlined above) including National Fraud Capability (£824k); National Fraud Intelligence (£143k); Insurance Fraud Unit (£177k).</li> </ul>	
<b>Other Net Variations</b>	82
<b>Overall Better than Budget Position</b>	<b>(1,819)</b>

### *Capital*

- To ensure work on three key projects (set out in paragraph 4) commenced in 2013/14, projects originally planned for 2013/14 and which were lower priority or which could be delayed with minimum risk were re-phased to later years. This re-phasing, together with an element of slippage on the new projects, resulted in a below budget funding contribution being required from revenue. The Home Office grant brought forward from 2012/13 and the grant for 2013/14 have been fully utilised.

<b>Table 3 : Summary of 2013/14 Actual Capital Expenditure and Funding against Final Budget</b>			
	<b>2013/14 Final</b>	<b>2013/14 Outturn</b>	<b>Variation</b>

	Budget £m	£m	£m
<b>Total Gross Expenditure</b>	<b>2.75</b>	<b>1.43</b>	<b>(1.32)</b>
<b>Funding</b>			
<b>Home Office Grants</b>	<b>(1.36)</b>	<b>(1.36)</b>	<b>0</b>
<b>Capital Receipts</b>	<b>0</b>	<b>(0.04)</b>	<b>(0.04)</b>
<b>Net Expenditure to be funded from revenue</b>	<b>1.39</b>	<b>0.03</b>	<b>(1.36)</b>

3. The three strategically significant projects which needed to commence in 2013/14 were:-

- The Microsoft Enterprise Agreement. This project will allow the Force to progress onto Windows 7 from Windows XP which will no longer be supported.
- KnowFraud upgrade. A strategic project that enables the Force to:
  - i. Transfer the Action Fraud service from the Home Office.
  - ii. Address known system capacity issues, functional risks and costs considerations associated with the existing arrangements.
- Desktop Refresh, a project to upgrade the Force's desktop PCs to laptops, I-Pads and other handheld devices. The project also has inter-dependencies with the Microsoft Enterprise upgrade and the Force's Mobile Working strategy.

4. Appendix A compares the capital budget with expenditure for the year.

#### **Reserves**

5. The balance on the Police General Reserve is £15.15m at 31 March 2014.
6. The Force received £1.75m of income from the incentivisation (Proceeds of Crime Act (POCA)) scheme during the year and spent £0.94m on crime reduction initiatives authorised by the quarterly Resource Allocation Board. This resulted in a contribution of £0.8m to the POCA Reserve. As at 31 March 2014 the POCA Reserve balance is £2.31m, of which £1.1m has been allocated for future initiatives.
7. The savings and reduced expenditure levels which can be captured on an on-going basis will help mitigate the deficits forecast for the current and subsequent years. Whilst work is underway to address such deficits, there are a number of continuing budget risks. These include:
- the budget settlements for 2015/16 onwards have not yet been confirmed;
  - the Home Office distributional funding formula and damping mechanism are under review;
  - Dedicated Security Posts (DSP)/Capital City funding is under review; and
  - possible withdrawal of other external funding at relatively short notice.

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Appendix A: Capital Expenditure			
Programme (£'000)	Budget Final	Actual	Variation
ANPR Programme	467	479	12
Vehicle Replacement	334	213	(121)
EROS 2	63	67	4
Microsoft Enterprise/Desktop Refresh	855	434	(421)
KnowFraud System Capability upgrade	484	162	(322)
IT Servers	100	-	(100)
HR System	65	-	(65)
Airwave	50	-	(50)

Programme Management	43	-	(43)
ACESCO Phase 1 & 2	150	-	(150)
Operations Planning	60	-	(60)
Corporation Website	63	63	-
Others	17	12	(5)
<b>Total Expenditure</b>	<b>2,751</b>	<b>1,430</b>	<b>(1,321)</b>
<b>2013/14 Capital Funding (£'000)</b>			
2012/13 Grants from HO b/f	519	519	-
2013/14 Capital Grant from HO	839	839	-
Capital Receipts	-	43	43
Revenue Contribution to the funding of Capital Programme	1,393	29	(1,364)
<b>Total Funding</b>	<b>2,751</b>	<b>1,430</b>	<b>(1,321)</b>

<b>Committee:</b> Police	<b>Date:</b> 4 <sup>th</sup> July 2014
<b>Subject:</b> Fees and Charges 2014/15	<b>Public</b>
<b>Report of:</b> Commissioner of Police Pol 48/14	<b>For Decision</b>
<p style="text-align: center;"><b><u>Summary</u></b></p> <p>This report seeks Member's approval to the schedule of Fees and Charges for the financial year 2014/15, in accordance with Financial Regulations. In addition, explicit approval is sought for the continuing use of the same hourly charge rates for Private Services provided by the City of London Police (CoLP) with that calculated by the Metropolitan Police Service (MPS), and the adoption of the schedule of rates determined by the MPS for the provision of market non-competitive activities. In general, the adoption of the MPS schedule of rates will result in an increase of 2% in charges.</p> <p><b>RECOMMENDATIONS</b></p> <p>It is recommended that Members :</p> <ul style="list-style-type: none"><li>• Agree Appendix 1 (Special Services of Police Charges 2014/15) thereby giving explicit approval to the continuing use of the hourly charge rates for Private Services provided by the Metropolitan Police Service (MPS).</li><li>• Agree Appendix 2 (General Fees and Charges) hereby implementing the schedule of rates for the provision of market non-competitive activities, and in particular agree to follow the MPS scale of charges for 2014/15.</li></ul>	

## **MAIN REPORT**

### **BACKGROUND**

1. The Force has an obligation to review all Fees and Charges levied annually. This review is undertaken in accordance with ACPO Guidance available, and in liaison with the Metropolitan Police Service (MPS) to ensure uniformity of charges across London.
2. On 5 September 2006, Members approved the selected use of MPS rates for 2006/07 with similar approvals being given for subsequent years. The rationale for adopting this policy is set out below, and still applies. The report therefore seeks approval for this arrangement to continue for 2014/15.

## CURRENT POSITION

3. Powers to recover costs for policing services from third parties are provided under Section 25 of the Police Act 1996.
4. Section 15 of the Police Reform and Social Responsibility Act 2011 provides the legislative powers to charge for the supply of goods and services to a third party. These goods and services fall into two categories:
  - Market competitive goods and services – where charges are set in accordance with “what the market will bear”.
  - Market non-competitive activity – which is essentially a by-product of core policing activity.
5. In addition to Special Services of Police Charges for 2014/15, Appendix 1 also refers to the charges for the use of Custody by the UK Home Office Immigration Enforcement (H.O.I.E.) formerly UK Borders Agency (UKBA). On 1 April 2013, the UKBA ceased to exist, with responsibility split between two Home Office Commands. It is proposed that the Force continues to adopt the MPS rates until such time as an agreement between the Home Office and ACPO is reached on a national formula.
6. The table below shows the budget profile and outturn position for the 2013/14 financial year for fees and charges levied by the Force.

Type of Fee/Charge	£'000			Reason for Variance
	Budget	Actual	Variance	
Criminal Records Bureau	0	39	39	Income from the Disclosure and Barring services – higher than anticipated due to the volatility of the income from this source.
Training Delivery Charges	0	2	2	Unbudgeted charges to College of Policing for the provision of 10 Days delivery of training.
Firearms Course	0	14	14	Provision of BTP Training course, whilst BTP were awaiting their own provisional licence. This was unbudgeted income due to unpredictability.
Developing Photos	0	10	10	Income for developing photos from the Metropolitan Police regarding the London Safety Camera Partnership relating to development of Wet films by Scientific Service Unit (SSU). This income was unbudgeted due to its uncertainty.
Document Copies	21	13	(8)	Reduced income as lower demand than in previous years for requests relating to collisions
Pound Income	108	117	9	Increased income received by the Pound than budgeted as more vehicles seized than previously. (All seizures).
Private Service	580	585	5	Variance is within 1% of budget
UKBA Charges for use of Custody	5	7	2	Increased budgeted income received as higher than anticipated rechargeable usage of custody facilities

Project Griffin Training	18	11	(7)	Reduced income received due to lower demand than in previous years for Project Griffin Security Training provided by City of London Police
Licences/Certificates	4	0	(4)	Income expected from the Late Night Levy did not occur now due to commence in October 2014
Court Costs	66	140	74	Greater than anticipated income relating to court forfeitures and Defendant's funds.
<b>Total</b>	<b>802</b>	<b>938</b>	<b>136</b>	

7. This table illustrates that the Force earned £136 K more income than it budgeted for in fees and charges during 2013/14, mainly due to higher than anticipated income from CRB charges, Court Costs and Pound and Private Services of police.

## OPTIONS

8. The Force currently adopts the MPS schedule of hourly rates for Private Service and market competitive goods and services. This approach was adopted because the City of London Police works in partnership and collaboration with the MPS on a number of operations including core policing services covered by mutual aid agreements and for private services, for example, policing football matches. In addition, both forces have similar cost drivers for many services.
9. The MPS have a responsibility to review their charges in line with ACPO Protocol and have done so for the 2014/15 financial year.
10. The alternative is for the City of London Police to set its own fees and charges. However, the two forces have similar cost bases for salaries and London rates for accommodation, and the MPS rates are calculated to recover full costs. If the City of London Police were to raise its charges above those levied by the MPS it is likely that less total revenue would be generated, as potential clients would probably choose to contract the MPS. The CoLP elects not to charge less than the MPS as we would fail to cover our full costs. Finally, the ACPO Guidance states "It should be remembered that there is a balance to be struck between precision and materiality, whilst striving to maintain a consistent approach to the charging methodology".

## PROPOSALS

11. This report proposes that the City of London Police continues to adopt the MPS Fees and Charges for the 2014/15 financial year. This approach is consistent with the spirit of the ACPO Guidance on Charging for Police Services. In general, the adoption of the MPS schedule of rates will result in an increase of 2% in charges.
12. The proposed rates are set out in Appendix 1 for Special Services of Police; Appendix 2 contains the rates for market non-competitive activities.

## CONCLUSION

13. The Force seeks to achieve consistency with the MPS on its Fees and Charges so not to create unnecessary competition within the London area. The approach to adopt the MPS Fees and Charges supports this.

**Background Papers:**

Fees and Charges 2014-15

**Appendices**

Appendix 1: Special Services of Police – Charges 2014/15

Appendix 2: General Fees and Charges 2014/15

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## Appendix 1

### SPECIAL SERVICES OF POLICE – CHARGES 2014/15

There are two separate tables (detailed on Page 1) that provide the charges for the special services of police under the following circumstances:

1. Special services of police – Charges
2. Special Services of Police – Charges (Public Holiday)

The charges are reflective of the fact that, as part of Winsor 1, the payment to police officers of double time premium pay and notice period of five days for working on a rostered rest day has been removed from Police regulations. The charges incorporate a general administrative overhead recovery charge to recover non-pay and support costs and an overtime premium to reflect, in respect of Constables and Sergeants, the policing resource is in addition to the normal duty time resource required to police the community.

Please refer to the notes immediately after each table for further explanation.

**Table 1: Special Services of Police**

	2014/15		2013/14	
Rank Uniform	Daily Rates (8 hours) £	Hourly Rates £	Daily Rates (8 hours) £	Hourly Rates £
Inspector	520	71.72	520	71.72
Police Sergeant	535	73.79	535	73.79
Police Constable	451	62.21	451	62.21

Table 1: The daily/hourly rate includes average basic pay; London weighting/London allowance; Employer's pension liability; Employer's National Insurance contributions; and overtime premium in respect of Police Sergeants and Police Constables; uniform costs; accommodation allowances. A departmental charge is also included to recover non-pay and support costs.

**Table 2: Special Services of Police – Charges (Event occurring on a Public Holiday)**

	2014/15		2013/14	
Rank Uniform	Daily Rates (8 hours) £	Hourly Rates £	Daily Rates (8 hours) £	Hourly Rates £
Police Sergeant	803	110.69	803	110.69
Police Constable	676	93.32	676	93.32

As for Table 1, but charges for Police Constables and Sergeants include an additional overtime premium employment on a public holiday.

## City of London Police Special Constabulary

Special Constables are generally deployed on “small event” policing or to augment policing at larger events. There are no direct employment costs but they do incur a range of costs for uniform, equipment, travel and subsistence, training and the use of police vehicles and control equipment. Although a Special Constable has the powers of a Constable, the actual cost base for Special Constables is demonstrably lower than that of a regular officer. To reflect this, the charge for SPS for a Special Constable is 50% of that for the equivalent rank for regular officers. The inclusion of such a charge is in line with a recommendation from the ACPO (Paying the Bill 2) Guidance.

**Table 3: Special Services of Special Constabulary**

Rank Uniform	2014/15	
	Daily Rates (8 hours) £	Hourly Rates £
Special Inspector	260	35.86
Special Sergeant	268	36.90
Special Constable	226	31.10

**Table 4: Additional Charges**

1. Horses	£167.34 for each horse per day or part of a day plus any extra expenses incurred for their conveyance and stabling. Cost of officer will be charged at the appropriate rate shown above.
2. Dogs	£62.17 for each dog per day or any part of a day plus any extra expenses incurred in conveyance. Cost of handler will be charged at the appropriate rate shown above.
3. Motor Cycles	<p>All charges are per day or part of a day. In addition the services of a police motorcyclist will be charged at the appropriate rate shown above.</p> <p><b>The rates below include a fuel charge</b></p> <p>Marked bike 100cc to 600cc    £58.00  Unmarked “ “    £58.00  Marked bike 601cc plus    £93.00  Unmarked “ “    £101.00</p>
4. Motor Vehicles	<p>All charges are per day or part of a day. The cost comprises the charges for maintenance, purchase of new vehicles, depreciation, the cost of the client unit that administers the outsourced contract and the payment to the outsourced contractor. In addition, the services of a police or police staff driver will be charged at the appropriate rate.</p> <p><b>The rates below include a fuel charge</b></p> <p>Marked cars up to 1300cc    £87.00</p>

	Unmarked “ “	£74.00
	Marked cars 1301cc to 1800cc	£98.00
	Unmarked “ “	£98.00
	Marked cars over 1801cc	£126.00
	Unmarked “ “	£115.00
	Marked vans up to 1900cc	£126.00
	Unmarked “ “	£98.00
	Marked vans over 1900cc	£135.00
	Unmarked “ “	£115.00
	Armoured Personnel Carrier	£188.00
	Horsebox – maximum 6 horses	£568.00

**Table 5: Charges for Police Staff**

5. Drivers	The services of Police Staff drivers will be charged at £27.79 per hour, Monday to Sundays or public holidays. Police drivers will be charged at the appropriate hourly or daily rate.
6. Communication Officers	The services of a Communication Officer will be charged at £30.87 per hour, Monday to Sunday or public holiday.
7. Police Community Support Officers	The services of Police Community Support Officers will be charged at £30.87 per hour, Monday to Sunday or public holiday.

Note: The hourly rates for police staff include average basic pay; allowances including shift allowance; London Weighting; ERNIC and Employer's Pension Liability.

Organisations that have been provided with police resources will be expected to provide reasonable accommodation for police performing special services and if this entails expense responsibility for the cost will rest with the organisation that has been provided with police resources.

VAT will be accounted for at the appropriate rate according to the tax point date, in line with the HM Revenue and Customs guidance on the VAT treatment of charges made by the Police (VAT: Government and Public Bodies).

### **Charges for Detention of Prisoners in CoLP Custody – Home Office Immigration Enforcement (H.O.I.E.)**

Schedule 2 of the Immigration Act 1971 legislates for the police to house immigration detainees in police cell accommodation for up to a maximum of seven days. Section 15 of the Police Reform and Social Responsibility Act 2011 allows for police to make a charge upon the H.O.I.E.

The CoLP may charge H.O.I.E. for this service using a fixed cost model to cover reasonable staffing levels in the Custody suite (Police Sergeant and Police Constable) and all ancillary costs (meals, heating and cleaning of cells etc).

Charges for examination by forensic medical examiner (FME) and interpreters are additional to this based on usage.

**Table 6: Housing H.O.I.E. detainees**

<b>Time Period</b>	<b>CoLP Rate 2013/14</b>	<b>CoLP Rate 2014/15</b>
0-12 hours	£248	£253
0-24 hours	£418	£426
Additional 24 hour period	£339	£346

An additional cost of £142.50 will be levied for a Forensic Medical Examiner visit, based on the current Force medical contract in place. The MPS charge unspecified fees for medical examiners.

The rates shown above are as per the MPS and are aligned to the ACPO Finance and Resources Business Area methodology in the calculation of the revised rates for 2014/15. These are based upon the CPI figure as at 31st December 2013, which was 2 %.

## Appendix 2

### GENERAL FEES AND CHARGES

Item	Detail	CoLP 2013/14 Charge	Proposed 2014/15 Charge
<b>Copies</b>			
EAB, CRB & Collision Report	Incident and Collision Report Books/Bk 124A (Evidence & Actions Book)	£140.00	£142.80
EAB, CRB & Collision Report	In excess of 25 pages per incident	£3.90	£4.00
Statements	Other than in IRB or (including typed)	£33.10	£33.80
Witness statements	Copy of witness statement (witness does not agree to disclosure of personal details)	£51.40	£52.40
Witness statements	Copy of witness statement (witness does agree to disclosure of personal details)	£38.50	£39.30
Plan	Copy of plan (other in IRB or CARB)	£38.50	£39.30
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report	£33.10	£33.80
Other	All other copies	£3.90	£4.00
1-10 Photographic Prints (Non digital and digital contained on the CoL photographic imaging database)	1-10 photographs from same or different image	£27.80	£28.40
	Cost per Album	£9.60	£9.80
Photograph: (Non Digital and Digital contained on the CoLP photographic imaging database) 1-10 images on CD	First Compact Disc (CD) containing 1-10 images	£18.70	£19.10
	Each subsequent Compact Disc containing 1-10 images	£4.20	£4.30
1-10 Negatives/Prints that require scanning onto CoLP database	Cost of scanning additional 1-10 negatives/prints that are not contained in CoLP Photographic imaging database	£19.30	£19.70
Audio Tapes	Audio Tapes	£39.60	£40.40
Video Tapes/DVDs	Video Tapes/DVDs	£181.80	£185.40
Fatals - reconstruction videos/DVDs	Provision of copy of Fatal - reconstruction video/DVDs	£181.80	Full Cost
Photocopies	Medical Reports and Personal Records	£0.50	£0.50
Fatals - accident investigation report	Provision of copy of fatal - accident investigation report	A composite charge based on the number of pieces of	

Police Committee  
4<sup>th</sup> July 2014  
Fees and Charges 2014/15  
documentation that are  
provided

Police vehicle examination report	Copy of police vehicle examination report (unless provided as part of full extract)		
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of a full extract) per page (max £50)		
Rough Data	Copy of rough data per page	£25.60	£26.10
<b>Searches</b>			
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£33.10	£33.80
<b>Cancellation Charges</b>			
Prior to Search	Cancelled prior to search commencing	No Charge	No Charge
Prior to Dispatch	If search is made prior to cancellation	£52.40	£53.50
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee
<b>Charges for Civil Cases</b>			
Statements	Request for a statement to be written by a Police Officer	£143.30	£146.20
Interview	Interview with a member of the City of London Police in a civil case	£143.30	£146.20
Witness allowance	Attendance at court in Civil Actions	£35.75	£36.50
Witness allowance	Attendance at court in Civil Actions	£71.50	£72.90

**ACPO CALCULATED FEES AND CHARGES**

Item	Detail	CoLP 2013/14 Charge	Proposed 2014/15 Charge
<b>Alarms</b>			
Registration	Registration by Central Alarms	£52.18	£52.20
<b>Subject Access (Data Protection)</b>			
Search	Data Protection/criminal record search	£10.00	£10.00
<b>Memorandum of Understanding (2009), ACPO and Lloyd's Market Association</b>			
Appendix D (a)	Supply of information [crime/lost property ref. No, date & time offence reported, reporting person] where there is a specific reason to check a claim	£24.00	£24.00
Appendix D (b)	Supply of information [additional to the above] where there is a specific reason to check a claim	£90.00	£90.00
<b>Requests for Disclosure of information from a Regulatory or Governing Body</b>			
Request for Information	Request for disclosure of information from regulatory or governing body - up to 2 hours work	£79.60	£81.20
Request for Information	Request for disclosure of information from regulatory or governing body - each subsequent hours work after initial 2 hour period	£26.60	£27.10
<b>Overseas Visitors</b>			
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc - First set	£72.60	£74.10
Fingerprints	As above - each subsequent set	£36.30	£37.10

**CHARGES SET BY STATUTE OR LEGISLATION**

Item	Detail	CoLP 2013/14 Charge	Proposed 2014/15 Charge
<b>Pedlars' Certificates (Variation of Fee) Order 1985</b>			
Grant of Certificate	On grant of a pedlar's certificate	£12.25	£12.25
<b>Seconded Officers</b>			
All wage and salary related costs (including pension contributions @ 24.2% of Basic Pay, London Weighting, Competency Related Threshold Payments)		Full Cost	Full Cost
Administration Charge – Police Officer – Police Staff		5% 5%	420.70 293.50
<b>Firearms Certificates</b>			
Issue	On grant of firearms certificate	£50.00	£50.00
Renewal	On renewal of firearms certificate	£40.00	£40.00
Variation	Variation where no. of weapons is increased	£26.00	£26.00
Replacement	On replacement of lost or destroyed certificate	£9.00	£9.00
Table 1 or 2 full	Reissue because table 1 or 2 full	No Charge	No Charge
<b>Shotguns Certificates</b>			
Issue	On grant of shotgun certificate	£50.00	£50.00
Renewal	On renewal of shotgun certificate	£40.00	£40.00
Replacement	On the replacement of a shotgun certificate	£8.00	£9.00
<b>Explosives Certificates</b>			
Various	Various	Various	Various
<b>Museum (Firearms Amendment Act 1988)</b>			
Issue	On grant of a museum license	£200.00	£200.00
Renewal	On renewal of a museum license	£200.00	£200.00
Extension	On extension to additional premises	£75.00	£75.00
<b>Firearms Dealers</b>			
Issue	Certificate of Registration	£150.00	£150.00
Renewal	Renewal of certificate	£150.00	£150.00
Fairs and Exhibitions	In respect of game and table fairs and exhibitions	£12.00	£12.00
<b>Visitors Permit (Shotgun and Firearm)</b>			
Issue unit	On the grant of a visitors permit	£12.00	£12.00
Issue group	On the grant of a group visitors permit (6 or more)	£60.00	£60.00
<b>Coterminous Certificate (Shotgun &amp; Firearm)</b>			
Discount	Reduced charge for shotgun certificate	£10.00	£10.00
Issued	Granted at the same time	£60.00	£60.00
Renewed	Renewed at the same time	£50.00	£50.00

<b>Vehicle Removals (As per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008)</b>			
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988	Various (as per 2008 regulations)	Various (as per 2008 regulations)
Storage	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988	Various (as per 2008 regulations)	Various (as per 2008 regulations)
Disposal	Disposal of vehicle in contravention of RTRA 1984	Various (as per 2008 regulations)	Various (as per 2008 regulations)
Prescribed Costs	Where processing of FOI request (e.g. locating, extracting, redacting) exceeds 18 hours. Cost is for labour per hour.	£25.00	£25.00
Disbursement Costs	Additional Cost (above £20.00) to provide information e.g. printing, photocopying or postage).	Full Cost	Full Cost

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