



Police Committee

Date: TUESDAY, 16 SEPTEMBER 2014
Time: 1.45 pm
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

Enquiries: Katie Odling
tel. no.: 020 7332 3414
katie.odling@cityoflondon.gov.uk

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**
To agree the public minutes and summary of the meeting held on 4 July 2014.
For Decision
(Pages 1 - 6)
4. **OUTSTANDING REFERENCES**
Report of the Town Clerk.
For Information
(Pages 7 - 8)
5. **SERIOUS CRIME BILL**
Report of the Remembrancer.
For Information
(Pages 9 - 12)
6. **STANDARD ITEM ON THE SPECIAL INTEREST AREA SCHEME**
 - a) Equality Diversity and Human Rights (EDHR) - Verbal update
 - b) Any Other Special Interest Area Updates
7. **RISK REGISTER UPDATE**
Report of the Commissioner of Police.
For Information
(Pages 13 - 20)
8. **HEALTH AND SAFETY ANNUAL PERFORMANCE UPDATE AND NEW PLAN FOR 2014-2017**
Report of the Commissioner of Police.
For Information
(Pages 21 - 34)
9. **2014-2015 BUDGET MONITORING REPORT - PERIOD TO END OF JULY 2014**
Report of the Commissioner of Police.
For Information
(Pages 35 - 42)
10. **CITY OF LONDON POLICE OFFICIAL FLAG**
Report of the Commissioner of Police.
For Information
(Pages 43 - 46)

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
13. **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

14. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 4 July 2014.

For Decision
(Pages 47 - 50)
15. **CITY OF LONDON POLICE ACCOMMODATION PROJECT**
Joint report of the Chamberlain and City Surveyor.

For Decision
(Pages 51 - 54)
16. **QUARTERLY ECONOMIC CRIME UPDATE REPORT**
Report of the Commissioner of Police.

For Information
(Pages 55 - 62)
17. **COMMISSIONER'S UPDATES**
Commissioner to be heard.
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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POLICE COMMITTEE **Friday, 4 July 2014**

Minutes of the meeting of the Police Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 4 July 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
Alderman Ian Luder
Helen Marshall
Deputy Joyce Nash
Don Randall

Officers:

John Barradell	Town Clerk
Katie Odling	Town Clerk's Department
James Goodsell	Policy Officer
Graham Bell	Chief Information Officer
Suzanne Jones	Business Support Director, Chamberlain's Department

City of London Police:

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

CHAIRMAN'S OPENING REMARKS

The Chairman began the meeting by expressing congratulations to Ken Stewart on being awarded a Queen's Police Medal (QPM).

He added further congratulations to Simon Duckworth on his recent OBE.

1. APOLOGIES

Apologies for absence were received from Vivienne Littlechild and Deputy Richard Regan.

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

There were no declarations of interest.

3. **MINUTES -**

1a. **RESOLVED - That the public minutes and summary of the meeting held on 23 May 2014 be approved.**

MATTERS ARISING –

Barbican Highwalk CCTV – A progress update was circulated to the Committee which advised that contact had been made with the City of London Police, Crime Investigation Directorate to establish levels of incidents over period of 1 – 3 years and this information was currently being collated for analysis.

A further meeting had also taken place with Barbican Estate Officers regarding their understanding of the current situation. CCTV has been discussed by the Barbican Estate Security Committee on a number of occasions with the outcome of the October 2012 meeting being:

“Recommendations & concluding thoughts -

- No additional CCTV coverage is required at this time*
- No additional bins are required provided the level and frequency of the existing podium cleaning staff is maintained.*

Although the Barbican Estate has low levels of most types of crime, this is not necessarily reflected in individuals' perception of the risk of being a victim of crime. The BESC believes it is important to ensure adequate maintenance of existing lighting levels and lines of sight along the podium walkways and all entrances to the Estate to reduce both the fear of crime and act as a deterrent to opportunistic crimes. Measures to improve these should be considered in badly lit / obscured areas. Furthermore, when building works impinging on access routes to the Estate / podium walkways are approved, lighting and security factors should be given due consideration to ensure adequate lighting / security during the carrying out of the works. Consideration should also be given to improvements that may be required following the boarding up of vacant buildings on the Estate podium etc. which may adversely affect existing provision.”

*Barbican Estate Security Committee
23 October 2012*

The Committee noted that if the current crime data showed an increase in incidents or there was an increase in the perception of 'fear of crime' then options relating to CCTV may be explored. This work could be co-ordinated by the Safer City Partnership, working with Barbican Estate Officers and Residents, the City of London Police and the Department of Built Environment.

A progress report would be brought back to the Committee at the appropriate time.

Appointment of Representatives to Sub Committees

RESOLVED – That,

- 1) Nick Benstead-Smith be co-opted on to the Economic Crime Board for the ensuing year; and
- 2) Dhruv Patel be co-opted on to the Professional Standards and Integrity Sub Committee for the ensuing year.

2a. **RESOLVED - That the draft public minutes and summary of the Performance Management and Resource Sub (Police) Committee meeting held on 28 May 2014 be received.**

3a. **RESOLVED - That the draft public minutes and summary of the Professional Standards and Integrity Sub (Police) Committee held on 16 May 2014 be received.**

4a. **RESOLVED - That the draft public minutes and summary of the Economic Crime Board meeting held on 22 May 2014 be approved.**

4. **OUTSTANDING REFERENCES**

RESOLVED – That the list of outstanding actions be noted.

5. **MOBILE TECHNOLOGY DEMONSTRATION**

The Committee received a demonstration from T/ Chief Superintendent David McGinley regarding the mobile technology software for the City of London Police. The new software would enable Officers to have an increased understanding of their role by allowing them to assess information and identify issues more expediently.

During discussion, reference was made to the following –

- personal data protection and security;
- what legal advice had been obtained in respect of the process and forms and language on the software application which it was agreed a legal check and due diligence on business processes and forms associated with the Mobile Working application would be undertaken;
- the process for dealing with lost or stolen devices;
- the future opportunities to replace text notebooks with electronic notebooks;

The Chairman thanked T/ Chief Superintendent McGinley for the informative presentation and attending the meeting.

6. **COMMUNITY ENGAGEMENT UPDATE**

The Committee received a report of the Commissioner of Police which provided details of issues raised at Ward Level at Panel meetings and the Forces response since the last Community Engagement reports.

7. REVIEW OF THE POLICE PROPERTY ACT FUND

The Committee considered a report of the Town Clerk regarding the Police Property Act Fund. The report recommended a fixed proportion of the fund (based on a proportion of the total sum) be donated to charitable causes and that the opportunity be made available to the same charity over consecutive years.

The Committee were informed that paragraph 7 of the report and point 8 in Appendix A would be amended to reflect that up to of 75% of the balance would be distributed to charitable causes and this was not set at 75% as the report suggested.

RESOLVED – That,

- a) up to 75% of the Police Property Act Fund balance be donated to charitable causes on an annual basis;
- b) the amount granted to individual charities be increased from £1000 to £2500 and that this be formalised into the Criteria for Disbursement; and
- c) Members be provided with the opportunity to donate to the same charity in consecutive years.

8. ROAD SAFETY- CASUALTIES AND COLLISIONS

The Committee received a report of the Commissioner of Police which provided an update in respect of road casualties and collisions.

RESOLVED – That the report be noted.

9. ANNUAL REPORT OF PROFESSIONAL STANDARDS ACTIVITY 2013-14

A report of the Commissioner of Police was received which provided a comprehensive overview of activities relating to the Police Standards over the year 2013/2014.

RESOLVED – That the report be noted.

10. REVENUE AND CAPITAL OUTTURN 2013/14

A joint report of the Chamberlain and the Commissioner of Police was considered regarding the Revenue and Capital Outturn for 2013/2014.

RESOLVED – That the report be noted.

11. FEES AND CHARGES 2014/15

A joint report of the Chamberlain and the Commissioner of Police was considered in relation to the Fees and Charges for 2014/2015.

RESOLVED – That,

- a) the Special Services of Police Charges 2014/15 be agreed, thereby giving explicit approval to the continued use of the hourly charge rates for Private Services provided by the Metropolitan Police Service (MPS); and
- b) the General Fees and Charges be approved, thereby implementing the schedule of rates for the provision of market

non-competitive activities be implemented, and in particular agree to follow the MPS scale of charges for 2014/15.

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

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Economic Crime - The Committee were informed that the City of London Police Authority has been successful in its bid to the PCC Completed Fund for grant funding of £260,000 to set up an Economic Crime Victim Care Unit. The Unit would provide greater support and protection to individuals and businesses targeted by fraud. In response to a question, it was agreed that the Town Clerk and the Commissioner of Police would update the Chairman on the allocation of funds.

The Chairman expressed special thanks to the Commissioner of Police and his Force regarding the outcome of the Horse Meat Enquiry.

14. 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.

15. NON-PUBLIC MINUTES -

1a. **RESOLVED - That the non-public minutes and summary of the meeting held on 23 May 2014 be approved**

2a. **RESOLVED - The draft non-public minutes and summary of the Economic Crime Board meeting held on 22 May 2014 be received**

3a. **RESOLVED - The draft non-public minutes and summary of the Professional Standards and Integrity Sub (Police) Committee held on 16 May 2014 be received**

4a. **RESOLVED - The draft non-public minutes and summary of the Performance Management and Resource Sub (Police) Committee meeting held on the 28 May 2014 be received**

16. CLOSURE OF BERNARD MORGAN HOUSE

The Committee considered and approved a report of the Commissioner of Police regarding the closure of Bernard Morgan House.

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

The Committee considered and approved a report of the Commissioner of Police regarding the Action and Know Fraud Project.

18. **CITY OF LONDON POLICE UNIFORM PROCUREMENT**
The Committee considered and approved a report of the Commissioner of Police regarding the procurement of the City of London Police New Uniform.
19. **COVERT POLICING UPDATE**
A report of the Commissioner of Police was received which provided an update in respect of Covert Policing.
20. **REINSTATEMENT OF CHILD / DEPENDENT'S PENSION**
The Committee considered and approved a report of the Commissioner of Police reading the reinstatement of Child/Dependent's Pension.
21. **COMMISSIONER'S UPDATES**
The Commissioner of Police was heard concerning on-going and successful operations undertaken by the City of London Police.
22. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
23. **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 1.00 pm

Chairman

Contact Officer: Katie Odling
tel. no.: 020 7332 3414
katie.odling@cityoflondon.gov.uk

POLICE COMMITTEE
16 September 2014
OUTSTANDING REFERENCES

Meeting Date & Reference	Action	Owner	Status
23/05/14	Delivery of Police Uniform	Commissioner of Police	<i>In progress</i> <i>Initial delivery expected January 2015</i>
3/04/14 Item 3.a) Barbican Highwalk CCTV	Progress update - CCTV upgrade	Safer City Partnership	<i>In progress</i> <i>TBC</i>
3/04/2014 Item 5. 2a EDHR Update	Report to the Committee outlining a full evaluation of the Disability Equality Standard	Commissioner of Police	<i>In progress</i> <i>December 2014</i>
6/12/2013 Item 3 Public Minutes, Matters Arising	Police Committee Workshops	Town Clerk	<i>In Progress</i> <i>Police Budget Workshop, 30th September 10:00am – 12:00pm</i>
4/07/2014 Item 5 - Mobile Working Demo	An update on the legal status and due diligence on business processes and forms associated with the Mobile Working application	Commissioner of Police	<i>In Progress</i> <i>31st October (as part of the update before the launch)</i>

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Committee(s):	Date(s):
Police Committee	16 September 2014
Subject: Serious Crime Bill	Public
Report of: City Remembrancer	For Information
<p style="text-align: center;"><u>Summary</u></p> <p>This report provides an overview of the Serious Crime Bill and identifies those issues likely to be of most relevance to the City of London.</p> <p>Recommendations</p> <ul style="list-style-type: none"> Members are invited to note the contents of this report. 	

Main Report

Background

- In October 2013, the Government published its Serious and Organised Crime Strategy. The aim of the strategy is to reduce substantially the level of serious and organised crime affecting the UK and its interests. The strategy has four components:
 - prosecuting and disrupting people engaging in serious and organised crime (Pursue);
 - preventing people from engaging in such activity (Prevent);
 - increasing protection against serious and organised crime (Protect); and
 - reducing the impact of such criminality where it takes place (Prepare).
- Under the Pursue strand of the strategy, the document set out a number of proposals including strengthening the operation of the asset recovery process, and updating existing computer misuse offences to cover importing tools for cyber crime (such as data programmes designed for unlawfully accessing a computer system).
- The principal objective of the Bill is to ensure that law enforcement agencies have effective legal powers to deal with the threat from serious and organised crime by addressing some of the issues raised in the Pursue strand of the strategy.

Overview of the Bill

- The Bill updates existing law dealing with proceeds of crime, cyber crime, serious crime prevention orders, gang injunctions, child cruelty, female genital mutilation and the commission of certain terrorism offences abroad.
- Part 1 amends the Proceeds of Crime Act 2002 (POCA) to increase the effectiveness of the asset recovery process. Part 2 makes amendments to the

Computer Misuse Act 1990 in particular to ensure that sentences for attacks on computer systems fully reflect the damage they cause. The amendments create a new offence of unauthorised acts in relation to a computer that result, either directly or indirectly, in serious damage to the economy, the environment, national security or human welfare, or create a significant risk of such damage.

6. Part 3 of the Bill will enhance the ability of law enforcement agencies to prosecute those responsible for serious and organised crime. In particular, it will create a new offence of participation in an organised crime group. This offence will rely on proving an active relationship with the organised criminality, so the individual will have to have done something to take part in the crime (deliver packages, rent warehouse space, written a contract). This Part also makes a number of changes to the law governing Serious Crime Prevention Orders (SCPOs) and gang injunctions to strengthen their effectiveness in preventing people engaging in serious and organised crime. The measures in the Bill will add offences relating to firearms possession, cybercrime, and the cultivation of cannabis plants to the list of 'trigger' offences for imposing an SCPO.
7. The Bill completed its Committee Stage in the House of Lords shortly before the summer recess and is due to return to the floor of the House for its Report Stage on 14 October.
8. Provisions in the Bill on cybercrime prompted considerable debate in the Lords. The Opposition tabled an amendment to put a duty on police authorities and Police and Crime Commissioners to report annually on how they are tackling cybercrime. Opposition Spokesman Baroness Smith of Basildon used the amendment to promote a discussion on "whether the Government are doing enough or whether the Bill could go further and provide better and more effective protection from cybercrime". Smith complained, "there is no serious [cybercrime] strategy and fragmented forces lack the skills and organisational structure to be effective". Responding for the Government, Lord Taylor refuted claims that the Government were not taking seriously the threat from cybercrime. He said it has been rated as a "Tier 1" threat to national security, on a par with international terrorism.

Impact on the City Police

9. The City Police are broadly content with the Bill. The provisions dealing with asset recovery are welcome and should result in more effective POCA seizure. Additional resources may, however, be required if this legislation is to be used to best effect and the increased scope fully exploited.
10. There may be a role for the National Fraud Intelligence Bureau under Part 3 in providing the intelligence and evidence to show 'participation' in an organised crime group.

Consultees

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

Background Papers:

- *Serious and Organised Crime Strategy (Cm 8715)*
- *Serious Crime Bill*

Contact:

Bruce Hunt

020 7332 1196

bruce.hunt@cityoflondon.gov.uk

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Committee(s): Police	Date(s): 16 th September 2014
Police: Performance and Resource Management Sub Committee	26 th September 2014
Subject: City of London Police: Risk Register Update	Public
Report of: Commissioner of Police Pol 60-14	For Information

Summary

The Force Strategic Risk Register has been reviewed as part of the quarterly assurance process maintained within the Force with notable amendments to the risks below. The full rationale for the changes is outlined in the Main Report.

- *SR 04: Underperforming as Lead Force for Economic Crime:* This risk has been reviewed by ECD re-evaluating the controls and causes to reflect the changing environment around economic crime, its *Impact* has been increased to Very High.
- *SR 05: Reduction in Staff Morale/Well-being:* This risk was reviewed by SMB in July where it was proposed the likelihood be raised to High to reflect the results of the recent staff survey.
- *SR 11: Delivery of Policing Plan Measures:* This risk has been assessed and the likelihood of it occurring has been increased to Medium.
- *SR 12: Loss of ECD external Funding Streams:* Impact was raised to Very High and Scoring increased to Amber.
- *SR 13: Department Staff Vacancies affecting ICT Business Continuity:* This risk was closed within the Force Strategic Risk Register to reflect that the Interim ICT structure is now managing this risk effectively and that any ICT staff issues will be picked up within SR 14.
- *SR 14: IT Business Continuity:* This risk remains unchanged but is now fully discussed as part of the Force Business Continuity Group considerations and a support in business continuity risk assessment is being produced to further enhance the management of this area.
- *SR 15: Delivery of IAMM (Information Assurance Maturity Model):* This risk was closed within the Force Risk Register and will be managed solely at the Directorate level.
- *SR 16: Impact of continued savings on Force capability:* This risk has been fully scored within the register and fully explored by the risk assurance group and SMB; its current assessment is Amber.
- *SR 17: Continued pressure on funding streams reducing overall Force budget:* The current assessment of this risk is Amber with the likelihood being raised to high after the August Risk Assurance Meeting.

- *SR 18: Vulnerability of Force IT network security being compromised:* This risk was raised to replace SR 15 and is reflected as Amber.
- *SR 19: Failure in Provision of Custody Services:* This is a new risk added to the register
- *SR 20: Policy approval and management process leaves the Force open to potential litigation:* This is a new risk added to the register relating to policies.

The Lead Member for risk, Deputy Doug Barrow was briefed and consulted on the updated risk profile on the 9th September 2014.

RECOMMENDATION

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

Main Report

Background

1. The Force Strategic Risk Register remains monitored on a quarterly basis by the Force Risk Assurance Group currently chaired by the Assistant Commissioner. The last meeting of this group took place on the 13th August where the risk profile of the Force was reviewed and the risk register was updated to reflect the discussions of the group. The risk profile presented within this document reflects discussions from the Risk Review Group held on 14th May, SMB review of the risk register on the 16th July and the last Risk Assurance Group meeting.

Current Position

2. In accordance with the City of London Corporation's responsibilities as a police authority, it is appropriate that your Committee is made aware of critical risks, which may impact on service delivery or performance, together with any plans to eliminate or mitigate critical risks, and the changing risk profile of the Force.
3. The Force has initiated a risk assurance process to provide oversight to the risk register cascade and to provide a forum for the Assistant Commissioner to actively question all risk registers within the Force and allow Directors to collectively assess their risks and control measures. This aims to provide a top-down and bottom-up approach to the management of risk within Force and has evolved to take into account the structural changes within the Force brought about as a result of City First Implementation.
4. The assurance meetings have taken place on a quarterly basis since the 3rd May 2011. The last meeting to be held was chaired by the Commander on the 13th August 2014, where the Force risk profile for 2014/15 was reviewed for the

second time in relation to the current set of performance measures and control assessments associated with each risk.

5. The Strategic Risk Register continues to be supported by a cascade of Directorate risk registers that are maintained and reviewed by Directors in support of the delivery of their portfolio business plans. Significant risks from Directors areas that they define as unmanageable by them alone are also discussed at the risk Review Group to add information, where appropriate, to the Force risk profile.
6. The position of the Force risks as at 27th August 2014 is detailed below:

Current Risk Profile August 2014

Risk Detail		Current Score ¹				Trend			Control Colour
Ref	Description	I	L	C	R M	I	L	C	
SR 01	Inadequate response to terrorism within the City	M	L	1	2	→	→	→	GREEN
SR 02	Reduction in public confidence in the Force as a result of terrorist attack against City	M	L	2	4	→	→	→	GREEN
SR 03	Inadequate management of a high profile event	VH	L	2	8	→	→	→	GREEN
SR 04	Underperforming as Lead Force for Economic Crime	VH	M	2	16	↑	→	↓	AMBER
SR 05	Reduction of staff morale/well-being	H	H	2	18	→	↑	→	AMBER
SR 09	Delivery of new Force Estate	H	H	1	12	→	→	→	GREEN
SR 11	Delivery of Policing Plan Priorities and Measures	M	M	2	8	→	↑	→	GREEN
SR 12	Loss of ECD external funding streams	VH	M	2	16	↑	→	→	AMBER
SR 14	IT Business Continuity	H	M	3	18	→	→	→	AMBER
SR 16	Impact of continued savings on Force Capability	H	M	3	18	→	→	→	AMBER
SR 17	Continued pressure on funding streams reducing overall Force budget	H	H	3	27	→	↑	→	AMBER

¹ Definitions for the Impact, Likelihood Control Score and Risk Matrix score can be found within Appendix 1 of this report.

SR 18	Vulnerability of Force IT network security being compromised	VH	M	2	16	NA	NA	NA	AMBER
SR 19	Failure in Provision of Custody Services	VH	M	3	24	NA	NA	NA	AMBER
SR 20	Policy approval and management process leaves Force open to potential litigation	H	H	3	27	NA	NA	NA	AMBER

Key: I: Impact. L: Likelihood. C: Control. RM: Risk Matrix Score (Full criteria contained within Appendix A)

Current Closed Risks August 2014

SR 06	Failure to contain expenditure within agreed budgets	CLOSED 14/08/12
SR 07	Increased dissatisfaction with quality & delivery of service to community.	CLOSED 04/03/13
SR 08	Adverse Impact of Jubilee, Torch Relay, Olympic & Paralympics Policing on Force capability.	CLOSED 21/11/12
SR 10	Delivery of Fraud Academy	CLOSED 28/11/12 To be managed at Directorate Level
SR 15	Delivery of IAMM (Information Assurance Maturity Model)	CLOSED 03/12/13 To be managed at Directorate Level
SR 13	Department Staff Vacancies affecting ICT Business Continuity	CLOSED 31/07/14 Reflecting SMB decision 16/07/14

- The position of each risk was discussed by the risk review group and a summary of the new developments in the risk profile is presented below for information.

New Risks

- For the 2014/15 Risk Register a number of new risks have been raised. The new risks for 2014 and their rationale for being included within the register is as follows:
- SR 18: Vulnerability of Force IT network security being compromised:** This risk was raised to replace SR 15 as the risk assurance group felt that the risk to the

Force was its IT infrastructure being compromised and not implementing IAMM, this reflected that the IAMM is actually a control to mitigate this risk.

10. **SR 19: Failure in Provision of Custody Services:** The Force custody facilities are open to inspection at any time and the welfare and satisfaction of the prisoners is a concern of this process. The Force needs to ensure it remains committed to providing adequate facilities that meet the needs of the Force and provide national standards for prisoners held within the unit.
11. Although the force is moving to a new accommodation model the current facilities need to be maintained and overseen as part of this transition and there is a risk that if short term spend and maintenance is not undertaken to address some issues then the Force could leave itself vulnerable in the use of the custody suite and this will impact on its operational capability and handling of prisoners within the City.
12. **SR 20: Policy approval and management process leaves the Force open to potential litigation:** Currently there are a large number of out of date policies on the Force intranet and the number increase each month. Although Directorates are responsible for their policy there is no oversight of this centrally.
13. Policy oversight use to be part of the planning process reviewed within Directorate plans as part of PMG, it was requested that this was removed from the report over a year ago as Directorates gave assurances this could be managed locally. However, the situation with policy remains that the Force has published both internally and externally a large number of out of date policies and there is no central impetus to review and maintain this Governance process within Force leaving the Force potentially vulnerable should a core policy area lapse. This position has now improved with the Quality of Service and EDHR Board providing oversight of Force policy review.

Amendments to existing risks

14. In addition to the new risks raised as part of the continued review of the risk register over the past six months there were amendments to the following risks within the register:
15. **SR 04: Underperforming as Lead Force for Economic Crime:** This risk has been reviewed by ECD re-evaluating the controls and causes to reflect the changing environment around economic crime, its Impact has been increased to Very High while the maturity of ECD controls has resulted in these now assessed as level 2, improving from level 3. Overall the risk is still scored as Amber but with an overall downward trend, reducing the risk matrix score from 18 to 16.
16. **SR 05: Reduction in Staff Morale/Well-being:** This risk was reviewed by SMB in July where the likelihood was proposed to be raised to High to reflect the current results of the staff survey. This risk was discussed in-depth at the August Risk Review Group where the Amber scoring was ratified.

17. **SR 11: Delivery of Policing Plan Measures:** This risk has been assessed and the likelihood of it occurring has been increased to Medium. This reflects the current financial climate and squeeze on policing services in the light that the Force continues to set challenging Policing Plan Measures.
18. **SR 12: Loss of ECD external Funding Streams:** As part of the risk review process this risk was debated in-depth at the Risk Assurance Group held on 13th August where its impact was raised to Very High and Scoring increased to Amber. This reflected the understanding that the reputation of the Force through loss of funding was the key here and this risk is linked closely to performance delivered through managing SR 04.
19. **SR 14: IT Business Continuity:** This risk remains unchanged but is now fully discussed as part of the Force Business Continuity Group considerations and a support in business continuity risk assessment is being produced to further enhance the management of this area.
20. **SR 16: Impact of continued savings on Force capability:** This risk has been fully scored within the register and fully explored by the risk assurance group and SMB; its current assessment is Amber. The Force will work over the course of the year to ensure the mitigations for this risk are developed as the Force meets the current funding challenges and monitor the impact this may have on the achievement of our Policing Plan Priorities.
21. **SR 17: Continued pressure on funding streams reducing overall Force budget:** As with the above risk, the Force is providing oversight to the challenge of managing its budget in the current financial climate and ensuring that the continued pressure on funding streams will be mitigated as part of the overall Force response to managing its long term budget. Any impact on funding reduction can then be cross referenced to capability and our current performance to pick up the impact of any reduction. The current assessment of this risk is Amber with the likelihood being raised to high after the August Risk Assurance Meeting.

Closed Risks

22. The closed risks within the register have been closed with the following rationale:
23. **SR 06: Failure to contain expenditure within agreed budgets:** CLOSED 14/08/12: This risk was closed based on the discussion held during the risk review group on 08/08/12. The group determined that this risk had remained scored low since being within the register and it was considered that managing the finance of the Force was business as usual. With the implementation of City First and the fact that the Force had always remained within budget the group determined that at that time the risk would be closed.
24. **SR 07: Increased dissatisfaction with quality & delivery of service to community:** CLOSED 04/03/13: This risk was discussed during the risk assurance group on the 05/02/13. It was agreed that this risk had been low for over a year and

should be considered as business as usual and there are no indications it is about to be realised. This risk was therefore formally closed.

25. **SR 08: Adverse Impact of Jubilee, Torch Relay, Olympic & Paralympics Policing on Force capability:** CLOSED 21/11/12: This was closed during the risk assurance group meeting held on 06/11/12 reflecting that the events covered by this risk had passed and there was no further risk to the Force.
26. **SR 10: Delivery of Fraud Academy:** CLOSED 28/11/12: The Fraud Academy risk was discussed in detail at the risk assurance group meeting held on 06/11/12. The result of the discussion was that while this remained a risk area, the impact was more on a Directorate level. ECD would therefore retain ownership of this risk within their Directorate Risk Register while the Force risk would be closed.
27. **SR 15: Delivery of IAMM (Information Assurance Maturity Model):** CLOSED 03/12/13: This risk was discussed by the risk review group and closed within the Force Risk Register so that it could be managed solely at the Directorate level. It was determined that the risk facing the Force was actually around IT security and a new risk was raised through I&I to cover this aspect with the IAMM being mitigation against this occurring.
28. **SR 13: Department Staff Vacancies affecting ICT Business Continuity:** CLOSED 31/07/14: ICT have undertaken a number of short term measures to put in place contract agreements to cover vacancies while the Force implements the new IT strategy. This risk was reviewed by SMB in July and as a result closed within the Force Strategic Risk Register to reflect that the Interim ICT structure is now managing this risk effectively and that any ICT staff issues will be picked up within SR 14. This decision was further endorsed by the Risk Assurance Group meeting held on 13th August.
29. All closed risks are reviewed at each meeting of the risk review group to assess if circumstances have changed and they need to be re-opened.

Other significant implications

30. Robust implementation of risk management ensures the Force can address the barriers and opportunities it faces so that it continues to comply with all of its obligations, statutory and non-statutory.

Consultation

31. The Lead Member for risk, Deputy Doug Barrow was briefed and consulted on the updated risk profile on the 9th September 2014.

Conclusion

32. The risk profile of the Force is continually reviewed and updated quarterly by the Force Risk Assurance Group. The Police Committee are kept informed of the Force Risk Profile twice a year to ensure they are briefed of new and emerging

risks and any significant change in existing risk scores as part of the Force's assessment of its own risk profile.

Contact:

Paul Adams

Force Risk Manager

020 7601 2593 paul.adams@cityoflondon.pnn.police.uk

Committee: Police Committee	Date: 16 th September 2014
Subject Health & Safety Annual Performance Update and New Plan for 2014-17	Public
Report of: Commissioner of Police Pol 61/14	For Information

Summary

This report provides information on the current position regarding the management of health and safety within The City of London Police (CoLP) since the last report submitted in September 2013 (Pol 44/13) and a further interim update report which was submitted in February 2014. It provides details of the progress made against the current health and safety action plan and improvements that have been introduced.

This plan covers the period November 2011 – October 2014 and focused on health and safety governance and infrastructure within CoLP. Over this period improvements to the governance of health and safety have been seen, including the establishment of local, Directorate level Health and Safety Committees. At a strategic level a mechanism has been put into place for the Force Risk Assurance Group to consider any health and safety issues escalated to them by the Force Health and Safety Committee. Other improvements to health and safety risk management are also beginning to be seen following the introduction of new systems to assist the Force Health and Safety Committee with continual monitoring of identified risks.

Information regarding the Force's new Health and Safety Action Plan for the period 2014 – 17 is also outlined within this report; a copy of the plan is attached for Members' reference at Appendix A. The new plan is designed to support Directorates' management of health and safety by aligning Directorate plans to specific risks and strengthen risk management arrangements. It also aims to improve health and safety management structures with emphasis on performance measurement and review. Furthermore the plan aims to build on improvements made this year; with the introduction of some mandatory health and safety training, and support for all employees to achieve suitable levels of health and safety competency.

RECOMMENDATIONS

It is recommended that Members:

- A receive and note the contents of this report; and
- B receive and note the new Force Health and Safety Action Plan 2014-17 (Appendix A).

MAIN REPORT

Background

1. The City of London Police (CoLP) submits a report annually to your Committee on the progress made in applying Health and Safety policy and practice, and advises Members of any developments during the year. The review period of this report covers the period 1st April 2013 – 30th June 2014. An interim Health and Safety performance update report was presented in February 2014; however as the report was to provide an update it did not contain the same level of detail contained within this report. Additionally, as the current Force Action Plan concludes at the end of October 2014 details of the new plan are detailed later in this report.

Current Position

- 2 The Force Health and Safety Committee monitors the progression and effectiveness of actions taken. Systems have been introduced within the last year to assist the Force Health and Safety Committee monitor health and safety risks across CoLP providing a mechanism to escalate unmitigated Directorate level risks to the Force Health and Safety Committee, who in turn, can escalate these risks to the Force Risk Assurance Group if necessary.
3. Details of action plan progress as indicated by the RAG Status are given in the table below (Table 1 – RAG Status of Action Plan 2011-14).

Table 1 – RAG Status of Actions 2011 – 2014 Action Plan

Status	As at July 2013	As at October 13	As At February 14	As At August 14
Red	3	1	0	0
Amber	13	14	5	4
Green	25	26	37	38
White	1	1	0	0

4. The table shows the progress which has been made; no actions remain outstanding (red). It is apparent that up to February 2014 one action was deemed no longer applicable and was therefore rated as white. However, after further consideration, the Force Health and Safety Committee decided to re-instate it. The action related to equipment testing and calibration. As a result, Directorates have now been tasked to create registers of equipment which require regular maintenance and safety checks by suitably competent persons. This action remains at amber due to the work currently being undertaken by Directorates. It is expected that these Equipment Registers will have been finalised by the end of September 14.

5. The remaining four actions currently rated as amber are:

Action/requirement	Work being undertaken to address:
All third parties using or working on our premises, or providing a service or facility to us, are observing and operating to the standards that we specific or approve	A Health and Safety SOP is under development so that all third parties such as consultants and volunteers along with maintenance contractors (who are appointed by City Surveyors who specify the standards required of maintenance contractors) understand the standards expected of them. A draft version will be presented to the Force Health and Safety Committee for consideration in Oct 2014.
There are two actions that relate to folders being set up on SharePoint and also having a central location for the collation of risk assessments and also accident and incident reports	Until everyone has access to SharePoint it was agreed that all completed risk assessments should be made available via a link from each Directorate H&S intranet page. Work is on-going in collaboration with the Corporation Health and Safety Team to introduce a new over-arching accident and incident reporting system. It is anticipated that the new system will be ready for testing in some departments beginning in October and, that the new system will be ready for roll-out in CoLP in the New Year.
To establish, maintain and record process for the testing and calibration of equipment (inventory of equipment, spreadsheet of testing/calibration etc)	Until February 2014 it was thought that this work was undertaken by the Corporation. However, through working with the Directorates it has become apparent that there is a lot of equipment that Directorates hold that isn't covered by Corporation testing. As a result all Directorates are compiling registers of equipment that must be subject to scheduled maintenance and testing. All Directorates have been tasked to complete this work by the end of September 14.

6. Progress towards completion of these actions will continue to be monitored by the Force Health and Safety Committee.

7. As part of City First remodelling and changes within HR Services, the Health, Safety and Welfare Team has been reorganised. Since the beginning of 2014 the Welfare Team now forms part of the Occupational Health Shared Service with the City of London. As part of this reorganisation, and in order to maintain its commitment to Health and Safety, a full time, dedicated Head of Health and Safety was appointed by the Force in February 2014.

8. To ensure that the Force has a robust internal governance programme for its Health and Safety responsibilities the ACPO designated lead officer, the Director of Corporate Services (DoCS), who is also the Chair of the Force Health and Safety Committee has increased the frequency of meetings from six monthly to quarterly.
9. Over the past six months Health and Safety has been more formally integrated within other areas of CoLP's strategic planning and monitoring groups. In addition to the Force Risk Assurance Group, as mentioned earlier, other strategic groups that formally consider Health and Safety in their planning and monitoring include the Business Continuity Group and the Mobile Working Project Board.

Risk Management

10. Top X is the process for considering the top health and safety risks across the Force. All Departments of the City of London Corporation are asked to report annually to the Town Clerk on their top health and safety risks. If necessary these are included on the Corporation Top X Register. During the past year a new system for the management and monitoring of Top X has been introduced. These improvements have seen the introduction of continual monitoring of any actions needed to help control risks identified. Formal review is carried out on a quarterly basis by Directorate Health and Safety Committees for the risks associated with their work activities. Ultimately, the progress of actions is monitored through the Force Health and Safety Committee.
11. The process of continual monitoring allows for newly identified risks to be escalated to the Top X Register in a timely manner, whilst also allowing for those risks which are assessed as being mitigated as far as reasonably practicable to be removed.
12. In 2013 one of the areas identified for improvement related to fire safety and management arrangements for evacuation/invacuation. Due to the complexities associated with an organisation that operates 24/7 and the work needed to identify proportionate yet workable solutions, this was considered the top risk.
13. As a consequence, and as part of mitigation solutions, the 'Police Estate Access, Security and Use' Policy and SOP was presented at SMB in April 2014 where its implementation was endorsed.
14. Work continues to find a robust solution to manage evacuations/invacuations 'out of hours' and as a result a number of proposals are due to be presented to the Force's Senior Management Board (SMB) in September for consideration. The monitoring of the progress of this action will be maintained by the Force's Health and Safety Committee.

Accident and Incident Reporting

15. Table 2 - Accident and Incident Data, shows a year-on-year comparison of accident and incident statistics over the past five years.

Table 2 – Accident and Incident Data

Totals	2009	2010	2011	2012	2013
Police Officer	50	65	65	39	34
Support Staff	11	11	11	5	14
Others (including Agency workers and contractors)	0	0	0	0	2
Accident totals	61	76	76	44	50
Near Miss Totals	18	26	43	2	8
RIDDOR^[1]	2	5	1	4	3

16. There has been a slight increase in the total number of accidents reported during the last year following a drop recorded in the previous year.
17. Near miss reports are still low in comparison to earlier years. A drive to raise awareness of near miss reporting has seen a slight increase to the numbers received during last year from two in 2012 to eight near miss reports in 2013.
18. Of the accidents reported in 2013, 36% resulted in sprains/strains. A further 20% resulted in bruising and/or swelling with the remaining 44% being fairly evenly distributed between the remaining categories: burn/scald, graze, irritation, laceration, multiple and other which includes all other minor injuries that aren't categorised. There was one break/fracture representing 0.5% of the total reports.
19. Of the three RIDDOR reports received one was for an officer who had been involved in chasing a suspect. As a result of tripping on uneven ground the injuries sustained prevented the officer returning to work and/or normal duties for more than seven days.
20. Another involved an officer travelling between her normal place of work and court to give evidence. She was travelling by bus and as she was alighting from the bus it pulled off. She sustained ankle injuries which prevented her returning to work and/or normal duties for more than seven days.

^[1] RIDDOR the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Reportable incidents include fatalities to workers and non-workers, major injuries from a prescribed list including amputations, fractures (other than to fingers, thumbs and toes) and asphyxia.

21. The final report involved an officer who broke his wrist during personal safety training as a result of a slip which occurred by turning in an awkward fashion.
22. Improvements to accident and incident reporting are planned with the introduction of a reporting system later this year. This is being achieved by working collaboratively with the City of London Corporation Health and Safety team through the introduction of a new and overarching Accident and Incident Reporting System. Benefits of the system being developed include easier reporting channels and time management notifications allowing for timely management investigation. In addition, there will be improved Management reports which will enhance monitoring at both Directorate and Force level.

Training

23. Health and Safety courses are available, on both NCALT (National Centre for Applied Learning Technologies) and through the City of London Corporation, to inform and support managers and supervisors as to what is required of them in the management of health and safety. Most recently the CoL held a Health and Safety Management Week in March 2014, during which a number of CoLP staff attended scheduled events.
24. Mandatory training courses have good uptake and compliance rates. The Force's SMB, at their June 2014 meeting, gave their endorsement to a proposal to make the following two NCALT training courses, Health and Safety for Managers and Risk Assessment, mandatory for all managers and supervisors.
25. Additional improvements to Health and Safety training will be achieved as a result of managers using job role profiles to identify risks against activities and pin-pointing if specialist training is needed to help control such risks.

New Force Health and Safety Action Plan 2014-17

26. The new Force Health and Safety Plan will run from November 2014 to March 2017 and covers a 2.5 year period; this shorter period is to enable the plan to be better aligned with the Force's standard planning cycle. Appendix A – Force Health and Safety Action Plan 2014 – 2017.
27. The Force's Annual Health and Safety report will be presented to your Committee in July each year in order to provide Members with a more up-to-date overview of Health and Safety performance within CoLP.
28. The new Plan focuses on supporting Directorates' management of health and safety at a local level. Each Directorate has an individual action plan which aims to address Directorate specific risks, and, provides a mechanism to escalate any concerns and issues that are not resolvable locally to the Force Health and Safety Committee.
29. In particular the new Plan aims to support Directorates to:

- align Directorate plans to specific local risks and strengthen risk management arrangements,
 - improve health and safety management structures with an emphasis on performance measurement and review,
 - support all employees to achieve appropriate levels of health and safety competency.
30. However, all plans are flexible to react to the changing demands facing CoLP, such as City Futures and the Accommodation Programme, over the next three year period.
- 31 The Force's Health and Safety Policy, which is authorised by the Commissioner, will be reviewed in line with the introduction of the new Force Health and Safety Plan.

Conclusion

32. Significant progress has been achieved against the 2011 – 2014 Action Plan particularly in the past year; completing actions and making improvements. The new Force and Directorate Health and Safety Plans for the period 2014-17 have been developed and are ready for implementation from October 2014. In addition to supporting Directorates manage health and safety at a local level, plans have been designed to gather evidence and provide assurance, on an on-going basis. This will clearly evidence that the Force is managing its health and safety obligations and provides a system that demonstrates its commitment to continual improvement.

Appendices

Appendix A – Force Health and Safety Action Plan 2014 – 2017

Contact:

Nicola Scoon
Head of Health and Safety
Tel: 020 7601 2288
E-mail: nicola.scoon@city-of-london.pnn.police.uk

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Appendix A – City of London Police Health and Safety Action Plan 2014 -2017

Planning and arrangements				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
The Force has an up-to-date H&S Policy authorised by the Commissioner	HoH&S	Policy is accessible to all on intranet. Responsibilities and understanding of policy will be tested at all levels as part of assurance programme	Policy updated and in place by January 2015, this will be published and disseminated for implementation. Assurance checks will be on-going and results presented to quarterly Directorate and Force H&S Committees	Up-to-date policy exists and is accessible to all on intranet
The Force has a framework of H&S SOPs and guidance to support the overarching H&S policy implementation	HoH&S	SOPs and guidance available on intranet. Ongoing review of SOP and Guidance documents. Review timetable will be presented to Force H&S Committee	Timetable of updates will be included as/when presented to Force H&S Committee. This will be continuous over the 3-years of the plan Planned SOPs and guidance up to March 2015 are: H&S Guidance to Support Lone Working Policy H&S Guidance to Support Agile Working Accident and Incident Reporting SOP in line with introduction on new reporting system	Updated SOPs will be available to all on the intranet

Directorates demonstrate planning of their own H&S arrangements	Directorate Heads	Up-to-date H&S policy endorsed by current Head of Directorate Where a Directorate leads on a specific area, and, as dictated by risks encountered the lead Directorate will produce health and safety guidance for the Directorate and Force. Minutes of meetings where planning including H&S considerations is considered are recorded	Review dates as part of a rolling programme in-line with quarterly H&S Directorate and Force H&S meetings which will be continually updated	Documentary evidence will be available
For operational and/or project work Directorates are able to demonstrate they consider health and safety implications	Project leads	Documented evidence including; project plans, minutes of meetings and action plans.	Rolling programme of quarterly reviews in-line with H&S Committee meetings	Documentary evidence will be available
Emergency planning. Directorates are able to demonstrate they adhere to the Force's emergency planning arrangements. In particular ensuring that there are sufficient numbers of Evacuation Marshalls to cover the areas that their teams work in and that they work in collaboration with Facilities Managers	Directorate Heads General Services Director	Evacuation Marshalls details are easily identifiable to all and each Directorate has enough Evacuation Marshalls to cover the areas they work in	Review in line with Force H&S meetings	Up-to-date lists of Evacuation Marshalls readily available and published on intranet

Implementation				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
Do all Directorates have risk registers which are maintained and up-to-date?	Directorate Heads	Risk Registers are available upon request and are up-to-date. Directorate risk registers will be reviewed as part of individual Directorate Health and Safety meetings.	Quarterly milestones in line with Directorate H&S Committee meetings	Up-to-date Directorate risk registers Minutes of Directorate H&S meeting.
Do all Directorates have asset registers which are up-to-date and detail equipment that require regular safety checks and maintenance? Does each Directorate have a testing and maintenance schedule?	Directorate Heads	Asset register of equipment subject to regular safety checks and maintenance is available and gives details of: schedule for planned maintenance checks along with any comments necessary, dates of scheduled testing and calibration along with results of test.	Quarterly reviews will be undertaken in line with individual directorate H&S Committee meetings. Findings will be monitored at Force H&S Committee meetings	Directorate registers are up-to-date and available upon request. Minutes of Directorate and Force H&S meetings are available to demonstrate management reviews of findings along with corrective actions if required

Monitoring				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
All Directorates are able to demonstrate that they undertake pro-active monitoring of their activities and take timely, effective actions to address emerging issues, and that they periodically test the effectiveness of their risk control measures	Directorate Heads	Minutes of meetings including Directorate H&S, minutes of planning and where appropriate debriefing meetings Any documentation relating to changes that have been implemented as a result of pro-active monitoring. At Force level: Accident and Incident data monitoring sickness data monitoring for trends	Quarterly reviews in-line with Directorate and Force H&S Committee meetings	Documents including minutes of Directorate H&S meetings, operational planning and de-briefing information. Sickness Data Monitoring by PMG monthly
All Directorates are able to demonstrate that they undertake re-active monitoring and take appropriate actions to prevent reoccurrences	Directorate Heads	Minutes of meetings Details of management follow up and corrective actions following accidents and incidents	Quarterly reviews in-line with Directorate H&S meetings	Documents including Directorate H&S Committee meetings, accident and incident investigation reports, Force level – minutes of Force H&S meetings
The Force has an Assurance and dip-sampling programme	HoH&S	Results of assurance checks and dip-sampling	Rolling schedule – schedule to be drawn up and dates added to plan for commencement before end of year. NB some of which will be planned to react to emerging trends	Reports to Directorate Heads, Force Health and Safety Committee and other appropriate persons, as deemed necessary, are available upon request

Management Review				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
All Directorates are able to demonstrate regular senior management review of H&S performance	Directorate Heads	Departmental escalation mechanism for H&S issues exists: Directorate H&S meetings are held quarterly and are attended by all Heads of Departments and chaired by Directorate Heads or other senior manager within Directorate High level review of departmental H&S performance takes place on a regular basis - evidenced by minutes of SMT meetings	Quarterly dates of planned meetings to be added this will be populated in advance on an on-going basis	Minutes of Directorate H&S meetings are available Minutes of Directorate SMTs are available to demonstrate SMT H&S performance review and any actions taken
The Force is able to demonstrate regular senior management review of H&S performance	Senior management at ACPO level	Force escalation mechanism for H&S issues exists from Directorate level to Force H&S Committee HoH&S attends Risk Assurance Group meetings Scheduled H&S reporting to SMB Annual reporting to Grand Police Committee	On-going quarterly review in line with Force H&S Committee meetings:	Minutes of Force H&S meetings available Minutes of other senior management meetings where H&S is discussed available along with decisions and actions taken

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Committee: Police	Date: 16 th September 2014
Subject: 2014/15 Budget Monitoring Report Period to end of July 2014	Public
Report of: Commissioner of Police Pol 62/14	For Information

SUMMARY

Reserves

The Force's original revenue budget assumed a contribution from General Reserves of £4.1m would be required to remain within the overall cash limit of £60.4m.

However, since the original budget was agreed two significant one-off items have increased the call on General Reserves to £6.3m. The increase of £2.2m comprises:

- the re-phasing from 2013/14 to 2014/15 of a £1.4m revenue contribution towards the funding of capital expenditure; and
- £0.8m funding for additional one-off project costs.

Based on a contribution of £6.3m in 2014/15, the balance on the Force's General Reserves as at 31 March 2015 would be £8.8m.

Revenue

Both the position at the end of July and the year-end forecast indicate a broadly break even situation although there are a number of compensating variations outlined in the main report.

Capital

The latest capital budget for the current year is £3.9m compared to the original budget of £1.9m. This increase reflects the slippage of projects from 2013/14 together with the inclusion of a number of new projects, partly offset by the deferral of some expenditure to 2015/16. There is currently a potential funding gap of £0.3m assuming that expenditure for the year is in line with budget. However, Project Managers have been asked to provide a forecast of anticipated expenditure against budget. This forecast will be included in the next budget monitoring report. If this forecast does confirm a funding shortfall, an additional call on Reserves will be required.

RECOMMENDATION

Members are asked to note the contents of this report.

MAIN REPORT

BACKGROUND

1. A joint report of the Chamberlain and Commissioner of Police detailing the Force Revenue and Capital budgets for 2014/15 was agreed by this Committee on 17th January 2014. Financial performance is monitored on a monthly basis and reported to Committee four times a year.

CURRENT POSITION – RESERVES

2. The original budget assumed a contribution from General Reserves of £4.1m. This has now increased to £6.3m (an increase of £2.2m) in the latest budget. Additionally a contribution from the Proceeds of Crime (POCA) Reserves of £0.5m has also been made to fund Force POCA initiatives (as agreed by the Force Resource Allocation Board).
3. The increased contribution from General Reserves of £2.2m is due to:
 - An increase of £1.4m in the budget for the revenue contribution to capital to fund the slippage of capital projects from 2013/14 to 2014/15 (as reported in the 2013/14 Revenue and Capital Outturn report) for which the contribution from revenue was transferred back to Reserves at the end of 2013/14.
 - The inclusion of budgets for the following unanticipated one-off items:
 - Additional staff costs of £0.3m relating to the IT Modernisation Programme; and
 - Funding for the Mobile Working Project of £0.5m.
4. Based on a contribution of £6.3m in 2014/15, the balance on the Force's General Reserves as at 31 March 2015 would be £8.8m.

CURRENT POSITION – REVENUE

5. At the end of July there was a favourable variance of £0.1m on the Force's on-going revenue activities. Details of revenue expenditure and income against the profiled latest budget are set out in **Appendix A**.
6. Total expenditure to the end of July was below budget by £0.3m due to:
 - Under spends in most non pay items including training (£275k), utility costs (£127k), travel & subsistence (£45k), professional fees (£70k) and computer expenditure (£71k).
 - However, employee pay costs were over spent by £283k mainly due to:
 - seconded police officers costs of £134k, this is largely a timing issue as these costs are recoverable and will be offset by income in future periods;
 - unbudgeted costs of officers (£49k) working on Accommodation Projects; and,
 - unbudgeted costs of probationer officers (£160k).
7. Income to the end of July was below budget by £0.2m. An income shortfall of £300k for the Fraud Academy being only partly offset by additional income from

Private Services and Mutual Aid (Due to the nature of many of these events income fluctuates and is difficult to forecast accurately).

8. The forecast year end revenue position is an adverse variance of £0.1m. At this stage whilst it is anticipated that the reductions in non-pay costs will continue, they are likely to be more than offset by the shortfall in income together with increased employee pay costs, for the reasons outlined in the second and third bullet points of para 6, together with the cost of additional agency IT staff required during the transition phase of the IT modernisation and restructuring programme.
9. Members will see from **Appendix C** that the latest budget includes specific grant funding agreements totalling £30.9m. At the reporting point 57% of this funding has been agreed. However, there remain four grants within Economic Crime at an amber risk rating (totalling £13.3m) which are pending confirmation. As at the end of July expenditure against these funding streams was £4.8m – a financial risk to the Force if funding is not confirmed.

CURRENT POSITION – CAPITAL

10. As set out in **Appendix B**, the latest capital budget for 2014/15 is £3.9m compared to £1.9m in the original budget. This increase of £2m comprises:-
 - £1.69m for projects brought forward from 2013/14, to be funded from revenue contributions of £1.4m carried forward from 2013/14 and a specific Home Office grant of £0.3m for KnowFraud business continuity;
 - £0.8m for increased expenditure on planned projects and new projects agreed since the original budget was set; partly offset by
 - the deferral of £0.5m of expenditure on projects re-phased to 2015/16.
11. Funding for the latest planned capital budget is set out below.

	£k	£k
2014/15 Latest Planned Capital Budget		3,890
Funded by:		
2013/14 Revenue Contribution b/f	1,364	
POCA funded vehicles	30	
Home Office Business Continuity Grant	300	
2014/15 Home Office Capital Grant	900	
2014/15 Revenue Contribution	1,000	
Total Funding		3,594
Potential Funding Shortfall		296

12. There is currently a potential funding gap of £296k assuming that expenditure for the year is in line with budget. However, Project Managers have been asked to provide a forecast of anticipated expenditure against budget. This forecast will be included in the next budget monitoring report. If this forecast does confirm a funding shortfall, an additional call on reserves will be required.

CONCLUSION

13. Since the original budget was approved in January there have been a number of significant budget changes in relation to capital and one-off revenue items which have resulted in an increase in the budgeted transfer from General Reserves from £4.1m to £6.3m. The latest forecast for on-going revenue requirements indicates a small adverse variance of £0.1m at year-end which will increase the required transfer to £6.4m. There is also a potential funding gap of £0.3m on capital which may need to be met from Reserves.

Appendices

- Appendix A -2014/15 Revenue Budget Monitoring to 31 July 2014
- Appendix B – Capital Programme 2014/15 Position as at 31st July 2014
- Appendix C – Grant Funding Register

Background Papers:

POL 03/14 - Revenue and Capital Budgets Outturn 2013/14

Contact:

Eric Nisbett,
Director of Corporate Services

T: 0207 601 2202

E: eric.nisbett@city-of-london.pnn.police.uk

APPENDIX A

City of London Police								
2014/15 REVENUE BUDGET MONITORING								
		Position at 31 July 2014				Forecast Outturn		
	Latest Annual Budget (£M)	Profiled Budget (£M)	Actual (£M)	Variance (£M)	% Spent	Forecast OutTurn (£M)	Forecast Variance (£M)	Forecast Spend v Budget %
Forcewide								
Employees - Pay	82.1	33.8	34.1	0.3	101%	82.9	0.8	101%
Employees - Other	4.2	1.1	0.8	(0.3)	73%	3.7	(0.5)	88%
Premises	3.3	2.0	1.9	(0.1)	95%	3.0	(0.3)	91%
Transport	2.4	0.8	0.7	(0.1)	88%	2.1	(0.3)	88%
Supplies and Services	16.7	5.8	5.6	(0.2)	97%	16.7	0.0	100%
Other Expenses	8.1	0.5	0.6	0.1	120%	8.3	0.2	102%
Total Expenditure	116.8	44.0	43.7	(0.3)	99%	116.6	(0.2)	100%
Income	(49.6)	(25.6)	(25.4)	0.2	99%	(49.3)	0.3	99%
Net Expenditure before Contribution from Reserves	67.2	18.4	18.3	(0.1)	99%	67.3	0.1	100%
Contribution from General Reserves	(6.3)	0.0	0.0	0.0	0%	(6.4)	(0.1)	102%
Contribution from POCA Reserve	(0.5)	0.0	0.0	0.0	0%	(0.5)	0.0	100%
Cash Limit	60.4	18.4	18.3	(0.1)	99%	60.4	0.0	100%

APPENDIX B
CAPITAL PROGRAMME 2014/15
Position as at 31st July 2014

	A	B	C	D	A+B+C+D	
Project	Underspend b/f from 2013/14	Original Budget 2014/15	Post Original Budget Adjustments 14/15	Post Original Budget Programme Adjustments to be c/f to 15/16	Latest Planned Capital Programme 2014/15 inc adjustments	Year to Month 4 Expenditure
	£000	£000	£000	£000	£000	£000
Brought Forward from 2013/14						
ACESO Digital Forensic Phase 1	20				20	13
Vehicle Replacement Programme 2013/14 see*	149		(16)		133	103
Microsoft Enterprise Agreement (Desktop Refresh)	827		237		1,064	706
Ring of Steel ANPR Back Office Upgrade	17				17	14
Ring of Steel In Car ANPR	2				2	2
Ring of Steel Mobile ANPR	22				22	0
KnowFraud Upgrade	238				238	77
KnowFraud Disaster Recovery (Business Continuity) see**	300				300	0
IT Servers for HR system	100				100	0
Digital Interview Recording	19				19	3
2014/15 Projects in Original Budget						
IT Infrastructure Upgrades		900			900	0
Crime Recording and Intelligence System		354		(354)	0	0
Vehicle Replacement Programme 2014/15		314	(64)		250	0
Ring of Steel		232		(152)	80	0
Mobile Working		100	232		332	0
2014/15 Projects Agreed post Original Budget						
Telephony			250		250	0
HR System Upgrade			83		83	0
ACESO Digital Forensic Phase 2			80		80	0
Total Expenditure	1,694	1,900	802	(506)	3,890	918
Funded by						
HO Capital Grant		(900)			(900)	
13/14 revenue contribution from reserves brought forward	(1,364)				(1,364)	
POCA funded vehicle *	(30)				(30)	
HO Capital Grant Business Continuity **	(300)				(300)	
14/15 Revenue contribution		(1,000)			(1,000)	
Funding from reserves			(802)	506	(296)	
Total Funding	(1,694)	(1,900)	(802)	506	(3,890)	

Funding Stream	Funding Agreed £000	Amount Spent to Date £000	Status	RAG	Owner / Responsibility
National Lead Force (Home Office)	£2,853	£918	Awaiting Confirmation of the funding of £2.853m from the Home Office	AMBER	ECD
National Fraud Intelligence Bureau (Home Office/Cabinet Office)/ National Cyber Crime Security Programme	£5,115	£2,288	A bid has been submitted totalling £10.150m encompassing both the NFIB and Action Fraud. The force is still awaiting confirmation of the amount of the grant	AMBER	ECD
Action Fraud	£4,974	£1,451	A bid has been submitted totalling £10.150m encompassing both the NFIB and Action Fraud. The force is still awaiting confirmation of the amount of the grant.	AMBER	ECD
Regional Fraud Team	£333	£161	Awaiting Confirmation of the funding from the Home Office	AMBER	ECD
Insurance Fraud Enforcement Department (ABI)	£3,099	£1,054	Funding has increased by £180k for 3 operations for 2014/15 only. Funding for 2015/16 has been agreed.	GREEN	ECD
Overseas Anti-Corruption Unit (DfID)	£1,270	£363	Agreed – new contract commences 01/01/15	GREEN	ECD
Dedicated Cheque and Plastic Card Unit (FFA UK)	£2,422	£762	Agreed	GREEN	ECD
Operation Sandpiper (EU)	£203	£105	Agreed	GREEN	ECD
Operation Hyphae (EU)	£68	£24	Agreed, the budget includes unspent grant rolled forward from 13/14	GREEN	ECD
Online Intellectual Property Unit	£1,186	£441	Agreed, funding contract ends 30 June 2015	GREEN	ECD
Criminal Records Bureau	£103	£47	Agreed, likely to continue indefinitely	GREEN	I&I
Transport for London	£1,200	£400	Agreed, likely to continue indefinitely	GREEN	UPD
Camera Partnership	£300	£100	Agreed, likely to continue indefinitely	GREEN	CI
Tower Bridge	£92	£31	Agreed, likely to continue indefinitely	GREEN	CI
Prevent	£120	£20	This is part of the funding for DSP and capital city funding	GREEN	UPD
Counter Terrorism	£7,531	£4,987	Includes DSP and Capital city	GREEN	Central
Total	£30,869	£13,152			

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Committee(s): Police	Date(s): 16 th September 2014
Subject: City of London Police Official Flag	Public
Report of: Commissioner of Police Pol 59-14	For Information
<p style="text-align: center;"><u>Summary</u></p> <p>The City of London Police wish to have an officially registered flag. This is partially to celebrate the 175th Anniversary, to be flown outside Police Buildings but also to be carried in ceremonial events including the Lord Mayor's Parade and additionally used as a funeral drape when appropriate.</p> <p>Research and design was carried out by the National Flag Institute and a favoured design chosen from six options.</p> <p>Consultation has taken place with relevant City of London Corporation Departments including the Remembrancer's and Town Clerk's Departments and internal staff consultation has also taken place.</p> <p>Costs have been estimated at approximately £520 +VAT for printed flags from a reputable manufacturer.</p> <p>Recommendations</p> <p>It is recommended that Members receive this report and note the contents.</p>	

Main Report

Background

1. At the behest of Commissioner Leppard, partially in commemoration of the 175th anniversary of the City of London Police, a new, officially registered flag has been considered for the Force. The idea is that as well as being flown from the Police buildings, the flag will be used in the Lord Mayor's Parade as part of the City of London Police's entry. The Force has never had an 'official flag' although an unofficial flag has been used at funerals of serving and ex CoLP officers. For the official flag, six potential designs were produced by the National Flag Institute.

Current Position

2. The flag designs were drawn up by the Chief Vexillologist of the National Flag Institute at no cost to the Force. The six designs were circulated to the Force for popular vote by City of London Police Officers and Staff. There has been an excellent response to the voting with 331 people casting a vote.
3. Design 'F' received 173 votes securing an overall majority.

Design F



4. Further to this, there has been a request to the Institute to use the wording "City of London Police" as shown in the below crest.



Proposal

5. The chosen design will be used as the official registered flag of the City of London Police. This will be flown outside of Bishopsgate, Wood Street and Snow Hill Police Buildings. Additionally, there will be a 'Carrying Flag' for ceremonial events and a funeral drape.

Costs

6. Below is a breakdown of the costs to date:

Design

- Free of Charge - by the National Flag Institute Chief Vexillologist.

Manufacture

- Initial costing from a national flag maker by appointment to HM the Queen and HRH Prince of Wales has estimated the following cost:

6'x4' Printed Building Flag - £80 each + delivery & VAT

4'x3' Carrying Flag for parades - £200 + delivery & VAT

7. The proposal is to order approximately 4 x Building Flags and 1 x Carrying Flag making the total approximate cost £520.00 + VAT and delivery.

Consultation

8. Extensive consultation has been undertaken with relevant Departments at the City of London Corporation, including the Remembrancer's Department and the Town Clerk's Department, who advised that Committee should be informed.
9. The Chief Commoner has also been consulted.
10. Lastly, as aforementioned, internal consultation has taken place with Officers and Staff Members and also the Chief Officer Team.

Conclusion

11. A favoured design for an official City of London Police Flag has been chosen by the Staff and Officers of the CoLP. It will be used to raise the profile of the Force both at ceremonial events and outside of the City Police Buildings, both present and future. In addition, the Flag will provide a symbolic emblem of the Forces' existence in what is its' 175th Anniversary year.

Contact:

T/Sgt - John Quin

Staff Officer

020 7601 2023

John.quin@cityoflondon.police.uk

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