

**LINCOLNSHIRE POLICE AUTHORITY  
FINANCE & PERFORMANCE COMMITTEE  
8<sup>TH</sup> JUNE 2010**

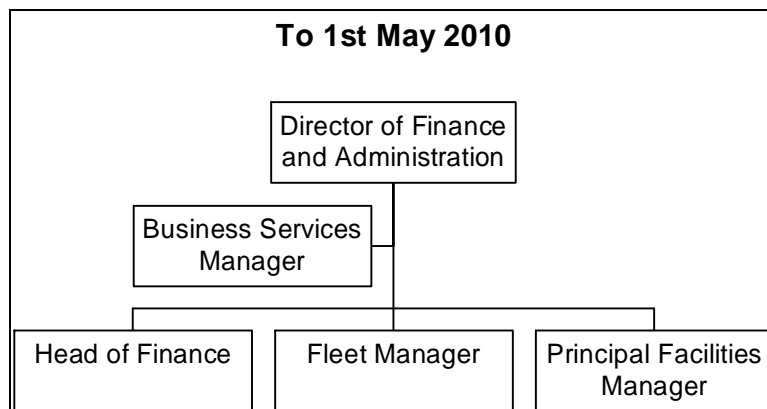
<b>SUBJECT</b>		<b>FINANCE &amp; ADMINISTRATION ANNUAL REPORT 2009/2010</b>
<b>REPORT BY</b>	<b>CHIEF CONSTABLE</b>	
<b>CONTACT OFFICER</b>	<b>PETER STEED, DIRECTOR OF FINANCE &amp; ADMINISTRATION TELEPHONE: (01522) 558126</b>	
<b>SUMMARY AND PURPOSE OF REPORT</b>		
To provide an oversight of key activities undertaken by Finance & Administration during 2009/10.		
<b>RECOMMENDATION</b>	<i>That the report be noted.</i>	

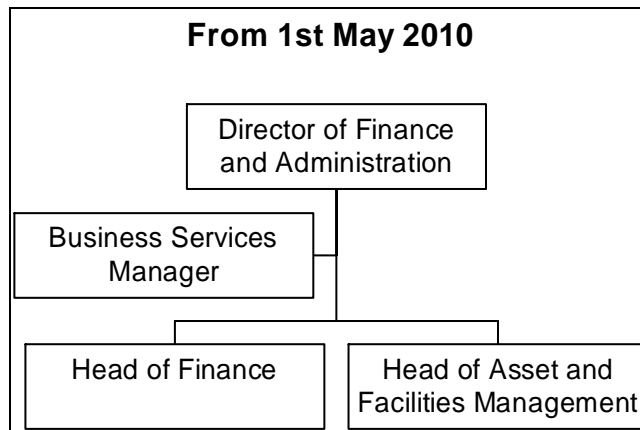
**A. SUPPORTING INFORMATION**

**1. BACKGROUND**

1.1 This report has been produced to update the Authority on the key activity undertaken by units within the Directorate of Finance and Administration (DoFA). It should be noted that this report does not cover a number of areas, which are subject to joint reportage between the Treasurer and DoFA.

1.2 The Directorate was/is structured as follows:





## 2. DIRECTORATE ISSUES

- 2.1 Against a background of considerable change it is pleasing to note the achievements and progress made by all three divisions. Budget management has continued to be tightened resulting in the Force utilising 99.9% of the revenue budget allocated to it for 2009/10. Elsewhere the new Asset and Facilities management function has begun to establish itself and is delivering against an ambitious programme of renovations and urgent repairs.
- 2.2 As the report identifies 2010/11 will see the Department facing significant challenges. However the overall professionalism of the Department's Managers and staff leave it well placed to successfully address the challenging agenda for the future laid out later in this report.
- 2.3 As with elsewhere in the Force managers within the Directorate have maintained a focus on attendance. For the year sickness absence totalled 6.42 days per fte, against the Force target of 8.0 days per FTE. Forty seven percent of absences (168 days) were due to operations. Once these are excluded the underlying rate of absence drops to 3.4 days per fte.

## SERVICE HIGHLIGHTS

During 2009/10 the department has delivered on a number of areas including.

- Major building projects:
  - New reception areas at Skegness, Lincoln, Headquarters and Boston
  - An additional modular building (Tier Two) at Headquarters
  - The Sexual Assault Referral Centre (SARC) in Lincoln
  - New neighbourhood policing offices at the Pilgrim Hospital, Boston and Long Sutton College
  - Replacement water main for Force headquarters
- Planning permission gained for potential works at Horncastle (use of vacant building), Sleaford (changes to facilitate new vehicle workshop), Skegness (security fencing) and Spalding (conversion of Queensgate Hotel for policing purposes).
- Managing the delivery of a successful Force Open Day.

- As the result of the 21<sup>st</sup> Century Uniform Project undertaking a issue of new uniforms to the majority of front line officers and PCSOs.
- Changing fleet procedures to reduce risks associated with new Corporate Manslaughter legislation.
- Introducing new systems for managing operational vehicles which has increased availability to 95.6%.
- Identification of savings from existing fleet budgets:
  - £100k from disposed of and reallocating under utilised vehicles
  - £120k through amended arrangements for hire and mileage budgets
- Managing Force attendance and contributions to 41 Authority meetings
- Managing four award ceremonies for 72 recipients
- Delivery of a balanced financial position for 2009/10.
- Producing an unqualified Statement of Accounts with improvements in Working Papers being noted by the Audit Commission.
- Developing an agreed budget for 2010/11 including enhanced arrangements to embed risk management and decision conferencing into the budget development process.
- Successfully embedding the new payroll contract.
- Introduction of scanning equipment to commence the electronic storage of data for ease of retrieval and searching capabilities.
- Substantial and sustained reduction in outstanding debtors.
- Implementation of a corporate furniture arrangement
- Award of over 100 Contracts worth approximately £13 million including
  - Insurance
  - Case and custody Application
  - Mobile data back office system
  - Voice/data devices and existing voice devices
  - FME managed services
  - Police accoutrements, high visibility jackets, shirts, trousers and tunics for the 21st Century Uniform Project

#### **4. 2010/11**

- 4.1 As previously stated 2010/11 is likely to present the service with many significant challenges ranging from dealing with the implications of the emerging national financial situation to developing a robust asset strategy against a background of scarce resources. Within this the Department has identified the following challenges.

- Development of a draft Asset Strategy by March 2011 including taking decisions about the development of sites such as Stonebridge House (Grantham) and the Queensgate Hotel (Spalding).
- Management of a rapidly ageing Force estate.
- Develop and implement enhanced procedures for the identification and management of building related health and safety issues.
- Developing effective partnership arrangements with Regional Forces and County Wide bodies in areas such as estates and energy management.
- Integrating management arrangements for the Fleet and Facilities Management functions.
- Contributing to, and dealing with the implications of, the Force Support Services review.
- Ensuring that robust arrangements are in place for managing budget and value for money processes.
- Developing and embedding enhanced environmental arrangements for the Force.
- Developing opportunities for collaborative working.
- Implementing the new International Financial Reporting Standards.
- Supporting local and regional procurements.

4.2. The Directorate will also provide a direct contribution to the following Policing Plan objectives.

- Led by the Directorate
  - Review the way in which we provide administrative and back office support to the Force, to increase the efficiency of these areas and also to reduce bureaucracy so that operational staff have more time to spend on the frontline.
  - Maximise investment from national police funding streams, partnerships bids or external sponsorship.
  - Take positive action to make the organisation more effective and efficient, building on local knowledge and national reviews such as the high level working group 'working for the public'
  - Review the location of our police stations and explore the potential for sharing facilities with other bodies.
  - Establish a baseline of how the Force's activities impact on the natural environment and begin planning for how this can be managed and reduced.
- Contributing to actions led by other Chief Officers

- Develop and support the many partnership and collaborative arrangements we have with a wide variety of organisations and groups, to ensure better outcomes for the people of Lincolnshire.
- Ensure that the commitments we have made in relation to the 'Policing Pledge' are sustained and developed.
- Increase our contribution to improving the cohesion of communities through work with our partners.
- Implement the findings of our Protective Services Review, to ensure that the Force is compliant with agreed national standards.
- Continue development of the collaboration arrangements we have with other police forces in the East Midlands Region, in particular in relation to firearms response, public disorder training and forensic science.
- Achieve maximum benefit from collaboration with other police forces and partner agencies.
- Implement our people development plan.

## B. FINANCIAL CONSIDERATIONS

### REVENUE BUDGET

The revenue budget and outturn for the Directorate is shown in the table below. The Directorate was 1.7% underspent in the year.

Description	Budget (£'000)	Outturn (£'000)	(Under) / Over Spend (£'000)	Variance %
<b>Facilities</b>				
Stores	435	455	20	
Photocopier	3	32	29	
Print Shop	13	(50)	(63)	
Property	2,689	2,663	(26)	
Catering	67	47	(20)	
<b>Total</b>	<b>3,207</b>	<b>3,147</b>	<b>(60)</b>	<b>-1.9%</b>
<b>Fleet</b>				
Vehicle Fleet Management	727	727	0	
Fleet Maintenance Workshop	342	317	(25)	
<b>Total</b>	<b>1,069</b>	<b>1,044</b>	<b>(25)</b>	<b>-2.3%</b>
Finance	696	695	(1)	
Business Services	66	65	(1)	
<b>Total</b>	<b>5,038</b>	<b>4,951</b>	<b>(87)</b>	<b>-1.7%</b>

## CAPITAL BUDGET

The Directorate is also responsible for major elements of the Authority's capital programme a summary of which is detailed below.

	Budget (£'000)	Outturn (£'000)	(Under) / Over Spend (£'000)
Estates Capital Projects	1,200	1,110	(90)
Fleet Vehicle Replacements	1,294	1,293	(1)
	<b>2,494</b>	<b>2,403</b>	<b>(91)</b>

### C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

None from this report.

### D. PERSONNEL, EQUAL OPPORTUNITIES AND DIVERSITY ISSUES

(including any impact or issues relating to Children and Young People under the Every Child Matters (ECM) framework.)

None from this report.

### E. RISK MANAGEMENT

None from this report.

### F. REVIEW ARRANGEMENTS

This report is provided to the Committee on an annual basis.

### G. LIST OF BACKGROUND PAPERS

Date	Description	File
	None	