

## MINUTES OF MEETING - OPEN

**SUBJECT:** FORCE EXECUTIVE BOARD

**HELD ON:** 2nd APRIL 2013

**AT:** CONFERENCE ROOM 3 - HQ

**PRESENT:** John Feavours - Deputy Chief Constable (Chair)  
Sharon Briar – UNISON  
Andy Hebb – Head of Local Policing  
Niki Howard – Director of Resources  
Colin Luscombe – Head of Estates  
Linda McHale – Head of HR  
Simon Megicks – Head CDD  
Kate Moore – Executive Officer  
John Raine – Head of Investigations  
Shaun Ryan – Federation  
Kate Tonge – Head of Corporate Communications

## ACTION BY

### 1. APOLOGIES

- 1.1 1.1.1 There were apologies from the Chief Constable, Assistant Chief Constable, the Heads of ICT and Investigations, and Chief Supt Nigel Trippett.
- 1.1.2 Chief Superintendent John Raine was welcomed back to the Constabulary as T/Head of Investigations.

### 2. MINUTES OF MEETING

- 2.1 2.1.1 The minutes from the FEB held on 5th March 2013 were approved without amendment.

### 3. MATTERS ARISING

- 3.1 3.1.1 **Action Sheet** – there were no matters arising.
- 3.1.2 **Team Brief** – the March team brief was noted by the Board.

### 4.0 ORGANISATIONAL CHANGE

- 4.1 4.1.1 **Change Management Board Notes** – the last meeting of the CMB was cancelled therefore there were no meeting notes for approval.
- 4.2 4.2.1 **Collaboration Update** – the DCC informed the Board that the next key decision making meeting for collaboration was to be held on 16th April 2013.

4.3 4.31. **Programme Metis** – the paper was noted by the Board.

## 5.0 CORPORATE RESOURCES

5.1 5.1.1 **Financial Review** – the Director of Resources reported that the budget was progressing as anticipated and that there was currently an underspend of approximately £7.97m or 7% of Net Revenue Budget. This had arisen primarily from employee related budgets and from some supplies and services budgets. It was clear that a significant underspend was still expected for the end of the financial year which would help to reduce the budget gap.

5.1.2 **Recommendation – the Board noted the paper.**

5.2 5.2.1 **Capital Monitoring** – the Capital Programme report was noted.

5.2.2 **Recommendation – the Board noted the paper.**

5.3 5.3.1 **Medium Term Financial Plan (MTFP)** – the Director of Resources explained to the Board that Appendix 1 of the paper was the approved MTFP. It was clear that the budget gap for 2013/14 was currently showing zero which was due to being funded from the underspend. However, it was recognised that it would become increasingly difficult to obtain further savings. Due to the precept level set by the Police Commissioner there had not been need to take the ‘freeze grant’ which would have increased the budget gap by approximately £4m over the life of the plan. The Director of Resources also explained that due to the changes in payment of the council tax support grant, policing had received compensation related to a council tax support grant of £4.8m. However, there was no guarantee that this would be payable in future years. It was noted that there was one more year payable of the ‘freeze grant’ after 2013/14 after which it would cease.

5.3.2 Budget gap – in the Chancellors budget statement there had been a requirement for all government departments to save a further 1% in 2013/14 and 2014/15. However, the Home Secretary had decided that this would not apply, for the first year, to policing and therefore this had not been built into the current MTFP. There was as yet no clarity about the position for 2014/15. An announcement was expected in June 2013 regarding the next Comprehensive Spending Review; however, there was currently an assumption that there would be further savings required of approximately £2.5m.

5.3.3 **Recommendation – the Board noted the paper.**

5.4 5.4.1 **Workforce Issues** – the Head of HR outlined key issues from the workforce paper as follows:

- 5.4.2 **Establishment** – the Head of HR reported that although on the paper showing establishment versus strength there had been some additional posts at Sergeant and above ranks, these had been properly budgeted and accounted for. While the Constabulary had more officers than the establishment showed this would settle to expected levels as the effect of planned officer retirement was realised.
- 5.4.3 **Winsor** – it was noted that the final regulations had been received and that these differed slightly from the draft. This would directly affect the Special Constables accepted as student officers in the June 2013 intake, as the new regulations allowed for the Chief Constable to decide which pay scale was to be used. It was agreed that there was need for a Camnet article to raise awareness that the determinations were now received.
- 5.4.4 **Performance Development Review (PDR)** – it was proposed that, from next year, appointment to specialist posts/attachments would require a fully evidenced PDR. The Board discussed this, noting that those staff on secondment without a PDR might be disadvantaged through no fault of their own. It was agreed that once the process was working well and staff realised that they had personal responsibility for completion of the PDR this should be easier to administer. It was agreed that a fully evidenced/ completed PDR for current rank would give an advantage to any officer applying for all permanent / temporary promotions and specialist posts and attachments. This would be applied from April 2014; however, there would be need to review the transitional arrangements to include HPDS officers.
- 5.4.5 **Book on Book Off (BOBO)** – it was noted that ‘book on book off’ went live for most staff on 1st April who should now be using the ORIGIN system to manage their working time. This was in order to comply with the working time directive and replaced the need for keeping manual spread sheets.
- 5.4.6 **Health and Wellbeing** – a debate took place at the last People Board relating to the use of electronic cigarettes following which the People Board had deferred the decision to the FEB. Following discussion which considered both pros and cons of both visibility and health it was agreed that use of electronic cigarettes would be permitted on police premises although not in front facing areas such as enquiry offices. It was agreed that this would be published on Team Brief.

Head Corp  
Comms to  
note

5.4.7 **Recommendation – the Board noted the paper and approved the recommendation for the requirement of fully evidenced PDRS for officers applying for promotion with effect from April 2014. Additionally, officers and staff were now permitted to use electronic cigarettes on police premises although not in front facing areas e.g. enquiry offices.**

## **6.0 CORPORATE PERFORMANCE**

6.1 6.1.1 **Corporate Development (CDD) Update – there was no report at this meeting.**

## **7.0 CORPORATE GOVERNANCE – Item Closed due to Operational Sensitivity.**

7.1 7.1.1 **Risk Management – the presented risks and opportunities were reviewed by the Board. The Board was invited to note the closed risks report, the Programme Metis risk assessment and the forthcoming risk audit.**

7.1.2 **Recommendation – the Board noted the papers.**

## **8.0 ITEMS FOR RESOLUTION**

8.1 8.1.1 **Joint Inspection Into Disability Hate Crime – the Head of CDD explained that this paper which had been commissioned by the Chief Constable outlined recommendations which were pertinent to partners such as the Crown Prosecution Service and Probation. It had been agreed that a review would take place to ensure that every opportunity was being taken to identify victims of disability hate crime. The Head of Investigations agreed to progress the recommendations.**

8.1.2 **Recommendation – the Board noted the paper.**

## **9.0 ITEMS FOR INFORMATION ONLY**

9.1 9.1.1 **Agenda Plan for Force Executive Board - the Board noted the paper and the following additions were made:**

- Engagement this had been removed from the agenda plan
- Open source data – was now the remit of Supt MacKinnon
- Mission, vision, values – a paper would be brought to FEB in due course

9.1.2 **Recommendation – the Board noted the paper.**

**CLOSED**

Head  
Investigation

- 9.2 9.2.1 **Corporate Communications Update - Get Closer** – the Head of Corporate Communications highlighted issues of note:
- It was noted that the £15k marketing budget for printed materials had been increased by 150% by the addition of £19k which had been negotiated from partners to support the confidential drink drive and domestic abuse campaigns among other initiatives.
  - Recent activity had focussed on the crime trend priority for March which was domestic abuse, in addition to recruitment for Specials and Volunteers
  - Film making (for You Tube) – this was used for the Op Rattle murder trial and had been well received by the auditors
  - Get Closer – the campaign would focus on shoplifting during April.

9.2.2 **Recommendation – the Board noted the paper.**

- 9.3 9.3.1 **Revised Framework for Recorded Crime Outcomes** – the Board was informed that the force was already working towards the change of process as outlined in the paper. This process follows the recent Home Office report detailing a revision to the framework for recorded crime outcomes. The intention to increase the transparency of crime outcomes has resulted in the immediate recognition of community resolution within the new national framework. Since this outcome is already recognised within Cambridgeshire arrangements no change to existing methods will be required. The DCC indicated that he had welcomed this change as a 'step in the right direction'.

9.3.2 **Recommendation – the Board noted the paper.**

- 9.4 9.4.1 **Domestic Abuse Update** – the Head of Investigations reported that the Domestic Abuse Investigations and Safeguarding Unit (DAISU) had been operating for one year, which had proved to be a challenging time and one which had shown a 10-20 % increase in recording of domestic abuse. The general view expressed was that this area had been dealt with more effective resourcing than in the past and detection rates had shown a marked improvement. The DCC placed on record his thanks to the team for their hard work, reminding the Board that the team had been allocated more resource under Op. ReDesign to enhance investigation into the area of domestic abuse.

9.4.2 **Recommendation – the Board noted the paper.**

## 10.0 ITEMS FOR DISCUSSION

- 10.1 10.1.1 There were no further items discussed at the meeting.

## **11.0 ANY OTHER BUSINESS**

11.1 11.1.1 **Team Brief** – the following items were considered for inclusion in the team brief:

- Performance Development Review (PDR) and Time Management on ORIGIN and a notice re PDR for promotions in 2014.
- Use of electronic cigarettes at work.
- Health and Safety - issues from Workforce Issues paper e.g. trip hazards etc. along with car parking issues at Chord Park. Wearing of body armour and high visibility vests (this would come out in the May Team Brief once the policy was published).
- DAISU – team performance to be celebrated on Camnet.

### **11.2 Chairman's Items**

11.2.1 There were no Chairman's items or items identified at the start of the meeting.

11.2.2 The DCC thanked the Board for the hard work which had resulted from some very serious incidents occurring in the last two weeks which had been very effectively and professionally managed.

## **12.0 DATE OF NEXT MEETING**

12.1.1 The next meeting was to be held on Tuesday 7th May 2013 with no further business; the Chairman closed the meeting and thanked everyone for attending.