

MINUTES OF MEETING - OPEN

SUBJECT: FORCE EXECUTIVE BOARD (FEB)

HELD ON: 7th MAY 2013

AT: CONFERENCE ROOM 3 - HQ

PRESENT:

Simon Parr – Chief Constable (Chair)
Ian Bell – Head ICT
Sharon Briar – UNISON
John Feavyour - Deputy Chief Constable
Andy Hebb – Head of Local Policing
Mark Hopkins – Assistant Chief Constable
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 ACC Jon Boucher.

2. MINUTES OF MEETING

2.1 2.1.1 The minutes from the FEB held on 2nd April 2013 were approved without amendment.

3. MATTERS ARISING

3.1 3.1.1 **Action Sheet** – the matters arising sheet was updated and the action was closed.

3.1.2 **Team Brief** – the April team brief was noted by the Board.

4. ORGANISATIONAL CHANGE

4.1 4.1.1 **Change Management Board Notes** – there were no meeting notes for approval.

- 4.2 4.2.1 **Collaboration Update** – the Deputy Chief Constable reported that there had been two meetings with Bedfordshire in order to determine the way forward for collaboration between the two forces. There was the intent to work as closely together as possible with the aim of being more effective and achieving savings while establishing improved resilience. It was reported that even by working on as many collaborative ventures as possible this would not achieve the required level of savings to meet the financial challenge.
- 4.2.2 The Chief Constable indicated that any further collaborative work undertaken would need to have careful sequencing to ensure that this did not cut across other work. It was anticipated that there would not be need to save substantial sums of money within this year's financial year although more information would be known once the grant was announced at the end of June. It was noted that this would have to link to the work with partners being undertaken by the PCC. Additionally, any collaboration activity would need to be generic as it would need to be able to accommodate further partners in the longer term as this would be the only way to achieve the necessary level of savings.
- 4.2.3 The DCC reported that the Beds, Cambs, Herts collaboration continued in the joint protective services command and professional standards. However, procurement and ICT would not be collaborating as a three force exercise. Command and Control went live two weeks ago in Hertfordshire, followed by Bedfordshire and would be live in Cambridgeshire mid-June; at which point the three forces would all have the same system from which to operate command and control. This would give a number of opportunities for the future. It had been suggested that a joint user group would be used to manage the system and assist in keeping processes similar. The DCC also reported that Athena was to have had technical 'go live' at the end of May however; this had been postponed until the first week of July to allow time to resolve a number of tactical issues.
- 4.3 4.3.1 **Programme Metis** – the Head of CDD drew attention to points from the paper, reporting that Storage Area Network (SAN) was still awaited before Sharepoint could be progressed. A number of slate devices had been deployed to territorial officers on 7th May, and ICT were working to enable the capability for electronic statement taking. Additionally, national guidance and the Crown Prosecution Service (CPS) had been consulted regarding the use of electronic statements as concern had been expressed regarding validity of statements and the possibility of tampering with text post signature. It was suggested that the College of Policing might assist with the linking the work to the CPS.

4.3.2 **Programme Metis Risk Register** – the Head of CDD reported that all the risks were being actively managed however, awareness was raised of a couple of risks relating to potential cultural resistance of solutions introduced through Metis. The rest of the discussion relating to the operational risk was deemed to be ‘closed’.

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

5.0 CORPORATE RESOURCES

5.1 5.1.1 **Financial Review** – there was no report at this meeting.

5.2 5.2.1 **Capital Monitoring** – there was no report at this meeting.

5.3 5.3.1 **Workforce Issues** – the Head of HR outlined key issues from the workforce paper as follows:

5.3.2 **Recruitment** – it was noted that the Chief Constable had exercised his discretion to allow the continued use of the old pay scale for the new recruits joining the organisation in June 2013. All of the recruits are currently Special Constables.

5.3.3 **Sergeant Promotion Boards** – the Board was asked to consider the postponement of the Sergeants Boards scheduled for June 2013 to October 2013. This was due to the lack of substantive vacancies. Following discussion it was agreed to review the position in the Autumn.

5.3.4 **New HR Policies** – a new ‘tri – force’ Police Staff Discipline policy had been launched. Tri-force policies continued to be developed to ensure a streamlined process for officers and staff within collaborated units.

5.3.5 **Health and Safety** – the Federation had offered to buy a small number of defibrillators for use in the event of an emergency. This had been discussed at a recent Health and Safety meeting where concerns were expressed regarding issues of location and ease of use. The People Board was asked to consider and advise on the matter. Following discussion the FEB thanked the Federation for their kind offer and it was suggested that location might be based on number of people in buildings.

5.3.6 **Recommendation – the Board noted the paper and agreed to postpone the Sergeants Board for review in the Autumn and the Federation were thanked for their offer and it was agreed that defibrillators would be a useful addition to buildings.**

6.0 CORPORATE PERFORMANCE

- 6.1 6.1.1 **Corporate Development (CDD) Update** – the Head of CDD reported that -
- 6.1.2 **Inspections and Audits** – the draft HMIC inspection schedule had been circulated and a position statement on outstanding audit recommendations would be produced for the next meeting. The Head of CDD reported that he had been invited to sit on the Home Office ‘Digitisation’ Board.
- 6.1.3 **Performance** – the ACC reported that performance remained ‘improving’ over most areas assessed as priority within the Local Policing Plan. Additionally, there had been a big improvement in detection of metal theft.
- 6.1.4 **Safety Camera Unit** – a summary of the position with the progress towards collaboration of the Safety Camera Unit was given. It was noted that this unit would be managed by Hazel Robertson from Bedfordshire.
- 6.1.5 **Legacy Systems/Data** – the Head of CDD invited clarification on the decision made in October regarding removal of legacy systems and therefore the data contained within the systems. The FEB accepted the small risk related to loss of data and as the cost to mitigate the risk would be significant, the FEB fully supported the decision made in October to turn off the legacy systems.
- 6.1.6 **Boards Structure** – the FEB noted the inception of a new Equalities Board and the new corporate structure was presented as a consequence.
- 6.1.7 **Recommendation** – the Board noted the papers.

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 **Estates – Building 252 Alconbury** – the paper was presented to seek approval from the Board to recommend to the Commissioner the renewal of the lease for building 252 Alconbury Airfield.
- 8.1.2 **Recommendation** – the Board approved the recommendation.

CLOSED

8.2 8.2.1 **Estates – St Ives Police Station** – it was reported that this paper linked to the estates strategy as part of Programme Metis. It was noted that currently the building was underutilised and therefore the option of a short term lease could be attractive to the constabulary. The proposal was for the county council to rent and use the back of the building, under the auspices of ‘making assets count’, and thereby creating a small rental income for the constabulary. Following discussion the Board agreed the recommendation.

8.2.2 **Recommendation – the Board approved the recommendation.**

9.0 ITEMS FOR INFORMATION ONLY

9.1 9.1.1 **Agenda Plan for Force Executive Board** - the Board noted the paper and no amendments were made.

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

9.2 9.2.1 **Corporate Communications Update - Get Closer** – the Head of Corporate Communications reported that some good results had been achieved – notably:

- Anecdotal evidence had been received that shops had seen a reduction in shoplifting following activity to support the shoplifting crime trend in April.
- Social Media - South Cambs cops have begun a ‘blog’ which was publishing arrests made overnight and which was proving very popular with the public.
- The ‘Rumour Mill’ had been closed and the ‘Answer Bank’ had replaced this facility, however, this was no longer anonymous which had resulted in slightly less activity.
- Crime watch had been used to request information from the public on a recent investigation.
- During May there would be marketing activity relating to prevention of domestic abuse. Addenbrookes A and E would assist with this campaign.
- ACPO – Naming Suspects At Point Of Charge – it was noted that this had attracted a great deal of media activity and Cambridgeshire took a very risk averse approach and the constabulary was very careful over naming suspects. ACPO guidance recommended that there should not be naming on arrest but that a proactive approach should be taken to naming on charge.

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

9.3 9.3.1 **Complaints Data** – the DCC informed the Board that the quarterly report was presented to FEB purely for information and to the Performance Board to gather organisational learning. Attention was drawn to the executive summary and the statement that the time taken to resolve a local resolution complaint had reduced to between 3-4 weeks which was a significant improvement and a good direction of travel. The DCC expressed his disappointment that although there had been a reduction in gross misconduct hearings there were still such cases arising. The DCC also reported that Mary Cunneen had recently been appointed as the new IPCC Commissioner.

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

9.4 9.4.1 **Confirmation of Internal Performance Framework** – the ACC stated that the report drew attention to recent changes made to the previous performance framework. There were now two separate meetings for territorial policing and investigations while the ACC himself chaired the strategic force performance meeting. Issues previously not discussed such as equality, criminal justice issues and stop checks were now being reviewed. The new process also included monitoring of delivery of the police and crime plan.

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:

- Programme Metis – pilot for slate devices
- Tri Force HR Policies
- Joint Protective Services Command

11.2 Chairman's Items

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

12.0 DATE OF NEXT MEETING

12.1.1 The next meeting was to be held on Tuesday 4th June 2013 with no further business; the Chairman closed the meeting and thanked everyone for attending.