

## MINUTES OF MEETING

**SUBJECT:** FORCE EXECUTIVE BOARD (FEB)

**HELD ON:** 3<sup>rd</sup> SEPTEMBER 2013

**AT:** CONFERENCE ROOM 3 & 4 - HQ

**PRESENT:** Simon Parr – Chief Constable (Chair)  
Alec Wood - Deputy Chief Constable  
Ian Bell – Head ICT  
Kim Campbell – PA to Chief Constable  
Dave Craig – UNISON  
Sarah Cooper – T/Head of Corporate Communications  
Laura Gunn – A/Deputy Director of Resources  
Andy Hebb – Head of Local Policing  
Mark Hopkins – Assistant Chief Constable  
Niki Howard – Director of Resources  
Colin Luscombe – Head of Estates  
Shaun Ryan - Federation  
Linda McHale – Head of HR  
Kate Moore – Executive Officer  
Simon Megicks – Head CDD  
John Raine – Head of Investigations

**ACTION BY**

### 1. APOLOGIES

- 1.1 1.1.1 There were no apologies at this meeting.
- 1.1.2 The Chief Constable welcomed Alec Wood (the new Deputy Chief Constable) and Sarah Cooper (Temporary Head of Corporate Communications) to the meeting.

### 2. MINUTES OF MEETING

- 2.1 2.1.1 The minutes from the FEB held on 6<sup>th</sup> August 2013 were approved following amendments to:
- 10.1.2 amended to: 'the termination of the lease would be referred to the Commissioner for his consideration and decision'.
- It was noted that a paper was in preparation to discharge the above action.

### 3. MATTERS ARISING

- 3.1 3.1.1 **Action Sheet** – there were no matters arising to discuss at this meeting.

3.2 3.2.1 **Team Brief** – the August team brief was noted by the Board.

#### 4. ORGANISATIONAL CHANGE

4.1 4.1.1 **Change Management Board Notes** – there were no meeting notes at this meeting.

4.2 4.2.1 **Collaboration Update** – there was no report at this meeting.

4.3 4.3.1 **Programme Metis** – there was no report at this meeting.

#### 5.0 CORPORATE RESOURCES

5.1 5.1.1 **Financial Review** – the Deputy Director of Resources reported that whilst there had been some under-spending; it was much reduced against the same period in the last financial year. Collaboration funding was still proving problematic to manage, in part due to budgets not having been formally approved. Currently, there was a variance showing of £443k under spend, however, there was detail required to explain this. The Chief Constable indicated that he would raise the issue at the next Beds Cambs Herts Alliance summit meeting. (post meeting note – action completed)

5.1.2 While general budget management was good, it was noted that there would be the need to review and consider whether to continue with the March intake of student officers. This decision would be taken in November to manage the 'lead in' time for the recruitment process.

5.1.3 **Recommendation - the Board noted the report.**

5.2 5.2.1 **Capital Monitoring** – the Director of Resources informed the Board that the capital programme was 52.5% committed and spent as at the end of July. Within the programme was a notional £200k scheme for Programme Metis which was approved subject to a further business case. The revenue contribution to capital outlay still needed to include £100k which had been allocated to Programme Metis to use for buying slates as part of the 'proof of concept' process.

5.2.2 **Recommendation - the Board noted the report.**

5.4 5.4.1 **Workforce Aspects of Metis** – the Head of HR reported that the presented paper was intended initially to outline the HR issues required to support Programme Metis. The maximising of benefits required that ICT solutions were implemented into a receptive flexible workforce environment and one which was not hampered by maintaining traditional ways of working or 'historic job descriptions'. It was noted that the draft terms of reference for this work had been completed and would be linked to a new People Strategy.

5.4.2 Referring to paragraph 3.1 of the paper, the Head of Investigations raised the issue of 'eliminating checking' explaining that there could be a problem with removing the checking of case files, which was a complex area and was proving to be more difficult to implement than envisaged. There was often a need to revisit a file to add further evidence e.g. CCTV footage, however, following discussion it was agreed that this was a matter of 'changing the rules'. It was noted that there was a difference between accuracy and completeness of files, and that the organisation expected officers to ensure accuracy before submission, however, completeness could be subject to lawyers' opinion.

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

## 6.0 CORPORATE PERFORMANCE

6.1 6.1.1 **Corporate Development (CDD) Update –** the Head of CDD reported that:

### 6.1.2 HMIC

**Strategic Policing Requirement** – this was now to be a combined inspection across Beds/Cambs and Herts, rather than three single inspections.

**Data Quality** - the first tranche of information relating to data quality of crimes recorded had been sent to the HMIC. The HMIC understood that following quality assurance of the submitted data and subsequent identification some areas had been required to improve the recording of crime. The HMIC were content with the rectifying action which had since been put into place and that a detailed action plan was being led by the Crime Registrar. The DCC reported that Tom Winsor was leading this inspection process.

**Child Sexual Exploitation (CSE)** – this inspection was to be carried out before Christmas, however, it looked likely that this would focus on indecent images of children rather than the wider definition of CSE.

6.1.3 **Publication Scheme** - the Board was invited to note the documents which were required to be published on the website. The document would be referred to the Metis/FOI/Comms team for inclusion in the redesign of the website.

Exec officer  
to note  
(complete)

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

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 Executive Officer drew attention to Risk PMI 15 – following information given by the Head of ICT it was indicated that there was a new fix for this and that the risk should be mitigated by the end of the week. It was agreed to revisit the risk at the next meeting. The DCC invited discussion on the link between legal services, i.e. civil litigation and discipline through the Professional Standards Unit suggesting that this might be possible through the risk management approach. This would be discussed with the Head of Professional Standards.
- 7.1.2 **Recommendation – the Board noted the papers.**

## 8.0 ITEMS FOR RESOLUTION

- 8.1 8.1.1 **Stop Search – Update on HMIC Inspection** – the Head of Investigations reported that generally Cambridgeshire's report was very positive with no recommendations being made. However, the national report published at the same time made ten recommendations, three of which applied to the Constabulary and were being addressed through the departmental action plan. Five recommendations were made by Supt Ixer – these were discussed by the Board and agreed as follows:
- FEB noted the positive contents within the report and notes the positive context within which the Constabulary deploys stop and search as a tactic in fighting crime
  - FEB noted the HMIC local observations and national recommendations and acknowledge the areas for improvement
  - FEB passed accountability for the improvements to the Force Lead for Stop and Search
  - FEB agreed that a interim progress report would be presented to the Board in 3 months with a further report in 6 months
  - FEB agreed that a copy of the report would be made available to the OPCC
- 8.1.2 The Federation reported that instances had been reported to their office that the number of stop searches had been used as performance indicators. The Head of Local Policing stated that there may have been confusion as this could be used as management information but not performance indicators and it was disappointing if this was still happening. The Chief Constable stated that stop and search was a useful tactic but must only be done for justifiable reason.
- 8.1.3 **Recommendation – the Board agreed the recommendations as recorded at paragraph 8.1.1.**

8.2	8.2.1	<p><b>Addressing Hate Crime Strategy</b> – the Head of Investigations reported that following a change in governance earlier in the year the Equalities Board had been re- formed, which had the Hate Crime Steering group reporting to it. The paper presented the draft Hate Crime Strategy, showing the extent of consultation which had taken place, for approval by the Board.</p> <p>While prevention of Hate Crime is central to all operational activity it was recognised that the number of instances of reporting of hate crime was low. There was no evidence to indicate a loss of confidence in the forces ability to manage hate crime.</p>	
	8.2.2	<p>It was confirmed that there was now a Hate Crime Strategy in place, a new steering group and a re-invigorated action plan all reporting through the Equalities Board which should increase confidence in the level of effort being employed in this area and also ensure that the outcomes would be delivered. A discussion took place on third party reporting however, this was unlikely to be resumed due to withdrawal of funding for the reporting centres.</p>	
	8.2.3	<p>It was confirmed that locally there were robust arrangements in place to manage the relationships with communities and there were adequate arrangement to review and consult on policy. The Hate Crime policy had been through the consultation process and this was outlined in Appendix 3.</p> <p>It was proposed and agreed that the policy was approved and it was agreed that the FEB would review the red areas from the action plan in November and the rest of the plan would be reviewed by either the Performance or Equalities Board.</p>	On agenda plan (Complete)
	8.2.4	<p><b>Recommendation – the Board approved the policy and noted the paper.</b></p>	
<b>9.0</b>	<b>ITEMS FOR INFORMATION ONLY</b>		
9.1	9.1.1	<p><b>Agenda Plan for Force Executive Board</b> – the paper was updated, attention was drawn to the dates set for FEB meetings throughout 2014. The Chief Constable suggested the need for a discussion in January regarding budgets and collaboration scenarios for 2014/15 2015/16.</p> <p>People Strategy – this work was in progress and would be presented to FEB in due course.</p>	On agenda Plan (complete)
9.1.2		<p><b>Recommendation – the Board noted the paper.</b></p>	

- 9.2 9.2.1 **Corporate Communications Update - Get Closer** – highlights from the paper were:
- The new E-Cops system was to be launched through Neighbourhood Alert on September 17th
  - The Autumn edition of Blueprint was published 3<sup>rd</sup> September
  - Hootsuite – was to be implemented during October this would allow for enhanced management of social media
  - A 'shop lifting shop' was being set up in Peterborough to provide advice and training on prevention of shoplifting
  - Personal robbery – next month the team would be working to support the local campaigns

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

## 10.0 ITEMS FOR DISCUSSION

- 10.1 10.1.1 **Outcome of Financial Planning Workshop** – the Chief Constable thanked colleagues for bringing forward options and savings for consideration which would assist in achieving a balanced budget. The ACPO team would carefully consider the options before sharing these with UNISON and the Federation, following which decisions would be made.

## 11.0 ANY OTHER BUSINESS

- 11.1 11.1.1 **Team Brief** – there were no items for team brief this month.

### 11.2 Chairman's Items

- 11.2.1 **Relationships With Partners** – the Chief Constable raised this issue, stating that as the financial situation was getting tougher, as opposed to getting closer with partners there has been a distance witnessed. The Chief Constable invited the Chief Superintendents to articulate the impact of cuts on partnership working. It was agreed that the Head of Local Policing would lead on this work, noting that the Commissioner would also need to be part of the process. A meeting has been convened to map the strategic ownership of partnerships and this would be used to map the cumulative impact of interaction with partners.
- 11.2.2 **Stage Two Transfers** – the Chief Constable reported that the Commissioner had taken the view that he would retain only three posts, the Director of Corporate Communications, Financial Accountant, and the Director of Estates. Apart from the three noted, all other staff will transfer their employment from the Commissioner to the office of the Chief Constable.
- 11.2. There were no other 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 1<sup>st</sup> October 2013 with no further business; the Chairman closed the meeting and thanked everyone for attending.