

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: 1 October 2013

AT: Conference Rooms 3 & 4, Force HQ

PRESENT: Alec Wood, Deputy Chief Constable (Chair)
Niki Howard, Chief Finance Officer
Mark Hopkins, Assistant Chief Constable
Sarah Cooper, T/Head of Corporate Communications
Gary Ridgway, Head of Public Protection Department
Linda McHale, Head of Human Resources
Colin Luscombe, Head of Estates
Simon Megicks, Head of Corporate Development Department
Shaun Ryan, Federation
Ian Bell, Head of ICT
David Craig, Unison
PS Kate Anderson & DS Phil Priestley, HPDS candidates (*observers*)

ACTION BY

1. APOLOGIES

- 1.1 Apologies were received from the Chief Constable, John Raine (Head of Investigations) and Andy Hebb (Head of Local Policing).
- 1.2 The Deputy Chief Constable welcomed Kate Anderson and Phil Priestley to the meeting.

2. MINUTES OF MEETING HELD ON 3 SEPTEMBER 2013

- 2.1 The minutes were approved.

3. MATTERS ARISING

- 3.1 Action Sheet – there were no matters arising to address.
- 3.2 Team Brief – there was no Team Brief received from September.

4. ORGANISATIONAL CHANGE

- 4.1 Notes from Change Management Board

The Board noted the notes from the meeting held on 16 September 2013.

4.2 Collaboration Update

The Deputy Chief Constable reported that work was still being undertaken on the governance and reporting mechanisms for Joint Protective Services (JPS). All established collaborative work is progressing well.

The lack of a draft business case for organisational support and operational support with Bedfordshire is causing some concern. A meeting will be held later this week to progress this.

The Constabulary remains committed to the principles of collaboration with Bedfordshire, provided they demonstrate savings. Work will not progress on the list of pledged savings until it is clear what savings can be made through collaborative working with Bedfordshire.

The Chief Finance Officer gave a brief overview of contingency plans in the event that collaboration with Bedfordshire did not progress. Dialogue continues with Norfolk and Suffolk regarding potential collaborative working in approximately 18 months' time.

The Chief Constable will shortly be giving a presentation to the Hertfordshire Chief Officer Team, who are interested in joining Cambridgeshire's Metis programme.

4.3 Programme Metis Update

The Head of Corporate Development reported that the Constabulary has purchased another 154 slates, most of which are being used in Peterborough. Digital File will be rolled out shortly.

The College of Policing have offered the Constabulary support as one of the early pathfinder forces. This could include supplementing current skills and the use of a number of audit tools.

It has been agreed that the following projects will take priority:-

- The work with Black Marble on PLOD
- Slates
- SharePoint
- The appointments system
- In-house property system

5. **CORPORATE RESOURCES**

5.1 Financial Review

The Chief Finance Officer reported that the Constabulary is underspending, as anticipated.

Savings are starting to increase in the collaborated budgets. Unexpected receipts had been received in respect of vehicle running costs.

The Board noted the report.

5.2 Capital Monitoring

There is a small capital programme this year. A request for increased funding for Metis had been submitted to the Police & Crime Commissioner.

The Chief Finance Officer is starting to look at next year's capital monitoring programme and asked for any requests for funds to be forwarded to her.

The Board noted the report and approved the technical additions of £63k for the Integra Update & Invoice Approval System and £99k for Slates for frontline users.

5.3 Workforce issues

It was noted that the Chief Constable and Police & Crime Commissioner had set a target of an establishment of 1011 constables by the end of March 2014, which would then be kept under review. No decision on PCSO numbers can be made until the results of the current PCSO review are known. However, it is likely that the Constabulary will reach its target for Specials.

Officer and staff sickness continues to reduce. Annual fitness tests for officers commence in January 2014.

Beech Consultancy had been engaged to assist with staff development.

A Health & Safety update is now included in the report to fulfil an audit requirement for a tracking process through to the Police & Crime Commissioner.

The Board noted the report.

6. **CORPORATE PERFORMANCE**

6.1 Corporate Development Department (CDD) Update

Referring to the update paper circulated prior to the meeting, the Head of CDD confirmed that HMIC will be in force undertaking inspections until the end of the year.

The Assistant Chief Constable referred to the current concerns around crime recording standards. A recent audit has confirmed a reduction in under-reporting from 10% to 5%.

The Board noted the paper.

7. CORPORATE GOVERNANCE

7.1 Risk Management

The table of risks and opportunities was reviewed by the Board. This included:

- **Two significant risks - PCSO establishment levels and counter initiatives**
The results of the PCSO review are due shortly.
A series of meetings will be held this week to address the risk of counter initiatives arising from Metis, Beds/Cambs collaboration, Athena and ERP.
- **One new risk - Operation Earl trials**
A detailed risk document has been produced in relation to Op Earl, which is reviewed regularly. It is anticipated there will be 5-7 trials that will attract significant media attention.
- **A new opportunity - potential support from the Police Innovation Fund**
The Constabulary is working with Bedfordshire to prepare a bid for £10m from the fund to support Metis initiatives.

The Board noted the paper and reviewed the significant risks, new risk and new opportunity.

8. ITEMS FOR RESOLUTION

8.1 There were no items for resolution.

9. ITEMS FOR INFORMATION ONLY

9.1 Agenda Plan for FEB

It was noted that the Board would review the red areas of the Hate Crime Action Plan at November's meeting. There were no updates to the Agenda Plan.

The Board noted the Agenda Plan.

9.2 Corporate Communications Update – Get Closer Campaign

The Head of Corporate Communications highlighted a number of items from the paper including:

- Operation Elvin – which received international, regional and local coverage
- The crime trend priority for October is vehicle crime
- Social media training has been scheduled for Force Control Staff, to enable them to 'tweet' and post live updates on road closures, traffic problems, etc

The Board noted the paper.

10. ITEMS FOR DISCUSSION

10.1 There were no papers for discussion.

11. ANY OTHER BUSINESS

11.1 Team Brief – to establish topics for next Team Brief

It was agreed the Head of the Public Protection Department would compile an item on Safeguarding.

Post meeting note – this is not required as Team Briefs will no longer be produced.

11.2 Chairman's Items

There were no items from the Chairman.

11.3 Items Notified at the Start of the Meeting

There were no items notified at the start of the meeting.

12. DATE OF NEXT MEETING

12.1 Tuesday 5 November 2013, 1.30pm.