

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)  
HELD ON: 3 December 2013  
AT: Conference Rooms 3 & 4, Force HQ  
PRESENT: Simon Parr, Chief Constable (Chair)  
Sarah Cooper, T/Head of Corporate Communications  
Linda McHale, Head of Human Resources  
Colin Luscombe, Head of Estates  
Shaun Ryan, Federation  
Sharon Briar, Unison  
John Raine, Head of Investigations  
Laura Gunn, Deputy Director of Resources  
Ian Bell, Head of ICT  
Simon Megicks, Head of Corporate Development

### **ACTION**

#### **1. APOLOGIES**

- 1.1 Apologies were received from the Chief Finance Officer, Deputy Chief Constable, Local Policing Commander and Assistant Chief Constable.

#### **2. MINUTES OF MEETING HELD ON 5 NOVEMBER 2013**

- 2.1 The minutes were approved.

#### **3. MATTERS ARISING**

##### **3.1 Action Sheet**

1. *CC requested a copy of the police pay forecasts to take to CCs' Council*  
Laura Gunn is still working on this.
2. *Decision on whether to hold Sergeants Boards to be made by the Deputy Chief Constable at People Board in January 2014*  
DCC to update FEB at February's meeting.
3. *Deputy Chief Constable to inform relevant staff that HPDS candidates will have to compete alongside others for C/Inspector posts.*
4. *Mel Dales to look into system for managing risk, which is currently labour intensive and bureaucratic.*

*A/Dep Dir  
Resources*

*Dep Chief  
Constable*

*Dep Chief  
Constable*

The Head of Investigations reported that Supt Dales is working on this. It was noted that the Audit Committee need to be notified of any changes to risk reporting.

*Supt Dales*

#### **4. ORGANISATIONAL CHANGE**

##### **4.1 Notes from Change Management Board**

The notes of the last meeting are attached to these minutes.

##### **4.2 Collaboration Update**

The Chief Constable provided a brief update. All three Police & Crime Commissioners have agreed to sign a memorandum of understanding regarding collaboration next week. Detailed business cases will follow.

It is hoped that the tri-force shared vision will be set out during a joint meeting to be held on 24 January 2014.

A team will be put together to manage the collaboration process.

##### **4.3 Programme Metis Update**

The Head of Corporate Development reported that the business case had been agreed. It will be brought to FEB in February.

The slates trial was consistently showing an hour a day saving per officer. This does not account for any back office savings. It was also noted that the control groups without slates were also staying out of the station for longer.

The Head of Corporate Development has agreed to take on the full suite of MG5 street to court files for street offences, on behalf of the national trial.

The Head of ICT reported that SharePoint will go live on 9 December 2014 with 'My Sites', with a wider rollout in the New Year. A new Intranet homepage will be introduced on 20 December, followed by a phased introduction of team sites. The rollout of Windows 8 will be completed by mid-December, earlier than anticipated.

#### **5. CORPORATE RESOURCES**

##### **5.1 Financial Review**

The Deputy Director of Resources referred the Board to the report that had been circulated prior to the meeting.

A significant underspend was still predicted, some of which will be used for Metis. There is an overspend on police officer pay, but police staff and PCSO pay is underspent.

## 5.2 Capital Monitoring

There was very little to report with regard to the capital programme due to minimal activity at the current time. The Board approved £20k for the covert vehicle equipment scheme, £34k for Firearms Licensing Vehicles and £15k for an ERSOU funded vehicle. All three were funded by a matching Revenue Contribution to Capital Outlay (RCCO) within the Chief Constable's delegation.

## 5.3 Capital Programme 2014-18

The Board were asked to note the report, which detailed the proposed capital programme for 2014 to 2018.

## 5.4 Workforce issues

The Head of HR provided the current staff numbers. There will be an intake of a maximum of 32 probationer constables in March. A further recruitment campaign will take place in the near future and one of the intakes for 2014/15 will be for existing Specials only. It was noted that a recruitment campaign for PCSOs is needed if the Constabulary is to maintain 150 for next year.

Chief Inspector promotion boards will take place in early 2014.

Sickness levels remain within reasonable boundaries.

The Board noted the paper, which provided an update on all workforce issues remitted from the recent People Board.

# 6. **CORPORATE PERFORMANCE**

## 6.1 Corporate Development Department (CDD) Update

The Head of Corporate Development provided a brief update on the business areas within the Directorate.

A number of HMIC Inspections are due to take place in the next few months, mainly within Public Protection and the Investigations Directorate.

Recorded crime levels continue to fall and the number of sex offences continues to rise.

The Board was asked to note the report.

# 7. **CORPORATE GOVERNANCE**

## 7.1 Risk Management

Members were asked to note the Programme Metis risks.

In addition it was recommended that the Board reviewed the following risks:

- 268: Risk of counter initiatives arising from Metis, B/C/H collaboration and Athena (*significant Risk*)
- 276: Risk that the Constabulary is unable to provide sufficient trained and operational CBRN officers (*new risk*)
- 277: HTCUs are unable to meet demand for computer examinations (*new risk*)
- 278: Risk that B/C/H collaboration and Metis fail to deliver the anticipated improvements to service, resilience and savings (*new risk*)

It was agreed that once the current round of HMIC inspections have taken place a consolidated view of all risks was required for FEB. It was also agreed that a detailed report would be produced quarterly to show that all risks are being managed.

*DCC & Head  
of CDD*

## **8. ITEMS FOR RESOLUTION**

### **8.1 Charging for Payroll Services**

The Deputy Director of Resources summarised a paper requesting approval for the introduction of a 1% fee with a minimum charge of £20 and ceiling of £100 per month for each non-core, voluntary deduction from payroll. It was also recommended that the facility for these deductions from the pensioner payroll is withdrawn.

It was agreed that the Chief Constable, Chief Finance Officer and Deputy Director of Resources would discuss this matter further outside of the meeting.

*CC, CFO &  
D/Dir  
Resources*

Mr Ryan was asked to raise this issue with the Police Federation nationally. It was acknowledged that if a charge was introduced for voluntary deductions, the staff associations would be given a generous notice period.

*Mr Ryan*

## **9. ITEMS FOR INFORMATION ONLY**

### **9.1 Agenda Plan for FEB**

Simon Megicks will be bringing the Programme Metis Business Case and Equality Strategic Assessment to the February meeting.

The Board noted the Agenda Plan.

### **9.2 Corporate Communications Update – Get Closer Campaign**

The Head of Corporate Communications gave a brief summary of the 'Get Closer to Christmas' campaign. The campaign will run for 25 days and cover a number of relevant themes – burglary, vehicle crime, theft from person, personal robbery, domestic abuse, shoplifting, drink driving, online fraud and alcohol related crime.

The next Get Closer Campaign update will be provided at the February meeting.

### **9.3 Update on Hate Crime Strategy**

Following ratification of the Hate Crime Strategy in September 2013, FEB had requested an update on the red areas of the action plan.

The Head of Investigations referred the Board to the update report. He is happy with the current position and confirmed that the four outstanding actions are being actively progressed. The plan will be reviewed by the Equalities Board in due course.

The Board was invited to note the content of the report.

## **10. ITEMS FOR DISCUSSION**

10.1 There were no items for discussion.

## **11. ANY OTHER BUSINESS**

### **11.1 Chairman's Items**

The Chief Constable reported that the recent HMIC 'Valuing the Police' inspection had shown that Cambridgeshire was 'punching above its weight' in relation to performance against its funding per head of population, and that it was hard to find a more cost effective force in the country. The report also recognised the increasing pressure in high risk areas, for example Public Protection, and that crime had dropped despite a £15m cut in the budget. The Chief Constable requested that this feedback be passed on to all Senior Management Teams.

The Chief Constable reminded members that this was the Head of Investigations' last meeting before his impending retirement. He thanked Mr Raine for all his help and wished him all the best for the future.

### **11.2 Items Notified at the Start of the Meeting**

There were no items for discussion.

## **12. DATE OF NEXT MEETING**

12.1 Tuesday 4 February 2014 (*January 2014 meeting cancelled*)