

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 4 February 2014

AT: Conference Rooms 3 & 4, Force HQ

PRESENT: *Simon Parr, Chief Constable (Chair)*
Mark Hopkins, Assistant Chief Constable
Sarah Cooper, Head of Corporate Communications
Linda McHale, Head of Human Resources
Colin Luscombe, Head of Estates (for item 9. only)
Shaun Ryan, Federation
David Craig, Unison
Andy Hebb, Head of Investigations
Ian Bell, Head of ICT
Simon Megicks, Head of Corporate Development
Niki Howard, Chief Finance Officer
Karen Daber, Assistant Chief Constable College of Policing



ACTION

1. APOLOGIES

Apologies were received from the Local Policing Commander and the Deputy Chief Constable.

2. COLLEGE OF POLICING INTEGRITY PROGRAMME UPDATE

Assistant Chief Constable Karen Daber provided a brief update on the Integrity Programme. The associated draft Code of Ethics has been circulated for consultation and the final document will be circulated at the end of February. HMIC Inspections in relation to the Programme will take place in due course.

Discussion took place on the research recently undertaken in relation to Chief Officer misconduct.

3. MINUTES OF MEETING HELD ON 3 DECEMBER 2013

The minutes were approved.

4. MATTERS ARISING

Action Sheet

1. ***Decision on whether to hold Sergeants Boards to be made by DCC at People Board in January 2014***

Action Closed

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|----|---|---------------------------|
| 2. | <i>DCC to inform relevant staff that HPDS candidates will have to compete alongside others for Chief Inspector Posts</i> | <i>Action Closed</i> |
| 3. | <i>Supt Dales to look into system for managing risk, which is currently labour intensive and bureaucratic</i>
Head of CDD and DCC taking this forward. | <i>Action Ongoing</i> |
| 4. | <i>Once the current round of HMIC inspections has taken place Head of CDD & DCC to compile consolidated list of all risks for FEB</i>
It was agreed that a list would be compiled after 14 February and updated following any subsequent debriefs. | <i>Head CDD & DCC</i> |
| 5. | <i>Head of CDD & DCC to compile detailed quarterly risk report for FEB</i>
This will be added to the Agenda Plan. | <i>Action Closed</i> |
| 6. | <i>Mr Ryan to discuss possible charge for payroll services with Federation</i>
Mr Ryan reported that very few forces currently charge for payroll services. It was agreed that the Chief Constable and Mr Ryan would discuss this outside of the meeting. | <i>Action Closed</i> |

5. ORGANISATIONAL CHANGE

5.1 Notes from Change Management Board

The minutes of the Change Management Board held on 18 November 2013 were circulated prior to the meeting.

A further meeting had been held this morning, the minutes of which will be circulated in due course.

5.2 Collaboration Update

The Chief Constable provided a brief update. Following the tri-force meeting on 24 January, DCC Andy Adams (Herts) is now taking the change programme forward in his new role as Director of Change. A substantial infrastructure at senior level would be required during the initial stages and Staff Associations will be kept fully informed as the programme progresses.

It has been agreed that until the infrastructure is finalised Beds, Cambs and Herts will not substantially promote anyone at Chief Inspector level or above.

5.3 Programme Metis Update

The Head of Corporate Development provided a brief update. The outline Business Plan had been circulated for members' information prior to the meeting. One of the key areas was in relation to benefits realisation. Discussion took place on the potential difficulties in differentiating between savings made through collaboration and those attributable to the Metis Programme, but the overall importance of tracking savings was acknowledged.

6. CORPORATE RESOURCES

6.1 Financial Review

The Chief Finance Officer referred members to the update paper. The Budget at the end of December 2013 was underspent by £3,588k (or 3.83% of net revenue budget). This is partly due to significant changes in detailed forecasts from budget holders for year end.

Completion of the Athena programme being put back to 2015/16 has resulted in a revenue underspend of £560k.

The Chief Finance Officer gave a brief update on the Innovation Fund and the recent award of just under £2m for 2013/14. Some of the funds have been allocated to 2014/15 but a substantial amount has been accounted for. It has been agreed with the Police & Crime Commissioner's office that a special reserve will be set up for Metis for years three and four. The Metis staff costs will be funded through the Innovation fund money, with any underspend going to reserves.

The Chief Constable asked for the training budget to be brought to FEB next month for discussion as it is £121k underspent.

*Head of
HR*

6.2 Capital Monitoring

The Chief Finance Officer informed members that some of this expenditure will be funded by the money received from the Innovation Fund, which has reduced the Constabulary's revenue contributions to capital outlay. The Capital Programme will not be underspent.

The Board noted the report, which included a number of amendments to the 2014/14 Capital Programme that had been approved by the OPCC's Finance Sub-Group on 14 January 2014.

6.3 Workforce Issues

The Head of HR referred to the update report. Workforce numbers, which are on track, were noted.

Police Officers 1327.17
Police Constables 1001
Specials 302
PCSOs 147.03
Police Staff 801.75

- Recruitment is on-going
- The Specials target has been exceeded
- The PCSO review report is still awaited
- The Chief Inspector and Sergeants processes are proceeding
- The annual fitness tests have commenced

Sickness levels remain at an average of 6.6 days per officer. Staff sickness is down

slightly to 7.7 days. Although the figures show that around 45% of days lost is in relation to sickness of over 28 days, a snapshot of sickness in January showed that only 62 people were recorded off sick, and of these only 18 were off for over 28 days.

The Chief Constable sought reassurance that staff off long term are being appropriately managed.

7. CORPORATE PERFORMANCE

Corporate Development Department (CDD) Update

The Head of Corporate Development summarised the main issues highlighted in the report.

DCI Branston has been working with Cambridge University on a research project in relation to the effectiveness of Body Worn Video.

The Constabulary is preparing for an impending HMIC Crime Data Integrity Inspection and MOPI inspection in early July. The Domestic Abuse inspection took place in December, which identified significant areas of concern. An action plan was subsequently developed and implemented in response. A further inspection will take place this month to assess progress against the action plan.

A review of undercover policing took place in January. No areas of concern were identified.

Cambridgeshire were one of the first forces to be inspected as part of HMIC's 'Making Best Use of Police Time' inspections. No areas of significant concern were identified.

A draft inspection schedule for 2014/15 has been published for consultation, with proposes three new inspection areas – modern slavery, cyber-crime and honour based violence.

The Assistant Chief Constable provided a brief performance summary following February's Strategic Performance meeting. Recorded crime levels continue to fall, remaining significantly improved compared to baseline and comparable to the MSF average. Both the All Crime and Burglary Dwelling detection rates remain deteriorated with recent monthly performance falling below last year's. Victim satisfaction with the service received remains high and significantly improved compared to baseline, however achieving public confidence remains difficult.

A brief discussion took place about the recording/under-reporting of rape. This issue will be further discussed at the extended Chief Constable's Management Team meeting on 7 February.

8. CORPORATE GOVERNANCE

Risk Management

The Head of Corporate Development summarised the main issues outlined in the update

report.

- A Risk Review Board, chaired by the Deputy Chief Constable, has been established.
- Collaboration risks are recorded on a Hertfordshire database and managed by the collaborated units. To ensure the Risk Review Board is aware of risks that may impact on Cambridgeshire, the Cambs Force Risk Manager and Force Risk Officer will provide reports from the Herts database to the Board.
- A separate 'Confidential Risk' register will be set up, to acknowledge risks that are highly sensitive. This will be overseen by the Risk Review Board.
- Four of the Metis risks, issues and opportunities were highlighted for the Board's information – PMO 04 Police Innovation Fund bid, PMI 20 Factors impacting on delivery and PMI 17 & 18 CrimeFile Direct Entry of Crimes.

The Board reviewed one significant risk (271) and two new risks (283 and 284) and noted four new risks which are parent strategic risks to existing corporate risks (279-282).

Discussion took place regarding the risk management process in general, including the ownership of risks, the review process, etc. The Chief Constable emphasised the need for the risk register to be relevant and to ensure there is a properly auditable process. The Head of Corporate Development and Deputy Chief Constable will discuss these issues outside the meeting.

*Head Corp
Dev & DCC*

9. ITEMS FOR RESOLUTION

Contact Points within Commercial Premises

The Head of Estates & Facilities Management outlined the key points contained within his report requesting approval for a pilot contact point at Sainsbury's in Bretton, Peterborough, on a two month trial basis.

Concern was raised about the Constabulary's partnership with a single organisation and about the length of the evaluation period, however following discussion the proposal was approved.

10. ITEMS FOR INFORMATION ONLY

10.1 Agenda Plan for FEB

The Head of Corporate Development will bring the revised Police and Crime Plan to the March meeting. The Board noted the Agenda Plan.

*Head of
CDD*

10.2 Corporate Communications Update – Get Closer Campaign

The Head of Corporate Communications referred the Board to the paper which summarised and evaluated the 2013 'Get Closer to Christmas' campaign.

A new style briefing paper for FEB was also presented. The new layout presents information and highlights in a more visual way with the use of symbols, charts/diagrams, etc.

10.3 Programme Metis Business Case

The Head of Corporate Development presented the Programme Metis Business Plan, which due to time pressures had previously been presented to, and signed off by, the Police & Crime Commissioner. The Plan was presented to the Board for information and noted.

10.4 Equality Strategic Assessment

The Equality Strategic Assessment had also been circulated by the Head of Corporate Development prior to the meeting, for the Board's information. The paper was noted and supported.

10.5 Budget Paper

The Board noted the paper from the Chief Finance Officer which set out the budget and precept for 2014/15. The attached report from the Police & Crime Commissioner would be presented to the Police and Crime Panel on 5 February for approval.

It was noted that the final grant allocations and referendum limit are still awaited, however the Commissioner will be seeking a council tax increase (precept) of just under 2%. If approval is not given for the Constabulary to set precept at this level without a referendum, the issues will need to be addressed before the Police and Crime Panel in order to set a legal budget.

10.6 Audit – Summary of Recommendations

The Board noted the summary and current status of recommendations within the Finance external and internal audit action plan.

10.7 Witness Care Audit Action Plan & Revised Victims Code

The Board noted the paper that was recently presented to the Force Performance Board and provided an update on the Witness Care audit action plan and implementation of the revised Victim's Code. This followed an audit in October 2013, commissioned by the Police & Crime Commissioner, which made four recommendations.

All outstanding actions will be completed by 28 February 2014.

11. ITEMS FOR DISCUSSION

There were no items for discussion.

12. ANY OTHER BUSINESS

12.1 Chairman's Items

The Chairman had no items to raise.

12.2 Items Notified at the Start of the Meeting

E-Cigarettes

Discussion took place on force policy regarding e-cigarettes following representation from staff at a recent Force Health & Safety Group meeting. There is on-going concern around the unknown health risks associated with their use, and in order to obtain a common tri-force position discussion had taken place with Bedfordshire and Hertfordshire.

The Board reconsidered its previous decision to allow e-cigarettes to be used on force premises and agreed that they would be treated as any other cigarettes for the purpose of the no-smoking policy. Therefore with immediate effect members of staff who wish to use e-cigarettes must use the designated smoking areas.

12. DATE OF NEXT MEETING

Tuesday 4 March 2014, 1.30pm in Conference Room 3.