

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 4 March 2014

AT: Conference Room 3, Force HQ

PRESENT: *Simon Parr, Chief Constable (Chair)*
Alec Wood, Deputy Chief Constable
Sarah Cooper, Head of Corporate Communications
Linda McHale, Head of Human Resources
Oz Merrygold, Federation
Sharon Briar, Unison
Ian Bell, Head of ICT
Simon Megicks, Head of Corporate Development
Laura Gunn, Deputy Director of Finance



ACTION

1. APOLOGIES

Apologies were received from the Chief Finance Officer, Assistant Chief Constable, Local Policing Commander, Head of Investigations and Head of Estates.

2. MINUTES OF MEETING HELD ON 4 FEBRUARY 2014

The minutes were approved.

3. MATTERS ARISING

Action Sheet

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| 1. | <i>Risk Management System</i>
This item is covered in agenda item 7. | <i>Action Closed</i> |
| 2. | <i>Force Risks</i>
This item is covered in agenda item 9 vi) | <i>Action Closed</i> |
| 3. | <i>Training Budget</i>
This item is covered in agenda item 5 iii) | <i>Action Closed</i> |
| 4. | <i>Revised Police & Crime Plan</i>
The Head of CDD will circulate the Plan to FEB, for discussion and formal adoption at the next meeting. <i>(Circulated via e-mail 6/3/14)</i> | <i>Action Closed</i> |

4. ORGANISATIONAL CHANGE

4.1 Notes from Change Management Board held on 4 February 2014

The notes of February's meeting had been circulated to members. Four change requests had been approved, most of the funding for which is already in either the capital or revenue budget.

The Head of CDD summarised the key points of the Change Management Board meeting held this morning.

- The number of photocopiers across the force will be reduced from 86 to 32
- The number of printers will be reduced
- Bedfordshire are to start using Charter for covert authorities
- Common operating platforms to be introduced for the tri-force back office function for ANPR
- Changes are being made to the CIB
- Work is progressing on a digital repository

4.2 Collaboration Update

Following the tri-force meeting in January, work is on-going to establish the team that will work on the redesign and expand the outline business case for presentation to the PCCs. However, in the short term those members of staff will also need to manage their usual day to day business.

4.3 Programme Metis Update

The Head of CDD gave a brief update for the benefit of members who had not attended Change Management Board that morning. The key piece of work is still the mobile app. Work is progressing on mobile working solutions, including Slates, Self Service, SharePoint, Dynamics and Digital Case File.

5. CORPORATE RESOURCES

5.1 Financial Review

The Deputy Director of Finance referred members to the report that had been circulated.

The budget at the end of January was underspent by £4,869k (4.65% of net revenue budget). As previously reported, the delayed completion of the Athena programme has resulted in a revenue underspend of £560k.

Police Officer pay is overspent, but PCSO and police staff pay is underspent.

The Chief Constable thanked the Deputy Director of Finance for her work on the budgets.

5.2 Capital Monitoring

The Deputy Director of Finance referred members to the report that had been circulated, which provided a summary of spend against the 2013/14 Capital Programme for the ten months ended 31 January 2014. 67% of the 2013/14 Capital Programme has been spent and committed.

There were no significant changes from the previous month's report, with the exception of a request for an additional £11k for the 2013/14 Capital Programme for the extension of the Live Links Video Technology Scheme. This would be funded by a matching RCCO from savings in the Chief Constable's budget. This was approved.

Principal spends in the year have been the vehicle replacement scheme, major repairs planned and new vehicle equipment.

Capital resources received to date include grants from Central Government (£1.2m) and receipts from the sale of vehicles (£152k).

Cambridgeshire has recently been awarded £1.558m from the Home Office 2013/14 Innovation Fund following a successful combined bid from Beds/Cambs/Herts. This will be used to fund the transformation of policing across the three forces and partial funding of Cambridgeshire's Programme Metis.

5.3 Workforce Issues

The Head of HR referred members to the update paper that had been circulated prior to the meeting.

As at 28 February 2014, workforce numbers were as follows:-

Police Officers 1320.71
Constables 992.62
PCSOs 145.89
Police Staff 800.49
Specials 297

Cambridgeshire is still underrepresented within collaborated units, which represents a hidden cost. Local policing is not understrength.

Thirty constables are currently acting to Sergeant level, which represents an addition 12 Sergeants to fund because 18 of them are against vacancies rather than temporary posts.

A constable intake in March should bring numbers to, or just over, the target of 1011. Further intakes will take place in August, October, January and March 2015. The planned Specials to Regulars intake will not take due to insufficient numbers.

A budget for 150 PCSOs has been set for 2014/15. There will be three Specials intakes during the year, subject to sufficient interest.

Officer and staff sickness continues to reduce. Officer sickness now stands at an average of 6.4 days per officer, with staff sickness at 7.5 days. The Chief Constable

requested a revised figure that excluded long term sickness from the equation.

Details of the revised paycales for police officers are still awaited.

PAT has rejected the option for Police Officers to be made compulsorily redundant, but arrangements to introduce an 'X factor' element to pay will be introduced from September 2014. This will mean that those who are confirmed to require 'adjusted duties' could have their pay reduced, but further work is required on this issue. In addition, it is anticipated that a number of officers may be identified as being unable to perform full operational duties following completion of the fitness test, albeit their day to day job does not require any adjustments. This could extend the number of officers on restricted duties across the force.

Discussion took place on the new fitness tests and medical screening forms that accompany them. To date 51 officers and 27 specials have undertaken the test. Two officers failed and were referred to Occupational Health.

Following concern about the projected underspend on training at the last meeting, work has been undertaken to assess planned training and a projected shortfall of £66,640 is now anticipated. This is far less than previous years.

The Cambridgeshire Maximising Performance Scheme (CMPS) will be rolled out across the force. The scheme will look for 24 people across the force for development or reward every six months. No additional budget is required. A marketing strategy will be developed and implemented prior to the launch of the scheme.

An action plan to underpin the newly agreed People Strategy was presented to People Board. A more detailed action plan with timescales will be developed in due course. Unison and the Federation had requested more time to provide feedback, but it was agreed the plan would be taken forward in principle, subject to consideration of any feedback from the staff associations.

6. CORPORATE PERFORMANCE

Corporate Development Department (CDD) Update

The Head of CDD presented his report, which provided an update in relation to the business areas within the Directorate, including an update on HMIC inspections and performance. An accompanying paper provided an overview of the results of recent HMIC Inspections.

A number of inspections have taken place, with the majority receiving positive assessments. The number of future inspections is not likely to reduce and a number of significant inspections are on the horizon.

The Domestic Abuse inspection had identified a number of areas of significant concern, following which a robust action plan had been developed. A re-inspection took place seven weeks later, and the feedback at the debrief was positive.

Recorded crime levels remain significantly improved, with performance comparable to the MSF average.

Achieving confident communities remains difficult and although we remain comparable to peers, performance is significantly worse than at the baseline.

7. CORPORATE GOVERNANCE

Risk Management

The Deputy Chief Constable presented a paper and accompanying report, outlining current risks and recent changes to the risk management process.

The report included all risks on the corporate database other than the strategic risks, and two 'opportunities'. The newly established Risk Review Board has directed changes to a number of the risk severities and others are currently being reviewed.

The Police & Crime Commissioner has been updated on the changes to the process.

There were no risks for the Board to review.

8. ITEMS FOR RESOLUTION

Body Worn Videos

The Head of CDD referred members to the update paper regarding the research project with Cambridge University on Body Worn Videos (BWV), established to provide an evidence base for the use of BWV in policing.

Over a period of a year officers in Peterborough will be required to wear BWV to 50% of all incidents.

The Board noted the paper and authorised the study.

9. ITEMS FOR INFORMATION ONLY

9.1 Agenda Plan for FEB

The current agenda plan was noted.

9.2 Corporate Communications Update – Get Closer Campaign

The Board noted the briefing paper which highlighted some of the issues Corporate Communications have been working on. April's crime trend priority will be shoplifting.

9.3 Audit Plan 2014/15

The Deputy Director of Finance summarised the key areas that were focused on during the development of the Internal Audit Strategy.

- Treasury Management has been removed from the 2015/15 plan and from now on will be included every other year

- The top up testing has been removed from the strategy
- The Estates Strategy review has been moved from 2014/15 to 2015/16
- A review of Equality & Diversity has been added
- Child Protection will not be included in the current audit plan, but this will be kept under review
- Uniform Stores has been removed
- A review of Data Quality and Crime Recording has not been included in this year's plan, however this will be kept under review throughout the year

The Deputy Chief Constable and Head of CDD will discuss the report outside the meeting, in particular the involvement of staff in setting the audit structure.

The Board noted the report.

9.4 Audit Recommendations (non-financial) – Progress Report

The Board noted the update report on progress against outstanding high and medium priority audit recommendations covering Business Continuity, Procurement, Information Governance and PSD Collaboration. The report also included a summary of the results of the most recent completed audits.

9.5 Witness Care Audit Action Plan & Revised Victims Code

The Board noted the update paper on the Witness Care Audit Action Plan and implementation of the revised Victim's Code. All outstanding actions will be completed by 28 March 2014.

The Chief Constable requested a further update for June's meeting, and quarterly thereafter, in view of the new commissioning work currently being carried out.

9.6 HMIC Inspection Review

Addressed during discussion at agenda item 6 (CDD update).

10. ITEMS FOR DISCUSSION

There were no items for discussion.

11. ANY OTHER BUSINESS

There was no other business.

12. DATE OF NEXT MEETING

Tuesday 1 April 2014, 2.30pm in Conference Rooms 3 & 4 (*please note revised time*).