



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)
HELD ON: Tuesday 1 April 2014
AT: Conference Room 3, Force HQ
PRESENT: Simon Parr, Chief Constable (Chair)
Niki Howard, Chief Finance Officer
Alec Wood, Deputy Chief Constable
Mark Hopkins, Assistant Chief Constable
Sarah Cooper, Head of Corporate Communications
Linda McHale, Head of Human Resources
Dan Vajzovic, Local Policing Commander
Andy Hebb, Head of Investigations
Colin Luscombe, Director of Estates
Shaun Ryan, Federation
Sharon Briar, Unison
Jon Hutchinson, Corporate Development Directorate

ACTION

1. APOLOGIES

Apologies were received from the Head of ICT and Head of CDD.

2. MINUTES OF MEETING HELD ON 4 MARCH 2014

The minutes were approved.

3. MATTERS ARISING

There were no outstanding actions.

4. ORGANISATIONAL CHANGE

4.1 Minutes from Change Management Board held on 4 March 2014

The minutes were noted.

4.2 Collaboration Update

The Deputy Chief Constable reported that progress was currently slow, due to work being centred around the three OPCCs' different needs and the assurances they required. It was acknowledged that this was impacting on staff, but all three forces

remain committed to collaboration.

A business case for structural collaboration of ICT is being developed.

4.3 Programme Metis Update

A Metis update had been provided at the earlier Change Management Board meeting, which included the following points:-

- The RAG status remains at green
- The weakness identified in SharePoint is now under control
- Mobile working solutions are progressing – guidance has been issued to officers
- Self Service is also progressing well

5. **CORPORATE RESOURCES**

5.1 Financial Review

The Chief Finance Officer referred members to the report which had been circulated prior to the meeting. The budget at the end of February was underspent by 4.55% of Net Revenue Budget, or £5,226k. The Innovation Fund grant has added to the underspend, which will go to reserves.

She thanked members for the underspend on supplies and services and commented that ICT had delivered significant savings.

There was an overspend on police officer pay and allowances, mainly due to officers returning from collaborative units and recent student officer intakes.

5.2 Capital Monitoring

The Chief Finance Officer referred members to the report which provided an overview of the Capital Programme to the end of February 2014.

77.4% of the 2013/14 Capital Programme has been spent and committed, with indications that expected outturn will reach 87.2% by year end. Principal spends in the year have been major planned repairs (£1.1m), the vehicle replacement scheme (£1.1m), Programme Metis (£677k) and new vehicle equipment (£275k).

£174k had been received from the sale of vehicles thanks to the efforts of the Fleet Manager.

£6.7m will be received from the Innovation Fund next year across the three forces, £1.4m of which is earmarked for staffing for Metis, collaboration and assurance work.

The Board approved the addition of £23k to the 2013/14 Capital Programme for the covert vehicle equipment scheme funded by a matching RCCO from savings in the Chief Constable's budget.

5.3 Workforce Issues

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

At 31 March workforce numbers were as follows:-

Police Officers	1343.95
Constables	1017.5
PCSOs	138.82
Police Staff	789.39
Specials	290

A recruitment process for PCSOs is due to commence in April for a course in late September. As numbers are below 150 the Deputy Chief Constable requested that the process is progressed as soon as possible, with a course in August if possible.

*Head of
HR*

Chief Inspector and Sergeants processes had been held. Three Chief Inspectors had been appointed and 11 Constables will be promoted to Sergeant on 12 May. There are 9 constables in a development pool who will be invited to the next Sergeants Boards, subject to satisfactory completion of their development plan.

Sickness continues to reduce. At the end of February 2014 the average days lost per officer was 6.4 days, with police staff at 7.1 per annum. This was considered remarkable in view of the current uncertainty for staff.

Members were asked to note the update with regard to Origin. There is an issue in relation to the processing of Bank Holiday hours and TOIL, which will be taken to the People Board for resolution

The Head of HR presented a paper regarding the 2014/15 training budget. The draft Training Plan 2014/15 was approved by the Board.

Discussion took place on the provision of leadership training. It was agreed that this issue would be referred to the People Board.

*Head of
HR*

6. **CORPORATE PERFORMANCE**

Corporate Development Department (CDD) Update

The Head of CDD referred members to the update paper on business areas within CDD, which included the following:

- The internal auditors are currently undertaking a follow up inspection on all audit recommendations over the past 18 months across all business areas.
- The Joint Audit Committee has requested that all HMIC recommendations are presented to future meetings.
- A paper on the adoption of APP will be presented by the College of Policing at an ACC Ops meeting. This resource will deliver a significant reduction in

bureaucracy.

- A 'Valuing the Police' inspection is scheduled for 10 and 11 April and a Crime Data Integrity inspection will take place at the end of May/early June. Child Protection and Integrity and Leadership inspections are anticipated within the coming months.

7. ITEMS FOR RESOLUTION

7.1 OPSU: Buildings 200/201 Alconbury Airfield

The Head of Estates presented a paper which sought approval to renew the lease of Building 200/201 Alconbury Airfield for use by the Operational Planning Support Unit (OPSU). The Constabulary first occupied the building in March 2005 and carried out substantial refurbishment work at the time.

Due to the long term redevelopment plans for the Airfield, the Landlord has introduced a policy of granting a maximum lease term of three years, therefore lease renewals have been implemented three yearly.

Following discussion it was agreed that the Constabulary would take a further three year lease from 1 April 2014 and that discussion would take place with the three PCCs in relation to long term requirements.

7.2 Training Budget 2014/15

Discussed at 5.3

8. ITEMS FOR INFORMATION ONLY

8.1 Agenda Plan for FEB

The current agenda plan was noted. Members were asked to forward any items for inclusion in the plan to Kim Campbell.

8.2 Corporate Communications Update – Get Closer Campaign

The Head of Corporate Communications provided a brief overview of the update for April that had been circulated prior to the meeting.

The Chief Constable requested an update at the next meeting on the plan for the next year following the recent re-structure of Corporate Communications.

*Head Corp
Comms*

8.3 Audit Plan 2014/15

The Board noted the Internal Audit Strategy 2014/15, which had been presented at the Joint Audit Committee meeting on 18 March 2014.

9. ITEMS FOR DISCUSSION

There were no items for discussion.

10. ANY OTHER BUSINESS

The Assistant Chief Constable passed on his thanks for the excellent work carried out in relation to the recent EDL march. Positive feedback had been received.

11. DATE OF NEXT MEETING

Tuesday 6 May 2014, 1.30pm.