



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 6 May 2014

AT: Conference Room 3, Force HQ

PRESENT: Alec Wood, Deputy Chief Constable (Chair)  
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  
Chief Inspector Mike Hills, Corporate Development  
Ian Bell, Head of ICT  
Simon Megicks, Head of Corporate Development

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Chief Constable, Assistant Chief Constable, Chief Finance Officer and Assistant Chief Constable (Joint Protective Services).

#### **2. MINUTES OF MEETING HELD ON 1 APRIL 2014**

The minutes were approved.

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

##### **3.1 Recruitment Process for PCSOs (agenda item 5.3, 1 April 2014)**

The Head of HR reported that the recruitment process had started and the intake date had been brought forward to 7 July 2014.

##### **3.2 Provision of Leadership Training (agenda item 5.3, 1 April 2014)**

This matter had been referred to People Board. More work is required on it, but the Head of HR confirmed that interventions would be available to different people as part of a more co-ordinated approach.

##### **3.3 The Deputy Chief Constable announced that Chief Superintendent Michelle Dunn, Essex Police, had been appointed as the new Assistant Chief Constable for Hertfordshire Constabulary. Michelle's role will primarily involve leading the three-force Operational Support Project for the Strategic Alliance.**

## **4. ORGANISATIONAL CHANGE**

### **4.1 Minutes from last Change Management Board (CMB)**

The minutes of the Change Management Board held on 1 April were noted.

The Deputy Chief Constable provided a brief summary of the CMB meeting held this morning.

- A paper on the CIB Metis Project, presented by Dr Brin Hodgskiss (Strategic Intelligence Manager) was approved.
- All the Innovation Fund money had been spent.
- An update on the Digital Interview Project would be provided at the next meeting. C/Supt Hebb reported that Cambridge Crown Court, who are undertaking a long term trial of digital interviews, copy material onto CDs as their format is not compatible with ours. The Head of ICT will look into this.

### **4.2 Collaboration Update**

The Deputy Chief Constable reported that an informal governance meeting would be held today, as a pre-meet to the formal Beds/Camb/Herts meeting on 13 May.

Progress on an agreed way forward in terms of governance had stalled but it was hoped that following today's meeting the PCCs would, at next week's meeting, approve the appointment of heads of function for the various business area leads and business cases could then be built to move the programme forward.

## **5. CORPORATE RESOURCES**

### **5.1 Workforce Issues**

The Head of HR referred members to the update paper.

As at 30 April 2014 workforce numbers were as follows

Police Officers	1338
Constables	1015.3
PCSOs	134.9
Police Staff	767
Specials	274

Three Chief Inspector promotions have been agreed and eleven officers will be substantively promoted to Sergeant on 12 May. Seventeen officers passed T/DC boards and have now been posted.

The system will be down for four days in August to allow for upgrade to version R12, but users will be unable to enter updates for two weeks. Contingency plans are being developed.

Mr Ryan referred members to a recent PNB circular (advisory) in relation to officers taking leave in hours rather than days. This has yet to be ratified, but the Federation do not have an issue with this.

Officer sickness remains significantly improved, at 6.3 days per officer per annum for year ending March 2014 (7.8 last year). Police staff sickness also improved this year, at 7.2 days per annum (8.9 last year).

The Force Health & Safety Group meeting took place on 29 April. No significant accident or injury trends were reported. Concern was raised in relation to the single crewing of officers transporting DPs following the closure of Huntingdon Custody. Risks are currently being assessed and advice given on mitigating them.

It was noted that the Constabulary currently had limited capacity within Health, Safety & Wellbeing Services (HWBS) due to the absence of the Welfare Officer and PERU Manager/HWBS Manager and the retirement of the H&S Advisor, who had been retained on a nil hours basis for emergencies. A new H&S Advisor had been appointed and will start once the usual checks had been completed.

## **6. CORPORATE PERFORMANCE**

### **6.1 Corporate Development Department (CDD) Update**

Chief Inspector Hills referred members to the CDD update paper circulated prior to the meeting.

#### **Performance Update**

As a result of increased recording since December, the number of victim-based crimes changed from 'significantly improved' to 'improved' compared to the baseline at year end. The focus on crime data quality and integrity is likely to be a key factor in this.

The Constabulary has not achieved the Police & Crime Plan objective to improve the 'All Crime' detection rate compared to the baseline. However, the rolling 12 month indicator had been below baseline for all but one of the last 12 months.

The Constabulary continues to see increased recording of violence against the person offences. National figures show that 26 forces have seen an increase in this category of crime in the 12 months to February.

Increased recording of sexual offences continues.

Satisfaction with service delivery significantly improved throughout 2013/14 and the Constabulary achieved an improvement in the satisfaction of victims of racist incidents compared to the baseline.

At year end public confidence (as measured by the PiC survey) was significantly lower than the baseline at force level. In contrast, the CSEW shows that confidence in Cambridgeshire has significantly improved in the 12 months to December 2013. However, the PiC survey remains an important indicator of confidence due to the robust methodology it employs and provides a level of detail concerning local issues

which is not available through the CSEW survey.

It was acknowledged that the increase in recorded crime was partly due to a strong focus on safeguarding, domestic abuse and ensuring the Constabulary was ethically recording crime.

## **HMIC Update**

HMIC funding has been significantly increased, resulting in a change to their inspection methodology and an increase in individual force inspections.

The 2014/15 schedule will continue to be, but the focus will be more on individual forces than thematic.

## **7. CORPORATE GOVERNANCE**

### **7.1 Principal Risks Register**

The Deputy Chief Constable referred members to the updated Principal Risks Register, which provided an update on the work being undertaken to develop the Constabulary's approach to risk management.

Following discussion in relation to Risk Ref 287 (Body Worn Video) the Local Policing Commander agreed to amend the wording of this item.

*Local  
Policing  
Commander*

The Board agreed that the Risk Review Board would be responsible for the management and mitigation of risks, ensuring that there are sufficient controls in place and if necessary directing activity in relation to specific risks. It would also keep FEB fully updated.

## **8. ITEMS FOR RESOLUTION**

### **8.1 Authorised Professional Practice**

Chief Inspector Hills presented an update paper on the development and implementation of APP and identified associated organisational risks.

Following discussion the following was agreed:

- Strategic ownership for the implementation of APP would sit with the Deputy Chief Constable.
- Responsibility for the co-ordination of APP would sit with the Corporate Development Department.
- Responsibility to update all respective policies and procedures to ensure they are compliant with APP rests with business area leads.
- A governance and audit process to identify and assess progress of implementation, including tracked actions, would sit with Chief Inspector Hills, Corporate Development Department.
- A Communications Plan, owned by Corporate Communications, would be developed to support the implementation process.

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

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

The agenda plan was noted.

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

The Head of Corporate Communications provided a brief summary of her paper updating the Board on the changes within the department and the subsequent shift in focus of the Get Closer campaign to Safeguarding.

The Corporate Communications team moved to a new structure on 1 April. Internal Communications, Marketing and the Press Office have been replaced by two teams of multi-skilled communications officers – proactive and reactive. The new structure will make it easier to commission reactive communications activity and ensure proactive, planned communication to assist in the delivery of the force's strategic objectives.

The Get Closer campaign has been redesigned with a clear emphasis on threat, harm and risk and a significant victim focus, as detailed in the Get Closer Campaign Strategy 2014/15.

The traditional areas of the campaign (serious and acquisitive crime) will remain a focus for the reactive team. There will also be a significant emphasis on evaluation to ensure the activity is adding value to the force by reducing operational hours spent on communications and supporting the force in meeting the policing priorities.

The Board also noted the monthly Get Closer update paper.

## **10. ANY OTHER BUSINESS**

### **10.1 Chairman's Items**

The Deputy Chief Constable informed members that he was now the national lead for Performance and Standards in Forensic Processes. A code of practice was being developed around forensics and forensic integrity, and one area of focus would be the accreditation of Sexual Assault Referral Centres (SARCs).

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

#### Police Service Centre Survey

The Head of Corporate Development informed the Board that as part of the focus on Self Service the Metis team would be carrying out an analysis of incoming calls to the organisation over the period of one week.

It is thought that 60% of calls do not lead to an incident or crime so there is a need to understand the nature of the calls coming into the organisation.

It was acknowledged that there may be an impact on performance during this period.

Bedfordshire and Hertfordshire are also keen to carry out the same survey, and it is hoped all three can take place at the same time, in June if possible.

The Board supported the proposal and it was agreed that the survey should take place before the World Cup (12 June) and the Tour De France (July).

**11. DATE OF NEXT MEETING**

Tuesday 3 June 2014, 1.30pm.