



Creating a safer
Cambridgeshire

MINUTES OF MEETING

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

ACTION

1. APOLOGIES

Apologies were received from the Local Policing Commander, Head of Corporate Development, Head of Investigations and Head of ICT.

2. MINUTES OF MEETING HELD ON 6 MAY 2014

The minutes were approved.

3. MATTERS ARISING

Principal Risks Register (Item 7.1 06/05/2014)

The Local Policing Commander has amended the wording of Risk Ref 287 (Body Worn Video).

4. ORGANISATIONAL CHANGE

4.1 Minutes from last Change Management Board (CMB)

The minutes of the CMB meeting held on 6 May were noted.

The Deputy Chief Constable informed members that at today's CMB meeting it had been agreed there was a need for the Board to pick up organisational development. There were a number of issues of concern in relation to the Victim Hub, which were being addressed.

4.2 Collaboration Update

The Deputy Chief Constable confirmed that the Police & Crime Commissioners have approved the development of the Change Teams. DCC Andy Adams has agreed a governance structure, which includes weekly resource allocation meetings and monthly B/C/H Change Management Board meetings.

4.3 Programme Metis Update

The Chief Constable had requested that the programme moved forward at a faster pace, working on parallel projects if necessary until we were in a position to work collaboratively. Savings targets needed to be met and the innovation fund money had to be spent. Assurance was given that staff and the Staff Associations would be kept fully informed as the programme progressed.

5. **CORPORATE RESOURCES**

5.1 Financial Review

The Chief Finance Officer referred members to the provisional outturn report for 2013/14, and in particular the Revenue Contribution to Capital Outlay of £708k. The budget was underspent by £4.6m (on target). This figure has not changed considerably since year end.

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

The Chief Constable thanked colleagues for the level of service delivered despite the budget cuts. The cut in police officer overtime was noted.

Brief discussion ensued on the overspend on the Kings Lynn PIC and the funding of police pensions and final salary pensions.

5.2 Capital Provisional Outturn 2013/14

The Chief Finance Officer presented the provisional outturn report of spend against the approved Capital Programme and its financing as at 31 March 2014.

The Board noted the report the technical additions set out in paragraph 3.2 and approved the carry forward requests detailed in Appendix 2.

5.1 Workforce Issues

The Head of HR provided a brief summary of the main items contained in her update paper.

As at 31May workforce numbers were as follows:-

Police Officers 1337.7
Constables 999.5

PCSOs	134.7
Police Staff	764.9
Specials	299

The next intake of transferees will be on 16 June and Constables in August 2014. PCSO numbers are likely to be 143 by the end July; the next intake is planned for 22 September.

The number of Specials applicants has reduced recently. This will be discussed at a Specials Management Board meeting with a view to seeking support in generating higher levels of interest.

A further Chief Inspector process is being planned. Following the recent Sergeant Boards a list of officers to be considered for Temporary Sergeant opportunities has been drawn up.

Cambridgeshire is currently fifth lowest on iQuanta for police officer sickness and mid table for police staff. As at the end of April Police Officer sickness was an average of 6.1 days per officer; police staff was an average of 7.2 days.

6. CORPORATE PERFORMANCE

6.1 Corporate Development Department (CDD) Update

Inspections

- The crime data integrity inspection is currently taking place. The hot de-brief will be delivered on Thursday 5 June.
- The tri-force integrity and corruption inspection will take place 14-16 June. The main focus will be on PSD.
- The information management inspection will take place 30 June to 7 July. The majority of work will focus on specialist departments (a number of which are in the Joint Protective Services Command) and their retention of information.
- A child protection inspection will happen at some point before April 2015. We will have no prior notification. CDD are leading on the safeguarding agenda and have delivered a training package to 60% of front line staff. This will be completed by 1 July.

Performance

There has been an increase in violent crime. This is mirrored across the country and is believed to be due to increased recording as a result of the crime data integrity agenda. It is not an increase in actual crime but an increase in recorded crime.

Change to Police and Crime Plan

The Commissioner wants to develop the Police and Crime Plan. A meeting has been held and the first area to be assessed will be 'keeping people safe'. The aim is that the plan will mirror the language used in our Policing Priorities 2014-15. A draft will be completed by 24 June.

He is currently focusing on calling handling. Detailed information is needed on any specific areas of concern as the force routinely hit both call handling targets. The Chief Constable and Head of Corporate Communications will discuss the OPCC's survey outside the meeting.

7. CORPORATE GOVERNANCE

7.1 Principal Risks Register

This item is closed due to operational sensitivity

8. ITEMS FOR RESOLUTION

There were no items for resolution.

9. ITEMS FOR INFORMATION ONLY

9.1 Agenda Plan for FEB

It was agreed that the following boards are currently required to report to FEB:

- Internal Ethics Committee
- People Board
- Change Management Board
- Information Management Strategic Board
- Force Health & Safety Improvement Group

9.2 Corporate Communications Update – Get Closer Campaign

The Head of Corporate Communications summarised the main items contained in the June update. This month's crime trend priority will be burglary.

Corporate Communications have been shortlisted for Management Today's Analytics in Action Award 2014.

10. ANY OTHER BUSINESS

10.1 Chairman's Items

The Chief Constable circulated a paper from Superintendent Dales suggesting a number of options for savings in 2015/16, some of which would be for consideration at a later stage, depending on the level of savings that Metis/collaboration deliver. It was emphasised that these were very early thoughts and not definitive options.

It was agreed this would be discussed further at the September meeting.

10.2 Items Notified at the Start of the Meeting

There were no items notified at the start of the meeting.

11. DATE OF NEXT MEETING

Wednesday 9 July, 9am.