



## MINUTES OF MEETING

**SUBJECT:** Force Executive Board (FEB)  
**HELD ON:** Tuesday 5 August 2014  
**AT:** Conference Room 3, Force HQ  
**PRESENT:** Alec Wood, Deputy Chief Constable (Chair)  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Shaun Ryan, Police Federation  
Sharon Briar, Unison  
Andy Hebb, Head of Investigations  
Dan Vajzovic, Local Policing Commander  
Mark Butler, Programme Athena  
Ian Bell, Head of ICT  
Simon Megicks, Head of Contact Management, Change Programme

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Chief Constable, Assistant Chief Constable, Head of CDD, Head of HR and Director of Estates.

#### **2. MINUTES OF MEETING HELD ON 9 JULY 2014**

The minutes were approved.

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

##### Police Volunteers to Manage Team Sites

In the Assistant Chief Constable's absence, this action was carried forward to the next meeting.

ACC

#### **4. ATHENA UPDATE**

DS Mark Butler provided the Board with an update on the Athena Programme . A copy of his Headline Report will be circulated to members.

Athena is a distinct programme within the BCH Change Team and will be incorporated in the BCH Organisational Support and Operational Support Boards. The programme is beginning to engage with the Change Team Strategic Leads, and other key personnel, to plan implementation.

The Athena Programme team is already working with the Metis Programme and Project

Tyr and the scope of their work extends beyond the Change programme to existing and future collaborated units and others areas such as Intelligence, local crime investigation and territorial policing.

The development of Athena in conjunction with the other founder forces is ongoing, and in particular the team are working with colleagues to review the linking process, data migration and the link between Athena and PND.

Athena was signed off in April and Beds/Cambs/Herts are leading on development of the business rules for the programme.

Roll-out is scheduled for early 2016. The opportunity had arisen to bring this forward and follow Essex but there was no appetite for it within Beds/Cambs/Herts because of concerns about resources. Discussion took place on the level of savings that would be realised before roll-out, and whether there was a need to develop an interim solution, but it was agreed this would be too expensive.

## **5. ORGANISATIONAL CHANGE**

### **5.1 Collaboration Update**

The Consultants' report will be discussed tomorrow at the Beds/Cambs/Herts Collaboration meeting. Concerto has confirmed the strategic alliance is on track in terms of the approach it is taking, but there is still a long way to go. This is one of the most complex collaboration programmes they have seen.

The outline business case for ICT has been approved. Ian Bell has been appointed Head of ICT for Beds/Cambs/Herts.

There are concerns about the timescales of the business cases. The Local Policing Commander requested an update in relation to Contact Management in order for him to communicate this to staff. The Deputy Chief Constable confirmed that an outline business case would be completed by December. The usual consultation process would then follow.

## **6. CORPORATE RESOURCES**

### **6.1 Financial Review**

The Chief Finance Officer provided a brief summary of her revenue budget monitoring report.

The budget at the end of June was underspent by £1,074k, or 3.4% of net revenue budget. Good progress is being made in identifying savings for next year.

The Board noted the report.

### **6.2 Capital Monitoring**

The Chief Finance Officer referred members to her report, which provided a financial overview of the Capital Programme for the three months ending 30 June 2014.

The Board noted the report and approved the addition of £30k to the 2014/15 Capital Programme for Origin Development, funded by a matching revenue contribution to capital outlay (RCCO) within the Chief Constable's delegation.

### 6.3 Workforce Issues

Members noted the update report provided by the Head of HR.

As at 31 July, workforce numbers were as follows:-

Police Officers - 1326.8

Constables - 990

PCSOs - 141.7

Police Staff – 771.3

Specials - 288

The next intake of Constables takes place in August, with further intakes planned for October, January and March. A small intake of transferees will join in October.

10 new PCSOs joined the force on 7 July. The next intakes will be in September and January. An intake of 32 new Specials is planned for October.

A brief discussion took place regarding secondments and the subsequent impact on the number of acting/temporary posts in force, which in turn affected Constable numbers.

The Deputy Chief Constable confirmed that he would speak to HR outside the meeting, to request the recruitment of an addition ten Constables. The issue of secondments would be discussed at People Board.

*DCC*

The Board discussed the PDR process and its relevance to all members of staff, specifically those in transactional posts for whom providing an evidence base was challenging. It was agreed that the organisation has a responsibility to provide a PDR process and that all staff should have a PDR of some sort, that was proportionate to their role.

Brief discussion took place on the return of the Cycle to Work Scheme, and in particular the ability to ensure that staff adhere to the specific terms of the Scheme. These will be outlined when it is promoted via CamNet, but it was acknowledged that this is a matter of personal integrity.

Concerns about the increase in upper body musculoskeletal referrals, possibly as a result of extended use of mobile devices, is being deal with by Supt Hutchison within the agile working programme.

The Chief Finance Officer raised concern that the annual Employment Monitoring Report did not go to People Board before it was published, and requested that a copy be

*Head of  
HR*

circulated for the next FEB meeting.

## **7. CORPORATE GOVERNANCE**

### **7.1 Principal Risks Register**

The Board noted the register, which did not differ from last month, therefore there were no new risks to consider. The Risk Review Group met last week and did not amend any of the current scores.

## **8. ITEMS FOR RESOLUTION**

### **8.1 Airwaves Lease Renewals**

The Board discussed a paper from the Director of Estates, seeking approval for the renewal of the leases to Airwave Solutions Ltd to site equipment on the masts at St Neots, Parkside and March Police Stations.

This was agreed.

### **8.2 John Mansfield Community Centre**

The Board discussed a paper from the Director of Estates seeking approval to surrender the agreement to occupy premises at the John Mansfield Centre in Peterborough. The premises are no longer required because staff have been relocated to Bridge Street Police Station.

The Board agreed the revised payment of £30,000 for the fit out, use of premises to 31 August 2014 and remedial works.

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

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

It was noted that Supt Jon Hutchinson was currently reviewing the force meeting structure and governance. An update was requested for the next meeting, following which the FEB agenda plan will be agreed.

*Supt  
Hutchinson*

A brief discussion took place on the current meeting structure. Unison and the Police Federation are happy that they are always consulted on papers before they go to FEB.

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

The Board noted the August update, which provided an overview of the issues covered over the past month. These included domestic abuse and the World Cup. Discussion

took place on a vacancy for a specialist role in HR that was successfully promoted through Facebook.

### 9.3 Actions from last Ethics Board Meeting

The actions were noted.

### 9.4 Actions from last Information Management Strategy Group Meeting

The actions were noted. This group had been formed to look at the governance of, and approach to, information management across the force and will become a Beds/Cambs/Herts Board at some point, which will report to FEB. The Deputy Chief Constable will ensure that ECINS is discussed at an Information Management Strategy Group Meeting.

*DCC*

### 9.5 Minutes of Estates Sub-Group Meeting

The minutes were noted.

Discussion took place on the intended closure of Chatteris Police Station, and the resultant operational consequences, e.g. redeployment of staff.

The Estates Sub-Group meeting is attended by OPCC staff only, and the minutes are circulated to the Finance Sub-Group. The Deputy Chief Constable would raise this at the next Strategic Advisory Group meeting and request that either he or the Chief Finance Officer attends future Estates Sub-Group meetings.

*DCC*

## **10. ANY OTHER BUSINESS**

### 10.1 Chairman's Items

There were no items from the Chairman.

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

Discussion took place on governance arrangements for capturing savings derived from Metis. It was recognised that there is a business case for Metis and that the business case hypothecates savings that will accrue from implementation of programmes of work. The Local Policing Commander identified that there were tensions between different areas where hypothecated savings identified by Metis were seen as savings targets in business areas. It was confirmed that this should not be an issue as the governance for savings is that Metis will report a suggested (hypothetical) saving, but the actual saving will only be accrued in the business area when the business area removes the resource. In addition, he reported that the actual savings will be much less than previously predicted.

## **11. DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 2 September at 2.30pm  
\*\*Please note later start time\*\*