



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)
HELD ON: Tuesday 2 September 2014
AT: Conference Room 3, Force HQ
PRESENT: Simon Parr, Chief Constable (Chair)
Alec Wood, Deputy Chief Constable
Mark Hopkins, Assistant Chief Constable
Sarah Cooper, Head of Corporate Communications
Linda McHale, Head of Human Resources
Oz Merrygold, Police Federation
Sharon Briar, Unison
Ian Bell, Head of ICT
Andy Hebb, Head of Investigations
Dan Vajzovic, Local Policing Commander
Paul Ormerod, Corporate Development
Laura Gunn, Deputy Director of Resources

ACTION

1. APOLOGIES

Apologies were received from the Chief Finance Officer, Head of Corporate Development and Director of Estates.

2. MINUTES OF MEETING HELD ON 5 AUGUST 2014

The minutes were approved.

3. MATTERS ARISING

3.1 Management of Team Sites by Police Volunteers (FEB 09/07/14)

The Assistant Chief Constable confirmed that this will be discussed at the next Police Support Volunteers Board, and if agreed will be progressed by the PSV Co-ordinator, Maria Ruba.

3.2 Police Officer Recruitment (FEB 05/08/14)

This matter was discussed at the last People Board meeting. The Constabulary will not be recruiting an additional 10 constables (see agenda item 5.3).

3.3 Employment Monitoring Report (FEB 05/08/14)

See agenda item 9.3.

3.4 Force Meeting Structure (FEB 05/08/14)

This item was deferred to the next meeting (added to Agenda Plan)

3.5 ECINS (FEB 05/08/14)

This has been added to the agenda for the next Information Management Strategy Group meeting.

3.6 Constabulary Attendance at PCC's Estates Sub-Group Meetings (FEB 05/08/14)

It has been agreed that either the Chief Constable, Deputy Chief Constable or Chief Finance Officer will attend future Estates Sub-Group Meetings.

4. **ORGANISATIONAL CHANGE**

4.1 Collaboration Update

The Deputy Chief Constable reported that outline business cases are being developed in relation to HR. The outline business case for ICT is ready, but some remedial work is required on the business case for contact management.

Senior Officers acknowledged the impact on staff now that members of the change team were in post, plus the impact that the Athena roll-out will have.

4.2 Programme Metis Update

The Chief Constable provided a brief update on the Metis Programme.

5. **CORPORATE RESOURCES**

5.1 Financial Review

The Deputy Director of Resources referred the Board to the current revenue budget monitoring report.

The budget at the end of July was underspent by £1,089k, or 2.6% of net revenue budget. An exercise is being carried out to identify and move police staff underspends to the overall savings line within organisational support.

The Board noted the report.

5.2 Capital Monitoring

The Board noted the capital programme monitoring report and approved the addition of £99k to the 2014/15 capital programme for HQ building 11 structural renovation, funded by a matching RCCO within the Chief Constable's delegation.

5.3 Workforce Issues

The Head of HR referred Board members to her update paper.

As at 31 August 2014 workforce numbers were as follows:-

Police Officers	1,337.3
Constables	1,001.8
PCSOs	138.7
Police Staff	778.3

At last month's meeting the Deputy Chief Constable had requested the recruitment of an additional 10 constables. This was discussed at length at People Board. A detailed explanation for the current shortfall in constables was provided in the report, but it is largely due to the unanticipated increase in the number of acting ranks. However, Constables within local policing (Investigations and Territorial Policing) are currently 5 over establishment, with a further 15 in training.

The budget has been committed and therefore the Constabulary will not be recruiting the additional 10 constables. It was agreed at People Board that recruitment planning for 2015/16 should work on the maximum intake level of 96 and a review of acting arrangements would be conducted.

Discussion took place on the College of Policing's consultation document regarding the required level of English skills of new recruits and the recruitment and retention of BME staff.

Police Officer sickness remains consistent at an average of 5.8 days per year. Police staff sickness continues to increase slightly and has reached 7.3 days per year.

A rolling cycle of fitness testing and officer safety training from December 2014 has been agreed. Concern has been raised about non-attendance at tests, which is being addressed via Local Commanders.

Discussion took place on the progression of BME officers and positive action that could be taken ahead of the forthcoming promotion processes and officer recruitment.

6. CORPORATE PERFORMANCE

6.1 Corporate Development Department (CDD) Update

Chief Inspector Ormerod summarised key points from the update paper that had been circulated.

- No inspections had taken place in July; however the HMIC Valuing the Police 4 Report was published on 22 July.
- The HMIC interim Crime Inspection will take place on 18 & 19 September, with a pre-inspection crime audit taking place on 8 & 9 September. During this inspection HMIC will review the force's response to their recommendations following the Stop and Search inspection.
- An Information Commissioner's Office inspection of MOPI will take place 9-11 September.
- There has been an increase in victim based crime, which is believed to be due in part to the force's approach to safeguarding, with officers identifying vulnerability more and therefore increased recording. The Deputy Chief Constable requested a comparison with the 2011/12 figures.
- Discussion took place on Cambridgeshire's confidence rates. It was agreed that

*C/Insp
Ormerod*

C/Insp

the Deputy Chief Constable and C/Insp Ormerod would meet outside the meeting to discuss staff training for public surveys.

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DCC*

7. CORPORATE GOVERNANCE

7.1 Principal Risks Register

This item is closed due to operational sensitivity

8. ITEM FOR RESOLUTION

8.1 Updated Terms of Reference for FEB

The current Terms of Reference need to be updated and should include a list of all meetings that report to the Board. Members were asked to forward any proposed amendments to the current document to Chief Inspector Church.

All

8.2 Provision of Mobile Working Devices

The Local Policing Commander summarised the key points of a paper submitted by T/Superintendent Gipp in relation to the provision of mobile working devices for Specials, PCSOs and Inspectors who are currently outside the scope of the Mobile Working Solutions project.

Options 7.1 and 7.3 were favoured, if they were financially viable. It was also noted that Specials and PCSOs would need to be reminded about data protection issues in relation to mobile devices. It was agreed that the Assistant Chief Constable, Head of ICT and Local Policing Commander would discuss this and other issues, e.g. the minimum hours worked by Specials in order to qualify for personal issue slates.

*ACC/
Head of
ICT/
LP Comm*

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 September update. This month's crime trend priority is rape and sexual assault.

The Chief Constable asked to be kept informed on the decision by Panorama not to cover the CSE issues in Peterborough. He also informed members that Counter Terrorism Awareness week would be taking place 24-30 November.

9.3 Employment Monitoring

The Board noted the 2013-14 Employment Monitoring report, which had been presented to People Board.

9.3 Actions from last Ethics Board Meeting

The actions from the meeting held on 8 August 2014 were noted.

9.4 Minutes of People Board Meeting

The minutes of the People Board meeting held on 15 July were noted.

9.4 Actions from last Information Management Strategy Group Meeting

The actions from the meeting held on 20 August were noted.

9.5 Minutes of Force Health & Safety Improvement Group Meeting

The minutes of the meeting held on 29 April 2014 were noted.

10. ANY OTHER BUSINESS

10.1 Chairman's Items

The Chairman had no additional items.

10.2 Items Notified at the Start of the Meeting

There were no additional items.

11. DATE OF NEXT MEETING

Tuesday 7 October, 2.30pm.