



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

**SUBJECT:** Force Executive Board (FEB)  
**HELD ON:** Tuesday 2 December 2014  
**AT:** Conference Room 3, Force HQ  
**PRESENT:** Mark Hopkins, Assistant Chief Constable (Chair)  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Linda McHale, Head of Human Resources  
Colin Luscombe, Director of Estates  
Shaun Ryan, Police Federation  
Sharon Briar, Unison  
Dan Vajzovic, Local Policing Commander  
Paul Ormerod, Corporate Development  
Mark Butler, Athena Programme

### **ACTION**

#### **1. APOLOGIES**

Apologies were received from the Chief Constable, Deputy Chief Constable, Head of Corporate Development, Head of Investigations and Head of ICT.

#### **2. MINUTES OF MEETING HELD ON 4 November 2014**

The minutes were approved.

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

There were no matters arising from the previous meeting.

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

DS Butler gave a brief summary of the Athena Highlight Report that had been circulated prior to the meeting.

Current timescales for business go-live are Essex in February 2015, Kent in July 2015, Norfolk/Suffolk in Sept/Oct 2015 and Beds/Cambs/Herts in January 2016.

Training is going well in Essex and they have not reported any slippage with their proposed go-live date of 6 February 2015.

It has been identified that additional IMU resources will be required, at least in the short term, to manage extra records that are to be created in Athena. Based on a survey of 10,000 calls received across Beds, Cambs and Herts, 44% would be

recorded as investigations in Athena compared to the current 5% that are recorded as crimes on current crime systems. David Alexander is preparing a paper for the Beds, Cambs and Herts Directors of Resources setting out the potential increases in costs.

Discussion took place on the previous request for resources from Beds, Cambs and Herts to support Athena, and Northgate's proposals to create a partnership environment within Athena, which would replace E-CINS. The Local Policing Commander and DS Butler would discuss these proposals outside the meeting. The Assistant Chief Constable will discuss the resourcing issues with DCC Andy Adams (Herts).

*Assistant  
Chief  
Constable*

*Local  
Policing  
Commander*

*DS Butler*

## **5. ORGANISATIONAL CHANGE**

### **5.1 Collaboration Update**

The Local Policing Commander reported that from 1 December 2014, Superintendent Chris Mead is Head of Contact Management for Cambridgeshire only. However, work is progressing on a three force collaborative solution, and a Chief Inspector will be appointed to work across all three forces on this area of business.

The Assistant Chief Constable reported that the business case for Firearms Licensing is being progressed by Superintendent Mel Dales.

### **5.2 Programme Metis Update**

Further slates had been purchased and the procurement of window phones is being progressed.

## **6. CORPORATE RESOURCES**

### **6.1 Financial Review**

The Chief Finance Officer provided a brief summary of the latest Revenue Budget Monitoring Report.

The budget at the end of October was underspent by £736k or 1% of net revenue budget. Savings of £1.5m had been moved across to the capital reserve to off-set future capital requirements.

The Home Office have advised that we need to prepare for 6-7% cuts for next year, in which case we may need to use reserves.

### **6.2 Capital Monitoring**

The Chief Finance Officer referred members to the Capital Programme Monitoring Report. As of 31 October 2014, 72.7% of the 2014/15 Capital Programme had been spent and committed. Principal spends in the year to date have been the vehicle replacement scheme (£1,104k), Programme Metis (£1,072k), planned major repairs (£668k) and Athena (£467k).

Capital resources received to date include grants from Central Government (£603k), receipts from the sale of vehicles (£138k) and the 2014/15 NPAS credit in relation to the previous transfer of the helicopter (£156k).

Two capital projects had recently been approved by the Commissioner – funding of a new tri-force dog kennel at Alconbury and the transfer of funds from the capital programme for next year for Fleet to this year. This month's report did not reflect this expenditure.

## **7. CORPORATE PERFORMANCE**

### Corporate Development Department (CDD) Update

Chief Inspector Ormerod provided a brief summary of the update paper, including an update on the current status of the HMIC Inspections.

Cambridgeshire has volunteered to act as a pilot for the HMIC Firearms Licensing Thematic Inspections. The inspection will take place on the 2 and 3 December 2014.

Victim based crime has increased in Cambridgeshire in October, with the monthly levels higher than the 12 month average.

## **8. ITEM FOR RESOLUTION**

### Positive Action Work Programme

The Head of HR referred members to her paper, the purpose of which was to raise awareness of Cambridgeshire's Positive Action work programme and seek a mandate from FEB to move this initiative forward.

FEB sanctioned the formation of the PASG and supported the group's activities.

## **10. ITEMS FOR INFORMATION ONLY**

### 10.1 Agenda Plan for FEB

The FEB Agenda Plan was noted.

It was agreed that a quarterly update on agile working would be provided for the Organisational Development Board.

*C/Insp  
Ormerod*

### 10.2 Corporate Communications Update – Get Closer Campaign

The Board noted the November update. The monthly crime trend priority was child abuse.

### 10.3 Agile Working

The Board noted the briefing on agile working.

#### 10.4 Victims' Hub

The Board noted the report on the implementation of the Victims' Hub.

#### 10.5 Information Management Strategic Group Actions

The Board noted the actions from the last meeting on 15 October 2014.

#### 10.6 Change Management Board Minutes

The Board noted the minutes of the last Change Management Board meeting.

#### 10.7 People Board Minutes

The Board noted the minutes of the last People Board meeting.

#### 10.8 Force H&S Improvement Group Minutes

The Board noted the minutes of the last Force H&S Improvement Group Meeting. Reference was made to the requirement for a policy in relation to the use of force. Chief Inspector Savage was progressing this, with a view to ascertaining whether a tri-force policy could be produced.

#### 10.9 Estates Sub-Group Minutes

The Board noted the minutes of the Estates Sub-Group meetings held in September and October.

#### 10.10 Ethics Board Actions

The Board noted the actions arising from the recent Ethics Board meeting. Unison (nationally) has stated that the Code of Ethics does not apply to police staff. A statement on this is awaited.

### **11. ANY OTHER BUSINESS**

#### 11.1 Chairman's Items

There were no items from the Chairman.

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

The Head of HR confirmed that the OSPRE Part II Police examinations have now ceased and need to be replaced in force with an assessment regime, for which assessors will be required. This will be progressed through People Board.

### **12. DATE OF NEXT MEETING**

Tuesday 6 January, 2pm