



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

**SUBJECT:** Force Executive Board (FEB)  
**HELD ON:** Tuesday 6 January 2015  
**AT:** Conference Room 3, Force HQ  
**PRESENT:** Simon Parr, 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 Carman, Unison  
Dan Vajzovic, Local Policing Commander  
Andy Hebb, Head of Investigations  
Mel Dales, Head of Corporate Development  
Ian Bell, Head of ICT

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Deputy Chief Constable and Assistant Chief Constable.

#### **2. MINUTES OF MEETING HELD ON 2 DECEMBER 2014**

The minutes were approved.

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

##### **3.1 Athena Update**

With regard to proposals to create a partnership environment to replace E-CINs, it was confirmed that resources were being released for this during the second week of January.

The Assistant Chief Constable has met with DCC Adams.

#### **4. ORGANISATIONAL CHANGE**

##### **4.1 Collaboration Update**

The outline business case for contact management was discussed at a Joint Chief Officer Board meeting this morning. It will go to the Beds/Cambs/Herts Strategic Alliance Day on 22 January for formal approval and it is hoped that a full business case with options will be ready for approval by the end of March 2015.

The outline business case for the HR element of operational support should be ready by February, with the full business case being produced by March and implementation from April.

Procurement of the new HR/Finance system is progressing.

#### 4.2 Programme Metis Update

The Head of ICT gave a brief update on Metis.

The purchase of windows phones and roll-out of mobile devices are progressing well.

In conjunction with HR a number of enhancements are being made to Origin.

The roll-out of the first module of tuServ has begun and SharePoint goes live on 12 January. The Team Sites will follow in due course and then INSPIRE, which is a corporate performance tool.

### **5. CORPORATE RESOURCES**

#### 5.1 Financial Review

The Chief Finance Officer referred members to the latest Revenue Budget Monitoring report.

The budget at the end of October was underspent by £995k (1.2% of net revenue budget) after savings of £1.5m were transferred to the capital reserve to off-set future capital requirements.

The Chief Finance Officer and Chief Constable thanked budget holders for their support in delivering the budget for this and next year on track.

Police Officer pay and allowances is currently forecast as being £179k underspent. PCSO pay and overtime is forecast at £248k underspent, due to a shortfall in strength against establishment. However, recruitment this year will result in the force being over strength by the end of the current financial year.

Support staff pay is forecast at £1610k underspent, primarily as a result of reduced headcount forcewide.

FEB noted the report.

#### 5.2 Capital Monitoring

The Chief Finance Officer referred members to her paper which provided an overview of the Capital Programme for the eight months ending 30 November 2014.

70.8% of the 2014/15 Capital Programme has been spent and committed. Principal spends to date have been Programme Metis (£1389k), the vehicle replacement scheme (£1088k), planned major repairs (£629k) and Athena (£448k).

Capital resources received to date include grants from Central Government (£904k), receipts from the sale of vehicles (£155k) and a capital receipt of £156k from NPAS following the transfer of the helicopter.

There were three matters to note:-

- The release of £131k from Programme Metis is required for the purchase of further mobile devices, to be funded by Revenue Contribution to Capital Outlay (RCCO) – Original Capital Programme.
- In the last FEB report it was stated that the PCC had approved a total of £250k for the Dangerous Dogs Facility scheme. The actual figure approved was £226k.
- In August 2014 the PCC approved the leasing of a number of multi-functional devices for use across the force. For these to function it is necessary to purchase software at a cost of £34k and stands at £11k, therefore an addition to the 2014/15 Capital Programme of £45k is proposed, funded by a matching RCCO within the Chief Constable's delegation.

FEB noted the report and approved the addition of £45k to the Capital Programme.

Brief discussion took place on the forthcoming work scheduled for Parkside custody and the permanent, long term custody solution. This issue is on the risk register.

Members were asked to consider factors such as arrest trends and alternative disposals and forward their views/comments to the Director of Estates to assist with planning.

The Assistant Chief Constable chairs the Custody Steering Group and would be asked to provide regular updates to FEB.

ACC

### 5.3 Workforce Issues

The Head of HR gave a brief overview of her update paper, which provided an update on issues discussed and agreed at the recent People Board meeting.

A proposal to introduce a PIP1+ Programme to improve the skills levels of investigators and potentially increase the number of those seeking to move into a detective function was approved by People Board. The paper stated that this proposal "*provided a programme of rotations into Investigations from TP*", however it should read "*..rotations into investigative roles.*" The reference to TP should be removed.

There is ongoing concern about the number of Police Staff, and in particular PCSO, misconduct cases relating to accessing and disclosing police information. People Board agreed that CDD would deliver a briefing package to PCSOs.

As at 31 December 2014 workforce numbers (FTE) were forecast to be:-

Police Officers	1337.3
Constables	993.4

PCSOs	147
Police Staff	767.7
Specials	281

The next Police Officer intakes will take place this month and in March 2015.

Tri-force agreement has been given for one direct entry Superintendent post to be advertised shortly.

A number of positive action initiatives have been introduced, including IAG members to be invited to observe promotion boards and buddies to be paired with BME applicants at varying stages of the Police Office recruitment process. A new Positive Action Steering Group has been formed.

Police Officer sickness has remained relatively stable. In November 2014 the average number of days lost over a twelve-month period was 6. Police Staff sickness is showing no signs of improvement. The average in November was 8.4.

Inspector promotion boards will be advertised this month. Discussion took place on whether Part I qualified officers can apply for promotion as the old Part II process no longer exists and a replacement process is not yet in place. The Head of HR will discuss this with the Deputy Chief Constable and the relevant officers will be briefed.

*Head of  
HR*

## 6. CORPORATE PERFORMANCE

### Corporate Development Department (CDD) Update

The Head of Corporate Development gave a brief summary of her update paper.

HMIC published a number of inspection reports at the end of November:-

- Crime Data Integrity
- Crime Inspection
- Police Integrity and Corruption
- Strategic Policing Requirement

The findings and recommendations of the reports have been collated and reviewed by business leads and will be progressed through a consolidated action plan of HMIC recommendations through the Operational Review Panel. A bi-monthly update will be provided for the ACC.

The Chief Constable asked for the action plan and response to come through FEB. Regular updates on progress against the actions will be added to the FEB agenda plan.

On 27 November 2014 HMIC also published its Police Effectiveness Efficiency Legitimacy (PEEL) assessment programme of all 43 forces. Cambridgeshire was rated as 'Good' in each of the six areas where a grading was made.

The Constabulary volunteered to act as a pilot force for the HMIC's inspection of Firearms Licensing arrangements in December 2014. The hot debrief was very

positive, with HMIC commenting on the professionalism and passion of our officers and staff and the positive culture within the Constabulary.

A major upgrade to Origin will take place over four days from 9 February 2015. An article will appear on CamNet.

## **7. CORPORATE GOVERNANCE**

### Principal Risks Register

Members noted the Principal Risks Register.

## **8. ITEM FOR RESOLUTION**

### Fleet Management IT System

The Chief Finance Officer presented her report, which outlined the business case for replacing the current fleet IT management system with the Tranman system. The cost would be approximately £60k including first year maintenance, with ongoing annual maintenance costs of £7k pa.

The Head of ICT raised concern about the cost and the need to look for one solution for Beds, Cambs and Herts.

The Board approved the procurement of Tranman in principle, pending further enquiries by the Head of ICT with Thames Valley, who are currently using this system.

*Head of  
ICT*

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

### 9.1 Agenda Plan

Updates on the Witness Care audit action plan will be removed from the FEB Agenda Plan, as per the report submitted to October's FEB. Change Management Board will be removed from the list of minutes submitted to FEB for information.

Members noted the agenda plan.

### 9.2 Corporate Communications Update – Get Closer Campaign

The Board noted the January update. The monthly crime trend priority for January is Child Sexual Exploitation.

The new force intranet, Nimbus, goes live on Monday 12 January.

### 9.3 Cyber Crime Update

The Head of Investigations referred members to a report which updated FEB on the progress in developing the Constabulary's cybercrime capability.

The Chief Constable, Head of ICT and Head of Investigations will meet to discuss communication with industry on this issue.

FEB noted the plans to develop the Constabulary's capability and the associated governance arrangements. Members supported:-

- Progress to a model for specialist cybercrime investigation that places the common functions under a single command within the CIB.
- The establishment of the Prevent/Protect Co-ordinator Post for twelve months and use of MCCT funding if required.
- Further exploration and development of a business case to establish a joint cybercrime capability with Bedfordshire Police.

#### 9.4 Information Management Strategy Group

The Board noted the actions from the Information Management Strategy Group meeting that took place on 11 December 2014.

#### 9.5 Ethics Board

The Board noted the actions from the Ethics Board meeting that took place in October.

#### 9.6 Estates Sub-Group

The Board noted the minutes of the Estates Sub-Group meeting that took place on 18 November 2014.

### **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

There were no additional items.

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

Tuesday 3 February 2015, 1.30pm.