



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)  
HELD ON: Tuesday 5 May 2015  
AT: Conference Room 3, Force HQ  
PRESENT: Simon Parr, Chief Constable (Chair)  
Mark Hopkins, Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Shaun Ryan, Police Federation  
Dan Vajzovic, Local Policing Commander  
Ian Bell, Head of ICT  
Mel Dales, Head of Corporate Development  
Linda McHale, Head of HR  
Andy Hebb, Head of Investigations  
Sue Ratcliffe, Principal Performance Analyst (Observing)

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Director of Estates, C/Supt Megicks (Change Lead), Sharon Carman (Unison) and Deputy Chief Constable.

#### **2. MINUTES OF MEETING HELD ON 3 MARCH 2015**

The minutes were approved.

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

Programme Metis

A presentation on tuServe was delivered to CCJB on 28 April.

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

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

The Chief Constable reported that challenging but productive discussions had taken place last week in relation to Contact Management. The recent review carried out by Concerto had provided a number of suggestions which appear to meet the needs of all six corporations sole. The three Chief Constables will be meeting to discuss the operation details further on 7 May.

The Outline Business Case for Human Resources was presented last week. A review will be carried out by Concerto, as this is a significant area of business. It was hoped that formal approval would be given at the Beds/Cambs/Herts Strategic Alliance meeting on 14 May, but this may be delayed because of the review.

#### 4.2 Programme Metis Update

The Head of ICT provided a summary of current work programmes.

The mobile device roll-out is progressing well and the next version of tuServe is about to be released to the teams who have the current version.

Good feedback has been received in relation to the Windows phones. An implementation plan is being developed to roll out 7,000 phones as soon as a few issues have been addressed. The Chief Constable thanked the Head of ICT and the Metis team for their work on this workstream.

Discussion took place on the implementation of tuServe across the Constabulary and the arrival of Athena.

The roll-out of multi-function devices to replace printers and photocopiers across the force is progressing.

A meeting is taking place tomorrow to finalise the Beds/Cambs/Herts SharePoint implementation plan.

Discussion took place on the implementation of smaller projects that had been discussed at previous Metis workshops. One example was the on-line system for pool car bookings. The Chief Constable and Head of ICT will discuss whether any of these projects can be brought forward. However, it was noted that turning off Lotus Notes was a priority so the Lotus Notes databases would have to be looked at first.

CC &  
Head of  
ICT

### 5. **CORPORATE RESOURCES**

#### Workforce Issues

The Head of HR gave a summary of the main points contained within her update paper.

Policy currently states that Inspectors and above should not expect to return to a substantive post following a temporary move. It has now been agreed that Constables and Sergeants who do not return to their substantive posts after a maximum of a year acting up will have to relinquish them.

It was noted that police staff sickness has increased significantly. A number of contributory factors had been identified, which were being addressed.

A paper was presented to People Board regarding the option to withhold increments to officers within federated ranks who were subject to UPP procedures.

A paper had been submitted to People Board in relation to the arrangements for the phasing out of OSPRE Part II examinations, which will be replaced with a four-step promotion process. The National Police Promotion Framework (NPPF) would be applied from the next round of promotion processes in early 2016.

As at 31 March 2015 workforce numbers (FTE) were as follows:-

Police Officers	1343.2
Police Constables	1007.4
PCSOs	148.5
Police Staff	765.7
Specials	280

It was noted that applicant numbers for the Specials had significantly reduced. A plan to improve application numbers was being progressed.

Discussion took place on the legislation in relation to holiday pay following the outcome of the Bear Scotland V Fulton case. The Constabulary will have a liability to cater for the cost of this change in legislation, which will probably come from Reserves.

## **6. CORPORATE PERFORMANCE**

### Corporate Development Department (CDD) Update

The Head of CDD highlighted key points from her updated paper.

The HMIC Vulnerability in Case Files (VICF) inspection took place on 9/10 April 2015, which involved an assessment of a sample of ten prosecution case files identified by the CPS. The subsequent hot debrief was generally positive.

On 24 March HMIC published its report on Stop & Search Powers – “Are the Police using them effectively and fairly?” The report concluded that nationally progress on the recommendations made in 2013 were being progressed too slowly. In due course Cambridgeshire will receive a Stop & Search report from HMIC for checking for accuracy.

An HMIC Efficiency, Legitimacy and Leadership inspection (PEEL) inspection will take place 1-14 June 2015. The Effectiveness (PEEL) inspection is split into three tranches of fieldwork, commencing in May and finishing in October 2015.

Members noted the performance update provided in the report. Brief discussion took place on Child Sexual Exploitation following a Performance Working Group meeting that the Assistant Chief Constable had attended that morning.

## **7. CORPORATE GOVERNANCE**

### Principal Risks Register

Members noted the Principal Risks Register.

## **8. ITEM FOR RESOLUTION**

## 8.1 Airwaves Lease Renewal – Ely

The Chief Finance Officer referred members to the report from the Director of Estates regarding renewal of the lease to Airwave Solutions Ltd to site equipment on the mast at Ely Police Station.

Approval for this will be sought from the Estates Sub-Group and then a decision notice will be taken to the Business Co-ordination Board.

FEB noted the report.

## 8.2 PR Apprentice

The Head of Corporate Communications referred members to her report, which sought approval for the recruitment of a PR apprentice to assist with an increased requirement for support for the recruitment of Specials and the work around Positive Action.

A brief discussion took place about the recruitment process and the role of HR and Corporate Communications/Marketing, which will be discussed further at a People Board Meeting.

The request was approved by FEB.

## 8.3 CTC Vehicle

The Chief Finance Officer referred members to her report requesting approval for the purchase of three camera enforcement vehicles for Cameras, Tickets and Collisions (CTC), funded by a revenue contribution to capital from Cambridgeshire's share of the excess income of the CTC.

FEB agreed the purchase. As these vehicles would be a capital asset, this purchase would now be taken to the Finance Sub-Group.

It was also suggested that ANPR equipment be purchased from these funds. This will be discussed outside the meeting.

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

### 9.1 Agenda Plan

The Board noted the FEB Agenda Plan.

### 9.2 Corporate Communications Update – Get Closer

The Head of Corporate Communications referred colleagues to her update, which provided an overview of 2014/15 and the development of our social media channels.

### 9.3 Estates Sub-Group Minutes

FEB noted the minutes of the Estates Sub-Group meeting held on 12 February 2015.

#### 9.4 Parkside Custody Replacement Project

The Chief Finance Officer referred to her report which formally closed the old project for the replacement of the Parkside BCU and opened the new project for the replacement of Parkside custody.

The original project was put on hold following the Government's introduction of austerity measures in 2010. Work was then commissioned to ensure that Parkside was able to continue for the next five years, and in 2014 further work was carried out in custody to comply with the safer detentions regulations.

A group has now been set up to secure land and build a new 20 cell custody facility at the southern end of the county and consider, in conjunction with the Agile Working Project, how other services currently located at Parkside might operate in the future. This would not include the fleet workshop, which is being considered as part of the fleet workshop replacement plan.

FEB noted the report.

#### 9.5 Cybercrime Update

The Head of Investigations referred colleagues to the update report, and in particular reference to the College of Policing paper regarding digital investigation and intelligence, which had been discussed at Chief Constables' Council.

It was noted that there has been significant activity to mainstream this area of business and the Chief Constable passed on his thanks for the paper and the progress made to date.

#### 9.6 Custody Update

FEB noted Chief Inspector Clark's update on the Custody, which included an overview of performance.

The Local Policing Commander reported that detainee numbers were reducing and had settled at an average of 1,000 per month. He was satisfied that the Constabulary had done all it could to mitigate any risks in relation to Parkside Custody, which was now fit for the medium term whilst the replacement project was progressed.

G4S was awarded the contract for the provision of healthcare services in custody suites across Herts, Beds, Cambs, Norfolk and Suffolk. This will be managed by the NHS in 2016, subject to the relevant legislation being passed.

The Chief Constable informed colleagues that custody facilities to replace Parkside will be sited in or close to Cambridge.

#### 9.7 Athena Update

FEB noted the Athena update.

**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**

Wednesday 17 June, 1.30pm.