



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 14 July 2015

AT: Conference Room 2, Force HQ

PRESENT: Simon Parr, Chief Constable (Chair)  
Alec Wood, Deputy Chief Constable  
Mark Hopkins, Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Colin Luscombe, Director of Estates  
Shaun Ryan, Police Federation  
Ian Bell, Head of ICT  
Andy Hebb, Head of Investigations  
David Craig, Unison  
Paula Kirkpatrick, Head of Recruitment  
Paul Ormerod, Corporate Development  
Nick Church, Head of Change Portfolio Office  
Sir Graham Bright, Police & Crime Commissioner (for part of the meeting)

### **ACTION**

#### **1. APOLOGIES**

Apologies were received from the Change Lead, the Head of CDD, Sharon Carman (Unison), the Head of HR and the Local Policing Commander.

#### **2. MINUTES OF THE MEETING HELD ON 17 JUNE 2015**

The minutes were agreed.

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

##### Police Officer Sickness (Agenda Item 6.2)

HR have confirmed that this issue was addressed at People Board. The police officer sickness figures are due to a few officers who are on long term sick, which is being managed through ill health retirement, UAP or a return to work programme.

##### Cyber Crime (Agenda Item 10.1)

Guidance for frontline officers will be produced in due course.

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

##### 4.1 Collaboration Update

The Chief Constable provided a brief update on collaboration.

Approval has been given to progress the business case for Contact Management. Work is progressing on the Custody and Criminal Justice business case, with no change to the timescales previously advised.

#### 4.2 Programme Metis Update

The programme to roll-out Windows phones across all three forces is progressing.

The Head of ICT gave a brief update on the latest version of tuServe.

### **5. CORPORATE RESOURCES**

#### 5.1 Revenue Monitoring

The Chief Finance Officer referred members to her provisional outturn report which provided an update on the budget position for the full financial year 2014/15.

The accounts have been signed and taken to the relevant PCC meetings. The carry forward has been approved by the PCC.

The budget at the end of March 2015 was underspent by £4,249k, or 3.38% of net revenue budget.

The Board noted the report.

#### 5.2 Capital Monitoring

The Chief Finance Officer referred colleagues to her provisional outturn report which provided details of the provisional outturn of spend against the approval Capital Programme and its financing as at 31 March 2015.

Members noted the report and approved the additional requests in relation to call handling software, set-up costs for collaborated units and a vehicle for ERSOU. The carry forward requests detailed in the report were also approved.

#### 5.3 Workforce Issues

At the last People Board meeting lengthy debates had taken place on three issues:

- Promotion Boards  
People Board looked at the forecast for the next 18 months and agreed that promotion boards would be held for all ranks up to and including Superintendent, subject to any funding issues or direction from the new Chief Constable. The timings would be discussed at the next meeting.
- Transferees  
Current policy allows the transfer of officers at Constable rank only. People Board agreed the option to recruit external officers at all ranks,

either on promotion or level transfer. This would be on a rotational basis, not at every series of promotion boards, and would not be implemented until the 2016/17 round of promotions at the earliest.

Members agreed that external candidates would be subject to the same rigorous process and lead-in times for promotion boards as internal candidates, to ensure they want to work in Cambridgeshire. This will be aligned to the promotion processes under the new tri-force arrangements.

- Positive Action

People Board agreed that the 'guaranteed interview' principle of the two ticks scheme should be applied to all under-represented groups in promotion processes. This would mean that when the total number of people meeting the minimum shortlisting requirement was over and above the required number for interview, those from under-represented groups would be called for interview.

It was also agreed that where there was an objective justification for an increase of numbers at a particular rank, or in a particular role, pre-promotion board support would be provided.

The Chief referred colleagues to the breakdown of officer numbers that now appears in the workforce update report and requested that police staff numbers are also displayed in this way.

*Head of HR*

As at 31 July 2015 workforce numbers were as follows:-

Constables - Home Force	862.5
Constables - Collaboration	139.5
Constables to Chief Superintendents – Home Force	1146.7
Constables to Chief Superintendents – Collaboration	183.9

PSCOs	141.83
Police Staff	768.98
Specials	267

Officer sickness has remained at an average of 6.5 days. Police staff sickness has risen to 9.5 from 9.2 last month, 60% of which is due to long term cases, up from 46% last year.

The Board noted the update paper.

## **6. CORPORATE PERFORMANCE**

### Corporate Development Department (CDD) Update

Chief Inspector Ormerod presented the CDD update report.

Following the inspection that took place w/c 1 June, further PEEL inspection activity will take place throughout 2015/16. All forces will receive final grades for effectiveness, efficiency and legitimacy during Spring 2016.

Cambridgeshire's vulnerability inspection will take place during the week commencing 27 July 2015. However, as part of this inspection a two day inspection of case files commenced on 13 July.

The Cambridgeshire-specific HMIC report on 'Building the Picture: An Inspection of Police Information Management' was published on 2 July 2015. There are no specific recommendations for Cambridgeshire contained with the report, but a number of national recommendations which will be reviewed and monitored by the Operational Review Panel.

Three HMIC reports in relation to child protection were published on 2 July:

- **Building the Picture** – an inspection of police information management
- **Online and on the Edge: Real Risks in a Virtual World** – an inspection into how forces deal with the online sexual exploitation of children
- **In Harm's way: the Role of the Police in Keeping Children Safe**

All three have been forwarded to the Head of Public Protection. Any actions identified will be logged and monitored through the Operational Review Panel. The Information Management Strategic Group will also be responsible for many of the issues that are identified within the 'Building the Picture' report.

The performance update was discussed, and specifically the need to maintain appropriate levels of resolution for victims.

## **7. CORPORATE GOVERNANCE**

### Principal Risks Register

Members noted the Principal Risks Register, which will be reviewed on 16 July.

## **8. ITEMS FOR INFORMATION ONLY**

### 8.1 FEB Agenda Plan

The Board noted the Agenda Plan for FEB.

The Chief Constable suggested that from December the Board may want to consider a brief discussion each month about next year's Police & Crime Commissioner elections, with input from Corporate Communications on anything that may appear in the press.

The cyber-crime update will be renamed the digital investigation and intelligence update. The next update will be given to FEB in December and the Head of Investigations will consider whether or not quarterly updates are still appropriate.

*All*

*Head of  
Investigations*

## 8.2 Corporate Communications Update – Get Closer

The board noted the Corporate Communications update.

In May the Get Closer campaign focused on vulnerable adults, which resulted in an increase in the number of referrals.

There was a lot of interest in the campaign to raise aware of National Volunteers Week from 1-7 June. During the campaign 5 volunteers were recruited and 17 further applications were received in June.

Within a day of issuing an appeal in relation to Op Dellen a call was received which subsequently led to a person being charged with murder.

## 8.3 Estates Sub-Group Minutes

The minutes of the meeting held on 13 May were noted.

The Director of Estates thanked the Local Area Commanders for their work on the area strategies.

## 8.4 Custody Update

The Assistant Chief Constable referred colleagues to the Custody update.

Brief discussion took place on the provision of healthcare services in custody suites across Herts, Cambs, Beds, Norfolk and Suffolk, the contract for which was awarded to G4S.

Overall detainee numbers have levelled off, but it was noted that any change in bail rules may have an impact on these figures.

The Board noted the update paper.

## 8.5 Athena Update

The Board noted the update paper provided by the Athena Business Change Manager. Implementation for Beds/Cambs/Herts is still scheduled for January 2016.

## **9. ANY OTHER BUSINESS**

### 9.1 The Police & Crime Commissioner attended this last FEB meeting that the Chief Constable would chair before his impending retirement.

He wished to place on record his appreciation for what the Chief Constable had achieved in Cambridgeshire and the fact that he was able to work so well with him. He reassured members that he intended to protect the new culture within the Constabulary, maintain the force's current position and keep it heading in the right direction. He hoped to appoint a new Chief Constable on 12 August.

He concluded by saying that he could not thank the Chief Constable enough for all the support he had given him during his time as Commissioner.

9.2 Chairman's Items

There were no items from the Chairman.

9.3 Items Notified at the Start of the Meeting

No additional items were notified at the start of the meeting.

**10. DATE OF NEXT MEETING**

The next meeting will take place at 2pm on Tuesday 4 August.