



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

**SUBJECT:** Force Executive Board (FEB)

**HELD ON:** Tuesday 4 August 2015

**AT:** Conference Room 3, Force HQ

**PRESENT:** Alec Wood, T/Chief Constable (Chair)  
Mark Hopkins, T/Deputy Chief Constable  
Andy Hebb, A/Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Shaun Ryan, Police Federation  
Ian Bell, Head of ICT  
David Craig, Unison  
Linda McHale, Head of HR  
Kevin Vanterpool, Crime & Operational Support  
Michelle Edwards, Unison  
Jon Hutchinson, Head of Corporate Development & Director of Performance  
Chris Mead, Head of Public Protection

## ***ACTION***

### **1. APOLOGIES /INTRODUCTION**

Apologies were received from the Head of Investigations, Local Policing Commander, Director of Estates, Principal Performance Analyst and Sharon Carman (Unison).

The T/Chief Constable welcomed the Head of Public Protection, Superintendent Crime & Op Support and Michelle Edwards (Unison) to the meeting. They are among a number of new Board members who it is hoped will engender the inclusion of more operational issues to FEB. The new members are:-

- Director of Intelligence
- Head of Public Protection Dept
- Superintendent, Crime & Operational Support
- Principal Performance Analyst
- Peterborough Area Commander
- Cambridge City Area Commander
- Michelle Edwards (on secondment to Unison)

## **2. MINUTES OF MEETING HELD ON 14 JULY 2015**

The minutes were agreed.

## **3. MATTERS ARISING**

### Workforce Numbers – Agenda Item 5.3

The Head of HR confirmed that a breakdown of police staff numbers would appear in the next update to FEB.

### Agenda Plan – Agenda Item 8.1

It was agreed that there was merit in a discussion regarding appropriate engagement with PCC candidates nearer the time of the elections. This will be discussed at FEB in November or December.

### Cyber Crime Update – Agenda Item 8.1

The next Digital Investigation and Intelligence (formerly Cyber Crime) update will be given at the December FEB meeting and continue quarterly thereafter.

## **4. ORGANISATIONAL CHANGE**

### **4.1 Collaboration Update**

The T/Chief Constable reported that HR collaboration is progressing well. There has been a delay in confirming the senior team because of a number of appeals that have been lodged. The aim is for the senior team to be in place early September, with the remainder of the team following by 1 December.

Agreement was given in principle at today's Joint Chief Officer Board for the initial team that will progress the Contact Management project.

The ICT business case is progressing.

Given the potential scale of cuts across the Service, the possibility of six or seven force collaboration has been discussed by the Regional Chief Constables.

### **4.2 Programme Metis Update**

The Head of ICT reported that Mobilisation continues to progress well across Cambridgeshire Constabulary. All front line officers have been issued with a Lenovo ThinkPad 10 and all middle and back office staff who were identified as needing a laptop have been issued with one.

The Windows Phone rollout has begun in earnest, with executive devices being rolled out whilst we procure the substantial licences for the wider rollout, subject to approval of ICT capital funding for the Cambridgeshire element.

tuServ Release Candidate 2 (incident view) will go into User Acceptance Testing (UAT) on 17 August 2015. Should this be successful a wider pilot will then be undertaken before full rollout. RC3 (event dashboard, processes) will then be

moved into the testing environment to allow Functional Testing to begin, followed by User Acceptance Testing.

ICT are now working with Black Marble and Northgate to work through business requirement and development delivery for tuServ/Athena.

## **5. CORPORATE RESOURCES**

### **5.1 Revenue Monitoring**

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

The budget was set in February 2015, but since then there have been a lot of changes to budgets that had not been taken account of within the budget setting process. Some of these are items the Commissioner has asked for but the majority have come from central government, for example an increase in the nationally set ICT charges for 2015/16 that were not announced until April.

The Chief Finance Officer keeps a 'pressures' spreadsheet where every addition to the budget is noted so that they can be taken into account when considering the in-year spend and ensure the accuracy of the budget for the following year. She commented that this is the worst year she has known for additional budget items. With the added complexity of collaborated budgets being set up during the year it will be difficult to accurately predict the final outturn figures.

The budget at the end of June was underspent by £891k or 2.5% of net revenue. Outturn Net Budget Requirement (NBR) to the end of June is forecast at £2.1m underspent for the financial year. This is due mainly to police staff pay and allowances, a significant underspend on police officer pensions and underspends on JPS collaborated units.

The Board noted the report.

### **5.2 Capital Monitoring Report**

The Chief Finance Officer referred members to her Capital Programme Monitoring Report. There were four items to note:-

- The Commissioner has approved the release of £26k from the Mobilisation Scheme for the purchase of a small stock of mobile devices that can be allocated at short notice or when other devices are being repaired.
- The Commissioner has approved the addition of £82.5k to the 2015/16 Capital Programme for the CTC Camera Enforcement Vehicle Replacement Scheme, funded by a matching revenue contribution from the Casualty Reduction & Support Reserve.
- In 2014/5 the Commissioner approved the release of £226k for a collaborated Dangerous Dogs facility. The decision has now been taken not to proceed

with this project and therefore the deletion of this scheme will be proposed to the Commissioner and the funds allocated to capital reserves.

- Included within a number of approved revenue carry forwards to 2015/16 was £51k of savings that had been identified for the financing of a replacement Fleet Management System. The addition of this £51k to the 2015/16 capital programme for the Fleet Management Replacement Scheme was therefore proposed, funded by a Revenue Contribution to Capital Outlay within the Chief Constable's delegation.

The Board noted the report and approved the above addition to the capital programme.

## **6. CORPORATE PERFORMANCE**

### **6.1 Corporate Development Department (CDD) Update**

The Head of CDD provided a brief update following the Vulnerability Inspection that took place w/c 27 July. An associated inspection of case files was completed on 14 July.

The inspection focused on three areas:-

- Missing and absent children
- Domestic abuse
- Child sexual exploitation

A number of issues for immediate action that were raised at the subsequent 'hot debrief' are being progressed by the Head of Public Protection.

The next HMIC inspection (Effectiveness and Legitimacy) will take place w/c 26 October.

The T/Chief Constable highlighted the need to ensure that the Constabulary was fully prepared for each inspection and understood what data was required in advance. Also, that staff should be able to discuss issues with HMIC that they may not want to discuss with colleagues. He also wanted the constabulary to implement a 'self-inspection' process.

Overall the inspection process went well. HMIC commented that officers and staff were open, willing to engage and knowledgeable.

### **6.2 Performance Summary**

The Head of CDD referred members to the Strategic Performance Summary, which highlighted key performance concerns relating to Police & Crime Plan outcome objectives in the 12 months to June 2015. In addition, the report commented on wider organisational health concerns that could impact on performance.

It was noted that victim based crime continues to rise, in line with the national trend. However, the rate of increase in robbery offences in Cambridgeshire is contra to regional and national figures, and is greater than the MSG.

The T/Chief Constable would like the Constabulary to focus on the quality of its investigations, commenting that it was unacceptable for prosecution rates to be falling in the cases of vulnerable victims when this is an area the force is specifically focusing on.

The Federation raised concern in relation to resourcing demands for the implementation of Athena. It was acknowledged that the availability of resources for Athena is an issue nationally.

## **7. CORPORATE GOVERNANCE**

### Principal Risks Register and 2015/16 Risk Policy

*This item is closed due to operational sensitivity*

## **8. ITEM FOR RESOLUTION**

### Yaxley Office Transfer

Members noted a paper from the Director of Estates regarding the transfer of the freehold interest of the Yaxley office to the Cambridgeshire Police Federation.

This request will be forwarded to the Business Co-ordination Board for approval.

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

### 9.1 FEB Agenda Plan

The Board noted the Agenda Plan and agreed that a discussion would take place in November or December regarding next year's PCC elections.

Between October and December the Chief Finance Officer will also provide monthly updates on the latest budget position.

### 9.2 Corporate Communications Update – Get Closer

A Facebook posting on a stolen 1944 Willys Jeep reached just under 2.3m people – the highest of any posting on the force account and around four times that of the second most popular.

The Board noted the August Corporate Communications update.

## **10. ANY OTHER BUSINESS**

### 10.1 Chairman's Items

The T/Chief Constable informed colleagues of a 'Public Sector Efficiency Challenge' that the Chancellor and Chief Secretary to the Treasury had invited public sector workers to take part in.

The Government would like to hear about areas where waste still exists, and ideas on how they can provide better public services for less money. These will inform the 2015 Spending Review which will conclude on 25 November.

The letter will be circulated to officers and staff, who are invited to respond direct through an on-line survey. A corporate response is not required.

*Head of CDD*

Unison have also invited members to respond.

## 10.2 Items Notified at the Start of the Meeting

### Athena

The T/Deputy Chief Constable informed colleagues that the Athena training plan was in place and training would run from September to December. It was acknowledged that it would be a major drain on resources, potentially impacting on other training, but it was imperative that it was delivered on schedule.

### Case File Quality

The College of Policing visited the CJU yesterday. Superintendent Vanterpool informed colleagues that the Constabulary received positive feedback and the College was reassured by the quality of our files and hoped it could be replicated within other forces.

The Victims Hub also received positive feedback and is being recommended to other forces.

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

The next meeting will take place at 1.30pm on Tuesday 1 September 2015 in Conference Room 3, FHQ.