



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 1 September 2015

AT: Conference Room 3, Force HQ

PRESENT: Alec Wood, T/Chief Constable (Chair)  
Mark Hopkins, T/Deputy Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Colin Luscombe, Director of Estates  
Linda McHale, Head of HR  
Tony Ixer, Head of Investigations  
Shaun Ryan, Police Federation  
Dan Vajzovic, Local Policing Commander  
Mel Dales, Peterborough Area Commander  
Vicky Skeels, Cambridge City Area Commander  
Sharon Carman, Unison  
Sue Ratcliffe, Principal Performance Analyst  
Nick Knight, Director of Intelligence  
Andrew Browning, Force Resilience Officer (*for Agenda Item 4*)

### **ACTION**

#### **1. APOLOGIES**

Apologies were received from the T/Assistant Chief Constable, Head of Corporate Development, Crime & Ops Support Superintendent, David Craig (Unison), Head of ICT, Change Lead, Contact Management Superintendent and Head of Public Protection.

#### **2. MINUTES OF MEETING HELD ON 4 AUGUST 2015**

The minutes were agreed.

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

##### Agenda Item 10.1 – Public Sector Efficiency Challenge

The Head of Corporate Development confirmed that the invitation to participate in this initiative had been circulated to officers and staff.

#### **4. CONTINGENCY PLANNING – PLAN RISK ASSESSMENTS**

Andrew Browning presented a risk assessment process and scoring matrix which the Force Resilience Team propose to use for assessing which contingency plans

are required or reviewed in order to take a risk based approach to the planning work carried out by the Unit. It is hoped that this process will rationalise the workload of the Unit in light of the recent reduction in staffing.

Members recommended Andrew consult Sally Brierley (Central Intelligence Bureau) on the use of the National Thematic Risk Assessment Model in order to address some of the inconsistencies identified in the model proposed.

*Force  
Resilience  
Officer*

## **5. ATHENA UPDATE**

The T/Deputy Chief Constable informed members that Athena training was in place and the force is on track to accept the system in January. The importance of ensuring that staff attend scheduled training was reiterated to Area Commanders.

It was noted that there are some critical issues that Northgate need to address for Norfolk and Suffolk before they go live in October. Any delay with this could impact on the date that Cambridgeshire go live.

*(Post meeting note – Norfolk & Suffolk will go live mid-October)*

## **6. ORGANISATIONAL CHANGE**

### **6.1 Collaboration Update**

The selection process for the senior members of the HR team was progressing. It was hoped this would be concluded and that staff would be notified within the next few weeks. *(Post meeting note – the senior team has now been selected)*

The ICT Business Case is almost ready to be presented to the Joint Chief Officer Board and the BCH Strategic Alliance meeting. The Section 22A Agreement for Contact Management is almost complete.

The business cases for Criminal Justice and Custody are progressing.

### **6.2 Programme Metis Update**

It was agreed that this standing item was no longer required.

## **7. CORPORATE RESOURCES**

### **7.1 Revenue Monitoring Report**

The Chief Finance Officer referred members to her report, which provided an update on the budget position for the current financial year.

The budget at the end of July was underspent by £883k or 1.9% of net revenue.

It was noted that the Athena training costs are still being scoped and may have an impact on the overall underspend and police overtime budget.

The Local Policing Commander raised the issue of the delay in delivering collaboration staff into Custody. The T/Chief Constable would discuss this with his counterpart in Hertfordshire at a meeting later this week.

## 7.2 Capital Monitoring Report

The Chief Finance Officers referred colleagues to her report, which provided an overview of the Capital Programme for the four months ending 31 July 2015.

42.7% of the 2015/16 Capital Programme had been spent and committed at the end of July. Principal spends to date have been the Vehicle Replacement Scheme (£801k), Planned Major Repairs (£659k) and the New Vehicle Equipment Scheme (£161k).

Capital resources received to date include grants from Central Government (£247k), receipts from the sale of vehicles (£35k) and a capital receipt of £172k following the transfer of the helicopter (£156k) and sale of a vehicle (£16k).

There were four matters to note:-

- The PCC has approved the release of £15k from the Mobilisation scheme for a trial to evaluate a solution for signal boosting and charging devices in vehicles.
- The PCC will be asked to approve the release of £80k from the Mobilisation scheme for the purchase of licences for a number of smartphones purchased from the Innovation Fund grant in 2014/5.
- The Strategic Athena Management Board has approved a number of required additions for the development and implementation of Athena. The Cambridgeshire share of the capital cost is £28k, therefore an addition to the 2015/16 Capital Programme is requested.
- Delivery of Athena training requires the provision of additional car parking facilities at Monks Wood. An addition of £25k to the 2015/16 Capital Programme is requested.

FEB noted the paper and approved the above additions to the Capital Programme.

## 7.3 Workforce Update

The Head of HR referred colleagues to her update paper which outlined key points of discussion, information and decisions from the last People Board and included a Health & Safety update.

Following a previous decision to allow the 'two ticks' guaranteed interview process to apply to all underrepresented groups in promotion processes, further clarification had confirmed that other than for disabled staff this would be discriminatory. People Board had therefore reversed the previous decision but a final decision as to whether the guaranteed interview scheme should be allowed in promotion processes and/or other internal processes had yet to be reached. A full paper on this subject was requested to be remitted back via People Board to enable a decision to be made.

Head of HR

Police staff sickness is an area of concern, currently at an average of 13.7 days per annum.

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

	<b>Home Force</b>	<b>Collaboration</b>	<b>Total</b>
All Officers (excluding ACPO)	1143.3	182.9	1326.2
Constables only	861.1	141.5	1002.6
PCSOs	138.8		138.8
Police Staff	628.1	136.3	764.4
Specials	258		258

Members noted the paper.

## **8. CORPORATE PERFORMANCE**

### **8.1 Corporate Development Directorate (CDD) Update**

Members noted the update paper.

The HMIC PEEL Vulnerability Inspection took place in July and a number of issues raised at the subsequent 'hot debrief' will be progressed by the Head of Public Protection.

The next major HMIC Inspection (PEEL Effectiveness and Legitimacy) will take place week commencing 26 October. An extraordinary meeting of the Organisational Review Panel will take place mid-September to ensure that strategic leads have progressed the necessary pre-inspection reviews and preparation. CDD will also be carrying out pre-inspection testing.

### **8.2 Performance Summary**

Members noted the Strategic Performance Summary for the 12 months to July 2015.

It was noted that offences involving a knife/bladed instrument in Cambridgeshire had substantially increased. Domestic abuse 'prosecution possible' rates also remain a concern. Discussion ensued, during which the Chief Constable reiterated that he did not want the Constabulary focusing on targets but key areas, i.e. safeguarding the most vulnerable.

## **9. CORPORATE GOVERNANCE**

### **Principal Risks Register**

The Principal Risks Register will be circulated for the October meeting.

## **10. ITEM FOR RESOLUTION**

### **Vehicle Workshop**

The Director of Estates presented his report, which sought approval for the purchase of land and construction of a vehicle workshop in St Ives.

The Board approved the proposals, which would now be taken to Business Co-ordination Board for final approval.

## **11. ITEMS FOR INFORMATION ONLY**

### **11.1 FEB Agenda Plan**

The Board noted the Agenda Plan.

### **11.2 Corporate Communications Update – Get Closer**

The Board noted the September update. This month's campaign will focus on child welfare.

### **11.3 Estates Sub-Group Minutes**

The minutes of the Estates Sub-Group meeting held on 16 July were noted.

### **11.4 IMSG Actions**

The actions from the Information Management Strategy Group meeting held on 19 August were noted.

## **12. ANY OTHER BUSINESS**

### **12.1 Chairman's Items**

The Chief Constable informed members that his vision for taking the force forward is currently being finalised but will focus on:

- Safeguarding the Vulnerable
- Attacking Criminality
- The Prevention of Crime
- Value for Money
- Reassuring the Public

### **12.2 Items Notified at the Start of the Meeting**

There were no additional items.

## **13. DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 6 October 2015.