



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

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

**HELD ON:** Tuesday 6 October 2015

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

**PRESENT:** Mark Hopkins, T/Deputy Chief Constable (Chair)  
Andy Hebb, T/Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Andy Gipp, Supt Contact Management  
Laura Kosciwicz, ACPO Staff Officer  
Sarah Cooper, Head of Corporate Communications  
Colin Luscombe, Director of Estates  
Tony Ixer, Head of Investigations  
Shaun Ryan, Police Federation  
Mel Dales, Peterborough Area Commander  
Vicky Skeels, Cambridge City Area Commander  
Sharon Carman, Unison  
Sue Ratcliffe, Principal Performance Analyst  
Nick Knight, Director of Intelligence  
Steve Underwood, Head of L&D  
Jon Hutchinson, Head of Corporate Development  
Chris Mead, Head of Public Protection  
Kevin Vanterpool, Supt Crime & Ops Support  
Donna Phillips, Agile Working Manager (*for part of meeting*)

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Chief Constable, Head of HR, Local Policing Commander, David Craig (Unison) and Head of ICT.

#### **2. MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2015**

The minutes were agreed.

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

##### Agenda Item 4 – Contingency Planning Risk Assessments

The Force Resilience Officer met with CIB re. use of the National Thematic Risk Assessment Model. Work is ongoing to refine its use for contingency planning. The Board requested a further update from the Force Resilience Officer in due course.

*Force  
Resilience  
Officer*

### Agenda Item 7.1 – Revenue Monitoring

The Chief Constable has discussed the delay in delivering collaboration staff into Custody with Chief Constable Bliss. Action discharged.

### Workforce Update

Further work is being carried out on the 'two ticks' scheme. In due course a paper will be taken to People Board for decision and an update provided for FEB.

## **4. ORGANISATIONAL CHANGE**

### Collaboration Update

The T/Deputy Chief Constable provided a brief update on collaboration. There had been some concerns in relation to the Custody and Criminal Justice business cases, which had been addressed at a recent Joint Chief Officer Board meeting.

It was anticipated that a number of issues may arise in the period leading up to the PCC elections next May, however the commitment to collaborative working with Beds and Herts was clear and progressing well.

Shaun Ryan raised the issue of different terms and conditions for shift patterns and TOIL between the collaborated units and those within Beds, Cambs and Herts. It was acknowledged that the new HR system needs to be in place before this can be fully addressed.

## **5. CORPORATE RESOURCES**

5.1 The Chief Finance Officer provided a brief update on the Medium Term Financial Plan.

### 5.2 Revenue Monitoring Report

The Chief Finance Officer referred members to her Revenue Budget Monitoring report. A 1.5% underspend was expected this year. The budget at the end of August was underspent by £992k or 1.8% of net revenue.

The Board noted the report.

### 5.3 Capital Monitoring Report

The Chief Finance Officer referred members to the Capital Programme Monitoring report. 46.2% of the 2015/16 Capital Programme had been spent and committed by the end of August. Principal spends to date have been the Vehicle Replacement Scheme (£815k), Planned Major Repairs (£674k) and the New Vehicle Equipment Scheme (£164k).

Work is continuing on the development of the tuServ application by Black Marble. The release of £106k from the Mobilisation Scheme to pay for the latest tranche of work is to be proposed to the PCC.

The Board noted the report.

## **6. CORPORATE PERFORMANCE**

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

The Head of Corporate Development referred the Board to his update paper.

The next major HMIC inspection will take place during the week commencing 26 October (the Effectiveness and Legitimacy elements of the PEEL Inspection). All forces will receive their final PEEL grades in February 2016.

A College of Policing Peer Team Review of Child Sexual Exploitation will take place in Cambridgeshire during the week commencing 12 October.

The structure of the CDD Senior Management Team is being changed. A new Police Staff post has been created, which will be the Head of Assurance and Standards.

The Board noted the update paper.

### **6.2 Performance Summary**

The Principal Performance Analyst referred colleagues to her Strategic Performance Summary for the twelve months to August 2015.

The all crime prosecution possible outcome rate has deteriorated further to 21.6% and is now statistically worse than the benchmark. The recently commissioned Investigation Scrutiny Group will focus on identifying any blockages in the process and where improvements can be made, focussing on burglary dwelling and vulnerable victims initially. The group will report quarterly through the Force Performance Board.

Victim satisfaction with ease of contact is showing signs of deterioration. The satisfaction rate has deteriorated month on month since June, with the lowest rate on record being recorded in August (87.1%).

The implementation of Athena is beginning to provoke questions around data quality and accessibility and also resourcing.

## **7. CORPORATE GOVERNANCE**

### **Principal Risks Register**

The Board noted the current Register, which had not changed since it was last circulated. The next Risk Review Group meeting will be held next week.

## **8. ITEMS FOR RESOLUTION**

### **8.1 HQ/Chord Park Estates Proposal**

The Agile Working Implementation Manager presented proposals for accommodation changes at Headquarters that would enable two buildings at Chord Park to be vacated. The vacant buildings could generate in excess of £100,000 in saved revenue costs and potential lease/rental income year on year.

Following discussion members approved the proposals and agreed that the business areas affected by these changes could be approached. Members also approved the scoping of a solution to the car parking issues at Headquarters, which would be exacerbated by the proposed accommodation changes. Any proposals in relation to car parking would be submitted to the Chief Officer Group for consideration.

## 8.2 Bottisham & Papworth Police Station Sites

The Director of Estates presented a paper seeking approval for the freehold disposal of the Bottisham and Papworth Police Station sites.

It was hoped that both properties could be sold by auction this year. However, Papworth would be auctioned next year if planning permission for a change of use of the site to residential was not obtained.

The Board approved the sale of Bottisham and Papworth by auction at the earliest possible dates.

## 8.3 Estate Programme 2015

The Director of Estates presented a paper outlining work being undertaken to ensure that the estate occupied by the Constabulary is managed and developed to support the wider organisational objectives of the Force, as set out in the Policing Plan. The programme was expected to achieve an annual saving of circa £700,000.

The Board noted the paper and approved the structure and direction of the programme.

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

### 9.1 FEB Agenda Plan

The Board noted the Agenda Plan.

### 9.2 Corporate Communications Update

The Board noted the October Corporate Communications update.

The Beds/Cambs/Herts Self-Service Portal will be launched on 7 October, which will provide members of the public with an alternative option for contacting us in relation to non-emergency issues. The next project will be development of the on-line reporting facility.

### 9.3 Custody Update

Members discussed the Custody update paper and associated 'heat map'.

Work has commenced to scope the cost and savings associated with virtual courts. A pilot site at Thorpe Wood had been proposed.

It was noted that since May 2015 there has been a slow rise in the number of detainees being processed through custody facilities in Cambridgeshire, rising from 986 in May to 1064 in July.

The number of juvenile arrests remains at around 8% of the total number of detainees, which compares favourably with Beds and Herts. The Chair requested an update in relation to the Constabulary's current position and a comparison with Beds and Herts.

*Principal  
Performance  
Analyst*

#### 9.4 Estates Sub-Group Minutes

The Board noted the minutes of the Estates Sub-Group meeting held on 13 August 2015.

#### 9.5 People Board Minutes

The Board noted the minutes of the People Board meeting held on 25 August 2015. The next meeting will take place on 12 October. Further discussion will take place on the 'two ticks' process and an update will be provided for FEB in due course.

### **10. ANY OTHER BUSINESS**

#### 10.1 Chairman's Items

The Chairman did not have any items to raise.

#### 10.2 Items Notified at the Start of the Meeting

There were no additional items.

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

The next meeting will be held on Tuesday 3 November 2015.