



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 3 November 2015

AT: Conference Room 3, Force HQ

PRESENT: Alec Wood, Chief Constable (Chair)  
Andy Hebb, T/Assistant Chief Constable  
Laura Kosciwicz, Staff Officer to Chief Constable  
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  
Sue Ratcliffe, Head of Performance  
Nick Knight, Director of Intelligence  
Jon Hutchinson, Head of Corporate Development  
Chris Mead, Head of Public Protection  
Kevin Vanterpool, Supt Crime & Ops Support  
Linda McHale, Head of HR  
Dan Vajzovic, Local Policing Commander  
David Craig, Unison  
Nick Church, Head of Change Portfolio Office  
Laura Gunn, Deputy Director of Resources

### **ACTION**

#### **1. APOLOGIES**

Apologies were received from the T/Deputy Chief Constable, Head of ICT, Chief Finance Officer and Contact Management Superintendent.

#### **2. MINUTES OF THE MEETING HELD ON 6 OCTOBER 2015**

##### Item 6.1 – CDD Update

The new post of Head of Assurance & Standards is not a replacement for the Chief Inspector post.

##### Item 9.2

The Self-Service Portal will provide an alternative option for contacting us about non-emergency issues, not reporting them.

The minutes were approved with the above amendments.

### **3. MATTERS ARISING**

#### Agenda Item 3 – Contingency Planning Risk Assessments

This will be discussed at agenda item 9.3.

#### Agenda Item 9.3 – Custody update: Juvenile Arrests

The Principal Performance Analyst reported that there were an average of 83 juvenile detentions per month in Cambridgeshire (8.4% of total detentions) and 98.5 per month in Bedfordshire (9% of total detentions). No data had been received from Hertfordshire.

### **4. ATHENA UPDATE**

T/Superintendent Church gave a brief update on Athena following the recent decision to delay the Athena 'go-live' date until Autumn 2016.

In addition to analysing the impact this will have on ongoing projects across Beds, Cambs and Herts, the Change Portfolio Office is looking at the opportunity to align the new Athena 'go-live' date with other change projects.

It was noted that our risk levels in a number of other areas would need to be reviewed in light of the delay in implementing Athena.

### **5. ORGANISATIONAL CHANGE**

#### Collaboration Update

A small team has been created to explore collaborative opportunities within the Eastern Region (which includes Kent). The team will be led by DCC Wortley.

The Funding Formula, which is currently under review by the Home Office, is being challenged by the Metropolitan Police and six other forces.

A BCH Director of HR was not appointed following recent interviews. More interviews will be held on 15 December.

The new Deputy Chief Constable, Alan Baldwin, was appointed on 2 November. It is hoped he will join us on 1 January 2016.

### **6. CORPORATE RESOURCES**

#### **6.1 Revenue Monitoring Report**

The Deputy Director of Resources referred colleagues to the latest Revenue Budget Monitoring Report.

The budget at the end of September was underspent by £1,032k or 1.6% of net revenue.

Two additional budget pressures were highlighted – a number of overtime claims from undercover officers following a recent legal ruling, and the implications of the Employment Appeal Tribunal ruling in relation to holiday pay for officers.

The Board noted the report.

## 6.2 Capital Monitoring Report

At the end of September 59% of the 2015/16 Capital Programme had been spent and committed, with early indications that expected outturn will reach 94%.

Principal spends to date have been the Vehicle Replacement Scheme (£826k), Major Planned Repairs (£684k), the New Vehicle Equipment Scheme (£166k), Tri-Force Mobile ANPR Standardisation (£145k) and Athena (£135k).

Capital resources received to date include grants from Central Government (£494k), receipts from the sale of vehicles (£56k) and a capital receipt in relation to the transfer of the helicopter (£172k).

The Board approved the addition of £94k to the Capital Programme, funded by a matching RCCO within the Chief Constable's delegation. This is for Cambridgeshire's share of the agreed collaborated JPS capital budget of £300k. This contribution was omitted in error from the 2015/16 Capital Programme, which was approved on 24 March 2015.

The board noted the report.

## 6.3 Workforce Update

The Head of HR referred members to her update report.

Following a discussion at People Board it was agreed that disabled applicants who meet the essential criteria will be guaranteed an interview during promotion processes.

Further research was carried out in relation to a previous decision to implement positive action initiatives to increase the number of women and BME officers who attain promotion. The following proposals were subsequently approved by People Board:-

- To write a proportionate objective justification
- Ensure that although all positive action initiatives would be targeted/prioritised to under-represented groups, they would be open to anyone.
- Commence the positive action support as soon as possible

People Board agreed to continue with the proactive Injury Award reviews scheduled for 2015 and 2016 and then undertake a further review to consider the impact of two changes to the policy on the level of work required to administer the reviews.

As at 30 September 2015 workforce numbers were as follows:-

	<u>Home Force</u>	<u>Collaboration</u>	<u>Total</u>
Constables	871.9	140.4	1012.3
Constables – Chief Supts	1151.75	183.5	1335.3
PCSOs	141.1		
Police Staff	630.8	131.5	762.3
Specials	263		

People Board agreed to defer a planned intake of PCSOs in April 2016 to the Autumn to allow for any potential strategy change on establishment numbers.

Discussion took place on whether officers should be compensated for the additional hour worked when the clocks go back at the end of British Summer Time. Hertfordshire have produced a paper/procedural guidance on this matter, which Mr Ryan will forward to the Chief Constable and Head of HR. The Head of HR will discuss this matter with the Federation outside of the meeting.

***Post meeting note – The Chief Constable has asked for this matter to be resolved at People Board.***

## **7. CORPORATE PERFORMANCE**

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

An HMIC Inspection commenced on 26 October 2015, covering the Effectiveness and Legitimacy elements of the PEEL Inspection. All forces will receive final grades for effectiveness, efficiency and legitimacy in February 2016, however HMIC has now advised that graded judgements will be included in publications prior to the final HMI Assessment in February. Forces will not receive an overall graded judgement and there will not be a graded judgement for leadership.

The initial timetable for publication of individual reports is as follows:-

PEEL Efficiency – w/c 19 October 2015  
PEEL Vulnerability – w/c 14 December 2015  
PEEL Legitimacy – 8 February 2016  
PEEL Effectiveness – 15 February 2016  
Leadership and HMIC Assessment - 25 February 2016

The findings of the College of Policing Peer Team Review of CSE were extremely positive. Minor areas for improvement are being progressed through the Public Protection Department.

The Board noted the report.

### **7.2 Performance Summary**

The Head of Performance referred colleagues to her Strategic Performance Summary for the 12 months to September 2015.

Discussion took place on a number of areas, including victim satisfaction rates, victim based crime levels and data quality.

The Chief Constable reiterated the need for performance to reflect the force's priorities.

It was agreed that to avoid duplication of reporting, future reports to FEB would reflect key performance issues discussed at the Force Performance board and any decisions made.

## **8. CORPORATE GOVERNANCE**

### Principal Risks Register

The Board noted the current Principal Risks Register.

## **9. ITEMS FOR RESOLUTION**

### 9.1 Melbourn Police Office & Bretton Police Station

The Director of Estates presented his paper, in which he sought approval for termination of the leases of Melbourn Police Office and Bretton Police Station.

It was agreed that the lease of Melbourn Police Office would be terminated and the lease for Bretton Police Station would be disposed of by surrender or short term sub-let. This matter would now be referred to the Business Co-ordination Board.

### 9.2 Revised Code of Practice for Victims of Crime

Detective Superintendent Vanterpool referred colleagues to the paper providing details of changes to the Code of Practice for Victims of Crime (The Victim's Code).

There are three main areas of change, which will be implemented from 16 November:

- The definition of a victim
- The addition of other investigative and prosecutorial organisations who are required to comply with the Code
- The need to provide written acknowledgement to the victim which states the basic elements of the criminal offence

The Board noted the report and agreed the proposed actions to ensure the force was compliant with the revised Code.

### 9.3 Risk Assessment Template for Contingency Plans

The Local Policing Commander presented a paper from the Force Resilience Officer which provided an update on progress following his presentation at September's meeting.

The Board noted the report and agreed that the Force Resilience Officer should attend a future FEB meeting to present the final matrix.

## **10. ITEMS FOR INFORMATION ONLY**

### **10.1 FEB Agenda Plan**

The Board noted the Agenda Plan.

A brief discussion took place on next year's PCC elections and the information that would be provided for potential candidates. The Chief Constable would discuss this with the Chief Executive.

*Chief  
Constable*

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

The Board noted the November Update.

Brief discussion took place on the Funding Formula, which is currently under review. The Chief Constable informed colleagues that a letter to the Home Secretary regarding Bedfordshire's funding had been drafted on behalf of all six Eastern Region forces.

### **10.3 Estates Sub-Group Minutes**

The Board noted the minutes of the Estates Sub-Group meeting held on 10 September.

### **10.4 IMSG Actions**

The Board noted the actions from the last Information Management Strategy Group meeting.

## **11. ANY OTHER BUSINESS**

### **11.1 Chairman's Items**

The Chairman did not have any items to raise.

### **11.2 Item Notified at the Start of the Meeting**

Mr Craig requested an update on the current position regarding apprenticeships within the Constabulary, in areas such as IT.

The Head of ICT is currently looking at recruitment and retention across Beds, Herts and Cambs. The Chief Constable suggested that the Head of IT is invited to his next monthly meeting with Unison, when this matter can be discussed.

*CC /Unison/  
Head of ICT*

## **12. DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 1 December 2015.

