



Cambridgeshire
Police & Crime
Commissioner

BUSINESS COORDINATION BOARD

APPROVED MINUTES

Date: 16th December 2015

Time: 14:00

Location: Monkfield Room, Cambourne

Members:	Sir Graham Bright	Cambridgeshire Police and Crime Commissioner
	Brian Ashton	Deputy Police and Crime Commissioner
	Dorothy Gregson	Chief Executive, Office of Police and Crime Commissioner
	Josie Gowler	Director of Finance, Office of the Police and Crime Commissioner
	Alec Wood	Chief Constable, Cambridgeshire Constabulary
	Mark Hopkins	Temporary Deputy Chief Constable, Cambridgeshire Constabulary
	Niki Howard	Director of Finance and Resources, Cambridgeshire Constabulary
In Attendance:	Aly Flowers	Senior Policy & Performance Officer, Office of Police and Crime Commissioner
	Claire George	Executive Support Officer, Office of Police and Crime Commissioner
	Charles Kitchen	Director of Public Engagement and Communication, Office of Police and Crime Commissioner
	Paul Ormerod	Chief Inspector, Cambridgeshire Constabulary
	Nicky Phillipson	Strategic Advisor, Office of Police and Crime Commissioner

1. Welcome and Apologies

- 1.1 Apologies were received from Andy Hebb Temporary Assistant Chief Constable, Cambridgeshire Constabulary, Dan Vajzovic Head of Territorial Policing, Cambridgeshire Constabulary, and Cristina Strood, Head of Policy and Performance, Office of the Police and Crime Commissioner

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Approval of the minutes from the last meeting held on the 26th November 2015

- 3.1 There were no outstanding actions from the last meeting of the 26th November 2015.

3.2 Resolved:

- (i) *The minutes of the meeting held on the 26th November 2015 were agreed and signed.*

4. Appointment of Legally Qualified Chairs for Police Misconduct Hearings

- 4.1 The Senior Policy & Performance Officer presented the report, the purpose being to update the Business Co-ordination Board ("the Board") with the details of the Police and Crime Commissioner's ("the Commissioner") recruitment process to appoint Legally Qualified Chairs (LQCs) to serve on Police Misconduct Panels.
- 4.2 The Board were informed that since August 2015 the Eastern Region Offices of the Police and Crime Commissioners (OPCC) had been working together on the recruitment process. The six regions working together had brought greater efficiency, effectiveness and economies of scale during the recruitment exercise. 18 candidates were recommended for appointment by the Interview Panel although since that point one of the candidates has withdrawn from the process.
- 4.3 It was noted that the final anticipated recruitment and training costs will be in the region of £17,000, which will be divided equally between the six OPCCs at around £2,800 each.
- 4.4 The Temporary Deputy Chief Constable questioned the vetting process taken. The Board noted that following consideration of guidance issued by the National Police Chiefs' Council (NPCC) and subsequent consideration by Regional Chief Constables that they were content to accept that advice. Based on this, the six regional OPCC officers concluded that vetting of the LQCs was not necessary.
- 4.5 The Board approved the appointment of the 17 candidates and as such noted that these would be in place by the 1st January 2016 as required by law. The Board agreed that Cambridgeshire OPCC would maintain the list of nominations on behalf of the Eastern Region at no extra cost.

5. HMIC Inspection Report – ‘PEEL: Police Efficiency 2015’

- 5.1 The Chief Inspector presented the report, the purpose being to update the Board with the findings of Her Majesty’s Inspectorate of Constabulary’s (HMIC) Report ‘PEEL – Police Efficiency – Cambridgeshire Constabulary’.
- 5.2 The Board were informed that HMIC undertook their Efficiency Inspection of the Constabulary in June 2015 and the report was published on 20 October 2015. The Efficiency report rated the Constabulary as ‘good’ overall, as well as ‘good’ in all three areas inspected, as detailed in the Board report. HMIC’s report did not recommend any specific areas for improvement.
- 5.3 The Commissioner commented that he was very pleased with the positive feedback and noted that there were no specific areas for development. The Commissioner questioned the Constabulary about what progress was being made to address the current demand generated by other public sector organisations. In response, the Director of Finance and Resources informed the Board that the Constabulary were working on this, and greater insight and understanding was being gained through working with HMIC on piloting the efficiency part of the forthcoming Force Management Statements. The Chief Constable thanked the Director of Finance and Resources and her team for their work that had resulted in the rating and commented further that he was pleased that there had been enough confidence to allow HMIC to rate the Constabulary as ‘good’.
- 5.5 The Board noted HMIC’s comment regarding the use of the Constabulary’s estates. The Commissioner commented that work was underway to ensure the estate is managed and developed to use assets more efficiently to support the Constabulary’s organisational objectives. He informed the Board that good progress was being made but recognised that there was still more to be done.
- 5.6 The Commissioner informed the Board that he was aware of the achievements and risks that Collaboration brings and that a contingency plan was in place.
- 5.7 The Board noted the contents of the report.

6. HMIC Inspection Report – ‘Identifying victim and witness vulnerability in criminal case files’

- 6.1 The Chief Inspector presented the report, the purpose being to update the Board with the findings of HMIC Report ‘Witness for the prosecution: Identifying victim and witness vulnerability in criminal case files’.
- 6.2 The Board were informed that the HMIC undertook their inspection in April 2015 and their report was published on 12 November 2015. HMIC examined ten finalised police case files. No recommendations were made to the Constabulary in the inspection report and there were no specific areas of development identified.
- 6.3 The Chief Constable informed the Board that he was aware of a recent discussion with the Crown Prosecution Service (CPS) which highlighted the quality of case files coming from the Constabulary.

- 6.3 The Commissioner noted that he was aware HMIC had inspected a small sample of old case files and that there were no specific areas of development identified. The Board noted that the Commissioner felt that it is important for public confidence that HMIC use timely and relevant evidence. He commented that he was concerned about the scope and methodology HMIC used within the inspection and that HMIC appeared to be focused on the output of a case being a successful prosecution, rather than the outcome of the case being an improvement for the family. The Commissioner also recognised that the Constabulary had made significant changes to the way they identify vulnerability and provide support since then, including the Victims' Hub.
- 6.4 The Board agreed that the Commissioner and the Constabulary would write a joint letter to the Home Secretary as part of the Commissioner's response to the report.
- 6.5 The Board noted the contents of the report.

Action: Joint letter to the Home Secretary from The Commissioner and Constabulary.

7. Operational Update

- 7.1 The Temporary Deputy Chief Constable presented the report to the Board, the purpose of which was to provide an operational update on any exceptional issues relating to the Constabulary on recent performance, HMIC inspections, significant operations and effective and efficient policing.
- 7.2 Operation Hunter, launched in November 2015, represents a renewed focus on dwelling burglary as a priority for the Constabulary, and seeks to improve the Constabulary's response to dwelling burglary.
- 7.3 A Winter Drink Drive Campaign is being held between mid-November and the New Year. This will target those under the influence whilst behind the wheel. The Constabulary commented that they have received good support for the campaign.
- 7.4 A new role has been created to help improve the way the Constabulary liaises with the lesbian, gay, bisexual and transgender (LGBT) communities. Lesbian and Gay Liaison Officers have received training and can offer advice to officers and staff. The position is a secondary skill, and the officers involved perform this role above and beyond their full time job.
- 7.5 A Positive Action Recruitment Event was held in early December. Good attendance was received and those from the Constabulary who attended were very impressed with the engagement achieved.
- 7.5 The Chief Constable provided an update on current 101 Call Handling. It was noted that the average answer time for initial 101 pick-up remains stable at 6 seconds and the number of calls answered within 30 seconds has increased to just under 96%. Abandonment rates for both incident and crime reporting secondary 101 call handling have dropped but it was recognised that there had been a reduction in the number of total calls in November 2015 compared to the previous month. However, longest wait times for secondary calls remain a matter for concern, with one call waiting for 54 minutes. The Chief Constable also commented that the Queuebuster system was managing approximately 15% of the total demand of calls going through the Police

Service Centre, but recognised that there is still scope for improvement. The Board were informed that 16 new starters should be in post by the end of January 2016 and would undergo a period of skilled training. The Board recognised that consequently it will take several months to feel the true benefit of the new staff coming through.

- 7.6 The Commissioner reported to the Board that he was very pleased with the initiative of 'Operation Hunter', having discussed dwelling burglary in last month's Board meeting and at the Performance Working Group. The Winter Drink Drive Campaign was noted, the Commissioner commented that he believes the Drink Drive message is getting across to the public and hopes that it is as successful as last year's campaign.
- 7.7 The Commissioner also commented that he appreciated the 101 Call Handling update and was pleased that there had been improvement with the reduction in wait times and call abandonment rates. He recognised that every effort was being taken for continual service improvement but reported that the feedback he receives from the public regarding their experience of 101 enforces the need to ensure longest wait times are reduced.

8. Proposal for First Round of Funding Allocations from Road Casualty Reduction and Support Fund

- 8.1 This report was presented by the Director of Finance to seek approval from the Board for the first tranche of funding for road safety and casualty reduction initiatives from the Road Casualty Reduction and Support Fund ("the Fund").
- 8.2 The Board were reminded that the funding allocations in the report were proposed at the Finance Sub-Group (FSG) Meeting held on 29 October 2015 and following their considerations regarding the operation of the Fund at their meeting on the 26th November 2015.
- 8.3 In addition to the funding proposed in the report, the Board were asked to note the £20K for an enhanced Christmas Drink Drive campaign and subsequent education programme covering new drug driving law to young drivers and £1k to "Brake" a national charity, to reimburse them for the packs they provide for the families of the deceased.
- 8.4 Clarification was given that the funding to support Speedwatch was to cover part of a Constabulary staff post to administer the Scheme.
- 8.5 The Board noted the report and approved the financing from the Fund. The Commissioner signed a Decision Notice.

9. Innovation Funding Bids

- 9.1 The Director of Finance presented the report, the purpose being to provide further information on the Home Office Innovation Fund bids that the FSG agreed to support and strengthen at the meeting on 29 October 2015 and subsequently reviewed in its meeting on 26 November 2015. It was noted that one further bid had been received since that date and that the deadline for submitting bids to the Home Office had been extended from 18 December 2015 to 4 January 2016.

- 9.3 The Chief Executive expressed her thanks to the OPCC's Head of Policy & Performance, the Constabulary and partners, and noted the large amount of work that had been put in to the bid for roll out of evidence-based approach to conditional pre-trial diversion (the "offending behaviour" bid), and if successful, the positive long term impact this would have.
- 9.4 The Commissioner paid tribute to the professionalism of his office and recognised and welcomed the strong and robust bid process that had been undertaken. The Deputy Police and Crime Commissioner noted the timely preparation of the bids had allowed discussion surrounding them and was grateful to those contributing to the bidding process.
- 9.4 The Board were informed that the Commissioner had written in support of the National Police Volunteer Cadet team's bid into the Innovation Fund, which the Board were supportive of.
- 9.5 The Board noted the report and the Commissioner signed the Decision Notice to sign the Innovation Fund Bids.
- 10. Police and Crime Commissioners Decisions and Forward Plan**
- 10.1 The Chief Executive introduced the report, the purpose of which was to inform the Board of the decisions made by the Commissioner since the Board meeting on the 26 November 2015 and the decisions taken since that meeting.
- 10.2 The Board noted the paper.
- 11. Finance Sub-Group**
- 11.1 The Deputy Police and Crime Commissioner presented the minutes of the meeting on 29 October 2015.
- 11.2 The Board noted the paper.
- 12. Force Executive Board minutes**
- 12.1 The Chief Constable presented the minutes of the meeting on 3 November 2015.
- 12.2 The Board noted the content of the report.
- 13. Date of Next Meeting**
- 13.1 The next meeting will be held on 6th January 2016 at 14.00 in, Cambourne.



Sir Graham Bright