



BUSINESS COORDINATION BOARD

APPROVED MINUTES

Date: 30th March 2016 **Time:** 14:00

Location: Swansley A, Cambourne

Members:

Sir Graham Bright	Cambridgeshire Police and Crime Commissioner
Brian Ashton	Deputy Police and Crime Commissioner
Alan Baldwin	Deputy Chief Constable, Cambridgeshire Constabulary
Josie Gowler	Director of Finance, Office of Police and Crime Commissioner
Dorothy Gregson	Chief Executive, Office of Police and Crime Commissioner
Mark Hopkins	Assistant Chief Constable, Cambridgeshire Constabulary
Niki Howard	Director of Finance and Resources, Cambridgeshire Constabulary

In Attendance:

Charles Kitchin	Director of Public Engagement and Communication, Office of Police and Crime Commissioner
Colin Luscombe	Director of Estates, Office of Police and Crime Commissioner
Mat Newman	Head of Corporate Development, Cambridgeshire Constabulary
Linda McCarthy	Her Majesties Inspectorate of Constabulary
Cristina Strood	Head of Policy and Performance, Office of Police and Crime Commissioner

1. Welcome and Apologies

1.1 Apologies were received from Chief Constable Alec Wood and Chief Inspector Paul Omerod.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. Approval of the minutes from the last meeting held on the 25th February 2016

3.1 There were no outstanding actions from the last meeting of the 25th February 2016.

3.2 Resolved:

(i) *The minutes of the meeting held on the 25th February 2016 were agreed and signed.*

4. Final Medium Term Financial Plan

4.1 The Director of Finance presented the report to the Board. The Board were briefed with the latest and final version of the Medium Term Financial Plan (MTFP). The precept and variation to the Police and Crime Plan have both been agreed by the Panel and decision notices signed.

4.2 This final MTFP takes account of the finalisation of the collaboration change team budget (£400k reduction) and these savings have been in the main used to finance additional civilian investigators in the Domestic Violence unit and a local service development team to work on Joint Enforcement Teams.

4.3 The Deputy Police and Crime Commissioner commented that prudent financial management had enabled the Constabulary to build up a strong budget reserve which will mitigate the impact of any slowing in delivery of Tri Force savings.

4.4 The Commissioner thanked both Chief Finance Officers and their teams for their work in balancing the budget and finalising the MTFP and welcomed that the savings in the collaboration budget had enabled funding for additional investigation resources into the Domestic Violence Unit and to support the work on Joint Enforcement Teams to support local partnership working

4.3 The Board noted the final MTFP

5. Capital Programme 2016/17 to 2019/20

5.1 The Director of Finance presented the report to the Board, the purpose being to provide an update of the proposed capital programme for years 2016/17 to 2019/20.

5.2 The main areas of Capital spend in this period will be the replacement of the fleet workshop and the rolling replacement of the vehicle fleet. It was confirmed that there had already been an injection of £260k into the capital fund in 2016/17 from the sale of constabulary buildings; property receipts in 2015/16 totalled £702k.

- 5.3 The Commissioner commented that it was good to see the disposal of assets is making a contribution towards a cost effective use of the estate, as three fleet workshops are being replaced by one new workshop.
- 5.4 The Board approved the Capital programme for 2016/17 to 2019/20 and the Commissioner signed the Decision Notice.

6. HMIC Inspection Reports

- 6.1 The Deputy Chief Constable presented the reports to the Board. The purpose of the paper being to update the Board with the findings of Her Majesty's Inspectorate of Constabulary's (HMIC) Reports for 'PEEL: Police Effectiveness, Police Leadership and Police Legitimacy for Cambridgeshire Constabulary. This report will enable the Commissioner to fulfil his statutory duty under Section 55 of the Police Act 1996 to comment on the HMIC report and send published comments to the Home Secretary, with a copy to HMIC
- 6.2 The Deputy Chief Constable commented that the Constabulary's Governance arrangements have been reviewed and tightened and there are now monthly review meetings with the Chief Constable. The Constabulary now had pulled all the HMIC actions from the three reports into one action plan.
- 6.3 The Head of Corporate Development commented (in relation to the Effectiveness and Legitimacy) on the low levels of Anti-Social Behaviour and that this was now "core business" in line with the pledge within the Police and Crime Plan. With regards to Stop and Search the Constabulary had fallen short and was not compliant with the Best Use of Stop and Search scheme. A mapping exercise, linked to TuServ would help better understand the geographical areas where Stop and Search is used and streamline the process. The new Stop and Search Community Scrutiny Group has been seen as a positive step. The Commissioner commented that he was very pleased to see input from a young person on this scrutiny panel.
- 6.4 The Commissioner commented that he was very disappointed regarding what HMIC had found at the initial domestic abuse inspection findings in 2013 and was concerned issues had again been identified last year. Tackling domestic abuse is a priority and set out clearly in the Police and Crime Plan. He continues to hold the Constabulary to account regarding their work in tackling this. The Commissioner has supported the wider partnership approach through his community safety grants for joined up working across Cambridgeshire and Peterborough. The Commissioner felt he was being increasingly reassured by the priority the Chief Constable and the Constabulary have placed on the need to tackle domestic abuse. This was demonstrated through the quick response to the HMIC findings immediately after the inspection and the progress with the plans outlined today. The Commissioner reported he had agreed to the funding for the purchase of body worn video cameras to ensure that evidence can be collected effectively.
- 6.5 The Chief Executive requested that a report on the progress made by the Constabulary on the implementation of the HMIC actions be brought back to the Board in the 3 months' time.

Action:

- (i) *Progress report on implementation of HMIC actions to be brought back to the Board in 3 months' time.*
- (ii) *Commissioner to submit his formal response to the Home Secretary under section 55 of the Police Act 1996 for the three reports (Effectiveness, Legitimacy, and Leadership) presented to the March Board meeting.*

6.6 The Board noted the report.

7. Privacy Compliance

7.1 The Deputy Chief Constable presented the report to the Board, the purpose of the paper being to update the Board in relation to the Constabulary's Strategy and Policy to meet individuals' expectations of privacy in a lawful and proportionate manner. The paper covered surveillance and how the 'Information Commissioner's Code on Conducting Privacy Impact Assessments' is used, as well as the Constabulary's compliance with its data protection obligations.

7.2 The Board had a discussion around the need to undertake Privacy Impact Assessments (PIA) for new surveillance cameras. The Commissioner asked what was being done by the Constabulary with regards to privacy impact assessments for existing cameras. The Deputy Chief Constable confirmed that existing cameras would go through a risk assessment and subsequently PIA will be undertaken as necessary.

7.3 It was confirmed that the Constabulary complies with the National Policy for Automatic Number Plate Recognition use, and is also compliant with current policies in relation to the use of Covert Surveillance and the requirements of RIPA.

7.4 The Board noted the contents of the report and asked for an update on the progress of the Privacy Impact Assessments.

Action:

- (i) *An update on the progress with completing and publishing of Privacy Impact Assessments is to be provided.*

8. Operational Update

8.1 The Assistant Chief Constable presented the report to the Board, the purpose of the paper being to update the Board on any exceptional issues relating the Constabulary's recent performance.

8.2 The Assistant Chief Constable confirmed that there had been a small percentage improvement in prosecutions possible to month ending March 2016, this also included prosecutions possible for Domestic Abuse and burglary. In addition burglaries had seen a reduction in recent months.

8.3 The Deputy Chief Constable confirmed that the Integrated Mental Health Team had started work in the police control room. The Deputy Chief Constable commented that up to 40% of the incidents, nationally, police have contact with have mental health issues.

8.4 There have been a number of successful investigations concluded in recent months including a male from March who was sentenced to 13 years in prison for nine counts of sexual abuse and a husband and wife from Peterborough were imprisoned for 14 and 13 years respectively for sexual assault on a toddler.

8.5 The Commissioner commented on the good feedback he had received following the Cyber-Crime seminar. The Head of Policy and Performance provided an update on the successful Home Office Police Innovation Fund bid. This will be used to develop a new more efficient and effective integrated pathway of service delivery to divert low-level offenders from reoffending. Cambridgeshire has successfully been awarded £250,000 from the Fund in 2016-17. A further £250,000 for 2017-18 has also been approved, subject to sufficient progress and meeting monitoring requirements in year one.

8.6 The Board noted the contents of the report.

9. Collaboration S22A agreement; IMD, Criminal Justice and Custody

9.1 The Director of Finance presented the report. The purpose of the paper being to update the Board with details of the rationale behind the agreement and to note the intention to sign the S22 Collaboration Agreements for the Information Management Department, Criminal Justice Department and Custody Business Area

9.2 The Commissioner commented that he was pleased that we have reached the point of signing these Section 22 Agreements and that this was the culmination of a great deal of work through the Strategic Alliance to get to this point. The Alliance Summit has been involved in every stage of the development of the business cases, through the Summit meetings themselves and also monthly meetings with my team. It has provided robust scrutiny in their development.

9.3 The Board approved the decision to sign the Section 22 for; Information Management Department and a combined Section 22 for Criminal Justice and Custody including the associated functions and services and the Commissioner signed the Decision Notice.

10. Health and Safety Position Statement

10.1 The Director of Estates presented the report. The purpose of the report being to inform the Board of the distinction in roles and responsibilities between the Office of the Police & Crime Commissioner and Cambridgeshire Constabulary with regards to Health & Safety.

10.2 The Board noted the report and that the Commissioner signed the Health & Safety Policy Statement of Intent

11. Police and Crime Commissioner's Decisions and Forward Plan

11.1 The Commissioner's Director of Finance 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 25th February 2016 and the decisions taken since that meeting.

11.1 The Board noted the paper and these decisions as given at Appendix 1.

12. Police and Crime Commissioner's Decisions and Forward Plan

12.1 The Commissioner's Director of Finance 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 22nd January 2016 and the decisions taken since that meeting.

12.2 The Board noted the report.

13. To review the minutes of the Finance Sub-Group meeting held on the 27th January 2016

13.1 The Deputy Commissioner introduced the minutes for the Board to note.

13.2 The Deputy Commissioner wished to formally extend his thanks to the Commissioner's Director of Finance and Director of Estates and the Director of Finance and Resources from Cambridgeshire Constabulary for their hard work and expertise during his time as Deputy Commissioner.

13.3 The Commissioner expressed his gratitude to his Deputy.

14. To review the Force Executive Board meeting minutes held on the 2nd February 2016

14.1 The Assistant Chief Constable presented the FEB minutes to the Board

14.2 The Board noted the content of the report.

15. To review the Performance Working Group minutes held on the 26th January 2016

15.1 The Head of Policy and Performance presented the minutes to the Board and covered the following key points from the minutes; Recorded Crime - higher levels of recorded crime reflecting the national trend; Domestic Abuse – incidents were down year on year, however, the severity grading profile had changed; Burglary – the impact of "Operation Hunter" and the prosecution of offenders as part of victims support; Hate Crime – like for like comparison was difficult and reporting of this crime is being encouraged and levels of victim satisfaction had improved in recent months. It was noted much of the issues had been covered elsewhere on the agenda.

15.2 The minutes would continue to be put on the Commissioner's website to aid transparency in the process for holding the Chief Constable to account for the Constabulary's performance.

15.3 The Board noted the content of the report.

16. Any Other Business

16.1 The Chief Executive asked for an update on how the issues raised on poor access to healthcare in custody were being picked up operationally. The Assistant Chief Constable provided an update on the contract management issues. The Commissioner recognised there were contractual issues that needed to be resolved and it was noted that the Chief Executive would also be speaking to the operational lead at Hertfordshire Constabulary, as lead Force. Mark Hopkins was asked to ensure that the immediate operational issues that had been highlighted by Independent Custody

NOT PROTECTIVELY MARKED

Visitors were being addressed. It was noted the Commissioner would monitor this issue closely.

- 16.2 As this would be The Commissioner last Board meeting before he thanked all the Board for their support and wanted all concerned to be proud of what had been achieved.

Date of next meeting

The next meeting will be provisionally held on 26th May at 14:00 at the Office of the Police and Crime Commissioner, Swansley A, Cambourne.



.....
Sir Graham Bright

