



BUSINESS COORDINATION BOARD

APPROVED MINUTES

Date:	16th December 2016	Time:	10:00
Location:	Conference Room 4, Cambridgeshire Constabulary Headquarters		
Members:	Jason Ablewhite	Cambridgeshire Police and Crime Commissioner	
	Alan Baldwin	Deputy Chief Constable, Cambridgeshire Constabulary	
	Andy Coles	Deputy Cambridgeshire Police and Crime Commissioner	
	Dorothy Gregson	Chief Executive, Office of Police and Crime Commissioner	
	Niki Howard	Director of Finance and Resources, Cambridgeshire Constabulary	
	Alec Wood	Chief Constable, Cambridgeshire Constabulary	
In Attendance:	Claire George	Executive Support Officer, Office of the Police and Crime Commissioner	
	Mark Greenhalgh	Chief Inspector in Corporate Development, Cambridgeshire Constabulary	
	Charles Kitchin	Director of Engagement and Communications, Office of the Police and Crime Commissioner	
	Colin Luscombe	Director of Estates, Cambridgeshire Constabulary	
	Nicky Phillipson	Head of Strategic Partnerships and Commissioning, Office of the Police and Crime Commissioner	

1. Welcome and Apologies

1.1 Apologies were received from Nav Malik, Assistant Chief Constable, Cambridgeshire Constabulary, Josie Gowler, Director of Finance, Office of the Police and Crime Commissioner (“OPCC”), and Cristina Strood, Head of Policy and Performance, OPCC.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. Approval of the minutes of the Business Coordination Board meeting held on the 10th November

3.1 The Board approved the minutes from the last meeting of 10th November 2016.

3.2 Resolved:

(i) The minutes of the meeting held on the 10th November 2016 were agreed and signed.

4. Police and Crime Plan

4.1 The Police and Crime Commissioner (“the Commissioner”) introduced the report by thanking those that had been involved in creating the Police and Crime Plan (“the Plan”). A discussion took place regarding the progress of the Plan and the Board noted that the final version will go to the Police and Crime Panel in February 2017.

4.2 The Board noted the report.

5. HMIC Progress Report - Efficiency

5.1 The Chief Constable presented the report, the purpose of which was to update the Board on the findings of Her Majesty’s Inspectorate of Constabulary (“HMIC”) during the Police Effectiveness, Efficiency and Legitimacy (PEEL) inspections in 2016.

5.2 A discussion was had regarding the actions being taken since the inspections and the governance arrangements that are in place to monitor the progress achieved. The Commissioner was assured that progress was being made in implementing the HMIC recommendations.

5.3 The Board noted the update.

6. Understanding Demand – Proposal for the Procurement of Software Solution, Training and Consultancy Support

6.1 The Deputy Chief Constable presented the report. The purpose of this paper was to seek agreement from the Board for Cambridgeshire Constabulary (“the Constabulary”) to proceed with a procurement exercise to assist the force in understanding current and future demand to underpin financial and workforce

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planning, and to support the Local Policing Review and future organisational improvement activity by building capacity and capability.

- 6.2 A discussion was held regarding how the software will assist in understanding future demand and will also aid in delivering a recommendation in the recent HMIC Efficiency inspection.
- 6.3 The Board considered and approved the proposal.

7. Revenue Monitoring Report M6 2016/17

- 7.1 The report was introduced by the Director of Finance and Resources and provided an update to the Board on the Constabulary's and the OPCC revenue outturn at month 6 of 2016/17.
- 7.2 The predicted underspends for the Constabulary and OPCC and the projected full-year 2016/17 forecast outturn were discussed. The Board noted the report.

8. Capital Monitoring Report M6 2016/17

- 8.1 The Director of Finance and Resources presented the report. The purpose was to provide a financial overview of the Capital Programme for the six months ending 30th September 2016.
- 8.2 The report was discussed and approval was provided for additions to the capital programme (paras 5.1 and 5.2). The technical additions to the capital programme (paras 5.3 and 5.4) were also noted.

9. Medium Term Financial Plan and Budget Update

- 9.1 The Head of Finance and Resources introduced the report and provided an update on the Medium Term Financial Plan and the development of the 2017/18 budget.
- 9.2 The Board discussed the process, development of the budget for 2017/18 and the ongoing engagement regarding the precept. The Board noted the report.

10. Crime Data Integrity

- 10.1 The Chief Constable presented the report to the Board, the purpose of which was to provide an update on the progress with work to improve the application of the National Crime Recording Standard (NCRS) by Cambridgeshire Constabulary.
- 10.2 The Chief Constable commented that the inspection was still ongoing and was taking slightly longer than first anticipated but that improvements had already been seen with regards to officers and costings. Field work and interviews are expected to take place in January 2017.
- 10.3 The report was noted by the Board.

11. Complaints – Policy Review and Reforms

11.1 The Chief Executive outlined the report, seeking approval of the Commissioner's Complaint Policy Statement and to update the Board on the forthcoming complaints reform legislation.

11.2 A discussion was had regarding the Complaint Policy Statement and Complaints Reform. It was noted that the Statement had be revised to provide more explanation around complaints. The Complaints Reform begins the narrative on the complaints reform legislation and requirements upon Commissioners. It was noted that the Commissioner would be carrying out complaint dip sampling the following week with the Professional Standards Department.

11.3 The Board noted the contents of the report and forthcoming complaints reform.

12. Commissioner and Grant Funding Strategy

12.1 The report was introduced by the Head of Strategic Partnerships and Commissioning. The purpose of the report was to share with the Board the Commissioners Commissioning and Grants Strategy.

12.2 The Commissioner commented on the Strategy and outlined the processes and principles for the strategy and emphasised that value for the public purse will be considered.

12.3 The Board noted the strategy and key principles within the report.

13. Section 22 Agreement

13.1 The Head of Finance and Resources presented the report, the purpose of which was to update the Board on the proposed collaboration agreements with Chiltern Transport Consortium (the "Consortium").

13.2 A discussion took place regarding the annual savings predicted in joining the Consortium. The key areas and advantages the collaborative approach would provide was also discussed. The Commissioner thanked Fleet Manager John Robinson for his continued support and hard work with the Constabulary's fleet.

13.3 The Board approved the Collaboration Agreements under section 22A of the Police Act 1996 (as amended) in respect of Chiltern Transport Consortium and agreed for the Commissioner to sign the Decision Notice.

13.4 **Action:**

(ii) *Commissioner is to sign the Decision Notice to approve the Collaboration Agreement.*

14. Estates

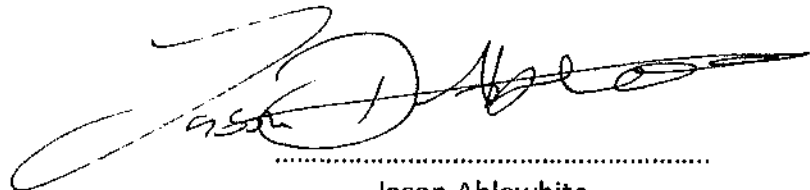
14.1 The Director of Estates introduced the report to the Board, the purpose of which was to provide an update on the work being undertaken to ensure that the estate occupied by Cambridgeshire Constabulary is managed and developed to support the changing requirements of operational policing and support services, that the strategic direction

of the Estate has due regard to specific change programmes and that surplus estate is disposed of or redeveloped in a timely way to reduce costs or generate revenue.

- 14.2 A discussion was held regarding the effect the change programme was having on the Estate. As a consequence of organisational change a number of assets have become surplus to operational requirements and the estate of 41 buildings reported to BCB in October 2015 is now 29 buildings with one building being leased out. The Director of Estates commented the Constabulary continue to plan and review the Estate portfolio and have cost efficiencies through contracts and working with other organisations.
- 14.3 The Board noted the contents of the report.

Date of next meeting

The next meeting will be held on 17th January 2017 at 14:00 at Police Headquarters.

A handwritten signature in black ink, appearing to read 'Jason Ablewhite', written over a horizontal dotted line.

Jason Ablewhite

