



BUSINESS COORDINATION BOARD

APPROVED MINUTES

Date:	14th March 2017	Time:	15:00
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 the Police and Crime Commissioner	
	Niki Howard	Director of Finance and Resources, Cambridgeshire Constabulary	
	Matthew Warren	Acting Chief Finance Officer, Office of the Police and Crime Commissioner	
In Attendance:	Alasdair Baker	Partnership and Communities Officer, Office of the Police and Crime Commissioner	
	Claire George	Executive Support Officer, Office of the Police and Crime Commissioner	
	Rob Hill	Temporary Chief Inspector, Cambridgeshire Constabulary	
	Mike Horder	Sergeant, Corporate Development, Cambridgeshire Constabulary	
	Colin Luscombe	Director of Estates, Cambridgeshire Constabulary	
	Nicky Phillipson	Head of Strategic Partnerships and Commissioning, Office of the Police and Crime Commissioner	
	Cristina Strood	Head of Police and Performance, Office of the Police and Crime Commissioner	

1. Welcome and Apologies

- 1.1 Apologies were received from Alec Wood, Chief Constable, Cambridgeshire Constabulary, Vicky Skeels, Temporary Assistant Chief Constable, Cambridgeshire Constabulary, Graham Oliver, Interim Head of Finance, Office of the Police and Crime Commissioner ("OPCC"), and Mark Greenhalgh, Chief Inspector, Corporate Development, Cambridgeshire Constabulary.

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 6th February 2017.

- 3.1 The Business Coordination Board (the "Board") approved the minutes from the last meeting of 6th February 2017.

3.2 Resolved:

- (i) The minutes of the meeting held on the 6th February 2017 were agreed and signed.*

4. Capital Programme 2016/17 Monitoring and 2017/18 to 2020/21

- 4.1 The report was presented by the Acting Chief Finance Officer who provided the Board with a financial overview of the Capital Programme for the nine months ending 31st December 2016 and the proposed Capital Programme for the period 2017/18 to 2020/21.

- 4.2 The Board discussed the summary spend and financing of the 2016/17 Capital Programme and the proposed Capital Programme for 2017/18 to 2020/21 in great detail and were assured that they would be closely monitored.

- 4.3 The Board noted the report and technical additions to the Capital Programme, approved the proposed additions to the Capital Programme and agreed for the Commissioner to sign the Decision Notice.

4.4 Action:

- (i) Commissioner is to sign the Decision Notice to approve the proposed Capital Programme for 2017/18.*

5. Revenue Budget Monitoring Outturn 2016/17

- 5.1 The Acting Chief Finance Officer presented the report, the purpose of which was to update the Board on the revenue outturn at month 9 of 2016/17 and the projected full-year 2016/17 forecast outturn.
- 5.2 A dialog took place regarding the figures within the report, particularly discussing in the overspend areas. A discussion regarding the number of vacancies for Police Officers and PCSO's was also held.
- 5.3 The Commissioner thanked the Director of Finance and Resources and her team for their hard work obtaining the underspend achieved.
- 5.3 The Board noted the report.

6. Her Majesty's Inspectorate of Constabulary Update

- 6.1 The report was introduced by the Deputy Chief Constable. The purpose of this paper was to provide an update on the findings by Her Majesty's Inspectorate of Constabulary ("HMIC") during the Police Effectiveness inspection in 2016.
- 6.2 The Board discussed the contents of the report with the Commissioner commenting that he was pleased to see Cambridgeshire Constabulary had joined 27 other counties with an overall judgment of 'good'. It was agreed that a report would be brought to the Board in May 2017 which would provide an opportunity to inform discussions on progress including those that maybe operationally sensitive.
- 6.3 The Board noted the report.
- 6.4 **Action:**
 - (i) *Future report to come to the Board in May 2017 providing an update on the progress.*

7. Community Safety Accreditation Scheme – Peterborough Prevention and Enforcement Service

- 7.1 The report was presented by Rob Hill. The purpose of the paper was to make the Board aware of the Community Safety Accreditation Scheme powers the Chief Constable of Cambridgeshire Constabulary has delegated to the Peterborough Prevention and Enforcement Service ("PES").
- 7.2 The Board heard that since the PES had launched, further work had been undertaken to embed the new service. Sector based teams have been developed, a performance framework has been implemented to enable evaluation of effectiveness and the PES is in the process of developing two Public Space Protection Orders within Peterborough, which will help to tackle a range of anti-social behaviour issues
- 7.3 Following this, the Board discussed the OPCC working with PES and partners to evolve the existing Memorandum of Understanding. It was agreed this should be completed within the next six months.

7.4 Action:

- (i) Memorandum of Understanding to be updated within the next six months.*

8. Estates Update

8.1 The Director of Estates introduced the report, the purpose of which was to update the Board on the progress made against the Estates Strategic Plan.

8.2 The Board reviewed a map of the Constabulary's estate and considered which assets were surplus to operational requirements, were being explored for collaborative and alternative uses or were currently still in use. The Board endorsed the direction set.

8.3 Ramsey Police Station

8.3.1 A report was provided to seek the Board's approval to the marketing and disposal of Ramsey Police Station. The Board noted the paper and agreed for the Commissioner to sign the Decision Notice for the marketing of the station on the condition that another strategic collaborative partner base alternative, apart from Ramsey Library, would be sought.

8.4 Bridge Street Police Station

8.4.1 A report was provided to seek the Board's approval to the marketing and disposal of Bridge Street Police Station. The Board noted the report and agreed for the Commissioner to sign the Decision Notice for the marketing of the station.

8.5 Action:

- (i) Commissioner is to sign the Decision Notices to approve the marketing and disposal of both Ramsey Police Station and Bridge Street Police Station.*

9. Information Assurance

9.1 The report was presented by the Deputy Chief Constable. The purpose of the paper was to provide an update and provide assurance on compliance with regards to the Constabulary's policies and procedure relating to Information Assurance.

9.2 A conversation was held regarding the current legislative requirements and whether these were being met. The Board were re-assured that compliance and audit controls are in place to ensure assurance, with many rigorous checks also taking place. It was agreed that a report would return to the Board in 6 months' time to ensure that training had been provided to staff and Information Assurance would be added to the internal audit programme for 2018/19.

9.3 Action:

- (i) Report to come to Board in six months' time to ensure training has been provided.*

10. Casualty Reduction and Support Fund

- 10.1 The Head of Strategic Partnerships and Commissioning presented the report, the purpose of which was to inform the Board of the Commissioner's approval of a £67,000 funding bid by the Cambridgeshire and Peterborough Road Safety Partnership for Drive iQ – a young driver toolkit for 2017-2020.
- 10.2 The Commissioner commented that the toolkit is about prevention and keeping young people safe whilst on the roads. The funding is an investment against the collective cost of a fatal road traffic accident. The Board heard that this toolkit has been successfully used in other areas and whilst used in schools could reach thousands of young people around the County. It was noted that the funding was not being used from the Policing budget, but would be from a separate budget and fits with the prevention agenda and young offender profiles.
- 10.3 The Board noted the report.

11. Youth Fund

- 11.1 The report was introduced by the Head of Strategic Partnerships and Commissioning. The purpose of this report was to inform the Board of the Commissioner's intention to take a new approach in the management of the £40,000 Police and Crime Commissioner's Youth Fund. This will now involve the creation of two separate grant funds.
- 11.2 The Board heard that the Commissioner has agreed to match fund the grant offered to the Cambridgeshire Community Foundation from the Civil Society / Big Lottery Fund, to create a £60,000 fund in total. The remaining monies from the Youth Fund will be retained by the Commissioner to create a Youth and Community Fund, managed by the OPCC. This fund aims to improve pathways into funding for a wider range of community groups and will focus on achieving objectives set out in the Police and Crime Plan for 2017-2020.
- 11.3 The Board noted the report, agreed for the Commissioner to sign the Decision Notice and requested a future paper to provide a more detailed update on the operation of both new grant funds.
- 11.4 **Action:**
- (i) *Commissioner is to sign the Decision Notice for the funding of both new grant funds.*
 - (ii) *An update on the operation of both new funds is to return to the Board in six months' time.*

12. Community Safety Partnership – Community Safety Agreement

- 12.1 The report was presented by the Head of Strategic Partnerships and Commissioning, to update the Board on the progress of partnership discussions to develop a countywide community safety agreement and associated governance mechanisms.
- 12.2 The Board discussed the agreement, which is being developed by the OPCC and partners and will be tabled at the Countywide Community Safety Strategic Board later in March. The Board heard that the agreement sets out the refined monitoring arrangements for priorities through re-named delivery groups and that each delivery group will be expected to put in place a clear terms of reference, commission a needs assessment and subsequent action plan.
- 12.3 The Board noted the report.

13. Future Governance of Fire

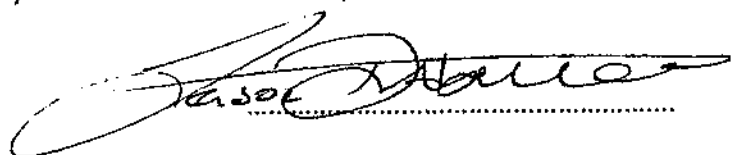
- 13.1 The Acting Chief Finance Officer gave a verbal update on the progress on the business case development.
- 13.2 The Board were updated that PA Consulting have been chosen to take on the business case and that work to date has been positive, with positive feedback being received in terms of the service. PA Consulting are on track to deliver their appraisal within the next month. The Commissioner added that he had had a productive meeting with the Fire Brigade Union and would shortly be meeting with UNISON. The Commissioner was content with the positive progress to date.

14. Corporate Development Department

- 14.1 The report was delivered by the Deputy Chief Constable. The purpose of the report was to provide an update to the Board on the progress made with improving the capacity and capability of the Constabulary's Corporate Development Department.
- 14.2 The Board were updated on the department's challenges. Recruitment is progressing and it is expected that the new operating model will be fully populated by September 2017. The Commissioner commented that he was not receiving the level of depth he would have liked in regards to performance updates, but was aware that the department was not yet at full capacity.
- 14.3 The Board noted the report.

Date of next meeting

The next meeting will be held on 11th May at 14:00 at Police Headquarters.



Jason Ablewhite