



## **BUSINESS COORDINATION BOARD**

### **DRAFT MINUTES**

**Date:** 21<sup>st</sup> September 2017 **Time:** 15:30

**Location:** Conference Room 1, Cambridgeshire Constabulary Headquarters

**Members:**

Jason Ablewhite	Cambridgeshire Police and Crime Commissioner
Alec Wood	Chief Constable, Cambridgeshire Constabulary
Alan Baldwin	Deputy Chief Constable, Cambridgeshire Constabulary
Niki Howard	Director of Finance and Resources, Cambridgeshire Constabulary
Dorothy Gregson	Chief Executive, Office of the Police & Crime Commissioner

**In Attendance:**

Charles Kitchin	Director of Communications & Engagement, Office of the Police & Crime Commissioner
Nicky Phillipson	Head of Strategic Partnerships & Commissioning, Office of the Police & Crime Commissioner
Colin Luscombe	Director of Estates, Cambridgeshire Constabulary
Natalie Benton	Head of Corporate Development, Cambridgeshire Constabulary
Tanya Little	Senior Admin Officer, Office of the Police and Crime Commissioner

## **1. Welcome and Apologies**

- 1.1 Apologies were received from Matthew Warren, Interim Director of Finance, Office of the Police and Crime Commissioner, Graham Oliver, Interim Head of Finance, Office of the Police and Crime Commissioner, and Dan Vajzovic, Assistant Chief Constable, 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 17<sup>th</sup> August 2017**

- 3.1 The Business Coordination Board (the “Board”) approved the minutes from the last meeting on 17<sup>th</sup> August 2017 which were signed after the meeting.

## **4. Police and Crime Plan – Delivery Plan**

- 4.1 The purpose of the report was to update the Business Co-ordination Board on the process for creating the delivery mechanisms to ensure the success of the Police and Crime Plan (“The Plan”).
- 4.2 The Chief Executive, Dorothy Gregson, presented the paper saying the Plan was gaining significant traction with partners and was moving forward across the Constabulary. The delivery plan was still under development.
- 4.3 The Police and Crime Commissioner (the “Commissioner”) said he intended to use the mechanisms to support and challenge across the system of policing, community safety and criminal justice.
- 4.4 The Board noted the content and progress made and there were no other comments.

## **5. Fire Governance Consultation Update**

- 5.1 The purpose of the report was to update the Board on the Police and Crime Commissioner’s recent consultation on the local business case for fire and rescue governance options.
- 5.2 The Commissioner presented the paper which showed responses to the consultation. While neither of the statutory consultees (the two upper-tier authorities) supported the proposal, the public are broadly supportive with the prevailing view of “it makes sense” featuring strongly. 53% of respondents to the public survey supported the PCC-style Fire and Rescue Authority Governance proposal as set out in the Business Case.
- 5.3 The Commissioner had recently spoken with the new Policing Minister, who said that while the Home Secretary would make the final decision, he would give his full support to PCCs who were passionate about governing their Fire and Rescue Service. The Commissioner believed that although it would be more efficient and effective to take on governance of the Fire and Rescue Service, if this were not to happen he would still

look to work closely with the Fire and Rescue Service, in particular with regard to Estate matters.

- 5.7 The Chief Executive confirmed that submission of the Business Case would be at the beginning of October, and the Board noted the Commissioner's intention to submit the Business Case to the Home Office.

## **6. Strategic Risk Register**

- 6.1 The purpose of the report is to update the Board on Strategic Risk Management and was presented by the Chief Executive and Chief Constable.
- 6.2 It was noted that the Strategic Risk Register covers statutory duties well. It was intended to produce a Board Assurance Framework to determine risks to Police and Crime Plan delivery, rather than only the governance of it and this was to be put to the Joint Audit Committee. This could mean that potentially some aspects could be assessed differently.
- 6.3 The Commissioner agreed that other delivery elements need to be considered such as blue light services and potential risk from decisions made by other partners.
- 6.4 The Chief Constable commented that the latter had recently been raised with the Policing Minister, in relation to mental health and policing demands, where so many attendees in Custody have mental health issues.
- 6.5 The Chief Executive summarised by saying that although internal risks are being covered well, however there is more work to be done. The Board noted the report.

## **7. Custody – Update on the work of the Independent Custody Visitor Scheme and HMIC Inspection**

- 7.1 The purpose of the paper was to update the Board on the recent unannounced joint inspection of Custody by HM Inspectorate of Prisons (HMIP) and HM Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) in Cambridgeshire. It was also to update the Board on feedback about the Independent Custody Visiting (ICV) scheme from the Independent Custody Visiting Association (ICVA) who shadowed the inspection.
- 7.2 The Chief Constable, presented the paper and gave an overview of the HMIC Custody inspection in August.
- 7.3 The provisional findings of the inspection were presented to chief officers and the Police and Crime Commissioner by HMIC inspectors in a debrief following the inspection. The HMIC feedback will form part of an improvement action plan which will be developed and tracked through the Constabulary's Organisational Improvement Group and HMIC Gold Group. The final report will be published at the end of the year or early 2018.
- 7.3 The Commissioner commented that HMIC had acknowledged the good work by Independent Custody Visitors (with ICVs), but that no ICVs visit the Police Investigation Centre (PIC). He would encourage this to happen by ICVs from the Wisbech area.
- 7.4 The Board noted the contents of the report and requested a further update following publication of the full HMIP and HMICFRS report.

***Action i): Constabulary to report back to BCB following publication of the report by HMICFRS***

**8. Information Assurance Update**

- 8.1 The purpose of the paper was to update the Board on progress regarding the implementation of Data Protection reform changes and in addition, would provide assurance regarding the Constabulary's lessons learnt following recent data breaches.
- 8.2 The Deputy Chief Constable presented the report. The Government had made a statement of intent for new Data Protection legislation to go live in May 2018, leaving a lot of work to be done between now and then.
- 8.3 The DCC commented that over the last year, across BCH, there had been a number of 'paper' data breaches but fewer electronic breaches. Safeguards had been put in place, including the new My Compliance arrangements.
- 8.4 The Chief Executive would ensure that the Office of the Police and Crime Commissioner, (OPCC) was linked in with the Self-Assessment Process procedures and would link with the other OPCCs.
- 8.5 The Board noted the contents of the report.

**9. Seven Force Collaboration Update**

- 9.1 The Chief Executive, presented a report from the Seven Force Programme Manager, to update the Board on the progress of the Seven Force Strategic Collaboration Programme ("7F Programme).
- 9.2 The Chief Constable commented that BCH having little staff within Seven Force and suggested the need to consider a Cambs officer to take this up at Superintendent level.
- 9.4 The Commissioner said there was convergence in trying to align contracts and in terms of ICT, and as an example suggested the set-up of a buying consortium for suppliers to bid in to.
- 9.5 It was agreed that the Commissioner would meet with Strategic Head of Procurement, Simon Mulvey to discuss.
- 9.6 The Board noted the report.

***Action ii) the Commissioner to meet with the Strategic Head of Procurement to explore the possibility of a buying consortium.***

**10. Section 22A Agreement – Disaster Victim Identification Unit**

- 10.1 The purpose of the report was to update the Board on the updated collaboration agreement for Disaster Victim Identification (DVI). The DVI collaboration agreement provides a statutory basis for the police function of responding to mass DVI.

10.2 The Board noted the signing of the Agreement (as amended) and the Commissioner signed the Decision Notice. The agreement had been signed by most parties.

## **11. Integrated Mental Health Team**

11.1 The purpose of the report was to update the Board on the decision to transfer the responsibility for commissioning the integrated Mental Health Team (IMHT) to the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG). This service will be commissioned as part of the wider First Response Service to provide support for people in mental health crisis.

11.2 The report was presented by Nicky Phillipson, Head of Strategic Partnerships & Commissioning. It was highlighted that the one year evaluation clearly demonstrated the excellent work of the MHT. A recent event provided evidence of an improving experience of both victims, officers and staff.

11.3 The Commissioner commended the work undertaken to achieve this progress to date, thanking the IMH Team and first responders who have been recommended for awards.

11.4 The Board noted the contents of the paper and its associated Decision Notice which set out the Commissioner's decision to continue the funding for this service through a collaborative arrangement with the Cambridgeshire and Peterborough Clinical Commissioning Group.

## **12. Cambs Historic Churches Trust Appeal**

12.1 The purpose of the report was for the Board to consider a request for a grant of £10,000 from the Bishop of Huntingdon as a contribution to the Cambs Historic Churches Trust appeal to support alarm installations on church lead roofs in the county.

12.2 The Commissioner mentioned work undertaken out by the Rural Crime Action Team (RCAT) to help in this area and suggested the grant could help with the prevention of metal theft.

12.3 The total cost of the installation is £55,000. The Board recommended to award a £10,000 contribution towards this

## **13. Estates – Unit C, Chord Business Park**

13.1 The purpose of the report was to seek approval of the Board to continue to market the leasehold of the premises and to seek approval of the Board for the S151 Officer to accept the most economically advantageous offer for a lease of the asset.

13.2 The Constabulary would continue the marketing of Chord Park and requested that Estates section be given control and delegation to do this.

13.3 The Commissioner said he preferred to remain involved especially as the force estate is not that large. The Board recommended the S151 officer and the Commissioner be approached outside the Board for decision such as this rather than delegate the decision.

13.4 The board approved continued marketing of the asset and the approval of the Commissioner and the S151 Officer would be sought to accept the most economically advantageous offer for a lease of the asset.

**14. VAWG Transformation Fund**

14.1 The purpose of the report was to inform the Board of the successful bid to the Home Office VAWG (“Violence Against Women and Girls”) Transformation Fund, for £400k, and the subsequent arrangements to deliver the Cambridgeshire and Peterborough VAWG Prevention and Intervention project.”

14.2 The paper was presented by the Head of Strategic Partnerships & Commissioning who explained that a bid was made and £400K was awarded. The project is, will provide support for young victims in Domestic Abuse households and include access to the Mental Health Nurses and staff from the Victim and Witnesses Hub.

14.3 The Board noted the report.

**15. AOB**

15.1 Following recent HMICFRS inspection, Natalie Benton, the Head of Corporate Development gave verbal update. HMICFRS would give guidance at the end of the financial year to produce a Force Management Statement. There would be no Spring inspection and work on collaborated business planning was to be done. The Chief Constable mentioned legal requirements for statement made by Chief Constables in the Force Management Statement.

15.2 Athena Deed of Novation signature – Northgate

The Section 151 officer sought additional information before signature of the document before the Decision Notice would be signed and this was agreed.

**Date of next meeting**

The next meeting will be held on Thursday 9<sup>th</sup> November at 14:00 at Police Headquarters.

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**Jason Ablewhite**