



BUSINESS CO-ORDINATION BOARD

DRAFT MINUTES

Date:	26th May 2020	Time: 15:00
Location:	Via Teams	
Members:	Ray Bisby	Acting Police and Crime Commissioner
	Nick Dean	Chief Constable, Cambridgeshire Constabulary
	Vicki Evans	Assistant Chief Constable, Cambridgeshire Constabulary
	Jim Haylett	Acting Chief Executive, Office of the Police & Crime Commissioner
	Matthew Warren	Chief Finance Officer, Office of the Police & Crime Commissioner
In Attendance:	Aly Flowers	Senior Policy Officer, Office of the Police & Crime Commissioner
	Nicky Phillipson	Head of Strategic Partnerships and Commissioning, Office of the Police & Crime Commissioner

1. Welcome and Apologies

1.1 Apologies were received from Jane Gyford, Deputy Chief Constable, and Jon Lee, Director of Finance & Resources.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. To approve minutes of the Business Coordination Board meetings held on the 30th April 2020

3.1 The minutes were approved by the Board.

4. Business Co-ordination Board Action Log

4.1 The Board went through the Action Log for the six actions marked as 'On-going' for the May Board meeting, which were reported on as follows:

- Action no. 21, Agenda Item 5.0, 19th December 2019 - Decision Making Policy
Deputy Chief Constable and Head of Business Development to review how information flows through the formal governance framework. **Update:** Structured meetings now in place with business flowing through. Board agreed action closed.
- Action no. 24.0, Agenda Item 7.5, 8th January 2020 - Governance Report
Produce Governance report for February 2020 Board meeting to include updated information on the Resources Group and updates for the Scheme of Delegation. **Update:** Annual Governance Statement completed and submitted to Joint Audit Committee on 29th April 2020, with assurance given. Better understanding of any further requirements later in year. Board agreed action closed.
- Action no. 27.0, Agenda Item 6.0, 25th February 2020 - Revenue and Capital Budget Monitoring Month 9 2019/20 - Enterprise Resource Planning (ERP)
Jon Lee, Chas Mc Devitt and Matthew Warren to take discuss how to take forward an ERP post-implementation review for Cambridgeshire. **Update:** On-hold due to staffing changes in the Office of the Police and Crime Commissioner (OPCC). Chief Finance Officer to discuss with Director of Finance & Resources and to provide verbal update to July Board meeting.
- Action no. 33.0, Agenda Item 7.0, 25th February 2020 - Approval of Medium Term Financial Strategy and Capital Programme
The Director of Finance & Resources and the Head of Finance to agree the content and reporting timescale for a report to the Board on the benefits realisation of the Capital Programme. **Update:** Reports on Capital Programme to be considered by Capital Working Group. Board agreed action closed.
- Action no. 34.0, Agenda Item 9.0, 25th February 2020 - Police and Crime Plan – Victims Theme
Assistant Chief Constable to inform Board on the current issues of the downward trend in cases to the Special Domestic Abuse Court and how the Constabulary's use of 'Released Under Investigation' are impacting on the ability to place restrictions/restraints on offenders, and how repeat offending is being managed within this area to prevent and manage down demand. **Update:** The Assistant Chief Constable reported in full on this action to this Board meeting and this is captured in the minutes for the Board meeting under Agenda Item 5.0 below.

- Action no. 36.0, Agenda Item 13.0, 25th February 2020 - Police and Education Qualification Framework (PEQF)

Resources Group to consider the content of a report on the benefits realisation of PEQF, the optimum timescale for submission of report to either the Resources Group or the Board. **Update:** As a result of delay in PEQF starting, benefits realisation will not be realised until later in 2020, therefore a report to be submitted to the Board in January 2021.

5.1 Police and Crime Plan – Victims Theme - OPCC work to deliver broader partnership approach

- 5.1.1 The Acting Commissioner introduced the report for the Board to note, which covers the work that his office, the OPCC, had undertaken to contribute to the Victims theme of the Police and Crime Plan (the “Plan”).
- 5.1.2 The Acting Commissioner stated that he was impressed by the work to support victims that takes place in Cambridgeshire and particularly the responsiveness to changes brought about by the Covid crisis. He thanked all those involved in supporting victims during this time, including the Constabulary officers and staff, his office, partnership staff, and service providers.
- 5.1.3 The Head of Strategic Partnerships and Commissioning informed the Board of the Government’s recent announcement of a package of extra funding to support victims and survivors of domestic abuse, sexual violence, vulnerable children and their families during the Covid-19 pandemic. The Ministry of Justice element of this funding, which totals £288,000 for Cambridgeshire, will be distributed through the Acting Commissioner, and will cover any additional costs incurred, or will be incurred, by support services whilst adapting their services during the pandemic. They must provide support services which have the purpose of helping victims of crime cope with the impacts of crime, and as far as possible, recover from the harm they have experienced. All information relating to the funding announcement, application and evaluation process, is transparently displayed on the Acting Commissioner’s website.
- 5.1.4 The Board welcomed the funding opportunity and noted that an update on the allocation of the funding would be provided to the Board in due course.

5.2 Police Crime and Plan Victims Theme Performance Report

- 5.2.1 The Chief Constable took the Board through the detail in the report highlighting the following in respect of the Constabulary’s performance against the Victims theme identified in the Plan and a performance update for the 12 months ending March 2020:
 - Victims satisfaction; Domestic Abuse; All crime prosecution possible rates; Constabulary dealing with things that matter; Recorded crime; Out of Court Disposals; Domestic Abuse; Child Sexual Abuse; and Serious Sexual Offences.

5.2.2 The Acting Commissioner thanked the Chief Constable for the report, stating that it was good to know that progress on matters noted to the Board previously were improving and or being dealt with. He welcomed the fact that victims remained at the forefront of all policing responses, and this is reflected in the number of referrals to the Constabulary's Victim and Witness Hub.

5.2.3 The Acting Commissioner then asked a number of questions on the report which the Constabulary responded to as follows:

- *Victim satisfaction* - the year on year improvements in satisfaction rates for victims of both burglary and hate crime are noted but also the notable deterioration in satisfaction rates for victims of violent crime, particularly regarding follow-up. What is proposed to be done about that and is there an opportunity to improve this across the board given the reduction achieved in the number of live crimes being managed. The Assistant Chief Constable responded by informing the Board that compliance with Victim Care Contracts had improved in recent months, but there is recognition that further upskilling of frontline officers and staff is needed in order to maximise opportunities for further compliance.
- *Public confidence rates in Fenland* - what are the reasons for the noticeably lower rate in public confidence in Fenland and what action is being taken to address this. The Assistant Chief Constable stated that the lower rate was due to the small number of people (19 in March and 15 in April) surveyed in Fenland and consequently this is reflected as a bigger percentage. She informed the Board that she had asked for a piece of work to be undertaken to ascertain if there are any underlying issues in respect of confidence rates.
- *Crime recording* – the report attributes rises in crime recording to better compliance with the recording rules rather than rises in actual crime occurring. Can an indication be given as to when a line can be drawn under this as an issue and the Constabulary are able to rely on the recorded figures. The Chief Constable stated that Crime Data Integrity (CDI) was really improving the consistency of recording, and as such this was a true measure of what was going on, with CDI compliance is now over 90% which represents a considerable improvement on last year.
- *Child Sexual Abuse offence* – is there any analysis on why there is a significantly higher number of Child Sexual Abuse offences recorded over the last 12 months and what is the operational response. The Assistant Chief Constable said that the Constabulary are working with partner agencies and schools to increase the awareness, and that there were good processes within the Multi-Agency Safeguarding Hub to handle referrals. A lot of pro-active work is currently on-going with partners as part of the Covid recovery work to put resources in place in case there is an increase later this year of vulnerable children as a result of the lockdown situation.

- *Domestic Violence Prevention Orders* – the priority last year was to maximise the use of these Orders but the report does not give any details on their usage, so how is that progressing. The Chief Constable stated that the use of the Orders in Cambridgeshire was low but increasing, and this is the same across the region, but other options are available apart from the use of an Order, such as diversion methods to prevent further offending.

6. Constabulary Covid-19 Update

- 6.1 The Chief Constable informed the Board that the purpose of this report is to provide an update, provide public reassurance regarding the policing provision in Cambridgeshire in response to the Covid crisis, to identify any further support required and any emerging risks and mitigating actions.
- 6.2 The Chief Constable had nothing further to add to the written report other than to inform the Board that work on the recovery phase is being led by the Assistant Chief Constable as Gold Commander, with linkages being made into the external recovery groups across the county. No strategic risks were identified and no immediate support was required from the Board. However, the Criminal Justice System was highlighted as an issue of both national and local concern. The backlog of cases waiting to be heard is concerning, particularly those relating to domestic abuse and vulnerability. This issue has been highlighted locally with the Criminal Justice Board that the Acting Commissioner chairs. The extra-ordinary Criminal Justice Board on the 3rd June 2020 will provide an opportunity for the senior criminal justice stakeholders to explore the constraints on the system locally and to see what solutions can be delivered as part of the recovery planning phase.
- 6.3 The Acting Commissioner asked whether the Constabulary had seen any rise in the number of hate crimes during the Covid crisis. The Assistant Chief Constable stated that there had been no rise across the county, that engagement with community leaders had been really positive, community cohesion was generally working well, and the Constabulary continued to closely monitoring incidents through their Covid command structures.
- 6.4 The Acting Commissioner also asked how confident the Constabulary are that they will still be able to enforce the new, more flexible conditions on lockdown, and also any highway alterations that the County Council has been instructed to implement, which may include more 20mph areas and access restrictions for motor vehicles.
- 6.5 In response the Chief Constable informed the Board that the Constabulary is working in line with national guidance supplied by the College of Policing and will endeavour to adapt and flex to any new guidance and or legislation as appropriate. As of the 10th May 2020, the Constabulary had issued over 110 Penalty Notices for breaches of the Covid social distancing legislation. Cambridgeshire was at the lower end of the numbers issued; this is a reflection on the co-operation of those within the county. The Chief Constable's position is very clear, the position remains that the Constabulary use the 'Engage, Explain, Encourage' elements first and only then move to enforcement as a last resort.

6.6 As for enforcing the speed or access restrictions for vehicles in respect of the public health regulations, the Chief Constable gave his assurance that the Constabulary will be doing their best in support of the restrictions. However, the Constabulary can only operate within the parameters of the legislation and cannot enforce Government or other non-statutory guidance. The Constabulary has to prioritise where its resources are used based on threat, risk, and harm basis. If matters relating to vehicle restrictions becomes a community concern, then the Constabulary will consider their position regarding their approach to this. However, it should be recognised that the public's perception maybe be different in respect of what the Constabulary should be enforcing as opposed to what they can legally enforce.

6.6 The Board noted the report and The Acting Commissioner thanked the Chief Constable, his officers and staff for their hard work and dedication during the Covid crisis.

7. OPCC Business Response to Covid-19

7.1 The Acting Chief Executive introduced this report the Board, asking them to note the contents. The purpose of the report is to update the Board on the work of the OPCC on its response to Covid crisis. The Board noted the report.

8. Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) – Thematic Report on Counter-Terrorism Prevent

8.1 The Board noted the report and the eight recommendations within it and that this provides the Acting Commissioner with his response to the Secretary of State and HMICFRS. The Chief Constable gave his assurance that whilst a number of the recommendations required work to be undertaken nationally by the National Police Chiefs' Council and the College of Policing, the Constabulary are progressing with certain elements at a local level. The Board noted the report.

9. Independent Custody Visiting Scheme – Covid-19 Contingency Arrangements

9.1 The Acting Commissioner reminded the Board of his statutory duty to ensure there is an effective custody visiting scheme in place but obviously with the current Covid situation and the need for social distancing, the face to face arrangements for the visits by the Independent Custody Visitors (ICVs) have had to change. The Acting Commissioner felt that the report gave him assurance that suitable protections for detainees rights are in place given the circumstances.

9.2 The Acting Commissioner sought the Chief Constable's response regarding whether he was satisfied that during the Covid period the current arrangements for custody are working, and given that the current service ICV visiting scheme has reduced, have the number of complaints increased. The Chief Constable responded that the arrangements are working, the reports from the two custody suites were positive, and that no formal report on complaints had been received.

9.3 The Acting Commissioner sought the Chief Constable's views on whether the Constabulary would support exploring how technology could be built into future custody visiting schemes, and the design potential for this for the new Southern Police Station. The Chief Constable was supportive of using technology but was clear that

any solution needs to ensure the independence and integrity of the visiting scheme is still maintained.

10. Annual Review of Risk Management Strategy

- 10.1 The Acting Chief Executive asked the Board to note that the report was to inform them that an annual review of the Acting Commissioner's Risk Management Strategy has been undertaken for the current financial year.
- 10.2 The Acting Commissioner stated that risk management is an essential governance tool, with the Covid crisis emphasising this. As such both the Constabulary's and the Acting Commissioner's risk registers had been updated since the beginning of the crisis and will continue to be reviewed in these unprecedented times.
- 10.3 The Assistant Chief Constable suggested rewording of paragraph 3.1 of the Strategy – *'To prevent or reduce events or actions that could damage the reputation of, and public confidence in, policing, community safety and crime reduction in Cambridgeshire'* to reflect that it is an enabler to instilling confidence and not one that could be perceived to relate to avoiding reputational damage.

Action: OPCC to update the relevant objective in paragraph 3.1 of Strategy in order that the wording reflects that it is an enabler to instilling confidence and not one that could be perceived to relate to avoiding reputational damage.

11. Revenue and Capital Budget Monitoring Provisional Outturn 2019/20

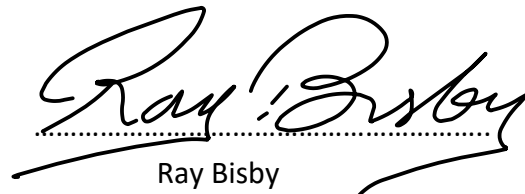
- 11.1 The OPCC's Chief Finance Officer took the Board through the key points in the report asking them to note the report and approve the amendments to the Capital Programme given at paragraph 7.1.
- 11.2 Key points to note were the underspend of £974k was slightly higher than the projected £885km. The underspend on the revenue budget has reduced the call on reserves that had been approved at the start of the financial year. The Board were asked to refer to Appendix 1 of the report regarding the overspend and underspends, which were then discussed.
- 11.3 The Board were provided with further detail regarding the proposed amendments to the Capital Programme, which then enabled the Board to give their approval.
- 11.4 The Chief Constable asked about the position regarding any forecasting of Council Tax collection deficits as a result of the Covid crisis and any impact this may have on the policing budget. The Chief Finance Officer's view was that there would undoubtedly be an impact and that consideration would have to be given as to whether general reserves were used to plug any funding gap. Modelling work on collection deficits across all of the Cambridgeshire local and unitary authorities is starting in June and the Board agreed that it needed to review the outcome of this work.

Action: Director of Finance & Resources and Chief Finance Officer to report to September Board meeting on the outcome of the modelling exercise of any council tax collection deficit and any potential impact on the budget.

12. Any Other Business

- 12.1 The Acting Commissioner asked the Chief Constable for an update on the project to build a southern policing hub, any imminent key milestones regarding this project, and how he envisaged reporting to the Board on this project going forward.
- 12.2 The Chief Constable reported that the report on the outcome of the public consultation exercise was due to be publicly released in June, with a view to submitting a planning application later this year. The Southern Hub Board is continuing, chaired by the Director of Finance & Resources, and that the Chair would provide proportionate updates to the Board on progress and milestones.

Action: Director of Finance & Resources to provide update to every future Board meeting on any imminent key milestones regarding this project. Reporting to be proportionate to the progress and the milestones. Next two updates to the Board meetings to be included in the finance reports as part of the capital reporting. Thereafter as project moves forward, separate reports to the Board.



Ray Bisby