



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Monday 4 March 2019

AT: Conference Room 3, Force HQ

PRESENT: Nick Dean, Chief Constable (Chair)  
Dan Vajzovic, Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
James Sutherland, Head of Contact Management & Demand  
Sarah Cooper, Head of Corporate Communications  
Chris Mead, D/Chief Superintendent Local Policing Command  
Liz Groom, Federation Chair  
Martin Brunning, D/Chief Superintendent Local Policing Command  
Nikki Hall, Chief Constable's Staff Officer  
Matt Selves, Assistant Chief Constable's Staff Officer  
Mike Hills, Head of Corporate Development  
Colin Luscombe, Director of Estates  
Rachael Luke, HR Business Partner

APOLOGIES: Deputy Chief Constable  
Unison  
Head of ICT  
ACC, JPS

### **ACTION**

#### **1. MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2019**

The minutes were agreed.

#### **2. MATTERS ARISING**

There were no matters arising

#### **3. RISK AND BUSINESS CONTINUITY**

The Chief Finance Officer ran through the summary of critical, high and new risks and issues, as discussed at the last Risk Review Board meeting.

The Chief Constable provided a brief update on PEQF. It is currently out to tender and a Clarification Day is being held this week for the seven Chief Constables. It is due to implemented in Cambridgeshire late summer/autumn 2020.

Discussion took place on Issues 400 (Loss of ICC service in FCR) and 404 (Crime Data Integrity).

## **4. FINANCIAL REPORTS**

### **4.1 Revenue Monitoring Report**

The Chief Finance Officer referred colleagues to her Revenue Budget Monitoring Report. She reported a projected slight overspend for year end, but was hopeful that this could be recovered.

The list of budget pressures will be brought back to FEB next month for colleagues' information.

### **4.2 Capital Monitoring Report**

The Chief Finance Officer also referred to her latest Capital Programme Monitoring Report for the ten months ending 31 January 2019.

A potential year end spend is forecast at 95%. This has changed due to monies being pulled back into future years for the Southern Police Station.

There were a number of matters to note.

- The BCH ERP project shows an overspend of £517k, which is Cambridgeshire's share of the full cost. The complete forecast has increased to include an extra £300k of Capital costs split across the three forces. In addition, a £95k spend is forecast for 2019/20.
- The full year forecast for the Athena project is £274k against a carry forward unapplied grant of £155k.
- An addition of £313k to be reinstated to the 2018/19 Capital Programme to facilitate the completion of the Option Agreement on a site for the new Southern Police Station is proposed to the PCC.
- An addition to the 2018/19 Capital Programme of £90k is proposed to the PCC to cover Taser cabins at Monks Wood.

It has been agreed that the Constabulary will not be vacating Wisbech Police Station. A programme of works will now commence to ensure the building is sustainable for the next 25 years.

## **5. STRATEGIC PERFORMANCE**

### **Performance Update**

D/C/Supt Mead provided a summary of the performance headlines. Data Quality and RUI had been discussed at an earlier Chief Officer Group meeting.

The downward trend in the long term indicator for recorded crime has continued. Cambridgeshire is one of only eight forces which has seen a reduction in crime for the year ending December 2018 and only one force has seen a larger reduction than Cambridgeshire (4.8% compared to 4% in Cambridgeshire).

The number of dwelling burglaries reduced in January following a spike in December 2018.

The long term indicator for Serious Sexual Offences has been on an upward trend since June 2018 but levels have fallen in the last two months.

The grade of service for both emergency and non-emergency calls remains stable, with a month on month reduction in the number of 999 calls and an increase in the number of 101 calls. Prompt grade response continues to improve, with month on month improvements in the median time to respond to several incident types.

Discussion took place about the production of a narrative to articulate the journey from last year's PEEL Inspection to the force's current position, which the Chief Constable requested.

## **6. ORGANISATIONAL DEVELOPMENT**

### **6.1 CDD Update**

The Head of CDD referred colleagues to his paper which provided an update on key departmental work streams.

HMIC have carried out an insights visit to the Serious and Organised Crime Team. The Prevent thematic inspection and crime audit debrief for the PEEL Inspection have also taken place.

Following their risk assessment meeting HMIC have confirmed the core questions that the Constabulary will face for its PEEL Inspection. We will be inspected on seven out of a possible ten questions with four being mandatory, two linked to the LPR and one relating to our effectiveness in investigating crime and catching criminals.

The new force governance structure has been approved and will be implemented from April.

A scoping exercise is under way with a view to improving the efficiency and effectiveness of the Telephone Research Bureau. The cost of purchasing mobile numbers to replace the landlines currently used is being explored.

### **6.2 Internal Non-Financial Audit Report**

The Head of CDD referred to his paper which provided an overview of current and future internal non-financial audit activity.

An audit of Governance – Delivery of Major Projects has been carried out. The draft report provided an assessment of partial assurance with nine medium priority actions.

Audits of Business Planning and FMS, Risk Management and Information Management (GDPR) were undertaken during January and February. The audit feedback and draft reports are awaited from RSM. There are two recommendations, neither of which are significant.

There are 17 outstanding medium actions but no high actions and none outside their due date.

## **7. ITEM FOR RESOLUTION**

### BCH ABLERP & the ABLER Duties Business Readiness Group

The Assistant Chief Constable referred colleagues to his paper regarding the ABLERP, which will be implemented via the ABLER Programme across Beds, Cambs and Herts. Within the programme are projects covering the following functions:

- Finance (which has already gone live across BCH)
- HR (including L&D)
- Payroll
- Duties

The paper sought to raise awareness of current progress of the BCH ABLERP and the recent establishment of a BCH ABLER Duties Business Readiness Group. It also made recommendations as to how the Constabulary could best respond to the current situation regarding duties, which was outlined in the paper. In addition, the ACC sought some clarification around governance.

It was noted that additional resources may be required in the Resource Management Unit if the CARM System for duties was not introduced as an integrated system, as some double keying would then be required.

The Chief Finance Officer informed colleagues that with regard to the HR element Hertfordshire was scheduled to go live in April and Bedfordshire in June. Cambridgeshire is likely to go live in September with the HR element and combined duties.

The paper was noted and it was agreed that a verbal update would be added as a standing item on the FEB agenda from next month.

## **8. ITEMS FOR INFORMATION**

There were no papers for information.

## **9. PAPERS FOR BCB**

No papers for BCB were submitted.

## **10. ANY OTHER BUSINESS**

### **10.1 Chairman's Items**

The Chairman had no items to raise.

10.2 **Items Notified at the Start of the Meeting**

The Head of Corporate Communications reminded colleagues that the closing date for nominations for the Annual Awards Ceremony was closing soon.

**11. DATE OF NEXT MEETING**

The next meeting will take place on Monday 1 April at 11am in Conference Room 3.