



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Monday 1 April 2019

AT: Conference Room 3, Force HQ

PRESENT: Nick Dean, Chief Constable (Chair)  
Dan Vajzovic, Assistant Chief Constable  
Jon Hutchinson, Southern Area Commander  
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  
Mike Hills, Head of Corporate Development  
Colin Luscombe, Director of Estates  
David Craig, Unison Secretary  
Jon Capes, Federation  
Jo Conlon, Head of Finance  
Rachael Luke, HR Business Partner  
Paula Kirkpatrick, HR Strategic Lead (*for part of meeting*)

APOLOGIES: Deputy Chief Constable  
Head of ICT  
ACC, JPS  
Chief Finance Officer

### **ACTION**

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

The minutes were agreed.

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

##### FEB 04/03/2019 – BCH ABLE ERP

A Verbal update will be added as a standing item to the agenda from May.  
ACTION CLOSED

#### **3. PRESENTATION – NEW PDR SYSTEM**

Paula Kirkpatrick gave a presentation on the new PDR system 'My Conversation', which will be implemented across Beds, Cambs and Herts and will coincide with the new tri-force HR system. It will be less bureaucratic, more flexible and more conversation based.

Following a short discussion, D/C/Supt Mead stressed the need to ensure the document contained an accurate record of conversations that take place between staff and their line managers and reflected the right balance between the views of staff and their line managers. Paula Kirkpatrick agreed to progress this.

*Paula  
Kirkpatrick*

The Assistant Chief Constable will be the force champion for 'My Conversation'.

#### **4. RISK AND BUSINESS CONTINUITY**

The Head of Corporate Development referred colleagues to the summary of the critical, high and new risks and issues. The document included updates since the last Risk Review Board on 21 March 2019.

#### **5. FINANCIAL REPORTS**

##### **5.1 Revenue Monitoring Report**

The Head of Finance referred colleagues to the latest Revenue Monitoring Report.

The budget at the end of February was overspent by £24k or 0.1% of net revenue.

Underspend areas are predominantly PCSOs (£1,234k) and Police Staff Pay and Overtime (£471k). Overspend areas are Police Officer Overtime (£421k), Police Pay and Allowances (£371k) and Supplies and Services, Transport and Premises (£71k). The Collaboration overspend is forecast at £728k.

A full outturn report will be provided at the May meeting.

The report was noted.

##### **5.2 Capital Monitoring Report**

The Head of Finance provided a brief summary of the Capital Programme Monitoring Report for the eleven months ending 28 February 2019.

The BCH ERP project is overspent by £418k, which is Cambridgeshire's share of the costs. The complete forecast has increased to include an extra £367k of capital costs (split across the three forces) to enable implementation. An additional £277k is forecast to be spent in 2019/20.

The full year forecast for the Athena project is £274k against a carry forward of £155k, showing a projected overspend of £119k.

An addition to the 2018/19 Capital Programme of £9.5k is proposed to the PCC for consultancy fees for the new VEU building at HQ. This will be funded by a grant received from the Highways Agency.

An addition of £34k is proposed to the PCC for the Network EOL Switches Project. This will be funded by a matching reduction in the ICT Consolidated Workstreams allocation.

The report was noted.

## **6. STRATEGIC PERFORMANCE**

### Performance Update

D/C/Supt Mead provided a summary of the latest performance report, which reflected the updates discussed at the Force Performance Meeting on 26 March 2019.

Crime Data Integrity remains consistent with recent months – the compliance rate in February was 77.6% although improvements have been seen with March's figure up to 80.3%.

The number of dwelling burglaries continues to decline from a peak in December.

Op Alcoa rapidly cleared a substantial backlog of crimes queued for QA and linking in the IMU. Measures are now in place to monitor future volumes

The case file quality error rate continues to decline to below the national average, which is pleasing given the focus we have put on this area.

EBIT went live in the IMU on 25 March and dip sampling is being carried out.

## **7. ORGANISATIONAL DEVELOPMENT**

### 7.1 CDD Update

The Head of CDD provided a summary of the key points of his update report.

The Constabulary has submitted an evidential return to HMIC, based on the seven PEEL questions on which we will be assessed. This forms part of the inspection activity in June on crime prevention, problem solving and detective resilience.

A return has been submitted to the NPCC in relation to the National Vulnerability Action Plan. This will be also used in support of evidence towards the PEEL inspection.

HMIC have enquired about undertaking further insight visits and any meetings they should attend, which would inform their inspection.

The Force Management Statement is progressing and a draft version will be circulated in due course.

The report was noted.

## 7.2 Internal Non-Financial Audit Report

The Head of CDD referred colleagues to his report.

An audit of Governance – Delivery of Major Projects was undertaken during October 2018. The final report dated 12 March provided an assessment of partial assurance with 9 medium priority actions.

An audit of risk management (Joint OPCC & Force) was undertaken during February 2019. The draft report dated 12 March provided an assessment of reasonable assurance with 1 medium and 2 low priority actions.

An audit of BCH ICT Infrastructure was undertaken during February 2019. The final report dated 15 March provided an assessment of partial assurance with 5 medium and 1 low priority action.

RSM were commissioned to perform an advisory assessment of the current data governance processes, procedure and controls across BCH in relation to Information Management (GDPR). 11 actions were identified and will be monitored by CDD.

An audit of Business Planning and the Force Management Statement was undertaken during February. Two actions were identified.

A full review of all outstanding internal non-financial audit actions was completed by CDD in March 2019. There are no outstanding actions outside their due date.

The report was noted.

## 7.3 Internal Audit Plan

The Head of CDD referred colleagues to the Internal Audit Plan, which would be presented to the forthcoming Joint Audit Committee for signing off.

## 7.4 HR Update

The HR Business Partner referred colleagues to the latest HR Update, which provided updates from five Boards within the tri-force HR governance structure and progress towards achievement of the HR Delivery Plan key objectives.

The report was noted.

## **8. ITEM FOR RESOLUTION**

### BCH ABLE ERP and the ABLE Duties Business Readiness Group

The Assistant Chief Constable referred colleagues to an update paper in relation to the BCH ABLE ERP and establishment of a BCH ABLE Duties Business Readiness Group.

The ABLE programme consists of four separate projects covering Finance, HR, Payroll and Duties. At the current time it is unsure if there will be an interoperability function between them.

The report was noted and members agreed that until the introduction of the CARM duties system, monthly (verbal) updates would be provided at FEB.

## **9. ITEM FOR INFORMATION**

### Estates Sub-Group Minutes

The minutes of the Estates Sub-Group Meeting held on 28 January were noted.

The Constabulary will remain at the current location in Wisbech and it is hoped the refurbishment will be completed by October.

The PCC has signed the option agreement for the Southern Police Station. Ground condition and environmental surveys are under way.

## **10. PAPER FOR BCB**

### Mental Health Demand Assessment

Members were asked to note a paper which would be presented to BCB. The document provided an update on the Constabulary's response to an HMICFRS report entitled 'Policing and Mental Health: Picking up the Pieces'.

The NPCC and College of Policing have issued a new definition of mental ill-health for all forces to adopt from 1 April 2019. This is "Any police incident thought to relate to someone's mental health where their vulnerability is at the centre of the incident or where the police have had to do something additionally or differently because of it."

The Partnerships and Operational Support Department will oversee delivery of the recommendations contained in the report.

## **11. ANY OTHER BUSINESS**

### **11.1 Chairman's Items**

The Chief Constable enquired about Op Nadal. D/C/Supt Mead provided a brief summary of the aims of the operation which assisted with demand during the summer period by providing more visibility on 'back to the floor' days.

It was agreed that D/C/Supt Mead would prepare a proposal for implementing Op Nadal again this year for the Chief Constable's consideration.

*D/C/Supt  
Mead*

### **11.2 Any Other Business**

The Board noted a paper which provided details of proposed Op Raptor days of actions across the Constabulary to support the force priorities and neighbourhood policing.

David Craig raised the issue of cancelled rest days for police staff. The Police Staff Council have confirmed that the Constabulary cannot cancel rest days without the agreement of the relevant members of staff regardless of the length of notice given. The only exception is when the cancellation is due to an exigency of service.

This could have an impact of police officers if they are unable to cancel rest days for police staff without a cost implication. A Nimbus article will be published in due course to inform staff across Beds, Cambs and Herts.

## **12. DATE OF NEXT MEETING**

The next meeting will take place at 0900 on Tuesday 7 May in Conference Room 3.