



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Monday 4 December 2017

AT: Conference Room 3, Force HQ

PRESENT: Alan Baldwin, Deputy Chief Constable (Chair)
Dan Vajzovic, T/Assistant Chief Constable
Niki Howard, Chief Finance Officer
Shelley Spratt, Deputy Head of Corporate Communications
Ian Middleton, Superintendents Association
Paul Hayward, Quality Assurance Reviewer, CDD
Natalie Benton, Head of Corporate Development
Liz Groom, Federation Chair
Colin Luscombe, Director of Estates
Hayley Watson, Business Partner, HR Employee Relations
Chris Mead, Head of Investigations

ACTION

1. APOLOGIES

Apologies were received from the Chief Constable, ACC Malik, the Head of ICT, Unison, the Local Policing Commander, Head of Corporate Communications and Chief Constable's Staff Officer.

2. MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2017

The minutes were approved.

3. MATTERS ARISING

3.1 FEB 06/11/17 - Performance Update

A comms article is in progress and will be published in due course.
ACTION CLOSED

3.2 FEB 06/11/17 - Op Sherlock

Tutor Constables will be invited to Supervisor Training days.
ACTION CLOSED

3.3 FEB 06/11/17 – Op Sherlock

The T/ACC will circulate a short narrative to the Chief Officer Group to explain the Constabulary's position in relation to performance.

T/ACC

3.4 FEB 06/11/17 – Critical Incident Management & On-Call Arrangements

The DCC has raised this with his counterparts in Beds and Herts. The matter will be discussed at a Beds/Cambs/Herts DCCs meeting.

ACTION CLOSED

3.5 FEB 06/11/17 – Leadership Review

James Sutherland will circulate SLF dates when they are agreed.

ACTION CLOSED

4. **HORIZON SCANNING**

The Deputy Chief Constable referred colleagues to an horizon scanning document which is produced quarterly and discussed at the What Works Board.

Paul Hayward was invited to highlight some of the key issues.

The document contained information on items such as new legislation, reviews, policing reports and academic research which were pertinent to the Constabulary's strategic priorities.

Brief discussion took place on the Policing & Crime Act 2017, and the Police Disciplinary Procedures.

The Deputy Chief Constable asked colleagues to inform him if they would like the document circulated regularly to FEB.

5. **RISK AND BUSINESS CONTINUITY**

The Deputy Chief Constable provided a summary/update on the current risks and issues, as detailed in the Principal Risk Register.

6. **STANDING FINANCIAL REPORTS**

6.1 Revenue Monitoring Report

The Chief Finance Officer referred colleagues to the latest Revenue Budget Monitoring Report.

The budget at the end of October was overspent by £1,143k (1.57% of net revenue). Underspends included police pensions and income. Areas of overspend included pay budgets, non-pay budgets, collaboration and supplies and services, which was significantly overspent across most categories. Work is being undertaken to address this.

6.2 Capital Monitoring Report

Members noted the latest Capital Monitoring Report for the seven months ending 31 October 2017.

33.1% of the 2017/18 Capital Programme has been spent and committed, with early indications that expected outturn will reach 68.5%. Principal spends have

been the Major Repairs Planned scheme (£1,164k), the Org Support BCH ERP Purchase scheme (£543k, which includes some expenditure to be recharged to Beds and Herts) and the Vehicle Replacement Programme (£359k).

Capital resources received to date include grants from Central Government (£243k), receipts from the sale of vehicles (£29k) and capital receipts (£723k).

A previous proposal to release £33k for the Parkside Custody Replacement project for consultancy was not approved by the PCC. Alternative accounting arrangements have been agreed.

Members noted an addition of £140k to be proposed to the PCC for Cambridgeshire's share of in-cell conferencing facilities. This is part of the tri-force custody work and would be fully funded by a Home Office PTF capital grant.

Members approved an addition of £25k for the provision and installation of the final Custody Virtual Courts kit at Thorpe Wood. Following a brief discussion, the Deputy Chief Constable requested further information in relation to this facility.

*Supt
Middleton*

7. STRATEGIC PERFORMANCE

Performance Update

The T/Assistant Chief Constable referred colleagues to the latest performance report and provided a summary of key issues.

Levels of serious sexual offences have increased slightly, but the overall downward trend in the prosecution possible outcome rate for this crime type has reversed and is now improving.

The Force Control Room continues to perform as the 4th ranked control room in the country.

85% of victims are at least 'Fairly satisfied' with the service provided over the last twelve months.

A plan to improve performance will be presented to FEB in January.

Supt Middleton asked colleagues to remind staff to attend Op Sherlock training.

All

8. ORGANISATIONAL DEVELOPMENT

CDD Update

The Head of Corporate Development provided a summary of her update paper.

The Force's Efficiency Report was published in November, and the force received a 'Good' judgement overall and 'Good' for each of the three areas. The force's Value for Money Profile has also been published.

Publication of the Legitimacy Report has been delayed until 12 December 2017, but the force is expecting to receive six areas for improvement.

A data return on hate crime has been submitted to HMICFRS but it has yet to be confirmed whether the force will be subject to a hate crime thematic inspection. A review of the data has identified some trends which Supt Middleton is investigating as strategic lead for hate crime.

The force's current Delivery Plan was published in April 2017. The most recent round of updates on actions were received from strategic leads in October 2017, and a further round will be sought in January 2018.

Work is progressing on the new Business Plan, with a presentation planned for department heads and the T/ACC's Senior Management Team to explain the process and timescales for submissions.

9. ITEMS FOR RESOLUTION

There were no items for resolution.

10. ITEMS FOR INFORMATION

There were no items for information.

11. ANY OTHER BUSINESS

11.1 Chairman's Items

There were no items from the Chairman.

11.2 Items Notified at the Start of the Meeting

11.2.1 Local Policing Review – Update

The Head of Investigations referred colleagues to his update report.

Final business cases were recently presented, debated and reviewed before being agreed and details of the proposed new model released to staff and the public.

These are now subject to a period of consultation before a final model is produced, leading to implementation from April 2018.

Two amendments to the wording of the report were suggested, which will be incorporated into the report before it is recirculated prior to submission to the Business Co-ordination Board.

11.2.2 Mandatory Data Protection Training

The Deputy Head of Corporate Communications asked colleagues to ensure their staff completed the NCALT foundation training on data protection by 31 January 2018. The DCC will also email all managers and completion rates will be monitored.

This is one of four mandatory training sessions that staff must complete, the others being Mental Health Awareness, CT and Pre-charge Bail. To date only 50% of staff had undertaken the Mental Health training and 27% the DP training.

*Head of
Investigations*

Concern was raised about the communication to staff (including those in collaborated units) about this requirement, and how clear it was to locate the training on NCALT.

The DCC asked the ACC to ensure that staff across the organisation were aware of the mandatory training requirements, and also provided visible leadership.

Hayley Watson agreed to raise the matter with Bethany Probert, the L&D Business Partner.

HR Business Partner

11.2.3 Seized Property and Controlled Drugs

The Chief Finance Officer informed colleagues that an audit report in relation to seized property and controlled drugs will be submitted to the next Audit Committee.

A number of key areas requiring significant improvement were identified during the audit and a response on how these will be progressed is required by the end of March 2018. However, it was proving difficult to identify a local policing lead to progress the actions arising from the report.

It was agreed the report would be circulated to the Chief Officer Group, who would progress this.

Chief Finance Officer

11.2.4 Mental Health Arrangements

On behalf of the Superintendents Association, Supt Middleton raised the issue of a consultation about changes to mental health arrangements in Cambridgeshire, and in particular the extension of custody.

Currently S136 detentions and extensions for mental health assessments can be authorised within police custody and a protocol exists for the provision of police transport if an ambulance does not arrive within 45 minutes.

The DCC confirmed there was a national position in relation to this, and also that an IPCC meeting will be held this week in relation to voluntary referral by people in custody.

As Cambridgeshire's Chief Officer lead on mental health, the DCC informed colleagues that he would ensure the Superintendents Association were made aware of the national position within the next couple of weeks.

DCC

12. **DATE OF NEXT MEETING**

The next meeting will take place on Monday 8 January 2018 at 11am in Conference Room 3, HQ.