



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)
HELD ON: Monday 5 February 2018
AT: Conference Room 3, Force HQ
PRESENT: Alec Wood, Chief Constable (Chair)
Dan Vajzovic, Assistant Chief Constable
Niki Howard, Chief Finance Officer
Mike Hills, Chief Constable's Staff Officer
Colin Luscombe, Director of Estates
Liz Groom, Federation Chair
Sarah Cooper, Head of Corporate Communications
Natalie Benton, Head of Corporate Development
Hayley Watson, Business Partner, HR Employee Relations
Chris Mead, Head of Investigations
David Craig, Unison
Vicky Skeels, Local Policing Commander
Samantha Allen, College of Policing (Observer)

ACTION

1. WELCOME AND APOLOGIES

Apologies were received from the DCC, Head of ICT and T/ACC JPS.

The Chief Constable welcomed Samantha Allen to the meeting. Samantha would be shadowing him today as part of her work on the development of the College of Policing assessment centres.

Mr Wood also reminded colleagues that it was the fifteenth anniversary of the death of PC Andy Newbery, who was the last Cambridgeshire Officer to die on duty.

2. MINUTES OF THE MEETING HELD ON 8 JANUARY 2018

The minutes were approved.

3. MATTERS ARISING FROM MEETING HELD ON 8 JANUARY 2018

3.1 Item 8.2 – Internal Audit

The Deputy Chief Constable was to discuss the proposed changes to the governance of internal audit reports with his counterparts in Beds and Herts. This action remains outstanding.

DCC

4. RISK AND BUSINESS CONTINUITY

The Head of Corporate Development provided a summary/update on the current risks and issues, as detailed in the Principal Risk Register.

Following a discussion at the Risk Review Board it was agreed that the Head of Information Management would provide FEB with an update at the next meeting on the Constabulary's general Data Protection requirements.

Post Meeting Note – This is no longer required as monthly updates are submitted to the Beds/Cambs/Herts Chief Officer Groups. A copy of the latest update will be submitted to FEB in March for information.

5. STANDING FINANCIAL REPORTS

5.1 Revenue Monitoring Report

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

The budget at the end of December 2017 was overspent by £1,266k, or 1.34% of net revenue. Outturn net budget requirement to the end of November is forecast at £1.8m overspent for the financial year. The Police & Crime Commissioner has agreed to the use of reserves for this.

Underspend areas are police pensions (£213k) and income (£829k). Overspend areas are pay (£1,248k), non-pay budgets – predominantly Supplies and Services (£1,150k) and collaboration (£801k).

The Chief Finance Officer informed members that Supplies and Services was significantly overspent across most categories and a detailed piece of work was undertaken to look at the issues. There are still some overspends which are unavoidable, insurance being the biggest issue, but the overspend has been reduced by 46.9%, or £515k.

The NPAS budget was discussed. The Chief Constable asked the ACC to check that Cambridgeshire's calls for service from NPAS were appropriate. He requested a review of Cambridgeshire's use of and deployment of air support assets in the county for the two months of February and March 2018. The results should be presented to FEB in May.

ACC

The Chief Finance Officer has asked for the Chiltern Transport Consortium to be put on audit and would raise the issue of a lack of board meetings to date.

5.2 Capital Monitoring Report

The Chief Finance Officer also referred colleagues to the latest Capital Programme Monitoring report for the nine months ending 31 December 2017.

56.7% of the 2017/18 Capital Programme has been spent and committed at the end of December 2017, with early indications that expected outturn will reach 65.6%. Principal spends during the year have been the Vehicle Replacement Programme (£1,687k), the Org Support BCH ERP Purchase scheme (£1,074k) and the Major Repairs Planned scheme (£917k).

A number of large items will be carried forward into the next financial year, for example the purchase of land for custody and IT.

Members noted an addition of £140k to the Capital Programme that will be proposed to the PCC. This is for Cambridgeshire's cost of in-cell conferencing facilities as part of the tri-force custody work that is being undertaken.

Members also noted three adjustments to the financing of the 2017/18 Capital Programme that are to be proposed to the PCC:-

- £1080k to be financed from the Estates Development Reserve
- £2,000k to be financed from the Capital Reserve
- A reduction in financing from the Budget Assistance Reserve of £3080k

The Capital Programme has been approved for the next financial year and will be presented to FEB in March.

*Chief Finance
Officer*

6. ORGANISATIONAL DEVELOPMENT

6.1 CDD Update

The Head of Corporate Development referred colleagues to her update report.

The Constabulary's Legitimacy report was published on 12 December, with the force receiving a 'Good' judgement overall and 'Good' for each of the three areas. The Custody Inspection report is expected on 8 February.

The force is in the process of negotiating with HMIC as to the timing of its next PEEL inspection. It was noted that Linda McCarthy is retiring so the force will have a new Liaison Officer.

The next staff survey will open on 5 March. Work is currently ongoing to map the organisation and identify the most appropriate segmentation of staff. The DCC would be asked to clarify the timings of the survey in light of a clash with the Local Policing Review and Athena.

DCC

6.2 Internal Audit Report

The Head of Corporate Development presented the first Internal Audit Report to FEB, which provided an overview of current and future internal audit activity in force and highlighted progress with actions.

The final report for the Seized Property and Controlled Drugs audit was signed off on 11 December 2017 following an audit in July 2017. There was one high priority action and nine medium priority actions, which are being progressed.

There are three non-financial audits scheduled for Q4 of 2017/18 and work is ongoing to finalise the internal audit schedule for 2018/19 with RSM.

6.3 Finance Audit Recommendations Update

The Board noted a progress report on audit recommendations (high or medium) in the financial business areas.

6.4 Information Management

The Chief Constable informed colleagues that he had recently met with the Head of Information Management, who had reassured him in relation to Information Management delivery across BCH. Information Management was currently well placed to be reaccredited.

7. **ITEMS FOR RESOLUTION**

7.1 Visibility Campaign

The Head of Corporate Communications referred colleagues to her report which sought strategic and tactical support to deliver the visibility campaign and highlighted the opportunities and risks the campaign offered, and changes to ways of working within Corporate Communications.

Supporting the Constabulary's vision, mission and values, the campaign would be developed to reinforce the force's brand, raising the profile of the Constabulary to our local community to increase visibility, using the #SaferCambs brand.

It will also raise the profile of the #EveryonesBusiness campaign internally to ensure the support and assistance from people across the organisation.

Delivery will be through a variety of channels, including social media, PR, marketing and advertising.

Members were asked to support the recruitment of an additional Communications Officer. Following discussion it was agreed that this would be progressed with the Head of Investigations through the Local Policing Review as six Community Contact roles have been approved.

FEB supported the campaign.

7.2 Local Policing Review

The Head of Investigations presented his report on the Local Policing Review. The final business cases have been agreed and subject to FEB approval, implementation will commence in April 2018.

The proposed policing model will bring a number of benefits, including:

- an additional 50 warranted officers
- additional resources in force priority and risk areas
- the creation of a demand hub
- additional analytical provision
- retention of front counter provision within every district council area

The additional 50 Constable posts will be delivered over two years - 25 in year one (2018/19) and 25 in year two (2019/20). On top of this the precept increase will provide additional funding for a further 55 officers, thereby increasing total constable numbers by 80 in year one and 25 in year two, with the potential for

year two numbers to increase further dependent on any change to precept in year two.

FEB approved the Local Policing Review, including the revised financial calculations and plans which take into account the recent precept increase.

7.3 Local Policing Review – Early Benefits

The Head of Investigations referred colleagues to a paper from the Head of What Works which provided details of early quantitative savings and efficiencies from the Northern and Southern policing areas following implementation of the new BCU model that went live in September 2017.

It was recommended that this work continues as a baselining exercise. This was agreed.

The Chief Constable passed on his thanks to the Head of Investigations for his work on this, which had not been an easy piece of work to lead on.

A brief discussion took place on the management of officers on restricted duties, which HR confirmed was being addressed.

8. **ITEM FOR INFORMATION**

Southern Policing Hub

The Director of Estates referred to his paper which informed FEB that the outline business case for the Southern Policing Hub had been considered and approved at Estates Sub Group.

The project will provide new facilities for a Cambridgeshire Southern Policing Hub for the south of the county, including custody.

9. **ANY OTHER BUSINESS**

9.1 Chairman's Items

The Chief Constable asked for colleagues to consider whether the Northern and Southern Area Commanders should be invited to attend future FEB meetings.

*Post meeting note – Superintendents will now be added to the FEB circulation list and have an open invitation to attend meetings, but are not required to do so.

9.2 Items Notified at the Start of the Meeting

The Head of Corporate Communications reminded colleagues to consider nominations for the Constabulary's Annual Awards Ceremony.

11. **DATE OF NEXT MEETING**

The next meeting will take place on Monday 5 March 2018 at 11am in Conference Room 3, HQ.