



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)  
HELD ON: Monday 4 June 2018  
AT: Conference Room 3, Force HQ  
PRESENT: Alec Wood, Chief Constable (Chair)  
Dan Vajzovic, Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Chris Mead, Head of Investigations  
Liz Groom, Federation Chair  
Natalie Benton, Head of CDD  
Sharon Carman, Unison Chair  
Hayley Watson, Business Partner, HR Employee Relations  
Paul Fullwood, T/Assistant Chief Constable JPS

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from ACC Malik, the DCC, Director of Estates, Local Policing Commander, Superintendents Association and Head of ICT.

#### **2. MINUTES OF THE MEETING HELD ON 8 MAY 2018**

It was agreed that the penultimate sentence under item 8 (Performance Update) should read *'The DCC asked Sarah Cooper and Anita Fiddy to produce core lines for Chief Officers to use when carrying out Op Nadal, the 'back to the floor' initiative.*

#### **3. MATTERS ARISING**

##### **3.1 FEB 8 May – Agenda Item 8: Core lines for Op Nadal**

Sarah Cooper confirmed that she will discuss this with Anita Fiddy and ensure this is progressed.

**ACTION CLOSED**

##### **3.2 FEB 8 May – Agenda Item 9.1: Readiness Review**

See CDD Update

**ACTION CLOSED**

### 3.3 FEB 8 May – Agenda Item 12.1: Staff Survey

FEB members were asked to encourage staff to complete part 2 of the staff survey and also complete any outstanding vetting. This item will be carried forward to the next meeting.

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

The Head of CDD provided a summary of the main risks and issues, as discussed at the Risk Review Board on 24 May. There were no new risks or issues to report.

## 5. **STANDING FINANCIAL REPORTS**

### 5.1 Revenue Budget Monitoring Provisional Outturn 2017/18

The Chief Finance Officer referred colleagues to her report, which provided an update on the budget position for the full financial year 2017/18.

At the end of March 2018 the budget was overspent by £1,788k, or 1.40% of net revenue budget. The overspend was expected and the Police & Crime Commissioner had given approval for up to £1,999k of reserves to be used to balance the budget whilst the local policing review delivered.

Carry forward amounts, as agreed by the PCC, were noted.

It was noted that due to 30 new starters on 5 March, at the end of the 2017/18 financial year police officer numbers were above the budgeted FTE, although the Constabulary had been under strength for the majority of the year.

### 5.2 Capital Programme Monitoring 2017/18

The Chief Finance Officer presented her report, which provided colleagues with the provisional outturn of spend against the approved Capital Programme as at 31 March 2018. The outturn is provisional and subject to the audit of the 2017/18 Annual Statement of Accounts.

It was noted that a rigorous review of schemes for carry forward to 2019/19 had been carried out.

49.8% of the 2017/18 Capital Programme had been spent. This was lower than expected, due largely to a delay in the Parkside programme.

An addition to the 2017/18 Capital Programme of £9k was proposed to cover the overspends on the Organised Support ICT Infrastructure for BCH and tuServe Biometrics schemes.

The Board noted a number of additions to the 2017/18 Capital programme which would be proposed to the Police & Crime Commissioner.

The Chief Finance Officer reported a large underspend on the collaborative IT budget, which must be spent in order to avoid a large number of carry forwards.

The Chief Constable thanked colleagues for their assistance in narrowing the budget gaps. Star Chambers will be held in June and November to discuss and analyse the budgets in more detail.

## **6. STRATEGIC PERFORMANCE**

### Performance Update

The Chief Constable passed on his thanks for the increase in detection rates over the past three months, and acknowledged the challenges faced by officers and staff as a result of the local policing review.

The Assistant Chief Constable provided a summary of performance, as detailed in his report, which reflected the updates provided to the last Outstanding Public Service meeting.

Recorded crime has continued on a downward trend, driven by reductions in a number of crime types. In particular, the number of dwelling burglaries recorded in April is the lowest offences in a single month since April 2010.

Processing times within the Digital Forensic Unit (DFU) have returned to an average of two weeks. Discussion is taking place with Bedfordshire in relation to the sharing of DFU resources at times of high demand and to ensure resilience within the teams.

Initial feedback in relation to the Local Policing Review is positive and optimistic, particularly with regard to local problem solving and offender management.

## **7. ORGANISATIONAL DEVELOPMENT**

### **7.1** CDD Update

At the last meeting the Head of CDD had an action to share the readiness review of external legitimacy with the PCC and provide the DCC with a summary. She reported that she would be taking the final report to the Organisational Improvement Group meeting on 11 June, following which it would be shared with the Chief Constable and DCC.

The Head of CDD provided colleagues with a summary of the key points of her update report.

A meeting is scheduled for 27 June, at which FEB members (and possibly a wider staff group) will be briefed on the staff survey results.

The final draft of the Force Management Statement has been completed and it is anticipated that the document will be submitted by the deadline negotiated with HMICFRS.

Final versions of department business plans are expected to be completed by mid-June.

## 7.2 Internal Non-Financial Audit Report

The Head of CDD referred colleagues to her report, which provided an overview of current and future internal non-financial audit activity and progress with actions.

There have been two new draft force audit reports issued during the last month:

- The Collaboration – Human Resources Recruitment & Succession Planning audit
- The Follow Up audit, which revisited actions from earlier audits of the ICT Strategy, the HR post-implementation assessment, CHIS and equality and diversity

A full review of all outstanding internal non-financial audit actions was completed by CDD in May. There are no outstanding high or low priority actions outside their due date but there are two medium priority actions outside their due date. These relate to the Seized Property and Controlled Drugs audit.

## 8. **ITEM FOR RESOLUTION**

### Force Management Statement

The Head of CDD referred colleagues to her paper, which introduced the final draft of the Force Management Statement (FMS), prior to its sign off by the Chief Constable and submission to HMICFRS.

The Chief Constable thanked the Head of CDD for her hard work in compiling such a good and succinct report.

The approach taken to production of the FMS has differed across forces. A single author approach has been taken in Cambridgeshire, with reference to a number of supporting documents listed in a bibliography.

The Board discussed a table which displayed the activity currently planned for 2018/19 to address the risks identified in the Strategic Demand Assessment. Members were asked to inform the Head of CDD of any issues or concerns within the next 24 hours.

FEB approved the final draft of the report. Members also endorsed the decision to set the demand risk tolerance at 13 (moderate) and the approach to managing functions facing a substantial or higher demand risk.

The draft FMS will be finalised during w/c 4 June and shared with the PCC for information. The final version will be signed off by the Chief Constable on 14 June for submission to HMICFRS on 15 June. The document will then be presented to the Finance Sub-Group on 15 June and the Business Co-ordination Board on 19 July.

*All*

**9. ITEM FOR INFORMATION**

Minutes of Estates Sub-Group Meeting

Members noted the minutes of the meeting held on 8 March 2018.

**10. ANY OTHER BUSINESS**

10.1 **Chairman's Items**

The Chief Constable informed colleagues of the timeline for the recruitment of his successor. The interviews will take place early July, with the Police & Crime Panel hearing following in mid-July.

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

There were no additional items.

**11. DATE OF NEXT MEETING**

The next meeting will take place on Monday 2 July at 11am.