



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 8 May 2018

AT: Conference Room 3, Force HQ

PRESENT: Alan Baldwin, Deputy Chief Constable (Chair)
Dan Vajzovic, Assistant Chief Constable
Nav Malik, Assistant Chief Constable (*for part of meeting*)
Niki Howard, Chief Finance Officer
Sarah Cooper, Head of Corporate Communications
Chris Mead, Head of Investigations
Liz Groom, Federation Chair
John Hutchinson, Southern Area Commander
Vicky Skeels, Local Policing Commander
Mat Newman, Director of Intelligence
Laura Hunt, Head of Partnerships and Operational Support
Hayley Watson, Business Partner, HR Employee Relations
Ian Middleton, Head of Authorities & Standards
Anita Fiddy, Head of What Works
Paul Hayward, Continuous Improvement Team (*for part of meeting*)

ACTION

1. APOLOGIES

Apologies were received from the Chief Constable, Head of CDD, Head of ICT, T/ACC JPS, Director of Estates, Unison and CC's Staff Officer.

2. MINUTES OF THE MEETING HELD ON 9 APRIL 2018

The minutes were approved.

3. MATTERS ARISING

FEB 9 April 2018, Item 8.2 – Data Protection Reform Project Update

See agenda item 4.

ACTION CLOSED

4. DATA PROTECTION REFORM PROJECT

ACC Malik provided an update on the General Data Protection Regulation (GDPR), which will be implemented on 25 May 2018.

No back record conversion will be undertaken for Athena, and he stressed the importance of ensuring all data that is input is of the highest quality.

He will ensure that all Superintendents and Heads of Departments, who are Information Asset Owners (IAO), receive details of the relevant training. However, the Constabulary will not have all its asset registers defined by 25 May.

The DCC assured colleagues that the Constabulary will ensure all Information Asset owners are provided with the information they need, and asked colleagues to let him know if they do not receive it.

5. HORIZON SCANNING

Paul Hayward provided a summary of the horizon scanning document, which he produces quarterly for the What Works Board.

The document contained details of current consultation processes, new/updated legislation, Inspections, recently published research, reviews & reports and current risks.

6. RISK AND BUSINESS CONTINUITY

The Board noted the Risks & Issues Executive Summary.

7. STANDING FINANCIAL REPORT

2018/19 Revenue Budget In-Year Pressures

The Chief Finance Officer referred colleagues to her paper which provided an update on budget pressures for 2018/19.

The budget envelope delegated to the Chief Constable is £132,322m, which was approved using £1,801m of reserves to balance the budget while the Local Policing Review delivers savings over the next two years.

The Police & Crime Commissioner has been clear that no further use of reserves for 2018/19 will be approved, and therefore any overspends will need to be offset by savings elsewhere.

The report contained details of additional funding that is required during the year and the Chief Finance Officer informed colleagues that Star Chambers had been arranged to explore what savings could be made to reduce the overspend.

The DCC thanked colleagues for their leadership on the budgets.

8. STRATEGIC PERFORMANCE

Performance Update

ACC Vajzovic referred colleagues to his report, which reflected the updates provided to the most recent Outstanding Public Service meeting on data to the end of March 2018.

He thanked colleagues for their efforts, which have resulted in some positive outcomes during February and March, including 600 arrests on Op Sherlock.

March saw the highest number of prosecution possible outcomes since April 2014, largely due to recent action around dwelling burglaries which resulted in the highest number of possible detections for this crime type to date.

Action has been taken to support the Digital Forensics Unit with a backlog of devices waiting to be examined for evidence. The waiting time has been reduced from approximately 20 weeks to 2 weeks.

The days of action that have taken place during the first part of the year have proved a success and will continue throughout the year.

A brief discussion took place on the possible creation of a repository for good news stories/reports. 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. These would be used for both internal and external messages.

*Head of
Corp Comms
& Head of
What Works*

9. ORGANISATIONAL DEVELOPMENT

9.1 CDD Update

The Board noted the CDD Update paper.

Sarah Chaloner has been appointed the new HMICFRS Force Liaison Officer for Cambridgeshire. She will also cover Hertfordshire.

A readiness review of external legitimacy has been completed, which includes hate crime, stop & search and wider issues of racial disparity. Once finalised, the report will be actioned through the Organisational Improvement Group. The DCC asked for this to be shared with the PCC and requested a summary of the report.

Head of CDD

The Performance Team are heavily involved in preparing management information services for Athena. The CDD update report contained an update on four critical components in the delivery of this.

It was noted that the Performance Team will cease to service ad hoc customer requests from 6 May, to enable them to fully focus on training and the rebuilding of high priority queries. This is likely to continue until September. In addition, the Home Office has been informed that the Constabulary will be unable to meet its full statutory reporting requirements post Athena go-live (for an as yet undetermined period) and the Information Commissioner has been informed that the force is likely to experience difficulties meeting FOI turnaround targets for requests relating to quantitative information.

A Business Planning session will take place on 18 May, during which the Force Management Statement (FMS) will be introduced to the senior leadership team and OPCC representatives. The draft FMS will then be finalised and presented at the June FEB meeting for final comments and accuracy checks before it is signed off.

A parallel consultation will be completed with the OPCC and the document will be presented to the Finance Sub-Group and Business Co-ordination Board for information.

A redacted version will be created for the website.

9.2 Internal Non-Financial Audit Report

The Board noted the report prepared by the Head of CDD, which provided an overview of current and future internal non-financial audit activity in force.

9.3 Organisational Governance

ACC Vajzovic introduced a discussion on the parameters of the Constabulary's governance process.

He suggested three areas should be tracked:

- Things we have said we will do
- Things we have been told to do
- Things we may want to consider doing

He proposed one full day meeting consisting of four parts (*each lasting 90 minutes*):

- Performance
- Thematic Examination
- Innovation/Inspections
- Policy & Risk.

FEB would receive an update paper from each element of the meeting.

Discussion ensued and Anita Fiddy raised concern in relation to how long term change and development business would be absorbed into this process.

Colleagues were asked to forward any comments to Anita Fiddy and Natalie Benton. Full proposals on this will be remitted to FEB in the summer.

10. ITEMS FOR RESOLUTION

10.1 Control Strategy Priorities

The Board endorsed a paper from D/Superintendent Mat Newman which proposed the priorities for the next six months, which were:-

- Dwelling Burglary
- Domestic Abuse

- Modern Slavery
- Child Abuse

10.2 Tenure for Cambridgeshire Surveillance Officers

The Director of Intelligence referred colleagues to a paper which recommended the implementation of a minimum tenure policy for Cambridgeshire surveillance officers.

Following a discussion it was agreed that an Equality Impact Assessment would be undertaken and a decision made at the ACC's SMT meeting.

10.3 tuServ Feature Mandating

The Director of Intelligence introduced his paper which proposed mandating the use of tuServ for recording PACE stop & search and pocket note book entries and ceasing the provision of pocket note books and Stop & Search pads.

Following a brief discussion this was agreed.

11. ITEM FOR INFORMATION

Financial Key Performance Indicators 2017/18

The Board noted a report from the Chief Finance Officer which provided an update on the Key Financial Performance Indicators (KPI) for the exchequer services function of the Finance Team for 2017/18.

As required under new legislation, an update will be provided to FEB twice a year.

12. ANY OTHER BUSINESS

12.1 **Chairman's Items**

The DCC reminded colleagues to encourage staff to complete part 2 of the staff survey as currently only 9% had done so. He also informed colleagues that vetting deadlines were being missed and asked that staff were reminded of the need to complete their vetting as soon as possible.

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

The Head of Corporate Communications reminded colleagues that their 2017/18 PDRs needed to be completed and closed.

13. DATE OF NEXT MEETING

The next meeting will take place on Monday 4 June 2018 at 11am.

All