



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 7 May 2019

AT: Conference Room 3, Force HQ

PRESENT: Nick Dean, Chief Constable (Chair)  
Dan Vajzovic, Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Chris Mead, D/Chief Superintendent Local Policing Command  
Martin Brunning, D/Chief Superintendent Local Policing Command  
Nikki Hall, Chief Constable's Staff Officer  
Jonathan Black, Head of ICT  
Jon Capes, Federation  
Oz Merrygold, Federation Secretary  
Rachael Luke, HR Business Partner  
Natalie Benton, Head of CDD  
Alison Thompson, Assistant Director of HR } *for part of the meeting*  
Amanda Rickwood, Head of L&D }

**APOLOGIES:** Deputy Chief Constable  
Unison  
Director of Estates  
Liz Groom, Federation Chair

### *ACTION*

#### **1. MINUTES OF THE MEETING HELD ON 1 APRIL 2019**

The minutes were agreed.

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

##### FEB 01/04/2019 – 'My Conversation'

Paula Kirkpatrick will ensure an accurate/ balanced record is kept of conversations.

##### FEB 01/04/2019 – Op Nadal

A paper was circulated which recommended that Op Nadal is decommissioned and its functions delivered through mainstream and routine force governance. This was agreed.

#### **3. PRESENTATION – PEQF**

The Assistant Director of HR and Head of Learning & Development delivered a presentation on PEQF.

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

The Chief Finance Officer referred colleagues to the summary of Critical, High and new risks and issues, which included updates since the Risk Review Board on 15 April 2019. She provided further updates on a number of key risks and issues.

Discussion took place on CDI compliance.

#### **5. END OF YEAR FINANCE UPDATE**

The Chief Finance Officer reported that the revenue budget had not changed significantly from the previous in-year reports and there was a small underspend at year end. Supplies and Services and PCSOs were also under budget at year end. Police Officer pay and BCH collaboration were overspent.

The budget was just over £500k underspent at year end, which will go back to reserves. All carry forwards were approved.

There was a small underspend on the capital budget at year end. All carry forwards were approved.

#### **6. STRATEGIC PERFORMANCE**

##### Performance Update

The Assistant Chief Constable referred colleagues to his latest performance report.

From 1 April there will be three parts to the performance report:-

- Performance over the last month
- A rolling quarterly review of four themes identified by the PCC – Victims, Offenders, Communities and Transformation (*this month's performance report contains a Victims update*)
- An auditable assessment of things that were done well

There has been a 7.2% year on year increase in police recorded crime in England and Wales for the 12 months ending December 2018. Cambridgeshire saw a 4% decrease in total recorded crime over that reporting period.

The number of Violence with Injury offences has increased in recent months. Focus is on early identification and prevention work.

Theft offences fell by 7.6% year on year, but the downward trend in the long term indicator is now reversed.

Serious Sexual Offences rose by 11.4%, with rape up almost 19% year on year. However, fewer offences have been reported in recent months.

A brief discussion took place on investigatory supervisory levels and crime recording.

It was noted that case file quality has improved for the fifth consecutive month. This has been achieved through additional training, feedback to officers, work within the AOJ, updated guidance and increased familiarity with Athena case management.

## **7. ORGANISATIONAL DEVELOPMENT**

### **7.1 CDD Update**

The Head of CDD informed colleagues that most of her department were involved in HMICFRS Inspection and FMS preparation.

The Continuous Improvement Team have finalised the review of the Rape Investigation Team and the Social Research Team have finalised their input to the Neighbourhood Policing work stream.

Planning for the next staff survey this Autumn is under way.

### **7.2 Internal Non-Financial Audit Report**

The Board noted the Internal Non-Financial Audit Report for May 2019.

A full review of all outstanding internal non-financial audit actions was completed by Corporate Development in April 2019. There are currently no outstanding high, medium or low priority actions outside their due date.

### **7.3 Corporate Communications Update**

The Head of Corporate Communications referred colleagues to her report, which provided an update on the delivery of the 2019-22 Corporate Communications and Force Engagement Strategies.

The Communications Strategy is owned by Corporate Communications, who have responsibility for its delivery. The Force Engagement Strategy is also owned by Corporate Communications but all staff across the organisation have some responsibility for its delivery.

Members noted the appendices to the report, which included a Visibility Communication Report and a 'Days of Action' calendar.

A quarterly review of the current position in relation to the Communications Strategy will be produced for FEB.

## **8. ITEMS FOR RESOLUTION**

### 8.1 Proposed Response to HMICFRS Stalking & Harassment Recommendations

The Board endorsed the proposed response to the recommendations made in the HMICFRS national report 'Stalking and Harassment – An Inspection of Sussex Police Commissioned by the PCC, and an Update on National Recommendations in HMICFRS' 2017 Report'.

Updates will be provided to FEB periodically.

### 8.2 Proposed Response to HMICFRS Fraud Recommendations

The Board also endorsed the proposed response to the recommendations made in the HMICFRS national thematic report 'Fraud: Time to Choose – An Inspection of the Police Response to Fraud.'

Updates will be provided to FEB periodically.

### 8.3 ANPR

The Board endorsed a paper to the Police & Crime Commissioner which sought approval and sign off for S50 street works licence applications for the installation and maintenance of ANPR cameras on Cambridgeshire's trunk roads and the strategic road network.

## 9. **ITEMS FOR INFORMATION**

### 9.1 Summary of Force Operations Board Policy Decisions

The Board noted a paper from the newly formed Force Operations Board (FOB) which provided an update on the policy decisions agreed at a meeting held on 23 April 2019.

The Assistant Chief Constable wished to place on record his thanks to Alice Thompson (CDD) for her outstanding work in providing support, governance and leadership for the Board.

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

Rachael Luke referred colleagues to the update paper on progress of the BCH ABLE ERP, and specifically the duties element (CARM) of the programme.

It remains likely that a fully integrated system will not be achievable.

The HR project is on track but Hertfordshire are facing some challenges with payroll. The duties system is currently being tested and as previously reported, additional resources may be required in RMU when the system is implemented.

Payroll and HR are due to go live in Bedfordshire next.

## 10. **PAPER FOR BCB**

## Force Management Statement

The Board noted a paper which would be presented to the Business Co-ordination Board which provided an update on the preparation of the Constabulary's Force Management Statement (FMS2).

### **11. ANY OTHER BUSINESS**

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

##### PDR Objectives

A discussion took place on objectives for staff within the new PDR system 'My Conversation'.

It was agreed that all staff should have one objective linked to the Neighbourhood Policing Strategy and another which relates to departmental objectives. The remainder should be individual CPD objectives.

#### **11.2 Items Notified at the Start of the Meeting**

There were no additional items.

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

The next meeting will take place at 0900 on Monday 10 June in Conference Room 2.