



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Monday 4 February 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
Oz Merrygold, Federation Secretary & Treasurer
Sharon Carman, Unison Chair
Martin Brunning, D/Chief Superintendent Local Policing Command
Nikki Hall, Chief Constable's Staff Officer
Laura Kosciwicz, Head of Public Protection
Mike Hills, Head of Corporate Development
Jonathan Black, Head of ICT
Elaine Fox, Principal Financial Accountant

APOLOGIES: Director of Estates
Deputy Chief Constable
HR Business Partner
Federation Chair

ACTION

1. MINUTES OF THE MEETING HELD ON 3 DECEMBER 2018

The minutes were agreed.

2. MATTERS ARISING

2.1 Agenda Item 9.1 FEB 03/12/19 – St Neots Police Station

The position is being clarified in order to ensure the right message is relayed to staff. ACTION CLOSED

2.2 The Chief Constable provided colleagues with a number of updates:-

- The new local policing structure, as outlined at the last meeting, was implemented on 7 January.
- The Police & Crime Panel have approved a £24 increase in the precept and the budget envelope is now set.

- Work has been commissioned in relation to two areas of business which directly relate to the PEEL Inspection – Investigation Supervision and Neighbourhood Policing.
- It is hoped that the option agreement for the new Southern Police Station will be signed this week.
- The decision has been made not to move into the Fire Station at Wisbech but to refurbish Wisbech Police Station.
- The new Strategic Priorities and Mission, Vision and Values had recently been updated and reflected a new strategic direction. A Comms article will be published on Nimbus.

3. RISK AND BUSINESS CONTINUITY

The Chief Finance Officer ran through the summary of critical, high and new risks and issues, as discussed at the last Risk Review Board meeting.

4. FINANCIAL REPORTS

4.1 Revenue Monitoring Report

The Chief Finance Officer referred colleagues to her Revenue Budget Monitoring Report for the financial year 2018/19.

The budget at the end of December was underspent by £68k or 0.1% of net revenue.

4.2 Capital Monitoring Report

Elaine Fox (Principal Financial Accountant) presented the Capital Programme Monitoring Report for the nine months ending 31 December 2018.

Capital resources received to date include grants from Central Government (£380k), a contribution from Peterborough City Council towards an expansion of Thorpe Wood Police Station (£415k) and capital receipts totalling £2,380k for the sale of Werrington and Bridge Street properties. Colleagues were also informed that land at Bretton had been sold for £850k.

There were a number of matters to note:

- i. The BCH ERP project shows an overspend of £461k, which is Cambridgeshire's 31.35% share of the full costs. The complete forecast has increased to include an extra £300k of capital costs (split across the three forces). An additional £95k is also forecast for 2019/20.
- ii. The full year forecast for the Athena project is £311k against a carry forward unapplied grant of £155k, due to additional project costs.

- iii. Following an HMIC/P inspection an addition of £28k is proposed to fund an exercise yard at Thorpe Wood Custody.
- iv. An addition to the Systems Infrastructure project of £34k is proposed to cover Cambridgeshire's share of the provision of ICT Storage and Administration Advanced Management Training across BCH. This will be funded by a matching reduction in the ICT Consolidated Workstreams allocation.
- v. An addition to the Capital Programme of £6k is proposed to cover road permits from the local council to allow completion of the strategic road installations.

FEB noted the report and approved the proposed additions to the Capital Programme (iii, iv and v above).

4.3 Medium Term Financial Plan

The Chief Finance Officer presented her paper, which updated FEB on the budget envelope for 2019/20.

The MTFP was approved by the Police and Crime Panel on 30 January 2019. The budget envelope delegated to the Chief Constable was £143.2m, approved using £1.75m of reserves to balance the budget.

The PCC has been clear that no further use of reserves will be approved for 2019/20 for general service pressures, therefore any overspend on projects will need to be offset by savings elsewhere. National pressures, e.g. forensics and PEQF, will be subject to discussions between the Constabulary and OPCC.

A brief discussion on the benefits realisation of collaboration took place and the paper was noted.

5. **STRATEGIC PERFORMANCE**

Performance Update

D/Chief Supt Mead provided a brief summary of the key points of the latest performance report.

The latest data for the 12 months ending September 2018 reported a 7% year on year increase in recorded crime in England and Wales. Cambridgeshire saw a 0.3% increase over the same reporting period.

The downward trend in the long term indicator for recorded crime has continued, with Cambridgeshire reporting declining crime levels across both the North and South Areas.

Crimefile and NSPIS will be turned off at the end of March 2019, when any live investigations will be migrated across to Athena.

A review of 72 hours of domestic abuse incidents was carried out last month. The findings will be discussed the next DA Delivery Group and decisions reported to FEB after the March Performance Meeting.

6. ORGANISATIONAL DEVELOPMENT

6.1 CDD Update

The Head of CDD provided a summary of the key points of his paper.

On 6 February HMICFRS will be undertaking their risk based meeting which will determine which PEEL questions should be considered in detail when they inspect Cambridgeshire.

Feedback from the Force Liaison Officer indicates that of ten core questions Cambridgeshire is likely to receive seven. Once they are confirmed, the Constabulary can prepare for the areas to be inspected in more detail.

The Continuous Improvement Team have been finalising their review of Legal Services and completed a review of the Action Fraud arrangements. Work has commenced on an urgent review of the Rape Investigation Team.

Governance Update

The Head of CDD referred colleagues to his paper which provided details of proposed changes to the force governance structure.

Five new boards will be introduced:

- Business Planning Board
- Organisational Change Board
- Organisational Improvement Board
- Cambridgeshire People Board
- Force Operations Board

It was proposed that the new structure would be implemented from April 2019. Further work to develop the tactical meetings that report into the new strategic boards is ongoing.

The paper was noted.

6.2 Internal Non-Financial Audit Report

The Head of CDD referred colleagues to his latest Internal Non-Financial Audit Report and attached overview of all the audit findings.

There are currently 87 actions of which 61 have been completed, leaving 26 outstanding that are being progressed.

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

The report was noted.

7. ITEMS FOR RESOLUTION

7.1 Pocket Notebooks

The Chief Constable informed colleagues that he had reintroduced the use of pocket notebooks for those officers who wish to use them. A comms message will be published in due course.

7.2 Vulnerability Referral Mechanism

The Head of PPD referred to her report which proposed a change to vulnerability referrals, moving from Athena to an email based system.

The paper was approved.

7.3 Multi-Agency Safeguarding Arrangements

D/C/Supt Brunning referred colleagues to a report setting out the formal safeguarding governance arrangements across Cambridgeshire and Peterborough.

The decision was made to confirm the arrangements that the safeguarding partnership has been working to for the last year, which fulfil the Constabulary's obligations under Working Together to Safeguard Children 2018 and the Care Act 2014.

The report was noted.

7.4 Continuous Professional Development

The Assistant Chief Constable referred to a paper from the HR Business Partner which recommended a five year plan to promote a culture of continuous professional development within the Constabulary.

The paper made three recommendations:

1. That the BCH CPD 5 year plan is adopted by Cambridgeshire Constabulary.
2. That a CPD Working Group is established.
3. That FEB sign off the CPD Communications Plan.

Following discussion the recommendations were approved. The programme would be promoted at the forthcoming Chief Constable's seminars and it was acknowledged that there must be appropriate infrastructure to support this and ensure the completion of PDRs.

The ACC would raise this at a BCH DCC's meeting to ensure a consistent message is given across the three forces.

8. ITEMS FOR INFORMATION

8.1 Estates Sub-Group Minutes

The Board noted the minutes of the Estates Sub-Group meeting held on 6 November 2018.

8.2 SCG and TCG Preparedness

The Assistant Chief Constable referred colleagues to his paper which raised awareness of current work aimed at increasing the Constabulary's preparedness to establish a Strategic Co-ordination Group (SCG), which is particularly important in view of Brexit.

The Federation Secretary reminded colleagues that if the Constabulary was required to deploy PSUs it could impact on the number of emergency response drivers remaining in force.

9. PAPERS FOR BCB

No BCB papers were submitted.

10. ANY OTHER BUSINESS

10.1 Chairman's Items

The Chairman had no items to raise.

10.2 Items Notified at the Start of the Meeting

BCH ABLE ERP and the ABLE Duties Business Readiness Group

This paper will be discussed at the next meeting.

11. DATE OF NEXT MEETING

The next meeting will take place on Monday 4 March at 11am in Conference Room 3.