



## MINUTES OF MEETING

**SUBJECT:** Force Executive Board (FEB)

**HELD ON:** Tuesday 3 February 2015

**AT:** Conference Room 3, Force HQ

**PRESENT:** Simon Parr, Chief Constable (Chair)  
Alec Wood, Deputy Chief Constable  
Mark Hopkins, Assistant Chief Constable  
Niki Howard, Chief Finance Officer  
Sarah Cooper, Head of Corporate Communications  
Linda McHale, Head of Human Resources  
Colin Luscombe, Director of Estates  
Shaun Ryan, Police Federation  
Sharon Carman, Unison  
Dan Vajzovic, Local Policing Commander  
Ian Bell, Head of ICT  
Mel Dales, Head of Corporate Development  
Simon Megicks, Change Portfolio  
Helen Carter, HMP Chelmsford (observer)

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Head of Investigations.

The Board welcomed Helen Carter, Governor of HMP Chelmsford, who attended the meeting as an observer.

#### **2. MINUTES OF MEETING HELD ON 6 JANUARY 2015**

The minutes were approved.

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

##### **3.1 Custody (agenda item 5.2)**

The Assistant Chief Constable will provide FEB with quarterly updates on custody from April 2015. The Agenda Plan has been updated accordingly.

##### **3.2 Inspector Promotion Boards**

The Head of HR has discussed this with the Deputy Chief Constable and the relevant officers have been informed.

##### **3.3 Fleet Management IT System**

The Head of ICT has completed his enquiries and the procurement of Tranman is progressing.

#### **4. ORGANISATIONAL CHANGE**

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*The FEB will support and maintain the vision, values and strategic intent of the Constabulary. Its purpose is to advise the Chief Constable on strategic direction for the Constabulary and ensure Corporate Governance.*

#### 4.1 Collaboration Update

The Chief Constable provided a brief update on collaboration.

The Contact Management Business Case is now progressing to a Full Business Case. Project Outline Documents for Criminal Justice and Custody are almost complete and the Outline Business Case for HR will be published next week.

It was agreed at the Joint Chief Officer Board meeting this morning that as lead force for Organisational Support, Cambridgeshire will now approve all three force HR policies.

#### 4.2 Programme Metis Update

The Head of ICT provided a brief update on the Metis programme.

The rollout of mobile devices is progressing well. The next phase will be planning for rollout of the Windows phones.

Feedback about tuServ has been positive.

Discussion took place about increasing issues within the collaboration programme caused by different cultural issues in the three forces. The Chief Constable asked colleagues to forward specific examples that he could discuss with his counterparts in Beds and Herts.

*All*

### 5. **CORPORATE RESOURCES**

#### 5.1 Financial Review

The Chief Finance Officer gave a brief summary of this month's Revenue Budget Monitoring Report.

The budget at the end of December was underspent by £2,204k or 2.4% of net revenue budget, having taken savings of £1.5m across to the capital reserve of off-set future capital requirements. Almost all areas in the budget are underspent.

This has enabled the Chief Finance Officer to deliver almost £5.1m savings for next year. The final grant figures are awaited this week.

The savings made in Supplies and Services was noted and the Chief Constable thanked members for their efforts on this.

#### 5.2 Capital Monitoring

The Chief Finance Officer referred members to this month's Capital Programme Monitoring Report.

As the end of December 2014, 69.3% of the 2014/15 Capital Programme had been spent and committed. It is expected that outturn will reach 86.8%. Principal spends in the year to date have been the Vehicle Replacement Scheme (£1,398k),

Programme Metis (£998k), Major Planned Repairs (£649k) and Athena (£448k). Capital resources received to date include grants from Central Government (£904k), receipts from the sale of vehicles (£157k) and a capital receipt of £156k in relation to the previous transfer of the helicopter.

There were a number of matters to note:-

- The release of £16k for Programme Metis through Revenue Contribution to Capital Outlay (RCCO) for further mobile devices.
- Following an inspection by HMIC urgent upgrades to Parkside Custody are required. Work is also needed at Huntingdon and Thorpe Wood Custody to provide additional custody capacity.
- The 2014/15 Capital Programme includes £55k for Switchboard Resilience, the work for which has been on hold awaiting decisions on the Tri-Force Public Contact work. Until a tri-force solution has been agreed this scheme remains on hold and a request to carry forward to 2015/16 is now likely.

It was noted that plans for the Dangerous Dogs Facility will no longer be progressed.

Members noted the report and approved the release of £16k for Programme Metis and the deletion of £11k from the 2014/15 Capital Programme for Collaboration for a CT&DE System Upgrade, which has been fully recharged to Bedfordshire.

The Police & Crime Commissioner's approval is required for the addition of £180k to the 2014/15 Capital Programme for the urgent upgrades to Parkside Custody.

## **6. CORPORATE PERFORMANCE**

### Corporate Development Department (CDD) Update

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

Recommendations from all HMIC inspections have been consolidated into a single tracking document which will be monitored and progressed through a new Operational Review Panel which will report to the Operational Performance Board. A quarterly update will be provided for FEB.

Members were referred to the Performance Update within the report and it was noted that victim satisfaction had dropped. The Chief Constable requested further information from the Head of Corporate Communications.

## **7. CORPORATE GOVERNANCE**

### Principal Risks Register

This item is closed due to operational sensitivity.

## **8. ITEM FOR RESOLUTION**

There were no items for resolution.

## **9. ITEMS FOR INFORMATION ONLY**

### 9.1 Agenda Plan

The Board noted the current FEB Agenda Plan.

### 9.2 Corporate Communications Update – Get Closer

Members noted the February update.

Nimbus has been launched and the first Instagram video went live this week. The Chief Constable commented on the good variety of material published in the lead-up to Christmas.

### 9.3 Estates Sub-Group Minutes

This item is closed due to operational sensitivity

### 9.4 Athena Update

Members noted the Athena Headline Report.

The Essex go-live date has moved back from 6 February to 31 March 2015 due to a number of technical issues. The delay is not expected to impact on BCH implementation timescales.

### 9.5 People Board Minutes

Members noted the minutes of the December People Board meeting.

A brief discussion took place on the Warner Interview process and current difficulty in finding trained officers to support HR.

The current programme of promotion boards is progressing and members noted the update contained within the minutes.

## **10. ANY OTHER BUSINESS**

### 10.1 Chairman's Items

There were no items from the Chairman.

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

There were no additional items.

## **11. DATE OF NEXT MEETING**

