



Creating a safer  
**Cambridgeshire**

## MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Wednesday 17 June 2015

AT: Conference Room 4, 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  
Colin Luscombe, Director of Estates  
Shaun Ryan, Police Federation  
Dan Vajzovic, Local Policing Commander  
Ian Bell, Head of ICT  
Andy Hebb, Head of Investigations  
David Craig, Unison  
Simon Megicks, Change Lead

Karl Secker (Observer)

Kevin Vanterpool, Investigations  
Paula Kirkpatrick, Head of Recruitment  
Kam Bria, College of Policing

} Present for item agenda item 2 only

### ***ACTION***

#### **1. APOLOGIES**

Apologies were received from the Head of HR, Head of Corporate Development and Sharon Carman, Unison.

#### **2. Presentation on Positive Action & BME 2018 Programme**

The Chief Constable welcomed Inspector Kam Bria, College of Policing, to the meeting.

Inspector Bria gave a presentation on the BME Progression 2018 Programme.

The presentation

- Highlighted the fundamental principles and legal obligations on forces to promote equality and diversity;
- Highlighted current levels of representation of BME officers and staff within the Service and within Cambridgeshire;
- Summarised some of the impacts of the Service not being reflective and representative, and

- Outlined the reason the BME Progression 2018 Programme was set up and what it is looking to achieve with forces.

### **3. MINUTES OF MEETING HELD ON 5 MAY 2015**

The minutes were agreed.

### **4. MATTERS ARISING**

#### **4.1 Programme Metis Update**

*(Agenda item 4.2 - To decide whether or not to bring forward the implementation of a number of smaller projects discussed at Metis Workshops, e.g. on-line system for pool car bookings.)*

The Chief Constable confirmed that these smaller projects will be considered along with others as part of a regular review of the prioritisation of projects.

### **5. ORGANISATIONAL CHANGE**

#### **5.1 Collaboration Update**

The Chief Constable gave a brief update on collaboration.

The consultation period for the Human Resources Business Case finishes today and it is hoped the Contact Management Business Case will be ready by 9 July. The Firearms Licensing and Custody & Criminal Justice Business Cases are progressing.

#### **5.2 Programme Metis Update**

The Chief Constable gave a short update on Programme Metis.

Final tests are being carried out on the second phase of tuServe before rollout is commenced. A programme to start building case files within tuServe will then begin.

### **6. CORPORATE RESOURCES**

#### **6.1 Revenue Monitoring**

The Board noted the Chief Finance Officer's report, which provided an update on the budget position for the financial year 2014/15. Members were asked to note the 'Carry Forwards' detailed in the report.

The budget at the end of March was underspent by £4,025k (3.20%). This is mainly due to police staffing and PCSO underspends, training and fuel underspends, the delay with Athena and the impact of the funding from the Innovation Grant.

The Chief Constable thanks colleagues for all their efforts in achieving these savings, which he acknowledged would not have been an easy task.

The decision to transfer the underspend to the capital reserve has been reversed in light of the possible need to utilise all usable resources for a future savings plan.

## 6.2 Workforce Issues

The Deputy Chief Constable referred member to the update report by the Head of HR.

He acknowledged the issues the Constabulary faced in relation to BME progression, but feedback indicates that candidates generally feel our promotion process is fair and open.

As at 31 May workforce numbers (FTE) were as follows:-

Police Officers	1340.4
Police Constables	1008.8
PCSOs	143.8
Police Staff	771.2
Specials	275

Discussion took place on workforce numbers. It was agreed that in future the Police Officer figure will be broken down into two groups – collaboration and Cambridgeshire.

The Local Policing Commander informed colleagues that following a reorganisation of posts within Local Policing, the Head of the Special Constabulary was now employed full-time. This was a temporary increase in hours for one year, subject to review. One of his objectives was to increase the number of successful candidates within the recruitment process and look at BME recruitment.

Work has been commissioned on police officer sickness, which had increased from an average of 5.8 days in April 2014 to 6.5 days in April 2015, however it was acknowledged that the average remained comparatively low. The Chief Constable was interested to know whether these figures were due to a small number of officers who were currently off sick long term, or if this was a general trend. He requested a breakdown of the figures for People Board.

*Head of HR*

It was noted that there is a 10% disparity between the fitness test pass rates for male and female officers (male 98%, female 88%).

The Board noted the report.

## 7. **CORPORATE PERFORMANCE**

### Corporate Development Department (CDD) Update

The Board was referred to the Head of CDD's report.

The main part of the HMIC PEEL inspection took place between 1 and 4 June. The Deputy Chief Constable reported that initial feedback at the hot debrief on 4 June was positive.

Discussion took place on the performance update, and in particular victim satisfaction and public confidence.

## **8. CORPORATE GOVERNANCE**

### Principal Risks Register

Members noted the Principal Risks Register.

## **9. ITEM FOR RESOLUTION**

### St Neots Mast – Proposed Variation & Assignment of Lease

The Board noted a report from the Director of Estates seeking approval of a Deed of Variation and Deed of Assignment in relation to the lease which permits Telefonica UK Ltd to site equipment on the mast at St Neots.

Formal approval would be sought from the Police and Crime Commissioner in relation to this proposal.

## **10. ITEMS FOR INFORMATION ONLY**

### 10.1 FEB Agenda Plan

The board noted the FEB Agenda Plan. It was agreed that the Cyber Crime Update scheduled for FEB in August would be moved to September. The Chief Constable requested that guidance in relation to computer enabled crime is produced for officers on the street.

*Head of  
Investigations*

### 10.2 Corporate Communications Update – Get Closer

The board noted the Corporate Communications update.

### 10.3 Estates Sub-Group Minutes

The minutes of the meeting held on 19 March were noted.

### 10.4 IMSG Actions

The actions from the IMSG meeting held on 16 April were noted.

## **11. ANY OTHER BUSINESS**

### 11.1 Chairman's Items

The Chief Constable reminded colleagues of a recent request for nominations for the 2016 Queen's Birthday Honours List. Managers are encouraged to consider nominating staff who consistently deliver exceptional work.

## 11.2 Items Notified at the Start of the Meeting

- 11.2.1 The Local Policing Commander informed colleagues of the new Change Co-ordination Meeting which had been formed following the closure of the Change Management Board.

The group will meet fortnightly and its remit is to co-ordinate some of the longer term change that will take place within the organisation. The first meeting was held this week.

- 11.2.2 David Craig referred to a recent job vacancy which was advertised as a one year fixed term contract. In view of the current austerity measures he asked whether this type of vacancy could be advertised as a secondment instead.

The Chief Finance Officer confirmed that this could be considered on a case by case basis.

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

10am, Tuesday 14 July 2015