



Creating a safer
Cambridgeshire

MINUTES OF MEETING

SUBJECT: Force Executive Board (FEB)

HELD ON: Tuesday 1 December 2015

AT: Conference Room 1, Force HQ

PRESENT: Alec Wood, Chief Constable (Chair)
Andy Hebb, T/Assistant Chief Constable
Niki Howard, Chief Finance Officer
Mark Hopkins, T/Deputy Chief Constable
Laura Kosciwicz, Staff Officer to Chief Constable
Shelley Spratt, Deputy Head of Corporate Communications
Colin Luscombe, Director of Estates
Tony Ixer, Head of Investigations
Shaun Ryan, Police Federation
Ian Bell, Head of ICT
Vicky Skeels, Cambridge City Area Commander
Sue Ratcliffe, Head of Performance
Nick Knight, Director of Intelligence
Chris Mead, Head of Public Protection
Linda McHale, Head of HR
Dan Vajzovic, Local Policing Commander
Sharon Carman, Unison
Chris Savage, Crime & Ops Support
Paul Hayward, Quality Assurance Reviewer
Hilary Holmes, Continuous Improvement Officer

} *for part of meeting*

ACTION

1. APOLOGIES

Apologies were received from the Supt - Contact Management, Head of CDD, Peterborough Area Commander and Supt - Crime & Ops support.

2. OPERATIONAL COMPETENCE SCHEME

A presentation on development of the Operational Competence Scheme was given by Chris Savage, Paul Hayward and Hilary Holmes.

The first phase had focused on CJU casefiles and NFA decisions in Cambridge City and Peterborough. Findings to date included staff feeling empowered and trusted, and it was reported that officers saved an average of 15 minutes on casefiles, 30-60 minutes on NFA decisions (Custody) and 15 minutes on NFA

decisions (CrimeFile). Supervisors could save an hour by not going through a casefile.

Discussion took place, following which it was agreed that the scheme would be progressed as long as members remained confident they could identify any risks as the scheme developed.

The presenters were thanked for their work on the scheme to date and asked to provide a further update to the Chief Constable's Management Team and FEB in due course.

3. MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2015

The minutes of the meeting held on 3 November 2015 were approved.

4. MATTERS ARISING

Item 10 – Information for Potential PCC Candidates

Discussion is ongoing in relation to this matter.

Item 11 - Apprenticeships

The Chief Constable will be meeting with Unison and the Head of ICT in January to discuss this matter.

5. ORGANISATIONAL CHANGE

Collaboration Update

The T/Deputy Chief Constable provided a brief update on collaboration.

A Beds/Cambs/Herts Strategic Alliance meeting took place on 27 November, at which Section 22 Agreements for Human Resources, Contact Management and Firearms Licensing were signed off. Other business plans are progressing well.

The new three force HR structure went live today.

6. CORPORATE RESOURCES

6.1 Revenue Monitoring Report

The Chief Finance Officer referred colleagues to her Revenue Budget Monitoring Report.

The budget at the end of October was underspent by £1,322k (1.8%) of net revenue. It was noted that the Change Team forecast is currently predicted at £382k overspent at year end. This is primarily due to consultancy costs in relation to the collaboration of public contact.

6.2 Capital Monitoring Report

The Board noted the Chief Finance Officer's Capital Programme Monitoring report.

60.8% of the 2015/16 Capital Programme had been spent and committed at the end of October 2015. Principal spends to date have been the Vehicle Replacement Scheme (£844k), Major Planned Repairs (£760k), Mobilisation (£435k, which includes Herts and Beds share prior to recharging) and the New Vehicle Equipment Scheme (£175k).

Capital resources received to date include grants from Central Government (£494k), receipts from the sale of vehicles (£63k) and capital receipts of £172k from the 2015/16 NPAS credit following transfer of the helicopter.

The Board noted the report and approved the addition of £21k for the purchase of a new firewall ahead of the mandated national migration from the Police National Network (PNN) to the Police Secure Network (PSN). This would be funded by a matching RCCO within the Chief Constable's delegation.

6.3 Workforce Update

6.3.1 HEALTH & SAFETY UPDATE

The Head of HR referred members to her Health & Safety Update report, which outlined matters discussed and decisions made at the last H&S Improvement Group.

Discussion took place on the fire hazard created by the storage of fully charged Airwave batteries in lockers. It was agreed that a Nimbus article would be produced by Corporate Communications in conjunction with ICT.

*D/Head of
Corp Comms/
Head of ICT*

Superintendent Skeels is the interim Chair of the Health & Safety Group, pending the formation of a new tri-force group, and will progress a communications plan with Corporate Communications.

The Board was asked to consider engaging the services of external consultants to assist with the backlog of PAT testing. Following discussion it was agreed that this was not necessary as progress was being made.

It was agreed that a Health & Safety SPOC would be identified in each force building to ensure that routine requirements are met.

The Board signed off a Service Level Agreement that had been proposed by the OPCC in relation to force buildings.

Shaun Ryan referred colleagues to item 5 (APU Shift Pattern). He clarified that the issue was not simply about long shifts but long shifts at night. It was agreed that this matter was a tri-force issue and would be progressed outside of this meeting.

6.3.2 INJURY AWARD REVIEWS

The Head of HR referred colleagues to her report which proposed a change to the policy regarding injury award reviews, specifically the timing of decisions, responsibility for them and the implementation timescales.

The Board agreed the change to policy.

7. CORPORATE PERFORMANCE

7.1 Corporate Development Directorate (CDD) Update

The Head of Performance referred colleagues to the CDD Update.

The Board noted the paper and approved the Constabulary's Crime Prevention Strategy.

7.2 Performance Summary

The Head of Performance referred members to her report which provided a summary of key performance concerns discussed at a recent Performance Board.

Following discussion about operation professionalism, an action had been remitted to CCMT to fully explore organisational expectations and how that translates through organisation dialogue. In addition, a review of the framework for performance discussions at the Local Policing Priority Review Meeting has been requested in order to improve the link between that meeting and the Force Performance Board.

The Board noted the paper.

8. CORPORATE GOVERNANCE

Principal Risks Register

The T/Deputy Chief Constable provided a brief summary of the risks contained within the Register.

9. ITEMS FOR RESOLUTION

9.1 Body Worn Video

Discussion took place on a paper which outlined a number of options regarding the purchase of body worn video.

Members were receptive to the option of purchasing cameras for personal issue, however a more detailed paper was requested, which would be presented to the PCC as part of the Capital Programme.

9.2 Orton Police Station

The Board approved a paper from the Director of Estates which recommended the lease of Orton Police Station to Crime Reduction Initiatives.

10. ITEMS FOR INFORMATION ONLY

10.1 FEB Agenda Plan

Members noted the FEB agenda plan. It was agreed that the budget and IT Strategy would be discussed at the February meeting.

10.2 Corporate Communications Update – Get Closer

The Corporate Communications update was noted. The focus for December is Burglary and the drink/drive campaign.

10.3 Estates Sub-Group Minutes

The Board noted the minutes of the Estates Sub-Group meeting held on 27 October 2015.

10.4 Cyber Crime Capability Update

Members noted the update paper on development of the Constabulary's cyber crime capability.

The Fraud and Cyber Crime Investigation Unit (FCIU) went live on 28 November 2015 and forms part of the Central Intelligence Bureau.

10.5 Goddard Inquiry

The Head of PPD presented his paper, which provided a broad outline of the structure of the Goddard Inquiry into Child Sexual Abuse and the proposed force response.

It is estimated that the inquiry will run beyond five years. It will attract a significant amount of media and demand a high level of resources from the Public Protection Department.

The Board noted the report. The Director of Intelligence was asked to request a similar report in relation to the Undercover Policing Inquiry as both are included within the Risk Register.

*Director of
Intelligence*

11. ANY OTHER BUSINESS

11.1 Chairman's Items

The Chairman reminded colleagues of the Head of HR's impending retirement and on behalf of past and present FEB members passed on his thanks for all her hard work on behalf of the Constabulary, particularly through some difficult times, and wished her well for the future.

11.2 Items Notified at the Start of the Meeting

There were no additional items for discussion.

12. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 12 January 2016.

(Post meeting note – January meeting cancelled. Next meeting 2 February 2016)