



Cambridgeshire
Police & Crime
Commissioner

BUSINESS COORDINATION BOARD

APPROVED MINUTES

Date: 22nd January 2016

Time: 10:00

Location: Conference Room 3, Police Headquarters, Hinchingsbrooke

Members:	Sir Graham Bright	Cambridgeshire Police and Crime Commissioner
	Brian Ashton	Deputy Police and Crime Commissioner
	Josie Gowler	Director of Finance, Office of the Police and Crime Commissioner
	Alec Wood	Chief Constable, Cambridgeshire Constabulary
In Attendance:	Aly Flowers	Senior Policy and Performance, Office of Police and Crime Commissioner
	Catherine Kimberley	Communications Officer, Office of Police and Crime Commissioner
	Charles Kitchin	Director of Public Engagement and Communication, Office of Police and Crime Commissioner
	Colin Luscombe	Director of Estates, Office of Police and Crime Commissioner
	Mat Newman	Head of Corporate Development, Cambridgeshire Constabulary
	Howard Thackray	Business Manager, Office of Police and Crime Commissioner
	Hannah Watson	ICV Coordinator, Office of Police and Crime Commissioner

1. Welcome and Apologies

- 1.1 Apologies were received from Alan Baldwin, Dorothy Gregson, Alan Mark Hopkins, Niki Howard, Nicky Phillipson, and Cristina Strood.

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Approval of the minutes from the last meeting held on the 6th January 2016

- 3.1 There were no outstanding actions from the last meeting of the 6th January 2016.

3.2 Resolved:

- (i) *The minutes of the meeting held on the 6th January 2016 were agreed and signed.*

4. Precept Report 2016/17

- 4.1 The Police and Crime Commissioner's ("the Commissioner") Director of Finance presented the Commissioner's draft Precept Report proposal for 2016/17 to the Business Coordination Board ("the Board"). The report sets out the considerations taken when recommending the precept and the assumptions underpinning the draft budget and Medium Term Financial Plan ("MTFP"). The precept for 2016/17 will be reviewed by the Police and Crime Panel ("the Panel") at their meeting on the 3rd February 2016.
- 4.2 The Board noted the consultation that had taken place since the precept was put in the public domain following the Board meeting on the 6th January 2016.
- 4.3 The Board were informed that the long-term aim of maintaining police capacity without increasing the burden on the taxpayer, with a proposed precept increase of 0.99% (which equates to 3.5p per week for a Band D property) had been achieved. In addition savings of £16.1m in the period from 2013/14 to 2016/17 have been realised and there are clear plans in hand to deliver the £6.7m of savings required between 2017/18 and 2019/20. The Board agreed that this prudent MTFP was key to keeping people safe, maintaining both police resources and people's confidence in the Constabulary, whilst at the same time securing concrete economic foundations for the Constabulary.
- 4.4 It was noted that the Commissioner's office, the Office of the Police and Crime Commissioner's (OPCC), budget has increased by £6k to £1,249k due to transfer of bank charges from Cambridgeshire Constabulary ("the Constabulary"). However savings in premises costs, supplies and services to offset projected increases in National Insurance and pensions had been achieved.
- 4.5 The Deputy Police and Crime Commissioner commented that he was confident the proposed budget was sensible, prudent and sustainable for the next three years and savings are estimated to exceed expectations.

4.6 The Commissioner commented that he had set a hard task for the Finance Officers and Deputy Commissioner and thanked them all for their work in achieving a balanced budget.

4.7 The Board approved the 2016/17 precept and recommended that this should be submitted to the Panel for review at their February meeting.

5. Estates Strategy for Front Line Policing

5.1 The Commissioner's Director of Estates presented the paper to the Board, the purpose being to report on the work being undertaken to ensure that the Constabulary's estate is managed and developed in such a way as to support the changing requirements of frontline policing and the wider organisational objectives of the Constabulary.

5.2 The Board were informed how agile working is having an impact on the estate and that the estate needs to follow the needs and requirements of the Constabulary and partners. Public accessibility and the use of contact points continues to be a priority for the Commissioner.

5.3 The Board approved the structure and direction of the programme and agreed that detailed papers will be prepared as individual estate assets require a formal Decision Notice.

6. Variation to the Police and Crime Plan

6.1 The Commissioner's Director of Public Engagement and Communication presented the report to the Board, the purpose being to share a draft variation of the Commissioner's Police and Crime Plan ("the Plan"). The variation included an updated Foreword, Executive Summary and a section called 'What influenced the Police and Crime Plan'.

6.2 The variation to the Chief Constable's Foreword has allowed the Chief Constable to respond and set out his vision of how he will continue to deliver the Police and Crime Objectives which are set within the Plan.

6.3 The second element of the variation is a consolidation of recent variations into the Executive Summary which gives an overarching precis of the Plan. A simplified section called 'How we developed the plan' acknowledges the range of factors which influence the Plan and its delivery remain the same but simplifies and refreshes the detail.

6.4 The Board approved the variation to the Plan and recommended this be submitted to the Panel for their consideration.

7. Operational Update

7.1 The Chief Constable presented the report to the Board, the purpose of which was to provide an operational update on any exceptional issues relating to the Constabulary's performance, significant operations and effective and efficient policing.

7.2 The Chief Constable recognised that performance in some key areas of business could be further improved especially in respect of enhancing its standard of service to victims through the investigation process. Work is being prioritised on achieving the

best and most appropriate outcomes for victims. The Chief Constable informed the Board that he had briefed the Commissioner on these performance areas and reassured the Commissioner that there still remains a high rate of compliance with the National Crime Recording Standards. The Board noted that the Commissioner's Performance Working Group would continue to monitor these key areas of the business and hold the Chief Constable to account.

- 7.3 101 secondary call handling had seen a month on month improvement on secondary pickup over recent months with 93% of calls answered within 30 seconds. The Board were reassured that the appointment of new call handling staff and the QueueBuster technology is starting to have an impact, and those experiencing long wait times have been offered the chance of a ring back service. The Commissioner stressed the importance of this frontline service and reiterated that he remains keen to see the longest wait times reduced in addition to the ring back facility being offered. The Commissioner commented that he was grateful to the Constabulary for the efforts being made to address secondary call handling.
- 7.4 The Board were updated on Operation Makesafe where proactive intelligence gathering response to child sexual exploitation (CSE) has successfully led to the identification of almost 200 potential victims and offenders. The next phase of the operation will be the creation of a panel who will focus on missing people and CSE concerns; this will be known as MASE (Missing and Sexual Exploitation).
- 7.5 The Constabulary's delivery of Operation Makesafe was recently highlighted as best practice during the latest College of Policing peer review, with other police forces have contacted the Constabulary regarding sharing their practices and methodology.
- 7.6 The Chief Constable informed the Board that Operation Hunter, the work to focus dwelling burglary as a priority for the Constabulary, is showing some early success. The Board gave their support to this operation given that this is about raising confidence amongst the public that if they are a victim of burglary an offender will be brought to justice.
- 7.7 A month-long rape and serious sexual assault campaign launched on 4th January 2016 as part of the Constabulary's commitment to protecting the most vulnerable. The campaign highlighted the issues around understanding consent and the importance and encouragement of reporting assaults.
- 7.8 The Chief Constable and Commissioner expressed their thanks to senior analysts Emily Doran and Amanda Huggins and strategic intelligence analyst Sally Brierley who narrowly missed out on first prize at the prestigious Association of Crime and Intelligence Analysts awards, for their work in developing a strategic risk matrix.

8. Volunteer Police Cadets

- 8.1 The Commissioner's Independent Custody Visitor Coordinator presented the report to the Board, the purpose being to provide an update on the development of Cambridgeshire's Volunteer Police Cadet Scheme agreement.
- 8.2 The Board were informed that the scheme had now been up and running for over one year and the proposed agreement was to formalise the strategic commitment,

governance arrangements and joint responsibilities between the Chief Constable and the Commissioner.

8.3 The Board approved the agreement and the Commissioner signed the Decision Notice.

9. Finance, Human Resources, Learning and Development and Duties Management System Procurement

9.1 The Commissioner's Director of Finance presented the report to the Board, the purpose being to seek approval for the preferred supplier for the new Finance, Human Resources, Learning and Development and Duties Management system for Bedfordshire, Cambridgeshire and Hertfordshire, further to approval by the Organisational Support Governance Board on 30th November 2015.

9.2 The Board were informed of the procurement process and scrutiny mechanism including supplier demonstrations, site visits and legal advice.

9.3 The Deputy Commissioner commented that he felt very reassured and confident in those delivering the project and the integration with the all the associated systems.

9.4 The Board approved the recommended supplier for the new system, subject to financial approval.

10. Police and Crime Commissioners Decisions and Forward Plan

10.1 The Commissioner's Director of Finance introduced the report, the purpose of which was to inform the Board of the decisions made by the Commissioner since the Board meeting on the 6th January 2016 and the decisions taken since that meeting.

10.2 The Board noted the paper.

11. Any Other Business

11.1 The Chief Constable informed the Board that at the National Police Chiefs' Council it was agreed that individual Chief Constables and Commissioners will take decisions about the number of armed officers required in their force.

12. Date of Next Meeting

12.1 The next meeting will be held on 25th February 2016 at 14:30 at Cambourne.



.....

Sir Graham Bright

