



# Cambridgeshire Police & Crime Commissioner

## BUSINESS COORDINATION BOARD

**Date:** 23<sup>rd</sup> June 2016                      **Time:** 14:00

**Location:** Conference Room 4, Cambridgeshire Constabulary Headquarters

**Members:**

Jason Ablewhite	Cambridgeshire Police and Crime Commissioner
Alec Wood	Chief Constable, Cambridgeshire Constabulary
Nav Malik	Assistant Chief Constable, Cambridgeshire Constabulary
Josie Gowler	Director of Finance, Office of Police and Crime Commissioner
Dorothy Gregson	Chief Executive, Office of Police and Crime Commissioner
Niki Howard	Director of Finance and Resources, Cambridgeshire Constabulary

### In

#### Attendance:

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
Mark Greenhalgh	Chief Inspector in Corporate Development, Cambridgeshire Constabulary
Nicky Phillipson	Head of Strategic Partnerships and Commissioning

## 1. Welcome and Apologies

- 1.1 Apologies were received from Deputy Chief Constable Alan Baldwin, Assistant Chief Constable Mark Hopkins, Natalie Benton Head of Corporate Development and Cristina Strood, Head of Policy and Performance.
- 1.2 The Police and Crime Commissioner (“Commissioner”) welcomed the Assistant Chief Constable Nav Malik to the Constabulary and to his first Business Coordination Board. The Commissioner also commented that Assistant Chief Constable Mark Hopkins will

shortly be retiring and wanted to thank him for his work and professionalism over the years.

## **2. Declarations of Interest**

2.1 There were no declarations of interest.

## **3. Approval of the minutes of the Business Coordination Board meeting held on the 26<sup>th</sup> May 2016**

3.1 There were no outstanding actions from the last meeting of the 26<sup>th</sup> May 2016.

### **3.2 Resolved:**

*(i) The minutes of the meeting held on the 26<sup>th</sup> May 2016 were agreed and signed.*

## **4. Governance Arrangements**

4.1 The Chief Executive presented this report. The purpose of this paper was to propose updates to the Commissioner's arrangements for governance meetings and decision making, including links to the Police and Crime Panel.

4.2 The Chief Executive commented that changes to these arrangements had been highlighted at the previous meeting on the 26<sup>th</sup> May 2016. There is the intention to publish papers ahead of the Board meeting, in the spirit of local government transparency.

4.3 The Commissioner commented that he would like arrangements to be simple and concise to aid transparency for future meetings. He acknowledged that there had been positive comments from both the Constabulary and Office of the Police and Crime Commissioner ("OPCC").

4.4 The Board noted the report and endorsed the proposed changes to the governance arrangements.

## **5. Office of the Police and Crime Commissioner Annual Governance Statement**

5.1 The Chief Finance Officer, OPCC presented the report to the Board, the purpose of which was to present the Annual Governance Statement for the OPCC prior to signing by the Commissioner and Chief Executive.

5.2 The preparation of an Annual Governance Statement is a statutory requirement and is created each year by the OPCC Chief Finance Officer in conjunction with the Head of Internal Audit.

5.3 The Chief Finance Officer noted that in 2015/16 no major governance issues were identified however a number of recommendations were received that have yet to be implemented from previous audits. An action plan had been put in place to accommodate the amber/red audit received.

- 5.4 The Chief Constable reiterated that an action plan was in place to remedy the area flagged as amber/red and hoped the report for the following year would show an improvement.
- 5.5 The Board noted and approved the report and agreed for the Commissioner and Chief Executive to sign the Annual Governance Statement.
- 5.6 **Action:**
- (i) *The Commissioner and the Chief Executive to sign the Annual Governance Statement.*

## **6. Custody Performance**

- 6.1 The Chief Constable presented the paper, the purpose of which was to update the Board and provide assurance to the Commissioner that Cambridgeshire Constabulary (the Constabulary) is working in line with the new expectations of Her Majesty's Inspectorate of Constabulary (HMIC) for police custody published in April 2016. This paper also sought to update on progress against the 2011 HMIC inspection recommendations and to identify areas of risk within the custody environment and demonstrate current efforts to mitigate them.
- 6.2 The Chief Constable commented that there is reduced capacity at Parkside Custody Suite. There are plans to redevelop the custody facility within the Cambridgeshire area. Sites are currently being looked at, with the potential for a new operating site with a custody suite and investigation hub on site.
- 6.3 Chief Inspector Greenhalgh updated the Board on progress since the 2011 Joint Inspection Report. The inspection concluded in September 2011 with 39 recommendations. Significant progress has been made in relation to each recommendation, many remain ongoing with audit and inspection processes in place to ensure compliance.
- 6.4 The newly published Expectations for Police Custody now include a number of changes focussing on the safety and welfare of the most vulnerable in custody. Almost 50% of the estimated 12,000 persons who pass through Cambridgeshire custody suites are identified as vulnerable. The multi-agency liaison and diversion service (LaDS) is being embedded within Thorpe Wood and Parkside custody suites to assist in diverting children or vulnerable adults away from custody.
- 6.5 Measures are also in place to ensure those detained under section 136 of the Mental Health Act are diverted from police custody at the point of detention to the designated mental health suite at Fulbourn. In exceptional circumstances, a Section 136 detainee is accepted in to custody, the rationale is examined closely. The prevailing direction is that no person detained under this legislation will be taken to a police station unless every other opportunity has been exhausted.
- 6.6 Force wide structures and policies for the whole custody process are in place. The provision of external services is under review. Issues with medical provision are currently being addressed through monthly monitoring meetings. Race equality monitoring occurs on a monthly basis with trends being identified as they occur. A good working relationship has been established between the Constabulary and

independent custody visitors with more visits being actively encouraged. Equally, the Constabulary also have good working relationships with all partner agencies who effectively contribute to the safe and respectful delivery of custody.

6.7 Chief Inspector Greenhalgh also commented that the draft Concordat on Children in Police Custody reinforces the positive legal obligation on Local Authorities to accommodate children post charge and further reduce time spent in police custody. Opportunities have been identified for enhancing the effectiveness of multi-agency bail condition decision making at an early stage.

6.8 The Commissioner commented that this was an important area to be looked at and should be signposted to the Local Authority.

6.9 The Board noted the content of the report.

6.10 **Action:**

(i) *Discussions to take place with the Local Authority to discuss the Concordat on Children in Police Custody.*

## **7. Finance Report: 2015/16 Provisional Outturn**

7.1 The OPCC Chief Finance Officer presented this report to the Board to provide the provisional revenue budget position for the full financial year 2015/16 and the draft reserves position as at 31 March 2016.

7.2 The Chief Finance Officer commented that the provisional revenue outturn for the Constabulary is an underspend of £1.5m. The year ended with an underspend of £70,000 for the Office of the Police and Crime Commissioner, mainly due to vacancies and timing of recruitment. The overall Group provisional outturn, after accounting for the Constabulary and OPCC underspends, capital financing including OPCC Revenue Contributions to Capital Outlay (RCCO), and movements on reserves, is an underspend of £0.9m.

7.3 The General Reserve is held primarily as a contingency for the cost of major police operations. This reserve currently totals £7.2m or 5.5% of the Net Budget Requirements for 2016//17 which is considered a prudent percentage.

7.4 A number of earmarked reserves are also held, primarily to deal with insurance, collaboration and capital expenditure, as well as the Budget Assistant Reserve. The Budget Assistance reserve currently stands at £9.8m and will be used to balance the 2016/17 budget while the changes and savings being achieved through organisational and operational support collaboration are realised.

7.5 A new ICT Development Reserve has been created this year from the unallocated savings in the 2015/16 revenue account, to ensure that the necessary resources are available for the replacement of the Airwaves police communications system by the Emergency Services Network.

7.6 The Commissioner commented that he was pleased to see a continual underspend for both the Constabulary and OPCC.

7.7 The Board noted the provisional outturn and reserves position for 2015/16.

## **8. Capital Programme: 2015/16 Provisional Outturn**

8. The Chief Finance Officer presented the report to the Board, the purpose of which was to provide the provisional outturn of spend against the approved Capital Programme and financing as at 31<sup>st</sup> March 2016.

8.2 The report shows that 76.5% of the 2015/16 Capital Programme was spent during the financial year, compared with the previously reported forecast of 64.8%. The improvement between forecast and provisional outturn is largely as a result of the delivery and invoicing of equipment for the Body Worn Video Programme at the end of 2015/16.

8.3 The Board noted the provisional outturn and reserves position and approved the additional payments in the report.

## **9. Engagement Strategy**

9.1 The Director of Public Engagement and Communication presented the Board with the Joint Engagement Strategy for Cambridgeshire Constabulary and the Office of the Police and Crime Commissioner.

9.2 While the Constabulary and the OPCC are separate organisations, the Commissioner and Chief Constable agree on the importance of effective engagement with the public at all levels. Because both organisations have similar ambitions, it is logical that the two have a joint approach to public engagement.

9.3 An Engagement Board has oversight of the Engagement Strategy whilst an Engagement Working Group has been established and will look at implementing engagement plans.

9.4 The Commissioner commented that he felt that engagement was fundamental to role of Police and Crime Commissioner and welcomed support for the Engagement Strategy. He noted how the strategy will guide delivery and be kept under review as necessary.

9.5 The Board endorsed the Joint Engagement Strategy for the Commissioner and Constabulary.

## **10. Her Majesty's Inspectorate of Constabulary Update**

10.1 The Chief Constable provided a verbal progress report to the Board.

10.2 Cambridgeshire Constabulary were the first Force to have the Efficiency, Leadership and Legitimacy inspection and overall this went well and there was no cause for

concern. The inspection was mainly focussed on the understanding of demand for efficiency.

10.3 An Effectiveness inspection will take place in September 2016. It was noted that criteria for the inspection has developed from last year. Improvements are being seen in the overall rate in resolving crime, although the Constabulary was seeking further improvement.

10.4 The Board noted the update.

## **11. Police and Crime Plan Update**

11.1 The Chief Executive provided a verbal update on the progress on the development of the Commissioner's Police and Crime Plan.

11.2 The Commissioner commented that he wanted to allow partners and stakeholders an opportunity to engage. An early draft of key elements of the Plan is expected in September 2016. The Commissioner noted that the Constabulary will be consulted on an ongoing basis and the Plan will be a regular item on the governance meeting's agenda.

11.3 The Head of Strategic Partnerships and Commissioning commented that partners were taking this approach on board.

11.4 The Board noted the progress report.

## **12. S22A agreements for Joint Protective Services, Professional Standards Departments and Electronic Monitoring GPS Pilot**

12.1 The Chief Executive presented the papers to the Board, the purpose being to provide the Board with details of the rationale for signing the updated Section 22A Collaboration Agreements for the continued collaboration of Joint Protective Services (JPS) and Professional Standards Department (PSD). The papers also provided details of rationale for signing the Section 22A Agreements for the Electronic GPS Pilot for the eight corporations sole (the Chief Constables and Police and Crime Commissioners of Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire "BeNCH").

12.2 The Chief Executive commented that the Bedfordshire, Cambridgeshire and Hertfordshire ("BCH") collaboration team had updated the S22A agreements relating to JPS and PSD. New frameworks had been created to reflect a best practice approach to staffing shared services. Issues were raised over the workload associated with PSD.

12.3 The Chief Executive commented that the Electronic Monitoring GPS pilot Section 22A Agreement will enable receipt of funds from the Ministry of Justice by Hertfordshire and joint working with Bedfordshire, Northamptonshire and Hertfordshire.

12.4 The Board approved the signing of the S22A Agreements for JPS, PSD and the Electronic Monitoring GPS Pilot.

12.5 **Action:**

*(i) The Commissioner to sign the Section 22A Agreements.*

**13. Police and Crime Commissioner's Decisions and Forward Plan**

- 13.1 The Chief Executive presented this report. The purpose of this paper was to inform the Board of the decisions made by the Commissioner since the Board meeting on the 30<sup>th</sup> March 2016 and the decisions taken since that meeting. The report also provides an indication as to the decisions presented to the Commissioner that he will consider at the meeting and those that are anticipated to be considered imminently thereafter.
- 13.2 The report also provides an indication as to the forthcoming matters of business that will be presented to the Board in the next six months. However, it should be noted that these items may be subject to change or that items maybe added, given the business need.
- 13.3 The Chief Executive updated the Board on the decisions made outside of the Board meeting for the period of 1<sup>st</sup> April 2016 to 25<sup>th</sup> May 2016. These included the approval of the grant lease of the first floor Histon Police Station to Cambridgeshire & Peterborough NHS Foundation Trust and the approval of the option to tax the vehicle workshop at the Lakes Business Park, St. Ives.
- 13.4 The Board noted the decisions.

**14. Any Other Business**

- 14.1 There was no other business.

**Date of next meeting**

The next meeting will be held on 11th August at 14:00 at Police Headquarters.



.....  
Jason Ablewhite

