



BUSINESS CO-ORDINATION BOARD

APPROVED MINUTES

Date:	8th January 2020	Time:	13:30
Location:	Conference Room 3, Cambridgeshire Constabulary Headquarters		
Members:	Ray Bisby	Acting Police and Crime Commissioner	
	Nick Dean	Chief Constable, Cambridgeshire Constabulary	
	Dorothy Gregson	Chief Executive, Office of the Police & Crime Commissioner	
	Jane Gyford	Deputy Chief Constable, Cambridgeshire Constabulary	
	Jon Lee	Director of Finance & Resources, Cambridgeshire Constabulary	
	Matthew Warren	Interim Chief Finance Officer, Office of the Police & Crime Commissioner	
In Attendance:	Aly Flowers	Senior Policy Officer, Office of the Police & Crime Commissioner	
	Jim Haylett	Head of Business Development, Office of the Police & Crime Commissioner	
	Catherine Kimberley	Communications & Engagement Manager, Office of the Police & Crime Commissioner	
	Colin Luscombe	Director of Estates, Cambridgeshire Constabulary	
	Chas McDevitt	Head of Finance, Office of the Police & Crime Commissioner	

1. Welcome and Apologies

1.1 Apologies were received from Sharn Basra.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. To approve the minutes of the Business Co-ordination Board meeting held on the 19th December 2020

3.1 The Business Co-ordination Board (the "Board") noted the minutes of the 19th December 2019 Board meeting. It was brought to the Board's attention that an addendum was required to the minutes in respect of Agenda Item 6.0 'Revenue and Capital Budget Monitoring Month 7 2019/20' relating to the two capital projects detailed in paragraph 7 of that report, namely the expansion to Copse Court Car Park and the overspend of the Bedfordshire, Cambridgeshire, and Hertfordshire Enterprise Resource Planning (ERP) system.

3.2 The Board agreed an addendum to the 19th December 2019 minutes to approve these two capital projects and for the Acting Police and Crime Commissioner (the "Acting Commissioner") to sign a Decision Notice to approve the capital spend on the Copse Court Car Park and the ERP system.

3.3 The minutes were then signed.

4. Business Co-ordination Board Action Log

4.1 The Chief Executive took the Board through the Action Log noting that no actions were being brought back to this Board meeting nor were there any updates.

5. Precept and Medium Term Financial Strategy and Medium Term Financial Plan Discussion

5.1 The Board received a verbal update from the Constabulary's Director of Finance and Resources and the Office of the Police and Crime Commissioner's (OPCC) Chief Finance Officer on the Medium Term Financial Strategy (MTFS) and the Medium Term Financial Plan (MTFP) regarding the approach adopted by the Constabulary in planning its budget for 2020/21 and the opportunities, dependencies and key risks currently known.

5.2 It was noted that ordinarily the MTFP is produced in December and the drafting of the MTFS would be underway by now as the Government's position regarding any cap on the policing precept component of the council tax and the grant settlement would be known. At this current time no central Government funding grant, precept cap or funding for the uplift in officers decisions have been made by Government. These are not expected until late January 2020 which makes any firm financial forecasting for 2020/21 and beyond more uncertain. In accordance with legislation, the Acting Commissioner has to notify the Police and Crime Panel (the "Panel") of the proposed precept by the 1st February. Consequently, given these time constraints the total

budget figure can be presented to the Panel for their consideration as part of their role in reviewing the Acting Commissioner's proposed precept but it will not be possible to give definitive individual budget lines for all business areas.

- 5.3 A number of working assumptions have been considered in order to forecast the MTFs. It is likely that the use of the Budget Assistance Reserve will be required in 2020/21 based on current planning assumptions whilst a review is undertaken to adjust the base budget to a sustainable level.
- 5.5 The Board noted that the Constabulary's financial planning for 2020/21 and beyond cannot be seen in isolation given the backdrop of continual budget pressures within policing, Cambridgeshire being one of the lowest funded forces in the England and Wales, continued population growth in the county, and funding pressures on other public service providers. A specific piece of work initiated from the Constabulary's Strategic Threat and Risk Assessment (STRA) has developed informed thinking to managing the 2020/21 budget, consideration of options to close the current budget gap, understanding of future cost pressures and provide a longer term strategy for financial planning.
- 5.6 The Chief Constable stated that the Constabulary has delivered on its commitment to have neighbourhood teams in place. The organisational growth through the additional uplift in police officers is welcomed but the on-costs of maintaining growth against the growth of the county and the complexity of crime needs extra investment just to stand-still. Therefore, the Chief Constable is recommending to the Acting Commissioner that the precept is increased in 2020/21 to help meet the financial challenges and ensure the operational requirements of the Constabulary can be delivered.
- 5.7 The OPCC Communications & Engagement Manager took the Board through the Acting Commissioner's proposal for the precept survey. Even though the notification of the government funding and precept cap level is delayed it does not preclude the Acting Commissioner from starting a survey to seek the views of the public on police funding in Cambridgeshire. Subject to the Board's agreement it is proposed to run the survey for three weeks until the 27th January 2020. The survey will be promoted through a press release, media interviews, social media, e-cops, and at six contact points throughout the county. Survey results will be submitted to the Panel at their meeting.
- 5.8 Board agreed with the proposal to launch the precept survey.

6. Eastern Region Specialist Operations Unit Estate – *Commercial and Operational in Confidence*

- 6.1 The Board discussed and noted this report.
- 6.2 The Board agreed with the recommendation that the Constabulary's Director of Finance & Resources is granted delegated authority to negotiate the Section 22A Agreement under the Police Act 1996 (the "Agreement") and to authorise the Constabulary's financial contribution towards the estate. The Board further agreed that once the Agreement was finalised that it would be brought back to the Board for

the Acting Commissioner in order for a Decision Notice to be considered against the Bedfordshire, Cambridgeshire, and Hertfordshire (BCH) Decision Making Policy and signed.

7. Resource Group

- 7.1 The Head of Business Development introduced the report seeking the Board's approval for the formation of a new joint internal OPCC and Constabulary Resources Group (the "Group") by merging the existing finance and estate groups.
- 7.2 The Board discussed the draft Terms of Reference (ToR) for the Group, in particular noting that it needed to be a strategic management forum focussing on the Constabulary's resource implications and how this incorporates the outputs from their STRA approach to business planning. The Group would also be horizon scanning, looking at how strategies were developing and their future risks, issues and impacts. The work of the Group would enable the Constabulary to more easily 'dock into' the collaborative planning and budgetary cycles of BCH.
- 7.3 The Chief Constable agreed with the concept to bring together the finance and estate groups but questioned how it would fit with both the Constabulary's and the collaborative governance groups to ensure there are clear lines of responsibility and decision making powers. The Board discussed this and agreed that the Group would bring a more structured strategic management approach forum for the totality of the Constabulary's resources and future risks but distinct in that it would not be a 'holding to account' forum.
- 7.4 The Board agreed to approve the recommendation in the report that being the formation of the Group and that the draft ToR be considered at the first meeting of the Group on the 16th January 2020. The Board also noted that the draft ToR do not suggest that this Group would have any delegated powers, and as such the Scheme of Governance would not need to be amended, however it would be opportune to amend the Scheme to incorporate any other required delegations from other areas of the business, such as those arising as a consequence of new legislative powers or duties.
- 7.5 The Board asked to be provided with a report to the February Board meeting updating it on the membership and terms of reference for the Group and that the required updates to Scheme of Delegation be also included as part of a broader governance report to the Board.

Action: OPCC to produce Governance Report for February 2020 Board meeting to include updated information on the Resources Group and updates for the Scheme of Delegation.



Ray Bisby