



## BUSINESS CO-ORDINATION BOARD

### APPROVED MINUTES

<b>Date:</b>	<b>11<sup>th</sup> February 2021</b>	<b>Time: 14:00</b>
<b>Location:</b>	<b>Via Microsoft Teams</b>	
<b>Members:</b>	Ray Bisby	Acting Police and Crime Commissioner
	Nick Dean	Chief Constable, Cambridgeshire Constabulary
	Jane Gyford	Deputy Chief Constable, Cambridgeshire Constabulary
	Jim Haylett	Acting Chief Executive, Office of the Police & Crime Commissioner
	Jon Lee	Director of Finance & Resources, Cambridgeshire Constabulary
<b>In Attendance:</b>	Claire Dicker	Business Support Officer, Office of the Police & Crime Commissioner
	Jo Grant	Deputy Chief Constable's Staff Officer, Cambridgeshire Constabulary
	Catherine Kimberley	Communications and Engagement Manager, Office of the Police and Crime Commissioner
	Nicky Phillipson	Head of Commissioning and Strategic Partnerships, Office of the Police and Crime Commissioner

#### **1. Welcome and Apologies**

- 1.1 Apologies were received from Vicki Evans, Assistant Chief Constable; Cambridgeshire Constabulary (the "Constabulary"); Matthew Warren, Chief Finance Officer, Office of the Police and Crime Commissioner (OPCC); and Colin Luscombe, Director of Estates, Cambridgeshire Constabulary

#### **2. Declarations of Interest**

- 2.1 There were no declarations of interest.

**3. To approve minutes of the Business Coordination Board meetings held on the 20<sup>th</sup> January 2021**

3.1 The minutes were not circulated to the Business Co-ordination Board (the “Board”) in time for the meeting held on the 11<sup>th</sup> February 2021. The minutes will now be circulated outside of the meeting for the Board to approve.

**4. Business Co-ordination Board Action Log**

4.1 The Board reviewed the actions as follows:

- Action no. 50.0, Agenda Item 13.0, 20<sup>th</sup> January 2021 – Cambridgeshire Southern Police Station

Usual verbal update for February and March 2021 Boards. Planning Committee is on 10<sup>th</sup> March with a formal decision letter about 10 days later, report unlikely to be submitted in March. Formal report to be submitted to April Board.

**Update:** The Board noted that a verbal update was discussed at Agenda Item 6.0.

- Action no. 51.0, Agenda Item 14.0, 20<sup>th</sup> January 2021 – AOB – Criminal Justice Joint Inspection Committee Report

Report to be brought back to 11<sup>th</sup> February Board meeting regarding how the Constabulary/the criminal justice system are responding locally to some of the concerns highlighted in the report.

**Update:** The Board noted that a report was to be discussed at Agenda Item 12.0 and therefore ‘closed’ the action.

**5. Views from the Public Raised with the Acting Police and Crime Commissioner**

5.1 The Acting Chief Executive presented the report to the Board. The purpose of this report is to inform the Board that the responses to the precept survey about the public’s view on safety and policing and crime priorities are being analysed. The full analysis will be brought to the March Board meeting for discussion.

5.2 The Acting Commissioner asked if there was any further update regarding the deletion of records from the Police National Computer (PNC), following the question brought to the Board last month.

5.3 The Chief Constable replied advising the Board that across Bedfordshire, Cambridgeshire and Hertfordshire (BCH) they are engaging nationally and there is a gold group in place for when the details are released; then the information can be analysed and assessed locally.

**6. Southern Police Station Update**

6.1 The Director of Finance and Resources updated the Board with a verbal update. He advised that they are still in the same position, and are waiting for the outcome of the Planning Meeting on the 10<sup>th</sup> March 2021.

6.2 The Board were asked to note the update.

**7. Revenue & Capital Monitoring Report Month 9 2020/21**

7.1 The Director of Finance and Resources presented the report to the Board.

7.2 The highlights of the report were presented to the Board and were asked to note the following

- As of the end of December the overall underspend had reduced by £149,000. £816,00 is currently being reported as underspend. As previously reported any remaining underspend will be transferred to reserves.
  - To finalise the MTFS there is the need to refresh the reserves forecast to take into account the changed underspend forecast.
  - The biggest area of change in respect of underspend is within local policing, but overall there are no significant movements causing the reduction. There shouldn't be any significant movement between now and the end of the year.
- 7.3 The Acting Commissioner noted that there was a discussion at the November Board meeting regarding the oversight role and that there would not be questions on every detail within the report.
- 7.4 The capital programme amendments at Section 3 within the Chief Constable's delegated limits were approved by the Board.
- This is to replace smartphones and body worn camera equipment totalling £113,000 funded through underspends on other ICT capital projects and a revenue contribution to capital from the ICT budget.
  - The Use of £8000 from the Asset Incentivisation Reserve to part fund, alongside revenue contributions, and two additional trap vehicles.
- 7.5 The Acting Chief Executive asked about the OPCC overspend.
- 7.6 The Director of Finance and resources reported that it was an overspend in relation to the capital financing and not due to the office budget.
- 7.7 The Acting Commissioner noted that 97% of invoices were paid within the 30 day target for the 9 months to 31<sup>st</sup> December 2020, this was against a target of 95%. This is an improvement on previous figures. This is very appreciated given the current economic climate and the impact on suppliers and thanks were given to the team.
- 7.8 The Acting Commissioner asked about the National Police Chiefs Council (NPCC) subscriptions and contributions and that they are expected to be in the region of £134k overspent, and if it can be explained.
- 7.9 The Director of Resources replied that it is additional contributions from several NPCC areas of business charged to the Constabulary. The breakdown shows various costs, for different activities, £55,000 for National Ballistics Intelligence Services (NABIS), and £24,000 for the Forensic Collisions Investigation Network (FCIN). Going forward there will be a single schedule for NPCC costs.
- 8.0 Police and Crime Plan – Victims Theme – OPCC and Broader Partnership Support**
- 8.0.1 The Acting Commissioner noted that at the last Board meeting the OPCC brought a paper on the OPCC Approach to Commissioning and Grants. The Acting Commissioner also noted that the OPCC have now received the budget from the Ministry of Justice for Victims' Services. As predicted this was a standstill budget so our proposed Victim Services awards will now be confirmed. The Ministry of Justice indicated that additional funding with associated processes would follow.
- 8.0.2 The Head of Strategic Partnerships and Commissioning further updated the Board in relation to this. The Ministry of Justice as part of their national commitment to ensuring access to support for the most vulnerable victims sent a detailed letter on Monday evening.

- 8.0.3 This highlighted a number of funds which the OPCC can bid into for additional resources on behalf of support organisations, namely a Critical Support Fund and a fund to enhance services for male victims of Sexual Violence (SV).
- 8.0.4 It also provided details of an **expression of interest for additional Independent Sexual Violence Advocates (ISVAs) and Independent Domestic Violence Advocates (IDVAs) for the county funded for two years.**
- 8.0.5 It also notified the OPCC of an uplift to the Rape Support Fund element of the grant; Cambridgeshire is one of five areas taking part in a pilot where the Home Office devolve Rape Support Fund funding to local areas. In Cambridgeshire the funding is a huge part of the contract with the countywide service. As an aside, this pilot will be extended until March 2023.
- 8.0.6 Finally, and most significantly there has been an uplift to the grant of £193,014 ringfenced for domestic abuse (DA) and sexual violence support services. It now needs to be decided (in partnership with the local authority) where this funding should go based on local need (using evidence from the process used in Summer 2020) and local knowledge of service demand and need. There is also an expectation that this process will enable providers who the OPCC 'are not aware of' to express an interest in funding.
- 8.0.7 Clearly the timing demands a pragmatic approach to award the funding. Therefore, it is intended to follow a slimmed down process to last time which includes:
- Working in partnership with the local authority DA Partnership Team.
  - Assessing demand versus resources of all currently funded services (either locally commissioned or funded due to Covid). Contract meetings are held regularly with all services so there is a good understanding already and they will be approached to ask clarification questions.
  - Prioritising awards based on the delivery of the first core model of support services agreed by the DA/SV Strategic Group and then the enhanced element.
  - Carry out all due diligence then award funding as grants. The short time scale prevents any commissioning process.
- 8.0.8 The Board endorsed the process.
- 8.0.9 The Chief Constable asked about the allocation of funding and whether it was based on demographics or demand.
- 8.0.10 The OPCC Head of Strategic Partnerships and Commissioning replied that national funding is normally pro rata to population, so for Cambridgeshire around 1.45% of the national amount. There is the possibility of bidding into national funding of £16 million for ISVAs and IDVAs. This is based on a general bid on the general population formula which would be about £230,000. There is the need to look into the demand that is there already in relation to these services. A Victim Needs Assessment has recently been completed.
- 8.0.11 The Chief Constable asked about the possibility of any future funding in relation to the upcoming ISO accreditation for the SARC this will directly link into the support of victims and the prosecution of offenders.
- 8.0.12 The OPCC Head of Strategic Partnerships and Commissioning advised that she is aware of the pressure on the Constabulary in funding this. The Ministry of Justice funding cannot be used for this. However, it is unclear as to costs for the accreditation at this

stage. There may be the possibility of a Tri-force approach to this, but Hertfordshire do not have a long term contract with the providers Mountain Healthcare that Cambridgeshire and Bedfordshire do.

8.0.13 This funding can only be used for victim services and there is the need to be careful how it is spent. This is the first time that funding can be given to IDVA's as they are employed by the local authority.

### **8.1 Police and Crime Plan – Victims Theme – Cambridgeshire Constabulary work to deliver actions**

8.1.2 The report was presented by the Chief Constable, who took the Board through the report highlighting key areas of achievement and performance for the 12 months up to December 2020.

8.1.3 The Acting Commissioner asked the Chief Constable if he could explain what has caused the over recording issue regarding Stalking and Harassment and the extent to which this will affect previously reported data.

8.1.4 The Chief Constable explained that there is some analysis going on around Stalking and Harassment, which is intrinsically linked to DA, just to make sure that there isn't some over recording of offences and some duplication. It appears rather than tagging the additional offences on to the original offence, the offences are being recorded separately. Recording needs to be tight on recording practices and that there is no duplication against Stalking and Harassment and DA. The Constabulary are looking into this to make sure that officers are getting this right and not over recording and within parameters of the Crime Data Integrity requirements.

8.1.5 The Acting Commissioner noted that 1,138 referrals have been made to WeProtect and asked how many officers are managing victims' expectations around this app and how many of these referrals have actually translated into free support in obtaining civil orders such as non-molestation orders.

8.1.6 The Chief Constable replied that officers have had extensive briefings to manage the victims' expectations by explaining the work Domestic Abuse alliance and the referral system through that application, and the assistance with civil orders (non-molestation, occupation prohibitive Steps Orders) etc. One of the advantages of the focus desks that the Constabulary is bringing in, is that with their knowledge around this, they will be able to refer officers on the frontline to those applications of civil orders and the free service in terms of legal aid and in addition to this DA desk within the demand Hub will also be able to identify the vulnerability at an early stage and direct officers attending the scene.

8.1.7 The Chief Constable also said that it was not possible to ascertain exactly how many referrals can be translated into free support. All who qualified for Legal Aid can get free assistance at court and pro bono work is also available. 21 cases have been recorded since the partnership began. So far 128 injunctions have been secured, 132 cases are currently receiving advice. This is a good application that has been implemented by the Constabulary.

8.1.8 The Commissioner asked about the Force's response to fraud cases through the Operation Signature approach which relied on Community Safety Officers contacting and sometimes visiting the homes of vulnerable victims of fraud. How will the force maintain a consistent level of support and safeguarding from April when Community Support Officers are phased out.

8.1.9 The Chief Constable replied that the broader aspects of the work of Community Support Officers (CSO's) has been mapped, so nothing gets dropped in relation to this. Going forward SCAMS partnership will work alongside the Fraud Protection Officers and the 4 online Cybercrime Prevention Officers on Op Signature will then pick up this work.

## **9.0 Police and Crime Plan – Transformation Theme – OPCC Work to Deliver Actions**

9.0.1 The Acting Chief Executive gave a verbal update to the Board on the OPCC's and partners contribution to the Transformation theme of the Police and Crime Plan, asking the Board to note the OPCC have worked with the Constabulary to review use of grants and reserves, reported at the January Board. Also, the approach to grants and commissioning, also reported at the January Board, is also geared towards supporting partnerships in lights of Covid recovery plans. The Estates Strategy was also approved by the Board in January.

9.0.2 The Board were asked to note the update.

## **9.1 Police and Crime Plan – Transformation Theme – Cambridgeshire Constabulary Work to Deliver Actions**

9.1.1 The report was presented by the Chief Constable and highlighted the key areas of performance for noting.

9.1.2 The Deputy Chief Constable took the Board through some headlines of ongoing improvements within the Constabulary:

- There are 47 innovations that are currently going through the Change Board, which is led by the Deputy Chief Constable.
- The focus has been with the Operational Improvement Centre, who have been driving all the change and research and continued improvement, so it becomes the new normal, this is now embedded.
- The operational requirements have been determined for the STRA which is on track to be opened on 4<sup>th</sup> March;
- The new operating model is due to be rolled out in the first or second week in April; with a readiness check just before. Bringing in a more effective and efficient model and looking forward around new demand.
- There are pieces of work showcasing innovation across the organisation:
  - Protect – leaflet produced between the Constabulary and Cambridge college which supports young people/teenagers on the dangers of Social Media. It covers all apps and how there are dangers that can make them vulnerable and to safeguard them. This has been launched and is being circulated.
  - Ambulance Service – piece of work of ambulance to police and vice versa documentation to be more focused on each other's demand. There will a check list to see if police need the ambulance service or if they can deal with the incident by themselves and the same with the ambulance staff. This was signed off by the Deputy Chief Constable at the Change Board on 10<sup>th</sup> February 2021.
  - Confidence and satisfaction with members of the public and using a digital solution. There is a programme within Office 365 called Forms.

The form will show how people feel about the constabulary's service. This is being looked into as an inhouse project to save costs going forward.

- 9.1.3 The Acting Commissioner noted the good work and how innovative the work currently being carried out by the Constabulary was under the Deputy Chief Constable.
- 9.1.4 The Acting Commissioner asked about the Neighbourhood Policing Change Programme. It has previously been discussed how these changes would be monitored; and if there were any further thoughts or updates how this this will be monitored and the timescale for reporting this.
- 9.1.5 The Deputy Chief Constable replied that it is part of the operating model and the Constabulary will keep track on it and how it is working. This will include stakeholder engagement, check points and dip sampling.
- 9.1.6 The Acting Commissioner noted that there is a lot of good work on-going with the Demand Hub, which he assumed was a result of the Demand Hub Review that the Board has discussed several times. He then asked what the contact trial was in the North and is it something that will be rolled-out across the force. Also, the on-line reporting, he noted that this is working well and when will the evaluation of this take place to ascertain its effectiveness.
- 9.1.7 The Chief Constable replied that work from the Demand Hub goes through to the contact trial in the North, this is more about lower priority scheduled appointments which rather than being dealt with by the Demand Hub, it is sent to the local supervisor and they will then schedule appointments and allocate to the Neighbourhood Teams. There will be a local response on a scheduled basis with a better service. This will be rolled out across the Constabulary in March. With the online reporting, there is the Single Online Home which is due to be implemented later this year. There has been a massive increase in online reporting, which was first seen during Covid and is now continuing to happen. There is a reduction in 999 and 101 calls, it is uncertain whether the channel shift is due to Covid or change in demand generally. The digital desk will take on any online reporting, webchat etc, not just social media.
- 9.2 The Acting Commissioner asked about Digital Interviewing and could it be explained further along with the successes of the pilot.
- 9.3 The Chief Constable replied that this is used in voluntary interviews. Instead of using the disc machines, which are used within the interview rooms, they will record them by Body Worn Video. The footage is then uploaded onto the Digital Evidence Management System (DEMS). There have been 2,500 interviews since November/December. The other aspects are in relation to using it within the fixed assets of custody so Achieving Best Evidence (ABE) interviews, mobile interviews etc; there is due to be a pilot initiative at Hatfield Custody in March and then rolled out across BCH in April.

## **10. Health and Safety Statement of Intent**

- 10.1 This report was presented by the Chief Constable. The purpose of the report was to inform the Board of the framework around which the BCH police forces and the respective OPCCs can develop and maintain a successful and proactive health and safety management system.

10.2 The Statement of Intent has been signed by both the Chief Constable and the Acting Commissioner.

10.3 The Board were asked to note the report.

**11. Her Majesty's Inspectorate of Constabulary and Fire & Rescue Report: Police Super-complaint: Policing and Immigration Status**

11.1 The report was presented by the Chief Constable. The purpose of the report was to report to the Board action to address all of the recommendations made by the HMICFRS, the College of Police and the Independent Office for Police Conduct (IOPC); 8 recommendations (3 related to Chief Constables; 2 towards Police and Crime Commissioners and 1 joint between Chief Constables and the Home Office) and 3 actions were made.

11.2 The Chief Constable advised that the actions are currently being co-ordinated by the Constabulary, and are confident that there will be a progress update to HMICFRS within the 6 month period around the Chief Constable recommendations. The report recommends noting of the super complaint, outline of the super complaint, the 8 recommendations, and the national picture.

11.3 The Acting Chief Executive informed the Board that the OPCC are currently working through the 2 recommendations for Police and Crime Commissioners.

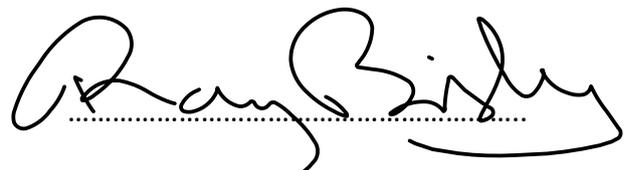
11.4 The Board were asked to note the report.

**12. Impact of the Pandemic on the Criminal Justice System**

12.1 The report was presented by the Chief Constable. The purpose of the report was to update the Board on the impact of the pandemic on the Criminal Justice System during the first lockdown following the report published by the Criminal Justice Inspection.

12.2 The Chief Constable took the Board through the report and the paper was discussed with members.

12.3 The Board were asked to note the contents of the report.

A handwritten signature in black ink, appearing to read 'Ray Bisby', written over a horizontal dotted line.

Ray Bisby

Acting Police and Crime Commissioner