

Force Resources Scrutiny Meeting
Thursday 18 September 2014
10:00am, Conference Room, Hoffmanns Way

Present:-

Lindsay Whitehouse, Deputy Police and Crime Commissioner (DPCC) for Essex	LW
Charles Garbett, Treasurer, OPCC	CG
Carly Fry, AD Performance and Scrutiny, OPCC	CF
Abbey Gough, Financial Analysis and Scrutiny Officer, OPCC	AG
Debbie Martin, Chief Finance Officer, EP	DM
James Cook, Finance Lead for Evolve Programme, EP	RJ
Richard Jones, Management Accounting & Insurance Manager, EP	RJ
Mark Gilmartin, Director of Support Services,	MG
Candace Bloomfield, Head of Procurement Services,	CB

	Item	Action	Owner	Date for Completion
1.	<p>Matters arising Apologies</p> <p>It was agreed that papers should arrive 6 days before the meetings.</p> <p>Treasury Management Report: CG mentioned that there was too much being invested in the Debt Management Office and receiving a low interest rate return, therefore extending the scope of investors would be considered.</p>	EP to send papers 6 days before the meetings to the OPCC	EP	Ongoing
2.	<p>Notes of previous finance scrutiny meeting</p> <p>The content and format of the notes the meeting were agreed.</p>	Minutes to be published	AG	
3.	<p>Monthly Force Finance Performance Reports:</p> <p>Budgetary control report month 5, with three month financial forecast Medium term financial plan.</p> <p>DM highlight that within the report the assumption is made that contingency will be 100% spent, however EP would be meeting with budget holders to review their budgets and these may change resulting in a lower % spend.</p> <p>Virements: CG said that the PCC requires satisfaction of how virements have been actioned since the budget was set and that he would like to see spend against the original budget set.</p> <p>DM said that there have not been any major budget holder variances.</p> <p>RJ said that the OPCC receive a list of SAP virements from Denise Breckon.</p> <p>Workforce Planning; CG raised the issue of staff underspend. JC provided a draft version of the</p>	<p>AG to look into the virement spread sheet</p> <p>List of virements by budget holders to be sent to CG</p>	<p>AG</p> <p>DM</p>	<p>16th October</p> <p>16th October</p>

<p>Workforce Analysis report which provides a breakdown of the changes in the outturn report. CG asked that a cumulative sheet could be included within the appendix of the report.</p> <p>Evolve: CF asked about the 2015/16 Evolve savings as there are a few items delivering a high level of savings and the OPCC has not seen any business cases. JC reported that there was a strategic Evolve meeting taking place on 25th September where he expected the Contract Review savings of £1.5m to be removed from 2015/16 savings. JC stated that this could potential be shown in the 2016/17 saving plan.</p> <p>MG said that Chief Officers recognised the need for a more stable platform and the need to complete a business case now if a review is to be completed in 2015/16.CF noted that this should then be looked at for 15/16, in order that the project could take place in 16/17, if it is to be delayed because of the need to carry out the groundwork.</p> <p>RJ stated that EP had identified £1.8m of non-pay savings from the budget holders.</p> <p>Leavers: LW highlighted that there was a £0.5m budget variance over the last two months. DM said that of the 60 leavers in July over 30 related to CTIU and therefore this was cost neutral for EP,</p> <p>MG stated that the monthly leaver figure was being reviewed and that this should possibly be revised up to 20 leavers per month.</p> <p>Police Overtime: LW queried what the RMU resourcing plan related to. RJ explained that officers are scheduled to work an 8 hour shift on a Bank Holiday, however on occasion they will work 9/10 hours and will receive overtime. This has resulted in an overspend against the Bank Holiday budget.</p>	<p>Finalised format of report to be available for the next Resources Scrutiny meeting</p> <p>MG to review the CRM issue re: contact management</p>	<p>JC/CF</p> <p>MG</p>	<p>16th October</p> <p>16th October</p>
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	<p>JC said that when individuals work over 8 hours they are paid overtime, however on Bank Holidays this should be applied to a different budget code. MG stated that this issue should be controlled.</p> <p>DM said that the head of RMU was to look at how this has been incurred and look at allocating the costs elsewhere.</p> <p>Crime Bureau: JC said that the plan for civilianisation was a one off cost and the plan did not accommodate the transfer within the budget. DM said that that budget was set 18 months in advance so changes can occur.</p>			
4.	<p>Summary of Accounts (substantive item)</p> <p>LW highlighted that cost and heading of £17.44m – ‘Communication with the Public’ and asked what is included within the figure as it could be misleading to the public. MG said that we have had latitude to tailor the Summary of Accounts.</p> <p>CF mentioned the Chief Constables ‘3 seaxes’ and whether these were to be included within the Summary of Account.</p>	MG said that EP would establish	MG	16 th October
6.	<p>Any other business</p> <p>Innovation Fund: CF said that that the Home Office were 95% certain that bidding would take place 3rd November – 12th December, with a bidder’s event taking place on 6th November. This is awaiting Ministerial sign off prior to letters being sent. CF noted that it would be helpful if the transformation team could visit each LPA and hold workshops, and that areas of focus should include the Police and Crime Plan, and IT, Estates, Information and intelligence, and Professionalisation of Police</p> <p>MG said that emphasis would be on collaborative bids and multiagency bids.</p> <p>HMIC: HMIC had issued a letter which asks to be informed ‘if your assumptions for general grant reduction in 2016/17, and, 2017/18 are less than the 5% yearly</p>			

	<p>average across the spending review period' DM believes that a follow up letter will be sent for clarification,</p> <p>MG suggested that we await clarification and ensure that any response is signed off by the PCC and Chief Constable.</p> <p>Finance Review: LW requested an update on the finance review. CB confirmed that this had been sent out to market, with interviews scheduled for 6/7th October.</p> <p>Strategic Planning: LW reported that following a discussion with the Chief Constable the PCC planning should be done on the basis of nil precept, and the 8 areas of focus remain the same. The PCC require sight of spending and strategic investment in IT, Estates, Intelligence and information, and Professionalisation of Police Staff. LW also mentioned how reserves would be used as an investment in the 3, 5 and 10 year plan.</p> <p>Over £500 Transactions: CF raised the issue that the quarter 1 over £500 transactions listing for publication is still unresolved following the queries with legal costs.</p>	MG to ensure complete	MG	16 th October
7.	<p>Date of Next Meeting</p> <p>Thursday 16th October 2014, 10am Hoffmanns Way</p>			