

Force Resources Scrutiny Meeting
Thursday 16 October 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
Richard Leicester, Head of Resourcing, EP	RL
Ian Drysdale, Director of Human Resources	ID

	Item	Action	Owner	Date for Completion
1.	<p>Matters arising Apologies</p> <p>Derek Benson, Deputy Chief Constable</p>			
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 6, with three month financial forecast Medium term financial plan.</p> <p>Precept/Resources Scrutiny Meeting: CG noted that there will be no monitoring report taken to the Police and Crime Panel in November as the purpose will be to discuss national and local issues such as the precept, budget and government information for January.</p> <p>CG requested that the draft capital bids for 2015/16 be discussed at the Resources Scrutiny meeting on 20th November; these papers can be examined within the office prior to the Strategic Capital Board on 2nd December.</p> <p>There will be a special one off Resources Scrutiny meeting on 4th December to discuss the revenue bids and any major revenue changes that will be built into the budget for 2015/16.</p> <p>CG highlighted Section 25 2003 Local Government Act; and the requirement that both CG and DM have to prepare a budget report to ensure that they have robustness of estimates. DM said she was happy communicate this information prior to the 4th December.</p>			

<p>MG confirmed attendance and requested that any future meeting were not held on a Wednesday as this is when COMG is held and that meeting attendees are aware of the meeting prior to the request being sent.</p> <p>DM noted that there may not be any specific papers and that it would be easier to talk through the revenue bids interactively using a spread sheet.</p> <p>CG and DM to discuss the format of the capital bids and the layout.</p> <p>Monitoring Report: CG noted that the current overspend related to Op Echo and the Attfield murder case, if these costs were taken from the general reserve then it would leave a slight underspend which could potentially be absorbed within the budget.</p> <p>LW clarified that the general reserve would be used for exceptional amounts such as Op Echo, however if the amount to be used from the general reserve could be reduced through the budget then this should be.</p> <p>CG raised the Capital Reserve Forecast (Table 2) and asked for some clarification around the figures. DM said that she would review and ask Peter Ramsey to contact CG to explain.</p> <p>LW inquired about the Acting Up allowances overspend as the OPCC believed that acting up was to be stopped.</p> <p>MG clarified that the Chief was against sporadic acting up for short periods, however it was not practical to have large numbers of PC's without a PS or an Inspector over a period of time so temporary promotions have still taken place.</p> <p>DM confirm that the overspend that was shown in Q1 would still show throughout the year as an over spend; also DM noted that temporary promotion payments are allocated to the police pay line.</p> <p>LW highlighted that there was a current underspend on IT, Transport and Fuel, LW asked whether there should actually be an increase in spend in these areas to compensation for less staff.</p>	<p>CG and DM to discuss the format of the capital bids and the layout</p> <p>Peter Ramsey to contact CG to explain the Capital reserve</p>	<p>CG / DM</p> <p>PR</p>	<p>20th November</p> <p>20th November</p>
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	<p>been delivered already in the September restructure. The new shift options will allow for further savings which will be presented to Chief Officers.</p> <p>CG asked whether what the limitations are and is it fit for purpose. JC said that external expertise was used.</p> <p>MG said that the model was scalable however it is currently district based and this may need to be reviewed with changing shift systems.</p> <p>CF asked about Appendix F where PCSO savings were shown to be £800k for this month's report, and for last month the savings were shown as £600k and for both reports, the number of PCSOs was the same. CF also noted that contact management had been removed but savings in other areas had increased accordingly.</p> <p>JC noted that the overall saving amount of £2.6m over 2 years had not changed, however JC was to check the figures and come back to OPCC.</p> <p>LW asked about the total EVOLVE savings and if these were made from the establishment posts, JC said that he would provide an update to CF/AG</p> <p>The SSD highlight report states that there are 192 officers to recruit by the end of the year of which 101 will be recruited by Essex to meet the baseline in March 2015.</p>	<p>JC to check the figures and confirm with the OPCC</p> <p>JC to update CF/AG on EVOLVE savings</p>	<p>JC</p> <p>JC</p>	<p>20th November</p> <p>20th November</p>
4.	<p>HR Quarterly and Attendance Management Report (substantive item)</p> <p>ID asked for feedback on the HR reports as this was the first time they had been done. ID highlighted the number of leavers per month has increased to 19 which reflects the changes to pensions, and external economic factors.</p> <p>LW said that if all sickness was eliminated then this would provide the savings for EVOLVE as well as provide capital for the force. LW highlighted that in monetary terms the cost of PC sickness is over £2m per quarter and should there be a change in emphasis to drive down sickness. LW also noted the EP has invested less in physiotherapy and psychological treatments and asked whether this</p>			

<p>should be increased.</p> <p>ID said that there were more PC's as a proportion of the workforce and that they were more likely to be injured on duty and therefore take sick leave. ID said that there was a Performance Improvement Unit (PIU) set up specifically to address this issue. ID said that a major issue was PS confidence with dealing with PCs. Currently 160 cases were being looked into and all related to officers.</p> <p>LW said that the level of female sickness was higher than male sickness and was this due to unfriendly shift patterns and a lack of flexibility for staff. ID said that more examination was needed; ID said that EP wanted to encourage individuals to report honestly. ID said that there wasn't a real shift pattern with PCSO's.</p> <p>LW raised the issue of restricted duties and the increase in the number of people that are on restrictive duties; LW asked whether the increase was a way to reduce the sickness level. LW also asked whether EP was setting precedent by allowing people back to work.</p> <p>ID said the EP was bound by regulations. ID said that the Home Office was issuing a definition of restricted duties also known as limited duties and that it would suggest that those on restricted duties lose 8% of their salary as this is the figure which would mean that you have to change your lifestyle.</p> <p>ID said that Essex has 290 restricted duties officers who are not fulfilling their full function as an officer; there should be an annual review on officers restricted duties status. In the Home Office draft the number if officer which EP can manage with on restricted duties will be given, once over this number then then the officer would go down the UPP route. ID said that a strategy was to be developed and would be shared. ID also said that officers should not be penalised for acts of bravery which have resulted in sickness.</p> <p>LW raised the discrepancies in PCSO sickness by age. ID said that as there were only a small number of PCSO's it would be possible to do closer observation into the individuals. ID noted that the levels of PCSO sickness are going down.</p> <p>MG said that there were a number of ½ pay appeals and that this was being</p>	<p>ID to provide an update</p>	<p>ID</p>	<p>20th November</p>
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	<p>looked at in the terms and conditions review.</p> <p>ID said that in term on Most Similar Group (MSG) EP was poor in all areas however they have improved relatively and are now in the upper section of the 4th quartile.</p> <p>ID said that Amanda Humphrey was leading the working group; LW said that it may be useful for Amanda to come to OPCC to discuss.</p> <p>CF asked if high PC sickness were being taken into account in the development of a proposed 7:2 shift pattern. ID confirmed that this was being taken into account with JC stating that there was an assumption of a 30% abstraction rate.</p> <p>CF mentioned a recently issued Freedom of Information request whereby there were a number of large jumps in data categories and why this was.</p> <p>ID said that it was an improving picture and that the each category often had several subcategories below this. The reporting of individual sickness is often dependant on what people say is wrong with them which can make it difficult to place in category.</p> <p>JC said that SAP was introduced in April 2013 which has provided better detail and more information.</p> <p>ID said that the 'cardiac/circulatory' category would also include blood pressure. ID said that the current focus was on stress, although not many people report it, it equates to the longest amount of time off, this was previously muscular.</p> <p>ID said that approximately 1900 officer in EP were not reported sick which is a positive.</p> <p>LW asked whether there should be formal recognition for individuals who do not take sick leave. ID supports this idea of recognition however feels that this should be through individual PDR.</p>	<p>ID to look into Amanda Humphrey visit</p>	<p>ID</p>	<p>20th November</p>
<p>5.</p>	<p>SSD Highlight Reports</p>			

<p>There are currently no plans to recruit for PCSO's and it is believed that the 250 target will be met in April 2015.</p> <p>LW said that disability sickness rates are high. ID said there was not national data regarding this and it was unknown whether this information was related to their disability or another cause.</p> <p>JC explained the rationale behind civilianisation of custody sergeants as it would provide a reduced cost base and a better service since there would only one sergeant on duty to provide the necessary authority within detention and then the remaining custody staff would be civilian staff who would deal with the administration and booking in of staff. Other sergeants will be redistributed across the force.</p> <p>Advertising for staff will be online and via Facebook as this this is cheaper than printed adverts. LW offered to disseminate information through the community voluntary sector.</p> <p>MG confirmed that there was no presumption that ex-officers would enter staff roles after retirement, this was in part due to pension regulation which prevent officers taking a similar role within 6 months or a different role within 28 days of retirement.</p> <p>RL said that the three agency staff working in procurement were in stores.</p> <p>MG said that there was a bottle neck in procurement. MG said that he was not keen to have people on the payroll when not need but would like to have the option to scale up when need to be with vetted, skilled agency staff.</p>	<p>RL will look into PCSO recruitment</p>	<p>RL</p>	<p>20th November</p>
<p>LW asked to see the vehicle benchmarking reports.</p> <p>MG said that there were some posts which could be joined for Essex and Kent.</p> <p>MG said that there were a number of works taking place on the estate at present. With a high number of projects on going MG would like to get to a point where a specific project manager could be hired which would leave staff to perform normal</p>	<p>MG to provide vehicle benchmarking report to LW</p>	<p>MG</p>	<p>20th November</p>

	<p>day to day role.</p> <p>MG said that the FCR building was owned by freehold by the Highways Agency, and they could, in theory, force EP out in 6 months, however the FCR work has not yet commenced and it is currently being negotiated. MG said that there were two options with this this building; one was to purchase the building or to renegotiate the break clause.</p>			
6.	<p>Any other business</p> <p>RL noted that the FCR vacancies were as follows on the 30th September: 20.58 FTE vacancies, these are 30hr contracts and currently one contract is equivalent to 0.81 FTE.</p> <p>Recruitment is due to take place on 6th October for 12 staff (FTE 9.7) and a further 12 on 17th November. It is likely EP will over recruit at the start of the year which will cover the attrition levels, with planned recruitment until the end of the 2015 financial year. There is a five week lag time between recruitment and start date due to the training requirements.</p> <p>ID reported that EP was to look at the employment market to ascertain whether the correct salary was being paid to FCR workers, as well as assessing the shift structure/hours to see if there is another model which could be used.</p>			
7.	<p>Date of Next Meeting</p> <p>Thursday 20th November 2014, 10am Hoffmanns Way</p>			