

Force Resources Scrutiny Meeting
Thursday 20 November 2014
2:00pm, 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
Peter Ramsey, Capital Manager, EP	PR
James Cook, Finance Lead for Evolve Programme, EP	RJ
Richard Jones, Management Accounting & Insurance Manager, EP	RJ
Mark Gilmartin, Director of Support Services,	MG
Ian Drysdale, Director of Human Resources	ID
John Gorton, Head of Transport Services, EP	JG
Jules Donald, Head of IT, EP	JD

	Item	Action	Owner	Date for Completion
1.	<p>Matters arising Apologies</p> <p>Derek Benson, Deputy Chief Constable Debbie Martin, Chief Finance Officer, EP</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 7, with three month financial forecast Medium term financial plan.</p> <p>PCSOs: JC explained that the difference between the Evolve saving amounts of £600k and £800k was due to changes in sequencing over the years. JC agreed to provide a brief note on this issue to explain the changes.</p> <p>Severance Budget: JC said that severance budget was created to cover the costs of any potential redundancies. The severance budget must be allocated in the year the potential redundancy is identified; however there will be no redundancies made by the end of the financial year.</p> <p>JC highlighted the possibility of creating an earmarked reserve for the severance budget or providing a provision within the MTFs. JC explained that the redundancy provision was calculated using the expected saving from staff redundancies.</p> <p>Capital Spend: PR confirmed that after speak to budget holders, between now and the end of the financial year there would be increases in actual capital spend.</p>	JC to provide a brief note on Evolve saving changes	JC	18 th December

<p>MG expects approximately 80% of forecast capital spend delivered at the end of the financial year.</p> <p>PR agreed to provide additional commentary around the capital spend which would be included within the monthly monitoring report.</p> <p>Appendix D: JC clarified point 2.3.3 – EP do not forecast staff leavers in the same way as officers. ID said that it is difficult to forecast staff in the same way as officers as there is no fixed retirement age or length of service. JC would amend the wording of 2.3.3 to make it clearer.</p> <p>Redundancy: Discussion was held surrounding the potential inclusion of £1.7m earmarked reserve for severance costs in 2015/16. This has been provisionally agreed to, if not used it will roll over to 2016/17 or be added to General Reserve.</p> <p>Evolve Savings: CF highlighted that the HQ review will not deliver the planned £1m savings and was only like to save half that amount at £0.5m.</p> <p>JC stated that Appendix F is populated prior to the monitoring board and that it needed to be updated following the recent decisions; the data gap between the reports being produced and attending the resources scrutiny meeting is between 4-5 weeks. JC said that there is £18m worth of savings which can be flexed across budget holders.</p> <p>MG said that Appendix F is not meant to provide details but to be a summary document, further details on the saving would be found elsewhere. LW said that the presentation and format of documents would be addressed in the finance review.</p>	<p>PR to provide additional capital spend commentary to be included in monthly monitoring report</p> <p>JC to amend the wording of appendix D</p>	<p>PR</p> <p>JC</p>	<p>18th December</p> <p>18th December</p>
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	<p>Holiday Overtime Pay: ID stated that it was too early to provide any costs regarding the recent holiday overtime ruling, particularly as this was still pending a legal challenge. EP will remain aware and will update against in the coming months.</p>			
4.	<p>IT</p> <p>Body Worn Video: JD said the Body worn video would be rolled out in Essex from 08/12/2014; there have been a few problems in Kent where it was rolled out first. These problems were in regards to the software and storing the videos once downloaded.</p> <p>LW asked whether there were any plans to incorporate body worn video into day to day procedures which would reduce the amount of paperwork which needs to be completed.</p> <p>MG said that in principle EP would be happy for this however this would need further discussion. JD highlighted that storage would also need to be considered if this was to happen.</p> <p>CG asked about the risk of the Windows 7 conversion and the PSN change not happening in line with the timetable; also was the £1.5m budget reduction planned appropriate.</p> <p>MG said that the level of funding would be correct if EP were in a steady environment. Further discussions would be had regarding the IT budget and whether this should be cut or remain the same.</p> <p>LW highlighted that increased spend on IT could release greater savings across the force in future years.</p> <p>CF asked for assurance on the Single Desktop transfer as this is a big risk for the OPCC as the PCC is the national lead for IT.</p> <p>JD said that there was an action plan and a task force approach was being taken.</p>			

	<p>The roll out has been held back by Microsoft however new technical advice has been received which should enable the transfer to take place. JD said that 500 desktops should be transferred a week and would provide regular updates to the PCC through the monitoring document.</p> <p>MG stated that the financial penalty for not transferring over by the April 2015 would be tapered.</p> <p>CF requested a timeline of major IT projects such as single desktop, Athena, PNN to PSN and so on.</p> <p>Resources: JD explained that the findings from the current Methods Advisory review would enable IT to create a strategy and plan for future years. MG expressed a desire to work with a delivery partner let as a contract whereby staff can be hired short term to meet demand.</p> <p>Cost per Head: JC highlighted that IT is more efficient now then it was four years ago.</p>	<p>JD to send monitoring document to the OPCC</p> <p>JD to send timeline to the OPCC</p>	<p>JD</p> <p>JD</p>	<p>18th December</p> <p>19th December</p>
5.	<p>Transport</p> <p>JG said that commercial benchmarking results against other forces were expected back in December; JG agreed to share this information with the PCC.</p> <p>JG informed the meeting that EP were looking to train collection drivers who would collect police cars for repairs and servicing; JG believe that the use of telematics will help to provide further information.</p> <p>JG said that EP had purchased a mobile repair van which could be used for some repairs however most of the repairs such as brake pad replacements require the cars to be raised in the air.</p>	<p>JG to send benching marking information to the OPCC.</p>	<p>JG</p>	<p>18th December</p>
6.	<p>Capital Bids</p> <p>Estates: LW said that when disposing of large sites, such as HQ, EP should try to make</p>			

	<p>partnerships with developers.</p> <p>ANPR: The OPCC asked what the benefits of the ANPR proposals are. MG said the proposed locations of the ANPR were key roadways in Essex and the ANPR would help to provide more evidence. MG agreed that a cost benefit analysis would be beneficial.</p> <p>Transport: OPCC asked whether the fleet replacement scheme was affordable as it is capital intensive and whether other options such as leasing had been considered.</p> <p>MG stated that spend on vehicles is equal to the Home Office capital grant and that EP would need to look at other options. JD highlighted that leasing could be used for covert vehicles however CG stated that the cost of capital against the cost of borrowing should be considered. CG offered to assist with a study regarding this.</p> <p>IT: JD confirmed that if the innovation fund was not successful then the project would form part of the capital bids.</p>	<p>MG to provide OPCC with cost/benefit analysis</p> <p>CG/JC/JG to work on a study</p>	<p>MG</p> <p>CG/JC/JG</p>	<p>18th December</p> <p>February</p>
7.	<p>Any Other Business</p> <p>Operational Presence: LW requested that the scrutiny meetings have an operational presence and that a substitute be established. MG said that he would look into the operational presence at the meeting.</p>	<p>MG to establish the operational presence</p>	<p>MG</p>	<p>18th December</p>
8.	<p>Date of Next Meeting</p> <p>One-off meeting to review Revenue Bids: Thursday 4th December 2014, 2pm Hoffmanns Way</p> <p>Next Resources Scrutiny Meeting</p>			

	Thursday 18 th December, 11am Hoffmanns Way			
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