

Force Finance Scrutiny Meeting
Thursday 17 July 2014
10:00am, Chief Constable's Lounge

Present:-

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

	Item	Action	Owner	Date for Completion
1.	<p>Matters arising</p> <p>It was agreed that papers should arrive 6 days before the meetings</p> <p>LW noted that he would like to be notified of virements of over £500K. DM noted that these are sent to CG for agreement.</p> <p>JC is still working on the revenue and capital projects, which will go to COMG.</p> <p>DM noted that her team require a debrief from CG re: treasury meeting in order to progress the Treasury Management Report.</p> <p>Format of meetings: it was agreed that, starting September, this would become a Resources Scrutiny meeting.</p>	<p>EP to send papers 6 days before the meetings to the OPCC</p> <p>CG to send to DM</p> <p>OPCC to organise</p>	<p>EP</p> <p>CG</p> <p>CF</p>	<p>Ongoing</p> <p>ASAP</p> <p>ASAP</p>
2.	<p>Notes of previous finance scrutiny meeting</p> <p>The notes of the meeting were agreed. It was also agreed that some matters will need to be removed to an exempt set of notes for publication.</p>	<p>Amendments and publication on PCC website</p>	<p>CF</p>	
3.	<p>Monthly Force Finance Performance Reports:</p> <p>Budgetary control report month 3, with three month financial forecast 2013/14 Draft Outturn</p> <p>FCR: £1M is being held in General Reserve for the works to FCR. It is not yet decided if the costs will come from capital or revenue. Susannah Hancock has been made aware of the works required.</p> <p>Police Officer pay: the force is set to be on budget. The decision to recruit was taken in April and there have not been as many applicants as expected, however, CF raised the restrictions that the Met is placing on out of London recruits, which</p>			

	<p>could impact on Essex as Essex are going back out to recruit again. LW noted that an assessment of impact from HR would be required. DM noted that the recruitment needs to be put in the context of 2015/16.</p> <p>Contingencies: LW asked about the contingency plan for unforeseen spend. DM explained that SCD has a budget built in which is normally sufficient, and that the previous police authority did not favour an approach of earmarked reserves.</p> <p>There is around £1.3M allocated from the Investment Fund for recruitment, and £213K of that has been committed. COMG to make decision on remaining £1.1M which has not been required at present.</p> <p>Forecasting: figures such as RPI are not used but previous year's trends are used as well as complex calculations in the budget setting.</p> <p>Reserves: CG noted that the general reserve figure of £12.5M was correct, and that this need to be complemented by information on how much of it is cash backed.</p> <p>Appx A: LW asked if EP will use the £1.75M severance budget. DM noted that the plan was to use it for this purpose if those redundancies were required.</p>			
4.	<p>Planned spend for 14/15 by operational area (substantive item)</p> <p>LW noted that the format gave too granular a level of detail. RJ to email the commentary sheets to the OPCC.</p>	<p>RJ to email the commentary sheets to the OPCC. Post-meeting note: actioned</p>	RJ	ASAP
5.	<p>Procurement: by operational area (substantive item)</p>	<p>CF, AB and CB to agree the format</p>	CF, AB, CB	In time for Sept meeting

6.	Any other business There was no other business			
7.	Date of Next Meeting Thursday 21 August, 10am Hoffmanns Way			