



MINUTES

OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR ESSEX

PERFORMANCE AND RESOURCES BOARD

30th October 2017, 09:30 – 12:30, FF33, OPCC, Kelvedon Park

Core Attendees

- Roger Hirst, Police and Crime Commissioner (RH)
- Jane Gardner, Deputy Police and Crime Commissioner (JG)
- Susannah Hancock, Chief Executive (SH)
- Charles Garbett, Treasurer (CG)
- BJ Harrington, Deputy Chief Constable (BH)
- Vicki Harrington, Director of Strategic Change (VH)
- Debbie Martin, Chief Finance Officer (DM)

Other Attendees

- Abbey Gough, Finance Scrutiny Officer (AG)
- Richard Leicester, Head of HR, (RL)
- Alison Brett, Head of Operational HR, (AB)
- Andy Prophet, ACC, (AP)
- Dave Edwards, Head of Procurement, (DE)
- Alex Allen, Head of IT Applications, (AA)
- Lucy Gordon, Executive Assistant, (LG)
- Sarah Riddell, Management Accountant, (SR)
- Wendy Palmer, Head of Forensics, (WP)

Apologies

- Mark Gilmartin, Director of Shared Services (MG)

	Item	Action	Owner	Date for Completion
1.	<p>i) Minutes of last Meeting Minutes of the last meeting were agreed.</p> <p>ii) Action Log 22/17 – BH said that that options were being considered such as the use of the evidence.com website for the public to upload CCTV evidence. This was linked to the Digital Asset Management work and looking for a cloud based solution.</p> <p><i>Body Worn Video Update</i> AA said that the roll out of the next phase of body worn video cameras would take place from January 2018 and would be completed by the end of the financial year. AA said part of the reason for the delay was issues re. The international component parts.</p> <p>AA said she would confirm the number of body worn cameras already rolled out, the number of cameras to be rolled out and the total number of cameras in Essex.</p> <p>It was agreed that in January an update would be presented to the Board which would provide details of the business change and how EP will deal with the technical elements.</p> <p>iii) Forward Plan No changes were made to the forward plan other than those already agreed above.</p>	<p>60/17 - AA to confirm the number of BWV cameras rolled out, to be rolled out and in total</p> <p>61/17 - Papers to be brought back detailing</p>	<p>AA/MG</p> <p>AP/MG</p>	<p>November 2017</p> <p>January 2018</p>

		business change and technical elements of BWV data and uploads		
2.	<p>Digital Forensic Update</p> <p>WP updated the board on the current position and noted that a new team leader has been recruited to manage and direct the workflow and processing within the team. WP said that SLAs were now in place.</p> <p>SH said that the original business case referred to finding a solution to the remote working, satellite site and transferring data and asked for an update on this. WP said that there are competing priorities within the IT programme which meant that the capital costs to fund the next phase solution had not yet been agreed. BH said that there were a number of national projects which have to be funded by EP first and therefore a number of internal force projects such as this one are not able to be funded at present. RH said that it would important that EP considered the operational impact of this project not being funded.</p> <p>WP said that a separate network would be required to transfer the data; RH asked why the data couldn't be encrypted. It was noted that other options are being consider as well as advances in technology. WP said that the co-location of the forensic team and POLIT team could help to improve the service.</p> <p>RH asked for WP to provide a forward look paragraph to the digital forensic report to be available for the November meeting. RH asked that the original business case be reviewed in the light of issues re. IT solution.</p> <p>It was agreed that the operational impact would be considered and an update presented in December against the origina business case and budget.</p>	<p>62/17 - Forward look paragraph and next steps for digital forensics to be available for the November meeting</p> <p>63/17 - Review to be produced which</p>	<p>WP</p> <p>WP</p>	<p>November 2017</p> <p>December 2017</p>

		reflects the changes to the business case and where in the budget setting process including operational impact of deferred implementation		
3.	<p>Quarterly HR and Sickness Report</p> <p>RL confirmed that the 92 counter terrorism posts as now included with the 2850. RL confirm that EP reached the 2850 strength figure in August 2017; however this had dropped in September due to leavers but would increase against. It was anticipated that EP would be over the 2850 at the year end.</p> <p>RL noted that a significant amount of work has taken place to recruit police officers and specials to EP. There has been a positive recruitment campaign which has resulted in a significant number of new recruits.</p> <p>RL noted that there was currently 65 staff vacancies in EP across various departments and that HR are working with the different departments to manage the vacancies. There are currently 10 PCSO vacancies which will be recruited to shortly. Special recruitment remains positive, with the number of leavers remaining a seven per month and an increase in the number of duty hours.</p> <p>RL said that there were a significant number of specials now joining the regulars; it was also important to ensure that a number of career specials remained. The current forecast for the year end was 430 specials.</p> <p>There has been a reduction in the number of officer leavers down from 24 to 21 leavers a month.</p>			

	<p>Attendance Management Report</p> <p>JS said that psychological cases have reduced however this still remains the most common reason for sickness. There are currently 352 individuals on recuperative or restricted duties. JS said that a deep dive would take place in PCSO sickness as the level a sickness there appears to have increased compared to police officers and police staff. JS said that face to face interviews would take place to get an understanding of the issues/reasons. RL said that staff survey results would provide a good insight to EP. It was also noted that over 30 other forces are completing a similar exercise which would allow for additional comparison.</p> <p>There are varying levels of sickness within EP depending on officer / staff group. It was noted that the variances in the north LPA appear significant however this LPA is significantly larger.</p>			
4.	<p>Night Time Economy</p> <p>AP introduced the paper and noted that there is no national definition of night time economy crime. EP now has a local definition of night time economy crime. AP said that EP were going produce heat maps by mapping NTE and ASB crime data against licenced premises. Licenced premises would also be held to account for the crime which takes place in their areas.</p> <p>RH asked how much EP could reduce the level of NTE crime compared to the previous year. AP said that he expected an improvement could be made however since there was no definition in place last year this would be difficult to directly compare. The current work would help to provide better understanding of the NTE crimes in Essex.</p>			

	<p>It was noted that the data could be compiled and presented to the Safer Essex in the future to understand the view of local partners.</p> <p>SH said that she would share with AP the recent mapping exercise which took place against the Police and Crime Plan.</p> <p>JG commented that it was positive that EP were making strong progress in this area.</p>	<p>64/17 - SH to share with AP Police and Crime Plan mapping exercise</p>	<p>SH</p>	<p>November 2017</p>
<p>5.</p>	<p>Procurement Report</p> <p>DE presented the procurement report to the board; he noted that there has been significant improvement and change in the last 12 months. This includes the agreement of the improvement plan in December 2016 and the subsequent hiring of a number of staff members to the procurement team.</p> <p>DE said that the senior category manager post was currently on hold until the 7 Force joint procurement proposal is finalised. Procurement have held a number of initiatives such a workshops and expos across Kent and Essex Police. DE said that the net promoter score for procurement had increased across all areas of the business, including customer satisfaction.</p> <p>Recent staff survey completed within the procurement team has shown a significant change in staff views. Compared to when this was previously complete staff motivation is now at 94% compared to 53% when it was previously run.</p> <p>DE said that the procurement pipeline was now completed and kept up to date; DE noted that there were some contracts that still needed to be included however they were trying to obtain the information from the business. DE noted that work was underway to amend the standing order threshold.</p>			

	<p>DE said that significant savings had been made by procurement team and that the additional investment in staff had helped to boost the savings achieved by the team.</p> <p>DE confirmed that he was in discussion with CG re. a review of Essex procurement thresholds, which were different to those used by Kent.</p>			
6.	<p>Local Policing – Community Policing Team</p> <p>AP presented the information on the CPT and noted that there were a number of co-located hubs now in place. AP said that previously the main performance measures for the community hubs were to ensure that the hubs were in place. Going forward we need to define what success looks like for each area. RH said that there was no formal matrix for CSPs to report performance against. SH noted that work was underway through the CS Hub steering group to develop new measures. In relation to CSPs, Greg Myddelton is now working on this.</p> <p>CSP priorities need to be linked more closely with PC Plan going forward.</p>			
7.	<p>Outline Strategic Business Case FCR/Call Handling</p> <p>BH provided details of the strategic outline business case noting that demand for policing was increasing and therefore options needed to be considered for the FCR/call handling. BH said that the functionality of the process should be considered as well as collaborative options such as blue light collaboration.</p>	<p>65/17 - Fully costed business case for FCR/call handling to</p>	BH	April 2018

	<p>BH said that a costed business case could be available in six month for the PFCC to be reviewed. BH noted that that business design for the FCR/call handling process could be in place for 2018/19. Scrutiny from the PFCC would be available through the Performance and Resources Board and the Strategic Board with final sign of by the PFCC required.</p> <p>RH noted that this was an important and exciting piece of work.</p>	<p>be provided in six months</p>		
<p>7.</p>	<p>Finance</p> <p>i) Quarterly Finance Report</p> <p>It was noted that the latest revenue forecast was for £0.685m overspend, a movement of £0.524m from month 5. DM confirmed that the forecast included both the police officer pay award and the assumed police staff pay award. Revenue consequences have been included within the forecast however this may change depending on the approval of future capital projects. Forecast capital income of £26.1m of which £14.1m is expected to be received in March 2018.</p> <p>It was confirmed that the virement protocol would be discussed later that day between the Chief Constable and the PFCC. DM noted that the non-consolidated pay rise for police officers of 1% cost a total of £692k of which £262k was to be funded from reserves.</p> <p>DM said that the savings for the cleaning contract are to be reviewed on a monthly basis to ensure the savings achieved are monitored.</p> <p>ii) Efficiency Savings Programme</p> <p>VH noted that there has been no change to the 2016/17 saving requirement.</p>			

	<p>For 2017/18 the CD review has been reduced by £20k, resulting in a shortfall of £260k.</p> <p>The saving requirement for 2018/19 has been revised to £6.4m. Currently there is a shortfall of £2.61m which meetings scheduled to discuss the options available.</p>			
8.	<p>Performance</p> <p>i) Monthly Performance Report</p> <p>VH introduced the monthly performance report to the board and noted that the statistical exceptions for the month were: violence without injury, 23.3% increase; rape, 17.8% increase; theft of motor vehicle, 23% increase; vehicle interference, 38.7% increase; possession of a weapon, 48.9% increase; public order, 25.5% increase and miscellaneous crimes against society, 38.4% increase.</p> <p>It was noted that the increase in possession of a weapon offences was primarily related to bladed weapon and at Stansted Airport.</p> <p>RH said that he has been using the recent quarterly report to help inform the public meetings which he attends.</p>			
9.	<p>AOB</p> <p>None</p>			
10.	<p>Date of next meeting – 30th November 2017</p> <p>Essex Police HQ</p>			

