

Force Resources Scrutiny Meeting
Thursday 22 January 2015
09:00am, 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
James Cook, Finance Lead for Evolve Programme, EP	RJ
Debbie Martin, Chief Finance Officer	DM
Richard Jones, Insurance and Management Accounting Manager	RJ
Derek Benson, Deputy Chief Constable	DB
Ian Drysdale, Director of Human Resources	ID
Richard Leicester, Head of Resourcing, EP	RL
Amanda Humphreys,	AH

	Item	Action	Owner	Date for Completion
1.	<p>Matters arising CG noted that a letter needed to be sent from the PCC in regards to the Home Office bid.</p> <p>Apologies Mark Gilmartin, Director of Share Services</p>			
2.	<p>Notes of previous finance scrutiny meeting Minutes agreed</p>			
3.	<p>Monthly Force Finance Performance Reports:</p> <p>Budgetary control report month 9, with three month financial forecast Medium term financial plan.</p> <p>Appendix 3 has now been changes allowing for easier understanding.</p> <p>DM noted that contracts for externally funded PCSOs will be agreed by the end of the year, there will be 8 externally funded PCSOs including Frinton and Walton.</p> <p>DM confirmed that the £500k liquidated damages figures for Dunmow has been set aside as there is a likelihood that this will have to be paid. The £500k figure is the middle figure and it is likely that this will increase. CG confirmed that they were awaiting an expert decision.</p> <p>CG noted that capital expenditure still had a large underspend, MG had previous said that an anticipated 80% of capital would be spent at year end. CG said that the capital forecast should be revised down if unlikely to be spent. DM confirmed that the capital spend for fleet, IT, the chemical enhancement lab and FCR was expected at the end of the financial year.</p> <p>DM highlighted that some of the larger projects such as the FCR and chemical</p>			

<p>enhancement lab were due to span two financial years as would the spend from the projects.</p> <p>Southend refurbishment: CF noted that this has increased from £6M to £10M and asked if a review would be carried out to establish why and what can be learned CG said that he sits on the Southend Board and that the project costs were being monitored.</p> <p>Domestic Violence Protection Order Unit (DVPO) is set to underspend; DM confirmed that the original budget was set up using a carry forward and the actual amounts spent on the applications was less than budgeted. Any underspend will be transferred into General Reserve. A permanent budget has been set up for 2015/16 based on the 2014/15 spend.</p> <p>The consultant costs for the Estates strategic review will be an Essex only cost.</p> <p>DM confirmed that the split for collaborative costs will be completed for the month 10 reports. JC noted that collaboration costs are included within the third party costs and a separate report may be required to detail the full collaboration cost. CG said that initially changes to the month 10 report should be reviewed and if further detail is required this should be looked into. CF noted that the PCC had been clear that he wanted to show the collaboration (Essex/Kent) costs separately and that this needed to be done going forward. JC asked if the PCC wanted an analysis of this. CF noted that this needed to be a separate line, and an analysis was not required.</p> <p>CF asked if the EVOLVE business cases had been agreed. JC said that business cases have been completed for 2015/16 however due to the additional saving targets it may be necessary to bring forward savings from 2016/17; in order to do this it will be necessary to discuss which projects should be brought forward. The gap equated to £1.4m.</p> <p>Carry Forward: DM asked whether it is possible to use the funds from the previous year's carry forward. CG said that a decision sheet should be completed which would be signed by the PCC. CF noted that this would need to be done before the Police</p>	<p>DM/CG to complete carry forward decision sheet</p>	<p>DM/CG</p>	<p>31st March</p>
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	and Crime Panel next week and that the PCC would need to be informed.			
4.	<p>HR Quarterly and Attendance Management Report</p> <p>HR Quarterly: LW asked whether the HR reports could be combined to make one report which would be sent to the OPCC. CF highlighted that the data sets provided by HR would need to remain the same in order to allow for past comparison of date.</p> <p>ID said that the anticipated number of officer resignations was greater than originally expected. At present exit interviews are not mandatory however work is being undertaken to review this process.</p> <p>ID noted that it was possible to look at officer start dates to anticipate the leave date of officers based upon the completion of their 30 years' service. It was agreed that no general pension advice would be given and that officers would continue to liaise directly with their pension provider.</p> <p>Psychological sickness rates remain the highest reason for officer sickness. ID said that the HMIC VfM Report provided the only comparison data for sickness. Leicestershire Police have a good sickness records, EP are to discuss how they manage their sickness levels.</p> <p>CF highlighted that there are a number of vacancies in high profile areas such as CAIT and estates and asked what work is taking place to fill these vacancies. CF also said that reports did not provide a clear sense of the impact and scale of the vacancies, since it is not clear if having a certain number of vacancies is a high proportion of the need in each team. Further, CF noted that when reviewed against the sickness, it was not clear what the actual overall impact was. For example, what is the overall impact on PPU of the CAIT vacancies?</p> <p>ID said that all areas have vacancies of 4% for the budget planning. RL said that regular operational assessments were carried out in order to ensure that the correct staffing levels were maintained. ID noted that priorities change and that additional commentary could be provided in the form of another annex and what this means to the force operationally. ID also noted the extra investment in</p>			

<p>occupational health and that PPU officers make up 54% of those in occupational health services. He further noted that an area of development is analytical reporting.</p> <p>CG highlighted that EP and Leicestershire Police use the same Internal Auditors and there may be potential to work together.</p> <p>LW said that he had been approached by a Sergeant who was applying to become an Inspector for an overview of the OPCC's function. LW asked whether an offer should be made to the training school; ID said that he would consider this.</p> <p>RL said that the March 2015 intake has now been revised and recruitment was reviewed on a month by month basis allowing for training to be flexed throughout the year. RL stated that there was now a structure for the intakes against the budget and that the recruitment profile could now be flexed to meet need. The first of these meeting was due to take place by the end of January 2015.</p> <p>Attendance Management: ID noted that the PCSO role was well paid a required no specific qualifications, after five years in post a PCSO would be at the top of their increment steps and would not be able to move on in the force without further qualifications. ID noted that this may be linked to PCSO sickness levels. ID said that PCSO sickness list can be made available to the OPCC to review.</p> <p>ID informed the meeting that the use of texting was not appropriate form of communication for a line manager to contact a sick member of staff and was used on occasion. 55% of the Performance Improvement Units cases are related to absence reasons opposed to performance issues, and that there was a development plan in place.</p> <p>ID noted that staff who were able to return to work but were not are now having their pay cut; due to federation insurance this is unlikely to work as a deterrent for police officers as this insurance will 'top up' officers pay to their full time equivalent.</p>			
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	<p>CF noted that the extra investment in occupational health has been in place for some time now, and asked if the investment is having a discernible impact, or if it should be expanded.</p> <p>ID highlighted that the new occupational health initiatives such as physiotherapy have been in place since the summer and that whilst there has not been a significant improvement consideration should be given to what the figures would look like if the initiatives had not been in place.</p> <p>Sickness levels in the public sector have been on average 7/8 days however there is no data to indicate whether the financial pressures have increased this.</p> <p>It was noted that there are 150 officers who are on permanent restrictive duties. RL said that these not all officers were non deployable and each case was reviewed. For example restrictive duties could apply to an officer who was diabetic and therefore required regular breaks. There were also a number of support services roles where police officers were required.</p> <p>The Home Office has not yet provided a definition of the term 'limited duties'.</p>			
5.	<p>SSD Highlight Report</p> <p>It was noted that 4 procurement contract managers have resigned their posts. RL said that plans were in place to cover the vacancies and that a new agency was being used to recruit staff. RL said that there was not a vetted pool of staff that can be drawn on; RL said that he would look into benefits of this.</p> <p>JC highlighted the need for EP to examine the salaries paid to specialist roles such as procurement in order to reduce the number of staff resigning. RL said that the ability to flex pay was being built into the new terms and conditions.</p>	RL to look into the benefits of having pre-vetted agency staff	RL	19 th February
6.	<p>Any Other Business</p>			
7.	<p>Date of Next Meeting</p>			

	Next Resources Scrutiny Meeting Thursday 19 th February 9am Hoffmanns Way			
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