**MINUTES**

**OFFICE OF THE POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX**

**ESSEX POLICE PERFORMANCE AND RESOURCES BOARD**

26 July 2018, 0930 to 1230, GF01, Kelvedon Park

**Present:**

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| Roger Hirst (RH) | Police, Fire and Crime Commissioner for Essex |
| Stephen Kavanagh | Chief Constable, Essex Police |
| Debbie Martin (DM) | Chief Finance Officer |
| Abbey Gough (AG) | Financial Scrutiny Officer and S151 Officer |
| Anna Hook (AH) | Head of Performance & Scrutiny |
| Camilla Brandal | Minutes (OPFCC) |
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| **Guests:** |  |
| Wendy Palmer (WP) | Head of Forensics, Kent Police |
| Brian Jaggs (BJ) | Head of IT Service Delivery |
| Mark Johnson (MJ) | Head of Analysis |
| Paul Nagle (PN) | Head of Change Programme/ Projects |
| Richard Leicester (RL) | Director of HR |
| Justin Smith (JS) | Supt, Head of Performance Improvement Unit (Essex Police) |
| Jon Burgess (JB) | DCI, Essex Police |
| Richard Jones (RJ) | Head of Business Partnering and Management Accounts |
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| **Apologies:** |  |
| Charles Garbett | Treasurer, OPFCC |
| Mark Gilmartin | Director of Shared Services |
| Jane Gardner | Deputy Police, Fire and Crime Commissioner for Essex |
| Denise Breckon | Chief Accountant |
| B-J Harrington | Deputy Chief Constable, Essex Police |
| Vicki Harrington | Director of Strategic Change |
| Jules Donald | Joint Kent and Essex IT Director |

|  | **Item** | **Action** | **Owner** | **Date for Completion** |
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|  | **Introduction and welcome**  RH welcomed all to the meeting. Apologies from BJH, CG, MG, JG, DB, VH and JD were accepted by the Board. |  |  |  |
| 1i | **Minutes of last meeting on 26 June 2018**  RH asked the Board whether there were any points arising from the last meeting, There were no comments or amendments and the minutes of the last meeting were approved. |  |  |  |
| 1ii | **Action Log**  02/18 – Roads Police Report  Update: RH to raise at SERP Board and pick up with Nicola Foster (chair of SERP).  18/18 – GDPR  Update: leave open until BJH and AH had had their discussion around access to systems and the GDPR implications have been addressed.  20/18 – NTE  Update: leave open as paper coming to September Board.  26/18 – Vulnerable Groups  Update: SK has asked ACC Prophet to provide a breakdown of the solved rate figures in the Rape Improvement Plan. RH would like to take the Rape Improvement Plan to the Essex Partners Board and the Health & Wellbeing Board. Essex Police to provide an attendee at the H&W Board and the Partnership Board. SK to speak to Andy Prophet, BJH and Matt Horne to ensure attendance at the H&W Board on 19 September 2018. | **Action 02/18**  **RH to take to SERP Board on 11 October**  **Action 26/18**  **SK to speak to AP, BJH and MH to ensure attendance at H&W Board on 19 September to present Rape Improvement Plan.** | RH  SK |  |
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|  | 33/18 – Public Perception Survey  Update: RH to take District Plans to County Council at their Political Leadership Team meeting.  42/18 – Comms plan  Update: SK to ask Gareth Nicholson to send a copy of the Comms plan to RH by 27 July 2018. | **Action 33/18**  **RH to request this added to ECC Political Leadership Team meeting agenda**  **Action 42/18**  **SK to ask GN to send a copy of the Comms Plan to RH** | RH  SK | 27 July 2018 |
| **1iii** | **Forward Plan**  AH to add the Crystallise paper onto Forward Plan for August. | **Action 45/18**  **AH to add Crystallise paper to Forward Plan** | AH | August 2018 |
| **2** | **Digital Forensics**  WP presented the update paper on the Digital Forensics Gateway Solution. The paper sets out the issues and position of the business case for the 2015 Digital Forensics Unit and the interim solution of ‘Gateway Lite’ which was established in 2017.  After discussion however, it was agreed that the Digital Forensics Gateway Solution be brought forward from the proposed implementation date of 2021 to 2018/19. SK agreed to raise this at COG and for a paper on the urgent contingencies and arrangements around the implementation of the solution that need putting in place to be brought to November’s Board. RH asked that the paper includes data and numbers so that the Board have a good understanding of the problem.  WP will put Digital Forensics Gateway Solution on the SCD Risk Register. | **Action 46/18**  **SK to raise Digital Forensics Gateway Solution at COG and a paper for funding brought to November’s P&R Board** | SK | November 2018 |
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| **3** | **HR Sickness and attendance management, staff performance reports**  RL presented the papers on attendance management, HR analysis and performance data which included items such as recruitment of officers, intake of 54 recruits in July, 326 officers in training at present, vacancies held for officers in training, 182 vacancies for police staff, PCSOs and monitoring of agency staff.  After discussion, it was agreed that RL would bring back the [PEQF] information and update at the October Board.  JB joined the meeting at 10.20am  It was noted that this particular Board meeting was JS’s last and he would be handing over to Jon Burgess. The Board thanked JS for all his work.  JS took the meeting through the paper on the attendance management data, and the Board noted the improvements to the figures.  JS and JB left the meeting at 10.42am | **Action 47/18**  **RL to bring paper to October P&R Board** | RL | October 2018 |
| 4 | **Anti-Social Behaviour**  SK presented the paper on ASB which attempts to identify what factors have impacted upon the reduction in reporting of ASB. There were no specific recommendations but the Board were asked to note the content.  The following discussion identified the need to better identify what has been working to tackle ASB, including areas such as whether or not we understand the impact local authority partners have had on ASB, impact of Hubs, and has RJ work had an impact. |  |  |  |
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|  | It was agreed that a paper containing more information around context – what changes, partnerships, crime recording and data, and case studies showing what activities really work would be put on the Forward Plan for October 2018. | **Action 48/18**  **AH to put ASB onto Forward Plan** | AH | October 2018 |
| **5** | **Wider Volunteering Programme**  SK presented the paper on Citizens in Policing, Volunteer Police Cadets, Active Citizen and Essex Watch Delivery Plan highlighting the current status and for the Board to note the content.  Active Citizens are currently receiving training to assist Public Protection Command with Operation Voice of a Child. They are also assisting with campaigns for the Special Constabulary including the new Cyber Crime Volunteer/ Special Constable.  SK and RH are attending the Annual VPC Parade on 15 September 2018.  SK to bring the strategy and outcomes (including how we are going to communicate this to the public) for Community Safety Accreditation Scheme Organisations back to a future Board meeting. | **Action 49/18**  **SK to bring strategy and outcomes for Community Safety Accreditation Scheme Organisations back to future Board**. | SK | October 2018 |
| **6** | **IT Quarterly report**  BJ gave the Board a brief introduction to the IT Quarterly Report and an update on the progress made to the IT joint infrastructure platform between Essex and Kent Police. The Quarterly Report contained items such as the Fast Track Infrastructure Modernisation (FIM Programme), the Budgetary Provision, current work and performance, End User Computing Devices, Data Centre, Data Storage and Server Improvements. |  |  |  |
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|  | BJ in summary confirmed that the ultimate benefit of the investment is to improve the reliability of our IT systems and the benefit it gives to accessing operational data required for front-line policing purposes.  SK commented that a discussion needed to be had concerning the number of legacy systems (at present 90) that were being kept for operational or audit reasons and their transfer to a facility at Folkestone (as the systems cannot be switched off at present).  RH commented that he was concerned that the paper did not specifically outline the IT ability to deal with video and images effectively and level of server capacity. BJ commented that he was of the opinion that the Digital Forensics Unit data would not be suitable for ‘normal’ cloud storage but that IT are looking at Elastic Cloud Storage which will live across 3 locations (Maidstone, Folkestone and Chelmsford) and house all our unstructured backed up data.  BJ left the meeting at 11.30am |  |  |  |
| **7** | **Hate Crime**  SK presented the paper on Hate Crime and commented that there has been little change to the non-crime incidents but an increase in hate crimes with up to two-thirds being racially orientated. The recorded Hate Crime incidents would be passed to the Local Community Policing Teams to give them an opportunity to address the potential problems.  After discussion, RH commented that no victim satisfaction results were included in the paper and SK agreed that these figures would be included in the next report.  A Hate Crime Task and Finish Group (chaired by a Det Supt) has been convened to improve the overall management of hate crime from the point of report and through the criminal justice process.  It was agreed that a paper on Hate Crime will be put on the Forward Plan in the next 6 months. | **Action 50/18**  **Hate Crime results paper to be put on Forward Plan (January 2019)** | AH | January 2019 |
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| **8** | **Collaboration**  MJ presented the paper on collaboration activity which summarised the role and ambitions for collaboration in the future. There were no recommendations for the Board other than to note the report. Local collaborations to note are those with ECFRS and the community hubs.  RH commented that he would like to see more information around how the business benefits are being measured. MJ confirmed that he and PN are in the process of working on this which will improve the analytic capabilities in the long term.  After discussion, it was confirmed that more work should be done around health collaboration and RH asked whether he could have a condensed version of the report so that he could take this to our Health Partners (National Health England, Basildon, Southend, Broomfield, Colchester and Harlow). RH would like to get all 7 CCGs into one room and asked AH to organise this. | **Action 51/18**  **AH to contact all 7 CCGs to get a meeting in the diary** | AH |  |
| **9** | **Body Worn Video Update**  SK presented the Roll-out implementation plan for Body Worn Video and commented that this roll-out has had an impact on the Estates team’s work on refurbishments, especially Chelmsford, where it has been pushed back by 3 months. It was confirmed that BWV has already been rolled out to the Firearms Teams.  After discussion, it was agreed that the benefits realisation analysis on BWV be brought back to this Board in 6 month’s time. | **Action 52/18**  **AH to put BWV update on Forward Plan for January 2019** | AH |  |
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| **10** | **19/20 Investment Supporting the Police and Crime Plan**  PN presented the paper on the new investments being made to support the Police & Crime Plan and the forecast expenditure from that investment at Quarter 1.  From the summary, of the £9.6m new investments identified in the 2018/19 budget, £1.1m are amber and £8.5m are green. The amber risks relate to the Microsoft investments and revenue consequences from the capital programme.  After discussion, it was confirmed that a detailed report would be produced on a quarterly basis, but as this was Quarter 1, the information was a little bare. PN confirmed that the report would be brought back earlier than quarterly if the data started to show ‘strange’ results. | **Action 53/18**  **AH to add to forward plan on a quarterly basis** | AH | August 2018 |
| **11i** | **Finance – Efficiency and Investments Plan (Transformation Savings)**  PN presented the report on the progress against current and future efficiency and savings plans and the Force Medium Term Financial Strategy (MTFS).  PN reported that there had been no changes to specific areas and that there is currently a savings requirement of £3.497m. The Savings, Efficiency and Investment reporting will be developed over the coming months as further non-cashable efficiencies are considered and assessed. |  |  |  |
| **11ii** | **Finance – Quarterly Report**  DM took the meeting through the quarter 1 position for 2018/19. It was noted that the latest forecast revenue overspend is £2m with the forecast capital expenditure is £11m. |  |  |  |
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|  | A lengthy discussion took place around virements and it was agreed that DM would draw up a Decision Sheet for the virements on page 13.2 of the report which would then go through the Decision Sheet process in the OPFCC.  SK left the meeting at 12.45pm | **Action 54/18**  **DM to draw up a Decision Sheet for the virements.** | DM |  |
| **12** | **Monthly Performance Report**  MJ took the meeting through the Monthly Performance update for June 2018 which although there were not a lot of changes from last month, the data showed that crime was increasing and the solved rate decreasing. MJ confirmed that there was a caveat around performance figures at present as 20 forces had gone through the HMIC crime recording process with another 20 to go, producing a shift around the figures.  MJ presented the data on the following: violence with injury, domestic abuse, dwelling burglary, other burglary, stalking and harassment, rape offences, other sexual offences and public order.  MJ commented that the Balanced Scorecard was in the process of being streamlined and would be brought to the next Board in its new format. |  |  |  |
| **13** | **Any Other Business**  The classifications on the Agenda were confirmed as not for publication were Item 4 - ASB, Item 9 - BWV, Item 10 – Investment, Item 11 – Finance and PPT only for Item 12.  There being no other business, the meeting closed at 1.30pm. |  |  |  |