**MINUTES**

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

**ESSEX POLICE PERFORMANCE AND RESOURCES BOARD**

30 August 2018, 2.00pm to 5.00pm, FF41, Kelvedon Park

**Present:**

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| Roger Hirst (RH) for part | Police, Fire and Crime Commissioner for Essex |
| Jane Gardner (JG) Chair | Deputy Police, Fire and Crime Commissioner for Essex |
| Matthew Horne (MH) | Deputy Chief Constable, Essex Police |
| Mark Gilmartin (MG) | Director of Shared Services |
| Paul Nagle (PN) | Head of Change Programme/ Projects (for Dr Harrington) |
| Mark Johnson (MJ) | Head of Analysis (for Dr Harrington) |
| Debbie Martin (DM) | Chief Finance Officer |
| Amanda Cuffley (AC) | Finance Business Partner |
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| Abbey Gough (AG) | Financial Scrutiny Officer and S151 Officer |
| Anna Hook (AH) | Head of Performance & Scrutiny |
| Camilla Brandal | Minutes (OPFCC) |
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| **Apologies:** |  |
| Charles Garbett | Treasurer, OPFCC |
| Stephen Kavanagh | Chief Constable, Essex Police |
| 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 |
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| **No** | **Agenda Item** | **Action** | **Owner** | **Date for completion** |
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| **1** | **Introduction and welcome**  JG (Chair) welcomed all to the meeting. Apologies from CG, SK, DB, BJH, VH and JD were accepted by the Board. |  |  |  |
| **1i** | **Minutes of last meeting**  JG asked the Board whether there were any points arising from the last meeting. There was one amendment on Page 8, item 11.i, second paragraph; the figure to read £3.497m. Further to that amendment, the minutes of the last meeting were approved. |  |  |  |
| **1ii** | **Action Log**  02/18 – Roads Police Report  Update: Nicola Foster had now written to GPs. AH to pick up with RH before SERP October Board.  18/18 – GDPR  Revised information sharing agreement drafted - propose close. MH asked who the SIRO was in the OPFCC and this would be discussed outside the meeting.  20/18 - NTE  Added to agenda for September– propose close.  26a/18 – Vulnerable Groups  AH point of contact in OPFCC.  27/18 – Operational Transformation Reserve  August agenda item - propose close.  33/18 – Public Perception Survey  RH had taken the plans to the various meetings - propose close.  42/18 – Crime Prevention Strategy  No update for meeting.  45/18 – Forward Plan  August agenda item - propose close.  46/18 – Digital Forensics  Added to Forward Plan – propose close.  47/18 – HR  Added to Forward Plan – propose close.  48/18 – Forward Plan  Added to Forward Plan – propose close.  49/18 – Forward Plan  Added to Forward Plan – propose close.  50/18 – Forward Plan  Added to Forward Plan – propose close.  51/18 – Collaboration  MJ had sent through a collaboration paper around the Health CCGs. RH, JG and AH to meet to discuss paper.  52/18 – Forward Plan  Added to Forward Plan – propose close.  53/18 – Forward Plan  Added to Forward Plan – propose close.  54/18 – Finance  AG received update from Denise Breckon – propose close. | **Action 02/18**  **RH to take to SERP Board on 11 October** | RH |  |
| **1iii** | **Forward Plan**  AH advised the Board that September, October and November’s agendas were looking rather full and any items arising from this meeting would need to be looked at for December.  DM would like an item to discuss the Budget setting timetable and suggested November would be suitable. It was agreed that the Budget setting timetable would tabled for the November agenda. | **Action: 55/18**  **AH to put Budget setting timetable onto November agenda**. | AH |  |
| **3** | **Crystallise**  MH presented the paper on Crystallise which provided an overview briefing regarding the project to trial the Crystallise methodology in North LPA. The report also outlines how the project will inform the Force’s Digital programme. In summary, through funding from the Police Reform and Transformation Programme, there is a requirement for all forces to have a digital strategy that encapsulates everything that you are doing, everything that you are required to do, and particularly in this case, what digital skills staff are going to need to develop.  After discussion, it was concluded that the outcome of the pilot scheme would be to inform the Digital Strategy. It was agreed that when the pilot scheme had taken place, the results would be brought back to this Board for information.  RH joined the meeting at 2.20pm. | **Action: 56/18**  **MH to identify when this should be brought back to the Board for AH to add to Forward Plan** | MH |  |
| **4** | **Vulnerable groups**  MH presented the paper on Vulnerable Groups Quarterly Report which includes updates on the four areas within the Crime and Public Protection Command, namely; the Rape Review Plan, the Reactive Management of Sex Offenders, the Joint Targeted Area Inspection Multi-Agency Action Plan, and Resourcing.  Rape Review Plan  MH reported that although rape allegations continue to rise, as they do nationally, it seems to be stable and is not as much of a rise as the wider offences. EP sit 9th out of 42 forces for their rape solved rate for Q1 2018/19 with a solved rate of 5.51%. MH is of the opinion that there are now theories arising from the last 2 year’s data which need testing, with the implementation of a Rape Scrutiny Oversight Board, or a time limited Task & Finish Group that sits under the Essex Criminal Justice Board.  After discussion, it was agreed that an item for discussion at the October Criminal Justice Board would be to invite the victim groups to be involved in either the Oversight Board or the Task & Finish Group to try and work out why the solved rates are so low.  A discussion then took place around high vacancy rates and the reasons behind this.  Reactive Management of Sex Offenders  MH reported that as at 17 August, EP had 129 outstanding visits to sex offenders. In Essex, the offenders will stay on the register until they apply to come off. 12 of the 129 are listed as high as they either cannot be found or are missing and therefore cannot be visited. Each of the 129 offenders had been through a risk assessment to designate them low, medium or high on the register.  A general discussion took place around who reviews the list, how to find the 12 missing offenders and how to deal with reducing the outstanding visits number.  RH asked about the JTAI action plan and MH commented that it is being monitored by the Children’s Board and the CSP. | **Action: 57/18**  **MH and RH to raise opportunity for T&F group led by Victim Groups, as a way to approach further understanding of this issue, at the next ECJB.**  **Action: 58/18**  **MH to continue to work with victims groups to identify a potential chair for any such group.** | MH and RH  MH |  |
| **5i** | **Use of force**  MH presented the quarterly update paper for which there were no recommendations but asked that the Board note the contents.  From the data collected, it was seen that there was a 24.8% increase in the use of force forms during Quarter 1 of this year compared with last year and suggests that the use of the Mobile First app can provide a more accurate picture of use of force in Essex. |  |  |  |
| **5ii** | **Stop and search**  MH presented the quarterly performance information and the Board were asked to note the content. There were no recommendations.  There was a significant increase in Stop and Searches. A communications piece had been issued and the national rhetoric around Stop and Search has been more supportive with officers using their discretionary powers for Stop and Search.  A discussion took place around historic Stop and Search projects, whether the strategies used actually made a difference, zero tolerance policing, collecting data from Stop and Search and community based projects.  RH commented that if we are going to make a case to the Treasury for funding for extra officers, with an increase in police officers over a sustained period of time, we need to prove that the additional numbers actually reduce crime. |  |  |  |
| **6** | **Public Perception Survey – withdrawn**  This paper has moved to next month as the company producing the data had not completed their survey findings in time to forward to EP. |  |  |  |
| **7** | **Balanced Scorecard**  MJ presented the quarterly update paper on the final Balanced Scorecard gradings, for which there were no recommendations and the report was for the Board to note only.  There were two major changes; innovation changed from ‘good’ to ‘outstanding’, and child abuse and sexual exploitation improved from ‘requires improvement’ to ‘good’.  All other areas of the Force are graded as ‘good’ apart from Keeping people safe, domestic abuse, gangs, violence with injury and Modern Day Slavery and Human Trafficking remain at ‘requires improvement’. MJ is of the opinion that a lot of these areas that ‘require improvement’ are where we are looking at resource. Work continues to improve these to ‘good’.  The Balanced Scorecard process is continuing to be reviewed. New redline measures have been included for domestic abuse and burglary.  JG asked about domestic abuse and why it had a ‘requires improvement’ mark against it. MJ commented that there had been a sustained and significant increase in domestic abuse along with a challenging area around outcomes. This is being looked at in more detail along with the Demand Management piece of work.  RH asked about the violence with injury numbers and that as a lot of work is being done now, there should be a reasonable expectation that 3 months to 12 months from now, we should see violence with injury being marked as ‘good’.  A discussion took place around domestic abuse and why it is still showing as ‘requires improvement’. RH asked what the approach would be to re-evaluate or reassess domestic abuse statistics.  It was agreed to consider whether this could inform a review of the current work of the SET Domestic Abuse Strategic Board needed to be refreshed. ACC Prophet is preparing a paper on this for this Board. |  |  |  |
| **2** | **Operational Transformation Reserve Bids**  The paper on the requests for the OTR Bids was presented by MH. All the bids have been through Chief Officer Group for review and scrutiny.  RH thanked the Force for the work that had been put into the OTR bids to ascertain the position on where the money can be deployed.  RH wanted to be sure that the money used for the OTR Bids that were tabled were of sufficient importance to be weighed against spending £3.6m early on recruiting more officers and putting the OTR Bids into the budget for next year.  A discussion took place around the dashcams bid which had now been taken by Fleet as it was deemed to be ‘Business As Usual’ rather than transformational.  MG confirmed that each Bid included in this paper had been prioritised by Chief Officer Group and deemed ‘Priority 1’ following scrutiny of all the Bids that were tabled as possible Bids.  Each Bid was discussed in detail with the following outcomes:  RI001 Growth in Financial Investigators to support POCA strategy  Agreed at £251,946  RI009 Accelerating the X2 Taser rollout  It was agreed that the bid for £394,283 would become a capital bid for next year’s budget and would not come out of Operational Transformation Reserves.  RI038 Digital Hub  The correct figure for the bid should read £274,513 and not £355,945 and was agreed at £274,513.  RI041 Use of YouGov to support programme of work to improve public confidence  Agreed at £18,000.  RI055 Enhancing all weather UAVs capability  Agreed at £21,000.  RI058 Safe as Houses – visiting victims of fraud  Agreed at £7,500.  RI059 Meet promises from Staff Survey, improving environment and removing barriers to performance at a local level  Agreed at £100,000.  RI060 Op Meteor – developing a comprehensive evidence based project (Property Marking Campaign)  RH commented that when this was first tabled, it cost £58k and queried why it was now tabled for £236k. PN confirmed that the quantum of the scheme had been increased.  RH would like to see mention of the measures that will be taken to evidence reduction and prevention results in the paper before signing it off.  Shared appointments with ECC and Essex University – Head of Analysis and Data Scientist  Agreed at £8,500.  Convergence of Financial Processes for Essex and Kent Police  Agreed at £57,000.  Accelerating Delivery of the IT Programme – Technical Design  Agreed at £117,000 but RH would like to see the benefits of this Bid to be articulated in a more monitor-able way with a timeframe and risk rating.  Predicting Domestic Abuse Demand  Agreed at £81,300.  RH indicated that he would like the progress of these to be reviewed against more monitorable indicators and for these to come back to this Board with a timeframe for us to look at these indicators and results to see what has worked. | **Action: 59/18**  **The Taser OTR bid to be submitted as a capital bid for next year.**  **Action: 60/18**  **Op Meteor paper to be re-drawn and brought to next Board.**  **Action: 61/18**  **Progress of OTR bids to be reviewed against more monitorable indicators and for them to come back to this Board with a timeframe for us to look at these indicators and results to see what has worked.** | MH  PN  ALL |  |
| **8i** | **Finance – Efficiency and Investments Plan**  PN presented the update paper on the Efficiency and Investments Plan which set out the progress against the budget and the Force Medium Term Financial Strategy. The recommendations in the paper are for the Board to note the progress update.  In summary, PN reported that there is currently an efficiency and savings requirement of £3.49m for 2018/19 with the non-cashable productivity efficiency alongside the existing reporting of cashable savings continuing to be developed.  PN commented that the savings from the SCD Business Case will feature in this paper in future reports. |  |  |  |
| **8ii** | **Finance – Monthly Finance Report**  DM presented the paper on the 2018/19 Month 4 position for the Force. The recommendation of this paper is for the Board to note the contents.  In summary, DM reported that the latest forecast revenue overspend is £1.316m, with the police officer strength forecast at the end of July being 2,991 FTE and at year end, 3,029 FTE. The Capital Reserve is forecast to be £14.152m surplus and the forecast Capital Expenditure is £10.918m. The forecast capital income from property disposals is £22.191m.  A discussion took place around the overspend on Police Officer Pay and part of this overspend is the 12 ERSOU officers who had been unbudgeted for, as there was some confusion as to whether they were internally funded or externally funded, and EP were under the impression that they would be externally funded. It has transpired that the officers themselves were our contribution to the region, and therefore there is now an unbudgeted overspend of £600k for the ERSOU officers. DM confirmed that the £600k will go into the base budget for 19/20 with a new category assigned to it.  DM also confirmed that there was an unexpectedly large insurance contract figure which will have an impact on this year’s budget.  The Virement Analysis Table on Page 11 of the paper has been amended to show a Total figure of zero, as requested by RH. The Table on Page 12 shows the virements that have been generated by other Boards giving an audit trail, and finally the Budget holder virements on Page 13 which show a detailed breakdown of each virement.  RH asked which virements needed this Board’s sign off and DM confirmed that they are on Page 12 and concern Custody ligature mitigation costs, IT Transformation reserve for remainder of 17/18 plan, IT Transformation reserve funding agreed at Strategic Board and AMO budgets to fund contractor.  The Reserves Table on Page 14 showed a forecast for most of the reserves being zero at year end.  It was agreed that RH and AG would look at Reserves outside the meeting. | **Action: 62/18**  **RH and AG to look at Reserves.** | RH and AG |  |
| **8iii** | **Treasury Management Out-turn**  DM presented the paper on the Treasury Management activities during 17/18, the summary of which showed the overview for how the PFCC’s cash balances have been managed during 17/18 and what investments and borrowings were undertaken. |  |  |  |
| **9** | **Monthly Performance Report**  MJ took the Board through the Monthly Performance Report with the highlights being there was an increase in crime and a reduction in crime rates being solved, however, this is still lower than the national increase.  Violence with injury has seen a 3% increase and EP are 4th in MSG and 14th nationally but this could be down to the time of year.  The Statistical Exceptions are showing an increase in violence without injury (which is mainly due to the rise of Common Assault), Stalking and Harassment (mainly due to the change in counting rules for Harassment), Other Theft offences, Racially Aggravated Crime, Hate Crime and Public Order. MJ is of the opinion that the increases could also be down to the changes in reporting.  The Solved Rates by Exception show that the solved rate for Stalking and Harassment remains below 10% as does Other Theft’s solved rate.  MJ took the Board through the Police and Crime Plan Performance Indicators on Page 8 of the report and commented on some movement in the confidence in the local police is stable at the moment.  There is an improvement in Anti-Social Behaviours, Organised Criminal Group disruptions, Trafficking of drugs arrest, driving related mobile phone crime and people killed or seriously injured in road collisions.  MJ is of the opinion that the 47% increase of drink and/ or drug driving is mainly due to changes in reporting and increased focus on drink and/ or drug driving.  MH will investigate the drink and/ or drug driving data further. |  |  |  |
| **10** | **Any Other Business**  There being no other business, the meeting closed at 5.17pm. |  |  |  |