**MINUTES**

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

**ESSEX POLICE PERFORMANCE AND RESOURCES BOARD**

27 September 2018, 9.30am to 12.30pm, Chief Constable’s Conference Room, Essex Police HQ

**Present:**

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| Roger Hirst (RH) Chair | Police, Fire and Crime Commissioner for Essex |
| Pippa Brent-Isherwood (PBI) | CEO, OPFCC |
| Matthew Horne (MH) | Deputy Chief Constable |
| Andy Prophet (AP) | Assistant Chief Constable |
| Vicki Harrington (VH) part | Director of Strategic Change |
| Debbie Martin (DM) | Chief Finance Officer |
| Richard Jones (RJ) | Head of Business Partnering and Management Accounting |
| 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 |
| B-J Harrington | Chief Constable, Essex Police |
| Jules Donald | Joint Kent and Essex IT Director |
| Jane Gardner (JG) | Deputy Police, Fire and Crime Commissioner for Essex |
| Mark Gilmartin (MG) | Director of Shared Services |
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| **No** | **Agenda Item** | **Action** | **Owner** | **Date for completion** |
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| **1** | **Introduction and welcome**  RH welcomed all to the meeting and PBI was introduced as the new OPFCC CEO. Apologies from CG, BJH, JD, MG and JG were accepted by the Board. |  |  |  |
| **1i** | **Minutes of last meeting**  There was one amendment to the minutes of 30 August 2018; page 11, first paragraph, the sentence to read ‘which will have an impact’ instead of ‘would have an impact’. Subject to this change, the minutes were agreed. |  |  |  |
| **1ii** | **Action Log**  02/18 – Roads Police Report  RH to take to SERP Board on 11 October.  26a/18 – Vulnerable Groups  The first Rape Scrutiny Panel date to be decided and 3 cases identified for discussion.  27/18 – Operational Transformation Reserve  Op Meteor paper re-written by Paul Nagle. Close.  42/18 – Crime Prevention Strategy  MH to firm up date on Comms Plan.  45/18 – Forward Plan  Close.  51/18 – Collaboration  AH drafted email for JG to send to CCGs to gauge their interest. PBI suggested that as the Safeguarding Children’s Board are meeting with Chief Officers from EP and CCGs on 11 October in Upminster, it may be worth tagging on half an hour to talk to them about collaboration. AP is presenting at this meeting. AH to look into this.  55/18 – Forward Plan  Close.  56/18 – Crystallise  Close.  57/18 – Vulnerable Groups  Close.  58/18 – Vulnerable Groups  Join with 57 and close.  59/18 – Operational Transformation Reserve  Tasers – close.  60/18 – Operational Transformation Reserve  Op Meteor – close.  61/18 – Operational Transformation Reserve  Added to Forward Plan for October. Close.  62/18 – Finance - Reserves  RH and AG had looked at Reserves and a Reserves Strategy would be produced later in the year. Close. | **Action 02/18**  **RH to take to SERP Board on 11 October**  **Action 42/18**  **MH to firm up date with GN.** | RH |  |
| **1iii** | **Forward Plan**  AH wanted to forewarn that October’s Agenda is very full and asked that any papers that were for review that they were moved to November. |  |  |  |
| **3** | **HMICFRS Inspection Programme Update**  VH presented the paper which provided an overview of the requirements that will be placed upon Essex Police in order to support the HMICFRS Inspection Programme for 2018-19. The paper is for the Board to note the plans in place.  A discussion took place around Crime Data Integrity inspections, FMS, taking more of a risk based approach to inspections, the costs of supporting the HMICFRS process, updated timetables and the ECFRS inspection regime. |  |  |  |
| **3** | **Public Perception Survey**  VH presented the paper on the Q1 results from the Public Perception Survey. VH took the Board through the results and the three key areas of note which were confidence in reporting, understanding community issues and receiving a good service.  A discussion then took place around how the data is collected, industry standards, Crime Survey of England & Wales, district level reporting, Stop & Search, timescales, ASB, responding to emergencies, street engagement and the Community Policing Team.  AP joined the meeting at 10.50am.  VH left the meeting at 11.00am. |  |  |  |
| **6** | **Night Time Economy (NTE)**  AP presented the update paper on Night-time Economy Autumn and Winter Plans 2018 which is for the Board to note.  A general discussion took place around NTE. AP is looking at acquiring more knife arches and possibly collaborating with a charity called Drinkwise, who work with licensed premises to spot vulnerabilities. It was agreed that AP would come back to the Board with more detail around which towns have manned CCTV systems and which do not, in order to provide a benchmark for future data. | **Action: 63/18**  **AP to provide more detail around places with manned and fixed CCTV systems.** |  |  |
| **7** | **Essex Juno update**  AP provided an update on Essex Police’s Domestic Abuse investigation capability and the links and future development of the SET Domestic Abuse Board. After discussion, RH asked whether it would be possible to have the data set used in the update paper increased to use data from the last three years and provide more information in a set of tables rather than just one table. AP to look into this and provide an update. | **Action: 64/18**  **AP to look into the data set used and provide an update in more tables.** |  |  |
| **10** | **Special Constabulary Quarterly Update**  MH presented the quarterly update on the specials programme and future recruitment. The update paper recommends that the PFCC and Essex Police readjust the ambition to a target of 600 active specials by March 2020 with a stretch target of 700, EP to provide additional investment in marketing and vetting to support this, and EP to extend the commitment of a dedicated specials support team for a further 3 years.  MH took the Board through the paper and after discussion, it was agreed that MH would look into the wording and message being given out to Parish Councils, and also how to recruit more Digital specials and more employer support.  After a discussion around figures, it was agreed that RJ would speak to the Business Partner and look at funding lines and reconcile them against the original business case. | **Action: 65/18**  **MH to look into wording around Parish Council message, Digital specials and more employer support.**  **Action: 66/18**  **RJ to speak to Business Partner and look at funding lines around specials – clarifying what has been spent from original business case and if any further financial requests still fall inside of that envelope** |  |  |
| **5ii** | **Finance - Monthly report**  DM presented the paper on the 2018/19 month 5 position. Items to note are that the latest forecast revenue overspend is at £1.282m, the police officer strength forecast at the end of August is 2,972 FTE, the financial effect of Op Back Spin has been offset by income and the Capital Reserve is forecast to be £14.369m.  RH had asked for the breakdown of vehicle insurance claims figures over the last 10 years to be provided and RJ confirmed that he would forward these to RH.  There was a short discussion around the pension figures which were proving difficult to monitor due to the set up around people being automatically opted in and then opting out of the pension scheme.  Virements analysis  The protocol for agreeing virements has been revisited and a Decision Sheet would be drawn up for the virements.  The virements that were agreed were two investment virements for the uplift of 150 officers and associated police pay, and the virement for Op Backspin. DM to provide a Decision sheet for approval to reflect this.  DM to speak to MH about DCC discretionary fund and report back to the Board re Essex Community Foundation. | **Action: 67/18**  **RJ to forward breakdown of claims figures to RH.**  **Action: 68/18**  **DM to provide Decision sheet for virement approvals.**  **Action: 69/18**  **DM to speak to MH about DCC’s discretionary fund.** |  |  |
| **5i** | **Finance - Efficiency and Investments Plan**  As this paper had already been discussed at Strategic Board and the red risks contained within it had already been flagged, it was agreed that the Board would note this paper for updating purposes only. |  |  |  |
| **4** | **Monthly Performance Update**  MH presented the quarterly update paper on the Plan on a Page and PFCC Priorities. There were no recommendations and the paper is for noting purposes only.  After discussion around 999 calls, control room staff, PCSO figures, absences and 101 call handling, it was agreed that a sentence in the report would be added to set out which quarter was being analysed and more explanatory text would be inserted on the OCGS figures. | **Action: 70/18**  **VH to add sentence regarding which quarter is being analysed and more explanatory text under OCGS figures**. |  |  |
| **9** | **Collaboration**  MH presented the quarterly update paper on future and current collaboration activity and the Board were asked to note the contents.  It was agreed, after discussion, that the future Collaboration quarterly reports would re-set out objectives within policing, and RH would like this paper to set out ‘what works, what we are spending money on, what has changed and what needs to be done’. What is the governance around it? |  |  |  |
| **8** | **Operational Support Group**  MH presented the overview paper on OSG and asked that the Board note the contents. There were no recommendations.  After discussion around skills, arrests, motivation, benefits, mental health professionals and shift numbers and use of resources, it was agreed that a paper including levels of expectations/ impact relevant to investments in the team would be brought back to this Board as a half yearly report. | **Action: 71/18**  **MH to bring back an update paper on level of investments expected. Date to be agreed.** |  |  |
| **10** | **Any Other Business**  AH raised the results of the Risk Star Chamber and it was agreed that MH would brief the Commissioner and this would be taken formally through governance and then back to P&R.  There being no other business, the meeting closed. |  |  |  |