**MINUTES**

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

**ESSEX POLICE PERFORMANCE AND RESOURCES BOARD**

28 February 2019, 10.00am to 1.00pm, GF01, Kelvedon Park

**Present:**

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| Jane Gardner (JG) | Deputy Police, Fire and Crime Commissioner for Essex (Chair) |
| Pippa Brent-Isherwood (PBI) | CEO, PFCC’s office |
| Pippa Mills (PM) | Deputy Chief Constable |
| Vicki Harrington (VH)  | Director of Strategic Change |
| Mark Gilmartin (MG) | Director of Shared Services |
| Debbie Martin (DM) | Chief Finance Officer |
| Richard Jones (RJ) | Head of Business Partnering and Management Accounting |
| Catherine Easey (CE) | Internal Comms Manager |
| Steve Worron (SW) | Head of Crime and Public Protection |
| Abbey Gough (AG) | Financial Scrutiny Officer and S151 Officer |
| Anna Hook (AH) | Head of Performance & Scrutiny |
| Camilla Brandal  | Minutes, PFCC’s office |
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| **Apologies:** |  |
| Charles Garbett | Treasurer, PFCC’s office |
| Roger Hirst | Police, Fire and Crime Commissioner for Essex |

1 Introduction and welcome

 JG welcomed all to the meeting, especially Pippa Mills, who was attending this meeting as the new DCC. Apologies were received from RH and CG.

2i Minutes of last meeting

 Page 2, 91/18 VH would like it to read “ARU would agree to carry out a separate project for next financial year”.

 Page 3, 4th paragraph, “HMIC audit” should read “HMICFRS inspection”.

 Page 4, 5i Finance, VH would like it to read “VH met with Jo Turton, Chief Fire Officer, earlier this week to discuss the approach to savings and efficiencies; the meeting was useful”.

Subject to these amendments being made, the minutes of 31 January 2019 were approved.

2ii Action Log

 95/18 Collaboration

 This action will be left open as it is to be included in the March P&R meeting.

 98/18 Quarterly and Monthly Performance Reports

 A paper has been tabled for this meeting. Propose close.

 01/19 Academic Study on DA

 Added to the Forward Plan for April P&R. VH confirmed that an Information Sharing Agreement had been put in place between ARU and EP, and the deadline for the academic study is confirmed as 30 April 2019. VH to confirm with AH whether the results of the study will be available in April or May (meaning a change to the Forward Plan).

 02/19 Mobile Policing Programme

 On the Forward Plan for May. MG asked for clarification around the meaning of a ‘bridge’ report. It was confirmed that this ‘bridge’ report would be a current status/update report before the full report was issued in September.

 03/19 Crime Data Accuracy

 Added to Forward Plan for June 2019. Propose close.

 04/19 Crime Data Accuracy

 The date for the CDA inspection is still to be confirmed however, EP will let AH know as soon as this has been arranged. Propose close.

 05/19 Finance

 A breakdown of the category of Overtime, Pensions, Training etc has been sent to AG. Propose close.

 06/19 Monthly Performance Report

 Added to the Forward Plan for April. Propose close.

2iii Forward Plan

 AH confirmed that there had been a couple of additions to the Forward Plan, namely; dates for discussing priorities from the Police and Crime Plan, and VH confirmed that 20 June 2019 had a substantive item for the Staff Survey and asked that this item be moved to July/August so that the results can be reported on.

 PM asked for clarification on the quarterly paper for the 19-20 investment supporting the Police and Crime Plan paper and would like to know whether this is dealing with the uplift. AH confirmed that the title of this paper needed changing. PM confirmed that the Force are referring to the ‘uplift’ as the ‘Force Growth Programme’.

 DM asked that the Closure Update Report be an item for June’s Board meeting.

3 Vulnerable Groups

3.1 SW presented the quarterly update paper which provided an overview of the work conducted within the Crime and Public Protection Command for Q3 of 2018/19. There were no specific recommendations within the report but the Board were asked to note the key areas of performance that had been highlighted.

3.2 SW confirmed that the format of the paper had been revised and provided a broader assessment of work taking place across the command and now included a section on vulnerability. The paper also included a number of continuous improvement reviews that are underway which were as a direct response to the HMICFRS reports.

3.3 The Crime and Public Protection Command (‘C&PP’) has four main departments, namely; Public Protection Investigation Units (‘PPIU’), Management of Sexual Offenders and Violent Offenders (‘MOSOVO’), Police Online Investigations Team (‘POLIT’) and the Operations Centre.

 Under the work being done by the PPIUs, the table on Page 3 of the paper sets out the work being done on investigations on rape and other sexual offences. SW pointed out that the upward trend in reporting is continuing, with the most significant increase being in adult rape investigations (where an adult is classed as aged 16 or over). This upward trend is in line with the national increase.

3.4 JG asked whether the paper containing the information on Operation Finland would make the security classification ‘Official – Sensitive’ but SW is of the opinion that as the case has been brought to trial, the information is now in the public domain and the paper can remain at ‘Official’.

3.5 After a discussion around the number of open rape investigations and those that have been solved, child abuse investigators and the PIPP3 trained investigators, it was agreed that an update on the ring fenced CAIT resources on historic cases are brought back to this Board in 6 months’ time.

 **Action: 07/19**

**An update paper on Vulnerable Groups to be brought to this Board in 6 months’ time to focus on the ring fenced resources (CAIT) on historic cases having an impact/ what that impact is.**

3.6 An item under the MOSOVO team heading was that the number of ‘active overdue’ completed visits to sexual offenders have been reduced from 600 to 37. Essex Police have set a tolerance level of 75 outstanding visits (most other forces are at 100). The Disclosure and Barring Service Unit had been subject to an audit by the National team and were graded as ‘outstanding’.

3.7 The POLIT team have seen a 49% increase in their active case load compared with last year. SW is of the opinion that this increase is down to Essex Police having the full use of the covert monitoring tools online.

 MARAC heard 456 cases in relation to high risk domestic abuse victims during the Quarter, 364 of those being referred by Essex Police. SW confirmed that work is being completed with the Domestic Abuse Board in terms of the best use of MARAC, as CRC are clearly engaged around the perpetrator angle but SW is of the opinion that a rebalancing around referrals needs to be undertaken with other agencies. JG confirmed that she was the Chair of the Domestic Abuse Board, with Mr Prophet engaged as the Vice Chair, and that if SW needed any assistance with outcomes from this Board, he was to let her know.

3.8 SW confirmed that the work being undertaken around the continuous improvement cycle had resulted in efficiency savings of £100k.

3.9 A general discussion took place around trainee detectives, additional training for PIPP2 accredited members of staff, CAIT staff, transferees from outside Essex, force resourcing, options for moving the POLIT team from Tilbury, Digital Forensic equipment, risk register, justice for victims, ongoing initiatives like Drink Aware and Dotcom, Operation Goldcrest, the consultation on police staff in hubs, and the use of PIPP qualified agency staff in LPAs.

3.10 JG thanked SW for the volume of work provided in the paper and in particular asked how this Board can help to support the items around rape and partnerships as she was concerned at the low level of solved rates.

3.11 PBI wanted clarity around an item in the paper under Risk 1823 on Page 9, which stated that ‘Insufficient rape investigations result in injustice for victims.’ After discussion, it was agreed that the use of the word ‘injustice’ was correct. PBI asked whether this would become a substantive item for the Essex Criminal Justice Board and PM confirmed that as the Chief Constable and RH (the Chair of the ECJB) had already spoken about this, it would be an item where Essex Police would offer representations to ECJB to join up resources.

3.12 A further discussion took place around the low solved rates, the length of time it took for a case to get through to charges being made, the implementation of a case progression team, the way a victim’s digital device is examined, the better use of referrals to MARAC, repeat referrals, and whether it would be more useful to have the broader paper come back as a quarterly item. It was agreed that the broader paper would be more helpful.

SW left the meeting at 10.52am.

4i Use of Force

4.1 PM presented the quarterly paper on the Use of Force forms analysis, and asked that it be noted that it is not possible to provide an accurate Q3 2018-19 against Q3 2017-18 until the Mobile First app has been in use for five full quarters.

4.2 The key findings in the paper highlighted the increase in the Use of Force forms, tactical communications, handcuffing, Taser use, and average age of subjects.

4.3 A short discussion took place around the number of BAME subjects on Use of Force records, the use of Tasers and whether it matched the figures nationally and the use of body cameras as a complimentary mobile device.

4ii Stop and Search

4.4 PM presented the quarterly update on the use of Stop & Search in Essex for the period October to December 2018.

4.5 The number of Stop & Searches has continued to rise but it is thought that this is as a result of officers’ increased use of Mobile Data Terminals to complete a Stop & Search record after each encounter.

4.6 A short discussion took place as to whether PM thought that the use of Stop & Search is beginning to work and she confirmed that she did but more work can be done at ward level with the influence being on non-carrying of knives.

5 EU-Exit Preparedness Plan

5.1 PM presented the paper on Essex Police’s current preparations that they are making with regards to EU-Exit.

5.2 The highlights of the paper were that Essex and the Eastern Region are seen to be in a strong position in preparedness, Essex Police’s preparation with regards to policing risk areas, identified risks and partnership preparation.

5.3 PM confirmed that the Strategic Coordination Group would stand up from 25 March.

5.4 PBI commented that if there is anything that the Chief Constable needs from RH and JG to help with the preparation planning with partnerships, to please let her know.

6 Staff Survey: Update on Results – Action 97/18

6.1 CE presented the information paper on the staff engagement programme, the main items being the outcomes of the Chief Constable’s engagement events and the planned follow up engagement plan for 2019. The information paper results arose as an interim update in place of the Pulse Survey which would follow later on in the year (possibly June).

6.2 CE set out the main themes that were causing concern from the workforce, namely; ethical leadership, organisational support, perceived fairness and day to day barriers, and from the paper, CE went through what had been done, what is currently taking place and what has been planned for the future.

6.3 JG asked about the planning for the next Chief’s Tour and that the first Tour might not have picked up the entire workforce. She asked CE whether the focus could be on those that could not make the first Tour. CE confirmed that this had been noted and was being dealt with.

6.4 JG asked VH when she was anticipating the results of the workshops and surveys being available. VH confirmed that the analysis had already started with some common themes showing a positive feel from staff.

6.5 VH confirmed that her team were managing the ‘Niggles’ requests that were coming through and allocating funds from the Operational Transformation Fund reserves (£100k) to deal with these requests.

CE left the meeting at 11.35am

7 Crime Tree Data: change in crime since May 2015 and forecasting – Action 98/18

7.1 VH apologised for the late paper but she wanted to make sure that the data was correct. The paper deals with two items, namely; the increase/decrease of crime and what proportion can we put down to a genuine increase or is the fact that we are recording more crime, and the changes in Home Office Counting rules.

7.2 VH took the meeting through the Executive Summary in the paper, the highlights of which were there had been a genuine increase in crime reporting, there was an rise in crime recording due to better Crime Data Accuracy, and there was an increase in crime recording due to Home Office Counting Rules (due to the recording of multiple offences in Stalking & Harassment).

7.3 VH took the meeting through the rest of the paper which deals with genuine increase figures, crime types, violence against the person, violence without injury, burglary (which has reduced since May 2015), domestic abuse, possession of weapons and public order offences. The paper is the first attempt to try and understand the different elements of the crime increase. Patterns and different crime types will be looked at as items under the Forward Plan. VH is not sure whether the proxy measures can be used for individual crime types, but her team will be investigating this angle.

7.4 JG wanted to thank VH and her team for the hard work that has been undertaken so far and looked forward to future papers.

7.5 AH and VH will arrange to meet to discuss which crime types should be investigated in more depth.

 **Action: 08/19**

**AH and VH will arrange to meet to discuss which crime types should be investigated in more depth.**

8i Finance – Efficiency & Investments Plan (Transformation Savings)

8.1 VH presented the paper on the Efficiency & Investments Plan and the progress made against current and future efficiency savings plans as set out in the budget and the Force MTFS.

8.2 Key items from the Executive Summary were:

8.2.1 The efficiency and savings requirement of £3.497m for 2018/19 has now been fully delivered.

8.2.2 Work has completed in developing the detail for the 2019/20 efficiency and savings plan.

8.2.3 Work continues on the summary reporting of non-cashable productivity efficiency alongside the existing reporting of cashable savings. The 2019/20 efficiency and savings plan has been approved, with cashable savings showing at £4.752m.

8.2.4 Work has been undertaken to review the non-cashable ECFRS Collaboration and Mobile First projected efficiencies (which has decreased).

8ii Finance – Monthly Finance Report

8.3 DM presented the Quarterly report (Month 10) which is for noting purposes only.

8.4 From the Executive Summary, DM confirmed that the latest forecast revenue overspend is £0.068m following a transfer of £0.700m from the General Reserve to meet the cost of the motor insurance renewal. The police officer strength forecast at the end of January is 3,002 FTE. The Capital Reserve is forecast to be £8.844m surplus at year end and the forecast capital expenditure is £9.144m, along with the forecast capital income from property disposals being at £17.335m.

8.5 DM took the meeting through the paper which included the forecast variances based on current budget, the main forecast movements since month 9, forecast overspends, forecast underspends, overtime, workforce analysis, FTEs, premises, virements analysis, reserves, transformation reserve, capital expenditure, capital reserve forecast and capital income.

8.6 A draft decision sheet for the virements will be sent through to AG when it has been drawn up.

8.7 JG asked about the underspends on IT and MG confirmed that due to the cost of some commodities decreasing, this has meant that there have been revenue consequences this year, mostly arising from over-programming on projects (and projects taking longer to get started) which has meant a less accurate forecast being delivered.

8.8 AG had one question for DM or MG around the transformation programme and the issue with funding from the Home Office around the digital case management file system which was if the Home Office came back to us with a negative response, how would the programme then be funded. MG confirmed that there were possibly three ways of funding the shortfall in the programme; the first one is to argue the point with the HO regarding the level of funding, the second being taking out some of the requirements for the digital case management system so that it meets the level of funding that the HO are prepared to provide. The third option would be to look to the other consortium members to share the costs (divided by 9).

8iii Finance – 2018/19 Closure Timetable

8.9 DM presented the Closure Timetable paper to the meeting which set out the timetables for producing the Statement of Accounts and Annual Governance Statement and Narrative Report, in order to meet the statutory requirement for publishing the unaudited Statement of Accounts by 31 May and the signed audited Statement of Accounts by 31 July.

8.10 It is planned that the unaudited 2018/19 Statement of Accounts will be presented to the P&R Board on 23 May and published on 28 May. The external audit inspection by Grant Thornton is still to be confirmed. The final Statement of Accounts will be presented to the Joint Audit Committee on 26 July and published on 29 July.

9 Monthly Performance Report

9.1 VH presented the Monthly Performance report to the meeting, going through the Executive Summary and pointing out that there was a significant change in three crime types, namely; stalking and harassment offences, arson offences and possession of drug offences. Changes to the way in which the number of Organised Criminal Group disruptions are counted has changed and a comparison to previous data periods had not been provided.

9.2 VH went through the Monthly Performance overview Key Areas (All Crime, All Crime Solved Rate, Violence with Injury, Domestic Abuse) and the Statistical Exceptions for stalking and harassment offences, arson offences and possession of drugs offences.

9.3 PM queried whether the increase in arson reporting might be mainly due to encouraging ECFRS to report online as opposed to phoning it in. VH would look at whether the methods of reporting online might have led to the increase.

9.3 2016-2020 Police and Crime Plan Performance Indicators show that there has been no change in the direction of travel of the priorities. Under Priority 7 and the KSIs, there was no data available at present but VH hopes that following the implementation of the new [Crash] system, data will be available by the end of the financial year.

9.4 JG raised a concern around what we are doing as a Board around domestic abuse in the partnership space and it was agreed that she would take this offline with Mr Prophet.

10 Any Other Business

10.1 Everyone wished VH a happy birthday for today.

10.2 MG had two points to raise around Athena, the first being that Athena and the Connect Force cannot perform daily uploads to the Police National Database, which is causing a level of concern. The second being the implementation of ICCS for Essex Police and the go-live date of 11 March. MG is of the opinion that there are a couple of defects but none are public facing and none will have a significant impact on users.

10.3 There being no other business, the meeting closed at 12.20pm.