**DRAFT MINUTES**

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

**ESSEX POLICE PERFORMANCE AND RESOURCES BOARD**

27 June 2019, 10.00am to 1.00pm, GF01, Kelvedon Park

**Present:**

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| Roger Hirst (RH)  | Police, Fire and Crime Commissioner (Chair) |
| Jane Gardner (JG) | Deputy Police, Fire and Crime Commissioner for Essex |
| Pippa Brent-Isherwood (PBI) | CEO, PFCC’s office |
| Abbey Gough (AG) | Interim Head of Finance and Section 151 Officer, PFCC’s office |
| Pippa Mills (PM) | Deputy Chief Constable |
| Andy Prophet (AP) | Assistant Chief Constable |
| Mark Gilmartin (MG) | Director of Shared Services |
| Tim Smith (TS) | Assistant Chief Constable (SCD) |
| Vicki Harrington (VH)  | Director of Strategic Change |
| Debbie Martin (DM) | Chief Finance Officer |
| Richard Jones (RJ) | Head of Business Partnering and Management Accounting |
| Anna Hook (AH) | Head of Performance & Scrutiny (Policing & Crime), PFCC’s office |
| Camilla Brandal  | Minutes, PFCC’s office |
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1 Introduction and welcome

 RH welcomed all to the meeting and introductions around the table were made.

2.i Minutes of last meeting

There were several amendments to the minutes of the last meeting held on 23 May 2019, namely;

2.i.1 PM would like item 7.4 to refer to Action 24/19 so that this item and item 8.6 are linked.

2.i.2 VH would like the last sentence of item 8.4 to read ‘VH confirmed that quite a lot of work has been undertaken on the use of DVPNs and the breach rate, but the effect that DVPOs and the DVPNs have on reoffending …’.

2.i.3 VH asked at item 8.6 whether there were three pieces of work or four (which would include the work done on the use of DVPOs and DVPNs). It was confirmed that there would be four pieces of work.

2.i.4 DM asked that the first sentence of item 12.i.1 reads ‘DM presented the provisional outturn report where it asked that …’ i.e. remove the word ‘is’.

2.i.5 DM asked that a rider be inserted after item 12.i.2 which reads ‘*The transfer of the £0.373m to the General Fund is a decision based upon the understanding that if there are cost pressures in year that require additional revenue, the Chief Constable will call upon the PFCC to authorise a draw down on reserves to meet this rather than put the additional money in an operational contingency fund.* ‘

2.i.6 VH asked that item 13.2, first sentence reads ‘… reliable figure to determine position as it is based on a small Force level sample rather than …’ i.e. remove the words ‘used from a police force perspective to measure confidence’

2ii Action Log

 08/19 Crime Tree Data reporting

 This item has been added to the Forward Plan for September 2019. Propose close.

 12/19 Crime Prevention Strategy

 It was confirmed that this update paper will be presented at the July meeting.

 16/19 HR, Sickness and Attendance Management

 Information sent to PFCC’s office on 6 June 2019. Propose close.

 22/19 Police and Crime Plan Priority Deep Dive

 Plan sent through to PFCC’s office on 11 June 2019. Propose close.

 23/19 ESMCP non-delivery contingency plans

 Briefing paper sent to the PFCC’s office on 18 June 2019. Propose close.

 A short discussion took place around the briefing paper and the contingency plans that are in place.

 24/19 Review of the statistical element of the DA academic study

 This item has been updated to four elements of research which will be taken to the DA Board in August and reported on in September.

25/19 Finance - 2018/19 Provisional outturn/ draft unaudited Statement of Accounts

Additional text added to confirm the two Statements are to be read in conjunction with each other. Propose close.

26/19 Monthly Performance Report

An updated version of the report was sent to the PFCC’s office on 5 June. Propose close.

2.iii Forward Plan

2.iii.1 AH asked that the meeting note that the Crime Prevention Strategy has been moved to next month and will be brought to the meeting in September.

2.iii.2 PM asked for clarification around the ASB paper - the Deep Dive is scheduled for August and PM has asked for the action point to be covered as part of the Deep Dive and therefore the ASB paper will be taken off the Forward Plan for August.

2.iii.3 After a discussion around the Body Worn Video and the fact that there will be not enough data available to identify the benefits realisation figures, it was agreed that a brief update be provided in August and the results of the Post Implementation Review would be tabled for December.

3 Police and Crime Plan Priority Deep Dive: Tackling Gangs and Organised Crime

3.1 TS presented the paper on the Deep Dive results which summarised the scale and threat of gangs and Organised Crime Groups, the key law enforcement responses and future strategic plans.

3.2 TS went through the paper which made reference to items on the definition of county lines and organised crime groups and the differences between them, modern day slavery, key activities of the units, prevention, training, exploitation of the vulnerable, the new work being done by the Violence and Vulnerability Units, disruption techniques, resources, the work that will be done with the Essex Centre for Data Analytics in data sharing and analysis, performance metrics, future work, expected outcomes and actions for improvement.

3.3 RH thanked TS for the extremely comprehensive and insightful paper. RH had a couple of questions, namely why was the data for certain Quarters showing as more successful than other Quarters, and what was the link to Chigwell with one of the gangs? TS confirmed that the data will show peaks and troughs as work that had been carried out behind the scenes over the months suddenly resulted in lots of activity. TS confirmed that the reference to Chigwell related to a London gang not an Essex gang. RH asked about whether TS thought that the recent aggravated burglaries that had occurred was related to county lines and TS confirmed that he did not think that they did.

3.4 RH asked about future work and whether TS thought everything was in place to change the picture of organised crime in Essex or is something else extra needed? After a discussion around levels of resources and whether the right scale of effort was being put into dealing with gangs and organised crime, it was agreed that a Post Implementation Review of the Violence & Vulnerability Unit and the extra funding would be undertaken by the Force in due course. RH asked if the Force could look to see whether what is being done now is having an impact. This does not have to be as an extensive piece of work as the formal Post Implementation Review and it was agreed that this would come back in six months.

AP joined the meeting at 10.50am

3.5 A short discussion took place around Athena and the tagging and flagging issue and what was being done to address this.

4 Results of an independent inspection about the use of Investigatory Powers by the Investigatory Powers Commissioner’s Office

4.1 TS presented the information paper on the positive results of the annual joint inspection by the Investigatory Powers Commissioners Office (‘IPCO’) for both Kent and Essex Police that was carried out in January 2019. The inspection is conducted to assess the level of compliance with the Regulation of Investigatory Powers Act 2000, the Investigatory Power Act 2016 and Part III of the Police Act 1997 in respect of the use and management of communications data, covert surveillance, covert human intelligence sources (‘CHIS’), equipment interference and property interference.

4.2 TS reported that the report’s conclusion was that the standards of compliance across both Forces was good, with the highlight being that the governance by the Senior Responsible Officer in communications data was an example to other areas.

4.3 From the report there were 4 areas of improvement that could be made, namely; appropriate records of research on Internet Intelligence and Investigations (‘III’) research being kept; monthly scrutiny and oversight meetings, and liaison with the Home Office regarding the Optica drop down options. RH asked about the timings to deal with the areas of improvement. TS confirmed that it is hoped that the second and third recommendations will be addressed by the end of July 2019, the first recommendation will be dealt with by the procurement of the software solution, and the fourth recommendation is currently being implemented. RH asked about the III risks (which concern internet searching) mentioned in the paper and after a discussion, VH confirmed that the updated training around the III risks (under the digital passport package) will take place by the end of the year.

4.4 AH asked whether the Longarm software solution was in the ICT programme for this year, and MG confirmed that it is not part of the ICT programme at the moment but MG is of the opinion that it is relatively small scale and a non-integrated application.

5 Recruitment of Specials

5.1 AP presented the quarterly update on recruitment of specials and from the Executive Summary, the Force had a Special Constabulary headcount of 512 officers which has resulted in the second largest Special Constabulary in England and Wales. There had been around 246 new applications between March and May this year which is a decrease on the previous quarter by 22% but the recruitment levels have matched the timetabled forecasts. In the last 12 months 214 new officers have been recruited with around 80% of those new starters intending to join the regulars.

5.2 AP outlined the mitigation steps that will be taken to counter the impact of regular recruitment on continued growth which included diversified extensive media campaigns, development of the Detective Special Constable role in SCD and maintaining focus on improving the volunteer experience and retention of those Specials who do not intend to join the regulars.

5.3 AP went through the appointment of Havas People to deliver the recruitment campaign specifically targeted towards age groups which was launched on 17 June and runs for six months. It was confirmed that the ‘My Other Life’ campaign is not ceasing but running alongside the new campaign.

5.4 Following a public meeting that JG had attended, she was concerned to note that the monies that had been put aside to recruit specials by the parish council and town councils is not being used as they are struggling to recruit. JG is now concerned that they will use the monies for something else. She would like to know if there is something that could be done with the recruitment campaigns to tie in with these monies so that they are utilised. AP confirmed that work is being done with the parish and town councils to give them advice around the recruitment as the recent 24 Community Special Constable applicants over a three month period had resulted in only four passing the assessment centre.

5.5 RH was concerned that the recruitment drive will simply stop when 600 specials are reached in 2020 and asked whether this would be the case. AP was of the opinion that a diminishing return will occur at some time in the future and thought must be given to what this will mean, i.e. a financial deficiency or saving.

AP left the meeting at 11.27am

6 Collaboration

6.1 VH presented the quarterly update paper on the future and current collaboration activity and expected benefits which is for the Board to note.

6.2 VH confirmed that the paper includes updates on the following: Joint Serious Crime Directorate, Joint Support Services Directorate, Essex/ Kent Police Forces - Op Hexagon, 7 Force Strategic Collaboration Programme, Home Office Digital Policing Portfolio, Digital Public Contact - Single Online Home, Essex County Fire & Rescue Service, local crime reduction collaborations, Essex Centre for Data Analytics, Innovative Partnerships - BT Hothouse, Anglia Ruskin University, Cyber Specials and Volunteers and Durham University.

6.3 VH wanted the Board to note that the Red/ Amber/ Green assessments contained in the paper were not in respect of the Force’s assessment on savings but in terms of self-assessment of the teams/ programmes themselves. A discussion took place around the 7 Force update as some items that are showing as Green under the particular programmes were Red or Amber on the Force’s assessments. RH asked whether these should be assessed against outcomes rather than timelines and it was agreed that MG would raise this assessment issue with Karen Georgiou.

6.4 VH went through the paper and discussions took place around ANPR and Community Hubs, the recruitment of the new Head of ECDA, the BT Hothouse work that has led to a National Launch at the House of Commons, Cyber specials and the Pulse Survey being undertaken by Durham University.

7 Public Perception Survey

7.1 VH presented the paper that contained the insight gained from the results of the independent survey to find out more about public perceptions and experiences of policing and criminal justice in Essex. The results of the survey were presented in five sections which dealt with: Overall views, Visibility and presence, Perceptions of crime and anti-social behaviour, Public engagement and Victims of Crime.

7.2 VH went through the highlights of the Executive Summary as follows: there were now two full years of data to interrogate, a sizeable victim cohort had been formed to replace the victim satisfaction surveys which could be tailored made to the Force’s needs, confidence in local policing has remained stable, community issues resolution is improving, a decrease in confidence in Stop and Searches, district level results, ASB and their definitions, satisfaction with the level of local policing, Town Centre teams, Police and Crime Plan priorities (responding to emergencies and bringing offenders to justice), victims not subject to reporting and reporting rates.

7.3 Various discussions took place on the highlight items, with the overall picture being that confidence is not improving at present but a key part of improving this picture will be communication messaging to the public in the future. PM is of the opinion that once the local policing teams are in place and there is obviously a local visible policing presence, the perception will change. It was agreed that going forwards, a covering paper would not need to be produced as well as the slide presentation, as the slide presentation will suffice.

8 Finance

8.i Efficiency & Investments Plan (Transformation Savings)

8.i.1 VH presented the paper on the progress against the current and future efficiency and savings plans and the Force’s Medium Term Financial Strategy. From the paper, there is a requirement of £6.413m from the 2019/20 budget which is made up of cashable savings for £4.753m and a further £3.609m non-cashable efficiencies which exceeds the overall savings and efficiency target by £1.949m. Work is continuing to be done reviewing the non-cashable efficiencies, which will include the benefits framework and a post implementation review on Body Worn Video.

8.i.2 From Table 1.1 in the paper, the main changes were the increase in police staff vacancies, Support Services Directorate, Op Hexagon, Mobile First, Special Constables, Telematics and Fire Collaboration.

 **Action: 27/19**

 **A Business Case surrounding Op Hexagon for 2019/20 will be required to go to Strategic Board. AH to check that Op Hexagon is on the Strategic Board Forward Plan.**

8.ii 2018/19 Investments supporting the Police and Crime Plan (Transformation Savings)

8.ii.1 VH went through the quarterly update on the investments made from the 2018/19 budget to support the Police & Crime Plan and the expenditure from that investment at year end.

8.ii.2 From the Executive Summary, of the £9.611m new investments identified in the 2018/19 budget, £8.443m are green risk where the investment has been fully utilised, £1.104m for Capital Programme (revenue consequence is assessed as amber risk due to slippage in the Capital Programme and £0.064m is no longer required). The other items that are no longer required are £9k for Fire Collaboration, and £118k for the Director of Finance role.

8.iii Monthly Finance Report

8.iii.1 DM presented the 2019/20 Month 2 Financial Monitoring Report which just contained the pay information in advance of a full reported position at Q1.

8.iii.2 From the Executive Summary, there is a £2.589 forecast overspend on police officers of which £1.991m overspend is forecast to impact on General Reserves. There is a £3.598m forecast underspend on police staff of which £4.232m underspend is forecast to impact on General Reserve. Vacancies at 30 April 2019 were 82 FTEs above the vacancy factor of 125 FTEs. Total vacancies are 207 FTEs. There was an £0.521m forecast overspend on PCSOs of which £0.021m overspend is forecast to impact on General Reserve. DM confirmed that reviews are continuing on the variances, external funding and updated information on investment and savings since budget setting for the main Q1 financial report.

8.iii.3 DM went through the Workforce Analysis which dealt with the Pay Summary, Police Officer FTEs and Police Officers, Police Staff, PCSOs and Specials. A general discussion took place around the vacancies where it was confirmed they are mainly growth posts.

8.iv Closure update report

8.iv.1 DM confirmed that the work being done by the new external auditors, Grant Thornton, is progressing well but that there are two issues that are causing slight concern, namely; the McCloud pension court case and Essex County Council’s evaluation of the pension figures. RH asked who would make the decision around the outcome of the pension court case and DM confirmed that it would be discussed collectively at national level with other police forces. RH asked whether the deadline for signing off the Accounts is in jeopardy, but DM confirmed that everyone knew what the deadlines were and the Accounts should be signed off on 26 July at the Joint Audit Committee meeting.

8.iv.2 DM reported that one slight change that Grant Thornton have requested is that the property portfolio re-valuations that are currently carried out every 5 years, be changed to annually on the top 20 properties.

9 Monthly Performance Report

9.1 From the Executive Summary, it was noted that 3 of the 7 PFCC Priorities have been given a recommended grade of good. 4 of the priorities (1, 3, 4 and 6) have been graded at ‘requires improvement’. RH noted that the Crime Tree rolling data sheet was showing more green items with VH confirming that the rate of increase for Essex is below that of the Most Similar Group (‘MSG’). A short discussion took place around burglary, theft, stalking and harassment, the Counting Rules change, violence with injury, serious violence, national classifications and the volume of crimes.

10 Any Other Business

 There being no other business, the meeting closed at 12.50pm.