

MINUTES
POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX
and
ESSEX POLICE
PERFORMANCE AND RESOURCES SCRUTINY BOARD

26 November 2020, 1100 to 1300, via Microsoft Teams

Present:

Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner for Essex - Chair
ACC Kevin Baldwin (KB)	Assistant Chief Constable, Essex Police
Dr Vicki Harrington (VH)	Director of Strategic Change and Performance, Essex Police
Suzanne Harris (SH)	Head of Performance & Scrutiny (Policing), PFCC's office
Elizabeth Helm (EH)	Interim Head of Finance and s151 officer, PFCC's office
Debbie Martin (DM)	Chief Finance Officer, Essex Police
DCC Pippa Mills (PM)	Deputy Chief Constable, Essex Police
Janet Perry (JP)	Strategic Head of Performance and Resources, PFCC's office
ACC Andy Prophet (AP)	Assistant Chief Constable, Essex Police
Richard Jones (RJ)	Head of Business Partnering and Management Accountant, Essex Police
Camilla Brandal (CB)	Minutes, PFCC's office

Apologies:

Roger Hirst (RH)	Police, Fire and Crime Commissioner for Essex
Pippa Brent-Isherwood (PBI)	CEO and Monitoring Officer, PFCC's office

1 Introduction and welcome

JG welcomed all to the meeting. Apologies were received from RH and PBI.

2.i Minutes of last meeting

PM asked that the last sentence on paragraph 3.ii.4 on Page 3 read 'PM confirmed that the Force will not be over-recruiting at risk unless the funding arrangement for the uplift programme were adjusted to bring forward the 2021/22 uplift funding.'

There were no other amendments to the minutes of the meeting held on 22 October 2020 and they were therefore agreed. There were no matters arising from the October minutes.

2.ii Action Log

22/20 Efficiency & Investments Plan
First Budget meeting has now taken place. Close.

- 30/20 Action Log
Revised HR report format discussion took place on 13 November. Close.
- 39/20 Monthly Finance Report
RH spoken to the Chief Constable about additional recruitment and expected funding position. Close.
- 43/20 Quarterly Finance Report
Decision sheet has been received. Close.
- 44/20 HR, Sickness and Attendance Management, Staff performance reports
Additional information now received on figures submitted to Home Office. Close. JG thanked PM and the team for their assistance with this submission.
- 45/20 HR, Sickness and Attendance Management, Staff performance reports
RL would provide an expanded Equality and Diversity section within the next report – scheduled for January 2021. Close.
- 46/20 Six Month Treasury Management Outturn 2020/21
RH has suggested leaving this action open until the methodology has been seen on the bank reconciliation work for next year (due date April 2020).
- 47/20 PFCC Commissioning Programme
Kirsty Smith now attending the Victims and Witness Action Group meetings. Close.

Action: 48/20

After a discussion, JP to share the part of the JAC minutes that relate to providing a monthly cashflow statement to the papers for P&R with DM and JP to subsequently speak to Matt Tokley to facilitate this.

2.iii Forward Plan

SH confirmed that an update paper on 101 non-emergency call handling will be brought to the January meeting; the OTR item was moved to December as requested and then moved back to November as per a subsequent request; the Finance report for April to be retitled 'Outturn Report' and moved to May (after discussion, it was agreed that some form of reporting on Month 12 would be given to JP in April), and the 12 month update from Professional Standards Department to be scheduled for March.

Action: 49/20

Forward plan to be updated with the following items: 101; Finance outturn report, PSD report

Action: 50/20

Month 12 reporting to be shared with JP in April

AP joined the meeting at 1125.

3 Use of Force/ Stop and Search

- 3.1 AP presented the quarterly update paper on use of Force/ Stop and Search for Q2 2020/21. Items to note from the Executive Summary were that as yet there was no visible improvement in disproportionality; numbers indicate a disproportionate use of force and Stop and Search on BAME. One of the key outcomes from the Diversity,

Equality and Inclusion Strategy is to seek to deliver an understanding of and reduction in disproportionality. A brief discussion took place around disproportionality and the measures that will be used to address this issue.

- 3.2 AP commented on the Use of Force figures in Q2 which showed an increase from the previous quarter and an increase year on year – most of which related to the use of handcuffs. There was a small increase in the use of Tasers but this was linked to the increase in the number of officers who are trained to use Tasers.
- 3.3 PM commented that in relation to the Covid App that will be rolled out next week, officers cannot submit forms via the app unless ethnicity has been entered. This would hopefully use technology to drive understanding and provide better reporting measures.

AP left the meeting at 1136.

4 Finance

4.i Efficiency & Investments Plan (Transformation Savings)

- 4.i.1 VH presented the report which highlighted a couple of changes from last month's report, namely; with the pause of the two business cases which have now restarted and the carried forward shortfall from the 2019/20 plan, there is a new forecast outcome for 2020/21 showing a favourable variance of £18k. There has also been a change in early delivery of certain projects which were brought forward to 2020/21 (from £213k to £199k), giving a £14k reduction in figures, but no change to the recurring figure.
- 4.i.2 VH confirmed that for 2021/22, the expected target of £7.2m is currently under constant review and as a result of the most recent review, there has been an increase in the current high level forecast of in year savings to £4.2m (mainly as a result of the vacancy factor being included). The recurring savings figure has reduced slightly to £3.6m and the bullet points on Page 2 set out the changes that have affected this figure since October 2020.
- 4.i.3 VH confirmed that the cashable savings that have been realised early are now showing at £199k giving a recurring figure of £162k. The two paused business cases that have been restarted are currently showing as amber but will move to green in Quarter 4. The Local Policing Support Unit (LPSU) element is also showing as amber but will move to green shortly. The Office 365 non-cashable savings figure is currently being reviewed by the O365 Board.
- 4.i.4 DM would like it noted that the Chancellor's Budget announcement regarding the freeze on public sector pay awards would have an effect on the vacancy factor in the budgeting for next year.

4.ii Monthly Finance Report

- 4.ii.1 DM presented the paper which showed the 2020/21 month 7 forecast position for the Force. From the Executive Summary, the latest forecast revenue underspend is showing as £1.712m which includes funding for Op Melrose, medical grade PPE and COVID 19 Income Loss Recovery Scheme funding. The police officer numbers at the end of October are 3,298 FTE and at year end are forecast as 3,369 FTE. Capital Reserves are forecast to be £7.1m deficit at year end with the forecast capital expenditure at £18.1m and capital income from property disposals at £8.0m.

- 4.ii.2 DM noted that there has been a saving of £242k from South East and Eastern Region Police Insurance Consortium (SEERPIC) following a new revised method of allocation of the motor insurance contract and this will be reflected in 2021/22 budget setting.
- 4.ii.3 DM went through the forecast variances on Page 4 of the report under Table 2.1 which included forecast overspends on Police Officer Pay, Police Officer overtime, and income. There are underspends on Police Staff pay, Pensions/ Ill Health, Transport and Supplies & Services.
- 4.ii.4 EH asked DM whether the Force are now confident that all the COVID monies have been forecast (including SEERPIC) and RJ confirmed that there will be no more costs for PPE that can be claimed back but there are some elements of the transport costs that can and these will be reflected in future reporting.
- 4.ii.5 A discussion took place around the virements and associated decision sheet preparation, and it was agreed that the report would include a list of virements to be addressed via decision sheet under the recommendations paragraph at the top of the report. The recommendations section of the report is a way of notifying the Commissioner of any actions to be taken.

Action 51:

DM/ RJ to include a list of virements to be addressed via decision sheet under the recommendations paragraph at the top of the report.

- 4.ii.6 DM went through the position on the Reserves; EH asked whether the actuals were actual cash or did they reflect accruals for work completed? DM confirmed that they were actuals but that if there were any accruals, they would have been cancelled out by now. DM confirmed that accruals were dealt with at year end.
- 4.ii.7 It was agreed that a decision sheet for moving the PEQF reserve (£73k) due to the revised start date of January 2022 would be prepared and sent through to the PFCC's office for processing.

Action 52:

It was agreed that a decision sheet for moving the PEQF reserve (£73k) due to the revised start date of January 2022 would be prepared and sent through to the PFCC's office for processing.

5 Monthly Performance Report

- 5.1 VH went through the Executive Summary in the October 2020 update report which set out the work being done under each of the priorities of the Police and Crime Plan 2016-2020. Four of the seven PFCC Priorities have been graded as 'good', and three of the seven are graded at 'requires improvement'. A discussion took place around the ASB priority moving to 'requires improvement' which is mainly related to reporting on Covid related ASB. There was also a discussion about the Domestic Abuse priority moving to 'good' where some concerns were expressed that whilst improvements have been seen in solved cases and response, the total number of incidents remains stable. There was no change in the Confidence piece as no data had been received to update on, but the first Quarter results were noted to have had an impact on the rest of the year.
- 5.2 A further discussion took place around the good rating for Domestic Abuse and the different measures used for the basis of the report.

- 5.3 VH went through the summary on the Crime Tree Data table which shows an overall positive picture as the high harm crimes and those that have the greatest impact on communities in volume and harm terms are the ones that are having significant inroads being made on them. JG acknowledged the positive content of this report.

6 Balanced Scorecard

- 6.1 VH presented the overview paper on the Rebalanced Scorecard Gradings for Cycle 6 which also provided the rationale for the Force-level grades. The data review period for Cycle 6 was April to June 2020 inclusive and was affected by the Government's restrictions on movement and gathering in relation to Covid19. VH confirmed that work is currently being done to close the gap and bring the data set more up to date to aid future discussions.
- 6.2 VH confirmed that there were no changes in the final Force grades in this cycle with Our People being graded at Good. The remaining three areas were graded at Requires Improvement. There was a deterioration in the Efficiency and Effectiveness quadrant; Criminal Justice file quality being noted as an area of concern. SH asked about the deterioration and whether there were known reasons behind this. VH confirmed that it was mainly around Athena file quality and that the situation had improved since the data set used in Cycle 6 was reported on.
- 6.3 JG thanked VH and her team for all the work that has been done and is being done on the balanced scorecard.

KB joined the meeting at 1228.

7 Vulnerable Groups

- 7.1 KB presented the overview of the work conducted within the Crime and Public Protection Command for Quarter 2 2020/21 (July to end September). The overview contained updated items on the Public Protection Investigation Units, Quest, The CSE Investigation Team, Management of Sexual Offenders and Violent Offenders, Police Online Investigation Team, Operations Centre, DBS Unit and the Strategic Centre.
- 7.2 SH asked about the overdue visits for MOSOVO and KB confirmed that there were challenges around staffing and Covid previously but now plans are in place to reduce the number of overdue visits.
- 7.3 JG asked KB to pass thanks to the 'back office' staff, on behalf of the PFCC and his office, as their work is very valued and recognised.
- 7.4 KB wanted to note that on 31 December 2020 the Force will be moving to the Attorney General's new guidance on disclosure which will mean a huge amount of work for the Force to do, with Quarter 4 being challenging, moving cases through the criminal justice system whilst everyone gets used to the new guidelines.
- 7.5 JG wanted to thank KB for all his work done on Crime and Public Protection and the Criminal Justice work.

KB left the meeting at 1255.

8 Operational Transformation Reserve

- 8.1 VH went through the updated information on progress, utilisation and benefits derived from previously agreed bids to the OTR and set out the spend so far this financial

year (£1m for 18/19, £681k for 19/20 against a forecast for the previous figure of £1m). There is a current spend in 20/21 of £400k and a forecast of £371k for 20/21. This equates to £2.04m of the £2.7m investment has been spent or committed over the last three years and a further £371k forecast for 20/21. The paper requested that a draw-down of £220k is made from 21/22 detailed under paragraph 2.4 of the report, with a new bid for £44k for dashcams which is tabled for discussion at December's Strategic Board.

- 8.2 The recommendations within the report are that the two previous bids (Meet Promises for Staff Survey and the Accelerating Delivery of the IT Programme) now be closed, the Predicting Domestic Abuse funding project is cancelled, and that the OTR funding for the FCR Digital Hub is increased from £275k to £439k to enable the Hub to continue operating until March 2021.
- 8.3 SH asked about the Meet Promises from Staff Survey and whether it should be closed if spend is still expected to occur or whether the intention is noted and kept open until the spend is finalised? VH confirmed that all but one element is being delivered and she would recommend that this is closed but note that there is the one element being finalised and which will be dealt with shortly. It was agreed that the Survey bid can be closed but noting that there is one element to be finalised shortly.
- 8.4 SH asked about the Accelerating Delivery of the IT Programme Bid and asked for some clarity around the benefits which were set out on Page 15 but the heading table mentions 'benefits in relation to expected benefits' and it is not clear whether there were any expected benefits that had not been realised. VH explained that they had looked at the original bid which outlined a number of different projects and their relevant priorities, and the lowest priority ones were not taken forward.
- 8.5 SH asked about the deferment of the Op Meteor funding as she was conscious that Op Meteor was one of the projects associated with the Safer Streets funding bid and SH would like to know if the extension of Op Meteor will preclude further bidding on any future rounds of Safer Streets funding. VH confirmed that the Safer Streets funding will be released in June 2021 so Op Meteor will compliment any future bids that may be made under Safer Streets funding. PM also confirmed that there will be no issues with Safer Streets fund bids in the future, and that Op Meteor will not prevent future bids being submitted.
- 8.6 RJ wanted to note that the Essex Centre for Data Analytics had a figure of £199k for the remainder of this year, but this figure should be in the 2021/22 column which will alter the OTR balance for carry forward for 2021/22 from £241k to £440k. VH confirmed that this was correct and would be reflected in future reporting of the Operational Transformation Reserve.
- 8.7 It was confirmed that the recommendations as set out were agreed.

9 Approval for publishing of documents

The classifications were confirmed and it was agreed that the paper under item 4i will not be published as it is marked as Official Sensitive.

10 Any Other Business

- 10.1 PM confirmed that the Chief Constable had requested that the Homicide Quarterly Scrutiny item be put onto the Forward Plan for March 2021.
- 10.2 There being no further business, the meeting closed at 13.12.