

MINUTES
POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX
and
ESSEX POLICE
STRATEGIC BOARD

17 December 2020, 1400 to 1700, via MS Teams

Present:

Roger Hirst (RH)	Police, Fire and Crime Commissioner – Chair
Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner - Chair
Elizabeth Helm (EH)	Interim Head of Finance and s151 Officer, PFCC's office
Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's office
Suzanne Harris (SH)	Head of Performance & Scrutiny (Policing & Crime) PFCC's office
Darren Horsman (DH)	Strategic Head of Police and Public Engagement, PFCC's office
BJ Harrington (BJH)	Chief Constable, Essex Police
Dr Vicki Harrington (VH)	Director of Strategic Change, Essex Police
Debbie Martin (DM)	Chief Finance Officer, Essex Police
Patrick Duffy (PD)	Head of Estates, Essex Police
Jules Donald (JD)	Chief Information Officer, Kent and Essex Police
Annette Chan (AC)	Chief Accountant, Essex Police
Tracey Harman (TH)	Assistant Chief Constable, Serious Crime, Essex Police
Andy Prophet (AP)	Assistant Chief Constable, LPCM, Essex Police
Camilla Brandal	Minutes, PFCC's Office

Apologies

Pippa Brent-Isherwood (PBI)	Chief Executive and Monitoring Officer, PFCC's office
Mark Gilmartin (MG)	Director of Shared Support Services, Kent and Essex Police

1 Introduction and welcome

RH welcomed all to the meeting and noted apologies from MG and PBI.

2.i Minutes of last meeting

VH asked that the action on Page 4, paragraph 3.i.5, regarding the publication or non-publication of the MTFs paper, refers to the savings and efficiencies project profiles for 2021/22 and not the MTFs papers, with the protective markings for any papers tabled at future meetings being agreed at the time.

There were no further amendments to the Minutes of the September meeting and they were therefore approved.

2.i Matters Arising

SH confirmed that the Remote Working Infrastructure decision sheet (number PFCC/105/20) submitted in September had been revised and resubmitted to the PFCC's office (where it has been approved).

2.ii Action Log

- 03/2020 Estates Programme Update
PD confirmed that solicitors had been instructed and it was agreed that this action could now close.
- 04/2020 Estates Programme Update
Action now with Collaboration lead in PFCC's office and PD. Close off from Strategic Board and move to Collaboration Board.
- 05/2020 Diversity and Inclusion Strategy
On Agenda for next meeting of the Police, Fire and Crime Panel's Ethics and integrity sub-committee – date not known. PFCC's office to notify BJH of date when known. Close.
- 13/2020 Sexual Violence Strategy
Support for this Strategy has now been given by a number of partners signing up to it. Close.
- 14/2020 Operational Transformational Reserves
Decision sheet submitted to PFCC's office. Close.
- 15/2020 Any Other Business
Decision sheet 101 received and signed off in September 2020. Close.
- 16/20 Action Log
Decision sheet references now included on Action Log. Close.
- 17/20 Finance
Separate workshop no longer required. Close.
- 18/20 Finance
Dealt with under item 2.i of these minutes. Close.
- 19/20 Capital Programme
Decision sheet 105/20 resubmitted to PFCC's office. Close.
- 20/20 Capital Programme
Decision sheet 111/20 submitted to PFCC's office. Close.
- 21/20 IT Programme Update
IT report to include a RAG Dashboard, a report on each Amber and Red status project, a Milestone update plan, the RAG and direction of travel of each project's risk status and the current timeline. Close.

2.iii Forward Plan

SH confirmed that she will be populating the Forward Plan for the coming year with Claire Heath.

3 Capital Programme including Stage 2 bids

3.ii Estates Capitalised Maintenance

- 3.ii.1 PD presented the Stage 2 Business Case which set out the backlog and maintenance issues across the Essex Police Estate. This Stage 2 bid is for 20/21 and 21/22 and a £2m forecast over the 2 years.
- 3.ii.2 RH queried the missing paragraphs on the Stage 2 bid before the Decision sheet is sent through for signing. It was confirmed that Decision sheet PFCC/135/20 was agreed in principle.
- 3.ii.3 PD would send through the updated the Stage 2 bid and the updated Decision sheet (which was submitted on an old template).

**Action 22/20:
PD to submit updated decision sheet**

TH joined the meeting at 1420.

3.i. Replacement of CSI Forensic Drying Cabinets

- 3.ii.1 TH presented the Stage 2 Business Case which set out the need for the replacement of eight Drying Cabinets to meet the ISO accreditation requirements. A discussion took place around the funding and why it was a Single Tender Action. TH confirmed that she would be re-submitting the decision sheet containing the reasoning behind the Single Tender Action and that it had also been approved by Strategic Change Board and Chief Officer Group.
- 3.ii.2 It was agreed that TH would re-submit the updated Decision Sheet to the PFCC's office.

**Action 23/20
TH to submit updated decision sheet**

TH left the meeting at 1427.

4 Finance

4.1 Essex Police Budget Proposals 2021/22

- 4.1.1 BJH presented the first formal submission of the budget to the Commissioner after it had been previously discussed in various briefings and workshops. The submission contained two budget options for consideration. After an in-depth discussion around both options, it was agreed that option two be the recommended option.
- 4.1.2 It was also agreed that the Comms Plan around the budget will be discussed at a later stage.

**RH left the meeting at 15.28.
BJH left the meeting at 15.28.
JG took up the chair.**

5 Strategic Transformation Programme – Highlight Report

- 5.1 VH went through the Highlight Report with items to note that there are now 30 workstreams (up from September's 28) and overall there has been positive movement on all the workstreams bar 2. Achievements over the last period were reported on Force Growth, Detectives Pathway, Analytics for Everyone, Hot House, Transforming contact Management, Covid Recovery, Athena PPSS and Op Hexagon.
- 5.2 JG commented that the DAMS project will be discussed at next 7Force Region's summit which may have an effect on the project's RAG rating. VH confirmed that it was the 7Forces RAG rating not Essex Police's.
- 5.3 VH went through the projects that were in exception and updated the meeting on further progress made since the Strategic Change and Co-ordination Board meeting earlier in the week.

BJH re-joined the meeting at 15.42.

- 5.4 BJH offered to seek clarity on the current position regarding development of the Community Safety Hubs workstream and this was agreed as an action.

Action 24/20

BJH to seek clarity on the current position regarding development of the Community Safety Hubs workstream

- 5.5 VH reported that there were no changes to the risks under the Change Programme apart from the Collaboration risk which is being reviewed at the January SCCB.

AC left the meeting at 15.58.

DH left the meeting at 16.00.

4 Finance

4ii Op Talla Honorarium and bonus payment paper

- 4.ii.1 RH confirmed that he was very supportive of the paper and BJH's comments that '*Since the declaration on 19/3/2020, the whole workforce in Essex Police has been responding to a national emergency that has been unprecedented in scale, scope and duration outside of wartime. The role that Essex Police has played has been exemplary across a range of public services. The workforce as a whole has been outstanding in its response with every department inextricably engaged in maintaining public safety either directly or in an essential enabling role. The importance of Essex Police and every person within Essex Police in this cannot be underplayed. The operating environment has been outstandingly demanding due to the personal restrictions and risks to health. The commitment and professionalism of all those within Essex Police has been outstanding with improvements in performance and reductions in sickness as well as the trust and confidence of partners and the public being objective evidence of this.*'
- 4.ii.2 It was agreed that this recommendation is approved and that it be progressed and dealt with within the current financial year's underspend.

The meeting adjourned from 16.16 to 16.20.

RH re-joined the meeting at 16.20.

6 IT Programme Update

- 6.1 JD went through the update which included items on the 20/21 IT portfolio's progress, risk status and mitigating actions, the work being done on the progress towards defining the 21/22 IT Portfolio, a summary of the October Digital Transformation Oversight Board meeting and an update on the 4Force ICT Convergence.

RH left the meeting at 16.30.

- 6.2 JG asked whether Brexit would have an impact on the programme overall? JD confirmed that IT had been in contact with 7F Procurement and had looked at all the contracts over the last year, and there were no concerns on the new procurements. There may be a slight delay in the purchase of consumables from overseas but this is being managed.

JD left the meeting at 16.33.

7 Estates Programme Update

- 7.1 PD presented the update which covered the current work and performance around deliverance of the capital and business as usual programme of work following the decrease in demand of COVID Secure enabling work. The impact of the COVID 19 pandemic is still causing uncertainty around the disposal programme, with the baseline target for delivering capital receipts throughout 2020/21 being adjusted. However, there are a number of disposals that have been formally closed and are at various stages in the disposal process. The maintenance backlog update and proposals for addressing it was tabled earlier in this meeting.
- 7.2 PD updated the meeting on Chelmsford Police Station, Boreham, Police HQ, capital receipts, Collaboration Opportunities, the reduction of the key COVID risks on the Strategic Risk Register and completion updates on disposals.

PD left the meeting at 16.42.

8 Taser Update

- 8.1 AP presented the update paper and asked the Board for approval of Recommendation 4 (out of 5 listed) for a £74.1k spend identified in the capital program for the purchase of additional batteries, cartridges and device lockers following the submission of the Stage 2 capital bid.
- 8.2 After discussion around the operational requirements and the Home Office funding available for additional devices but not which did not provide for batteries, cartridges etc, it was agreed that Recommendation 4 be approved. It was also agreed that AP would send through the Taser Decision Sheet for this funding request to the PFCC's office.

Action 25/20:

AP to send through the Taser Decision Sheet to the PFCC's office.

AP left the meeting at 16.56.

RH re-joined the meeting at 16.56.

9 Any Other Business

- 9.1 It was agreed that the Taser update paper would be reclassified as 'Official Sensitive' due to containing operational details and would therefore not be published. VH would resubmit the Finance paper (4i) having redacted the detail of any business cases in

order that it can be published and the title of the Reserves lines being changed to 'restructuring'.

9.2 There being no other business, the meeting closed at 17.04.