

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

29 April 2021, 1000 to 1300, via Microsoft Teams

**Present:**

Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner
Janet Perry (JP)	Strategic Head of Performance and Resources, PFCC's office
Julia Berry (JB)	Head of Finance and S151, PFCC's office
Suzanne Harris (SH)	Head of Performance and Scrutiny (Policing), PFCC's office
Pippa Mills (PM)	Deputy Chief Constable, Essex Police
Dr Vicki Harrington (VH)	Director of Strategic Change and Performance, Essex Police
Richard Leicester (RL)	Director of HR, Essex and Kent Police
Andy Prophet (AP)	Assistant Chief Constable, Essex Police
Richard Jones (RJ)	Head of Business Partnering and Management Accounting, Essex Police
Darren Horsman (DH)	Strategic Head of Policy and Public Engagement, PFCC's office (observing)
Camilla Brandal	Minutes, PFCC's office

**Apologies:**

Roger Hirst (RH)	Police, Fire and Crime Commissioner (Chair)
Pippa Brent-Isherwood (PBI)	Chief Executive and Monitoring Officer, PFCC's office
Debbie Martin (DM)	Chief Finance Officer, Essex Police
Annette Chan (AC)	Chief Accountant, Essex Police
Rachel Nolan (RN)	Assistant Chief Constable, Essex Police

1 Introduction and welcome

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

2.i Minutes of last meeting

- 2.i.1 Page 3, paragraph 3.i.6, PM would like the wording on the last sentence to read '... so the first PEQF intake is March, with the opportunity for COG to review this decision in June.'
- 2.i.2 Page 6, paragraph 7.4, PM asked if the second sentence could read 'A brief discussion took place around Op Pershore which deals with the abuse of position for sexual gain and is on the control strategy for the whole of the South Eastern Region.'

Matters arising

- 2.i.3 Page 8, paragraph 10.3, PBI (SH reporting in her absence) had spoken to Dave Levy about the safeguarding arrangements in the 7F Procurement function and that had been completed. The initial response from the 7F team was that it was up to specific authors to make sure any safeguarding requirements were captured and that their role

was to ensure that suppliers meet the specification. PM had commented in this discussion that safeguarding should be reflected in the 7F Procurement Supplier Charter and 7F team have undertaken to look at this.

- 2.i.5 There were no other matters arising and the minutes of the previous meeting, subject to the amendments above, were agreed.

## 2.ii Action Log

- 50/20 Forward Plan (finance)  
Month 12 reporting to be shared with JP, now completed. Close.
- 56/20 Crime Prevention Strategy – Op Henderson  
No update due until May.
- 01/21 Action Log  
Cashflow reporting – a plan will be drawn up to address the cashflow reporting with a revised due date of June.
- 07/21 Minutes of January PRSB  
Wording provided for January minutes and they have now been published. It was agreed that any changes to future minutes must be detailed and agreed at the next meeting. Close.
- 12/21 Use of Force/ Stop and Search  
Update due in May.
- 16/21 Finance  
DM had sent Closure timetable dates to JB. Close.
- 17/21 Forward Plan  
Amendment to wording on Forward Plan completed. Close.
- 18/21 Finance  
Revised due date to May.
- 19/21 Finance  
Revised due date to July.
- 20/21 Finance  
Revised due date to July.
- 21/21 Finance  
Levels of external borrowing and internal borrowing to be included in Treasury Management reporting. Revised due date to July.
- 22/21 PSD Annual Report  
To be monitored through PSD Quarterly meetings as scrutiny panels will be set up as they arise. Close.
- 23/21 PSD Annual Report  
Meeting taken place with criteria agreed. Close.

### 2.iii Forward Plan

- 2.iii.1 SH confirmed that AC had asked for the closure update report to be removed from the June meeting. RJ would investigate this point and confirm. [Subsequently in the meeting RJ confirmed that the closure report will be presented at Strategic Board rather than P&R in order to fit in with the requirements for the Joint Audit Committee].
- 2.iii.2 SH also confirmed that the Terms of Reference need reviewing as part the overall review of the PFCC Constitution. The Terms of Reference need to be agreed in principle by end July, reviewed in August and tabled at the EP Strategic Board in September, and the Police, Fire and Crime Panel in October. It was agreed that the draft Terms of Reference would be included on the Forward Plan for June.

#### **Action 24/21**

**SH to update the Forward plan, removing closure update report from June and adding Draft Terms of Reference to June.**

### 3.i Efficiency Savings Programme

- 3.i.1 VH presented the monthly report on the 2020/21 savings programme and confirmed that it was the last report on the 2020/21 programme. VH also confirmed that all the savings projects and activities have been achieved and delivered for 2020/21 with the forecast outcome remaining at a surplus of £0.041m in year cashable savings and a total savings and efficiencies forecast of £8.256m. The Savings Plan identified for 2021/22 planned cashable savings of £4.466m and non-cashable savings of £0.416m offering a combined total of £4.882m.
- 3.i.2 JG wanted to note the PFCC's thanks for the significant work done by the Force on the savings programme which had had exceptional results.
- 3.i.3 JP asked how the saving of £70k/annum would be achieved by civilianising a post. It was confirmed that the saving reflected the difference between the ranks of Superintendent and PC. The overall headcount would be retained with a PC post established elsewhere in the Force, whilst the current Superintendent role would be undertaken by a PSE already budgeted for.
- 3.i.4 VH went through the Savings Plan for 2021/22 and noted that there were a couple of changes; NPAS in-year forecast and brought forward savings under a Strategic Change Business Case. A brief discussion took place around the Strategic Change Business Case and how the savings are reached.

### **DH joined the meeting at 1030**

### 4 Monthly Performance Report

- 4.1 VH presented the Monthly Performance Report for March and noted from the Executive Summary that six of the seven PFCC priorities were at a recommended grade of 'Good'. One of the seven priorities (4 Tackling Gangs and Serious Violence) has been recommended at 'Requires Improvement'. Also from the Executive Summary, All Crime fell by 11.4% for the 12 months to March 2021 and the Force recorded 2,273 more offences in March 2021 than in April 2020 when the Government implemented the first lockdown. The number of Anti-Social Behaviour (ASB) incidents was recorded at 51.6% higher in March 2021 compared with March 2020 but the number of ASB incidents reported have generally decreased when restrictions have been eased and increased when further restrictions have been implemented. Confidence from the independent survey is at 76.3% and compared to year ending

December 2019, confidence in the local police increased by 11.6% points. VH also confirmed that there had been a decrease of 17.4% Modern Slavery referrals in the 12 months to March 2021 but the Force are working towards increasing this number of referrals to achieve greater range and engagement with hard to access groups.

- 4.2 VH went through each slide for the PFCC priorities and the Crime Tree Data tables (which included high harm areas). A discussion took place around the ASB reported increase and how much of the increase related to Covid; the acknowledgement of the grading on the DA priority and how to measure the results from the work being currently undertaken; and the Killed and Seriously Injured figures. JG commented that the measures put in place were set against the indicators set out in the current Police and Crime Plan, and these will be revisited in the new term Plan. PM commented on the reduction in the numbers of Stop and Search being due to a deliberate refinement of the Force's approach to tackling serious street violence and a targeted approach to gangs and county lines with the Serious Violence Team doing less street based speculative work than the old Raptor teams did.

## 5 Quarterly Performance Report and MSG Aspirations

VH presented the 'merged' report which contained the quarterly figures and the MSG Aspirations. VH went through the priorities, with items to note being that the Special Constabulary now stands at a headcount of 530 at February 2021, over 6,000 Live Chat interactions in the Force Control Room (highest since service began), the use of QR codes for local residents to use when reporting items to appropriately signpost them to the appropriate agency, risk terrain modelling trial, local safe-house facilities, 'Extra Eyes' footage around poor and dangerous road user behaviour, and the two areas that met the MSG Aspirations.

**JG left the meeting at 1115**

**JP took the chair**

**Meeting paused at 1120**

**Meeting reconvened at 1135**

## 6 Crime Data Accuracy

- 6.1 VH presented the biannual update in relation to the progress of Crime Data Accuracy (CDA) by Essex Police. VH confirmed that the CDA Team has continued to operate effectively and efficiently during the pandemic with crime recording rates having been maintained at a high level, the performance and compliance results to February 2021, the accessibility and visibility of the CDA team, the support the team offer to the Crime & Public Protection Command and the Force Control Room and Resolution Centre, and the work being carried out on daily audits of the recording of ASB incidents.
- 6.2 JG thanked VH for her proactive work on the CDA issues which, through the report, showed confidence in the reporting.

## 7 HR, Sickness and Attendance Management, Staff Performance Reports

- 7.1 RL presented the HR report with highlights to note being the continued attraction and recruitment of new officers, reductions in officer and staff vacancies, an increase in officer application numbers, strong officer application numbers from ethnic minority candidates and females, the highest proportion of ethnic minority officers in force over the last 8 years, a reduction in officer and staff absence, an increase in total duty hours

for the Special Constabulary and an improved self-declaration of protected characteristics by the workforce compared with January 2021.

- 7.2 RL went through the current work and performance for Officers (establishment v strength and vacancies), recruitment joiners and applications, turnover, ethnicity and gender, absence figures, staff and PCSOs.
- 7.3 JP wanted to thank RL for the work done on the new reporting format and JG asked that thanks be taken back to the team.
- 7.4 A discussion took place around the improving absence figures and the increase of staff on recuperative duties.

### **AP joined the meeting at 1205**

#### 8 HMICFRS's inspection into the police response to the Covid19 pandemic

- 8.1 AP presented the paper on the Force's position in relation to the national HMICFRS inspection. Essex was not one of the Forces that participated in the inspection in July 2020 but the Early Findings Report had identified four national risks which were generic in nature and AP confirmed that none were a cause for concern for Essex. However, Essex Police would be managing any implications from the formal report, when released, through either Op Talla or the Covid Recovery Co-ordination Board.
- 8.2 A brief discussion took place around the report and the two risks that had been identified, along with the need to not lose momentum around the work that had been done and is still to be done.
- 8.3 JG thanked AP for the report which showed just how well the Force had adapted and responded to the pandemic.

### **AP left the meeting at 1220**

#### 9 Diversity, Equality and Inclusion Strategy delivery

- 9.1 RL presented the update on the Diversity Equality and Inclusion (DEI) Strategy progress over the last six months and highlighted the key achievements for each objective and future areas of development. It is hoped that the DEI Strategy will have positive implications for workforce development, community relations, and legal compliance with the requirements of the Equality Act 2010. RL also went through the actions for improvement which will be contained within the Strategy.
- 9.2 A discussion took place around the proposed training programme, local action plans and confidence measures, internal and external activity that had and was taking place, how the PFCC's office can support the Force with the implementation of the Strategy, the BAME results from the independent survey pandemic related questions, how the staff survey feeds into the Strategy, the 9 protected characteristics and how each employment application is considered on merit and the Force's neurodiversity within the staff. JP sought reassurance that all nine of the protected characteristics are considered, noting that focus is currently given to gender and ethnicity. It was confirmed that all nine characteristics are considered with detail given about Disability.
- 9.3 It was agreed that DH link with RL to be invited to attend the DEI Board as a representative from the PFCC's office.

### **Action 25/21**

**RL to link with DH regarding attendance at the DEI Board as a representative from the PFCC's office**

10 Approval for publishing of documents

It was agreed that the papers for publishing were items 4, 5, 6 and 7. It would be clarified after the meeting whether item 9 could be published.

**Action 26/21**

**SH to obtain clarification regarding publishing status of item 9**

11 Any Other Business

11.1 PM thanked JG for her support over the last 4 years as she recognised that it may be JG's last meeting prior to the PFCC election in May.

11.2 There being no further business, the meeting closed at 1257.