

OFFICIAL

Alliance Governance Group Minutes

| | |
|---------------|--|
| Date: | Wednesday 26 th October 2016, 14:00, Conference Room, Hindlip |
| Chair: | Philip Seccombe, PCC, Warwickshire |
| Minute Taker: | Cheryl Goode, Secretary |

| | Name: | Capacity: |
|--------------------|-----------------------|--|
| Attendance: | Anthony Bangham (AB) | CC West Mercia |
| | Amanda Blakeman (AMB) | ACC Local Policing |
| | John Campion (JPC) | PCC West Mercia |
| | Jeff Carruthers (JCa) | Head of Accountancy & Financial Services |
| | Andy Champness (AC) | CEO West Mercia |
| | Stephen Cullen (SC) | T/ACC Protective Services |
| | Liz Hall (LH) | Treasurer, Warwickshire / West Mercia |
| | Neil Hewison (NH) | CEO Warwickshire |
| | Karen Manners (KM) | DCC Warwickshire |
| | Tracey Onslow (TO) | Deputy PCC West Mercia |
| | Philip Seccombe (PS) | PCC Warwickshire |

| | Name: | Capacity: |
|-------------------|-----------------------|-------------------------------|
| Apologies: | Heather Costello (HC) | Director of Finance |
| | Richard Elkin (RE) | Director of Enabling Services |
| | Martin Jelley (MJ) | CC Warwickshire |
| | Chris Singer (CS) | T/DCC West Mercia |

| | Name: | Capacity: |
|----------------|-------|-----------|
| Guests: | | |

| No. | Summary | Action |
|-------------|--|--------|
| 01/26/10/16 | <p><u>Attendance / Apologies.</u> As above. Mr Seccombe welcomed attendees including for the first time Tracey Onslow, Deputy PCC for West Mercia.</p> | |
| 02/26/10/16 | <p><u>Minutes / Actions from previous meeting (27.09.2016).</u> The minutes of the last meeting were agreed as a true and accurate record and approved.</p> <p>Action Updates.</p> <p>Action 28/09/16, 04 – Completed Action 28/09/16,05 - Completed Action 28/09/16, 08 - Completed Action 29/09/16, 08 - Completed</p> | |

OFFICIAL

Matters Arising.

Discussions had taken place on 7 October regarding the Space Management Guidelines and Phase 2 was in hand. The formal full proposal will come through AGG.

Pensions - GC produced some bullet points on the topic of Pensions and the subject was discussed.

Directorate Updates

Local Policing - AMB had circulated a paper prior to the meeting.

AMB had been asked to follow up and make enquiries regarding the National Hate Crime funding and whether this could be accessed. AMB reported that the Home Office Hate Crime Action Plan stipulated that there was an opportunity for community and faith based organisations to bid for funding - there was no funding that the police could directly bid for. Ministers have put other funds out to PCCs.

Under the Policing and Crime Bill the revisions to the Bail Act are currently with the House of Lords and should receive Royal Assent early next year. It is anticipated Bail Act changes will come into force April 2017. Meetings are being held in force to discuss and plan for bail act changes. The Alliance will be attending a National Police Council event in Ryton on 16th November – the first national meeting for forces following on from the communication released from the NPCC in September which raised concerns about the proposed changes to pre-charge bail and asked that the Home Office considers extending the initial bail period for up to 56 days.

There will be a requirement under the Bail Act changes for:-

- Inspectors and Superintendents to provide an endorsement as to why bail has been granted and then extended – assumption that this is done via the force's custody system (ICT reviewing).
- Court slots to be booked for any investigations where a suspect is on bail beyond 3 months – assumption that the bail arrangements will be managed through the custody system. If so, consideration will need to be given if the system can cope with this in its current configuration or if changes are needed to accommodate this (ICT reviewing). Athena will be configured to assist with this but the implementation of Athena is still awaited.
- Presumption in the new Act that suspects will be released without bail – there will be an increase in the number of suspects who will be dealt with by postal requisition. This will impact the current file submission

OFFICIAL

| | | |
|--------------------|--|------------------|
| | <p>process and coding of offences by officers.</p> <ul style="list-style-type: none"> • Bail will normally be 28 days exactly, taking account of geographical size of the Alliance, provisions of bail, number of Inspectors and Superintendents and taking account of shift patterns, numerous officers will be going on to rest days resulting in lots of handover packages. This would have ramifications on other departments if implemented in this way. <p>Firearms Licensing Update - AMB had circulated an update. The British Association for Shooting and Conservation (BASC) had written regarding the service they were receiving and the Manager for Firearms & Explosives Licensing for Warwickshire & West Mercia Police would be responding to BASC. A copy of his response would be available in due course. Current issues and improvements that had been made in the number of licences issued. Were discussed.</p> <p>Roads Policing Update - A number of planned campaigns were set out, that would be taking place over the coming months to raise public awareness of driving under the influence of either drink or drugs, use of mobile phones whilst driving, the be safe be seen campaign for cyclists and the national road safety week</p> <p>Enabling Services Update - RE's report had been circulated. It was agreed that RE should be asked to find out when contractors were to officially start on Neville House and the timeline for completion was awaited.</p> <p>Action: RE be asked to produce this for the next AGG.</p> <p>Both PCCs were content that the AGG Minutes will be published in accordance with the agreed process.</p> | <p>RE</p> |
| <p>03/26/10/16</p> | <p><u>Cyber Crime Strategy (Paper)</u></p> <p>SC was grateful for the work done in scrutinising the 2016 Warwickshire Police and West Mercia Police Cyber Crime Strategy. This would be a living document and will be reviewed and further amended to include updated terminology where old acronyms are no longer used. Explicit reference to the elderly is needed. Both PCCs are to have sight of the delivery plan. SC will provide a further update at the Exec Board the following week.</p> <p>Action: SC to bring the revised document back to AGG and both PCCs to have sight of the delivery plan.</p> | <p>SC</p> |

OFFICIAL

| | | |
|-------------|--|----|
| 04/26/10/16 | <p><u>Restorative Justice Paper</u></p> <p>As detailed in the Restorative Justice Funding paper, both PCCs were asked to approve additional expenditure of £42,757, the figures being £29,502 for West Mercia and £13,255 for Warwickshire using the ratio of 69/31. It was agreed that some good progress had been evidenced. The pilot is not going to be extended beyond 31 March 2017.</p> <p>Recommendation: To allocate £42,757 from existing underspend in the PCCs Grant Schemes in order to extend the pilot for three months £29,502 from West Mercia and £13,255 from Warwickshire.</p> <p>Decision: Both PCC's agreed to extend the pilot for three months from existing underspends.</p> | |
| 05/26/10/16 | <p><u>Money Matters (Paper)</u></p> <p>The main financial information including the underspend for Warwickshire and West Mercia as detailed in the report was explained. The alliance underspend is split as Warwickshire £3.734m underspend and West Mercia £3.131m underspend. A discussion followed on the reasons for the variances. The main reasons for the underspends were detailed in the paper. Police Staff and Police Officer pay accounts for 80% of the alliance budget and is closely monitored. This underspend will be taken into account when it comes to setting the Precept for Council Tax payers in 2017-18.</p> <p>Action: The question of movement of Officers into Operation Devonport was raised and RE will be asked to look at whether vacancy rates were the same in Operation Devonport as in the rest of the organisation.</p> <p>Discussion followed on the numbers of vacancies and the number of posts 'on hold'. Posts 'on hold' form part of the star chamber reviews – they are funded until moved off the budget at the right time. A massive amount of work has been done on this in order to maintain accuracy.</p> <p>GC explained the transport costs underspend in his report related to the fuel charges and the efficiency of newer replacement vehicles coming into the fleet. Although fuel prices had remained lower than expected, they had increased recently and would over time put fuel costs back in line with budget predictions. There is a vehicle replacement programme in place and the force service their own vehicles. There are also national purchasing contracts seen as providing value for money. It was felt the</p> | RE |

OFFICIAL

| | | |
|--|--|--|
| | <p>introduction of Telematics would result in better use of vehicles and further projected savings.</p> <p>The breakdown of the Supplies and Services overspend of £1.109m as set out in the paper was explained.</p> <p>Action: JCa to provide a further breakdown of the £0.246 Overspend on Consultancy fees and a clearer explanation of the Prosecution/witness income of £0.068m (costs awarded by the Courts)</p> <p>Under the Income section, services that have been reimbursed are difficult to predict and some form of comparison was requested.</p> <p>In Table 4.1 the figure of £0.455m forecast requirement for 2017/18 needs further explanation. In Table 4.2 under the breakdown of ICT Modernisation the Treasurer was asked to clarify whether this is ongoing expenditure that the PCCs are going to have to incur each year. Was this for additional staff over and above the ICT budget and were these permanent software licences? More detail is required on the workspace modernisation costs.</p> <p>Under OCC there is some slippage built into the current OCC programme and old installations that were not fit for purpose had now been addressed and new telephony was now being rolled out.</p> <p>Capital Grants are carried forward from previous years and they are awarded individually to each Force.</p> <p>Action: Treasury Management Strategy - discussion ensued and the Strategy follows CIPFA professional codes of practice. JCa will provide to both PCCs with a breakdown of where funds are invested.</p> <p>Accounts Payable - It was noted that performance had improved and it was explained the aim is for performance on payment of invoices on time to reach 80%. The table on Average Payment Days for October 2015 to September 2016 was noted.</p> <p>Action: JCa to report the previous figures for Average Payment Days to see if the previous year's figures looked the same.</p> <p>There were also discussion around accident repairs and Casual Users Mileage which JCa was asked to investigate and the costs for Vehicle Hire were considered still very high. Action: Both PCCs requested further detail on</p> | <p>JCa</p> <p>JCa</p> <p>JCa</p> <p>RE</p> |
|--|--|--|

OFFICIAL


| | | |
|-------------|---|--|
| | Vehicle Hire. | |
| 06/28/10/16 | <p><u>Change Programme Update (Paper)</u></p> <p>ACC Karen Manners spoke to her report which provided the PCCs with a comprehensive update on the Change Programme. A discussion was held about confidence in Northgate and the need for robust intelligent client function and good training. Go-live options are being developed.. The implementation plan which will be brought to AGG on 30 November. PS thanked KM for her report.</p> | |
| 07/28/10/16 | <p><u>Directorate Updates</u></p> <p>Local Policing - Amanda Blakeman (Paper) The ACC is due to meet with the Director of Children's Services for Telford to check the CSE data further. In Leamington issues relating to intra-faith protests are being considered in depth by a leading academic who is exploring reasons for the protests with all sides. PS will arrange a visit to the Gurdwara temple once investigations are complete. There has been an increase nationally in demand on the 101 & 999 response and changes have been put in place within the alliance in order to respond effectively to any increase in demand.</p> <p>An increase in demand was also reported within the Crime Bureau who deal with validating inbound reports. The report noted that backlogs within this area of business had continued to decrease however this was still being evaluated against the current resourcing model.</p> <p>The background was explained of the new CJ structure and the spread of staffing covering the whole of the alliance involved in dealing with Victims and Witnesses. Staffing is arranged via geographic pods, with all relevant staff working in a required location with staff working on ongoing cases and details of CPS having ownership of an issue. There are some challenges around Listing which are being resolved via the LCJB.</p> <p>The hugely positive success of Specials Recruitment across the Alliance. The recruits had benefitted from a slick process with 224 successful recruits entering the training programme from a wide range of communities.</p> <p>Firearms Licensing - (Paper) Plans are being put in place to improve performance. The FLU team are currently renewing licenses at an average rate of 17 weeks. FLU are seeking to achieve a renewal rate that is at maximum 15 weeks. Work is being done to</p> | |

OFFICIAL

| | | |
|-------------|--|--|
| | <p>address that 2 week gap. Temporary permits are being issued for 1 year at no cost to the public, and work is ongoing to translate those temporary licences into permanent ones. The number of applications returned to the applicant due to errors has dropped to roughly 12 per week. The demand is in new business and improved processes are being introduced to tackle that. Figures will be made available to AGG in November on the number of incoming applications per month, the number of temporary licences that need to be converted and the output against target. A recovery plan and a project plan are also being finalised. The Commissioners look forward to those figures improving.</p> <p>Protective Services - Steve Cullen (Paper) A detailed overview was circulated prior to the meeting. The next 2 to 3 months would be an important period and a report was due to be presented to Executive Board the following Monday. The work of both the Serious and Organised Crime Unit (SOCU) and the Regional Organised Crime Unit (ROCU) were highly regarded and significant progress had been made in the region in the last 12 months. Improvements had been noted within Digital Forensics and the response to those with appropriate skills to transfer within the Alliance to work within the field of tackling on line child abuse had been encouraging. Posts within the area of Child Sexual Exploitation and Multi Agency Safeguarding Hubs will grow as demand increases. A report on Firearms Review and Training will be presented to Chief Officers by the end of December 2016. PS thanked SC for his detailed report.</p> <p>Enabling Services - Richard Elkin (Paper) There were no questions arising from RE's report.</p> | |
| 08/26/10/16 | <p><u>AOB.</u></p> <p>KM is leading on Vulnerability - key outcomes will be shared at the next AGG.</p> <p>JC asked if reports to AGG members could all be circulated at the same time in future in one batch</p> <p>There appear to be variable protective markings on papers and we need to be precise.</p> | |
| | <p><u>Date, time and location of next meeting.</u></p> <p>The next meeting will be held on Wednesday 30th November 2016 at 14:00 in the Willison Room, at Hindlip.</p> | |

OFFICIAL

With nothing further to discuss the meeting closed at 16:15.

| Formal Approval of Meeting Record | |
|--|--|
| Signature: |  |
| Print Names: | Philip Secombe, Police and Crime Commissioner, Warwickshire John Campion, Police and Crime Commissioner, West Mercia Police |

OFFICIAL

Action Summary Table

| Date of Meeting | Action Agenda Item No. | Action | Owner | Action Completion Date |
|-----------------|------------------------|---|-------|------------------------|
| 28/09/16 | 05 | <p><u>Quarter 1 Workforce Management Report</u></p> <p>A request was made for the WFM report to show / highlight the difference in numbers against the previous year to indicate trends.</p> <p>RE to incorporate this request into the next report to AGG.</p> | RE | Ongoing |
| 28/09/16 | 07 | <p><u>Money Matters</u></p> <p>Warwickshire and West Mercia Police pensions were in the same fund and staff pensions were separate.</p> <p>Action: HC to provide a briefing to the PCCs on Pension funds across the alliance with a breakdown by Force.</p> | HC | Ongoing |
| 26/10/16 | 02 | <p><u>Minutes/Actions from previous minutes (27.09.2016)</u></p> <p><u>Enabling Services Update</u></p> <p>Enabling Services Update - RE's report had been circulated. It was agreed that RE should be asked to find out when contractors were to officially start on Neville House and the timeline for completion was awaited.</p> <p>Action: RE be asked to produce this for the next AGG.</p> | RE | 30.11.16 |
| 26/10/16 | 03 | <p><u>Cyber Crime Strategy</u></p> <p>SC was grateful for the work done in scrutinising the 2016 Warwickshire Police and West Mercia Police Cyber Crime Strategy. This would be a living document and will be reviewed and further amended to include updated terminology where old acronyms are no longer used. Explicit reference to the elderly is needed. Both PCCs are to have sight of the delivery plan. SC will provide a further update at the Exec Board the following week.</p> <p>Action: SC to bring the revised document back to AGG and both</p> | SC | 30/11/16 |

OFFICIAL

| Date of Meeting | Action Agenda Item No. | Action | Owner | Action Completion Date |
|-----------------|------------------------|---|-------|------------------------|
| | | PCCs to have sight of the delivery plan. | | |
| 26/10/16 | 05(a) | <p><u>Money Matters</u> The breakdown of the Supplies and Services overspend of £1.109m as set out in the paper was explained.</p> <p>Action: JCa to provide a further breakdown of the £0.246 Overspend on Consultancy fees and a clearer explanation of the Prosecution / witness income of £0.068m (costs awarded by the Courts)</p> | JCa | 30/11/16 |
| 26/10/16 | 05(b) | <p><u>Money Matters</u> Capital Grants are carried forward from previous years and they are awarded individually to each Force.</p> <p>Action: Treasury Management Strategy - discussion ensued and the Strategy follows CIPFA professional codes of practice. JCa will provide to both PCCs with a breakdown of where funds are invested.</p> | JCa | 30/11/16 |
| 26/10/16 | 05(c) | <p><u>Money Matters</u> The table on Average Payment Days for October 2015 to September 2016 was noted.</p> <p>Action: JCa to report the previous figures for Average Payment Days to see if the previous year's figures looked the same.</p> | JCa | 30/11/16 |
| 26/10/16 | 05(d) | <p><u>Money Matters</u> There were also discussion around accident repairs and Casual Users Mileage which JCa was asked to investigate and the costs for Vehicle Hire were considered still very high.</p> <p>Action: Both PCCs requested further detail on Vehicle Hire.</p> | RE | 30/11/16 |
| | | | | |

OFFICIAL

Decision Summary Table

| Date of Meeting Number | Decision No. | Action Agenda Item No. | Subject | Owner | Action Completion Date |
|-------------------------------|---------------------|-------------------------------|---|------------------------|---------------------------------|
| 26/05/16 | 1 | 03 | Exempt from disclosure under S.31(1)(1) (the prevention and detection of crime) of the Freedom of Information Act 2000 (FOIA). | ACC Singer | Agreed by both PCCs |
| 26/05/16 | 2 | 06 | <p>Draft Revenue and Capital Outturn position for 2015/16.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the outturn financial position for 2015-16 is noted. 2. That the 2015/16 underspend of £6.895m is carried forward through the following reserves: £2.0m - Invest to Save £4.895m- Infrastructure Reserve 3. That where 2015/16 outturn has produced an unexpected variance that these budgets are considered in detail for the 2017/18 budget preparation. 4 That £0.399m is added to the capital programme to cover changes. | LH – Joint Treasurer | Agreed by both PCCs |
| 29/06/16 | 3 | 03 | <p>Operations Enabling Technology (OET)</p> <p>Through the analysis, planning activities, designs and due diligence the OCC Programme conclude that procuring the Saab SAFE solution through the Cheshire Framework is the most expedient, value for money and appropriate route to:</p> <ul style="list-style-type: none"> • achieve the Chief Officers strategic aims • satisfy the business requirements of the future OCC | ACC Amanda Blakeman | Agreed by both PCCs 29.06.16 |

OFFICIAL

| | | | | | |
|----------|---|----|---|--|-------------------------------------|
| | | | <ul style="list-style-type: none"> support the needs of the wider organisation <p>Revenue It is recommended that the revenue cost is funded as follows:</p> <ul style="list-style-type: none"> £225,544 in 2016/17 from in year underspend £468,649 in 2017/18 from the invest to save reserve £219,919 in 2018/19 is built into the budget as growth. <p>Capital It is recommended that capital of £137,712 is funded from slippage in the current year capital programme, then built into the new programme at the next review.</p> <p>Decision 3: Both PCCs agreed to approve the business case, the revenue costs and capital funding.</p> | Andy Champness, CEO, PCC, West Mercia | Agreed by both PCCs 29/06/16 |
| 29/06/16 | 4 | 04 | <p>Extension: Restorative Justice Funding</p> <p>Recommendation: To extend the Restorative Justice Pilot until 31st December 2016 at a cost of £85,513 (£53,236 from West Mercia and £32,277 from Warwickshire).</p> <p>Decision 4: Both PCCs agreed to the extension of the pilot by 5 months.</p> | Richard Elkin, Director of Enabling Services | Agreed by both PCC's 28/06/16 |
| 28/09/16 | 5 | 04 | <p>Space Utilisation</p> <p>Recommendations Two approaches were considered to progress this piece of work. It was recommended that the Space Utilisation project be initiated to further inform the work already being undertaken at the Hindlip site. As full costs for the Optimum working Environment project cannot be determined at this stage, this work would be undertaken 'at risk', with costs being advised when they are confirmed. The Estate Strategy work is in progress and the other two packages of work detailed here would augment the Estates Strategy to</p> | Richard Elkin, Director of Enabling Services | Agreed by both PCC's 28/06/16 |

OFFICIAL

| | | | | | |
|----------|---|----|--|--|---|
| | | | provide a much longer term solution. Advantages: Continuation of current work in progress and will inform discussions about such matters as open plan chief officer working and determination of future usage of space being vacated across the Hindlip Park estate as part of the OCC build. Disadvantages: Final costs of feasibility work not known, so Optimum Working Environment work would be undertaken 'at risk'. Decision 5: Both PCCs agreed to adopt Option 1 and that the Space Management Guidelines will be reviewed. It was considered that the risk of excessive cost was small and outweighed by the benefits of proceeding and maintaining project momentum. | ACC Amanda Blakeman | Agreed by Phillip Seccombe, Police & Crime Commissioner for Warwickshire |
| 28/09/16 | 6 | 09 | OCC Programme Update – Summary of Revised Capital Costs and Timeline for Neville House. Recommendation That the Warwickshire PCC approved funding for the revised costs. Decision 6: PS approved funding for the revised costs. This cost would be borne by Warwickshire as it relates to property owned by and within Warwickshire. | | |
| 26/10/16 | 7 | 04 | Extension: Restorative Justice Funding As detailed in the Restorative Justice Funding paper, both PCCs were asked to approve additional expenditure of £42,757, the figures being £29,502 for West Mercia and £13,255 for Warwickshire using the ratio of 69/31. It was agreed that some good progress had been evidenced. The pilot is not going to be extended beyond 31 March, 2017. Recommendation: To allocate £42,757 from existing underspend in the PCCs Grant Schemes in order to extend the pilot for three months £29,502 from West Mercia and £13,255 from Warwickshire. Decision 7: Both PCC's agreed to extend the pilot for three months from existing underspends. | Andy Champness, Chief Executive for West Mercia | Agreed by both PCC's 28/069/16 |

OFFICIAL