



Police and Crime Commissioner and Chief Constable Weekly Meeting

Meeting Record

Date:	21.6.16
Chair:	Police and Crime Commissioner
Minute Taker:	Becky Parsons

	Name:	Capacity:
Attendance:	Philip Seccombe (PS)	Police and Crime Commissioner
	Martin Jelley (MJ)	Chief Constable
	Neil Hewison (NH)	OPCC Chief Executive
	Becky Parsons (BP)	OPCC Policy and Research Officer
	Heather Costello	Director of Finance
	Elizabeth Hall	OPCC Chief Finance Officer

	Name:	Capacity:
Apologies:	Karen Manners (KM)	Deputy Chief Constable

Open Session

No	Summary	Action
1/21/6/16	Record of previous meeting held on the 14th June 2016 was agreed as a true and accurate record.	
2/21/6/16	Actions Arising from Previous Meeting: KM via the staff office, to set up a familiarisation day regarding firearms capability in Warwickshire Police. Date to be arranged for the autumn for PS to visit and receive briefings on specialisms.	NH to check with OPCC if briefing has been arranged.

NOT PROTECTIVELY MARKED

	<p>5/31/5/16 Chief Superintendent Alex Franklin-Smith to attend a weekly meeting to brief PS as he led the recent review of firearms. PS seeking to visit the licensing department at a later date.</p> <p>Update: MJ has arranged for Ch.Supt to attend weekly meeting on 19th July to provide brief. Looking forward Ch. Supt will attend on a monthly basis to discuss force performance and other relevant Warwickshire specific matters.</p>	<p>Discharged</p>
	<p>4/14/6/16 - Briefing to be provided at Alliance Governance Group (AGG) on 27th July 2016 regional collaboration. West Mercia OPCC to be linked in with the arrangements.</p> <p>Update: MJ has requested that ACC Singer provides a briefing at the next AGG. NH to make West Mercia OPCC aware that this has been arranged.</p> <p>NH advised that West Midlands OPCC have identified two candidates for the regional policy and research officer roles that they interviewed for last week. West Midlands OPCC has shared the candidate details with the four regional OPCC Chief Executives to agree on.</p> <p>Discussion around operational capability for the region looking forward.</p>	<p>Discharged</p>
	<p>6/14/6/16 - Liz Hall and Heather Costello to brief PS when they attend the next weekly meeting.</p> <p>Update: Briefing provided please refer to item 13/21/6/16</p>	<p>Discharged</p>
	<p>8/14/6/16 –NH to arrange a briefing for PS on the role of IAGs with Joanne Golding via ACC Chris Singer.</p>	<p>Carry forward</p>
	<p>17/14/6/16 - Through the Staff Office arrangements to be made for PS to meet new officer cohort and the trainers.</p> <p>Update: MJ has actioned this. Learning and Development lead to make contact with OPCC to arrange date.</p>	<p>Discharged</p>

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	<p>20/14/6/16 - OPCC Apprentice - NH to discuss further with RE</p> <p>Update: NH advised that having reviewed the policy documents it appears the apprentice roles are geared towards office administration posts and at present the OPCC require no additional staffing in this area. MJ advised that as an organisation they will be looking to take on apprentices from April 2017 when the levy comes into effect.</p>	<p>Discharged</p>
	<p>21/14/6/16 - OPCC to orchestrate the attendance of LH, HC, RE, AB via staff office.</p> <p>Update: MJ has arranged for Ch.Supt Alex Franklin-Smith to attend meeting on 19th July 2016 and on a monthly basis thereafter to discuss force performance. Richard Elkin will be attending on 26th July 2016 and on a quarterly basis thereafter to discuss HR matters. Heather Costello and Elizabeth Hall are scheduled to attend monthly to discuss financial matters.</p>	<p>Discharged</p>
<p>3/21/6/16</p>	<p>MPs Security – It was recognised by all present the tragic death of Jo Cox MP. PS advised that he has spoken to most of the Warwickshire MPs following the event and they are all aware that they should contact Warwickshire Police if they have concerns or experience any issues. MJ reported that the Safer Neighbourhood Teams liaise with the constituent offices on a regular basis and security assessments are also undertaken from a counter terrorism perspective. Protocols are also in place if important visitors are in the county, this is led by the force operations team</p>	
<p>4/21/6/16</p>	<p>Aviva cycle race – PS reported this was a positive event for Warwickshire. There was a significant police presence. MJ advised that the majority of this was provided by the national police escort group, not by Warwickshire officers.</p>	

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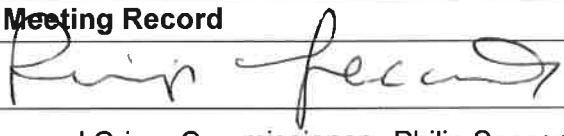
5/21/6/16	Cyber Crime and online grooming of children – PS asked what are Warwickshire doing to tackle the online threats to children. MJ reported that there is a dedicated unit dealing with Child Sexual Exploitation (CSE). In addition an online digital investigation has been resourced since January 2016. ACC Singer is able to brief PS in more detail if required at any point.	
6/21/6/16	Nuneaton and Leamington Justice Centres – PS reported that he has now visited both justice centres and met police and partners based in the buildings. PS also undertook a ride around whilst in Nuneaton. PS has received a number of very positive comments about both justice centres, however he is aware that the centres are not fully occupied and the purpose of the buildings are that they are used to their full potential. PS to discuss further with Place Partnership Limited (PPL)	
7/21/6/16	Hate crime victim satisfaction – On behalf of PS NH raised the issue of the reduction in hate crime victim satisfaction and requested a member of OPCC staff (Debbie Mullis) is linked in with the force lead to review this area further. MJ agreed that he was happy for OPCC to link in with the force lead, Joanne Golding. MJ reported that he has asked the new Ch.Supt for Warwickshire to review performance. MJ is expecting performance to lift over the next 12 months.	Debbie Mullis to liaise with Joanne Golding to review hate crime victim satisfaction
8/21/6/16	Deputy Police and Crime Commissioner – PS advised that he has made the decision to recruit for a Deputy and is currently working on the job description and recruitment paperwork. PS thanked MJ for the welcome he has received from everyone since he was elected.	
9/21/6/16	Force performance response times and Learning and Development – BP highlighted that the performance report states that there is a backlog of 600 officers who are awaiting standard response courses and asked if there are any other areas of business that are impacted by training backlogs. MJ explained that Athena training has been a priority over the last 6 months and this has impacted on other training needs. MJ requested that any specific performance questions are emailed to Ch.Supt Alex Franklin-Smith so he can provide a response on 19 th July 2016.	BP / NH to email Ch.Supt any specific performance questions in advance of the meeting on 19.7.16
10/21/6/16	Citizens Academy – positive media story this week. PS unable to attend graduation ceremony tomorrow.	


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11/21/6/16	<p align="right">21st 22nd</p> <p>National PSD conference – To be held on 20th and 21st November 2016. PCC Vera Baird has agreed to present at the conference. Mike Cunningham (HMIC) also attending. PS invited to the conference.</p>	OPCC to check PS's availability and add to his diary if he is available.
12/21/6/16	<p>Operation Devonport – MJ has requested that he and PS receive a presentation in September 2016 on what the Operation looks like going forward. Operation Devonport provides additionality to Warwickshire Police in the remit of 50 operational posts. MJ is seeking a sustainable model for the future.</p> <p>PS asked if there were a maximum number of recruits the force would seek for the establishment. MJ advised there was no maximum number but they are restricted by financial constraints.</p>	
13/21/6/16	<p>EH and HC joined the meeting</p> <p>Finance discussion:</p> <p>HC explained her role and how she significantly interacts with LH. HC clearly stated that all the finance systems are open to LH and they work openly and transparently so LH is free to access any financial information she requires.</p> <p>HC reported that the budget is done jointly by her and LH. There is one set of management accounts. HC advised that they are in the process of reviewing internally the budget planning process and are trying to get budget holders to think upfront.</p> <p>HC discussed the development of the monthly 'Money Matters' finance report which is presented at AGG. This is the formal document for monitoring budgets and funding decisions.</p> <p>PS reported that he is being asked, or will be in the future, to sign a number of contracts and he is seeking assurance that these projects have been built into the capital programme. HC offered reassurance that the monthly report will provide the assurance he is seeking.</p> <p>Discussion around the internal and external audit functions and their effectiveness and if they offer value for money.</p> <p>Discussion around Place Partnership Limited (PPL). HC to arrange a meeting with PS to discuss further. PS advised he would like regular meetings with PPL in addition to attending the quarterly stakeholder meeting.</p> <p>HC advised that Staffordshire Police are visiting on 29.6.16 to discuss Transformation Change Programme Insights and Learning. NH and PS attending.</p>	
14/21/6/16	Next Meeting: Tuesday 5th July 2016, Leamington Justice Centre	

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Closed session followed.

Formal Approval of Meeting Record	
Signature:	
Print Name:	Police and Crime Commissioner, Philip Seccombe

Formal Approval of Meeting Record	
Signature:	
Print Name:	Chief Constable Martin Jelley / Deputy Chief Constable Karen Manners