

Alliance Governance Group Minutes

Date:	Wednesday 13 th December 2017
Time:	14:00
Location:	Willison Room, Hindlip
Chair:	Tracey Onslow, Deputy Police and Crime Commissioner, West Mercia
Minute Taker:	Alison Rixom

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	CC West Mercia
	Amanda Blakeman (AMB)	DCC West Mercia
	Andy Champness (AC)	Chief Executive West Mercia PCC
	Heather Costello (HC)	Director of Finance
	Richard Elkin (RE)	Director of Enabling Services
	Martin Evans (ME)	ACC Local Policing
	Liz Hall (LH)	Treasurer
	Martin Jelley (MJ)	CC Warwickshire
	Richard Moore (RM)	ACC Protective Services
	Tracey Onslow (TO)	Deputy PCC West Mercia
	Mike Smith (MS)	Det. Ch. Insp. Athena Programme
	Joe O'Sullivan (JO'S)	Transformation Director
	Neil Hewison (NH)	Chief Executive Warwickshire PCC
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	Robert Tromans (RT)	Deputy Police and Crime Commissioner Warwickshire

	Name:	Capacity:
Apologies:	John Campion (JPC)	Police and Crime Commissioner West Mercia
	Karen Manners (KM)	DCC Warwickshire

	Name:	Capacity:
Guests	Rob Kindon (RK)	Strategic Estates Manager

No.	Summary	Action
01/13/12/17	<u>Attendance / Apologies</u> As above.	
02/13/12/17	<u>Agreement of Minutes / Actions from previous meeting (15.11.17)</u> The Minutes from the previous meeting were approved as a true and accurate record for publishing.	

	<p>30/08/17 08 – Completed 15/11/17 03 (a), (b) and (c) – Completed 15/11/17 04 (a) – Completed 15/11/17 07 (a) – Completed 15/11/17 07 (b) – Completed 15/11/17 08 (a) – Completed 15/11/17 09 (a), (b) and (c) Completed</p> <p>Matters Arising There were no matters arising.</p>	
03/13/12/17	<p><u>Victim Services Outline Proposal</u></p> <p>The outline proposal for re-designing a seamless pathway for Victims of Crime across West Mercia and Warwickshire was presented to the group prior to the meeting.</p> <p>The paper outlined the vision for a Single Point of Contact whereby victims of crime received both practical and emotional support to cope and recover. This is one area which would enable the PCCs to meet their commitments under the Code of Practice for Victims of Crime 2015, Safer West Mercia plan and Warwickshire Police and Crime Plan.</p> <p>The paper included approximate figures and recommendations. The cost of external support to develop a full business case was estimated to be less than £40K in total, this amount would be less if all the options were not pursued.</p> <p>There will be a two stage process. Stage one would include:</p> <ul style="list-style-type: none"> • Significant consultation with COG and force staff, PCC and stakeholders • Feasibility and realisation of benefits/objectives identified in initial paper • Identifying cost savings • Estimate costings of new model • Work through integrated victim care model and designing the service around this. • Integration plan with force / link with force redesign regarding possible full integration. • Plans for possible witness services, investigation and back office functions. • Identification of a preferred model for Police and Crime Commissioners and Chief Constables to decide upon. <p>This stage needs to be completed by April 2018.</p> <p>The second stage would involve planning for implementation, which could involve integration and transformation which will be quite complex.</p>	

It was stated that the options outlined in the paper have been discussed with MoJ by the Head of Commissioning for West Mercia at a meeting held on 12.12.17 and that they were very supportive of the proposals.

The Warks PCC was not comfortable with the external costs involved and suggested that the two PCC offices work together in developing the optimal proposal rather than employing the services of a consultant. It was noted that this is a one off piece of work for next 5 years, therefore we need to be sure that we are doing the right thing.

It was noted that there are other options already modelled in other areas, and some considered that more work was required to learn from those. It was confirmed that the Head of Commissioning for West Mercia was a member of the National group and was already sighted on the various models in use across the country. It was agreed the Chief Executives for both PCCs needed to continue discussions.

It was clarified that creating a single initial point of contact will not bring a significant change for Police Officers, but for victims it would be significant in terms of progressing and co-ordinating support and witness care. A single point of contact could assist in reducing the burden of updating victims on officers, depending upon the model and system chosen. The service to victims and victim satisfaction should be greatly enhanced.

It was stated that there was a need to clarify talking about a single service for the alliance or whether have separate arrangements for the two areas. The Business Case would set this out. The CCs agreed that if at all possible there should be a single service across the alliance. Where there is evidence that the current service has worked well that should be built upon.

It was confirmed that a full business case would include proposals to improve victim satisfaction further, and outline the impact on officers.

Whichever model is finally adopted, the option to extend the current arrangement in accordance with the contracts with Victim Support to April 2019 would need to be approved. The majority of PCCs signed up to the framework are extending in line with this, and this additional period of time will enable the development and implementation of an enhanced service.

In the light of the discussion the first recommendation was amended and the recommendation to approve the use of a consultant was removed.

	<p>Decision</p> <ul style="list-style-type: none"> a. An initial business case is jointly developed by April 2018 to determine the optimal service provision for victims within existing resources. b. Associated budgets for delivering a seamless pathway of victim service(s) are ring fenced for the duration of PCC tenure, providing necessary sustainability of provision. c. In preparation for Victim Supports natural contract end date (March 2018) an extension of 12 months under the existing framework agreement is agreed. d. The objectives set out in section 4 of the report are approved. 	
<p>04/13/12/17</p>	<p><u>Estates Governance</u></p> <p>The Asset Management Governance for the Alliance 2018 report was circulated to the group prior to the meeting. The newly appointed Strategic Estates Manager attended the meeting to present the paper and answer any questions.</p> <p>Proposals had been presented to AGG in August 2017 which outlined the business case for improvements to Asset Management across the Alliance. The recommendations approved then have now been implemented and this report provided further recommendations for the PCCs and CCs to better govern the policing estate.</p> <p>The membership of the Asset Management Board was changed to read the Head of Accounting instead of Head of Financial Management, and the Director of Enabling Services instead of Head of Business Support. The Director of Enabling Services was included as it isn't clear who could be put into this group who else would have the knowledge of the range of support functions required.</p> <p>The Asset Management Strategy will be an overarching document. The Estates Delivery Plan will track all assets and maintain a current view or progress.</p> <p>The SEM will be the single point of contact for PPL in order to deliver this set up and an Asset Management Board will be established to take on the role of ensuring new projects progress in accordance with the AMS.</p> <p>A detailed Decision Process chart was provided to the group and utilised a Traffic Light system (Red – concept stage, Amber – decision pending and Green – ready to go).</p> <p>A number of questions and issues were raised.</p>	

The Warwickshire PCC expressed concern that the new proposal might not be flexible enough, as he wanted to have the ability to make decisions with the CC without going through the process. It would be in accordance with the Asset Management Strategy or a Transformation Board initiative that would initiate changes. The role of the AGG was confirmed as applying only to large alliance-wide projects, and an Executive Summary on progress against the Estates Delivery Plan.

It was confirmed the capital programme and revenue budget would be incorporated into the Estates Delivery Plan. The proposal supported a strategic approach as decisions would not be made on an ad-hoc basis.

It was confirmed that by having early sight of business cases the Estates Manager could see what is in the pipeline and ensure Police and Crime Commissioners are kept informed at every stage. It was noted that the flexibility and agility of this will work or could take months if the right people are not involved.

It was recognised that the point about the autonomy of the PCCs to make decisions needed to be tempered by understanding of the full implications of such decisions, without which such decisions may in fact be less cost effective and have less policing output. When talking about the Estates portfolio and trying to make more efficient, it will only be a PCC that decides to close or keep open a police station.

The CC for Warwickshire stated that the process looks complicated but is supportive and welcomes the change and wishes for it to be implemented.

It was stated that if there is a budget holder who has the funds and authority to make decisions, which would only apply to approved projects and minor alterations, then that would not need to go through this process.

It was agreed that the 'Asset Requirement Group' name be amended, to Operational Requirement Group

Early clarity of the requirements for policing is essential. That is why they are involved in the initial contact. Who chairs an Operational Requirement Group meeting will be for discussion at the meeting as it will vary from requirement to requirement. At such a meeting PPL should be able to provide a very broad cost estimate. It was confirmed that PPL would not provide a full estimate until a Feasibility Study had

	<p>been undertaken. This is why a concept business case is provided at the early stages of a project.</p> <p>Recommendations</p> <p>1.1 The Asset Management Strategy (AMS) supported by the Estates Delivery Plan (EDP) will be the overarching reference for decision making.</p> <p>1.2 AGG will maintain the oversight and scrutiny of the AMS/EDP and receive executive updates on progress.</p> <p>1.3 The Strategic Estates Manager will be the single point of contact for issuing instructions to PPL for projects and will be responsible for ensuring cases are presented to the PCC for approval.</p> <p>1.4 A newly formed Asset Management Board will take on the role of ensuring that new projects accord with the AMS.</p> <p>1.5 Operational Requirement Groups will be formed with responsibility for producing Concept Business Cases.</p> <p>1.6 Standardised templates will be adopted to ensure fundamental factors are considered in every case.</p> <p>1.7 Where funding for project management is already provided for within the PPL contract, authorisation to approve spend from those funds is delegated to the SEM. Where funding is not yet identified, authority must be sought from the relevant PCC before spend is incurred.</p> <p>1.8 AGG will consider the draft Asset Management Strategy and Estates Delivery Plan on 14th February 2018 for approval.</p> <p>Decision The recommendations were approved.</p>	
<p>05/13/12/17</p>	<p><u>Transformation Programme Update (Paper)</u> The Transformation Programme Update report was circulated to the group prior to the meeting.</p> <p>A discussion took place within the group, one being on In Car Media (ICM) and the number of vehicles that are now able to take the load. The risks caused by the absence of ICM can be mitigated by switching on BWV cameras on in the vehicle as it brings transparency while in pursuit.</p>	

	<p>It was queried whether the group were happy that In Car Media project was sitting at 34 on the Project Portfolio Prioritisation Model. It was agreed that the model and fitting of cameras is currently on going and that the level of prioritisation did not need to change.</p> <p>The PCC for West Mercia has asked to be informed of Wifi installations. Action: The Transformation Director to ensure that the PCC for West Mercia was made aware of the Wifi installations.</p> <p>The portfolio update which provided a summary of the net cost/benefit to the Alliance. The Warwickshire PCC sought further clarification on the summary and wished to know whether it was showing the net position or a summary of the budget. It was confirmed that the figures related to the net position of everything and was the summary of the budget. Adding the revenue and capital together is just a different way of presenting the figures Details are available and a breakdown can be provided. The DPCC for Warwickshire requested the information be broken down. It was confirmed that a breakdown was presented at the Transformation Board and that Chief Executives would have this information as they attend board meetings.</p> <p>The DPCC for West Mercia asked where the 6 officers on Athena were located. It was confirmed that they would be available for support until Christmas. Continued support at lower levels will continue, and that would incur a minor cost to the programme.</p> <p>The DPCC for West Mercia queried the Telematics system and the activation of 70 vehicles. This problem has now been resolved. The issue only come to light when the system activated on 27/11/17 as the system switches itself off when vehicles come to a stop and the ignition switches off. This now requires the driver to re-activate the system when engine restarts.</p> <p>The DPCC for West Mercia enquired when the Wifi current budget and capacity would be in all sites. Action: JOS will come back to the DPCC.</p> <p>OCC Update The OCC update paper was circulated to the group prior to the meeting. The paper outlined the main key areas and a discussion took place within the group, with a number of points requiring further information.</p> <p>A discussion took place with regards to the KCOM contract – The DCC for West Mercia requested a breakdown of what the contract includes and how a partial extension can be</p>	<p>JO'S</p> <p>JO'S</p>
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	<p>obtained. It was stated that the next 6 months of the OCC project will be crucial and it was suggested that a representative from the PCCs attend the OCC Board meetings. A representative from the West Mercia team has attended meetings, but it was requested that person challenge rather than feedback. Action: AC to look at and review the representation at OCC Board meetings.</p> <p>The PCC for Warwickshire noted that the 'Go live' date for Warks OCC and that SAAB safe is delayed. This will have significant financial implications as two sites will be operational at the same time and wanted to establish whether there is a penalty clause. Action: JO'S to investigate whether there will be a penalty clause if the 'Go Live' date for OCC is delayed.</p> <p>It was stated that West Mercia were in a similar position to Warwickshire but for different reasons, so there still needs to be some resilience. As the whole site at Leek Wootton will sold then there should be some resilience built in when to the premises are swapped over. The OCC plan involves technical and people transitions with very tight deadlines.</p> <p>The technical build time is what is being worked towards and pressure is being applied. Attempts are being made to bring the date forward, but this is unlikely to happen. The main issue is KCOM.</p> <p>The CC for Warwickshire stated that a contingency plan needs to be in place. We are dealing with a Tier 1 company in SAAB Safe who have been very good, but they will be held to account if required.</p> <p>The DPCC for West Mercia sought confirmation on the budget position. It was confirmed that there was no change at present, but there was likely to be a cost implication.</p>	<p>AC</p> <p>JO'S</p>
<p>06/13/12/17</p>	<p><u>Athena Programme Report</u></p> <p>The Athena update paper was circulated prior to meeting with the Athena programme lead attending the meeting to talk through the paper and answer any questions.</p> <p>Standards are improving and the forces are trying to get everyone up to the right level. There are significant IT infrastructure challenges at the moment. There is an improvement plan in place with the remaining issues to be resolved by Christmas. Local configuration changes and quick fixes are being prioritised.</p> <p>IMU is the heart beat of Athena. There were backlogs in the early weeks. The work they do relies on quality and individual processing times are longer. The backlog rose to 5000, but</p>	

as of today has been reduced to 2000. Work is in place and the plan is being worked through. There are inexperienced staff, but everyone has concerns around management information which is not as advanced as the predecessor Crimes System. Progress is being made all the time, with an improving picture on a day to day basis.

It was confirmed that the forces were aware that the management information was not as advanced as Crimes.

The Management Information part of the system was the most difficult to use. The CPS as an organisation are reluctant to receive file by email, whereas individual lawyers prefer email. They do not have the same gateway capacity and this has always been an issue, especially with file sizes resulting from BWV.

It was confirmed that the expectation of officers is set too high. There are lessons to be learnt. There are too many drop down menus etc. It was asked how we are going to overcome the issues and get value and savings as promised. It was confirmed that there are some examples out there and some areas will take longer, but they will start to reduce in time. The system is complex and there are things in pipeline - Athena Express is in development.

Digital case forms have been replaced.

It was stated that we were heading into the busiest period of the year, with officers having difficulties with systems and the high demand this time of the year. It was confirmed that the above areas would be discussed and decisions have to be made at the next Athena Board Meeting.

There will be some supervisor roadshows running this week. There is a briefing template with 29 briefing tips in the hope that everyone can get these 29 tips. Need to ensure that this is aired properly.

Some learning is required: if we over-play how good the system is going to be this will set the forces up to fail. The WMCC had recently met with some new recruits and asked them for their view of the system. They said it is not the best system they had seen, but pretty good and was wondering what all the fuss was about. We need to tap into the people out there who understand it and can advocate and portray the message.

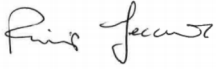

The DPCC for West Mercia expressed her thanks to the Athena team for their continued hard work with the Athena project.

<p>07/13/12/17</p>	<p><u>Money Matters (Paper)</u></p> <p>There was no Money Matters report presented to the group due to Budget setting discussions.</p>	
<p>08/13/12/17</p>	<p><u>Directorate Updates</u></p> <p><u>Enabling Services</u></p> <p>The Enabling Services Directorate Report was circulated to the group prior to the meeting. A brief discussion took place within the group which lead to the following questions being raised.</p> <p>The DPCC for Warwickshire asked what update would be available when ANPR goes live. There has been a delay with ANPR Back Office Function not functioning as it should be. Payment for it has been delayed until it is working properly and the network will not be fully functioning until March 2018.</p> <p>The take up of staff survey had been 25% in first week, but there will be no report available until next meeting.</p> <p><u>Local Policing</u></p> <p>The Local Policing update was circulated to the group prior to the meeting which included an updates on 999 and 101 Call Performance, Firearms Licensing and Police Now initiative. A brief discussion took place within the group.</p> <p>The Warwickshire PCC asked about FLU and stated that in a briefing paper a few months ago, it mentioned changes to a shorter process had been introduced. Confirmation was provided in that the process is in the early stages and operating on a month by month basis and going well. The take up has been less than expected, but work continues and will be monitored through a board and if it moves off target it will be actioned. Still on track for 3 year plan.</p> <p><u>Protective Services</u></p> <p>The Protective Services update was circulated to the group prior to the meeting. A brief discussion took place within the group with the following question raised.</p> <p>The PCC for Warwickshire asked how many of the firearms handed in under the Firearms surrender were licenced. The information was not immediately available. Action: ACC Moore to notify the PCCs how many licensed firearms had been surrendered.</p>	<p>RM</p>
<p>09/11/10/17</p>	<p><u>CMPG Update</u></p> <p>The CMPG report was circulated to the group prior to the meeting.</p>	

	<p>The report provided an update on the impact of the withdrawal of West Mercia Police from CMPG and the collaboration with West Midlands and Staffordshire Police. A more detailed account of the report was provided at the meeting which stated that since the last AGG meeting two regional level conference calls had been undertaken between the three forces.</p> <p>It was confirmed that the figure stated in the report regarding maintaining the service without West Mercia was what was expected.</p> <p>The ANPR contribution made by West Mercia was the same as currently. Pension costs would be additional.</p> <p>It was also confirmed that the relationship with Highways England was good at both strategic and operational levels.</p>	
10/12/13/17	<p><u>Policing the Alliance Strategic Roads Network</u></p> <p>The Policing the Alliance Strategic Roads Network report was circulated to the group prior to the meeting.</p> <p>The paper provided an update to regional PCCs and Chief Officers on how Warwickshire and West Mercia Police will operate on the Strategic Roads Network, post April 2018. ACC Moore provided a more detailed update to the group.</p> <p>There is an ANPR meeting scheduled for 18th December 2017 and an update report will be provided to the group for the January 2018 AGG meeting outlining the outcome of that meeting.</p> <p>Maintaining the numbers and recruitment into OPU will kick in January 2019 in conjunction with Highways England. While West Mercia has formally given notice of withdrawal from CMPG, final confirmation of the details should be given to partners, but not until the details have been finalised.</p>	
11/11/12/17	<p><u>AOB</u></p>	
	<p><u>SRP Document</u></p> <p>An update on the KSI Casualties was provided to the group prior to the meeting for information purposes. This report provided additional information to the presentation provided to the group at the October AGG meeting.</p> <p>The DPCC for Warwickshire asked what platforms were being used for the 12 month campaign to address risk-taking behaviour on the roads.</p>	

	Action: ACC Moore to provide further information on dates and platforms for the launch direct to the PCCs.	RM
12/11/12/17	<u>Date, time and location of next meeting.</u> The next meeting will be held on Wednesday 17 th January 2018 at 14:00 in the Conference Room, Leek Wootton	

With nothing further to discuss the meeting closed at

Formal Approval of Meeting Record	
Signature:	 
Print Names:	Tracey Onslow, Deputy Police and Crime Commissioner, West Mercia Philip Secombe, Police and Crime Commissioner, Warwickshire

Action Summary Table

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
15/11/17	04 (b)	<u>Athena Programme Report</u> Action: KM to provide further update information on File Quality in the next Athena Report to be submitted to AGG.	KM	17.01.18
15/11/17	05	<u>Money Matters</u> Action: HC to provide more detail about the Transport overspend / underspend on repairs and the difference between Warwickshire and West Mercia. Update 13.12.17. No Money Matters report was submitted to the group due to budget setting pressures.	HC	17.01.18
15/11/17	07 (c)	<u>Quarterly Workforce Management Report</u> Action: RE to consider the information displayed at table D.2 on Sexual Orientation to assess whether we are reflective of the diverse communities served. Update 13.12.17. Passed to the LGBT Group to be discussed at the next Strategic Diversity Group meeting in December 2017.	RE	17.01.18
15/11/17	08 (b)	<u>Enabling Services Directorate Report</u> Action: RE to look at the Fuel Cards currently being issued to find out if expenditure across the fleet on all Premium Fuels can be rejected. Update 13.12.17. An update was provided to say that Premium Fuels cannot be restricted. Once Telematics system fully operational this will enable identification of the driver.	RE	17.01.18
13/12/17	05 (a) (b)	<u>Transformation Programme Update</u> Action: The Transformation Director to ensure that the PCC for West Mercia was made aware of the Wifi spots. The DPCC for West Mercia enquired when the Wifi current budget and	JO'S JO'S	17.01.18

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
	(c) (d)	capacity would be in all sites. Action: JOS will come back to the DPCC. OCC Update Action: AC to look at and review the representation at OCC Board meetings. Action: JO'S to investigate whether there will be a penalty clause if the 'Go Live' date for OCC is delayed.	AC JO'S	
13/12/17	08	<u>Directorate Updates</u> <u>Local Policing</u> ACC Moore to notify the PCCs how many licensed firearms had been surrendered.	RM	17.01.18
13/12/17	11	<u>AOB</u> <u>SRP Document</u> The DPCC for Warwickshire asked what platforms the 12 month campaign launch to address the risk taking behaviour on the roads were being used. Action: ACC Moore to provide further information on dates and platforms for the launch direct to the PCCs.	RM	17.01.18

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
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 – 26.05.16
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 	ACC Amanda Blakeman	Agreed by both PCCs 29.06.16

			<ul style="list-style-type: none"> • satisfy the business requirements of the future OCC • 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>		
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>	Andy Champness, CEO, PCC, West Mercia	Agreed by both PCCs 29/06/16
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</p>	Richard Elkin, Director of Enabling Services	Agreed by both PCC's 28/09/16

			<p>are confirmed. The Estate Strategy work is in progress and the other two packages of work detailed here would augment the Estates Strategy to provide a much longer term solution.</p> <p>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.</p> <p>Disadvantages: Final costs of feasibility work not known, so Optimum Working Environment work would be undertaken 'at risk'.</p> <p>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.</p>		
28/09/16	6	09	<p>OCC Programme Update – Summary of Revised Capital Costs and Timeline for Neville House.</p> <p>Recommendation That the Warwickshire PCC approved funding for the revised costs.</p> <p>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.</p>	ACC Amanda Blakeman	Agreed Philip Seccombe, PCC for Warwickshire 28/09/16
26/10/16	7	04	<p>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.</p>	Andy Champness, Chief Executive for West Mercia	Agreed by both PCC's 26/10/6

			<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 7: Both PCC's agreed to extend the pilot for three months from existing underspends.</p>		
30/11/16	8	06	<p>Cyber Crime Strategy</p> <p>Decision 8: Both PCCs approved the strategy and agreed sign off once the minor amendment has been made.</p>	T/ACC Steve Cullen	Agreed by both PCCs 30/11/16
30/11/16	9	07	<p>Body Worn Video (BWV)</p> <p>Recommendation Three options have been shortlisted to identify the most likely to maximise value for money. Option 3 is the preferred option. Whilst this approach will incur the greatest cost of the options presented, the implementation of a cloud based service provision will permit the most up to date technology to be utilised in the operational arena and greatest opportunity for integration to national solutions and internal new ways of working. It provides a tested and increasingly adopted means of getting BWV to the operational staff as well as the reassurance of a service provider backup, upgrades and partnership in developing future IT needs and advances.</p> <p>Decision 9: - Both PCCs and CCs approved Option 3. This will enable the roll-out of the first BWV devices to priority sites within the given timeline of March / April 2017.</p>	ACC Amanda Blakeman	Agreed by both PCC's and CCs 30/11/16
30/11/16	10	08	<p>Contact Management Strategy</p> <p>Decision 10 The PCCs and CCs approved the strategy.</p>	ACC Amanada Blakeman	Agreed by both PCC's and CCs 30/11/16

21/12/17	11	09	<p><u>Appointment of independent members to the Joint Audit Committee (JAC)</u></p> <p>Recommendation That the PCCs and CCs give approval to the appointment of members to the Joint Audit Committee and discusses and determines the terms of appointment and the appointment processes (as outlined in the paper).</p> <p>Decision 11 The PCCs and CCs approved the terms and process of appointment of members to the Joint Audit Committee as recommended within the report.</p>		Agreed by both PCC's and CCs 21/12/16
21/12/17	12	10	<p><u>Corporate Governance Framework (Paper)</u></p> <p>AC presented the Joint Corporate Governance Framework Review paper following the standard annual review of the Framework including the Financial Regulations. The whole Framework was last comprehensively reviewed in 2015. The paper outlined the major changes as a result of the review.</p> <p>Recommendation That PCCs and CCs consider and review the framework and adopt the Corporate Governance Framework.</p> <p>Decision 12 Subject to correction of one typing error, the PCCs and CCs approved the revised document.</p>		Agreed by both PCC's and CCs 21/12/16
22/02/17	13	04	<p><u>Mobile Working Business Case (Paper)</u></p> <p>HC was the Chief Officer Lead on this and DCI Mel Crowther the Business Lead.</p>	Heather Costello and DCI Mel Crowther	Agreed by both PCCs and CCs on 22/02/2017

			<p>Both Chief Constables have given their commitment to deliver mobile working and both PCCs have committed to improve the public service by enhancing the quality of access of information technology.</p> <p>Recommendation After some consideration and in order to maximise organisational priorities and value for money, Option Blue for mobile working was the preferred recommendation and is in line with the medium term financial plan.</p> <p>Decision 13 Both PCCs and CCs approved the recommendation of Option Blue, but there would be no further extension to the budget. HC will also come back with a figure on the cost for the Microsoft Licences for mobile working.</p>		
22/02/17	14	09	<p><u>Internal Audit Plan (Papers)</u> The report by the Head of Audit was circulated prior to the AGG meeting on 22/02.</p> <p>Decision 14 The Internal Audit Plan was approved at the AGG meeting on 22/02.</p>	Elizabeth Hall	Agreed by DPCC for West Mercia and PCC for Warwickshire on 22/02/2017.
26/07/17	15	05	<p><u>OCC Building Transition (Paper)</u> The Improve Public Contact & Communication Programme – Transition Arrangements – OCC paper was circulated to the group prior to the meeting. The recommended Option 3, Southwell House transitions first, followed shortly afterwards by Stuart Ross House, allows an opportunity to implement a 2-phased approach for the delivery of the two buildings with earliest occupation and providing an exclusive opportunity to fully test the resilience of the systems and buildings.</p> <p>Decision 15 The PCCs and CCs agreed to proceed with Option 3.</p>	DCC Blakeman	Agreed by DPCC for West Mercia and PCC for Warwickshire on 26/07/2017.

26/07/17	16	07	<p>Decision 16 Exempt from disclosure under S.43 (commercial interests) of the Freedom of Information Act 2000 (FOIA).</p>	Richard Elkin	Agreed by DPCC for West Mercia and PCC for Warwickshire on 26/07/2017.
30/08/17	17	05	<p><u>Estates Management Arrangements Across the Alliance (Paper)</u></p> <p>Decision 17 The Police and Crime Commissioners and the Chief Constables approved the new Estates Management arrangement across the Alliance.</p> <p>An intelligent client function is created with the strategic asset management function under the line management of the Chief Executives on behalf of the Police and Crime Commissioners, and the contract relationship management function under the Chief Constables.</p> <p>The new additional post is be funded from savings within the estates revenue costs, supported in the interim from reserves. Funding for the new post would be split in the proportion 69:31 between the two Police and Crime Commissioners.</p> <p>The Property Board be abolished and contract relationship management meetings should be set up.</p> <p>The Corporate Governance framework and the delegations relating to estates therein are amended to the Chief Executives, with clear sub-delegations from there to the intelligent client function posts.</p> <p>The West Mercia Chief Executive should resign as Director of Place Partnership Ltd</p>	Andy Champness, Chief Executive for West Mercia	Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 30/08/2017

30/08/17	18	06	<p><u>Corporate Governance Framework Review (Paper)</u> This latest review included changes relating to Estates and Vehicle Purchasing arrangements, and required changes following the appointment of a Deputy Police and Crime Commissioner for Warwickshire.</p> <p>Decision 18 The Police and Crime Commissioners and Chief Constables approved and adopted the revised Corporate Governance Framework, including the Financial Regulations, subject to the changes to vehicle purchasing applying to West Mercia only.</p>	Andy Champness, Chief Executive for West Mercia	Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 30/08/2017
11/10/17	19	06	<p><u>Police Complaints Reform (Paper)</u> The Police Complaints Reform Outline Business Case outlined the options for the future management of police complaints under the Policing and Crime Act 2017</p> <p>Decision 19 Deputy Police and Crime Commissioners on behalf of the Police and Crime Commissioners and Chief Constables approved the development of a full business case for the provision of a triage unit within the forces.</p>	Andy Champness, Chief Executive for West Mercia PCC	Agreed by both DPCCs / CCs for West Mercia and Warwickshire on 11/10/2017
13/12/17	20	03	<p><u>Victim Services Outline Proposal</u> The Proposal outlined the vision for a Single Point of Contact whereby victims of crime received both practical and emotional support to cope and recover.</p> <p>Recommendations</p> <ol style="list-style-type: none"> 1. A full business case is developed to determine the optimal service provision for victims within existing resources. 2. Associated budgets for delivering a seamless pathway of victim service(s) are ring fenced for the duration of PCC tenure, providing necessary sustainability of provision. 	Andy Champness, Chief Executive for West Mercia PCC	Agreed by PCC for Warwickshire, DPCC for West Mercia / CCs for West Mercia and Warwickshire on 13/12/2017

			<p>3. In preparation for Victim Supports natural contract end date (March 2018) an extension of 12 months under the existing framework agreement is agreed. The majority of PCCs signed up to the framework are extending in line with this, and this additional period of time will enable the development and implementation of an enhanced service.</p> <p>4. A specialist consultant is engaged to support the development of a full business case for the design, implementation and mobilisation of a new victim services model. This is to be funded from PCC budgets.</p> <p>5. The objectives set out in section 4 of this report are approved.</p> <p>In the light of the discussion the first recommendation was amended and the recommendation to approve the use of a consultant was not approved.</p> <p>Decision 20 An initial business case is jointly developed by April 2018 to determine the optimal service provision for victims within existing resources.</p> <p>Associated budgets for delivering a seamless pathway of victim service(s) are ring fenced for the duration of PCC tenure, providing necessary sustainability of provision.</p> <p>In preparation for Victim Supports natural contract end date (March 2018) an extension of 12 months under the existing framework agreement is agreed.</p> <p>The objectives set out in section 4 of the report are approved.</p>		
13/12/17	21	04	<p><u>Asset Management and Governance for the Alliance 2018</u></p> <p>The Police and Crime Commissioners and the Chief Constables approved improvements to Asset Management across the Alliance.</p>	Rob Kindon, Strategic Estates Manager	Agreed by PCC for Warwickshire, DPCC for West Mercia /

		<p>Recommendations</p> <p>The Asset Management Strategy (AMS) supported by the Estates Delivery Plan (EDP) will be the overarching reference for decision making.</p> <p>AGG will maintain the oversight and scrutiny of the AMS/EDP and receive executive updates on progress.</p> <p>The Strategic Estates Manager will be the single point of contact for issuing instructions to PPL for projects and will be responsible for ensuring cases are presented to the PCC for approval.</p> <p>A newly formed Asset Management Board will take on the role of ensuring that new projects accord with the AMS.</p> <p>Operational Requirement Groups will be formed with responsibility for producing Concept Business Cases.</p> <p>Standardised templates will be adopted to ensure fundamental factors are considered in every case.</p> <p>Where funding for project management is already provided for within the PPL contract, authorisation to approve spend from those funds is delegated to the SEM. Where funding is not yet identified, authority must be sought from the relevant PCC before spend is incurred.</p> <p>AGG will consider the draft AMS and EDP on 14th February 2018 for approval.</p> <p>Decision21</p> <p>The recommendations were approved.</p>	<p>CCs for West Mercia and Warwickshire on 13/12/2017</p>
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