

## Draft Alliance Governance Group Minutes

Date:	Wednesday 15 <sup>th</sup> November 2017
Time:	14:00
Location:	Conference Room, Leek Wootton
Chair:	Philip Seccombe, Police and Crime Commissioner, Warwickshire
Minute Taker:	Cheryl Goode

	Name:	Capacity:
<b>Attendance:</b>	Anthony Bangham (AB)	CC West Mercia
	Amanda Blakeman (AMB)	DCC West Mercia
	John Campion (JPC)	Police and Crime Commissioner 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
	Neil Hewison (NH)	Chief Executive Warwickshire PCC
	Martin Jelley (MJ)	CC Warwickshire
	Karen Manners (KM)	DCC Warwickshire
	Tracey Onslow (TO)	Deputy PCC West Mercia
	Joe O'Sullivan (JO'S)	Transformation Director
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	Robert Tromans (RT)	Deputy Police and Crime Commissioner Warwickshire

	Name:	Capacity:
<b>Apologies:</b>	Richard Moore (RM)	ACC Protective Services

	Name:	Capacity:
<b>Guests</b>		

No.	Summary	Action
01/15/11/17	<p><b><u>Attendance / Apologies</u></b> As above.</p> <p>Philip Seccombe welcomed everyone and Chaired the meeting.</p>	

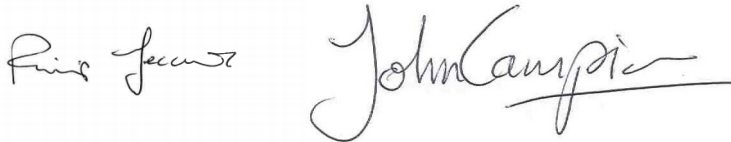
<p>02/15/11/17</p>	<p><b><u>Agreement of Minutes / Actions from previous meeting (11.10.17)</u></b>                  The Minutes from the previous meeting were approved as a true and accurate record for publishing.                   There were no matters arising.</p>	
<p>03/15/11/17</p>	<p><b><u>Transformation Programme Update (Paper)</u></b>                   JOS provided a verbal update on the Transformation Programme, in addition to the Transformation Programme Update which was circulated to everyone prior to the meeting. His update included a prioritisation listing of all the key projects within the Programme, agreed at the last Transformation Programme Board meeting. JOS confirmed the OCC Programme is the top priority. JOS reported that he had positive interaction with Virgin Media and they were closing in on a resilient position. The timeline on the OCC sites was discussed and it was recognised that August was not a good time naturally due to holiday / staffing commitments and September would not leave any margin for error. Concerns were raised regarding WiFi down at number 35 on the list. JOS explained this referred to the corporate WiFi as a project in various locations, not the importance attached to it. The WiFi sites list was requested. <b>Action: JOS to look at the priority list further and forward the WiFi sites list to JC.</b>                   AB noted that the In Car Media programme was quite a way down the list and asked would this be delivered and concluded as per the plan. JOS advised it was largely delivered and only outstanding part was down to remaining vehicles. <b>Action: JOS to double-check delivery of the In Car Media programme and update on the remaining outstanding vehicles required and report back to AB.</b>                   AMB reassured the meeting that whilst Body Worn Video programme on this list it was not the case that it was not being prioritised. JOS will review this at the next Transformation Board. It was asked when the benefits of the Body Worn Video programme be delivered. <b>Action: Re Body Worn Video programme JOS to review and report on when its benefits will be delivered. The above points will be raised at the next Transformation Board meeting.</b>                   It was noted that PCCs had been promised handover and completion dates for the OCC projects and assurance is required that there are no further delays and the projects remain within the financial envelope. There are complexities in the two distinct Control Rooms. JOS confirmed that identifying lessons learned was on the to do list.</p>	<p>JOS</p> <p>JOS</p> <p>JOS</p>

04/15/11/17	<p><b><u>Athena Programme Report (Paper)</u></b></p> <p>The update on Athena was circulated prior to the meeting and KM reported there had been a week by week improvement, building confidence with more live updates and improvements expected each week. It was stated that now Athena was up and live; it was hoped that there would soon be some management information / monthly performance reports. KM confirmed they will be provided in due course.  <b>Action: KM to soon provide management information / monthly performance reports from Athena.</b></p> <p>It was recognised that a good deal of hard work had been completed in the file submission area. KM reported there had been some understandable frustrations where Athena was being accessed by staff on a less frequent basis but that confidence was increasing.  <b>Action: KM to provide further update information on File Quality in the next Athena Report to be submitted to AGG.</b></p>	<p>KM</p> <p>KM</p>
05/15/11/17	<p><b><u>Money Matters (Paper)</u></b></p> <p>The Money Matters report was circulated to the group prior to the meeting. Some of the issues were covered at the recent Joint Away Day.</p> <p>A question was raised about the Transport overspend / overspend on repairs. It was noted that Warwickshire seemed to be performing better than West Mercia. HC agreed to look at that in more detail. <b>Action: HC to provide more detail about the Transport overspend / underspend on repairs and the difference between Warwickshire and West Mercia.</b></p> <p>A discussion was held about the percentage of invoices paid on time which a much improved position and credit needed to be given to those teams involved in this improvement.</p> <p>Assurance was sought on the increase in the draw-down of reserves, overtime and mutual aid. HC confirmed the forecast has been changed to reflect historical trends in lower claims for mutual aid as other Forces become increasingly more self-reliant. There was a need to crystallise this figure for Mutual Aid and it had been clearly identified in previous reports as a risk and this had been reflected now in the report. It was confirmed in relation to Police Staff Pay an offer had been put forward for consideration and a response is awaited.</p>	<p>HC</p>
06/15/11/17	<p><b><u>Data Protection Reform (Paper for information)</u></b></p>	

	<p>A paper had been circulated prior to the meeting. It is considered that this would not impact on front-line officers significantly. Workshops were planned and the main impact was expected to be upon the Knowledge and Information Management team members. NH had raised this at the Weekly Chief Constable / PCC meeting within Warwickshire and warned that he did not see this as a small piece of work. He had also met with the Solicitor currently also leading on this for the County. AC mentioned that North Yorkshire were working on a package due out in early 2018. RT mentioned that information is being placed on County Council websites and we should prepare for a spike in Subject Access Requests which may trigger additional work.</p>	
<p>07/15/11/17</p>	<p><b><u>Quarterly Workforce Management Report (Paper)</u></b></p> <p>The Report was circulated to the group prior to the meeting.</p> <p>RE confirmed there was nothing which looked like a pattern in staff attendance. <b>Action: RE to provide more detail on staff attendance figures.</b> RE also confirmed that there was a tighter grip on agency staff and more controls had been implemented on the recruitment of agency staff from the beginning of June 2017. An observation was made on the scale used in table 2.2.1, which could be made clearer. The BME representation was discussed and it was explained a target was being sought to reflect the forecasted 2 years of low recruitment levels. The recruitment of Specials in Warwickshire had been successful across a range of different areas of the community due to the work that had been done 12 months ago and successful campaign information. AB noted a stark difference between Warwickshire and West Mercia. <b>Action: RE to provide AB with further information in relation to the difference between Warwickshire and West Mercia recruitment of BME officers.</b></p> <p><b>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.</b></p> <p><u>Enabling Services Directorate Report</u></p> <p>The Enabling Services Directorate update was circulated to the group prior to the meeting. Additional resource had been put into the IT helpdesk and actions have been taken to address the demand on the IT helpdesk. Reassurance was sought that performance data following the introduction of Telematics will be produced. <b>Action: RE to provide information regarding performance data from Telematics.</b></p> <p>It was noted that there is no requirement for any vehicle to have Premium fuel. <b>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.</b></p>	<p>RE</p> <p>RE</p> <p>RE</p> <p>RE</p>

	<p><u>Local Policing - ME</u>                  The Local Policing update was circulated to the group prior to the meeting, which included an update on 999 and 101 Call Handling, Firearms Licensing and the National Firearms Surrender. ME confirmed that there were measures in place to improve performance in Firearms Licensing which had resulted in the issue of temporary licences dropping down to nil. PS reported that he was pleased to note he had not received a single Firearms Licensing complaint for at least 6 months.</p> <p>In terms of call handling CC MJ was pleased with the lower abandonment rate and the increased actual performance was also pleasing. CC AB also agreed that a good job had been done across the two forces which were both now in a stronger position.</p>	<b>RE</b>
09/15/11/17	<p><b><u>AOB</u></b></p> <p><u>Protective Services</u>  <b>Action: KM will ensure a Protective Services update is provided at the next AGG meeting.</b></p> <p><u>Roads Policing</u>  <b>Action: An update or business case regarding Roads Policing paper to be included at the next AGG meeting.</b></p> <p><u>2025 Vision</u>  <b>Action: JOS to send out pre-reading to frame the first discussions on what the Visions &amp; Values for 2025 might be.</b></p>	<p><b>KM</b></p> <p><b>ACC RM</b></p> <p><b>JOS</b></p>
10/15/11/17	<p><b><u>Date, time and location of next meeting.</u></b></p> <p>The next meeting will be held on Wednesday 13<sup>th</sup> December 2017 at 14:00 in the Willison Room, Hindlip.</p>	

With nothing further to discuss the meeting closed at 15:45

<b>Formal Approval of Meeting Record</b>	
Signature:	
Print Names:	<p>Philip Secombe, Police and Crime Commissioner, Warwickshire</p> <p>John Campion, Police and Crime Commissioner, West Mercia</p>

**Action Summary Table**

<b>Date of Meeting</b>	<b>Action Agenda Item No.</b>	<b>Action</b>	<b>Owner</b>	<b>Action Completion Date</b>
30/08/17	08	<b><u>Directorate Updates</u></b> <b>Action: ACC RM to provide an update to PS on Taser use.</b> <b>Update 11.10.17.</b> A review of the Taser policy and procedures is nearing completion, therefore it was requested that this item be rolled forward.	ACC RM	Ongoing
15/11/17	03	<b><u>Transformation Programme Update</u></b>		
	(a)	<b>Action: JOS to look at the priority list further and forward the WiFi sites list to JC.</b>	JOS	
	(b)	<b>JOS to double-check delivery of the In Car Media programme and update on the remaining outstanding vehicles required and report back to AB.</b>	JOS	
	(c)	<b>Action: Re Body Worn Video programme JOS to review and report on when its benefits will be delivered. The above points will be raised at the next Transformation Board meeting.</b>	JOS	
15/11/17	04	<b><u>Athena Programme Report</u></b>		
	(a)	<b>Action: KM to soon provide management information / monthly performance reports from Athena.</b>	KM	
	(b)	<b>Action: KM to provide further update information on File Quality in the next Athena Report to be submitted to AGG.</b>	KM+	
15/11/17	05	<b><u>Money Matters</u></b> <b>Action: HC to provide more detail about the Transport overspend / underspend on repairs and the difference between Warwickshire and West Mercia.</b>	HC	
15/11/17	07	<b><u>Quarterly Workforce Management Report</u></b>		
	(a)	<b>Action: RE to provide more detail on staff attendance figures.</b>	RE	

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
	(b)	<b>Action: RE to provide AB with further information in relation to the difference between Warwickshire and West Mercia recruitment of BME officers.</b>	RE	
	(c)	<b>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.</b>	RE	
15/11/17	08	<b><u>Enabling Services Directorate Report</u></b>		
	(a)	<b>Action: RE to provide information regarding performance data from Telematics.</b>	RE	
	(b)	<b>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.</b>	RE	
15/11/17	09	<b><u>AOB</u></b>		
	(a)	<b><u>Protective Services</u></b> <b>Action: KM will ensure a Protective Services update is provided at the next AGG meeting.</b>	KM	
15/11/17	(b)	<b><u>Roads Policing</u></b> <b>Action: An update or business case regarding Roads Policing paper to be included at the next AGG meeting.</b>	ACC RM	
15/11/17	(c)	<b><u>2025 Vision</u></b> <b>Action: JOS to send out pre-reading to frame the first discussions on what the Visions &amp; Values for 2025 might be.</b>	JOS	

**Decision Summary Table**

<b>Date of Meeting &amp; Number</b>	<b>Decision No.</b>	<b>Action Agenda Item No.</b>	<b>Subject</b>	<b>Owner</b>	<b>Action Completion Date</b>
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	<b>Agreed by both PCCs – 26.05.16</b>
26/05/16	2	06	<p><b>Draft Revenue and Capital Outturn position for 2015/16.</b></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. That the outturn financial position for 2015-16 is noted.</li> <li>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</li> <li>3. That where 2015/16 outturn has produced an unexpected variance that these budgets are considered in detail for the 2017/18 budget preparation.</li> <li>4 That £0.399m is added to the capital programme to cover changes.</li> </ol>	LH – Joint Treasurer	<b>Agreed by both PCCs – 26.05.16</b>
29/06/16	3	03	<p><b>Operations Enabling Technology (OET)</b></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"> <li>• achieve the Chief Officers strategic aims</li> </ul>	ACC Amanda Blakeman	<b>Agreed by both PCCs 29.06.16</b>



			<ul style="list-style-type: none"> <li>• satisfy the business requirements of the future OCC</li> <li>• support the needs of the wider organisation</li> </ul> <p><b>Revenue</b> It is recommended that the revenue cost is funded as follows:</p> <ul style="list-style-type: none"> <li>• £225,544 in 2016/17 from in year underspend</li> <li>• £468,649 in 2017/18 from the invest to save reserve</li> <li>• £219,919 in 2018/19 is built into the budget as growth.</li> </ul> <p><b>Capital</b> 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><b>Decision 3: Both PCCs agreed to approve the business case, the revenue costs and capital funding.</b></p>		
29/06/16	4	04	<p><b>Extension: Restorative Justice Funding</b></p> <p><b>Recommendation:</b> To extend the Restorative Justice Pilot until 31<sup>st</sup> December 2016 at a cost of £85,513 (£53,236 from West Mercia and £32,277 from Warwickshire).</p> <p><b>Decision 4: Both PCCs agreed to the extension of the pilot by 5 months.</b></p>	Andy Champness, CEO, PCC, West Mercia	<b>Agreed by both PCCs 29/06/16</b>
28/09/16	5	04	<p><b>Space Utilisation</b></p> <p><b>Recommendations</b> 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	<b>Agreed by both PCC's 28/09/16</b>

			<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><b>Advantages:</b> Continuation of current work in progress and will inform discussions about such matters as open plan chief officer working and determination of future useage of space being vacated across the Hindlip Park estate as part of the OCC build.</p> <p><b>Disadvantages:</b> Final costs of feasibility work not known, so Optimum Working Environment work would be undertaken 'at risk'.</p> <p><b>Decision 5:</b> 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><b>OCC Programme Update – Summary of Revised Capital Costs and Timeline for Neville House.</b></p> <p><b>Recommendation</b> That the Warwickshire PCC approved funding for the revised costs.</p> <p><b>Decision 6:</b> 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	<b>Agreed Philip Seccombe, PCC for Warwickshire 28/09/16</b>
26/10/16	7	04	<p><b>Extension: Restorative Justice Funding</b> 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	<b>Agreed by both PCC's 26/10/6</b>

			<p><b>Recommendation:</b> 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><b>Decision 7:</b> Both PCC's agreed to extend the pilot for three months from existing underspends.</p>		
30/11/16	8	06	<p><b>Cyber Crime Strategy</b></p> <p><b>Decision 8:</b> Both PCCs approved the strategy and agreed sign off once the minor amendment has been made.</p>	T/ACC Steve Cullen	<b>Agreed by both PCCs 30/11/16</b>
30/11/16	9	07	<p><b>Body Worn Video (BWV)</b></p> <p><b>Recommendation</b> 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><b>Decision 9:</b> - 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	<b>Agreed by both PCC's and CCs 30/11/16</b>
30/11/16	10	08	<p><b>Contact Management Strategy</b></p> <p><b>Decision 10:-</b> The PCCs and CCs approved the strategy.</p>	ACC Amanada Blakeman	<b>Agreed by both PCC's and CCs 30/11/16</b>

21/12/17	11	09	<p><b><u>Appointment of independent members to the Joint Audit Committee (JAC)</u></b></p> <p><b>Recommendation</b> 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><b>Decision 11:-</b> The PCCs and CCs approved the terms and process of appointment of members to the Joint Audit Committee as recommended within the report.</p>		<p><b>Agreed by both PCC's and CCs 21/12/16</b></p>
21/12/17	12	10	<p><b><u>Corporate Governance Framework (Paper)</u></b></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><b>Recommendation</b> That PCCs and CCs consider and review the framework and adopt the Corporate Governance Framework.</p> <p><b>Decision 12:-</b> Subject to correction of one typing error, the PCCs and CCs approved the revised document.</p>		<p><b>Agreed by both PCC's and CCs 21/12/16</b></p>
22/02/17	13	04	<p><b><u>Mobile Working Business Case (Paper)</u></b></p> <p>HC was the Chief Officer Lead on this and DCI Mel Crowther the Business Lead.</p> <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>Heather Costello and DCI Mel Crowther</p>	<p><b>Agreed by both PCCs and CCs on 22/02/2017</b></p>

			<p><b>Recommendation</b> 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><b>Decision 13:-</b> 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><b><u>Internal Audit Plan (Papers)</u></b> The report by the Head of Audit was circulated prior to the AGG meeting on 22/02.</p> <p><b>Decision 14:-</b> The Internal Audit Plan was approved at the AGG meeting on 22/02.</p>	Elizabeth Hall	<b>Agreed by DPCC for West Mercia and PCC for Warwickshire on 22/02/2017.</b>
26/07/17	15	05	<p><b><u>OCC Building Transition (Paper)</u></b> The Improve Public Contact &amp; 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><b>Decision 15:-</b> The PCCs and CCs agreed to proceed with Option 3.</p>	DCC Blakeman	<b>Agreed by DPCC for West Mercia and PCC for Warwickshire on 26/07/2017.</b>
26/07/17	16	07	<p><b>Decision 16</b> Exempt from disclosure under S.43 (commercial interests) of the Freedom of Information Act 2000 (FOIA).</p>	Richard Elkin	<b>Agreed by DPCC for West Mercia and PCC for Warwickshire on 26/07/2017.</b>

30/08/17	17	05	<p><b><u>Estates Management Arrangements Across the Alliance (Paper)</u></b></p> <p><b>Decision 17:-</b> 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 PCC	<b>Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 30/08/2017</b>
30/08/17	18	06	<p><b><u>Corporate Governance Framework Review (Paper)</u></b></p> <p>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>	Andy Champness, Chief Executive for West Mercia PCC	<b>Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 30/08/2017</b>

			<p><b>Decision 18:-</b> 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>		
11/10/17	19	06	<p><b><u>Police Complaints Reform (Paper)</u></b></p> <p>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><b>Decision 19:-</b> 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>	<p>Andy Champness, Chief Executive for West Mercia PCC</p>	<p><b>Agreed by both DPCCs / CCs for West Mercia and Warwickshire on 11/10/2017</b></p>