

## Alliance Governance Group Minutes

Date:	Wednesday 27 April 2017
Time:	14:00
Location:	Conference Room, Leek Wootton
Chair:	Philip Seccombe, PCC, Warwickshire / John Campion, PCC, West Mercia
Minute Taker:	Cheryl Goode, Secretary, Warwickshire PCC

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	Anthony Bangham (AB)	CC West Mercia
	Martin Jelley (MJ)	CC Warwickshire
	Amanda Blakeman (AMB)	ACC Local Policing
	Karen Manners	DCC Warwickshire
	Chris Singer (CS)	T/DCC West Mercia
	Debbie Tedds (DT)	T/ACC Protective Services
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	John Campion (JPC)	Police and Crime Commissioner West Mercia
	Andy Champness (AC)	CEO West Mercia
	Liz Hall (LH)	Treasurer
	Heather Costello (HC)	Director of Finance
	Richard Elkin (RE)	Director of Enabling Services

	<b>Name:</b>	<b>Capacity:</b>
<b>Apologies:</b>	Tracey Onslow (TO)	Deputy PCC West Mercia
	Neil Hewison (NH)	CEO Warwickshire

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

<b>No.</b>	<b>Summary</b>	<b>Action</b>
01/26/04/17	<p><b><u>Attendance / Apologies</u></b></p> <p>As above. The Chair, Mr Seccombe, welcomed everyone to the meeting at Leek Wootton. The Chair noted that he had attended a constructive meeting on 25 April with the Leek Wootton Parish Council regarding the future plan for the site and that Place Partnership has provided excellent advice to date in relation to this.</p>	
02/26/04/17	<p><b><u>Minutes / Actions from previous meeting (20.03.17)</u></b></p> <p>The Minutes from the previous meeting were approved, without amendment, as a true and accurate record for</p>	

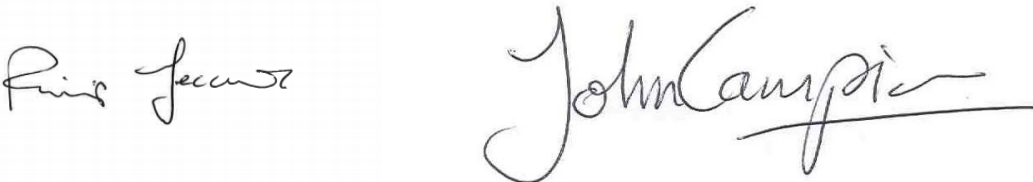
	<p>publicising.</p> <p><b>Action Updates:</b> There were no action updates.</p> <p><b>Matters Arising</b> There were no matters arising</p>	
<p>03/26/04/17</p>	<p><b><u>Money Matters (Paper)</u></b></p> <p>The paper from the Director of Finance had been circulated prior to the meeting and HC took a number of questions. The figures were as forecast throughout the year. The new payroll system had been a challenging time for the Finance department. PS enquired, at item 3.1 of the paper, whether the underspend could change? HC had already taken the underspend figures into consideration and these had formed part of the savings figures in the Medium Term Financial Plan at Table 4.1. Options for finding the alliance savings required for 2017/18 and 2018/19 will be discussed further at the Chief Officers' Away Day. All forces are looking at efficiencies savings. At Table 3.4 JC asked regarding the savings that are envisaged under the use of Telematics whether that was correct? RE explained due to the lower number of vehicles currently running with Telematics, it was not currently but it would be in the future.</p> <p>A discussion followed regarding the cap on exit payments - this will potentially impact those members of staff with long service nearing retirement age.</p> <p>RE added there was now an enhanced level of scrutiny currently in place in relation to all new recruitment.</p> <p>PS thanked HC for the detail submitted within her report.</p>	
<p>04/26/04/17</p>	<p><b><u>Change Programme Update (Paper)</u></b></p> <p>The paper had been circulated prior to the meeting to provide everyone with a summary of the current position of the Change Programme. AB and KM reported that they were keen to provide the timeline on the transformation change programme, the governance around it was highlighted in the Track Two ICT report. AB and KM were going through that report to ensure that no work fell through the gaps. KM advised that there had been 15 applications submitted for the Transformation Director role, with further applications to follow. Scanning interviews would be done at the end of May. This would be for a two year minimum contract period.</p> <p>KM explained the Athena Programme key IT challenges and the key pieces that have to be delivered for the live</p>	

	<p>conversion into Athena. An additional diagrammatic paper on the Athena Programme IT development was circulated at the meeting. This will include the upgrading of Origin, Libra and the CMS systems. The Data Warehouse would be the key to the success of this huge programme of work. All aspects were on time on the current Athena timeline, but there is little or no contingency. It was agreed that Athena would be a standing item on the Exec Board each month.</p> <p><b>ACTION: A monthly update on Athena will now also be brought to AGG as a separate Agenda item, until further notice.</b></p> <p>An updated Risk Log is being progressed and will be available at the next Athena Management Board. KM has full confidence in Mike Smith the new IT lead. Mike will need to be supported by the right IT staff. Northgate will need to deliver everything we need.</p> <p>PS thanked AB and KM for their work on this.</p> <p>The OCC remains on target for first stage implementation in November 2017. PS asked a question relating to the new OCC at Warwick, Neville House, following his recent visit to the site with the contractors. <b>At the Neville House site visit PS was informed 12 parking spaces had been lost. This was alarming and both PS and MJ felt they should have been forewarned on this. Place Partnership Ltd (PPL) should be advising what the options are now and PPL are there to provide the PCC and the Chief Constable with what they need as a customer. ACTION: This will need to be followed up by RE.</b></p> <p>The policing model has been part of an initial discussion but AC would like the timeline on this by ideally mid-May.</p> <p>Track Two ICT review timescales - AC would like to know when this will be done - hopefully in time for the next meeting of AGG in May, to enable decisions to be made at that meeting. A timeline for delivery of Athena, and all the interdependent ICT projects is due to be published by KM in May, prior to AGG. In relation to risks being reported to a higher level, associated with this if the abbreviated version presented at JAC is not sufficient then that is something that could be raised with CV, if required.</p>	<p>KM / AC</p> <p>RE</p>
<p>05/26/04/17</p>	<p><b><u>Directorate Updates</u></b></p> <p>Local Policing – Debbie Tedds (Papers)</p> <p>DT spoke to her paper which was circulated in advance of the meeting. Body Worn Video has received some really useful feedback in Malvern following the roll out at the beginning of April. The roll out for Malvern will be 20<sup>th</sup> May.</p>	

	<p>The roll out for Warwickshire will be 5<sup>th</sup> July. DT has a meeting scheduled with both PCCs within the week to discuss mobile working technology and the interdependencies further. AB raised the comment that a month by month timeline on the roll out dates on all of this technology would be appreciated. DT added that the OCC performance has started to stabilise and indeed the report shows an improvement in performance across the Alliance since the same period last year. The OCC performance figures were highlighted in the report. Approval of the FLU Business Case to convert paper based processes into an electronic format will greatly assist and DT stated it is intended that all temporary permits will cease by 1<sup>st</sup> September, 2017. DT was thanked for her report and in particular the figures in performance on OCC. <b>ACTION: JC is keen to get these new OCC performance figures published on the West Mercia website.</b></p> <p>Protective Services – Chris Singer (Paper)          CS apologised regarding the recirculation of his previous paper. CS updated the meeting on Armed Policing Numbers, and changes to the training programme, the next course will commence in September. The retention payment is helping to stabilise the situation and can be reviewed in the future. There is more work to do on recruitment and looking further at those officers who are more prepared to carry a firearm and progress to training and this is a national issue. <b>ACTION: CS will prepare a paper by 29<sup>th</sup> May to enable MJ to respond on the Specialist Capabilities Programme. KM would also like to see a timeline on the armed policing programme.</b></p> <p>Enabling Services – Richard Elkin (Paper)          RE was happy to take any questions from the meeting. RE stated that Officer numbers will be brought to the next AGG meeting in May. We are currently at 100.8 at establishment. PCSOs are 100%. JC mentioned that following a recent opportunity to meet with one of the new Specials he was impressed with the speed at which he was recruited. There were no questions for RE.</p>	<p>AC</p> <p>CS</p>
<p>06/26/04/17</p>	<p><b><u>AOB</u></b></p> <p>Terms of Reference were provided to everyone at the meeting for initial discussion purposes.</p> <p>A discussion followed around updating the Terms of Reference. It was essential that reports coming to AGG should highlight pertinent issues to the PCCs and they should be in sufficient time in advance of the meeting for PCCs to be able to raise issues contained within those reports whenever necessary. <b>ACTION: It was agreed the</b></p>	<p>AC / NH /</p>

	<p><b>two Chief Executives will get together to discuss changes to the Terms of Reference, with both Chief Constables and this can then be raised on the Agenda again at the AGG in May.</b></p> <p>PS Thanked everyone for their attendance.</p>	<p><b>MJ / AB</b></p>
<p>07/26/04/17</p>	<p><b><u>Date, time and location of next meeting.</u></b></p> <p>The next meeting will be held on Wednesday 24<sup>th</sup> May 2017 at 14:00 in the Willison Room, Hindlip.</p>	

With nothing further to discuss the meeting closed at 15:44 hrs.

<p><b>Formal Approval of Meeting Record</b></p>	
<p>Signature:</p>	
<p>Print Names:</p>	<p>Philip Secombe, Police and Crime Commissioner, Warwickshire John Campion, Police and Crime Commissioner, West Mercia Police</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>
21/12/16	03	<b><u>Strategic Outline Business Case (SOC)</u></b>  Action: T/DCC Chris Singer will arrange for standardisation of report formats. Update 24.01.17. Report formats will be provided to CEO's by February 3 <sup>rd</sup> .	CS	03/02/17
24/01/17	08	<b><u>Directorate Updates</u></b>  Action: RE to arrange briefing with PCCs on the promotion of the alliance-wide “#Always Learning” campaign	RE	
22/02/17	02	<b><u>Minutes / Actions from previous meeting 24.01.17 (Matters Arising)</u></b>  Action: An update on Telematics will be required from RE for the next AGG meeting on 29 March.	RE	29/03/17
22/02/17	04(a)	<b><u>Mobile Working Business Case (Paper)</u></b>  Action: HC will come back to AGG with a figure on the cost for the Microsoft Licences for mobile working.	HC	29/03/17
22/02/17	04(b)	Action: The Optimum Working Study is due to be compiled in April and therefore these efficiencies will need to be brought to AGG in May 2017.	HC	
26/04/17	04(a)	<b><u>Change Programme Update (Paper)</u></b>  Action: A monthly update on Athena will now also be brought to AGG as a separate Agenda item, until further notice.	KM / AC	
26/04/17	04(b)	Action: At the Neville House site visit PS was informed that 12 parking		

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
		spaces had been lost. Both PS and MJ felt they should have been forewarned on this. PPL should be advising what the options are now. This will need to be followed up by RE.	RE	
26/04/17	05  (a)   (b)	<b><u>Directorate Updates (Paper)</u></b>  Local Policing - Action: JC is keen to get the figures on performance on OCC on the West Mercia website.  Protective Services - Action: CS will prepare a paper by 29 <sup>th</sup> May to enable MJ to respond on the Specialist Capabilities Programme. KM would also like to see a timeline on the armed policing programme.	AC    CS	
26/04/17	06	<b><u>AOB</u></b> Action It was agreed the two Chief Executives will get together to discuss changes to the Terms of Reference, with both Chief Constables and this can then be raised on the Agenda again at the AGG in May.	AC / NH / MJ / AB	

**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,</p>	Richard Elkin, Director of Enabling Services	<b>Agreed by both PCC's 28/09/16</b>

			<p>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 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:</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 8:</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</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</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>		Agreed by both PCC's and CCs 21/12/16
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</b> 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><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>	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><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</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</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>