

Draft Alliance Governance Group Minutes

Date:	Wednesday 12 th September 2018
Time:	14:00 – 16:00
Location:	Conference Room, Leek Wootton
Chair:	Philip Seccombe, PCC Warwickshire / John Campion, PCC West Mercia
Minute Taker:	Anya Ward

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	CC West Mercia
	Amanda Blakeman (ABI)	DCC West Mercia
	John Campion (JC)	Police and Crime Commissioner Warwickshire
	Jeffrey Carruthers (JCar)	Acting Chief Finance Officer
	Richard Elkin (RE)	Director of Enabling Services
	Martin Evans (ME)	ACC West Mercia
	Alex Franklin-Smith (AFS)	T/ACC for Warwickshire
	Liz Hall (LH)	Treasurer
	Martin Jelley (MJ)	CC Warwickshire
	Richard Moore (RM)	DCC Warwickshire
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	Geoff Wessell (GW)	ACC West Mercia

	Name:	Capacity:
Apologies:	Andy Champness (AC)	Chief Executive West Mercia PCC
	Neil Hewison (NH)	Chief Executive Warwickshire PCC
	Tracey Onslow (TO)	DPCC West Mercia


No.	Summary	Action
01/12/09/18	<p>Attendance / Apologies – Chair</p> <p>The Chair welcomed attendees to the meeting. Congratulations were given to Richard Moore on his recent promotion to DCC.</p>	
02/12/09/18	<p>Agreement of Minutes / Actions from previous meeting (15.08.18) – Chair</p> <p>The minutes of the meeting held on 15.08.2018 were recorded as a true and accurate record.</p> <p>A discussion was held around Recruitment and circulation of AGG papers prior to the meetings.</p> <p>Recruitment</p>	

	<p>It was identified that recruitment is the most critical issue for the two forces. It is the ambition across the two forces to upscale recruitment over the next 18 months. A detailed written plan is to be published on Friday 21st September by RE (previously agreed as Monday 24th September), which will set out the following:</p> <ul style="list-style-type: none"> • How quickly both forces will get up to the required number of officers • Possibilities of enhancing recruitment and factors to be taken into consideration • Extending the plan into the next financial year, mapping in resources and costs <p>It was agreed that the paper would go to the two DCCs to review the report ahead of Monday 24th September Away Day, after which the two CCs will consider and share with the two PCCs.</p> <p>Circulation of AGG papers</p> <p>A discussion was held around the circulation of AGG papers well in advance of the meeting. It was agreed that all the AGG papers are to be sent out together, within a suitable time frame, to allow attendees the chance to read the reports and documents. Any updates with reasonable explanation can be submitted later.</p> <p>Matters Arising</p> <p>All actions from the previous minutes were complete with the one exception.</p> <p><u>06/15/08/18 – Warwickshire PCC briefing on the new telephony system:</u> ACTION. RE to provide the Warwickshire PCC a briefing on the new telephony system. Carried over.</p> <p>Decision summary table was noted with no changes.</p>	<p>RE</p> <p>ABI / RM</p> <p>RE</p>
<p>03/12/09/18</p>	<p>Digital Services Technical Transformation (Paper) - JOS</p> <p>The Digital Services Technical Transformation is a transformation programme to re-architect, stabilise, simplify, and secure the technical infrastructure within the West Mercia and Warwickshire Police Alliance. The current technical infrastructure estate has emerged since the creation of the Alliance in 2013. The technical infrastructure estate was not fully converged during the creation of the Alliance and coupled with minimal platform-level investment the result is a complex technical platform that is no longer fit for purpose.</p>	

	<p>Police and Crime Commissioners approved in principle that £585k to be set aside from the 2018/19 underspend on Police Officer pay to fund the Discovery and Design Scope stages of a Digital Services Technical Transformation programme. Governance of the programme will be undertaken through the existing Alliance Transformation Board and associated structures.</p> <p>The paper was presented to the group and a discussion took place.</p> <p>It was agreed that a decision would be made within the week, in relation to the options presented by the Enterprise Architects plan. A brief is to be submitted to the two CCs and a decision notice to be produced as a result.</p>	<p>JOS</p>
04/12/09/18	<p>Transformation Programme Update (Paper) - JOS</p> <p>The Transformation Programme Update Report summarises the activity, issues and plans across the Transformation Programme in the last month's reporting period.</p> <p>A discussion took place within the group and a number of issues were raised in relation to the Transformation Programme ICT Prioritisation.</p> <p>'Kcom Decommissioning' and 'ICT 2 Technical Redesign'</p> <p>It was identified that priorities 2 and 3 ('Kcom Decommissioning' and 'ICT 2 Technical Redesign') were un-costed. Priorities 2 and 3 are dependent on the Enterprise Architects plan outlined previously.</p> <p>'Warwickshire and West Mercia Victim Support'</p> <p>Concern around the prioritisation of the Victim Services was raised on behalf of AC. It was suggested a review regarding the prioritisation of the 'Warwickshire and West Mercia Victim Support' was needed considering the go-live is scheduled for April. Agreed that this will be considered by the two Deputy's.</p> <p>'Athena Enhancement and ESN'</p> <p>It was identified that there is an emerging problem with airwaves handsets. Home Office have us the facility the repair devices, as the issue is on the Regional and National radar.</p> <p>Considering ESN isn't coming in next year, this needs to be factored in. National ESN identified that Warwickshire is high risk, a factor which also needs to be considered. National framework to be introduced.</p>	<p>ABI/RM</p>
05/12/09/18	<p>Money Matters (Paper) - JCar</p>	

	<p>The Money Matters report was presented to the group and sets out the forecast outturn position for the 2018/19 financial year ending on 31st March 2019.</p> <p>Recommendations</p> <p>2.2 It was agreed in principle that £0.585m be vired from the Police Officer underspend for the Transformation Team to meet the cost of the Technical Disclosure phase of the ICT infrastructure works that will produce the Technical Architect Design. This is subject to further assurances given by the Chief Constables.</p> <p>It was noted that the costs of Local Policing will rise in West Mercia and reduce in Warwickshire. Further information will be presented to PCCs on 24th September 2018. Nothing more to draw attention too.</p>	
06/12/09/18	<p>Directorate Updates Enabling Services (paper) – RE</p> <p>The Enabling Services paper was noted.</p> <p>Corporate Communications</p> <p>A discussion was held around corporate communications responses to the media. A specific incident was raised by JCa regarding an incident out of hours and whether the media are receiving the right responses. It was noted that there are Officers on call and at the time of the incident there should have been a Communications Officer on call. It was agreed that details of the incident need to be looked at.</p> <p>It was noted that there was much improvement in the force corporate communications and its working relationship with the PCCs Media and Communications teams.</p>	RE
	<p>Shared Services Update (Paper) – GW</p> <p>The paper was noted. A discussion was held around the following key issues.</p> <p>Public Contact OCC</p> <p>It was noted that since the last AGG meeting, Public Contact Improvement Groups have commenced. Ways to accommodate the increase in volume and make progress at the right speed have been identified. GW to meet with Martin Samuel every two weeks to consider progress.</p> <p>Domestic Abuse – Telephone Resolution Pilot</p>	

	A discussion was held around impact on the operational demand and ways of working. Concerns around DA are noted and the College of Policing guidance will be strictly adhered to.	
	<p>CJ Performance Data – GW</p> <p>The change in report format was noted. The report follows the format of the two Criminal Justice Performance data reports used at PMG.</p> <p>A discussion was held around gaps in CJ/ RJ performance which the Criminal Justice Boards are not identifying. Noted that there were file quality issues. GW to talk to DH about how performance is going to be managed.</p> <p>It was noted that the CJ report is now moving in the right direction. Going forward, for CJ performance, one report is sufficient.</p>	GW
	<p>ACC Update – ME</p> <p>EDL in Worcester paper was noted. No discussion took place.</p>	
07/15/08/18	<p>AOB</p> <p>None recorded.</p> <p>The Chair thanked attendees for their contribution at the meeting.</p> <p>The Chair wished to place on record thanks to the Director of Enabling Services, Richard Elkin, who is soon to retire from Warwickshire and West Mercia Police. Attendees of the meeting wished RE every success and happiness for the future and acknowledged his hard work, starting at one of the most junior positions within the organisation and working his way up, resulting in 32 years of service.</p>	
<u>Date, time and location of next meeting.</u>		
<u>Wednesday 10th October 2018, Willison Room, Hindlip Hall</u>		

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

Action Summary Table

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
12/09/18	02/12/09/18	Action: A detailed and written plan to be published on Friday 21 st September on the upscale of recruitment over the next 18 months. DCCs to review the report ahead of Monday 24 th September Away Day.	RE ABI/RM	
12/09/18	03/12/09/18	Action: Options in relation to the Enterprise Architects plan brief will be sent to the two CCs and a decision notice to be produced as a result.	JOS	
12/09/18	04/12/09/18	Action: Review regarding the prioritisation of the 'Warwickshire and West Mercia Victim Support' was needed considering the go-live is scheduled for April. Agreed that this will be considered by the two Deputy's.	ABI/RM	
12/09/18	06/12/09/18	Action: A specific incident was raised by JCa regarding an incident out of hours and whether the media are receiving the right responses. It was agreed that details of the incident need to be looked at.	RE	
12/09/18	06/12/09/18	Action: A discussion was held around gaps in CJ/ RJ performance which the Criminal Justice Boards are not identifying. Noted that there were file quality issues. GW to talk to DH about how performance is going to be managed.	GW	
15/08/18	06/15/08/18	Action: JO'S to provide a further update on sections 11, 12 and 13 of the Transformation Update at the next meeting with regard to timeframes.	JO'S	12/09/2018
15/08/18	06/15/08/18	Action: the Warwickshire PCC is be provided with a briefing on the new telephony system.	RE	Ongoing
15/08/18	08/15/08/18	Action: It was stated that the test of threshold risk goes to WFM group this month and a report is provided back to PCCs. RE to talk to the Recruitment team and to discuss with the ACCs directly with regards	RE	12/09/2018

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
		to the risk appetite and for what the appetite is.		
15/08/18	08/15/08/18	Action ACC Wessell will provide for the next AGG meeting a clearer picture of File Quality Performance data.	GW	12/09/2018
13/06/2018	06	ACTION – KM and ABI to discuss in-car media and relook at items currently scoped within the Transformation Programme to ensure they capture changes in business requirements. Update 15.08.18. Ongoing AMB awaiting more information.	KM/ ABI	Ongoing

