

OPEN MINUTES
FORCE GOVERNANCE BOARD (FGB)

Date	Tuesday 27 th April 2021
Time	11:30 hrs to 13:00 hrs
Location	Executive Meeting Room, HQ (Covid Capacity 10) and Teams
Chair	Philip Seccombe - PCC for Warwickshire
Minute Taker	OPCC Secretariat

ATTENDANCE

No	Name	Ref	Capacity	Person	Teams
1	Philip Seccombe	PS	Police and Crime Commissioner for Warwickshire	x	
2	Martin Jelley	MJ	Chief Constable Warwickshire Police	x	
3	Debbie Tedds	DT	T/Deputy Chief Constable	x	
4	Dave Gardner	DG	T/ACC - Protective Services	x	
5	Alison Hall	AH	Head of Human Resources	x	
6	Jeff Carruthers	JC	Director Financial Services	x	
7	Sara Ansell	SA	Chief Finance Officer	x	
8	Polly Reed	PR	OPCC CEO	x	
9	David Patterson	DP	OPCC Scrutiny and Performance	x	
10	Nargis Begum	NB	OPCC Secretariat - Minute Taker		x

APOLOGIES

Name	Capacity	Representative
Richard Moore	Deputy Chief Constable	Nil
Steve Russell	Head of Analysis and Service Improvement	Katie Tredinnick

Meeting Minutes 27 April 2021

Reference	Item	Action
01.27/04/2021	Minutes and Actions Both the Open and Closed Minutes of the previous meeting dated 30 March 2021 were agreed and approved.	
02.27/04/2021	Establishment and Recruitment Detailed update provided by AH, Head of Human Resources Police Officers <ul style="list-style-type: none"> • No movement on forecasts from last month. • May intake has been confirmed. • Originally 5 potential candidates from a black, Asian 	

or minority ethnic background but this has reduced to 1 – 1 has decided to join the fire service instead, 1 has decided not to relocate to Warwickshire and 2 have not passed their driving test yet so will be deferred to a later intake next year.

- Planning to open recruitment in June to provide candidates for intakes in 2022 and positive action work will take place ahead of this, also supported by Corporate Communications.
- Over establishment in 2021/22 has been factored into the budget, this is in part due to the Uplift target reducing from 51 to 44.
- 2021/22 has a more gradual increase up to the Uplift target as we only receive 70% of the salary costs in the uplift funding.

PCSOs

- There has been no turnover in the last 3 months so the planned recruitment for July is likely to drop back to September.

Police Staff

- The FTE figure for April is an estimate as the redundancies from 31st March will not have taken effect in the figures produced
- Some forecasts for the recruitment of staff in Transactional Services have been included, but forecasts for the recruitment of ICT staff are still being worked through.
- Once the hosted services conclude there will only be on establishment line to monitor against.
- There is a vacancy factor of 30 posts so the FTE should never reach the establishment line.

Specials

- Specials intake commencing in May 2021 and sufficient candidates in the pipeline for the remaining 2021/22 intakes.
- Corporate Communications will be supporting marketing recruitment of Specials later in the year.
- It was confirmed there had been no further movement on bonus scheme for Specials

Apprenticeship Levy

- The force pays in 0.5% of its payroll and has two years to use the levy.
- For 2020/21 financial year we show that £29,000 of the levy expired (i.e. we did not spend it within the 2 year period) but this relates to early in the year and since June 2020 we have had no levy expired.
- Based on current recruitment plans the estimated point at which all of the levy fund is used and will need to be topped up is September 2022.
- At this point further funds cannot be applied for (it was noted the force would pay 5% of any funding required).

It was confirmed Evolve team continued to review

	recruitment and the budget at weekly change meetings.	
03.27/04/2021	Force Finances <i>Exempt from disclosure under S.43 (commercial interests) of the FOIA</i>	
04.27/04/2021	Transactional Services Business Case <i>Exempt from disclosure under S.43 (commercial interests) of the FOIA</i>	1.PCC to continue to have written monthly updates on Evolve 2 - ICT
05.27/04/2021	Estates Strategy TOR Briefing of paper given by DT, T/Deputy Chief Constable In line with our "Fit for the Future" commitments, it is proposed that the "Estates Strategy" priorities are: - <ul style="list-style-type: none"> • Developing an estate that reflects modern day policing requirements. • A growing workforce that is inclusive and representative of the communities we work within, with the right skills and equipment to do the job. • A commitment to a greener force which positively contributes to a sustainable environment. • Delivering a good and balanced budget. 	
06.27/04/2021	No AOB	
Actions Arising		
04.27/04/2021	PCC to continue to have written monthly updates on Evolve 2 - ICT	Force