

Alliance Governance Group Minutes

Date:	Wednesday 30 th August 2017
Time:	14:00
Location:	Classroom 1, Leek Wootton
Chair:	Philip Seccombe, PCC, Warwickshire
Minute Taker:	Cheryl Goode, PA and Deputy Office Manager

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	CC West Mercia
	Karen Manners (KM)	DCC Warwickshire
	Amanda Blakeman (AMB)	DCC West Mercia
	Martin Evans (ME)	ACC Local Policing
	Richard Moore (RM)	ACC Protective Services
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	John Campion (JPC)	Police and Crime Commissioner West Mercia
	Robert Tromans (RT)	Deputy Police and Crime Commissioner Warwickshire
	Neil Hewison (NH)	Chief Executive Warwickshire PCC
	Andy Champness (AC)	Chief Executive West Mercia PCC
	Liz Hall (LH)	Treasurer
	Heather Costello (HC)	Director of Finance
	Joe O'Sullivan (JO'S)	Transformation Director

	Name:	Capacity:
Apologies:	Martin Jelley (MJ)	CC Warwickshire
	Tracey Onslow (TO)	Deputy PCC West Mercia
	Richard Elkin (RE)	Director of Enabling Services

No.	Summary	Action
01/30/08/17	<p><u>Attendance / Apologies</u> As above.</p> <p>The Chair welcomed Robert Tromans, new Deputy Police and Crime Commissioner for Warwickshire, to the meeting.</p>	
02/30/08/17	<p><u>Agreement of Minutes / Actions from previous meeting (27.07.17)</u></p> <p>The Minutes from the previous meeting were approved, with a few minor amendments, as a true and accurate record for publishing.</p>	

	<p>26/07/17 03(b) – Completed 26/07/17 09 – Completed</p> <p>Matters Arising There were no matters arising.</p>	
03/30/08/17	<p><u>Transformation Programme Update (Paper)</u></p> <p>The Transformation Programme Update was circulated prior to the meeting. Potential delays in delivering the OCC were discussed. The additional costs from any delays, including from the postponement of the sale of Leek Wootton, were noted. Police and Crime Commissioners asked for confirmation on completion dates at the earliest opportunity.</p> <p>Action: JO'S to keep everyone update on progress.</p> <p>The Follow Me Telephony project would not be affected and it would be rolled out as planned.</p>	JO'S
04/30/08/17	<p><u>Athena Programme Report (Paper)</u></p> <p>The go live date will not be announced until all testing is finalised</p> <p>The PNC interface highlighted in the report was a risk from Athena. This is a consortium issue which will be resolved. In terms of the delivery of update training the percentage of staff trained had risen to 83%. The training delivered the second time around had been commented as considerably better than the first round of training.</p> <p>Action: JO'S to arrange for both PCCs to have individual face to face briefings in due course.</p> <p>The transmission of data to Victim Support from Athena is planned.</p>	JO'S
05/30/08/17	<p><u>Estates Management Arrangements Across the Alliance Paper</u></p> <p>The paper from AC was circulated prior to the meeting. The background is as set out in the paper.</p> <p>Place Partnership Ltd (PPL) were contracted to provide the intelligent client function - discussions have now commenced re the lack of provision from PPL. In addition to the recommendations in the paper, it was recommended that it be noted the Police and Crime Commissioners will provide to the Chief Constables the intelligent client services relating to strategic estates management, including the management of establishing operational and business requirements, through the Strategic Estates Manager; and that Chief Constables will</p>	

provide the intelligent client services relating to facilities management, including contract specifications for and oversight of delivery of facilities management, through the Contract Relationship Manager.

The change of post title to “Strategic Estates Manager” was also approved.

Decision

It was agreed that:

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.

The function consists of the Contract Relationship Manager post retained within the Police; and a Strategic Estates Manager post. This latter post should be created on an interim basis to allow time to assess progress and for the two West Mercia based FRS to align and consider combining their functions with this.

The new additional post should be funded from savings within the estates revenue costs, supported in the interim from reserves. Funding for the new post should be split in the proportion 69:31 between the two Police and Crime Commissioners.

The Property Board be abolished and contract relationship management meetings should be set up as per Fig. 2 in the report.

Set up strategic asset management arrangements should be established as per Fig. 3 in the report.

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.

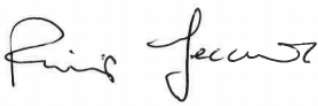

It was noted that the Memorandum of understanding setting out the services provided by the Chief Constables to the Police and Crime Commissioner and vice versa, does not require amendment as it already provides for the provision of services by the Police and Crime Commissioner to the Chief Constable. Police and Crime Commissioners will provide to the Chief Constables the intelligent client services relating to strategic estates management, including the management of establishing operational and business requirements, through the Strategic Estates Manager; and that Chief Constables will

	<p>provide the intelligent client services relating to facilities management, including contract specifications for and oversight of delivery of facilities management, through the Contract Relationship Manager.</p> <p>The West Mercia Chief Executive should resign as Director of Place Partnership Ltd.</p>	
06/30/08/17	<p><u>Corporate Governance Framework Review (Paper)</u></p> <p>As a comprehensive review had taken place in 2016 this latest review included the changes relating to Estates and the Vehicle Purchasing arrangements, and the required changes in relation to the appointment of the new Deputy Police and Crime Commissioner, Mr Robert Tromans, removing the delegation from the Chief Executive to the Deputy Police and Crime Commissioner for Warwickshire.</p> <p>The detailed changes in relation to Vehicle Purchasing were designed to apply to both West Mercia and Warwickshire.</p> <p>It was noted that PS would prefer to discuss the vehicle purchasing arrangements in detail with Chief Constable Martin Jelley prior to making any decision on this.</p> <p>Decision</p> <p>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>	
07/30/08/17	<p><u>Money Matters (Paper)</u></p> <p>Detail about ROCU would be included in the next Money Matters Report. The Workforce Management Group were taking active decisions to ensure they hit their financial targets.</p> <p>Confirmation was sought from JC around the Hire Cars/ Transport Budget underspend.</p> <p>Action: HC to let JC know if Hire Cars usage is up or down.</p> <p>Clarity was requested by PS on when he can expect an update on the reduction in money to PPL - he is looking for a reduction not an increase.</p> <p>Action: HC will let PS know regarding any change in funding to PPL.</p>	<p>HC</p> <p>HC</p>

	<p>Discussion followed around the MTFP and the savings targets. The £2.798m Transformation Budget will be spent. PS highlighted the need to properly earmark Reserves with a clear strategy. HC confirmed she was now comfortable with the arrangements with Pensions and Kier; the transition to the new Payroll had been challenging but they were now in a much better position. HC also confirmed they were on target with auto-enrolment.</p> <p>RT raised a query with regard to Firearms Licensing and the challenges they had faced with the issue of licences.</p> <p>Action: ACC RM will provide an update to RT on FLU.</p>	RM
08/30/08/17	<p><u>Consultation of External Auditor Appointment from 2018/19 (Paper)</u></p> <p>LH explained that they had joined the public sector process. The tendering process is now complete. A formal announcement will be published in due course. Early indications are that for 2018/19 there will be a reduction across the board on fees. Agreement to the appointment of successful tenderer was recommended.</p> <p>Decision PCCs and Chief Constables agreed to the proposed appointment.</p>	
08/30/08/17	<p><u>Directorate Updates</u></p> <p><u>Enabling Services</u> The Enabling Services Directorate Report was circulated to the group prior to the meeting. No questions were raised.</p> <p><u>Local Policing</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, Fire Collaboration, Local Policing Open Days and the 160th Anniversary of Warwickshire.</p> <p>Vacancies within the OCC have now all been filled. Work was ongoing to make improvements in Warwickshire. There were no questions.</p> <p>In relation to Firearms Licensing the unit were making good progress with the issue of temporary permits. Temporary permits were introduced in the alliance following the introduction of this by other Forces.</p>	

	<p>The collaboration with Fire regarding high risk missing persons was noted as a positive step forward and there were a couple of examples where they had deployed.</p> <p>Action: ACC Moore to provide a briefing to RT on Fire collaboration.</p> <p><u>Protective Services (Paper)</u> The Protective Services update was circulated to the group prior to the meeting. The alliance is still supporting Manchester, and no longer supporting Grenfell. RM confirmed he would be meeting the Warwickshire OPCC to look at partnership activity, especially in relation to the three Cyber Crime advisers funded by the Warwickshire PCC.</p> <p>It was confirmed the MIU in Telford works to upskill officers and staff and links in with the National Fraud Intelligence Bureau.</p> <p>The forces are looking at driver behaviour across the four counties.</p> <p>A Knife Amnesty is scheduled for 25th September 2017.</p> <p>Action: ACC RM to provide an update to PS on Taser use.</p>	<p>ACC RM</p> <p>ACC RM</p>
10/30/08/17	<p><u>AOB</u></p> <p><u>Dash Cam Evidence</u> Roads Policing use of Dash Cam evidence will be explored.</p>	
11/30/08/17	<p><u>Date, time and location of next meeting.</u></p> <p>The next meeting will be held on Wednesday 11th October 2017 at 14:00 in the Willison Room, Hindlip.</p>	

With nothing further to discuss the meeting closed at 15.30 hrs.

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

Action Summary Table

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
21/12/16	03	<p><u>Strategic Outline Business Case (SOC)</u></p> <p>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 3rd.</p>	CS	03/02/17
26/07/17	03 (a)	<p><u>Transformation Programme Update</u></p> <p>Action: AMB was requested to upload the original timeline onto the Intranet and then the new smart application programme be presented to AGG members for approval prior to 'go live'.</p>	AMB	30/08/17
30/08/17	03	<p><u>Transformation Programme Update (Paper)</u></p> <p>Action: JO'S to keep everyone update on progress.</p>	JO'S	
30/08/17	04	<p><u>Athena Programme Report (Paper)</u></p> <p>Action: JO'S to arrange for both PCCs to have individual face to face briefings.</p>	JO'S	
30/08/17	07 (a)	<p><u>Money Matters (Paper)</u></p> <p>Action: HC to let JC know if Hire Cars usage is up or down.</p>	HC	
	(b)	<p>Action: HC to let PS know regarding any reduction in funding to PPL.</p>	HC	
	(c)	<p>Action: ACC RM will provide an update to Robert Tromans on Firearms Licensing Unit.</p>	ACC RM	
30/08/17	08	<p><u>Directorate Updates</u></p> <p>Action: ACC Moore to provide a briefing to Robert Tromans on Fire collaboration. Action: ACC RM to provide an update to PS on Taser use</p>	ACC RM ACC RM	

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 useage 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	Decision 16	Richard Elkin	Agreed by DPCC for

			Exempt from disclosure under S.43 (commercial interests) of the Freedom of Information Act 2000 (FOIA).		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</p> <p>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></p>	Andy Champness, Chief Executive	Agreed by both PCCs / CC for West Mercia and

		<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> <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>	for West Mercia	DCC for Warwickshire on 30/08/2017
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