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**Alliance Governance Group
Minutes**

Date:	Wednesday 29 th June 2016, 14:00, Willison Room, Hindlip
Chair:	John Champion, PCC, West Mercia
Minute Taker:	Alison Rixom

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	DCC West Mercia
	Amanda Blakeman (AMB)	ACC Local Policing
	John Champion (JPC)	PCC West Mercia
	Andy Champness (AC)	CEO West Mercia
	Heather Costello (HC)	Director of Finance
	Richard Elkin (RE)	Director of Enabling Services
	Neil Hewison (NH)	CEO Warwickshire
	Martin Jelley (MJ)	CC Warwickshire
	Karen Manners (KM)	DCC Warwickshire
	Alison Rixom (AR)	Secretary
	Philip Seccombe (PS)	PCC Warwickshire
	David Shaw (DS)	CC West Mercia
	Chris Singer (CS)	ACC Protective Services

	Name:	Capacity:
Apologies:		

	Name:	Capacity:
Guests:	Lord Gordon Wasserman	House of Lords

No.	Summary	Action
01/29/06/16	<u>Attendance / Apologies.</u> As above. JC welcomed Lord Wasserman who attended to observe the meeting.	
02/30/03/15	<u>Minutes / Actions from previous meeting (24.02.2016).</u> The minutes of the last meeting were agreed as a true and accurate record and approved. Action Updates. Action; 24/02/16, 07 – Completed Action 30/03/16, 02 – No further update – ongoing Action 26/05/16, 07 – RE - Completed	

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	<p>Action 26/05/16, 07 – MJ/RE – Completed Action 26/05/16, 07 – NH – Completed Action 26/05/16, 08 – LH – Completed Action 26/05/16, 08, - AR / AMB – Completed Action 26/05/16, 08 – CS to arrange for the PCCs to visit SOCU - Ongoing Action 26/05/16, 08 – KM – Completed</p> <p>Matters Arising. There were no other matters arising.</p>	
03/29/06/16	<p><u>Operational Enabling Technology (OET)</u></p> <p>The Operations Enabling Technologies (OET) Business Case was presented to the group by ACC Blakeman. The paper seeks permission from the group to proceed with the procurement of the 'SAFE' system. The system will be supplied by Saab through the Cheshire Framework. It is the proposed future OET platform for Warwickshire Police, West Mercia Police and Herefordshire & Worcestershire Fire and Rescue Service. It outlines the procurement in line with the business user requirements of the IT infrastructure and OET software systems.</p> <p>A number of reports and analysis documents have been produced during this due diligence period which have been reviewed and approved by the OCC Programme SROs.</p> <p>These documents are referenced in the Associated Documents section of this business case.</p> <p>A comprehensive and lengthy discussion took place with a number of questions raised and answered. The paper presented was considered of a good standard.</p> <p><u>Recommendations</u></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• satisfy the business requirements of the future OCC• support the needs of the wider organisation <p>Revenue</p> <p>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	

	<p>growth.</p> <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: Both PCCs agreed to approve the business case, the revenue costs and capital funding.</p>	
<p>04/29/06/16</p>	<p><u>Restorative Justice Funding</u> Further Restorative Justice Funding was sought to further reduce crime and harm in our communities by continuing to increase the Force’s capability to deliver Restorative Justice outcomes across Warwickshire and West Mercia. The funding was to extend the pilot by 5 months so it would run for 12 months in total. By extending the pilot, the PCCs’ position would be in line with Government strategy, the Victim’s Code of Practice and the EU Directive on Victim’s rights, all of which set out the need for victims to have access to RJ at any point in the CJS journey.</p> <p>A number of questions were raised and all were answered satisfactorily.</p> <p>The 6 measures outlined under paragraph 6 of the report require more clarity and need to be more comprehensive. Action: AC to ensure that more detail is applied to each of the measures outlined.</p> <p><u>Recommendation</u> 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: Both PCCs agreed to the extension of the pilot by 5 months.</p>	<p>AC</p>
<p>05/29/06/16</p>	<p><u>Money Matters</u> The money matters report was circulated and discussed. This was the first monitoring report for the financial year 2016/17 and highlighted changes and risks arising since the budget was set. A number of key highlights were discussed which generated a significant number of questions. These focussed around the projected underspend of £5M across the alliance in relation to Police Officer and Police Staff pay. Confirmation was provided that this was an accurate projection and will be monitored. A substantial amount of work has been undertaken and data is now available that will enable pay budgets to be reviewed. A further update will be provided at the end of Quarter 1.</p>	

	<p>The table on Page 13 under Section 8 – 8.3 of the report represents the number of people paid in the month and does not reflect full time equivalent established posts, or the cost of sharing split of 69:31. It was agreed that this table will be amended to reflect the inclusion of agency and temporary staff and that the ICT costs be added to the Base Budget. Action: HC to amend chart for next meeting and include in the Quarter 1 report.</p> <p>The revised budget for 2016/17 set out in Appendix 1, the financial position at 31 May 2016 and the risks identified in the report were noted.</p>	<p>HC</p>
<p>06/29/06/16</p>	<p><u>Directorate Updates.</u></p> <p>Local Policing No update was received on Local Policing the focus was around Firearms Licensing.</p> <p>Firearms Licensing As requested at the last meeting a full briefing paper was presented to the group on the issues surrounding Firearms Licensing. The paper identified that a significant amount of work has been undertaken in this area and the introduction of temporary permits had eased the backlog and a significant improvement in the number of outstanding tasks (i.e. processing applications and certificate renewals) has been made. An Advisory group is now up and running and a recovery plan is in place. AMB advised that she was happy to provide an update on the recovery plan in more detail to the PCCs if required and confirmed that any issues or complaints received should be channelled through AMB or T/ Ch. Supt. A. Franklin-Smith.</p> <p>Background information was provided to the PCCs from DS with regards to Firearms Licensing and the leadership issue. It was suggested that a communication be released to reflect the issues concerning temporary permits with regards the transfer of firearms. Action: DS to arrange for a communication to be issued explaining the situation with regards to temporary permits and the buying and selling of firearms under this type of permit.</p> <p>A discussion took place with regards to the NFLMS system, which is a National system and a new system was promised sometime ago but has not yet materialised. It was confirmed that the National lead for Firearms and Explosives is now ACC David Orford from Durham Police.</p>	<p>DS</p>

	<p>Action: A visit to Firearms Licensing at Malvern to be arrange for PCC Philip Seccombe.</p> <p>Protective Services. CS provided a comprehensive report for the meeting and a number of areas were discussed at length. Further updates were provided at the meeting as below.</p> <p>The group were advised that a SOCU report is included in the Regional Organised Crime Unit update under a separate paper. The PCC's requested a briefing before the Regional meeting being held on 7th July. Action: ACC Singer to provide the PCCs with an update on SOCU prior to the regional meeting.</p> <p>It was suggested that a communication be prepared with regards to Rape and other sexual offences around public reassurance.</p> <p>It was confirmed that the new Head of PVP was Det. Supt. Jason Wells.</p> <p>Action: ACC Singer to provide a break down on digital forensics and the new kiosks to the PCCs.</p> <p>A discussion took place with regards to Drones and a more comprehensive update was provided. Action: ACC Singer to provide details of usage of the helicopter to PCCs.</p> <p>Enabling Services RE provided an update to the group.</p> <p><u>New Initiatives</u></p> <p>ICT</p> <ul style="list-style-type: none"> Having completed supporting infrastructure build and testing to allow rollout of new laptop users access devices work has now moved on to replacement of hand held devices and a user trial of 40 smartphones is now being undertaken to determine the business usability of the proposed solution. <p>Legal Services</p> <ul style="list-style-type: none"> Review of the Blended Legal Service for the alliance – resource identified and in place from end of June 2016. <p>People Services</p> <ul style="list-style-type: none"> Vulnerability training scheduled for Warwickshire roll out; front line officers will be a 10 day delivery period taking place between July and October. Eight supervisors training days scheduled to take place between June and 	<p>NH/AMB</p> <p>CS</p> <p>CS</p> <p>CS</p>
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	<p>September.</p> <p><u>Notable Staffing Changes</u></p> <p><i>Business Support</i></p> <ul style="list-style-type: none"> • A key role to ensure communication and the development and implementation of working practices between the Police and Place Partnership is the Estate Contracts and Relationship Manager post. Attempts at recruitment have to date been disappointing and unsuccessful. Further applications have recently been shortlisted and interviews have been completed and a preferred candidate identified. <p><u>Significant Project Milestones Achieved or at Risk</u></p> <p><i>People Services</i></p> <ul style="list-style-type: none"> • Investigative model; New 2 week SCAIDP course was launched on 13th June five more courses scheduled to be completed by start of Nov 2016, wider investigative training model under construction. • Leadership development; two senior leaders development days delivered in June focusing on unconscious bias in organisations and proposed learning organisation activities and proposed leadership development activities. <p><i>Transport Services</i></p> <ul style="list-style-type: none"> • Telematics - five responses received from companies on the CCS framework. We are just in the stage of evaluating the submissions and inviting suppliers to present to us. • Fleet replacement programme - new vehicle orders have started to arrive, with the majority of orders for outstanding vehicles placed. We are 5 months ahead of where we were last year and should have all of the 16/17 replacements on the road before the end of the financial year. <p>It was agreed that RE would forward his report prior to future AGG meetings so that they can be distributed with other papers.</p>	
<p>07/29/06/16</p>	<p><u>AOB.</u></p> <p>JC – Informed the group that he had appointed his new Deputy Police and Crime Commissioner – Tracey Onslow, and that approval was being sought at Police and Crime Panel meeting taking place on 6th July 2016.</p> <p>PS confirmed that he was just agreeing the procedure to</p>	

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	seek a deputy.	
	It was agreed that the next AGG meeting would move to Warwickshire and that future meetings would be held alternately at Warwickshire and West Mercia.	
08/29/06/16	<u>Date, time and location of next meeting.</u> The next meeting will be held on Wednesday 27 th July 2016 at 13:30 in the Willison Room, Hindlip.	

With nothing further to discuss the meeting closed at 16:30

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

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Action Summary Table

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
30/03/2016	02	HC to monitor the Thrifty hire-car monthly reduction. HC to include update in next Money Matters report.	HC	27/07/16 - Ongoing
26/05/2016	08	CS to arrange for the PCCs to visit the SOCU.	CS	27/07/16 - Ongoing
29/06/16	04	A request was made that 6 measures outlined under Item 6 of the report – Measurement need more clarity and be more comprehensive. Action: AC to ensure that more detail is applied to each of the measures outlined.	AC	27/07/16
29/06/16	05	The table on Page 13 under Section 8 – 8.3 of the report represents the number of people paid in the month and does not reflect full time equivalent established posts, or the cost of sharing split of 69:31. A request was made that this table be amended to reflect the inclusion of agency and temporary staff. Action: HC to amend chart for next meeting.	HC	27/07/16
29/06/16	05	A request was made that the ICT costs be added to the Base Budget. Action: HC to amend and include in the Quarter 1 report.	HC	27/07/16
29/06/16	06	Background information was provided to the PCCs from DS with regards to Firearms Licensing and the leadership issue. It was suggested that a communication be released to reflect the issues concerning temporary permits with regards the transfer of firearms. Action: DS to arrange for a communication be issued explaining the situation with regards to temporary permits and the buying and selling of firearms under this type of permit.	DS	27/07/16
29/06/16	06	Action: A visit to Firearms Licensing at Malvern to be arrange for PCC Philip Seccombe.	NH/AMB	27/07/16

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29/06/16	06	The group were advised that a SOCU report is included in the Regional Organised Crime Unit update under a separate paper. The PCC's requested a briefing before the Regional meeting being held on 7 th July. Action: ACC Singer to provide the PCCs with an update SOCU prior to the regional meeting.	CS	27/07/16
29/06/16	06	It was suggested that a communication be prepared with regards to Rape and other sexual offences around public reassurance.	CS	27/07/16
29/06/16	06	Action: ACC Singer to provide a break down on digital forensics and the new kiosks to the PCCs.	CS	27/07/16
29/06/16	06	Action: ACC Singer to provide details of usage of the Helicopter to PCCs.	CS	27/07/16

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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	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
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

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			<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 5: 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