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**Alliance Governance Group
Minutes**

Date:	Wednesday 27 th July 2016, 13:30, Willison Room, Hindlip
Chair:	Philip Seccombe, PCC, Warwickshire
Minute Taker:	Alison Rixom

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	Temporary CC West Mercia
	Amanda Blakeman (AMB)	ACC Local Policing
	John Champion (JPC)	PCC West Mercia
	Andy Champness (AC)	CEO West Mercia
	Richard Elkin (RE)	Director of Enabling Services
	Liz Hall (LH)	Treasurer
	Neil Hewison (NH)	CEO Warwickshire
	Karen Manners (KM)	DCC Warwickshire
	Alison Rixom (AR)	Secretary
	Philip Seccombe (PS)	PCC Warwickshire
	Chris Singer (CS)	ACC Protective Services

	Name:	Capacity:
Apologies:	Heather Costello (HC)	Director of Finance
	Martin Jelley (MJ)	CC Warwickshire
	David Shaw (DS)	CC West Mercia

	Name:	Capacity:
Guests:		

No.	Summary	Action
01/27/07/16	<u>Attendance / Apologies.</u> As above.	
02/27/07/15	<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 30/03/16, 02 – HC/RE - ongoing Action 26/05/16, 08 – CS – Completed Action 29/06/16, 04 – AC – Completed Action 29/06/16, 05 – HC – Completed Action 29/06/16, 05 – HC – Completed Action 29/06/16, 06 – DS – Completed Action 29/06/16, 06 – NH/AMB – Ongoing	

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	<p>Action 29/06/16, 06 – CS – Completed Action 29/06/16, 06 – CS – Completed Action 29/06/16, 06 – CS – Completed Action 29/06/16, 06 – CS – Completed</p> <p>Matters Arising. There were no other matters arising.</p>	
03/27/07/16	<p><u>Business Case for the Athena Project</u></p> <p>A business case had been prepared and was due to be presented to the group, but following the Strategic Athena Management Board the paper was withdrawn due to further planning being completed by the Athena Management Organisation and the Athena system supplier. KM provided an update to the group with regards to recent meetings and outlined the issues and areas that need addressing. A comprehensive and lengthy discussion took place within the group and it was stated that an updated business case would be prepared and presented at the next AGG meeting in September, but if a decision was required before this date then arrangements would be made for its consideration outside of AGG.</p>	
04/27/07/16	<p><u>PPL Shareholders Forum and AGM</u></p> <p>The PPL Shareholders and AGM is scheduled to take place in October. AC sought the views and concerns of the Commissioners and Chief Constables with regards to the organisation. A comprehensive discussion took place within the group and the conclusions were as follows:</p> <ol style="list-style-type: none"> 1. We would be happy to add additional non-executive directors in order to have the right skills on the board. 2. Shareholders want to raise the level of performance at the AGM. 3. Shareholders want to raise the way that PPL interacts and relates to the organisations they serve. <p>A discussion took place with regards to KPI's for PPL. The first proposal has been received by RE and a copy will be forwarded to PCC's and Chief Officers for comment. Action: It was agreed that RE would act as co-ordinator and formulate a response.</p>	<p align="center">RE</p>
05/27/07/16	<p><u>Money Matters</u></p> <p>The money matters report was circulated and discussed. This was the first quarterly monitoring report for the financial year 2016/17 and first detailed review since the budget. There has been a fundamental change to the format of the</p>	

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	<p>management accounts. This is still a work in progress. At the last meeting it was agreed to move recurring spend previously shown against reserves into the base. This approach allows us to properly reflect our recurring costs against core funding.</p> <p>A number of key highlights were discussed which generated a number of questions, all of which were answered satisfactorily. Specific requests were made as below:</p> <p>Section 3.15 Premises / PPL – the premises budgets managed by PPL Q1 forecast had not been received. Action: LH to establish whether the monitoring report has since been received.</p> <p>Section 3.16 Supplies and Services. Action: LH/KM to provide a breakdown of the Consultancy fees for the next meeting.</p> <p>Section 4.4 Transformation Partner – It was confirmed that the forecast amount had already been allocated or spent. An explanation was provided as to the estimated cost (i.e. this being a best estimate of what could be spent and depends on the process of the implementation of the transformation partner).</p> <p>It was agreed the financial position at 30th June 2016 and the risks identified in the report and the revised format of the accounts will be adopted for reporting purposes. In-year virements will be processed to ensure managers monitor against accurate budgets.</p> <p>It was noted and agreed that at future AGG meetings, if the Director of Finance was unable to attend an AGG meeting then a representative from Force Finance should present the Money Matters report rather than the Treasurer.</p>	<p align="center">LH</p> <p align="center">LH/KM</p>
<p>06/27/07/16</p>	<p><u>Directorate Updates.</u></p> <p>Local Policing A brief update was received on Local Policing. The formal agreement with SAAB to purchase the SAFE solution has now been signed off.</p> <p>Firearms Licensing Update A briefing paper was presented to the group and thanks were expressed to the PCCs for their time prior to the meeting where a more detailed update was provided. All the feedback received will be incorporated in to the recovery plan. A timeframe of 8 weeks has been set to amend and complete the recovery plan.</p>	

	<p>A number of questions were raised and answers provided.</p> <p>The action for DS at the last meeting with regards to external communication of temporary permits and the buying and selling of firearms is being address, and it was confirmed that a visit by the Independent Advisory Group will take place to identify the best way to communicate the changes to the FLU processes to communities.</p> <p>It was clarified that Kier will not be providing the commissioning review; this will be done in house. The new methodology has been introduced and staff are engaged with the approach being taken.</p> <p>Protective Services. A comprehensive report was provided to the meeting with a number of key areas discussed.</p> <p>Analytical work around sexual offences, has confirmed that while there has been an increase in non recent rape / other sexual offences reported across the alliance there is not concern that this is as a result of a significant increase in new offending.</p> <p>An update was provided on the number of Kiosks in operation. 7 currently in operation, with 3 others waiting for issues to be rectified. In Hereford and Nuneaton equipment has been installed but is not yet live.</p> <p>Analysis of operational Taser data, Chronicle and STRA information has been supplemented by consultation with the Policing Area Operations CI's to identify a preferred level of Taser equipped colleagues on the patrol function. This desired number should reduce the level of reliance for Taser capability on OPU colleagues. This work has sought to create a more nuanced and sophisticated understanding of Taser officers per patrol base rather than the more current macro level.</p> <p>The outcomes and implications of this work will inform a concept paper, but if the suggestion is accepted it could amount to a 75% increase in patrol colleagues equipped with Taser and a corresponding increase in training capacity. The paper will be presented to the next Executive Board meeting for discussion then to AGG for approval.</p> <p>ACC Singer now leads the training school uplift project. Progress to build concurrently with the OCC, this requires ordering by 5th September. A briefing paper will be forwarded to the PCCs for information and approval. Consideration needs to be taken into account as target date</p>	
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	<p>is directly after a number of key personnel will have been on leave.</p> <p>Enabling Services RE provided a briefing paper and was presented to the group. A discussion took place on a number of areas within the report.</p> <p>It was noted that a piece of work has been commissioned to look at the use of printers and replacing MFP's and photocopiers. A business case will be prepared and presented at a future meeting.</p> <p>An amendment to the Looking to 2020 and organisational change to achieve the vision section of the report was requested to include '<i>input and buy-in of the new West Mercia Chief Constable and the Police and Crime Commissioner</i>'.</p> <p>An additional update was provided on sickness figures. A new system has been introduced for recording sickness. The data has been re-submitted, and has resulted in an improved positions for both Warwickshire and West Mercia in national statistics.</p> <p>A request was made that the percentage of temporary staff being employed across the alliance was incorporated into the report. Action: RE to include this data in the next quarterly report.</p> <p>It was noted that a procurement process for Telematics is being worked on.</p>	<p>RE</p>
<p>07/27/07/16</p>	<p><u>AOB.</u></p> <p>a) New Board Terms of Reference – KM</p> <p>KM provided a paper at the meeting outlining the proposed new Board meeting structure. The new Board will act as a forum for detailed consideration of how initiatives within the change portfolio will deliver service transformation. It will replace the existing CMB and DAG meetings and will occur bi-monthly, but may consider altering this arrangement should the need arise. The first meeting is due to commence in early September.</p> <p>A discussion took place within the group and it was agreed both PCC's would feed back views directly to KM. It was confirmed that the existing Change budget had been assigned.</p>	

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	<p>Major decisions will be defined and fed into AGG and Executive Board.</p> <p>PCCs to discuss the details outside of the meeting.</p> <p>Action: KM to forward electronic copy of the Portfolio Board Terms of Reference document to PCC's via AC.</p> <p>Action: Any comments regarding any aspects to the document Portfolio Board Terms of Reference should be forwarded to KM before 12th August.</p>	<p align="center">KM</p> <p align="center">ALL</p>
	<p>b) Decision Summary Timeline – PS</p> <p>PS requested that a summary timeline table be set up from September to record the forward draft decisions which the PCC will forward to Chief Officers. Action AC and AR to design a summary table and capture any future decisions.</p>	<p align="center">AC/AR</p>
<p>08/27/07/16</p>	<p><u>Date, time and location of next meeting.</u> The next meeting will be held on Wednesday 28th September 2016 at 14:00 in the Willison Room, Hindlip.</p>	

With nothing further to discuss the meeting closed at 16:05

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

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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. Update 27.07.16. RE provided an update, not seen a month by month reduction across the board for hire vehicles, but there has been a reduction in pool vehicles. RE to provide a briefing on the impact on the reduction of pool vehicles to PCC's.	HC/RE	27/07/16 - Ongoing
29/06/16	06	Action: A visit to Firearms Licensing at Malvern to be arrange for PCC Philip Seccombe. Update 27.07.16. AMB to arrange meeting in the Autumn.	NH/AMB	27/07/16 - Ongoing
27/07/16	04	Action: It was agreed that RE would act as co-ordinator and formulate a response to PP Ltd KPI consultation.	RE	
27/07/16	05	The premises budgets managed by PP Ltd Q1 forecast had not been received. Action: LH to establish whether the monitoring report has since been received	LH	
27/07/16	05	Section 3.16 Supplies and Services. Action: LH/KM to provide a breakdown of the Consultancy fees for the next meeting.	LH/KM	
27/07/16	06	A request was made that the percentage of temporary staff being employed across the alliance was incorporated into the report. Action: RE to include this data in the next quarterly report.	RE	
27/07/16	07	Action: KM to forward electronic copy of the Portfolio Board Term of Reference document to PCC's via AC.	KM	Completed
27/07/16	07	Action: Any comments regarding any aspects to the document Portfolio Board Terms of Reference should be forwarded to KM before 12th August.	ALL	
27/07/16	07	Action AC and AR to design a summary table and capture any future decisions.	AC/AR	

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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