

Alliance Governance Group Minutes

Date:	Wednesday 28 th September 2016, 14:00, Willison Room, Hindlip
Chair:	John Campion, PCC, Warwickshire
Minute Taker:	Alison Rixom

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	CC West Mercia
	Amanda Blakeman (AMB)	ACC Local Policing
	John Campion (JPC)	PCC West Mercia
	Andy Champness (AC)	CEO West Mercia
	Heather Costello (HC)	Director of Finance
	Stephen Cullen (SC)	T/ACC Protective Services
	Richard Elkin (RE)	Director of Enabling Services
	Liz Hall (LH)	Treasurer
	Martin Jelley (MJ)	CC Warwickshire
	Tracey Onslow	Deputy PCC West Mercia
	Alison Rixom (AR)	Secretary
	Philip Seccombe (PS)	PCC Warwickshire
	Chris Singer (CS)	ACC Protective Services
	Mark Travis (MT)	T/Ch. Supt. Delivery Change Programme

	Name:	Capacity:
Apologies:	Neil Hewison (NH)	CEO Warwickshire
	Karen Manners (KM)	DCC Warwickshire

	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 (27.07.2016).</u> The minutes of the last meeting were agreed as a true and accurate record and approved. Action Updates. Action 30/03/16, 02 – Completed Action 29/06/16, 06 – Completed Action 27/07/16, 04 – Completed Action 27/07/16, 05 – Completed Action 27/07/16, 06 –Completed	

	<p>Action 27/07/16, 07 – Completed Action 27/07/16, 07 – Completed Action 27/07/16, 07 – Completed.</p> <p>Matters Arising. There were no other matters arising.</p>	
03/28/09/16	<p><u>CMPG</u></p> <p>This item was withdrawn from the meeting.</p>	
04/28/09/16	<p><u>Space Utilisation</u></p> <p>Two papers were presented to the group with regards to Hindlip Park Space Utilisation, Optimum Working Environment and Estates Strategy, Asset Management Initiatives to Deliver 2020 Objectives, along with the current Warwickshire Police and West Mercia Police Space Management Guidelines.</p> <p>The paper outlines the delivery of an estate aligned to current and future best practice and provides an analytical look at how we use our property and provides a formal survey base of Hindlip. PPL were asked to set out a proposal to bring together all aspects of the work that is necessary to deliver against its future vision for Estates use.</p> <p>The report sets out proposals to undertake the work under 5 phases of work, which are: Define extent of buildings within the scope; update/draw CAD plans and 3D models; survey scope development; utilisation surveys and report production. An additional piece of work running in parallel will be to explore the optimum working environment for staff within the Police estate. The estate strategies will be refreshed and work is in progress to undertake a series of condition surveys to provide an accurate assessment of the back log maintenance profile for the estate.</p> <p>The funding for this piece of work was discussed and it was confirmed that funding was available.</p> <p>A discussion took place with regard to the Space Management Guidelines and a suggestion was made that the wording of sections 2.1 – 2.3 be clarified. Action: RE and PS to discuss and agree wording of the Management Guidelines outside of the meeting.</p> <p>Confirmation was sought as to whether any new projects would be built into the programme. It was confirmed that speculation has been built into Phase 2 and that current projects for OCC and Change Hubs have been included. A request was made that an estimated figure for the work</p>	RE/PS

	<p>be provided. It was stated that figures had been requested in the past from PPL but had not yet been provided. Action: RE to try to establish an appropriate figure and forward to PCCs.</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 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: 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>	<p style="text-align: center;">RE</p>
<p>05/28/09/16</p>	<p><u>Quarter 1 Workforce Management Report</u></p> <p>A comprehensive lengthy report was provided to the group outlining overall workforce numbers, workforce composition, attendance management, leavers, turnover rates, vacancy management and people metrics. The level of detail of the report was welcomed.</p> <p>A request was made for a breakdown of the current BME representation and it was confirmed that work was currently underway to establish this information.</p> <p>A query was raised with regards to the budget for Agency staff and what controls were in place. It was stated that no budget was assigned and that agency staff were used to cover vacant posts. Work was ongoing to establish the true costs of contractors as they do not appear on the Force system, whereas temporary staff are recorded. It was confirmed that the use of consultants and agency staff has reduced, but further work was required.</p> <p>Action: It was agreed that a briefing be provided to the PCCs from the Recruitment Business Partner, People</p>	<p style="text-align: center;">RE</p>

	<p>Services. RE to organise.</p> <p>A request was made for the WFM report to show / highlight the difference in numbers against the previous year to indicate trends.</p> <p>Action: RE to incorporate this request into the next report to AGG.</p>	RE
06/28/09/16	<p><u>Change Programme Update</u></p> <p>An update report was provided to the group outlining the work to date and future work with regards to the Change Programme.</p> <p>A discussion took place regarding the roll out of the mobile working initiative, involving the supply of lap tops and mobile phones to officers. Malvern went live on Monday and Rugby would be live on Sunday. Initial feedback has been positive. A full project plan is in place.</p> <p>It was requested that a trials report and review be prepared on the roll out and the use of the devices and forwarded to the PCCs.</p> <p>It was stated that an Extraordinary Strategic Athena Management Board meeting was taking place on 29.09.16 and an update would be provided after the meeting.</p>	
07/29/09/16	<p><u>Money Matters</u></p> <p>The money matters report was circulated and discussed. This was a light touch interim finance paper.</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>It was noted that Police officers' salaries are set by police regulations, although Chief Officers have spot salaries and that all is taken into account in budget setting</p> <p>The data used for the budget calculations is taken from People Services and WFMG and uses the profiling of starters and leavers. The data is good and clear and refinements have been recognised and every effort is made to getting it as accurate as possible.</p> <p>It was agreed that these calculations would be built in to future reports.</p> <p>It was confirmed that Warwickshire and West Mercia Police pensions were in the same fund and staff pensions were separate.</p> <p>Action: HC to provide a briefing to the PCCs on Pension funds across the alliance with a breakdown by</p>	HC

	<p>Force.</p>	
<p>06/27/07/16</p>	<p><u>Directorate Updates.</u></p> <p>Local Policing A comprehensive report on Local Policing was presented to the group. A discussion took place on a number of areas within the report and a wider update was provided.</p> <p>It was stated that there was National Hate Crime funding available and had we investigated whether we could tap into the funding. Action: AMB to follow up and make some enquiries.</p> <p>Bail Act changes and their potential impact it will have were mentioned and it was suggested the PCCs are provided with a briefing before the Conservative Party Conference. Action: AMB to provide a briefing to the PCCs outside of the meeting.</p> <p>Following the HMIC report on Stop and Search 13 forces were taken out of the scheme. When further inspected only 6/7 were initially put back in. This was changed subsequently. It was explained that when the re-inspection took place there were different interpretations. The interpretations were challenged and HMIC deemed that the alliance forces could be reinstated.</p> <p>A more in depth briefing was provided to the group on the OCC Battlefield programme. A number of questions were raised around the costs of the delays. The PCCs will hold the Chief Officers to account on the issues highlighted. All staff have received communication and they understand the situation.</p> <p>Having listened to the case and the delays to the start, there will be a phased process from March 2017 through to the period of closure. Trigger points need to be allocated for specific dates and a sophisticated plan needs to be drawn up.</p> <p>Firearms Licensing Update A comprehensive report was provided to the group, which incorporated a tasking list, a draft timeline for the projects. The final version will be presented at next meeting with a roadmap.</p> <p>It was suggested that if any legal issues identified in the review suggest legislative change the only option available is through the Police and Crime Bill and there is only a limited window. Action: AMB and AC to discuss the issues outside of the meeting.</p>	<p>AMB</p> <p>AMB</p> <p>AMB</p>

	<p>estate and the ICT infrastructure of the original Neville House proposals. These have changed during the programme.</p> <p>Warwickshire Police and Crime Panel have raised a number of questions as to why a Gold location was being set up at Neville House and what the savings would be if there was a single OCC for both forces.</p> <p>Discussions took place within the group, and background information was supplied. The actual use of the space will be determined through the Space Utilisation programme.</p> <p>Recommendation That the Warwickshire PCC approve funding for the revised costs.</p> <p>Decision: 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>	
08/27/07/16	<p><u>Date, time and location of next meeting.</u> The next meeting will be held on Wednesday 26th October 2016 at 14:00 in the Conference Room, Leek Wootton.</p>	

With nothing further to discuss the meeting closed at 16:15.

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

Action Summary Table

Date of Meeting	Action Agenda Item No.	Action	Owner	Action Completion Date
28.09/2016	04	<u>Space Utilisation</u> A discussion took place with regard to the Space Management Guidelines and a suggestion was made that the wording of sections 2.1 – 2.3 be clarified. RE and PS to discuss and agree wording of the Management Guidelines outside of the meeting.	RE/PS	
28/09/16	04	<u>Space Utilisation</u> A request was made that an estimated figure for the work be provided. It was stated that figures had been requested in the past from PPL but had not yet been provided. RE to try to establish an appropriate figure and forward to PCCs.	RE	
28/09/16	05	<u>Quarter 1 Workforce Management Report</u> It was agreed that a briefing be provided to the PCCs from the Recruitment Business Partner, People Services.	RE	
28/09/16	05	<u>Quarter 1 Workforce Management Report</u> A request was made for the WFM report to show / highlight the difference in numbers against the previous year to indicate trends. RE to incorporate this request into the next report to AGG.	RE	
28/09/16	07	<u>Money Matters</u> Warwickshire and West Mercia Police pensions were in the same fund and staff pensions were separate. Action: HC to provide a briefing to the PCCs on Pension funds across the alliance with a breakdown by Force.	HC	
28/09/16	08	<u>Directorate Updates</u> <u>Local Policing</u> It was stated that there was National Hate Crime funding available and had we investigated whether we could tap into	AMB	

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		the funding. AMB to follow up and make some enquiries.		
28/09/16	08	<u>Directorate Updates</u> <u>Local Policing</u> Bail Act changes and their potential impact it will have were mentioned and it was suggested the PCCs are provided with a briefing before the Conservative Party Conference. AMB to provide a briefing to the PCCs outside of the meeting.	AMB	
28/09/16	08	<u>Directorate Updates</u> <u>Local Policing</u> <i>Firearms Licensing Update</i> If any legal issues identified in the review suggest legislative change the only option available is through the Police and Crime Bill and there is only a limited window. Action: AMB and AC to discuss the issues outside of the meeting.	AMB	
29/09//16	08	<u>Directorate Updates</u> <u>Local Policing</u> <i>Firearms Licensing Update</i> Clarification was given that the majority of other forces are between 3-4 months and that the alliance was now one of the top tier forces for the number of licences issued. Action: AMB to establish the current situation on how many new and outstanding licences are waiting and how far we have moved forward since the review.	AMB	
29/09/16	08	<u>Directorate Updates</u> <u>Protective Services</u> SC to add an update on Roads Policing to the briefing paper for the next meeting.	SC	

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 • satisfy the business requirements of the future OCC • support the needs of the wider organisation 	ACC Amanda Blakeman	Agreed by both PCCs 29.06.16

			<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 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</p>	Richard Elkin, Director of Enabling Services	Agreed by both PCC's 28/06/16

			<p>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 approve 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 by Phillip Seccombe, Police & Crime Commissioner for Warwickshire