

Draft Alliance Governance Group Minutes

Date:	Wednesday 15 th August 2018
Time:	14:00
Location:	Willison Room, Hindlip Hall
Chair:	John Champion, PCC West Mercia / Philip Seccombe, PCC Warwickshire
Minute Taker:	Alison Rixom

	Name:	Capacity:
Attendance:	Anthony Bangham (AB)	CC West Mercia
	John Champion (JC)	Police and Crime Commissioner Warwickshire
	Andy Champness (AC)	Chief Executive West Mercia PCC
	Jeffrey Carruthers (JCar)	Acting Chief Finance Officer
	Richard Elkin (RE)	Director of Enabling Services
	Alex Franklin-Smith (AFS)	T/ACC for Warwickshire
	Liz Hall (LH)	Treasurer
	Neil Hewison (NH)	Chief Executive Warwickshire PCC
	Martin Jelley (MJ)	CC Warwickshire
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	Geoff Wessell (GW)	ACC West Mercia

	Name:	Capacity:
Apologies:	Amanda Blakeman (ABL)	DCC West Mercia
	Martin Evans (ME)	ACC Local Policing
	Richard Moore (RM)	T/DCC Warwickshire
	Tracey Onslow (TO)	DPCC West Mercia
	Joe O'Sullivan (JO'S)	Transformation Director

No.	Summary	Action
01/13506/18	<p>Attendance / Apologies – Chair</p> <p>Set out above. The PCC welcomed both the new ACC Geoff Wessell and Temporary ACC for Warwickshire Alex.Franklin-Smith.</p>	
02/15/06/18	<p>Agreement of Minutes / Actions from previous meeting (13.06.18)</p> <p>The minutes of the meeting held on 13.06.2018 were recorded as a true and accurate record.</p>	

	<p>Matters Arising</p> <p>All actions from the previous minutes were complete with the one exception.</p> <p><u>06/13/06/18 – Transformation Programme Update:</u> ACTION. KM/ABL to look at definitive list of what had been scoped within the Transformation Programme to ensure it captured any changes to business user requirements. Update 15.08.18: This is ongoing as ABL is awaiting some information.</p>	
03/15/08/18	<p>Roads Policing Governance (Paper)</p> <p>It was confirmed that ACC Wessell will now take over Alliance Roads Policing area from T/DCC Moore.</p> <p>The Alliance Roads Policing Governance Structure paper was presented. It was confirmed that these governance arrangements are in place and the structures are streamlined to enable information to be disseminated between key stakeholders which will lead to increased levels of performance from Alliance and partnership resources. This has been developed at both strategic and tactical levels.</p> <p>The key features of the paper were discussed and a number of questions were raised.</p> <p>The intention of the paper was to set the framework and background for the Safer Roads Partnership Finance Proposal. The strategy referred to is the force strategy and can be changed as required. It was agreed that ACC Wessell will work with both CCs to review the strategy.</p> <p>It was noted that Warwickshire County Council were being approached to reinvigorate their involvement in that SRP and this governance paper would assist in that respect in trying to push things forward.</p>	
04/15/08/18	<p>Safer Roads Partnership Reserves (Paper)</p> <p>The paper was presented to the group and a discussion took place with some questions raised.</p> <p>The Recommendations set out in the paper (Section 6) set out the criteria for approving spend from the reserves and anything that is deemed contentious, politically sensitive etc., must be referred to the relevant PCC.</p> <p>In an earlier version of the report other areas were explored, especially speed enforcement. It was confirmed that the public cannot be charged or taxed twice for the same service.</p>	

There is no legal framework for the use of monies arising from this, therefore we have to apply general legal principles.

It was noted that there is a surplus from the cost recovery charge in both alliance areas. It was confirmed that money cannot be used for policing already funded from grants and precept. Nor can it be used to subsidise for what has already been provided for in force budgets.

Until the Government clarifies the legal position this is the situation. The crucial factor is what the reserves are used for. They can be used for enforcement but it has to be additional activity. Para 6.3 outlines the criteria, and it doesn't have to be solely through education.

It was stated that one Force within the Country is funding a Superintendent dedicated to road safety. If the alliance was to employ a road safety analyst would that be classed as an additional activity?

There is a substantial amount of money that requires a strategy for dealing with it. Chief Officers requested that the force is involved in any decision making processes. It was noted that it will be up to Chief Officers to galvanise activity in additional areas.

It was confirmed that this money is practically and legally different to proceeds of crime.

There are two separate funds and with two separate PCCs who may adopt two different approaches in deciding where to put the money.

Under the Executive Summary section, Item 1.4 a query was raised with regards to the contingency level being 10%, which seems high. It was confirmed that this was the financial advice provided by the Head of Finance and will be reviewed in the next budget setting.

Decision


The Recommendations outlined in the report were agreed, subject to amendment as follows

1. A small contingency/risk-based reserve equivalent to 10% of the annual SRP expenditure is retained to cover in-year budget fluctuations
2. An annual grant and business case round be introduced to invite specific road safety initiatives to be brought forward to the PCC for consideration in October before the annual budget is set. An agreed budget would then be included within the annual

	<p>budget with the corresponding finance from the reserve.</p> <p>Criteria for approving spend includes:</p> <ul style="list-style-type: none"> • The proposed spend must promote road safety. • The proposed spend must not amount to funding of police activity that is already provided for through taxation (central government grant or council tax). • The organisations' Corporate Governance Framework will apply, and therefore anything that may be novel, contentious, repercussive or politically sensitive must be referred to the relevant Police and Crime Commissioner. <p>3. Values correctly chargeable for support costs are to be assessed for cost recovery.</p>	
<p>05/15/08/18</p>	<p>Business Planning Update (Paper)</p> <p>The 2019/20 Budget and MTFP Update August 2018 paper was presented to the group for consideration and information.</p> <p>As part of the document the unavoidable pressures were discussed. The issues associated with savings were discussed.</p> <p>It was confirmed the budget planning cycle is being followed.</p> <p>A discussion took place around, Demand, Structure and Workforce Design. A workshop was held in July, led by T/DCC Moore where potential savings were identified from 3 themes. These are being worked up through further workshops to be held in August and September. The outcome of the workshops will form a range of options for generating savings with associated risks and impacts for Chief Officers and PCCs to decide upon. It was noted that Police and Crime Commissioners are not represented at these workshops.</p> <p>It was confirmed that the Demand workshop had already taken place and that the Structure workshop was due to happen next week. It was stated that by the end of September Chief Officers and Police and Crime Commissioners will be in a position to make decisions. It was requested that an early draft of the outcomes from the workshops be ready for the planning meeting on 24th September.</p> <p>It was suggested that a realistic assessment of the impact of the Apprenticeship Levy was required for the CCs. An update was provided on the progress of the Apprenticeship scheme.</p>	

	<p>When the budgets were set in March last year it was suggested that ROCU would not cost more than in 2016/17 and that West Midlands would look at standardising and request that the other 3 authorities were added. The West Midlands proposal for the 2018/19 budget was agreed which relates to £0.5M, plus the central grant dropping out and additional equipment requirements. £1M was allowed for the grant falling out but this has not happened.</p>	
<p>06/15/08/18</p>	<p>Transformation Programme Update (Paper)</p> <p>The Transformation Programme Update Report summarises the activity, issues and plans across the Transformation Programme in the last two month's reporting period.</p> <p>A discussion took place within the group and a number of issues were raised.</p> <p><u>Telematics</u> An internal audit has been requested due to some major issues with the system and processes. The report suggests that the system may have been signed off without identifying the faults which had arisen. This requires close investigation. An update on the internal audit was provided. It will take between 3-4 weeks to undertake more interviews and prepare a draft report. The internal audit team may require support from Chief Officers. Both CCs were happy to provide any support required and asked that if there are any issues they be escalated immediately.</p> <p><u>OCC</u> At the recent OCC Programme Board it was stated that the roll out of SAABsafe and Athena has affected the resilience IT network.</p> <p>OCC Performance will be built in to Go Live preparations as it will undermine implementation if it is not addressed. It was confirmed that the test date in August was still on course.</p> <p>It was noted that sections 11, 12 and 13 of the report had no timeframes for architectural design, security and accreditation to the alliance and the timeline required for these pieces of work to be completed. Action: JO'S to provide a further update on sections 11, 12 and 13 of the Transformation Update at the next meeting with regard to timeframes.</p> <p><u>Policing Change Model (PCM)</u> An update was provided in that there is a lot of performance information available on the PCM and is presented at Programme Board. Surveys are still being undertaken. There are also some variations to the pattern which are being</p>	<p>JO'S</p>

	<p>piloted at different stations. Issues have been highlighted in the patterns and working on actions.</p> <p>ACCs will pick up the benefits realisation and reassure CCs and PCCs that the points are being captured.</p> <p>Action: It was agreed that the Warwickshire PCC would be provided with a briefing on the new telephony system.</p>	RE
07/15/08/18	<p>Money Matters (Paper)</p> <p>The Money Matters report was presented to the group and sets out the forecast outturn position for the 2018/19 financial year ending on 31st March 2019. The report includes actual income and expenditure to the end of June 2018 (Qtr 1).</p> <p>The financial position at 30 June (quarter 1) and forecast 2018/19 outturn, including savings, potential pressures and reserves were noted.</p> <p>Virement of £0.250m from Third Party Payment to Police Staff Pay to meet the cost of Controllers posts in the OCC was approved. This should have been carried out at the start of financial year in recognition of the withdrawal from Central Motorway Patrol Group (CMPG) and the need to realign the budget.</p> <p>The use of reserves set out for each force in Appendix 1a and 1b, summarised in Table 3.1 for the alliance was approved.</p>	
08/15/08/18	<p>Directorate Updates – Enabling Services (paper) – RE</p> <p>The Enabling Services paper was noted. The Chair stated that the information provided on Corporate Communications was much improved and it appears that staff are now in the right posts, providing the opportunity to build on now and deliver in the future.</p> <p>The Fleet replacement programme and whether buying vehicles rather than leasing would be better is being looked at.</p> <p>There will be a national Leasing Contract established for the first time, which will be in place for 2019. Two other Forces have moved to leasing rather than purchasing.</p> <p>The Q1 Workforce Management Report was presented to the meeting. One section of the report has been developed to show the comparison in Police Officer leavers between the national and local position. There are more retirees and a greater level of transferees against the national level. The next stage is to look and get behind the Age profile. With</p>	


	<p>regards to Police staff leavers there is no national benchmark data available yet.</p> <p>The numbers of staff transferring to officers is showing low levels and this will be tracked going forward. Turnover of officers locally is lower than the national average.</p> <p>A discussion took place regarding the number of leavers and the recruitment campaigns that would be running this year. It was suggested that details of the recruitment programme be provided to the PCCs for information.</p> <p>Whether Chief Officers have tested the threshold of risk they are prepared to bear regarding increasing the number of trainee officers was raised. Chief Officers were very keen to push the boundaries.</p> <p>Action: It was stated that the test of threshold risk goes to WFM group this month and a report is provided back to PCCs. RE to talk to the Recruitment team and to discuss with the ACCs directly with regards to the risk appetite and for what the appetite is.</p>	<p style="text-align: right;"><i>Raise</i></p>  <p style="text-align: right;">RE</p>
	<p>ACCs Update (Paper)</p> <p>The paper was noted. The key areas are around the OCC Performance which is still showing low performance levels. An urgent piece of work will be undertaken.</p> <p>AGG Update of Alliance File Quality Performance</p> <p>The paper was presented to the group. It deals with the last quarter and whether services have gone up or down over the last quarter.</p> <p>It was decided that the document was very detailed and that a simpler version could be provided for future meetings.</p> <p>Action ACC Wessell will provide for the next AGG meeting a clearer picture of File Quality Performance data.</p>	<p style="text-align: right;">GW</p>
	<p>Protective Services Update (Paper)</p> <p>The paper was noted and a brief update was provided.</p> <p>Firearms - The Chair indicated that the initial firearms training course was showing a good outcome, but now wishes to know whether we have the right courses and the right approach to recruitment.</p>	

	<p>Both PCCs are aware that the problems have been ongoing for some time. Some initial suggestions have been put forward and will form part of future briefings.</p> <p>There was a brief update on Operation Paxton.</p>	
09/15/08/18	<p>AOB None recorded.</p>	

Date, time and location of next meeting.

Wednesday 12th September 2018 at 14:00, Conference Room, Leek Wootton

Formal Approval of Meeting Record

Signature:	
Print Names:	<p>John Campion, Police and Crime Commissioner, West Mercia OPCC Philip Seccombe, Police and Crime Commissioner, Warwickshire OPCC</p>