

## Draft Alliance Governance Group Minutes

Date:	13 <sup>th</sup> February 2019
Time:	14:00hrs
Location:	Willison Room, Hindlip Hall
Chair:	John Campion, PCC, West Mercia and Philip Seccombe, PCC, Warwickshire
Minute Taker:	Rachael Thorold

	Name:	Capacity:
<b>Attendance:</b>	Anthony Bangham (AB)	CC West Mercia
	Amanda Blakeman (ABI)	DCC, West Mercia
	John Campion (JC)	Police and Crime Commissioner Warwickshire
	Jeffrey Carruthers (JCar)	Director of Finance
	Martin Evans (ME)	ACC, West Mercia
	Alex Franklin-Smith (AFS)	T/ACC Warwickshire
	Liz Hall (LH)	Treasurer
	Neil Hewison (NH)	Chief Executive Warwickshire PCC
	Martin Jelley (MJ)	CC Warwickshire
	Joe O'Sullivan (JO'S)	Transformation Director
	Philip Seccombe (PS)	Police and Crime Commissioner Warwickshire
	Geoff Wessell (GW)	ACC Protective Services

	Name:	Capacity:
<b>Apologies:</b>	Andy Champness (AC)	CEO, West Mercia
	Tracey Onslow (TLO)	DPCC, West Mercia
	Richard Moore (RM)	DCC, Warwickshire

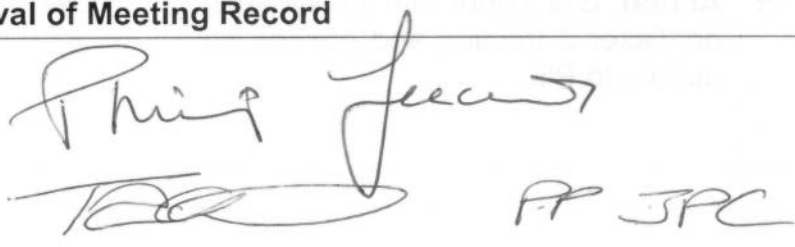
	Name:	Capacity:
<b>Guests</b>		

No.	Summary	Action
01/13/02/19	<u>Attendance / Apologies</u> As above.	
02/13/02/19	<u>Agreement of Minutes / Actions from previous meeting (16.01.19).</u> Accuracy.	

	<p>Draft minutes from the last meeting are to be reviewed by the CEO's.</p> <p><b>Action: CEO's to review and circulate the draft minutes from the January 2019 meeting via email.</b></p> <p><b>Matters Arising.</b> None raised.</p>	<b>CEOs</b>
03/13/02/19	<p><b><u>Transformation Programme Update – Paper.</u></b> Paper was circulated and briefly discussed.</p>	
04/13/02/19	<p><b><u>Money Matters.</u></b> Money Matters Qtr 3 report was presented.</p> <p>The increase in Conference expenses was queried as to overspend. This is not to be seen as an issue.</p> <p>Concern was raised regarding vehicle hire costs. Some savings have been made on this, but it appears the anticipated level of savings have not been met in full. This will be looked into by the CFO and by both forces at their respective Service Improvement Boards.</p> <p><b>Action: Vehicle hire savings are to be investigated.</b></p> <p>Taser 2 Training: <b>Action: GW to look into and provide an update to PS, via email.</b></p> <p>ROCU and NPAS contributions: The contributions to NPAS will be increased for each force. ROCU contributions will also be increased. All contributions made are being adequately scrutinised.</p>	<p><b>JCar</b></p> <p><b>GW Complete</b></p>
05/13/02/19	<p><b><u>Directorate updates.</u></b></p> <p><b><u>Shared Services Update.</u></b> A report was presented.</p> <p>The JC acknowledged the efforts made and work undertaken to improve file quality issues and the significant improvement in ranking.</p> <p>It was agreed by both forces that the 101 service should not be turned off out of office hours.</p> <p><b><u>Enabling Services Update.</u></b> A report was presented.</p> <p>No further matters were raised.</p>	

06/13/02/19	<b><u>AOB.</u></b> No further matters raised.	
07/13/02/19	<b><u>Date, time and location of next meeting.</u></b> Wednesday 13 <sup>th</sup> March 2019, 14:00hrs, Conference Room, Leek Wootton.	

With nothing further to discuss the meeting closed at 14:38

<b>Formal Approval of Meeting Record</b>	
Signature:	 The image shows two handwritten signatures. The top signature is 'Philip Seccombe' and the bottom signature is 'John Champion'. To the right of the bottom signature, the initials 'P.P. JPC' are written.
Print Names:	John Champion, Police and Crime Commissioner, West Mercia Philip Seccombe, Police and Crime Commissioner, Warwickshire

**Action Summary Table**

<b>Date of Meeting</b>	<b>Action Agenda Item No.</b>	<b>Action</b>	<b>Owner</b>	<b>Action Completion Date</b>
13/02/19	02/13/02/19	<b>Action:</b> CEO's to review and re-submit the minutes from the January 2019 meeting.	CEOs	
13/02/19	04/13/02/19	<b>Action:</b> Vehicle hire savings are to be investigated.	JCar	
13/02/19	04/13/02/19	<b>Action:</b> GW to look into the situation on Taser 2 training and provide an update to PS.	GW	

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><b>Draft Revenue and Capital Outturn position for 2015/16.</b></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. That the outturn financial position for 2015-16 is noted.</li> <li>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</li> <li>3. That where 2015/16 outturn has produced an unexpected variance that these budgets are considered in detail for the 2017/18 budget preparation.</li> <li>4 That £0.399m is added to the capital programme to cover changes.</li> </ol>	LH – Joint Treasurer	Agreed by both PCCs – 26.05.16
29/06/16	3	03	<p><b>Operations Enabling Technology (OET)</b></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"> <li>• achieve the Chief Officers strategic aims</li> </ul>	ACC Amanda Blakeman	Agreed by both PCCs 29.06.16

			<ul style="list-style-type: none"> <li>• satisfy the business requirements of the future OCC</li> <li>• support the needs of the wider organisation</li> </ul> <p><b>Revenue</b></p> <p>It is recommended that the revenue cost is funded as follows:</p> <ul style="list-style-type: none"> <li>• £225,544 in 2016/17 from in year underspend</li> <li>• £468,649 in 2017/18 from the invest to save reserve</li> <li>• £219,919 in 2018/19 is built into the budget as growth.</li> </ul> <p><b>Capital</b></p> <p>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><b>Decision 3: Both PCCs agreed to approve the business case, the revenue costs and capital funding.</b></p>		
29/06/16	4	04	<p><b>Extension: Restorative Justice Funding</b></p> <p><b>Recommendation:</b></p> <p>To extend the Restorative Justice Pilot until 31<sup>st</sup> December 2016 at a cost of £85,513 (£53,236 from West Mercia and £32,277 from Warwickshire).</p> <p><b>Decision 4: Both PCCs agreed to the extension of the pilot by 5 months.</b></p>	Andy Champruss, CEO, PCC, West Mercia	Agreed by both PCCs 29/06/16
28/09/16	5	04	<p><b>Space Utilisation</b></p> <p><b>Recommendations</b></p> <p>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</p>	Richard Elkin, Director of Enabling Services	Agreed by both PCC's 28/09/16

			<p>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><b>Advantages:</b> Continuation of current work in progress and will inform discussions about such matters as open plan chief officer working and determination of future usage of space being vacated across the Hindlip Park estate as part of the OCC build.</p> <p><b>Disadvantages:</b> Final costs of feasibility work not known, so Optimum Working Environment work would be undertaken 'at risk'.</p> <p><b>Decision 5:</b> 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>	ACC Amanda Blakeman	
28/09/16	6	09	<p><b>OCC Programme Update – Summary of Revised Capital Costs and Timeline for Neville House.</b></p> <p><b>Recommendation</b> That the Warwickshire PCC approved funding for the revised costs.</p> <p><b>Decision 6:</b> 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>	Agreed Philip Seccombe, PCC for Warwickshire 28/09/16	
26/10/16	7	04	<p><b>Extension: Restorative Justice Funding</b> 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 26/10/16

			<p><b>Recommendation:</b> 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><b>Decision 7:</b> Both PCC's agreed to extend the pilot for three months from existing underspends.</p>		
30/11/16	8	06	<p><b>Cyber Crime Strategy</b></p> <p><b>Decision 8:</b> 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><b>Body Worn Video (BWV)</b></p> <p><b>Recommendation</b> 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><b>Decision 9:</b> - 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><b>Contact Management Strategy</b></p>	ACC Amanada Blakeman	Agreed by both PCC's



21/12/17	11	09	<p><b>Decision 10</b> The PCCs and CCs approved the strategy.</p> <p><b><u>Appointment of independent members to the Joint Audit Committee (JAC)</u></b></p> <p><b>Recommendation</b> 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><b>Decision 11</b> 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	and CCs 30/11/16
21/12/17	12	10	<p><b><u>Corporate Governance Framework (Paper)</u></b></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><b>Recommendation</b> That PCCs and CCs consider and review the framework and adopt the Corporate Governance Framework.</p> <p><b>Decision 12</b> 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><b><u>Mobile Working Business Case (Paper)</u></b></p>	Agreed by both PCCs	Heather Costello and

			<p>HC was the Chief Officer Lead on this and DCI Mel Crowther the Business Lead.</p> <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><b>Recommendation</b></p> <p>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><b>Decision 13</b></p> <p>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>	DCI Mel Crowther	and CCs on 22/02/2017
22/02/17	14	09	<p><b>Internal Audit Plan (Papers)</b></p> <p>The report by the Head of Audit was circulated prior to the AGG meeting on 22/02.</p> <p><b>Decision 14</b></p> <p>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><b>OCC Building Transition (Paper)</b></p> <p>The Improve Public Contact &amp; 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><b>Decision 15</b></p>	DCC Blakeman	Agreed by DPCC for West Mercia and PCC for Warwickshire on 26/07/2017.

			<p>The PCCs and CCs agreed to proceed with Option 3.</p>	Richard Elkin	Agreed by DPCC for West Mercia and PCC for Warwickshire on 26/07/2017.
26/07/17	16	07	<p><b>Decision 16</b> Exempt from disclosure under S.43 (commercial interests) of the Freedom of Information Act 2000 (FOIA).</p>		
30/08/17	17	05	<p><b><u>Estates Management Arrangements Across the Alliance (Paper)</u></b></p> <p><b>Decision 17</b> 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><b><u>Corporate Governance Framework Review (Paper)</u></b></p> <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><b>Decision 18</b></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>	Andy Champness, Chief Executive for West Mercia	Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 30/08/2017
11/10/17	19	06	<p><b><u>Police Complaints Reform (Paper)</u></b></p> <p>The Police Complaints Reform Outline Business Case outlined the options for the future management of police complaints under the Policing and Crime Act 2017</p> <p><b>Decision 19:-</b> Deputy Police and Crime Commissioners on behalf of the Police and Crime Commissioners and Chief Constables approved the development of a full business case for the provision of a triage unit within the forces.</p>	Andy Champness, Chief Executive for West Mercia PCC	Agreed by both DPCCs / CCs for West Mercia and Warwickshire on 11/10/2017
13/12/17	20	03	<p><b><u>Victim Services Outline Proposal</u></b></p> <p>The Proposal outlined the vision for a Single Point of Contact whereby victims of crime received both practical and emotional support to cope and recover.</p> <p><b>Recommendations</b></p> <p>1. A full business case is developed to determine the optimal service provision for victims within existing resources.</p>	Andy Champness, Chief Executive for West Mercia PCC	Agreed by PCC for Warwickshire, DPCC for West Mercia / CCs for West Mercia and Warwickshire on 13/12/2017

		<p>2. Associated budgets for delivering a seamless pathway of victim service(s) are ring fenced for the duration of PCC tenure, providing necessary sustainability of provision.</p> <p>3. In preparation for Victim Supports natural contract end date (March 2018) an extension of 12 months under the existing framework agreement is agreed. The majority of PCCs signed up to the framework are extending in line with this, and this additional period of time will enable the development and implementation of an enhanced service.</p> <p>4. A specialist consultant is engaged to support the development of a full business case for the design, implementation and mobilisation of a new victim services model. This is to be funded from PCC budgets.</p> <p>5. The objectives set out in section 4 of this report are approved.</p> <p>In the light of the discussion the first recommendation was amended and the recommendation to approve the use of a consultant was not approved.</p> <p><b>Decision 20</b> An initial business case is jointly developed by April 2018 to determine the optimal service provision for victims within existing resources.</p> <p>Associated budgets for delivering a seamless pathway of victim service(s) are ring fenced for the duration of PCC tenure, providing necessary sustainability of provision.</p> <p>In preparation for Victim Supports natural contract end date (March 2018) an extension of 12 months under the existing framework agreement is agreed.</p> <p>The objectives set out in section 4 of the report are approved.</p>		
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13/12/17	21	04	<p><b><u>Asset Management and Governance for the Alliance 2018</u></b></p> <p>The Police and Crime Commissioners and the Chief Constables approved improvements to Asset Management across the Alliance.</p> <p><b>Recommendations</b></p> <p>The Asset Management Strategy (AMS) supported by the Estates Delivery Plan (EDP) will be the overarching reference for decision making.</p> <p>AGG will maintain the oversight and scrutiny of the AMS/EDP and receive executive updates on progress.</p> <p>The Strategic Estates Manager will be the single point of contact for issuing instructions to PPL for projects and will be responsible for ensuring cases are presented to the PCC for approval.</p> <p>A newly formed Asset Management Board will take on the role of ensuring that new projects accord with the AMS.</p> <p>Operational Requirement Groups will be formed with responsibility for producing Concept Business Cases.</p> <p>Standardised templates will be adopted to ensure fundamental factors are considered in every case.</p> <p>Where funding for project management is already provided for within the PPL contract, authorisation to approve spend from those funds is delegated to the SEM. Where funding is not yet identified, authority must be sought from the relevant PCC before spend is incurred.</p> <p>AGG will consider the draft AMS and EDP on 14th February 2018 for approval.</p>	<p>Rob Kindon, Strategic Estates Manager</p>	<p>Agreed by PCC for Warwickshire, DPCC for West Mercia / CCs for West Mercia and Warwickshire on 13/12/2017</p>
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	17/01/18	22	05	<p><b>Decision 21</b></p> <p>The recommendations were approved.</p>		
	17/01/18	23	07	<p><b>IT Review</b></p> <p><b>Recommendation</b></p> <p>The Outline Business Case be approved, allowing progression to a full business case.</p> <p>Authorisation to implement the next stage of the department restructure be given</p> <p><b>Decision 22</b></p> <p>The recommendations were approved.</p>	Richard Elkin, Director of Enabling Services	Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 17/01/2018
	17/01/18	23	07	<p><b>Review of MRP</b></p> <p>Recommendations :-</p> <p>Approve the harmonisation of the calculation of the Minimum Revenue Provision (MRP) across the Alliance</p> <p>Approve the change of Policy to calculate MRP on a straight-line method for supported capital expenditure prior to 1 April 2008</p> <p>Approve the change of Policy to calculate MRP on an annuity method for unsupported capital expenditure incurred since 1 April 2008</p>	Liz Hall, Alliance OPCC Treasurer	Agreed by both PCCs / CC for West Mercia and DCC for Warwickshire on 17/01/2018

			Approve the effective date of the changes to be 1 April 2017 and Note the savings for the revenue budget as set out in section 4 of the report.		
11/04/18	24	03	<b>Decision 23</b> All recommendations were approved <b>Decision 24</b> The PCCs approved the strategy.	Rob Kindon, Strategic Estates Manager	<b>Agreed by both PCCs on 11/04/18</b>
13/06/18	25	04	<b>Agreement of Proposed Joint Audit Committee/TIE Committee meeting merge (paper) – AC/NH.</b>  There are many areas of duplication between the two committees and the Alliance Internal Ethics Committee is fulfilling some of the ethical requirements first outlined when the TIE was instigated. Aside from the removal of duplication, a single independent audit and ethics committee would enable thematic reviews and more in-depth analysis of subjects form multiple perspectives. It was recommended that the ethical functions of the TIE Committee be blended into the work of the Joint Audit Committee.	Andy Champrness/Neil Hewison	<b>Agreed by both PCCs and both CCs on 13/06/18</b>
15/08/18	26	04	<b>Decision 25</b> That the work of the TIE Committee be blended into the Joint Audit Committee.  <b>Safer Roads Partnership Reserves.</b>  <b>Recommendations.</b> The Recommendations outlined in the report were amended 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.		



			<p>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 budget with the corresponding finance from the reserve.</p> <p>3. Criteria for approving spend includes;</p> <ul style="list-style-type: none"> <li>- The proposed spend must promote road safety.</li> <li>- The proposed spend must not amount to funding of police activity that is already provided for through taxation (central government grant or council tax).</li> <li>- 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.</li> </ul> <p>4. Values correctly chargeable for support costs are to be assessed for cost recovery.</p> <p><b>Decision 26</b> The amended recommendations were approved.</p>	J O'Sullivan, Transformation Director	Agreed by PCC for West Mercia and Chief Executive on behalf of PCC for Warwickshire
14/11/18	27	03	<p><b>Digital Services Technical Transformation and Design Brief.</b></p> <p><b>Decision 27.</b> Option 2 for the next stage of the Discovery and Design was approved: To produce a Conceptual Architecture, or Enterprise Blueprint, detailing at a conceptual level (high-level) how the Alliance should be aligning enabling-technology to support end-user business requirements across its core functional service areas.</p>		
14/11/18	28	04	<p><b>OCC, DCD and KCOM Request for Programme Funds.</b></p> <p>The OCC Programme request is a function of a technology centric 12 month delay in delivering an assured fully functional, integrated and resilient OCC service able to perform against requirements.</p>		

			<p>Digital Communication Deployment Project is an amalgamation of OCC dependency requirements (Core Technology and Desktop Migration) to configure and deploy fully supported, standardised and stable desktop computing and telephony with enhanced functionality, including deployment of One Number Service to improve public engagement and officer effectiveness.</p> <p>KCOM Decommissioning is a project to create a segregated network that legacy systems can be transferred onto prior to being replaced, re-platformed or retired. This will remove the reliance and cost of a managed network that should have been decommissioned some time ago.</p> <p><b>Decision 28.</b>          The budgeted costs were approved for the OCC Programme, Digital Communication Deployment project and KCOM decommissioning to January 2019 only.</p>		
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