



CHIEF OFFICER GROUP MINUTES

16 April 2019
Conference room 1, HQ

Attendance:

| | |
|-----------------|---|
| Ms J Cooke | Deputy Chief Constable (Chair) |
| Mr M Burton | T/Assistant Chief Constable |
| Mr D Bryan | Head of Legal Services |
| Ms W Bebbington | Head of Finance |
| Ms L Marsh | Head of Corporate Communications |
| Ms D Worth | Chief Superintendent Public Protection Department |
| Mr A Duggan | Chief Superintendent Crime |
| Mrs N Bailey | Head of Human Resources |

Observers

| | |
|----------------|-----------------------------|
| Mr B Dutton | Superintendents Association |
| Ms J Moorcroft | Unison Secretary |
| Mr B Kennedy | Federation Secretary |

Apologies:

| | |
|---------------|-------------------------------------|
| Mr D Martland | Chief Constable |
| Ms J Gill | Assistant Chief Officer |
| Mr S Roscoe | Head of Strategic Change |
| Mr P Woods | Head of Planning and Performance |
| Mr M Welsted | Chief Superintendent Local Policing |

1. Minutes and action updates (Part two)

The minutes of the last meeting held on 19 March 2019 were agreed as a true record without amendment. The actions were updated accordingly.

2. Chief Constable update

DCC Cooke provided updates on the following items: -

Oracle Cloud went live on 1 April 2019, but has impacted DMS. A Gold Group has commenced.

Assistant Chief Constable vacancies x 2 - No applications have been received,

which could potentially be due to most forces having vacancies and officers applying for their own force. A meeting has been held with HR to review options.

A new format for the Force Performance meeting will commence from 14 May 2019. It will include inputs from departments on current performance and future plans - Local Policing, HR, Communications and FCC.

A discussion followed about the Chief Constable's request to recognise 'unsung heroes' at the quarterly FPM in May.

ACTION COG/A /001/2019 Ms Marsh to forward an email to Heads of Departments to nominate 'unsung heroes' to be recognised at FPM.

3. Finance

Ms Bebbington said that the amount of underspend for 2018/2019, should be known by 29 April 2019, at present it is approximately £1m. This will be carried forward to 2019/20 to assist with unfunded items that have been committed to for this financial year.

**Other Business
Items for Decision**

4a. Forensics Proposals

T/ACC Burton said that each report covers a separate area of Forensics which includes the short to long term vision. Mr Whittaker explained the proposals for each report. The first phase will deal with ISO accreditation - Cheshire is working towards fingerprint accreditation, due July 2019. The Director of Public Prosecutions has recently advised that the CPS will not accept fingerprints from unaccredited organisations. Merseyside are the only accredited force in the region.

Phase 2 in 2 years and Phase 3 in five years.

Collision Investigations are to be brought under Forensics, as ISO accreditation is now required. A discussion followed about the Collision Investigators move of line management, consultation process, timeline and effect of any delay on accreditation by UCAS. It was agreed to review dates for consultation outside of COG, due to the impact of any delay on each step / stage.

CSI to reduce from 7 to 3 for wet and digital labs, due to the lower numbers of CSI's and the cost to bring the labs up to ISO accreditation standard.

E Forensics - a number of staff have been lost to other organisations and backlogs have increased. The proposal includes new processes and ways of working with an uplift of staff from using some of the precept.

Mr Whittaker advised that £50k investment is required across all the proposals, but the proposals will save money. A conservative savings estimate has been included in the report of between £170k and £210k. Ms Bebbington advised

that it could potentially be reduced to £95k after estate costs. It was explained that the budget could be adjusted and ring fenced, once posts have been agreed, to show the proposed savings.

A discussion followed about, the budget required, potential savings and training costs. Mr Whittaker explained that training costs of £8k per person over 3 years are required for existing staff, which has not been included in the report. C/Supt Duggan said that the report is not asking for additional funding and there is a detailed breakdown. Ms Bebbington suggested the budget request could come from the 2018/19 carry forward or contingency budget or go back to the Commissioner to ask for funding.

DECISION COG/D/001/2019 – All recommendations from the overarching report and 3 reports were agreed subject to a detailed breakdown of costs including the £167k and all training costs.

Overarching report Recommendation: That

1. approval is granted for the Forensic Investigations' restructure taken in its entirety linked to the supporting 3 papers.
2. approval is granted for Forensic Investigation direction of travel supported by a two and five year plan.
3. approval is granted to create and recruit a S4 Deputy Quality Officer role to support the ongoing ISO accreditation compliance with standards and codes of practice in the Forensic Investigation Unit.
4. approval is granted to develop a comprehensive implementation plan to support all the operational changes governance to sit under Crime Investigations Board.

4a. **E Forensics resourcing**

As item 4 above.

DECISION COG/D/002/2019 – Approved.

Recommendation: That

1. Approval to commence the E-Forensic investigation restructure process including :
Remove 6 x FTE S4 Technician roles.
Create 6 x FTE S6 Examiner Roles.
Create 1 x FTE Scale 3 Admin support role.
Create 1 x FTE Scale PO 1/2 Supervisor
2. Approve a recruitment process to commence for vacant roles.
3. Approve the financial 2019/20 financial impact of these roles including the requirement for IT equipment is £167k. (see overarching report re financial position)

4b. **Collisions Investigators**

See item 4 above.

DECISION COG/D/003/2019 – Approved.

Recommendation: That

1. approval to transfer the existing staff 6 X FTE Forensic Collision Investigators and 2 x FTE Vehicle examiners line management from Road Policing Management to under Forensic Investigations Management.
2. approval to move the physical location of the above staff within Winsford HQ roads policing unit to Winsford HQ forensics department which would incur an additional spent of £7k (IT ports and Office move).
3. approval to recruit an ISO technical manager for a 12 month fixed term Contract. This would be a cost of £34.2k (Scale 6), Note this is included in the 2019/20 Local Policing taskforce PBB final budget.

4c. **CSI Movement Plan for ISO**

See item 4 above.

DECISION COG/D/004/2019 – Approved.

Recommendation:

1. To approve the refurbishment of the identified three core CSI sites. £41.4k Cost.
2. To approve the process to begin full staff consultation in respect of the change in operational bases and shift pattern requirements.
3. To approve the budget reduction of 3 FTE roles (subject to staff consultation)
1 x CSI Manager Level 3 – SO 1- 2
4. 2 x CSI Manager Level 2 – Scale 6

5. **Single Online Home**

Ms Bebbington said that the Force was aware of Single Online Home and had already allocated £100k in the 2019-20 budget. The Met had now confirmed that the cost will be £115k for the first year.

DCC Cooke asked for views and a discussion followed about the proposal.

Mr Bryan advised that the Commissioner takes the decision to sign the section 22A collaboration agreement. DCC Cooke said that she would raise this next week with the Commissioner.

DECISION COG/D/005/2019 it was agreed to go ahead with Single Online Home. An updated report to go to Joint Management Board to include the request for additional funding of £15k (to come from 2018/19 underspend). Resourcing to be identified from existing staffing resources and not backfilled. Also to be clear on who and which posts will resource the project.

Ms Marsh gave an overview of the process, regular meetings will commence shortly with different business areas and these meetings drive delivery. It is important that business leads attend these meetings.

Mr Bryan left the meeting at 3pm.

6. **Vetting Procedure**

DCC Cooke said the Vetting procedure was at COG for approval; it had been updated and included guidance on vetting if recruitment is delayed.

DECISION COG/D/006/2019 The Vetting Procedure was approved.

A discussion followed about the capacity of the department to complete vetting for increased recruitment numbers for 2019/20.

ACTION COG/A/002/2019 – DCC Cooke asked Mrs Bailey to bring the Recruitment report to the next COMB and it will then go to COG in May. To include the request from PSD to address the increased vetting.

7. **Joint Strategic Risk Register**

The Joint Strategic Risk Register has been updated following a meeting with the OPCC Chief of Staff and is due at the next Joint Management Board.

Ms Moorcroft raised a point about DMS and that FCC staff are not being given 12 month notice of change in working hours / shift. The Police Staff Council Handbook says that staff should know 12 months in advance what they are working. DCC Cooke asked Mrs Bailey to review.

ACTION COG/A/003/2019 Mrs Bailey to discuss with RMU about police staff being given 12 months' notice re working hours / days as detailed in the Police Staff Council Handbook.

Items for Discussion

8. None

Items for Information

9. None

PART TWO - PRIVATE ITEMS

That the following matters be considered in private on the grounds that they involve the likely disclosure of exempt information as defined in the Freedom of Information Act 2000. Section 31 Law Enforcement and Section 43 Commercial Interest.

Items for Decision

10. **Draft Minutes and Actions from 19 March 2019**

See item 1 above.

11. **Forensics**

See item 4 a, b and c above.

11c. **CSI movement plan for ISO**

See item 4 a, b and c above.

12. **Single Online Home**
See item 5 above.
13. **Joint strategic Risk Register**
See item 7 above.

DECISION COG/D/007/2019 - DCC Cooke approved the 2 recommendations for the Joint Strategic Risk Register, which will forward to the next Joint Management Board, 1 May 2019.

Items for Discussion

14. **Crewe New Joint Facility Proposal – Car Parking update to report dated 19 March 2019**

This item was discussed earlier in the meeting as Mr Bryan had another commitment.

COG received an update to the report presented at COG in March 2019, from Head of Legal Services/Head of Estates. COG acknowledges the particular local cost and security issues which would face staff parking their private vehicles when working from the proposed Joint Police and Fire Station on Macon Way where limited provision is to be made. Further, on the available evidence it is clear that a sole solution is unlikely to be achievable. It was agreed that all options for adequate parking provision both on site and within a reasonably close and safe location off-site should continue to be explored. COG is supportive of the development of a green travel plan for the Macon Way site, at the appropriate time to consider both parking provision and other initiatives to limit the demand for parking, including but not limited to assistance with public transport costs and priority parking for car sharers.

Items for Information

15. **Performance Update from Collaborations**

- Alliance Policing– no issues raised.

16. **Exception Reporting**

- MFSS – no update.
- Bluelight – Ms Bebbington said that the Corporate Services Board meet regularly, with a Service Plan prepared for each department for discussion.

17. **Joint Management Board Decisions –3 April 2019 - All agreed**

- Fees and Charges Handbook 2019-20
- Warrington LPU, Risley Consultation
- Joint Strategic Risk Register
- Tri Force Niche proposal

DCC Cooke said that the Occupational Health Contract was not agreed at Joint Management Board, 3 April 2019. Mrs Bailey advised that options are being explored, with further work to be completed.

ACTION COG/A/004/2019 – DCC Cooke asked Mrs Bailey for a plan and timeline for the Occupational Health work, as the current contract expires November 2019.

18. **Any Other Business**
No items due.

Meeting finished at 3.25pm