



CHIEF OFFICER GROUP MINUTES

17 December 2019
Conference Room 7, HQ

Attendance:

Mr D Martland	Chief Constable (Chair)
Ms J Cooke	Deputy Chief Constable
Ms J Gill	Assistant Chief Officer
Mr M Burton	T/Assistant Chief Constable
Mr P Woods	Head of Planning and Performance
Ms W Bebbington	Head of Finance
Ms L Marsh	Head of Corporate Communications
Mrs N Bailey	Head of Human Resources
Ms D Worth	Chief Superintendent Public Protection Department
Mr B Dutton	T/Chief Superintendent Local Policing
Mr J Betts	Superintendent Public Contact Centre

Observers

Mr B Dutton	Superintendents Association
Mr A Condon	Federation Representative
Ms J Moorcroft	Unison Secretary

Apologies:

Mr M Welsted	T/Assistant Chief Constable
Mr D Bryan	Head of Legal Services
Mr S Roscoe	Head of Strategic Change
Mr A Duggan	A/Chief Superintendent Crime
Mr C Jones	Chief Officer Specials
Mr J Thompson	Federation Secretary

1. Minutes and action updates (Part two)

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

2. Chief Constable update

CC Martland explained the purpose of Chief Officer Group and asked everyone to be aware of sensitive information which is not to be discussed outside COG. He spoke about the ongoing financial position and is due to meet the PCC tomorrow, to discuss the options.

CC Martland spoke about NPAS, and a discussion followed about the projected increased costs and long term viability.

CC Martland said a meeting has been held to discuss assaults and injuries to officers and staff. A draft report is due and a four stage action plan is in place.

3. Finance

Ms Bebbington spoke about next year's budget, 2020/21 and the detailed work that has been carried out on six options. There are elements that are unknown - pension grant, precept cap and the amount of grant due from central government.

The options assume that central government money will be the same as last year.

Option 1 - 0% precept and only flat cash, will give a £8m shortfall, to Option 6 - £24 precept uplift, flat cash plus £1.5m extra grant for pay and price inflation, will give a £2.3m surplus.

Forces hope to know in January 2020, the amount of central government grant.

CC Martland said that he is meeting with the PCC on 18 December 2019 and the information on options for growth, savings and other options will be presented and discussed.

Ms Gill said that at present, Forces are awaiting information on how much the precept can be increased by, if at all, and if the PCC decides not to increase the precept, savings will have to be made – which will impact officer numbers.

CC Martland asked Mrs Bailey to pass on his thanks to HR staff for their work on the additional officers and increased intake numbers.

Ms Bebbington updated members on the in-year budget, 2019/20, which was underspent by £700k as at November 2019, which could reduce due to a number of ongoing operations.

Police pay remains underspent due to recruitment and 16 leavers in November against the forecast of 11 leavers.

The overtime spend has increased slightly between October and November 2019.

Public Contact - underspent but continues to increase.

Forensics –due to problems in the Forensics market last year, the budget was increased by £400k, but this has not been spent.

Contingency funds - nothing left.

Pay & Pensions Contingency – it is likely that some of the funds will be utilised.

ACTION COG/A/020/2019 CC Martland asked Ms Gill and Mrs Bailey to provide an update on police pensions, for Chiefs Council next month.

Other Business

Items for Decision

4. Vehicle Telematics Procedure

Ms Gill spoke about the ongoing Vehicle Telematics project, 114 cars have been fitted but not switched on yet. The procedure is about how Vehicle Telematics will be taken forward for day to day usage.

DCC Cooke asked about training and communications and Ms Gill advised there is a Project Board to address these. The system is intuitive to use. Mr Woods advised there has been communications on the new Identity cards and further consultation will be carried out face to face when the new cards are handed out to officers and staff.

Ms Gill explained that Vehicle Telematics is an aid to business and should improve utilisation of vehicles and provide protection in respect of complaints. It will be rolled out in the New Year to the operational team.

CC Martland asked for a post implementation review. Ms Gill said that this would be completed through Change Board.

T/ACC Burton expressed his thanks to Ms Cradock and Mr Sykes for all their work on Telematics.

5. **Procurement Strategy 2019-22**

Ms Gill advised that the strategy had been refreshed and aligned to the Ethical Procurement Strategy which was agreed by the PCC in October 2019. It is a high level overview for procurement.

DECISION COG/D/047/2019 The Procurement Strategy 2019-22 was agreed and will go forward to the Collaboration Board and to 22 January 2020 Joint Management Board for approval by the PCC.

6. **People Strategy 2019-22**

Mrs Bailey advised that the strategy is refreshed annually and this year it has been aligned to the Chief Constable's 'We Care' Strategic plan. It has been shared at the Directorate meetings and with the Federation and Unison. Mrs Bailey said that she has received comments and will update the strategy, which will then be forwarded out to COG members.

DECISION COG/D/048/2019 The People Strategy 2019-22 was agreed and will go to the Collaboration Board and then to Joint Management Board on 22 January 2020 for approval by the PCC.

CC Martland asked Mrs Bailey to summarise the recent surveys to staff. Mrs Bailey confirmed the following had been sent out to staff in the last quarter.

- Communications / Engagement
- National Federation
- Unison
- Equality
- NPCC Survey on Wellbeing

Mrs Bailey said that the information from all the surveys would be gathered and discussed with Focus groups and staff will be asked - what they want doing / addressing, and what they can do themselves.

ACTION COG/A/021/2019 CC Martland asked that information is brought to COG, on what has been discussed, actioned and progressed.

7. **Fleet Strategy 2019-23**

Ms Gill said that the strategy had been refreshed and sent out for consultation and will be consulted on further. It links into the Environmental Strategy 2019-23.

DECISION COG/D/049/2019 The Fleet Strategy 2019-23 was agreed. It will go to the Collaboration Board and then to Joint Management Board in January 2020 for approval by the PCC.

Mr Martland asked DCC Cooke to provide an overview of the purpose of the Collaboration Board. It is to consult with the OPCC on estates, officer uplift, Procurement and Neighbourhood policing.

8. **Environmental Strategy 2019-23**

Ms Gill said that this is the first time the Constabulary has produced an Environmental Strategy. It concentrates on five key objectives, which includes, reducing fuel use, impact from buildings and improvements to the estate. A discussion followed about Local Authority critical issues, reduced fuel use, which could be monitored through vehicle telematics.

DECISION COG/D/050/2019 The Environmental Strategy 2019-23 was agreed. It will go to the Collaboration Board and then to Joint Management Board, 22 January 2020 for approval by the PCC.

9. **Project Capek Robotics Process Automation - Proof of Concept**

Ms Gill said that this proposal had come through Change Board and is at COG for approval. The proof of concept will look at how to improve 3 transactional processes - NICHE addresses, Firearms Licensing and the movers and leaver's process. Contractors will work with the Constabulary to explore the proof of concept, for these areas. A discussion followed about the benefits to staff, if transactional work is removed from a role.

CC Martland said the funding required is within budget and therefore does not need to go to Joint Management Board.

DECISION COG/D/051/2019 The recommendations were agreed.

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1. Approval is given to the recommend supplier for the proof of concept.
2. Approval of the required budget for the proof of concept.

ACTION COG/A/022/2019 Ms Gill to bring an update back to COG in March 2020.

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 Part two - none

Items for Information

10. **Business Leads - updated**

Mr Woods said the record of Business Leads had been updated and to email him any further updates. A discussion followed about thematic leads, who will provide updates to the Force Performance meeting.

11. **Performance Update from Collaborations**

- Underwater Search Unit – A contract is due to expire next year and may not be extended. This could have an impact on income. The unit has been self-funded from its beginning.
- Alliance Policing – CC Martland said budget has been realigned.

12. **Exception Reporting**

- MFSS – no update due
- Bluelight – an update was provided.

13. **Joint Management Board Decisions – 4 and 18 December meetings cancelled.**

14. **Any Other Business**

CC Martland asked for feedback on COG being held at LPUs. He would like staff from departments to come and observe COG, when it is held at Headquarters.

ACTION COG/A/023/2019 – Mr Woods to review the next COG agenda and invite interested staff to observe COG in January 2020.

CC Martland said there will be a Chief Superintendents process in January 2020. The new Assistant Chief Constable, Ms Sims will commence in January 2020. He expressed his thanks to C/Supt Worth and her staff.

ACC Burton asked the Federation and Unison to pass his thanks on to all officers and staff for their support and help to MIT, due to unprecedented operational demand this year.

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DCC Cooke spoke about the Senior Leaders Board, which will take place in January 2020. It will build on the 'we care' strategy, responsibilities of the 43 new sergeants and other higher graded roles. DCC Cooke expressed her thanks for everyone's hard work re operational business and budget challenges.

ACTION COG/A/024/2019 – CC Martland asked Mrs Bailey to arrange for 'unsung heroes' to be recognised at the next Awards Evening.

CC Martland expressed his thanks to all officers and staff for the fantastic achievements this year and appreciates all the work staff and officers deal with. He wished everyone a good Christmas and New Year.

Meeting finished 3.00pm