



CHIEF OFFICER GROUP MINUTES

18 February 2020
Blacon, Police Station, meeting room 2

Attendance:

Mr D Martland	Chief Constable (Chair)
Ms J Sims	Assistant Chief Constable
Mr D Bryan	Head of Legal Services
Ms W Bebbington	Head of Finance
Ms L Marsh	Head of Corporate Communications
Mr M Welsted	Chief Superintendent, Projects
Ms J Barlow	Head of People Development and Wellbeing
Mr J Betts	Superintendent Force Control Centre
Mr A Robson	Head of Information Technology
Mr C Taylor	Staff Officer
Ms T Moores	Strategic Change Portfolio Business Manager

Observers

Ms J Moorcroft	Unison Secretary
Mr S Graves	Federation Representative
Mr C Williams	Chief Inspector Public Protection Unit
Mr S Griffiths	Chief Inspector Chester LPU

Officers and staff from Chester LPU

Apologies:

Ms J Cooke	Deputy Chief Constable
Ms J Gill	Assistant Chief Officer
Mr M Burton	T/Assistant Chief Constable
Mrs N Bailey	Head of Human Resources
Mr A Duggan	T/Chief Superintendent Crime
Mr B Dutton	T/Chief Superintendent Local Policing/ Superintendents Association
Mr P Woods	Head of Planning and Performance
Ms D Worth	Chief Superintendent, Public Protection Unit
Mr J Thompson	Federation Secretary
Mr A Condon	Federation Representative

1. Minutes and action updates (Part two)

The minutes of the last meeting held on 21 January 2020 were agreed as a true record without amendment. The actions were updated.

1a. Annual review of Chief Officer Group Terms of Reference

Members reviewed the updated terms of reference for Chief Officer Group. CC Martland asked that the Head of Information Technology is included as a new member. ACC Sims recommended her direct reports, Head of Force Control Centre and Superintendent Uniform Operations are included as new members. Ms Bebbington asked that the scope of responsibilities for items 4 and 5 are reworded for clarity in respect of PCC approvals.

DECISION COG/D/058/2020 – The terms of reference for Chief Officer Group were agreed subject to the additional new members and clarity of items 4 and 5 under the Scope of Responsibilities.

2. Chief Constable update

The Chief Constable introduced the meeting and explained its purpose to officers and staff from Chester Local Policing Unit, who he welcomed to the meeting. He explained part one and part two information and said that the information is confidential to COG.

3. Finance

Medium Term Financial Strategy 2020

Ms Bebbington advised that last Friday, 7 February 2020, the Police & Crime Panel agreed that the PCC could uplift the precept by £10 per annum on Band D and the budget for 2020/21 has been agreed. It was explained that due to the Government election the Government settlement was received late, but the settlement provides a balanced budget for 2020/21. However feedback has since been received that indicates this settlement was a one off, and Forces should not expect such a generous settlement in future years.

Ms Bebbington explained that the Medium Term Financial Strategy 2020, sets out the financial forecast for the Constabulary for the next five years. It has provided options dependant on the amount of Government settlement received, but does not provide for any increased demand. The Chancellor's Budget next month should in part inform how funding will impact the Constabulary going forward.

The Third Quarter Financial report for 2019/20 has forecast an underspend of £670k and at the end of January 2020 the forecast underspend has reduced to £0.5m, due to the increase in Civilian Investigators by the Constabulary.

Ms Bebbington asked that all Chief Officers and Heads of Department review their budgets for any carry forward and any costs that have to be spent prior to the end of the financial year, and to advise her.

CC Martland said that part of the work by PCSOs was to encourage the public to complete the Commissioners recent survey on the precept. He explained that the £10 increase in the precept will result in an additional £5m. The increased

Government Settlement was an additional £8m which will need to be spent on equipment, training etc. for the uplift in officer numbers. In terms of officer headcount it will be the same as the pre-2010 levels and the Constabulary will need to maintain a certain level of officers to receive the Government money for the uplift in officers.

DECISION COG/D/059/20220 The Third quarter budget for 2019/20 was agreed to go forward for approval by the PCC at Joint Management Board, 4 March 2020.

**Other Business
Items for Decision**

4. Charging Policy – Fees and Charges Handbook 2020-21

Ms Bebbington explained the purpose of the Charging Policy - Fees & Charges Handbook, which is updated and brought once a year to COG and then onto Joint Management Board for approval by the PCC. It sets out the fees that the Constabulary can charge including the NPCC mandated national charges for Forces. Appendix 2 shows the changes from the previous year. Appendix 3 shows income that has been generated from the previous year.

A question was raised about Creamfields and the costings. Chief Supt Welsted provided an overview.

DECISION COG/D/060/2020 CC Martland agreed the Charging Policy – Fees and Charges Handbook 2020/21 to go to Joint Management Board, 4 March 2020 for approval by the PCC.

5. Replacement Defibrillators

ACC Sims expressed her thanks to Chief Inspector McMillan for his work, which has identified that 13 defibrillators require replacement and an additional 2 are required for Headquarters. If the recommendation is not agreed, then the Constabulary will need to remove all defibrillators, as they are no longer fit for purpose. It was confirmed there is money in the budget for the defibrillator replacement and training on defibrillators is already included in First Aid training. ACC Sims recommended that the proposal is approved.

CC Martland asked for comments from the group, who agreed with the recommendation.

DECISION COG/D/061/2020 CC Martland agreed the recommendation to replace the 13 defibrillators, at the locations as detailed in the report and purchase 2 additional defibrillators for headquarters from this year's budget.

ACTION COG/A/029/2020 CC Martland asked for an update on the

defibrillators to come to COG in April 2020.

6. Employee Emergency Loan Scheme

CC Martland said that as part of the Constabulary's wellbeing approach and being made aware by the Federation and Unison about financial impacts on officers and staff, Mr Martland had asked HR to review a proposal to assist staff.

Ms Barlow explained that the proposal is for an Emergency Loan scheme which could assist officers or staff in financial hardship. The maximum amount that can be applied for is equivalent to one month's net salary. The Assistant Chief Officer is the approver and it can only be used to pay off debts and is interest free. The risk is that the debt can't be repaid or the individual leaves the organisation with the debt outstanding. CC Martland asked for comments.

Mr Bryan said that the criteria needs to be more detailed, especially for the ACO decision taker. Also need to consider not just debt cases but also those where a colleague is faced with an unexpected unserviceable cost i.e. family funeral – could this be included. The total amount available could only service approximately 20 loans. The application form says that officers and staff should go through their line manager, this is an unnecessary process and intrusive, the individual should be able to go direct to HR. Ms Bebbington said that the Constabulary needs to include 'not offering financial advice' and that it is not a loan, as the Constabulary is not covered under FSA.

CC Martland said governance will be through People Board and that the Chair of People Board has the delegated responsibility to increase the overall total amount available, after reference to the Head of Finance. CC Martland wants individuals to be able to apply more than once and that the criteria be updated to reflect this.

ACTION COG/A/030/2020 CC Martland asked that a review comes back to COG in May 2020 on numbers together with an analysis of requests / affordability of public sector staff, but ensure confidentiality.

ACTION COG/A/031/2020 Mrs Bailey to amend the application form to include the items discussed above and signpost people to wrap around support – Federation and Unison.

DECISION COG/D/062/2020 CC Martland said that he is in broad agreement for the proposal but it is subject to the following amendments. Governance through People Board, detailed updated guidance for the decision maker as discussed. Flexibility for more than one request per annum. Build in wrap around support. Take out reference to loan.

1. Cheshire Constabulary offers an Emergency loan scheme to support Officers and Staff during times of financial hardship.
2. The planned implementation of the Emergency loan scheme on the 1st April 2020 be approved
3. £50,000 be set aside for this purpose funded from the 2019/20 forecast underspend.

7. **Joint strategic Risk Register**

CC Martland explained the Joint Strategic Risk Register, which is reviewed by COG each month and then taken to Joint Management Board for approval. ACC Sims spoke about the new risk. See part two.

DECISION COG /D/063/2020 CC Martland agreed the Joint Strategic Risk Register and proposed new risk to go to Joint Management Board, 4 March 2020 for approval by the PCC.

8. **Unmanned Aircraft System (Drones)**

ACC Sims expressed her thanks to Ms Moores and Ch. Insp Reynolds for their work on UAS. ACC Sims said that the report was at COMB on 7 February 2020, who agreed option 4, to come to COG for discussion and agreement. A previous decision on Drones was agreed at COG in March 2019, but was put on hold. The new proposal is for one unmanned system and 4 smaller drones within Roads and Crime with 8 pilots and a phased approach. All NPAS deployments now go through the CIM to try and reduce costs.

Ms Moores provided further detail about the proposal and advised members that the report will be updated on costs, as Fleet can supply and fit out a vehicle from the Fleet budget. It has been agreed to carry over the budget that was set aside from March 2019. The Constabulary already has a Civil Aviation manual and a trained person. UAS are governed as rigorously as Firearms and need to meet Civil Aviation regulations. The accountable person is the Chief Constable. CC Martland asked a number of questions about how it links into NPAS, licensing, new restrictions and new legislation. HR have been consulted on the posts.

ACC Sims recommended option 4 with a phased approach.

Ms Moores said there is a national procurement programme, to look at what best suits the Constabulary's needs. The cost to train officers is £10k, which is within the Learning & Development Budget.

Observers raised the following, force wide recruitment for diversity, need to be aware that the pilots are the right people for UAS and for the Roads and Crime team, there may be commercial pilots already in force, is it police officers that are best placed for this role, who takes the decision to fly a drone. CC Martland summarised the proposal.

DECISION COG/D/064/2020 CC Martland agreed the recommended option 4 and the following.

1. Agrees the recommended option 4.
2. Agrees the transfer of 2 existing UAS posts from Uniform Operations to Roads And Crime Unit and the 2 additional posts (sergeant and pilot) will come from the vacant posts within Roads and Crime Unit, with one PC post being uplifted to a sergeant post.
3. Agrees the funding as follows:

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- The cost of phase one in 2020/21 is £65,500 capital and £6,385 revenue which will be funded as follows:
 - There is an existing capital budget of £33k available from the original approved proposal.
 - The £25,000 capital required to convert the van will be met from the current Fleet budget.
 - The additional £7,500 capital and £6,385 revenue to deliver phase one 2020/21 will be met from within the overall currently approved budget.
 - To deliver phase two 2021/22 will require an additional £15,000 capital and £14,585 revenue. If approved, funding for this will be included in the 2021/22 budget
4. Agrees a phased introduction of option 4, with the 4 dedicated pilots implemented in year 1 and the training of the 8 Roads and Crime pilots being undertaken in year two.

ACTION COG/A/032/2020 CC Martland asked ACC Sims to evaluate the proposal and update COMB.

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
Joint Strategic Risk Register**

ACC Sims updated members on crime recording and results of the CDI audits on domestic, violence and sexual crimes, which are not as good as previously. Supt Betts said that the Constabulary is inspected on a regular basis by HMICFRS and crime recording rules have changed. A decision has been taken that crime recording will be completed by OMU. The OMU has been given an additional uplift in budget for an additional 8 staff by April 2020, to deal with increased crime recording.

CC Martland said that crime recording needs to be correct and can't slip, which is the reason why it has been escalated to the Joint Strategic Risk Register.

DECISION COG /D/063/2020 CC Martland agreed the Joint Strategic Risk Register and new risk to go to Joint Management Board, 4 March 2020 for approval by the PCC.

- (1) **New Risk 9: Crime Data Integrity: It is recommended that the risk relating to Crime Data Integrity that is recorded, monitored and managed on the Public Contact risk register is elevated for transparency and scrutiny to the Joint Strategic Risk Register.**

Items for Discussion

9. COG decisions from 2019 - updates

CC Martland provided the following updates to COG decisions from 2019.

- Risley Police Station - building work commenced 17 February 2020 and due to be completed at the end of March at Birchwood Fire Station.
- Telematics - vehicles being fitted.
- Dogs Alliance - review ongoing.
- Single Online Home – implemented.
- Mobility for front line officers – the full evaluation is not yet complete. Mobile phones will provide digital evidence gathering which is in test phase at present, maps, digital evidence photos and officers able to update victims. A discussion followed about the use of mobile phones. IT are developing a mobile app plan. Mr Welsted said that 500 more mobile phones are required for electronic pocket note books and further work is required to understand how to fund these. Ms Bebbington advised that the report will need to come through COG in March 2020 with a business case for the carry forward.
- CC Martland said that ACC Sims has taken the lead for Taser and a bid has been submitted to the Home Office, for a grant of £102k.
- Salary Sacrifice Scheme – Cycle to work scheme due to commence April 2020.

10. Futures Project update

CC Martland asked officers and staff if they had seen the Futures project. He will ask the team to come and update Chester LPU.

11. National and Local Surveys

Ms Barlow said in 2019 a number of surveys has taken place – on wellbeing, assaults and from the Superintendents Association, Federation and Unison. HR will review and bring together the information to understand any issues and how to solve. CC Martland said a plan will be completed to support officers and staff.

12. Officer Assaults

CC Martland said assaults on officers and staff are not acceptable. There is ongoing national work and a report has been published with five strands. Action plans have been written and are due to be completed and published on the intranet by the end of March 2020. He said that additional equipment had been purchased - yellow vests, black body armour, longer batons. Jackets are under review. BWV down load times had been raised and IT has reviewed and improved the time taken to download. Ch Supt. Welsted asked for feedback from officers.

Items for Information

13. Performance Update from Collaborations

- None

14. Exception Reporting

- MFSS – no update due
- Bluelight – no update due

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15. **Joint Management Board Decisions – 31 January 2020 –** The below reports were approved

- 2020/21 Budget and Council Tax Precept
- Audit Advisory Committee Terms of Reference
- Ethical Procurement Strategy and Social Value Policy Implementation Plan
- Joint Strategic Risk Register
- Policing and Crime Act 2018 Police Complaints Reform
- Counter Terrorism Policing North West Section 22 A Collaboration Agreement

16. **Any Other Business**

CC Martland expressed his thanks to officers and staff on the LPU for all their hard work and the presentations.

Chief Inspector Griffiths thanked Chief Officers for visiting the LPU and said that it was informative for himself and his staff to observe COG.

Meeting finished at 15.33

Next Chief Officer Group meeting at headquarters on Tuesday 17 March 2020.