

Protective Marking - OPEN

DORSET POLICE

 **FORCE EXECUTIVE BOARD**

Monday, 21 October 2013

1100 hrs

Boardrooms 1-3, Force HQ, Winfrith

CHAIRS: Mr J Vaughan, Deputy Chief Constable

ATTENDANCE: Mr D Lewis, Assistant Chief Constable
Mr J Jones, Assistant Chief Officer
Mr G Smith, Director of Human Resources
Mr R Bates, Chief Finance Officer to the PCC
Mr D Steadman, Chief Executive to the PCC
Chief Superintendent J Newall, Head of Territorial Policing
Chief Superintendent C Hiles, Operational Support Command
D/Chief Superintendent M Cooper, Head of Crime & Criminal Justice
Superintendent D Thorp, Head of Professional Standards
Miss C Beasley, Head of Business Change
Miss K Brownjohn, Head of Governance
Mr P Channon, Head of Personnel Services
Mrs N Anderson, Head of Training
Mr D Cregg, Corporate Development
Mrs D Potter, UNISON Branch Secretary
Constable T Tester, Federation
Constable C Chamberlain, Federation
Mr A Harrold, Communications Manager
Mr N Butterworth, Head of Finance
Mr A Bennington, Head of IS
Miss F Napier, Media and Communications Manager, OPCC
Inspector M Kynaston, Business Change Team (for first item only)
Sergeant N Burt (Observer)

APOLOGIES Mr M Underhill, Police & Crime Commissioner
Miss D Simpson, Chief Constable
Mrs J Yates, Head of Corporate Development
D/Chief Superintendent C Stanger, Niche Project

MINUTES: Miss R Ford

UPDATE ON VICTIMS BUREAU – VERBAL UPDATE BY INSPECTOR 228 KNYASTON

The DCC introduced Inspector KNYASTON and passed on the message from the PCC to endorse that the Victims Bureau is currently on time for delivery.

Inspector KNYASTON updated that:

- ◆ Go Live Date - The Victims Bureau will go live internally on 11 November 2013 and externally on 18 November 2013.
- ◆ Staffing – Bureau Supervisor appointed and commenced work on 14 October 2013. Paid Staff within the Bureau (5.5 staff) commence work on Monday, 28 October. 20 Volunteers have been recruited, most have completed induction training and IT training will take place in November and December.

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- ◆ Estates/IS Hardware – All works are complete, with minor cosmetic changes to be undertaken.
- ◆ Software Changes to Forcewide Systems – All essential changes are in place and are working in the background. Some enhanced features will be available by the go-live date. Niche is also incorporated into the future development plans.
- ◆ Communications – Internal communications have commenced which will continue to be developed, prior to “go-live” a Forcewide e-mail will also be sent out. External Communications is being led by the OPCC and Fiona Napier, the external websites are currently being updated with new contact processes, all will be updated by 18 November 2013.
- ◆ The Victims Bureau will be from the first point of contact following call into the PEC through too some of the core processes. It will incorporate the role currently undertaken by the Witness Information Officers who update victims and witnesses around Magistrate Court hearings and guilty pleas.
- ◆ The Bureau will not deal with what the Witness Care Unit currently deal with regard to setting a trial at Crown Court.
- ◆ The focus will be on volume crime but categories which will not be dealt with will be serious assaults, GBH with intent or above, robbery, sexual offences, domestic violence, child protection flagged crimes, RTCs and non crime codes.
- ◆ The Bureau will give victims choice on if and when they wish to be updated. A standard service will provide for updates but there will be an enhanced service which will provide an update once a week or fortnightly, this can be dictated by the victim.
- ◆ In the future the Bureau maybe expanded to deal with nuisance and anti-social behaviour – not a crime in the eyes of the law but there are still victims.

Detective Chief Superintendent COOPER commented that Governance will move over to his team and will be handled by Jan STEADMAN.

Thanks were passed to Inspector KNYASTON by Mr STEADMAN on behalf of the OPCC.

The DCC passed his thanks to Inspector KNYASTON for all his work on this project and ensuring that it was delivered on time.

1. **PREVIOUS MINUTES/ACTIONS AND MATTERS ARISING**

The minutes were approved as an accurate record of the meeting held on 30 September 2013.

All actions were agreed as complete.

2. **HR UPDATE**

Mr SMITH updated that the Staff Survey would be circulated direct from Open University and Warwick University direct to staff via e-mail on Wednesday, 22 October 2013. A forcewide e-mail would be sent out on Tuesday, 21 October from the Chief Constable informing staff that the Survey would be circulated.

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The DCC updated that Chief Officers have discussed the Inspector Promotion Process and the next selection process will be run in late spring/early summer 2014. He hoped that this timing would give those wishing to apply the best opportunity.

2.1 Organisational Development

Mrs ANDERSON presented the key points of note from the current Organisational Development Dashboard.

Items noted on the Report:

A review of deployable Constables capability to fill critical posts is now complete and has been submitted to Chief Officers.

Recruitment of Special Constabulary remains on track, total overall number of new recruits since January 2013 is 53 which was noted as being very positive.

The report was noted.

2.2 Personnel Services Dashboard

Mr CHANNON presented key points of note from the current Personnel Services Dashboards and provided information on current sickness absence levels.

The DCC updated that sickness is a key area of focus on the agenda the for the Performance Meetings, the next meeting will be held on 25 October 2013. He stated that this would be further explored at that meeting.

The report was noted.

3. ONE TEAM

3.1 Discussed under the CLOSED section of the minutes.

4. PROMOTION OF EQUALITY AND HUMAN RIGHTS

Mr CREGG gave update as follows:

Children and Young Peoples – An anti-bullying group has been set up by PAN Dorset, this will bring a standardised approach to anti-bullying. Anti-bullying week will take place 18 to 25 November which will receive local and national press coverage.

Positive Action Strategy – The consultation has now closed and it will be presented to the next People Confidence and Equality Board for sign off.

Hate Crime – Poole Borough Council have carried out a scrutiny review around Hate Crime, this report has produced a number of recommendations, some relate to Dorset Police – these recommendations will be taken forward by the Hate Crime Working Group Lead, Superintendent ROGERS.

5. RESOURCE MANAGEMENT 2013/14

Mr BUTTERWORTH presented his report to the meeting, highlighting the key areas of note.

The following were **RECOMMENDED** in Mr BUTTERWORTH's report:

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That the financial position shown at paragraph 2.3 be noted.

That the transfer to a new commissioning reserve of £174k as set out in paragraphs 5.7 and 5.9 is approved.

The use of current year savings shown at paragraph 8 be noted.

That the current debt position be noted.

Financial Strategy – the ACO updated the meeting on issues that had arisen since this paper was presented to FEB. Parliament and local MPs are being lobbied regarding the further proposed cut to the CSR which will be announced in December 2013. The Force was looking at an £8.74m gap and this has now risen to approximately £10m.

The ACC asked what the Force's Communications strategy is in relation to the further proposed cuts – it was suggested that an "open letter" be devised as a joint letter from the CC and PCC. It was noted that the PCC, Federation, UNISON can lobby regarding the proposed cuts – the Force can only present the facts and be honest about what the proposed cuts will mean and the challenges the Force would be facing.

6. FORCE PERFORMANCE – UPDATE ON KEY EXCEPTIONS & PROCESS

Mr CREGG updated on the current Performance Data.

The DCC updated that the three areas of focus within the Police and Crime Plan.

Volume Crime and Resolution. Volume crime continues to reduce and resolution is on target and improving.

Satisfaction – The Force has turned around a three year trend in one quarter, this is due to strong leadership by all those present. The DCC gave his thanks to those present.

Sickness – this is still an issue but is slowing down, the factors and drivers for sickness are not easily identifiable, this issue will be picked up at the Strategic Performance Meeting on Friday, 25 October.

The ACC referred to the increase in incidents but the fall in crime numbers with regard to Domestic Abuse. He emphasised how the Force would like to see more people coming forward with instances of domestic abuse and that indicated higher confidence in our approach.

Good news to report on Performance going in the right direction in most areas.

7. MEETING MINUTES

7.1 Force Board Meetings

The ACC updated on a change in the way the Contact Board will be conducted. The MCCD part of the Contact Board will be encompassed by the DCC and Ch Supt Hiles will Chair Force Contact Board. Chief Superintendent HILES endorsed that this will need support and representation from all Departments. The DCC asked that the Board be kept under review via the OCB.

ACTION: Assistant Chief Constable & Chief Superintendent HILES

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7.2 Meetings of the PCC

Commissioning Board – The Minutes of 20 September were presented to the meeting. Since that meeting there has been a further meeting held on 14 October 2014 which included the presentation of the final version of the Regional Forensic Collaboration Business Case which was agreed in principle but some extra work was requested by PCCs. The DCC expected this to be signed off at the next meeting of the SW Police Collaboration Commissioning Board to be held on 27 November where he would present a Heads of Terms, a revised Business Case and an Implementation Plan.

8. **HMIC UPDATE**

Domestic Abuse inspection has taken place this week by HMIC, the timetable and details are on Sharepoint.

The Force has taken part in a Study on Neighbourhood policing as part of Valuing the Police 3 and as a result Inspectors are likely to be in Force for a day in November/December to follow this up.

Child Protection Inspection Programme – all Forces are being consulted, nothing further known at this stage.

9. **VALUE FOR MONEY PROFILES**

The ACO provided a report with provided a key summary of the key findings from the HMIC Value for Money DRAFT profiles released on 9 September 2013. The ACO informed the meeting of the importance of this document.

The key findings the report were as follows:

- ◆ The HMIC VfM report of 2013 provides a high level analysis of costs and performance for Dorset Police in comparison with all other forces. It does so with a consistent set of data and, bar some minor issues with comparability, therefore provides a good indicator of where Dorset lies in a national context.
- ◆ Dorset Police continue to be a low funded and low spending force.
- ◆ Expenditure per head of population has fallen more in Dorset than the national average.
- ◆ Spending on local policing, criminal justice, road policing, intelligence and investigations is below the national.
- ◆ The One Team programme continues to use the VfM profiles to inform the timescales for review and business cases for change to the force structure. The changes arising from One Team will not be fully predictable in future VfM reports.

The next stage will be for this report will be taken to the Resource Control Board on 22 October 2013 where it will be considered to see how this can be utilised to assist the future savings programme for the Force.

The ACC asked if there was any operational representation at the Resource Control Board. The ACO explained the purpose of the board, is and how it fits in with other Boards and added that an operational representative would be welcome to sit on the Resource Control Board.

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10. ANY OTHER BUSINESS

Constable CHAMBERLAIN introduced his replacement, Constable Tony TESTER, who will be taking over Clive's role within the Dorset Police Federation in the very near future. The DCC welcomed him to the meeting.

11. DATE OF NEXT MEETING

11.1 The next meeting will be held on Monday, 25 November 2013 at 1100 hrs and will be held in Boardrooms 1-3.

