

## DORSET POLICE

# **FORCE EXECUTIVE BOARD**

Monday, 20 May 2013

1100 hrs

Boardrooms 1-3, Force HQ, Winfrith

**CHAIRS:** Mr M Underhill, Police & Crime Commissioner  
Miss D Simpson, Chief Constable

**ATTENDANCE:** Mr A Whiting, Deputy Chief Constable  
Mr J Vaughan, Deputy Chief Constable  
Mr M Hiles, Assistant Chief Constable  
Mr J Jones, Assistant Chief Officer  
Mr G Smith, Director of Human Resources  
Mr M Goscomb, PCC Chief Executive  
Mr R Bates, Chief Finance Officer for the PCC  
Chief Supt C Searle, Operational Support Command  
D/Chief Superintendent M Cooper, Head of Crime & Criminal Justice  
D/Chief Superintendent C Stanger, Niche Project  
Chief Supt J Newall, Head of Territorial Policing  
Superintendent T Whittle, Professional Standards  
Ms J Yates, Head of Corporate Development  
Mr N Butterworth, Head of Finance  
Mr A Bennington, Head of IS  
Ms 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  
Mrs G Lovelass, Communications Manager  
Miss F Napier, Media and Communications Manager, OPCC  
UNISON – Mrs H Buttery  
Inspector P Browning, Observer

**MINUTES:** Miss R Ford

**APOLOGIES:** Mr J Jones, Assistant Chief Officer  
Mrs D Potter, UNISON Branch Secretary  
Constable C Chamberlain, Chairman, Dorset Police Federation

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

All actions from the previous meeting held on 29 April 2013 were complete as per the summary of actions.

The minutes were agreed as an accurate record of the meeting.

### 2. HR UPDATE

Mr SMITH referred to the three standard updates.

## 2.1 **Organisational Development**

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

There was discussion around PCSO vacancies.

The report was noted.

## 2.2 **Personnel Services Dashboard**

Mr CHANNON presented the Personnel Services Dashboard as at 24 April 2013 and addressed the key points of the report.

Mr GOSCOMB requested clarification on sickness, how the Force is comparing sickness under the progression of One Team where the Force has less members of staff. Mr CHANNON stated that this is a snap shot giving the current state of affairs on sickness for the Force however, he would produce a more strategic level overview for future meetings.

### **ACTION: Mr P CHANNON**

The report was noted

## 2.3 **Business Change**

Miss BEASLEY presented the business change paper the meeting was asked to consider the latest business change update.

The report was noted.

## 3. **PROMOTION OF EQUALITY AND HUMAN RIGHTS**

**People Confidence and Equality Board** - Mrs YATES updated that the People Confidence and Equality board was held on Tuesday, 14 May 2013 and discussion took place at that meeting on Equality Champions – the Force currently has 12 and we will be looking to recruit more, perhaps with specialist remits, it was confirmed at least a further 6. Whether staff have the time and capacity to carry out this work in addition to their regular duties will be taken into consideration when appointing to these roles.

**Flexible Working** – the policy went out for consultation Monday, 20 May 2013.

## 4. **RESOURCES MANAGEMENT**

Mr BUTTERWORTH presented the update to members which gave the anticipated budget outturn for the 2012/13 financial year and to highlight early any emerging issues for 2013/14.

Queries were raised on the following points:

2.8 – the PCC asked why there had been a significant overspend on employee costs due to a higher number of ill health retirements during the year than budgeted for. The DoHR gave explanation as to why this overspend occurred.

1.5 – Mr GOSCOMB referred to the continuing challenges of managing the workforce

change programme representing a financial risk for which we recommend making a larger provision, Mr GOSCOMB could not see a reference to this – Mr BUTTERWORTH stated that it would come back to a future meeting.

5.1 – Budget monitoring for 2013/14. Mr GOSCOMB asked when this would be reported. Mr BUTERWORTH stated that he would be looking to report on this at the July FEB Meeting.

It was AGREED that the proposed underspend be utilised to increase the Protective Body Armour Reserve and to fund a high cost of maintenance on the Helicopter. With regard to the transfer to capital reserve on the remainder of the underspend, this would be returned to FEB on 23 June 2013 for decision.

## 5. **FORCE PERFORMANCE**

Mrs YATES informed the meeting that her report is to update on the key issues or exceptions identified by the Strategic Performance Board. The report showed the first month of performance against the new priorities set in the Police and Crime Plan. It has been agreed that the topic for the next Strategic Performance Board to be held on 12 June 2013 would be Satisfaction.

Mrs YATES presented the remainder of her report.

The report was noted.

### **ACTION: Chief Supt SEARLE**

Detective Chief Superintendent COOPER updated that the crime strategy was being assessed and would be returned to this meeting in due course.

### **ACTION: D Ch Supt COOPER**

## 6. **FORCE BOARD MEETINGS**

No issues were raised.

## 7. **HMIC UPDATE**

Mrs YATES gave a verbal update and stated that the HMIC are due to inspect the force on Valuing the Police 3 (VTP3) on 21 and 22 May 2013.

## 8. **DECISIONS BY THE PCC**

Discussed at item 10.

The PCC requested that the Chief Constable's decisions should also be included. This was AGREED.

## 9. **DRAFT WORKFORCE PLAN**

The Director of Human Resources presented the Draft Workforce Plan 2013/17 for members' consideration and approval.

The PCC, Chief Constable and Members of the Board APPROVED the final version of the plan.

## 10. **SINGLE GOVERNANCE POLICY**

Mr GOSCOMB referred to Miss BROWNJOHN's report which has been provided to seek final approval for the single Governance Model Policy and Procedure and to make recommendations for decision regarding a number of issues which arose from the adoption of the policy. Mr GOSCOMB detailed the main issues for consideration, as detailed in the report.

Mr GOSCOMB endorsed the need for decisions to be recorded and by whom the decision was made. He highlighted meeting decisions should be recorded and cross referenced to the relevant papers.

Recommendations for approval.

1. That the Single Governance Model and Procedure be formally approved. This was AGREED subject to a minor change on page 15 to the Strategic Lead Portfolio Boards "Composition" – it was requested that it read *A single Chief Officer or suitable representative together with selected representatives .....*

### **ACTION: Miss K BROWNJOHN**

2. That each Chief Officer be responsible for having in place arrangements to ensure effective quality assurance of papers going to their Lead Board. AGREED
3. That all open Force Board papers be published on the OPCC and Force websites as a matter of course. AGREED
4. That formal agenda setting meetings be established for the Force Executive Board in order to better plan and co-ordinate business.

The Chief Constable stated that due to time constraints – it maybe difficult to have a joint agenda setting meeting – but that Chief Officers approve it and the PCC approves separately. But that this be AGREED in principle.

5. That a Chairs' papers briefing be introduced for the Force Executive Board and key Boards that are jointly chaired.

The Chief Constable requested that this be changed to read "*offered*" rather than "*Introduced*".

6. That consideration be given to the more general introduction of Chair's Briefings to enhance the planning and conduct of meetings. AGREED

Mr GOSCOMB also requested that Consideration given to finding a template approach to the production of simplified minutes. Whoever chairs each meeting at present could consider this and decide as necessary whether they wish to take this forward.

## 11. **FORCEWIDE SYSTEM**

The DCC presented the report on behalf of the Assistant Chief Officer. This paper arose following the FEB meeting held on 29 April 2013 where only 2 of the 7 recommendations put forward were agreed. This report was to present the additional

information and explanation required to agree the procurement and implementation of an integrated suite of crime and intelligence applications to replace the existing internally developed legacy system.

The DCC circulated information on the 3 options available for Forcewide System replacement.

It was highlighted that Dorset Police currently uses the NICHE Case and Custody application and within the CPS Region, Hampshire and Wiltshire are both users of Niche. Nationally 15 forces are currently using Niche. In the South there are collaborative opportunities involving seven forces.

It was recommended the Force progress the procurement and implementation of Niche in accordance with this report. This recommendation was AGREED by the Chief Constable, PCC, OPCC Treasurer and supported by the members of FEB.

12. **ANY OTHER BUSINESS**

Detective Chief Supt STANGER asked when clarification would be received on the Chief Officer portfolios. The Deputy Chief Constable updated that there had been some broad discussions but that final decisions would be circulated this week.

**ACTION: DCC**

13. **DATE OF THE NEXT MEETING**

Monday, 24 June 2013 at 1100 hrs in Boardrooms 1-3