

DORSET POLICE

FORCE EXECUTIVE BOARD

Monday, 29 April 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 Supt C Stanger, Head of Crime & Criminal Justice
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
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
Mrs D Potter, UNISON Branch Secretary
Constable C Chamberlain, Chairman, Dorset Police Federation
Inspector P Browning, Observer
Mr M Gravelle (for item 14 only)
Mr M Gardener, Niche (for item 3 only)

MINUTES: Miss R Ford

APOLOGIES: Mr A Bennington, Head of IS

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

All actions from the previous meeting held on 25 March 2013 were complete as per the summary of actions produced for that meeting.

Supt WHITTLE gave a verbal update on 6. Performance with regard to Incivility.

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.

CC referred to a paper on Voluntary Exit not on the scheme itself but more around how it is applied.

PCC – Special Constabulary deployment – Mrs ANDERSON reported that data has been prepared for the Volunteers Board on 2 May 2013.

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.

The Chief Constable referred to the various charts presented – she asked which chart contained the most significant information for ease of reference for future meetings? Mr CHANNON stated that the “Current most common reason for absence” and gave explanation of how to read the data.

PCC asked what the significance was of the “amber” coloured figure of 126 in the Currently absence as at 24/04/2013 08:58. Mr CHANNON explained that amber indicated that looking at the average this would indicate a “moderate” level of absence from the Force. Mr SMITH suggested that perhaps a chart showing a more summary position could be prepared for FEB for future meetings. It was also requested that perhaps a little more context be included.

ACTION: Mr P CHANNON

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.

Report was noted.

3. **NICHE PRESENTATION**

A presentation was given to the Meeting by Niche Technology (copy attached to the minutes at APPENDIX A).

The Deputy Chief Constable queried Officer Direct Input Niche representative stated that there is a National debate around data quality, he asked if there was any evidence that this has reversed. Chief Superintendent STANGER stated that Merseyside have undertaken research and there was no difference in data quality between officer direct input and that input by Input Staff.

The PCC queried why some of the bigger Metropolitan Forces are not customers of Niche? Niche representative stated that Niche has Contracts with 18 forces and currently 48,000 officers use the application. Niche representative also gave update on which Forces are likely to take up the Niche proposals in the future.

PC CHAMBERLAIN thought it strange that the Home Office have not picked up and commissioned the use of the Niche system. Chief Supt Stanger stated that there are

currently 3 systems available. Niche are currently the dominant provider.

PCC thanked Niche representative for presentation.

4. **PROMOTION OF EQUALITY AND HUMAN RIGHTS**

No exceptions to report.

5. **RESOURCES MANAGEMENT**

The ACO gave a verbal update to the meeting. In terms of the current year there are no anomalies to report so far.

6. **FORCE PERFORMANCE**

Mrs YATES presented a report which updated the meeting on key exceptions and process. This formal report will pick up key issues from the Strategic Performance Board which was held on Wednesday, 17 April 2013 where the end of year Strategic Assessment and Performance reports will be presented in detail and it was determined that call handling would provide the detailed theme for the next meeting. Mrs YATES highlighted an error in the report circulated with the agenda – an updated report will be placed onto the internal FEB Meeting Site so that all reference documents are correct.

Secretary's NOTE: The amended report is now available on the internal meeting site.

The report was presented for information but members were requested to consider and if in agreement ratify the format of the report for routine presentation at future Force Executive Board Meetings. **AGREED this was an appropriate format.**

A more detailed review of performance will continue to take place through the Strategic Performance Board and Strategic Tasking and Coordinating group meetings and this overview is intended to identify the main exceptions and direct internal and external readers to more information.

7. **FORCE BOARD MEETINGS**

Item not discussed.

8. **HMIC UPDATE**

Mrs YATES gave a verbal update.

9. **SEXUAL ASSAULT REFERRAL CENTRE**

Mr JONES presented a report to update members on the Sexual Assault Referral Centre in Bournemouth, including the financial arrangements.

The PCC requested that in future that the Sexual Assault Referral Centre is referred to as the SARC and not an ARC.

It was noted that the SARC has resulted in a revenue contribution from the Force of £90,000 a year until June 2013. It is recommended that this contribution continue until the end of the financial year, which will enable a full evaluation of the service to be undertaken to inform future service provision. The additional cost to the Force of

£60,000 (not £43,000 as stated in the original report) has been met from existing budgets.

The DCC referred to feedback by users on this facility and how to measure this. The DCC and ACC agreed to discuss this outside of the meeting.

ACTION: DCC & ACC

Mr GOSCOMB referred to a new Commissioning Partnership Board to be Chaired by the PCC. This Board will sit alongside other partnerships involved in the SARC including commissioning the new manager from June 2013.

The ACO highlighted an amendment to paragraph 6.2. The paragraph should read *"The premises are entirely in the ownership of the PCC. A formal agreement is required between the funding partners, which is currently being negotiated. This will then be submitted for approval"*.

It was recommended that this report be noted by the meeting.

It was further recommended that the contribution of £90,000 towards the cost of the SARC continues until March 2014 to allow for a full evaluation of the service.

Mrs LOVELASS referred to the Branding of SARC as opposed to ARC and it was further discussed. Where will this be further discussed? Seems to need an action to be discussed with partners?

It was requested that it be taken to the Commissioning Partnership Board for discussion.

**ACTION: Mr GOSCOMB
10. NATIONAL POLICE AIR SERVICE (NPAS)**

A report was presented to provide update regarding the transition to the National Police Air Service and seek final approval to sign the National Police Collaboration Agreement made under Section 22 of the Police Act 1996.

It was recommended that the PCC and Chief Constable note this report and agreed to join the National Police Air Service and sign the Collaboration Agreement as supplemented by an appropriate addendum as referred to in paragraph 9.2 of the report. The Collaboration Agreement requires a number of alternations which will be included as an addendum. The principal area to be agreed relates to the relocation of the helicopter which will also need to be addressed as part of the addendum.

The PCC and Chief Constable agreed to sign the Collaboration Agreement subject to the location issues. Good news story and it was requested that it be reported as such.

ACTION: Ms NAPIER/Mrs LOVELASS

Chief Supt SEARLE stated that the final decision on the location of the Helicopter whilst still not agreed needs to be considered in relation to the relocation of the officers involved.

11. SOURCES OF INCOME

Mr JONES presented a report to update members on income sources received by Dorset Police. Dorset Police received income from a number of sources for a variety of

reasons. Mr JONES provided information of the main types of income received. Grant income from Central Government or similar was excluded from the report.

The presentation of the report at FEB stated that using the HMIC's VfM Profiles, Dorset Police benchmarks low against the majority of other forces in respect of income generation. However significant elements of income have not been included in the budget which the VfM profiles are based.

Mr GOSCOMB raised the issue with regard to the PCC being able to be more supportive than the Police Authority with regard to the generation of Sponsorship for the Force. It was agreed that this opportunity should be taken.

Chief Supt NEWALL referred to the agreement on CSAS. She requested that it now be taken to a suitable forum for sign off. The Chief Constable and the PCC AGREED to sign off the CSAS report at this meeting the details of which remain consistent with the previous report tabled at FEB.

The Sources of Income report was noted and signed off.

12. **FINANCIAL CONTRACTS WITH DORSET COUNTY COUNCIL**

Mr BUTTERWORTH presented a report to update members on the status of financial contracts with Dorset County Council.

The Force executive Board was asked to approve the renewal of the financial contracts shown in the report and to note updates provided on the non-financial based contracts. This was AGREED.

13. **POLITICALLY RESTRICTED POSTS COMBINED POLICY AND PROCEDURE**

Miss BROWNJOHN referred to her report regarding the final combined policy and procedure for the Political Restriction of Posts for approval. She stated that this is a joint Force and Office of the PCC and addresses the issue of political restriction of designated police staff posts

The PCC asked if a list of posts will be attached to the policy. Miss BROWNJOHN confirmed that it would and would also be subject to annual review.

Mrs POTTER asked if there was any entitlement to trade union representation and also whether there could be any personal representation to the appeal body. Miss BROWNJOHN explained the appeal process and that there is a right to Trade Union representation but that all appeals should be in writing and would be part of a written appeals process.

Members were asked to approve this Policy.

This was agreed.

14. **2012 VALUE FOR MONEY PROFILES**

The ACO presented a report to provide members with an analysis of the 2012 HMIC Value for Money profiles, with a specific emphasis on the financial information. Mr GRAVELLE attended the meeting for questions.

Mr GOSCOMB stated that this report will be helpful as part of the HMIC VfM inspection which is shortly to take place.

It was recommended that the members noted the report and the profiles suggested be integrated into the one Team Review Programme.

15. **PROCUREMENT OPTIONS FOR REPLACING FORCEWIDE SYSTEMS**

Chief Superintendent STANGER presented a report for decision. Dorset Police are now only submitting electronic cases and case material to the CPS and to the courts. The Niche Records Management System is used to prepare all these cases. It is now mandatory to only use electronic links. The Niche RMS support contract ends in May 2014.

The force must consider extending contracts with Niche Technology UK Ltd to keep Case Preparation and Custody running. The force must consider extending new contracts with Niche Technology UK Ltd to implement a full Niche Records Management System.

This full RMS will integrate with the existing Niche modules. Niche RMS will provide the opportunity to collaborate cost effectively with other Niche forces. By migrating onto Niche RMS it will be possible to carefully replace Force Wide Systems with newer systems.

[FWS Command and Control Replacement is out of scope of this programme. The existing Command and Control Force Wide Systems will continue as normal until Niche RMS is fully implemented.]

The PCC raised the issue with regard to the late notice for this paper. He referred to the Options put forward and requested a full business case to support this due to the major decisions that are required. He suggested that the general direction of the proposals put forward be agreed. He stated that he was content with Options 1-4 and that a fully worked out business case is required to support all the proposals in this report. He stated that he needed to be very mindful of the money being spent. Chief Superintendent STANGER referred to some difficulties in obtaining all the information on comparative data as it will need to be obtained from other organisations. The Chief Constable asked if it was possible to have some detail, even if only to compare what would give best value. She stated that it is only right that other areas are given due exploration. The ACO stated that there are a lot of figures missing from the detail of the report which makes it difficult to make a decision.

Discussion was undertaken regarding the level of detail required for a Business Case. The recommendations for the report were not agreed but in order for the project to move forward in a timely manner it was decided to undertake a "by exception" report and a meeting would be held outside of FEB to agree the Business Case once produced. The meeting would consist of the PCC, CC, Mr BATES, CX, DCC, ACO and Chief Superintendent STANGER.

ACTION: Ch Supt STANGER

16. **MODERN APPRENTICE SCHEME**

The DoHR provided a summary of the Apprenticeship Schemes provided by local councils in Dorset, availability to partner agencies and details of Apprenticeships offered by local Colleges. The report makes recommendations in relation to the most appropriate Apprenticeship Scheme for Dorset Police at the present time.

This scheme was AGREED by the meeting.

17. **ANY OTHER BUSINESS**

ACC Adrian Whiting – Final Meeting

The Chief Constable stated that this meeting would be the final meeting that Mr WHITING will be attending prior to his retirement in August 2013. She referred to his tremendous dedication to the Force and the work that he has undertaken within the Force noting that he would not have been able to give this commitment for so long without the support of his family. In light of this the FEB members presented a small token of appreciation to the Whiting family. A Bouquet and biscuits were presented.

Mr WHITING stated that it had been a great privilege serving alongside each and every person and thanked the meeting for the gifts for his family.

There was no any other business.

18. **DATE OF THE NEXT MEETING**

Monday, 20 May 2013, Boardrooms 1-3