



## CAMBRIDGESHIRE POLICE AND CRIME PANEL

WEDNESDAY 26 JUNE 2019, 2.00 PM

Civic Suite 1A - Huntingdonshire District Council

Contact – jane.webb@peterborough.gov.uk, 01733 452281

### AGENDA

Page No

1. Election of a Chairperson
2. Election of a Vice Chairperson
3. Apologies for Absence
4. Declarations of Interest
5. Minutes of the Meeting held on 20 March 2019 3 - 10
6. Public Questions/Statements  

Questions must be received before 12noon on Friday 21 June to be guaranteed acceptance in accordance with the Rules of Procedure
7. Fire Governance Update
8. Police and Crime Commissioner's Annual Report 2018/2019 11 - 60
9. Revenue And Capital Budget 2018/19 Draft Outturn 61 - 102
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12. Cambridgeshire Police and Crime Panel's Annual Report 173 - 182



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| <b>13. Administration Costs and Member Expenses Report</b> | <b>183 - 186</b> |
| <b>14. Meeting Dates and Agenda Plan 2019/2020</b>         | <b>187 - 188</b> |

*\*Members of the public wishing to submit questions or a statement to the Panel can do so by contacting the secretariat no later than 12 noon on the third working day following the publication of the meeting agenda. Further details can be found within paragraph 7, Public Participation within the rules of procedure:*

[Rules of Procedure](#)

Membership

Councillors: A Sharp, M Shellens, N Massey, C Daunton, S Tierney, J Palmer, A Ali, S Wallwork, D Giles, S Warren, C Wiggin

Independent Co-opted Members

Edward Leigh (Chairperson)

Claire George

Substitutes

Councillors: L Ayres, L Nethsingha, E Murphy, D Connor, H Masson, C Hogg, A Lynn, H Smith, B Thittala, J Huffer

Officer Support

Jane Webb, Peterborough City Council



**MINUTES OF A MEETING OF THE CAMBRIDGESHIRE POLICE AND CRIME PANEL  
HELD AT HUNTINGDON DISTRICT COUNCIL  
ON 20 MARCH 2019**

**Members Present:** E Leigh (Chairperson), Councillors D Connor, M Shellens, C Hogg, R Brown, C Daunton, J Palmer, A Sharp and A Ali.

**Officers Present:** Jane Webb Secretariat, Peterborough City Council  
Fiona McMillan Monitoring Officer, Peterborough City Council

**Others Present:** Jason Ablewhite Cambridgeshire Police and Crime Commissioner  
Dr Dorothy Gregson Chief Executive, Office of the Police and Crime Commissioner  
Matthew Warren Acting Chief Finance Officer, Office of the Police and Crime Commissioner

**1. Apologies for Absence**

Apologies for absence were received from Claire George and Councillors D Oliver, N Massey and Councillor S Tierney.

**2. Declarations of Interest**

There were none.

**3. Minutes of the Panel meeting held on 20 January 2019.**

The minutes of the Panel meeting held on 20 January 2019 were agreed as an accurate record.

**Fire Governance** – The Commissioner stated that a Judicial Review date had now been set for 2<sup>nd</sup> June 2019.

**4. Public Questions/Statements**

No public questions or statements were received.

**5. Review of Complaints**

None had been received.

## 6. Monitoring The Delivery Of The Police And Crime Commissioner's Police And Crime Plan - Transformation Theme

The Panel received a report to update them on the delivery of the Transformation theme within the Police and Crime Commissioner's (the "Commissioner") Police and Crime Plan (the "Plan").

The Panel made comment, asked questions and received responses from the Commissioner with regard to the Report, these included:

- a) Members asked how the Force would measure any success within the transformation theme and how would these be used to tweak any necessary changes and in turn, how would these changes be measured? The Commissioner explained that the Business Coordination Board, which holds the Chief Constable to account, was now held monthly; the reports to this Board include detailed performance information which was also in the public domain. The new Chief Constable had reviewed the Transformation agenda, was understanding and supportive of it and measured performance of this by going out and listening to his officers. The Commissioner stated that he was impressed with the Chief Constable and by the way he interacted with his staff; he has brought back ideas and tweaked the model after speaking to his officers which meant the staff were driving the change and he had developed his own plans that directed into the four themes.
- b) Members asked how the 50 additional officers would be implemented. The Commissioner explained that there would be 3 to 4 intakes of between 10 and 15 new recruits a year; the last two cohorts had 31 and 26 recruits. Once graduated, recruits needed to shadow an experienced officer on shift which created logistical challenges; it can take up to two years before a recruit ends their probation period.
- c) Members stated there were 80 PCSOs to cover neighbourhood policing, yet Cambridgeshire was growing, did the Commissioner envisage this increasing because of the new townships or getting thinner? The Commissioner stated that of the 50 new officers, he envisaged these going into community based roles, those of PCSOs. There were two ideas; new PSCOs in new community based roles or where the most impact where highest levels of demands and criminality and then bolster up more rural or putting the additional PCs in the local community teams but looking holistically overall; community policing was about 10% of all policing.
- d) Members asked if the Commissioner was happy with the amount of funding he gave to the Community Safety Partnerships to which he responded that he was happy with the level of funding that was given, adding that some districts did not carry out their obligatory statutory duties. The Commissioner added that Fenland were open to new ideas and Peterborough used £760k from their enforcement team.
- e) Members asked how the Commissioner was dealing with the pension deficit and the extra insurance costs. The Commissioner explained that the precept increase would help with this and that they were still awaiting clarity from the government as to if and how much monies may be absorbed by the government therefore the OPCC needed to budget, if it transpires there are added monies then the OPCC will have more funds going forward.
- f) The Commissioner explained it was a very rigorous application process to become a police officer and those that unfortunately missed one module often repeated again with the next cohort.
- g) The Commissioner stated that the ground work was progressing with regard to self-insuring, this would redirect savings of between £2 and £2.2million but the benefits of this would not be realised for another 3 or 4 years yet.
- h) Members enquired about the problems around Athena and the knock on effects to the HR Collaboration. The Commissioner explained that the problems with Athena had now settled down, officers had found the system very frustrating and it had been for these reasons that Cambridgeshire had deliberately delayed the implementation of the system; unfortunately Athena had been inherited and although Officers had not been impressed they were resilient, intelligent and had become more productive with Athena. This has had a knock on effect on

overtime (£1/2 million); if an officer makes an arrest late on, it has to be the same user that completes the file. The Commissioner stated that the sharing of information has been extremely beneficial and some major organised crime has been cracked and the Force was still within budget.

- i) The Commissioner stated that under “Assets Count” the Force had offered the use of their buildings to Cambridgeshire County Council at no cost in order to help bring together shared services.

## **ACTION**

Following discussions the Panel **AGREED** to note the report.

*The Commissioner agreed to circulate the current Force Management Statement to the Panel.*

## **7. Police and Crime Plan Variation**

The Panel received a report to notify them of the Cambridgeshire Police and Crime Commissioner’s (the “Commissioner”) variation to the Police and Crime Plan (the “Plan”).

Responses by the Commissioner to questions and comments from the Panel included:

- a) Members asked if the Commissioner was content with the Strategy of new Communities to which the Commissioner responded stating there was a need for social investment rather than infrastructure therefore local planning authorities should agree with developers to utilise community officers which in turn would bring developments together.
- b) Members commented that a £1k shortfall on each new house was extremely high when 60,000 houses were being built. The Commissioner explained this figure came from a study undertaken in Milton Keynes; this would be circulated to Members.

## **ACTION**

Following discussions the Panel **AGREED** to **APPROVE** the Variation to the Plan

The Panel **AGREED** to Note that the Commissioner will submit a further variation to the Plan to the June Panel meeting. This variation will be the ‘Appendix – Medium Term Financial; Plan’

*The Commissioner agreed to circulate a link to the Milton Keynes study on the public cost of new homes to the Panel.*

## **8. Decisions By the Commissioner**

The Panel received a report to enable it to review or scrutinise decisions taken by the Police and Crime Commissioner under Section 28 of the Police Reform and Social Responsibility Act 2011. The Panel was recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the Police and Crime Commissioner taken since the previous Panel meeting.

### **CAMBRIDGESHIRE SOUTHERN POLICE STATION – *previously referred to as Parkside Custody Replacement Project***

Responses by the Commissioner to questions and comments from the Panel included:

- a) The Commissioner stated that the new location would be made public once purdah and elections were over. The Commissioner explained there would be a joint engagement strategy with the leader of South Cambs for a big reveal.
- b) The Commissioner explained this was a dead piece of land and he had been adamant that he would be accept less than what had been paid for it.

**ACTION**

The Panel **NOTED** the report and decisions that had been made by the Commissioner.

*At this point the Police and Crime Commissioner and officers left the meeting.*

**9. Meeting Dates and Agenda Plan 2019-2020**

The Panel received and noted the agenda plan including dates and times for future meetings.

The Panel **AGREED** to renew the Frontline subscription for the next financial year.

<b>ITEM</b>	<b>ACTION</b>
<b>Review of Complaints</b>	Following discussions the Panel <b>AGREED</b> to note the report.
<b>Monitoring the Delivery of the Police and Crime Commissioner’s Police and Crime Plan – Transformation Theme</b>	Following discussions the Panel <b>AGREED</b> to note the report.  <i>The Commissioner agreed to circulate the current Force Management Statement to the Panel.</i>
<b>Police and Crime Variation</b>	Following discussions the Panel <b>AGREED</b> to <b>APPROVE</b> the Variation to the Plan  The Panel <b>AGREED</b> to Note that the Commissioner will submit a further variation to the Plan to the June Panel meeting. This variation will be the ‘Appendix – Medium Term Financial; Plan’  <i>The Commissioner agreed to circulate a link to the Milton Keynes study on the public cost of new homes to the Panel.</i>
<b>Complaints Reform – Police and Crime Commissioner’s Role</b>	Following discussions the Panel <b>AGREED</b> to note the report.
<b>Decisions By the Commissioner</b>	The Panel <b>AGREED</b> to note the report and decisions that had been made by the Commissioner.
<b>Meeting Dates and Agenda Plan 2019-2020</b>	The Panel <b>NOTED</b> the forthcoming meeting dates.  The Panel <b>AGREED</b> to renew the Frontline subscription for the next financial year.

CHAIRPERSON  
The meeting ended at 3:50pm



## **REPORT OF THE CAMBRIDGESHIRE POLICE AND CRIME PANEL**

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### **RECOMMENDATION FOLLOWING CONSIDERATION OF THE REPORT FROM THE POLICE AND CRIME COMMISSIONER ON A VARIATION TO THE POLICE AND CRIME PLAN 2018/19 TO 2020/21**

**Date of Notification:** 8 March 2019

**Date of Panel Meeting:** 20 March 2019

**Date of Report:** 26 March 2019

#### **Guidance**

This report provides the recommendation(s) made by the Cambridgeshire Police and Crime Panel in accordance with Section 28(3), Part 4 of the Police Reform and Social Responsibility Act 2011. Its purpose is to outline the Panel's recommendations following its review of a variation to the Police and Crime Plan 2018/19 to 2020/21.

#### **Panel Meeting**

On 20 March 2019 the Cambridgeshire Police and Crime Panel reviewed a variation to the Police and Crime Plan 2018/19 to 2020/21 – Forewords – noting that no changes had been made to the previously endorsed Plan.

#### **Decision**

In accordance with the Police Reform and Social Responsibility Act 2011 and following consideration of the information submitted to it. Having noted that there were no changes within the variation to the Police and Crime Plan the Panel's AGREEMENT to ENDORSE the variation of – Forewords - of the Police and Crime Plan remains in place.

#### **Reasons for the decision**

The Panel noted that the variation to the Plan did not contain any changes and was therefore acceptable and necessary for the continued provision of efficient and effective policing across the area covered by Cambridgeshire Constabulary.

#### **Terms of Reference**

The Police Reform and Social Responsibility Act 2011 requires the Police and Crime Panel to review the Police and Crime Plan or variations to it and make a report to the Commissioner.

**Edward Leigh**  
**Chairman of the Cambridgeshire Police and Crime Panel**

**26 March 2019**

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Edward Leigh  
Chair  
Cambridgeshire Police and Crime Panel  
c/o Jane Webb  
Peterborough City Council

By email: [jane.webb@peterborough.gov.uk](mailto:jane.webb@peterborough.gov.uk)

17<sup>th</sup> April 2019

Dear Edward

I refer to the Cambridgeshire Police and Crime Panel's (the "Panel") report dated 26<sup>th</sup> March 2019 entitled "Recommendation following consideration of the report from the Police and Crime Commissioner on a variation to the Police and Crime Plan 2018/19 to 2020/21".

As the Panel will be aware under the Police Reform and Social Responsibility Act 2011 (the "Act"), I have a statutory duty to respond to the Panel's recommendations. Therefore, this letter acts as my formal response in accordance with section 5(6) of the Act in respect of the variation to my Police and Crime Plan.

I note that the Panel has agreed to endorse my proposal for the amendments to the both my Foreword and that of the Chief Constable, and the reasons for their decision.

Yours sincerely,



Jason Ablewhite  
Police and Crime Commissioner for Cambridgeshire and Peterborough

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item 8</b>
<b>26<sup>th</sup> June 2019</b>	<b>Public Report</b>

## **Report of the Cambridgeshire Police and Crime Commissioner**

Contact Officers – Dorothy Gregson

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### **POLICE AND CRIME COMMISSIONER’S - ANNUAL REPORT 2018/19**

#### **1. PURPOSE**

- 1.1 The report is being presented to the Cambridgeshire Police and Crime Panel (the “Panel”) to enable it to review the draft Annual Report issued by the Cambridgeshire Police and Crime Commissioner (the “Commissioner”) under section 12 of the Police Reform and Social Responsibility Act 2011 (the “Act”).

#### **2. RECOMMENDATIONS**

- 2.1 The Panel is asked to review the draft Annual Report attached as Appendix A, provide any comments and make any recommendations.

#### **3. TERMS OF REFERENCE**

- 3.1 Item 2 - To review, put questions to the Commissioner at a public meeting, and make a report or recommendation (as necessary) on the Annual Report.

#### **4. BACKGROUND**

- 4.1 This report is presented to enable the Panel to carry out its functions as noted in paragraph 3. The Panel is required to review the draft Annual Report.
- 4.2 Under Section 12 of the Act, the Commissioner must produce an Annual Report on the exercise of the organisation’s functions in the financial year and the progress that has been made in meeting the police and crime objectives in the Police and Crime Plan (the “Plan”).
- 4.3 As soon as practicable after producing the draft Annual Report, the Commissioner must send it to the Panel. The Commissioner must attend before the Panel at a public meeting, present the Report to the Panel and answer the Panel’s questions on it.
- 4.4 The Commissioner must arrange for the final Annual Report to be published.

## **5. KEY ISSUES**

- 5.1 The Annual Report covers the period from April 2018 to March 2019.
- 5.2 This Annual Report provides an opportunity to review the work carried out over the last financial year to deliver the priorities as set out in the Commissioner's Plan, which was launched in March 2017.
- 5.3 In developing this year's Annual Report, the Commissioner noted the comments of the Panel from August 2018, and made the Panel aware of his intention to make the Annual Report more accessible to all and include infographics as opposed to having detailed performance data.
- 5.4 The Panel are therefore asked to note the Chief Constable's Force Management Statement (FMS) regarding Cambridgeshire Constabulary's operational self-assessment of their future demand and capability based on information and statistics regarding the Constabulary's performance. The FMS, as at June 2018, is published on the Constabulary's website; the FMS for 2019 will be published in July 2019. Whilst the Panel do not have the power to scrutinise the Chief Constable, the FMS provides a useful reference. For their information, the Panel will receive a separate briefing note from the Commissioner's office on the background of what a FMS is ahead of the 2019 one being published.

## **6. NEXT STEPS**

- 6.1 The Commissioner will respond to the Panel's report and any recommendations they may have on the draft Annual Report, and will then publish the final version of the Annual Report.

## **7. BACKGROUND DOCUMENTS**

- 7.1 Cambridgeshire Police and Crime Commissioner's Police and Crime Plan  
<http://www.cambridgeshire-pcc.gov.uk/police-crime-plan/police-crime-plan-2017-2020/>

## **8. APPENDIX**

- 8.1 Appendix A – Police and Crime Commissioner's draft Annual Report 2018-19

DRAFT COPY

# ANNUAL REPORT

APRIL 2018 - MARCH 2019



- Victims**  
Victims and witness are placed at the heart of the criminal justice system and have access to clear pathways of support
- Offenders**  
Offenders are brought to justice and are less likely to re-offend
- Communities**  
Communities have confidence in how we respond to their needs
- Transformation**  
We deliver improved outcomes and savings through innovation and collaboration

**JASON ABLEWHITE**

**POLICE AND CRIME COMMISSIONER FOR CAMBRIDGESHIRE AND PETERBOROUGH**

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APRIL 2018 - MARCH 2019

**Police and Crime Commissioner**  
for Cambridgeshire and Peterborough

# FOREWORD

From **Jason Ablewhite**, Police and Crime Commissioner for Cambridgeshire and Peterborough

Welcome to my Annual Report which covers the year April 2018 to March 2019.

I am pleased you have taken the opportunity to find out more about how I am working hard to make sure your views are listened to, whilst supporting and challenging the Chief Constable to provide a police service of which we can all be proud.

Firstly, I want to start by thanking all the officers, staff and volunteers at Cambridgeshire Constabulary who continue to work tirelessly to keep us all safe, wherever we live and work in the county.

During the year, we said goodbye to Chief Constable, Alec Wood, who left the Constabulary in a very strong position to meet new challenges and demands. In September, I was very pleased to welcome Nick Dean as the new Chief Constable. Nick brings with him a wealth of policing experience, having served more than 26 years with Norfolk Constabulary.

Those of you who know me will be aware that I spend a lot of my time out and about meeting local residents, businesses and partners. This year was no different as I continued to understand the challenges faced, both in terms of demand for our police service and the changing face of criminality.

There will always be difficult decisions to make. Our officers will always prioritise calls for service on the basis of threat, risk and harm, ensuring that the most vulnerable members of our community are protected.

Cambridgeshire Constabulary is one of the lowest funded forces in the country but one of the most efficient. Therefore it is important I continue to work hard to make sure the government police grant supports the Chief Constable to meet increasing demand. Thanks to your support, with last year's increase in the policing part of the council tax, the impact of the Constabulary's new local policing model, and this year's increase which came into force in April 2019, I am proud to say we will have record numbers of officers by the end of 2020 to help meet these challenges.

Crime cannot be tackled in isolation. Neither can prevention or early intervention which is key to tackling the causes of it. Therefore, I have continued to represent your views by chairing a number of countywide board meetings to ensure partnerships are working together to keep you safe.

Finally, I would like to remind you of the important part you and your communities play in keeping Cambridgeshire safe. Please get involved in supporting the police, through providing information and intelligence to assist them in safeguarding the vulnerable, protecting communities and bringing offenders to justice to ensure the best outcome for victims.

*"I am tremendously proud of the work that the officers and staff of Cambridgeshire Constabulary do to keep the county safe and so should you be ... read my Annual Report and find out why."*

*Jason*



# WHAT DO POLICE AND CRIME COMMISSIONERS DO?

## Police and Crime Commissioners are elected every four years to:

- Secure an efficient and effective police force for their area;
- Appoint the Chief Constable, hold them to account for running the force, and if necessary, dismiss them;
- Set the police and crime objectives for their area through a Police and Crime Plan;
- Set the force budget and determine the precept (policing part of the council tax);
- Contribute to the national and international policing capabilities set out by the Home Secretary; and
- Bring together community safety and criminal justice partners, to make sure local priorities are joined up.

Holding the Chief Constable to account for the operational delivery of policing is one of the Commissioner’s key roles. The Commissioner does this by supporting and scrutinising the Chief Constable in a number of ways, including regular face to face meetings and through his Business Co-ordination Board. His Deputy Commissioner and staff also sit on a number of other boards and forums to represent and observe progress on the Commissioner’s behalf.

Police and Crime Commissioners are not permitted by law to interfere with the operational independence of the Chief Constable and their force. All operational decisions, for example, investigating an incident, or allocating police officers to specific locations, are decisions that must be made by the Chief Constable.

Strategic partners such as local authorities, Community Safety Partnerships, and Cambridgeshire and Peterborough Clinical Commissioning Group, also have a part to play in delivering the objectives set out in the Commissioner’s Police and Crime Plan.

In order to support, challenge and find solutions to delivering those objectives, the Commissioner chairs a number of countywide boards, such as the Cambridgeshire and Peterborough

Countywide Community Safety Strategic Board and the Cambridgeshire Criminal Justice Board.

The Commissioner also monitors the performance of the Constabulary on policing functions which are shared with two other forces: Bedfordshire Police and Hertfordshire Constabulary. Known collectively as the Tri-Force Strategic Alliance (BCH), these include support services and specialist functions such as Armed Policing, Forensic Services and Human Resources. He also monitors performance over a wider seven force strategic alliance, comprising of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk, and Suffolk forces.

The Commissioner sits on a number of national forums, such as the police National Commercial Board and the Local Government Association’s Fire Management Committee, enabling him both to influence national policy and to cascade national objectives and best practice through to regional and force-level work.

The Commissioner’s own performance is monitored by the independent Cambridgeshire Police and Crime Panel, who provide checks and balances through support and scrutiny of his statutory functions.

Below is a snapshot of the Police and Crime Commissioner's activities over the year.  
Full details of the Commissioner's diary are available online here: <https://bit.ly/TXUNZyK>



## MY YEAR AT A GLANCE

### APRIL

2018

- Celebrated the achievements of local projects for young people at my Youth Fund Recognition Ceremony
- Agreed to support the development of the Constabulary's response to Modern Slavery with the provision of specialist advice and support
- Signed an Interim Transition Firearms Licence to ensure compliance for firearms use across seven forces (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk and Suffolk)
- Hosted a Conference for Eastern Region Custody Visitor Schemes

2018

### MAY

- Supported the Chief Constable to launch a new model for local policing
- Co-hosted an event with the homelessness Trailblazer to improve housing pathways
- Shadowed a custody visit with some of our independent custody volunteers who checked on the welfare of detained persons
- Presented awards at the Annual Blue Light Football Tournament

### JUNE

2018

- Created enhanced support for victims of stalking and harassment in partnership with national charity, The Suzy Lamplugh Trust
- Celebrated the bravery of officers, staff and volunteers at the Safer Cambridgeshire Awards Ceremony in St Ives with Chief Constable, Alec Wood and celebrity Police Volunteer Special, Penny Lancaster
- Provided additional funding to the Constabulary's Roads Policing Unit to support road safety throughout the FIFA World Cup
- Joined a radio phone in with Chief Constable, Alec Wood on BBC Radio Cambridgeshire - a regular opportunity for local people to ring in with concerns

2018

### JULY

- Following Police & Crime Panel support, announced the appointment of new Chief Constable, Nick Dean
- Celebrated success of Cambs Drive iQ - an online learning platform I fund to supporting the next generation of drivers to drive safely
- Interviewed by BBC Look East, supporting Highways England campaign reminding motorists to drive safely through A14 roadworks
- Brought partners together in our first Stalking and Harassment Conference to improve outcomes for victims
- Held one of my regular monthly surgeries, this time in Cambourne

### AUGUST

2018

- Launched a new, free and confidential website for victims of crime
- Supported Cambridge Guide Dog Forum to raise awareness of the challenges of walking blindfold through a busy city
- Attended the Joint Mosques meeting in Peterborough, a regular opportunity to listen to community views
- Visited Peterborough Rape Crisis to see how survivors of sexual violence are being supported

2018

### SEPTEMBER

- Supported Stephen Barclay MP at a Parish and Town Council Conference in Fenland
- Welcomed new Chief Constable, Nick Dean and said goodbye to previous Chief Alec Wood
- Presented my proposal for a new interim Chief Finance Officer to the Police and Crime Panel at one of our regular Panel meetings
- Funded and supported the roll out of Operation Velo with the Roads Policing Unit to raise awareness about passing cyclists safely

CONTINUED ON NEXT PAGE

**OCTOBER****2018**

Agreed to release funding from the Casualty Reduction Support Fund for the upgrade of static road safety cameras across the county

Welcomed local celebrity Warwick Davis and family at an event to celebrate local diversity for national Hate Crime Awareness Week

Supported Get Safe Online Day

**DECEMBER****2018**

Headed up the Constabulary's Drink/Drive Campaign by supporting 'I'm Des' with Casualty Reduction Officer, Jon Morris

Interviewed by BBC Look East on what I am doing in partnership to support survivors of sexual violence

Launched a new countywide partnership, Cambridgeshire & Peterborough Against Scams Partnership (CAPASP) with Cambridgeshire County Council to make our county scam free

**2018****NOVEMBER**

Agreed to fund a post with Cambridgeshire County Council to strengthen community resilience and partnership work as part of a countywide Scams Awareness Partnership

Attended a meeting with MPs at the House of Commons to lobby for a change in sentencing to tackle illegal hare coursing

Formalised the appointment of an interim new Chief Finance Officer, in a shared arrangement with Cambridgeshire Fire and Rescue Service

Held one of my regular Parish Council Briefings

Visited HMP Peterborough and BeNCH Community Rehabilitation Company to discuss key issues relating to reducing reoffending

**START OF 2019****2019****JANUARY**

Listened to the views of the public at joint public meetings with Chief Constable Nick Dean

Notified the Police and Crime Panel of my intention to increase the policing part of the council tax to £12 per year (based on a Band D Property) to increase officer numbers and also informed the Panel of my budget plans for 2019/20

**FEBRUARY****2019**

Spent a day with local sixth form students and officers from the Constabulary to support the annual Safe Awards

Supported one of our 180 Speedwatch groups in Peterborough to help tackle speeding through our communities

Featured on BBC Radio Cambridgeshire's Chris Mann show and interviewed by ITV Anglia News regarding progression for a new police station for the south of the county

Signed an agreement alongside six other forces (Norfolk, Suffolk, Essex, Bedfordshire, Hertfordshire and Kent) to procure services for policing, including uniforms and vehicles in order to bring about long-term savings

Reminded survivors of sexual abuse to come forward for support to mark #itsnotok

Approved and agreed rental space for the DVLA at Hampton Police Station

**2019****MARCH**

Signed an Option Agreement with Ely Diocese in order to progress plans for a new southern police station

Accompanied local MPs Jonathan Djanogly, Shailesh Vara and Heidi Allen to meet Lord Randall at Westminster to discuss concerns regarding hare coursing and the need to change sentencing

Led a new supply deal across seven police forces to deliver £2m savings for the Constabulary

Launched and supported new speed data recorders to help communities tackle speeding through villages

Pledged my support, along with other Police and Crime Commissions to keep our communities safe from knife-crime

Full details of the Commissioner's diary are available online here: <https://bit.ly/TXUNZyK>

**ENDS**

# THE POLICE AND CRIME PLAN 2017-20

## COMMUNITY SAFETY AND CRIMINAL JUSTICE WORKING TOGETHER TO KEEP CAMBRIDGESHIRE SAFE



One of the roles of the Police and Crime Commissioner is to produce a Police and Crime Plan for the county. The Plan sets out the police and crime objectives for the county over four years: the Commissioner's elected period in office.

The Commissioner's Plan, published in 2017, continues to focus on victims, offenders, communities and transformation, putting victims at its heart, bringing offenders to justice and deterring them from re-offending.

The Plan also looks to increase public participation in creating stronger, safer communities and, in the face of complex economic and social pressures, works in partnership to transform the way policing services are delivered through collaboration and new technology.

It is important to note that the Plan does not work in isolation. It seeks to drive changes to the way public services work together in the county, aligning activity, improving efficiency and reducing cost.

## THE COMMISSIONER LISTENS AND RESPONDS TO PEOPLE IN A NUMBER OF WAYS:

- Providing opportunities to listen, inform and respond to public concerns;
- Ensuring the voice of the public is evident in his Police and Crime Plan;
- Influencing, challenging and supporting national, regional and local policies and initiatives;
- Enabling volunteers to support the police;
- Finding solutions to complex problems through partnership working;
- Ensure financial and decision making information is easily available.



local MPs  
MEETINGS  
speeches  
local  
SURGERIES  
VIDEOS

Parish Council briefings  
**POLICE OFFICERS**

STREET SURGERIES  
VICTIMS  
CUSTODY

media interviews  
service delivery agencies  
radio phone-ins

**PEOPLE**

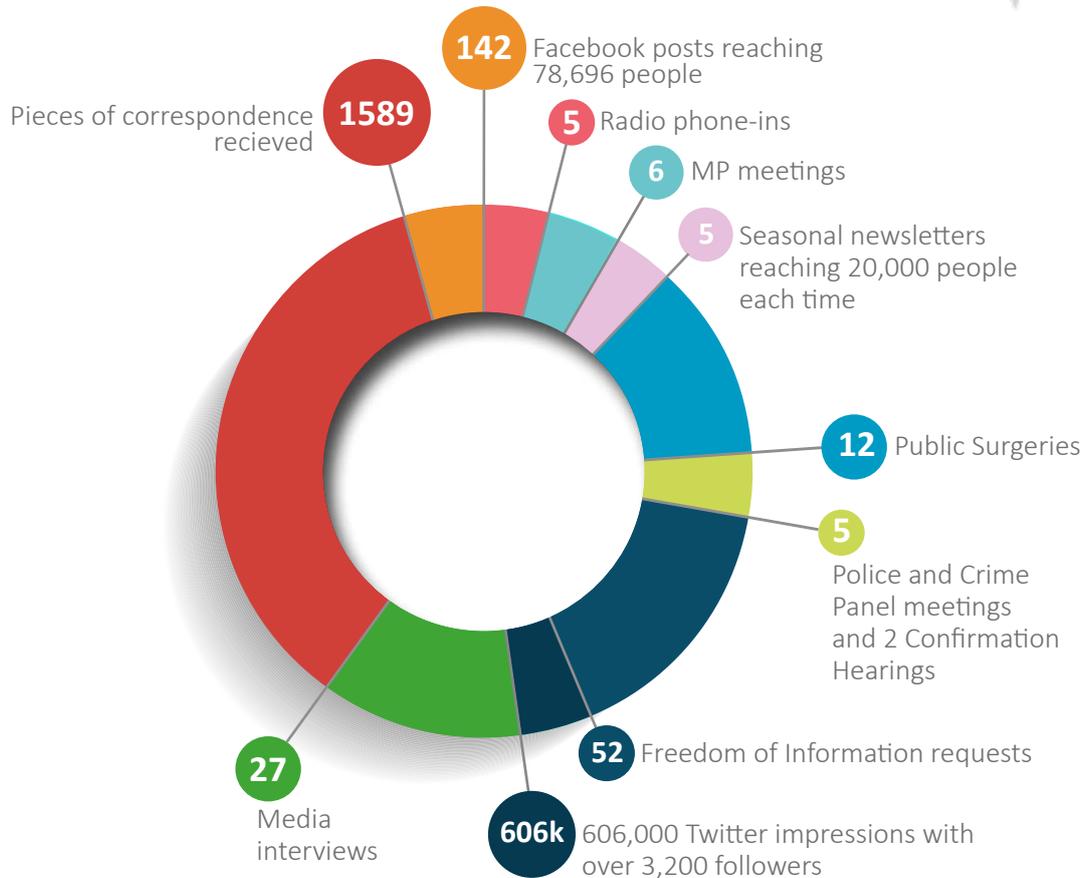
OFFENDERS  
PARTNERS  
newspaper columns

PUBLIC MEETINGS  
COUNTY-WIDE  
contact points  
NATIONAL  
REGIONAL

SUPERMARKET FOYERS  
observing police patrols  
CHIEF CONSTABLE



## BETWEEN APRIL 2018 AND MARCH 2019, THE POLICE AND CRIME COMMISSIONER ENGAGED IN:

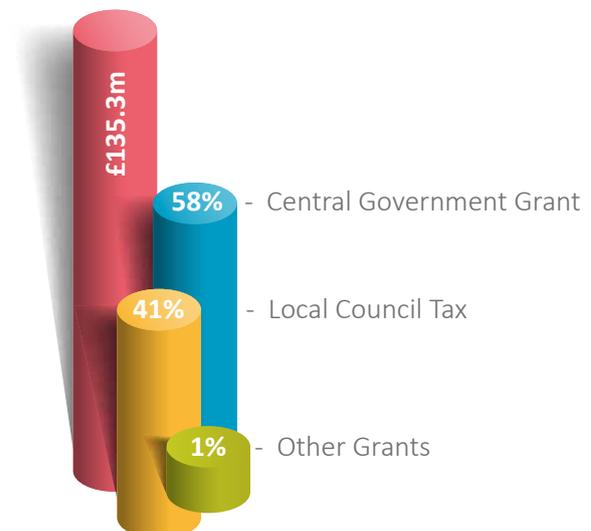


## WHERE DOES THE MONEY COME FROM?

In Cambridgeshire, police funding comes from three main sources: a central government grant of 58%; local council tax (policing element of the precept) of 41% (the national average is 31%); and 1% of other grants to support victims of crime. For this annual report year (April 2018 to March 2019) the total was £135.3m.

The Commissioner receives the funding and is responsible for how it is spent, he consults with the Chief Constable to decide how this money is allocated for policing. In turn, the Chief Constable has the day to day responsibility for the financial management of Cambridgeshire Constabulary within the agreed budget allocation, such as how many police officers and staff are recruited.

For the financial year April 2018 to March 2019, the Government gave the Commissioner the ability to raise the council tax contribution by up to a £1 per month per household (based on a Band D property).



In January 2018, the Commissioner undertook a survey to obtain the views of the public regarding his preferred option of increasing the precept by £1 per month. The guiding principle in setting the precept was to achieve value for money policing and ensure the frontline service continued to be protected. 3,200 people responded to the survey, with over 1,340 comments received, resulting in over 78% supporting the increase.

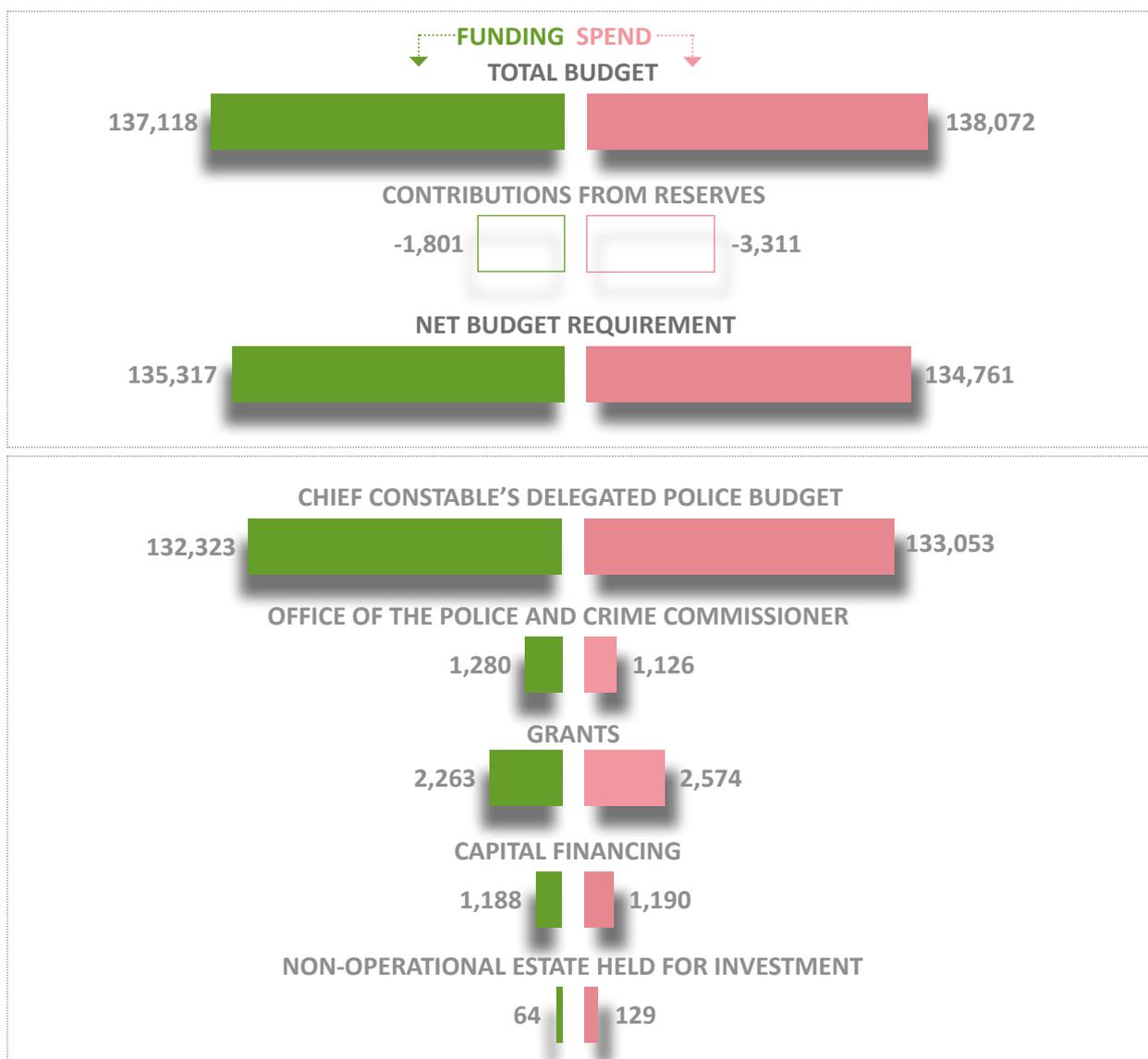
Through the precept rise and budget setting, the Commissioner created the financial environment for the Chief Constable to recruit up to an additional 50 police officers by the end of March 2019.

Over the last five years, savings of £17.2 million have been made to meet budget reductions across the Constabulary.

## FUNDING AND SPEND

2018/19 BUDGET (£'000s) ● = FUNDING ● = SPEND

### POLICE AND CRIME COMMISSIONERS BUDGET FOR POLICING IN CAMBRIDGESHIRE AND SUPPORTING VICTIMS OF CRIME



## WHAT ARE CAMBRIDGESHIRE CONSTABULARY DEALING WITH AND HOW ARE THEY PERFORMING?

Cambridgeshire continues to be one of the fastest growing counties in the country both in terms of its economy and its population, which is set to rise by 20% over the next 10 years.

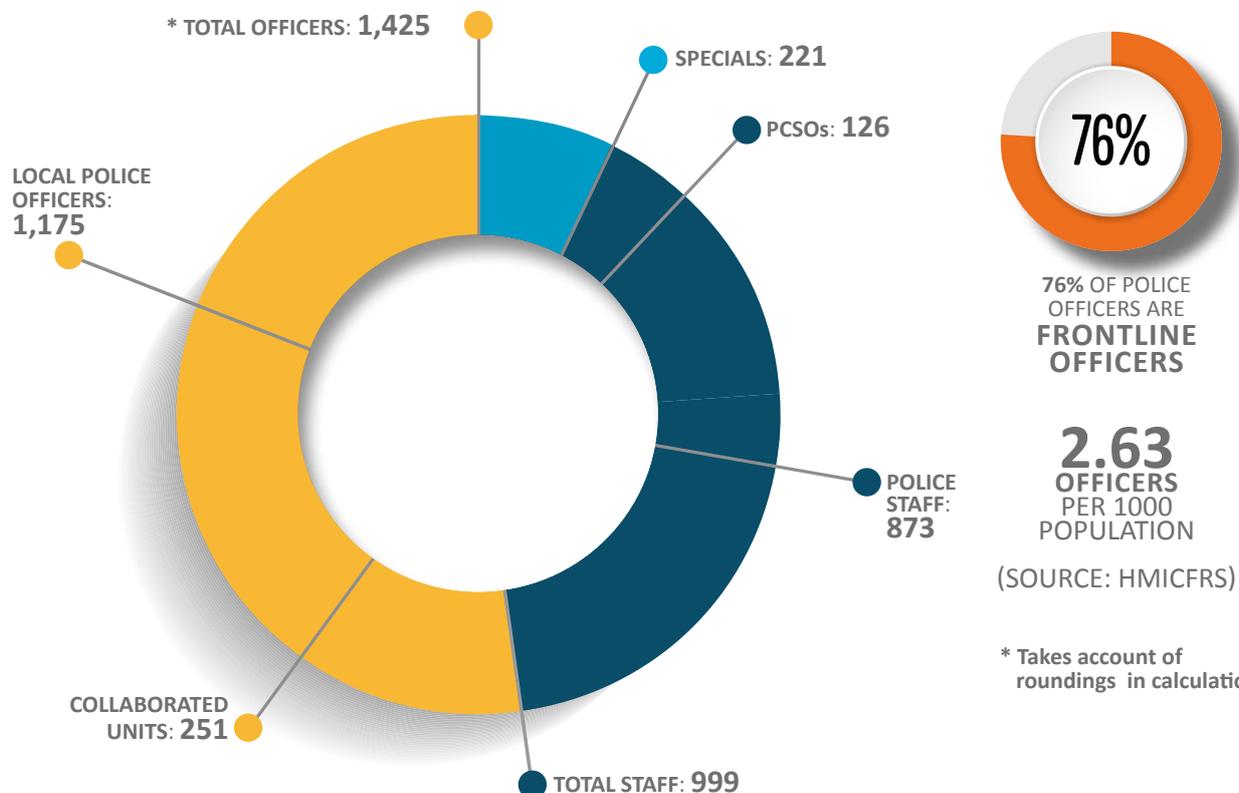
With the cities of Cambridge and Peterborough generating the highest demand on policing, Cambridgeshire remains largely rural in nature with its own demands and pressures.

However, Cambridgeshire Constabulary continues to be one of the lowest funded police forces in the country in terms of funding per head of population. This means there is a risk of policing services being under resourced. (At the moment, the government grant to policing the county works out at 42p per day per head compared to the national average of 51p).

As with other areas, people in Cambridgeshire want a police presence they can trust to deal effectively with local issues. Whether anti-social behaviour, speeding vehicles or inconsiderate parking, these calls for service have to be dealt with alongside new and emerging 'hidden' crimes such as modern day slavery, child sexual exploitation, stalking and cybercrime.

Dealing with these demands puts increased pressure on policing and on police investigative workloads.

## CAMBRIDGESHIRE CONSTABULARY OFFICER AND STAFF NUMBERS



More information on what the Constabulary are dealing with can be found in their Force Management Statement on their website: [www.cambs.police.uk](http://www.cambs.police.uk)

# DEMAND ON POLICING ...

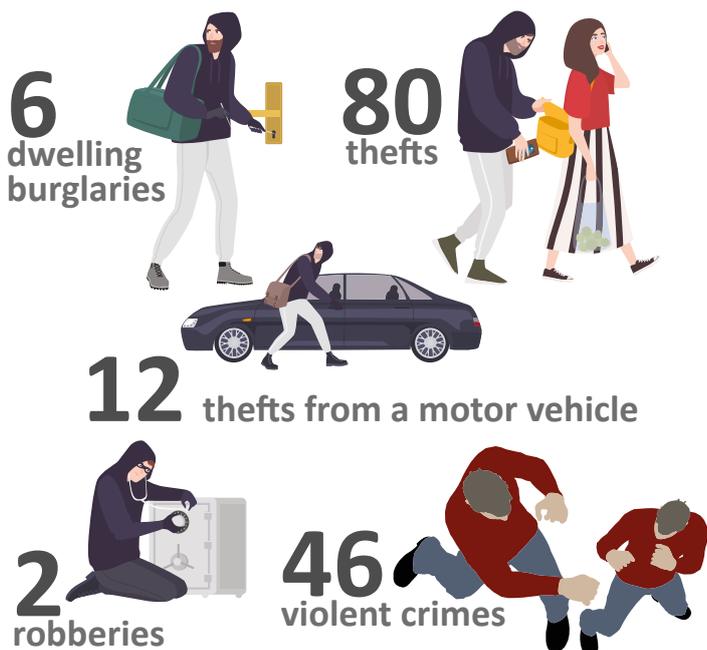
## ON A TYPICAL DAY IN CAMBRIDGESHIRE:



## OFFICERS WILL ALSO DEAL WITH:



## AMONGST OTHER CRIMES OFFICERS WILL DEAL WITH:



# CRIME STATISTICS

Nationally and locally, crime levels have fallen over the long term.

Comparing the period April 2018 to March 2019 to the same period in 2017/18, there have been some variations in crime recorded in the county:

- **Dwelling burglaries decreased by 16.5%, as did theft from vehicles which fell by over 10%, but vehicle theft increased by 20%**
- **Violence without injury decreased by over 6%, but violence with injury remained stable increasing by less than 1%**
- **Robbery increased by 24.7% to over 830 crimes**
- **Serious sexual offences rose by over 11%, with the number of rape offences up by almost 19%**
- **Child sexual abuse increased by over 13% up to over 670 crimes**
- **Over 32% increase in stalking and harassment offences (which was largely a result of how the Home Office required these offences to be recorded by police forces)**
- **Hate crime decreased by 16%, a reduction of over 190 crimes**
- **All drug offences fell by over 6.5% down to over 1,320 crimes**
- **Anti-social behaviour incidents fell by 17.5%, for all three categories: personal, nuisance and environmental**

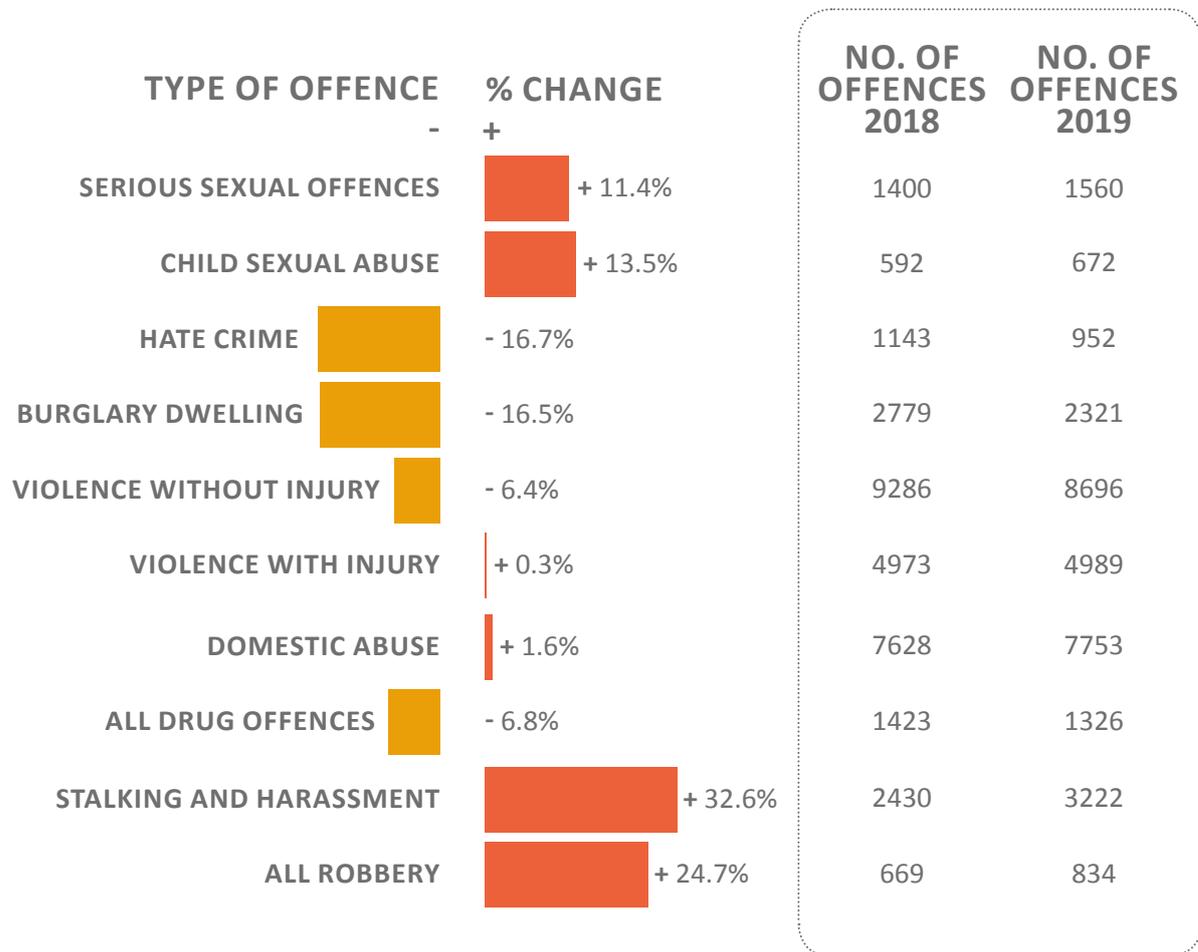
The implementation of a new computer operational policing intelligence system, known as Athena, in May 2018, closely followed by the Constabulary's Local Policing Review brought with it significant changes to the Constabulary. It was widely recognised that it would take time for these new processes to become fully embedded, and that data quality and crime recording issues would likely impact on the availability of reliable performance data.

The Commissioner and the Chief Constable have discussed the steps the Constabulary has been taking to improve their crime recording to ensure that this results in a true reflection of crime in the county. The Constabulary began work (which will continue into 2019/20), which aims to improve compliance rates. It is also important to recognise the positive impact of the Constabulary's crime prevention activity over the course of this reporting year.



The latter remains key to improving the Constabulary's wider understanding of demand and the underlying reasons. The Constabulary's strategic response continued to be through effective supervision, better ongoing management of decisions, and a stronger approach to individual performance management.

## CRIME STATISTICS (2018 vs 2019)



## PUBLIC CONTACT

Cambridgeshire Constabulary promotes a range of ways the public can contact them.

In September 2018, a new Demand Hub, where 999 and 101 calls are taken, was created at Force Headquarters, bringing together the Force Control Room, Police Service Centre the Investigation Management Unit and the Incident Resolution Team.

This enabled the Constabulary to handle demand and deployment of its officers and staff more effectively, creating operational and financial efficiencies.

The Hub also provides greater resilience in handling the highest risk calls for service. It also handles more effectively calls or enquiries which can be dealt with through the website or via the webchat facility, or which are not crime related.

During this reporting period, emergency call handling performance remained strong, but non-emergency 101 calls and online webchats were initially subject to longer than average wait times while new members of staff received training and gained experience.

The webchat facility became increasingly popular during the year, with an average of 40 webchats per day, as did on-line reporting which received over 7,200 reports during the year and increasingly social media such as Facebook and Twitter.

Members of the public are also able to submit intelligence, such as in response to

specific requests for local information, through the Constabulary's website, with an average of 10 intelligence reports received each day.

The Constabulary also continues to use Ecops, a Neighbourhood Alert system to update communities on action taken to address spikes in local crime.

## AVERAGE TIME TO RESPOND



**999 CALLS**  
(131,762 CALLS)



**101 CALLS**  
(325,184 CALLS)



**WEBCHATS**  
(+ 14,000 CHATS)





# TRANSFORMATION

our priorities ...



## AIM:

Ensure value for money for taxpayers now and in the future



## OBJECTIVES:

- Drive efficiency and effectiveness in policing through local, regional and national collaboration
- Work with partners to realise the benefits for community safety which can be derived from improved governance and integrated delivery
- Continue to drive transformation within Cambridgeshire Constabulary
- Identify the best way for fire and policing to work together in the future

*"We deliver improved outcomes and savings through innovation and collaboration"*

## HIGHLIGHTS

Changes in regards to collaboration, both with Bedfordshire Police and Hertfordshire Constabulary and across a wider 7 Force structure, continue to bring cost efficiencies across back office functions, such as ICT

Shortlisted for 'Outstanding Procurement Initiative' category in 2019 Public Finance Awards

The Commissioner continued to review the Constabulary's estate to look at ways to deliver an effective police service

Signed an option agreement to progress proposals for a new police station for the county

Led one of the country's largest procurement deals on behalf of seven police forces





# TRANSFORMATION

*“All forces are stretched on resources and group purchasing allows us to negotiate better deals bringing long term benefits, whether we are talking about Tasers or radios.”*

## CONTINUE TO DRIVE TRANSFORMATION WITHIN CAMBRIDGESHIRE CONSTABULARY

In April 2018, Cambridgeshire Constabulary introduced a new local policing model. This new model delivered significant changes to the way the Constabulary works together as ‘One Team’ and with partners to deliver the best service for the public. It has enabled the Constabulary to match resources to risks identified in communities. It also enables the Constabulary to deliver a demand-led and victim-focused service which provides much needed support to the frontline.

The model includes an additional 50 police constables which has resulted in there being more deployable officers than in 2017. There were a number of aspects to the new model including the introduction of a Demand Hub (as described on page 11. Another feature of the new model was the change to the geographical policing response structure, with six policing areas going into two large (North and South) geographic areas. This change has had the biggest impact in efficiency and operational delivery.

Since joining the Constabulary in September 2018, Chief Constable, Nick Dean has spent a great deal of time on the frontline, speaking with officers, staff and the public about the changes and the impact the new policing model has had. As a consequence, his views and ideas have further shaped the model. However, the positive changes that have been seen, the ability to fully focus on vulnerability and the improved

service to the public have been significant. There is still work to do and as such the model is being continuously reviewed during 2019/20 in line with operational demand and need.

## DRIVE EFFICIENCY AND EFFECTIVENESS IN POLICING THROUGH LOCAL, REGIONAL AND NATIONAL COLLABORATION

Collaboration is an essential part of modern policing. The increased specialisation and modernisation of policing functions inevitably brings additional costs. However, by collaborating with other forces, those costs can be shared whilst still providing the functions to all the contributing forces.

Cambridgeshire has a long history of collaboration with Bedfordshire Police and Hertfordshire Constabulary and these local arrangements continue to be developed. Not only do our local policing teams receive outstanding specialist support in terms of forensics, major crime, roads policing and armed policing, significant savings have also been made.

Implementation of an Enterprise Resource Planning system across Bedfordshire, Cambridgeshire and Hertfordshire forces will modernise our approach to functions such as Finance, Payroll and Human Resources.

There are well established arrangements across the East of England in relation to tackling serious and organised crime and terrorism. These functions continue to keep people safe, although most of their work remains hidden from public sight.



The drive for further collaboration and sharing of costs continues. In the reporting year, the Commissioner agreed to formal collaborative arrangements for the following:

- **Procurement** - a single 7 Force Procurement Function under one leadership and governance structure, better placed to enable and maximise savings both now and in the future. The function enables forces to aggregate expenditure for goods and services across core services to the benefit of all the partners in the seven forces.
- **Firearms training compliance** - a single management and governance structure for the licensing of armed policing functions. The main benefit of the collaboration agreement will be that Authorised Firearms Officers within the seven forces of the East of England have access to common training and accreditation standards, standardised equipment and tactics. This will mean that armed officers will be more interoperable and in a better position to deploy seamlessly anywhere within the seven forces where the threat and risk assessment justifies it.
- **A national modern day slavery project** for the Police Service and other law enforcement agencies to develop an improved response to Modern Slavery.

Nationally there are huge developments in ICT that will bring efficiency and productivity benefits to all forces. To ensure that costs are minimised and the benefits of common ICT infrastructure are maximised, the seven forces have agreed to work together to align their ICT infrastructure.

The Commissioner continues to lead national work, chairing the Police National Commercial Board and was recently shortlisted for the 'Outstanding Procurement Initiative' category in the 2019 Public Finance Awards.

The Eastern Region Special Operations Unit (ERSOU), which is funded by seven police including Cambridgeshire Constabulary, has two main functions: regional organised crime unit (ROCU) and counter terrorism policing (CTP). The Unit had a number of operational successes throughout the reporting year.

For details visit: <https://ersou.police.uk>

### **WORK WITH PARTNERS TO REALISE THE BENEFITS FOR COMMUNITY SAFETY WHICH CAN BE DERIVED FROM IMPROVED GOVERNANCE AND INTEGRATED DELIVERY**

Community safety issues do not always respect district boundaries therefore partnership working across Cambridgeshire and Peterborough in line with the objectives in the Commissioner's Police and Crime Plan is key.

## TRANSFORMATION



Community safety is delivered in Cambridgeshire and Peterborough through six Community Safety Partnerships (CSPs) all operating within district and unitary council boundaries. The CSPs are: Cambridge City, East Cambridgeshire, Fenland, Huntingdonshire, Peterborough City Council and South Cambridgeshire. CSPs are made up from local authorities, representatives from the Constabulary, Cambridgeshire Fire and Rescue Service, the Probation Service, Clinical Commissioning Group and voluntary sector. The Commissioner has been actively represented at numerous CSP meetings during the year.

The Countywide Community Safety Strategic Board supported the CSPs to coordinate their efforts to reduce crime and disorder in their communities through improved governance and aligned and integrated delivery of activities.

In December 2018, the Board supported increased collaborative leadership to deliver preventative work in schools. During this reporting year, the Commissioner has supported and challenged these partners on work dealing with matters such as tackling domestic abuse, modern slavery, youth offending and road safety.

The Cambridgeshire and Peterborough approach to improving community safety has been highlighted as national good practice.

### **IDENTIFYING THE BEST WAY FOR FIRE AND POLICING TO WORK TOGETHER IN THE FUTURE**

In October 2017, the Commissioner submitted his proposal to the Home Secretary to take over the governance of Cambridgeshire Fire and Rescue Service. Following an independent assessment process, in March 2018 the (then) Home Secretary announced that she considered the Commissioner's proposal demonstrated that a transfer of governance would be in the interests of economy, efficiency and effectiveness and would not have an adverse effect upon public safety. However, in June 2018, the Cambridgeshire and Peterborough Fire Authority challenged the Home Secretary's decision, with judicial review proceedings continuing throughout this reporting year.

The Commissioner's on-going interim arrangement to share the same Chief Finance Officer across his office with the Fire Authority was confirmed by the Police and Crime Panel in September 2018.



# VICTIMS

our priorities ...



## AIM:

Deliver a victim first approach



## OBJECTIVES:

- The police respond to an individual's immediate needs and safeguard them from potential future victimisation
- Victims and witnesses of crime can access appropriate and proportionate needs-led emotional and practical support at all stages of the Criminal Justice System process
- Victims and witnesses are treated with respect and their needs are acknowledged during the criminal justice process

"Victims and witnesses are placed at the heart of the criminal justice system and have access to clear pathways of support"

# HIGHLIGHTS

216 young victims of crime and their families supported by a single specialist worker, including 128 who had suffered violence

Mental Health nurses in the Victim and Witness Hub provided expert advice and support to 155 victims of crime significantly improving their health and wellbeing

The restorative justice service, assessed nearly 100 people to help them recover from the impacts of crime. A third agreed they were better able to cope with aspects of everyday life or had improved health and wellbeing as a result of the service. Five victims progressed to restorative justice interventions, with volunteers donating 149 hours of their time

The Bobby Scheme secured the homes of 622 elderly victims of crime with 99.1 per cent reporting increased feelings of safety

A new post to support victims of stalking and harassment funded and trained in partnership with Suzy Lamplugh Trust

Mental Health nurses based in the Constabulary's Force Control Room provided advice and guidance in 8,894 incidents ensuring people in mental health crisis get the right help from the right service at the right time

310 migrant victims of exploitation supported from 11 nationalities

A countywide Independent Sexual Violence Advisor service supported 464 adults and 146 children in 2018/19. Emotional support was provided to more than 1,500 survivors of sexual violence through a helpline, email and face-to-face work supported by 106 active volunteers

A new independent and confidential website for victims and witnesses of crime, with clear and simple information about available support and how to access it, was launched:

<https://www.cambsvictimservices.co.uk/>



## VICTIMS

*"I couldn't have wished for a better service. It had a very positive impact on me and certainly set me on my way to getting my life back on track."*

### THE POLICE RESPOND TO AN INDIVIDUAL'S IMMEDIATE NEEDS AND SAFEGUARD THEM FROM POTENTIAL FUTURE VICTIMISATION

Domestic abuse continues to cause significant demand on policing and partner agency services - accounting for 1,100 police incidents a month, of which well over half translate into recorded crimes.

Call takers in the Constabulary's Demand Hub and response officers have been provided with the skills needed to make risk assessments based on initial information to safeguard vulnerable people. Partner agencies then manage the ongoing risk for victims of domestic abuse and their families through the Multi-Agency Risk Assessment Conferences. During 2018/19, this process was extended to cover some sexual violence cases. The Independent Domestic Violence Advisors, dedicated to providing support, are co-located within the Constabulary's Victim and Witness Hub and the Multi Agency Safeguarding Hub to build on these partnership working arrangements.

The Commissioner has also invested in an early intervention pilot post in Peterborough. This aims to prevent future demand by offering support to victims of domestic abuse after their first help seeking experience and before the risk escalates.

The Constabulary's response to reports of stalking and harassment has been enhanced with additional training from national charity Suzy Lamplugh Trust.

A new specialist victim support role provided expert support to more than 60 people in just six months.

The Constabulary plays an active role in countywide partnerships working to reduce the number of victims of high harm and risk crime types such as domestic abuse and modern day slavery. These thematic groups come together under the Commissioner's leadership at the Countywide Community Safety Strategic Board.

The Constabulary secured their first conviction under new legislation for modern day slavery offences, thanks to the dedication of a specialist post holder who ensured the victim was supported and remained engaged throughout. This role, which is funded by the Commissioner, is job-shared by Lithuanian and Romanian speaking members of staff.

A team of three mental health nurses provided expert advice and guidance to officers, staff and professionals relating to 8,894 incidents that the Constabulary received a call for service about. Based in the Constabulary's Demand Hub, the Integrated Mental Health Team ensured those people in mental health crisis receive the right support from the right service at the right time and reduce demand on frontline police officers. Funded by the Commissioner, the team continues to ensure vulnerable people are supported by the services who can most meet their needs.



The Commissioner remains a key partner on the Crisis Care Concordat Delivery Group and is using this established partnership group to progress mental health pathways for victims of major crime or terrorists incidents. Work began during the year to develop a delivery plan for the Commissioner's new responsibility to provide support for such victims.

## **VICTIMS AND WITNESSES OF CRIME CAN ACCESS APPROPRIATE AND PROPORTIONATE NEEDS-LED EMOTIONAL AND PRACTICAL SUPPORT AT ALL STAGES OF THE CRIMINAL JUSTICE PROCESS**

The Commissioner has continued to fund the Constabulary's Victim and Witness Hub. This model, which was highlighted as best practice in the Government's Victim Strategy, provides emotional and practical support to victims of crime from 'report to court'. A number of services are co-located in the Hub, including specialist support for young victims of crime, mental health nurses and a Restorative Justice practitioner. Victims are empowered to be able to agree a bespoke recovery plan and access additional support not only from statutory services but from within the community. This helps build community resilience and can contribute to future early intervention and prevention, and ultimately reduce future demand on services. Collectively this centre of expertise provides a one-stop shop for victims and witnesses of crime. The Hub staff work closely with the Court-based Witness Service, National Probation Service, Victim Contact Officers and National Homicide Service.

Survivors of sexual violence, including historical childhood sexual abuse, can access an Independent Sexual Violence Advisor Service.

This has supported 464 adults and 146 children throughout the year. The wider service, delivered by Cambridge and

Peterborough Rape Crisis Partnership, has provided emotional support to 1,500 people through a helpline, email and face-to-face work, all of which is supported by 106 active volunteers.

The second year of a successful bid by the Commissioner's office to Government has continued to provide counselling and support for 419 young victims and witnesses of domestic abuse and or sexual violence, securing some life changing outcomes.

The Commissioner has also continued to fund the Bobby Scheme to improve the home security of elderly victims of burglary in a bid to reduce crime, repeat victimisation, fear of crime, and increase feelings of safety and independence. Between April 2018 and March 2019 the charity secured the homes of 622 elderly victims of crime with 99.1 per cent reporting increased feelings of safety.

## **VICTIMS AND WITNESSES ARE TREATED WITH RESPECT AND THEIR NEEDS ARE ACKNOWLEDGED DURING THE CRIMINAL JUSTICE PROCESS**

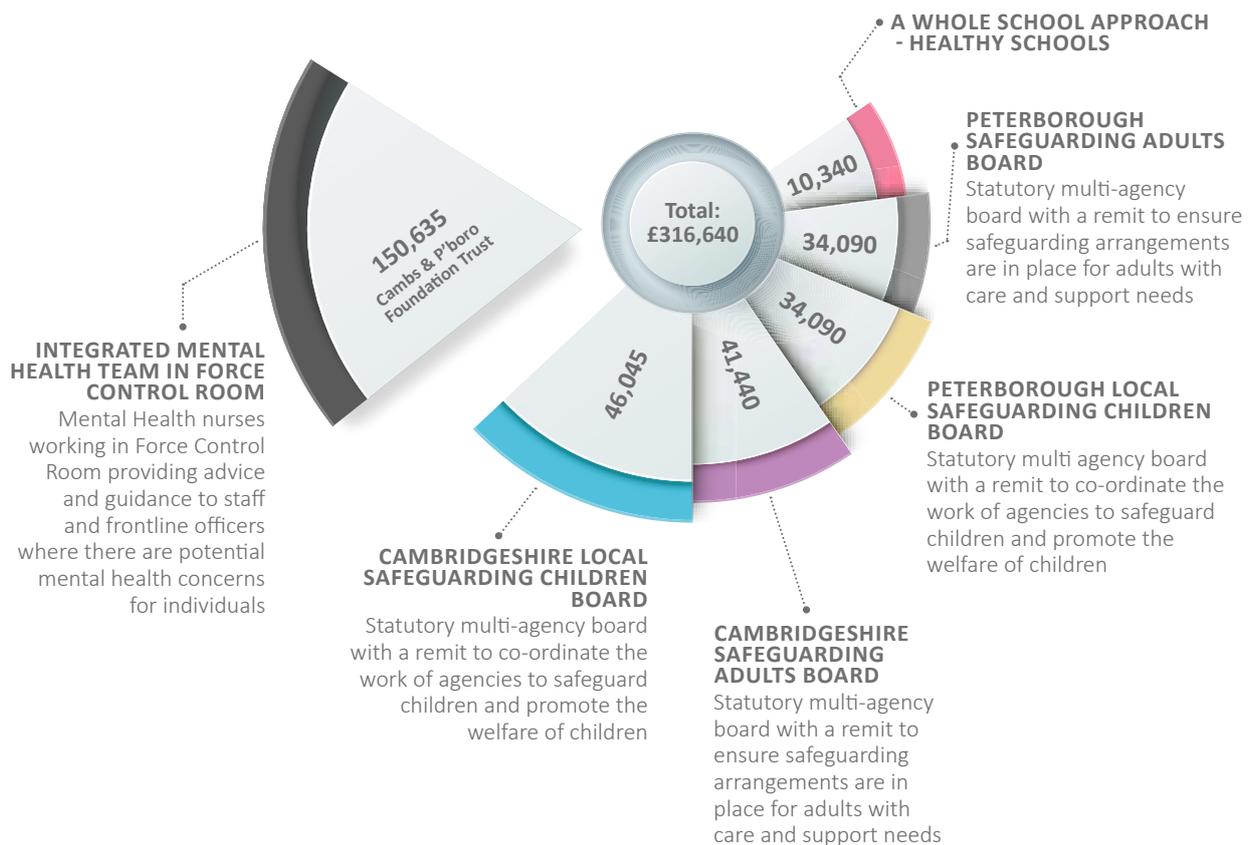
The Commissioner continued to chair the Cambridgeshire Criminal Justice Board where he exercised his duty to ensure an efficient and effective criminal justice system.

The shared outcome of this Victims priority aspires to put 'victims at the heart of the criminal justice system'. It was through this lens, that in the previous reporting year, the Commissioner submitted his detailed consultation response to the proposed colosure of Cambridge Magistrates Court. In July 2018, the Government abandoned the proposal.

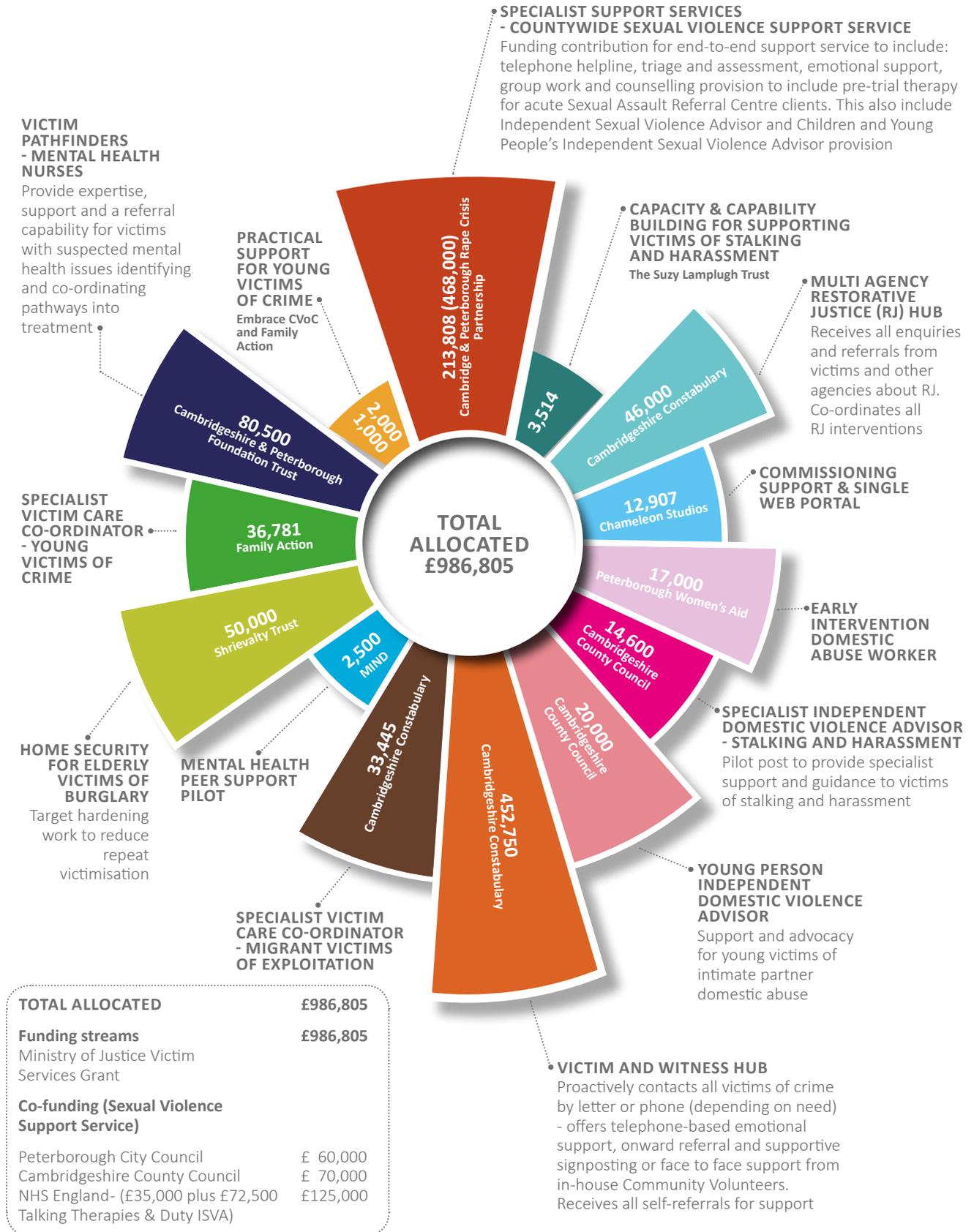
The levels of victims' satisfaction with the Constabulary's overall service delivery they received fluctuated over the last 12 months, in March 2019 lower than at the end of March 2018. Follow up has continued to see the lowest levels of satisfaction, with victims often reporting little or no contact after the initial report. While comments continue to evidence the level of professionalism in the service and the support offered to victims of

crime, some comments suggested the need for clearer messaging and better management of victims' expectations. The Commissioner has continued to seek reassurance from the Chief Constable regarding the action, the Constabulary is taking to ensure a greater focus on victim contact and to improve their compliance against the Victims Care Contract.

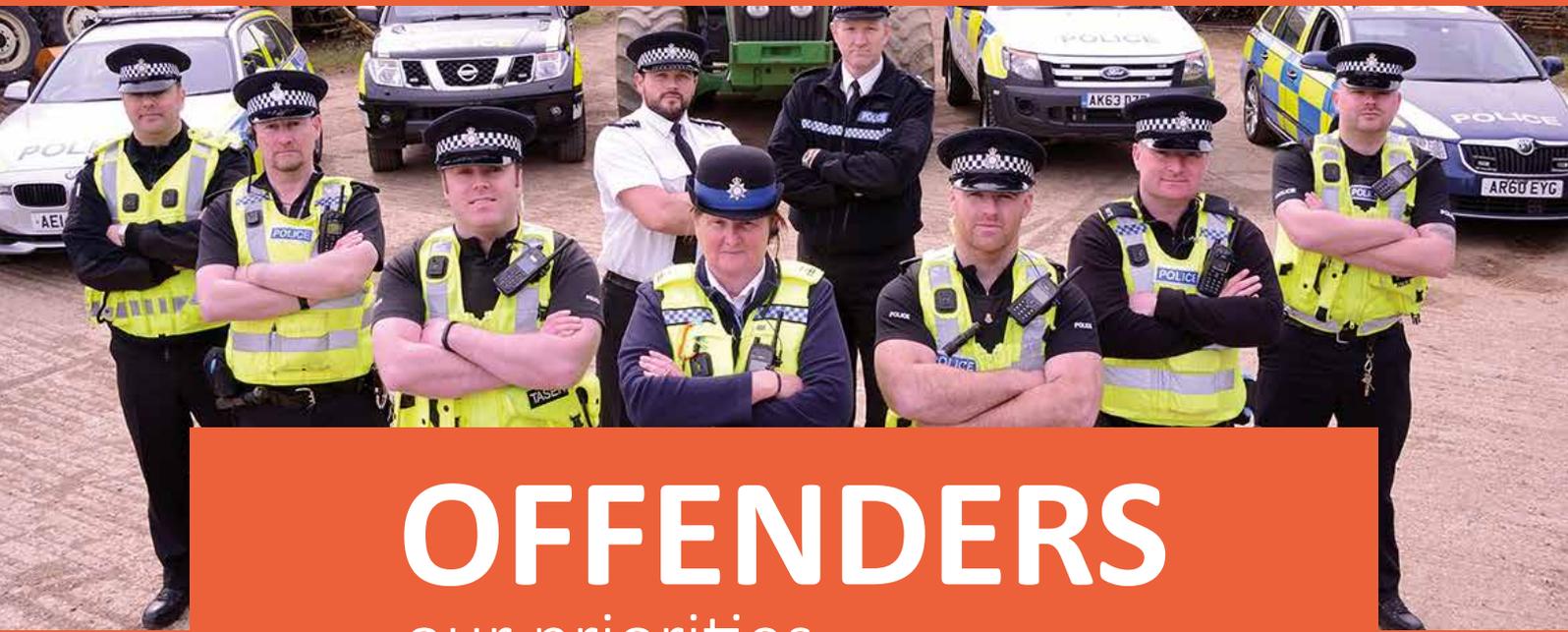
## CRIME AND DISORDER REDUCTION GRANTS 2018-19 - SAFEGUARDING THE VULNERABLE



## VICTIMS SERVICES - SAFEGUARDING THE VULNERABLE AWARD BUDGET 2018-2019



<b>TOTAL ALLOCATED</b>	<b>£986,805</b>
<b>Funding streams</b>	<b>£986,805</b>
Ministry of Justice Victim Services Grant	
<b>Co-funding (Sexual Violence Support Service)</b>	
Peterborough City Council	£ 60,000
Cambridgeshire County Council	£ 70,000
NHS England- (£35,000 plus £72,500 Talking Therapies & Duty ISVA)	£125,000



# OFFENDERS

our priorities ...



## AIM:

Reduce re-offending



## OBJECTIVES:

- Police enforcement disrupts offenders and deters would-be offenders
- Offenders are brought to justice while ensuring the best outcomes for victims
- All agencies coming into contact with offenders ensure they address the causes of criminality
- A partnership approach will be taken that protects local communities from crime and manages the most complex offenders

"Offenders are brought to justice and are less likely to re-offend"

## HIGHLIGHTS

The Constabulary undertook a series of 'days of action' to tackle specific issues such as burglary, road safety and crime prevention. Hundreds of bikes were security marked, and community workshops held

A Housing Protocol was agreed between key partners across housing and criminal justice to improve links between services

Cambridgeshire accessed short-term funding from the Ministry of Justice to support vulnerable women in Peterborough

The Constabulary launched 'Operation Raptor' to use every opportunity to tackle and prevent crime proactively. It achieved significant court results including an organised crime gang which committed nearly 100 burglaries in Cambridgeshire

Improved co-ordination between partners working to prevent serious violence to support police work to deal with current issues





# OFFENDERS

*"The month of the offence I had lost my job, lost my partner, lost my tax credit. But Outside Links encouraged me to sort myself out. Now I've got a new job and I've saved up for a car. It's completely changed my life around. I've made up my mind to move my life onwards and upwards."*

**POLICE ENFORCEMENT DISRUPTS OFFENDERS AND DETERS WOULD-BE OFFENDERS. OFFENDERS ARE BROUGHT TO JUSTICE WHILE ENSURING THE BEST OUTCOMES FOR VICTIMS**

In response to crime trends, during this reporting year, Cambridgeshire Constabulary instigated a series of 'days of action' to raise awareness of particular crime types such as drug dealing linked to drug networks (known as County Lines), provided the public with crime prevention advice, and pursued suspects. These days were promoted and supported by the Commissioner and his Communications Team.

Across the country, demand pressures on policing, including investigations have resulted in a national trend of falling prosecutions. This is reflected in Cambridgeshire. During the reporting year, the Constabulary's rate for prosecutions possible for all crimes fell from 22.3% in March 2018 to 7.9% in March 2019.

The Commissioner has discussed this with the Chief Constable. The Constabulary progressed work to improve the quality of police investigations and police files for prosecution. Evidential difficulties, including the willingness of victims to support police action particularly in domestic abuse cases, is also a factor that is being investigated further.

**ALL AGENCIES COMING INTO CONTACT WITH OFFENDERS ENSURE THEY ADDRESS THE CAUSES OF CRIMINALITY**

The Commissioner has continued to work with partners, such as probation services

and local authorities to support their rehabilitation work.

Her Majesty's Prison (HMP) Peterborough is also one of these key partners, and the Commissioner was able to discuss their rehabilitation programmes when he visited the prison in November 2018.

An assessment of services to prevent and manage offending undertaken in 2017 highlighted a number of priority issues in relation to housing, employment and skills, drug and alcohol misuse, and mental health. These priority issues continued to be addressed during 2018/19 through the appropriate multi-agency mechanisms.

Cambridgeshire Constabulary has been an early adopter of the new national Out of Court Disposal approach, which means that cautions include conditions designed to tackle the causes of an individual's criminality at an early stage. Conditions are agreed on an individual basis to reflect the assessment of need.

Over the year, the Constabulary has continued to work with HMP Peterborough's Outside Links support service for those who have resided at the prison and the wider community.

The Commissioner awarded a grant of £30,000 to the Outside Links service in Peterborough to enable them to operate on a mobile basis across Cambridgeshire and Peterborough in support of this work. It is clear from their work that even at an early stage of low-level offending there are a range of complex issues for individuals which need to be addressed.

Examples of the issues which have been addressed include housing provision, anger management, drugs or alcohol misuse, mental health, employment, education and training, and support for debt management. During this reporting year, an evaluation of the first 140 cases showed there had been a high level of compliance. Reoffending was in line with expectations but lower than expected for offenders at high risk of reoffending, and with potentially reduced severity of reoffending.

The introduction of the Homelessness Reduction Act 2017 provides an opportunity to improve co-ordination between housing and criminal justice services. The Commissioner has been working with the Cambridgeshire and Peterborough Homelessness Prevention Trailblazer and partners in the criminal justice system to improve access to these services. In May 2018, the Commissioner co-hosted an event attended by 60 practitioners across housing and criminal justice services. This enabled a Housing Protocol to be agreed in December 2018. The impact is now being monitored but there are early signs of improved partnership working resulting in better outcomes.

The Commissioner also visited the Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire (BeNCH) Community Rehabilitation Company and heard about their partnership with HMP Peterborough and NACRO (a social justice charity) to deliver an accommodation and support pilot in Peterborough.

The Commissioner's financial contribution to the Cambridgeshire and Peterborough Youth Offending Services supports work on preventing re-offending and reducing the number of first time entrants to the criminal justice system, with a particular focus on prevention and Restorative Justice.

Prevention workers are able to carry out detailed assessments with young people and provide a plan for future work. The Youth Offending Services are also leading work across Cambridgeshire to improve support for vulnerable young people.

The Commissioner's contribution to Peterborough's Substance Misuse Innovation Fund has supported the Intensive Recovery Outreach Project to reduce re-offending among a small cohort of individuals who are frequent attendees in police custody. This was evaluated and work is ongoing to develop this approach and extend its reach on a larger scale. Drug and alcohol services in Cambridgeshire have been re-commissioned using a model of shared outcomes, in particular for offenders who account for a large proportion of their service users. The contribution to this pooled budget supports partners in the criminal justice system in identifying the most effective and efficient referral pathways into treatment.

The Commissioner's office co-commissioned, with the Constabulary, Cambridgeshire County Council and Peterborough City Council, a new Appropriate Adult service which provides 24 hour support for children and vulnerable adults in police custody across the county.

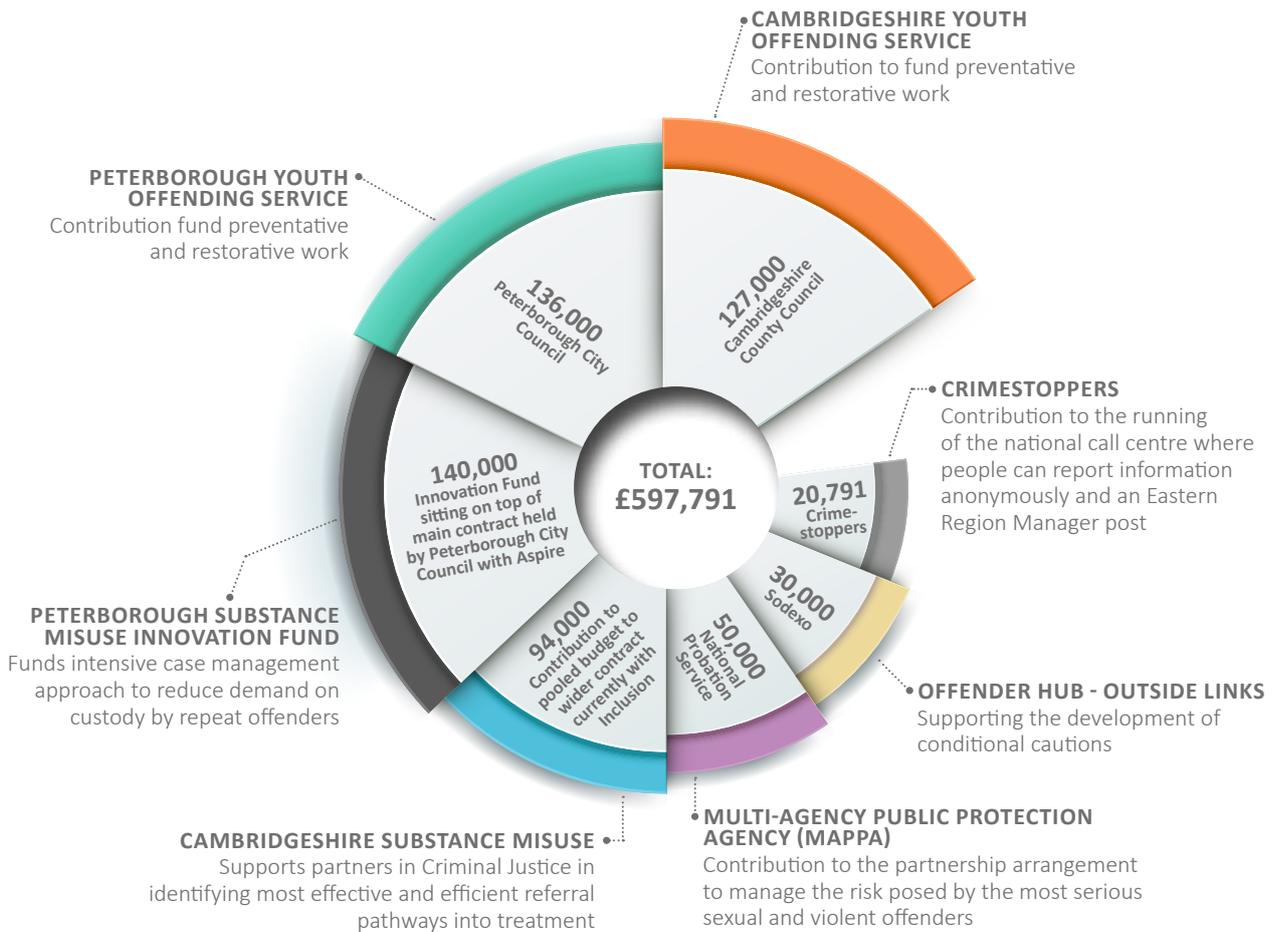
## **A PARTNERSHIP APPROACH WILL BE TAKEN THAT PROTECTS LOCAL COMMUNITIES FROM CRIME AND MANAGES THE MOST COMPLEX OFFENDERS**

The partnership governance mechanisms, including the Cambridgeshire and Peterborough Countywide Community Safety Strategic Board and the Criminal Justice Board, which are chaired by the Commissioner, ensure a countywide strategic overview and co-ordinated multi-agency response to keeping Cambridgeshire safe.

Partnership arrangements for protecting local communities from those people who present a risk of serious harm are well established. The Commissioner made a grant contribution of £50,000 to the Multi-Agency Public Protection Arrangements (MAPPA) which manage the risk posed by the most serious sexual and violent offenders. These arrangements bring together police, probation and prisons.

The aim of MAPPA is to create a robust risk management plan, ensuring that known victims are protected and that restrictive measures are in place to reduce the likelihood of further serious harm occurring. The Government has been reviewing the approach to probation services and the Commissioner is providing support to ensure the new approach is able to build on existing local partnerships.

## CRIME AND DISORDER REDUCTION GRANTS 2018-19 - ATTACKING CRIMINALITY AND REDUCING RE-OFFENDING





# COMMUNITIES

our priorities ...



## AIM:

Support safer and stronger communities



## OBJECTIVES:

- Joining-up service provision to listen and respond to day to day community safety issues
- Increase public involvement to improve community understanding and resilience
- Inspire all public servants to maintain the highest levels of ethical behaviour to ensure public confidence and trust

*"Communities have confidence in how we respond to things"*



# HIGHLIGHTS

Launched a new partnership, Cambridgeshire and Peterborough Against Scams Partnership (CAPASP) to help people spot the signs of scams

Attended the Chief Constable's Annual Police Award Ceremony to recognise the contribution of officers, staff and volunteers

Marked the success of Drive iQ - with over 30 schools involved, the online learning platform is teaching young drivers in schools across the county how to keep themselves safe on the roads

Supported the Constabulary at the Road Safety Awareness Day

Launched the annual 'I'm Des' campaign with the Casualty Reduction Officer, to remind people of the dangers of drink driving

Joined new Chief Constable, Nick Dean at a series of public meetings to understand the needs of local communities

Spent a day working with Criminology students alongside officers from the Constabulary to launch the annual SAFE Awards.

Addressed community groups regarding the increase of knife crime incidents nationally and what the Constabulary is doing to tackle violent crime

Continued to work with diverse groups to ensure they have a voice, including supporting Cambridge Guide Dog Forum and the county's Speak Out Council

Marked national Hate Crime Awareness Week by bringing community groups together to celebrate diversity

Supported our local MPs to bring Parish Councils together to support the police to keep communities safe

Continued to speak to Ministers to bring about a change in sentencing to tackle illegal Hare Coursing

Continued to actively support the Citizens in Policing agenda and the Volunteer Independent Custody Visitors scheme which goes from strength to strength with 17 volunteers checking on the rights and welfare of detainees in custody



# COMMUNITIES

*"I am extremely grateful for not only your interest in our Community Safety Group, but also for all of your offers of support. I am under no illusion of the enormity of the challenges that face you all on a day to day basis. This Knowledge has made me even more determined to find good solutions to Keeping our small village safe and secure."*

**INCREASE PUBLIC INVOLVEMENT TO IMPROVE COMMUNITY UNDERSTANDING AND RESILIENCE**

The quote above comes from the Chair of Gamlingay Community Safety Group following a meeting with the Commissioner in February 2019 to discuss how local people can support Cambridgeshire Constabulary to keep the village safe. Those words are echoed across the county. Everyone living and working in the county wants a local policing service they can trust to keep them safe.

Both the Commissioner and the Chief Constable are committed to providing local and specialist policing services that respond effectively and efficiently. However, creating strong, safe communities cannot be achieved by policing alone. Policing is only effective when it is done with the support and consent of partners and the communities it serves.

One of the Commissioner’s key objectives in his Police and Crime Plan is to make sure public services work together to bring about the best solutions for local people. It is vital that public services continue to seek ways of sharing intelligence, capabilities and facilities to meet people’s needs in the most effective and cost efficient way.

Policing, as with other public sector services has to continue making tough decisions against a challenging financial

This often means difficult decisions have had to be made, however there are also opportunities to deliver more effective services, to work together for example with the voluntary sector to provide appropriate support for people either becoming victims of crime, or on the verge of becoming offenders.

One of the most important areas of work for the Commissioner has been to lead other public sector organisations by example with innovative approaches to partnership working. For example, in November 2018 the Commissioner funded a post within Cambridgeshire County Council to support a new partnership to help local people spot the signs of scams. The Cambridgeshire and Peterborough Against Scams Partnership (CAPASP) now boasts 20 partners and has delivered a number of presentations to community groups where they live and work.

The Commissioner also contributed £14,500 to Cambridgeshire County Council’s “Think Communities” project, which brings public sector partner organisations across Cambridgeshire and Peterborough to help communities become more resilient.



The 'Think Communities' project, amongst other things, supports existing community volunteer networks to help local people recognise what they can do to help tackle their own local issues, giving them confidence to make changes in their neighbourhoods.

As with Garninglingay, it is vital that communities are involved and are available to play their part in keeping their neighbourhoods safe. Volunteers provide invaluable specialist advice, local intelligence, and community work to support safer and stronger communities. Whether through various 'Watch Schemes', the Special Constabulary, Police Cadets or an Independent Custody Visitors, these 'Citizens in Policing' are a hugely important part of the policing family. Their goodwill in giving up some of their free time to support the work of the police is invaluable.

A clear demonstration of this is the number of hours worked by the Special Constabulary- over 39,500 hours of policing activity between April 2018 and March 2019, which was an increase on the previous year. However, there was a small reduction in officer numbers from 229 in March 2018 to 221 in March 2019.

The Constabulary carries out regular surveys to gauge public confidence in the service they deliver. These are currently carried out through a telephone interview, but the Constabulary is looking at other communication channels, such as social media to be able to reach wider audiences.

The feelings of safety remain high in Cambridgeshire but confidence in the way policing and local authorities are dealing with things that matter to people in the community is falling and needs to increase. Public confidence has fallen over the last 12 months, with 59% of those who responded to the Constabulary's telephone survey agreeing that the force are dealing with things that matter to people in their local community; this compares to 65.2% in the previous financial year.

Between November 2018 and January 2019, the Commissioner and the Chief Constable held a series of public meetings to understand the concerns of local people and discuss the pressures of modern day policing.

## JOINING UP SERVICE PROVISION TO LISTEN AND RESPOND TO DAY TO DAY COMMUNITY SAFETY ISSUES

One of the Commissioner's key responsibilities is to be the voice of the people living and working in Cambridgeshire and Peterborough. In order to do this, he supports partners and volunteers with resources necessary to help address local concerns.

Community Safety Partnerships (CSPs) (as described on page 18) across the county work hard to encourage partners to work with people at risk of becoming involved in crime, or those becoming a victim of crime. During this reporting period, the Commissioner awarded a total of £83,565 in crime and disorder grants to CSPs to enable them to address issues in their local area.

The Constabulary's Rural Crime Action Team continued to successfully tackle all forms of rural crime, these being crimes associated with wildlife and heritage, theft of farm equipment, and hare coursing. Rural crime cannot be tackled in isolation. Working across borders with other police forces, Countryside Watch, and landowners, has been key over the reporting year, and has resulted in a number of successful prosecutions of hare coursers.

In August 2018, the Commissioner attended a roundtable meeting organised by the National Farmers Union to discuss rural crime issues with partner organisations.

The Commissioner has continued to work with local MPs to bring about a change in the current legislation relating to hare coursing. In March 2019, the Commissioner and local MPs met Lord Randall, the Government's Special



Environment Advisor, to discuss the difficulties faced by police forces in combatting hare coursing.

In January 2019, the Commissioner worked with business representatives such as the Cambridge Business Against Crime and Huntingdonshire Business Against Crime to remind businesses to report crimes, whether theft, scams or cybercrime. The Constabulary's online reporting option enables business owners to report crimes, where appropriate, outside of business opening hours.

The Commissioner funds a number of 'Watch Schemes'. A Watch Co-ordinator, funded by the Commissioner, sits within the Constabulary to support communities to set up Neighbourhood Watch and Speedwatch schemes.

Road Safety continues to be a matter of importance for the public, the Constabulary and the Commissioner. The Commissioner invested money into Speedwatch to improve resources available to schemes, thus increasing the resilience of communities and supporting residents to take action.

With 180 groups and 1,851 volunteers now running Speedwatch schemes in villages across the county, these volunteers are the eyes and ears in the community alerting officers to local issues and enabling them to take action where it's needed most.

The Commissioner continued to fund a Road Safety Casualty Reduction Officer, increasing the Constabulary's capacity to work with local partners and educate road users about road safety. The Commissioner also made funding available to a wide range of road safety initiatives supported by the countywide Road Safety Partnership.

This included the modernisation of road safety cameras, Drive iQ- a learning resource for new and aspiring drivers, and an innovative speed meter money

box project which will see community funds raised by drivers obeying the speed limit.

Managed by the Police and Crime Commissioner, the Independent Custody Visitors' Scheme (ICV) involves volunteers making unannounced visits into police custody to check on the treatment of detainees and the standards of facilities. Between April 2018 and March 2019, 17 volunteers carried out 98 visits and spoke to 420 detainees at Parkside and Thorpe Wood Police Stations. A full report on ICV activity is provided at on page 37.

## **INSPIRE ALL PUBLIC SERVANTS TO MAINTAIN THE HIGHEST LEVELS OF ETHICAL BEHAVIOUR TO ENSURE PUBLIC CONFIDENCE AND TRUST**

The Constabulary is committed to recruiting a workforce that reflects the communities it serves and protects. It is equally committed to ensuring the retention and progression of its officers and staff to ensure the provision of excellence in policing, of which professional standards of behaviour and service delivery are key to maintaining the integrity of the Constabulary.

Whilst the Constabulary is not yet achieving a level of diversity within the workforce, they aspire to be more representative of the local population of the county and have taken positive action regarding recruitment and retention. Action included targeted recruitment campaigns, one to one sessions with candidates from under-represented groups, actively supporting a workforce mentoring scheme, buddy schemes, and recognising and supporting staff networks of representative groups. The Commissioner is represented on the Constabulary's Ethics and Ethnicity Board which supports and scrutinises this work.

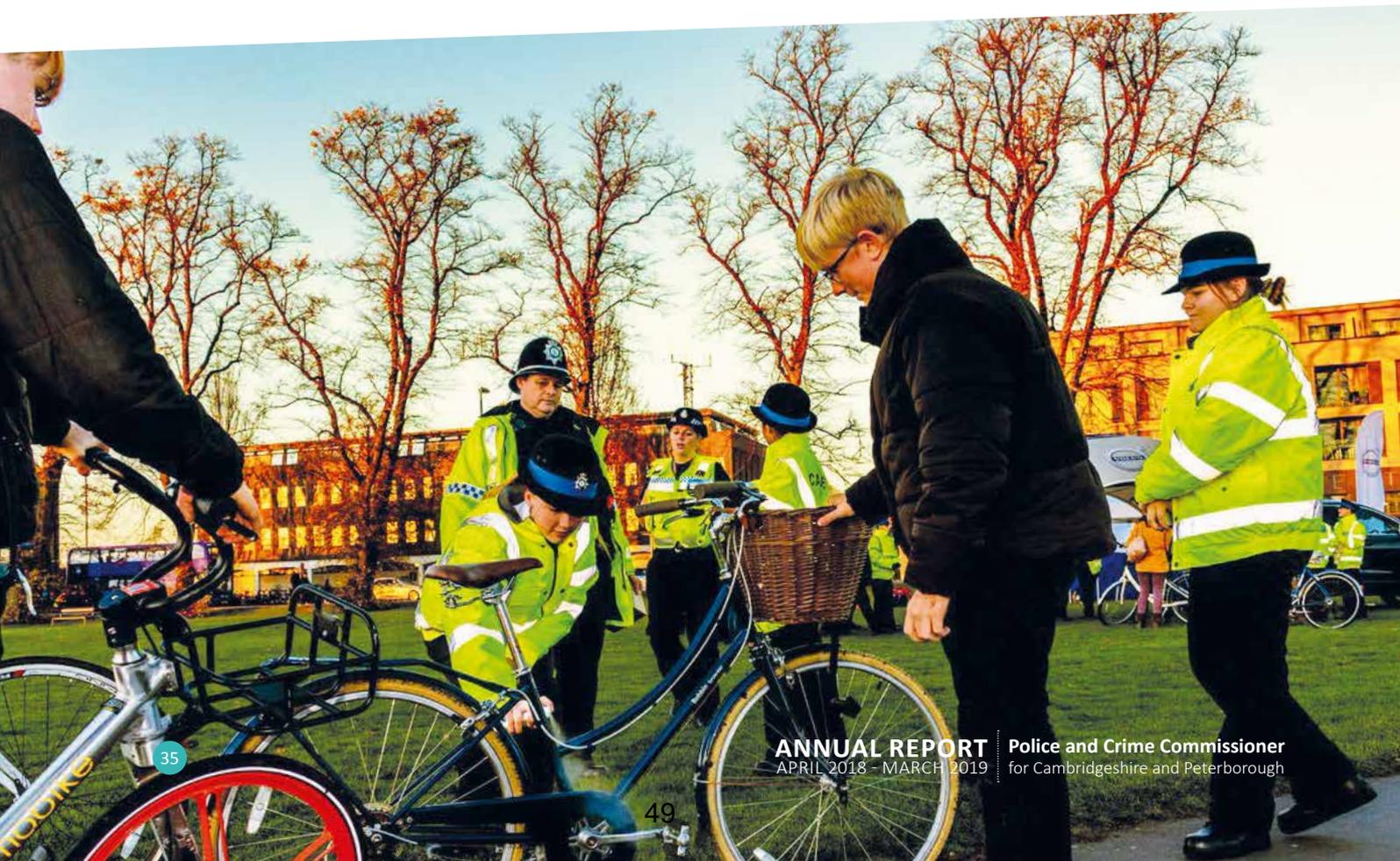
The Commissioner has a legal duty to monitor all complaints against the Constabulary's officers and staff, whilst also handling any complaints made against the Chief Constable. Between April 2018 and March 2019, PSD recorded over 330 complaints against the Constabulary's officers and staff; a decrease on the previous reporting year. The Commissioner's office undertook a series of random sampling of complaints to monitor the way in which the Constabulary these and the lessons learnt.

Further assurance regarding complaint handling was gained during the year through the Commissioner being represented on the Bedfordshire, Cambridgeshire, and Hertfordshire Professional Standards Department (PSD) Governance Board. This provided the opportunity to support and scrutinise policies, procedures, and performance relating to complaint handling, anti-corruption, and vetting, in line with legislation, national guidance, and the Code of Ethics for policing.

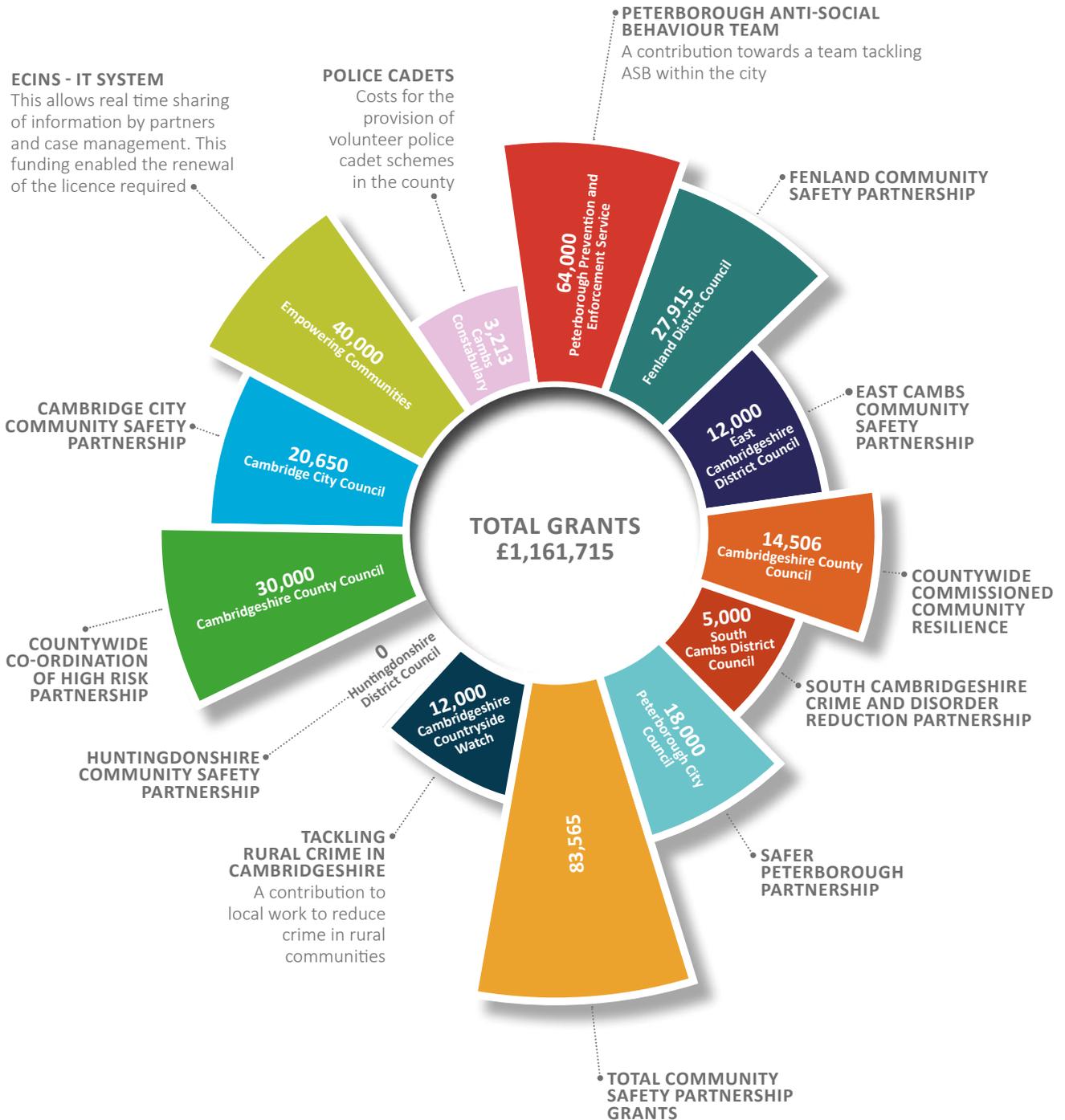
During this reporting year, four complaints were made against the previous Chief Constable and one against the current Chief Constable. Following consideration of both the issues and the legislation relating to handling such matters, none were given formal complaint status.

During the same period, one complaint was made against the Commissioner, which was ruled out by the Police and Crime Panel, who are responsible for handling such complaints.

Levels of police officer and police staff sickness increased over this 12 month period. The Commissioner has sought reassurance from the Chief Constable regarding the Constabulary's commitment to having appropriate support mechanisms and initiatives in place that provide early identification, recognition and support to those who need it in terms of their health and wellbeing.



## CRIME AND DISORDER REDUCTION GRANTS 2018-2019



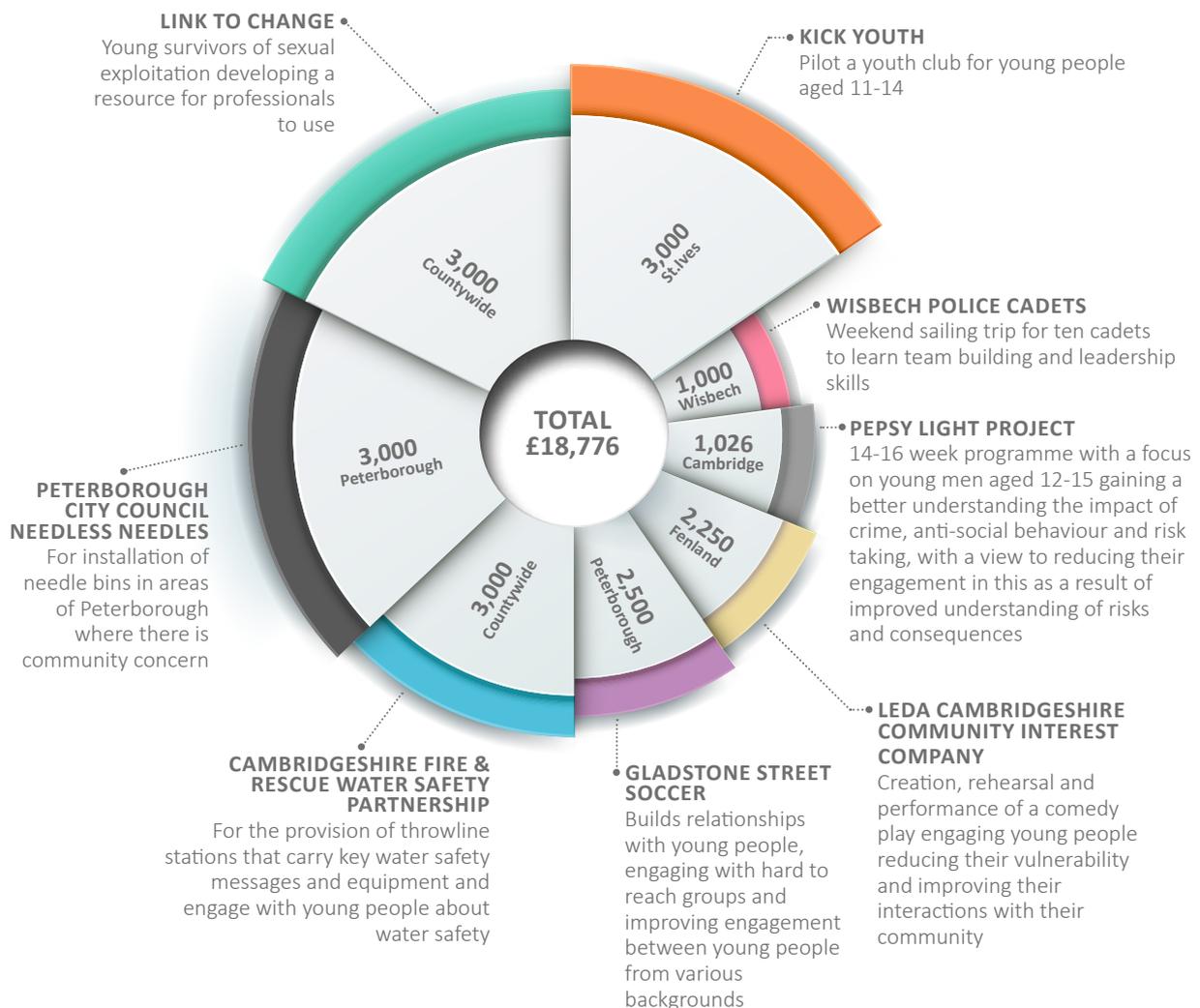
# YOUTH AND COMMUNITY FUND

The Police and Crime Commissioner has the power to distribute funds accumulated in the Police Property Act Fund. The Fund is created from the sale of recovered stolen property where the owners are not known and cannot be traced despite efforts to do so.

The role and purpose of the Fund is to support youth and community groups to deliver activities to meet a number of objectives. These primarily include building relationships with young people, promoting their involvement in building community resilience to crime, reducing their vulnerability to becoming victims of crime, and supporting preventative work and early intervention approaches

to divert them away from offending and re-offending.

Between April 2018 and March 2019, the Commissioner awarded £18,776 from the Fund to eight voluntary and community organisations. From boxing clubs to projects helping care leavers move into training, a host of projects has benefitted.





# A YEAR IN PICTURE ...



# A YEAR IN PICTURE ...



# CONTACT US

## THE POLICE AND CRIME COMMISSIONER:

-  [www/cambridgeshire-pcc.gov.uk](http://www/cambridgeshire-pcc.gov.uk)
-  Police and Crime Commissioner  
PO Box 688, Huntingdon, PE29 9LA
-  [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk)
-  0300 333 3456

## CAMBRIDGESHIRE CONSTABULARY

For details about Cambridgeshire Constabulary, visit:

-  <https://www.cambs.police.uk/>

## CAMBRIDGESHIRE POLICE AND CRIME PANEL

For information about the Cambridgeshire Police and Crime Panel, visit:

-  <https://democracy.cambridge.gov.uk/mgCommitteeDetails.aspx?ID=381>

## COUNTYWIDE COMMUNITY SAFETY STRATEGIC BOARD

For details and reports about the Countywide Community Safety Board, visit:

-  <https://democracy.cambridge.gov.uk/mgCommitteeDetails.aspx?ID=381>

## HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES

A link to reports published by HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services) can be found here

-  <https://www.cambridgeshire-pcc.gov.uk/accessing-information/hmicfrs-inspection-reports/>

More detailed information on Police and Crime Commissioners is available on the Home Office website:

-  <https://www.gov.uk/government/collections/police-and-crime-commissioners-publications>.



# APPENDIX



## Cambridgeshire and Peterborough Independent Custody Visiting Scheme

Annual Report  
April 2018 to March 2019



## INTRODUCTION

Independent Custody Visitors (ICVs) are volunteers representing the local community who make unannounced visits to police custody where they check on the rights, entitlements and welfare of detainees as well as the conditions of custody.

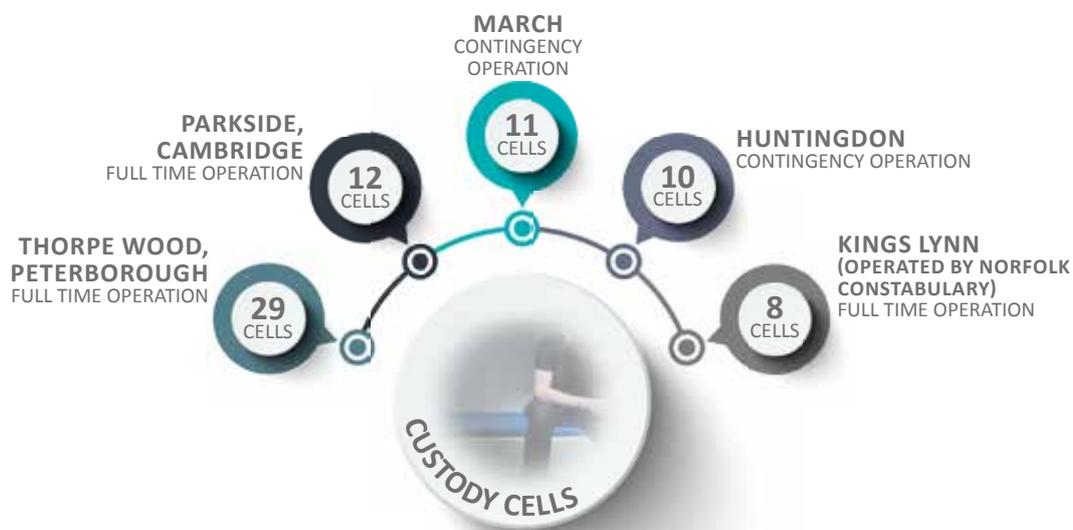
This public oversight helps to prevent harm, it provides public reassurance that custody is safe and contributes to the UK's human rights obligations.

*"I am grateful to the ICVs for the enormous contribution they make and remain impressed by their level of commitment, professionalism and determination. People volunteer as ICVs for a whole host of reasons - they may be interested in human rights or want to do more to help vulnerable people. Whatever the reason, ICVs make an important contribution to the rights of people in custody, acting as the eyes and ears of the community and contributing to positive change."*

**Jason Ablewhite** Police and Crime Commissioner

## POLICE CUSTODY IN CAMBRIDGESHIRE AND PETERBOROUGH

Cambridgeshire Constabulary operates two full time custody suites, with two contingency suites. The Constabulary also has access to a suite in Norfolk which can be used for Cambridgeshire Constabulary detainees, but is managed by Norfolk Constabulary.





On average, approximately 1000 detainees are held in police custody each month in Cambridgeshire. Thorpe Wood is regarded as the busier suite, given its higher capacity, however demand is unpredictable.

All of the cells used in Cambridgeshire comply with Home Office standards. Thorpe Wood is the newer of the two suites, however there are plans in motion to do develop a new Police station, including new custody provision which will replace the current custody at Parkside Police Station.

## **CAMBRIDGESHIRE AND PETERBOROUGH INDEPENDENT CUSTODY VISITING SCHEME**

ICVs can visit any Cambridgeshire suite, however they usually visit in two teams, one for each full time operational custody suite. The North Team predominantly visit Thorpe Wood, the South Team predominantly visit Parkside. If the full time suite is closed, the team that will normally visit that suite will visit the contingency suite while it is open. Each team will usually make an unannounced visit to each custody suite, once per week.

During this reporting period (April 2018 to March 2019), the Cambridgeshire and Peterborough Independent Custody Visiting Scheme had 17 ICVs. The demographics of our ICVs show an almost equal split between male and female volunteers, and a wide range of ages. It is important that the Scheme is as representative as possible of the local community, and work continued during the year to identify opportunities to engage with, and recruit from, a wide range of communities. ICVs made extraordinary efforts to ensure visits were carried out every week, even when there was limited availability of volunteers. The key challenge faced by the ICV scheme in 2018/19 has been maintaining volunteer numbers. Recruitment continued during the year, and will continue in 2019/20, with a view to increasing volunteer numbers to 20-25, giving the Scheme more resilience.

The Scheme worked throughout the year to obtain a silver standard from the Independent Custody Visiting Association's Quality Assurance Framework.

The Scheme continues to contribute to, and learn from the national work and direction from the Independent Custody Visiting Association (ICVA), of which the Scheme is a member.

## **SCHEME GOVERNANCE**

The Cambridgeshire and Peterborough ICV Scheme follows the steps outlined in the 'Independent Custody Visiting and Holding the Police to Account' flowchart produced by ICVA. The ICV Scheme Manager, is an officer from the Police and Crime Commissioner's office. There are three broad mechanisms by which the ICV Scheme held Cambridgeshire Constabulary to account during this reporting year.

**Custody Visits & follow up:** During visits ICVs identified, noted and raised issues with the Constabulary's custody staff. For a majority of cases either a satisfactory explanation, or satisfactory remedial action had been carried out during this visit, and the outcome recorded on the report form.



Any issues that could not be explained or resolved at the time was followed up by the Scheme Manager with the custody staff as soon as possible. Depending on the nature of the concern the Scheme Manager would contact anyone from the Detention Officers up to the Chief Inspector in charge of Custody.

**Quarterly Panel meetings:** Quarterly panel meetings are attended by all ICVs, the Commissioner, the Scheme Manager and either a Custody Inspector or the Head of Custody. The main purpose is to provide all ICVs with a broad look over the report forms from the previous quarter, and to discuss these with senior custody staff, who can adapt or develop policy locally.

The meetings also provide an opportunity for training, ensuring that ICVs have an up to date awareness of custody issues at a local, regional and national level.

**Commissioners Custody Review:** The Scheme Manager met with the Commissioner, the Head of Custody and the Constabulary's Assistant Chief Constable twice during the year. This ensured that ICVs, and the information gathered by ICVs was being used to effectively hold the Constabulary to account from the frontline through to senior management.

This meeting discussed high level and ongoing risks from the previous six months, and also looked ahead at any anticipated risks or issues for the following six months.

**A national and regional voice:** The Scheme Manager compiled quarterly returns to the national organisation ICVA, highlighting key findings. The Scheme Manager also attended and contributed to regular regional meetings, working with neighbouring schemes to tackle common issues in a joined-up and effective manner.

## CUSTODY VISITING DATA

In 2018/19, Cambridgeshire and Peterborough ICVs carried out 98 visits across all suites, speaking to 420 detainees of the 648 detainees in custody at the time of visits. 115 detainees were not available to speak to (they may have been in interview, speaking to a solicitor or with a healthcare provider), 95 detainees were asleep so were not spoken to, and 18 detainees refused a visit from ICVs.

Factoring in time spent on visits, time spent at panel meetings, training and conferences, as well as modest travel time, it is estimated that ICVs across Cambridgeshire and Peterborough volunteered over 600 hours of their time in 2018/19.

ICVs visited at various days throughout the week, and made a concerted effort to visit on different days, including weekends. The earliest a visit started was 05:55, and the latest visit ended was 21:15. ICVs generally avoid visiting overnight, while detainees are in their protected rest periods, however will consider "anti-social hours" visits for 2019/20.



## ICV KEY SCHEME FINDINGS

**Volunteers report back on every visit, including anything positive, negative or general comments. The key findings are summarised below:**

### POSITIVE FINDINGS:

- A majority of detainees had positive feedback on how they had been treated in by Cambridgeshire Constabulary whilst in Custody. It was common for ICVs to note that detainees said they had “been looked after”, or had “been treated well”.
- Many ICV reports included comments from ICVs about the professionalism of custody staff and their commitment to the welfare of detainees. ICVs often noted staff being very patient in difficult circumstances, and taking extra steps to support vulnerable people who were in police custody.
- ICVs who witnessed custody staff restraining a violent detainee reported being impressed by the way the staff handled the situation, focusing on preventing harm to the detainee and to staff. Restraint of detainees is something that is often shown in the media; it involves making difficult decisions and can be distressing to witnesses. It is incredibly important that staff understand when and how to use restraint appropriately. To receive positive feedback from ICVs who witnessed its use is reassuring.
- ICVs consistently reported that children in police custody (anyone aged 17 or under) are treated well, with Appropriate Adults being requested quickly and action taken by custody staff to prevent them staying in overnight where possible.

### NEGATIVE FINDINGS:

- ICVs regularly reported delays for detainees waiting for interpreters, following the introduction of a new translation service. ICVs noted complaints from both detainees and staff members about long waits for interpreters to attend interview (staff can access a telephone service when booking in detainees and to establish any immediate welfare needs). The most extreme case noted by ICVs highlighted a detainee waiting 20 hours for an interpreter to attend. ICV reports were shared with the Constabulary to support their contract management process with the service provider. Other police forces are experiencing similar issues with the same service provider, and the Scheme Manager continues to highlight concerns to the ICVA.
- ICVs reported gaps in the provision of healthcare staff in custody at each operational suite at various times throughout the year. Healthcare Providers (HCPs) are contracted by the Constabulary to be available 24 hours a day. There were contingency plans in place to allow custody staff to manage any medical issues they encountered, and the health of the detainee was always a priority. ICVs do not assess the quality of the medical care given by HCPs. ICV reports were shared with the Constabulary to support their contract management process with the service provider. Other police forces are experiencing similar issues with the same service provider, and the Scheme Manager continues to highlight concerns to the Independent Custody Visiting Association.

### FURTHER INFORMATION

**More information about the ICV Scheme visit:**

<https://www.cambridgeshire-pcc.gov.uk/get-involved/volunteer-schemes/independent-custody-visitors-scheme/>  
<https://icva.org.uk/>

# ANNUAL REPORT

APRIL 2018 - MARCH 2019



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 [www.cambridgeshire-pcc.gov.uk](http://www.cambridgeshire-pcc.gov.uk)

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 9</b>
<b>26<sup>th</sup> June 2019</b>	<b>Public Report</b>

## Report of Cambridgeshire Police and Crime Commissioner

Contact Officer – Dorothy Gregson

Contact Details – [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk) 0300 333 3456

### REVENUE AND CAPITAL BUDGET DRAFT OUTTURN 2018/19, MEDIUM TERM FINANCIAL STRATEGY AND VARIATION TO POLICE AND CRIME PLAN

#### 1. PURPOSE

- 1.1 This purpose of this report is to provide the Cambridgeshire Police and Crime Panel (the “Panel”) with information regarding the Police and Crime Commissioner’s (the “Commissioner”) Revenue and Capital Budget draft outturn 2018/19, the Medium Term Financial Strategy 2019/20 to 2022/23 (MTFS) and the consequential variation to the Police and Crime Plan (the “Plan”) as at 31<sup>st</sup> March 2019.

#### 2. RECOMMENDATIONS

- 2.1 The Panel is recommended to note the report.
- 2.2 The Panel is recommended to review the consequential variation to the Plan, that being ‘Appendix – Medium Term Financial Plan as at 31<sup>st</sup> March 2019’ as given at Appendix 1.

#### 3. TERMS OF REFERENCE

- 3.1 Item 1 – To review and make a report or recommendation on the draft Plan, or draft variation, given to the Panel by the Commissioner
- Item 6 – To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner’s functions.
- Item 8 – To support the effective exercise of the functions of the Police and Crime Commissioner.

#### 4. BACKGROUND

- 4.1 The Commissioner presented a report on ‘Precept Report 2019/20’ to the Panel on the 30<sup>th</sup> January 2019 (Agenda Item 6.0) which included the draft MTFS. An update to Appendices B to D of the MTFS is now included at Appendix 2.
- 4.2 The Commissioner’s Revenue and Capital Budget Monitoring Draft Outturn Month 12 2018/19 (as submitted to the Commissioner’s Business Co-ordination Board on the 16<sup>th</sup> May 2019) is provided as an update at Appendix 3, for the Panel to note.

#### 5. KEY ISSUES

- 5.1 The Panel are requested to note that, as in previous years, the Commissioner will continue to present reports to the Panel to transparently display his budget build process.

#### 6. NEXT STEPS

- 6.1 The Panel must review the variation to the Plan and make a report to the Commissioner.

## **7. BACKGROUND DOCUMENTS**

### 7.1 Police Reform and Social Responsibility Act 2011

<http://www.legislation.gov.uk/ukpga/2011/13/contents>

'Precept Report 2019/20' Agenda Item 6.0, Police and Crime Panel, 30<sup>th</sup> January 2019

<http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&MId=3927&Ver=4>

## **8. APPENDICES**

### 8.1 Appendix 1 – Variation to Police and Crime Plan

Appendix 2 – Finalised Medium Term Financial Strategy 2019/20 – 2022/23

Appendix 3 – Revenue and Capital Budget draft outturn Month 12 2018/19

Appendix 1

APPENDIX

Medium Term Financial Plan as at 31 March 2019

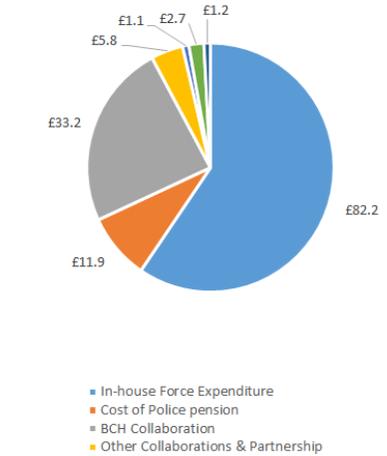
	Actuals	Budget	Budget	Budget	Budget
	2018/19	2019/20	2020/21	2021/22	2022/23
	£'000	£'000	£'000	£'000	£'000
<b>EXPENDITURE</b>					
In-house Force Expenditure	83,399	88,386	90,178	91,388	92,604
Cost of Police pension	11,869	15,040	16,440	16,769	17,104
BCH Collaboration	33,203	35,896	36,660	37,687	38,738
Other Collaborations & Partnership	5,806	5,240	5,349	5,461	5,575
OPCC Office Running Costs	1,126	1,215	1,250	1,286	1,323
Corporate Costs and Grants	2,703	2,196	2,265	2,265	2,265
Capital Financing Costs	1,190	1,341	1,487	1,821	2,271
<b>GROSS REVENUE EXPENDITURE</b>	<b>139,295</b>	<b>149,314</b>	<b>153,629</b>	<b>156,677</b>	<b>159,880</b>
Total Income	(1,223)	(1,356)	(1,356)	(1,356)	(1,356)
<b>NET REVENUE EXPENDITURE</b>	<b>138,072</b>	<b>147,958</b>	<b>152,273</b>	<b>155,321</b>	<b>158,524</b>
Contribution to/-from Reserves	(2,755)	(1,547)	-	-	-
<b>NET BUDGET REQUIREMENT (NBR)</b>	<b>135,317</b>	<b>146,411</b>	<b>152,273</b>	<b>155,321</b>	<b>158,524</b>
<b>FINANCED BY</b>					
Formula Grant	78,411	79,921	79,921	79,921	79,921
Pension Grant	-	1,398	1,398	1,398	1,398
MoJ Victims Grant	987	979	979	979	979
Precept	55,619	63,383	65,819	68,546	71,385
Collection Fund Deficit/Surplus	300	731	-	-	-
<b>TOTAL FINANCING</b>	<b>135,317</b>	<b>146,411</b>	<b>148,117</b>	<b>150,843</b>	<b>153,682</b>
<b>Budget Gap</b>	<b>-</b>	<b>-</b>	<b>(4,156)</b>	<b>(4,478)</b>	<b>(4,842)</b>

The budget gap over the plan period will be financed by savings made through Collaboration, Local Policing Review, Procurement and Estates

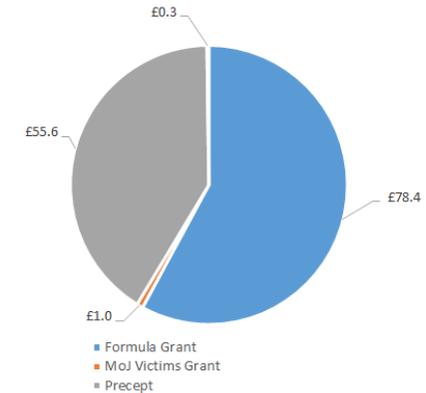
The full Medium Term Financial Plan can be found at:

[www.cambridgeshire-pcc.gov.uk/transparency/financial-information/](http://www.cambridgeshire-pcc.gov.uk/transparency/financial-information/)

What the money is spent on (£'m)



Where the money comes from (£'m)



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**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER**

**MEDIUM TERM FINANCIAL STRATEGY**

**2019/20 TO 2022/23**

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## **1 Overview and Purpose of Strategy**

- 1.1 The Medium Term Financial Strategy (MTFS) is Cambridgeshire Police and Crime Commissioner's (the "Commissioner") key financial planning document.
- 1.2 The Commissioner has responsibility for the totality of policing in the Cambridgeshire Constabulary (the "Constabulary") area and has a wider responsibility to promote the effectiveness and efficiency of community safety partnerships and the criminal justice system.
- 1.3 The MTFS aims to draw together the strategic planning priorities, demand and resource forecasts and likely impact of changes in the wider service delivery environment to produce a costed plan which achieves long-term financial sustainability.
- 1.4 The plan sets out how we aim to achieve savings and efficiencies during the period of the plan and use reserves in order to balance the budget in the short term.
- 1.5 The MTFS balances the pace of delivery of the Commissioner's Police and Crime Plan (the "Plan") against constraints in resources. It identifies assumptions and risks and/or opportunities and how these affect the financial plan.
- 1.6 Demand across Public Services is increasing. Without effective partnership working, there is a risk that demand, rather than being dealt with, is shifted between partners, with changes in one organisation having a detrimental impact on another. Effective partnership working aims to transform how we work together, preventing future demand as well as dealing with present issues.

## **2 Police and Crime Plan**

- 2.1 The Plan contains the Commissioner's objectives under four strategic themes, shown at Appendix A.

### **Victims**

- 2.2 The **Victims** Strategic Theme is a significant part of the Commissioner's "and Crime" remit and in the main is for the Constabulary and partners to deliver on the ground. The Commissioner has a duty to promote an 'effective and efficient criminal justice system' and uses this duty to champion the needs of victims within the system.
- 2.3 The Commissioner is responsible for commissioning services for victims and witnesses. He receives a grant from the Ministry of Justice (MoJ) in order to do this. This grant must be used to fund initiatives that seek to deliver key outcomes for Victims. Key local services are:

- The Victim and Witness Hub which provides an end to end service for all victims and witnesses of crime, and;
- A county-wide support service for survivors of sexual violence which is co-commissioned with NHS England and the local authority in a pooled budget arrangement.

2.4 Adverse outcomes following Domestic Abuse remain a key area of concern. Currently Cambridgeshire's Domestic Abuse services are compliant with the National Best Practice Framework. Continued compliance depends on partners' ongoing commitment to resourcing both front line services and existing ways of working. All partners will need to ensure emerging risks are shared and mitigated against together.

### **Offenders**

2.5 The Offenders Strategic Theme's overarching objective is that offenders are brought to justice and are less likely to re-offend. Within this, tackling and investigating crime is a core policing role. Reducing re-offending requires an integrated approach involving a broad range of statutory and voluntary agencies.

2.6 Community Safety Partnerships (CSPs) are key to achieving this. Crime and disorder reduction grants will be awarded to CSPs to support delivery of this and the Communities Strategic Theme. The Commissioner is keen that grants go towards preventative work to help reduce demand and calls for service.

2.7 The Commissioner now chairs the Countywide Community Safety Strategic Board. This board has worked to introduce a system-wide public health approach to reducing crime. This approach embraces:

- Primary prevention to stop problems starting in the first place. Work streams include Health and Safer Schools and Think Communities (work to develop resilience / capacity in communities).
- Secondary Prevention which aims to stop problems escalating. Through innovation funds we were an early adopter of the new approach to conditional cautions and we have done work to strengthen pathways to housing and employment for offenders. We have an active youth offending board, drug and alcohol partnerships and mental health crisis care concordat. Early help hubs are in place led by the local authorities.
- Tertiary prevention, ensuring an effective partnership response to high risk issues such as county lines and serious organised crime.

2.8 Significant changes in the criminal justice system such as prison reform and changes to probation services provide an opportunity to strengthen pathways, but of course also present transitional risks. An area of potential risk, as well as opportunity, for the duration of this MTFS period are the proposed significant changes to the Criminal Justice System. We have seen Criminal Justice services reducing their resources and this is impacting both on the Victim and Witness Hub and other partners. In 2018 the

Commissioner lobbied hard to ensure Cambridge Magistrates' Court remained open. In terms of opportunity, the role of the Commissioner could widen to include a greater role in shaping local rehabilitation and resettlement services (probation) and improving local collaboration

- 2.9 An emerging criminal justice national initiative is the implementation of virtual courts. This lessens the requirement for a person to sit at Court until called, and enables them to give their evidence from a location elsewhere via a live "video" link. There is a cost for the implementation of the facilities to enable this to happen but it can be an "invest to save" initiative as it can reduce the burden on staff attending court and assist in improving operational efficiencies.
- 2.10 The Plan continues to have a priority action to contribute to national policing needs as set out in the Government's Strategic Policing Requirement. This includes areas such as Counter-Terrorism and serious and organised crime. The Constabulary is part of the Eastern Regional Specialist Operations Unit whose work includes these areas. The Commissioner has to ensure the Chief Constable has the resources and infrastructure it requires often working regionally to provide resilience in this area.

### **Communities**

- 2.11 The **Communities** Strategic Theme recognises all public service organisations are facing challenges as budgets reduce and it is often the same people with multiple and complex needs that all agencies come into contact with.
- 2.12 A new **Think Communities** approach has been launched across Cambridgeshire with the aim of managing, delaying and preventing demand. This initiative is aiming to strengthen partnership work to build resilient communities where people feel safe, connected and able to help themselves and each other.
- 2.13 The Constabulary Local Policing Review (LPR) is embedding having been implemented in 2018/19. It supports delivery of the Plan and enables the Constabulary to provide a victim-focussed and demand-led service to the public while supporting the Constabulary to be more sustainable and efficient.
- 2.14 A key risk, both operationally and financially, is the recruitment and retention of police officers. The Constabulary must ensure it retains existing officers, effectively recruits new officers and improves the diversity of the workforce so that it is representative of the community it serves. The College of Policing is introducing a graduate scheme and an apprentice scheme, which should help manage this risk, but the full details and cost implications are not fully known/understood at this time. It is anticipated that the need for officers to gain graduate qualifications will initially impact upon availability of frontline officers.

## **Transformation**

- 2.15 In the face of complex economic and social pressures, we must think and act differently and transform the way we work through collaboration and new technology. In order to achieve this the **Transformation** Strategic Theme brings these strands together.
- 2.16 Approximately 30% of the Constabulary's Net Revenue Expenditure (NRE) is spent on collaborated functions (national, regional, and local). The Constabulary could not provide the full range of policing functions in isolation as they are becoming more complex and specialised - this brings cost. The benefits of collaboration are scale and "sweating" of specialist assets.
- 2.17 Closer linking of the MTFS with the HMICFRS Force Management Statement<sup>1</sup> (FMS) process will enable the potential benefits of collaboration to be more apparent as demand and business needs will be more evident. This applies to existing and future collaborations.
- 2.18 By a process of ongoing review of the benefits being delivered by existing collaborations and a clearer articulation of the needs of Cambridgeshire for new collaborations (7Force<sup>2</sup>; national) the appropriate mix of local delivery and collaborative delivery can be met.
- 2.19 Over the period of the Plan we will be seeking to realise additional benefits of collaboration, investment in technology, e.g. the new ABLE system which links the finance and HR systems, national digital programmes and workforce productivity. The future governance of the Fire Service will also be determined.
- 2.20 The MTFS makes the link between this transformation agenda to deliver policing and community safety and the funding required to support it.

## **3 Demand**

- 3.1 The pressures on policing have been widely discussed in the national media. There has been a shift in the type of demand from dealing with:
- Current crime to dealing with current and historic crime
  - Public crime to dealing with public and private/hidden crime (a much greater focus on domestic abuse, child sexual exploitation, modern day slavery).
  - Physical crime to physical and online crime

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<sup>1</sup> FMS is the Chief Constable's statement and explanation of future demand matched to resources, efficiency and viability

<sup>2</sup> 7Force consists of Norfolk, Suffolk, Bedfordshire, Cambridgeshire, Hertfordshire, Essex and Kent

- Simple to simple and complex (the huge increase in data associated with investigations and the disclosure burden)
  - Crime to crime and social care (tackling vulnerability such as mental health issues compounded by demand being shunted to policing by other agencies)
- 3.2 The demands the police deal with are changing, with emerging crime types like cyber-crime, and a focus on hidden crime types that involve the vulnerable, such as modern day slavery and child sexual exploitation. These require a more specialist response, are costly and time consuming to investigate, and cross traditional policing boundaries, requiring joined up working between police forces.
- 3.3 Some pressures are caused by short term demands, such as seasonal fluctuations in calls for service and responses to incidents of national significance (such as terrorist attacks), others are the result of longer term changes.
- 3.4 The Constabulary undertakes a Strategic Demand Assessment (SDA) that compares demands at a strategic level across the full range of the Constabulary's operational services. Its purpose is to identify the demand risks faced by all functions, informing decisions on where to review and allocate resources to meet current and future resource gaps. The SDA uses a demand framework based on the taxonomy of demand developed for HMICFRS's FMS, which divides all external demands into seven demand types. This approach builds a strategic picture of demands and management of demands across all operational functions.
- 3.5 The Constabulary is making strong progress in its understanding of demand, both current and future through the FMS planning process. As this process develops and embeds the Commissioner and Chief Constable will be able to base their respective resourcing decisions upon evidence based planning processes.
- 3.6 The policing reality is that demand can always outstrip supply of resources to deal with it. Early intervention/preventative work in partnership is critical if the Constabulary and its partners are to meet people's expectation as to how we respond to demand in the future.
- 3.7 The new Local Policing model supports delivery of the Plan and enables the Constabulary to respond effectively to increases in demand including an enhanced approach to neighbourhood policing, with a focus on problem solving. This will help prevent more crime in Cambridgeshire, and will support more effective working with partners and volunteers in local communities.
- 3.8 The Constabulary's new website which facilitates online reporting and provides guidance on and access to services online has seen a significant shift in the way the public communicate with the police. During Q1 2016, 72 uses were recorded; in Q1 2017 this increased to 1,267 and for Q1 2018 this was 7,366 digital transactions; broken down into the following headings - Online crime 38.2%, Online intelligence

22.1%, Online anti-social driving 12.2%, Online road traffic collision 19.8%, Camera Tickets and collision report 5.5%, CTC Collision report requests 2.2%.

- 3.9 Cambridgeshire continues to be one of the fastest growing counties in terms of population with a forecast oncrease of 20% by 2031. Increases in central funding are not currently linked to population growth, hence this will be a significant demand pressure.
- 3.10 Public sector partners are also facing increasing demands on their services alongside reductions in budgets. In some areas of work we are seeing partners shrinking and policing seeing an increase in demand as it becomes the service of last resort. Top tier organisations in the county have signalled their budget pressures and are reviewing which services they can further cut or cease. In particular, the Commissioner is working with partners to understand the future funding landscape for domestic abuse support services which they currently fund.
- 3.11 Increasingly, national initiatives are being cascaded at a force level to implement and fund. Examples include the Airwave replacement programme, the College of Policing professionalisation programme, and complaints reform.

#### **4 Productivity**

- 4.1 It is essential for any organisation to ensure it is as productive as it can be, in order to ensure that the resources it uses to provide a service are being used as efficiently and effectively as possible. This is true for all types of resource, whether they be staff, buildings, or equipment.
- 4.2 Throughout the period of the MTFs, the Commissioner and Chief Constable will be looking to improve the operational and organisational productivity of the Constabulary through the creation of a Productivity Strategy. This will need to consider the following:
- **Human Resources** – ensuring that the Constabulary has the right people with the rights skills in the right places, and that their wellbeing is supported. The introduction of ABLE a new Enterprise Resource Platform (ERP) system within BCH will enable efficiencies savings to be driven out of our HR services.
  - **Policing Education Qualifications Framework (PEQF)** - it is a key deliverable of workforce transformation that those who work in policing should see themselves as members of a profession and adhere to the disciplines of professional practice. Modern policing places on officers, a requirement to operate with a high degree of autonomy, solve complex problems and apply their skills to a wide range of situations – and the level six skills qualifications that equip them to meet these challenges. PEQF is a national framework setting professionally-related qualification levels for the police service, by rank or organisational level of responsibility. The ability to gain accreditation from training is a key step in the professionalising of the force agenda and the benefits that will accrue in years to come.

- **Digitisation** - has the potential to transform the way policing is delivered – taking police officers away from police stations and bringing them closer to communities and crime spots. In realising the potential of digital technologies, police forces can learn from private sector organisations that share similar characteristics and challenges: a mobile workforce; the need to process and analyse vast amounts of data to make decisions, and operationalise those decisions quickly; the need to engage with customers via multiple channels; the ability to respond to customers’ desire for self-service. Significant investment is being made in respect of digital policing, mobile working and our workforce. These will significantly improve productivity and will lead to both cash and non-cash savings in the future. The benefit from such investment will be key in enhancing the effectiveness of the force to deliver successful outcomes in the more complex policing landscape that now exists.
  - **Fixed Assets** – the Commissioner has a clear programme for asset rationalisation, to ensure the effective and efficient use of buildings, working with partners and disposing of redundant buildings.
  - **Continuous Improvement** – ensuring that the Constabulary has an ongoing programme of continuous improvement activity to achieve marginal gains that together represent substantial productivity improvements for the force, both for the frontline and support functions.
- 4.3 Whilst improvements in productivity do not always bring about cashable savings, they are essential to ensuring an efficient and effective organisation that makes best use of public money, and are a key opportunity when managing the increasing pressures of rising demand. This vision drives the rationale to budget for the short term impact in order to gain the long term benefit.
- 4.4 Part of the benefits realisation in respect of all investment activity will be to ensure that productivity improvements are identified and tracked to demonstrate value for money of the investments. Improvements to officer efficiency will have the same effect as increased officer numbers, it is important that we track these improvements.

## 5 Partnership Working

- 5.1 The Commissioner has a Commissioning and Grants Strategy which sets out the approach taken to provide funding for local interventions, innovation, and victim support services to deliver the shared outcomes of the Police and Crime Plan.
- 5.2 Section 2 of this MTFS sets out how the Commissioner is working in partnership to deliver his Plan.
- 5.3 Future crime and disorder reduction grants will be made in line with the Grants and Commissioning Strategy. This includes provision which is: evidence-based, equitable across the county (building on the theme of industrialisation) and co-commissioned.

- 5.4 The Commissioner wants grant funding to support mainstream organisations to work together to reduce demand and collectively manage community safety risks. Therefore, the Commissioner will not be awarding annual funding for small unsustainable project work. It is clear resources need to be used where they have the most impact and priority will be given to investment in work to tackle cross cutting themes.
- 5.5 The Ministry of Justice (MoJ) transferred responsibility for commissioning support services for victims of crime to Police and Crime Commissioners in 2014. These services are provided using a mixture of grants and commissioning. In 2019/20 Cambridgeshire will also be one of five pilot areas nationally to have a devolved rape support fund from the MoJ.
- 5.6 The Commissioner awards grants to deliver casualty reduction and support in the county.
- 5.7 The Commissioner commenced a Youth and Community Fund during 2017/18 and this will continue to support youth and community groups to deliver activities to divert young people away from offending and reduce the vulnerability of young people. Details of the fund can be found on the Commissioner's website.

## **6. Police Funding**

- 6.1 There are two principle sources of funding available to the Police and Crime Commissioner for the delivery of his duties: Government Formula Grant and Council Tax. The draft financial settlement that was issued by the Home Office in December 2018 provided details on the Police Grant and Council Tax, both of which are discussed below.
- 6.2 The Government is preparing the Comprehensive Spending Review which is due to be finalised in 2019. There is also ongoing work nationally to review the police funding formula allocation process. The assumption within this MTFS is that there will not be any significant changes to Cambridgeshire funding as a result of either. This is not to say that there won't be changes but to try to factor in what they may be, would be wild speculation. The Constabulary is already one of the lowest funded forces currently, so a reasonable assumption would be that any change would be neutral or positive in its impact.
- 6.3 Against this background, the Constabulary continues to be one of the lowest funded police forces in the country in terms of funding per head of population, resulting in a constant risk of under resourced policing services. (42p per day per head compared to 51p national average).

## **Government Formula Grant**

- 6.4 In 2018/19, 54% of the funding for the Commissioner came from the Police Grant, paid by the Home Office. In the last financial year, the Police Grant was set at a below inflation increase to £79.9 million. This grant allocation will have a significant impact on the 2019/20 budget, as even a small increase will greatly assist in achieving a balanced budget.

## **Council Tax**

- 6.5 The Council Tax is driven by two elements, the Band D equivalent rate and the Council Tax base. The current 2018/19 Band D rate in Cambridgeshire is £198.72. The draft Government financial settlement included a provision that allows Police and Crime Commissioners to increase their share of the Council Tax by up to £24. The MTFS is based on this increase in 2019/20 (exact figure £23.94) and then reverting to a 2% increase per annum thereafter. This will increase the Council Tax in 2019/20 to £222.66 for Band D.
- 6.6 The second element of Council Tax is the council tax base, which is the total number of Band D equivalent properties in the area. This is calculated by District Councils and is driven by house building in the area. The council tax base for 2019/20 is anticipated to increase by an estimated 1.5%.

## **7 Budget Considerations for 2019/20**

- 7.1 The total budget requirement has increased by approx £11m for 19/20; mainly driven by cost pressures; increases in pay and pension of £4.6m, collaboration costs of £3.5m and a decrease in income of £0.2m, as well as £2.5m from a planned increase of officers in 19/20. Further detail is listed below.
- 7.2 Employer contributions for pensions have been reviewed by government actuaries which has increased the annual cost of employer contributions by £3.6m thereby increasing the baseline for 19/20. The settlement in December 2018 provided £1.4m of additional grant for 19/20 to cover part of this increase to approx £2m. The increase is outside local control.
- 7.3 The Insurance Premium for policing increased on renewal in September 2018 giving a pressure of £550k. In the short term this cannot be reduced.
- 7.4 The National Police Air Service (NPAS) is consulting on different working models currently. However, there has been a requirement to increase the amount budgeted by £186k taking the total cost to £700k for this service. As a national mandated service the cost of running the function is outside local control.
- 7.5 As a result of issues within the forensic market, the Forensic cost has increased in 19/20 with the budget now at £765k. Again, the cost of this service is outside of local control.

- 7.6 The anticipated investment in the National Enabling Programme (NEP) has an agreed uplift in 19/20 of approx £300k. This initiative underpins the delivery of several outcomes of the Policing Vision 2025 and will provide a modern technology environment that is fundamental to transforming ways of working across policing in the UK. Whilst a cost, this will bring improvement and efficiency with such investment.
- 7.7 The collaborated HR function has identified additional costs due to Occupational Health recruitment and other changes totalling £543k.
- 7.8 Income generation has fallen by some £200k – partly due to a change in the charging mechanism but also a reduced number of events within the Cambridgeshire area.
- 7.9 Other collaborated activities including custody are seeing an additional £300k added to the 19/20 budget.

## 8 Inflation

- 8.1 Current inflation rates are contained within the MTFP (Appendix B) but there is currently a period of growing inflation, which brings about pressure and risks to the budget. Some areas (e.g. Insurance) have significantly higher rates of increase.

## 9 Savings

- 9.1 The current MTFP contains a savings plan in order to bridge the current funding gap over the four-year period. The savings plan comes under three primary headings:
- **Local Policing** – this covers savings for those budgets directly under the sole control of the Chief Constable. Savings here include the LPR, the primary savings target, plus supplies and services and transport.
  - **Estates Strategy** – The Commissioner has a clear Estates Strategy that is looking to dispose of properties no longer required, collaborate with partners, particularly Cambridgeshire Fire and Rescue Service, for joint occupation of buildings and uses the estate for income generation through regeneration.
  - **Collaboration** - as discussed in the transformation section of the Police and Crime Plan, collaboration both across the BCH partnership and 7Forces is key to finding efficiencies across the organisation. 7F procurement is a tangible example of this.

## 10 Workforce

- 10.1 Despite ongoing budget pressures, the total number of police officer posts in the Constabulary is budgeted to increase to an establishment of 1,496. The increase in local policing from 19/20 of 75 local officers is made up of an additional 50 warranted

officers, funded from the 19/20 increased precept, and 25 from the Local Policing Review in 2018.

- 10.2 Police Community Support Officer (PCSO) establishment numbers are budgeted at 80.
- 10.3 The Constabulary is already collaborating in several areas. This has enabled each Force/Constabulary to have access to a greater number of resources.

**Table 1 –Workforce projections (establishment)**

	<b>2018/19</b>	<b>2019/20</b>
<b>Police Officers:</b>		
Local Policing	1,175	1,250
Other Policing	250	246
<b>Total Officers</b>	<b>1,425</b>	<b>1,496</b>
<b>Police Staff:</b>		
Police Staff	873	873
PCSOs	126	80
<b>Total</b>	<b>999</b>	<b>953</b>

## **11 Budget assumptions beyond 2019/20**

- 11.1 Assumptions in the budget associated with this MTFs are discussed throughout the document but maybe summarised under the following categories:
  - Funding – a lack of growth in direct grant has been assumed although additional pension funding received as part the December 2018 settlement is factored into the next 3 years. Council Tax funding has been included at a rate to reflect the assumed increase in population in the Cambridgeshire area. The budget assumes no additional associated funding in taking on more responsibilities arising from legislative changes.
  - Cost pressures – general and energy inflation has been included at rates which are reviewed annually. It is accepted that there is risk over items of expenditure where there is no ability to exercise short term control; current examples being the increase in pension contributions and provision of insurance and forensic services. In these cases there there no alternative provider although long term solutions are under review.
  - Opportunities – some scope exists to control expenditure that either falls to be included as an investment to future efficiencies, as with the Digital Efficiency Programme describe above, or with collaborative activities, where savings are not forthcoming.
  - Demand – although it is accepted that there is an increase in demand, both short and long term, as well as an increase in the level of complexity, with increased

sophistication of crime requiring additional resources, the budget has been prepared on an ongoing basis to absorb any increases in associated costs arising.

- Changes elsewhere in the public sector – the budget is prepared assuming no specific additional cost to absorb the demand shift from other agencies onto the police.
- Impact of Brexit – estimates for the effect of Brexit on costs and revenue remain uncertain and are not included within the budget.

## 12 Reserves

- 12.1 Section 25 of the Local Government Act 2003 requires the Chief Finance Officer (CFO) to report on the adequacy of the proposed financial reserves as part of budget setting considerations.
- 12.2 The **General Reserve**, which is a statutory contingency reserve to fund unplanned and emergency expenditure, for example a major operational investigation, is budgeted at £7.198m (5.25% of the Net Budget Requirement, in line with the recommended 5% generally considered prudent).
- 12.3 The Commissioner is required to clearly set out how he intends to use all allocated reserves over the MTFS period, including specific spend categories as required by the Home Office. **Appendix D** sets out the balances of the reserves as at 31 March 2019.
- 12.4 The **Drug Forfeiture Reserve** contains funds received from HM Courts and is earmarked for operational activity to disrupt criminal activity involving drug crime. Funds are applied from this fund as operational need requires.
- 12.5 The **Road Casualty Reduction and Support Fund** contains funds to be used on road casualty reduction activities. The Commissioner is drafting a Strategy which will inform use of this reserve for the remainder of this MTFS and also going forward. This fund will be utilised over the MTFS period but the spend profile is to be determined.
- 12.6 The **Collaboration and Commissioning Reserve** is for the Commissioner to fund activities under the Transformation theme of his Police and Crime Plan. During 2018/19 funds were applied to pay the salary of a Watch Co-ordinator in the Constabulary.
- 12.7 The **ICT Development Reserve** is to be used for major ICT programmes that are being implemented nationally through the Police ICT Company. It is anticipated this reserve will be used in the life of this MTFS. During 2018/19 this was used to fund parts of the Athena implementation.
- 12.8 The **Estate Development Reserve** is used for estates issues that were unknown when setting the Capital Programme. It is anticipated this reserve will be used by the end of this MTFS and will be used for future estate upgrades.

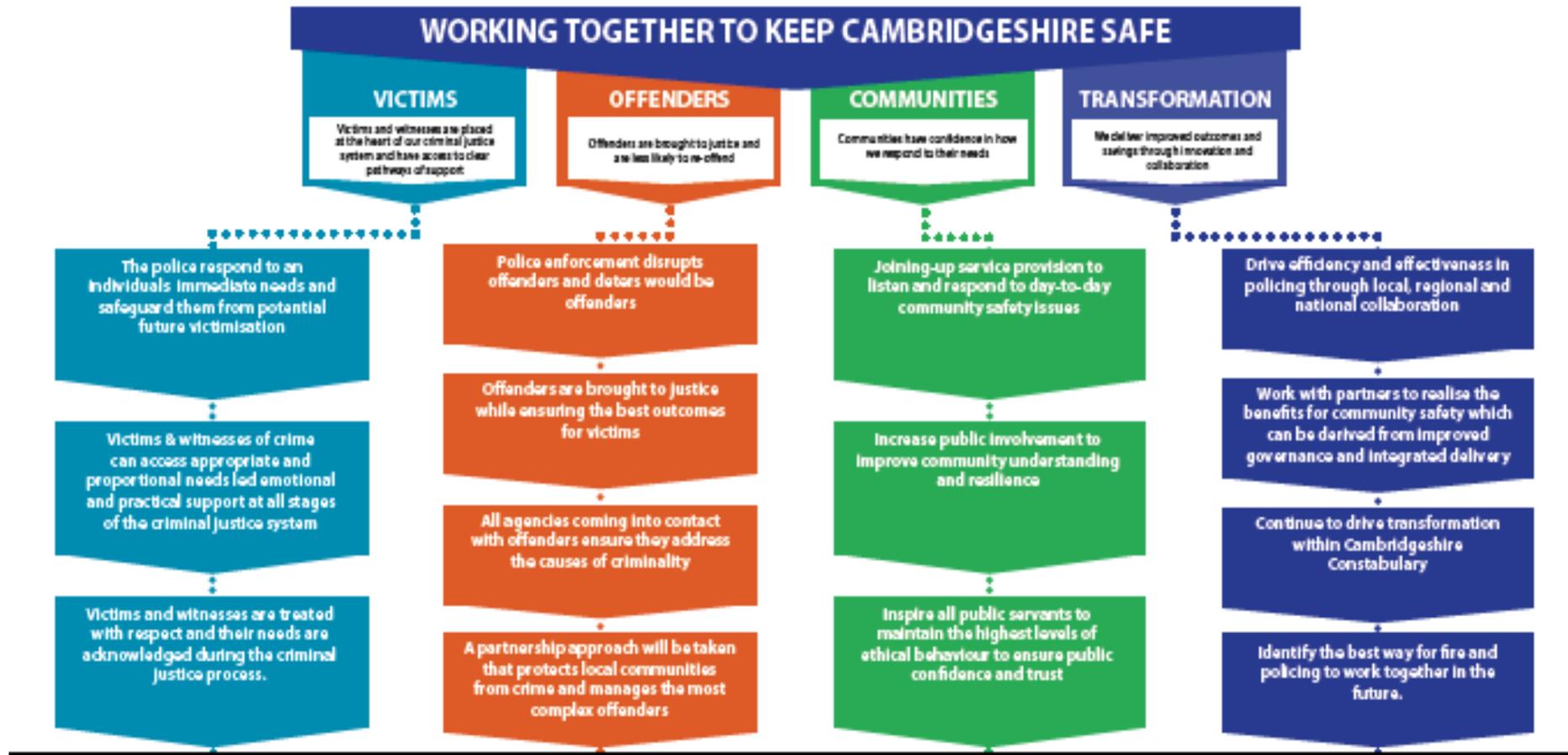
- 12.9 **Contingency Reserves** are held for Insurance and Ill-Health retirement. The amount held for insurance is based on the annual actuary report. The ill-health reserve is a contingency set at five retirees averaged at £79.6k per pensioner.
- 12.10 The **Capital Reserve** is to be used for the Capital Programme and will be used during the life of this MTFs.
- 12.11 The **Capital Receipts** Reserve is made up from receipts from buildings the Commissioner has disposed of as they are no longer required for operational policing. This reserve will be used to help fund the building of a new operational police station in the southern part of the county.

### **13 Robustness of estimates**

- 13.1 Under Section 25 of the Local Government Act 2003, the Commissioner's CFO is required to report on the robustness of the estimates made for the purposes of the budget calculations.
- 13.2 Work on the 2019/20 budget gap started early in 2018/19, as the Constabulary identified savings during the financial year which contribute towards balancing the budgets for the next financial year. This is the established practice, which ensures that the savings and efficiencies are achievable and the Constabulary continually strives to ensure effective and efficient policing.
- 13.3 A sound financial strategy is the key enabler to the achievement of the pledges in the Plan, the objectives of the operational policing strategy and the protection of front-line policing. One of the best ways to keep people safe and maintain police resources and people's confidence in the police is to place an emphasis on long-term financial and strategic management as a whole. The Commissioner and Constabulary never look at expenditure numbers in isolation.
- 13.4 Analysing and setting the Commissioner's and Constabulary's budgets is an iterative and ongoing process. Initial drafts of the following year's budget are prepared throughout the current year. The budget setting process continues in earnest in September. The known factors include contractual commitments, cost pressures and savings identified during the current financial year, alongside assumptions relating to central government funding. These factors set the financial landscape for the coming year. The Constabulary's Budget Managers are tasked with reviewing their budgets and recommending savings. This work is undertaken in close co-operation with the Constabulary's Finance Team.
- 13.5 The Commissioner's CFO and the Constabulary's Director of Finance and Resources meet regularly to consider the draft budget and MTFP, challenging assumptions and analysing savings in order to improve a realistic and sustainable financial plan that enables the Constabulary to bring the operational policing strategy to fruition.

## **14 Capital Programme**

- 14.1 The Capital Programme consists of the major infrastructure works that are due to be carried out over the next four years. It also contains forecast spend for vehicles and ICT programmes.
- 14.2 Other than the Parkside replacement project, other Capital Programme expenditure for 2019/20 will be financed without the need for external borrowing. Financing of the programme will be through a number of different sources which include Capital Grant from Government, Capital receipts and the use of Capital Reserves.
- 14.3 From 2020/21, the primary source of capital financing will be borrowing as Capital Receipts Reserve will have been fully utilised by this point and it is anticipated that the current low level of Capital grants received from central government will continue. This will have ongoing revenue consequences due to the need to budget for interest and minimum revenue provision payments.
- 14.4 Appendix C shows the Capital Programme for 2019/20 to 2022/23.



## APPENDIX B – MTFP 2019/20 to 2022/23

## Cambridgeshire Office of the Police and Crime Commissioner – Medium Term Financial Plan

	Budget 2019/20 £'000	Forecast Budget 2020/21 £'000	Forecast Budget 2021/22 £'000	Forecast Budget 2022/23 £'000
<b>Constabulary Expenditure</b>	144,562	148,642	151,317	154,030
<b>Total Income</b>	-1,356	-1,356	-1,356	-1,356
<b>Total Constabulary Budget</b>	143,206	147,286	149,961	152,674
<b>Office of the Police and Crime Commissioner</b>				
<b>OPCC Office Running Costs</b>				
Police Staff & Commissioner	910	939	968	999
Other Employee Expenses	1	1	1	1
Transport Costs	12	13	13	14
Supplies & Services	292	298	304	310
<b>Total OPCC Office Expenditure</b>	1,215	1,250	1,286	1,323
<b>Corporate Costs and Grants</b>				
Non-Operational Estate Held for Investment	-5	64	64	64
Police National ICT Company Subscription	60	60	60	60
Community Safety / Crime Reduction Grants	1,276	1,276	1,276	1,276
MoJ Victims Grant	979	979	979	979
Investment Interest	-114	-114	-114	-114
<b>Capital Financing Costs</b>				
Revenue Contribution to Capital	0	0	0	450
Interest	627	773	1,135	1,135
MRP	714	714	686	686
<b>Total Capital Financing Costs</b>	1,341	1,487	1,821	2,271
<b>NET BUDGET REQUIREMENT (NBR)</b>	147,958	152,288	155,333	158,533
Budget -Decrease / +Increase Year on Year	7.9%	2.9%	2.0%	2.1%
<b>Financed by:</b>				
<b>Formula Grant</b>	79,921	79,921	79,921	79,921
Actual Grant Reductions	1.93%	0.00%	0.00%	0.00%
MoJ Victims Grant	979	979	979	979
Pension Grant	1,398	1,398	1,398	1,398
<b>Precept</b>	63,383	65,944	68,675	71,520
Contribution to/-from Reserves	1,547	0	0	0
Collection Fund - Deficit / +Surplus	731	0	0	0
<b>TOTAL FINANCING</b>	147,958	148,241	150,973	153,817
<b>BUDGET GAP</b>	0	-4,047	-4,360	-4,716
	0	-4,047	-313	-356
Band D Council Tax £	£222.66	£227.11	£231.65	£236.29
Increase	£23.93	£4.45	£4.54	£4.63
<b>KEY ASSUMPTIONS INCLUDED IN THE FORECASTS ABOVE</b>				
Council Tax base increases				
Actual	1.71%			
Forecast		2.00%	2.10%	2.10%
<b>Council Tax</b>	12.04%	2.00%	2.00%	2.00%
Tax base	284,665	290,358	296,456	302,681
<b>Grant increase / Decrease (-)</b>	1.93%	0.00%	0.00%	0.00%
Police officer pay rise (w.e.f 01/09)	2.00%	2.00%	2.00%	2.00%
Police staff pay rise	2.00%	2.00%	2.00%	2.00%
Increment increase	0.40%	0.40%	0.40%	0.40%
Staff Pension Increase	0.00%	1.00%	1.00%	1.00%
General Inflation	2.50%	2.00%	2.00%	2.00%
Energy Inflation	4.00%	4.00%	4.00%	4.00%

## APPENDIX C – CAPITAL PROGRAMME MTFP 2019/20 to 2022/23

Capital Programme 2018/19 to 2022/23						
Capital Programme No.	Description of Bid	Programme 2018/19 £	Programme 2019/20 £	Forecast Programme 2020/21 £	Forecast Programme 2021/22 £	Forecast Programme 2022/23 £
<b>Section A</b>	<b>Projects where Funding Approved in Previous years</b>					
1	Athena		247,000			
	<b>Section A Totals</b>	<b>0</b>	<b>247,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Section B</b>	<b>Estate Programme</b>					
2	Cambridgeshire Southern Police Station	0	3,470,000	14,000,000	12,000,000	1,000,000
3	Estates Major Repairs Planned	500,000	500,000	500,000	500,000	500,000
	<b>Section B Totals</b>	<b>500,000</b>	<b>3,970,000</b>	<b>14,500,000</b>	<b>12,500,000</b>	<b>1,500,000</b>
<b>Section C</b>	<b>Fleet Programme</b>					
6	Vehicle Replacement Programme	1,300,000	1,525,000	1,570,750	1,617,873	1,666,409
	<b>Section C Totals</b>	<b>1,300,000</b>	<b>1,525,000</b>	<b>1,570,750</b>	<b>1,617,873</b>	<b>1,666,409</b>
<b>Section D</b>	<b>ICT Enabling Programme</b>					
7	ICT Programme 2018/19	707,000	2,460,000	1,200,000	800,000	500,000
	Rolling replacement	150,000	400,000	400,000	400,000	400,000
11	CRM - In FBC and will go to JCOB	93,580				
14	ESMCP Devices and Fitting (now part of ICT)	213,500				
15	ANPR 3 Year Investment Strategy	140,000				
	<b>Section D Totals</b>	<b>1,304,080</b>	<b>2,860,000</b>	<b>1,600,000</b>	<b>1,200,000</b>	<b>900,000</b>
<b>Section E</b>	<b>Operational Programme</b>					
19	JPS General	95,000	100,000	100,000	100,000	100,000
20	Digital Interview Recording Equipment Refresh					
21	Delegated Chief's Budget	300,000	300,000	300,000	300,000	300,000
	<b>Section E Totals</b>	<b>395,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
	<b>Totals for All Schemes</b>	<b>3,499,080</b>	<b>9,002,000</b>	<b>18,070,750</b>	<b>15,717,873</b>	<b>4,466,409</b>
<b>Funding Proposal</b>						
<b>Section D</b>	<b>Capital Financing</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	Capital Grants		517,260	517,260	517,260	517,260
	RCCO					900,000
	RCCO (from Colloboration Vehicle recharges)		440,000	440,000	440,000	440,000
	Capital Receipts		2,050,000			2,500,000
	Capital Reserves		669,000	0	0	0
	General		0	2,000,000		
	ICT Development Reserve					
	Ill Health Reserve			398,000		
	Budget Assistance Reserve		38,000			
	Estates Development Reserve		1,817,740	715,490	132,000	
	RCCO from Savings In-Year					
	Use under borrowed cash		3,470,000	6,530,000		
	Borrowing			7,470,000	14,628,613	109,149
	<b>Total Financing</b>	<b>0</b>	<b>9,002,000</b>	<b>18,070,750</b>	<b>15,717,873</b>	<b>4,466,409</b>
* Detailed Funding for the 2018/19 capital programme is provided in the Capital Expenditure Report, made public on a quarterly basis.						

## APPENDIX D – RESERVES

<b><u>Group Usuable Reserves</u></b>	
	<b>Balance 31 March 2019</b>
<b>Description</b>	
	<b>£000</b>
Carry Forward Project Reserve	1,231
Insurance Reserve	862
Ill-Health Retirement Reserve	398
Capital Reserve	669
Drug Forfeiture (Operational) Reserve	146
Budget Assistance Reserve	2,610
Capital Carry Forward Reserve	1,491
Road Casualty Reduction & Support Fund	1,564
Collaboration & Commissioning Reserve	374
ICT Development Reserve	-
Estates Development Reserve	2,665
<b>Total Earmarked Reserves</b>	<b>12,010</b>
General Reserve	7,198
<b>Total General and Earmarked Reserves</b>	<b>19,208</b>
Capital Receipts Reserve	2,641
<b>Total Usable Reserves</b>	<b>21,849</b>

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**To:** Business Co-Ordination Board

**From:** Chief Finance Officer, OPCC and Chief Finance Officer, Constabulary

**Date:** 16 May 2019

## REVENUE AND CAPITAL BUDGET MONITORING DRAFT OUTTURN MONTH 12 2018/19

### 1. Purpose

1.1 This report provides the Business Co-ordination Board (“the Board”) with the Constabulary’s and the Office of the Police and Crime Commissioner’s (“OPCC”) revenue and capital outturn at month 12 of 2018/19 and the projected full-year 2018/19 forecast outturn.

### 2. Recommendation

2.1 It is recommended that the Board:

- Note the month 12 draft revenue, capital and reserves position
- The relevant additions under Matters to Note in paragraph 7.1 to be approved by the PCC
- Approve the Capital carry forward requests detailed in **Appendix 5**

### 3. Month 12 and 2018/19 Forecast - Summary

3.1 The month 12 outturn and projection to year-end for 2018/19 for the Constabulary and the OPCC is summarised in **Table 1** below.

Table 1

Revenue 2018/19	Month 12 Year to Date (£'000)	Year-End Forecast (£'000)
Constabulary	511 underspend	511 underspend
OPCC	Nil	Nil
Use of Reserves	1,663	1,663

3.2 Further detail on the Constabulary and OPCC revenue outturn and the capital outturn is presented in sections 4, 5 and 6 below.

#### 4. 2018/19 draft outturn – Constabulary

4.1 The budget at the end of March was underspent by £511k or 0.4% of net revenue (February was overspent by £24k or 0.1%). Underspend areas of the budget are predominantly: PCSO's £1,232k– no recruitment planned for 2018/19 and leavers mean we currently have 80fte against a budget establishment of 126.

4.2 Police staff pay & overtime £591k under – this was mainly as a result of staff being 25fte under strength on LP, and

4.3 Overspend areas of the budget are: -

Police officer overtime £494k forecast overspend mainly as a result of the new Local Policing structure becoming business as usual, and Athena. Bank holidays spend is expected to be in line with budget (£456k)

Police Pay & Allowances £340k, includes planned over recruitment and this fluctuates as a result of moves between collaboration, and

Supplies and Services, Transport and Premises are forecast £848k underspent.

Collaboration, see **Appendix 3** below, shows an overspend forecast of £590k. Collaboration Tri-Force forecast over spend includes £595k overspend on HR/L&D, which has been known since April 2018, offset by underspends in some areas of JPS and £273k on ICT.

Collaboration other; overspend includes £190k on Air support and £110k on ERP once the grant is taken off, offset by a small underspend on the Kings Lynn PIC.

4.4 A breakdown of this position is shown at **Appendix 1**.

#### 5. 2018/19 draft outturn – OPCC

5.1 The 2018/19 budget for the OPCC was set at £1,280k which was approved by the Police and Crime Commissioner (the "Commissioner") prior to the commencement of the financial year.

5.2 The forecast year-end position is in line with budget.

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A transfer of £153k relating to the under-spend on Office expenditure has been made to the Collaboration and Commissioning reserve. The main elements of this were:

- Staffing - £83k underspend, due to staffing structure changes and vacancies through the year.
- Other running costs - £70k underspend, mainly consultant's fees due to delays in Complaints Reform and Fire Governance implementation.

**6. Month 12 Draft Outturn – Capital**

6.1 Budgeted capital payments for 2018/19 comprise the original Capital Programme approved by the Police and Crime Commissioner (PCC) on 1<sup>st</sup> March 2018, with amendments for schemes brought forward from 2016/17 as approved by the CFO for the PCC on 31<sup>st</sup> May 2018, and other changes subsequently approved by the Force Executive Board and/or the PCC.

6.2 The reported outturn is provisional and subject to the audit of the 2018/19 Annual Statement of Accounts.

BCB is asked to note that a rigorous review of schemes for carry forward to 2019/20 has been carried out.

6.3 A summary of spend against the 2018/19 Capital Programme for the twelve months ending 31<sup>st</sup> March 2019, and the financing of this, is shown at **Appendix 3**.

6.4 A scheme by scheme breakdown of outturn is set out at **Appendix 4**.

6.5 **Appendix 5** contains the rationale for requests for carry forward of expenditure. The schemes approved in-year to be funded by Revenue Contribution to Capital Outlay (RCCO) are £447k Capital element of Transport Income and £60k relating to Vehicles purchased in year by ERSOU.

6.6 **Appendix 3** shows that 72% of the 2018/19 Capital Programme has been spent during the financial year, compared with previously reported forecast of an outturn 84%. The decrease between forecast and provisional outturn is largely as a result of Estates spend being delayed.

**7. Matters to note**

7.1 To cover the overspend of £119k on the Athena scheme and £416k on the BCH ERP Purchase, an addition of £535k to the 2018/19 Capital Programme is proposed to the PCC with 432k funded from the ICT Development Reserve and 99k coming from the Capital Receipts Reserve. Approval is needed by the PCC.

7.2 An £60k addition to the 2018/19 Capital Programme is proposed for the over-spend of 2018/19 ERSOU Capital Spend funded by RCCO within the Chief Constables delegated limit.

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7.3 Net underspending against the 2018/19 Capital Programme is £314k, as set out in **Appendix 2** below.

**8. Recommendation**

8.1 It is recommended that BCB:

- Note the month 12 draft revenue, capital and reserves position
- The relevant additions under Matters to Note in paragraph 7.1 to be approved by the PCC
- Approve the Capital carry forward requests detailed in **Appendix 5**

## Revenue Budget – Constabulary result (draft)

## Appendix 1

Chief Constable's Revenue Budget Outturn 2018/19					
M11 Variance £'000	£'000	Full Year budget £'000	YTD budget £'000	YTD Actual £'000	Variance £'000
	<b>Force in-house Expenditure</b>				
294	Police Officer Pay & Allowances	46,469	46,469	46,809	340
456	Police Officer Overtime	1,864	1,864	2,358	494
-1,100	PCSO Pay & Overtime	4,467	4,467	3,235	-1,232
-468	Police Staff Pay & Overtime	19,411	19,411	18,820	-591
26	Premises Costs	4,175	4,175	4,162	-14
169	Transport	2,103	2,103	1,759	-344
-57	Supplies & Services	6,207	6,207	5,717	-490
<b>-680</b>	<b>Total In-house Expenditure</b>	<b>84,697</b>	<b>84,697</b>	<b>82,859</b>	<b>-1,837</b>
-43	Net Cost of Police Pensions	11,470	11,470	11,869	398
<b>-723</b>	<b>Gross Revenue Expenditure</b>	<b>96,167</b>	<b>96,167</b>	<b>94,728</b>	<b>-1,439</b>
73	Income	-1,241	-1,241	-1,143	98
471	BCH Collaboration	34,058	34,058	34,427	370
203	Other Collaborations and Partnerships	4,362	4,362	4,581	220
0	Capital Accounting & Reserve moves	-908	-908	-668	240
<b>24</b>	<b>Policing Budget Delegated to Chief Constable</b>	<b>132,437</b>	<b>132,437</b>	<b>131,926</b>	<b>-511</b>
<i>Note: Figures may not cast due to rounding</i>					

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Reserves transfers	£000
Carry Forwards	(893)
Athena implementation costs	(249)
Offer 1% non consolidated	(165)
Casulty Reduction Coordinator	(39)
CTC Surplus moved to reserves	227
Morris paid from CR Reserve	(53)
	<u>(1,172)</u>
RCCO	508
Secoded Officers	(4)
Per Report	<u>(668)</u>

Revenue Budget – Group Result (draft)

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Chief Constable's Revenue Budget Outturn 2018/19					
	Original Budget £'000	Full Year Budget £'000	YTDB £'000	Actual 8.4.19 £'000	Variance £'000
<b>NET BUDGET REQUIREMENT</b>	<b>132,323</b>	<b>132,437</b>	<b>132,437</b>	<b>131,926</b>	<b>-511</b>
PCC Revenue Budget outturn 2018/19					
<b>Office of the Police and Crime Commissioner</b>					
Commissioner and Deputy	132	132	132	132	0
Police Staff	772	772	772	689	-83
Premises Costs	1	1	1	3	3
Legal fees	12	12	12	11	-1
External Audit Fees	30	30	30	23	-7
Internal Audit Fees	67	67	67	68	1
Independent Audit Committee	14	14	14	14	0
Other Running Costs	252	252	252	175	-77
Transfer to Collaboration & Commissioning reserve				153	153
<b>Total Office Expenditure</b>	<b>1,280</b>	<b>1,280</b>	<b>1,280</b>	<b>1,268</b>	<b>-12</b>
<b>Victims Services</b>					
Victims Services Grant distributed	987	1,090	1,090	1,349	259
Victims Services additional grant				-259	-259
<b>Other Grants/Funding</b>					
Community Safety & Crime Reduction Grants	1,276	1,293	1,293	1,293	0
Casualty reduction support	0	0	0	191	191
Transfer to Casualty Reduction reserve				-191	-191
VAWG - grant received	0	-133	-133	-274	-141
VAWG - spend	0	133	133	274	141
Offender Hub PTF Grant	0	0	0	12	12
	<b>2,263</b>	<b>2,383</b>	<b>2,383</b>	<b>2,394</b>	<b>12</b>
<b>Capital Financing Costs:-</b>					
Interest	414	300	300	447	147
Minimum Revenue Provision (MRP)	774	774	774	744	-30
Transfer to Estates Development Reserve				-116	-116
<b>Total Capital Financing Costs</b>	<b>1,188</b>	<b>1,074</b>	<b>1,074</b>	<b>1,074</b>	<b>0</b>
Contributions +to / -from Reserves	-1,801	-1,920	-1,920	-1,920	0
<b>Premises</b>					
Properties Investments	64	64	64	128	64
Transfer to Estates Development Reserve				-64	-64
<b>Net Budget Requirement (Total)</b>	<b>135,317</b>	<b>135,317</b>	<b>135,317</b>	<b>134,806</b>	<b>-511</b>
<b>Victims Services Grant received</b>	<b>-987</b>	<b>-987</b>	<b>-987</b>	<b>-987</b>	<b>0</b>
<b>Total</b>	<b>134,330</b>	<b>134,330</b>	<b>134,330</b>	<b>133,819</b>	<b>-511</b>

## Reserves transfers - PCC

	£
From Budget Reserve	(1,801)
From Carry forwards	(119)
	<u>(1,920)</u>

## Budget Assistance Reserve - movt

	£000
Budgeted Reserves Funding	(1,802)
Group result (underspend)	511
Athena Implementation	(249)
officer 1% non consolidated	(165)
Additional Precepts	54
<b>Per reserves note</b>	<b><u>(1,651)</u></b>

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**Group Usuable Reserves**

Reforecast at Month 12		Balance 31 March 2018	Forecast 2018/19		Balance 31 March 2019		
Account code	Description	£000	Added to Reserve £000	Tftr between Reserves £000	Applied - Revenue £000	Applied - Capital £000	TOTAL £000
1 RG101	Revenue Carry Forward Reserve	1,012	1,231		(1,012) (g)		1,231
2 RG103	Insurance Reserve	862					862
3 RG202	III-Health Retirement Reserve	398					398
4 RG205	Capital Reserve	1,285		(339)		(277) (d)	669
5 RG104	Drug Forfeiture (Operational) Reserve	116	30				146
6 RG102	Budget Assistance Reserve	4,216			(1,651) (a)		2,565
7 RG106	Capital Carry Forward Reserve	2,173		918		(1,600) (b)	1,491
8 RG203	Road Casualty Reduction & Support Fun	1,582	227		(245)		1,564
9 RG204	Collaboration & Commissioning Reserv	260	153		(39)		374
10 RG201	ICT Development Reserve	432				(432) (c)	-
11 RG206	Estates Development Reserve	2,939			(180)	(94) (f)	2,665
	Total Earmarked Reserves	15,275	1,641	579	(3,127)	(2,403)	11,965
12 RH101	General Reserve	7,198					7,198
	Total General and Earmarked Reserves	22,473	1,641	579	(3,127)	(2,403)	19,163
13 RD101 + RD103	Capital Receipts Reserve	1,913	2,521	(579)		(1,215) (e)	2,640
	Total Usable Reserves	24,386	4,162	0	(3,127)	(3,618)	21,803
<b>Use of capital funds</b>							
	<b>Budget Assistance Reserve - movt</b>	<b>£000</b>			<b>Applied - Capital</b>	<b>£000</b>	
	Budgeted Reserves Funding	(1,802)			Carry Forward Reserve	1,600 (b)	
	Group result (underspend)	511			ICT	432 (c)	
	Athena Implementation	(249)			Capital Reserves	277 (d)	
	officer 1% non consolidated	(165)			Capital Receipts	1,215 (e)	
	Additional Precepts	54			Estates Reserves	94 (f)	
		<b>(a) (1,651)</b>					
	<b>Revenue Carry Forward Reserve - movt</b>	<b>£000</b>			<b>Capital funded from reserves</b>	<b>3,618</b>	
	Constabulary	893			Capital grants (in year)	845	
	PCC	119			RCCO	507	
		<b>(g) 1,012</b>			Borrowing	170	
					<b>Capital expenditure 18/19</b>	<b>5,140</b>	

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## Underspending and Overspending Schemes

### Appendix 2

All figures £'000	Underspend (-)/ Overspend (+)
<b>Overspends</b>	
Conversion - Replacement SARC	1
Telematics	39
2018/19 JPS ERSOU	5
Org Support ICT Infrastructure for BCH - WAN	3
Body Worn Video Replacement	1
Athena	119
Custody Virtual Courts	7
Org Support BCH ERP Purchase	416
<b>Sub-total</b>	<b>591</b>
<b>Underspends</b>	
Demand Hub - Building Works	(149)
HQ VEU Building	(7)
Vehicle Replacement Programme	(347)
BCH In-Cell Conferencing Facilities	(22)
Replacement of SAN (ICT area network)	(3)
ICT Office Relocation Works	(4)
JPS Equipment Replacement Rolling Programme	(32)
ESN - ICCS	(6)
ESMCP Devices and Fitting	(214)
<b>Sub-total</b>	<b>(784)</b>
<b>Schemes not released in-year</b>	
CRM - In FBC and will go to JCOB	(94)
Delegated Chief's Budget	(26)
<b>Sub-total</b>	<b>(120)</b>
<b>Total net underspend</b>	<b>(314)</b>

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Summary of Capital Expenditure and Financing at 31<sup>st</sup> March 2019

Appendix 3

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All figures £'000	B/Fwd from previous years	Original 2018/19 Capital Programme	Previously Authorised Programme Amendments	Revised 2018/19 Capital Budget	Outturn 2018/19	%
<b>Capital Payments:-</b>						
Land & Buildings	796	4,000	-2,552	2,245	970	43%
IT & Communications	873	1,215	188	2,276	2,159	95%
Fleet	413	1,700	-	2,113	1,805	85%
Other Collaboration	91	140	161	392	206	53%
Schemes approved subject to further business case	-	394	-283	111	-	0%
<b>TOTAL</b>	<b>2,173</b>	<b>7,449</b>	<b>-2,486</b>	<b>7,137</b>	<b>5,140</b>	<b>72%</b>

All figures £'000	B/Fwd from previous years	Original 2018/19 Capital Programme	Previously Authorised Programme Amendments	Revised 2018/19 Capital Budget	Applied	Transfer to Capital carry forward Reserve
<b>Capital Financing:-</b>						
Capital Grants	166	506	173	845	845	-
ESMCP Grant (RCCO)	-	214	33	247	-	-
Carry Forward Reserve	2,007	-	-22	1,985	1,600	573
ICT	-	161	119	280	432	-
Capital Reserves	-	1,030	100	1,130	277	339
Capital Receipts	-	1,888	387	2,275	1,215	579
Estates Reserve	-	-	-	-	94	-
RCCO	-	150	-145	5	507	-
Borrowing	-	3,500	-3,130	370	170	200
<b>TOTAL</b>	<b>2,173</b>	<b>7,449</b>	<b>-2,485</b>	<b>7,137</b>	<b>5,140</b>	<b>1,691</b>

Note: figures may not cast due to roundings

Appendix 4

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Scheme by Scheme Budgetary Control Report to 31<sup>st</sup> March 2019

Scheme Title	Job Code	Budget B/Fwd £'000	Original Capital Programme as amended* £'000	Revised Capital Budget 2018/19 £'000	Actual YTD £'000	Variance at year end £'000	C/Fwd 2018/19 £'000	(Under)/Over spend £'000
<b>Land &amp; Buildings</b>								
Wisbech Fire Station Ext for Police Purposes	C8068	362	-	362	37	(325)	325	0
Major Repairs Planned	Various	-	585	585	297	(288)	288	0
HQ Lead Decontamination and Prevention	C8106	63	-	63	20	(43)	43	0
Demand Hub - Building Works	C8114	371	-	371	177	(194)	45	(149)
Southern Police Station	C8121	-	370	370	170	(200)	200	(0)
Section 106 Electrical Works	C8124	-	-	-	(2)	(2)	-	(2)
Conversion - Replacement SARC	C8066	-	-	-	1	1	-	1
HQ Car Park Extension	C8127	-	172	172	164	(8)	8	(0)
HQ Air Conditioning	C8126	-	94	94	-	(94)	94	-
ERSOU Enterprise House Purchase	B8188	-	100	100	100	-	-	-
Exercise Yard at Thorpe Wood	C8128	-	28	28	-	(28)	28	-
Taser Cabins at Monks Wood	C8129	-	90	90	3	(87)	87	(0)
HQ VEU Building	C8130	-	10	10	3	(7)	-	(7)
<b>Land &amp; Buildings Total</b>		<b>796</b>	<b>1,449</b>	<b>2,245</b>	<b>970</b>	<b>-1,274</b>	<b>1,118</b>	<b>-156</b>
<b>Fleet</b>								
Vehicle Replacement Programme	C8010	293	1,700	1,993	1,646	(347)	-	(347)
Telematics	C8105	120	-	120	159	39	-	39
<b>Fleet Total</b>		<b>413</b>	<b>1,700</b>	<b>2,113</b>	<b>1,805</b>	<b>(308)</b>	<b>-</b>	<b>(308)</b>
<b>Non ICT Collaboration</b>								
JPS ANPR	C8071	69	190	259	90	(169)	169	-
BCH In-Cell Conferencing Facilities	C8123	22	-	22	-	(22)	-	(22)
2018/19 JPS ERSOU	C8104	-	111	111	116	5	-	5
<b>Non ICT Collaboration Total</b>		<b>91</b>	<b>301</b>	<b>392</b>	<b>206</b>	<b>(186)</b>	<b>169</b>	<b>(17)</b>

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Agenda Item 6.0

**Scheme by Scheme Budgetary Control Report to 31<sup>st</sup> March 2019 – cont'd**

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## Agenda Item 6.0

Scheme Title	Job Code	Budget B/Fwd £'000	Original Capital Programme as amended* £'000	Revised Capital Budget 2018/19 £'000	Actual YTD £'000	Variance at year end £'000	C/Fwd 2018/19 £'000	(Under)/Over spend £'000
<b>ICT Collaborated</b>								
Replacement of SAN (ICT area network)	C8110	3	-	3	0	(3)	-	(3)
Org Support ICT Infrastructure for BCH - Identity	C8053	-	-	-	-	-	-	-
Org Support ICT Infrastructure for BCH - WAN	C8060	-	-	-	3	3	-	3
BCH Property Management System	C8063	9	-	9	6	(3)	3	(0)
Rolling Replacement Mobile Technology	C8051	-	440	440	328	(112)	112	(0)
Systems Infrastructure / UNIX Platform	HC8021	-	163	163	86	(77)	77	(0)
DFU Storage	C8125	-	80	80	69	(11)	11	(0)
Body Worn Video Replacement	HC8086	-	94	94	94	1	-	1
IPT Telephony System	HC8090	-	10	10	-	(10)	10	-
Analytical Tools (iBase)	HC8030	-	6	6	6	(0)	-	(0)
Network EOL Switches	C8115	31	197	228	228	0	-	0
ICT Consolidated Workstreams	C8111	410	(133)	277	170	(107)	107	0
tuServ Biometrics	C8119	-	-	-	0	0	-	0
ICT Office Relocation Works	C8122	14	-	14	10	(4)	-	(4)
<b>ICT Collaboration Total</b>		<b>467</b>	<b>857</b>	<b>1,324</b>	<b>1,000</b>	<b>(323)</b>	<b>320</b>	<b>(3)</b>
<b>ICT Other</b>								
Covert Equipment Renewal	C8022	18	50	68	34	(34)	34	0
JPS Equipment Replacement Rolling Programme	C8028	60	95	155	123	(32)	-	(32)
Athena	C8035	-	155	155	274	119	-	119
Custody Virtual Courts	C8049	8	-	8	15	7	-	7
Demand Management Software	C8097	20	-	20	-	(20)	20	-
Workforce Management Software Upgrade	C8098	32	-	32	32	(0)	-	(0)
ESN - ICCS	BCHCAA	144	33	177	171	(6)	-	(6)
Org Support BCH ERP Purchase	BCHCAG	94	-	94	510	416	-	416
Seven Forces PSD Monitoring System	C8120	30	-	30	(0)	(30)	30	-
ESMCP Devices and Fitting	HC8039	-	214	214	-	(214)	-	(214)
<b>ICT Other Total</b>		<b>406</b>	<b>547</b>	<b>953</b>	<b>1,158</b>	<b>206</b>	<b>84</b>	<b>290</b>
<b>Schemes Approved Subject to Further Business Case</b>								
<b>CRM - In FBC and will go to JCOB</b>		-	94	94	-	(94)	-	(94)
Delegated Chief's Budget		-	26	26	-	(26)	-	(26)
<b>Grand Total</b>		<b>2,173</b>	<b>4,972</b>	<b>7,145</b>	<b>5,140</b>	<b>-2,005</b>	<b>1,691</b>	<b>-314</b>

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Appendix 5

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## Agenda Item 6.0

## Carry Forward Requests

Carry Forward Amount requested £	Project Name	Job Code	Full details of bid/why Carry Forward requested?
325,000.00	Wisbech Fire Station Ext for Police Purposes	C8068	A final account has been requested from the Consultant advising on the aborted Fire Station extension and the balance is to be used to fund the refurbishment of the existing Police Station which is now a long term asset.
288,000.00	Major Repairs	Various	Carry forward is required to prevent slippage to the 5 year planned maintenance programme.
43,000.00	HQ Lead Decontamination and Prevention	C8106	Work is contracted and due for completion in May.
45,000.00	Demand Hub - Building Works	C8114	retention £40k and accrual £2k to c/fwd from 17/18
200,000.00	Southern Police Station	C8121	With the Option Agreement now in place site due diligence and design is progressing and the carry forward is required for the project to proceed to a formal planning application.
8,000.00	HQ Car Park Extension	C8127	Car park is substantially completed with works finishing in May.
94,000.00	HQ Air Conditioning	C8126	The project is being tendered in April/May with works awarded and completed in July.
28,000.00	Exercise Yard at Thorpe Wood	C8128	Commitment to be completed in 2019/20
87,000.00	Taser Cabins at Monks Wood	C8129	Cabin is now on site a funds required for electrical connection and fit out.
169,000.00	JPS ANPR	C8071	PO's completed, assets and civils work completed so we are ready to install cameras. We are currently waiting for section 50 road permits to be signed by the PCC.

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## Agenda Item 6.0

Appendix 5

## Carry Forward Requests – cont'd

Carry Forward Amount requested £	Project Name	Job Code	Full details of bid/why Carry Forward requested?
3,000.00	BCH Property Management System	C8063	Milestone 2 is not yet completed. It has been delayed due to technical and business issues. The first part will be in April and the final Go live in July.
112,000.00	Rolling Replacement Mobile Technology	C8051	£112k laptops not delivered. Transferred £81k from C8111 to cover overspend/commitment.
77,000.00	Systems Infrastructure / UNIX Platform	HC8021	Data Centre slippage into 19/20 from C8111
11,000.00	DFU Storage	C8125	£11k to carry forward to help plug the shortfall against Laptop replacement budget
10,000.00	IPT Telephony System	HC8090	As agreed on previous email - Due to ICCS Major Incident running on so long and as I have been unable to get an agreed spec across BCH FCR's, we will look to roll-over to 2019/20 if possible, and pass to Enterprise Architecture to capture requirements and design a BCH solution.
107,000.00	ICT Consolidated Workstream	C8111	Transferred £81k to cover PO ADN1917 (£112k) against Laptop replacement and £78k to Systems Infrastructure for Data Slippage. The remainder £107k to help plug the shortfall in budget for 19/20 against Laptop replacement and general applications for potential rationalisation of IT sSolutions.
34,000.00	Covert Equipment Renewal	C8022	ICT are unable to complete the major project until at least April 2019. Although the supplier can supply the system earlier, installation relies on our ICT and so a carry forward is requested.
20,000.00	Demand Managemnt Software	C8097	We are contracted to the supplier PE and request the carry forward to build the capacity for continuous improvement team back up training by them.
30,000.00	Seven Forces PSD Monitoring System	HC8026	Non delivery on Milestone 4 & 5 elements
<b>1,691,000.00</b>			

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**Agenda Item 6.0**

Note: £200k will be met from borrowing in 19/20. The balance on the Capital Carry forward reserve is £1,491,000.

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 10</b>
<b>26<sup>th</sup> June 2019</b>	<b>Public Report</b>

## **Report of Cambridgeshire Police and Crime Commissioner**

**Contact Officer – Dorothy Gregson**

**Contact Details – [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk) 0300 333 3456**

### **DECISIONS BY CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER**

#### **1. PURPOSE**

- 1.1 This report is being presented to the Cambridgeshire Police and Crime Panel (the “Panel”) to enable it to review or scrutinise decisions taken by the Police and Crime Commissioner (the “Commissioner”) under Section 28 of the Police Reform and Social Responsibility Act 2011 (the “Act”).

#### **2. RECOMMENDATIONS**

- 2.1 The Panel is recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the Commissioner. In these circumstances further information would be provided for a future meeting.
- 2.2 The Panel is asked to note future areas where decisions are to be taken by the Commissioner.

#### **3. TERMS OF REFERENCE**

- 3.1 Item 6 - To review or scrutinise decisions made, or other action taken, by the Commissioner in connection with the discharge of the Commissioner’s functions.

#### **4. BACKGROUND**

- 4.1 This report is presented to enable the Panel to carry out its functions as noted in paragraph 3. The Panel is required to review or scrutinise decisions made, it is also required to support the effective exercise of the functions of the Commissioner.

#### **5. KEY ISSUES**

- 5.1 The decisions taken by the Commissioner which have been notified to the Panel is attached at Appendix 1.
- 5.2 The relevant Decision Records are attached at Appendix 2.
- 5.3 All papers relating to Decision Records are available on the Commissioner’s website. The Panel receive notification when the Commissioner publishes Business Coordination Board papers.

#### **6. IMPLICATIONS**

- 6.1 Subject to the Panel’s need for further information or scrutiny on any of the decisions above, it may be required that further information is submitted to a future meeting of the Panel.

#### **7. CONSULTATION**

- 7.1 The decisions are in line with the direction set by in the Commissioner's Police and Crime Plan. These Decision Records have been placed on the Commissioner's website.

## **8. NEXT STEPS**

- 8.1 Panel members may request further information about the decisions detailed in Appendices 1 and 2.
- 8.2 Future decisions taken by the Commissioner will continue to be notified to the Panel. The Act introduced a number of statutory decisions to be taken by the Commissioner. Future areas where decisions are likely to be considered as required are given at Appendix 3.
- 8.3 An update regarding the Commissioner's Estate including decisions made, progress regarding disposal of assets, options analysis of the assets, and an indication of any forthcoming decisions is given at Appendix 4.

## **9. BACKGROUND DOCUMENTS**

- 9.1 Decisions records notified to the Panel.

## **10. APPENDICES**

Appendix 1 – Decision records notified to the Panel

Appendix 2 – Decision records

Appendix 3 – Areas where decision are likely to be considered as required

Appendix 4 – Estates update

## Decision Records notified to the Cambridgeshire Police and Crime Panel

Date	Decision Record	Subject	Decision
13 <sup>th</sup> March 2019	CPCC 2019-007	An extension to the existing S22A Agreement under the Police Act 1996 (as amended) to the Seven Force Strategic Collaboration Programme	To extend the original agreement made in 2016 for the Police and Crime Commissioner and Cambridgeshire Constabulary and the seven police force areas in the Eastern Region and Kent to work together upon a programme of collaboration known as the Seven Force Strategic Collaboration under Section 22A of the Police Act 1996 (as amended) until 31 <sup>st</sup> March 2021.
16 <sup>th</sup> May 2019	CPCC 2019-008	S22A Agreement under the Police Act 1996 (as amended) for the amended collaboration agreement for the Chiltern Transport Consortium between the nine corporations sole: the Chief Constables of Bedfordshire Police, British Transport Police, Cambridgeshire Constabulary, Hertfordshire Constabulary, Thames Valley Police and the Police and Crime Commissioner for Bedfordshire Police, Cambridgeshire Constabulary, Hertfordshire Constabulary and Thames Valley Police.	To sign the amended Section 22A Agreement under the Police Act 1996 (as amended) to approve the amended collaboration in respect of the Chiltern Transport Consortium between Cambridgeshire Constabulary and Bedfordshire Police, British Transport Police, Hertfordshire Constabulary and Thames Valley Police.
16 <sup>th</sup> May 2019	CPCC 2019-009	S22A Agreement under the Police Act 1996 (as amended) for the Investigatory Powers Act 2016 – Operationally Sensitive – no public report to Business Co-ordination Board	To sign the Section 22A Agreement under the Police Act 1996 (as amended) to allow discharging of functions of the police force(s) more effectively in accordance with section 22A of the Investigatory Powers Act 2016.
16 <sup>th</sup> May 2019	CPCC 2019-010	S22A Agreement under the Police Act 1996 (as amended) for Single Online Home national platform.	To sign the Section 22A Agreement under the Police Act 1996 (as amended) to approve the Single Online Home, a national platform for the delivery of a range of online services.

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**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2019-007**

<b>Subject</b>	<b>An extension to the existing S22A Agreement under the Police Act 1996 (as amended) to the Seven Force Strategic Collaboration Programme</b>
<b>Decision</b>	To extend the original agreement made in 2016 for the Police and Crime Commissioner (“the Commissioner”) and Cambridgeshire Constabulary and the seven police force areas in the Eastern Region and Kent to work together upon a programme of collaboration known as the Seven Force Strategic Collaboration under Section 22A of the Police Act 1996 (as amended) until 31 <sup>st</sup> March 2021.
<b>Decision Summary</b>	At the Commissioners Business Coordination Board meeting of the 25 <sup>th</sup> February 2016, the board discussed the agreement between the Police and Crime Commissioner, the Chief Constable and the seven police areas. The agreement established a programme to progress consideration of joint working amongst them in areas of potential collaboration to help address the efficiency of service delivery. The programme is known as the Seven Force Strategic Collaboration and the original agreement is due to expire on the 31 <sup>st</sup> March 2019. This agreement has been updated and extended for a further two years until 31 <sup>st</sup> March 2021.

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive  Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	25 <sup>th</sup> February BCB Paper: Severn Force Strategic Collaboration <a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2016/02/16-02-25-BCB-Agenda-Item-14.0-Seven-Force-Strategic-Collaboration.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2016/02/16-02-25-BCB-Agenda-Item-14.0-Seven-Force-Strategic-Collaboration.pdf</a>

**Jason Ablewhite, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

**Signature**



**Date**

13-3-19.



Cambridgeshire  
Police & Crime  
Commissioner

**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 25 February 2016

## **SEVEN FORCE STRATEGIC COLLABORATION AGREEMENT**

### **1. Purpose**

1.1 The purpose of this report is to provide the Business Coordination Board (“the Board”) with an update regards to the Police and Crime Commissioners and Chief Constables for the seven police areas in the Eastern Region (Bedfordshire, Cambridgeshire, Hertfordshire, Norfolk, Suffolk, and Essex) and Kent (“the Parties”) who have agreed to work together upon a programme of collaboration to be known as the Seven Force Strategic Collaboration Programme (the “Programme”).

### **2. Recommendation**

2.1 The Board is recommended to approve the Collaboration Agreement under section 22A of the Police Act 1996 (as amended) in respect of the creation of a Seven Force Strategic Collaboration Programme as at Appendix A.

2.2 The Commissioner is asked to sign a Decision Notice to approve the Collaboration Agreement under section 22A of the Police Act 1996 (as amended).

### **3. Seven Force Strategic Collaboration**

3.1 The Parties agree to establish a Programme to progress consideration of joint working amongst them in Areas for Potential Collaboration to help address the efficiency of service delivery and whilst maintaining or improving the effectiveness of such service delivery to the communities of the seven police areas of the Parties.

3.2 The Programme will be known as the Seven Force Strategic Collaboration Programme.

3.3 The Programme will develop business cases with proposals to collaborate in the Areas for Potential Collaboration subject to any limitations set by the Parties.

- 3.4 Progression of collaboration within the scope of specific business cases will as appropriate require further collaboration agreements between the participating Parties in such collaborations.

#### **Governance Strategic - Eastern Region Alliance Summit**

- 3.5 The Parties have established a forum called the Eastern Region Alliance Summit. The Terms of Reference for the Eastern Region Alliance Summit are set out in Schedule A. The Eastern Region Alliance Summit will take overall responsibility for the programme.
- 3.6 Whilst the Eastern Region Alliance Summit is not a public decision-making body it may make 'in principle' decisions and recommendations and wherein each of the Parties retain their individual executive sovereignty as corporation soles.
- 3.7 Where 'in principle' decisions or recommendations are made in respect of the Programme it is expected that each of the Parties will then proceed to make executive decisions within their own Schemes of Governance and Consent or governance arrangements as appropriate to give effect to the 'in principle' decisions and recommendations. Accordingly where any 'in principle' decision or recommendation is made in respect of the Programme by the Eastern Region Alliance Summit and which has the potential, if executed, to have a material impact upon any one of the Parties, such 'in principle' decisions or recommendations may only be made with the consent of the Party or Parties concerned.
- 3.8 Each Party is expected to be represented at all meetings of the Eastern Region Alliance Summit (where the Programme is being considered) in order to be able to commit such Party in relation to relevant business items on each agenda for meetings of the Eastern Region Alliance Summit. This requires all business where 'in principle' decisions or recommendations are required, to be advised to all Parties in writing in good time before each meeting and in any event with no less than two clear working days' notice.
- 3.9 Should an 'in principle' decision or recommendation be required outside the established programme of meetings of the Eastern Region Alliance Summit then such decision or recommendation may be made with the written agreement of all the Parties, and where written agreement includes a letter, memo or email executed by the Party or their duly authorised representative.
- 3.10 The Eastern Region Alliance Summit will make 'in principle' decisions and recommendations with a view to:
- Performing the strategic decision-making role and directing with regard to the progression of the Programme;
  - Determining any issue of a financial nature relating to the overall Programme and any of its constituent projects;
  - Setting the financial parameters within which the Programme and the constituent projects will proceed;
  - Considering business cases for each project and setting the parameters within which the projects will proceed;
  - Determining issues of principle to be applied in relation to the Programme.

## **Seven Force Strategic Collaboration Oversight Group**

- 3.11 The Parties have established the Seven Force Strategic Collaboration Oversight Group, hereinafter referred to as “the Oversight Group”. The Terms of Reference and business arrangements for the Oversight Group are set out in Schedule B. The Oversight Group will provide advice, support and oversight to the Senior Responsible Officer for the Programme and will make recommendations to the Eastern Region Alliance Summit.

### **4. The Programme**

- 4.1 The Parties have agreed to appoint a Senior Responsible Owner (hereinafter referred to as ‘the SRO’) who is the person ultimately accountable for the success of the Programme. The SRO will provide day-to-day direction and leadership for the delivery and implementation of the Programme.
- 4.2 The SRO will manage a Programme Team to assist in the delivery of the Programme which will be established in accordance within the parameters set by the Eastern Region Alliance Summit.
- 4.3 The Chief Constables who are Parties to this Agreement will appoint a lead Chief Constable for the Programme to provide day-to-day guidance and support to the SRO and the Programme Team on behalf of the Chief Constables.

### **5. Finance**

- 5.1 In signing this agreement the parties have agreed that the budget for the Programme will be £1.2 million per annum plus £150,000 per annum for any external consultancy that may be required. Any variance to this budget must be agreed as detailed in the Agreement.
- 5.2 Costs associated with the Programme in relation to the SRO, the Programme Team, their on-costs, non-pay expenditure relating to the SRO and the Programme Team (with the exception of minor incidental expenditure regarding travel costs and subsistence), professional and consultancy fees will be apportioned between the seven police areas and paid by the Parties upon the basis of the Net Revenue Expenditure (hereinafter referred to as “NRE”) of each Force within the Programme in any given year and calculated to one decimal place.
- 5.3 The seven police areas may contribute officer/staff resource or a financial sum to the costs associated with the Programme.

### **6. Length of Agreement**

- 6.1 This Agreement shall come into force on 22 October 2015 and shall continue until 31 March 2017 with a review of the Agreement at 21 October 2016.
- 6.2 This Agreement will terminate on 31 March 2017 unless renewed in writing by all the Parties.
- 6.3 The Parties are by executing this agreement committed to the Programme and their obligations under this Agreement for the duration of the Agreement.

## **7. Indemnity**

- 7.1 Each Party shall indemnify and keep indemnified the other Parties against all losses, claims, damages, costs, charges, uninsured liabilities, demands or proceedings incurred or brought as a result of their negligence, negligence of its officers and/or staff or breach of their obligations under this Agreement.
- 7.2 Each Party will remain liable in accordance with the law for the acts and omissions of its own officers and staff who form part of the Programme Team.

## **8. Freedom of Information**

- 8.1 Freedom of information requests relating to the conduct of the Programme Team will be dealt with by the recipient Party who will be responsible for co-ordinating the response with the SRO, agreeing the disclosure with the other relevant Parties and replying to the request.

## **9. Data Protection Act 1998**

- 9.1 Each Party will be responsible for ensuring compliance with the Data Protection Act 1998 with regard to the processing of data. This includes the provision and sharing of data for use by the Programme Team and for data which is created by the Programme Team.

## **10. Information Management**

- 10.1 Information created by work related to the Programme will be shared equally by the Parties and will be retained in accordance with each Party's information management policies, which have been assessed to ensure broad compatibility and which will show due regard to the principles of MOPI.
- 10.2 For the purposes of the Data Protection Act 1998 each Party remains the data controller for any personal information recorded on the information systems (electronic and paper) under their control, i.e. within the relevant Party's electronic network or in structured and unstructured filing systems operated and stored on the relevant Party's premises.
- 10.3 The activities of staff from any Party, in respect of access to and use of any information owned by the Parties, will be governed by the policies of the employing Party.

## **11. Intellectual Property Rights**

- 11.1 Intellectual property rights in any designs, works, written material etc. created as part of the working relating to the Programme will vest in the Parties jointly. In the conclusion of this agreement, the rights will remain joint unless and until agreed by the Parties in writing.

## **12. Assets**

- 12.1 Limited assets are anticipated as a consequence of this Programme. However legal title to these assets will remain with the providing Party.

### **13. Staff and Establishment**

- 13.1 The staff and police officers who work within the Programme Team (and including the SRO) shall continue as employees and officers of their employing Party irrespective of their place of work. Their pay, welfare, pension, terms and conditions and all other respective employment and service matters shall remain the responsibility of their employing Party.
- 13.2 Whilst Chief Constables will retain legal direction and control and thus liability for their respective officers and staff working within the Programme Team, staff and police officers within the Programme Team shall receive day-to-day direction from the SRO, who will in turn enjoy direction from the Lead Chief Constable in relation to the Programme on behalf of the seven Chief Constables who are parties to this Agreement.
- 13.3 All complaints, grievances and conduct issues raised by or against the SRO or officers or staff working within the Programme Team will be handled and dealt with by their employing Chief Constable.

### **14. Health and Safety**

- 14.1 The Parties are liable at law for the health and safety of their staff and employees.
- 14.2 Each Chief Constable who is a Party to this Agreement will be responsible for ensuring the health and safety of their officers and staff working in the Programme Team.
- 14.3 The SRO will be responsible for ensuring that all appropriate risk assessments for the Programme Team have been carried out, are up to date and are complied with.

### **15 Procurement**

- 15.1 The SRO will apply the procurement policies and arrangements in place within their employing Party or as otherwise directed pursuant to clause 3.2 above and will ensure the policies are followed by officers and staff within the Programme Team.

### **16. Recommendation**

- 16.1 The Board is recommended to approve the Collaboration Agreement under section 22A of the Police Act 1996 (as amended) in respect of the creation of a Seven Force Strategic Collaboration Programme as at Appendix A.

## **BIBLIOGRAPHY**

<b>Source Document</b>	
<b>Contact Officers</b>	Dorothy Gregson, Chief Executive, Office of the Police and Crime Commission

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COLLABORATION AGREEMENT  
In relation to the Seven Force  
Strategic Collaboration Programme

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WHEREAS:

- (i) The Parties to this agreement have agreed to work together to maximise the efficiency of identified Areas for Potential Collaboration in order to protect front line operational resource and optimise the delivery of each county's Police and Crime Plan.
  
- (ii) In order to pursue the above objective the Parties have agreed to enter into a collaboration agreement pursuant to section 22A of the Police Act 1996.

IT IS AGREED AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATION

1.1 In this Agreement, except where the context requires otherwise, the following expressions shall have the meanings respectively ascribed to them:

“Lead Chief Constable” has the meaning set out in clause 4.3 below;

“Parties” means the Police and Crime Commissioners and Chief Constables of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk and Suffolk, and the term “Party” shall mean any one of them;

“Programme” means the Seven Force Strategic Collaboration Programme as described at clause 2 below;

“Senior Responsible Owner or SRO” means the person accountable for the success of the Programme and as described in clause 4 below;

“Areas for Potential Collaboration” means the four areas identified as suitable for collaboration under the terms of this agreement and which comprise, criminal justice and custody, shared business support services, Athena-related functions (such as crime investigation and intelligence) and operational policing elements which are suited to a multi-force delivery model.

2. PURPOSE
  - 2.1 The Parties agree to establish a Programme to progress consideration of joint working amongst them in Areas for Potential Collaboration to help address the efficiency of service delivery and whilst maintaining or improving the effectiveness of such service delivery to the communities of the seven police areas of the Parties.
  - 2.2 The Programme will be known as the Seven Force Strategic Collaboration Programme.
  - 2.3 The Programme will develop business cases with proposals to collaborate in the Areas for Potential Collaboration subject to any limitations set by the Parties.
  - 2.4 Progression of collaboration within the scope of specific business cases will as appropriate require further collaboration agreements between the participating Parties in such collaborations.
  
3. GOVERNANCE – STRATEGIC  
Eastern Region Alliance Summit
  - 3.1 The Parties have established a forum called the Eastern Region Alliance Summit. The Terms of Reference for the Eastern Region Alliance Summit are set out in Schedule A. The Eastern Region Alliance Summit will take overall responsibility for the Programme.
  - 3.2 Whilst the Eastern Region Alliance Summit is not a public decision-making body it may make ‘in principle’ decisions and recommendations and wherein each of the Parties retain their individual executive sovereignty as corporation soles.
  - 3.3 Where ‘in principle’ decisions or recommendations are made in respect of the Programme it is expected that each of the Parties will then proceed to make executive decisions within their own Schemes of Governance and Consent or governance arrangements as appropriate to give effect to the ‘in principle’ decisions and recommendations. Accordingly where any ‘in principle’ decision or recommendation is made in respect of the Programme by the Eastern Region Alliance Summit and which has the potential, if executed, to have a material impact upon any one of the Parties, such ‘in principle’ decisions or recommendations may only be made with the consent of the Party or Parties concerned.
  - 3.4 Each Party is expected to be represented at all meetings of the Eastern Region Alliance Summit (where the Programme is being considered) in order to be able to commit such Party in relation to relevant business items on each agenda for meetings of the Eastern Region Alliance Summit. This requires all business where ‘in principle’ decisions or

recommendations are required, to be advised to all Parties in writing in good time before each meeting and in any event with no less than two clear working days' notice.

- 3.5 Should an 'in principle' decision or recommendation be required outside the established programme of meetings of the Eastern Region Alliance Summit then such decision or recommendation may be made with the written agreement of all the Parties, and where written agreement includes a letter, memo or email executed by the Party or their duly authorised representative.
- 3.6 The Eastern Region Alliance Summit will make 'in principle' decisions and recommendations with a view to:
- 3.6.1 performing the strategic decision-making role and directing with regard to the progression of the Programme;
  - 3.6.2 determining any issue of a financial nature relating to the overall Programme and any of its constituent projects;
  - 3.6.3 setting the financial parameters within which the Programme and the constituent projects will proceed;
  - 3.6.4 considering business cases for each project and setting the parameters within which the projects will proceed;
  - 3.6.5 determining issues of principle to be applied in relation to the Programme.

#### Seven Force Strategic Collaboration Oversight Group

- 3.7 The Parties have established the Seven Force Strategic Collaboration Oversight Group, hereinafter referred to as "the Oversight Group". The Terms of Reference and business arrangements for the Oversight Group are set out in Schedule B. The Oversight Group will provide advice, support and oversight to the Senior Responsible Officer for the Programme and will make recommendations to the Eastern Region Alliance Summit.

## 4 THE PROGRAMME

- 4.1 The Parties have agreed to appoint a Senior Responsible Owner (hereinafter referred to as 'the SRO') who is the person ultimately accountable for the success of the Programme. The SRO will provide day-to-day direction and leadership for the delivery and implementation of the Programme.
- 4.2 The SRO will manage a Programme Team to assist in the delivery of the Programme which will be established in accordance within the parameters set by the Eastern Region Alliance Summit.

- 4.3 The Chief Constables who are Parties to this Agreement will appoint a lead Chief Constable for the Programme to provide day-to-day guidance and support to the SRO and the Programme Team on behalf of the Chief Constables.
5. FINANCE
- 5.1 The parties have agreed that the budget for the Programme will be £1.2 million per annum plus £150,000 per annum for any external consultancy that may be required. Any variance to this budget must be agreed pursuant to clause 3.6.3 above.
- 5.2 Costs associated with the Programme in relation to the SRO, the Programme Team, their on-costs, non-pay expenditure relating to the SRO and the Programme Team (with the exception of minor incidental expenditure regarding travel costs and subsistence), professional and consultancy fees will be apportioned between the seven police areas and paid by the Parties upon the basis of the Net Revenue Expenditure (hereinafter referred to as "NRE") of each Force within the Programme in any given year and calculated to one decimal place.
- 5.3 The seven police areas may contribute officer/staff resource or a financial sum to the costs associated with the Programme.
6. LENGTH OF AGREEMENT
- 6.1 This Agreement shall come into force on 22 October 2015 and shall continue until 31 March 2017 with a review of the Agreement at 21 October 2016.
- 6.2 This Agreement will terminate on 31 March 2017 unless renewed in writing by all the Parties.
- 6.3 The Parties are by executing this agreement committed to the Programme and their obligations under this Agreement for the duration of the Agreement.
7. INDEMNITY
- 7.1 Each Party shall indemnify and keep indemnified the other Parties against all losses, claims, damages, costs, charges, uninsured liabilities, demands or proceedings incurred or brought as a result of their negligence, negligence of its officers and/or staff or breach of their obligations under this Agreement.

- 7.2 Each Party will remain liable in accordance with the law for the acts and omissions of its own officers and staff who form part of the Programme Team.
8. FREEDOM OF INFORMATION
- 8.1 Freedom of information requests relating to the conduct of the Programme Team will be dealt with by the recipient Party who will be responsible for co-ordinating the response with the SRO, agreeing the disclosure with the other relevant Parties and replying to the request.
9. DATA PROTECTION ACT 1998
- 9.1 Each Party will be responsible for ensuring compliance with the Data Protection Act 1998 with regard to the processing of data. This includes the provision and sharing of data for use by the Programme Team and for data which is created by the Programme Team.
10. INFORMATION MANAGEMENT
- 10.1 Information created by work related to the Programme will be shared equally by the Parties and will be retained in accordance with each Party's information management policies, which have been assessed to ensure broad compatibility and which will show due regard to the principles of MOPI.
- 10.2 For the purposes of the Data Protection Act 1998 each Party remains the data controller for any personal information recorded on the information systems (electronic and paper) under their control, i.e. within the relevant Party's electronic network or in structured and unstructured filing systems operated and stored on the relevant Party's premises.
- 10.3 The activities of staff from any Party, in respect of access to and use of any information owned by the Parties, will be governed by the policies of the employing Party.
11. INTELLECTUAL PROPERTY RIGHTS
- 11.1 Intellectual property rights in any designs, works, written material etc. created as part of the working relating to the Programme will vest in the Parties jointly. In the conclusion of this agreement, the rights will remain joint unless and until agreed by the Parties in writing.

12. ASSETS

- 12.1 Limited assets are anticipated as a consequence of this Programme. However legal title to these assets will remain with the providing Party.

13. STAFF AND ESTABLISHMENT

- 13.1 The staff and police officers who work within the Programme Team (and including the SRO) shall continue as employees and officers of their employing Party irrespective of their place of work. Their pay, welfare, pension, terms and conditions and all other respective employment and service matters shall remain the responsibility of their employing Party.

- 13.2 Whilst Chief Constables will retain legal direction and control and thus liability for their respective officers and staff working within the Programme Team, staff and police officers within the Programme Team shall receive day-to-day direction from the SRO, who will in turn enjoy direction from the Lead Chief Constable in relation to the Programme on behalf of the seven Chief Constables who are parties to this Agreement.

- 13.3 All complaints, grievances and conduct issues raised by or against the SRO or officers or staff working within the Programme Team will be handled and dealt with by their employing Chief Constable.

14. HEALTH AND SAFETY

- 14.1 The Parties are liable at law for the health and safety of their staff and employees.

- 14.2 Each Chief Constable who is a Party to this Agreement will be responsible for ensuring the health and safety of their officers and staff working in the Programme Team.

- 14.3 The SRO will be responsible for ensuring that all appropriate risk assessments for the Programme Team have been carried out, are up to date and are complied with.

15. PROCUREMENT

- 15.1 The SRO will apply the procurement policies and arrangements in place within their employing Party or as otherwise directed pursuant to clause 3.6 above and will ensure the policies are followed by officers and staff within the Programme Team.

## Schedule A

### Terms of Reference – Eastern Region Alliance Summit

1. PRINCIPLES
  - 1.1 The Meeting [Board] shall be a private business meeting and not a public decision making board. Appropriate minutes will be made.
  - 1.2 The Meeting shall provide PCCs and Chief Constables (the Members) with a forum to discuss and shape new initiatives and discharge their statutory duties.
  - 1.3 The principle of local accountability shall be maintained. Decisions may be made by the Meeting [Board] 'in principle' and recommendations may be made but each PCC and Chief Constable shall retain their executive sovereignty as corporation soles.
2. ROLE OF THE MEETING
  - 2.1 Assist the Members in meeting their statutory obligations, to include keeping collaboration opportunities under review and ensuring collaboration takes place where it is in the interests of the efficiency or effectiveness of their own and other police force areas.
  - 2.2 Hold the Lead Force Chief Constables and Lead PCCs to account for the operational delivery of the collaborative functions for which they are responsible.
  - 2.3 Consider plans for the delivery of all functions through collaboration and where appropriate ensure they are implemented effectively.
  - 2.4 Discharge the functions assigned to it by relevant collaboration agreements agreed by the Members.
  - 2.5 Perform an oversight function (to include accountability, finance and performance) on behalf of Members in respect of ongoing collaborative functions and collaboration projects. The Members participating in this oversight will be defined within the relevant collaboration agreement.
  - 2.6 Consider regional police and crime issues, share best practice, exchange ideas and facilitate closer working between Members.
  - 2.7 When required to do so:
    - consider proposals for any significant expenditure, overspends or disposal of any significant assets in relation to collaborative functions;
    - resolving any high level strategic service delivery issues or disputes which cannot be resolved through line management arrangements.

- 2.8 Receive a 6 monthly report on the performance of all regional collaborative functions, including financial and operational performance, in accordance with the terms of the objectives of the relevant collaboration agreement.
3. MEMBERSHIP
- 3.1 The Meeting [Board] shall comprise Commissioners and the Chief Constable (or their representatives) of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk and Suffolk.
- 3.2 The Chair shall be rotated at each meeting in a full rotational sequence by Commissioners.
- 3.3 A nominated OPCC will have responsibility for all necessary administration in relation to the Meeting [Board].
4. PROCEEDINGS AND MEETINGS
- 4.1 The aim is for Meetings to take place quarterly although they can be held as and when it is felt appropriate by the Members.
- 4.2 The Meeting does not have a formal decision making function and therefore detail concerning voting and quorum is unnecessary. Where a collaboration agreement requires the Meeting [Board] to make a decision it shall do so only in principle and refer the decision to individual Members to make a formal decision at a local level.
- 4.3 The Meeting shall be held in private unless determined otherwise by all the Members.

## Schedule B

### Terms of Reference –Seven Force Strategic Collaboration Oversight Group

1. PRINCIPLES
  - 1.1 The Meeting [Group] shall be a private business meeting and not a public decision making board. Action notes will be made.
  - 1.2 The Meeting shall provide PCCs, Chief Executives and Chief Constables (the Members) with a forum to give dynamic advice, support and oversight to the SRO for the Eastern Region Collaboration Programme between the formal Eastern Region Alliance Summit meetings.
  - 1.3 The Meeting will make recommendations to the Eastern Region Alliance Summit meetings.
2. ROLE OF THE MEETING [GROUP]
  - 2.1 The Group will provide advice, guidance and oversight to the SRO. This will include comment on the effectiveness of work undertaken to assess the strategic fit of the Programme; oversight to ensure that the Programme is supported by key stakeholders; assessing the Programme's potential to succeed against agreed objectives.
  - 2.2 Assist with the development of any Police Innovation Fund bids for the Eastern Region.
  - 2.4 Lead the appointment of independent consultancy support
  - 2.3 Ensure appropriate ongoing programme management is in place including ensuring that:
    - Outcomes and objectives for the programme (and the way they fit together) contribute to the overall strategies of the organisations involved;
    - Arrangements for leading, managing and monitoring the proposed programme as a whole are robust and the links to individual parts of it;
    - Arrangements for identifying and managing the main programme risks (and the individual project risks) are robust;
    - Ensuring the right levels of resource are in place to deliver on the programme;
    - Arrangements for Gateway Review and ensuring that it is sufficiently independent.
  - 2.4 Lead the appointment of independent consultancy support.
  - 2.5 Make recommendations to the Eastern Region Alliance Summit.

3. MEMBERSHIP
  - 3.1 The Meeting [Board] shall comprise Commissioners and the Chief Constable (or their representatives) of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk and Suffolk.
  - 3.2 The Chair shall be a Commissioner and identified from within the group.
  - 3.3 A nominated OPCC will have responsibility for all necessary administration in relation to the Meeting [Board].
4. PROCEEDINGS AND MEETINGS
  - 4.1 The aim is for Meetings to take place fortnightly by teleconference, although they can be held as and when it is felt appropriate by the Members.
  - 4.2 The Meeting does not have a formal decision making function and therefore detail concerning voting and quorum is unnecessary.

**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2019-008**

<b>Subject</b>	<b>S22A Agreement under the Police Act 1996 (as amended) for the amended collaboration agreement for the Chiltern Transport Consortium between the nine corporations sole (the Chief Constables of Bedfordshire Police, British Transport Police, Cambridgeshire Constabulary, Hertfordshire Constabulary, Thames Valley Police and the Police and Crime Commissioner for Bedfordshire Police, Cambridgeshire Constabulary, Hertfordshire Constabulary and Thames Valley Police.</b>
<b>Decision</b>	To sign the amended Section 22A Agreement under the Police Act 1996 (as amended) to approve the amended collaboration in respect of the Chiltern Transport Consortium between Cambridgeshire Constabulary and Bedfordshire Police, British Transport Police, Hertfordshire Constabulary and Thames Valley Police.
<b>Decision Summary</b>	<p>The Cambridgeshire Police and Crime Commissioner’s Business Co-ordination Board (“the Board”) meeting on the 16<sup>th</sup> May 2019 discussed and agreed the proposed amendment to the existing Sec22A collaboration agreement for British Transport Police to join the Chiltern Transport Consortium which includes British Transport Police for Bedfordshire Police, Cambridgeshire Constabulary, Hertfordshire Police and Thames Valley Police. The Section 22A Agreement is made between the nine corporations sole (the Chief Constables of Bedfordshire, British Transport Police, Cambridgeshire, Hertfordshire and Thames Valley Police and the Police and Crime Commissioners for Bedfordshire, Cambridgeshire, Hertfordshire and Thames Valley Police).</p> <p>The Board approved that the Police and Crime Commissioner and the Constabulary should sign the updated Section 22A Agreement to effect the amended collaborative arrangements for the purpose of providing efficient and effective policing.</p>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	SEC 22A Collaboration Agreement for Chiltern Transport Consortium: Business Coordination Board 16th December 2016. <a href="http://www.cambridgeshire-pcc.gov.uk/work/BCB">http://www.cambridgeshire-pcc.gov.uk/work/BCB</a> Sec 22A Collaboration Agreement for Chiltern Transport Consortium: Business Coordination Board 16 <sup>th</sup> May 2019 <a href="#">The Police &amp; Crime Commissioner for Cambridgeshire   Business Coordination Board</a>

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<b>Jason Ablewhite, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b> 	<b>Date</b> 16-5-19



**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 16 May 2019

## **SECTION 22A AGREEMENT – CHILTERN TRANSPORT CONSORTIUM**

### **1. Purpose**

1.1 The purpose of this paper is to provide an update to the Business Coordination Board (“the Board”) on the amended collaboration agreement with Chiltern Transport Consortium (“CTC”).

### **2. Recommendation**

2.1 The Board is recommended to approve the amended Collaboration Agreements under section 22A of the Police Act 1996 (as amended) in respect of Chiltern Transport Consortium.

2.2 The Commissioner is asked to sign Decision Notices to approve the amended Collaboration Agreement under section 22A of the Police Act 1996 (as amended)

### **3. Background**

3.1 Chiltern Transport Consortium (CTC) was established to provide greater transport resilience and efficiency gains – largely through exploiting economies of scale. A report was taken through the Police and Crime Commissioners Board when the original agreement was signed in December 2016

3.2 Members of the Chiltern Transport Governance Board, at their meeting of the 30<sup>th</sup> November 2018 discussed and agreed in principle to the membership of British Transport Police (BTP) joining the consortium from the 1<sup>st</sup> May 2019. As a result the original 5 forces will see a reduction in the vehicle recharge costs saving circa £400k in 2019/20

3.3 The current Sec 22A agreement was due for a review in March 2019. Existing members have agreed for CTC to continue and be reviewed by 30<sup>th</sup> April 2022, and that the Sec 22 amended to include BTP. No other amendments have been made.

## 5. Recommendation

5.1 The Board is recommended to approve the Collaboration Agreements under section 22A of the Police Act 1996 (as amended) in respect of Chiltern Transport Consortium.

5.2 The Commissioner is asked to sign Decision Notices to approve the amended Collaboration Agreement under section 22A of the Police Act 1996 (as amended).

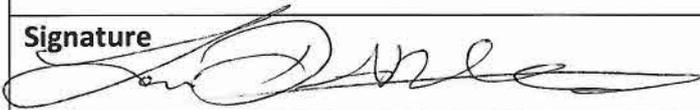
## BIBLIOGRAPHY

<b>Source Document</b>	<a href="#">BCB report December 2016</a>
<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Officer, Office of Police and Crime Commissioner

**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2019-009**

<b>Subject</b>	<b>S22A Agreement under the Police Act 1996 (as amended) for Investigatory Powers Act 2016</b>
<b>Decision</b>	To sign the Section 22A Agreement under the Police Act 1996 (as amended) to allow discharging of functions of the police force(s) more effectively in accordance with section 22A of the Investigatory Powers Act 2016.
<b>Decision Summary</b>	The Cambridgeshire Police and Crime Commissioner’s Business Co-ordination Board (“the Board”) meeting on the 16 <sup>th</sup> May 2019 discussed and agreed the proposed amendment to the existing Sec22A collaboration agreement.

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	

<b>Jason Ablewhite, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b> 	<b>Date</b> 16-5-19

**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2019-010**

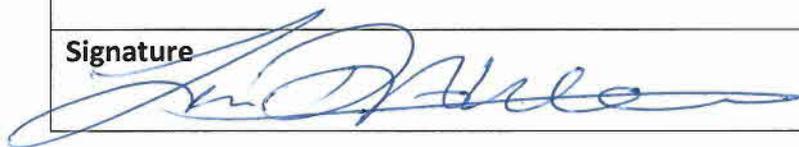
<b>Subject</b>	<b>S22A Agreement under the Police Act 1996 (as amended) for Single Online Home national platform.</b>
<b>Decision</b>	To sign the Section 22A Agreement under the Police Act 1996 (as amended) to approve the Single Online Home, a national platform for the delivery of a range of online services.
<b>Decision Summary</b>	<p>The Cambridgeshire Police and Crime Commissioner’s Business Co-ordination Board (“the Board”) meeting on the 4<sup>th</sup> April 2019 discussed the proposal for the Single Online Home national platform. The purpose of which will enable forces to meet the changing demands of the public, allow more effective prevention and investigation of crime and improve handling of digital evidence.</p> <p>Further reassurance were sort by the Board, from the Chief Constable, this reassurance was provided at the Board meeting held on the 16<sup>th</sup> May 2019.</p> <p>The Board approved that the Police and Crime Commissioner and the Constabulary should sign the updated Section 22A Agreement to effect the amended collaborative arrangements for the purpose of providing efficient and effective policing.</p>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	SEC 22A Collaboration Agreement for Single Online Home <a href="#">BCB Agenda Item 4 – 4<sup>th</sup> April 2019</a> <a href="#">BCB of the 16th May Approved minutes approved 11th June 2019</a>

**Jason Ablewhite, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

**Signature**



**Date**

16/5/2019



**To:** Business Coordination Board

**From:** Chief Constable

**Date:** 4<sup>th</sup> April 2019

## Single Online Home

### 1.0 Purpose

1.1 The purpose of this paper is to provide an update to the Business Coordination Board (“the Board”) on the development and progress of the Single Online Home (SOH), a national platform for delivery of a range of online services.

### 2.0 Recommendation

2.1 The Board is invited to note the contents of this report.

### 3.0 Background

- 3.1 SOH sits within the Digital Policing Portfolio (DPP), which is the national delivery organisation responsible for delivering the policing vision 2025. It seeks to do this through the development of nationally consistent services and capabilities enabled by technology. It is intended that the solutions developed will enable forces to meet the changing demands of the public, allow more effective prevention and investigation of crime and improve handling of digital evidence.
- 3.2 Single Online Home (SOH) is a digital platform that replaces force internet. Each force will be able to offer a range of nationally consistent online services to the public but, with their own local identity.
- 3.3 The concept of the Single Online Home is to be the singular policing portal from which to launch a common platform that allows the public to report, transact and self-help.

- 3.4 As part of the development of a single online home for policing, it was identified from user feedback that the user journey should be consistent and have the same look and feel.
- 3.5 Police.uk and data.police.uk currently exist as national sites, which are together known as “police.uk” and are funded by a central Home Office process. SOH will eventually replace the police.uk function (although the two will co-exist for a period of time). Each force will continue to pay the Home Office directly towards the use of police.uk until April 2020, after which forces would make their payments to the MPS, as the host force for SOH.
- 3.6 The SOH will provide the public with a one stop shop for many policing interactions including crime reporting, road traffic incident reporting, missing persons, fraud, anti-social behaviour, lost or stolen vehicles, civil disputes, lost and found property, possible terrorist activity, events and processions notifications.
- 3.7 The SOH is not mandated by the Home Office but there is an ambition to sign up all 43 forces to achieve national consistency. Funding is currently provided by the police transformation fund until March 2020 to develop the system. This doesn’t mean that all forces need to align to SOH by then, rather that there may be additional costs for those that may join after this date.
- 3.8 In April 2018, Chief Constables signed a statement of intent for BCH to join the SOH programme in Feb 2020. This date was selected as it coincides with the end of the contractual agreement that BCH has with its current website supplier (28th Feb 2020).
- 3.9 In December 2018, confirmation was received that sufficient funding had been secured to allow all forces the opportunity to join by March 2020 (previously this applied to only 20). The national programme have confirmed that March 2020 is also the intended go live date for BCH.

#### **4.0 Governance**

- 4.1 SOH is delivered as part of the Digital Public Contact (DPC) strand of the Digital Policing Portfolio. The national steering group reports into the DPC Programme Board, chaired by CC Simon Cole from Leicestershire.
- 4.2 SOH operates as a collaboration between Police Forces, who join the platform as stakeholders and not customers. All forces are expected to participate through the steering group structure, initially through the National Steering Group and then, as the number of participating forces grow, through a regional structure (to ensure the national meeting remains practical and manageable with consistent attendance).
- 4.3 The MPS, who developed the platform, will retain a 50% share of all decision making at any Governance Board, covering strategy, design or operation related to the platform, for as long as they remain the host force.
- 4.4 The remaining 50% share will be divided among the other national forces through the relevant Governance Boards.

- 4.5 If an individual participating Police Force no longer wishes to have use of the platform, it must give at least 12 months written notice to the host Force.

## **5.0 Current Position**

- 5.1 BCH has invested in its website provision over recent years and therefore the gap between what is currently delivered and what will be delivered by SOH is not significant.
- 5.2 While BCH already have many services in place already, SOH will provide additional functionality such as personal injury RTC's and firearms applications. The intention is that all services will be up and running by March 2020 to make effective use of the PTF funding and to avoid additional costs.
- 5.3 The SOH is a replacement for the external facing force websites only - there will remain a continuing need to retain internal force intranets.
- 5.4 The current position is that 40 forces have signed the statement of intent, with all forces having indicated they will join prior to the end of 2020. Six are on the platform already with another 10 either in transition or imminently moving to transition.

## **6.0 Implementation**

- 6.1 Implementation of the SOH requires a significant amount of business change across BCH. As part of the statement of intent, each force was asked to commit a business change lead at Superintendent level together with a project manager.
- 6.2 As the project spans many business areas across the three forces and JPS, the preferred option to employ one business change manager on a full time basis for a period of 12 months was presented and agreed at JCOB in January 2019.
- 6.3 Recruitment for these posts is now in hand with the anticipation that they will be in post by April 2019.
- 6.4 Once these posts are recruited, a full project management structure for the delivery of SOH across BCH will be in place, which will include benefits realisation.

## **7.0 Considerations**

- 7.1 While the SOH presents a nationally consistent digital experience for the public, there remain some considerations that are being explored further with regards to implementation across BCH.
- 7.2 At this stage, only indicative costs have so far been provided, with final costings dependent upon the number of forces that ultimately join. It is anticipated that more exact costings will be provided next month, following a more detailed view of the national position.
- 7.2 The contract for our current website expires before the join date and, while it is extendable on an annual basis, it is unlikely that BCH would require a full 12 months extension before joining the SOH. An option of a rolling monthly contract is being explored to mitigate this position.

- 7.3 The cost of SOH is more expensive than the current website provision, although it is difficult to draw a direct comparison in terms of functionality. The cost to maintain and develop the existing internal intranets will also need to be added onto the SOH costs once known. By the time BCH join, however, the majority of new SOH services will be available and the contract also includes an ongoing development fund to allow SOH to proactively develop and keep pace with societal and technological changes.
- 7.4 The processes by which the SOH integrates with Athena requires further development in order to minimise the risk of double keying. With differing crime recording IT systems in place nationally, the ability to enter information in one force area on one system and then transfer to another, via the SOH also requires further clarity.
- 7.5 The gateway to transfer data or information from SOH into Athena must therefore be automated and effective, to avoid the need for any manual intervention. Work is currently being progressed with the Athena supplier to develop an integrated solution for data transfer between the two systems to address these issues.
- 7.6 The 50% stake of the MPS within the governance reflects their financial investment in managing and developing the system. With the remaining 50% governance split across the remaining forces, the ability for any individual force and particularly smaller forces to influence national development and decision making is potentially limited.
- 7.7 The route to ensure that forces retain a voice and that the national system meets local needs will be via the regional and national steering groups. The national steering group, made up of regional leads will oversee and prioritise platform developments while the national BAU team are responsible for continuous improvement of the platform and the services offered.

## **8.0 Section 22**

- 8.1 The statement of intent does not commit forces to providing funding at this stage. This will be required at the point that BCH joins SOH.
- 8.2 BCH have not yet signed the S 22 agreement and are currently scheduled to be within tranche 7 of the signing process. While no date has yet been defined, tranche 6 forces are due to sign at the end of May, so an anticipated signing date of July 19 is realistic.

## **9.0 Early Benefits**

- 9.1 While the SOH has only been in operation for a number of months, data from the MPS indicates that they have seen a reduction in the number of calls received per month, with 70% of traffic collisions now being reported online and 89% of reports not requiring a deployment.
- 9.3 The first four months of operation by Thames Valley and Hampshire has seen extensive use made of the system, with 27,000 reports made, over 11,000 crimes reported and over 4,500 collisions reported.

9.4 This supports the concept of the SOH as a digital front counter and services hub where the public can go to self-serve.

**10.0 Recommendation**

10.1 The Board is invited to note the contents of this report.

**Bibliography**

<b>Contact Officers</b>	
<b>Source:</b>	

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	Current Background reports	Anticipated timescale/date
<b>ANNUAL REPORT</b>		
To approve the Annual Report to reflect the Commissioner's work for the period between April 2018 to March 2019	<p><b><u>Business Co-ordination Report:</u></b></p> <ul style="list-style-type: none"> <li>• 'Police and Crime Commissioner's Annual Report April 2018 – March 2019', Agenda Item 10.0, 11<sup>th</sup> June 2019  <a href="https://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">https://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></li> </ul> <p><b><u>Police and Crime Panel Report:</u></b></p> <ul style="list-style-type: none"> <li>• 'Police and Crime Commissioner's Annual Report April 2018 – March 2019', 26<sup>th</sup> June 2019  <a href="https://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">https://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></li> </ul>	Decision to publish after June 2019 Police and Crime Panel meeting.
<b>APPOINTMENTS</b>		
To appoint and maintain a list of Independent Members and Legally Qualified Chairs for Police Misconduct Panels.		Appointment of Legally Qualified Chairs by 31 <sup>st</sup> December 2019.
<b>BUDGET AND PRECEPT</b>		
Amendment to vary Police and Crime Plan Appendix showing Medium Term Financial Plan.	<p>Reports through to Business Co-ordination Board and Police and Crime Panel from November 2018 onwards.</p> <p><b><u>Business Co-ordination Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Medium Term Financial Strategy 2019/20 to 2022/23', Agenda Item 6.0, 1<sup>st</sup> November 2018; 14<sup>th</sup> November 2018, Agenda Item 4.0, 24<sup>th</sup> January 2019</li> <li>• 'OPCC – Medium Term Financial Strategy 2019/20 to 2022/23 and Medium Term Financial Plan as at 31<sup>st</sup> March 2019 as variation to the Police and Crime Plan', Agenda Item 6.0, 11<sup>th</sup> June 2019  <a href="https://www.cambridgeshire-pcc.gov.uk/accessing-information/decision-making/business-coordination-board/">https://www.cambridgeshire-pcc.gov.uk/accessing-information/decision-making/business-coordination-board/</a></li> </ul>	To be submitted to June 2019 Police and Crime Panel meeting following actual outturn for 2018/19.

	Current Background reports	Anticipated timescale/date
<b>BUDGET AND PRECEPT <i>cont'd</i></b>		
	<p><b><u>Police and Crime Panel Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Medium Term Financial Strategy 2019/20 to 2022/23', Agenda Item 7.0, 14<sup>th</sup> November 2018; Agenda Item 6.0, 30<sup>th</sup> January 2019</li> <li>• 'Precept Report 2019/20', Agenda Item 6.0, 30<sup>th</sup> January 2019</li> <li>• Revenue and Capital Budget Draft Outturn 2018/19, Medium Term Financial Plan and Variation to Police and Crime Plan', 26<sup>th</sup> June 2019</li> </ul> <p><a href="https://democracy.peterborough.gov.uk/ieListMeetings.aspx?Cid=543&amp;Year=0">https://democracy.peterborough.gov.uk/ieListMeetings.aspx?Cid=543&amp;Year=0</a></p>	
<b>COLLABORATION</b>		
<p>To sign Section 22A Agreements under the Police Act 1996 (as amended) as required for individual collaborated business areas across Bedfordshire, Cambridgeshire, Hertfordshire, Norfolk, Suffolk, Essex and Kent and for national collaborations.</p>	<p><b><u>Business Co-ordination Board Reports:</u></b></p> <ul style="list-style-type: none"> <li>• '7F Strategic Collaboration Programme Report', Agenda Item 9.0, 21<sup>st</sup> September 2017</li> <li>• 'Collaboration Update – Bedfordshire Police, Cambridgeshire Constabulary and Hertfordshire Constabulary', Agenda Item 7.0, 12<sup>th</sup> December 2017</li> <li>• 'Summary BCH Collaboration Report', Agenda Item 11.0, 19<sup>th</sup> July 2018</li> <li>• 'Single On-line Home', Agenda Item 9.0, 4th April 2019</li> </ul> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board">http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board</a></p>	<p>Decisions driven by individual collaboration project timescales. Decision Notices and related reports published on Commissioner's website and sent to Police and Crime Panel.</p> <ul style="list-style-type: none"> <li>• June/July 2019 - Single on-line Home, Digital Platform - approval for Cambridgeshire Constabulary to join national Single On-line Home</li> </ul>

**CAMBRIDGESHIRE SOUTHERN POLICE STATION – previously referred to as Parkside Custody Replacement Project**

Approval on individual decisions as required as part of project.

**Business Co-ordination Board Report:**

- ‘Launch of Custody Project’, Agenda Item 12.0, 11<sup>th</sup> August 2016
- ‘Summary of the draft proposal for the Southern Policing Hub’, Agenda Item 12.0, 1<sup>st</sup> March 2018
- ‘Option Agreement for Cambridgeshire Southern Police Station’, Agenda Item 11.0, 28<sup>th</sup> February 2019

[The Police & Crime Commissioner for Cambridgeshire | Business Coordination Board](#)

**Police and Crime Panel Report:**

- ‘Police and Crime Commissioner’s Strategic Estates Update’, Police and Crime Panel, 14<sup>th</sup> June 2017

<http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&MId=3924&Ver=4>

Driven by project timescales. Option Agreement provides the ability for due diligence on the land to be progressed. Panel to be kept updated.

	Current Background reports	Anticipated timescale/date
<b>DEVOLUTION</b>		
Approval on individual decisions as required as part of the process of realising the benefits of any new Combined Authority devolution arrangements	<p><b><u>Business Co-ordination Board Report:</u></b></p> <ul style="list-style-type: none"> <li>• 'Devolution Update', Agenda Item 5.0, 6<sup>th</sup> February 2017</li> </ul> <p><a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2017/02/17-02-06-BCB-Agenda-Item-5.0-Devolution-update.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2017/02/17-02-06-BCB-Agenda-Item-5.0-Devolution-update.pdf</a></p>	Driven by Combined Authority decision making and legislative process
<b>ESTATES</b>		
	<p><b><u>Business Co-ordination Board Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Estates Plan', Agenda Item 14.0, 16<sup>th</sup> December 2016</li> <li>• 'Estates Update', Agenda Item 8.1, 14<sup>th</sup> March 2017</li> </ul> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board/">http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board/</a></p> <p><b><u>Police and Crime Panel Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Police and Crime Commissioner's Strategic Estates Update', Agenda Item 7.0, 15<sup>th</sup> March 2017</li> <li>• 'Police and Crime Commissioner's Strategic Estates Update', 14<sup>th</sup> June 2017</li> </ul> <p><a href="http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></p>	Decisions as required in line with Estates Strategy and as indicated in 'Police and Crime Commissioner's Strategic Estates Update', report to Police and Crime Panel, 14 <sup>th</sup> June 2017. Detailed reports will be prepared as individual assets are considered. Decision Notices and related reports published on Commissioner's website and sent to Police and Crime Panel.

	Current Background reports	Anticipated timescale/date
<b>EXTERNAL FUNDING OPPORTUNITIES</b>		
Approve decisions as required relating to external funding opportunities to support initiatives to transform policing, collaborative working, prevent crime, and protect vulnerable people, such as the National Transformation Fund, Innovation Funding.		Timescales for decisions are driven by Government bidding process.
<b>FIRE GOVERNANCE PROPOSALS (<i>listed previously in Decisions Report under 'Policing and Crime Act 2017 Opportunities'</i>)</b>		
Approval of individual decisions as required as part of the process of realising the opportunities from the Policing and Crime Act 2017 regarding emergency services collaboration including fire governance proposals.	<p><b>Business Co-ordination Board Reports:</b></p> <ul style="list-style-type: none"> <li>• 'Realising the Opportunities From The Policing and Crime Bill', Agenda Item 5.0, 21st September 2016; Agenda Item 6.0, 17<sup>th</sup> January 2017</li> <li>• 'Consultation on Local Business Case for Fire and Rescue Governance options', Agenda Item 8.0, 22<sup>nd</sup> June 2017; Agenda Item 5.0, 21<sup>st</sup> September 2017</li> <li>• 'Fire Governance Update', Agenda Item 9.0, 12<sup>th</sup> December 2017; Agenda Item 7.0, 12<sup>th</sup> April 2018; Agenda Item 10.0, 10<sup>th</sup> May 2018; Agenda Item 9.0, 19<sup>th</sup> July 2018, 1<sup>st</sup> November 2018.</li> </ul> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board/">http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board/</a></p>	Driven by legal process and legislative timescales.
	Current Background reports	Anticipated timescale/date

<b>FIRE GOVERNANCE PROPOSALS <i>cont'd</i></b>		
	<p><b><u>Police and Crime Panel Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Realising the Opportunities from the Policing and Crime Bill', Agenda Item 8.0, 9<sup>th</sup> November 2017; Agenda Item 7.0, 1<sup>st</sup> February 2017</li> <li>• 'Fire and Rescue Governance – Local Business Case', Agenda Item 7.0, 6<sup>th</sup> September 2017</li> <li>• 'Fire and Rescue Governance – Update', Agenda Item 6.0, 15<sup>th</sup> November 2017; 31<sup>st</sup> January 2018, 14<sup>th</sup> March 2018, 30<sup>th</sup> July 2018, 12<sup>th</sup> September 2018, 14<sup>th</sup> November 2018 and verbal updates given at meetings</li> </ul> <p><a href="http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></p>	

	Current Background reports	Anticipated timescale/date
<b>GRANT FUNDING</b>		
<p>Police and Crime Commissioner crime and disorder reduction, grant to any person will secure, or contribute to securing, crime and disorder reduction in the body's area.</p> <p>Police and Crime Plan sets the context within which crime and disorder grants will be made</p>	<p><b><u>Business Co-ordination Board Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Transforming the delivery of Community Safety', Agenda Item 6.0, 13<sup>th</sup> September 2018</li> <li>• 'Medium Term Financial Strategy 2019/20 to 2022/23', Agenda Item 6.0, 1<sup>st</sup> November 2018; 14<sup>th</sup> November 2018, Agenda Item 4.0, 24<sup>th</sup> January 2019</li> <li>• 'Approach to Crime and Disorder Reduction Grants'. Agenda Item 9.0 &amp; 'Supporting victims of crime in Cambridgeshire', Agenda Item 10.0, 28<sup>th</sup> February 2019</li> </ul> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board/">http://www.cambridgeshire-pcc.gov.uk/work/business-coordination-board/</a></p> <p><b><u>Police and Crime Panel Reports:</u></b></p> <ul style="list-style-type: none"> <li>• 'Monitoring delivery of the Police and Crime Commissioner's Police and Crime Plan – Victims' &amp; 'Offenders', Agenda Items 8.0 &amp; 9.0, 19<sup>th</sup> July 2018</li> <li>• 'Medium Term Financial Strategy 2019/20 to 2022/23', Agenda Item 7.0, 14<sup>th</sup> November 2018</li> <li>• 'Precept Report 2019/20', 30<sup>th</sup> January 2019; Agenda Item 6.0, 30<sup>th</sup> January 2019</li> </ul> <p><a href="http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></p>	Throughout the year as required.
	Current Background reports	Anticipated timescale/date

<b>POLICING AND CRIME ACT 2017 OPPORTUNITIES</b>		
<p>Approval of individual decisions as required as part of the process of realising the opportunities from the Policing and Crime Act including collaboration and complaints reform.</p>	<p><b><u>Business Co-ordination Board Report:</u></b></p> <ul style="list-style-type: none"> <li>• ‘Complaints – Policy Review and Reforms Update’, Agenda Item 10.0, 12<sup>th</sup> December 2017 <a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2017/12/17-12-12-BCB-Agenda-Item-10.0-Complaints-Policy-Review-and-Reforms-Update.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2017/12/17-12-12-BCB-Agenda-Item-10.0-Complaints-Policy-Review-and-Reforms-Update.pdf</a></li> <li>• ‘Professional Standards and Complaints Handling – April 2017 to March 2018, 13<sup>th</sup> September 2018 <a href="http://www.cambridgeshire-pcc.gov.uk/bcb-13th-september-2018/">http://www.cambridgeshire-pcc.gov.uk/bcb-13th-september-2018/</a></li> </ul> <p><b><u>Police and Crime Panel Report:</u></b></p> <p>‘Complaints reform – Police and Crime Commissioner’s role’, 14<sup>th</sup> November 2018 <a href="http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=4211&amp;Ver=4">http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=4211&amp;Ver=4</a></p>	<p>Complaint reforms subject to legislative timescales but now likely to be late 2019.</p>
<b>POLICING EDUCATION QUALIFICATIONS FRAMEWORK</b>		
<p>Approval of the Higher Education Institution to work in partnership with Cambridgeshire Constabulary to deliver the Policing Education Qualifications Framework</p>	<p><b><u>Business Co-ordination Board Report</u></b></p> <ul style="list-style-type: none"> <li>• ‘Implications of the Policing Education Qualifications Framework on Recruitment’ – Commercial in Confidence, Agenda Item 8.0, 1<sup>st</sup> November 2018</li> </ul>	<p>Summer/Autumn 2019</p>

**POLICE AND CRIME COMMISSIONERS – ESTATES  
 UPDATE SINCE LAST POLICE AND CRIME PANEL IN MARCH 2019 AND LIKELY FORTHCOMING DECISIONS**

**APPENDIX 4**

**ASSETS SURPLUS TO OPERATIONAL REQUIREMENTS**

Tenure	Floor Area m <sup>2</sup>	Facilities	Current Use	Current Situation/Update	Timescales/Update
<b>Chord Park Unit C, London Road, Godmanchester PE29 2BQ</b>					
Freehold	375	Offices	None - vacant	On the market to lease only.	The market for office accommodation in Huntingdon is still slow with no offers to be reported.

**ASSETS SUBJECT TO OPTIONS ANALYSIS/COLLABORATION – UPDATE SINCE LAST POLICE AND CRIME PANEL  
IN MARCH 2019**

Tenure	Floor Area m <sup>2</sup>	Facilities	Current Use	Issues/Options	Timescale/Update
<b>Copse Court, Thorpe Wood, Peterborough PE3 6SF</b>					
Freehold	3,079	Offices	Operational	Planning application submitted for additional car parking to support the adjacent Police Station. If acceptable income opportunities or sale to be considered. Planning permission received in July 2017 for additional car parking. The Police Service Centre was relocated in April 2018 creating surplus capacity at Copse Ct. Options have been considered and a part letting is preferred.	No partner interest generated and informal marketing has commenced. Remaining occupiers have been relocated to the ground floor to allow formal marketing of vacated space. No offers to be reported.
<b>Monks Wood Training Centre, Huntingdon PE28 2LS</b>					
Freehold	3,825	Training Centre	Operational	Development of surplus space for Fire & Rescue training. Options being considered.	Positive planning advice has been obtained and a formal planning application was submitted in November 2018. Planning consent granted in March 2019.

Tenure	Floor Area m <sup>2</sup>	Facilities	Current Use	Issues/Options	Timescale/Update
<b>St Neots Police Station, Dovehouse Close, St Neots PE19 1DS</b>					
Freehold	503	Offices	Operational	Subject to discussions on shared use and redevelopment with Fire & Rescue. Following outcome of Constabulary's Local Policing Review and planning pre-app enquiries an extension to the Fire Station is being explored which could be self-funded from the disposal of the Police Station once surplus.	Initial plans and budget estimates have been prepared. A planning application is to be submitted later in the year.
<b>Wisbech Police Station, Nene Parade, Wisbech PE13 3BT</b>					
Leasehold	1,112	Enquiry Office, Offices	Operational	A planning application has been submitted on the Fire Station for a combined 'blue light' station (Fire, Ambulance & Police).  Planning Permission was obtained on 7 <sup>th</sup> August 2018. Revised costs have been obtained and were discussed at the January 2019 Estates Sub-Group. It was concluded that the planned extension has become unaffordable, due to technical problems, and that the scope has also changed requiring further space.	Consequently the Police will remain in the current location sharing with Norfolk Police and some refurbishments will be undertaken.

**ASSET PROPOSALS\* – UPDATE SINCE LAST POLICE AND CRIME PANEL IN MARCH 2019**

*\* Those proposals which are in the public domain. Some details maybe commercially in confidence.*

<b>Current Situation</b>	<b>Timescale/Update</b>
<b>Southern Police Station</b>	
An option agreement was completed on 1 <sup>st</sup> March 2019 to permit site due diligence and explore planning issues for a new Southern Police Station. Public consultation to be undertaken ahead of submission of planning application in.	Both Stakeholder and Public meetings were held in June 2019.

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 11</b>
<b>26 JUNE 2019</b>	<b>Public Report</b>

## **Report of: THE POLICE AND CRIME PANEL SECRETARIAT**

**Contact Officer(s) – Jane Webb, Peterborough City Council**  
**Contact Details – jane.webb@peterborough.gov.uk**

### **RULES OF PROCEDURE**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to review the Rules of Procedure, as set out in the appendix to this Report, which were adopted by the Police and Crime Panel at its meeting on 7 February 2013 and updated on 29 June 2016 and 30 July 2018.

#### **2. RECOMMENDATIONS**

- 2.1 It is recommended that the Panel:

- (a) Review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.
- (b) Consider the suggested changes at paragraphs 11.1, 11.2 and 11.3 of the Rules of Procedure as highlighted in red in Appendix 1 of the report.
- (c) Confirm and resolve to approve any changes as agreed following discussion.

#### **3. TERMS OF REFERENCE**

- 3.1 The rules of procedure and panel arrangements outline how the Panel will operate. They can also be referred to as the standing orders of the Panel.

#### **4. BACKGROUND**

- 4.1 At the meeting of the Cambridgeshire Police and Crime Panel on 7 February 2013 the Rules of Procedure were approved in accordance with Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the 'Act'). In accordance with paragraph 1.4 of the Rules of Procedure the Panel are required to review the Rules of Procedure annually at the Panel's Annual Meeting. The Rules of Procedure are attached at Appendix 1.

#### **5. KEY ISSUES**

The suggested changes to paragraphs 11.1, 11.2 and 11.3 of the Rules of Procedure will add clarity to the publishing of both decisions and minutes process.

#### **6. IMPLICATIONS**

- 6.1 N/A

#### **7. CONSULTATION**

- 7.1 N/A.

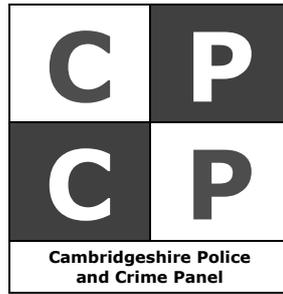
#### **8. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 8.1 None.

**9. APPENDICES**

9.1 Rules of Procedure (Appendix 1)



# **Cambridgeshire Police and Crime Panel**

## **Rules of Procedure**



## 1.0 General

### 1.1 In this document:

- the “Panel” is the Police and Crime Panel for the Cambridgeshire Police Force;
- the “Secretariat” is the financial, administrative, scrutiny and other officer support to the Panel;
- the “Host Authority” is the council which is host to the Secretariat at the relevant time;
- the “PCC” is the Police and Crime Commissioner
- the “Act” is the Police Reform and Social Responsibility Act 2011;
- the “Panel Arrangements Document” is the document which sets out the agreement of all 7 Authorities on the overarching framework for how the Panel will operate;
- the “Rules” are the rules as set out in this Rules of Procedure Document.

1.2 These Rules of Procedure (“the Rules”) are made by the Panel pursuant to Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the ‘Act’).

1.3 The Police and Crime Panel (“the Panel”) will be conducted in accordance with the Rules. The Rules should be read and considered in conjunction with the Panel Arrangements.

1.4 The Rules shall be reviewed annually at the Panel’s Annual Meeting. In the first year of operation amendments may be made mid-year to take into account a Memorandum of Understanding between the Panel and the newly elected Police and Crime Commissioner; and at any time may be updated should regulations require.

1.5 The Rules shall not be amended unless written notification of the amendment/s required are received by the Panel Secretariat not less than fifteen working days prior to the Panel meeting. No amendment may be considered by the Panel which does not comply with the Act, relevant Regulations or statutory guidance.

1.6 If there is any conflict in interpretation between these Rules and the Act or Regulations made under the Act, the Act and Regulations will prevail. The Monitoring Officer of the Host Authority will have the final ruling as to the interpretation of legal matters.

1.7 Where the Rules do not explicitly address an issue the Standing Orders from the Host Authority will apply.

1.8 All Panel members will be subject to a Member Code of Conduct which for elected members will be those of their own Council; co-opted members will be subject to the Code of Conduct of the Host Authority provided that the Panel may agree to adopt such additional protocols as it thinks fit.



## **2.0 Election of Chairperson and Vice-Chairperson**

- 2.1 The Chairperson and Vice-Chairperson of the Panel shall be elected from amongst the members of the Panel. The election will take place annually at the Annual Meeting of the Panel, which will normally be held in June of each year.
- 2.2 Save for the requirement for re-election; there is no maximum term length for the Chairperson or Vice-Chairperson positions.
- 2.3 The positions will be elected by those members present at the Annual Meeting by a simple majority vote.
- 2.4 The Vice-Chairperson will preside in the absence of the Chairperson and, if neither is present, the Panel will appoint a Chairperson from among the remaining members for the purposes of that meeting.

## **3.0 Resignation and removal of the Chairperson and Vice-Chairperson**

- 3.1 The Chairperson and/or Vice Chairperson may be removed by a vote of no confidence by a simple majority vote at a formal meeting of the Panel.
- 3.2 In the event of the resignation or removal of the Chairperson or Vice-Chairperson an election for the position will be held at the next meeting of the Panel.

## **4.0 Panel Meetings**

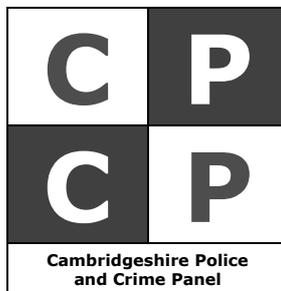
- 4.1 The Panel will hold at least four Ordinary Meetings per year to carry out its functions.
- 4.2 The date, time and venue of each Ordinary Meeting shall be determined and published on the Panel's website at least 10 working days in advance, unless the Chairperson or, in his/her absence, the Vice-Chairperson agrees that there are special reasons for an urgent meeting in which case the notice period may be shorter. Ordinary Meetings will not be held in April or May. The calendar of meetings will normally be agreed by the Panel at its Annual Meeting.
- 4.3 Extraordinary Meetings may also be called by the Chairperson or by any four members of the Panel or by the Monitoring Officer of the Host Authority.
- 4.4 The date, time and venue of an Extraordinary Meeting must be published on the Panel's website, and all Panel members notified at least ten working days before an Extraordinary Meeting, unless the Chairperson or, in his/her absence, the Vice-Chairperson agrees that there are special reasons for an urgent meeting in which case the notice period may be shorter.
- 4.5 Any request for an Extraordinary Meeting of the Panel must specify the particular item of business for which the Extraordinary Meeting is to be called.
- 4.6 The Panel will determine the location and timing of its meetings, bearing in mind the principle that meetings should be rotated across the Cambridgeshire area.



- 4.7 Ordinary Meetings will take place in accordance with a work programme agreed by the Panel, and will start at the time decided by the Panel. The maximum length of a meeting shall normally be three hours, however meetings would normally be expected to last no longer than two hours.
- 4.8 The agenda to be followed at Ordinary Meetings will be as follows:
1. to receive apologies for absence;
  2. to receive any declarations of interest from members;
  3. to approve the minutes of the last meeting;
  4. to receive the minutes of Sub-Committees and Task Groups and any reports submitted to the Panel by those Sub-Committees and Task Groups; and
  5. to receive any questions, statements or petitions from members of the public in accordance with paragraph 7;
  6. to consider written and verbal reports from officers and Panel members; and
  7. to consider items requested by members in accordance with paragraph 4.12.
- 4.9 The only business to be conducted at an Extraordinary Meeting of the Panel will be:
- a) to choose a person to preside if the Chairperson and Vice-Chairperson are absent or otherwise unable to preside;
  - b) to consider the matter specified in the request to call an Extraordinary Meeting;
  - c) to receive any questions, statements or petitions from members of the public in accordance with paragraph 7 which must relate to the matter of business specified in the request to call the Extraordinary Meeting;
  - d) no other business may be conducted at the meeting unless the Panel otherwise resolve.
- 4.10 The Panel Agenda, and accompanying papers, will normally be issued to Panel members at least 5 working days before the meeting. It will also be published on the Panel's website and by sending copies to each Panel member, and publicised by any other means the Panel considers appropriate. Papers will normally be sent by email.
- 4.11 The Secretariat will endeavour to co-ordinate the circulation of papers as early as possible to enable members to have as much time as possible to consider the issues before the meeting.

*The scheduling of ad-hoc agenda items*

- 4.12 Any member of the Panel shall be entitled to give notice to the Secretariat that he or she wishes an item relevant to the functions of the Panel to be included on the agenda following the existing scheduled items of business. Items will normally be considered at the next Ordinary Meeting of the Panel, providing that the following



conditions apply:

- a) At least 15 working days written notice is given to the Secretariat (The Police and Crime Commissioner (PCC) is required to be given 10 working days notice therefore this timing allows for discussions prior to this).
  - b) The item must be relevant to the remit of the Panel, as set out in the Panel Arrangements Document.
  - c) The item must not have been already considered within the last six months by the Panel.
- 4.13 In the event of a dispute on whether the conditions listed above apply, the Monitoring Officer of the Host Authority will advise the Chairperson and Panel. The Chairperson's decision shall be final.
- 4.14 Where the conditions above apply and the agenda item is discussed, the Panel may consider at this point whether any further action is needed in terms of further agenda time; investigation outside of the meeting; or a written response or information from the PCC.

## **5.0 Quorum**

- 5.1 A meeting of the Panel cannot take place unless at least one third of the membership of the Panel is present.

## **6.0 Voting**

- 6.1 Unless agreed by consensus, a decision is taken by a majority of those present and voting.
- 6.2 Voting is generally by a show of hands unless a named vote is called for by a member of the Panel.
- 6.3 If a Panel member arrives at the meeting before the casting of votes on any item has been commenced he/she is entitled to vote on that item.
- 6.4 Immediately after a vote is taken any Panel member may ask for it to be recorded in the minutes that he/she voted for or against the question, or that he/she abstained.
- 6.5 The Chairperson of the Panel, or other person presiding, shall have a second and/or casting vote where votes for and against a proposal are equal. There shall be no restriction on the manner in which the casting vote is exercised.

## **7.0 Public Participation**

- 7.1 Members of the public may attend all public meetings subject only to the exceptions in the Access to Information Standing Orders attached at Annex A.



- 7.2 The Police and Crime Panel may also invite other people to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the panel and officers in other parts of the public sector and may invite such people to attend.
- 7.3 Part of the order of business at public meetings shall be designated for community involvement. The time allowed for this section of the meeting shall be up to 30 minutes. During this part of the meeting there shall be provision for:
- Questions and statements from the public; and
  - The receipt of petitions.

- 7.4 At an Ordinary meeting, questions and statements need not relate to an item on the agenda. At an Extraordinary Meeting only questions and statements that relate to the principle agenda item shall be admitted as stated in standing order 4.9

#### **Questions and Statements**

- 7.5 A member of the public (Questioner) wishing to ask a question or make a statement at a public meeting of the Panel must submit his/her question or statement in writing, by facsimile transmission or by electronic mail to the Secretariat in advance of the meeting. To guarantee acceptance (subject to paragraphs 7.9 and 7.10), the Questioner's submission must be received by the Secretariat not later than 12 noon, three working days before the meeting date. Submissions received after the deadline may be accepted at the discretion of the Chairperson.
- 7.6 Each question or statement must give the name and address of the Questioner. All questions and statements to be addressed to the Chairperson.
- 7.7 The Secretariat shall circulate copies of all questions and statements to Panel members in advance of the meeting.
- 7.8 Questions and statements from the Public shall be taken at the beginning of the meeting. The Chairperson shall determine the order in which questions or statements are put to the Panel.
- 7.9 If the Chairperson decides that a matter is urgent he or she can allow a question or statement without having received notice, as at paragraph 7.5, provided a copy of the question or statement is delivered to the Secretariat not later than:
- (a) 10am on the day of the meeting for meetings held in the afternoon;
  - (b) 4pm on the (working) day before the meeting for meetings held in the morning.

In such circumstances, the Chairperson shall have discretion as to the order in which it is presented to the meeting.

- 7.10 No person may submit more than two questions or statements to a Panel meeting and no more than two such questions or statements may be asked on behalf of one organisation.



7.11 If the Secretariat considers that a question or statement is:

- (a) not about a matter for which the Panel has a responsibility;
- (b) not a matter for the Commissioner;
- (c) illegal, improper, irregular, frivolous or offensive;
- (d) substantially the same as a question or statement which has been put at a meeting of the Panel in the previous six months; or
- (e) requires the disclosure of confidential or exempt information;

The Secretariat shall inform the Chairperson who will then decide whether or not to accept the question or statement to be put. If the Chairperson decides not to accept a question or statement his or her reasons will be recorded in the minutes of the meeting and will not be open to debate.

7.12 The Secretariat may edit any question or statement provided the person asking the question or statement is consulted about any alteration.

7.13 The Secretariat will enter each question or statement received in a book open to public inspection and will within two working days send a copy to the Panel or the nominated respondent. In addition, a copy of all questions, statements and responses will be published on the Panel's website and added as an annex to the meeting's minutes.

7.14 Two minutes are allowed to the Questioner to read or explain each submitted question or statement.

7.15 If a questioner who has submitted a written question or statement is unable to be present at a Panel meeting, the Panel shall provide a written response. Where possible, the written response will be available for public inspection at the meeting. However, where this is not possible, a written response will be sent to the questioner within ten days of the meeting.

7.16 A questioner who has put a question or made a statement in person may also put one supplementary question without notice to the member who has replied to his or her original question or statement. A supplementary question must arise directly out of the original question, statement or the reply and be directed to clarifying the reply. The Chairperson may reject a supplementary question on any of the grounds in paragraph 7.11 above. One minute is allowed for putting a supplementary question.

7.17 An answer can take any of the following forms:

- (a) a direct oral answer;
- (b) a reference to a publicly available document if it answers the question;
- (c) if it would not be practicable or appropriate to answer a question orally the member will supply a written answer to the questioner within 10 days.

7.18 The person asked the question may refuse to answer but must give his or her reasons for doing so.



- 7.19 Any questions not fully answered at the end of the allotted period will be answered in writing within ten days and published on the Panel's website.

### **Petitions**

- 7.20 Members and residents can present petitions.
- 7.21 Every petition must be polite and must be relevant to the responsibilities of Panel.
- 7.22 The petitioner must say what the petition is about without commenting;
- 7.23 Petitions must contain at least 3 signatures. To present a petition, the Secretariat must receive written notice and the wording of the petition no later than 4 pm on the day before the meeting. No more than two people must present the petition and say what it is about, without commenting. It will be referred to the Secretariat for consideration.
- 7.24 There will be no debate about a petition when it is presented.
- 7.25 A report to the Panel about the action taken on the petition will be made no later than the second Ordinary Meeting of the Panel following the meeting when the petition was presented.

### **General Participation**

- 7.26 Any further involvement from the public at the meetings of the Panel will be at the discretion of the Chairperson, including involvement in any debate and the asking of questions or making statements, without prior notice, during the debate on items on the agenda.
- 7.27 Members of the public are entitled to record the meetings of the Panel using audio and visual recording equipment. If the Chairperson feels that the recording is obstructing, disturbing or disrupting the proceedings of the meeting, the recording must cease.

## **8.0 Work Programme**

- 8.1 The Panel will be responsible for setting its work programme. In doing so it shall have regard to:
- a) the requirement to undertake the functions and responsibilities of the Panel as set out in the Act including consideration of the necessary timings to meet its legal responsibilities;
  - b) the priorities defined by the PCC;
  - c) the views of the public on Police and Crime matters;
  - d) the views of key partners, including Probation, Health, Community Safety Partnerships; and relevant county, district council or town or parish councils
  - e) the views of its members and advisers; and
  - f) the resources available to support the delivery of the work programme.



## **Suggestions from Members of the Public for items of Scrutiny by the Panel**

8.2 Members of the public may submit suggestions for items of scrutiny to the Panel in writing by letter, facsimile transmission or by electronic mail to the Secretariat **not later than 12 noon, five working days before the day of the Panel meeting (not including the day of the meeting itself)**. Each suggestion must give the name and address of the person submitting the suggestion. The suggested item for scrutiny will be considered at the next meeting of the Panel under the item on the Agenda called "Meeting Dates and Agenda Plan".

### **9.0 Sub-Committees**

9.1 The Panel may set up Sub-Committees to undertake specified functions of the Panel. The role of Sub-Committees is to carry out delegated Panel functions, excluding those functions that are not able to be delegated under the Act. Sub-Committees may formally take decisions as delegated to them by the Panel.

9.2 The work to be undertaken by a Sub-Committee will be agreed by the Panel. In commissioning the work the Panel will agree as part of the scoping document the following:

- a) terms of reference and delegations;
- b) purpose/objectives;
- c) resources;
- d) timescales for completing the work and reporting back;
- e) membership

9.3 The Panel shall appoint Sub-Committees. The Chairperson of the Panel may make a recommendation to the Panel on membership.

9.4 The maximum size of a Sub-Committee shall be seven members. The minimum size is three members. Size shall be determined on a case-by-case basis at the point that the review is commissioned.

9.5 The membership of Sub-Committees shall be confined to members of the Panel.

9.6 In determining the membership of a Sub-Committee the Panel shall give, so far as practicable, consideration to the duties in the Act to consider political balance; geographical balance; and the skills and expertise of members.

9.7 Sub-Committee meetings shall be minuted. The minutes shall be published on the Panel's website and presented at the next meeting of the Panel.

### **10.0 Task Groups**

10.1 The role of Task Groups is to undertake time-limited investigations into particular issues, such as a scrutiny topic review. They are informal working groups, and as such have no decision-making power. Task Groups will report back upon the



completion of their work with a report and recommendations to the Panel.

- 10.2 The work to be undertaken by a Task Group will be agreed by the Panel. In commissioning the work the Panel will agree as part of the scoping document the following:
- a) terms of reference;
  - b) purpose/objectives;
  - c) approach to gathering evidence;
  - d) resources to support the review;
  - e) timescales for completing the work and reporting back; and
  - f) membership.
- 10.3 The Panel will appoint Task Groups. The Chairperson of the Panel may make a recommendation to the Panel on the membership.
- 10.4 The maximum size of a Task Group shall be agreed by the Panel at the point that the review is commissioned. The minimum size is three members.
- 10.5 The Panel shall appoint a Chairperson of the Task Group from within the membership of the Panel. The Chairperson of the Panel may make a recommendation on whom to appoint.
- 10.6 The composition of a Task Group will be determined by the role it is to perform. Whilst issues of political and geographical balance may be taken into account, to help the effectiveness of the group consideration may also be given to:
- a) skills and expertise
  - b) availability of members to undertake the work
  - c) interest and commitment
  - d) Local knowledge
- 10.7 The Panel may choose to co-opt non-Panel members onto a Task Group if it is considered that they possess skills, expertise, or a perspective which will assist the Group in its work. Co-opted members on a Task Group are non-voting members of the Group.
- 10.8 The following eligibility rules will apply to non-voting co-opted members of Task Groups:
- a) must live and/or work in the Cambridgeshire Police Force area; and
  - b) must be able to provide expertise/layperson's perspective to assist the group in carrying out its scrutiny function.

## **11.0 Panel Reports and Recommendations—General**

- 11.1 Where the Panel makes a report to the PCC, the PCC will publish the report or recommendations on its website, except where the information is exempt or confidential as defined in the Local Government Act 1972 (as amended).



- 11.2 The Panel may require the PCC within 20 working days (or within such other period as is indicated in these Rules) of the date on which s/he receives the Panel's report or recommendations to:
- a) consider the report or recommendations;
  - b) respond to the Panel indicating what (if any) action the PCC proposes to take;
  - c) publish the response from the PCC where the Panel has published the report or recommendations.
- 11.3 The Panel will formally make requests to the PCC or issue other statements by way of reports and recommendations. As the Panel is a scrutiny body, rather than an executive decision-making committee, motions or resolutions will not be considered by the Panel.

#### *Procedure for Agreeing Reports and Recommendations*

- 11.4 Recommendations to the PCC from the Panel will be made as an outcome of a scrutiny review or as a result of an agenda item discussion.
- 11.5 As a cross-party scrutiny committee, reports and recommendations to the PCC should normally be agreed by consensus rather than a formal vote. Where this is not possible a vote may be taken, under the voting procedure outlined above. This includes the option of a Panel member requesting that a named vote is taken at the meeting to ensure that views are minuted.

#### *Minority Reporting*

- 11.6 In exceptional circumstances, one minority report in relation to a report prepared by a Task Groups may be prepared and submitted for consideration with the majority report to the PCC. Where a member or members wish to submit a minority report the Chairperson of the Panel and Secretariat should be notified as soon as possible in advance of the Panel meeting, normally 10 working days notice should be given depending on the timing of the Task Group's consideration of its majority report.
- 11.7 The PCC's responsibilities and remit relate to the Committee as a whole, therefore the PCC will respond to the Committee as a whole and not to individual members of the Panel. This means that for the purposes of communication to the public, stakeholders and the PCC the majority report represents the viewpoint of the Panel. The PCC will be required only to respond to the majority report.

#### **12.0 PCC and others giving account**

- 12.1 The presumption will be that the PCC will be required to attend all formal Police and Crime Panel meetings (Ordinary and Extraordinary) to answer questions which may be necessary to assist the Panel in discharging its functions, unless the Panel decides that this is not necessary and informs the PCC that he/she will not be required.



- 12.2 The PCC shall be notified by the Secretariat of the Panel of the Annual Work Programme of the Panel, including meeting dates.
- 12.3 In setting the Annual Work Programme the Panel should identify and consider where possible what papers will be required, and if any supporting staff from the Secretariat, Police or otherwise are likely to be needed in addition to the PCC, in order to give as much notice as possible.
- 12.4 Where a new agenda item is scheduled for a meeting that is not included within the work programme and the PCC (and staff/or Chief Constable) is required to attend, the Secretariat will inform the relevant persons of the nature of the agenda item and any written information that is required as soon as possible.
- 12.5 At least 15 working days notice will be given of the new agenda item to the PCC and any requirement to provide written information (owing to the access of information requirements this equates to 10 working days notice for the provision of written information).
- 12.6 In exceptional circumstances, and where there is agreement between the PCC and Chairperson of the Panel, shorter notice may be required for either attendance or papers.
- 12.7 If the Panel requires the PCC to attend before the Panel, the Panel may also request the Chief Constable to attend on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.
- 12.8 In undertaking its functions, the Panel may invite persons other than those referred to above to attend Panel meetings, to address the meeting, discuss issues of local concern and/or answer questions. This may, for example and not exclusively, include residents, stakeholders, Council members who are not members of the Panel and officers from other parts of the public sector.
- 12.9 The Secretariat shall publish on the Panel's website any written responses from the PCC to matters raised at meetings of the Panel.
- 13.0 Special Functions**
- 13.1 The Special Functions of the Panel, as set out in the Panel Arrangements, are those functions which are conferred on the Panel in relation to:
- a) the review of the Police and Crime Plan as required by Section 28(3) of the Act;
  - b) the review of the Annual Report as required by Section 28 (4) of the Act;
  - c) the review of senior appointments in accordance with Paragraphs 10 and 11 of Schedule 1 of the Act;
  - d) the review and potential veto of the proposed precept in accordance with Schedule 5 of the Act;
  - e) the review and potential veto of appointment of the Chief Constable in accordance with Part 1 the Act.



#### **14.0 Police and Crime Plan**

14.1 The Panel is a statutory consultee on the development of the PCC's Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft of any variation to it, from the PCC.

14.2 The Panel will:

- a) hold a meeting to review the draft Police and Crime Plan (or a variation to it); and
- b) report or make recommendations on the draft Plan which the PCC must take into account.

#### **15.0 Annual Report**

15.1 The PCC must publish an Annual Report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.

15.2 The Panel must comment upon the Annual Report of the PCC, and for that purpose must:

- a) arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the Annual Report;
- b) require the PCC to attend the meeting to present the Annual Report and answer such questions about the Annual Report as the Panel think appropriate;
- c) make a report and/or recommendations on the Annual Report to the PCC.

#### **16.0 Proposed precept**

16.1 The Panel will receive notification from the PCC of the precept that s/he are proposing to issue for the coming financial year. The Panel will arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the proposed precept and make a report including recommendations.

16.2 Having considered the precept, the Panel will either:

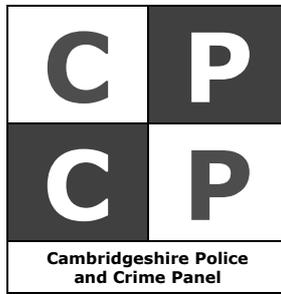
- a) support the precept without qualification or comment; or
- b) support the precept and make recommendations; or
- c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel, not just those present, at the time when the decision is made).

16.3 If the Panel vetoes the proposed precept, the report to the PCC must include a statement that the panel has vetoed the proposed precept and give reasons for that decision. The Panel will require a response from the PCC within seven days to the report and any such recommendations.



## **17.0 Senior Appointments**

- 17.1 The Panel must review the proposed appointment by the PCC of the Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime PCC.
- 17.2 The Panel will receive notification of the proposed appointment from the PCC, which will include:
- a) the name of the candidate;
  - b) the criteria used to assess suitability of the candidate;
  - c) why the candidate satisfies the criteria; and
  - d) the terms and conditions proposed for the appointment.
- 17.3 The Panel must hold a confirmation hearing for all proposed senior appointments as outlined in 17.1 within 15 working days of receipt of notification by the PCC. It must also report to the PCC at the same time with its recommendations. The 15 working days will not include the relevant post-election period. The relevant post-election period means the period that:
- a) Begins with the day of the poll at an ordinary election of a police and crime commissioner under section 50 of the Police Reform and Social Responsibility Act 2011, and
  - b) Ends with the day on which the person elected as Police and Crime Commissioner delivers a declaration of acceptance of office under section 70 of the Police Reform and Social Responsibility Act 2011.
- 17.4 The confirmation hearings will be held in public and the candidates will be questioned in relation to their appointment. Candidates must attend, either in person or by video link. After questioning the candidate, the Panel in accordance with schedule 12A of the Local Government Act 1972, will go into private session in order to determine its recommendations regarding the candidate's appointment.
- 17.5 Following the hearing, the Panel will make a report of its recommendations to the PCC on the proposed appointment. The PCC must respond in writing within 20 working days of receipt of the Panel's report confirming whether the recommendation has been accepted or not.
- 17.6 In relation to the proposed appointment of the Chief Constable, the Panel is required to make recommendations to the PCC and has the power to veto the appointment. Following the hearing, the Panel will be asked to:
- a) support the appointment without qualification or comment;
  - b) support the appointment with associated recommendations, or
  - c) veto the appointment of the Chief Constable (a two thirds majority is required, not just of those members present, at the time when the decision is made.) (This may be subject to change following Home Office Regulations)



17.7 If the Panel vetoes an appointment, it must set out its reasons for doing so in a report to the PCC and the PCC must not then appoint that candidate as Chief Constable.

## **18.0 Suspension of the Police and Crime Commissioner**

18.1 The Panel may suspend the PCC if it appears to the Panel that:

- a) the PCC is charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence; and
- b) the offence is one which carries a maximum term of imprisonment exceeding two years.

18.2 This decision will be taken at a formal Panel meeting via a majority vote.

18.3 The suspension of the PCC ceases to have effect upon the occurrence of the earliest of these events:

- a) the charge being dropped;
- b) the PCC being acquitted of the offence;
- c) the PCC being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act 2011 by virtue of the conviction; or
- d) the termination of the suspension by the Police and Crime Panel.

18.4 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

## **19.0 Suspension and Removal of the Chief Constable**

19.1 The Panel will receive notification if the PCC suspends the Chief Constable.

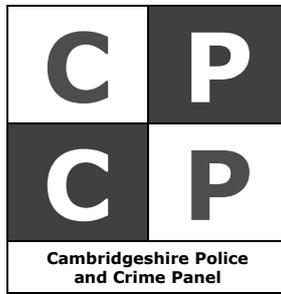
19.2 The PCC must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.

19.3 The PCC must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.

19.4 If the PCC is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').



- 19.5 Within 30 days from the date of receiving the further notification the Panel must make a recommendation in writing to the PCC as to whether or not s/he should call for the retirement or resignation. Before making any recommendation the Panel may consult the Chief Inspector of Constabulary, and must hold a Scrutiny hearing.
- 19.6 The Scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the PCC and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the Scrutiny hearing can be by attending in person or video link.
- 19.7 The PCC may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:
- (a) at the end of 30 days from the Panel having received notification if the Panel has not by then given the PCC a recommendation as to whether or not she/he should call for the retirement or resignation; or
  - (b) when the PCC notifies the Panel of a decision about whether she/he accepts the Panel's recommendations in relation to resignation or retirement.
- 19.8 The PCC must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.
- 20.0 Appointment of an Acting Police and Crime Commissioner**
- 20.1 The Panel must meet to appoint a person to be acting PCC within 15 working days if:
- a) no person holds the office of PCC;
  - b) the PCC is incapacitated (i.e. unable to fulfil the functions of PCC) which is a matter for the Panel to determine; or
  - c) the PCC is suspended.
- 20.2 In the event that the Panel has to appoint an Acting PCC it will meet to determine the process for appointment which will comply with these Rules of Procedure and any legal requirements.
- 20.3 The Panel may appoint a person as Acting PCC only if the person is a member of the PCC's staff at the time of the appointment.
- 20.4 In appointing a person as Acting PCC in a case where the PCC is incapacitated, the Panel must have regard to any representations made by the PCC in relation to the appointment.
- 20.5 The appointment of an Acting PCC will cease to have effect upon the earliest of the following:
- a) the election of a person as PCC;
  - b) the termination by the Panel, or by the Acting PCC, of the appointment of the



- Acting PCC;
- c) where the Acting PCC is appointed because the PCC is incapacitated, the PCC ceases to be incapacitated; or
- d) where the Acting PCC is appointed because the PCC is suspended, the PCC ceases to be suspended.

20.6 Where the Acting PCC is appointed because the PCC is incapacitated or suspended, the Acting PCC's appointment does not terminate because a vacancy occurs in the office of PCC.

## **21.0 Complaints**

21.1 Complaints which involve allegations which may amount to a criminal offence by the PCC or senior office holders are dealt with by the Independent Police Complaints Commission (the 'IPCC').

21.2 The Panel may however be involved in the informal resolution of certain other complaints against the PCC and Deputy PCC, where they are not being investigated by the IPCC or cease to be investigated by the IPCC.

21.3 The Panel shall have a complaints procedure for complaint handling that shall be set out in a protocol.

## **22.0 Further Guidelines/Protocols**

22.1 The Panel may agree further guidelines/protocols to assist it in carrying out its business so long as these are in accordance with the Rules of Procedure, Panel Arrangements and legal requirements. Further guidance and protocols may cover:

- a) Memoranda of Understanding between the PCC and Panel.
- b) Communications Protocols (including media handling).
- c) Public Involvement.
- d) Complaints Procedure.
- e) PCP and Local Scrutiny Committees' Protocol.



## **ANNEX A: ACCESS TO INFORMATION STANDING ORDERS**

### **1.0 SCOPE**

- 1.1 These standing orders apply to all formal meetings of the Police and Crime Panel.
- 1.2 These rules do not affect any additional rights to information contained elsewhere in this constitution or granted by law.

### **2.0 RIGHTS TO ATTEND MEETINGS**

- 2.1 Members of the public may attend all meetings, subject only to the exceptions in these standing orders.

### **3.0 NOTICES OF MEETING**

- 3.1 The Secretariat will give at least ten clear days notice of any meeting by posting details of the meeting at the principal offices of the Host Authority and on the Internet.

### **4.0 ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING**

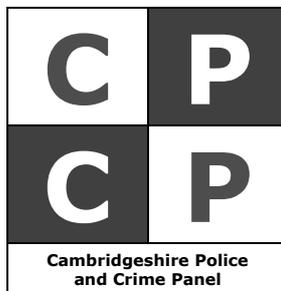
- 4.1 The Secretariat will make copies of the agenda and reports open to the public available for inspection at the designated offices at least five clear days before the meeting. If an item is added to the agenda later, the Monitoring Officer of the Host Authority shall make each report available to the public as soon as the report is completed and sent to members, and will ensure that it will be open to inspection from the time the item was added to the supplementary agenda.

### **5.0 SUPPLY OF COPIES**

- 5.1 The Secretariat will supply hard copies of:
  - a) any agenda and reports which are open to public inspection;
  - b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
  - c) if the Monitoring Officer of the Host Authority thinks fit, copies of any other documents supplied to members in connection with an item to any person on payment of a charge for postage and any other costs under the Host Authority's Charging Policy. Under the Freedom of Information Act, information would be supplied free until these costs go over the threshold of £450, when a charge would be levied.

### **6.0 ACCESS TO MINUTES ETC AFTER THE MEETING**

- 6.1 The Secretariat will make available hard copies of the following for six years after a meeting:
  - a) the minutes of the meeting, or, where appropriate, records of decisions taken,



- together with reasons, for all meetings of the Panel, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
  - c) the agenda for the meeting; and
  - d) reports relating to items when the meeting was open to the public.

## **7.0 BACKGROUND PAPERS**

- 7.1 *List of background papers:* Reports will include a list (prepared by the Secretariat) of those documents (called background papers) relating to the subject matter of the report which in their opinion disclose any facts or matters on which the report or an important part of the report is based; and which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information.
- 7.2 *Public inspection of background papers:* The Council will make available for public inspection via its website for six years after the date of the meeting one copy of each of the documents on the list of background papers.
- 7.3 *Use of media technology at Panel Meetings:* At the discretion of the Chairperson of the Panel recording of meetings and use of media technology will be permitted provided that it does not release information that the Secretariat has identified as being confidential under the Access to Information Regulations.
- 7.4 The Secretariat supports the use of networking sites to disseminate information during their meetings, provided that confidential information as outlined above is not deliberately or inadvertently disclosed.

## **8.0 SUMMARY OF THE PUBLIC'S RIGHTS**

- 8.1 A written summary of the public's rights to attend meetings and to inspect and copy documents is available for inspection at the Principal Offices of the Host Authority.

## **9.0 EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS Confidential or Exempt information – requirement to exclude public**

- 9.1 The public must be excluded from an item at a meeting whenever it is likely to be confidential in view of the nature of the business.
- 9.2 *Meaning of confidential information:* Confidential information means information given to the Panel by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by reason of a Court Order or any enactment.
- 9.3 The public may be excluded from an item at a meeting whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed.



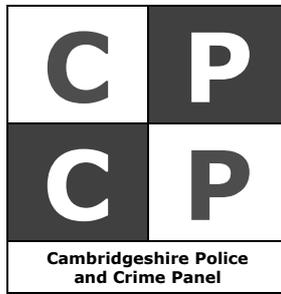
9.4 *Meaning of exempt information:* Subject to the test of the Public Interest set out below, information is exempt information where it falls within any of the following categories:

- 1 Information relating to an individual.
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the public authority holding the information), except where the information is required to be registered under certain prescribed statutes including the Companies Act 1985 and the Charities Act 1993. "Financial or business affairs" includes contemplated, as well as past or current activities.
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority. "Labour relations matter" means any matter which may be the subject of a trade dispute, or any dispute about any such matter (i.e. a matter specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992.)
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the Authority proposes:
  - a) to give under any enactment a notice, under which or by virtue of which requirements are to be imposed on a person; or
  - b) to make an order or direction under any enactment.
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

9.5 *Public interest test:* Information falling within any of categories 1-7 set out above, which is not prevented from being exempt because it falls within category 3, and is required to be registered under the prescribed enactments is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **10.0 EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS**

10.1 The Monitoring Officer of the Host Authority may exclude access by the public to a report which, in his or her opinion, relates to an item during which, in accordance with this Access to Information Standing Order, the meeting is likely not to be open to the public; or, as the case may be, was not open to the public. Such reports will be marked "Not for publication", together with the category of information likely to be disclosed.



## **11.0 RECORD OF DECISIONS**

- 11.1 After any formal meeting of the Panel, the Secretariat will produce a record of every decision/recommendation within five working days of the meeting. The record will include a statement of the reasons for each decision and, where appropriate, any alternative options considered and rejected at that meeting.
- 11.2 A record of decision/recommendations will still be published even if no decisions or recommendations were made, just to ensure there is no ambiguity about what the absence of a decision notice means. All such decisions will be recorded in the Panel's minutes which will be published within fifteen working days of the meeting.
- 11.3 The published draft minutes for the previous meeting, will be replaced with finally approved version within five working days of their sign-off.

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 12</b>
<b>26 JULY 2019</b>	<b>Public Report</b>

**Report of: Jane Webb, Peterborough City Council**

**Contact Officer(s) – Jane Webb**

**Contact Details – jane.webb@peterborough.gov.uk**

**Cambridgeshire Police and Crime Panel Annual Report**

**1. PURPOSE**

1.1 To consider the draft annual report of the work of the Cambridgeshire Police and Crime Panel during the last twelve months.

**2. RECOMMENDATIONS**

2.1 It is recommended that the Panel approve the Police and Crime Panel’s Annual Report.

**3. TERMS OF REFERENCE**

3.1 This report discharges the responsibility for the Panel to publish an annual report of its work.

**4. BACKGROUND**

4.1 The report sets out some of the key areas that the Panel has scrutinised over the last twelve months which includes:

- Reviewing the Police and Crime Commissioner’s Annual Report 2017/18
- Monitoring performance for areas of concern or exceptional performance
- Election of a Chair and Vice Chair for 2017/18
- Requesting Fire and Rescue Governance updates
- Scrutinising revenue and capital budget draft outturn 2017/18
- Reviewing/Scrutinising decisions made by the Commissioner
- Monitoring of transformation/victims/offenders/communities
- Scrutinising community engagement
- Review of the Commissioner’s Precept
- Review of the Rules of Procedure
- Confirmation hearing for the Chief Constable
- Confirmation hearing for the Chief Finance Officer
- Reappointment of an Independent Member
- Monitoring the new Complaints Reform Legislation

**5. KEY ISSUES**

5.1 None

**6. IMPLICATIONS**

6.1 None

**7. CONSULTATION**

7.1 None

**8. NEXT STEPS**

8.1 N/a.

**9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 Agendas and Minutes of the Panel for meetings held on 30 July 2018, 12 September 2018, 14 November 2018, 30 January 2019, 20 March 2019.

**10. APPENDICES**

10.1 Appendix 1 - Annual report of the Panel 2019



# Cambridgeshire Police and Crime Panel



## Annual Report 2018/19



## Cambridgeshire Police and Crime Panel

The Cambridgeshire Police and Crime Panel is currently hosted by Peterborough City Council on behalf of all 7 authorities in Cambridgeshire.

It is a joint committee of all 7 authorities, consisting of representatives from each of the District Councils (Cambridge City, East Cambs, Fenland, Huntingdon and South Cambs, and three representatives from both the County Council (Cambridgeshire) and the Unitary Council (Peterborough City) plus two independent co-opted members.

The Panel can be contacted via the below:

### Police and Crime Panel Secretariat

Democratic Services  
Peterborough City Council  
Town Hall  
Bridge Street  
Peterborough  
PE1 1HF

Telephone: (01733) 452281

Email: [jane.webb@peterborough.gov.uk](mailto:jane.webb@peterborough.gov.uk)

Website: [Cambridgeshire Police and Crime Panel](http://Cambridgeshire Police and Crime Panel)

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The Police and Crime Commissioner for Cambridgeshire is Jason Ablewhite.

He can be contacted via his office:

### Office of the Police and Crime Commissioner

Cambridgeshire Police Headquarters  
Hinchingbrooke Park  
Huntingdon  
Cambridgeshire  
PE29 6NP

Telephone: (0300) 333 3456

Email: [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk)

Website: [www.cambridgeshire-pcc.gov.uk](http://www.cambridgeshire-pcc.gov.uk)





## Foreword

The Cambridgeshire Police and Crime Panel (the Panel) holds the Police and Crime Commissioner (the Commissioner) for Cambridgeshire to account by acting as a 'critical friend'. Its role is to scrutinise, challenge and support the Commissioner, maintaining a check and balance on the performance of the Commissioner in regards to the strategic actions and decisions made.

The Panel is not responsible for holding the Chief Constable or the Constabulary to account; this is a role for the Police and Crime Commissioner. The principal role of the Panel is to scrutinise the actions and decisions of the Commissioner, not the performance of the police force. The key functions of the Panel are:

- To review the PCC's Police and Crime Plan
- To hold the PCC to account for the delivery of the Police and Crime Plan – the panel has powers to request any necessary information from the PCC on his decisions
- To review and report on the appointment of the Chief Constable and other senior appointments – the Panel has powers to veto the appointment of the Chief Constable
- To review the Commissioner's proposed police precept – the panel has powers to veto the precept
- To scrutinise the PCC's annual report
- To consider complaints against the PCC.

This is the sixth annual report of the Panel covering its work throughout 2018-19.

## The Work of the Panel

During 2018-19 the Panel met on seven occasions and has scrutinised a number of key areas of the Commissioner's work. These include:

- Reviewing the Commissioner's performance reporting procedures which sets out what the police are expected to achieve and how the Commissioner holds the police to account.
- Requesting, receiving and scrutinising further detailed information regarding Cambridgeshire Constabulary's estates.
- Monitoring the overall performance of the Constabulary, including against the priorities set out in the Plan by way of requested quarterly Performance Monitoring Reports alongside reports on other areas of business that deliver towards the objectives within the Plan.
- Understanding how the Commissioner and the Constabulary deal with Community Engagement.
- Reviewing and scrutinising the decisions taken by the Commissioner
- Understanding and keeping up to date with regard to the possible future changes to the governance arrangements of the Cambridgeshire Fire and Rescue Service.
- Theming each meeting to ensure that each objective within the Police and Crime Commissioner's plan is scrutinised, supported and challenged.



- Requesting and regularly attending briefings to enable the Panel to remain up to date on key issues

In addition, the Panel has scrutinised the Commissioner's variations to his Police and Crime Plan throughout the year and the decisions which he has taken. Full details of the issues that the Panel have considered can be found on the website [here](#).

### **Commissioner Budget Precept**

The Commissioner proposed that for 2018/19 there would be 12% increase in the precept. The Panel has the power to veto any proposed precept from the Commissioner through a two thirds majority vote of its members. The Panel undertook a thorough scrutiny in the Commissioner's budget for the Constabulary asking a number of detailed questions on areas of expenditure including:

- Local Policing Review
- Increase in future precepts
- Policing Frontline
- Disposal of sites
- Future Savings and efficiencies

The Panel endorsed the Commissioner's proposed precept.

### **Cambridgeshire Constabulary Chief Constable Confirmation Hearing**

In July 2018, the Panel considered the Commissioner's proposed appointment for the Cambridgeshire Constabulary's Chief Constable. Nick Dean was the Commissioner's preferred candidate for this position.



The Panel held a confirmation hearing with the candidate and asked a number of questions regarding his professional competence and personal independence of the role. The Panel also considered

- The criteria used to assess the candidate's suitability for appointment
- Why the candidate satisfied those criteria
- The terms and conditions on which the candidate was proposed to be appointed

Following careful consideration of the information provided by the Commissioner and answers given at the confirmation hearing, the Panel recommended the appointment of Nick Dean to Cambridgeshire Constabulary's Chief Constable.



## Police and Crime Commissioner’s Chief Finance Officer Confirmation Hearing

In September 2018, the Panel considered the Commissioner’s proposed appointment for the Cambridgeshire Chief Finance Officer. Matthew Warren was the Commissioner’s preferred candidate for this position.

The Panel held a confirmation hearing where the following was considered:

- The criteria used to assess the candidates suitability for appointment
- Why the candidate satisfied those criteria
- The terms and conditions on which the candidate was proposed to be appointed

Following careful consideration of the information provided by the Commissioner and the answers given at the confirmation hearing, the Panel recommended the appointment of Matthew Warren to the position of the Police and Crime Commissioner’s Chief Finance Officer.

### About the Panel

Panel Members and substitutes throughout 2018/19:

<b>Panel Members</b>			
 <p>Edward Leigh <b>Chairman</b> Co-opted Independent Member</p>	 <p>Claire George Co-opted Independent Member</p>	 <p>Councillor Kevin Cuffley Cambridgeshire County Council</p>	 <p>Councillor David Connor Cambridgeshire County Council</p>
 <p>Councillor Mike Shellens Cambridgeshire County Council</p>	 <p>Councillor Richard Brown Peterborough City Council</p>	 <p>Councillor Ansar Ali Peterborough City Council</p>	 <p>Councillor Christian Hogg Peterborough City Council</p>



 <p>Councillor Alan Sharp East Cambs District Council</p>	 <p>Councillor David Oliver <b>Vice Chairman</b> Fenland District Council</p>	 <p>Councillor Dave Baigent Cambridge City Centre</p>	 <p>Councillor Claire Daunton South Cambs District Council</p>
 <p>Councillor John Palmer Huntingdonshire District Council</p>	 <p>Councillor Steve Tierney Cambridgeshire County Council</p>	 <p>Councillor Nicky Massey Cambridge City Council</p>	
<p><b>Substitutes</b></p>			
 <p>Councillor Mark Howell Cambridgeshire County Council</p>	 <p>Councillor Lucy Nethsingha Cambridgeshire County Council</p>	 <p>Councillor Lynne Ayres Peterborough City Council</p>	 <p>Councillor Ed Murphy Peterborough City Council</p>



 <p>Councillor Andrew Bond Peterborough City Council</p>	 <p>Councillor Julia Huffer East Cambs District Council</p>	 <p>Councillor Alex Miscandlon Fenland District Council</p>	 <p>Councillor Hazel Smith South Cambs District Council</p>
 <p>Councillor Simon Bywater Huntingdon District Council</p>	 <p>Councillor Carla McQueen Cambridge City Council</p>	 <p>Councillor Hamish Masson Huntingdonshire District Council</p>	

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 13</b>
<b>26 JUNE 2019</b>	<b>Public Report</b>

**Report of: Jane Webb, Secretariat, Peterborough City Council**

**Contact Officer(s) – Jane Webb**  
**Contact Details – jane.webb@peterborough.gov.uk**

**CAMBRIDGESHIRE POLICE AND CRIME PANEL - ADMINISTRATIVE COSTS AND MEMBER EXPENSES**

**1. PURPOSE**

1.1 This report provides details about the budget claimed to support Cambridgeshire’s Police and Crime Panel, including the expenses claimed by Panel Members.

**2. RECOMMENDATIONS**

2.1 The Panel notes the financial position for costs associated with administrative support and member expenses.

**3. TERMS OF REFERENCE**

3.1 The report is in accordance with the inter-authority agreement of July 2012 concerning the arrangements of the Panel.

**4. BACKGROUND**

4.1 The Home Office provides grant funding to Host Authorities to support the running costs of Police and Crime Panels. The confirmed total annual funding for the Cambridgeshire Police and Crime Panel for the financial year 2018/19 is up to £66,180.

As agreed previously, the annual costs of the Panel, reduced by the figure of grant from the Home Office or any other source, shall be borne between the Authorities equally. However, to date this has not been required.

**5. KEY ISSUES**

5.1 Between October 2012 and the current date Peterborough City Council, the host authority, has provided staffing and other support to set up, establish and run Cambridgeshire’s Panel. The majority of costs are associated with day-to-day management and support of the Panel’s functions. This includes specialist support where required from teams across the council such as Legal, HR, Communications, Finance and Governance. The total costs for 2018/19 are £56,013 and are broken down as follows:

<b>Breakdown of expenditure (items)</b>	<b>£</b>
Catering	876.42
Training	2,257.00
Equipment	1,900.56
Subscriptions	500.00
Staff Costs	48,168.27
Members' Travel expenses	1,242.05
Printing Agendas	581.05
Staff Travel	487.66
<b>TOTAL</b>	<b>56,013.01</b>

- 5.2 The council also receives grant to cover Panel Members expenses. Each member may claim up to £920 per annum in expenses. In 2018/19 Members claimed a total of £1,242.05. A breakdown of Member expenses is set out below:

<b>Councillor/Member</b>	<b>Mileage/Train/Bus/Parking Costs</b>
Edward Leigh	<b>348.80</b>
Cllr Alan Sharp	<b>598.20</b>
Cllr Massey	<b>230.50</b>
Claire George	<b>27.20</b>
Cllr Smith (sub)	<b>37.35</b>
Cllr Oliver	<b>0.00</b>
Cllr Baigent	<b>0.00</b>
Cllr Daunton	<b>0.00</b>
Cllr Brown	<b>0.00</b>
Cllr Palmer	<b>0.00</b>
Cllr Shellens	<b>0.00</b>
Cllr Ali	<b>0.00</b>
Cllr Cuffley	<b>0.00</b>
Cllr Hogg	<b>0.00</b>
Cllr Connor	<b>0.00</b>
Cllr Tierney	<b>0.00</b>
Cllr Howell (sub)	<b>0.00</b>
Cllr Sinnott (sub)	<b>0.00</b>
Cllr Miscandlon (sub)	<b>0.00</b>
Cllr Howell (sub)	<b>0.00</b>
Cllr Nethsingha (sub)	<b>0.00</b>
<b>Total</b>	<b>£1242.05</b>

## 6. IMPLICATIONS

- 6.1 The costs of supporting the operation of the Panel will be contained within funding provided by the Home Office for this purpose. It is therefore anticipated that no funding contributions will be required from Authorities.

**7. CONSULTATION**

7.1 Not applicable.

**8. NEXT STEPS**

8.1 The budget will be monitored in accordance with the normal arrangements of the Host Authority, and reported to future panel meetings on a regular basis.

**9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

**10. APPENDICES**

10.1 None.

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**CAMBRIDGESHIRE POLICE AND CRIME PANEL  
DRAFT AGENDA FORWARD PLAN 2019-2020**

<b>DATE</b>	<b>TITLE/PURPOSE</b>	
<b>26 JUNE 2019, 9:30AM/10:00AM–2PM</b> <b>INTRODUCTION &amp; PLANNING SESSION</b> Hunts District Council, Huntingdon <b>PRIVATE</b>	<b>Introduction by Police and Crime Commissioner and Staff on roles and responsibilities</b>  <b>Training session (run by Frontline Consulting)</b>	
<b>26 JUNE 2019, 2:00–4:30PM</b> <b>ANNUAL MEETING,</b> Hunts District Council, Huntingdon <b>OPEN TO THE PUBLIC</b>	<b>Election of Chairman and Vice Chairman</b>	
	<b>Public Questions/Statements</b>	
	<b>Police and Crime Commissioner’s Annual Report 2018/2019*</b>	
	<b>Police and Crime Plan Variation*</b>	
	<b>Decisions by the Cambridgeshire Police and Crime Commissioner*</b>	
	<b>Cambridgeshire Police and Crime Panel Annual Report 2018–19</b>	
	<b>Report on Panel Administration Costs and Member Expenses</b>	
	<b>Panel Rules of Procedure</b>	
<b>11 SEPTEMBER 2019, 10:30AM–2PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>PRIVATE</b>	<b>Briefing and planning session</b> <ul style="list-style-type: none"> <li>Briefing by expert witnesses on Victims/Offenders theme (tbc)</li> </ul>	
	<b>11 SEPTEMBER 2019, 2–4:30PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>OPEN TO THE PUBLIC</b>	<b>Public Questions/Statements</b> <b>Any complaints against Commissioner or Deputy*</b> <b>Thematic report on victims and offenders</b> <ul style="list-style-type: none"> <li>Report on County Lines drug dealing</li> </ul>
<b>11 SEPTEMBER 2019, 2–4:30PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>OPEN TO THE PUBLIC</b>	<b>Performance Monitoring Update</b>	
	<b>Budget Update/Forecast</b>	
	<b>Fire Governance Update</b>	
	<b>Decisions by the Cambridgeshire Police and Crime Commissioner*</b>	
	<b>Meeting Dates and Agenda Planning 2019/2020</b>	
	<b>DATE TO BE CONFIRMED</b>	<b>Training session (run by Frontline Consulting)</b>
	<b>TRAINING SESSION</b>	



DATE	TITLE/PURPOSE
<b>PRIVATE</b>	
<b>9 OCTOBER 2019, 10:00AM–2PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>PRIVATE</b>	<b>Briefing and planning session</b> <ul style="list-style-type: none"> <li>Briefing by other Police, Fire and Crime Panels on scrutinising fire (tbc)</li> </ul>
<b>9 OCTOBER 2019, 2–4:30PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>OPEN TO THE PUBLIC</b>	<b>Public Questions/Statements</b>
	<b>Any complaints against Commissioner or Deputy*</b>
	<b>Thematic report on fire governance transition</b>
	<b>Performance Monitoring Update</b>
	<b>Decisions by the Cambridgeshire Police and Crime Commissioner*</b>
	<b>Meeting Dates and Agenda Planning 2019/2020</b>
<b>13 NOVEMBER 2019 10AM-2PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>PRIVATE</b>	<b>BRIEFING SESSION - TBC</b>
<b>13 NOVEMBER 2019 2-4:30PM</b> Civic Room 1B, Hunts District Council, Huntingdon <b>OPEN TO THE PUBLIC</b>	<b>Public Questions/Statements</b>
	<b>Any complaints against Commissioner or Deputy*</b>
	<b>Thematic report on transformation</b>
	<b>Performance Monitoring Update</b>
	<b>Decisions by the Cambridgeshire Police and Crime Commissioner*</b>
	<b>Meeting Dates and Agenda Planning 2019/2020</b>
<b>19 NOVEMBER 2019 9.30AM-4.30PM</b> Scarman House, Warwick Conference Centre, Coventry <b>PRIVATE</b>	<b>Eighth conference for chairs, members and officers of police (fire) and crime panels</b>
<b>29 JANUARY 2020</b>	<b>THEME - BUDGET</b>

\*Scrutiny of this is a statutory responsibility under Section 28 of the [Police Reform and Social Responsibility Act 2011](#).