# **POLICE & CRIME COMMISSIONER FOR THAMES VALLEY**

**MINUTES OF THE LEVEL 1 MEETING HELD IN THE CONFERENCE ROOM, POLICE HEADQUARTERS, KIDLINGTON, OXON**

**26 MARCH 2019 COMMENCING AT 10.30AM AND CONCLUDING AT 12.25 PM**

Present:

A Stansfeld (Chair and Police & Crime Commissioner) (OPCC)

Chief Officers present:

J Campbell (Deputy Chief Constable) (TVP)

M Barber (Deputy Police & Crime Commissioner) (OPCC)

P Hammond (Chief Executive) (OPCC)

L Waters (Director of Finance) (TVP)

I Thompson (Chief Finance Officer & Deputy Chief Executive) (OPCC)

C Hemmings (Head of Governance) (TVP)

M Winkler (Corporate Governance Officer) (TVP)

Present:

C Roberts (Executive Assistant to the PCC/DPCC) - Minutes (OPCC)

Apologies:

F Habgood (Chief Constable) (TVP)

Christine Kirby (TVP)

**APOLOGIES**

Apologies were received from the Chief Constable, Francis Habgood (FH) and Christine Kirby (CK).

**47. MINUTES OF THE LAST LEVEL 1 MEETING HELD ON 22 JANUARY 2019**

The PCC went through the actions in the Minutes of the last Level 1 meeting held on 22 January 2019.

It was noted that the meeting to discuss an approach to responding to published recommendations on the HMICFRS reports had to be deferred again as clarification was still awaited by HMICFRS. Once this had been received, the meeting could then be rescheduled between DCC John Campbell (JC) and Paul Hammond (PH).

The PCC APPROVED the Level 1 Minutes dated 22 January 2019.

**48. MINUTES OF THE CIEP MEETING DATED 12 DECEMBER 2018**

The PCC summarised the minutes of the CIEP meeting held on 12 December 2018. (JC) raised the issue of topic matters that were discussed during the meeting by the Panel members and indicated that ACC Jason Hogg (JH) would provide the Panel with the information required to find the right balance of topics to discuss.

The PCC NOTED the CIEP Minutes dated 12 December 2018.

**49. CIE PANEL ANNUAL ASSURANCE REPORT 2018**

The PCC noted that the Annual Assurance Report and Terms of Reference had been provided to the CIE Panel who had provided assurance to both the PCC and Chief Constable that the complaints handling and management arrangements in place within Thames Valley Police were operating efficiently and effectively.

**50. TVP FORCE DELIVERY PLAN 2018/19**

The Force Delivery Plan for 2018/19 reflected the activities of TVP which contributed to meeting the PCCs Police and Crime and the Force commitments. The Plan provided an overview of activities, over and above core policing activities that took place in Quarter 3 that covered the months October to December 2018.

(JC) updated the PCC as to various sections within the Delivery Plan. In the Local Policing Areas (LPAs), County Drug Lines presented a particular threat to vulnerable people. The positive work that has so far been carried out had led to identification of exploiters and given the opportunity to close down drug houses.

A new Victim & Witness Care portfolio had been established which expanded the role of the witness care unit. This aimed to relieve the pressures on officers and improve success rates in Court to ensure victims were better supported. The Livelink project went live in January and allowed officers to give evidence for traffic offences from 14 sites in the Force by way of video link rather than in person and therefore abstractions from other duties. (JC) felt it was worthy to note that the Witness Care Unit had worked with the Crown Prosecution Service (CPS) to improve victim attendances at Court for domestic abuse cases and the positive Court outcomes had increased. In December 2018, support had been given to 14,297 witnesses at Crown Court and 7,849 witnesses attended at Magistrates Court. This work had been recognised with an award by the Local Criminal Justice Board (LCJB) with TVP’s Criminal Justice Department participating in national working groups to further the improvements to witness care provisions.

‘Op Signature’ had been implemented by the Force in November 2018 as a national initiative to safeguard victims of financial abuse.

Huddersfield University had completed their research into fast track ‘domestic abuse’ cases at Aylesbury Crown Court following a successful pilot and this work was ongoing towards national implementation, if agreed by the National Police Chiefs’ Council (NPCC), CPS and the Judiciary.

Phase 4 of the Hidden Harm Campaign was now complete and had reached more than 835,000 people on social media and supported by campaigners such as the National Black Police Association and the Disability Charity ‘United Response’.

Feedback from the CPS had highlighted that last year had seen a marked improvement in file quality, leading to increased confidence in the quality of prosecutions. This was directly linked to the creation of the new file quality and prosecution performance portfolio which was currently being led by Supt Katy Barrow-Grint (KBG). The new Chief Crown Prosecutor, Jaswant Narwal was very experienced and focussed on performance and (JC) and the PCC were both keen to get both sets of strategic priorities discussed with her. The PCC confirmed he had a meeting to see the new Chief Crown Prosecutor in June.

TVP’s Drug Diversion Pilot Scheme had begun in West Berkshire following extensive development and research by the Policing Strategy Unit. (JC) confirmed the report would be shared with the PCC and DPCC, with the full report being available in May. As to the Drug Treatment Scheme, (JC) would speak to (KBG) about this scheme and update the PCC and DPCC thereafter.

There was a successful piece of work going on across the Force were the Local Police Cadets raised awareness of child sexual exploitation and licensing laws in eleven hotels. This was supported by South Oxfordshire & Vale of White Horse LPA and this approach had shown marked improvements at establishments in the past, with five more operations in the planning.

The PCC noted that the Safe Drive Stay Alive Campaign proved to be very powerful exploring the circumstances and consequences of a road traffic collision. This campaign was aimed at 16 to 18 year olds and also reached new and pre-drivers to influence behaviour and attitude on the roads. ‘Op Tutelage’ had been developed by the Joint Operations Unit of TVP and Hampshire Constabulary to tackle the number of uninsured drivers. It had been adopted as a national initiative and was launched in November 2018.

The upgrade to TVP’s crime recording system was on track for February 2019 and this would align TVP with other regional forces. Training had been delivered to prepare staff for the launch. ACC Jason Hogg was leading on this and had kept within budget costs.

TVP had completed a pilot to move to the Android platform for mobile phones and rollout of these phones was expected to begin in February 2019. This was in line with the National Enabling Programme, sharing infrastructure and services on a regional level and this would enable the Force to retain up-to-date and supportable technology which also included the ‘Stop and Search’ App. TVP had also launched its new website and had seen a significant take-up rate of members of the public wishing to report a crime online.

The PCC referred to the section of a skilled and trusted workforce in that the Police Strategy Unit were developing the demand reduction work and looking into other offences like bilking, investigating options such as outsourcing investigations to the British Oil Security Syndicate (BOSS). This would considerably reduce demand on TVP’s research team as well as insurance claims.

The continued recruitment to the new Police Staff Investigator roles had supported investigations across the Force with further staff investigations and forensic investigator roles continuing to be recruited. The PCC asked (JC) how confident were TVP that the new officer recruits would in fact stay with the Force as a lot of money was spent on training them. (JC) did not give any guarantees but pointed out that if a recruited officer lived 20 miles or nearer to their station, it would be more likely they would stay with that Force.

Following on from Quarter 1 and 2, Professional Standards had reviewed their processes and were now putting all new and revised PSD policies before the CIEP for further scrutiny.

The Strategic Governance team had launched the force’s employee suggestion scheme ‘You Suggest’ which allowed members of all ranks to suggest improvements to the running of the Force and had already received good ideas.

(JC) confirmed that the CDI re-inspection would start on Monday and TVP were 94% compliant across the board. TVP were confident that the same criteria would be used again and it would be a matter for HMICFRS as to what grade they give. The Strategic Governance Unit had continued to produce Horizon Scanning reports during this quarter and in readiness for the Force Management Statement 2, a new annual document was being developed called ‘Strategic Risks and Opportunities’ which examined all trends impacting the police, prioritising on impact and likelihood and selecting the top risks and opportunities for further analysis. HMICFRS had sight of the TVP’s Force Management Statement where a lot of work had been undertaken by TVP and perhaps patterns would emerge that came out of the Inspection Report.

Finally (JC) summarised the Priority Outcome Measures as set out on page 52. The PCC noted he wished to meet with (JC) to discuss the recent letter he had receive from Mark Khalil. A meeting would therefore be set up.

Discussions in relation to adding the ‘Whats App’ app to TVP’s mobile phones took place and had been discussed during a recent Rural Crime Partnership meeting. The challenge was getting this down the chain of command but work was being carried out by the Comms Department. The DPCC had spoken to farmers who had resistance with this and the Force would need to get the right balance. (JC) confirmed he would take this away and discuss options with Amanda Cooper.

Action: (JC) to share the TVP Drug Diversion Pilot Scheme Report with the PCC and DPCC.

Action: (JC) to discuss with Supt. Katy Barrow Grint (KBG) the Drug Treatment Scheme and update the PCC and DPCC.

Action: (JC) to report back and update the PCC as to the West Berkshire Pilot Scheme.

Action: Linda Waters (LW) to provide the PCC with financial figures of what it costs to train officers and also the cost of Apprenticeship Schemes.

Action: The PCC to discuss with (JC) issues in High Wycombe that were raised by Mark Khalil in a recently received letter. Charlotte Roberts (CR) to liaise with Cressida Chapman (CC) to arrange a mutually convenient meeting.

Action: (JC) to discuss with Amanda Cooper (AC) whether ‘Whats App’ could be added to the new mobile phones within TVP.

**51. TVP STRATEGIC PLAN 2019/20 UPDATE REPORT**

The report presented by (JC) to the PCC was the Chief Constable’s proposed strategic delivery plan for 2019/20 and was easily transferable and able to deliver objectives. The Priority Outcomes were to reduce crime, arresting people and improve on core handling. The blue sections in the report identified operational matters and the green related to work force. (JC) drew to the PCC’s attention knife crime, organised crime groups and County Lines.

The PCC had significant concerns and issues with members of the public losing money from fraud and tackling these issues whilst bringing them to justice. Jobs and homes had been lost as well as some suicides because of this. (JC) noted that it was not the volume of offences with fraud but the livelihood and so many people were extremely vulnerable. This was a worry to the PCC as this was naturally expanding very fast and affecting a lot of people. (JC) noted that 80% of fraud was in fact preventable.

The PCC noted that there was a large hangar in Bicester where he saw a lot of vehicles and wondered where they went. (JC) confirmed that these were the proceeds of criminal activity and they were auctioned off with a company TVP used. (LW) confirmed that the company sells the vehicles and the proceeds of crime were then paid back into a central fund. (LW) would provide the PCC with the figures on what is sold when a vehicle is confiscated.

There had been a number of issues in relation to ‘101’ which has caused an increase in volume but matters were now in place to reduce this.

(JC) summarised the operational priority outcomes for 2019/20 on the penultimate page of the presentation. Both the PCC and DPCC thought it was an excellent and positive document and thanks were given to Cat Hemmings (CH) for her contribution to the document.

Action: (LW) to provide the PCC with figures from the sale of the proceeds of crime that go back into the central fund.

**52. REVENUE MONITORING REPORT 2018/19**

At the end of February 2019 the overall 2018/19 revenue budget was £1.120m underspent against profile and the year-end position is predicted to be a net overspend of £0.473m assuming the recommendations in the report were agreed.

The police officer approved establishment as at March 2018 was 3,878 FTE. Since February 2018, there were further approved changes, agreed by CCMT, with a net decrease of 37 FTE, plus the removal of 29 FTE since the regional CTFSO now classified as a holding account. Therefore, the revised year-end target was therefore 3,812 FTE. The Force started the year with 3,770 FTE which was 108 officers below the approved establishment but this was anticipated with the PCC’s approval to recruit a further 90 case investigators. The Force’s strength was currently 3,762 officers (which was 50 below establishment) and the year-end strength was forecasted to be 3,823 officers.

In relation to police staff, the strength at the end of February was 2,949 FTEs which included case investigators and agency workers with the year-end establishment target was 3,011 FTEs which comprised the combined Force operational establishment and OPCC of 2,701 FTE.

The training budgets were stretched and an overspend of £0.300m was forecast due to a combination of factors that included additional police officer intakes and professionalising roles.

The budgets for property maintenance, facilities and estates had been reviewed which led to an anticipated underspend of £0.500m. This reflected issues with working staff into the departments and some intended work or projects that were due to start this financial year, had not progressed as intended. At this time £0.330m was not needed for project work. A saving of £0.170m on estates costs for energy, waste and water was projected due to it being a milder winter.

The ICT revenue budget was expected to underspend by approximately £0.100m due to a number of variances across the ICT budgets. (LW) recommended that a sum be put into the capital to pick up the extended capital scheme. The current year’s budget set aside £0.250m to contribute to the permanent security improvements in Windsor although this will not be required until 2019-20.

The figures in the Appendix and in the report were assuming the recommendations by the PCC were approved today and would be taken from Revenue to Capital.

The PCC was asked to:

1. NOTE the contents of this report.
2. Appropriate £0.250m into the Improvement and Performance reserve for the one-off support work in Windsor to improve security as this will not now take place in 2018-19.

The PCC approved additional direct revenue financing of £0.711m as detailed in the capital monitoring report.

**53. CAPITAL MONITORING REPORT 2018/19**

The Monitoring Report was the fourth and final report for 2018/19 which included spend and known commitments up to the end of February 2019 although there was still a lot of work to do to confirm figures and asked the PCC to approve the increase of the overall capital programme by £1.109m. The report reflected changes to the MTCP budget which was approved by the PCC in January 2019.

In relation to the Hambledon police house at Mill End, the purchase of the remaining leasehold interest for this property would allow the disposal of this site and has been included in the MTCP plans. The purchase would be funded by Direct Revenue Financing of £0.124m this year.

Following cancellation of the joint scheme with RBFRS, TVP had commenced a review of other possible solutions to replace the current facility. An initial options report was due to be considered by CCMT in March and any updates would be reported to the PCC. Ian Thompson (IT) confirmed that the deposit had in fact been paid this morning.

Monies had been set aside for the purchase of the road safety camera upgrades and some monies were given direct from national bodies. Budget re-phasing of £1.041m was now projected, due to the timing of purchases.

(LW) went through the Contact Management Platform (CMP) and continued to progress towards the go-live date. The most likely date now being revised to June 2019 from its original date in March. The remaining £0.209m would be funded by Optimism Bias reserve.

Rollout of the new Android phones had now started and a limited number of laptops with the W10 build were being trialled and tested within ICT.

The ‘Chorus’ project was to provide an improved networked solution for the existing Chorus systems within Forces to increase efficiency for staff within Crime Investigations.

The ERP programme was progressing through the build phase and towards the System Interface Testing (SIT) phase. The payroll provider was changed in December and there had been some technology design issues. The Force were going through the revised plan on Thursday this week. The date for Thames Valley would be late May early June 2020. (LW) would shortly be speaking to lawyers in London in relation to a legal agreement being put in place.

Action: (LW) would pass slide D365 to the PCC in relation to ERP.

The PCC was requested to:

* + - Acknowledge & Approve the updated 2018/19 Capital Budget at £33.577m, which reflects additional Direct Revenue Funding of £0.711m and £0.209m of new funding from the Optimism Bias (OB) Reserve covering:
		- £0.124m for Hambledon lease interest purchase
		- £0.120m for Chorus project
		- £0.068m for PSD Proactive monitoring
		- £0.088m for DEMS 360 – phase 2 of the BWV storage programme.
		- £0.311m DRF & £0.209m Optimism Bias reserve funding for CMP delays.
		- Note that £0.189m of the previously approved PSN budget for 2019/20 has been brought forward to 2018/19 to reflect spend profiles.
		- Note the active budget, spend to date and identified budget variances.
		- Note the indicative final re-phasing of budget.

**54. OPCC STRATEGIC DELIVERY PLAN 2018/19**

Paul Hammond (PH) went through the update of the OPCC Strategic Delivery Plan 2018/19 and presented this to the PCC. The 2018/19 Plan had been slightly amended in light of this. The Plan had 61 separate actions covering the nine business areas. 54 of these areas were green statuses and 7 were amber. None were show stoppers and were of no immediate concern and the vast majority were on target. The amber statuses would follow through to the 19/20 Plan.

The PCC NOTED the progress with the OPCC Strategic Delivery Plan 2018/19.

**55. OPCC STRATEGIC DELIVERY PLAN 2019/20**

The Strategic Delivery Plan 2019/20 was a live internal management document reviewed and refreshed regularly during internal meetings and the PCC confirmed he had had sight of this document. At this time there were no RAG statuses included in the Plan.

The PCC NOTED the OPCC Strategic Delivery Plan 2019/20.

**56. JOINT CORPORATE GOVERNANCE FRAMEWORK 2019/20**

The Corporate Governance Framework provided clarity on the way the PCC and Chief Constable governed both jointly and separately to ensure they were conducting business in the right way and for the right reasons. The Framework had been approved by both the PCC and Chief Constable during a Level 1 public meeting on 29 March 2018 and reviewed and scrutinised by the Joint Independent Audit Committee on 15 March 2019.

IT ensured that the Joint Corporate Governance Framework would now be added to the OPCC website.

The PCC and Chief Constable APPROVED the Joint Corporate Governance Framework for 2019/20.

Action: IT to ensure the Joint Corporate Governance Framework is added to both the Force and OPCC websites.

**57. HMICFRS UPDATE REPORT**

(JC) summarised where the Force were in relation to policing and mental health and public perceptions of policing and went on to discuss the five recommendations set out in the report. A meeting between (JC) and (PH) would take place once a response had been received from HMICFRS. The links provided at the top of the document were useful and were available on the Thames Valley Police website. In general terms, the report gave a positive picture given the environment Thames Valley Police were currently in.

(JC) would discuss and review communications in relation to Facebook as this was the most popular means of communication.

The PCC NOTED the HMICFRS update report as appropriate and to provide a response to HMICFRS but the PCC would await HMICFRS to supply guidance before a response was sent.

**58. INCOMING CHARGING POLICY AND RATES 2019/20**

There was a limited range of activities where it was appropriate for the Force to make charges to individuals or organisations to recover costs of policing services provided. The report sets out the Fees and Chargeable rates applicable for 2019/20.

All rates had gone up due to inflation and the Sponsorship Summary by LPA/Department for 2018/19 was set out on page 266. Levels were fairly similar to last year and would be available on the Thames Valley Police website. (LW) confirmed that the Force had recruited a fixed term accountant to look at the level of income charges and to come up with any areas of savings in the next 12 months.

The PCC NOTED the current fees and chargeable rates for 2019/20 and NOTED the sponsorship received in 2018/19.

**59. DECISIONS TAKEN UNDER DELEGATED POWERS**

The report detailed the decisions that had been taken in accordance with the Scheme of Governance during the period 1 January to 28 February 2019.

As to legal functions, between 1 January and 28 February 2019 payments had been made:

* Under Public Liability – 20 payments under £10,000 had been made totalling £19,330;
* Under Employers Liability – 1 payment had been made totalling £9,834;
* Ex-gratia payments – 6 payments had been made all for less than £10,000 totalling £2,797; and
* No Employment Tribunal settlements had been made for this period.

The PCC NOTED the Decisions taken by Chief Officers under Delegated Powers during the period 1st January to 28 February 2019.

**60. AOB**

No further matters were discussed. The meeting concluded at 12.25pm.

**DATE OF NEXT MEETING**

Level 1 Meeting 25 July 2019 at 10.00am at Thames Valley Headquarters South, Conference Hall.