

Commissioner's Strategic Board (name TBC – see 3e)

09:30 – 13:00, 7th June 2013

Attendees: Alun Michael – Police Commissioner; Chief Constable Peter Vaughan; Sophie Howe – Deputy Commissioner; David Francis – Assistant Commissioner; Mr Umar Hussain – Chief Financial Officer; Assistant Chief Constable Julian Kirby; Assistant Chief Constable Richard Lewis; Mr Gareth Madge – Director of Corporate and Legal Services; Mr Mark Milton – Director of Human Resources; Cerith Thomas – Commissioner's Chief of Staff; Mr Huw Cogbill – Assistant Director, Head of Corporate Governance; Mark Brace – Performance Manager; Holly Taylor – Staff Officer to Commissioner (taking notes);

Purpose of Meeting: To hold the Chief Constable and Senior Officers to account and to identify areas of joint working and collaboration

Agenda Item	Notes and Actions	Timeline	Lead
1	Apologies for absence		
	Deputy Chief Constable Colette Paul; Assistant Chief Constable Matt Jukes		
2	Action notes from previous meeting		
	a: Mr Cogbill and Mr Thomas to arrange away day before August to discuss 15 development priorities and other issues	31/07/13	Mr Thomas and Mr Cogbill (or Ms Carol Woodward in Mr Cogbill's absence)
	b: Consider rotation of away day venues on police premises other than Police Headquarters	Ongoing	Mr Thomas and Mr Cogbill to link in with Ms Howe and Mr Jukes on agenda items
	c: Mr Thomas to compile clarification of terminology for each group	04/07/13	Mr Thomas
3	Review of agenda arrangements and ordering		
	a: Arial point 12 to be used for minutes and minutes to be circulated as soon as possible after the meeting.	14/06/13	Mr Thomas
	b: All future reports to include the name of the author	14/06/13	Mr Thomas and Mr Cogbill

	c: Risk Register to be included as a standing agenda item	04/07/13	Mr Thomas and Mr Cogbill (or Ms Carol Woodward in Mr Cogbill's absence)
	d: In future, agenda and minutes to be prepared in "Part 1 and Part 2" format. Agreed earlier distribution of Agenda and papers	from 04/07/13	Mr Thomas
	e: Should consider and propose a more suitable name for this meeting	04/07/13	Mr Thomas and Mr Cogbill
4	Proposals for Joint away day		
	Discussed under 2a and 2b		
5	Review of policy and procedures		
	a: Prepare a briefing for the commissioner on those policies and procedures which were formerly applied by the Police Authority and remain of relevance to the Commissioner's team. Agreed Mr Thomas to represent Commissioner on Gold Project Board	21/06/13	Mr Thomas and Mr Madge
6	Chief Constable's Command Structure		
	<i>Noted contents of Chief Constable's structure chart</i>		
7	Portfolio updates		
	<i>Noted Chief Constable's update on key staff changes.</i>		
8	Performance		
	a: Consider national performance indicators to gain a perspective of Force performance relative to others	04/07/13	Ms Howe and Mr Kirby
	b: Performance figures should also be available on a BCU basis if needed	From 07/06/13	Ms Howe and Mr Kirby
	c: Explore opportunities for sharing and promoting positive performance results with Councillors and also identify newsworthy items	04/07/13	Ms Howe and Mr Kirby
	d: Circulate performance results for 101 and 999 calls to Commissioner	From 07/06/13	Mr Vaughan
	e: Performance figures to include trend analysis data	04/07/13	Mr Francis and Mr Kirby
9	Joint Planning and Partnership arrangements		
	a: Joint Planning Board approved and to be established		

	b: Statutory dates on Gantt chart should be in bold type	From 07/06/13	Mr Cogbill and Mr Brace
	c: All to feed in to planning board what dates are statutory		
10	Stage 2 Transfer		
	a: Legal and complex documents should have paragraph at the start stating purpose	From 07/06/13	Mr Madge
	b: URGENT: Need for a written definition/ agreement on open book approach (“UN declaration”)	ASAP	Stage 2 Transfer Board
	c: A merger of Mr Jukes and Mr Michael’s papers on Stage 2 Transfers	Clarification needed	
	d: Hallmarks of relationship document	Clarification needed	
	e: Home Office Template on Stage 2 Transfers	Clarification needed	
	f: Details of legal underpinning of statutory requirements	Clarification needed	
	g: Timescale for moving forwards	Clarification needed	
11	Community Support Officers		
	a: Commissioner to be advised where the additional Community Support Officers will be deployed	04/07/13	Mr Kirby
b: A briefing to be prepared which positively explains why the number of police and community support officers fluctuates and how will the new intake impact on the number of officers in post at any point in time.			
12	Association Updates		
	Verbal report from Mr Michael on APCC and recent Ministerial meetings		
	Verbal report from Mr Vaughan on ACPO and recent Ministerial meetings		

	a: Ensure Commissioner receives regular updates on environmental scanning of new legislation provided by the Force	From 07/06/13	Mr Thomas
	b: Provide Commissioner with briefing note provided by Chief Constable to Minister for Local Government on mental health provision and impact on custody arrangements	From 07/16/13	Mr Cogbill
13	HMIC Inspection Programme		
	<i>Noted provided Inspection Timetable</i>		
14	Operating Arrangements		
	a: Defining open book approach		See 10b
	b: Media Pressure & Policy on handling <ul style="list-style-type: none"> - Provide update on concerns on recent HMIC statement for Mr Michael to raise with Mr Winsor 	04/07/13	Mr Kirby
	c: Political imperatives <ul style="list-style-type: none"> - <i>Noted following earlier discussion</i> 		
	d: Freedom of Information requests <ul style="list-style-type: none"> - Ensure all FOI meetings are covered by member of Commissioner's team 	From 06/07/13	Mr Thomas
	e: Information Technology <ul style="list-style-type: none"> - Commissioner will continue to monitor and update the group 	Ongoing	Mr Michael
	f: Procurement Strategy Report <ul style="list-style-type: none"> - <i>Noted reports provided</i> 		

15	National Pressures to cover		
	a: IT Company		See 14e
	b: Niche - <i>Noted forthcoming visit of Essex Police Commissioner</i>		
	c: Drugs strategy - <i>Verbal update from Ms Howe</i>		
	d: Strategic Policing Requirement - <i>Verbal update from Mr Vaughan</i>		
16	Commissioner's Team Update		
	<i>Verbal update of forthcoming meetings</i>		
	a: Mr Kirby to provide briefing paper on designing out crime	28/06/13	Mr Kirby
	B: Need to sign off research work programme	28/06/13	Mr Michael and Mr Francis
17	Annual Governance Statement		
	<i>Noted reports provided and approved</i>		
Prepared by Holly Taylor and Cerith Thomas. 11 th June 2013.			