

**Devon and Cornwall Police Authority
Minutes**

A meeting of the **Chairs' Committee** was held on 12th March 2010 in the Conference Room, Endeavour House, Woodwater Park, Exeter starting at 12.30pm.

Present:

Chairman.... Mr M Bull

Mrs L Dunn, Mr B Greenslade, Mr M Hicks, Lynda Price and Mrs L Williams

Officers in Attendance: -

Police Authority Mr S Barrett (Interim Treasurer), Ms S Howl (Chief Executive) and Mrs N Martin (Personal Assistant)

Constabulary Mr S Otter (Chief Constable), Mr H Durrant (Force Technical Architect and Delivery Manager)

C/147 Apologies for Absence

Bryan Preston, David Money

C/148 Chairman's Announcements

No announcements were made.

C/149 Declarations of interest

The following declarations of interest was received.

Name	Agenda Item	Type of Interest	Details	Action
Lynda Price	All	Personal	<ul style="list-style-type: none">Member of PVP Group	Spoke and Voted
Mike Bull	7	Personal	<ul style="list-style-type: none">Independent Member	Requested Mr Greenslade chair the item
Lynne Dunn	7	Personal	<ul style="list-style-type: none">Independent Member	Spoke and Voted

C/150 Items Requiring Urgent Attention

There were no items requiring urgent attention.

C/151 Minutes

RESOLVED That the minutes of the meeting dated 15th January 2010 be agreed as a correct record.

C/152 Revised Terms of Reference

In 2009 both the Diversity & Equality Working Group and the Protecting Vulnerable People Working Group went through a change as a result of a renewed membership. This brought with it a request for a review of its Terms of Reference. The new Terms of Reference for the groups were circulated prior to the meeting.

Items discussed during consideration of this Item included:

- Reassurance was given that high level diversity figures will still be submitted to the HR Committee
- That Members should be aware of a possible new Socio-economic diversity strand which is currently going through parliament for approval

RESOLVED that the revised terms of reference for the Diversity & Equality Working Group and the Protecting Vulnerable People Working Group be approved.

C/153 Diversity & Equality Scrutiny and Governance

At the last Diversity & Equality working group meeting, Members discussed the Authority's role with regards to the appropriate levels of scrutiny and governance within this particular area of business. Some of these questions are fundamental and reach far wider than just the Equality arena and it was therefore it was decided to bring these issues to the attention of the Chairs' Committee in its capacity as "advisory body" as outlined in the Authority's constitution.

Items discussed during consideration of this Item included:

- That at the Diversity & Equality working group (DEW) meeting the Head of Diversity in the Force attended to provide an input on, amongst other things, the Equality Standard, Equality Impact Assessments and Diversity Training. The input sparked a lively debate touching on issues around levels and timeliness of scrutiny and challenge but also support by the Authority as far as Force activity in these areas is concerned
- At the working group it was explained that there has been some concern in the Force about the perceived unwillingness of Superintendents to engage in the Diversity Training Programme.
- The Chief Constable reassured Members that this issue had been raised internally and the necessary management action plan is in place and will be provided to Members at the next meeting
- It was confirmed that the working group has looked at all available guidance relating to Diversity & Equality that has been available from the centre
- The need to include awareness around diversity and equality within Members' and Police Authority Officers' job descriptions
- Query around whether or not Members' had been informed of the present 4 key priorities which the Diversity & Equality working group had been working on which are: Local Employment Targets, Equality Standard, Single Equality Scheme, Employment Monitoring: Recruitment, Retention and Progression. It was agreed to look into this.

RESOLVED that

- i. The DEW will write a joint Force and Authority monitoring and scrutiny strategy with regards to the implementation of the Equality Standard
- ii. A presentation will be given at a Police Authority Seminar to indicate how the Authority wishes to bring about the right level of member and officer involvement in the Equality Standard
- iii. The Corporate Governance Committee will consider appropriate and timely levels (the "how and when") of Authority involvement and scrutiny in these kinds of Force projects (The Equality Standard and the Implementation of the AA1/AA2 Diversity & Equality Training are two prime examples) This needs to be built into the governance model so the Authority and Force are both clear about the required input by the Authority. In this way the Authority will be reassured that it is providing the right scrutiny and, where necessary,

support aimed at maintaining an effective and efficient police service whilst providing clear direction and leadership to the Force.

- iv. That the Corporate Governance Committee will consider how the Authority can be reassured that important Equality audit or impact-assessments are undertaken by the Force in a proportional manner and that it takes appropriate action as a result of undertaking this work.
- v. Formulate what our Authority's "sum thinking" or vision is with regards to Equality and how this translates into the individual members' and officers' duty to promote Equality and Diversity.

C/154 Independent Member Recruitment

A report was sent to Members' prior to the meeting recommending that a Task and Finish group be convened to pull together information about the skills, knowledge and experience within the membership, and the objectives of the Authority, to give a clearer picture of what the Authority wants from its membership and the knowledge gaps therein to inform the Independent Selection Panel in their advertising of the appointment and the short-listing of Independent Members.

Items discussed during consideration of this item included:

- That a lot of work had taken place around Independent Member Recruitment and it was thought that the process which is now in place is robust
- That procedures have been streamlined and would stand up to scrutiny
- Advertisement for the posts should show a clear indication of the time Police Authority Members' need to dedicate to Police Authority business
- The possibility of a job description to form part of the advertisement campaign
- The need to be mindful of Equality and Diversity when advertising and to ensure advertising hits diverse groups
- Possible advertisement ideas ie on the back of local buses. This method was used by the Magistrates Courts and was thought to be effective

RESOLVED that the Chief Executive and Vice-Chairman arrange for a Task and Finish group to be convened to pull together information about the skills, knowledge and experience within the membership, and the objectives of the Authority, to give a clearer picture of what the Authority wants from its membership and the knowledge gaps therein to inform the Independent Selection Panel in their advertising of the appointment and the short-listing of Independent Members.

C/155 Consideration to Exclude the Press and Public

RESOLVED: that the items detailed in the table below be considered as closed items

Minute Number	Report Title	Relevant Act	Relevant section
C/156	Update in respect of Devon and Cornwall Core Delivery Programme	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 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.
C/157	Job and Grading Task and Finish Group update and Future Governance Arrangements	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 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.

C/156 Update in respect of Devon and Cornwall 2012 Programme

An update paper on the programme and a summary & milestone report were circulated to Members prior to the meeting and were taken as read. The Force Technical Architect and Delivery Manager and Chief Constable went through elements of the paper with Members allowing them to scrutinise and ask questions when required.

Items discussed during consideration of this item included:

- That the Command and Control Project is still progressing as planned
- That Steps 2 and 3 of the Corporate Services Transformation (CST) are focusing on process and technology improvements and are currently dependent upon the outcome of the Solutions & Integration Services (SIS) procurement and whether the back office systems (i.e HR, Learning and Development, Finance, Fleet Management and Strategic Procurement) are affordable.
- That the Chairman was pleased to note that a paper considering the options for regional collaboration on corporate services was presented to the Regional Chiefs and Chairs' meeting on 18th December which resulted in a due diligence exercise being commissioned. The exercise is intended to validate options, costs and savings for corporate services regional collaboration.
- That the procurement timelines have changed to allow additional dialogue with suppliers, this was important to ensure that we receive a compliant bid from each supplier.
- That there is no time slippage in the overall programme
- That a review by the Police Authority's Independent Assessor and a formal independent Gateway Review have taken place to act as independent assurance to support the decision making process. The Chairman confirmed that an update was given by the Independent Assessor at the last Task and Finish Group
- That the recommendations that were drafted after the failed IP2 project, have been taken into account in relation to the programme and that nothing has been happening in isolation
- The treasurer asked for an update on the financial summary of the programme to include costs, benefits and value for money. It was agreed that an update paper would be requested for the next meeting.
- That the benefits forecast are currently being re-worked for the System Integration (SI) procurement proposed solutions to feed into the Business Case for review during both the Police Authority Independent Assessor's Review and the independent Gateway Review during May 2010 and then submission to the Chairs' Committee on 28th May 2010.
- That the benefits forecasts will support the Total Cost of Ownership (TCO) model which is currently being developed to enable the tenders to be fairly evaluated.

- That the Chief Constable will provide a communication briefing paper to Members to update them on the 2012 Programme and will also include a page of efficiencies.
- An update was given in relation to the Mobile Data Project

RESOLVED to note the update that was given verbally and in the circulated paper in respect of activities within the Change Programme.

C/157 Job and Grading Task and Finish Group update and Future Governance Arrangements

A paper was circulated to Members prior to the meeting. The paper asked the Committee to consider:- Membership of the Steering Group and Project Board and The establishment of a 'reference group' within the PA mandated to take urgent decisions, if required. In addition, it was asked to consider future reporting arrangements to the Committee and/or full Authority.

There was some robust discussion, particularly around 'ownership' of the project and wider governance arrangements. There was an anxiety that the suggested arrangements seemed to be very complicated with actual role responsibilities being rather unclear. It was also noted that, since the Committee last considered the matter, JAG has become a project within the 2012 Change Programme alongside other project streams. This is appropriate as the timing elements of JAG will have to be sensitive to, and adaptable around, other major changes.

The Committee felt that, rather than establishing separate governance and reporting arrangements for JAG, it would be better for it to come within the arrangements established for the 2012 Change Programme. That is –

The 'Sponsor Group' of the Change Programme is the Chairs' Committee on behalf of the Police Authority. That Committee is expected to hold the Chief Constable to account for delivery of the Change Programme; Regular reports in respect of the Change Programme are made to the Chairs' Committee. The JAG project will be included within this.

There is already an established mechanism for taking urgent decisions through the Chairs' Committee and, therefore it was felt that there was no need to establish the proposed Reference Group.

It was confirmed that the Police Authority's JAG adviser, Martin Denny, should have free and unfettered access to the project. This would include the Project Board, as proposed in the paper, although clearly he would not be a decision-making Member. It is seen as replicating the existing arrangements for the Authority's external assessor for the Programme (David Wilkin) which has worked well – both for the Authority and for the Force so far. It was agreed that the Chief Constable would discuss arrangements with the Director of HR and that the two current Members on the Task and Finish Group would meet to consider their roles.

The meeting closed at 2.20 pm.

Signed (Chairman) :

Date: