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**Alliance Governance Group  
Minutes**

Date:	Thursday 26 <sup>th</sup> May 2016, 10:30, Conference Room, Leek Wootton
Chair:	Philip Seccombe, PCC, Warwickshire
Minute Taker:	Alison Rixom

	<b>Name:</b>	<b>Capacity:</b>
<b>Attendance:</b>	Anthony Bangham (AB)	DCC West Mercia
	Amanda Blakeman (AMB)	ACC Local Policing
	John Champion (JPC)	PCC West Mercia
	Jeff Carruthers (JC)	Head of Accounting Services
	Andy Champness (AC)	CEO West Mercia
	Richard Elkin (RE)	Director of Enabling Services
	Elizabeth Hall (LH)	Interim Treasurer, Warwickshire and West Mercia
	Neil Hewison (NH)	CEO Warwickshire
	Martin Jelley (MJ)	CC Warwickshire
	Karen Manners (KM)	DCC Warwickshire
	Alison Rixom (AR)	Secretary
	Philip Seccombe (PS)	PCC Warwickshire
	Chris Singer (CS)	ACC Protective Services

	<b>Name:</b>	<b>Capacity:</b>
<b>Apologies:</b>	Heather Costello (HC)	Director of Finance
	David Shaw (DS)	CC West Mercia

	<b>Name:</b>	<b>Capacity:</b>
<b>Guests:</b>		

<b>No.</b>	<b>Summary</b>	<b>Action</b>
01/26/05/16	<p><b><u>Attendance / Apologies.</u></b> As above. It was agreed that Philip Seccombe would chair this meeting as it was held at Leek Wootton. The Chair would be shared between the two Police and Crime Commissioners. Welcome and introductions took place. PS spoke briefly about his position as PCC for Warwickshire and reiterated that the Alliance would continue to progress as it was a unique opportunity and was well regarded</p>	

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	<p>nationally. He has made the decision to appoint a deputy but has yet to commence recruitment, whereas JPC has already started his process.</p>	
<p>02/30/03/15</p>	<p><b><u>Minutes / Actions from previous meeting (24.02.2016).</u></b>          The minutes of the last meeting were agreed as a true and accurate record and approved with 1 minor amendment 07/30/03/16 7.3 Vulnerability Training. AR to amend and re-circulate.</p> <p><b>Action Updates.</b></p> <p>Action: 24/02/16, 03 – RT is still to receive a copy of the notes from the 08<sup>th</sup> February Saab meeting for the AGG. This action is outstanding.</p> <p>Action: 24/02/16, 03 – This action is complete.</p> <p>Action; 24/02/16, 07 – This action is complete.</p> <p>Action 30/03/16, 02– Update by JC provided at meeting – ongoing.</p> <p>Action 30/03/16, 03 – This action is complete.</p> <p>Action 30/03/16 03 - This action is complete.</p> <p>Action 30/03/16, 06 – This action is complete</p> <p><b>Matters Arising.</b></p> <p>There were no other matters arising.</p>	
<p>03/26/05/16</p>	<p><b><u>Covert Communications Data Capture (CCDC) Replacement</u></b></p> <p>The business case was presented to the AGG followed by a comprehensive and lengthy discussion. The three options proposed were discussed:          Option1 – Upgrading the existing equipment with the current supplier.          Option 2 – Replacing the existing equipment with the current supplier’s new product          Option 3 –Replacing the existing equipment with a new supplier</p> <p>Robust questioning around the 3 options took place with regards to how often the system was used, where the equipment is located, where the system / team are based, and how were the options to be funded.</p> <p>Sufficient funds are held in reserves. Within the West</p>	

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	<p>Midlands region both West Midlands and Staffordshire Police have recently purchased and operated 4G compatible CCDC equipment. Both have purchased the same equipment from the company referred to as option 3. The purchase of this equipment would result in a significant benefit to the alliance and region through better interoperability, more comparable data product and availability of identical equipment for loan in the event of a breakdown.</p> <p><b><u>Recommendation</u></b> The recommended option was the replacement of the existing equipment with a new supplier. The Alliance need can only be met through the purchase of new equipment and that the superior capability, reliability and interoperability, is needed when moving towards a regional model.</p> <p>The purchase would allow the use of the equipment in support of regional operations, but more frequently in support of local high risk investigations, reducing the impact of demand across the region for the same equipment being used in West Midlands and Staffordshire. The benefits of option 3 therefore outweighs the cost implications. There should be operational savings arising from speeding up investigations, but these cannot be quantified in advance of having the new equipment.</p> <p><b>Decision 1: Both PCCs agreed to Replacing the existing equipment with a new supplier.</b> The purchase would be funded from the Infrastructure reserve.</p>	
04/26/05/16	<p><b><u>Police and Crime Plan</u></b></p> <p>AC stated that Police and Crime Plans were required and must be completed prior to March 2017. Both Police and Crime Commissioner areas have current plans, but they now have less impact and do not fully reflect recent electoral commitments. The plans are critical documents and will reflect the individual police force area; it is recommended that the PCCs work together and that the 2 plans be aligned. The closer together the plans are, the greater the benefits to the management of both Forces.</p> <p>West Mercia have started to progress their Police and Crime Plan and will be running some pre-consultation with the public with a view to presenting a draft plan to Police and Crime Panel in July. They then propose to engage with the public so that a final version will be ready in October.</p> <p>It was requested that when writing the plan understanding of</p>	

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	<p>the operational side and corporate performance measures are taken into account.</p> <p>It was noted that within Warwickshire the Community Safety Partnership was aligned to the Police and Crime Plan. This should continue.</p>	
05/26/05/16	<p><b><u>Joint Specialist Capabilities Letter and Programme</u></b></p> <p>The letter received from the APCC and NPCC provided an update on a the programme board meeting held in March 2016 and the accompanying document explained the Specialist Capabilities Programme. The paper clarified what is meant by capability and considers why the programme is taking place and sets out some early thinking about how it will operate.</p> <p>AC has been asked by the APCC to assist on the Police Reform Transitional Board. There are a number of workstreams within the programme and Police and Crime Commissioner and CC representatives will sit on each of the workstreams.</p> <p>A comprehensive discussion was held. AC has a proposed programme which is in its early stages. There is another board meeting on 13<sup>th</sup> June, and agreement of options to take forward are planned by the end of July. In September these will be shared with PCCs and Chiefs. In October approval of high level design will be sought. There is a Joint Capabilities Summit scheduled for 1<sup>st</sup> July for all Chiefs, PCCs and relevant stakeholders.</p>	
06/26/05/16	<p><b><u>Money Matters</u></b></p> <p>The money matters report was circulated and discussed. The report set out the draft revenue and capital outturn position for 2015/16 including an analysis of variances and also sets out the resulting position for the reserves.</p> <p>LH went through the highlights of the report A number of questions arose and answers provided.</p> <p><b>Decision 2: Both PCCs agreed</b></p> <ol style="list-style-type: none"><li>1. That the outturn financial position for 2015-16 is noted.</li><li>2. That the 2015/16 underspend of £6.895m is carried forward through the following reserves:<ul style="list-style-type: none"><li>£2.0m - Invest to Save</li><li>£4.895m - Infrastructure Reserve</li></ul></li><li>3. That where 2015/16 outturn has produced an unexpected variance that these budgets are considered in detail for the 2017/18 budget</li></ol>	

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	<p>preparation.</p> <p>4 That £0.399m is added to the capital programme to cover changes including the Covert Communications Data Capture project.</p>	
<p>07/26/05/16</p>	<p><b><u>WMG Update / PPL Update</u></b></p> <p><u>WMG</u>  RE provided an update to the group with regards to the Quarterly People report covering the areas from January – March 2016 which included Establishment/Workforce Numbers, Workforce Composition (Headcount), Attendance Management, People Metrics and Recruitment. RE explained that the Workforce Composition is a new set of data which is a requirement to meet the representations of BME targets. A request was made that a summary output paper from WMG meetings be prepared for AGG meetings.  <b>Action: RE to have dialogue with CEOs to reflect what the PCCs’ requirements will be for the WMG report.</b></p> <p>A question was raised regarding the confidence level of the new recruitment process to ensure it is well managed. RE requested that at a future AGG meeting he would welcome the opportunity for HR staff to attend and run through the work undertaken on the implementation and changes made to the Police Officer recruitment process.</p> <p>At the PCCs’ request a meeting is to be arranged with newly trained officers to discuss their recruitment process and to gain an insight into their experience. <b>Action: MJ and RE to arrange a suitable date for the PCCs’ to meet with new officers when the new training programme begins in June.</b></p> <p>A number of questions were raised. The information regarding attendance can be broken down. The data was available on the Intranet and that a full breakdown can be provided.</p> <p><u>PPL</u>  RE provided an update from the PPL Board meeting which took place on 25/5/16. The 4 key areas discussed were:</p> <ul style="list-style-type: none"> <li>• Accounts closedown</li> <li>• Repositioning the business and the technical capabilities</li> <li>• New set of processes around finance</li> <li>• New Commercial leveraging process which will create substantial savings. This will involve a tender process.</li> </ul> <p>Their IT and cash flow have been the major issues. JPC was</p>	<p><b>RE</b></p> <p><b>MJ / RE</b></p>



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	<p>familiar with the issues from his time at WCC.</p> <p><b>Action: NH to arrange for PS to visit the PPL offices in Worcester in the near future.</b></p>	<p><b>NH</b></p>
<p>08/26/05/16</p>	<p><b><u>Directorate Updates.</u></b></p> <p><b>Local Policing</b>          AMB provided a comprehensive update for the meeting, brief discussions were held on all the areas outlined in the briefing paper.  <b>Action: LH was requested to prepare a list of Capital Projects for the next 12 months and forward to the PCCs for information.</b></p> <p>JPC requested that Firearms Licensing become a standing item on the Local Policing update and that a table of information be created so that the PCCs can understand some of the matrix behind it. <b>Action: AR to add to agenda and AMB to provide the information for the next meeting.</b></p> <p><b>Protective Services.</b>          CS provided a comprehensive report for the meeting and a number of areas were discussed at length, including SOCU and ROCU, and it was agreed that a visit be arranged to the department for the PCCs  <b>Action: CS to arrange for the PCCs to visit the SOCU.</b></p> <p>MASH          DCC Manners is the lead on this area. Developments are on going in a number of areas and it was suggested that a separate briefing be set up with the PCCs to discuss in more detail. <b>Action: DCC Manners to arrange a separate briefing with the PCCs.</b></p> <p>KM informed the Warwickshire PCC that he would be receiving an invite to the Warwickshire opening of the new MASH facility.</p> <p><b>Enabling Services – RE</b>          RE provided an update to the group. A copy of his report will be attached with the minutes.</p>	<p><b>LH</b></p> <p><b>AR AMB</b></p> <p><b>CS</b></p> <p><b>KM</b></p>
<p>09/26/05/16</p>	<p><b><u>AOB.</u></b></p> <p>None</p>	
<p>10/26/05/16</p>	<p><b><u>Date, time and location of next meeting.</u></b></p>	

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	Wednesday 29 <sup>th</sup> June 2016, 14:00, Willison Room, Hindlip.	
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With nothing further to discuss the meeting closed at 13:15.

<b>Formal Approval of Meeting Record</b>	
Signature:	 
Print Names:	John Campion, Police and Crime Commissioner, West Mercia Police Philip Secombe, Police and Crime Commissioner, Warwickshire

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**Action Summary Table**

<b>Date of Meeting</b>	<b>Action Agenda Item No.</b>	<b>Action</b>	<b>Owner</b>	<b>Action Completion Date</b>
24/02/16	03	SC to ensure RT receives a copy of the notes from the 08 <sup>th</sup> February 2016 meeting.	SC	26/05/16 – Ongoing.
30/03/2016	02	HC to monitor the Thrifty hire-car monthly reduction.	HC	26/05/16 - Ongoing
26/05/2016	07	RE to have dialogue with CEOs to reflect what the PCCs' requirements will be for the WMG report.	RE	
26/05/2016	07	MJ and RE to arrange a suitable date for the PCC's to meet with new officers when the new training programme begins in June.	MJ/RE	
26/05/2016	07	NH to arrange for PS to visit the PPL offices in Worcester in the near future.	NH	
26/05/2016	08	LH was requested to prepare a list of Capital Projects for the next 12 months and forward to the PCCs for information.	LH	
26/05/2016	08	AR to add Firearms Licensing to the agenda as a standing item. AMB is to provide the information for this for the next meeting.	AR  AMB	
26/05/2016	08	CS to arrange for the PCCs to visit the SOCU.	CS	
26/05/2016	08	DCC Manners to arrange a separate briefing with the PCCs on MASH.	KM	



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**Decision Summary Table**

<b>Date of Meeting - Number</b>	<b>Decision No.</b>	<b>Action Agenda Item No.</b>	<b>Subject</b>	<b>Owner</b>	<b>Action Completion Date</b>
26/05/16	1	03	<p>Project: Covert Communications Data Capture (CCDC) Replacement.</p> <p>The recommended option was the replacement of the existing equipment with a new supplier. The Alliance need can only be met through the purchase of new equipment and that the superior capability, reliability and interoperability, is needed when moving towards a regional model.</p> <p>The purchase would allow the use of the equipment in support of regional operations, but more frequently in support of local high risk investigations, reducing the impact of demand across the region for the same equipment being used in West Midlands and Staffordshire. The benefits of the preferred option therefore outweighs the cost implications. There should be operational savings arising from speeding up investigations, but these cannot be quantified in advance of having the new equipment.</p> <p>The purchase will be funded from the Infrastructure reserve.</p>	ACC Singer	<b>Agreed by both PCCs 26/05/16</b>
26/05/16	2	06	<p>Money Matters – Draft Revenue and Capital Outturn position for 2015/16.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. That the outturn financial position for 2015-16 is noted.</li> <li>2. That the 2015/16 underspend of £6.895m is carried forward through the following reserves:</li> </ol>	LH – Joint Treasurer	<b>Agreed by both PCC's 26/05/16</b>

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			<p>£2.0m - Invest to Save £4.895m- Infrastructure Reserve</p> <p>3. That where 2015/16 outturn has produced an unexpected variance that these budgets are considered in detail for the 2017/18 budget preparation.</p> <p>4 That £0.399m is added to the capital programme to cover changes including the Covert Communications Data Capture project.</p>		
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