



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

MINUTES OF THE POLICE ACCOUNTABILITY FORUM MEETING HELD ON FRIDAY 20 MARCH 2015 AT 10 A.M. IN THE WROXHAM ROOM, JUBILEE HOUSE, FALCONERS CHASE, WYMONDHAM

1. Attendance:

Mr S Bett	Police and Crime Commissioner
Mr S Bailey	Chief Constable

Also in attendance:

Ms J McKibben	Deputy Police and Crime Commissioner
Mr N Dean	Assistant Chief Constable, Norfolk Constabulary
Mr R Birtles	Assistant Chief Officer (Joint Resources), Norfolk/Suffolk Constabulary
Ms M Speed	Professional Standards Department, Norfolk Constabulary
Mr M Stokes	Chief Executive, OPCCN
Mr J Hummersone	Chief Finance Officer, OPCCN/Norfolk Constabulary
Mr M Barsby	Business Manager, OPCCN
Ms S Lister	Performance and Compliance Officer, OPCCN
Mrs C Buckley	Senior Business Support Officer, OPCCN

Part 1 – Public Agenda

1. Apologies for absence:

Apologies were received from Mr C Hall, Deputy Chief Constable and Miss S Hamlin, Assistant Chief Constable.

2. Declarations of Personal and/or Prejudicial Interests

There were none received.

3. To confirm the Minutes of the meeting held on 21 January 2015

The minutes of the 21 January 2015 meeting were approved.

4. Protective Services Command Update

Mr Bailey presented the report on behalf of ACC Hamlin. The report provided an update from the Protective Services Command identifying key performance information and significant operational or organisational issues. Specific reference was made to the following:

- The Major Investigation Team (MIT) was extremely busy with the Norfolk team having picked up two new major investigations on top of the four other Operations (Taplow, Thaxted, Hawkwell and Welton) that were still ongoing. Their remit had also been expanded to include Child Sexual Exploitation/Child Sexual Abuse cases which were very complex.
- Reducing Road Casualties – those Killed or Seriously Injured (KSI) from 1 April 2014 to end of January 2015 in Norfolk and Suffolk showed Norfolk at 305 against 293 for the same period 2013, and Suffolk 189 against 212 for the same period 2013. Mr Bailey advised that ACC Hamlin had presented at a multi-agency conference which was attended by representatives from the Fire Service, Ambulance Service and Highways Agencies across both Norfolk and Suffolk, looking at how the agencies could work more effectively together at scenes of accidents.

Ms McKibben referred to paragraph 2.2 of the report in relation to the Local Organised Partnership Board and she expressed her disappointment that the PCC had not been invited to attend the meeting on 4th March, especially given it was the responsibility for the PCC to have oversight of the crime profile. **Mr Bailey would ensure that the PCC was invited to future meetings of this Board.**

SB

Ms McKibben raised a query in relation to Automatic Number Plate Recognition (ANPR) in respect of the reduction and changes being planned in this area and how this would affect the service. Mr Bailey provided reassurance that they were moving forward in this area, they had invested significantly in their own infrastructure and increased the static cameras. ACC Hamlin was preparing a paper which would outline the ongoing results from that work to ensure that ANPR was embedded in Control Room processes. Mr Bailey provided a background to the work being undertaken specifically in the roll out of the Threat, Harm, Risk, Investigation, Vulnerability and Engagement Model (THRIVE) and **undertook to provide Ms McKibben with a detailed update of this work outside of the meeting.**

SB

Ms McKibben identified that in relation to the KSI figures, there appeared to be different reporting periods being used (i.e. in paragraph 5.18 the figures were up to end of January but on page 17, figures were on a rolling year basis). **Mr Bailey advised he would ensure these figures were consistently presented in future reports.**

Ms McKibben queried whether there was any development regionally on the forensic procurement. Mr Bailey advised that the procurement was complete. Mr Hummersone advised that significant savings would be made by the forces working together, in the region of £100k per force.

The PCC noted the contents of the report.

5. **Strategic Performance Overview**

Mr Dean presented the report to the meeting, which outlined performance exceptions for the twelve months to 31 January 2015 with specific reference made to the following:

- Priority Crime – the Constabulary, over the last twelve months, had recorded 4.1% (362) more priority crimes than in the previous twelve months. The largest increase was recorded in Breckland where priority crime had increased by 24.5% with the most significant increase being in recorded violence.
- There had been reductions in theft from motor vehicle of 327 offences (17.8%), burglary other than dwelling of 213 offences (9.1%), burglary dwelling of 21 offences (1.6%) and theft of motor vehicles of 12 offences (2.5%).
- Anti-Social Behaviour (ASB) – the Constabulary had recorded 10.2% or 2892 fewer ASB incidents in the last twelve months compared to the previous year. Mr Bailey advised he had asked the analysts to review whether there was any correlation between the changes to crime recording changes and ASB. Having looked at this, they were unable to demonstrate any correlation between the two areas but it was evident that communities were more confident coming forward and reporting incidents of ASB than they had previously been. A discussion followed regarding ASB and the areas of the county most affected by ASB.
- There had been a 47.3% reduction in priority offences committed by offenders on the Integrated Offender Management (IOM) 180° Norfolk Scheme. There were fluctuations in these figures due to the make up of the cohort. A new Inspector had recently been appointed to take over the management of the scheme from Inspector Russ Wilkinson.
- The detection rate achieved for serious sexual offences was 30.2%, 1.7 percentage points lower than the same time last year.
- The detection rate achieved for serious violence offences was 50.8%, 15.6 percentage points lower than last year. Set against the rise in recorded crime of 58.7%, this equated to 22 (21.4%) more detections than in the previous twelve months.
- The rolling twelve month satisfaction rate (to the end of November 2014) was 77.4%

Ms McKibben congratulated the Constabulary in regard to detections for serious sexual offences and serious violence offences, but queried whether any thought had been given to the capacity of the units going forward considering the expected increase in reporting. Mr Dean reassured Ms McKibben that this was an area being considered, and advised that training packages around Child Sexual Exploitation (CSE) had been rolled out to ensure that all officers had the skills to deal with such matters, not just the specialised units.

Mr Bett queried what the Constabulary was doing in relation to the changing policing landscape, specifically in relation to changes in digital technology. Mr Bailey advised that training was being provided so that officers had the ability to understand what they might find at crime scenes in terms of digital media. A national training package was being worked on by the College of Policing, to advise officers how to deal with evidence from digital devices.

Ms McKibben queried whether given the change in crime recording of sexual violence offences, the Constabulary was in a position to provide data showing quarterly differences in category. Mr Dean advised that it was too early since the change to provide this information but provided Ms McKibben with reassurance that the relevant analysis was being undertaken.

The PCC noted the contents of the report.

6. **Equality and Diversity, Hate Crime and Stop Search**

Mr Dean presented the report to the meeting, which provided an update on the Constabulary's progress and performance around these areas from July 2014 to December 2014 and made specific reference to the following:

- The Constabulary had been ranked at number 40 (nationally) in the Stonewall Workplace Equality Top 100 Index which was a benchmarking exercise that helped employers examine how they ensured LGB equality throughout all areas of business.
- A small cohort of staff had been on an exchange programme in September 2014 to study Polish policing, with areas looked at including schools and young people, control room and communications, response policing as well as equality and diversity.
- The new Stop Search Scrutiny Panel had met in December 2014 and their remit was to look at Stop and Search powers and their correct use.
- The Integrated Mental Health Team within the Control Room had been established and had been funded to March 2016. A new Drugs and Alcohol worker would be joining the team shortly with funding being provided by the PCC.
- Hate Crime – it was identified that the number of repeat incidents of Hate Crime had remained steady over the last 3 quarter periods (35, 37 and 40 respectively), and the number of Hate Crimes had reduced over the last quarter from 145 to 117 hence the fluctuation in the percentage from 26% to 34%. Over the past eight quarters, the average number of Hate Crimes had been 108 per quarter so the last quarters figures were not far off the average. It was highlighted that the decrease in crimes the previous month may have related to a drop in scrutiny of incidents due to the absence of a Sergeant in the team. This position had now been filled and daily scrutiny of incidents was back in place. The latest audit figures showed 100% compliance on Hate Crimes. The Diversity Team had started a daily risk assessment process on all Hate Crimes and also focussed on repeat incidents. Part of that work included proactively contacting repeat victims and encouraging them to contact the Team for support.
- Stop and Search – There were a total of 5,794 stop searches recorded during the reporting period (quarter 2 and 3) which was a decrease of 1,148 on the previous two quarters. Attention was drawn to section 8 of the report which outlined the terms of reference of the new Stop and Search Scrutiny Panel.

Ms McKibben identified that it would be useful to have an Independent Advisory Group (IAG) Member to sit on the new Stop and Search Scrutiny Panel as this was an area that they were required to review in relation to outcomes and grounds for searches taking place. Mr Dean provided details of the process followed by the

Panel in relation to raising queries around the information provided to them.

Ms McKibben congratulated the Constabulary and in particular Lou Provart and Julie Inns on the Stonewall ranking for equality.

The PCC noted the contents of the report.

7. Human Resources Update

Mr Bailey presented the report which provided an update on the Constabulary's sickness performance; an overview of establishment, strength and recruitment profile, course attendance rates and e-learning compliance rates; a profile of Fairness at Work (FAW) activity; diversity training and workforce profile update; and Performance Improvement Unit (PIU) update all data as a 31 December 2014.

Specific reference was made to the following:

- Sickness absence levels within the Constabulary continued to be robustly monitored. Performance for police officers year to date 1 April 2014 to 31 December 2014 was 2.96% against a target of 3.40% and performance during the same period for police staff was 2.72% against the target of 3.40%.
- Diversity Update – 1.7% of the police officer establishment, with 0.9% of police staff establishment, 0.9% of the PCSO establishment and 0.8% of the Special Constabulary establishment were from minority ethnic groups.
- Performance Improvement Unit – Between 1 October 2014 and 31 December 2014, the Unit had received 3 new police staff referrals, none of which progressed to formal stages of the Police Staff Performance Policy.

Mr Bett congratulated the Constabulary in relation to their sickness levels.

Mr Bett queried whether the fully collaborated Performance Improvement Unit with Suffolk was developing well. Mr Bailey provided an update and advised he was content with the progress.

The PCC noted the contents of the report.

8. IPCC Public Complaint Data – Published January 2015

In February 2015, the IPCC had published complaints data for England and Wales which compared data for the year 2012/13 and 2013/14. The data showed a significant increase nationally and in Norfolk of public complaints for the year 2013/14 compared with the previous year.

Ms Speed presented the report which provided an overview of Norfolk's position in respect of the recording and handling of public complaints. The report compared Norfolk's complaint data with the national picture and with its most similar forces.

Mr Bett queried whether there were any delays experienced in relation to the publication of results from IPCC investigations. Ms Speed advised that there was a delay from when the referrals were made, but she was unable to provide exact figures at the meeting. **Ms Speed to provide details of how long referrals took to be dealt with and on what basis outside of the meeting.**

A lengthy discussion followed regarding the figures contained within the report.

The PCC noted the contents of the report.

9. **Budget Monitoring Report FY 2014/15 – as at end of January 2015**

Action

Mr Birtles presented the budget report, with specific reference to the following:

- a) Based on the position as at 31 January 2015, the total Revenue Budget was forecast to underspend by £0.646m at year end, which meant the planned withdrawal of reserves of £2.403m could be reduced by that amount, to a total of £1.757m.
- b) At month 9, the forecast underspend was £0.889m.
- c) There would be delays in completing some projects within the £0.250m budget for the Evidence Based Problem Solving Fund (EBPS) so the underspend would be transferred to the Invest to Save Reserve. It was recommended that in the future these initiatives would be financed from this Reserve.
- d) Expenditure of £0.061m had been approved in relation to 'Specials on Horseback' and to promote the Forces public image at shows and events.
- e) A contractual review of the force medical examiner contract might result in the receipt of some credits for payments made in respect of additional call-outs due to a change of protocol by the contractor for these charges.
- f) The budget included a 1% pay award effective 1st September 2014 for police staff however the negotiated figure of 2.2% (payable from 1st March 2015) had been agreed and therefore there would be additional savings of £0.226m which would be carried forward to finance the additional cost of the award in 2015/16.
- g) Operational income was forecast to overachieve by £0.793m in relation to charges to other police bodies for training and mutual aid; additional interest due to further fixed term deposits; additional grants and partnership funding which is offset by expenditure, and income from the Proceeds of Crime Act.
- h) Salary and staffing costs – Police officer pay was forecast to overspend by £0.638m with the main reasons relating to changes in the police officer strength projections and the salaries and allowances of officers seconded to ERSOU being funded by contributions. Police staff pay was forecast to underspend by £1.199m. The main reasons related to the underspend caused by the reduction in PCSO strength given PCSOs had been invited to apply for roles as constables as part of the strategy to achieve the savings required in future years by reducing PCSO numbers, underspends on staff salaries within departments and a forecast overspend on staff overtime.
- i) Capital Spending – the PCC had approved an initial capital programme of £3.103m for 2014/15 and subsequent approval had been given for the

- additional sums of £3.205m (from the review of the 2013/14 outturn) and £0.743m to be added into the programme. Mr Birtles identified that there were a number of further schemes which now required the PCC's approval as indicated within the report.
- j) The Safety Camera Partnership forecast a surplus of £0.581m which was mainly due to the higher volumes of people undertaking speed awareness courses

The PCC noted the report and approved the following recommendations:

- a) *The use of the Invest to Save Reserve to fund Evidence Based Problem Solving Fund initiatives, with effect from April 2015*
- b) *The additions to the Capital Programme, giving an amended Programme totalling £7.487m for 2014/15 as follows:*
- *£0.061m to be added for ID scanners funded by revenue from the Evidence Based Problem Solving Fund*
 - *£0.048m to be added for a horsebox and ancillary equipment to promote the Forces public image at shows and events funded from the revenue contributions to capital budget.*
 - *£0.214m for Mobile data project funded by a revenue contribution*
 - *£0.113m (£0.608m joint) for Cybercrime funded by revenue contribution and transferring the Norfolk only High Tech Crime (HTC) Lace Server and Child Abuse Image Database (CAID) budgets to the project.*

Part 2 – Private Agenda

10. Estates Strategy Update

Mr Birtles presented the report which provided an update in respect of progress in implementing the Joint Estates Strategy and other works by the Estates and Facilities Department.

The PCC gave approval to:

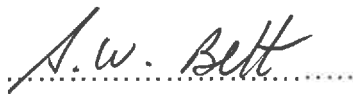
- a) **North Walsham** – Endorsed his previous approval to proceed with plans to re-develop and downsize North Walsham Police Station, submit a planning application, and buy-out the Norfolk County Council lease of the adjoining former Court House, on the basis of the updated figures stated in the report.
- b) **King's Lynn** – Endorsed his previous approval to proceed with plans to re-develop and downsize the existing buildings on the King's Lynn Police Station site, and to submit a planning application, on the basis of the updated figures stated in the report.
- c) **Attleborough** – Approved the progressing of a detailed design for a joint Police, Fire and Ambulance Station at the existing Norfolk Fire and Rescue Service Attleborough Fire Station site.

- d) **Gorleston** – Endorsed his previous approval to apply for outline planning consent for a new police premises on the Beacon Business Park site in Gorleston, following the recent consideration by the Constabulary of possible cross-border opportunities.
- e) **Stalham** – Agreed that the existing Stalham Police Station site and extra land be declared surplus with a view to disposal and a planning application to be submitted for alternative residential development of the sites, subsequent to a media strategy being developed and implemented.
- f) **Hoveton** – Agreed that a planning application be submitted to extend Hoveton Police Station.
- g) **Other Premises** – Noted the position regarding other premises outlined in the report.
- h) **Solar Panels** – Approved solar panel installations on the basis of the revised figures detailed in the report.
- i) **Europa Way** – Approved agreement of the new lease.
- j) **Wymondham OCC Mast** – Approved the assignment and variation of the lease.
- k) **OCC, Aylmer Tower, Norwich & King's Lynn Silo Masts** – Approved the actions relating to letting aerial rights on the mast locations as detailed in the report.

11. **Date of Next Meeting**

The next meeting will be held on Wednesday 13th May 2015 at 10 a.m. in the Wroxham Room, Jubilee House, Falconers Chase, Wymondham.

Signed: 
Mr Simon Bailey
Chief Constable

Signed: 
Mr Stephen Bett
Police and Crime Commissioner