



Philip Seccombe
Police and Crime
Commissioner
for Warwickshire

Governance & Scrutiny Board

Minutes 16 July 2024

Attendees:

Police and Crime Commissioner

Philip Seccombe, Police and Crime Commissioner (Chair)
Emma Daniell, Deputy PCC (DPCC)
Polly Reed, Chief Executive Officer (PR)
Claire Morris, Head of Business Services (CM)
Sara Ansell, Chief Finance Officer (SA)
Calum Walmsley, Strategic Estates and Asset Manager (CW)
Imogen Forrest, Business Support Assistant (IF)

Warwickshire Police

Alex Franklin-Smith, Deputy Chief Constable (AFS)
Ben Smith, Assistant Chief Constable (BS)
Steve Russell (SR), Director of Data, Strategy & Technology
Jeff Carruthers (JC), Director of Financial Services
Nathan Moore (NM), Head of Business Operations
Alison Hall (AH), Head of Human Resources
Steve Davies (SD), Superintendent

Apologies:

Debbie Tedds (DT), Chief Constable
Dave Gardner (DG), Assistant Chief Constable

Date of Next Meeting: 6th August 2024

Item 1. Actions and Matters Arising*

- 1.1 The minutes of the open meeting dated 11th June 2024 were agreed as a true and accurate record.

- 1.2 Warwickshire Hunt - PCC highlighted that he has read the ICO Decision Notice in relation to the protocol and suggested that force release a statement into the public domain. He confirmed will still be commissioning an independent review.

Item 2. Terms of Reference

- 2.1 PR stated that the purpose of the meeting is to provide a formal opportunity for governance of the Corporations Sole of the PCC and CC, but it is also an opportunity for the PCC to hold the CC to account and scrutinise the priorities, actions and activities of the force. Taking into account previous comments and feedback, the terms of reference have now been finalised and brought back to this meeting for approval
- 2.2 PR talked through the terms of reference and highlighted the meeting will now be known as the Governance Scrutiny Board. PR advised that there will be one set of minutes which will be in an open format and published on the website and the closed section will be an addendum page.
- 2.3 The PCC suggested that the terms of reference should run for PCC term rather than annually and any changes that need making can be made throughout the term. PR agreed and confirmed the TOR will be amended.
Action: PR

Item 3. Information Requests and Summary of Holding to Account

- 3.1 PR advised that the paper is split into two parts, both outlining holding to account activity taking place. Part 1 includes a table of all information requests submitted and their status and part 2 includes a summary of all holding to account topics raised by either the office or the PCC with the force. PR advised that the summary of holding to account section will be published on the OPCC website to replace the weekly chiefs' minutes. PR highlighted that she will seek CC approval before finalising.

Item 4. Focus Topic: Custody

- 4.1 A set of questions had been prepared by the OPCC around Custody in the format of an Information Request. This was circulated prior to the meeting and the force's responses were considered with follow up questions from the PCC and other attendees.

Long-Term Custody Plan

- 4.2 A brief discussion took place around the geography and expected lifespan of existing suites. The PCC confirmed he is supportive of where current custody suites are located and questioned what works are scheduled over the next 5

years? SD confirmed that a full break down comes from the estates team and in the last 18th months there has been new heating and CCTV installed within the custody block, so there will be no major works to be implemented but just general repairs e.g painting. CM advised there is no specific works identified as part of the 5 year plan and questioned if these breakdowns could be shared with the OPCC? NM confirmed the 100k spend breakdown would be shared with CM/CW. **Action: NM**

HMICFRS Inspections

- 4.3 A brief discussion took place around the recommendations and areas of improvement from the HMIC inspection in 2021. SD advised that several recommendations have been accepted but there are still some areas for improvement (AFIs) that remain open. CM questioned if the custody development plan could be shared with the OPCC? SD confirmed. **Action: SD**

Custody Estate

- 4.4 The total spend on custody estate since 2022 was discussed. The PCC highlighted that there is no specific mention of custody within the 5 year plan of works at the Justice Centres. It states that flooring and lighting is to be upgraded but only on a floor by floor basis. The PCC questioned what specific improvements are to be made in terms of the quality standards, security or detainee safety? SD advised that the new CCTV in cells has improved security and both suites will receive cosmetic works which will improve quality standards. Both blocks will also be closing for a short period to allow for annual inspections.
- 4.5 The Deputy PCC questioned what is offered to youth offenders whilst being detained in custody. SD confirmed that there are x2 youth friendly cells in each block, currently not that many come through custody but if numbers started to increase, then there is potential to expand. BS highlighted that the numbers of young people in custody have reduced which is positive to see but there are measures in place for if those numbers increase.

Health and Safety

- 4.6 The PCC questioned who the named Health & Safety Officer is for Custody and if they have relevant knowledge/experience of the custody environment? SD confirmed the H&S Officer is Stuart Eason who is an experienced health and safety lead, reporting into the Strategic H&S Group and that the inspections take place with a Custody Sergeant who understands the expectations of the Custody environment.
- 4.7 A brief discussion took place on how reactive works are prioritised. NM advised that back office jobs will be priority 2 and assigned to a contractor who will be onsite within 2 hour time frame and anything relating to the cells directly will be assigned priority 1, which requires a contractor to be onsite within 30 minutes. This is done through the BOS helpdesk.

- 4.8 PCC questioned if NM was confident in the approach and BOS system? NM reassured the PCC that the BOS system is good and process is working, but there have been some issues allocating to providers. However, regular quality assurance checks are now being carried out by NM to ensure team are working efficiently and effectively.

Nuneaton CCTV

- 4.9 A discussion took place around the motion detection CCTV in Nuneaton Justice Centre and whether it will be upgraded soon. The PCC questioned what the timeframe is and how the risk is being managed in the interim? NM advised the CCTV in Nuneaton will be upgraded within the next three months. SD highlighted how CCTV within the block has progressed significantly over last 18 months and now discussing micro details. Risks are managed day to day with more inspections and mitigations in place.

Item 5. Estates Report

- 5.1 PCC thanked NM for producing and presenting the estates report. A brief discussion took place on the implementation of EV chargers across the estate. NM confirmed that the proposal is that there will be 14 in total with 4 being placed at the Leek Wootton HQ.
- 5.2 The PCC questioned how many electric vehicles the force currently have? NM advised that the conversion of the electric vehicles to electric police vehicle has proven to be difficult and it is taking longer than expected, which will be factored into future plans. However, there are five vehicles currently being prepared for deployment which will be used within the neighbourhood teams.
- 5.3 A detailed discussion took place in relation to the temporary and permanent car parking solution for Leek Wootton. CW advised that the temporary solution requires planning permission so once application is finalised it will be submitted and then the process will begin. In relation to the permanent solution, the force are seeking pre-application advice and NM is leading on this.
- 5.4 NM advised that the sports pavilion works have been signed off and asbestos removal is scheduled to begin 9th September, removal of roof 17th September and completion for end of October. The training block works need to go out for procurement so aiming for November onwards.
- 5.5 NM advised discussions have taken place with the provider delivering the general FM contract and exit strategy agreed and an exit strategy has been agreed.

Item 6. Money Matters Report*

- 6.1 PCC thanked JC for producing and presenting Money Matters P2. JC advised that the PCC is to note the contents of the report and approve the recommendations. A detailed discussion was held around the recommendations and virements which the PCC approved.

Item 7. Establishment Report

- 7.1 The PCC thanked AH for producing report and attending the meeting. AH advised the figures provided within the report are only partially correct as of 30th June 2024:

- PCEP intake for June's course has increased to 24.
- Intake for March PCEP course provisionally increased to 24, which will be confirmed in Q2.
- Actual leavers for June was 4 and the leavers forecasts for the remainder of the year have been updated following detailed analysis.
- PCSOs – 13 to start in April
- Police Staff – 30 vacancies but remain financially stable.
- Specials – BS to attend meeting on how to generate interest for specials.

- 7.2 In respect of OCC Recruitment there are some vacancies and there is a recruitment plan in place to maintain full establishment.

Item 8. Decision Notices

- 8.1 CM confirmed that the three outstanding DNs recorded in Estates report have been signed off and the 5-year Capital Estates Programme was signed by the PCC 15/07/2024

Item 9. Operational Update*

- 9.1 AFS briefed the PCC on the following:

- **Athena Upgrade** – The triple murder in Hertfordshire delayed the upgrade last week but it has now been rescheduled for 16/07/2024 15:00-04:00.
- **OCC** – Call demand increased in recent weeks due to entering summer months which is expected but back on track now.
- **HMICFRS** – Now in inspection period, full inspection to take place in January 2025.

*Where agenda items are marked with * a record was also created in exempt minutes.