 **West Yorkshire Police and Crime Panel**

Item 2

 **Draft Minutes**

 **12th December 2014, Wakefield Suite, Wakefield One**

**PRESENT:** Councillor Lowe (Chair) - Leeds City Council

Councillor Carter - Leeds City Council

Councillor Walls - Bradford Council

Councillor Lal - Bradford Council

Councillor Thompson - Calderdale Council

Councillor Ahmed - Kirklees MBC

 Councillor Loughran - City of Wakefield MDC

 Councillor Wassell - City of Wakefield MDC

 Jo Sykes - Independent

 Roger Grasby - Independent

**IN ATTENDANCE:** Samantha Wilkinson - City of Wakefield MDC

Emma Duckett - City of Wakefield MDC

Jonathan Skinner - City of Wakefield MDC

Bernadette Livesey - City of Wakefield MDC

**1. Apologies for Absence**

* 1. Apologies were noted from Councillor Scott (Kirklees) and Councillor Iqbal (Leeds).

**2. Minutes of the Meeting held 7th November 2014**

2.1The minutes were agreed as a correct record.

**3.** **Matters Arising**

3.1There were no matters arising from the minutes.

**4. To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.**

4.1 The Chair confirmed that there were no items to add to the agenda.

**5. Members’ Declaration of Interests**

5.1 There were no interests declared.

**6. Appeals to Panel**

EXCLUSION OF THE PUBLIC - EXEMPT INFORMATION

**6.1 RESOLVED**

6.1.1 That the Public and Press be excluded from the meeting during consideration of Item 6 on the grounds that they were likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

6.2 The Panel considered two appeals from complainants following suggested informal resolutions to complaints against the Commissioner.

**6.3 RESOLVED**

6.3.1 Following a vote, Panel members agreed to not uphold the appeal relating to Complaint No: 669517.

6.3.2 Following a vote, Panel members agreed to not uphold the appeal relating to Complaint No: 678718

6.3.3 That the Panel thanked Cllrs Wassell, Scott and Walls for their involvement in the complaints process.

6.3.4 That the Panel writes to the Home Office outlining their view of the statutory powers afforded to Police and Crime Panels when reviewing complaints against Police and Crime Commissioners.

6.3.5 That the Panel write to the Commissioner suggesting that he ensures that there is a process in place to ensure that complainants are regularly notified of the latest position regarding their complaint.

***Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire and the proposed candidate for the Treasurer post, Katherine Johnson, attended the meeting for Item 7 along with Elaine Shinkfield and Kelly Laycock from the OPCC.***

**7. Confirmation Hearing – Treasurer to the Office of the Police and Crime Commissioner**

7.1 As part of the regulations within the Police Reform and Social Responsibility Act 2011, Police and Crime Panels must hold a confirmation hearing for all senior appointments made by the Commissioner.

7.2 The Panel was notified on 4 December of the Commissioner’s intention to appoint Katherine Johnson to the post of Treasurer to the OPCC. Ms Johnson was therefore invited to attend the meeting to undergo a public confirmation hearing.

7.3 The Commissioner presented a report which highlighted the recruitment and selection process. The Commissioner stated that there were ten applications of which seven candidates were selected for first stage interview. Roger Grasby was involved as an independent observer, with Bill Wilkinson, former Chief Executive and Treasurer with South Yorkshire Joint Secretariat, as an independent adviser to the selection process.

7.4 Panel members introduced themselves to Ms Johnson and the Chair asked Ms Johnson to provide some information on her background. Members noted that Ms Johnson’s had 13 years’ experience of working within the public sector, her latest role being Head of Audit with Liverpool Council.

7.5 Panel members then went on to question Ms Johnson to ascertain her suitability for the role of Treasurer to the OPCC. Members noted that whilst Ms Johnson’s background was predominantly focused on audit, she was CIPFA and ACCA qualified and had experience of financial management in her current post. Ms Johnson outlined her experience of providing evidence-based opinions based on structured methodologies. She felt that this would prove invaluable in advising the Commissioner to enable him to allocate resources wisely and ensure value for money for the people of West Yorkshire.

7.6 Members also asked Ms Johnson for her views on the Commissioner’s Transformation Fund and the instances where bids where successful yet some business cases were incomplete. In response, Ms Johnson recognised the pressure that all public bodies were under to make cuts, however she felt that thorough scrutiny of business cases was essential.

EXCLUSION OF THE PUBLIC - EXEMPT INFORMATION

**7.7 RESOLVED**

7.7.1 That the Public and Press be excluded from the meeting during consideration of Item 7.8 on the grounds that they were likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

***Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire and the***

***proposed candidate for the Treasurer post, Katherine Johnson left the meeting.***

7.8 Panel considered the information provided by the Commissioner and Ms Johnson.

***Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire and the***

***proposed candidate for the Treasurer post, Katherine Johnson returned to the meeting,***

***along with Sophie Abbott, the Interim Chief Finance Officer.***

**7.9 RESOLVED**

7.9.1 Panel recommended the appointment of Katherine Johnson to the post of Treasurer and agreed to report formally to the Commissioner within five days.

**8. Budget Update Report**

8.1 The Commissioner presented to the Panel an updated Medium Term Financial Forecast (MTFF) following the Autumn Statement on 3 December. The MTFF shortfall has increased from £204m to £210m and is estimated to be £229m by 2019/20. However, the specific impact on policing will not be known until the police settlement figures are released on 17 December.

8.2 The report contained three different versions of the budget based on the short, medium and long-term. All three versions would require the utilisation of all non-earmarked reserves in the short to medium term and versions 2 and 3 will require some difficult decisions around staffing.

8.3 Panel noted that whilst the assumption has been made that funding for cyber-crime, CSE and human trafficking will end once the £3.5m earmarked reserve has been exhausted, it is unlikely that the need for the work will end and, therefore, work is ongoing to look at how this can be mainstreamed and embedded within existing resources.

8.4 The Commissioner reported that he has recently agreed an estates strategy and expects to make significant savings on improved utilisation of buildings and possible co-locations. It was noted that there will always be consultation at a local level on any decisions taken to close Police buildings. The Commissioner agreed to share this strategy with Panel.

8.5 It was noted that the Commissioner would be having further discussions with the West Yorkshire Leaders regarding the future of PCSOs within West Yorkshire.

8.6 Panel expressed the view that they are keen to understand the overall workforce strategy and what assessments of officer, staff and PCSO losses have been undertaken in order to present a balanced budget from 2016/17 onwards. The Commissioner agreed to share this work with the Panel in a private session in the New Year.

**8.7 RESOLVED**

8.7.1 That the Commissioner share his agreed Estates strategy will the Panel as soon as possible.

8.7.2 That the Commissioner provides a private briefing to Panel members on the workforce strategy in January.

**9. Transformation Fund Update**

9.1 The Commissioner gave an update on the use of the £20m Transformation Fund Reserve.

9.2 Panel queried the position of a number of projects where benefits and longer term efficiency savings have not been identified. Panel sought assurances that the business cases were being undertaken robustly.

9.3 The Commissioner responded and informed Panel that some of the business cases were being revisited as the Commissioner had requested more detail and better understanding of the benefits and savings to ensure that the investments will deliver benefits and efficiencies going forward.

9.4 Panel asked what assurances there are for ensuring that there is a degree of future proofing of the proposed technology. They also stated that they would wish to see that at every stage the projects are reviewed and expected outcomes and potential savings are properly monitored and measured.

9.5 The Commissioner agreed to bring Paul Whitley from the Force along to a future meeting to explain the technological aspects of the projects and to answer Panel questions for assurances around future-proofing.

**9.6 RESOLVED**

9.6.1 That the Commissioner keeps Panel updated on the progress of the business cases as more detail becomes available.

9.6.2 That the Commissioner ensures that projects are adequately reviewed at each stage and that expected outcomes and potential savings are monitored and measured.

9.6.3 That Paul Whitely attends a future Panel meeting to reassure Panel about the use of technology and what is being done to ensure each project is future proof.

**10. Quarterly Performance Scrutiny Report to 30 September 2014**

10.1 The Commissioner presented a report to Panel outlining the latest performance figures to the 30 September 2014.

10.2 Members noted that there had been a 6.5% decrease in total crime in West Yorkshire when compared to the previous 12 months. Such reductions had not been seen in other similar forces. The Commissioner extended his thanks to the Force and partners for their ongoing commitment in reducing crime.

10.3 A member questioned the Commissioner over the recent comments made by HMIC re: crime data integrity following publication of their final report. West Yorkshire was found to be one of the least compliant in terms of crime recording. The Commissioner stated that improvements had been made in the 12 months since the HMIC crime integrity inspection, particularly for burglary and serious sexual offences. Panel noted that an update on crime data integrity would be brought to the March meeting.

10.4 The Panel was keen to better understand the range of questions in the Commissioner’s public perception survey which related to road safety. The Commissioner stated that this was always an issue for the public and that any road safety issues highlighted within the survey were fed back to partners.

10.5 Members noted that the gap in satisfaction for white victims and black and minority ethnic (BME) victims had narrowed, following improvements in satisfaction for both white and BME victims of crime.

**11. Results of the Interim HMIC PEEL Inspection November 2014**

11.1 Panel considered the first and interim HMIC PEEL inspection results.

11.2 It was noted that the Force received ‘Good’ in all areas within the PEEL inspection framework, with the exception of ‘Investigating Offending’ which ‘Requires Improvement’.

11.3 The inspection welcomed West Yorkshire’s changes in operational performance, with a focus of the victim at the centre and a clear emphasis on crime prevention, reduction and investigation.

11.4 The Commissioner responded to Panel’s ongoing concern about data integrity and the steps that the Force is taking to address the HMIC recommendations. The Commissioner continues to monitor the actions of the Force and Panel will receive a full progress report at its meeting in March.

**11.5 RESOLVED**

 11.5.1 Panel welcomed the positive HMIC PEEL inspection.

11.5.2 That the Commissioner continues to monitor the progress in implementing the recommendations from the crime data integrity inspection report and brings an update report to Panel in March.

**12. Published Key Decisions**

12.1 Panel noted the published decisions and were pleased to see that the Commissioner had ensured that key decisions are now being published in a timely manner.

**13. Community Outcomes Update**

13.1 Panel noted the update of discussions held at Community Outcomes meetings.

13.2 **Special Constables and Volunteers**

13.3Panel noted the overview reports that the Commissioner had provided to update members on the position of Special Constables and Police Services Volunteers.

13.4 In terms of Special Constables, the current numbers represent the highest number of Specials ever in the Force and reflects a significantly increasing trend since January.

13.5 It was noted that in terms of protected characteristics, just over one third (36%) are female which is similar to that of female Police Officers. In terms of Specials from a BME background, the proportion is 11% which is higher than the number of Police Officers in the force which currently stands at 5%.

13.6 Panel are keen to understand how the position of Special Constables and Police Service Volunteers fit within the workforce strategy which is currently being developed. The Commissioner agreed to share this with the Panel at private meeting in the New Year.

**13.7 RESOLVED**

13.7.1 That the Commissioner attends a private meeting of the Panel to share with them the Workforce strategy.

**14. Agreed Actions Log**

The agreed action log was noted. Panel raised a number of agreed actions that were still to be completed:

• Commissioner to provide information on the allocation of resources based on the Ward Based Needs Assessment which has succeeded the Divisional Resourcing Model

• Provide the ToR and scope of the governance review which is being undertaken

• Provide details of the Governance review of the Force

• Awaiting timescale for report back on the strategic workforce plan

**15. Commissioner’s Response to current issues**

15.1 Panel raised the issue of 101 non-emergency calls and a recent BBC investigation which showed that response times around the country were extremely poor, or that calls were initially answered by automated systems within a short time and then kept on hold waiting for a call. West Yorkshire Police had not responded to the FOI request by the BBC.

15.2 The Commissioner informed Panel that he had raised the issue of 101 call handling with the Temporary Chief Constable and there were some recognised issues including a lack of staff and some problems with the system itself. The Commissioner stated that a series of improvements was being put in place including the training of additional staff. The Commissioner has also asked the Temporary Chief Constable for a report outlining what a sustainable service will look like.

15.3 It was agreed to share this information with Panel when it is available.

**15.4 RESOLVED**

15.4.1 That the Commissioner brings a report to Panel on what actions are being taken to ensure that 101 call handling within West Yorkshire is acceptable and sustainable.

**16. Complaints Update**

16.1 Panel noted the latest position on complaints.

**17. Panel Forward Agenda Plan 2014/15**

17.1 Panel noted the forward agenda plan.

**18. Any Other Business**

18.1 There was no other business raised.

**19. Date and Time of Next Meeting**

16.1 The next Police and Crime Panel meeting will take place on 6 February at 10am. Members were also reminded that a private meeting of the Panel will take place at 11am on 15 January 2015.