Devon and Cornwall Police

Resources Board

Wednesday 5 April 2023

In the Fowey Meeting Room and via Teams, commenced at 2.00pm

Attendance

Jim Colwell (Deputy Chief Constable) (Chair)
Fran Hughes (Chief Executive – Office of the Police and Crime Commissioner)
Sandy Goscomb (Director of Finance and Resources)
Nicky Allen (Treasurer – Office of the Police and Crime Commissioner)
Bex Ousley (Specialist Support Coordinator)
Alison Hernandez (Police and Crime Commissioner)
Alexis Poole (Assistant Chief Officer - People)
Jim Nye (Assistant Chief Constable, Local Policing and Partnerships) (virtual)
Mike Saltern (Independent Advisor) (Office of the Police and Crime Commissioner)

Guests

Iain Masters (Development Manager) (rep for Laura Haynes)

Apologies

Will Kerr (Chief Constable)
Laura Haynes (Head of Estates)

04/23/34 Opening and Declaration of Interests [FOIA Open]

Jim Colwell opened the meeting, welcoming members, and noting apologies. No declarations of interest, Health and Safety, or equality concerns were raised.

04/23/35 Draft Minutes from previous meeting 1 March 2023 [FOIA open]

The minutes from the previous meeting held on Wednesday 1 March 2023 were agreed as a true and accurate record, following amendments to:

a. Minute reference 03/23/26 Pondsground Update, the seventh bullet point was amended to read:

   The planning application plus additional surveys did not make the February 2023 planning committee meeting and were added to the March 2023 agenda. However, notification had recently been received to advise the application was being deferred to 5 April 2023 planning committee. Members noted the planning committee date was very close to the local elections. Therefore, a suggestion was made to request the planning application be added to the planning committee agenda in May 2023.

b. Minute reference 03/23/26 Pondsground Update, the second action was updated to read:

Fran Hughes and Nicky Allen would contact the lead of the local council for Holcombe Rogus post local elections, to make a connection and establish conversations.
For action by: **Fran Hughes and Nicky Allen**

04/23/36 Action Log [FOIA open unless exemptions below]

a. **Action 413 Group Budget Monitoring Report (previous minute reference 09/22/93, 10/22/97k, 11/22/107d, 12/22/112b, 01/23/03b, and 02/23/03a)**
Members noted the update provided on the action log, and were advised the issue would be taken to the inaugural Efficiency Board, before coming back to this Board. The report was likely to indicate spend savings which had previously been discussed. The Specialist Support Hub would ensure it was added to the agenda for Resources Board 3 May 2023, for a final update.
For action by: **Specialist Support Hub**
Action discharged.

b. **Action 424 Decisions from Executive Catch-up 3 September 2022 – Heating Savings (previous minute reference Force Executive Board 12/22/112 and 02/23/03b)**
Members noted the update provided on the action log, and the item was deferred to 7 June 2023.
Action to remain open.

c. **Action 426 Fire Policy and Procedures Paper – Personal Emergency Evacuation Plans (PEEPs) (previous minute reference 11/22/108, 12/22/112e, 01/23/03c and 02/23/03c)**
The PEEP form had been revised to make clear that as individuals completed it they did so on the understanding that the information would be shared with their Line Manager, Health and Safety, and Human Resources (HR) (it would typically be HR Ops Admin/Delivery, but the generic reference to HR was useful). It already made clear reference to the form being held on the individual's personal file, so arguably had always been 'shared' with HR. The Wellbeing Passport contained the revised PEEP, so anyone completing it would, with immediate effect, be aware of the change. The HR Ops Admin team now had a mechanism in place to record all received PEEP forms, and if desired, could report on this regularly and/or at least send reminders to the individual to review their PEEP. As it was not possible to confirm how many staff already have a PEEP or whether it was still accurate, a general comms message would be issued encouraging staff to review these and discuss with their Line Manager, not least in light of the change to working patterns with a greater degree of hybrid working, to ensure individuals were satisfied that appropriate support was in place for them.
Action closed.

d. **Action 449 Estates and Fire Compliance Update (previous minute reference 02/23/14) [FOIA Closed s.43 Commercial Interests]**
Members noted a knock-on effect would be felt once Beenlands had been evacuated. However, no update was available from the South Devon Commander. A further update would be provided at the next Resources Board 3 May 2023.
Action to remain open.

e. **Action 452 Estates and Fire Compliance Update (previous minute reference 02/23/14) [FOIA Closed s.43 Commercial Interests]**
Briefing provided at minute reference 04/23/38.

Action closed.

f. **Action 457 Group Budget Monitoring Report (previous minute reference 03/23/21)**
Members noted the update provided on the action log, and for a more detailed update to be provided to Resources Board 3 May 2023.
Action to remain open.

g. **Action 459 Health and Safety Policy Statement Reissue (previous minute reference 03/23/23) [FOIA Closed s.22 Information Intended for Future Publication]**
Briefing provided at minute reference 04/23/45.
Action closed.

h. **Action 460 Health and Safety Compliance Report (Quarterly) (previous minute reference 03/23/24)**
Briefing provided at minute reference 04/23/45.
Action closed.

i. **Action 462 Pondsground Update (previous minute reference 03/23/26)**
Work had been completed.
Action closed.

j. **Action 465 Heavitree Road Update (previous minute reference 03/23/27)**
Confirmation was given that an instruction had been issued to de-brand the Heavitree Road site, and should now be complete. Four quotes had been received for different types of hoarding/fencing for the perimeter of the site, which included a quote of £38,000 for welded mesh fencing, and £50,000 for hoarding. There were reservations for installing hoarding as it would mean the site would no longer be visible, and could become an easier target for trespassing and vandalism. Therefore, welded mesh fencing was the preferred option. However, members were advised planning permission needed to be sought for the erection of any fencing or hoarding around the site. Members were made aware the Force were currently paying circa £148,000 per annum for security of the site. A query was raised if the organisation’s liability insurance covered the site, should someone trespass and become injured.
Action closed.

During discussion the following action was created:

1. Iain Masters would review the organisation’s liability insurance to check if it covered injury upon trespassing of a Devon and Cornwall Police owned site, and would update members at the next Board 3 May 2023.
For action by: Iain Masters

k. **Action 466 Heavitree Road Update (previous minute reference 03/23/27)**
An external solicitor had been employed by the Force to review the developer’s proposal to appeal the planning decision, and the solicitor felt the proposal for appeal met the requirements. An external estate agent had been instructed to carry out a review of the site on behalf of the organisation and were asked to confirm if there was still value for money. However, on receipt of the report, it had not included an answer regarding value for money. If the developer wanted to proceed with an appeal, the Force would be required to sign a contract variation to allow them to go ahead with an appeal.

A suggestion was made for Nicky Allen to have delegated authority from the Board regarding the decision to appeal, but only after confirmation had been received from the external estate agent whether value for money remained with the site.

The Board:

1. Were content for Nicky Allen to have delegated authority on behalf of the Board, to respond to the decision for appeal once confirmation had been received from the external estate agent regarding value for money for the Heavitree Road site.

Action closed.

I. **Action 478 Environmental and Sustainability Action/Progress (previous minute reference 03/23/31)**
No update was available. The Specialist Support Hub would request an update from the action owner.
Action to remain open.

04/23/37 Estates Update, and Annual Strategy [FOIA Closed s.43 Commercial Interest]

Members received and noted the Estate Update paper presented by Iain Masters. The purpose of the paper was to provide a strategic overview of key estate activities, associated risks, and the direction of travel. The report highlighted the capacity issue which the Estates department was facing and a lack of resources for planned and reactive work. The following points were highlighted:

- Estate risks were listed within the report and members noted there were currently 10. A request was made for more detailed information regarding each risk to be provided, which could be reviewed to identify support and mitigation.
- There were 26 large scale individual projects which the department were handling, with only two members of the team in the planned and reactive section of the team. There was a capacity issue to deal with those projects and it would not be possible to take on any additional requests should more come into the department.
- Members noted the future estate demand and change.
- Clarity was sought as to why the planned demolition of Cornwall House at Headquarters (HQ) Middlemoor had not been included on the estates planned work list.
- Members were informed St Ives Police Station had been sold, and there was a proposal in progress regarding where the Police Station could be based. A report would be brought to the next Resources Board.
- The Beenlands project remained red on the capital projects table as there was an issue with a provision for Achieving Best Evidence (ABE) facilities.
- A query was raised if the outside of College House, HQ Middlemoor would be cleaned as it had become dirty during the construction of the new Sports Hall. Assurance was provided the area would be cleaned and tidied up.

During discussion the following actions were created:

1. Iain Masters would provide more information regarding the 10 individual risks to Alexis Poole and Nicky Allen, who would review the detail to identify where support and mitigation could be provided.
For action by: **Iain Masters**
2. Nicky Allen would clarify with the Head of Estates why the planned demolition of Cornwall House was not included on the estates planned work list, with a view to including it, and would ensure the estates planned work list was updated to be definitive to be provided at the next Board 3 May 2023.
For action by: **Nicky Allen**

3. Iain Masters would provide a proposal to the next Resources Board 3 May 2023 regarding the provision for the St Ives Police Station which would include costings.
   For action by: Iain Masters
4. Jim Nye would seek an update from the South Devon commander regarding ABE facilities in Torquay and would engage with Building and Estates, for a report regarding project Horizon to be provided at the next Resources Board 3 May 2023 by the Local Policing and Partnership Assistant Chief Constable.
   For action by: Jim Nye
5. Nicky Allen would ensure the relevant instruction was given for the outside of College House, HQ Middlemoor to be cleaned and outside area to be tidied up.
   For action by: Nicky Allen

04/23/38 Custody Compliance **[FOIA Closed s.43 Commercial Interests]**

Members received and noted the Custody Compliance paper provided by Iain Masters. The report had been jointly prepared by Custody and Building and Estates, and provided an overview of key compliance risks associated with the organisation’s custodial environment. There was a recommendation in the paper to seek approval to develop a plan which would address neurodiversity enhancements to all custody environments. However, members were uncertain of the recommendation for neurodiversity. Therefore, a request was made to amend the recommendation as follows:

- Approve the development of a plan to address welfare enhancements to all custody environments.
  Nicky Allen would ensure the amendment to the wording was made to the paper.
  For action by: Nicky Allen

Members felt money should be invested to enhance welfare facilities to the custody environment, which included exercise yards, Healthcare, and the provision of Oxevision, which was a contact free vision-based patient monitoring and management platform. A query was raised how many Oxevision monitors were held and used within the Force, and to what extent they were used.
Jim Colwell would commission a report through the custody management team regarding the use of Oxevision and to what extent it was used, which would be brought to the next Resources Board 3 May 2023.
For action by: Jim Colwell

Members noted work was ongoing with the custody Healthcare contract, which was being led by Chief Inspector for custody, staff turnover within custody was also being reviewed, and the Estates Investment Manager had been dealing with any compliance issues that had been raised.

The Board:

1. Approved the recommendation in principle, subject to the amendment of the wording as discussed above.

Fran Hughes left the meeting.

04/23/39 Torpoint Police Station Proposed Office Relocation **[FOIA Closed s.43 Commercial Interests]**

Members received and noted the Torpoint Police Station Proposed Office Relocation paper provided by Iain Masters. The purpose of the report was to seek authority to agree to a proposition from Cornwall Council, that Devon and Cornwall Police vacated the existing Torpoint Police Station in the town to allow Cornwall Council to demolish the building. There was a proposal for the relocation of the Police's Torpoint office to the Rame Innovation Hub at Antony (a village on the outskirts of Torpoint).

During discussion the following points were highlighted:

- Members were reminded the Resources Board had approved a decision in September 2018 for Torpoint Police Station to be sold to Cornwall Council for £430,000, conditional upon the Council providing a new 100m² office for the Police within five years of the date of the sale (March 2019). However, no new Police Station had been built yet.
- The physical condition of the Torpoint building was significantly deteriorating with a backlog of maintenance estimated to cost up to £900,000. Building and Estates therefore suggested to all parties the deadline for delivering a new office be extended. However, the Council had been successful in securing a Once Public Estate (OPE) funding to bring forward the town centre scheme. The Council, in part, wished to spend some of the funding on the demolition of the Police Station building to enable the development for the town centre regeneration, as the central Government had attached a condition to the funding that it had to be spent by September 2023, or handed back.
- A temporary solution had been put forward for the Police office to be relocated to Rame Innovation Hub at Antony as soon as possible, which would allow the demolition work to take place. A 10-year lease could be agreed with commencing rent to be £12,000, the lease terms offered no liability or service charge for structural repair, and would contain break clauses.
- A discussion was held around the loss of the Police office from the town centre for a temporary period, and being located approximately three miles out of the town which was not operationally ideal. However, it was felt the temporary solution was agreeable for the short term, with a medium to long-term plan to move back into the town centre.
- Members noted no alterations to the layout at the Innovation Hub were required. However, there were no shower facilities for staff to use, which were essential for staff welfare.
- If approval was given to vacate the current Police Station building, then all Police branding would need to be removed from the building prior to demolition.

The following action was created during discussion:

1. Iain Masters would obtain a cost to install staff showers at the proposed temporary Police office Rame Innovation Hub, and a cost to remove all Police branding from the old Police building, once vacated and prior to demolition and would update members at the next Board 3 May 2023.
   For action by: **Iain Masters**

The Board agreed in principle the following three recommendations:

1. To vacate Torpoint Police Station on or before 31 August 2023, surrendering the lease and possession of the property back to Cornwall Council, the freehold owners.
2. To enter into a 10-year lease (with break clauses) at Rame Innovation Hub, at an initial rental cost of £12,000 per annum, conditional upon Cornwall Council entering into a contract with the Commissioner to provide the Force with a 10-year rental indemnity, that would cover the cost of the passing rent during the term.
3. No alterations to the layout of the Innovation Hub be undertaken.

Thanks were given to Iain Masters for his updates and papers which had involved good discussions, and he left the meeting.

04/23/40 Budget Reduction Action Plan [FOIA Open unless exemptions below]

Sandy Goscomb provided a brief verbal update regarding the budget for 2023/4 which was being finalised with the OPCC. A review of Criminal Justice had been started by the Continuous Improvement Board and other large areas for investigation would include custody. **[FOIA Closed s.22]**

Members noted the first Productivity and Efficiency Board was due to take place 20 April 2023.

Assurance work was ongoing, and a meeting was due to take place shortly to discuss the next version of the budget. The reviews would focus on streamlining and reducing unnecessary process, creating a leaner and more effective service to the public.

04/23/41 Group Budget Monitoring Report [FOIA Open]

Members received and noted the Group Budget Monitoring Report 2022/23 February 2023, presented by Sarah Baker. It was the most recent report with a forecast overspend of £818,000, which represented an increase in forecast expenditure of £135,000 since January 2023. The budget variance was given at point two of the report and was broken down into different areas to provide further clarity.

The headcount target for uplift had been achieved by 31 March 2023 and receipt of the grant had been secured. Devon and Cornwall agreed with the Home Office an over recruitment target of 131 Officers, one-off grant funding of £20,000 per additional officer, and the target had been achieved. Members noted the uplift numbers would need to be maintained next financial year to ensure receipt of the full uplift grant. A further incentive scheme to go over uplift target numbers during 2023/24 had been made available, with an application to exceed the headcount of 129 having been submitted by the Force. Reassurance was given discussions were ongoing outside of the Board for the additional incentive uplift scheme and application.

Members noted the virement recommendation in the paper was not an additional expenditure, it was a financial regulation requirement and showed where money was moved/spent.

The Board:

1. Were assured the financial forecast as at 28 February 2023 reflected the most likely outturn at 31 March 2023, based on most recent information and estimates.
2. Approved, in line with financial regulations, the virements between subjective budget lines as detailed in paragraph 2.6.

The Board broke for refreshments at 3.10pm and reconvened at 3.15pm.

04/23/42 Annual Income Report and Proceeds of Crime Act Update [FOIA Open]

Members received and noted the Seized Cash update paper presented by Sarah Baker. The paper summarised the different mechanisms which the Force could seize property, cash, or assets obtained through lawful conduct; the subsequent treatment of the seized items including balances held in Force and onward distribution.

The following key points were raised:

- Members noted legislation existed under which property, assets, and cash could be seized when obtained through unlawful conduct, and there were different ways to process asset and cash treatment, and retention for each legislative route.
- Applications could be made under POCA to retain seized cash of £1,000 or more, and each application would require a magistrate's court order to be obtained to detain the cash or assets. The Force would incur associated legal costs.
- 20% or £5,000 (whichever was highest) of POCA proceeds would be passed on by Devon and Cornwall Police to the Basic Command Units (BCUs) to fund things like community projects. Members felt it would be useful to see what community projects had been funded, to look at increasing the funding for each BCU which would be beneficial to the organisation.
- All monies seized under POCA were initially returned in full to the Home Office, and the Force would receive their share of the proceeds on a quarterly basis.
- Money seized under the Misuse of Drugs Act were retained in full by the Force and would be ring-fenced to be used against drug related crime, following court approval of the forfeiture the full value of cash and assets seized were transferred to the Force revenue account.
- The Police (Property) Regulations were a statutory requirement to deal with money and other property which came into Police possession by criminal charges, or handed in by members of the public. The property would be retained for 12 months, any unclaimed property could be sold, and proceeds distributed among charitable organisations.
- Members noted the figures provided at paragraph 2.7 were difficult to predict with any accuracy, but were built into the budget.
- The figures highlighted in the table at 3.4 showed s. 27 drugs fund money that stayed within the Force, with opening and closing balances for each year. Expenditure would be approved by the Head of Crime and would be targeted spending, with the Digital Forensic Unit backlog being one of those.
- A new Joint Assets Recovery Team (JART) would be in place from 2023/24, and it had been anticipated would generate a greater income from POCA.

During discussion, the following action was created:

1. Jim Nye would identify what BCU community projects had been funded by POCA proceeds, and would ensure an update was provided to the Board 3 May 2023.
   For action by: **Jim Nye**

Members thanked Sarah Baker for her updates.

04/23/43 Workforce Supply Plan (Quarterly) [FOIA Closed s.22 Information Intended for Future Publication]

Alexis Poole provided a brief verbal update to members regarding the Workforce Supply Plan, and reiterated how the headcount target for uplift had been achieved by 31 March 2023 and receipt of the grant had been secured. Devon and Cornwall had notified the Home Office they believed they would exceed the uplift target, and one-off grant funding of £20,000 per additional officer had been agreed with the Home Office, as a headcount of 131 officers by 31 March 2023 had been achieved. Members noted the regional target had also been delivered for uplift. The Force was awaiting clarity regarding next year's grant and an update would be provided to members once it was available.

Work had continued with transferees, and the organisation was in the final process of confirming five female members of staff of various ranks. Members noted transfer timelines were negotiated.

A celebration for the successful uplift over the last couple of years was being planned for later in the year and would include Learning and Development, Stores, and the Procurement department, with either the Chief Constable or Deputy Chief Constable in attendance.

Members thanked Alexis Poole for her positive update.

04/23/44 Internal Audit Report and Audit Report Findings [FOIA Open]

Members received and noted the Internal Audit Annual Plan 2023/24, and 2021/22 Audit Findings Report provided by Nicky Allen. The internal audit plan had moved to a six-month rolling plan.

Discussions had been held with SWAP Internal Audit Services, who were the Office of Police and Crime Commissioner (OPCC) Devon and Cornwall Police internal audit provider, to indicate the OPCC requirement for the consultation and agreement of the audit plan to be provided earlier next year (January/February 2024), to enable the report to be brought to Resources Board meeting in April 2024. Members were informed processes, procedures, and control audits were explored, and would allow any inefficient processes to be identified and highlighted.

The Audit Findings report for final accounts for 2021/22 had recently been received, with a good discussion held at the Independent Audit Committee regarding the delays. Members noted the report had previously come to the Board and this was an update to that report, and there had been no significant changes. The certificate was yet to be received which would close the accounts and would not allow them to be reopened. A revised set of accounts had been published and approved by the Police Crime Commissioner (PCC) and Chief Constable (CC).

The Chair noted the appreciation given towards our section 151 Officers for their continued hard work.

The Board:

1. Noted the findings from Grant Thornton and the management response as detailed in the report.

04/23/45 Health and Safety Accident, Incident and Near Miss Data, and Compliance [FOIA Closed s.22 Information Intended for Future Publication]

Alexis Poole provided a brief verbal update regarding Health and Safety (H&S), advising she was unable to bring the H&S data to the meeting today due to staff absence within the department. Members were assured the H&S team were functioning and carrying out all critical work on a case-by-case priority basis. An external advert would be released in due course for a H&S manager. Alexis Poole would ensure a copy of the advert was shared with Fran Hughes once available.
For action by: **Alexis Poole**

Members noted a discussion had been held outside of the meeting, with a suggestion to bring a quarterly H&S report to the Board to provide assurance. Members agreed it would be useful to receive quarterly H&S updates, and noted the next Alliance H&S Committee meeting would be held 6 July 2023.

Date, Time, and Location of Next Meeting

There being no other business the meeting closed at 4.20pm. The next Resources Board meeting will be held on Wednesday 3 May 2023, commencing at 2.00pm in the Fowey meeting room.