

JOINT MANAGEMENT BOARD



Cheshire
Constabulary



John Dwyer
Police & Crime
Commissioner
for Cheshire

Date: Wednesday 04 October 2023

Time: 10am

Venue: Cheshire Constabulary HQ, Clemonds Hey, Oakmere Road, Winsford, CW7 2UA

Any member of the public who wishes to observe this meeting is asked to register their interest no later than midday on Monday 02 October 2023 via email police.crime.commissioner@cheshire.police.uk.

AGENDA

Part 1 - Public Items

1	MINUTES OF MEETING HELD ON 13 SEPTEMBER 2023	2
2	MANAGEMENT DECISIONS	4
3	FEES AND CHARGES HANDBOOK - SEPTEMBER 2023 UPDATE	7
4	VEHICLE SALARY SACRIFICE SCHEME	14

Part 2 - Private Items

The following matters will be considered in private as they involve the likely disclosure of exempt information as defined in the Freedom of Information Act 2000, in accordance with the section indicated below:

Item

Strategic Risk Register

Section

(31) Law Enforcement
(43) Commercial Interests

*Section 22a Collaboration Agreement -
Chronicle Collaboration*

(31) Law Enforcement
(43) Commercial Interests

*Section 22a Collaboration Agreement -
Minerva Programme*

(31) Law Enforcement
(43) Commercial Interests

Joint Management Board Action Log

(31) Law Enforcement
(43) Commercial Interests

Joint Management Board Forward Plan

(31) Law Enforcement
(43) Commercial Interests

5	STRATEGIC RISK REGISTER	18
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7	SECTION 22A COLLABORATION AGREEMENT - MINERVA PROGRAMME	25
8	JOINT MANAGEMENT BOARD ACTION LOG	-
9	JOINT MANAGEMENT BOARD FORWARD PLAN	-

For further information about this Agenda, please contact:
Matt Walton on 01606 364000

**MINUTES OF THE JOINT MANAGEMENT BOARD HELD ON 13 SEPTEMBER 2023 IN THE
OPCC MEETING ROOM, CHESHIRE CONSTABULARY HQ, CLEMONDS HEY, OAKMERE
ROAD, WINSFORD, CW7 2UA**

Present: J Dwyer, Police & Crime Commissioner
C Armitt, Deputy Chief Constable

Office of the Police & Crime Commissioner

D McNeilage, Deputy Police & Crime Commissioner
D Taylor, Chief Executive
M Walton, Principal Governance & Compliance Officer

Cheshire Constabulary

J Gill, Assistant Chief Officer
D Bryan, Head of Legal Services
W Bebbington, Head of Finance
P Woods, Head of Planning & Performance

No members of the public observed Part 1 of the meeting.

Part 1 - Public items

1. MINUTES OF MEETING HELD ON 02 AUGUST 2023

The minutes of the meeting held on 02 August 2023 were approved.

2. SUBMISSION OF DRAFT ANNUAL REPORT 2022/23 TO THE POLICE & CRIME PANEL

The report considered the Police & Crime Commissioner's draft Annual Report 2022/23. In accordance with the provisions of the Police Reform & Social Responsibility Act 2011, the Commissioner's Annual Report should be submitted to the Police & Crime Panel in draft for consideration.

The Police & Crime Commissioner approved the following recommendation:

- (1) That the draft Annual Report 2022/23 be submitted to the Police & Crime Panel on Friday 15 September 2023 for consideration.

The rationale was that the submission of the Commissioner's draft Annual Report 2022/23 to the Police & Crime Panel will fulfil his statutory duty. The Commissioner wished to thank the Principal Scrutiny & Planning Officer and the Communications & Digital Media Assistant (both within the Office of the Police & Crime Commissioner) for their efforts in drafting the annual report.

Part 2 - Private items

3. VEHICLE SALARY SACRIFICE SCHEME

The report detailed a proposal for the introduction and implementation of a Vehicle Salary Sacrifice Scheme within Cheshire Constabulary.

The Police & Crime Commissioner and the Deputy Chief Constable approved the following recommendations:

- (1) Approval be given to the introduction of an all-electric vehicle car salary sacrifice scheme for an initial 12 month trial period (subject to a Constabulary policy being in place) noting that officers and eligible staff be advised to seek independent financial advice prior to entering into the scheme;
- (2) The options regarding selection of a scheme provider set out in Part 2 be considered and a decision made on the preferred one; and
- (3) The Constabulary policy be subject to JMB approval prior to implementation of the scheme.

The rationale was that the introduction of the scheme will enhance the current benefits and wellbeing initiatives available to Constabulary employees, as well as supporting the Commissioner's ongoing commitment to the successful delivery of the Environmental Strategy 2021-2031.

4. JOINT MANAGEMENT BOARD ACTION LOG

The Joint Management Board Action Log was noted.

5. JOINT MANAGEMENT BOARD FORWARD PLAN

The Joint Management Board Forward Plan was noted.

DRAFT

JOINT MANAGEMENT BOARD

DECISION NO. 2023/25

DATE: 04 AUGUST 2023

MANAGEMENT DECISIONS

Executive Summary:

Following the Joint Management Board meeting on 13 September 2023, one Management Decision has been approved by the Deputy Police & Crime Commissioner and the Chief Constable (in advance of the Joint Management Board scheduled for Wednesday 04 October 2023).

Management Decisions

- *2023-05 Saab Infrastructure - Replacement Hardware for Telephony*

The report (attached at Appendix 1) was presented to the Deputy Police & Crime Commissioner and the Chief Constable and subsequently approved on 26 September 2023, outside of the formal Joint Management Board. The Deputy Police & Crime Commissioner was advised that there was a requirement to purchase hardware at the earliest opportunity to ensure that there is full hardware and software support in the event of any issues that could be experienced.

Recommendation: That

- 1) The Police & Crime Commissioner and the Chief Constable note the Management Decision (*Saab Infrastructure - Replacement Hardware for Telephony*) previously approved outside of the formal Joint Management Board.

Our rationale for this decision is:

The noting of previous Management Decisions at Joint Management Board supports our commitment to openness and transparency of decisions that are of significant public interest regarding policing, crime and community safety in Cheshire.

Signature



Date 04 October 2023

Police & Crime Commissioner

Signature



Date 04 October 2023

Chief Constable

DECISION NO. 2023/05

DATE: 26 SEPTEMBER 2023

SAAB INFRASTRUCTURE - REPLACEMENT HARDWARE FOR TELEPHONY

Executive Summary:

In mid-July, Saab advised that two devices used when receiving 999 and 101 calls were going end-of-life in October 2023. Given that they provide a fully managed service, the notice they had given was queried as the Constabulary deemed it inadequate, but Saab explained that the information had only just been provided by one of their contractors.

The risk from these devices failing is low and we have two devices at our primary site, with a third device at our failover site (the latter is still supported post October). However, given what these devices are used for, coupled with the fact there is a requirement on us to ensure all hardware/software on our network is fully supported, the Constabulary is required to replace the devices.

Ordinarily, a bid to replace these devices would be presented via the normal budget setting process, but given the time constraints, this proposal is submitted for early consideration.

Recommendation:

- 1) The purchase of the two hardware telephony devices be approved.

The rationale for this decision is:

That the hardware be replaced at the earliest opportunity to ensure that there is full hardware and software support in the event of any issues that could be experienced.

Signature

Date

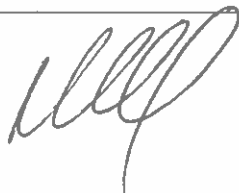

Police & Crime Commissioner

26/9/23

Signature

Date

Chief Constable



27/9/23

PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE

Please see full details under Part 2

Public access to information

Information in this form is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.

Is there a Part 2 form - Yes

If yes, for what reason: the report contains restricted information relating to Section 24(2) National Security / Section 31(3) Law Enforcement of the Freedom of Information Act 2000.

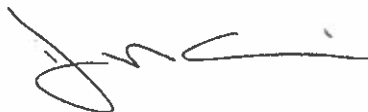
Contact Officer: Stuart Rogers

Tel. No.: 01606 362239

Email: stuart.rogers@cheshire.police.uk

CHIEF OFFICER DECLARATION (Assistant Chief Officer - Julie Gill):

I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is consistent with the PCC's Police & Crime Plan and priorities.

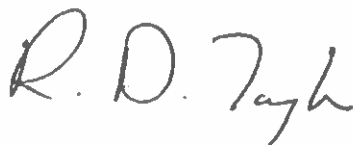


Signature

Date 22 September 2023

CHIEF EXECUTIVE DECLARATION (Damon Taylor):

I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is consistent with the PCC's Police & Crime Plan and priorities.



Signature

Date 22 September 2023

JOINT MANAGEMENT BOARD

DECISION NO. 2023/26

DATE: 04 OCTOBER 2023

FEES & CHARGES HANDBOOK - SEPTEMBER 2023 UPDATE

Executive Summary:

The Fees and Charges Handbook for 2023/24 was approved in April 2023. However, following the government's announcement of a 7% pay award, the NPCC has published a revised edition of the guidance which incorporates recalculated rates in relation to Special Police Services. It is therefore necessary to revise the Fees and Charges Handbook to reflect the new rates applicable from September 2023. Whilst the new rates will generate additional income, this will be offset by the additional costs incurred in providing these services.

Recommendation: That

- 1) the revised extracts from the Fees and Charges Handbook as set out in Appendices 2 and 3 be approved.

I submit this recommendation for approval.

Signature



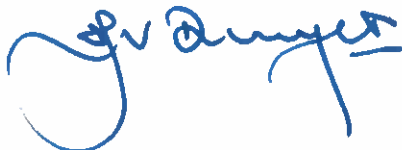
Date 04 October 2023

Chief Constable

My rationale for this decision is:

The revised extracts from the fees and charges handbook are in-line with the nationally agreed charging structure and reflect the nationally agreed 7% pay award.

Signature



Date 04 October 2023

Police & Crime Commissioner

PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE

INTRODUCTION AND BACKGROUND

1. The National Police Chiefs' Council (NPCC) have provided an updated version of the 'National Policing Guidelines on Charging for Police Services' effective from September 2023, which reflects the government announced pay award of 7%.
2. **Appendix 1** contains an extract of the 2023/24 Fees and Charges Handbook (page 10) relating to Special Police Services and Local Authority Rates. The tables represent the current charging rates as approved in April 2023.
3. **Appendix 2** contains the new rates applicable from September 2023 which will replace the existing tables in the current handbook.
4. The current rate structure includes two levels at which charges can be levied – direct cost and full economic cost. Direct cost represents staffing costs plus a standard overtime recovery element and is applicable for recharging Local Authorities. The full economic cost rate includes both direct and indirect overheads and is applicable for commercial events where organisers intend to generate private profit.
5. Within the NPCC guidelines there is a third charging level which has not previously been incorporated within the Fees and Charges Handbook. This is the operational resource cost which represents an abatement to the full economic cost. The rate reflects the direct cost rate plus direct overheads. This may be a more appropriate rate in cases where the services provided do not fall within the existing rate structure. For example, providing policing to commercial organisations who do not intend such activities to generate profit, the purpose being to provide public reassurance. It is therefore proposed to incorporate these rates within the handbook for more relevant and greater flexibility of charging.
6. **Appendix 3** contains the additional section to be added to the Special Police Services and Local Authority Rates section of the handbook, incorporating the operational resource cost rates.

HR COMMENTS

7. There are no HR issues to report.

IT REQUIREMENTS

8. There are no specific IT issues to report.

FINANCIAL COMMENTS

9. The impact of the increased rates will be reflected in the 2024/25 budget.

LEGAL COMMENTS

10. There are no legal issues to report.

CHANGE COMMENTS.

11. There are no Change issues to report.

PROCUREMENT REQUIREMENTS

12. There are no procurement issues to report.

EQUALITY COMMENTS

13. There are no equality issues to report.

ENVIRONMENTAL COMMENTS

14. There are no environmental issues to report

BACKGROUND DOCUMENTS

Document Titles
None
Public access to information <i>Information in this form is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.</i>
Is there a Part 2 form - No
Contact Officer: Wendy Bebbington (Head of Finance) Tel. No.: 01606 362035 Email: wendy.bebbington@cheshire.police.uk

CHIEF OFFICER DECLARATION (Assistant Chief Officer - Julie Gill):

I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is an appropriate request to be submitted to the Police & Crime Commissioner.



Signature

Date 20 September 2023

CHIEF FINANCE OFFICER DECLARATION (Clare Hodgson):

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the presentation of this report. I am satisfied that this is an appropriate request to be submitted to the Police & Crime Commissioner.

Signature



Date 26 September 2023

APPENDIX 1

Special Police Services and Local Authority Rates – NPCC Rates

Police forces will take steps to maximise force income through the pursuit of cost recovery activities when it is in the interests of the force and their communities to do so.

The charging methodology applied by the NPCC incorporates:

- Police basic pay & allowances
- Pension costs
- Police overtime & holiday pay adjustments
- Relevant ancillary costs
- General overhead recovery

The national rates for uniformed officers are illustrated below. Charges for PCSOs are calculated locally by application of the NPCC methodology. Other Police Officer and Police Staff grades are available on request.

Charges for Police Staff will attract VAT at the current rate.

	Full Economic Cost (Commercial Events) £		Direct Cost (Non-Commercial e.g. L.A.) £	
	Normal	Bank Holiday	Normal	Bank Holiday
	Superintendent	121.42	N/A	82.32
Chief Inspector	97.61	N/A	64.01	N/A
Inspector	91.77	N/A	59.52	N/A
Sergeant	94.85	126.47	65.73	87.64
Constable	76.09	101.46	50.42	67.23
PCSO	57.15	76.20	38.22	50.96

The bank holiday rates in the above table should be charged for services provided on bank holidays where at least 8 days' notice has been given. The rate includes a premium for overtime at double time. Where less than 8 days' notice has been given, the rates in the table below should be charged which include a premium for overtime at double time and the cost of the additional time that the officer can take off in lieu.

	Full Economic Cost (Commercial Events)	Direct Cost (Non-Commercial e.g. L.A.)
	BH < 8 Days Notice	BH < 8 Days Notice
Superintendent	N/A	N/A
Chief Inspector	N/A	N/A
Inspector	N/A	N/A
Sergeant	189.70	131.46
Constable	152.18	100.85
PCSO	114.30	76.44

APPENDIX 2

	Full Economic Cost (Commercial Events) £		Direct Cost (Non-Commercial e.g. L.A.) £	
	Normal	Bank Holiday	Normal	Bank Holiday
	Superintendent	127.04	N/A	86.09
Chief Inspector	102.16	N/A	66.95	N/A
Inspector	96.05	N/A	62.25	N/A
Sergeant	99.28	132.37	68.75	91.67
Constable	79.68	106.24	52.76	70.34
PCSO	59.25	79.00	40.05	53.40

	Full Economic Cost (Commercial Events) £		Direct Cost (Non-Commercial e.g. L.A.) £	
	BH < 8 Days Notice		BH < 8 Days Notice	
	Superintendent	N/A	N/A	N/A
Chief Inspector	N/A	N/A	N/A	
Inspector	N/A	N/A	N/A	
Sergeant	198.55	137.50		
Constable	159.35	105.52		
PCSO	118.50	80.10		

APPENDIX 3

In some cases, it may be relevant to charge an abatement to full economic cost for example, where the receiver of the service is not generating a profit. In such cases the operational resource cost rates will apply.

For guidance on the most appropriate rate, please contact the Finance Department.

	Operational Resource Cost (Abatement to Full Economic Cost) £		
	Normal	Bank Holiday	BH<8 days Notice
Superintendent	97.73	N/A	N/A
Chief Inspector	78.58	N/A	N/A
Inspector	73.89	N/A	N/A
Sergeant	80.39	107.18	160.77
Constable	64.40	85.86	128.79
PCSO	48.19	64.25	96.38

JOINT MANAGEMENT BOARD

DECISION NO. 2023/27

DATE: 04 OCTOBER 2023

VEHICLE SALARY SACRIFICE SCHEME

Executive Summary:

At the Joint Management Board on 13 September 2023, the Commissioner and Chief Constable approved a proposal, subject to a Constabulary policy being in place, for the introduction and implementation of a Vehicle Salary Sacrifice Scheme within Cheshire Constabulary. The policy was to be presented at Joint Management Board prior to implementation of the scheme.

The report presents the Constabulary policy to enable implementation of the scheme.

Recommendation:

- 1) The Constabulary policy in relation to the implementation of a Vehicle Salary Sacrifice Scheme be noted.

We have reached the following decision:

Approval of the recommendation

Our rationale for this decision is:

The policy will enable the introduction of the scheme that will enhance the current benefits and wellbeing initiatives available to Constabulary employees, as well as supporting the Commissioner's ongoing commitment to the successful delivery of the Environmental Strategy 2021-2031.

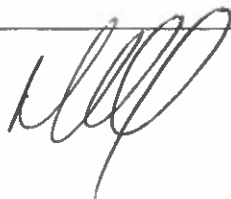
Signature



Date 04 October 2023

Police & Crime Commissioner

Signature



Date 04 October 2023

Chief Constable

PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE

INTRODUCTION AND BACKGROUND

1. Salary sacrifice car schemes are designed to allow individuals the opportunity to lease a new car, usually for two to three years. All costs including insurance, breakdown cover, annual road tax, accident management, routine servicing & MOTs, are included in one monthly deduction from an individual's salary. The lease car is then returned at the end of the lease period and subject to there being no outstanding issues such as excess mileage or damage to the car, no additional charges are due. Having considered the environmental and financial impacts associated with the Scheme, approval was previously provided to implement a scheme that is restricted to electric vehicles only.
2. The scheme is available to all police officers and police staff who are on permanent or fixed term contracts, without a credit check. The salary sacrifice cannot reduce an employee's revised basic salary to a rate below the prescribed national minimum/living rates. People Services will confirm an individual's salary and eligibility to apply for a vehicle.
3. Car lease schemes can have a positive impact on recruiting, retaining and engaging the workforce within organisations due to the following benefits:
 - Savings on National Insurance and Income Tax for the employee and employer (electric vehicles only).
 - Everything is included within the one monthly deduction from wages: insurance, breakdown cover, annual road tax, accident management, routine servicing & MOTs.
 - No deposit or upfront payments are required.
 - Supports our commitment to a green energy environment.
 - The scheme is tax efficient, however it is not tax free. Employees need to pay a Benefit in Kind (BIK) Tax (often called 'Company Car Tax'). For electric cars, the tax and NI savings can often outweigh the additional Benefit in Kind Tax. Examples of pricing are included in Part 2 of the original report.
4. It is essential that employees are advised to take independent financial advice prior to signing up for a vehicle. Whilst we are able to highlight generic tax and pension implications the impact will vary from individual-to-individual dependent on their personal circumstances so caution should be exercised.
5. The process for implementing a car salary sacrifice scheme will be similar to the current cycle to work scheme. Employees are provided with log in details for the provider's portal. Once logged on they will be able to browse the cars available, prepare quotes, view monthly costs, and view the benefit in kind amount. Once the employee selects a vehicle, their submission will come through to People Services to approve before the order is submitted. The portal will ask for personal information such as age, address, and salary, this is to help generate an accurate quote for both the car and insurance purposes. For the Employee, the provider's aftercare/customer service team will be available to help with any queries both before and after implementing the scheme.
6. The reduction to an employee's salary is made prior to income tax and National Insurance being calculated, making it better value than a normal private lease agreement. The scheme enhances the Constabulary reward and benefits package and supports our commitment to a green energy environment.

7. Additional information is detailed within the Constabulary policy (see appendix one).

ISSUES FOR CONSIDERATION

Consultation (Internal and External)

8. Consultation has been undertaken with Staff Networks, Legal Services, Finance and Procurement in relation to the scheme.

Impact assessments/implications/risks

9. There has been an increase in officers and staff requesting the introduction of a vehicle lease scheme, particularly with the rise in fuel prices and the increased cost of living. There is some evidence to illustrate that the Constabulary has lost officers who have transferred to forces closer to their home address.

HR COMMENTS

10. People Services has explored the options in relation to the introduction of a vehicle salary sacrifice scheme proposal and have carried out due diligence in exploring the financial benefits, process and potential impact on both employees and the organisation as an employer. Additional information is detailed within the Constabulary policy (see appendix one). It is envisaged that the limited administration of the scheme will be accommodated from existing resources.

IT REQUIREMENTS

11. There may be a requirement for UNIT 4 to be updated prior to implementation of the scheme. However, this is likely to require minimal intervention as the payroll deductions can be made in the same way that we do for other salary sacrifice schemes.

FINANCIAL COMMENTS

12. A detailed breakdown of costs associated with the implementation of a car salary sacrifice scheme, the benefits and potential impact on employee pensions were included within the original report (Part 2), presented at JMB on 13 September 2023.

LEGAL COMMENTS

13. The financial and legal risks for the Commissioner in entering the Scheme were included within the original report (Part 2), presented at JMB on 13 September 2023.

CHANGE COMMENTS.

14. There are no issues or impact for Strategic Change.

PROCUREMENT REQUIREMENTS

15. Information regarding the selection of a scheme provider were included within the original report (Part 2), presented at JMB on 13 September 2023.

EQUALITY COMMENTS

16. An Equality Impact Assessment has been carried out is no direct discrimination again employees with a protected characteristic.


ENVIRONMENTAL COMMENTS


17. An electric car scheme shows a commitment to a green energy environment.

BACKGROUND DOCUMENTS

Document Titles
None

Public access to information
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Is there a Part 2 form - No
Contact Officer: Elayne Gibson (Head of HR Operations)
Email: elayne.gibson@cheshire.police.uk

CHIEF OFFICER DECLARATION (Assistant Chief Officer - Julie Gill):
<i>I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is an appropriate request to be submitted to the Police & Crime Commissioner.</i>

Signature Date 26 September 2023

CHIEF EXECUTIVE DECLARATION (Damon Taylor):
<i>I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the presentation of this report. I am satisfied that this is an appropriate request to be submitted to the Police & Crime Commissioner.</i>

Signature Date 26 September 2023

JOINT MANAGEMENT BOARD

DECISION NO. 2023/28

DATE: 04 OCTOBER 2023

STRATEGIC RISK REGISTER

Executive Summary:

The Strategic Risk Register is presented for consideration and approval.

Recommendation: That

- (1) The Strategic Risk Register, risk analysis and action overview, be noted;
- (2) One Constabulary risk is closed; and
- (3) Three new risks are added to the Strategic Risk Register.

We have reached the following decision:

Approval of the Recommendations

Our rationale for this decision is:

To ensure that the effective management of strategic risk supports the delivery of high quality policing services.

Signature



Date 04 October 2023

Police & Crime Commissioner

Signature



Date 04 October 2023

Chief Constable

PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE

INTRODUCTION AND BACKGROUND

1. The Strategic Risk Register documents all risks that the Constabulary and Office of Police & Crime Commissioner have identified as having the potential to prevent either organisation from achieving the strategic objectives.
2. The Strategic Risk Register is attached at Appendix 1 in Part 2 of this report.

ISSUES FOR CONSIDERATION

3. Consultation has been undertaken with risk owners/action owners of existing risks and the Senior Command/Executive Teams.
4. The Strategic Risk Register dated June 2023 was approved at Joint Management Board on 5th July 2023.
5. The impact assessments/implications/risks are detailed for each risk on the Strategic Risk Register.

Impact assessments/implications/risks

6. The impact of ineffective management/mitigation of risk is detailed within the risk register.

OPTIONS

7. The mitigating actions for each risk are detailed within the Strategic Risk Register.

FINANCIAL COMMENTS

8. Any financial implications where known have been detailed as part of the risk.

LEGAL COMMENTS

9. Any legal implications where known have been detailed but would be considered at the time if the probability of the risk increased.

EQUALITY COMMENTS

10. Any equality issues will be dealt with as they arise.

BACKGROUND DOCUMENTS

Document Titles
<i>None</i>

Public access to information

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Is there a Part 2 form - Yes

The information is confidential and not for publication because it involves the likely disclosure of exempt information as defined in the Freedom of Information Act 2000 and in accordance with the Section 31 Law Enforcement & Section 43 Commercial Interest.

Contact Officer: Louise Willis - Planning Performance & Risk Manager

Tel. No.: 01606 364082

Email: louise.willis@cheshire.police.uk

CHIEF OFFICER DECLARATION (Deputy Chief Constable - Chris Armitt):

I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is an appropriate request to be submitted to the Police & Crime Commissioner.

Signature



Date 20 September 2023

CHIEF EXECUTIVE DECLARATION (Damon Taylor):

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the presentation of this report. I am satisfied that this is an appropriate request to be submitted to the Police & Crime Commissioner.

Signature



Date 26 September 2023



JOINT MANAGEMENT BOARD

DECISION NO. 2023/29

DATE: 04 OCTOBER 2023

SECTION 22A COLLABORATION AGREEMENT: CHRONICLE COLLABORATION

Executive Summary:

This report seeks approval in respect of a regional Chronicle Collaboration. Though this is the first s22a Collaboration Agreement in respect of this matter, the Collaboration has, in reality, been ongoing since August 2012 and led by Cumbria Constabulary.

Recommendation:

- 1) The s22a Collaboration Agreement be approved and the Agreement signed by the Chief Constable and the Police & Crime Commissioner.

We have reached the following decision:

Accept the above recommendation

My rationale for this decision is:

The continued collaboration will ensure continuity of the regional services and a formal Collaboration Agreement on the approved APACE model is appropriate to regularise the legal basis for the collaboration and the governance structures.

Signature

Date 04 October 2023

Police & Crime Commissioner

Signature

Date 04 October 2023

Chief Constable

PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE

INTRODUCTION AND BACKGROUND

1. This is a new collaboration agreement which is to be entered into in respect of the North West Chronicle Collaboration. It is required to reflect the collaborative activity which has taken place since August 2012 in respect of North West Chronicle, but which has to date not been the subject of a formal written agreement.
2. The Chronicle Collaboration provides a standardised, consistent, robust and fit for purpose training records system for both operations and training within policing. It records all issues and returns of police firearms and ammunition to AFO's and STO Taser officers and checks competency at the point of issue. It is also used to provide information to the National Police Coordination Centre (NPoCC) to make strategic decisions for operational and training needs at local as well as national level.
3. It is recommended that the s22a Collaboration Agreement be approved as this will ensure continuity of the regional services with an appropriate legal framework behind it. The agreement itself does not vary or substantively alter the existing arrangements, nor the cost associated, but will provide an appropriate framework including as regards to governance and legal compliance.

ALTERNATIVE OPTION

4. Cheshire already participate in the collaboration, albeit with no agreement in place. There is no "do nothing" option in that this would require withdrawal and the resourcing of an individual solution for Cheshire.

ISSUES FOR CONSIDERATION

Links to the Police and Crime Plan Priorities

5. The S22a variations would support Cheshire in delivering even safer communities.

Consultation (Internal and External)

6. Full consultation has not taken place as the proposal simply regularises existing arrangements and do not impact the Constabulary.

Impact assessments/implications/risks

7. There are no risks associated with the recommendations in this paper.

HR COMMENTS

8. HR have been sighted on the agreement, amendments and are in agreement with the proposed s22a Collaboration Agreement on the basis this is on the APACE approved model and contains appropriate provisions around staffing and governance.

IT REQUIREMENTS

9. No requirement for consultation due to this being an existing arrangement.

FINANCIAL COMMENTS

10. No requirement for consultation as no budget amendments or additional spend are required. Contributions remain calculated on the basis of a police grant formula.

LEGAL COMMENTS

11. Legal Services has reviewed the recommended s22a and confirm that the S22a Collaboration Agreement remains in accordance with the nationally agreed APACE model to ensure a consistent approach to the key legal areas including GDPR, intellectual property, resourcing and asset ownership and exit provisions. The formalisation of this collaboration under the APACE agreement is welcome and long overdue.

CHANGE COMMENTS.

12. No requirement for consultation due to this being an existing arrangement with non-impactive changes.

PROCUREMENT REQUIREMENTS

13. No requirement for consultation due to this being an existing arrangement with non-impactive changes.

EQUALITY COMMENTS

14. No requirement for consultation due to this being an existing arrangement with non-impactive changes.

ENVIRONMENTAL COMMENTS

15. No requirement for consultation due to this being an existing arrangement with non-impactive changes.

BACKGROUND DOCUMENTS

Document Titles

<p>Public access to information</p> <p><i>Information in this form is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.</i></p>
Is there a Part 2 form - Yes

The information is confidential and not for publication because it involves the likely disclosure of exempt information as defined in the Freedom of Information Act 2000 and in accordance with Section 31 Law Enforcement and Section 43 Commercial Interests.

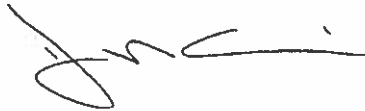
Contact Officer: Nicola Bailey

Tel. No.: 01606 364123

Email: Nicola.bailey@cheshire.police.uk

CHIEF OFFICER DECLARATION (Assistant Chief Officer - Julie Gill):

I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is consistent with the PCC's Police & Crime Plan and priorities.



Signature

Date 26 September 2023

CHIEF EXECUTIVE DECLARATION (Damon Taylor)

I have been consulted about the proposal and can confirm that financial, legal and equalities advice has been taken into account in the presentation of this report. I am satisfied that this is an appropriate request to be submitted to the Police & Crime Commissioner.



Signature

Date 26 September 2023

JOINT MANAGEMENT BOARD

DECISION NO. 2023/30

DATE: 04 OCTOBER 2023

SECTION 22A COLLABORATION AGREEMENT - MINERVA PROGRAMME

Executive Summary:

This report seeks approval in respect of a s22a Agreement for the Minerva Programme, effectively converting the form of agreement from a membership / service level structure to a formal police collaboration.

Recommendation:

- 1) The S22a Collaboration Agreement be approved and the Agreement signed by the Chief Constable and the Police & Crime Commissioner.

We have reached the following decision:

Accept the above recommendation.

My rationale for this decision is:

The continuation of a current arrangement

Signature

Date 04 October 2023



Police & Crime Commissioner

Signature

Date 04 October 2023



Chief Constable

PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE

INTRODUCTION AND BACKGROUND

1. The Minerva Programme was created in 2013 as a collaboration of 10 UK police forces based upon their common use of the Niche Records Management System (NicheRMS365). It had been identified that the RMS was highly configurable locally and as such, there were no common data standards for its use. In addition, UK forces often made opposing requests for system changes, activity that created data silos and reduced opportunities for data sharing.
2. The initial aims of the Minerva Programme were to promote best practice and to create an agreed approach to the use of the RMS.
3. In 2017, the 23 Minerva member forces approved an increase in the resource level and committed to a new strategy to develop/manage new NicheRMS365 functionality and to further drive convergence to enable data sharing. The new Minerva Delivery Team (MDT), consisting of 10 staff seconded from member forces, commenced this work in 2018.
4. There are now 27 (soon to be 28) Minerva member forces as every force in England, Wales and Northern Ireland using NicheRMS365 has chosen to become a Minerva member. At the Minerva Annual General Meeting in September 2021, the drafting of a S.22a Collaboration Agreement was approved, to move the Minerva Programme from its current, less formal 'Service Level Agreement' basis to become a legally recognised collaboration.
5. Every member force has regular contact at different levels with the Minerva Programme and the formal governance processes are laid out in the S22a Collaboration Agreement.
6. It is recommended that the S22a Collaboration Agreement be approved on that basis.

ALTERNATIVE OPTION

7. It should be noted that participation depends on approval of the S22a Collaboration Agreement. Withdrawal would be the alternative and thus ceasing to participate in the programme outlined.

ISSUES FOR CONSIDERATION

Links to the Police and Crime Plan Priorities

8. The S22a variations would support Cheshire in delivering even safer communities.

Consultation (Internal and External)

9. Full consultation has not taken place as the proposal converts existing arrangements into the APACE approved collaboration model.

Impact assessments/implications/risks

10. There are no risks associated with the recommendations in this paper.

HR COMMENTS

11. No requirement for consultation due to this being an existing agreement with non-impactive changes.

IT REQUIREMENTS

12. No requirement for consultation due to this being an existing agreement with non-impactive changes.

FINANCIAL COMMENTS

13. No budget amendments or additional spend required. This converts an existing "membership" into a formal collaboration. Participating forces pay an equal share of total anticipated costs at a flat rate. The 2023/24 "membership" cost is £22,500 per force.

LEGAL COMMENTS

14. Legal Services have reviewed the S22a and confirm that the S22a Collaboration Agreement is in accordance with the nationally agreed APACE model to ensure a consistent approach to the key legal areas including governance, GDPR, intellectual property, resourcing and asset ownership and exit provisions. The agreement merely converts existing Minerva Programme Membership into a formal collaboration which is to be welcomed.

CHANGE COMMENTS.

15. Not consulted. No relevant changes.

PROCUREMENT REQUIREMENTS

16. No requirement for consultation due to non-impactive changes.

EQUALITY COMMENTS

17. No requirement for consultation due to non-impactive changes.

ENVIRONMENTAL COMMENTS

18. No requirement for consultation due to non-impactive changes.

BACKGROUND DOCUMENTS

Document Titles

Public access to information

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Is there a Part 2 form - Yes

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Contact Officer: Detective Chief Superintendent Gareth Lee

Email: gareth.lee@cheshire.police.uk

CHIEF OFFICER DECLARATION (Assistant Chief Constable - Una Kelly):

I have reviewed the proposal and I am satisfied it is correct, all relevant internal checks have been undertaken and it is consistent with the PCC's Police & Crime Plan and priorities.

Signature



Date 26 September 2023

CHIEF EXECUTIVE DECLARATION (Damon Taylor):

I have been consulted about the proposal and can confirm that financial, legal and equalities advice has been taken into account in the presentation of this report. I am satisfied that this is an appropriate request to be submitted to the Police & Crime Commissioner.

Signature



Date 26 September 2023