

DECISION MAKING MEETING

12 May 2020, 13:00 - SKYPE

Attendees

David Lloyd (Commissioner)
David Gibson (Deputy Commissioner)
Chris Brace (Chief Executive)
Gavin Miles (Deputy Chief Executive)
Amie Birkhamshaw (Director of Strategy)
Ian Rooney (CFO)

AGENDA

1. Minutes of meeting of 4 May 2020



Minutes - Decision
Making Meeting- 4 Ma

2. Structure of Annual Report



DMM 2019_20
Annual Report outline.

DECISION MAKING MEETING

4 May 2020, 11:00 - SKYPE

Attendees

David Lloyd (Commissioner)
David Gibson (Deputy Commissioner)
Chris Brace (Chief Executive)
Gavin Miles (Deputy Chief Executive)
Amie Birkhamshaw (Director of Strategy)
Ian Rooney (CFO)

MINUTES

1. Minutes of meeting of 28 April 2020 **Approved with witness support proposal to be funded from CJ fund.**

2. HMICFRS Prevent National report **Noted. PCC to further consider the report in discussion with the Chief Constable at SEB.**



SEB HMICFRS
Prevent Inspection Re

3. HMICFRS MPS response to Henriques Report. **Noted. PCC to discuss any Hertfordshire implications with Chief Constable at SEB.**



SEB report on
HMICFRS inspection i

4. Constabulary ethics. **A discussion of the topic concluded with a view that the Chief Constable should be requested to provide some thoughts on how ethics is embedded and will be in the future with the paper due on ethical conduct and progress with the CSCJ plan.**

MEETING	Decision Making Meeting
DATE	12 th May 2020
TITLE OF REPORT	Proposed structure of the Annual Report (2019 - 2020)
SUBMITTED BY	Dr Amie Birkhamshaw, Director of Strategy
PURPOSE OF REPORT	To outline the proposed structure and timetable for the Commissioner’s Annual Report (2019-2020)
DECISION(S) REQUIRED	To agree the outline structure and timetable for the 2019/20 Annual Report and advise on amends.
FINANCIAL IMPLICATIONS	N/A
RISK IMPLICATIONS	Proposed risk of not taking a decision at this meeting is a compressed timetable for completion of the Annual Report.
LEGAL IMPLICATIONS	N/A
EQUALITIES IMPACTS	None Identified
FREEDOM OF INFORMATION EXEMPTION SECTION IF APPLICABLE	Not Exempt

1 INTRODUCTION

- 1.1 In line with statutory guidance outlined in the Police Reform and Social Responsibility Act (2011), each year the Commissioner is required to produce an Annual Report setting out progress achieved against the priorities outlined in the Community Safety and Criminal Justice Plan (‘Everybody’s Business’) and highlighting the main achievements. Due to COVID-19 impacting on OPCC capacity, it is expected that the Annual Report will be published slightly later than is customary, with an expected publication to the Police and Crime Panel’s meeting on 23rd July 2020.

2. PROPOSAL

- 2.1 In line with feedback from key stakeholders, it is intended that this year’s annual report takes a lighter, more simplified and succinct format, summarising the key achievements or milestones during the period 1st April 2019 – 31st March 2020. Using the template of the ‘Year of Focus’, it is proposed that the report uses that structure within the main body of the report focusing on approx. 8 key achievements within each thematic area. Using this new structure will mean that

not all work currently underway across the office will be reported on, rather those highlighted will be those which are particularly noteworthy – e.g. reaching a significant milestone or achievement. The report will also include a dedicated section on ‘Managing Resources’ featuring a summary of the financial context for 2019/20 including financial performance and financial outlook. It is expected that aspects around accountability and grants will be weaved throughout the relevant sections.

- 2.2 In response to feedback received from the Police and Crime Panel on previous annual reports, a table summarising the progress against each of the plan priorities will be provided categorising them as ‘not started/ behind schedule/ in progress/ completed’ category. It is worth noting that this year’s annual report spans a reporting period during which a refreshed Community Safety and Criminal Justice Plan (2019- 2024). As such, the priorities listed in the summary table will incorporate a number of priorities where work has not yet commenced, recognising that it is a five year plan and the interdependencies between some of the priorities.
- 2.3 Research shows that across the country that there is significant variation in the breadth and depth covered in annual reports and there is no common template adopted. Having reviewed many different styles and layouts, it is proposed that the report moves away from being an A4 portrait report to an A5 landscape format in support of the move to a more engaging and simplified format which uses photos and graphics to engage the reader.

3. PROPOSED STRUCTURE

Progress made against the Community Safety and Criminal Justice Plan priorities 1st April 2019 – 31st March 2020

Foreword – Five Key Commitments and Refreshed CSCJ Plan (September 2019)

1). A Year in Focus: Building on Success

- Strengthening Local Policing (incl. recruitment of new officers)
- Early intervention and Prevention- Prevention First, Problem solving approach
- Serious Violence and St Giles Trust SOS work
- New Countywide Fraud Strategy
- Funding of Modern Day Slavery post
- HMICFRS Inspection Report findings
- Performance and Accountability Meetings

2). A Year in Focus: Putting Victims at the Centre

- 2020 Year of Beacon – Celebrating 5 years
- New Fraud Hub to support victims (*and £300k back to victims*)
- HCJB meeting in public - Supporting domestic abuse victims and witnesses through the Criminal Justice System
- Criminal Justice Innovation Fund – awarded £114,795 to support improvement to the Hertfordshire’s CJS

- Setting up of the Rape Scrutiny Panel
- Launch of the Sexual Abuse Consultation

3). A Year in Focus: Public Focus

- Complaints Reform - Complaints Resolution Team
- ICV Silver Award
- Stop and Search Scrutiny Panel and scrutiny around BWV
- Continued support and development for HertsWatch and OWL through CS grant
- Community Connection Stands (*South Oxhey, Berkhamstead, Tring, Welwyn*) and raising awareness of operational police stations and appointment system
- Fly Tipping Fund countywide coverage and support
- Hertfordshire’s Rural Crime Survey and Barn meetings

4). A Year in Focus: Business Sense

- Police Estate visibility – noticeboards, Hemel Hempstead Police Station opening
- Delivering on the Emergency Service Collaboration MOU: Joint Training & Development Centre, Missing Persons Protocol, Emergency Services Volunteer Pilot commenced, Drones
- Business case for Road Safety Vans and Road Safety Fund approved bids (*8 SIDs, AutoSpeedwatch Pilot, refresher driving courses to help older drivers to regain lost confidence and update skills*)
- IBAG Breakfast Business Retail Crime Seminar and Cybercrime Essentials support for businesses

5). Managing Resources

- Summary of financial context 2019/20
- Summary of financial performance 2019/20
- Summary of financial headlines 2019/20
- Financial outlook for 2020/21 and beyond

6). Chief Constable’s Report

7). Contact Page

3 Timetable

- 3.1 Following any changes agreed at the DMM to the proposed format on 12th May, staff will be allocated various sections/highlights to draft with a view to the Director of Strategy editing the report and ensuring it reads as one coherent narrative by 10th June. The draft text will be circulated to DMM on 18th June and following this design work will be finalised in preparation for DMM to sign off a final draft on 2nd July. It is anticipated that it will be circulated to the Police and Crime Panel on 16th July ahead of their meeting on 23 July.

Table 1: Timetable for publication of the Annual Report (2019 -2020)

Activity	Date
Sign-off Annual Report structure at DMM	12 May
Drafting report	12 May - 10 June

First draft circulated to DMM	11 June
DMM meeting	18 June
Further drafting and design work/ photos	18 June – 25 June
Papers circulated to DMM	25 June
Final draft sign off to DMM	2 July
Type setting / Proof reading	2 July – 16 July
Circulation of Annual Report to the Police and Crime Panel	16 July
Police and Crime Panel Meeting	23 July

4) Decisions required

4.1 To agree the new structure, format and timetable for the 2019/20 Annual Report.