



SUSTAINABILITY & EXCELLENCE CO-ORDINATION BOARD

**3.15pm
Thursday 15 October 2009
Conference Room 1**

OPEN MINUTES

Present: Deputy Chief Constable Stuart Hyde (CHAIR)
 Joanna Bancroft, Personnel and Development Director
 Assistant Chief Constable (TP) Jerry Graham
 Jane Sauntson, Strategic Development T/Director
 Assistant Chief Constable (SO) Michelle Skeer
 Mike Thompson, Finance & Resources Director
 Rachel Stephens (Minutes)

1 APOLOGIES

Apologies were received from Inspector Janet McGilloway, Executive Support.

Action

**2 & 3 TERMS OF REFERENCE
STANDING ITEMS**

Guiding Principles/Terms of Reference had been circulated and were agreed.

- o Decision making on issues relative to Strategic Work Programme with recommendations to SMF on all other issues
- o Standing Items
 - 'feeder' reporting group minutes
 - diversity issues (Joanna Bancroft)
 - relative strategic risks (Jane Sauntson)
 - budget/savings to date (Mike Thompson)

There was a discussion around risk assessment/scoping work for the previously published 'efficiencies' list and it was agreed it would be beneficial for COG to revisit this.

ACTION:

1. Jane Sauntson and Janet McGilloway to produce a more

JS/JMc

	<p>detailed Terms of Reference document taking into account the Board's comments (as noted by Jane Sauntson).</p> <p>2. Joanna Bancroft to ensure 'efficiencies' list is submitted to COG.</p>	<p>JB</p>
<p>4</p>	<p>STRUCTURE – FEEDER REPORTING GROUPS</p> <p>The board structures diagram had been circulated and was noted. It was agreed that, in the longer term, the requirement for PMB may cease and envisaged that portfolio issues would be raised by the relevant 'lead'. In the meantime, it was accepted that clear decision making parameters be provided to PMB and individual projects. It was agreed to delay the formation of an Improvement & Efficiency Group until the start of the new financial year.</p>	
<p>5</p>	<p>WORK PROGRAMME 2010/11</p> <p>It was agreed that 'leads' will provide an update to the Board. The importance of early identification of issues which will impact on the programme was stressed i.e. HMIC timetable. There was a brief discussion around process options with the Board favouring the NPIA option.</p> <p>ACTION: Jane Sauntson to explore process option offered by NPIA, enable a reporting structure which will identify any sensitivities and circulate to the Board.</p>	<p>JS</p>
<p>6</p>	<p>PROJECT PRIORITISATION Proposals for discussion</p> <p>It was agreed that to assess capacity for new projects, all existing projects be revisited with the NPIA prioritisation model being accepted as the means to achieve this. The Board undertook to review each project at their next meeting and set a time limit of 3 hours for the meeting (to include working lunch).</p> <p>ACTION: Jane Sauntson to co-ordinate the above process.</p>	<p>JS</p>
<p>7</p>	<p>ANY OTHER BUSINESS</p> <p>No further business to discuss.</p>	
<p>8</p>	<p>DATE OF NEXT MEETING</p> <p>10am - Wednesday 25 November 2009 - Conference Room 3</p>	