



SUSTAINABILITY & EXCELLENCE CO-ORDINATION BOARD

9.30am
Wednesday 17 March 2010
Conference Room 2

OPEN MINUTES

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

1 APOLOGIES

Apologies were received from Andy Hampshire, Police Authority observer.

Action

2 MINUTES OF LAST MEETING / ACTION SHEET

Minutes of meeting held on 4 February 2010 were accepted as an accurate record.

a. Terms of Reference

Terms of Reference had been amended and will be circulated. ACTION CLOSED

SECRETARY'S NOTE: Circulated via email on 17 March 2010.

b. Efficiencies List/Reduction Realisation Plan

Jane Sauntson updated that her team are in the process of collating information and it was agreed that as Mike Thompson's team is also undertaking some work on this issue, both teams will liaise with the aim of producing a document by 1 April 2010. Action amended to reflect this alteration. ACTION ONGOING

REMAINING ACTIONS AND RESULTING DISCUSSIONS DEALT WITH IN THE CLOSED PART OF THE MEETING.

3 STANDING AGENDA ITEMS

a. Diversity Issues

Joanna Bancroft advised that the equality standard is ongoing and reminded the Board that they are required to carry out equality impact assessments on any decisions reached. New forms are being produced which should assist the process.

b. Strategic Risk

Jane Sauntson advised that strategic risk is to be discussed at Senior Managers Forum on 18 March 2010.

c. Budget/Savings to Date

Mike Thompson advised that work is in hand to produce savings of £1m with potential for BCU savings at £1.2m. Implementation of the Finance Business Case (invest to save) should also produce year on year savings. Mike also advised on a list of other items the Constabulary may wish to consider via the Improvement and Efficiency Group and subject to changes in political governance.

d. 'Feeder' Reporting Group Minutes

Nothing to discuss on this occasion.

4 HIGHLIGHT REPORTS

Jane Sauntson presented Ian Hogarth's highlight reports which were noted by the Board.

It was noted that arrangements are in hand to enable the SEC work programme to be run via sharepoint portal in future; to be discussed on a quarterly basis.

Given the STORM go-live date of 24 June 2010, concern was expressed around the ability of IT to deliver other projects; it was agreed that STORM must be given priority. The potential for organisational learning and need for COG overview on future, similar projects was accepted.

ACTION: Jane Sauntson (via Ian Hogarth) to highlight the Board's concerns around IT resources and to ensure source departments are clear on their resource contribution to projects.

JS

There was a discussion around realisation of benefits and the ability to demonstrate return on investment to the Police Authority. The Board noted that currently there is no mechanism to capture benefits and

agreed that this will be undertaken via the Improvement and Efficiency Group in future.

ACTION: Jane Sauntson to ensure realisation of benefits is captured via the Improvement and Efficiency Group and reported to SEC Board.

JS

5 ANY OTHER BUSINESS

Nothing further to discuss.

6 DATE OF NEXT MEETING

9.30am - Tuesday 20 April 2010 - Conference Room 3.