



NORFOLK AND SUFFOLK COLLABORATION PANEL

A meeting of the Panel was held in Building 8, Jubilee House, Falconer's Chase, Wymondham on Monday, 9 December 2013 at 2.00 pm.

Present :

Norfolk

PCC's Office : Stephen Bett (PCC), Jenny McKibben (Deputy PCC) and Mark Stokes (Chief Executive).

Constabulary : Simon Bailey (Temporary Chief Constable), Rupert Birtles (Assistant Chief Officer), Charlie Hall (Temporary Deputy Chief Constable) and Sarah Hamlin (Temporary Assistant Chief Constable).

Suffolk

PCC's Office : Chris Bland (Chief Finance Officer), Christopher Jackson (Chief Executive), Tim Passmore (PCC), Ian Rands (Business Manager) and Claire Swallow (Deputy Chief Executive).

Constabulary : Phillip Clayton (Chief Finance Officer), Paul Marshall (Deputy Chief Constable), Douglas Paxton (Chief Constable) and David Skevington (Temporary Assistant Chief Constable).

[Stephen Bett chaired the meeting.]

PUBLIC AGENDA

1. MINUTES OF PREVIOUS MEETING [Paper NS13/19]
 - 1.1 The minutes of the meeting held on 22 October 2013 were agreed as an accurate record and signed by the Chairman.
 - 1.2 By way of an update on the Stage 2 Transfer, Christopher Jackson confirmed that both Norfolk and Suffolk's draft Transfer Schemes had been agreed by the Home Office. A meeting was taking place later that week to consider the next steps.
 - 1.3 Tim Passmore made reference to section 9 and asked whether the communications strategy referred to had been made available to PCCs. T/ACC Hamlin was confident that a communications strategy for collaboration activities had been circulated and agreed in the summer period and more recently a separate document in relation to the Contact & Control Room and Shared Service Partnership had also been made available.

PRIVATE AGENDA

[Further detail of the discussions under the following items is included in the closed minutes.]

2. CONFIRMATION OF MINUTES

- 2.1 The confidential minutes of the meeting held on 22 October 2013 were confirmed as an accurate record and signed by the Chairman.

3. CCR INTEROPERABILITY (JOINT STORM COMMAND AND CONTROL SOLUTION)

- 3.1 The Panel received a confidential report by DCC Paul Marshall that provided a closure report with regard to the implementation of the joint STORM solution and supporting interoperability within the Norfolk and Suffolk CCRs.
- 3.2 The Panel agreed to note the information on lessons learnt and the conclusion that the STORM Multi-Agency solution had been successfully implemented in the Norfolk and Suffolk CCRs.

4. APPROACH TO 2015/16 BUDGET PLANNING

- 4.1 The Panel considered a confidential report by Peter Jasper, Joint Head of Finance on the development of a more robust approach to budget planning in the light of the financial outlook.
- 4.2 The way forward described in the report was supported.

5. ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

- 5.1 The Panel received an oral update from Phillip Clayton on the signing of the contract for the ERP system and steps in hand to prepare for the delivery of the project.
- 5.2 The update was noted.

6. PROJECT ATHENA

- 6.1 The Panel received a confidential report by T/DCC Charlie Hall on the current position with the delivery of the Athena solution.
- 6.2 The update was noted.

7. SUBMISSION OF A BUSINESS CASE FOR A NORFOLK AND SUFFOLK 180° INTEGRATED OFFENDER MANAGEMENT SCHEME

- 7.1 The Panel considered a confidential report by T/ACC David Skevington that presented a business case recently approved by the Joint Chief Officer Team for a single Norfolk and Suffolk 180° Integrated Offender Management (IOM) Scheme.
- 7.2 Support was recorded for the business case and it was agreed that a draft collaboration agreement should be prepared to cover structures, timings, locations and governance, amongst other things before consideration of formal approval by the PCCs to the collaboration.

8. UPDATE ON THE DEVELOPMENT OF THE BUSINESS CASES FOR CONTACT AND CONTROL ROOMS AND SHARED SERVICES PARTNERSHIP

8.1 The Panel received a confidential report by T/ACC Sarah Hamlin on the progress on the development of the business cases for a collaborated Contact and Control Room and Switchboard function and a Shared Services Partnership for Norfolk and Suffolk.

8.2 The update was noted including steps proposed to consult further with the PCCs prior to consideration of the business cases at the next meeting on 27 February 2014.

9. ICT CONSULTANCY – TERMS OF REFERENCE

9.1 Rupert Birtles provided an update on the proposal to engage consultants to undertake a review of the joint ICT function.

9.2 It was noted that the Terms of Reference for this review had been the subject of consultation with both PCCs.

The meeting closed at 3.12 pm