



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Y
Title	Joint Performance and Governance Board - 29/09/2011
Version	
Summary	Minutes/Decision & Actions of the joint Performance and Governance Board
Branch / OCU	Strategy and Improvement Department DoR
Date created	September 2011
Review date	September 2013

JOINT PERFORMANCE & GOVERNANCE BOARD

Record of Decisions and Actions - Meeting Date: 29 September 2011

PRESENT:

Chair – Anne McMeel, Director of Resources (DoR)

Members Attending:

Ailsa Beaton, Director of Information (DoI); Rose Fitzpatrick, Deputy Assistant Commissioner Central Operations (DAC CO) (for Performance Board only).

Also attending:

Annabel Adams, MPA; Sarah Brader, Head of Business Improvement; Sandra Burrows, Directorate of Legal Services (DLS); Stephanie Day, Directorate of Public Affairs (DPA); Maxine De Brunner, A/Deputy Assistant Commissioner Territorial Operations (TP); Allan Gibson, A/Deputy Assistant Commissioner Specialist Crime (SCD); Nick Rogers, Director of Finance Services; Peter Spindler, Commander Directorate of Professional Standards (DPS); Michael Woods, Commander Specialist Operations (SO); Phil Woolf, Director of Business Performance.

For Performance Board only: Sarah Hedgcock, Head of Performance and Betsy Stanko, Head of Strategy, Research and Analysis Unit (SRAU).

Meeting secretary: Katrina Summerfield, Strategic Relationships.

Performance Board 29 September 2011 ('the Board') Minutes / Decision / Action	Person Responsible
Item 1 Apologies	
Tim Godwin, Deputy Commissioner; Sue Akers DAC SCD; Catherine Crawford, MPA; Jane Harwood, MPA; Stephen Kavanagh DAC TP; Majella Myers Human Resources; Mark Simmons, Deputy Assistant Commissioner Deputy Commissioner's Portfolio (DCP); Alex Walsh, Human Resources; Janet Williams, Deputy Assistant Commissioner Specialist Operations.	
Item 2 Minutes of previous meeting and actions arising	
The previous minutes from the Performance Board on 24 August 2011 were agreed. Several actions were shown as complete and the following updates were provided regarding outstanding actions: <ul style="list-style-type: none"> • A/DAC TP confirmed comprehensive plans were in place to address phone related crime and a conference had been arranged. A compliance framework has been introduced which had resulted in an improvement (up to 62%) in capturing IMEI numbers. • A/DAC SCD confirmed a senior level meeting with CPS about the application of their guidance at MPS level was arranged for 7 October 2011. • A/DAC SCD introduced a briefing note which provided an update for the action regarding speculative searching of partial DNA profiles recovered in rape investigations. The board highlighted concerns about maintaining a local database particularly in relation to support considering the demise of NPIA. Director DoI confirmed the database was classed as a non corporate vulnerable system and would liaise with SCD regarding solutions to mitigate any risks. Head of Business Improvement to liaise with SCD and NPIA. 	
Item 3 Current Performance Situation and Priorities	

Item 3.1	Key Performance Indicators (KPI) 2011/12 - PB (11) 49	
		Exempt s31 FOIA
Item 4	Corporate Tasking	
Item 5.1	Review of Previous Taskings - PB (11) 50	EXEMPT s31 FOIA
Item 4.2:	New Directives - verbal item	
	No new directives were agreed.	
Item 5	Performance Report for MPA SOP - PB (11) 48	
	<p>The Director of Business Performance introduced the draft Headline Performance report for agreement by the Board before submission to the MPA for the Strategic and Operational Policing (SOP) Committee on 13 October September 2011. Members were asked to review and report any changes within 24 hours.</p> <p>Decision: Members noted the Headline Performance report and agreed to forward comments to DCP by close of play 30 September 2011.</p> <p>Action: Final Headline Performance report to be forwarded to the Authority by 30 September 2011.</p>	Phil Woolf Completed
Item 6	DPS Strategic Organisational Risk - Verbal Update	
Item 7	Corporate Health Indicators (CHI's) - PB (11) 47	
	<p>Head of Business Improvement introduced the quarterly report which outlined MPS performance through a suite of CHI's for quarter 1 2011/12 with supporting analysis and recommended areas for further discussion. The Board noted the progress made on those areas highlighted in the previous report.</p> <p>Two new CHIs were recommended to measure performance of risk management: the percentage of business groups achieving target scores for risk management <i>enablers</i> against an annual risk management maturity assessment, and percentage for risk management <i>outcomes</i>. The introduction of these CHI's has been supported through Chief Officer Groups at a business group level and will enable Performance Board to track progress around risk assessment.</p> <p>Commander DPS expressed concern that complaints data was not represented as a measure and requested this be included into the next quarter.</p> <p>Decision: The Board agreed the proposed CHI's to measure performance of risk management and noted the progress made on areas highlighted in the previous report.</p> <p>Action: Complaints data to be introduced as a Corporate Health Indicator.</p>	Sarah Brader Completed

Next Performance Board meeting - 26 October 2011	
Governance Board 29 September 2011 ('the Board') Minutes / Decision / Action	Person Responsible
Item 8 Minutes of previous meeting and actions arising	
<p>The previous minutes from the Governance Board on 23 August 2011 were agreed. Some actions were shown as complete but updates were given regarding the following outstanding actions:</p> <ul style="list-style-type: none"> • Custody business case was reviewed in light of Operation Kirkin. A/DAC TP confirmed cell capacity was challenged in some areas but at all times enough cell space was available. Operation Kirkin in fact helped to prove the custody improvement model worked and provided reassurance to property services that larger capacity custody suites were being built in the right locations. • Organisational learning to capture the risks manifesting from media relations - A report was circulated at the meeting and the Board were asked to return with any concerns. 	
Item 9 Business Cases	
Item 9.1 Victim Codes of Practice (VCoP) Business Case - GB (11) 45	
	EXEMPT s43 FoIA
Item 9.2 Custody Business Case Update - GB (11) 46	
	EXEMPT s43 FoIA
Item 10 Corporate Governance	
Item 10.1 Capital Programme Steering Group - GB (11) 44	
<p>Director of Finance Services introduced a paper which provided an update on the work undertaken by the Capital Programme Steering Group for the period 29 June to 29 September 2011. The Capital Programme team met on 28 September 2011 and noted there had been recent incidents with the bidding for capital grants and the Board agreed to reinforce that there should be discussions with providers before bids were made.</p> <p>The Board approved the terms of reference for representatives attending the Capital Programme Review Meeting. Director of Business Performance agreed to liaise regarding a representative from Deputy Commissioner's Portfolio and DAC TP to liaise regarding an attendee who could represent TP as a business group rather than specifically TPHQ.</p> <p>DoR confirmed the capital budget spends were close to what was forecast. Director DoI expressed concern regarding the change to whole life budget being factored in but was reassured whole life budgets currently exist and the issue related to how slippage was managed.</p> <p>Decision: The Board noted the Capital Programme Steering Group report and approved the terms of reference for representatives attending the Capital Programme Review meeting (subject to confirmation from DCP and TP)</p> <p>Action:</p>	Maxine de

<p>DAC TP and DCP to confirm representation on the Capital Programme Review meeting.</p>	<p>Brunner / Phil Woolf Completed</p>
<p>Item 11 Summary Update of Contracts Board decisions on 6 September 2011 - GB (11) 43</p>	
<p>Director of Finance Services introduced a report that summarised the decisions made at Contracts Board on 6 September 2011.</p> <p>Decision: The Board noted the report.</p>	