



Our Ref: 003850/13

Your Ref:

Date 13 August 2013

### **Freedom of Information Act 2000**

I write further to your request for information received 24/07/2013.

I note you seek access to the following information:

*Can you please send me the minutes for the following meetings from the previous three months?*

- *Executive board*
- *Strategic partnership board*
- *East Midlands Police and Crime Commissioners Board*

Following receipt of your request, searches were conducted within Leicestershire Police to locate information relevant to your request.

### **Your request for information has now been considered and the information asked for is as follows: -**

Please find attached the last 2 minutes of the East Midlands Police and Crime Commissioners Board that covers the last 3 months.

I have also attached 2 copies of the minutes for the Strategic Partnership Board. There was a meeting on the 1st July but unfortunately a final version of the minutes has not been created at present. However, as soon as these are received I will send them separately.

With regards to the Executive Board these are published regularly on the PCC's website

<http://www.leics.pcc.police.uk/Our-Work/Meetings/Executive-Board.aspx>

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Information Management

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# Strategic Partnership Board

Wednesday 27 March 2013 – 1.00 p.m. – 3.09 p.m.  
Main Conference Room, FHQ

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## Not protectively marked

### Attendance

#### Members

Sir Clive Loader	Police and Crime Commissioner [Chair]
Mr Simon Cole	Chief Constable, Leicestershire Police
Councillor Barrie Roper	Rutland County Council
Mrs Helen Briggs,	Chief Executive, Rutland County Council
Mr Phil Hawkins	Head of Youth Justice and Safer Communities, Leicestershire County Council, representing Mr J Sinnott, Chief Executive, Leicestershire County Council
Councillor David Snartt	Leicestershire County Council
Councillor Joe Orson	Leicestershire County Council
Mr Mark Hall	Chief Executive, Oadby and Wigston Borough Council
Ms Sharon Stacey	Chief Officer for Housing representing Mr Bill Cullen, Deputy Chief Executive, Hinckley and Bosworth Borough Council
Councillor Trevor Pendleton	North West Leicestershire District Council
Mr Frank Jordan	Strategic Director, Leicester City Council
Mr Toby Sanders	MD, West Leicestershire Clinical Commissioning Group (CCG)
Mr Colin Pinfold	Director of Leicestershire Probation representing Ms Helen West Chief Executive, Probation Service
Mr Steve Lunn	Leicestershire Fire and Rescue, representing Mr David Webb, Chief Fire Officer.

#### Guests

Mr Paul Stock	Chief Executive, OPCC
Mr Peter Lewis	Chief Finance Officer, OPCC
Mrs A Perry	Head of Governance, OPCC
Mr Simon Edens	Deputy Chief Constable, Leicestershire Police
Mrs Beverley Ireland	Leicestershire County Council

## 1. Apologies

#### Members

Mr David Webb	Chief Fire and Rescue Officer
Ms Sarah Russell	Assistant City Mayor, Leicester City Council
Mr Steve Chappell	Deputy Chief Crown Prosecutor, CPS
Mr Nick Watson	Justice's Clerk, HMCTS
Mr J Sinnott	Chief Executive, Leicestershire County Council

Mr B Cullen

Chief Executive, Deputy Chief Executive, Hinckley and  
Bosworth Borough Council

Helen West

Chief Executive, Probation Service

**2. Declaration of Interest**

There were no declarations of interest.

**3. Minutes of the Meeting held on 19 December 2012**

The Head of Governance for the OPCC stated that Liz Clark, Assistant Director for Quality and Performance Management, Leicestershire County Council, had attended the last meeting and had requested an amendment to the 3<sup>rd</sup> paragraph on page 3 of the minutes to reflect the fact that in the pilot information from the County Council, a district Council and some health information was being shared.

It was agreed that with this amendment, the minutes of the meeting held on 19 December 2012 were a true and accurate record.

**4. Options and Principles for Future Working Together**

The Board considered a report of the Chief Executive, OPCC, based upon the outputs of a working group meeting held on 19 March 2013, for discussion on the options and principles for future working to deliver partnership outcomes. A copy of the report marked 'A' is filed with the minutes.

Discussion focussed on the need to build upon the benefits provided by the existing structures whilst avoiding duplication and ensuring the Board remain at the strategic level and not tactical.

The Chief Constable stated that an executive level group would add impetus to the work the Board and provide a conduit for greater engagement with criminal justice agencies. It was agreed that the new proposed themed groups reflected partner's strategic priorities.

Mr Hawkins stated that Mr Sinnott had confirmed his support for an Executive Group to help shape and steer the future agenda with detailed work being undertaken beneath that.

The working group were asked to address the following:-

- The terms of reference for the Board and its membership moving forward.
- Decision making powers for the executive group and their remit to refer to the Board for guidance, including membership of the Group (to consider geography) and its relationship to the Board and the themed groups.
- Involvement of the voluntary sector at Executive Group and themed group level.
- Mapping the work of the existing standing groups against the proposed themed groups, following which consideration be given to executive leads.

- The planning and resourcing required whilst being realistic about what can be achieved and when. To consider a 'shared resource' model for support to existing and proposed themed partnerships, the executive level and SPB.
- How the proposals compliment and align with other existing groups i.e. Leicestershire Safer Communities Strategy Group and Panel and meetings of CSP Chairmen.
- Conflicts of interest with membership of the various groups. If conflicts of interest are identified these to be addressed within the terms of reference.
- Engagement with criminal justice agencies and their involvement at different levels.

It was RESOLVED:-

- (a) to approve an 'Executive Group' level but that the working group define their purpose, relationship to the Board and themed groups and their terms of reference;
- (b) the working group address the issues identified during discussion as listed above;
- (c) to meet again in one month to receive and consider proposals from the working group.

**ACTION: OPCC to make arrangements for the working group to meet and for a meeting of SPB in one month's time.**

## **5. Police and Crime Plan**

The Board received a report of the Police and Crime Commissioner presenting an outline of the process for the production of the Police and Crime Plan 2013-17 and presenting the Plan to be published by 31 March 2013. A copy of the report marked 'B' is filed with the minutes.

It was noted that the next iteration of the Plan, to be published in September, would include an explanation on the change to crime definitions by the Home Office and the impact of this upon the targets contained within the Plan.

It was RESOLVED to note the update on the Police and Crime Plan 2013-17.

## **6. Sentinel**

The Board considered a report of the Chief Constable informing of current usage of Sentinel and the direction of travel for increasing the level of cases entered onto the system; opportunities to further develop the system and the resource implications of system development and maintenance. A copy of the report marked 'C' is filed with the minutes.

It was suggested that all partners using the system be asked if they intend to use Sentinel as a major tool and if not the barriers preventing this. It was noted that

interfaces to align with other systems would be helpful. North West Leicestershire, Rutland and Oadby and Wigston confirmed their intention to expand their use of the system. Discussion was held on the proposal to have in place a project manager to assist with addressing the barriers. The Chief Constable informed that a full time project manager was in place but that from 31 March 2013 the contract would be reduced to 2-3 days per week. The Police and Crime Commissioner stated he was prepared to contribute £10k to facilitate a full time postholder to progress this issue.

It was noted that for Leicester City Council SENTINEL was just one of a variety of systems in place, some of which provided a richer picture.

It was noted that an 'Oversight Group' was in place led by Supt. Mark Newcombe. This group addressed issues relating to SENTINEL.

It was RESOLVED to:-

- (a) request Supt. Newcombe liaise with all users to ensure a six-month review of use is brought to SPB, and
- (b) receive information from the Oversight Group on the intention from each authority regarding usage, funding and timescales to the next scheduled Board meeting.

**ACTION: Chief Constable to inform Supt. Newcombe of the actions above.**

#### **7. Feedback from Existing Task and Finish Groups**

The Board received a report of the Chief Executive, OPCC, providing feedback reports from the Task and Finish Groups. A copy of the report marked 'D' is filed with the minutes.

Mr Jordan stated that he was not the lead for Victims and Witnesses.

The Board RESOLVED to note the update reports and the mapping work to be undertaken by the working group.

#### **8. Feedback from Scoping Meetings**

The Board considered a report of the Chief Executive providing feedback from three scoping meetings which had taken place. A copy of the report marked 'E' is filed with the minutes.

The Chief Executive, OPCC, stated that feedback from the Communities and Neighbourhood Scoping Meeting had highlighted emerging issues around road safety.

Mr Hawkins informed that an established Re-offending Board was already in place however the membership of this Board needed to be refreshed as it currently focussed primarily on care agencies and this needed to be broadened.

It was RESOLVED that phasing of the work from the scoping meetings be reported to the next meeting.

**ACTION: Themed leads to provide update to next scheduled meeting.**

**9. Future Programme of Meetings**

The Board received a report of the Chief Executive, OPCC, presenting a future programme of meeting dates for the Board. A copy of the report marked 'F' is filed with the minutes.

It was noted that future meetings would commence at 2 p.m. and not 1 p.m. where stated.

It was RESOLVED to:-

- (a) approve the programme of meetings as outline within the report; and
- (b) hold a special meeting of the Board, prior to the next scheduled meeting, to consider proposals from the working group regarding terms of reference for the Board.

**ACTION: OPCC to distribute meeting dates to all attendees and arrange a special meeting of the Board in one month time.**

**10. Any Other Business**

It was agreed to forward the kind regards of the Board to Insp. Basra who had recently returned to work.

**ACTION: OPCC to draft letter from the Chairman on behalf of the Board.**

**CHAIRMAN**

2.00 p.m. – 3.09 p.m.

27 March 2013

# Strategic Partnership Board

Thursday 23 May 2013 – 10.00 a.m. – 10.58 a.m.  
Small Conference Room, FHQ

## Not protectively marked

### Attendance

#### Members

Sir Clive Loader	Police and Crime Commissioner [Chair]
Mr Simon Cole	Chief Constable, Leicestershire Police
Councillor Sarah Russell	Leicester City Council
Ms Helen Briggs,	Chief Executive, Rutland County Council
Mr Phil Hawkins	Head of Youth Justice and Safer Communities, Leicestershire County Council, representing Mr J Sinnott, Chief Executive, Leicestershire County Council
Councillor David Snartt	Leicestershire County Council
Councillor Joe Orson	Leicestershire County Council
Mr Mark Hall	Chief Executive, Oadby and Wigston Borough Council
Mr Bill Cullen	Deputy Chief Executive, Hinckley and Bosworth Borough Council
Mr Frank Jordan	Strategic Director, Leicester City Council
Mr Steve Lunn	Leicestershire Fire and Rescue, representing Mr David Webb, Chief Fire Officer.
Ms Janine Smith	Senior District Crown Prosecutor, CPS East Midlands

#### Guests

Mr Paul Stock	Chief Executive, OPCC
Mr Peter Lewis	Chief Finance Officer, OPCC
Mrs A Perry	Head of Governance, OPCC
Mr Simon Edens	Deputy Chief Constable, Leicestershire Police

## 1. Apologies

#### Members

Mr David Webb	Chief Fire and Rescue Officer
Mr Steve Chappell	Deputy Chief Crown Prosecutor, CPS
Mr Nick Watson	Justice's Clerk, HMCTS
Mr John Sinnott	Chief Executive, Leicestershire County Council
Mr Trevor Worsfold	Acting Chief Executive, Probation Service
Councillor Roger Begy	Rutland County Council
Mr Toby Sanders	MD, West Leicestershire Clinical Commissioning Group
Councillor Trevor Pendleton	North West Leicestershire District Council

## 2. Declaration of Interest



There were no declarations of interest.

**4. Minutes of the Meeting held on 27 March 2013**

The minutes of the meeting held on 27 March 2013 were confirmed as a true and accurate record.

**5. Chief Constable Briefing**

The Chief Constable provided a briefing to the meeting following the incident outside Woolwich Army Barracks in London on Wednesday 22 May 2013. The Chief Constable informed that no direct link to Leicester, Leicestershire or Rutland had been identified. He requested that partners feed back any information indicating community unrest through established routes.

The Board noted the Chief Constable's oral briefing.

**ACTION: Partners to feedback to the Force any information received. Ms Briggs to liaise with Station Commander at Kendrew Barracks, Rutland.**

**5. Options and Principles for Future Working Together**

The Board considered a report of the Chief Executive, OPCC presenting the outcome of the deliberations of the working group for options and principles for future working to deliver partnership outcomes. A copy of the report marked 'A' is filed with the minutes.

- Fire and Rescue requested they also be represented on the Executive Board.

The following comments were made on the proposals:-

- The June meeting of Chief Executives from District and Borough Councils to agree representation on the Executive Board.
- Each partner organisation to nominate their representative to the Strategic Partnership Board and the Executive Board.
- Highlight/exception reports on the criminal justice efficiency programme be presented to the Strategic Partnership Board.
- A representative from the Executive Group would represent the group at meetings of CSP Chairs for the County, City and Rutland, unless one meeting for all chairs could be convened.
- Minutes and actions from meetings of the Executive Board to be distributed to members of the Strategic Partnership Board.
- Key media messages be delivered by the Strategic Partnership Board.

Regarding the terms of reference for the Executive Board the following amendments were proposed:-

- The Executive Board be a delivery group with senior officer representation
- Representatives on the Executive Board to be different to the representation at the Strategic Partnership Board.
- The Executive Board to elect its own chair.

- Fire and Rescue be represented on the Executive Board.

It was RESOLVED to approve the:-

- (a) the structure for future partnership working as outlined at Appendix 'A' to the report;
- (b) terms of reference for the Strategic Partnership Board as outlined at Appendix 'B' to the report;
- (c) with the amendments listed above, the terms of reference for the Executive Board as outlined at Appendix 'C' to the report, with the membership of that Board being clearly separated from the membership of the SPB in order to avoid conflicts of interest;
- (d) proposed core membership of the Executive Board as outlined in paragraph 12 of the report, with a maximum of 2 representatives from Districts to represent the North and South of the County and with Fire and Rescue being represented on the Board;
- (e) approach to the prioritised workplan, resource allocation and performance framework as outlined in paragraphs 13 – 16 of the report.

**ACTION: OPCC to contact partners for their nominated representative to the Executive Board and make arrangements for the first meeting of the Board.**

## **6. Commissioning Brief for Partners**

The Board considered a late report of the Chief Executive providing partners with advance notice of communication to be distributed to all partners providing key messages and overall intent within the PCC's Commissioning Plan including commissioning intentions to be published by the second half of June 2013. A copy of the report marked 'Late item' is filed with the minutes.

**ACTION: OPCC to clarify source of funding for domestic homicide previously provided to CSP's.**

*On behalf of the Board, the Police and Crime Commissioner thanked Mr Phil Hawkins for his contribution to the work of the Board over the last 6 months and wished him well in his retirement.*

## **CHAIRMAN**

10.00 a.m. – 10.58 a.m.  
23 May 2013



Police and Crime Commissioner for Lincolnshire  
Deepdale Lane  
Nettleham  
Nr Lincoln  
LN2 2LT

**East Midlands**  
**Police and Crime Commissioners**

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### **EAST MIDLANDS POLICE AND CRIME COMMISSIONERS BOARD**

Notes of the Board meeting held in the Main Conference Room at EMSOU Headquarters on 11 March 2013 at 1.30pm

#### **PRESENT:**

Sir Clive Loader, Police and Crime Commissioner for Leicestershire (Chair)  
Alan Charles, Police and Crime Commissioner for Derbyshire  
Adam Simmonds, Police and Crime Commissioner for Northamptonshire  
Paddy Tipping, Police and Crime Commissioner for Nottinghamshire

#### **ALSO IN ATTENDANCE:**

Zoe Billingham, HMI  
Mick Creedon, Chief Constable, Derbyshire Constabulary  
Simon Cole, Chief Constable, Leicestershire Police  
Alec Wood, T/Chief Constable, Lincolnshire Police  
Adrian Lee, Chief Constable, Northamptonshire Police  
Chris Eyre, Chief Constable, Nottinghamshire Police  
Helen Boffy, Chief Executive, OPCC for Derbyshire  
Paul Stock, Chief Executive, OPCC for Leicestershire  
Chief Executive, OPCC for Northamptonshire  
Kevin Dennis, Chief Executive, OPCC for Nottinghamshire  
Peter Lewis, Chief Finance Officer, OPCC for Leicestershire  
Peter Goodman, Deputy Chief Constable, East Midlands  
Phil Whiteley, Chief Superintendent, EMPCT  
Terry Neaves, Finance Director, Derbyshire Constabulary  
Paul Lewis, Chief Finance Officer, Leicestershire Police  
Jon Peatling, Business & Finance Manager, EMSOU  
Robert James, Communications Manager, EMPCT

Item No	Subject	Responsible Officer(s)
1.	<p><b>APOLOGIES</b></p> <ul style="list-style-type: none"> <li>• Alan Hardwick, Police and Crime Commissioner for Lincolnshire</li> <li>• Malcolm Burch, Chief Executive (Lincolnshire)</li> </ul>	
2.	<p><b>OPENING REMARKS BY HMI BILLINGHAM</b></p> <p>HMIC Tom Winsor had sent his apologies.</p> <p>HMI Billingham commented that there is a variation in forces across the country in collaborative areas with some forces lacking in ambition. HMIC want to move collaboration forward with PCCs and forces and are undertaking a VFM inspection to progress regional activity. This programme of work will highlight plans to close the financial gap against the impact of services and will want to see collaboration opportunities against the risk.</p> <p>HMI Billingham acknowledged that the East Midlands was a market leader in collaboration.</p> <p>The 'Saville Report' is being published on 12 March and although forces were not directly impacted, HMI Billingham recommended that Chief Constables take note of the findings.</p>	
3.	<p><b>NOTES OF THE MEETING HELD 10 DECEMBER 2012</b></p> <p>The notes of the previous meeting were agreed as a true record and all actions were completed with the exception of agenda item 7.</p> <p>It was noted that the CFO's meeting with the ACOs was a success.</p> <p>The Board were content with the current meeting arrangements however the PCCs agreed that a pre meet would be held before each EMPCC Board. This would commence at 11am followed by the main meeting at 1pm.</p> <p>A meeting of the CFOs, Finance Directors and EMSOU Business Manager was held and incorporates Actions (4.1) to (4.4) in the previous notes.</p> <p><b>RESOLVED:</b></p> <p>That a pre-meet be held for PCCs and CEOs before each EMPCC.</p>	CAO (Lincs)

<p>4</p>	<p><b>STRATEGIC PERFORMANCE FRAMEWORK APRIL 2012 – JANUARY 2013</b></p> <p>DCC Goodman presented the performance frameworks. This produced a healthy debate in what a performance framework should contain.</p> <p>It was decided that the reports in their current format were too detailed and that outcomes needed to be agreed to produce a relevant document that provided performance measures.</p> <p>It was proposed that a working group be established to take this forward and to link in with the commissioned pieces of work by the Collaboration Efficiency Board. This group would report into DCC Goodman.</p> <p>It was also proposed that a meeting of the PCCs and CCs be held in May to discuss what a collaborative vision looked like for the East Midlands.</p> <p><b>RESOLVED:</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>1. a working group be established and work coherently with the Collaboration Efficiency Board;</li> <li>2. PCCs and CCs meet to discuss the future of collaboration.</li> </ol>	<p>CAO (Lincs)</p> <p>CAO (Lincs)</p>
<p>5.</p>	<p><b>FINANCE REPORTING</b></p> <p>Mr Peatling presented the finance report to the Commissioners. The report highlights a £2m underspend against the budget for all eight collaborative Units. The CFOs had agreed how these underspends would be used.</p> <p>He also noted that the CFO meeting was successful. Further work was underway with regards to strengthening the financial governance arrangements.</p> <p><b>RESOLVED:</b></p> <p>That the finance report be noted.</p>	<p>-</p>

<p><b>6.</b></p>	<p><b>HMIC REVIEW OF REGIONAL COLLABORATION</b></p> <p>As reported earlier in the meeting, HMIC had commissioned a value for money piece of work for collaboration. HMI Billingham stated that this would not duplicate the existing work that was being undertaken by the East Midlands.</p> <p>Existing collaborative areas were providing value for money but the Board acknowledged that there are other areas which had yet to be reviewed.</p> <p>HMI Billingham requested a meeting with the review team to discuss both programmes of work.</p> <p><b>RESOLVED:</b></p> <p>That HMIC and Members of the Collaboration Efficiency Board to meet to discuss HMIC VFM inspection and the review being conducted within the East Midlands. To be arranged through Sir Clive Loader's office.</p>	<p>HMIC/DCC Goodman</p>
<p><b>7.</b></p>	<p><b>EAST MIDLANDS COLLABORATION EFFICIENCY BOARD</b></p> <p>The Collaboration Efficiency Board met on 7 March 2013 chaired by DCC Goodman. Ten pieces of work were commissioned at the meeting which would form a review of all collaborative services and ventures. It would be a thematic approach initially looking at such opportunities as workforce modernisation, etc. The group would next meet at the end of April when it was expected that each Lead would present their findings, including a grading of the risks identified. Following this, work would be commissioned to look at reducing the size of units.</p> <p>It was agreed that Paddy Tipping, Helen Boffy and Malcolm Burch would attend future Collaboration Efficiency Boards to represent PCCs, CFOs and CEOs.</p> <p>The Board agreed that the final report would be presented in July.</p> <p><b>RESOLVED:</b></p> <p>That</p> <ol style="list-style-type: none"> <li>1. the review of collaborative units be produced and ready for presentation in July 2013;</li> <li>2. Paddy Tipping, Helen Boffy and Malcolm Burch attend future Collaboration Efficiency Boards.</li> </ol>	<p>DCC Goodman C/S Whiteley</p>
<p><b>8.</b></p>	<p><b>EAST MIDLANDS AMBULANCE SERVICE (EMAS)</b></p> <p>CC Cole presented the EMAS report. A regional piece of work was ongoing to address arrival times and earlier clinical</p>	

	<p>assistance. It was noted that this was a multi agency demand management issue. CC Cole would flag-up any risks on behalf of the chief constables at a national level.</p> <p>PCCs were asked to note and engage with partnerships.</p> <p>HMI Billingham noted that HMIC was working to fill the gaps of other agencies and welcomed the report. She suggested that the East Midlands be a pilot region to cost gaps.</p> <p><b>RESOLVED:</b></p> <p>That</p> <ol style="list-style-type: none"> <li>1. the EMAS presentation be noted.</li> <li>2. HMI Zoe Billingham and CC Simon Cole discuss the pilot.</li> </ol>	<p>- HMI Billingham / CC Cole</p>
<p>9.</p>	<p><b>EAST MIDLANDS POLICE COLLABORATION PROGRAMME – GOVERNANCE</b></p> <p>It was noted that since John Cooke’s departure, there was no representation from the EMPCCB on the DCCs’ Programme Board.</p> <p><b>RESOLVED:</b></p> <p>That the Chair nominates a representative to sit on the DCCs’ Board.</p>	<p>PCC (Leics)</p>
<p>10.</p>	<p><b>COLLABORATION PROGRAMME UPDATE</b></p> <p>The Chief Constables outlined their respective portfolios highlighting ongoing and planned work.</p> <p><u>Ops Support</u> Criminal Justice business case to be presented to the DCC Board in June 2013. It was requested that CEOs have sight of this business case for comment.</p> <p><u>Resources</u> A debate was held around the shared services options. It was requested that the shared services section in the Resources update show that outsourcing had been considered by forces but had been rejected as an option. It was noted that although this was currently a decision for the three PCCs concerned, the long term impact should be considered by all five. The Board was assured that all options had been discussed at the Resources Board where forces at ACPO level were represented.</p>	

	<p>HMI Billingham suggested that an 'away day' might be helpful to discuss collaboration and areas that had previously been parked or not considered.</p> <p>Work was in progress to develop a regional risk register together with a collaboration matrix.</p> <p><b>RESOLVED:</b></p> <p>That</p> <ol style="list-style-type: none"> <li>1. the portfolio updates be noted;</li> <li>2. circulate Criminal Justice business case to CEOs;</li> <li>3. the Resources Portfolio be updated to incorporate outsourcing outcome.</li> </ol>	<p>- C/Supt Whiteley C/Supt Whiteley</p>
<p><b>11.</b></p>	<p><b>DATE OF NEXT MEETING – 3 June 2013, Leics HQ</b></p> <ul style="list-style-type: none"> <li>- 11am PCCs and CEOs pre meet</li> <li>- 1pm EMPCC Board</li> </ul>	<p>CAO (Lincs)</p>