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MINUTES

NATIONAL POLICE AIR SERVICE (NPAS) NATIONAL STRATEGIC BOARD (MEETING NUMBER 13)

9 December 2015

PRESENT

NAME	REPRESENTING
PCC Mark Burns-Williamson OBE (MBW) Chair	Police and Crime Commissioner for West Yorkshire police – Lead Local Policing Body
T/CC Dee Collins QPM – (DC)	West Yorkshire Police – Lead Local Chief Constable
Ch. Supt. Ian Whitehouse (IW)	NPAS Accountable Manager
Fraser Sampson (FS)	Chief Executive & Solicitor – Office of Police and Crime Commissioner for West Yorkshire
Katherine Johnson (KJ)	Treasurer – West Yorkshire Office of Police and Crime Commissioner
Mark Reeves (MRe)	Head of Accountancy - West Yorkshire Police
Supt Tyron Joyce (TJ)	NPAS Programme Director
Susan Carte (SC)	NPAS Business Development Manager
Ollie Dismore (OD)	NPAS Director of Operations
Janine Nelson (JN)	Solicitor, Legal Services, West Yorkshire Police
Insp. Sue Disley (SDi)	NPAS Implementation Manager
PCC Barry Coppinger (BC)	Police and Crime Commissioner for Cleveland - North East Region
CC Dave Jones (DJ) (by phone)	North Yorkshire Police – North East Region
CC Simon Byrne (SB) (by phone)	National Police Chiefs' Council (NPCC) Aviation Lead
Emma Smithies (ES) (by phone)	Staff Officer to CC Simon Byrne –Cheshire Police – North West Region
PCC Ron Ball (RB)	Police and Crime Commissioner for Warwickshire – Central Region
CC Neil Rhodes (NR) (by phone)	Lincolnshire Police – Central Region
Cmdr. David Musker (DM)	Metropolitan Police Service – London Region
PCC Anthony Stansfeld (AS) – (by	Police and Crime Commissioner for Thames

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phone)	Valley - South East Region
T/Chief Supt Simon Hawkins (SH)	Hertfordshire Police – South East Region
PCC Christopher Salmon (CS) (by phone)	Police & Crime Commissioner for Dyfed Powys – South West Region
CC Suzette Davenport (SD) (by phone)	Gloucestershire Police - South West Region
Oliver Cosgrove (OC) (by phone) On behalf of CS Caroline Peters	Avon & Somerset, South West Region
Annabel Cowell (AC) (by phone)	MOPAC – Mayors Office for Police & Crime
Jonathan Scanlan (JS)	Home Office – Workforce and Capability Unit
Melanie Jaundziekars (MJ)	NPAS Support Officer

APOLOGIES

NAME	REPRESENTING
Rebecca Lawrence (RL)	MOPAC – Mayors Office for Police & Crime
PCC John Dwyer (JD)	Police and Crime Commissioner for Cheshire – North West Region
CC Mark Polin QPM (MP)	North Wales Police – North West Region
Rachel Watson (RWa)	Home Office –Head of Police Workforce and Capability Unit
D/Supt Richard Mann (RM)	British Transport Police
ACC Sarah Hamlin (SH)	Norfolk Police – South East Region

The Chair, PCC Mark Burns-Williamson (MBW) opened the meeting and invited introductions from those in the room and dialling in on the conference call facility.

1. APOLOGIES

Noted and recorded.

2. DECLARATIONS OF INTEREST

No interests were declared.

3. MINUTES OF MEETING HELD 9 SEPTEMBER 2015

Minutes were agreed and passed as a correct record.

4. ACTIONS

See Action list for updates.

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Agreed – the Board acknowledged the progress made and endorsed the NPAS Estates team to look at alternative accommodation and options for NPAS London.

SB questioned if NPAS are thinking about a post implementation review and if it was time to look at amending the Collaboration Agreement. IW acknowledged that NPAS had always committed to reviewing the Agreement when all forces had joined NPAS. As Humberside Police are not due to join NPAS until September 2016 NPAS are unable to fully review until that time. IW pointed out that the Board had previously received a project closure report from Iain Tookey. SB questioned the synergy with the service and IW stated that this is the role of the Independent Assurance Group (IAG) to ensure NPAS were achieving the right levels of performance and an opportunity to take concerns raised by the National Strategic Board to the IAG which was agreed. Ongoing monitoring of implementation would be reported to the National Strategic Board.

Action 13.1 – SB to consider and bring proposals back regarding the role of the IAG.

It had been agreed previously by the Board for a 12 month review to take place regarding the Operating Model and this is due for review in April 2016.

PCC Anthony Stansfeld (AS) raised the issue regarding Suffolk's costs and stated that no agreement had been achieved at the recent meeting with IW who raised Suffolk's concerns with the Board despite attempts by the Chair and the NPAS team to resolve the matter. Fraser Sampson (FS) stated that the Collaboration Agreement clearly envisaged and made provision for dispute resolution and the next stage would be for the National Strategic Board to consider the issues raised and to try and resolve them. A discussion took place and it was highlighted that the budget for NPAS is predicated on fixed contributions. It was agreed that a sub-group should consider the issues and receive representations before presenting back to the Board. A discussion took place and it was agreed that a dispute resolution sub-group be established and the following Board members agreed to be part of the panel:-

PCC Christopher Salmon – Dyfed-Powys
PCC Ron Ball - Warwickshire
Commander Dave Musker – Metropolitan Police
CC Dave Jones – North Yorkshire Police

Action 13.2 – NPAS Secretariat to arrange the dispute resolution sub-group to meet as soon as practicable to consider the details and report back to the Strategic Board.

7. UPDATE ON FIXED WING PROJECT

Susan Carte (SC) provided an updated on the fixed wing project and stated there had been some slippage in respect of the delivery date for the fixed wing aircraft which would now fall between April 2017 and March 2018. This was mainly due to the delay in confirming the capital funding from the Home Office in order to move forward legally. PCC Barry Coppinger (BC) proposed that consideration be given to continue operating from Durham Tees Valley until April 2017 and that the implementation of the new operating model be kept under review. IW supported this by outlining that it would be difficult to deliver ongoing operations and asked the Board to consider the same extension for Warton and Wattisham. A discussion took place and it was agreed that due to the bases being reliant upon having fixed wing in place and available, there would be a degradation in service if these particular bases closed under these circumstances and the timeline now envisaged.

PCC Christopher Salmon (CS) queried the additional cost and the impact on the funding formula. Mark Reeves (MR) stated that the cost would be £2m per annum. The previous year's underspend of £1.2m was earmarked for transitional costs and if the Board agreed NPAS could utilise some of this money which could be dealt with outside the budget for 16/17 and costs would be reduced overall.

Agreed – the Board agreed to give NPAS flexibility for Durham Tees Valley, Warton and Wattisham until April 2017. The Board expressed their desire to move to a 15 base model with all bases operating 24 hours and the three bases were to be managed with that condition and funded from the NPAS contingency fund. It was also agreed that this issue would be brought back to the Board should the timeline extend beyond a further six months for fixed wing to be brought into service.

8. CIVIL AVIATION AUTHORITY (CAA) AUDIT

IW reported that the CAA had carried out their end of cycle audit in November 2015 and raised two findings, one of which was a technical process issue and the other was around recurrent training for key postholders. The CAA also raised three observations. One observation related to a safety report and the other related to exploring flight simulation training which would have financial consequences for NPAS. IW stated that work is ongoing to look into the cost of a flight simulator. A recommendation was also made by the CAA to appoint the NPAS Estates & Infrastructure Manager as a "Form 4" holder for ground operations.

The Board noted the contents of the audit.

9. NPAS STRATEGIC ASSESSMENT

Inspector Sue Disley (SDi) gave an overview of the NPAS Strategic Assessment, the first Strategic Assessment that had been written. SDi explained that the Assessment had been put together with the assistance from SLT colleagues and the document highlights the key issues facing the service and the proposed control strategies. The Chair (MBW) thanked Inspector Disley for her detailed and thorough presentation.

Action 13.3 – MJ to provide Sue Disley’s contact details to Board members for feedback

10. USER REQUIREMENT (CT – CLOSED SESSION)

[REDACTED]

11. POLICE SCOTLAND REPORT

OD provided a summary following the Air Accident Investigation Branch (AAIB) report that had recently been published, highlighting the potential financial and operational impact on NPAS through mandatory fitting of additional voice and data recording equipment. It was noted that the safety recommendations are currently being assessed by the CAA with a view to imposing additional regulations to address the recommendations. OD raised that initial discussions with suppliers had indicated that the combined requirement could be in the region of £200k per airframe and that these costs had been discussed with Home Office officials and Director General Mary Calam during her recent visit to West Yorkshire.

IW stated that NPAS had been looking to fit video and voice capture equipment into the aircraft but were awaiting the report to ensure NPAS were fully compliant.

The Board endorsed the approach taken.

12. BUDGET MONITORING AND CAPITAL REPORT

Mark Reeves (MR) gave an overview on the financial position for NPAS and stated that as at 30 September 2015 there is an underspend of £653k on revenue and a balance of £8.4m still to spend in the capital programme. MR stated that fleet is underspending by £296k owing to the depressed price of fuel and efficient deployment of fewer aircraft. MR advised that, owing to the time of year (when more maintenance was required), this could affect the forecast outturn position. MR stated that NPAS are in a healthy position and

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are on track in terms of a revenue perspective and there are no major financial issues at present.

CC Suzette Davenport (SD) queried why police pay for WYP and other forces was shown separately and MR stated that this would be consolidated into one line for future reference and had been done for ease of accounting in West Yorkshire.

MR stated that another National Strategic Board meeting would be taking place on 11 February 2016 to finalise the budget plan for 2016/17 and the new funding model contributions would be presented at the meeting on the 'Actioned calls for service' principles previously agreed.

CS acknowledged the healthy financial position of NPAS and congratulated MR on the work he had undertaken in order to get to this position which was also supported by MBW in thanking him and all the finance team, including KJ at the WYPCC office.

13. RISK REGISTER

IW stated that the highest risk for NPAS was around capital funding and IW and KJ are meeting with the Home Office in January to discuss further. The issue regarding Suffolk not paying their bill is also a risk for NPAS now under a dispute resolution process set out in the Section 22a Collaboration Agreement.

IW stated Jenny Walker, Communications and Marketing Manager, would be in post by January 2016 and would attend the next meeting in February 2016.

14. AOB – NEXT MEETING

Budget setting meeting scheduled for 11 February 2016. IW stated that all Police and Crime Commissioners Board members must be represented at the budget setting meeting in order to be quorate as only they have the vote on budgetary matters.

Next full National Strategic Board meeting to be held on 10 March 2016

MBW thanked everyone for their contributions throughout 2015 which was much appreciated and wished everyone a Merry Christmas and a Happy New Year.

- **Date and time of next meeting – 11 February 2016 - 2.00pm – 5.00pm
Bishopgarth House, Carr Gate, Bradford Road, Wakefield, WF2 0QD.**