

ETAP Meeting 24 July 2019

Item 2 (ii)

Since my last report in May, we have concentrated on establishing new thematic reviews to take us to the end of the year. This is part of our forward planning and requirement to work to a strict budget.

ETAP is to adopt a balanced approach to its thematic reviews and this means not to concentrate just on the Force, but also on the Staffordshire Commissioners Office (SCO) and now since August 2018, the Fire and Rescue Service (FARS).

A number of topics have now been proposed by the Force, which combined with some generated from ETAP, has enabled us to confirm to all members on the 27 June, our intent to carry out three thematic reviews with immediate effect.

The topics selected are:

Thematic Title	Organisation	Lead
Local Partnership	Staffordshire Police	Tony Wilmot
Fire Protect Programme	Fire and Rescue Service	Alan McEntire
Commissioning	Staffordshire Commissioner's Office	Jane King

Holiday and personal commitments have delayed initial discussions, but work has now commenced on all three. Details as below:

Thematic Title	Date	Update
Local Partnership	4 July	Initial meeting held with force and SCO. Draft Terms of Reference drawn up on the 5 July. Awaiting outcome of letters to the two local authorities working with the local police forces selected for the review.
Fire Protect Programme	11 July	Discussion between DCTR and Lead. Outline Terms of Reference to be prepared and plan for meeting with FARS.
Commissioning	11 July	Discussion between DCTR and Lead. Subject matter discussed and instructions to conduct background research and plan for meeting with head of commissioning team.

We are also to undertake a 'Subject Review' later in the year. This will review the progress being made by the force in updating their data records, an area which has been discussed previously at ETAP meetings. ETAP seeks reassurance that it is being completed satisfactorily. This new initiative for the panel is not a full thematic but a short review of the subject with outline summary and recommendations.

Of the remaining topics proposed by the Force, we are planning to undertake 'Children in Custody' and 'Missing Persons' which will commence once progress is seen on the three highlighted above.

Although not containing a great deal of new information, the thematic Progress Register is shown below. This reflects the closure on the ICV Thematic which was completed in 29 hours against the budget of 40. Of note, hours allocated for each review has been 60 hours. Future thematic reviews will need to be managed in 50 hours, the hours saving releasing time to undertake new initiatives but still working within the annual budget allowance.

THEMATIC REVIEWS - PROGRESS REGISTER															
2019					Thematic Planner			Progress Log					Hours Summary		
Thematic Title	Thematic No	Lead	Member 1	Member 2	Briefing Date	T.o.R Confirmed	Target Completion Date	Draft Report sent for Comment	Final Report sent to DCTR	Report sent to SCO	Month Published	Hours Allowance	Hours Booked	Hours Not Booked	Total Hours
ICV	19001	Jane King	Jane Hackett		1/2/19	30/1/19	31/3/19	2/4/19	8/4/19	8/4/19	04/2019	40	29.00		29.00
Local Partnership Arrangements	19002	Tony Wilmot	Craig Brown	Clare Cowley	4/7/19							60	2.00	1.00	3.00
Fire Protect Programme	19003	Alan McEntire	Sue Westacott	John Wheatley	11/7/19							50			0.00
Commissoning	19004	Jane King	Jane Hackett	David Davies	11/7/19							50			0.00
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David Davies  
Deputy Chair Thematic Reviews