



MINUTES OF MEETING

Date: Thursday 11 March 2010
Time: 13.00
Location: Fareham Police Station

Attendees: C/Supt Karen Manners
(Chair)
Supt Phil Winchester
DCI Colin Mathews
C/Insp Schofield
C/Insp Steve Baxter
C/Insp Glynis Shaw
Insp Mark Taylor
Insp Steve Collins
Nicole Cornelius (part)
Chris Allen
Sally Adams
Anneke McCarthy
PS David Pugh (part)
Sandra Ruddock (MA)

145 Apologies:

C/Insp Jason Kenny; C/Insp Rachel Farrell

146 C/Supt Manners instructed that emails on mobile telephone were no longer to be dealt with during meetings and that phones were to be either switched off or turned to silent operation.

MINUTES OF MEETING 11/2/2010

The minutes were accepted as an accurate record of the meeting.

147 MATTERS ARISING FROM THE MINUTES OF MEETING 11/2/2010

147.1 **Action 132 – IAG Review and Implementation.** C/Insp Shaw has forwarded the Fareham contact details to Insp Dunlop but has received no information from other Districts. C/Supt Manners asked that these be sent to C/Insp Shaw by the end of the month. Action discharged.

147.2 **Action 135 – PDRs.** HR have reviewed the list of overdue PDRs including those who have left the force with several being written off in the process. Leavers will be added to the overdue list so that PDRs can be completed before they go. ICIDP people have been

removed from the list. The number of overdue PDRs now matches data on Delphi and Anneke emphasised that this position should be maintained.

- 147.3 In future HR will only chase District MAs for overdue PDRs on the District. Other department heads in the OCU will be chased individually. PDRs more than three months old will be highlighted for interview with the supervisor.
- 147.4 Anneke will be confirming at HQ whether PDRs for ICIDP are required or not and will advise.
- 147.5 All requests for date changes or moving on of PDRs must go through a Chief Inspector.

Action: Anneke McCarthy to write a summation of these agreed changes for the Newsletter.

- 147.6 **Action 140.2 – Complaints.** INFRA live. All training is complete. Action left open for review in September. MAs will continue with current logging process for those they receive as well as entering as appropriate on INFRA. C/Supt Manners re-emphasised the need for complaints to be effectively managed and resolved promptly within the District wherever possible.
- 147.7 **Action 143.2 – Review of Night-Time Economy.** PS Roy Jennings is the SPOC and plans have been received for review.
- 147.8 **Action 143.3 – TKAP3.** Funding is available and will be allocated appropriately through TCG.

148 ACPO SUPERVISORY RATIOS PAPER

- 148.1 This paper had been circulated prior to the meeting which related to the proportion of supervisors to other officers and staff and proposals that the OCU could be leaner. She explained the methodology and apologised that there had not been sufficient time for full consultation.
- 148.2 ACPO decisions are awaited. A two year delivery of the reduction in ranks is envisaged but it is anticipated that some centralisation will take place by 1st April 2011.
- 148.3 The force is proactively looking at best use of roles and deployment of restricted officers and C/Supt Manners emphasised that Chief Inspectors need to monitor performance.
- 148.4 C/Supt Manners is concerned regarding the rumours surrounding centralisation of some functions. Centrally it has been recommended that a change manager should be in place to lead this so that full consultation with units that may be affected could be undertaken from the outset and that there could be full HR and Estate co-ordination and consistency of processes.

149 OCU STRUCTURE – FIT FOR PURPOSE FOR THE YEAR AHEAD?

149.1 The proposed performance targets for the OCU had been circulated prior to the meeting and these were explained. This year the Force and HPA are working more closely with County to agree targets to ensure successful joint working with partnerships and alignment of goals. DS Pugh explained briefly how the figures were derived.

Action: DS Pugh to email brief explanation of derivation of target figures.

149.2 The OCU will try to protect neighbourhood structures as there have been consistently good results in recent years.

149.3 Improving the focus and flexibility of the Tasking Team was discussed along with reductions in burglary commission and drugs. There was no criticism of the Tasking Team and the work they are doing, more a review of priorities. DCI Mathews will take ownership of this.

Action: DCI Mathews to send out to OCU District Commanders updates on the work being done by the Tasking Team and PCTs.

149.4 Discussion took place around ownership of the PIIT teams and maximising opportunities. The PIIT teams have demonstrated that they are a positive development for the OCU but it was considered that inclusion of detectives to increase investigative opportunities would be advantageous. It was agreed that a benefit would be the transfer of three PC posts as potential DC posts, one for each PIIT team.

Action: DCI Mathews and Anneke McCarthy to discuss options outside the meeting regarding creation of DC posts.

149.5 C/Supt Manners requested that DCI Mathews reviews the C2 Priority Crime Offender Management in Hertfordshire.

Action: C/Supt Manners to provide mobile telephone number of Hertfordshire C2 Manager to DCI Mathews.

150 POLICE REPORT CARD

150.1 The HMIC Report Card is to become public on the 13th March and the content was explained by DS Pugh. C/Supt Manners emphasised the importance of Chief Inspectors being aware of the contents, particularly of the Hampshire section, so that they may respond to questions raised by members of the public. They also need to ensure that their partnerships are aware of it.

150.2 The HMIC will benchmark Hampshire against other forces and results will go into a league table. The focus of the HMIC is to be the advocate of the public.

150.3 Requests for response are to be referred to HQ.

150.4 The link to the document is on the HMIC webpage.

151 ONE PLACE COMPREHENSIVE AREA ASSESSMENT

151.1 The link to the Audit Commission web page "OnePlace" was embedded in the agenda for this meeting circulated beforehand.

151.2 OnePlace comprises the data from five different auditing bodies: The Audit Commission, HMIC, HM Prison Service, Local Authorities, and Fire Service. This data is then combined to give an overall assessment. C/Supt Manners emphasised that this dovetails into ACPO considerations, e.g. vehicle crime, and the HMIC will look at forces not performing in target areas. She again emphasised the importance of District Commanders and their teams' awareness and cognisance of the contents of this website as the data is publicly available. There is a risk that members of the public could be more briefed than local officers attending public meetings.

ACTION: District Commanders to brief all their teams on the HMIC scorecard and the Oneplace website.

151.3 DS Pugh gave a brief guide to the content of the reports.

152 LOCAL CHILDRENS PARTNERSHIPS

152.1 Extracts from an informative presentation on Youth Offending had been circulated with the agenda and were shown again at this meeting.

152.2 The Children's Partnership Trust has now been established locally providing an opportunity for police to be influential in the work of these trusts. Local schools and colleges will be engaged.

152.3 There is an event taking place at Bridgemary from 09.30 until 2pm on 23rd March 2010 which will be attended by over 100 head teachers which is being led by Steve Crocker, Head of Children's Services for Hampshire.

152.4 When working in local children's partnerships, Chief Inspectors are to ensure that the opportunity is taken to identify children and families where future problems are likely to arise, to glean additional information from partner agencies and to discuss what intervention measures can be taken at an early stage to reduce the risk of offending. Steps also to be taken to ensure that Social Services are engaged in targeting such families.

Action: Opportunity to be utilised with a view to providing feedback.

153 FINANCE

153.1 Chris Allen had circulated an update prior to the meeting. There are no issues at the end of the financial year except that there has been

an underspend. There will be opportunities to bid for some of this but such bids would need to be related to policing priorities. HPA are not expected to look at bids until June and there is a possibility that the money may be used for capital projects.

153.2 A regular overtime budget for police officers has been agreed together with a bank holiday budget.

153.3 Suggested projects were body worn video and a survey of Havant Enquiry Office to see what could be done although this could be affected by future estates planning.

Action: Chris Allen to make enquiries regarding the current procurement position concerning body worn video.

154 **HUMAN RESOURCES**

154.1 **Establishment.** Although resourcing is still difficult the OCU will be up to establishment by May. There are currently 3.5 vacancies, 6 counting external funding. There are currently 27 students, up to 38 by 10th May; there will be 30 at the end of this financial year and 54 by the end of the next financial year.

154.2 The focus is now on getting people in the right place and equipping TPTs with area cars, etc., in accordance with force need. This will continue as the students come through.

154.3 There are 6 police staff vacancies but most of those will have joined by next month. The OCU will then be up to establishment except for 2 vacancies which are being held for the time being.

154.4 Temporary Promotions. There will have to be exceptional need for these to be allowed due to the supervisory freeze. This is having an impact due to cost of cover.

154.5 **Sickness Absence.** Some training sessions have been completed with the feedback positive and HR are happy to do more.

154.6 **Fit Note.** The new certificate will state whether a person is unfit for work or fit for certain types of work and there is space for the doctor to give guidance on what sort of work could be done. These will be operative from 6th April and will replace any sickness certificate which a doctor may be issuing after that date. The intention is to get people back to work as soon as possible. It is not yet known how GPs will manage these. Self-certification still applies for the first 7 days of a period of sickness.

Action: Anneke to write guidance with regard to the new Fit Note for inclusion with a picture in the newsletter.

154.7 **PDRs.** Discussed at 147.2-5. No further issues.

154.8 **Women's Health Day.** This will be a one day event with guest speakers under the banner of the OCU Fairness and Equality Action Group. The morning session will be about health concerns

for women; the afternoon will be for supervisors regarding managing women's health issues from a line management perspective. The proposed date is currently 25th May depending on availability of the consultant and it will be held at Marwell. It will be open to police officers and police staff.

Action: Anneke McCarthy to circulate more information regarding Women's Health Day as soon as date is confirmed.

Action: District Commanders to arrange for as many of their supervisors as possible to support this event.

154.9 Suggestions are welcomed for future events around issues which it is considered should be targeted.

154.10 **Health Screening Tests.** These will be available locally depending on demand and a suitable room will be sought. They are not free but will be open to police officers and police staff.

Action: Anneke to circulate more information as soon as it is available.

NICOLE CORNELIUS

154.11 **HR Modernisation Project.** This has been stalled by the need to identify a suitable location.

154.12 **IT System.** Plans are progressing but it could take 9 months before it is operational although contracting into the national system may speed this up. There will be a fully integrated system which will link into payroll and will replace Delphi. It will include self-service screens for line managers.

153.14 **Finance and Business Review.** Nicole agreed to pick up the fact that there does not appear to be any HR involvement in this project.

153.15 **Change Management Co-ordination.** Nicole is setting up a working group to discuss co-ordination of HR issues arising from the reviews in progress at the centre. She will raise again the need for a change management team to co-ordinate all the wider issues.

155 CRIME/CID ISSUES

No issues for discussion.

156 COMMUNICATIONS

156.1 Sally will be attending a multi-agency public confidence meeting on 16th March and will feed back to districts issues relating to their areas.

156.2 Interviews for the Communications Assistant post should take place in the next 2-3 weeks.

156.3 **Year End Message.** C/Supt Manners requested 4-5 bullet lines

from each Chief Inspector on things which they consider are worthy of note as significant achievements of the OCU this year to be relayed to all staff in a localised year end message, e.g. custody, PIITs, DV training. There will also be an external message which will include partnership achievements. This is intended to be a twice yearly event.

Actions: Submissions for End of Year message from all to be sent to Sally Adams by Friday 19th March.

157 SUMMER ASB CAMPAIGN

157.1 This will take place again this year and C/Insp Jerry Patterson will be the Force SPOC. Chief Inspector Baxter will be co-ordinating this from an OCU perspective.

157.2 It is anticipated with the additional notice provided and the strategy already set out, that the campaign will be an improvement on the 2009 campaign for which very short notice was given. Efforts will be made to involve partners at an early stage.

157.3 The OCU SPOC will be from C/Insp Baxter's Department with a link into each District and CID.

157.4 C/Supt Manners is keen that the OCU does not create a lot of time off in lieu. Senior officers need to be visibly involved but for police staff this must represent added value and core roles must be considered. Events must be carefully planned to reduce the risk of wasting police staff time.

158 ANY OTHER BUSINESS

158.1 **SafetyNet.** C/Insp Schofield raised concerns regarding pressure on SPOCs.

Action: District Commanders to review in terms of issues with SPOCs and feed back to C/Insp Schofield.

159 DATE OF NEXT MEETING

Thursday 8th April 2010 at 13.00 hrs