



MINUTES OF MEETING

Date: Thursday 8 October 2009
Time: 13.00
Location: Fareham Police Station

Attendees: C/Supt Karen Manners
Supt Phil Winchester
DCI Colin Mathews
C/Insp Operations Steve Baxter
C/Insp Glynis Shaw
C/Insp Will Schofield
C/Insp Jerry Patterson
C/Insp Farrell
Insp Mark Taylor
Insp Mick Pragnell
Insp Kevan Stanswood
PS Roy Jennings
Chris Allen
Anneke McCarthy
Sally Adams
Sandra Ruddock (M/Asst)

85 **Apologies:** Sally Adams

SMT MINUTES

In an effort to ensure that minutes and actions are tightly structured, C/Supt Manners encouraged those chairing meetings to summarise discussions as the meeting progresses. She asked that any concerns regarding this should be addressed to her.

86 **LICENSING**

Insp Pragnell and PS Jennings produced a schedule of bullet points regarding Test Purchasing statistics. The OCU has a co-ordinated plan for test purchases across the OCU which will be NIM compliant. TKAP are hoping to secure more funding to extend test purchasing in connection with violent crime amongst juveniles. Inspector Pragnell keeps a record of all operations and outcomes are fed back to District Inspectors who disseminate to their teams.

87 **MINUTES OF MEETING 9/9/09**

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

88 MATTERS ARISING FROM THE MINUTES OF MEETING 9/9/09

88.1 **Action 58 – Removal of Radios and TVs.** Chris Allen reported that there is no consistency of opinion across the force. Central OCU will leave this to local management at present. Further opinion will be sought on this to include the use of ipods.

Action: C/Supt Manners to take back to OCU Commanders to seek their views.

88.2 **Action 74 – SMT Bank Holiday Duties.** The duty weekend schedule was discussed. Christmas and New Year duties were agreed as follows: -

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|-------------|---------------|--|
| 2009 | 24 December | C/Insp Farrell – Day. Late cover until midnight C/Insp Shaw. |
| | 25 December | Supt Winchester |
| | 26 December | C Supt Manners |
| | 27 December | C/Inspector Baxter |
| | 28 December | DCI Mathews |
| | 31 December | Expectation that Chief Inspectors will work as needed to support their teams on a busy night. Supt Winchester will be on early; C/Supt Manners, C/Insp Baxter and C/Insp Schofield will all be on late. Others to work as required |
| | 1 January | C/Insp Farrell |
| | 2/3 January | DCI Mathews |
| 2010 | 25 December | C/Insp Kenny |
| | 26 December | C/Insp Shaw |
| | 27 December | C/Insp Schofield |
| | 28 December | C/Insp Farrell |
| | 31 December | C/Insp Farrell and C/Insp Schofield |
| | 1/2/3 January | C/Insp Baxter |

It was also agreed that at any one time throughout the year there would be a maximum of three Chief Inspectors off duty and that this would be managed through CARM.

89 **FINANCE**

89.1 Chris Allen had provided a finance update in advance of the meeting which indicated a fairly comfortable current financial position for the OCU although overtime savings had begun to be reduced as he expected. He emphasised that next year the situation would be very much tighter.

Action: C/Insp Baxter to review the summer months with Insp Stanswood and, in view of the custody structure, ensure that OCU is planning in advance for summer abstractions in 2010.

Action: Chris Allen and C/Insp Baxter to discuss overtime breakdown for the summer 2009.

89.2 Chris Allen is engaged in the zero-based budgeting process which will take about two weeks of work. It will be closely scrutinised by C/Supt Manners and Supt Winchester. Appropriate questions will be asked of SMT members and C/Supt Manners asked everyone to engage in that process.

89.3 C/Supt Manners sits on the Budget Gold Group, which is looking at medium/long term cashable and efficiency savings. She outlined a number of immediate savings which could be made and asked for feedback of reasons why savings should not be made in these areas.

89.4 An Efficiency and Productivity Group is being formed in the OCU and more information will be forthcoming from Chris Allen. C/Supt Manners will chair it, with Supt Winchester and Chris Allen. Meetings will only be held on a needs basis and SPOC meeting time will be minimised.

Action: Each Chief Inspector to nominate to C/Supt Manners a SPOC to represent their district on the Efficiency and Productivity Group.

Action: All to let C/Supt Manners know of current measures or ideas to improve efficiency and better utilisation of resources so that she can feed these into the Efficiency and Productivity Group.

90 **HUMAN RESOURCES**

90.1 **PDRs.** Outstanding PDRs are to be more closely scrutinised. Anneke McCarthy will circulate outstanding PDR data to SMT members.

Action: All to review PDR data provided by HR and be ready to report on improvements to next meeting.

90.2 **Sickness.** Although quite a number on long-term sick, OCU is under monthly target for police officers and police staff. 7 Police officers are under consideration for ill health retirement.

90.3 **Establishment.** Force is under establishment at present but will be on establishment by Christmas 2009. The situation for the OCU will

not change until the middle of 2010 and there will be some gaps. There will be 0.5 police vacancies on PCs in the next month not taking into account officers taken from establishment for specialist posts.

90.4 **Training.** There may be some money available for external training.

Action: All to let Anneke McCarthy know of any external training needs within the next four weeks. Urgent bids to be forwarded to Anneke immediately.

90.5 **Employee Support Line.** The number has changed. Posters are on display and it has been included in the newsletter.

91 **RECRUITMENT AND RETENTION OF STAFF FROM BME AND DISABLED COMMUNITIES.**

91.1 Recruitment and retention of staff from BME and disabled communities is a priority for the force. The Equipping Our Teams to Deliver Silver Group does not have a representative from each district and Anneke asked that in her capacity as joint chair with C/Insp Farrell, she be advised of work streams in districts and departments which can be fed back into the policing plan and silver group.

Action: If working in local BME or disabled communities, all to let Anneke McCarthy or C/Insp Farrell have details of work streams so that these can be fed into the Delivery Plan and Silver Group.

91.2 Voluntary Placement Scheme. Agencies in the local community are able to offer the OCU short-term staff at no cost to place and support as a springboard to offering permanent job opportunities to disabled people.

Action: Anneke McCarthy to feed information out to chief Inspectors with a view to identifying opportunities.

91.3 During November (Disability Month) the DCC is expecting OCUs to do a lot of work around Disability. C/Insp Farrell, DCI Mathews and Insp Stanswood agreed to find representatives to attend the 3 OCU Ability not Disability Day at Alton on 10 October.

91.2 Anneke asked for information on events and initiatives taking place in the district local communities.

92 **CRIME/CID ISSUES**

DCI Mathews' priorities are to look at all units including PPIU, PCT and Tasking with a view to maximising opportunities for personnel. He will feed back to C/Supt Manners as this progresses.

93 **COMMUNICATIONS**

93.1 In the absence of a media representative no update was available.

93.2 C/Supt Manners has met with Sally Adams and Katie Earnshaw and the media team intend to spend less time feeding media and more time on strategic issues for the OCU. They will be maximising opportunities with media colleagues in partnerships and will be arranging a meeting with appropriate contacts in due course.

94 ROTATION OF INSPECTOR ROLES

It was agreed that this needs to be looked at and Supt Winchester will own this piece of work. An audit would be a transparent process to find out what officers are currently doing and what their aspirations are. Personnel development issues would be managed via PDRs through Chief Inspectors. It was agreed that a tenure process would be favourable and those in functional roles would be made aware that they would not necessarily have that role permanently. It was agreed that opportunities, development and performance is the key.

Action: Supt Winchester to develop further.

95 ANY OTHER BUSINESS

95.1 **Resource Allocation.** C/Supt Manners will be attending a meeting in the New Year to look at work being done in other OCUs to improve resource allocation.

95.2 **Christmas Training Day.** Insp Shaw will feed back that this is not feasible on the OCU.

95.3 **Event/Operational Planning.** There are still issues with local events being organised which are not fed through the Ops Team.

Action: Insp Baxter to send out global email and include in Newsletter that all events taking place in districts need to be planned in conjunction with the Operational Planning Team.

95.4 **Area Car Course.** Anneke will update C/Insp Baxter on discussion at HR Planning Meeting.

95.5 **Training Days 2010.** A meeting will be held between C/Supt Manners, Supt Winchester, C/Insp Baxter and Insp Stanswood to discuss the best use of training days and planning in terms of minimising mileage, travel time and abstraction.

Action: Sandra Ruddock to arrange meeting.

Action: Item to be inserted in Newsletter asking for ideas and requirements for future training days.

96 DATE OF NEXT MEETING

Thursday 12 November 2009 at 11.00 in Fareham Main Conference Room