



## MINUTES OF MEETING

Date: Thursday 10 December 2009  
Time: 11.00  
Location: Fareham Police Station

Attendees: Supt Phil Winchester  
DCI Colin Mathews  
Ch Insp Operations Steve Baxter  
Ch Insp Will Schofield  
Ch Insp Jason Kenny  
A/Ch Insp Mark Taylor  
Chris Allen  
Anneke McCarthy  
Sally Adams  
Sharon Thomas (M/Asst)

97 Apologies: C/Supt Karen Manners,  
Ch Insp Rachel Farrell  
Ch Insp Glynis Shaw

98 **MINUTES OF MEETING 08/10/09**

A minor amendment was made to final sentence of 94 Rotation of Inspector roles – to read “It was agreed that opportunities, development and performance were key”.

99 **MATTERS ARISING FROM THE MINUTES**

99.1 (89.4) Current measures & ideas to improve efficiency – Chris Allen explained that it had been difficult to find big wins however he hoped feedback would come in with suggestions on savings. Ongoing work.

99.2 (90.1) PDR's – Outstanding PDR info circulated to Chief Inspectors. Gosport & Winchester have 1 PDR each over 30 days. Havant have 5, Fareham 7 and DCI 13. The amount over 30 has increased this month but overall total has decreased. Ch Insp Schofield queried the amount overdue to J District as included in those figures is an officer who came to J on promotion but his PDR as a PC is still outstanding – this shouldn't count as overdue against J District.

99.3 Discussion re exit PDR's which must be completed before officers posted. Ch Insp Schofield explained this was good practice but does not always happen.

99.4 Also discussed newly promoted officers – should be allowed 2-3 days familiarisation and be released before posting.

**ACTION: Supt Winchester to raise with other Supt's and agree with**

**other OCU's reciprocating.**

- 99.5 (90.4) Any bids for training for rest of 2009 and into 2010 to Anneke ASAP.
- 99.6 (91.1) Equipping our Teams to Deliver Silver Group requires a rep from each District. Winchester & Gosport Districts to check who is rep and report back.
- 99.7 (94) Rotation of Inspector roles – Supt Winchester explained he has received contact from officers hoping to join Central OCU but not wishing to join as a TPT Inspector. He explained that any newcomers to the OCU would be expected to undertake some time as TPT Inspector before moving on to Sector/specialist role.
- 99.8 (95.5) Training Days – C/Insp Baxter explained that of the 3 OCU Trainers, 2 of these are now based in JW Custody. Training Days to be at Wickham Community Centre & Shedfield Reading Room. Guest speakers to be invited. Collating information on what training is required.

**100 FINANCE**

- 100.1 Chris Allen had provided a financial update in advance of the meeting. Anticipated underspend of four hundred thousand, best in the Force. No news on next years budget as yet.
- 100.2 Auditors have completed their work, only minor or low risk errors.
- 100.3 Admin/Business Services staff attended Netley for a meeting last week re E procurement. This system will save time and potentially jobs. Linda Allen is rep for working party on E Procurement.
- 100.4 Steve Mercer appointed as OCU Technical Services Officer – collating OCU equipment, covert items, mostly leftover items from BCU days. A budget of £14 k has been agreed for Steve and a list of equipment/kit has been ordered.
- 100.5 Ch Insp Baxter enquired about ANPR suitcase kits which are on OCU. Were officers aware of their whereabouts? A/Ch Insp Taylor to check on Winchester. Discussion on who should monitor equipment and agreed Ops Dept should.

**101 PERSONNEL**

- 101.1 Work Experience – Anneke reported that hundreds of applications have been received. Currently shortlisting applicants. Portsmouth OCU run a successful scheme so Central to follow suit. 2 students per District per year (20 per year for whole OCU) to spend 1 week on attachment March – June.

**ACTION: Anneke to obtain example of programme followed at Portsmouth  
Chief Insps to nominate a SPOC for each District to take responsibility for students.**

101.2 PDR Objectives – raised in Silver Group that OCU had 4 mandatory objectives for police officers. There are no Force guidelines so Chief Supt Manners requested to canvas views. Chief Insp Schofield explained that he bases it on 3 or 4 each plus 1 personal one. Replies to Anneke McCarthy.

**ACTION: Views on above back to Anneke McCarthy**

101.3 Misconduct regulations – Anneke advised that Police Officer regulations changed in December 2008. Police Staff misconduct to undergo changes currently have Informal, Stage I written warning, Stage II Final Written Warning and Dismissal. With immediate effect Chief Supts can chair the misconduct panel. New policy to be updated and guidance to be circulated. Anneke to include an updating paragraph in newsletter.

**ACTION: Update on Police Staff Misconduct in newsletter**

101.4 Training Project Standards Unit have changed their name to Learning & Development Standards Unit. E SOLAPS to be introduced for PCSO's and Student Officers.

101.5 E Portfolio DO's, SEO's and newly promoted Police Officer accreditation expires in December 09. To be replaced with a Diploma in Policing Level 3 January 2010 – the main difference will be 10 national policing standards replacing current 22.

101.6 Attendance Management – Anneke asked Chief Inspectors how well informed they were with regard sickness, Occ Health referrals? 1<sup>st</sup> line supervisors & Sergeants are informed.

**ACTION: All to consider how to overcome gaps without added bureaucracy**

## **102 PDR IMPROVEMENT UPDATES**

Already covered above.

## **103 CRIME/CID ISSUES**

103.1 DCI Mathews explained that there would be a rotation of staff which will be publicised in the newsletter. Ch Insp Baxter explained that he was looking for a rotation within Custody to assist with development.

## **104 LINE MANAGEMENT OF PIIT**

104.1 Discussion on current line management – J & W District have local ownership with Insp Shipp & Insp Taylor supervising each Team. Insp Pragnell could take over management of all the teams, Chief Insp Baxter would be second line supervisor for PIITS Sergeants Supt Winchester to discuss further with C/Supt Manners. His view was it should be consistent across the OCU but could it work if teams were different. If other thoughts come to mind speak to Supt Winchester.

**Action: Supt Winchester & C/Supt Manners to discuss line management of PIIT**

**105      COMMUNICATIONS**

- 105.1      Sally advised that Katie Earnshaw is currently seconded to Portsmouth. Sally is working an additional day on Tuesday but on Monday there is currently no cover.
- 105.2      Still working on an annual communications plan for Police and Local Authorities.
- 105.3      Nearly completed Newsletter for Safer NH's which is Forcewide. Just waiting on replies from a few SNT Sgts. A polite reminder to be sent.

**106      HMIC WORKFORCE INSPECTION**

Due to time restraints it was agreed to carry this item over to next meeting.  
**ACTION – On Agenda for next meeting**

**107      SILVER GROUP STRUCTURE & IS IT WORKING?**

- 107.1      Chief Insp Patterson previously chaired "Providing Excellent Service" Group which Ch Supt Manners would now take over. 3 groups "Active in Every NH", "Equipping Team to Deliver" and "Providing Excellent Service". Ch Supt Manners felt these should be merged into one group with Ch Supt Manners as chair. Anneke is currently researching other OCU's to see how they run.
- 107.2      Ch Insp Schofield explained that his group members of Active in Every NH were very keen and he would like to see them included in the merged group. The group had created a web page with good practice ideas such as "Shed breaks" which had proved a success.
- 107.3      Supt Winchester asked is the group achieving what it was set up for? Supt Winchester to feedback to Ch Supt Manners.
- 107.4      DCI Mathews to continue with his groups Catching Criminals & Managing Offenders.

**108      SMT LEAVE POLICY**

Due to time restraints it was agreed to carry this item over to next meeting.  
**ACTION – On Agenda for next meeting**

**109      "SECRET" LEAVE VIA CARM**

Ch Insp Baxter explained there had been 3 incidents where leave was requested for a partner in secret and therefore was not marked on CARMS. This had caused problems when looking at duties and gave misleading numbers. After discussion Supt Winchester decided that anything more than one days leave would be referred to District Inspector to approve. Any secret requests RMU receive would be cc'd to Chief Inspector & HR Dept.

**110      TEAM BUILDING PROGRAMME**

SMT Away Day arranged for 22 January – Ch Insp Farrell has details.

**111 AWARDS CEREMONIES**

Due to time restraints it was agreed to carry this item over to next meeting.  
**ACTION – On Agenda for next meeting**

**112 ANY OTHER BUSINESS**

112.1 **Complaints** – Chief Insp Baxter had received some stats from PSD resulting in 62 CD1's allocated to OCU to investigate and suitable for LR. Unable to breakdown into District. Supt Winchester asked if workload of complaints was disproportionate TPT to SNT. All agreed that Sector will pick up individual complaints of TPT/SNT staff as their line managers. Guidance notes to be updated by Insp Page. Supt Winchester to raise again in six months to check on the balance.

112.2 **Proposed changes to TPT/SNT Balanced Scorecard** Ch Insp Schofield ran through the key changes proposed which all agreed to. Changes will be made to scorecard on 04/01/10. Supt Winchester explained that the scorecard did not need to be published but it is very useful for one to one's and to pick up on any weaknesses.

**113 DATE OF NEXT MEETING**

Thursday 14 January 2010 at 13.00 in Fareham Main Conference Room