

Southampton OCU Executive Meeting – Actions List

Completed Actions are shown in Green
 Outstanding Actions are shown in Red
 Decisions are shown blue

Action No & Date	Details of Action / Rationale / Decision	Person Responsible	Review Date / Comment
12.10.09			
132.	<ul style="list-style-type: none"> Review complaints workload and management to discuss with SMT including options for identified member of staff to manage. PS Scott to deal with complaints full time with review in January. 	Ch Insp Scott/Sue McLean	
7.12.09			
144.	This minute is classified as ‘RESTRICTED’ and therefore will not form part of the minutes for general circulation.		
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147.	Obtain progress of the Operations Planner for BH and key operational dates for 2010 .	Ch Insp Scipio	14.12.09 – Carried forward to 11.1.10
148.	Ian Sainsbury to update display and information on the new build for the intranet and canteen area.	Emma Apter	21.12.09 - Ongoing
149.	Discuss further options for a projector (onto buildings) to be funded from TKAP money.	Ch Insp Scott & Ch Insp Bottomley	18.1.10
150.	Liaise with Ch Insp Bottomley re progress of repairs to the Custody roof at Bitterne.	Geoff Ward	14.12.09 - Ongoing
151.	<ul style="list-style-type: none"> The purchase of dual screens for the IMU was agreed. An extra terminal in the VCRU was rejected. 		
152.	Everyone to be reminded that the force does not pay for fixed penalty tickets incurred by staff. Tickets for rescinding must be submitted to a Chief Inspector.		
153.	Message to go to SC staff re the current building disruption and noise levels etc with an explanation of what was happening and future benefits.	Geoff Ward	14.12.09
154.	All conferences, seminars, workshops etc priced at £150 and above need to be approved by HQ on form AD287.		
155.	This minute is classified as ‘RESTRICTED’ and therefore will not form part of the minutes for general circulation.		
156.	PES and PDR training for non TPT staff to be considered at next Training Group Meeting.	Ch Insp Bottomley	11.1.10 - Ongoing
157.	Ch Supt Greening to circulate e-mail from Insp Wicks re domestic violence. DCI Pearson to respond to DCI Ashthorpe’s email re a DV review	Ch Supt Greening DCI Pearson	14.12.09 – Ch Insp Murray to lead on progressing bodyworn camera use on the OCU
158.	Check senior officer attendance at PS Jarvis’ leaving do.	Ch Insp Scipio	
159.	From now on all advertising needs to be approved by HQ.		
160.	Chase teams who are still outstanding with their photographs etc for the neighbourhood newsletters.	Chief Inspectors	21.12.09
4.1.10			
161.	Line management of SEOs at Portswood to be decided. An option may be PS Edwards on his weekly visits.	Ch Insp Scott	18.1.10
162.	A review of out of hours support from Business Services to be discussed in light of	Geoff Ward	11.1.10

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	water/custody problems recently experienced. CWUN details and keys for Sergeants to be included in the discussion..		
163.	This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.		
164.	Ch Insp Murray volunteered for the role of Misconduct Hearing SPOC for the OCU when Ch Insp Scipio leaves.		
165.	<ul style="list-style-type: none"> A bank holiday debrief meeting chaired by Supt Burrows will be held on 26th January. Ch Inspectors to canvas their staff on opinions and suggestions for the future. Staff who worked over Christmas and New Year bank holidays to be given the chance to attend the meeting if they wish. Explanation to be given as to why problems happened, and review of planning and management of PIIT, TPT etc to be carried out. 	Supt Burrows Ch Inspectors Ch Inspectors Supt Burrows	
11.1.10			
166.	Staff to be asked to give feedback on the bad weather events and implications on attendance at work. Where people could not attend why was that and how effective was it to report to other stations? How well did we use staff from other stations who came to 5 OCU?	Chief Inspectors	18.1.10
167.	This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.		
168.	Encourage staff to complete the DSE Self-Assessment FireRite and AssessRite e-learning packages.	Chief Inspectors	18.1.10
169.	Forward bid for dedicated unencrypted laptop for the public projector to Geoff Ward to process.	Ch Insp Scott	18.1.10
170.	This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.		
171.	<ul style="list-style-type: none"> SMT weekend cover duties to be added to CARM and diaries. Review to be undertaken in four months. 	Elaine Ridley Ch Supt Greening	18.1.0 Review 26.4.10
18.1.10			
172.	Ch Insp Scipio reminded everyone that the Safers money needed to be spent by 31 st March. Bids for the money need to be with Ch Insp Scipio by 15 th February and any unallocated money at 15 th February will be retained by Ch Insp Scipio.	All	1.2.10
173.	Discuss whether there is a need for the self inspection process.	Supt Burrows and Ch Insp Murray	1.2.10
174.	A list of staff who are currently flexible working will be e-mailed to line managers to ensure the needs of the Constabulary and the individual are still being met.	Kim Jolley	1.2.10
175.	Volunteers are needed for the Constabulary recruitment event to be held at the Polygon on 4 th February. Nominees to Ch Insp Scipio	All	28.1.10