

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
2063 19.1.09  2.3.09	<ul style="list-style-type: none"> <li>Ensure Inspectors and CARM Team are aware of new night-time Inspector cover arrangements.</li> <li>Establish Osprey qualifications of Acting Inspectors.</li> <li>Level of required acting qualification to be confirmed.</li> <li>Local firearms course to form part of acting qualification to be explored.</li> </ul>	Supt Stevens  Chief Inspectors All  Ch Insp Bottomley	2.2.09  2.2.09 – Ch Insp happy their Inspectors are fully qualified. 9.2. 9.2.09 – Extended to 30.3.09
<b>From February 2009 the numbering will start again from 1.</b>			
4.	<ul style="list-style-type: none"> <li>Existing washing products are to be replaced with eco-friendly biodegradable products for vehicle washing. The search for suitable local washing facilities is to continue.</li> <li>Total biodegradable products unavailable. Areas being explored are the use of fuel cards for petrol station car washes and an industrial car wash machine paid for by PHQ.</li> </ul>	Geoff Ward	16.2.09 – extended. Transport Dept looking at options.
14.	Best weekday to hold Exec Meeting to be considered in view of SMT extended weekend working.	All	24.2.09 – Extended to 30.3.09
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17.	Promotion to Sergeant - it was confirmed that sergeant applications would be approved at Chief Inspector level instead of Chief Superintendent.		
18.	Look at ways to improve the bail process and hot handovers.	Ch Insp Scipio Insp Rennie	30.3.09
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21.	<ul style="list-style-type: none"> <li>Forward risk register responses to Geoff Ward by 31.3.09. <b>Geoff Ward to chase responses.</b></li> <li>Complete Resource Management Action Plan.</li> </ul>	All Geoff Ward	30.3.09
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23.	Deployment of officers for Op Erwood to be discussed with C/Insp.	Ch Insp Scott	16.3.09 – Extended to 30.3.09
24.	It was agreed that all queries to John Bradley or Roy Mariner would go via the Transport Group.		
27.	End of year IMU processes to be checked.	DCI Pearson	9.3.09
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9.3.09			

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29.	Consider any officers who may be suitable for the High Potential Development Scheme.	Chief Inspectors	23.3.09
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33.	Check whether vehicles have torches/dragon lights. Chase up purchase of new ones	Chief Inspectors Geoff Ward	23.3.09 – new lights have been ordered
34.	It was agreed that Ch Insp Malley could put the Policing Pledge on the back of the SMT details for the leaflet drop across Southampton.		
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37.	Obtain timetable of Force Training days and subjects for potential SMT attendance.	Sue McLean	16.3.09 – Extended to 30.3.09
<b>16.3.09</b>			
38.	<ul style="list-style-type: none"> <li>Programme of fire drills at all sites on the OCU to begin from April.</li> <li>Remind members of staff of their responsibilities in relation to what to do in the event of a fire and evacuation procedures etc.</li> </ul>	Geoff Ward	31.3.09 – Extended to 05.5.09
39.	Meet to discuss SNT duty patterns.	District Chief Inspectors	6.4.09 – Extended to 30.3.09
<b>23.3.09</b>			
40.	Consult with Ian Broach and identify the key individuals who manage the sending of files to CAF. To ensure these key people are made aware of the need to dispose of more files or parts of files and to visit CAF to learn about the changes to the management of physical records.	Geoff Ward	30.3.09
41.	To raise awareness about the changes to the management of physical records on 5OCU so that limited amounts of files are sent to CAF (minus lever arch files and plastic wallets etc) .	Gaetana Prassede	30.3.09
42.	To find out names and numbers of attendees for the Commander's visit from the Management Assistants.	All Chief Inspectors	30.3.09
43.	A discussion about deducting home to work mileage for claims for journeys. It was agreed that our message would be, if you had been expecting to have to travel to work from home on a particular day but in the end travelled elsewhere then home to work mileage should be deducted..		
44.	It was agreed that local transport will be arranged by Districts for the Chief Constable's visit on the 8 <sup>th</sup> April and that if possible SMT should attend.		
42.	<b>Amendment</b> - To find out names and numbers of attendees for the <b>Chief Constable's</b> visit from the Management Assistants.	All Chief Inspectors	30.3.09
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<b>6.4.09</b>			
45.	It was agreed that Ch Insp Bottomley would be the contact point for Caroline Anson with regard to training for the new e-learning system being introduced.		
46.	Discuss further whether there has been an increase in complaints.	Ch Inspectors	20.4.09
<b>20.4.09</b>			
47.	TPT Inspectors meetings to be arranged. Contact to be made with PS Hinchey to identify best available dates, and subjects to be considered.	Ch Insp Scipio	11.5.09
48.	Contact SCC Parking Manager to extend the use of the slip road outside Central while work is carried out on the out-ramp.	Geoff Ward	27.4.09 – Use of slip road extended for a further two weeks whilst work is carried out on the out-ramp
<b>27.4.09</b>			
50.	Frontline Training Matrix to be completed and posted on the Intranet within the next two weeks.	Ch Insp Bottomley/ APS Reading	11.5.09
51.	Consider nominations for Student of the Year.	Chief Inspectors	8.5.09
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53.	<u>Delivery Plan</u> <ul style="list-style-type: none"> <li>• Personnel and Finance appendices to be prepared by Helen Pratt/Geoff Ward</li> <li>• 5 OCU input to be prepared by Ch Supt Greening/Supt Stevens</li> <li>• Ownership to be considered by Ch Supt Greening</li> <li>• Publicity to be considered by Gaetana Prassede</li> </ul>		
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<b>11.5.09</b>			
56.	<ul style="list-style-type: none"> <li>List of instructions to be prepared for staff including Patrol Sergeants, Station Sergeants and Business Teams informing them of their roles and responsibilities in relation to evacuation procedures.</li> <li>Learning points to be discussed at Exec on 18<sup>th</sup> June.</li> </ul>	Geoff Ward  Geoff Ward	ASAP  18.6.09
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58.	Provide breakdown of interpreters fees/costs.	Geoff Ward	1.6.09
59.	<ul style="list-style-type: none"> <li>Ensure all staff are aware of the Policing Pledge.</li> <li>Obtain more Policing Pledge posters for display in Front Offices.</li> </ul>	All Gaetana Prassede	1.6.09 1.6.09
60.	Update CARM Team of weekend working commitments if not already done.	SMT Officers	1.6.09
61.	Attend Residents Association on 27th May and present on the Policing Pledge.	Ch Insp Malley	27.5.09
62.	Message to all staff re current financial situation of 5 OCU, explaining steps being taken to try and alleviate it, and also invite any money saving suggestions. Ian Sainsbury to suggest innovative presentation style/slide, Geoff Ward to provide headline budget data	Ch Supt Greening Gaetana Prassede Geoff Ward	1.6.09
63.	<ul style="list-style-type: none"> <li>SMT to adopt clear desk policy with a view to later implementing for all staff especially in preparation for move to new build.</li> <li>Staff to be reminded to take more care over confidential and sensitive items sent to printers and to ensure confidential and sensitive documents are in envelopes when sent through the internal mail.</li> </ul>	All  All	1.6.09  1.6.09
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<b>18.5.09</b>			

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65	Jon Malley to meet with MAs to discuss implementation of QoS register	Jon Malley	1.6.09
66	Implement SNT briefing pack for all areas	Dick Pearson	1.6.09
67	Reminder that all flexible working applications have to be discussed at PPanel	All	
68	Exec 1/6 cancelled		
<b>15.6.09</b>			
69.	Check enough Sergeant cover provided in Custody during the last bank holiday to gauge cover for future bank holidays.	Ch Insp Scipio	22.6.09
70.	Check with Carm whether operational 'training' days filled up and selected.	Ch Insp Scipio	22.6.09
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73.	ASB Day – Requests to Ch Insp Scipio for use of Police Staff. Clarify position with Lorraine Jones re allocation of Police Staff locally.	All Geoff Ward	29.6.09 29.6.09