



MINUTES OF MEETING

Date: Wednesday, 14 July, 2010
Time: 1400 hours
Location: SMART Conference Room, Smart House, Castlehold Lane, Newport

Attendees Superintendent N Mellors OCU Commander, (Chair)
:
Detective Inspector C Carpenter CID
Detective Inspector L Williams PPU
Inspector T Clawson Operations
Inspector B Pinnell SNT
Inspector A Treagus TPT
Inspector S Evans Custody
Inspector J Hoare TPT
Inspector M Bell CST
Mr D Gledhill Performance Manager
Mrs J Beddall HR Manager
Mrs E Collier-Bain Minute Taker

Apologies: Chief Inspector G McMillan District Commander
Mr D Smith Media Manager
Detective Chief Inspector R Maker CID
Mr S Richards Finance and Business Manager

Inspector K Fowles TPT
Inspector C Hall TPT
Inspector R Abel TPT
Inspector P Savill Operations

482. Apologies

Apologies received from Chief Inspector McMillan, DCI Maker, Mr Richards and Mr Smith.

483. Declaration of Any Other Business

Fitness Assessment – Jayne Beddall

484. Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on 16 June 2010 were approved.

485. Action List

The list of actions in progress were reviewed and discussed and the Action List updated to reflect the changes and additions.

486. Performance Overview – Mr Gledhill

Mr Gledhill distributed handouts – Executive Summary which reports by exception (this will be circulated in advance of the meetings in future and a full performance report will also feature on the intranet). He presented a summary as follows:

- Let Mr Gledhill know if there is any additional information that would be useful on the Executive Summary.
- Victim Satisfaction Surveys – latest one shows improvement, we are better than the force average in most areas.
- Violence – as this is an issue, Mr Gledhill distributed a list to show where the ABH are taking place for information. These reports are noted and Inspectors should take these away to reflect and see if there are any obvious issues we can work on.

Resolved: Inspectors to reflect on the ABH reports to see if there are any obvious issues we can work on and report back

Resolved: DI Carpenter to circulate the Investigating of Crimes of Violence outline and the audit in reference to this so that officers are clear as to what is expected.

Resolved: Inspectors to remind staff to send in numbers of £50 PND tickets outstanding to Mr Gledhill.

Resolved: Domestic Violence Arrest rates to be emphasised in weekly message and by Inspectors on shifts.

487. Commander's Update – Supt Mellors

- a) ACC TO Performance/Inspection Visit – Structure of the day is for ACC Nicholson to meet with SMT.

Following this the ACC will run a Focus Group of approximately 8 – 10 officers and staff.

Resolved: Inspector Treagus to organise a Focus Group for the ACC TO's visit to include IMU, CJD, officers on restricted duties as well as officers and staff from every department and liaise with CARMS.

- b) Staff Opinion Survey – An executive summary has been put together by Will Burns which was circulated with this agenda. Overall we are doing well as an OCU and come out well in comparison to other OCUs. In September we will look at specific areas where we need to do focussed work.

Resolved: With reference to the Staff Opinion Survey, Inspector Pinnell to organise a PCSO conference to fit in with the general plan schedule to include opening by OCU Commander, updates, guest speakers etc.

Mrs Beddall noted a concern that figures on this OCU for females feeling comfortable to report issues of unfair treatment was lower than the Force average.

Resolved: With reference to low percentage figures for females

feeling comfortable to report issues of unfair treatment on the Staff Opinion Survey, Mrs Beddall to ask Mrs Borley to publicise this through the Network of Women and produce suggested actions/Solutions.

The results in reference to lack of recognition were raised and discussed. It was felt that this could be due to the unique set up of the IOW OCU and we do the best we can – Weekly Message, OCU Commanders Congratulations, Pro-active.

Resolved: In reference to lack of staff recognition identified from the Staff Opinion Survey, Chief Inspector McMillan to review the nominations for the OCU Commanders Congratulations ceremony so that we can alert officers right away.

488. Chief Inspectors Update

In the absence of both Chief Inspectors, nothing additional to report.

489. Finance/Estates – Supt Mellors

- a) Operation Viper Funding – An overview was given regarding Operation Viper funding and there is an action on Inspector Savill to report on the spend against profile budget year to date on his return from annual leave.
- b) Police Bank Holiday Overtime – Another item under scrutiny by ACPO. We don't have the same flexibility as other OCUs and we also do not want to compromise officer safety. Inspector Savill's to give his opinion on his return.

Resolved: With reference to the Police Bank Holiday overtime, Inspector Savill to give feedback.

Supt Mellors noted that the Chief Constable has said that he wants us to run 25-30% less meetings and meetings to run quicker with less attendees. We need to cut the time spent taking minutes and most meetings can run with action lists only except the SMT.

490. Human Resources – Mrs Beddall

- a) Young Chamber of Commerce – Challenge Event

Mrs Beddall informed the group that she and Mr Richards had met with Carrie Almond of the Young Chamber of Commerce Group and they are asking if we will host a couple of challenge events for young people. This is a good opportunity to work with young people.

1. Career Event – allows us to introduce students to opportunities within the police force.
2. Social Event – to include issues like bullying, diversity, ASB, legal highs, violent crimes.

There are usually about 36 students and they will plan the event if we give them the issues we want to cover. They run events from October to April and generally this is good PR. Representatives from all high schools on the island. Ken Crosby, Rick Davidson and Supt Mellors suggested to assist.

Resolved: With reference to Young Chamber of Commerce Challenge events, Mrs Beddall and DI Williams to coordinate our response.

Mrs Beddall also noted consultation for HR modernisation has formally finished and the new HR Service Centre will open in October.

491. Media and Communications – Supt Mellors

Mr Smith has prepared a list (attached to the agenda) of activities. A lot of excellent work is being done. Aim is to make the job more strategic. Professional support and advice is being given by headquarters. Dave Cooper will be assisting Mr Smith from next week.

492. Strategic Issues Update – Strategic Leads

Most updates on Strategic Issues were given prior to the meeting and noted on the paperwork attached to the agenda. Exception reporting on the different Strategic Issues was as follows:

12. Missing Persons – Detective Inspector Williams

There is new Missing Persons Policy which encourages the involvement of Social Services within long term intervention. Richard Beardsall has been employed as Missing Persons Coordinator.

493. Any Other Business

Fitness Assessment – Jayne Beddall

We now have confirmation on how this will work. A pilot scheme is in effect at the moment which at some stage will be linked to PST training. In advance of that officers will be required to complete a 'Physical Activity Readiness' questionnaire. This will be screened by Occupational Health and if there are causes for concern the PST and fitness test will be cancelled and rescheduled. This questionnaire should address some of the concerns raised.

a) This minute and report are classified 'restricted' and therefore will not form part of the minutes for general circulation.

b) Office use on SMT floor/Clear desk policy – Supt Mellors

Supt Mellors reminded the group of the Force clear desk policy to include items on walls and pin boards, this will also allow flexibility for the Senior Management Team to 'hot desk' easily. Elizabeth will coordinate use of rooms and priority is for senior management use.

SMART Conference Room

Nice venue but still probably too small for a full SMT meeting. Comfortably holds about 15. Useful that it is so close to the station.

494. Date of the Next Meeting

The next meeting will take place at 1400 hours on Wednesday 11 August 2010 in the Conference Room, The Workforce (Connexions) Development Centre, 114 Pyle Street, Newport PO30 1XA.

