



MINUTES OF MEETING

Date: Wednesday, 8 July 2009
Time: 1400 hours
Location: The Solent Room, St. Cross Business Park, Newport

Attendees **Chief Superintendent D Thomas** **OCU Commander (Chair)**
:
 Superintendent N Mellors **Deputy OCU Commander**
 T/Chief Inspector M Bell **CST**
 Mr D Gledhill **Performance Manager**
 Mr S Richards **Finance & Business Manager**
 Mrs J Beddall **Personnel Manager**
 Inspector T Clawson **Operations**
 Inspector O Kenny **PPU**
 Inspector S Evans **Custody**
 PS J Cocks **SNT**
 Inspector A Treagus **TPT**
 Mrs E Collier-Bain **Minute Taker**

Apologies: **Detective Inspector N Heelan** **CID**
 Temporary Detective Chief **CID**
 Inspector C Merrett
 Mr D Smith **Media Manager**
 Inspector C Hall **TPT**
 Inspector J Hoare **TPT**
 Inspector P Savill **SNT**
 Inspector B Pinnell **SNT**

279. Apologies

Apologies received from TDCI Merrett, Inspector Pinnell, Inspector Hoare, Inspector Hall, Inspector Savill, DI Heelan and Mr Smith. Inspector Evans will be late. Mr Ranjeev Kumar Pathak from the Police Authority was unable to attend.

280. Declaration of Any Other Business

- Shift Pattern Review – Inspector Clawson
- Swine Flu – Inspector Clawson
- Scheduling Car – Mr Richards

281. Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on 3 June 2009 were approved after some minor amendments.

282. Action List

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

283. Presentation on streams of work for IT Services and priorities for our OCU

Dave Ockelford, Business Relationship Manager, gave a presentation on strategic change for the IT Department. He explained that their focus is on the bigger overall plans and on ideas set by the senior management. By focussing on the bigger issues rather than lots of smaller ones they have reduced head count and maximised efficiencies. A smaller set of projects have been agreed to, the top ones are things that affect the business directly like the Mobile Information Project and HR and Finance System, the middle ones are things in existence that cost a lot of money but can be reduced – computer virtualisation, the bottom are new business proposals – the way that people can put in suggestions for change which need to be kept but in a reduced form. He gave a presentation on the different proposals within these groups. Other projects are things like Alpha Park and internet and intranet upgrade.

Issues/Priorities we have – IT capability for events – mobile data. A project is being piloted in 1 OCU.

Resolved: Chief Supt Thomas to follow up with the DCC in reference to a mobile data terminal and the mobile information project.

The bigger projects will send representatives out to OCUs specifically to talk about what they are about. Chief Supt Thomas noted that it would be useful for him to return in six months with Adrian Hudson as a lot of our concerns are existing applications and problems which fall under Mr Hudson's area.

284. Performance Overview

Mr Gledhill presented the performance figures and commented as follows:

- 1,028 crimes for the month of June. If you take out 392 associated with the Festival, the underlying crime is 736 which is within target.
- So far this month we have 162 crimes which should equate to about 720 by end of month.
- If we can keep this up, we will have had three good months in a row.
- In comparison to other OCUs our detection rates have improved and are good for the month of June even though we are not hitting our target. It should be noted that the target has been raised for the Isle of Wight.
- Figures for serious acquisitive crime are good, although the issue within that is theft from motor vehicles which is low again now that we can not put the resources into it.

Mr Gledhill distributed a hand out – 2 OCU Performance Summary YTD June 2009. If everyone is happy with this he will distribute it monthly to SMT members and only exceptions will be covered at the SMT meeting. He asked for any constructive feedback. He noted that although we always do very well within the force in reference to our detections rates, when compared to our most similar group we do not do so well.

Resolved: Mr Gledhill to provide PS Cocks with figures for East Cowes for the last couple of years.

Chief Supt Thomas summarised that our aim should always be continuous improvement and our overall crime figure is impressive for this time of year. The main thing we need to work on at the moment is assault.

- a) OCU Learning Matrix – Further to sending this out, Mr Gledhill asked for comments before he places it on to the restricted mailbox. Once there he will send an email with details of the links and keep it updated

Resolved: OCU Learning Matrix should be a quarterly agenda item for SMT.

285. Delivery Plan Progress

Mr Gledhill noted that he did not receive much input in order to produce updates for the first submission. However, Chief Supt Thomas noted that TO have said that we had the most comprehensive Delivery Plan and most comprehensive update. This will be part of a standard agenda item for SMT and we can follow up from here.

286. Finance/Estates

Mr Richards gave a quick update on the budget. The position based on information up to the end of June, is an underspend of £78,000 and projection for end of year is an overspend of £129,000, a slight improvement over last month's.

Chief Supt Thomas asked about vacancy savings - these are not included in our figures. If we are not getting the devolved budget, Chief Supt Thomas felt that it should be fed back to the Director of Finance that it might be difficult to police to a budget which is insufficient if all the things we could do to offset this are not available. Chief Supt Thomas summarised that overall he is not too worried about our current position; performance is good and we should carry on in the way that we are doing business.

Resolved: Mr Richards to feed back our issues over losing vacancy savings and the devolved budget to the Director of Finance.

- a) Medium Term Financial Strategy – Mr Richards noted that further to his email in reference to next years budget and the medium term financial strategy for the next three years, we need to put in bids/suggestions for police staff posts that would benefit us on this OCU. He explained that there has been a minimum cap on bids of £200,000 which puts bids beyond the means of individual OCUS. As a result Western OCU with approval of ACCTO is putting together a joint staffing bid from all the territorial OCUs.

- Inspector Evans suggested - CCTV Investigator
- Mr Gledhill – CPO/Performance Management Administrator or Assistant
- TDCI Merrett/Chief Supt Thomas – Technical Services Job
- Mr Richards – Extra half post Anti-Social Behaviour Coordinator
- Inspector Clawson - Ops Assistant for events/Licensing
- Supt Mellors - Domestic Violence posts

Chief Supt Thomas noted that if we are unsuccessful with these bids this year, there is a chance that they will be approved next year as they will be fed into the Police Authority's long term plans.

Hampshire Constabulary Senior Management Team
Isle of Wight OCU

- b) Police Pay Devolvement Update – Mr Richards reported that there is still no agreement on when that budget will be devolved because there are still variations between OCUs and other departments on staff levels and vacancies.
- c) Additional Police Overtime Allocation – Mr Richards explained that as a result of the underspend last year on the Force Budget, the Police Authority have approved approx £1/2 million to be put back into overtime. This means we have been given an additional £27,500 for the bank holiday overtime budget which means that we don't have to take so much out of the regular overtime budget to cover this and therefore we have an additional 1085 hours on the regular overtime budget.
- d) This minute and report are classified 'restricted' and therefore will not form part of the minutes for general circulation.
- e) Subsistence Expense Claims – Following an audit from Headquarters, Mr Richards noted that there are issues around claims for meals. There is a need for staff to be reasonable and not claim for meals that they would normally have paid for in the course of the day and only claim where the cost is unavoidably more than it would have normally been or for costs incurred for meals outside of normal duty hours. The problem is that this is interpreted in so many different ways and there is variation on what reasonable costs are. After discussion it was decided that if we are being asked to be robust by headquarters, we need guidance/clarity from them otherwise this issue will continue.

In summary, Chief Supt Thomas suggested that we send out force policy and expectation on this, ask people to be reasonable and run/monitor it for a while (three months) and then review the situation. He noted that there is a need to keep a sense of proportionality over this.

Resolved: With reference to subsistence expense claims, Mr Richards to send out force policy and expectation and monitor the situation before review in three months.

287. Personnel

- a) Health and Safety (offences) Act 2008 – Mrs Beddall explained that this Act states that Managers have a responsibility for Health and Safety in the work place and are personally liable. After seeking advice from Dave Leverett the Force Health and Safety Advisor, the only real change is to the fine and sentence should you be liable for a claim. Managers can not be liable for a civil case. The only change is the responsibility, (that we all have as part of Health and Safety at work), that if Managers knowingly carry out a risk without doing anything about it, they have a personal liability and it is this that can have an increased fine or prison sense.
- b) Personnel Restructuring – Following her update at the last SMT Meeting, Mrs Beddall gave another update. The implementation date for the new HR and Finance System is now planned for the end of 2010 rather than April of 2010. Any planned reorganisation of the personnel department has to follow the new HR system. The proposal is still going ahead. ACC Dann has been tasked to conduct another review of HR based and building on the work that has already taken place so far. An update from Nicole Cornelius is that ACC Dann will put forward a report to the Chief Constable in a few weeks time. There will be two work streams, one looking at systems and one at structure. Mrs Beddall reminded everyone that Personnel are still taking comments on this to be

forwarded to the personnel restructuring mailbox.

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

288. Citizen Focus

At the direction of the Chief Constable, Chief Supt Thomas noted that this will now be called – 'Delivering An Excellent Service'. The work around this is on our Delivery Plan and these two Agenda items may be merged in the future.

Resolved: The title of agenda item 'Citizen Focus' to be changed to 'Delivering An Excellent Service'.

289. Safer Neighbourhoods

Chief Supt Thomas commented on items in the SNCG Minutes:

- Chief Supt Thomas also noted that the neighbourhood figures are looking good and asked PS Cocks to feed back his appreciation for the good work going on.

290. Partnership

In the absence of Inspector Bell who had to leave early, nothing to report.

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

292. Custody and Complaints

- a) CCTV Investigator – Inspector Evans noted that we have access to a network of disabled people who do three month placements as part of a return to work scheme who may be able to assist.

Resolved: Mrs Beddall to investigate this.

- b) Custody Back-Build – Inspector Evans noted that this needs a lot of advance administrative work – tenders etc. so it is hard to bring this up at the end of year as an item for the budget if funds are available at that time. Chief Supt Thomas noted that he would like a decision made in September.

Resolved: The issue of the Custody Back-Build to be brought up at the September SMT for a decision to be made. Mr Richards to give us updated figures/quotes on the back-build.

Resolved: Chief Supt Thomas and Mr Richards to speak to BAPs before the next SMT to find out what the position is on getting tenders etc. for the custody back-build.

293. Operations

- a) Summer Policing/ASB Initiative – Inspector Clawson informed the group that operations/resources are under pressure at the moment due to all the events which means that the resources team may be behind with basic administrative work.

294. TPT Issues

Inspector Treagus noted that the first summer cancelled training day patrols went out last Friday with great success and a great positive impact across the island.

Chief Supt Thomas noted that he had also had good feedback and this should be reviewed at the end of the summer to see what the learning points are from all angles.

Resolved: With reference to the cancelled training day patrols, this should be reviewed by Inspector Clawson at the end of the summer for learning points.

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

296. Media and Communications

In the absence of Mr Smith, nothing to report.

297. Any Other Business

Shift Pattern Review – Inspector Clawson noted that the force is reviewing the new shift patterns towards the end of this year and the review will start in the first week in August. PS Fletcher has sent information out to all Sergeants asking them to speak to their officers to get some feedback although not much has been received yet. Inspector Clawson asked that Inspectors ask their Sergeants/officers to send constructive feedback through the proper channels so that we can present a good professional case on behalf of our OCU. Chief Supt Thomas reinforced this, we need to put forward a good case and clear rationale for concerns; it would be a shame to lose the opportunity if it is not delivered in the right way.

Resolved: With reference to the approaching Shift Pattern Review, Inspectors to ask Sergeants/officers to send constructive feedback through the proper channels to enable us to put forward a professional case on behalf of 2OCU.

Swine Flu – Inspector Clawson noted that he has been sending out emails on this topic which he hopes have conveyed the message that we are taking it seriously but there is no need to panic. The message that should go out is that our multi-agency plans are very good and under control. Symptoms at the moment seem to be mild which is one of the reasons why our plans have not changed. There have been concerns raised in relation to the Bestival, but it should be noted that the size of this is nothing compared to the number of tourists that come over every year. The police and local authority have no powers to cancel any event or close down any licensed establishment as a result of swine flu. It would take Government emergency legislation. All plans for events are going ahead but requirements have been made that the Bestival for example, has a pandemic flu plan. Again the message is do not panic all plans are in place.

a) Car Mileage – Chief Supt Thomas noted that in the same way as we get a list of top mobile users and the cost to the force, we will now be notified of the top essential and casual car user mileage claims to keep an eye on. After a couple of months we can scrutinise this further if we see any patterns that are

unreasonable.

- b) ACC Visit – The new ACC, Laura Nicholson, will visit on 17 July. She is interested in SNT, PS Cocks to notify the teams and everyone to let Chief Supt Thomas know if there is anything of particular interest happening. Programme will come out later.

298. Date of the Next Meeting

The next meeting will take place at 1400 hours on Wednesday 12 August 2009 in the Solent Room, Hospitality Training Partnership, The Courtyard, St Cross Business Park, Newport.