



## MINUTES OF MEETING

**Date:**            Thursday 13 July 2006  
**Time:**            10:00 hours  
**Location:**        Conference Room, Fratton

**Attendees:**            **Chief Superintendent Campbell**  
                         **Superintendent Rowland**  
                         **Chief Inspector Pither**  
                         **DCI Dawson**  
                         **Inspector Voller**  
                         **Inspector Munt**  
                         **Inspector Brown**  
                         **Inspector Chidwick**  
                         **Inspector Bartolomeo**  
                         **Inspector Michie**  
                         **Inspector Elkins**  
                         **Inspector Humphries**  
                         **Inspector Snook**  
                         **Inspector Taylor**  
                         **Heather Cracknell**                    **Personnel Manager**  
                         **Mel Turkington**                        **Media Manager**  
                         **Chris Evans**                              **Finance Manager**  
                         **Claire Vbranch**                         **Media & Comms Officer**

**Apologies:**            **Ch Inspector Houghton**  
                         **Ch Inspector Stone**  
                         **Inspector Shipp**  
                         **A/Inspector Feeley**  
                         **D I Oliver**  
                         **D I Price**

### **286. MINUTES OF LAST MEETING – 17 May 2006**

It was agreed that the minutes were an accurate record.

### **287. MATTERS ARISING**

### **288. ACTION LIST**

**124.1 Overtime Overspend** – the information requested has been received – comparison of overtime funds available per officer by other OCUs in our family group. Portsmouth has approximately £891 per officer per year – all the other OCUs receive double that amount. Ch Supt Campbell is going to send a G31 to ACC Cole regarding this. There is a general feeling that OCUs are being asked to deliver more and more with less and less, which is causing a general Force debate at present.

**264.1 Response Drivers** – Officers cannot use the Sprinter vans for response at present and there are not sufficient response vehicles in the Force. An issue at present is that TPT officers who have to respond have not had enough training. Supt Rowland has been given a report with regard

Hampshire Constabulary      Senior Management Team  
Portsmouth OCU

to how other Forces treat this problem – by cutting down response training for some of their staff. PS Duffy went to the TPSD – training board at Force level) who stated they can't change training without the policy being changed. Supt Rowland has put this back to the Force Policy Team to ask if the policy can be changed. There are meetings next week to look into these problems.

The request for sergeants to get their tickets back for the area car is still with ACC and the DCC.

**272.2 Community Impact Assessments** – Mel has not scanned any onto the intranet as yet as none have been sent to her. Ch Supt Campbell requested an example be put on the intranet, which can be viewed as good practice.

**ACTION: Insp Bartolomeo to deal with this.**

**278.2 TV Programmes and Media** – Mel will circulate this on KOPs and will also put it on the intranet.

**278.4 Estates** – At present the job has gone out to tender and the scheduled date to commence work is November. It is expected to take about seven weeks.

**Southsea Front office counters** – Work is starting in July and the showers in Major Crime are also being done. Ch Supt Campbell asked that the showers on the SMT corridor be put into commission first as they have not worked since they were installed.

**283.4 Parking at Fratton** – The barrier is to be changed to a swipe system in order to allow entry. Anyone caught parking in a disabled bay will lose their card for one month and there is no number to access the car park.

**Parking at Central** - This is particularly difficult but the barrier is now working again, which will provide a chance to redesign the car park. Ch Supt Campbell has received complaints regarding the parking on double yellow lines outside the station. He stated that he would rather police vehicles were parked in the car park at the expense of private vehicles and asked Inspector Snook to look into this.

**ACTION: Inspector Snook to look into the safe parking of police vehicles at Central Police Station**

**Parking at Cosham** – the whole car park is to be resurfaced and new parking bays to be marked out. After a meeting with HODs it was decided to publish where people can and can't park as there has been a big influx of new staff, which has restricted parking. A scheme will be used where, if necessary, the parking privilege will be taken away from people for a certain length of time and all the HODs have signed up for this. Insp Bartolomeo stated that a card system would be beneficial.

**ACTION: Chris Evans to take the card scheme back to CI Stone, that it may be very useful all over the city.**

The question was asked if RPU are going to stay at Cosham, because they have a lot of vehicles and the RPU vans take up three parking spaces. There is no obvious resolution at present.

## 289. CHIEF SUPERINTENDENT'S UPDATE

1. **Performance and RMS** – The OCU Commanders met a week ago with ACC Cole to give their views on current performance and OCUs on a day to day basis, which was well received by the DCC. RMS is a super system for capturing loads of data. The concern from OCUs is that all the information captured is not being filtered out to the front line officers in a meaningful way. The promised 40% less work when RMS was introduced hasn't happened; in fact quite the opposite in volume of work. The Force has recognised the importance of having an effective demand management and crime screening in terms of front line officers and is moving towards Front Crime Screening and Front Incident Management from September. There is the change of process where more will go through the IMU which may not make much difference. The big difference will come when the FEC screens material out at the point of contact, but their training doesn't commence until September. A significant amount of work is going on and training will be with the FEC and FCI. There is a briefing at Fratton for Sergeants and above on 25 July for an hour, but staff in the IMU will receive training. FRC training does not commence until September, but significant improvements will be seen from November onwards.

For many people the processes of RMS are still quite difficult. There are lots of ways to get a detection, but it can't be registered, because it is not a simple process to do and that was acknowledged by the DCC.

Insp Humphries considered RMS custody processes are far too complicated, with sergeants having to start work flows. Custody booking isn't a bad system, but disposal is slow RMS can't cope with multiple offences and merge into one CYP. Also it isn't connected with the YOT, so business is processed by e-mail to YOT outside RMS.

2. **Local Area Agreements** – Government are changing the way they fund agencies, eg BCU fund, funding schemes from GOSI etc. The idea is now for all agencies to meet round the table and come up with some shared priorities that can be merged and bent to achieving our own activity and then signed up to. Therefore if there is additional funding, like an OCU fund, then this should go into the fund that states we are responding to priorities of the city. At present we are looking at this process to identify what the priorities are, but in essence this entails all parties concerned getting together and agreeing priorities. It will start next April.
3. **Football** – Meeting due soon to discuss all aspects. This has gone out to bronze commanders, inspectors and sergeants. One of the big matches for Portsmouth is Reading.
4. **Staff Survey** – This compares and contrasts us with others on the force, some areas are better and some are worse. One of our worst areas is in the leadership issues, whether or not people know what direction we are heading in. Ch Supt is to arrange another meeting to discuss the survey in order to work out how Portsmouth can improve some areas. The survey was completed in January when there were significant changes going on in the OCU, which may or may not have had an impact. Ch Supt Campbell requested that if any new staff to the OCU have different views on how things are being done, then he would like to hear them. Survey will be circulated in due course.

Hampshire Constabulary      Senior Management Team  
Portsmouth OCU

5. **Going Local** – SMT met to discuss this. HMIC have an inspection process called 'Going Local' and at some point this OCU will be inspected by HMIC. The inspection process was looked at to identify good practice and out of this came particular work streams for inspectors, superintendents, Media and Finance. There may be some work in terms of process. We are making ourselves fit for purpose.
6. **Medium Term Budget Bids** – The Force has a financial planning cycle stating year on year, what is needed, which scans forward for one year. Chris Evans, Chief Inspectors, Finance and Personnel are co-ordinating this, so please put your bids forward. Closing date for this 25.09.06.  
**ACTION: Agenda item for the next SMT**

**290. SUPERINTENDENT'S UPDATE**

1. **Tilley Award** – PC Marcus Cator and Steve Hawkins have won the Tilley Award. Supt Rowland is delighted for them and this is good news for Portsmouth.
2. **Neighbourhood Policing** – Insp Steve Hutchins is now over establishment and until October will be helping to lead Portsmouth and all other OCUs through Neighbourhood Policing. There is a Force wide debate in progress at present regarding the model the Force is going to go with – TPT ones and twos or TPT ones, twos and threes and Portsmouth favours TPT ones and twos. It is thought that the Force is looking for a city model and a rural model.
3. **PCSOs** - Portsmouth will get nine more PCSOs this year, with the aim to achieve a total number of 80. Six months ago an argument began regarding experienced PCSOs tutoring new PCSOs without receiving any recompense. They have now been advised that they will received £100 per tutor. Portsmouth will be tutoring the next two batches of PCSOs for the Force and the PCSOs have been contacted directly to see if they will volunteer for this – all bar one have said they will. This will involve a weeks training in August 2006, which obviously will have an impact on the OCU, but the benefit will be that our PCSO numbers will double for up to ten weeks and our PCSOs will be skilled in training for the following year.

Ch Supt Campbell stated that he has had some very impressive feedback regarding our PCSOs and he has had many comments at meetings about the visible resources in the city. This is very encouraging and is a good starting base to build on.

Insp Taylor voiced his concerns regarding the leadership of the PCSOs. Some could possibly fall by the wayside without the right leadership and it was agreed this would be looked into.

**ACTION: This to be put into a report for Supt Rowland**

The PCSO funding runs out in two years time when the Force's position will be that we need to seek partnership funding to assist us with the PCSOs, to keep them going. The SMT were asked to remember this when speaking to partner agencies in the future.

4. **Marketing Packs for NPT** – These have now been produced and Supt Rowland thanked Mel for her efforts in this.

Hampshire Constabulary      Senior Management Team  
Portsmouth OCU

5. **Cycling Uniforms** – After much effort, Supt Rowland has obtained funding for £6,000 worth of cycling uniforms – the orders for which have been sent.
6. **Remote Access** – The DCC will not grant remote access to RMS at present for shop fronts, due to security issues. Ch Supt Campbell requested that all the premises are used by police officers, regardless of lack of computer facilities, in order to get used to using them. When remote access is granted, then they will be up and running.
7. **TCG and HVP** – Topical issues and there is a meeting on Monday. CI Pither is taking forward the partnership side of the TCG process, which is currently being developed.
8. **Specials Recruitment** – Supt Rowland's aim is to increase the number for Portsmouth from 42 to 120 by July 2007. Stoke on Trent has 125. The Gunwharf Specials initiative - it is hoped that most of the 8 applicants will get through during the first week in August. There is another initiative due at Port Solent soon. Highbury College has 1200 students with a lot of them doing public sector courses. This could be a huge opportunity to increase the number of specials. Supt Rowland asked everyone to look at every opportunity to increase the numbers.
9. **Volunteers** – We now have a total of ten Volunteers. At present Portsmouth is the only OCU with any volunteers. For them to be effective, they need to have access to RMS. The Force has said no on this, but Supt Rowland has spoken to Dave Hardcastle and it is being taken to the DCC for a decision. At present they are working in CSU, Front Office, IMU, Personnel – the main bulk are SEOs. Thames Valley have 400 volunteers, with 200 dedicated to ringing back victims of crime.

10. **OPERATIONS AND EVENTS UPDATE**

**Portsmouth Traffic Emergency Plan** – There are three routes off Portsmouth island. If there is a bad accident and one road is closed then major traffic chaos ensues. The plan is if there is junction control, then something can be done about the traffic problems. If there is no control then traffic will queue across junctions and traffic lights and the whole city clogs up. If the key junctions are managed properly, then the traffic can keep flowing.

100 PCC employees are being trained in the dockyard for any future traffic emergencies in Portsmouth. This is a PCC plan, but the police have a large input. These are a mix of people, who are presently employed all over the city, so they are already well placed for an emergency during work hours. CCTV has a dual function in the city as the PCC emergency control contact. One officer will be placed in the traffic control room at PCC and will help with the problem. This idea will not remove the traffic, but it will ease the flow.

The police portal system could help with contacting the staff required to assist in a traffic problem, where a text is sent to everyone on the system at the same time. Insp Chidwick will advise them of this. This is a subscribed service and is free of charge. Ch Supt Campbell requested all the TPT Inspectors are advised of this emergency plan. Once contacted the volunteers make their way to their allocated junction by bicycle.

Hampshire Constabulary      Senior Management Team  
Portsmouth OCU

The point was raised that it would be a good idea to de-brief and cascade down to officers after a critical incident. This is done, but not on a large scale. When the new Ops Sergeant starts, exercises will be carried out in order to train staff.

**294. PST/PCA & BRIDEWELL**

Ch Supt Campbell was asked to speak at a meeting recently regarding the work being done in Portsmouth's Bridewell.

- 1. PST** – The PST procedure went live on 18 April 2006, so the people who were bailed at the start of the 8 week procedure are now coming back to the Bridewell. Largely the practice is working – there are some teething problems, but these can be sorted out as time goes on. One of the consistent problems is complaints from supervisors and clearly there is a need for a document advising supervisors what is required of them in this process. Ch Insp Stone has already e-mailed every sergeant inviting them to visit the PST, who can explain what the file issues were and why we are putting out the work requests, which come from the CPS. So far only 6 Sergeants have visited, which leaves 34 still to do so and they are the ones who are complaining.

The complaints are:

- From supervisors that they are required to sign the MG3s and the G14s and check the files – their argument being that DS Wells and PS Falinski will be checking the files, so why should they duplicate this! Sergeants should still be supervising their shifts and know what files their officers are putting in and screening out the material that shouldn't be there or is incorrect.
- Promat – This is being asked in far more cases than before and does need to be done. The OIC only has to fill out the start of the ID2.
- Full Files – An e-mail is being sent to the officer once the offender is bailed, saying this is the file target date and this is what is required in the file. The complaint is that officers are now required to do lots of full files that were not required before. Officers have always had to do full files, they just weren't doing them. When someone is bailed for pre charge advice on the full code test, they do have to submit a full file to CPS in the vast majority of circumstances. They weren't submitting something that looked like an expedited file previously and CPS were trying to work through it. Now the file has to go through as it should. It is slightly trimmed down as CPS don't want the witness lists, exhibits lists and the full record of interview at that stage and PST are putting the pre-cons on for the officers, so they are still only doing the basics plus the disclosure schedules, which stops them getting the file back later for an upgrade. This is making life simpler for the CJU and has made a huge difference already. The CPS have made lots of comments regarding the improved files they are receiving.
- PST are making life difficult when they are supposed to be helping. They are not doing this, they are trying to help, but when files don't meet standards they are going to send them back until they are done.

In the last two months Portsmouth's NFA rate has gone from 60% to 23%, only beaten by the IOW at present. The charge and offences brought to justice rate is starting to increase at the same rate the other way. There is

a definite improvement. The bail work at the bridewell is down by two thirds which is starting to impact on what the custody sergeants can do and the service provided. Re-bailing is down by 90%. There is a marked improvement in file quality and our relationship as an OCU with CPS is without doubt far in advance of anywhere else in the force now.

There are issues on the four week deadline for files and chasing that up, but these problems are being looked at. Assistance from Inspectors will be necessary to achieve this.

There are certain elements of this process that will be mandated across the Force in due course.

Custody is now dealing with the charges on the bail returnees. They are working one week ahead at present. Long term knock on effect is that everyone's time is being freed up.

#### **295. NEIGHBOURHOOD TEAMS AND SHIFT PATTERNS**

A discussion was held regarding supervision of NPT.

#### **296. SOITS**

Officers volunteer for this role in addition to their other duties therefore it causes more work and more stress, so it is understandable that sometimes it is difficult to get volunteers. The latest figures on rape analysis show Southsea is the major hotspot for rape, (32 Southsea to 16 Fratton).

There will be three SOIT courses at the end of July and two in August, with hopefully 12 officers attending. Insp Voller asked again that Sergeants support their SOITs as if they have a number of deployments, they can't carry the same workload as their shift team.

There are still problems with other OCUs attempting to use Portsmouth SOITs out of hours and this has to be robustly challenged. Ch Supt Campbell offered to assist with this if necessary as many OCUs do not have the drive on encouraging officers to become SOITs that there is in Portsmouth. However, Supt Rowland pointed out that the time will come when SOITs will work Force wide.

At present SOITs receive a financial reward of £700 per year, but this is deployment linked and pro rata, so often it isn't a great deal.

#### **297. BUSINESS CRIME REDUCTION PARTNERSHIP**

Lisa Davies has revitalised the Business Crime Reduction Partnership and it is entirely business led. The police do not sit on the committee, but were invited to the meeting last week. A new radio contract will commence in August and the police have made £21k available from the Prime Budget fund for software, as this is a Home Office initiative and the police strongly support it. The Partnership is buying into Shop Safe, which will in effect run the Business Crime Partnership and also recruit new members – who will be necessary to fund the Partnership. Shop Safe already provides a lot of the store detectives for the city.

Hampshire Constabulary      Senior Management Team  
Portsmouth OCU

This is a city wide scheme and there is a push to attract all the licensed premises to join. The launch date is 1 August 2006. It also has an inclusion notice scheme for those businesses who are actually involved with it – night time economy will be advantageous, which will be managed by the scheme as a whole.

**298. ANY OTHER BUSINESS**

1. **PSD** – Ch Insp Pither has taken over complaints and thanked everyone for their assistance over the last few weeks. The Pilot scheme has finished and is on hold so LRs will be going back out to Inspectors. A flow chart has been produced which will assist all Inspectors dealing with complaints. Ch Insp Pither requested that everyone attempt to Locally Resolve a complaint at the time of taking it; otherwise obtain as much information as possible. Civility and oppressive behaviour are still two of the main complaints – these can generally be prevented.
2. **Recovering Detections** – DCI Dawson asked for any ideas on this. There is a meeting this afternoon.
3. **IT Account Checks** – This has been done and an officer at Fratton was found to be sending and receiving inappropriate e-mail. Alison Scott has asked that supervisors regularly check officers IT Accounts.  
**ACTION: Ch Supt Campbell to put out an e-mail regarding this.**
4. **Performance Meeting** – RMS2 is being set up and Insp Humphries asked in relation to TPT, if there is any information required to be provided by RMS2, let know and he can put in requests and get it built into the system.

**299. DATE OF NEXT MEETING**

The next meeting will take place on Wednesday 16 August at 1000 hours.