



MINUTES OF MEETING

Date: Friday 14 May 2010
Time: 0900
Location: Fareham Police Station

Attendees: C/Supt Karen Manners
(Chair)
DCI Colin Mathews
C/Insp Schofield (Part)
C/Insp Steve Baxter
C/Insp Glynis Shaw
C/Insp Rachel Farrell
C/Insp Jason Kenny
Chris Allen
Sally Adams
Anneke McCarthy
Sandra Ruddock (MA)

160 Apologies:

Supt Winchester

161 MINUTES OF MEETING 11/3/2010

The minutes were accepted as an accurate record of the meeting.

162 MATTERS ARISING FROM THE MINUTES OF MEETING 11/3/2010

162.1 **Item 147.1 - IAG Review and Implementation.** Further information regarding the initial meeting is awaited from A/Insp Dunlop.

162.2 **Item 148 – Supervisory Ratios.** Louise Hudson is doing some projected forecasts of when the supervisory ratio reductions will take effect based around other changes in the organisation. OCU Commanders will be able to put in their own representations once these are received. A meeting will occur in the week commencing 17 May to brief CJU staff on what will be happening with regard to CJU centralisation.

162.3 **Item 149.4 – PIIT Teams.** Confirmation has been received that the OCU can have 3 DCs for the PIIT Teams. DCI Mathews has discussed with C/Insp Baxter.

162.4 **Action 158 – SafetyNet.** C/Insp Schofield expressed concern regarding the increasing pressure on SPOCs and will take this up at the Embedding Safer Neighbourhoods Group which will in future be chaired by Supt Winchester. Supt Hardcastle has taken on the role

of Corporate Co-ordinator for Change.

Action: Sandra Ruddock to include in agenda for Providing an Excellent Service and feedback will be to that meeting.

163 **FINANCE**

163.1 Chris Allen had circulated an update of the current position prior to the meeting.

163.2 Results of the bids to the Police Authority to retain some of last year's underspend for a Rural Fund, Fairness and Equality Action Fund and a buffer for Custody will not be known until July.

163.3 The OCU has broken even under the current budget for Months 1 and 2 but Chris is closely monitoring police staff.

163.4 District Plans for the BCU Grant have been co-ordinated and will be reported to the Police Authority in June. Chris warned against spending against the plans until they are confirmed but will advise as soon as he has further information. For most other small funds, the OCU has been able to carry forward the underspend.

163.5 There will be new Safer Schools Partnership funds this year.

163.6 Mindful of the need to avoid taking money away from deprived areas, C/Supt Manners put forward a proposal to top-slice last year's underspend to allow some flexibility in areas where short-term temporary staffing may be required, e.g. in HR, when staff resources are particularly stretched. She advised that she will also be looking for clear plans for expenditure and anticipated outcomes on districts during this year. Discussion took place around this but there were some concerns to be resolved regarding district priorities.

Action: Chris Allen will discuss budgets individually with each District Commander. District Commanders to produce a financial plan to be agreed by the OCU Commander. Time-frame end of June.

164 **HR UPDATE**

164.1 **Establishment** - It has been agreed that 3 DCs will go to the PIIT teams at Waterlooville and Fareham and these will be advertised during the week commencing 17 May.

164.2 The OCU is over-established on PCs, the new authorised establishment being 417.

Action: DCI Mathews to work with Sally Adams to put something in the Newsletter regarding the CID structures and the expectations from them.

164.3 **Police staff recruitment** is coming to an end and establishment is nearly up to strength. There is considerable maternity leave coming up.

164.4 **Postings** - There are some delays and difficulties with postings at HQ.

164.5 **OCU HR staff** are going through a difficult time as they are in consultation regarding centralisation and will need to decide by June whether or not they will move to Winchester. Anneke will lose the HR team by September. It is anticipated that there will be 2 redundancies and a review of processes will be taking place. Anneke and Lisa Savage will be in round 2 of the consultation process commencing in September but will remain on the OCU for the time being. The intention is that the centre will have a larger and more resilient HR team.

164.6 **PDRs** – no issues.

164.7 **Sickness** - Long-term sickness rose to 17 PCs although 10 of these are now back to work. There are now 10 long-term cases and 2 police staff on long-term sickness.

164.8 **Interviews** – The Chief Constable is keen that in all interviews, for whatever role, a question is included about providing an excellent service, e.g citizen focus and community. The HR team will include this in the detail sent with short listings but if HR team not involved in the recruitment process, it is important to ensure this is included.

164.9 Women’s Health Day – 25 May. Male and female supervisors are encouraged to attend the afternoon session in particular.

164.10 **Health and Safety Training.** New training will be available from 21st June and courses will commence in September for senior managers, line managers and supervisors. Those whose training was updated the longest time ago will be given priority.

164.11 **Updating Staff Information.** C/Supt Manners said it is incumbent on all staff to personally ensure that their personal details are up to date on the force systems, particularly where they live, contact numbers and changes of circumstances; she asked all commanders to ensure that this message was relayed to their staff. They all have access to their personal record on CARM and any other details can be forwarded to personnel on the appropriate form.

Action: C/Supt Manners with Sally Adams to circulate a bulletin relating to this issue.

164.12 **Notification of People Leaving or Retiring.** C/Supt Manners writes to people who are retiring or leaving and offers to have a meeting with them before they leave. Due to delays or absence of notification, this has led to some recent embarrassing oversights.

Action: All to advise C/Supt Manners via Anneke of staff leaving or retiring as soon as this is known.

164.13 **DASH Training.** This is the vital link to the work being done on Domestic Violence and the training is mandatory up to the rank of Inspector. It will also increase the availability of officers to assist in

PPU investigative work.

Action: Chief Inspector Baxter to update C/Supt Manners on those who have and have not undertaken the training.

165 **CRIME/CID ISSUES**

165.1 **Full time SOIT.** Now operational and can be contacted via PPIU.

165.2 **CID Shift Review.** Still going ahead and will be completed by September. There will be a lates DS/DC rota with a force mandate in terms of the DS role.

165.3 **Joined Up Working.** DCI Mathews will be visiting all units and districts to ensure joined up working between districts and CID units. He intends to start with PPU and will also meet with each district commander and their teams. He asked to be advised of suitable opportunities to do this.

166 **COMMUNICATIONS**

166.1 **Communications Safer Neighbourhoods Assistant.** Sally reported that an appointment has been made.

166.2 **July Survey** – Sally has a meeting arranged with Clair Simpkins with a view to having some questions inserted.

166.3 **Leaflets** – Originally to be neighbourhood level but now going down to beat level. HQ has been sending queries regarding workouts and formats and SNT sergeants are being consulted on what they would like included. Neil Miller and Sally will be working on this over the next two weeks as they need to be completed by end of May.

166.4 **Operation Beck** – Verdict expected shortly and if there is an acquittal it may generate negative publicity. Sally is working with SIO regarding this.

166.5 **Glade Festival.** This has been generating adverse media attention.

166.6 **Corporate Media and Comms Review.** C/Supt Manners had received a paper and was to discuss with Sally outside of the meeting in order to formulate a response.

167 **PAES GOLD – ASB – HMIC INSPECTION**

167.1 Each Chief Inspector was handed an ASB pack by C/Supt Manners comprising various documents which she had been given at a presentation by C/Insp Jerry Patterson. C/Supt Manners showed and discussed the presentation slides.

167.2 The papers contained the force definition of ASB and vulnerability and the force expectation is that staff will know and understand the definitions.

Action: Sally Adams to publish the definitions in the newsletter in liaison with C/Supt Manners.

167.3 It was discussed that a baseline needed to be agreed for best practice around ASB for the OCU and this was under discussion in the Providing an Excellent Service Group. C/Insp Patterson is reviewing force policy and procedures relating to ASB, is trying to identify good practice and is approaching district commanders for feedback. Some has been sent back to him.

167.4 **Risk Assessment Matrix.** This is being piloted by Sarah Jackson of N&E. Results of the pilot are awaited so that the OCU can decide when they need to use the form, whether or not it is to do with repeat victims and what level of ASB it relates to.

Action: C/Supt Manners to feed back results of pilot.

167.5 The ASB pack also included the HMIC "Hot De-brief" of their initial findings to give bench-mark guidance.

167.6 **Loo News.** Expectations during campaign process, body-worn video, making staff feel valued, contacts in terms of queries, SPOCs for each district, providing excellent service.

Action: Sally Adams to prepare loo news for ASB campaign.

167.7 Confidence Group Update. C/Supt Manners reported that confidence had reduced although this was not unexpected in the current climate.

167.8 C/Insp Shaw had attended the first meeting of the Confidence Group on behalf of Supt Winchester and reported that much of the discussion had been around newsletters which were expected to be delivered to 850,000 households. These would be beat related and it was suggested that distribution should be arranged via Neighbourhood Watch who had expressed a keenness to become involved at the recent Neighbourhood Watch meeting attended by C/Supt Manners. Delivery is set for 9th August and is expected to be co-ordinated locally. There are concerns regarding costs in man hours and public perception of officers delivering leaflets.

Action: All to plan now with their team sergeants how this could be achieved – leaflets available by 9th August.

Action: Confidence Group update to be included in Providing an Excellent Service Meeting as an agenda item.

167.9 Service Recovery – Gift buying in relation to apologies, etc., is to be decided at Inspector level or above.

167.10 Confidence Data – it was recommended that statistics should not form too much a part of dealing with the public regarding confidence.

168 **SCHEDULING REVIEW**

168.1 C/Supt Manners had circulated an email concerning this which she had looked at briefly and would review again. She asked that all consider the content with a view to feeding back their comments.

Action: C/Insp Farrell to speak to Steve Fower regarding call scheduling statistics for the OCU.

168.2 Consideration needs to be given as to whether it would be advantageous to enhance PIIT Teams or whether another dedicated team might be required.

Action: All to review the document and feed back their comments/proposals to C/Supt Manners.

168.3 C/Supt Manners read out an email received from a student police officer which expressed the effect of current commitments on student officers in terms of their development and confidence to do the job.

169 **NPIA VISIT RE STOP AND ACCOUNT**

169.1 C/Insp Farrell reported that the NPIA had looked at the TCG intelligence briefing process in Winchester and seemed to be generally happy with it. Winchester have to rectify failure to record stops that end up in Custody.

169.2 C/Supt Manners explained activity around stops in the Fairness and Equality Action Group and the variations in use of C12s across the OCU depending to an extent on when officers were trained. There needs to be a protocol for the use of these. Other problems arose because they were not being submitted quickly enough for recording on Cyclops.

Action: Sally Adams to circulate in newsletter reminder that this is now done through Airwave and C12s are not used. Also to include mechanism for generation of ASB letters.

Action: Chief Inspectors to ensure their officers are aware of this.

Action: C/Insp Shaw to link in with appropriate force officer regarding generation of ASB letters and ensure mechanism in place for officers to bring appropriate information to her for this purpose.

170 **BUSINESS INTERESTS IN THE WORKPLACE**

170.1 **Business Interests.** C/Supt Manners instructed that due to recent issues with PSD and some performance issues, no business interest by police officers or police staff will be conducted internally. This includes such examples as Avon catalogues, selling eggs in the

workplace, home brew, etc. Charitable ventures, e.g. the bookshelf for the Rainbow Trust are acceptable. Books supplied by companies such as the Book People are also acceptable as these do not involve selling by staff.

Action: District Commanders to ensure their inspectors are aware and that such enterprises are reported to them and are ceased immediately.

170.2 External business interests, which have been approved, will continue as long as they do not encroach on the workplace.

170.3 **Standards of Police Stations.** C/Supt Manners expressed concern regarding untidy desks; contents not sorted out or put away, issues which affect health and safety, and the failure to clean up after use of canteens and kitchens. Chris Allen said that the facilities provided were good but there was a limit to how much his staff could do to maintain them.

Action: District Commanders to ensure that supervisors take ownership of this and that standards are improved.

171 SNT OPERATIONS

171.1 For SNT operations on bank holidays, proposals should be submitted and approved in advance. Overtime has been going onto CARM with authorisation by sergeants.

Action: Overtime for approval by Inspectors. Bank holidays for less than 5 to be approved by Chief Inspectors.

171.2 Anneke McCarthy has received an email that student officers joining this year must take bank holidays as days off.

Action: Anneke to circulate email to district commanders.

171.3 There are still incidences of officers planning events without approval by Ops Team and there is concern that promises will be made which cannot be kept.

Action: District Commanders to ensure that all planned events are run through Ops Team.

172 ANY OTHER BUSINESS

No issues.

173 DATE OF NEXT MEETING

Thursday 10 June 2010 at 11.00.