



MINUTES OF MEETING

Date: Thursday 23rd September 2010
Time: 10.45
Location: Fareham Police Station

Attendees: Chief Supt Karen Manners (Chair)
DCI Colin Mathews
C/Insp Glynis Shaw
Chris Allen
C/Insp Will Schofield
C/Insp Jason Kenny (part)
C/Insp Steve Baxter (part)
Mike Markham
Sally Adams
Sandra Ruddock (MA – Minutes)

198 Apologies:

Supt Phil Winchester, C/Insp Rachel Farrell

199 **MINUTES AND ACTIONS FROM LAST MEETING 19/8/2010**

The Minutes were agreed as an accurate record of the meeting

An Updated Action List accompanies these minutes.

199.1 **Item 190.1 – Judge’s Letter.** The design has now been approved by the judiciary and the leaflets are expected to be completed within 2 weeks. Opportunities to publicise throughout the OCU are to be maximised.

Action: DCI Mathews to lead on this. To be included in forthcoming CID Conference.

Action: To be included in Inspectors Briefing

Action: Chief Inspectors to inform and advise their teams.

199.2 **Item 196 – JW Custody Centre and Custody Sergeants.** Staffing issues were discussed and difficulties due to shortage of DOs. 60 hours of overtime have been allowed to add support and C/Supt Manners agreed that this should be utilised to aid business continuity. C/Insp Baxter suggested that DO cover can be reorganised once Fareham is complete.

199.3 **Action 183.9 – Resource Policy Acting Roles –** C/Supt Manners emphasised that C/Inspectors need to be robust in minimising the use of Acting roles and backfilling where this is appropriate. She

anticipates a steer from the centre which will involve cuts and the OCU needs to be prepared.

Action: C/Supt Manners to contact ACC Dann with regard to progress with regard to policy.

199.4 **Action 190.2 – Unauthorised Overtime.** Chris Allen advised that this is no better or worse – still between £20,000-£25,000. Paul Rowsell was contacting the Federation and checking regulations to see what could be done to ensure there is no loss of momentum in reducing this.

Action: C/Insp Baxter to ensure there is an update from Paul Rowsell for the next meeting.

199.5 **Action 195 – 1 OCU Area Housing Developments.** An Estates review for the force is being undertaken by Paul Stickler for delivery in November. Every year when growth bids are calculated, an assessment is made of the extra police required to allow for population growth, including housing developments across Hampshire. This is a force issue and is being included in all the appropriate reviews.

200 **REVIEW OF ACTIONS FROM SMT OCU STRUCTURES AND EFFICENCY MEETING 22/7/2010**

An updated Action Sheet accompanies these minutes.

200.1 **Action 3.14 – Licensing Function.** C/Insp Baxter outlined options for licensing either as a central or district function and the implications for both in terms of training and cost. Discussion also took place around continuity and supervision needs, the implications of having a sergeant fully engaged in a central licensing role, loss of expertise and having an expert witness to attend court for major licensing cases. The OCU cannot assume the present structure will be maintained. It was considered that the ideal scenario would be to spread the expertise but input from other OCUs would be valuable. C/Supt Manners said that her preference would be for licensing to sit in Operations to maximise what OCU currently has in place. However, the HR side of this will need to be carefully managed and she will discuss with Supt Winchester on his return from leave.

Action: C/Insp Baxter to discuss with other OCUs and feed back findings.

Action: C/Supt Manners to discuss with Supt Winchester preference for licensing.

200.2 **Actions 6.1 and 6.2 – Fareham Custody Delay.** Meeting scheduled for 28th September. C/Insp Baxter may need to attend if C/Supt Manners unable to. More information awaited.

200.3 **Action 6.3 – DS/DI Posts.** DCI Mathews advised that ACC Dann had stated at a recent forum that it was anticipated there would be no promotion for 3-5 years and that any filling of vacancies will need to be by sideways transfers.

201 **FINANCE**

- 201.1 Chris Allen advised that current updates on BCU spending suggest that districts will spend the money. He has some reservations that the schools money will also be spent but this can be carried forward currently although this may not be possible under the new structure.
- 201.2 There are two other budgets. Project Support budget was top sliced from districts last year and was set aside for funding specific projects. Some has been used for a rural fund and there is £10-£13,000 left which could be used for projects within the OCU's plans. The Partnership Priorities Fund was the top slice from the BCU Fund and if not spent will probably revert to the Home Office. It was increased to pay for additional media support but it may not necessarily all be spent. There is about £25,000 which could be used in other ways set against partnership priorities.
- 201.3 Districts are encouraged to use funds from these budgets for any priority projects. Consideration is to be given as to whether there are any public protection projects or equipment which would assist delivery within that unit. These funds will not be sustainable into the future.

Action: DCI Mathews to discuss with Inspector Murphy regarding PPU.

Action: District Commanders to discuss ideas with their teams.

202 **HR ISSUES**

HR Admin staff are going to HQ HR Service Centre on 27th September and the OCU will no longer have an HR Admin team. There will still be a local HR Manager/HR Officer to deal with sickness management and other issues referred by the Service Centre but all recording will be done centrally. Mike Markham circulated an HR workload breakdown and how this will be handled in the future.

- 202.1 The HR Service Centre becomes operational on 1st October.
- 202.2 From 25th September the two HR Mailboxes cease to be operational but there will be an auto forward to the HR Service Centre Mailbox. There will be a single line and one telephone number to call – 79 2222.
- 202.3 Documentation that has not been completed or tasked will automatically go to the HR Service Centre.
- 202.4 There is to be a standard maternity pack across the force which will be available shortly.

203 **OVERDUE PDRS**

- 203.1 All PDR recording will be done by the HR Service Centre and

outstanding PDRs will not be chased.

203.2 PDRs will not be recorded until the second line manager input has been completed.

203.3 HR Planning will send to local HR a list of PDRs due between October and December. These dates will need to be put in line managers' diaries.

203.4 The local process for dealing with PDRs was discussed as there are concerns that diarising will not work. The process used at JW was put forward by C/Insp Schofield but this would need to be adapted to include second line managers.

Action: C/Insp Schofield to discuss with his Inspectors and feed back to next meeting.

203.5 The DCI Portfolio and Fareham have several PDRs shown as overdue and there are significant numbers overdue in Operations.

Action: C/Supt Manners to discuss Ops portfolio with C/Insp Baxter.

203.6 Central OCU has the highest number of overdue PDRs for both police and police staff and C/Insp Manners emphasised that these must be completed as quickly as possible. If supervisors fail to comply this should be reflected in their own PDRs and dealt with in 1:1s.

203.7 The overdue PDR list is attached.

Action: Mike Markham to review PDRs overdue after one month and report to next meeting.

204 CID/CRIME ISSUES

No issues to discuss.

205 FIO/DIO REVIEW

205.1 DCI Mathews has undertaken a review of DIO/FIOs across the OCU. There are currently 3 DIOs (one per district) and 4 FIOs. DI Miller's review document has been circulated.

205.2 It was agreed that there should be one FIO per district and that once the PST alignment is resolved, the central post will go.

205.3 There is an FIO and DIO for Waterlooville, Fareham and Gosport, and Winchester. If one of these posts had to be lost, it was suggested that the PPO and FIO role at Winchester could be combined. C/Insp Farrell has some concerns regarding this.

205.4 C/Supt Manners said there was currently no pressure to lose the additional post and she was happy that the central post should go but that otherwise they remain as they are but she was concerned

that the roles are driven through a proper management process within the DI portfolio to maximise their output.

Action: DCI Mathews and C/Insp Baxter to review workload and delivery of these posts in three months time and report to C/Supt Manners.

206 COMMUNICATIONS

Sally Adams reported that four district focus groups have been set up with members of the public, two for 27th and 28th September and two for the end of October to provide an idea of public expectations.

207 CONFIDENCE NEWSLETTERS

These are expected to arrive on the OCU for distribution week commencing 27th September.

208 CHIEF'S MESSAGE ON STRATEGIC INTENT

208.1 C/Supt Manners circulated an update which had been presented to the OCU Commanders meeting on 21st September consisting of the latest draft under discussion by ACPO and the Change Team around looking at force structures. This indicated what the force could look like as 3 OCUs with LPAs below that. C/Supt Manners has raised some concerns regarding the boundaries indicated. Much discussion is taking place about this at force level particularly with regard to crime investigation and several reviews will dovetail into these discussions. There are many unknowns to be resolved before any decisions can be made about the final structure, e.g. uniqueness of some areas, concerns regarding resilience, where public protection will sit

208.2 From 18th December, in order to maintain resilience in the Cadre, superintending ranks will be going onto a call out rota of 6-2 lates for RIPA and PACE.

208.3 Expressions of interest will shortly be sought for the Chief Inspectors Cadre.

208.4 DCC Marsh will be Gold for change management for the force and ACC Nicholson is leading on force structure including crime investigation.

208.5 C/Supt Manners advised that the savings target is £23 million. The original prediction of £21 million in savings having been found had now been reduced to £18 million to be achieved through reduction in police officer establishment of 120, reduction in police staff establishment, savings team reductions, reduction in OCU overtime, SPPs and the underspend from this year moving into next year's budget. The prediction is that the force will be 146 police officers under current establishment by 31st March 2011 with 24 posts still to be identified. There is pressure to begin removing these from establishment from November 2010.

Action: Mike Markham to liaise with centre to ascertain what this means for the OCU establishment. To ascertain also that the original ten posts have been correctly aligned on the establishment.

208.6 C/Supt Manners read out the document which is embedded below

209 WOMEN IN POLICING CONFERENCE - 26 NOVEMBER

209.1 C/Supt Manners advised the SMT about the notice regarding the conference (attached) and asked for 3 nominations per district and 3 from the CID portfolio to attend. Also nominations from IAG and Community Safety Partnerships to represent the public.

Action: All nominations to be sent to Sandra Ruddock by Friday 1st October 2010.

Action: C/Insp Glynis Shaw to circulate to IAG.

210 WEEKEND/BANK HOLIDAY ROTA

It was agreed that due to the current unknowns the SMT members could only do their best to set this up from January 2011. It was agreed that it would be discussed in detail at the Chief Inspectors meeting and fed back to SMT.

Action: C/Insp Shaw to advise Paul Rowsell of this agreed action.

Action: Chief Inspectors to discuss and agree and then feed back to SMT.

211 COMMENDATIONS – PEER PANEL PROCESS

211.1 It was agreed that local awards should continue as they are now.

211.2 Recommendations for ACPO commendations will be a standing item on future Fairness and Equality Action Group Agendae.

211.3 C/Supt Manners warned that there may be a delay due to the frequency of the Fairness and Equality Group Meetings and asked that any current proposals be forwarded to her as soon as possible.

212 ANY OTHER BUSINESS

No items for discussion.

213 NEXT MEETING

Thursday 28 October 2010, 10.45 hrs in Fareham Main Conference Room.