



## MINUTES OF MEETING

Date: 26<sup>th</sup> May 2009  
Time: 1330 Hours  
Location: Aldershot Police Station

### Attendees:

Chief Superintendent Chatterton	-	OCU Commander
A/Supt Annets	-	CID
Chief Inspector Weston	-	Rushmoor Commander
T/Chief Inspector Berry	-	Operations Commander
Chief Inspector Jackson	-	Hart Commander
Chief Inspector Kedge	-	East Hampshire Commander
Inspector Rickwood	-	Performance
Cherie Watson	-	Finance and Business Manager
Kerrie Steele	-	Personnel Manager
Claire Dougherty	-	Management Assistant

### Apologies:

Superintendent Talbot	-	OCU Deputy Commander
Chief Inspector Williams	-	Basingstoke Commander
A/Chief Inspector Dodds	-	Basingstoke Commander
Julie Jones	-	Media & Corporate Comms Manager
Jane Parker	-	CJU
Inspector Petherbridge	-	RPU

### 651. Presentation on Business and Continuity Management

651.1 Jackie Orchard and Penelope Witfield spoke about Business and Continuity Management. Business continuity will be added to the SMT agenda under Health and Safety. Chief Superintendent Chatterton needs to sign off all the plans and send a copy of the signed sheet back to Penelope Witfield. All the plans have been done for the stations apart from Fleet; this will be done in the next few weeks. Cherie Watson has plans in place for these to be reviewed every six months. Business Continuity will also be discussed at the SMT Away Day in October.

**Actions: Chief Superintendent Chatterton and Claire Dougherty**

### 652.

652.1 This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.

### 653. Minutes of Last Meeting

653.1 Minutes of the last meeting were agreed and the action chart reviewed.

### 654. Superintendent Talbot's Update

654.1 There was no update as Superintendent Talbot was not present and had tendered his apologies.

### 655. Acting Chief Inspector Dodds's Update

655.1 There was no update as A/Chief Inspector Dodds was not present and had tendered his apologies.

### 656.

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**657. Chief Inspector Kedge's Update**

657.1 Chief Inspector Kedge gave an update on scheduling and business continuity for East Hampshire.

657.2 East Hampshire will be running anti-social behaviour campaigns over the summer.

**658.**

658.1 Inspector Stowe is engaging with all the districts for the anti-social behaviour campaign and is also undertaking a review of the public reassurance team.

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658.3 This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.

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**659. DCI Annet's Update**

659.1 DCI Annet spoke about the updated paper for IDVA provision in the OCU. This report was discussed. DCI Annet is to speak to CI Stuart Murray regarding this.

**Action: DCI Annet**

659.2 An update was given on staff movements in CID.

659.3 On the 4<sup>th</sup> June 2009, delegates and the Deputy Chief Constable from the Utrecht and Netherlands Police will be visiting Aldershot Police Station and attending the OCU TCG.

**660.**

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660.2 An update was given on the custody refurbishments.

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**661. Action Plan**

661.1 The 2009–2010 action plan was reviewed and all attendees will update the action plan.

661.2 Claire Dougherty is to send out the link again for the action plan.

Action: Claire Dougherty

**Note post sec: This has been done.**

**662. SMT Meeting all day structure**

662.1 Chief Superintendent Chatterton asked if all MAs could help with the all day SMT minute taking. Chief Inspector Weston and Chief Inspector Kedge said that Karen Thorne and Trish Stemp could assist.

**Note post meeting: It was decided that Claire Dougherty would take the minutes for the SMT meeting and finance meeting and that the performance and personnel meeting would be covered by the performance and personnel teams.**

**663.**

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**664. Health and Safety**

664.1 There was nothing to update the meeting on. The next health and safety meeting is on the 16<sup>th</sup> June.

664.2 Cherie Watson said that there are plans that need signing for business continuity. Chief Superintendent will do this. There is some work still needed for the risk registers. Cherie Watson is looking to hold an exercise on this in October.

**665. Media and Corporate Communications**

665.1 There was not an update from Julie Jones who had sent her apologies for the meeting.

665.2 Chief Superintendent Chatterton spoke about using Facebook to communicate with young people and that the Chief Constable and Ben White have signed up to the idea of using Facebook. There will be a Hampshire Police page and this will be trialled through the anti-social behaviour campaign. This will be piloted through the summer and then rolled out across the Force. Julie Jones is looking into how Greater Manchester Police are doing this.

**666. Personnel**

666.1 Kerrie Steele gave an update of how many officers and police staff had hit the trigger point for sickness.

666.2 An update was also given on overdue PDRs. Chief Superintendent Chatterton asked all to please ensure that the PDRs are completed on time.

666.3 It was agreed that external training bids would come to the SMT meeting so that a decision could be made. The external training bids that Kerrie Steele currently had were discussed and decisions made.

666.4 Kerrie Steele gave an update on the proposal for the personnel restructure and this was discussed. Kerrie Steele said that there is a mailbox that has been set up for queries regarding this and Kerrie Steele will be sending questions in from her personnel team.

666.5 Kerrie Steele has asked for new sergeants for the OCU to fill vacancies and will find out the result after the establishment control panel meeting.

666.6 Chief Inspector Craig Dibdin has emailed Kerrie Steele regarding the 2012 Olympics with regards to human resources and succession planning.

**667. Performance**

667.1 Inspector Rickwood gave an update on performance for the OCU.

667.2 PS Churcher – Brown has sent out a consultation document over the ten days reviews to all Chief Inspectors and there will be a consultation period for this. Inspector Rickwood is to send this email to DCI Annets.

**Action: Inspector Rickwood**

667.3 Feedback from the HMIC visit was discussed in relation to violent crime and that the data quality has now significantly improved.

667.4 Inspector Rickwood will send out to all a copy of the local confidence survey to see what questions are being asked.

**Action: Inspector Rickwood**

**668. CJU**

668.1 There was no update as Jane Parker was not present and had tendered apologies.

**669. RPU**

669.1 There was no update as Inspector Petherbridge was not present and had tendered apologies.

**670.**

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**671. Citizen Focus**

671.1 Chief Inspector Kedge and Julie Jones have signed off 95% of the actions for citizen focus.

671.2 Chief Inspector Kedge said that the first peer panel had gone really well.

671.3 Cherie Watson said that the front offices at Basingstoke will be done by next week. The front office at Alton will be done soon.

671.4 Chief Superintendent Chatterton said that the North and East OCU have the highest number of letters of appreciation in the Force and that incivility complaints have significantly dropped.

**672. Equality and Diversity**

672.1 A/Chief Inspector Berry said that the posters are ready to be distributed.

672.2 DO Paul Norris has emailed A/Chief Inspector Berry to say that they have started recruitment work for ethnic minorities Specials.

**673. AOB**

673.1 Cherie Watson will send an email to all chief inspectors regarding monthly allocations in money and hours in overtime for the districts as requested in the finance meeting.

**674. Date of next meeting**

674.1 The next SMT will be on Tuesday 9<sup>th</sup> June at 1000 at Aldershot Police Station in the conference room.