



MINUTES OF MEETING

Date: Wednesday, 16 June, 2010
Time: 1400 hours
Location: The Coffee Republic Meeting Room, Newport

Attendees	Superintendent N Mellors	OCU Commander, (Chair)
:	Chief Inspector G McMillan	District Commander
	Inspector T Clawson	Operations
	Inspector P Savill	Operations
	Inspector B Pinnell	SNT
	Inspector A Treagus	TPT
	Inspector S Evans	Custody
	Mr D Gledhill	Performance Manager
	Mr S Richards	Finance and Business Manager
	Mrs J Beddall	HR Manager
	Mrs E Collier-Bain	Minute Taker
Apologies:	Detective Inspector C Carpenter	CID
	Detective Chief Inspector R	CID
	Maker	
	Inspector J Hoare	TPT
	Inspector M Bell	CST
	Detective Inspector L Williams	PPU
	Inspector K Fowles	TPT
	Inspector C Hall	TPT
	Mr D Smith	Media Manager
	Inspector R Abel	TPT

469. Apologies

Apologies received from DCI Maker, Inspector Hoare, Inspector Bell and DI Carpenter.

470. Declaration of Any Other Business

None.

471. Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on 12 May 2010 were approved.

472. Action List

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

473. Performance Overview – Mr Gledhill

Mr Gledhill distributed handouts and presented figures on targets, History, year to date and SNT areas.

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

475. Chief Inspectors Update

a) Complaints and PVI's

Chief Inspector McMillan distributed guidelines on Complaints and Infra. All Inspectors and Acting Inspectors will have an Infra account. In addition to calls, all letters of complaint or congratulations should be input on to Infra in order that the OCU can be measured. The guidelines go on to note what should be done when complaints reach CD1 level and beyond under new guidelines. The idea is that everything is held electronically rather than lots of paperwork. Pass comments back to him.

The new PVI procedure will be sent out by Chief Inspector McMillan in order to make this clear as there is confusion.

b) Inspectors Duties

Following concerns put forward by Inspector Fowles in reference to Inspector on call duties being changed to cover leave and courses resulting in the late shift Inspector regularly working excessive hours and issues of Inspectors on call for four nights per week. She proposes that where possible three Inspectors are shown on duty to provide 24 hour cover but when they are on leave for courses of meetings the back fill can be achieved by using an 'acting' Inspector. This would also develop skills of 'actings'. Chief Inspector McMillan will take this issue away to investigate in depth and report back.

Report from Inspector Fowles noted and she is thanked for the suggestion.

Resolved: Chief Inspector McMillan to investigate Inspector Duties and report back.

Chief Inspector McMillan also informed the group that he has contacted all Inspectors with the proposal that following consultation he represents them at all HR meetings. He will take responsibility for resourcing all shifts adequately across the board in terms of numbers, skills etc. and take decisions to the Board to be ratified. This will come in to effect from 1 September. He will check with DCI Maker in reference to CID representation.

Chief Inspector McMillan also noted that on Friday the two sector Inspectors, Inspector Bell and he would attend a day planning around the role of the sector Inspector and the integration with partnerships.

476. Finance/Estates – Mr Richards

a) Meeting Support Contingency

This is in reference to the need for cover of administration and minute taking as administration staff leave. We need to have flexible working and possibly explore employing someone to cover this role on a part time basis doing meeting support work.

Hampshire Constabulary Senior Management Team
Isle of Wight OCU

Resolved: Mr Richards to report back next time on plans for meeting support contingency.

477. Human Resources – Mrs Beddall

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HR Mailbox - We now have a 2 OCU HR Mailbox

478. Media and Communications – Mr Smith

Mr Smith is absent.

479. Strategic Issues Update – Strategic Leads

Exception reporting on the different Strategic Issues was as follows:

6. Critical Incidents (Includes Major Crime) (DCI Maker) – Supt John met with Supt Mellors and Inspector Fowles and our training arrangements locally are seen as best in Force and have been developed for the Force in general using Inspector Fowles as a consultant.
7. Confidence (Inspector Savill) – Chief Inspector McMillan is now the Strategic Lead for this, with Inspector Savill and Inspector Hoare as SMT leads. Another meeting held and in the next few weeks should see information on the Policing Pledge and Victim support standards.
8. Communications (Supt Mellors) – Deal arranged with Beacon and we should have leaflets dropped to every house and business on the island twice a year.
11. Domestic Violence (DI Williams) – Strategic priority.
12. Missing Persons (DI Williams) – Takes a lot of resources.
13. Performance and Detections (DCI Maker) – Mr Gledhill - Meeting scheduled for Monday 21 June and one of the topics is making performance figures available for anyone to see. Group to let Mr Gledhill know if there is anything specifically that they would like to see on the intranet ready for discussion on Monday.
14. Transport (Mr Richards) – Inspector Savill – 14 PCs are trained on cycles.
15. Equality and Diversity (Mrs Beddall/Inspector Evans)

Mrs Beddall has a meeting next week with a lady from a charity on the island with a view to trying to set up a voluntary placement scheme for disabled persons to work on the OCU. Mrs Beddall will report back. With reference to the Fairness and Equality Group, there is an International Disability Day planned and she will report back.

480. Any Other Business

- a) Venue for the next OCU Commanders Congratulations Ceremony – Supt Mellors

Last ceremony was a success. Supt Mellors commended the networking done

by SMT team. Supt asked for suggestions for the next ceremony.

b) SNT – Public Reassurance Visits – Inspector Clawson

Already covered.

Complaints – Inspector Evans

With reference to complaints that we investigate, Inspector Evans noted that we have a target of locally resolving 50% and year to date our figure is 60% making us second best in Force. With reference to timeliness we are supposed to locally resolve in 30 days and we are currently at 67 days which is about average for the Force. However, for those that we have to investigate we have a target of 30 days and we are currently at 101 days which is worst in Force. We need to improve on timeliness.

Resolved: The Management Team to try and reduce the time taken to locally resolve and investigate complaints and as a team monitor this over the next two or three months.

481. Date of the Next Meeting

The next meeting will take place at 1400 hours on Wednesday 14 July 2010 in the Solent Room, Hospitality Training Partnership, The Courtyard, St Cross Business Park, Newport.