



MINUTES OF MEETING

Date: Thursday 11 February 2010
Time: 13.00
Location: Fareham Police Station

Attendees: Chief Constable Alex
Marshall (Part)
Supt Phil Winchester (Chair_
DCI Colin Mathews
C/Insp Operations Steve
Baxter
C/Insp Jason Kenny
C/Insp Rachel Farrell
C/Insp Will Schofield
C/Insp Glynis Shaw
Chris Allen
Anneke McCarthy
Insp Sam Dunlop (Part)
Sally Adams
Sandra Ruddock (M/Asst)

129 C/Supt Karen Manners

130 MINUTES OF MEETING 14/1/2010

Subject to minor text amendments the minutes were accepted as an accurate record of the meeting.

131 MATTERS ARISING FROM THE MINUTES OF MEETING 14/1/2010

131.1 **Item 121.2 Sickness Management** – Amendment: Delete Paul Rowsell and insert Supt Winchester.

131.2 **Action 127.4 – Any Other Business** – Amendment: Delete Baxman and insert Baxter.

131.3 **Action 119.1 - OCU Training Days.** Feedback from the first of the training days is that interactive senior officer attendance has had an impact and was appreciated. Chief Inspectors are encouraged to book into one of the training days and ensure that their Inspectors also attend.

131.4 **Action 121.2 – Sickness Management.** Anneke McCarthy has completed her presentation to Police Supervisors but still has to complete for Police Staff Supervisors. The last coffee morning was cancelled twice and has not yet been rearranged. Chris Allen said he would not like this to be seen as low priority.

Action: Supt Winchester to discuss with C/Supt Manners and Sandra Ruddock to arrange another coffee morning for a date when Anneke is available.

131.5 **Action 123.1 – SN Confidence Leaflets.** The final leaflets have been displayed. However, Sally Adams is disappointed with quality as despite proof reading the final ones still contained errors. Sally has asked for replacements to be provided for those not yet used and the OCUs have given strong feedback on the quality. New leaflets are due in August 2010. Action discharged.

131.6 **Action 125 – Carry Forward of Annual Leave.** Concern was expressed regarding the supervisor rank authorising carry over of annual leave and that in some cases the circumstances were not exceptional in line with force policy.

Action: C/Insp Steve Baxter to provide to Supt Winchester information to confirm the current position with a view to reviewing the situation on a quarterly basis.

132 IAG REVIEW AND IMPLEMENTATION

132.1 C/Insp Farrell has undertaken a review of Independent Advisory Groups and has made 27 recommendations on how the force could move forward. Insp Sam Dunlop has been tasked to implement the recommendations in consultation with OCUs and existing IAG members. She will be contacting each OCU to discuss the recommendations and it was agreed that C/Insp Shaw should be the OCU SPOC.

132.2 A copy of the report and recommendations has been circulated and members may contact Insp Dunlop with any queries.

132.3 Although agreed in principle, there is room for some flexibility for OCUs within the recommendations but the review is to ensure a more structured approach to forming both strategic and OCU IAGs.

132.4 The purpose is to pull together OCU IAGs made up of a cross-section of the community, professionals, etc., but Sam pointed out that the scope for their use in the future would be wider than at present although subject to development.

132.5 C/Insp Farrell and Insp Dunlop will write to existing IAG contacts to explain the proposals and to ask if they are still interested in involvement.

132.6 There will be a transparent force wide recruiting campaign for IAG members.

Action: Chief Inspectors to send details of existing IAG contacts, to consider the recommendations, think about areas, groups and individuals that might be representative in the OCU and to feed back any suggestions to C/Insp Shaw for collation and onward transmission to Insp Dunlop.

133 **FINANCE**

- 133.1 Chris Allen had circulated a report prior to the meeting.
- 133.2 Chris sees no issues this year and is monitoring the local action plans.
- 133.3 He hopes to see the budget for 2010-2011 by early March and reported that the overtime budget, although lower than this year, should adequately meet the OCU's needs.
- 133.4 It is hoped that a budget may become available through Force TCG against which the OCU may be able to bid for particular issues. However, more information is needed regarding this and Supt Winchester will advise of developments.

134 **EXPENSES MANAGEMENT**

- 134.1 The Home Office has written to all forces asking them to tighten up their management of police officer and police staff expenses to ensure that claims are fair and reasonable. Some of the areas are mileage, contingency expenses, mobile phone usage and personal contributions.
- 134.2 Where Blackberries have been issued, existing mobile phones must be returned. This instruction must also be cascaded to other officers by Chief Inspectors.
- 134.3 Chris has agreed with C/Supt Manners that he will write some guidance for the SMT which can be cascaded down to their teams.
- 134.4 The supervision and management of overtime needs to be tightened and not signed off in bulk without questioning its necessity.

Action: Chris Allen to provide expenses management guidance.

135. **HR UPDATE**

- 135.1 **Resourcing** – Anneke McCarthy reported that this is still difficult. Current police constable vacancies stand at 6.5 counting in 24 students since July last year. 3 Students arrive on the OCU on 22nd March and the next ones are not due until May. There will be further changes in March due to retirements and decisions of the posting panel.
- 135.2 Police staff recruitment is going well and OCU should be up to establishment soon. There are SEO vacancies but Anneke is confident this will be resolved.
- 135.3 An Establishment Review meeting is held monthly between C/Supt Manners, Supt Winchester, Chris Allen and Anneke McCarthy to monitor resourcing.

- 135.4 Anneke is working with the HR Planning Team at Netley looking at resourcing processes to try to speed these up. Some of these improved processes are to be piloted in Central OCU.
- 135.5 **Sickness Absence and Attendance Management.** Anneke is actively managing long-term sickness cases to bring these to a resolution.
- 135.6 **Training.** Anneke has sent out another request for bids and there is another week in which to respond.
- 135.7 **Succession Planning in Custody.** Anneke and C/Insp Baxter have been working together on this and a plan is coming together.
- 135.8 **PDRs.** The position is still not good. Upcoming PDRs are to be actively followed up, not only overdue ones. Anneke has also raised those officers and staff that have left so that PDRs are in order before they leave the OCU. There are 10 PDRs overdue by more than three months and C/Supt Manners will be looking at the reasons for this with Chief Inspectors. The 30 day overdue situation is improving.

Action: Anneke to send out the list to Chief Inspectors after double checking.

136 CRIME/CID ISSUES

DCI Mathews reported that the Volume Crime Pilot started in Central OCU on 2nd February until 25th March. The VCRU is now a Crime Desk. Feedback is invited either to DCI Mathews or to Det Supt Shand.

137 UPDATE FROM CHIEF CONSTABLE MARSHALL

The Chief Constable commented on issues touched on during the meeting as follows:

- 137.1 **Top-Slicing of Budget.** This will continue because the Police Authority have correctly identified that the force runs with a certain number of police staff vacancies. The Chief Constable is resisting the top-slicing for police officers as the force wishes to be able to recruit up to establishment numbers.
- 137.2 **Sickness Absence.** The Chief Constable is strict with regard to the rules regarding sickness and sick pay. The only time he will extend this is if someone is suffering from a terminal illness or is on long-term sick but keeping in constant touch with the organisation and making every effort to return to work. He added that if there were officers or staff who would be eligible for ill health pension, it would be preferable for these to be finalised within the current financial year.
- 137.3 **Visiting Victims of Crime.** He does not want this to become a bureaucratic process and the most it should consist of is a list of victims of incidents in the last 48 hours who have not been visited. He suggested that visits could be done by officers in the vicinity

within 48 hours of an incident and a check kept that victims are visited within that time.

Additional items which he wished to discuss:

137.4 **Tasking Today.** He wanted the SMT to read the letter recently sent to C/Supt Manners which gives a list of things going on and what they will lead to.

Action: Supt Winchester to circulate letter to SMT. (Completed)

137.5 **Value for Money Report. Police Efficiency.** He instructed SMT to read these documents which would take about twenty minutes. There is a letter from the Home Secretary which details expected cashable savings of £545m and non cashable savings of £500m and what the Police should be thinking of in terms of achieving these savings. It gives a national picture of what is going on and an insight into what Hampshire are trying to do.

Action: Sandra Ruddock to locate the documents and circulate to SMT members. (Update – the link has been circulated - complete)

137.6 **Student Officers.** The Chief Constable has tasked ACC Steve Dann to review the structure and training methods of PDU including SOLAPs and NVOs. He considers students may be better trained on shift or SNT with a tutor although he is happy to listen to alternative arguments.

137.7 **Protecting and Improving Standards in Frontline Policing.** The Chief Constable touched briefly on various subjects with regard to this, e.g. supervision ratios; follow-up visits for victims of crime; catching criminals and managing offenders meaning catching, prosecuting and convicting; an active PC/PCSO presence in every neighbourhood out of a car, protecting vulnerable people without fear, favour or prejudice. It is his intention that these will be in the policing plan for at least the next two years.

137.8 **Estates.** Southampton will be going ahead as planned. The Alpha Park HQ will be the most cost effective option and the decision will be made by the Police Authority in the week following this meeting. The Chief Constable is looking for a lean HQ and the best possible frontline resourcing.

137.9 **Custody.** The proposals will be available at the end of March.

137.10 **Police Stations.** OCU Commanders have been consulted and have provided some good responses and proposals. As there are many more of them this is a more complex and longer-term project.

137.11 **Collaboration.** Chief Supt Nigel Hindle is pressing on with negotiations with Thames Valley and his report will be available in mid-March. South East collaboration is going reasonably well and there are opportunities in forensics, IT and intelligence. As Hampshire is already a lean force, collaboration will only take place

if there are obvious benefits to Hampshire which will result in cost savings.

137.12 **Supervisors.** Hampshire is above average in the number of supervisors and will be looking to reduce to a level half way to the leanest force.

137.13 **HMIC Report.** This is expected shortly and the Chief Constable is hoping that it will show Hampshire as a low cost force, low risk and with high confidence and satisfaction levels.

138 COMMUNICATIONS

138.1 HQ have agreed to a pilot use of Twitter but need to make modifications to the server. It is hope to start this week commencing 15 February.

138.2 A Multi-Agency Confidence Building Communications Strategy Workshop will be taking place in Fareham main conference room from 1100-1300 on 9th March. Chief Inspectors will be invited along with local authority communications people and the agenda will be available week commencing 15 Feb.

138.3 Loo News is to be changed every 6-8 weeks. Suggestions to be brought to SMT. Suggestions made at the meeting included Menopause Awareness, Updates on Volume Crime Pilot. It was also suggested that the amount of text should be reduced.

138.4 Sally is hoping to have a media assistant to work on confidence matters but will know more about this at the next meeting.

139 RESOURCE MANAGEMENT

Item added to agenda as result of action from last meeting. However, it is believed this may have been an error and there were no issues to discuss.

Agenda: To be removed from agenda for next meeting.

140 COMPLAINTS

140.1 With the advent of INFRA decisions needed to be made as to how incoming complaints would be directed. Reliable figures are not available as not all complaints are directed through PSD and there are various spreadsheets throughout the OCU.

140.2 It was agreed that Custody complaints should be directed through Custody, TPT should deal with complaints relating to them and local complaints should go to sector inspectors. Complaints relating to CID officers to be directed to DCI Mathews. This would be trialled for six months.

Action: Complaints to be directed as above for review in 6 months. Complaints to be directed initially by MA to District Commander or DCI Mathews as appropriate for allocation.

141 AREA CAR POSTS

141.1 The OCU has been awarded 9 area car courses which is less than the number needed.

141.2 Discussion took place around allocation of these courses. It was agreed that the proposals would be attached to the minutes for feedback.

141.3 The first course in May is to be allocated to Winchester, the next one is in July.

141.4 C/Insp Baxter's proposals have been circulated.

Action: District Commanders to provide feedback on requirements direct to C/Insp Baxter to be brought back to HR Planning meeting.

Action: C/Insp Baxter to allocate first course to Winchester.

142 AWARDS CEREMONIES

142.1 Discussion took place regarding district inconsistency of award ceremonies throughout the OCU but this was unresolved. It was agreed that Supt Winchester would take back to C/Supt Manners for a decision.

142.2 There will not be an OCU Awards Ceremony in 2010.

Action: Supt Winchester to discuss with C/Supt Manners.

Update: Decision made that each District will hold its own Awards Ceremony once or twice a year. CID will link into District ceremonies.

143 ANY OTHER BUSINESS

143.1 **Embargo on Bicycles and Kit.** C/Insp Schofield has a new PCSO who cannot effectively patrol. If sponsors are willing to pay cycles and kit can still be purchased but there needs to be sufficient funds for servicing. There is no news on the embargo being lifted at present.

143.2 **Review of Night Time Economy.** Supt Neil Sherrington has been asked by the ACC TO to examine policing of night time economies across the Force. Supt Winchester will be looking at minimum standards for the same. He has been asked to provide the name of a SPOC who will lead on this for the OCU.

Action: C/Insp Baxter to nominate a member of his team as the SPOC.

Action: District Commanders to forward to C/Insp Baxter details of any policies or strategies which they already have in place on their districts.

143.3 **TKAP3.** This is the third Tackling Knives Action Programme which

starts in April and also covers serious youth violence. Southampton and Portsmouth have been allocated funds to deal with this issue and there may be further funds available in the region of £60,000 to £70,000 for which the OCU can bid.

Action: Bids to be directed to Supt Winchester.

144 DATE OF NEXT MEETING

Thursday 11 March 2010 at 13.00 in Fareham Main Conference Room.
Nicola Cornelius, head of HR, will be attending the meeting.