



MINUTES OF MEETING

Date: 17th February 2009
Time: 1330 Hours
Location: Aldershot Police Station

Attendees:

Chief Superintendent Chatterton	-	OCU Commander
DCI Annets	-	CID
Chief Inspector Weston	-	Rushmoor Commander
T/Chief Inspector Berry	-	Operations
Inspector Scrutton	-	Hart
Inspector Clancy	-	Alton
Julie Jones	-	Media & Corporate Comms Manager
Cherie Watson	-	Finance and Business Manager
Kerrie Steele	-	Personnel Manager
Claire Crowther	-	Management Assistant

Apologies:

Superintendent Talbot	-	OCU Deputy Commander
Chief Inspector Kedge	-	East Hampshire Commander
Chief Inspector Jackson	-	Hart Commander
Inspector White	-	Performance
A/Chief Inspector Dodds	-	Basingstoke Commander
Jane Parker	-	CJU

594. Minutes of Last Meeting

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

595. Disability Awareness

595.1 Julie Baldock spoke about disability awareness and said that there is a disability index on the internet which is an A-Z guide to impairments and suitable adjustments, tailored to the workplace.

Chief Superintendent Chatterton is to find a champion for disability.

Action: Chief Superintendent Chatterton

595.2 The voluntary placement scheme which is set up in partnership with MIND and City Limits was explained and discussed. It is a scheme that tries to help people who are ready for work and that have been out of work because of a disability to get back into work through placements. They are 3 month placements. Kerrie Steele is to publicise this scheme. Julie Jones is to put information about the MIND scheme on Neon.

Action: Kerrie Steele and Julie Jones

595.3 There is an employer's forum service to assist with any queries with disability. Any feedback on this service to give to Julie Baldock. Details of this service is on the intranet.

595.4 An attendance management with disability guide was given to Kerrie Steele.

595.5 After every employment tribunal Graham Love does a learning matrix.

596. Superintendent Talbot's Update

596.1 Chief Superintendent Chatterton gave this update as Superintendent Talbot was not at the meeting.

596.2 There is a football match, Aldershot v Luton on the 14th March which is a Cat C

- 602.6 Crammer courses for sergeants were discussed.
- 602.7 Inspector Payne is coming from the Critical Incident team on the 23rd February to operations but there is no one to replace him. Kerrie Steele said that all moves now have to go through the establishment panel and until this panel has been heard they will not be a replacement. Kerrie Steele has chased this up.
- 602.8 Force training arrangements were discussed as they are not up to date. Chief Inspector Berry is to speak to Chief Inspector Jackson to review the issues on this.
Action: Chief Inspector Berry
- 602.9 Scheduling is taking place at Basingstoke and is taking effect. Bank holiday cover will not be covered.
- 602.10 Chief Inspector Berry said that there has been some confusion about streamlining. It was asked if all line managers could assist their officers with this.
- 603. 3 OCU Action Plan**
603.1 The attendees went through the 3 OCU action plan.
- 604. Finance and Business Services**
604.1 Cherie Watson gave an update on finance and business services.
- 604.2 Property services at Police Headquarters have given back £84,400 to 3 OCU. This is because they had put this funding aside for the Alton project but as prices have escalated they project has been stopped.
- 604.3 £50,000 has also been found as two officers had become SDROs and this was still being charged to 3 OCU.
- 604.4 Discussion took place regarding the kitchen being replaced at Alton. Cherie Watson will chase this up with headquarters.
- 604.5 The fire warden trainer has left and fifty members of staff need training in this. This post is being recruited through recruitment at headquarters. Kerrie Steele will chase this training issue with headquarters.
Action: Kerrie Steele
- 604.6 Drivers need training in airwaves. Cherie Watson is to contact Chief Inspector Cleave Faulkner and Inspector Paul Owen to see if they can provide this training.
Action: Cherie Watson
- 605. Health and Safety**
605.1 James Collins is working on health and safety.
- 605.2 Kerrie Steele needs to include health and safety in the training review.
- 606. Media and Corporate Communications**
606.1 Julie Jones gave an update on media and corporate communications.
- 606.2 Fridge magnets are being delivered to the sergeants in the districts. Forty five beats have got fridge magnets.
- 606.3 Julie Jones is looking at doing a DVD for Operation Shutout.
- 606.4 Peter Edney is completing an internal communications review.
- 606.5 Helen Collins is doing an audit of the intranet pages.

607. Personnel

- 607.1 Kerrie Steele said that bids have been submitted for internal and external training.
- 607.2 CRTP processing has moved to personnel from the finance and business team.
- 607.3 PDR shortening is now up to date.
- 607.4 Chief Superintendent is being briefed tomorrow about moving personnel into headquarters.
- 607.5 Personnel will now cc the Chief Inspectors/Inspector in when sending the back to work form to the staff member and their line manager.

608. CJU

- 608.1 There was no update as Jane Parker was not at the meeting.

609. RPU

- 609.1 Inspector Roger Petherbridge is now the Inspector at RPU. He will be invited to the next SMT meeting.

610. Counter Terrorism/Domestic Extremism

- 610.1 Superintendent Talbot is dealing with Prevent.

611. Citizen Focus

- 611.01 Chief Superintendent Chatterton said that the gold and silver group meeting has taken place.
- 611.02 Citizen focus will now be called 'providing an excellent service'.
- 611.03 The peer panel meeting will take place on the 3rd March.

612. Diversity and Equality Issues

- 612.1 On the 10th March there will be a health day at Basingstoke and Aldershot which is being run by occupational health.
- 612.2 March is gender awareness month. On 17th March there will be a personnel development day with guest speakers.
- 612.3 Chief Superintendent Chatterton will now chair the diversity and equality group.

613. AOB

- 613.1 DCI Annets said that at the fire exit door on the ground floor at Aldershot when the lights are off there is no light on to show the way out. Chief Inspector Berry also said that the fire exit door does not always close properly. Cherie Watson will look at these issues.

Action: Cherie Watson

- 613.2 DCI Annets said that DI Bramah had been to see ACC Pryde regarding the BMEs.

614. Date of next meeting

- 614.1 The next SMT will be on Tuesday 24th March at 13:30 at Aldershot Police Station in the conference room.