



MINUTES OF MEETING

Date: Monday 28 February 2011
Time: 10.45
Location: Fareham Police Station

Attendees: Chief Supt Karen Manners (Chair)
Supt Phil Winchester
Chris Allen
C/Insp Steve Baxter
C/Insp Rachel Farrell
DCI Colin Mathews
C/Insp Will Schofield
Insp Kevin Cuffe
Insp Mark Taylor (part)
Lisa Savage
Sally Adams
Sandra Ruddock (MA – Minutes)

14. Apologies:

C/Insp Shaw, C/Insp Kenny; Mike Markham

Action: C/Supt Manners asked that if C/Insp Shaw could not attend the meeting she should be represented.

15. MINUTES AND ACTIONS OF MEETING 21/1/2011

The minutes were accepted as an accurate record of the meeting.

Matters Arising

15.1 Item 5.4 – Criminal Justice – Where CJ will sit in the new force structure is currently an undetermined issue.

Review of Actions

15.2 Action 10 – Fairness and Equality Action Group – new action.

Action: Sandra Ruddock to ensure that FEAG minutes are circulated to Chief Inspectors as well as meeting circulation list.

16. CHANGE UPDATE

16.1 The recent blueprint meeting did not add substantially to what was already known but updates were provided from each strand.

16.2 The Intel review will provide substantial savings although there will also be considerable change.

- 16.3 The headquarters review and support services connected to it will be undertaken by Chief Superintendent Ann Wakefield in her new role from 4th April. This will be a radical review which will impact on every department and will include the MA review.
- 16.4 C/Supt Manners gave a general summary of progress in the Estates review. Estate structures will be approved before the Senior Managers Conference on 29th March although the final ACPO meeting will not be until 16th April. The force is endeavouring to maximise efficiency around current estates.
- 16.5 Supt Winchester has had initial meetings with Chief Supt Nigel Hindle and Supts Neil Sherrington and Norman Mellors regarding change implementation in the Eastern LPA.
- 16.6 Supt Winchester gave a brief update on matters arising from the TO SMT including proposals around station enquiry offices, media, FCR decisions on deployment, investigations, public protection hubs, custody.
- 16.7 Discussion took place around a proposed investigation model for the force. There are some contentious issues but this will be an ongoing process into 2012. C/Insp Schofield outlined his concerns around proposed investigation team models and their impact on TPT particularly at busy times, ownership of investigations, officer development.

17. FINANCE

- 17.1 Chris Allen had provided a finance update in advance of the meeting.
- 17.2 He is concerned that there are no projected overtime figures for next year and will discuss this with Supt Winchester.
- 17.3 An update had been received from ACC Nicholson regarding Community Safety Funding which had been circulated to all by Supt Winchester. The Force has a budget of £398,000 which would be split between the three areas with £100,000 in reserve to be bid for. C/Supt Manners had discussed with C/Supt Hindle and envisaged a 40:40:20 split of the fund within the Area. It is considerably lower sum than had been hoped for.
- 17.4 C/Supt Manners emphasised that in order to ensure a proportionate spread across the area, Chief Inspectors should be thinking in terms of what issues they have in their districts which they wish to deliver as a community safety package, long-term planning and costings, and feeding them through to Supt Winchester.

18. HUMAN RESOURCES

PDRs

- 18.1 If required HR planning will provide a list of all PDR due dates for the OCU.

Action: Lisa Savage to request list to be forwarded to MAs.

18.2 The recording issue regarding completed PDRs has been resolved although there may still be an odd one or two which will be dealt with as they arise.

18.3 There has been a slight improvement in the numbers of overdue PDRs.

Sickness Reporting and Management

18.4 HR will no longer send sickness reports back to line managers so they must be sent to the line manager and saved before forwarding to HR so that they are available for the line manager to complete when the person returns to work. CARM must be advised by the line manager when medical certificates are received before forwarding to HR.

Action: Lisa Savage to ensure that the wording on the AD23 is amended to ensure they are forwarded to the line manager.

18.5 Sickness management will impact on the force's sickness rates presented to the Police Authority. Staff will be triggering actions when they should not be.

Action: Each Chief Inspector to provide a short report to C/Supt Manners on any difficulties or issues around sickness management in order that she can take these to the Command Forum.

18.6 The OCU Commander must be advised when an employee is on long term sick so that they can be offered a home visit.

AD 83 – Termination Form

18.7 It is essential that the OCU Commander is made aware of retirements, resignations, etc., so that the police officer or staff member can be offered a meeting with him/her. It is essential to show staff that they are valued and there will be little local monitoring of HR functions. AD83s must be submitted through the MAs (in 1 OCU via the 1 OCU Senior Management Team Mailbox although the routing will need to be agreed for the new Areas).

Action: Lisa Savage to arrange for the AD83 form to be amended to ensure that they are correctly routed.

Transfer List

18.8 HR Planning will close the transfer list on 1st March until the new 3 Area structure is in place to enable them to deal with the changes that entails. Anybody wishing to go on the voluntary transfer list needs to apply today.

HR Locally

18.9 Lisa Savage is to be seconded to 8 OCU on 14th March.

18.10 The services of Mike Markham have been retained on the OCU until October 2011. HR do not have the resilience to deal with all the changes and HR change managers may be recruited on a short term contract basis.

19. CRIME/CID ISSUES

DCI Mathews had no issues to report but said that there was a lot of uncertainty in CID regarding the impact that the structural changes will have.

20. COMMUNICATIONS

20.1 Sally has a meeting arranged with C/Supt Nigel Hindle to discuss how the changes across the LPA are to be communicated including the handover of Winchester to the Northern LPA.

20.2 An emergency meeting has been arranged with Adrian Kingswell to get to grips with communication around the changes.

20.3 C/Insp Jerry Patterson is looking at SafetyNet compliance as automatic updating from the intranet is not happening as planned.

20.4 Sally is working on the SNT training package with HQ.

20.5 Time for Change posters arrived on districts unexpectedly. despite recommendations from Media and Comms that the timing may be inappropriate. Some were returned to the Change Team with an enquiry regarding cost in light of job losses, others have been put in the bin. Sally is endeavouring to locate those delivered to the OCU but has advised the Change Team that she has none to display.

Action: Sally Adams to email C/Supt Manners concerning where there are gaps and what she believes should be done about it.

20.6 The three area structure will start on 4th April and performance will be measured on the 3 areas from 4th April. Winchester staff will become part of the Northern Area from that date and the question was raised how this was to be communicated to Winchester officers and staff.

Action: C/Supt Manners to discuss with ACC Nicholson regarding ring-fencing in posts, etc.

21. SPECIALS QUARTERLY UPDATE

21.1 The question of deploying potential specials as observers was raised and how this was to be managed in the future. This is a force wide issue.

Action: Lisa Savage to raise for discussion at HR Meeting and report back to SMT.

Action: Quarterly update to be removed from the agenda pending C/Supt Hindle's decision concerning future SMT meetings.

22. **ACTING DUTIES**

Supt Winchester had been advised that two sergeants were not keen to do Acting Inspector duties any more. There was particular, pressure on the individuals and he wanted to gauge whether this was an OCU wide issue. It was not general across the OCU although there is some reluctance to do acting duties if there is nothing to be gained from it. It was agreed that the situation would be monitored.

23. **ANY OTHER BUSINESS**

23.1 **Chief Inspector Rachel Farrell.** C/Insp Farrell has returned to 1 OCU. She is engaged on reviewing Custody processes and how they impact on quality of investigations. This work will include looking at standards of investigations, dip samples, etc. This work will dovetail into custody management on similar OCUs and will feed into the current debate around CIT teams, etc., and considerations for future alignment.

23.2 **Inspector Mark Taylor.** With a view to ensuring that opportunities are not missed with regard to the training and briefing of custody sergeant, Insp Taylor asked if there were any issues which SMT wished to raise regarding this. C/Supt Manners highlighted the experience of detectives in PIIT teams. DIs pick up where things are not working in custody especially issues which are referred to DS as custody sergeants are not confident in doing them. Other things to consider: Custody sergeants although empowered to investigate crimes under PACE do not always look at bail as their first option; robust decision making and nfa of cases which will go nowhere.

Action: C/Supt Manners to review emails and the Custody Review Report and forward any issues around training to Inspector Taylor.

23.3 This dovetails into the work being done by Jo Rowland with Criminal Justice regarding Community Resolutions which do not involve custody.

23.4 At present no decision has been reached regarding the alignment of Criminal Justice, whether directly to ACC Pryde or to the Crime portfolio. Jo Rowland has been appointed Temporary Head of Criminal Justice and it is intended that this will be advertised as a police staff post.

23.5 Insp Taylor will be looking at the role of the TPT/SNT sergeant alongside the custody sergeant with regard to investigative responsibilities.

Action: Chief Inspectors to feed back any training issues to Insp Taylor.

23.6 **Lisa Savage.** C/Supt Manners thanked Lisa for her hard work on the OCU which had been difficult from time to time. Lisa has done a very good job. She is leaving an efficient establishment and will take those skills to 8 OCU. She wished her every success in her new role.

24 DATE OF NEXT MEETING

Thursday 17th March 2011 at 10.45 in Fareham Conference Room.