



## MINUTES OF MEETING

**Date:** Thursday 9 July 2009  
**Time:** 0945  
**Location:** Fareham Police Station

**Attendees:** Supt Phil Winchester  
Insp Jim Atherton  
DCI Pete Shand  
Ch Insp Glynis Shaw  
Ch Insp Jerry Patterson  
Ch Insp Will Schofield  
Ch Insp Rachel Farrell  
Chris Allen  
Anneke McCarthy  
Sally Adams  
Sam Wigley  
Sandra Ruddock (M/Asst)

**34**           **Apologies:**  
Ch Supt Karen Manners

**35**           **HEALTH AND SAFETY PRESENTATION**

- 35.1 Inspector Jim Atherton gave a presentation on the implications of the new Health and Safety (Offences) Act 2008 which came into effect on 16/1/09. He discussed the increasing effects of compensation culture both internally and externally and legal consequences of Health and Safety failures to those responsible for health and safety in the work place and the increased exposure of senior managers as a result of the new Act both in terms of legal liability and cost. The Act is designed to make managers more accountable and Insp Atherton explained the implications for line managers at Chief Inspector and Inspector ranks and for those responsible for buildings.
- 35.2 He cited the importance of ensuring proper support of those with a health and safety role and that complaints from those staff include insufficient time to carry out their role properly, non-arrangement of appropriate meetings, the importance not being recognised by senior managers, recommended changes never being implemented. Insp Atherton said that anybody can now be held responsible and it is essential to deal with issues as they arise and to ensure that they are remedied. It is essential to ensure that risk assessments, safe working practices and training are all in place.
- 35.3 Insp Atherton circulated a summary to the meeting. His presentation also illustrated the new Force Structure for Health and Safety which will ensure awareness of issues that arise throughout

the force. It was agreed that Insp Atherton would be asked to disseminate this further.

**Action: Sandra Ruddock/Sharon Thomas to arrange for inclusion in Police Staff Supervisors Meeting and Briefing Day.**

**36 MINUTES ARISING FROM THE MINUTES OF MEETING 11/6/09**

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

**36.2 Action 774 - Misconduct Training.** Action 774 discharged.

**Action: Anneke McCarthy to liaise with Sandra Ruddock to enable inclusion in Briefing Day and Staff Supervisors Meeting**

36.3 **Action 850 – OCU Newsletter.** Sally Adams will be able to obtain feedback figures relating to last three editions and hopes to report back to next meeting. External requests for copies of the newsletter were discussed and it was agreed that these could not be sent electronically but, if staff on long-term absence requested them, a hard copy could be sent. Media will keep a spreadsheet of those who have asked to receive them and will arrange to send.

**Action: Anneke McCarthy to arrange for Personnel to advise 1 OCU Media and Communications of who wishes to receive these and also to advise of return to work so that they can be removed from the spreadsheet.**

36.4 **Action 32 – Vehicle Review.** A meeting was held with C/Insp Barton present in which some fast-time actions were completed. Some longer term matters were unresolved and there are issues with CID vehicles in that, to release what they need for PPIU, would take vehicles away from other operational needs. In the short-term C/Insp Schofield will liaise with DCI Shand and assist where possible. Chris Allen had discussed with C/Supt Manners formation of a Transport Working Group to discuss transport issues across the OCU and this will be progressed.

**37 FINANCE**

37.1 Chris Allen gave an overview of the OCU's financial position and reported that there was significant underspend in some areas which could increase and that the OCU was in a strong position. The OCU is looking at ways in which this money can be used to improve performance and other issues which the OCU has. This has been helped by money from the force underspend. There is a bank holiday plan in place which will require some of this and there are upcoming issues which will also require funding. Overtime is underspent and the overall plan is working well. Police staff salaries are also underspent largely because of the number of vacancies being carried although plans are in hand to move this forward. A staff member is to be recruited for a year to assist the Performance Team with a particular project.

- 37.2 It is anticipated that a significant amount will be used to improve Fareham Custody. The possibility is also being considered of obtaining assistance from the Temp Force for development of the PIIT team.

**Action: Anneke McCarthy to liaise with C/Supt Manners regarding short-term assistance for the PIIT team.**

- 37.3 **Op Principal and Op Lane.** Concern was expressed by C/Insp Schofield regarding the Gosport murders in terms of extraction from his team and discussion took place regarding the impact and budget considerations. Supt Winchester pointed out that the RMU team were co-ordinating OCU resources in liaison with Major Crime and full consideration of finance had not been possible initially due to the need for an instant response. Instructions from Chris Allen had been to charge all costs to the overall OCU budget code and these would be sorted out later. Overtime had not been refused as the priority had been to deal with the incident. While C/Insp Schofield recognised the need in the first 24-48 hours, he was concerned that this was still outstanding on the following Monday and impacting significantly on his team.

**Action: Supt Winchester to clarify with RMU processes for dealing with abstraction of staff following CAT 1 death or other critical incident after the first 24-36 hours.**

**Action: Chris Allen to discuss Op Lane (SIO is DCI David Powell) and advise C/Insp Schofield regarding budget.**

**38 BCU GRANT**

Chris Allen advised that the BCU Grant was now being paid directly to police forces from the Home Office. All paperwork will be signed off at the centre but he asked that good records are kept of spending so that it can be evidenced as being within the priorities and which priorities expenditure relates to.

**39 FLU PANDEMIC**

- 39.1 Chris Allen reported that there were two cases of suspected swine flu on the OCU. Antiseptic dispensers are being installed and posters as quickly as possible around the OCU. Handwipes are also available as is hand gel for personal use although the latter is being distributed mainly to front and property offices. There is plenty of stock and no need for people to hoard. Chris reported that there were already signs of this as boxes of supplies had disappeared.
- 39.2 Anneke McCarthy reported that there would be more information forthcoming from the force co-ordinators for Op Obsidian, in a couple of days. The OCU preparations are ahead of this. She said that people are frightened and concerned and there are some people in the OCU who have existing medical problems who would be more vulnerable. Issues around attendance management are being considered at present and this will be part of the force message.

Cases are expected to increase as testing is not now taking place.

- 39.3 From a communications point of view, locally signposting of where preventative measures can be found and following the basic instructions on the intranet were considered sufficient in view of global updates from Op Opsidian.
- 39.4 Staff experiencing symptoms are to be told to contact NHS Direct or their GP and to follow their advice.

**40 CRIME/CID ISSUES**

- 40.1 DS Masters is due to be promoted to SOCU but Supt Winchester is to discuss whether his posting can be postponed until DS Learnahan returns to the OCU in September. DS Masters will move to Intel from 9/7/09.
- 40.2 Two managers had sat in meeting with SIO at Gosport and were very impressed with the "tight" job and the response from everyone on the OCU. It continued to be well supported. Future implications for Gosport are being considered.
- 40.3 This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.
- 40.4 Two applicants for the PPO Co-ordinator role and DCI Shand hopes to shortly advise them that they have been successful. The PPO Steering Group meeting is at the end of the month.
- 40.5 DS Jayne Walker will be Acting DI in Crime Team from Monday.
- 40.6 There have been over 100 applicants for the PSI process for 7 posts, 5 in PIIT and 2 for PCT. The PSI process is ongoing but is slow due to current workload. DCI Shand hopes board will be end July/early August.
- 40.7 A lot of work is being done around technical support. DI Jo Smith attended the JEQ and the post was considered to be Scale 4. An appeal is to be lodged but this is a long process. There are some issues around funding although it will be part-funded by 4 OCU. As a new post it will need to go to the Establishment Review Panel. Anneke McCarthy identified several areas in the original JEQ where more information is needed which will be explored by DI Jo Smith. It was agreed that the process should be continued pending resolution of funding issues.

**41 BODY WORN VIDEO**

- 41.2 Supt Winchester delivered an update from C/Supt Manners. J and GG districts have already invested and have found it a useful investment. Currently this is not on a mandatory basis but a date needs to be decided when their use will be mandatory which will involve the Call Centre knowing they are available. C/Insp Schofield reported some technical difficulties with back up equipment. They

are being used by SNT and TPT.

- 41.3 It was agreed that 2 cameras would go to each District and the extra 2 would go to WC because of its geography. Technical difficulties regarding back office equipment and fixing of cameras are to be referred to CPO Stewart Kybert.

**42 COMMUNICATIONS**

Sally Adams reported that a volunteer had been recruited to assist with the SNT areas of the website and will be doing this for 1½ days per week. The Media Department's recent workload has principally been working with Major Crime on the recent murders.

**43 DELIVERY PLAN UPDATE**

43.1 Sam Wigley reported that Central OCU's and CJU's delivery plans have been put forward as best practice. The links with CDRP and what each district is doing against the objectives are impressive. Although there are some updates missing, those that she has received have been very good.

43.2 Corporate Services have omitted part of the objectives under the delivery plan and this has been highlighted to them. C/Insp Shaw is keeping her records separately for the time being while this is being addressed.

**44 SMT DUTY WEEKENDS**

44.1 It was agreed that the DMM Process would take place at 10.00 am on weekends with the SMT Duty Officer, TPT Inspector, Duty DI and to include a member of Intel and RMU if available. It was accepted that the usual paperwork would not be available. The usual BAT phone number 684 333 will be operable. DCI Shand explained the Duty DI's process for recording summaries. Supt Winchester suggested that the late turn Duty TPT Inspector should also be contacted with an update.

**Action: Supt Winchester to circulate email regarding weekend DMM process.**

**Action: Supt Winchester to check with RMU availability of staff on Sundays.**

44.2 Since 22 June 4 OCU and Central OCU provide their own TPT Inspector night cover.

44.3 C/Insp Schofield, when planning weekend SMT duties, had missed the weekend 30/10-1/11. It was agreed that this would be allocated to the Chief Inspector Operations if in post and that he/she would also be asked regarding Christmas. C/Inspector Farrell will let C/Insp Schofield know her availability for the 30/10-1/11 weekend.

44.4 Discussion took place around SMT duty on bank holidays. It was suggested that this might be slightly less formal on bank holidays, particularly on Christmas Day/Boxing Day with a Duty SMT officer on call.

**Action: Supt Winchester to take back to C/Supt Manners to obtain her views.**

44.5 C/Insp Schofield said the team had been having difficulties with rest days which would need to be reviewed. It was agreed that this should be postponed for the Chief Inspector (Operations) arrival in September when plans for the next year will be under consideration.

**45 SHIFT CHANGE TO START AT 2100 ON FRIDAY AND SATURDAY NIGHTS**

45.1 The RAF plan states that the most critical time on Friday and Saturday nights for incidents is between 21.00 and 22.00 hrs. A 21.00 shift start time has been requested by both Gosport and J District Officers. Advice from Inspector Ogilvy as a Federation representative is that a request for a shift change has to: (a) Be requested by the OCU and not by each district proposing its own variations; (b) It has to go to the Force Shift Review Team who, if they approve it, will forward it to the Federation; (c) Once it has been approved by the Federation it will go to the vote. C/Insp Schofield is concerned about conflicting advice.

**Action: C/Insp Schofield to seek guidance from the Force Shift Review Team regarding the process that needs to be followed and whether the change can be requested by districts.**

**Action: C/Insp Rachel Farrell and C/Insp Glynis Shaw to discuss with their own teams to seek their views on the proposal.**

**46 ESLO GROUP**

46.1 Papers were circulated prior to the meeting to which a form is attached to report actual and ideas for cashable efficiency and productivity savings. Supt Winchester reiterated the need for Chief Inspectors to brief their teams and for copies to be displayed in the briefing rooms.

46.2 Cashable efficiency and productivity savings through the activities of silver groups are to be fed back through Chief Supt Manners.

**47 INTEGRATED PLANNING PROCESS**

47.1 There will be a Strategic TCG in September looking at the key threats facing the force. The paper circulated prior to the meeting requested ideas from OCUs regarding the threats they consider face the force. Feedback is required by 13<sup>th</sup> June so this must be done immediately and Supt Winchester suggested thought be given to issues that have arisen through Silver Groups which may be considered as threats and how they might be overcome. Examples

discussed were anticipating running under strength in terms of establishment, current short-term issues with Delphi in view of the important information it contains, the eventual need to replace expensive cycle equipment.

**Action: Feedback required on template spreadsheet to C/Supt Manners by 13 July 2009 for onward transmission to HQ by 17<sup>th</sup> July 2009**

**48 INDIVIDUAL DEVELOPMENT PROGRAMME (POOR PERFORMING STUDENT OFFICERS)**

It was agreed that consistency of approach is required on the OCU and it was suggested that it could come under the remit of the Chief Inspector (Operations). In the short term each Chief Inspector will take responsibility for IDP issues for their own students with immediate effect.

**Action: Anneke McCarthy to be copied in on outcomes from IDPs.**

**49 SILVER GROUPS (STANDING ITEM)**

It was agreed not to review due to lack of time.

**50 CHIEF CONSTABLE'S AUTUMN CONFERENCE – AGENDA CONSULTATION**

Suggestions are requested for subjects for discussion at the Chief Constable's Autumn Conference on 11 September. These should be fed back to Chief Superintendent via Sandra Ruddock for submission by deadline end of July.

**Action: Suggestions for agenda items to be forwarded to Sandra Ruddock by Wednesday 22 July**

**51 TRAINING DAYS**

51.1 Supt Winchester understood that training days have been planned through to the end of the year. There had been a suggestion that some of the training days were only half-days and Supt Winchester was concerned that as some officers give up rest days for training, they should be fully occupied on those days.

51.2 C/Insp Farrell has training issues on her district which she would like to address.

51.3 The IROs are putting together a training package which they will be taking out to teams and will be available from September/October. This concerns standards of investigation as there are considerable performance issues arising from these. Sam Wigley anticipated that they might be in a position to deliver this training in the half day periods. Simon Wrigglesworth is keen to get the message out now that investigations should be carried out in line with force policy.

51.4 An alternative is for the half days to be used in activities connected with the ASB initiative.

**Action: Supt Winchester to clarify training arrangements with Insp Stanswood and then discuss further with Sam Wigley regarding IRO training package.**

**52      DCC's MESSAGE RE. USE OF RADIOS, DVD, ETC.**

It was agreed that the DCC's message would be included in the Newsletter under his name and that the OCU would follow the requirements specified in his email.

**Action: Sally Adams to include DCC's Message in newsletter**

**Action: All supervisors to ensure that their staff are complying with these requirements.**

**53      DATE OF NEXT MEETING**

Thursday 13<sup>th</sup> August at 09.45 am in Fareham Main Conference Room