



## MINUTES OF MEETING

Date: Wednesday, 11 August, 2010  
Time: 1400 hours  
Location: The Conference Room, The Workforce (Connexions)  
Development Centre, 114 Pyle Street, Newport PO30 1XA

Attendees Chief Inspector G McMillan District Commander  
:  
Detective Chief Inspector R CID  
Maker  
Detective Inspector C Carpenter CID  
Detective Inspector L Williams PPU  
Inspector T Clawson SNT  
Inspector B Pinnell SNT  
Inspector S Evans Custody  
Inspector J Hoare TPT  
Inspector K Fowles TPT  
Inspector C Hall TPT  
Inspector R Abel TPT  
Inspector P Savill Operations  
Mr S Richards Finance and Business Manager  
Mr D Gledhill Performance Manager  
Mrs J Beddall HR Manager  
Mrs E Collier-Bain Minute Taker

Apologies: Superintendent N Mellors OCU Commander, (Chair)  
Inspector M Bell CST  
Inspector A Treagus TPT  
PS R Whitewick TPT  
Mr D Smith Media Manager

### 495. Apologies

Apologies received from Supt Mellors, Inspector Bell, Inspector Treagus, PS Whitewick and Mr Smith.

### 496. Declaration of Any Other Business

Stop and Search Presentation by PS Steele  
SEO Policy Around Front Office Opening – CI McMillan  
PC Cover – CI McMillan

### 497. Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on 14 July 2010 were approved following a minor amendment on page 4 where 489c should read 'a few staff over establishment', not officers.

### 498. Action List

The list of actions in progress were reviewed and discussed and the Action List

updated to reflect the changes and additions.

**499. Performance Overview – Mr Gledhill**

Mr Gledhill gave an overview of the Executive Summary report which was distributed with the agenda.

**500. Commander's Update – Supt Mellors**

CI McMillan went over some of the main points of the ACC's visit and her briefing on the future of the Force as given by Supt Mellors at the SMT Monday briefing and asked for any questions.

ACC Nicholson had noted how impressed she was by ongoing work.

**501. Chief Inspectors Update**

CI McMillan:

- PDRs – the returns for these are improving but objectives should have more consideration and measures to achieve these should be considered.
- 30 and 10 day Checks – keep an eye on these there are some gaps.
- PSD Issues – following a meeting with Laurie Laws, we are now top for our handling of complaints. Mr Laws has offered to do some conflict resolution training input for Sergeants. Inspector Fowles suggested that this could be part of the new Sergeants modular training under complaints.
- There is an IAG set up for the OCU and regular meetings will follow. More information to follow. Any issues that may warrant input from this group, let CI McMillan know.
- Mental Health Group – Following a request from Paul Bartolomeo, the Lead on this for the Force, around the interaction of SNT and mental health institutions etc. Inspector Fowles is our lead for this and is working on it.

**Resolved: Mrs Beddall to liaise with Mr Laurie Laws regarding adding conflict resolution training to the new Sergeants modular training.**

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

**502. Finance/Estates – Supt Mellors**

IT – Further to issues with our IT network, Mr Richards informed the group that IT services have agreed to re-cable the ground floor of Newport police station beginning next week in order to upgrade all the wiring to current standards. It should take approximately two weeks and there will be no disruption to the network connections. The connections will be done when IT are here for the Bestival which may cause some disruptions at that time. It was suggested that the connections be done after the Bestival to avoid disruption at a time when it is very busy.

Budget – As at end July the current position on the devolved budget is an overspend. Main reason for overspending is that we are fully established on

staff (and there is an expectation that we will maintain a certain level of vacancies) and we are not funded for this. Other concern is the police overtime – regular overtime versus bank holiday overtime. We are overspending against the budget on bank holiday overtime which means that money we thought would be available for regular overtime is not there. Mr Richards suggests reducing the regular overtime budgets accordingly. Discussion followed on this and the proposed allocation of cuts to the overtime budget and the possible reason for the overspend on the bank holiday budget.

**Resolved: Inspector Savill to check and let Mr Richards know the planned resources for the next bank holiday before agreeing cuts to overtime budget.**

**Resolved: Mr Richards to send Inspector Savill the bank holiday budget figures for clarification.**

**Resolved: Mr Richards to clarify situation before agreeing the cuts to overtime budget.**

**503. Human Resources – Mrs Beddall**

Police Staff Vacancies – In addition to other approval steps, business cases now have to be approved by the Force Posting Panel.

External Recruitment – freeze for officers and staff. However we are still recruiting PCSOs.

Personnel Security Vetting Unit – have now launched a new set of vetting forms available on standard forms library. Working in collaboration with SE region. These include volunteers and specials.

Police staff recruitment – Recruitment that is already in hand is still going ahead – SEO Shanklin, Intelligence Analyst/Researcher. Management vetting is required for the Researcher position which may delay start date.

PDRs – new shorter one page version and training will be rolled out from September. They have been piloted in two OCUs already. First and second line supervisors and police staff will be trained on OCU.

Centralisation –

- HR Service Centre will open on 27 September and a communication strategy will come out with instructions. The service centre will deal with geographical OCU areas, giving points of contact. Phase two will be brought forward.

**504. Media and Communications – Duncan Smith (apologies)**

In the absence of Mr Smith nothing further to add.

**505. Strategic Issues Update – Strategic Leads**

Exception reporting on the different Strategic Issues was as follows:

2. Training and Development – Mrs Beddall

The £5,000 secured by Inspector Bell for customer service training has now

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been reallocated. We will get some training from the Centre on Providing an Excellent Service.

7. Confidence – Inspector Hoare

Ongoing. Still working on action list. With reference to satisfaction results, Mr Gledhill noted that these figures are okay, we meet the major target of 65% for overall service (we are on 70%) and we are leading in many areas.

9. Crime Reduction – Detective Chief Inspector Maker

Rape reduction initiative starts in September. Material is on the OCU but training is needed organised either by Inspector Fowles or from mainland. Inspector Pinnell will liaise with DI Carpenter on this.

10. ASB Reduction – CI McMillan

Even though the pledge no longer exists, the issues around it are still very relevant as confirmed by the Chief Constable.

11. Domestic Violence – DI Williams

Training for trainers booked for MARAC referral and general domestic violence awareness amongst our partners. Funding being put in for independent sexual violence advocate.

12. Missing Persons – Detective Chief Inspector Maker

DC Richard Beardsall is focussing on our repeat offenders for Missing Persons. He has developed a Power Point which explains the processes and figures.

13. Performance and Detections – Detective Inspector Carpenter

A leaflet has been prepared by Chief Inspector Steve Fower at HQ in reference to the letter signed by the circuit judges regionally which we should be able to use in custody.

14. Transport – Inspector Hall

Meeting tomorrow in relation to vehicles and PPU.

**506. Any Other Business**

Stop and Search Presentation – David Steele

A new form – C12a and policies have been rolled out by the Chief Constable. PS Steele gave a brief overview of the new training around this.

SEO Policy Around Front Office Opening/PC Cover – CI McMillan

Policies have changed around this over recent years. Clarification – we have stated that we will have stations opened at certain times and therefore we must fulfil that obligation and **officers may have to fill that role** if no SEOs are available e.g. for break cover. Some offices advertise closure for lunch which is acceptable.

**Resolved: Inspector Pinnell to check that office closing times are**

**advertised on the internet.**

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- b) 2 OCU Meeting Administration – Elizabeth

Following on from the direction to cut meetings by a third and reduce the time taken and attendance at meetings, Elizabeth distributed a handout detailing the new OCU Meeting Administration. The main point is that only actions will be recorded for all OCU meetings except SMT where there is a requirement to produce 'open' minutes for general publication. All meetings should be recorded and downloaded on the MAs computer. Basic template for agenda and action list is also attached. Feed back any issues to Elizabeth.

**507. Date of the Next Meeting**

The next meeting will take place at 1400 hours on Wednesday 1 September in the Solent Room, The Hospitality Training Partnership, The Courtyard, St Cross Business Park, Newport.