



## MINUTES OF MEETING

Date: 12<sup>th</sup> January 2010  
Time: 1000 Hours  
Location: Aldershot Police Station

### Attendees:

|                                 |   |                                  |
|---------------------------------|---|----------------------------------|
| Chief Superintendent Chatterton | - | OCU Commander                    |
| Supt Smith                      | - | OCU Deputy Commander             |
| DCI Annets                      | - | CID                              |
| Chief Inspector Kedge           | - | East Hampshire                   |
| Chief Inspector Jackson         | - | Hart Commander                   |
| Chief Inspector Weston          | - | Rushmoor Commander               |
| T/Chief Inspector Dodds         | - | Basingstoke Commander            |
| T/Chief Inspector Robertson     | - | Operations Commander             |
| Inspector Rickwood              | - | Performance                      |
| Kerrie Steele                   | - | Human Resources Manager          |
| Julie Jones                     | - | Corporate Communications Manager |
| Cherie Watson                   | - | Finance and Business Manager     |
| Jane Parker                     | - | CJU                              |
| Claire Dougherty                | - | Management Assistant             |

### Absent:

|                        |   |     |
|------------------------|---|-----|
| Inspector Petherbridge | - | RPU |
|------------------------|---|-----|

### 811. Introduction

811.1 Chief Superintendent Chatterton thanked the SMT for all their hard work through the last few months with regards to the adverse weather, Op Banyan and performance.

811.2 Chief Superintendent Chatterton welcomed T/Chief Inspector Robertson to the meeting.

811.3 Chief Superintendent Chatterton presented T/Chief Inspector Dodds with an OCU Commanders Commendation Certificate for his outstanding leadership and resilience during his command at Basingstoke District over 10 months. It was T/Chief Inspector Dodds last SMT meeting.

### 812. Minutes of Last Meeting

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

### 813. Superintendent Smith's Update

813.1 Superintendent Smith gave an update of the custody meeting that took place. Twenty actions came out of the meeting to speed up the process in custody. Superintendent Smith will circulate the actions to the SMT.

#### **Action: Superintendent Smith**

813.2 Superintendent Smith said that the district DMMs will take place at 0930 and the OCU DMM will take place at 1000. Superintendent Smith said that this is an evolving process and this was discussed.

### 814. Chief Inspector Jackson's Update

814.1 Chief Inspector Jackson said that for Safer Streets, interviews are being held this month for the Extended Police Co-ordinator.

### 815. DCI Annets Update

815.1 DCI Annets said that there are several likely detective departures over the next couple of months. This will be discussed further in the personnel meeting.



- 819.5      T/Ch Insp Robertson is looking at Christmas duties and that these need doing and publishing. Easter and April leave needs to be discussed as it is currently showing for the OCU that everyone is working.
- 819.6      Ch Insp Weston raised the issue of having to input leave into the leave planers when it is already going onto CARM. T/Ch Insp Robertson will look at this.  
**Action: T/Ch Insp Robertson**
- 819.7      Superintendent Smith and T/Chief Inspector Robertson will speak about Halloween and November leave planning.  
**Action: Superintendent Smith and T/Chief Inspector Robertson**
- 819.8      Planning needs to be done for New Years Eve and New Years Day and designated custodies.
- 819.9      The 17/18 students that are arriving are been planned for.
- 819.10     Critical Incident Inspectors, Inspector Ian Grey and Inspector Scott Johnson are now on the OCU.
- 820.      Scheduling**
- 820.1     It was discussed whether there was another way of supervising the scheduling team with a member of police staff. This will be further discussed outside the meeting.
- 821.      The OCU Delivery Plan**
- 821.1     The OCU Delivery plan was reviewed and updated.
- 821.2     Ch Supt Chatterton asked all to update the OCU Delivery Plan and Insp Rickwood needs everyone's up dates by Thursday.  
**Action: All**
- 822.      Health and Safety Plan**
- 822.1     Cherie Watson said that grit can not be purchased for the Aldershot Car Park as there is none available. Cherie Watson said that grit boxes could be purchased to use for the future. Ch Supt Chatterton said that the caretakers worked very hard to clear the snow.
- 823.      Corporate Communications**
- 823.1     Julie Jones said that all the newsletters have been done. The second lot of newsletters are being completed and will be for July/August. The 61 boxes of newsletters are only being delivered to Aldershot and then need to be distributed. Ch Supt Chatterton asked everyone that they need to make sure that they are sent out.
- 823.2     The front office work is going well, the TV at Alton is not currently working but One Lan is going to look at this. This has been delayed due to the weather.
- 823.3     Graphics are looking at the bespoke notice boards.
- 823.4     For December 1091 calls were taken in corporate communications.
- 823.5     Ch Supt Chatterton said that Julie and her team did fantastically well managing national and international media for Operation Banyan.
- 823.6     Two officers from Basingstoke took the national news out on patrol and there was really good coverage. Hart officers are taking out Meals on Wheels. Ch Supt said that he is happy for officers to assist like this.
- 824.**

- 824.1      Jane Parker said that the CJU are short staffed and that the roti team at Aldershot is very stretched.
- 824.2      This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.
- 824.3      The CPS team offices are now vacated and the offices may be able to be used.
- 825.      Providing an excellent service**
- 825.1      Direct updates have been given to ACC Nicholson regarding providing an excellent service.
- 826.      Fairness and Equality**
- 826.1      Marie Sewrey is learning quick scan which is used to identify dyslexia and different learning styles. Staff will be able to do this at Aldershot and will not have to go to Netley.
- 826.2      Superintendent Smith said that DCC Cole has praised the Fairness and Equality Team for the days that were run at the Alton Maltings.
- 827.      Date of next meeting**
- 827.1      The next SMT will be on Tuesday 9<sup>th</sup> February 2010 at 1000 at Aldershot Police Station in the conference room.