



MINUTES OF MEETING

Date: 21st November 2007
Time: 1330 Hours
Location: Aldershot Police Station

Attendees:

Superintendent Talbot	-	OCU Deputy Commander
DCI Antczak	-	OCU CID
Chief Inspector Mellors	-	Hart Commander
Chief Inspector Brooks	-	Rushmoor Commander
Chief Inspector Kedge	-	East Hampshire Commander
Chief Inspector Baldry	-	Basingstoke Commander
Inspector Peacock	-	RPU
Inspector Evans	-	Performance
Marie Sewrey	-	Personnel
Julie Jones	-	Media & Corporate Comms Manager
Cherie Watson	-	Finance and Admin Manager
Claire Crowther	-	Management Assistant

Apologies:

Chief Superintendent Chatterton	-	Deputy OCU Commander
Chief Inspector Weston	-	RPU
Keith Fincham	-	CJU

328. Minutes of Last Meeting

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

329. Freedom of Information

329.1 Becky Hill and Rebecca Shepherd attended the meeting to talk about Freedom of Information. They said that any requests regarding Freedom of Information must go to the FOI and be dealt with centrally. There are three criteria that they asked to be disseminated to officers which will help them with requests. Becky Hill will circulate.

329.2 Chief Inspector Brooks is to be the Freedom of Information single point of contact for OCU.

329.3 It was also asked that it is communicated to officers that they should not advise people to request their own personal information through FOI they need to go through data protection to request this information.

330. Disability Information Site and advice to managers – Julie Baldock

330.1 Julie Baldock is from the diversity and employee relationship team. Julie Baldock explained her role and covered in the process Employment Tribunals. Key issue is effective communication with staff, particularly to prevent disabled employees having to re-explain their health related issues either when they transfer or when supervision changes.

This was discussed and Julie Baldock will take suggestion that more emphasis is placed on OHA back to the diversity and employee relationship team.

330.2 There is an intranet channel dedicated to disability and there is a disability A-Z, advice and support and reasonable adjustments.

330.3 The disability policy is out to consultation at the moment and this was discussed. There will be posters and information sent to OCUs so people are aware of the disability policy.

330.4 Dyslexia is a particular issue and Julie explained the work that was being conducted in Force, in this context.

331.

331.1 Problems being experienced with ordering some forms centrally which is leading to shortage of key paperwork for operational staff. Cherie is aware of problems and will make enquiries and endeavour to resolve.

Action: Cherie Watson

331.2 Accreditation of civilian detectives was discussed. They need to be designated by the Chief Constable. Need to be uniformed.

Action: Chief Inspector Brooks/Chief Inspector Baldry

331.3 This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.

332.

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332.2 Discussion over PPO officers and transportation. Cherie Watson asked if it was appropriate for PPO's to be essential users as they would not want to use their own cars to transport people and that hire cars could not be used as this would be twice the cost. This was discussed. Superintendent Talbot asked Cherie Watson for a review of the over strength vehicle fleet in OCU and DCI Antczak to examine the situation as the majority fall within his portfolio.

Action: Cherie Watson and DCI Antczak

332.3 Update on Force DCI's meeting that took place with Detective Chief Superintendent Webb.

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332.5 Discussion over 'SO' approach to ICIDP and problems that will emanate from it on OCU with prospective 'home grown' system. Chief Superintendent Chatterton is going to raise this at OCU Commanders.

332.6 DCI Antczak has produced a draft form of the 3 OCU CID response to Major Crime and the burglary strategy has also been circulated.

(Sec's note – approved)

333.

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333.2 TPT Inspector duty reports discussed and routing. Feedback from recipients to Chief Inspector Kedge.

334. Chief Inspector Mellor's Update

334.1 Staffing update given. One Sergeant vacancy exists currently.

334.2 Slight performance drop as there has been an increase in crime which was unexpected. There will be a review of the tasking team to ensure they can meet demand when deployed. Discussed.

334.3 Parish consultation for Safer Neighbourhoods ongoing.

334.4 An officer has been recruited to work in the licensing team in Public Reassurance.

334.5 OCU still is best performing for crack house closures and is judged to provide good practice nationally. OCU high performer in the Force for ASBO's and ABC's and the Op Shutout for burglary prevention.

335.

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335.2 Aldershot Town Centre discussed and its position with licensed premises. Chief Inspector Brooks is working with the Public Reassurance Team and Rushmoor Borough Council to develop appropriate partnership strategy.

335.3 Court User Group Meeting feedback and spoke about issues with regards to bailing. This was discussed and any complaints to let Chief Inspector Brooks know and he will speak to Christine Murray.

335.4 Chief Inspector Brooks said that he has sent an email to all reference the courts and their opening for the day at Alton. He asked for these responses to be sent back to him and he will ask Christine Murray to send out invitations.

336.

336.1 Marie Sewrey gave personnel update.

336.2 SPP process explained and advice given in relation to supervisory assessment.

336.3 PDR performance for police officers is good. Deadlines for PDRs for police staff will be sent to managers – all late PDRs must be completed as a priority.

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336.5 Marie Sewrey said that David Leverett took and health and safety audit last week. Once the report is received this will be circulated.

337.

337.1 Update on the financial situation by Cherie Watson and discussion.

337.2 Overtime expenditure was discussed. Superintendent Talbot explained current overtime overspend. Also explained that managers needed to ensure all operations were cost effective. Essential that we operate across the OCU as cost effectively as possible.

337.3 Additional column to be added to finance spreadsheet that will highlight any significant changes/issues. To assist understanding for managers a separate spreadsheet of column N which is 'total overtime used this month' will be prepared.

Action: Cherie Watson

337.4 Superintendent Talbot said a sub code will be given to each district so that if the CARMs team, with appropriate authority give overtime, it will be clear who has used it.

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337.6 Superintendent Talbot asked Cherie Watson to provide a composite simple spreadsheet for each District. (aim to produce base information that is easy to understand)

Action: Cherie Watson

337.7 Each districts budget was discussed. Request for Districts to submit invoices in for

the BCU grants.

Action: All District Chief Inspectors

337.8 The TCG budget for next year of £36,000 needs to be discussed in next years planning round - can it be increased? Rationale it will be used through TCG to fund activity across Districts.

337.9 Superintendent Talbot asked all to bring to the next finance meeting a wish list of anything else that the districts wish to buy and this will be discussed.
(Sec's note – actioned)

338. Health and Safety

338.1 There were no issues from AD85s and no recurrent themes.

339.

339.1 Julie Jones gave an update on media and corporate communications.

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339.3 Julie Jones updated the meeting on the cycle and the 'sat nav' campaign, additionally on the work that is being carried out in relation to burglaries and hand bag thefts.

339.4 Basingstoke Gazette are featuring 'Chief Inspector Baldry's monthly page' from December onwards.

339.5 The welcome pack being updated with team changes.

339.6 Julie Jones is working with:
a) Chief Inspector Kedge on Citizen Focus development
b) Inspector Browne on Health and Safety.

340. RPU

340.1 Inspector Peacock gave an update on RPU.

340.2 ANPR will be up and running again in the next ten days.

340.3 Inspector Peacock explained plans to recommence probationer attachments to RPU. This was discussed and it was decided that as an OCU we would not do this on the basis of the difficulty that is being experienced in maintaining operational cover and meeting a range of other operational requirements. These must remain an absolute priority. Inspector Peacock to feed this back to Training.

Action: Superintendent Talbot to sustain this position

340.4 There are shortages of staff in the RPET office as they are two under strength. Officers from the Met are coming to the RPET and two have been selected and one will be interviewed shortly. Things therefore should improve.

341. Performance

341.1 Inspector Evans explained that she has a meeting with Inspector Holdaway in relation to citizen focus issues and discussed the forthcoming TO performance review.

342. SMT meeting

342.1 Superintendent Talbot asked would it be better to have the SMT meeting after the OCU Commanders meeting so that Chief Superintendent Chatterton is able to feedback to the SMT meeting. It was thought this would be a good idea.

343. Date of next meeting

343.1 The next SMT will be on Wednesday 12th December at 1330 at Aldershot Police Station in the conference room.