



MINUTES OF MEETING

Date: Thursday 28th October 2010
Time: 10.45
Location: Fareham Police Station

Attendees: Chief Supt Karen Manners (Chair)
Supt Phil Winchester
C/Supt Richard Rowland (Part)
C/Insp Steve Fower (PSD) (Part)
Jacqui Ager (Probation Service (Part))
PC Liam Davies (Part)
Chris Allen
C/Insp Will Schofield
C/Insp Jason Kenny
C/Insp Steve Baxter
Insp Mick Pragnell (Part)
Lisa Savage
Sandra Ruddock (MA – Minutes)

214 **Apologies:**

DCI Colin Mathews, C/Insp Glynis Shaw, Sally Adams, Mike Markham

215 INTEGRATED OFFENDER MANAGEMENT

- 215.1 C/Insp Fower summarised the purpose of the scheme which is designed to deal with those offenders who have not reached PPO level but who may have a reason for their offending, to try to prevent them from reoffending. Southampton and Portsmouth have been running for 6-9 months but in April 2011 Hampshire County Council will commission a single service to support Police and Probation work. Work is currently going on to identify cohorts, etc.
- 215.2 A central intelligence hub is being set up in Winchester prison between the Constabulary, Probation and the Prison to try to close the gap relating to offenders leaving prison. This is envisaged to start in January 2011. A temporary post has been set up to co-ordinate it.
- 215.3 C/Supt Manners queried the alignment and possible impact on the current JAG scheme which is driven at District level through neighbourhoods, Catch and Convict and Priority Crime Teams. It was agreed that PPOs should be managed at District level. PCTs are the main business lead where offenders are coming through. Work will be done to iron out inconsistencies between areas in the role of the police officer. PPO officers are aware and are engaged in this work.
- 215.4 Probation are signing up to deal with both statutory and non-statutory

cases and the Catch and Convict strand can be used to persuade offenders to engage with Probation. In some areas there will be concern regarding Probation resources. They are awaiting the outcome of their review but are preparing to work in a different way.

215.5 There may be a drop in low-level intelligence from Custody but provisions will be considered to support this including IT systems and SafetyNet as well as site visits to prison by Probation.

215.6 Discussion took place around the cohorts to be used for identification of offenders to be managed and SMT members were able to obtain clarification on various issues. The need to bring partners on board was also emphasised due to their particular difficulties and concerns they may have about their share in this service.

216 SPECIAL CONSTABULARY

216.1 C/Supt Richard Rowland has taken over the whole of the Extended Police Family and within that he will own the Special Constabulary and Supt Mellors the Volunteers project. Operationally this will sit with the new policing areas and districts. The Community Safety Accreditation Scheme will continue under Judy Wilson for the ACSOs. Specials have been given extra staff but results will be expected. PS Gary Gray has been seconded to the project for a year. PS Phil Lamb is working with volunteers but it is taking too long to get through the vetting process although this is improving.

216.2 There is strong feeling that it should be business as usual for PCSOs. They are police staff and do not come under the EPFC banner.

216.3 Also under debate are Shopwatch (C/Insp Phil Kedge) and Neighbourhood Watch in relation to due process and an accreditation or NVQ scheme may be appropriate.

216.4 Specials will now have more equipment including radios and stop-check training with driver training.

216.5 C/Supt Rowland explained the proposed structure which is summarised in the documents below (although it was not possible to present these at the meeting due to technical problems.) Management of Specials will be the responsibility of the Area Commander. For the time being it has been agreed that each district should ideally have a DSO and a number of SOs. A trial is to be carried out of a higher level to support District Specials Officers.

216.6 DSOs will be responsible for hours, development, training, etc. and it is proposed that some of that should be owned by sector inspectors with operational ownership coming from the sector inspector or from the TCG process. OCU/District and Sector priorities and need should be managed between Sector Inspectors and DSOs.

216.7 C/Supt Rowland would like to see non-independent Specials assigned to a PC who they can work with on a regular basis but this is difficult to manage due to the ad hoc availability of Specials often without notice. A CARM pilot is being carried out although it is not intended

that duty times be assigned.

- 216.8 Reviews are being undertaken in an attempt to iron out operational inconsistencies across the force. Proper ownership of Specials is required whether through SNT or TPT. Although it is thought they sit better with SNT two thirds of specials also want to do TPT.
- 216.9 There will be more available training for specials and training will be counted as part of their annual commitment. The current target is for 500 specials by 2011 although this may change; there are currently 440. To become a regular, they will have had to have done some time on SNT.

Action: Chief Inspectors to obtain a comprehensive understanding of their own specials locally and what is being provided by Inspectors around them, providing a breakdown of what specials are doing. Feed back to November meeting.

217 CPO/CPDA REVIEW

- 217.1 Inspector Pragnell's report had been circulated with the agenda and he summarised its content. Some of it has been superseded by a force review.
- 217.2 In discussion it was apparent that there was a lack of understanding at Chief Inspector/Inspector level regarding the role of the Crime Prevention Officer and the service that they could provide. Inspector Pragnell recommended that the role profile should be examined and reviewed with a view to deciding exactly what service was required of them. There was general agreement that they should be district based and working locally. There is inconsistency across the OCU regarding supervision and how well this works.
- 217.3 Winchester are including CPOs in their TCG/DMM process and are looking to them to contribute ways in which they can assist with solving particular issues. It was recommended that at least in the short term this be implemented across the OCU.

Action: It was agreed that this recommendation would be progressed.

- 217.4 It was recommended that PCs and PCSOs should receive training on basic Crime Prevention advice as this work tasked to CPOs was not the best use of a valuable resource. They have to deal with higher risk issues. The Bobby Trust are instituting this training already through CPOs.

Action: It was agreed that this recommendation would be progressed.

- 217.5 It would be beneficial for first and second line managers to have a single A4 role profile sheet detailing the services that the CPO can offer. There is also some concern regarding remote supervision, particularly at Fareham.

Action: C/Insp Shaw to review with Insp Pragnell supervision arrangements for Fareham CPO.

Action: Insp Pragnell to progress preparation of CPO role profile for first and second line managers.

217.6 It was agreed that CPOs should be district-based.

217.7 It was agreed that CPOs should agree measurable PDR objectives with their supervisors to link in with strategic aims.

Action: Insp Pragnell to progress.

217.8 The CPDA role is complex and no amendments or changes can be made until the force review has been completed. The CPDA is currently based at Gosport and supervised by Insp Pragnell and this will continue for the time being.

Action: To be included on next SMT Agenda for update on actions.

217.9 Supt Winchester expressed his appreciation, echoing comments from Supt Rob Dexter, of the extensive work which has been done by Insp Pragnell on behalf of the OCU and which has contributed significantly to the force review.

218 MINUTES OF LAST MEETING 23/9/2010 AND REVIEW OF ACTIONS

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

Review of Actions:

218.1 **Action No 199.3 Resource Police Acting Roles.** ACC Dann has presented a paper to ACPO regarding this and from the Business Objects data attached it was apparent that Central OCU has a significantly higher number of acting days than other OCUs.

Recommendations are as follows:

218.2 The appointment of any officer into an Acting role will be by exception.

218.3 Strategic roles will not be covered by Acting officers, e.g. OCU Commander is not covered in absence by Deputy in Acting Commander role.

218.4 Acting roles will not count towards the promotion process.

218.5 There will be no officers going into Acting Chief Inspector roles. There needs to be more forward thinking on how this is to be managed and how peer group will support each other.

218.6 Sergeants will only appointed into Acting roles if Duty Inspector and there is a PACE requirement. There has to be no other sergeant on duty who can fulfil that role before Acting can be considered. The decision whether to appoint to an Acting role cannot be delegated down from Chief Inspector.

218.7 Acting Sergeants need to have completed both 1st and 2nd line courses.

218.8 ACPO signed off the recommendations and ACC Dann has been tasked to bring it into force. There is no date when this will take effect but the OCU must be prepared.

218.9 Concern was expressed regarding loss of SNT sergeants to TPT.

Action: Paul Rowsell to analyse what this would mean in terms of impact looking at Acting Sergeant rank with a caveat around supervisory numbers.

Action: Meeting around this to be arranged when initial assessment is received.

218.10 Difficulties to be managed via Supt Winchester through DMM process.

218.10 **Action 210 – Weekend/Bank Holiday Rota.** Paul Rowsell has produced a draft rota in which C/Insp Farrell has been removed. He explained the colour key and said that each SMT member would do 7-9 weekends and 1-2 bank holidays.

218.11 During the past year changes in the rota had been agreed without difficulty and this process would continue. Proposed changes were to be emailed to each other and to Paul to enable him to update the rota.

218.12 **Action 205 – FIO/DIO Review.** This has been completed and resolved. C/Supt Manners thanked DCI Mathews for his work on this review.

219 REVIEW ACTIONS FROM SMT OCU STRUCTURE MEETING 22/7/2010

All actions have been completed and discharged.

220 CHANGE UPDATE

220.1 ACPO have signed off that there will be 3 Policing Areas and 11 Districts and that Fareham and Gosport will be amalgamated. Hart and Rushmoor are the pilot for the amalgamations.

220.2 This will not change the Chief Inspector role as the commander but the ACC is reviewing policing as a whole in the new districts and where this fits into the force.

220.3 Southampton and Portsmouth will be superintending districts. There will also be a Superintendent Crime and Operations. There will be a selection process for Chief Superintendents and Superintendents.

220.4 What sits within the new structures is dependent on the outcome of the reviews taking place.

220.5 A corporate communication will be forthcoming which can be utilised locally.

220.6 C/Supt Manners gave an update on other issues arising from the ACPO Group meeting around custody, performance, satisfaction, policing rural communities, finance and mobile data.

221 FINANCE

221.1 Finance is not a problem and is steady month by month. Spending of grant money appears to be increasing.

221.2 Chris Allen has prepared a draft budget for HQ for next year but overtime is still an unknown quantity and the possibility of cuts is a concern. There is a need to get a clearer idea of what is required for bank holidays. Change in CID duties may raise overtime.

Action: C/Supt Manners to raise CID duties at centre.

222 HR UPDATE

222.1 Lisa Savage read out an email from Anneke McCarthy which provides an update from the HR Hub.

222.2 There are some difficulties with return to work and other forms being directed to the wrong place.

222.3 AD 103 Training request forms should be forwarded directly to Lisa.

222.4 It would be helpful if an ID number is given with clear detail regarding a query.

Action: Lisa to prepare an item for the newsletter regarding these issues.

222.5 Overdue PDR lists will be sent out between October and December. C/Supt Manners requested a list of overdue PDRs in time for the FPRG meeting in November so that she could provide an update.

Action: Lisa Savage to ensure that C/Supt Manners receives list of overdue PDRs.

222.6 Lisa is happy to assist with sickness reports for the time being as there is a backlog, although this is not her role. However, specific issues should be taken up with Anneke McCarthy.

222.7 The force will be going to a one page PDR system and all PDRs will be completed in the month of April.

222.8 The level of HR support locally will be less but Lisa will try to help where she can in with any difficulties.

225 REVISED PDR PROCESS

225.1 C/Insp Schofield had been briefed on the new PDR process. The new PDR is very similar to the old except that all the activities will now be listed 1-12 and there is only one box for free text. Scoring is the same as are the behaviours.

225.2 PDRs are intended to be owned by the appraisee not the supervisor and the appraisee is expected to complete the evidence. The supervisor will review the objectives and state whether completed or not. The supervisor will grade the activities and behaviours with an overall grade box at the end. They will then have a single text box in which to add their evidence and observations.

225.3 There are concerns regarding the thorough vetting of these new PDRs by supervisors before signing off.

225.4 Workshops are being run and everyone should have received the training by April. However it was decided that supervisors should be briefed as soon as possible.

Action: To be included in next available Inspectors Briefing Day.

225.5 The new PDRs are available on the intranet.

225.6 Discussion took place regarding extension of the PDR process used at JW across the OCU. It is used in three districts. C/Insp Schofield explained this in some detail. Fareham MAs have concerns regarding the use of this process.

Action: Chief Inspector Schofield to discuss with C/Inspector Shaw and DCI Mathews.

226 CRIME/CID ISSUES

No items for discussion.

227 COMMUNICATIONS

An update was received from Sally Adams.

228 STAFF SURVEY

228.1 Sally Adams has produced a draft pledge to be included in the newsletter regarding the results of the Staff Survey. This was agreed with minor amendments.

Action: Chief Inspectors to talk with supervisors, police officers and staff in local meetings and encourage them to engage in the content.

229 OCU – PSD PERFORMANCE DATA

229.1 The latest data was discussed.

229.2 A system was suggested to be set up with MAs regarding reminders at 20 days for overdue complaints.

Action: All to speak to Inspectors regarding performance data and to ensure they are aware of the importance of completing complaints

within the 30 day deadlines.

229.2 Discussion took place around delays caused by misrouting of CD1s.

Action: C/Insp Schofield to discuss with Steve Morris of PSD with a view to obtaining a mutually agreed routing process for CD1s.

230 CALL OUT ROTA

See Item 218.10 above. No further issues.

231 ANY OTHER BUSINESS

231.1 **Sam Wigley** has taken up the role of Temporary Head of IMU and is no longer OCU Performance Manager. Performance related enquiries should be directed to DS David Pugh.

231.2 **Police Bravery Awards.** Information will be circulated separately.

231.3 **Training Course Attendance.** ACPO are concerned about the number of police officers failing to turn up for training courses. Paul Rowsell is to identify District Commanders/DCI as gate-keepers.

232 DATE OF NEXT MEETING

Tuesday 30th November 2010 at 10.45 in Fareham Main Conference Room