

# Southampton OCU

## Exec/Senior Management Meeting

### Action/Decision Matrix

Completed Actions are shown in Green

Outstanding Actions are shown in Red

Decisions or points to note are shown in Blue

No & Date	Agenda No	Action	Action Manager	Comments
<b>29.1.10</b>				
73.	6.1	<ul style="list-style-type: none"> <li>• Discuss recognition parades/emergency services day with SCC.</li> <li>• Canvass staff association reps for their opinions on staff recognition proposals. If supported, this will commence from 1<sup>st</sup> April 2010.</li> <li>• <b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b></li> </ul>	Ch Supt Greening Kim Jolley	8.3.10 – carried fwd to 22.6.10 8.3.10
76.		<ul style="list-style-type: none"> <li>• Nominate someone at Bitterne to update Intranet until new MA in post.</li> <li>• Request wider editing access for specified staff at each district to update the Intranet on a monthly basis. Advise staff updating Intranet to keep dates 'in date'.</li> <li>• Ch Supt Greening agreed that permissions to update the Internet/Intranet could be requested for specified Sergeants to manage locally. Gaetana advised that everyone will have access to Safety Net in the next three months which will enable updating of the Intranet.</li> <li>• Chief Supt Greening asked that specified staff on each district still be trained to update and manage pages locally before the Safety Net access is in place.</li> </ul>	A/Ch Insp Wicks  Ian Sainsbury  Gaetana Prassede  Gaetana Prassede	19.2.10 – carried fwd to 11.5.10  19.2.10  11.5.10  As soon as possible
79.	7.3	<ul style="list-style-type: none"> <li>• Staff consultation from PES sessions to be circulated and response to staff to be provided.</li> <li>• Presentation to be distributed to supervisors to capture staff who missed previous sessions.</li> </ul>	Ch Insp Murray and All Ch Insp Murray	3.8.10  11.5.10

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<b>11.5.10</b>				
91.	4.	Meet with Stifun Mittoo to resolve the inconsistencies in the resource allocation and then update Ch Supt Greening/SMT.	Ch Insp Rowlinson	22.6.10
92.	6.	Responses to Away Day actions to be submitted to Ch Supt Greening.	All	As soon as possible
93.	7.	Helen Pratt's list of posts and changes to be submitted as part of the governance work.	Kim Jolley	22.6.10
94.	8.	Promote 101 to teams.	District Ch Insps	22.6.10
<b>Exec 17.5.10</b>				
95.		Look at SEO cover in relation to access to services and the new build.	Ch Insp Murray	22.6.10
96.		Remind staff not to use own memory sticks unless they are obtained from IT Services.	All	
97.		Guidance around scene guarding to be issued to staff.	Ch Insp Whiting	22.6.10
98.		Review proposals for Strategic Assessment/Partnership Assessment so make sure this fits force requirements, partnership and SMT governance plans .	DCI Barnes	22.6.10
<b>Exec 7.6.10</b>				
99.		<ul style="list-style-type: none"> <li>• Speak to Becky re opportunities for BME recruitment at the Recruitment Day at Netley.</li> <li>• Provide Ch Insp Scott with names of BME contacts.</li> <li>• Update SMT re recruitment plans</li> </ul>	Kim Jolley  Ch Insp Whiting Ch Insp Whiting	22.6.10  22.6.10 22.6.10
100.		<ul style="list-style-type: none"> <li>• Encourage all non-operational officers and police staff to participate in the Summer ASB Campaign.</li> <li>• Speak to PS Hinchey re local management and recording of activities undertaken by who and when.</li> <li>• Send global e-mail to the OCU to encourage support for the campaign.</li> </ul>	All  Ch Insp Scott  Ch Supt Greening	  22..6.10  22.6.10
101.		Advise the ratio of students to TPT officers.	Kim Jolley	22.6.10
102.		For next SMT agenda – update on Stop & Search plans	Sue McLean	22.6.10
103.		Circulate proposal re weekend cover.	Ch Supt Greening	22.6.10

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104.		Send wording to Sue for the thank you certificate for Salvation Army to be presented on 5.7.10.	Ch Insp Murray	22.6.10
105.		Send ESNG update.	Ch Insp Scott	11.6.10
106.		<b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b>	Kim Jolley	11.6.10
<b>SMT 22.6.10</b>				
107.		Review outstanding complainants that are not sub-judice and inform Supt Burrows how long they are likely to take to be resolved.	Ch Inspectors	26.7.10
108.		<ul style="list-style-type: none"> <li>There has been an increase in overdue PDRs. Suggestions are invited as to how PDR monitoring can be improved.</li> <li>It was agreed that the weekly data sent out by HR is helpful and should start again.</li> </ul>	All Helen Pratt	26.7.10 As soon as possible.
109.		Training – Contact to be made with Supt John re improving attendance at training.	Ch Insp Whiting	26.7.10
110.		<ul style="list-style-type: none"> <li>Liaise with PS Reading and take ownership of gaining feedback from staff re response to the staff survey .</li> <li>Promote 'one team' approach to staff along with appreciation of their positive response to the staff survey.</li> <li>Put message out to OCU in News@5 re appreciation of positivity etc.</li> <li>Link staff survey/staff confidence with PES.</li> </ul>	Supt Burrows Chief Insps/Superv's Ian Sainsbury C/Insp Murray	26.7.10 26.7.10 26.7.10
111.		<b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b>		
112.	4.	BME Recruitment <ul style="list-style-type: none"> <li>Everyone to keep thinking of ways to promote BME recruitment and ways to recruit from ethnic communities.</li> <li>See if any recruitment promotion posters can be obtained for local Gurdwaras and Mosques.</li> </ul>	Helen Pratt	26.7.10
113.		Respond to proposal in DCI Barnes's e-mail – two/three lines will be sufficient.	Chief Inspectors	26.7.10
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116.		Establish whether there is a policy around the appropriate use of mobile phones.	Ch Insp Scott	26.7.10
<b>Exec 5.7.10</b>				
117.		Look at cheaper options for contacting directory enquiries.	Geoff Ward	26.7.10
118.		<ul style="list-style-type: none"> <li>Ensure Business Services are aware of the cycle team's moving plans.</li> <li>Ensure Lorraine Jones is made aware of any estates matters.</li> </ul>	Ch Insp Scott All	
119.		Notify Federation that it was agreed to decline their involvement on the Personnel Panel.	Kim Jolley	26.7.10
120.		Considerations to be given as to how Personnel staff can be thanked for their work in Personnel.	Kim Jolley & C/S Greening	26.7.10
121.		Discuss work required from MAs when Elaine has left.	Ch Inspectors	
122.		<ul style="list-style-type: none"> <li>Keep encouraging non-operational officers and staff to take part in the ASB campaign.</li> <li>Keep reminding people to record ASB campaign activities.</li> </ul>	Ch Inspectors  All	
<b>SMT 26.7.10</b>				
123.		<b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b>		
124.		Re ASB remind staff not to change closing codes.	Chief Inspectors	18.8.10
125.	3.	<ul style="list-style-type: none"> <li>Stop &amp; Search – similar events to Tautons College event to be planned for City College and Itchen College by end of October.</li> <li>To be added as an item on each Neighbourhood Panel by the end of the year.</li> </ul>	Ch Insp Rowlinson  All	26.10.10  26.10.10
126.	3.	Appropriate use of description terminology - advise that IC codes must be used for everybody not just IC3.	DCI Barnes to speak to Intel	18.8.10
127.	3.	Chief Inspectors to comment on template for monthly return of stop & search data to Chief Constable.	Chief Inspectors	18.8.10
128.	3.	It was agreed that stop & search training would be allocated to training days and not be done by Sergeants.	Ch Insp Whiting to discuss with Supt John	18.8.10
129.	4.	Reminder to everyone to be aware of paid rest day spending.	All	

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130.	5.	Discuss with Ch Insp Scott the gap left by loss of Station Sergeant.	Supt Burrows	18.8.10
131.	6.	<ul style="list-style-type: none"> <li>When Chief Inspector or above are authorising hire cars consideration is to be given to contacting Transport Dept to see if they have any spare unmarked cars.</li> <li>Collate list of officers permitted to drive van so CARM list can be updated.</li> <li>Review essential users in time for move to the new build.</li> </ul>	All Chief Inspectors Geoff Ward	18.8.10 18.8.10 January 2011
132.	7.	Consider who can work on new Specials structure, line management etc.	Ch Insp Rowlinson	
133.	8.	<ul style="list-style-type: none"> <li>Not more than two uniform Ch Inspectors to be away at same time, this includes Christmas.</li> <li>Christmas leave requirements to be submitted to Supt Burrows.</li> <li>Assess how often actings at management level impact at PC level.</li> </ul>	All Chief Inspectors	
134.		<ul style="list-style-type: none"> <li><b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b></li> </ul>		
<b>SMT 31.8.10</b>				
135.	3.	<ul style="list-style-type: none"> <li>It was agreed to compress the policy on appropriate use of mobile phones to one paragraph with a couple of examples underneath. It was also agree to change 'business' use to 'professional' use.</li> <li>Policy to be submitted to PSD.</li> <li>Liaise with Gaetana Wiseman re promoting the policy's message.</li> </ul>	Ch Insp Scott Ch Insp Scott	21.9.10 21.9.10
136.	4.	It was agreed that SMT's expectation of Sergeants, and also ways to support them, would be owned under 'Equipping our Teams to Deliver'.	Ch Insp Whiting	21.9.10
137.	5.	It was agreed that a dedicated post was needed for someone to manage 5 OCU's complaints. The role needs to clearly defined, and focus needs to be concentrated on the complainant in an attempt to bring complaints to a quicker conclusion.		
138.	7.	It was agreed that all communication with the Echo is to go through Gaetana Wiseman first i.e. daily calls from the Echo for information.	Gaetana Wiseman	
139.	8.	Stop and Search Q & A's to be circulated to managers before the Stop and Search training.	Ch Insp Whiting	21.9.10
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141.	9.	<b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b>		
142.	9.	It was agreed to extend the IMU Inspectors post until March 2011.		
143.	11.	Ch Insp Murray's proposal for SEOs to update victims when officers were going on leave was supported.		
144.		Computer programme iR3 is to be discussed on 26 <sup>th</sup> October. For agenda.	Sue McLean	26.10.10
<b>SMT 21/9</b>				
145	2	<b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b>		
146	4.	BME Satisfaction gap – Insp Ashman to report back to SMT after meeting with DCC	A/CInsp Ashman	1.10.10
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148	4.	<b>This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.</b>		
149	4	PDRs – all out of date PDRs to be cleared by 31st October	All	31.10.10
150	AOB	SEO cover on BHs at SY and ST will be one day shift only	C/Insp Rowlinson	26.10.10