



MINUTES OF MEETING

Date: Wednesday 17 May 2006
Time: 10:00 hours
Location: Conference Room, Fratton

Attendees: Chief Superintendent Campbell
 Superintendent Rowland
 Chief Inspector Houghton
 Chief Inspector Stone
 Inspector Michie
 Inspector Munt
 Inspector Voller
 Inspector Snook
 Inspector Humphries
 Inspector Chidwick
 Inspector Brown
 Detective Inspector Hallett
 A/Inspector Whitehead
 Mel Turkington Media Services
 Chris Evans Finance Manager

Apologies: Detective Chief Inspector Dawson
 Inspector Elkins
 Inspector Shipp
 Inspector Taylor

276. MINUTES OF LAST MEETING – 20 April 2006

It was agreed that the minutes were an accurate record.

277. MATTERS ARISING

278. ACTION LIST

Minute 124.1 – Ch Supt Campbell requested details of the overtime allocation for each of the other OCUs in our family group by the end of the week, in order to compare the figures with our own.

ACTION : Chris Evans to obtain these figures

Minute 264.1 Response Drivers – PHQ have advised that it is a non starter as the Force hasn't got the capability to complete all this training. Supt Rowland has raised this with Pete Derbyshire and it will be brought up at the Neighbourhood Policing Meeting. Insp Voller queried a previous point regarding sergeants who had previously held an Area Car ticket getting this back. Ch Supt Campbell has put this to ACC Cole who has in turn taken it to the DCC. There should be a reply soon.

Minute 264.2 Southsea Front Office Counter – This is part of the front office counter refurbishment which has been ongoing for approximately

three years. The layout cannot be changed at this late date as work is due to commence in June, although there is no definite date as yet.

Minute 272.2 Community Impact Assessments – these have always been completed for major critical incidents and also for immigration raids because of the possible impact on the community. The broad guidelines are that one should be produced for any police operation, whether planned or spontaneous. Ch Supt Campbell stated that management intuition should be used with these and if in doubt, ask. If one is not completed, then it should be documented as to why this did not happen. Once an assessment is completed it should be sent to the Inspector at the Community Safety Unit, to be reviewed the next day and then reviewed accordingly until the incident is finished. There was also a request for the assessment to be put on the intranet, which will also serve as a guide to further assessments.

ACTION: Mel Turkington to scan these onto the Intranet site

Minute 273.3 24 hour Front Office – After consultation, it has been decided that Fratton Police Station is to be the Front Office which is open 24 hours each day and this has been agreed with Ch Supt Campbell. The public need to be advised that this will be happening and Custody Practitioners need to be advised if they are required after midnight. Central will probably be closing at 11pm in line with other stations. Ch Insp Houghton is looking into whether Portsmouth is using its front offices in a cost effective way and providing the best service. **(To be taken off)**

278. OCU COMMANDER'S UPDATE

- 1 Service Plan** – Each OCU is required by the Force to produce a Service Plan and Portsmouth's has been completed and is due to be signed off by the Chief Supt today. It gives an idea of the main objectives of the OCU, together with a list of all targets from force, local aspects and CDRP. There is also the Personnel Service Plan and Finance Service Plan, which will all be sent to ACC 'T'. Copies will be put up around the stations.
- 2 Iraqi Police Officers** – Last week some very senior Iraqi police officers visited Portsmouth OCU, one being the Minister of Internal Affairs. The OCU was well represented and they seemed to enjoy their visit, being particularly interested in Neighbourhood Policing.
- 3 TV Programmes** – Ch Supt Campbell stated that if police officers are engaging with the press or media in any shape or form, it is important that they have an understanding of what certain comments may mean, for example the sentences handed out at court. Sergeants have been doing some training with the City Council with regard to this, which was very useful. It was agreed it would be useful if some information could be circulated to all officers in case they are contacted by the press.
ACTION: Mel to circulate pages from Intranet which give advice on this.
- 4 Estates** - Funding has been secured for the offices for the TPT teams at Fratton, without any cost to the OCU. Ch Supt Campbell thanked Chris Evans and Chris Briers for their good work in this. This work will go out to tender in June 2006 and work will commence in November and last for approximately six weeks. Ch Supt Campbell asked if this could be progressed sooner, in order for the work to be completed by Christmas and Chris Evans will make enquiries.

ACTION: Chris Evans to look into this.

- 5 **Command Forum** – Ch Supt Campbell will be attending this new meeting tomorrow after the Force Performance Review. This will be an informal meeting with OCU Commanders and the Chief Constable.

279. SUPERINTENDENT'S UPDATE

- 1 **This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.**
- 2 **Volume Crime Screening** – It is essential that this is brought in or officers will not have time to complete their tasks. Sergeants must ensure jobs are shared round and that individual officers do not have large numbers of actions on their RMS file. However, one shift in particular is short staffed and commenced NP with a number of actions on their RMS files, so now still have a large work load. Portsmouth will benefit from the new PCSOs who will be trained within the next five weeks.
- 3 **Remote Access** – There are problems with this at present.
- 4 **TCG Process** – This requires some changes and this will be done when DCI Dawson is back from her course and CI Pither is back on duty.
- 5 **DDI Numbers** – All these have been received for Neighbourhood Teams and once these have been allocated can be published in the community.
- 6 **Increased Visibility** – This has been favourably commented on by many members of the community, including Councillors.
- 7 **Bicycles** – The Tactical Cycle Training is not necessarily cancelled, we need to ascertain how many trainers we require in order to deliver standard training. In terms of equipment, at present stores have a budget to provide, so we are ordering what we need.
- 8 **Standard PDRs** – There is a standard template for role requirements.
- 9 **Community Safety Network Conference** – This will be taking place in Portsmouth from 13 – 15 June inclusive, all round the Guildhall. It is a significant event for the city and any members of the SMT who are not aware of it, please speak to Supt Rowland.

Ch Supt Campbell requested that the SMT encourage officers to make Neighbourhood Policing happen. He thanked everyone for their efforts, which he said would pay off.

280. VOLVO OCEAN RACE

1. Leg seven will be arriving in Portsmouth from tomorrow, but more probably Saturday. There will be six large yachts which will be here until 2 June 2006. They will initially berth at Gunwharf where they will be on show for a while and then will berth in the dockyard for the remainder of their stay. Gunwharf will be funding several police officer posts for that day. Gunwharf are putting on a great deal of entertainment during this two weeks and crowds are expected there for the arrival. On 29 May there is to an import race which will start at Bembridge and the yachts will parade out of

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Gunwharf to the start line. This should be a busy day as crowds are expected. On 2 June, the yachts will commence leg 8 onto Rotterdam and the start line is off Southsea Castle, which is a superb viewing point. PCC will be funding several police posts to cover Southsea Common. The main issues will be traffic problems for this event and PCC have a traffic management plan in place and Gunwharf have overflow car parks arranged with the University and car parking will also be available on the Common for both of the two big events. There will also be Park and Ride from Hilsea. The Council have done as much as they reasonably can. Should there not be enough parking space then there could be problems, but hopefully this will not happen. Insp Chidwick suggested that the Duty Inspectors for those dates make themselves aware of the emergency plan for Gunwharf.

I was agreed that during these events, it would be an opportunity for officers to work at advising members of the public about leaving items on show in their cars.

2. **World Cup** – 9 June – 9 July 2006. Inspector Chidwick advised the SMT of the operation plans in Portsmouth during the England World Cup matches, all of which are funded externally.
3. **Knife Amnesty** – Insp Chidwick informed the SMT once again about the knife amnesty which will be from 23 May to 6 June 2006, where knives can be handed in at police stations across the country. Ch Insp Stone stated that it was hoped to have some advertising regarding the illegal selling of knives to under 18s.

ACTION: Ch Supt Campbell requested that Insp Chidwick updates the meeting each month on future events to be held in the city.

281. STANDARDS OF DRESS

Inspector Voller is looking to produce some posters regarding the does and don'ts to enforce standards of dress, of both uniform 1 and cycle uniform. The main thing is to give the Sergeants some support in order for them to challenge incorrect standards. Consistency is very important.

282. PST

Insp Humphries is implementing the Prosecution Support Teams model in Portsmouth and the priorities for this team are to reduce the wasted effort of officers in withholding files which will inevitably result in an NFA from CPS, to standardise and improve file quality submission and to monitor all crime service bails, etc. Within that framework, each OCU has done their own thing, so there is a lot of variance and that is reflected in the early results. Portsmouth has just launched its model after spending a while looking at the issues of the pre charge advice file. Portsmouth's pre charge file stats need to be turned round quite dramatically and quickly.

Jim Wells and Stash Falinski are now in the supporting role and are sited in an office just inside Crown House and they already have a good rapport with the CPS lawyers.

Some issues that are coming up constantly on file quality are:

- they generally have never been through a supervisor

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- don't have an MG3 on them
- when the investigation has been reviewed on RMS, there are very few supervisor working sheets. The ones that have got working sheets on from supervisors generally don't provide any guidance of what is to be done with the investigation.
- Files submitted to CPS too early in order to obtain guidance on lines of enquiry police should be making
- Some officers who have had enough of an investigation and can't remove it from the system have been known to misrepresent some of the facts and ask lawyers from the outset to NFA the file
- This general misrepresentation of facts to obtain an NFA has actually caused problems in that CPS are starting to not accept SDNs of interviews, full transcripts are requested, because they don't believe what officers are putting on paper, which is dragging the whole process out
- Presentation of files is very bad, with forms missing, unsigned and not completed correctly
- Information has been tippexed out of documents

Solution. Insp Humphries has e-mailed out a policy that most members of the SMT should have seen, with a flow chart and an overview of the situation. Re-bailing has been stopped immediately and from now on everyone will be bailed for 8 weeks, with the exception of CID and the associated priority crime teams. The PST team will be e-mailing the OIC the flowchart and their file target date, which will be 4 weeks. The SMT felt this should go to the officer's sergeant as well.

When RMS 2 is up and running, it will be possible to put it on RMS and see if supervisors can be built in as well, which some members of the SMT felt would reap huge benefits. 4 weeks to prepare a file to sufficient standard was not considered to be unreasonable, which gives the PST 4 weeks to deal with the file. The CPS team have been block booked, so the PST team can manage CPS's time with them, which has two advantages – the files can be put through in the order we need them to and secondly, because they are not working to a rigid appointment structure, it means when they do have to give live advice, or give appointments to CID or specialist teams, these will be given a lot quicker, so it is envisaged that the current wait for approx 6 weeks for an appointment will be reduced to two.

DS Wells and PS Falinski will review the files and if they are not of sufficient quality, they will be NFA'd and will not even reach CPS. They will also assess whether enquiries need to be done to bring the files up to standard and if there are, these will swiftly be tasked back and resolved. The file will not be bounced back to the officer, because this will cause re-bailing to occur. Where there are issues, these should be tasked back to the team – either TPT or the sector it originated from – to complete the tasks, but quality issues will be brought up with the supervisors in order for them to be dealt with. If the supervisor bounces the file back and the work is going to take more than four weeks, then contact Jim or Stash to see if this is okay as they can put files in with two days notice.

Custody will retain all responsibility for bail returnees, so the OIC will not have to deal with the bail returnee at all. If CPS say Charge, when the file is up to standard, then Ken will put the details on RMS2.

If the CPS says NFA, Custody will notify the OIC and complete the NFA letter in custody. All NFA files will go through Insp Humphries and the letter

will be attached to the file and it will be sent to CJU. The OIC will not see it again. Custody will arrange for a PIITS officer to deal with minor additional enquiries, add the SDN and charge sheet and put it through. The only case where files will go back to officers, after the initial submission to the PST, will be if CPS state they want all the work done and because Custody do not have any means to go out and investigate it will have to be sent back and this will then be a re-bail.

The point was raised that perhaps more resilience is required – what if both officers are off for any reason. Southampton has 6 officers on the PST team, which is shown by the 13% figure. Any officer can go and see either DS Wells or PS Falinski at any time and will be given clear guidance on what is required to be done with a file, in terms of lines of enquiry.

283. ANY OTHER BUSINESS

1. **SARC Funding** This has been approved and it will be built in the Autumn. Although this is to be a Force wide facility, Portsmouth will certainly benefit from it for victims and investigations. Hampshire has been put forward for force best practice with regard to SOITs and they are an essential resource for rapes and sexual assaults and should be supported fully. Constant rolling training programme is essential for this and there has not been any training since October last year, which is a constant battle. Insp Voller has a list of 12 people waiting to be trained, who cannot get on courses.
2. **Caution Clinic** – Insp Humphries is working with colleagues to set up a Caution Clinic in Cosham, which will impact on some of the lower end of Performance Stats and may be transferred across the whole of the OCU if it works.
3. **Licensing** – Two more reviews on bars in the Guildhall are due – underage drinking in one and CCTV in another.
4. **This minute is classified as 'RESTRICTED' and therefore will not form part of the minutes for general circulation.**
5. **CYPs** – Allied to case files, there has been a huge drop in the numbers of crime CYPs. Also concern regarding the numbers of sanction detections that are coming through.
6. **Business Crime Partnership** – agenda item for next meeting
ACTION: Ch Insp Houghton
7. **Cobra** - This is getting bigger and bigger and is now being sold to partnerships and elsewhere. Ch Insp Houghton wants to have a couple of half day training sessions which will be mandatory to Sergeants and voluntary to others – intranet is up to the max.
8. **Officers on nights** - student officers when they become independent are now going onto TPT direct, for PDU for a period of 4 weeks for more supervision. This also provides an extra body on nights as well. First intake starts next week.
9. **Wardens** – They want more tasking and to know what is going on, what they can do and how they can contribute and Ch Insp Houghton needs to formalise what information they are getting in the first place – at present all

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they get is the bulletin. Cosham has a mini beat meeting which Wardens were invited to. Split teams may be a good idea.

10. SNEN is live and is starting on the 15 June. 101 number costs 10p.

284. DATE OF NEXT MEETING

The next meeting will take place on Thursday 13 July 2006 at 1000 hours in the Conference Room.