

# Chief Officer Group

8<sup>th</sup> June 2009

## Minutes

**OPEN**

**Present:**

<b>Craig Mackey</b>	Chief Constable
<b>Stuart Hyde</b>	Deputy Chief Constable
<b>Michelle Skeer</b>	Assistant Chief Constable (Specialist Operations)
<b>Jerry Graham</b>	Assistant Chief Constable (Territorial Policing)
<b>Mike Thompson</b>	Director of Finance and Resources
<b>Joanna Bancroft</b>	Director of Personnel and Development
<b>Gill Shearer</b>	Head of Marketing and Communications
<b>Jane Sauntson</b>	Jane Sauntson (Item 7)
<b>Hollie Mark</b>	Minute Taker

**1 Apologies for absence**

None

**2 Minutes of meeting of 27<sup>th</sup> May 2009**

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

**3 Declaration of any other business**

None

**4 Action updates**

Action Number 87 – Maternity Leave  
Joanna Bancroft informed COG that work is ongoing.

**5 Minutes to note**

There were no minutes to note.

**Action owner(s)**

**6 Standing Items**

**a) COG diary commitments and command cover**

Diary Commitments noted.

**b) Press issues**

Gill Shearer updated the Chief Officer Group with local and national press issues.

**Agenda Items**

**7 Policy Framework**

Jane Sauntson presented COG with a paper outlining the findings following a review of Policy Management.

The plan is to consult with every policy owner and all those involved in writing policies have been consulted.

The following was agreed;

2.1 – Adopt the Policy Review Diary as the mechanism to oversee and monitor the timeliness of all policy review work. Agreed

2.2 – Co-ordination of the Policy Review Diary to be undertaken by the strategic development department. Agreed

2.3 – The Policy Review Diary to become a standard at the appropriate Board Meeting on a quarterly basis. Agreed

2.4 – All new policies and procedures and those under review being approved must be accompanied by an equality, relevance and impact assessment. Agreed

2.5 – All new/ reviewed policy and procedure documents to have the correct Government Protective Marking. Agreed

2.6 – All new policies and those undergoing a review process will be on the new, much simpler style policy template and compliant with the new policy process. Agreed

Chief Officer Group

2.7 – All policies and procedures will be published on the Constabularies website unless exempt under the Freedom of Information Act. Agreed

2.8 – Chief Officers to consider whether all commanders/Directors Performance Contracts and/or PDR including 'Policy Reviews' as part of their work. Agreed

2.9 – Chief Officers to note roles and responsibilities at point 4.6 already agreed as part of new policy management framework. Noted

2.10 – Chief Officers to note that the policy library will continue to be managed by Strategic Development. All source policy documents will be held centrally within the Policy Library, which is accessible by everyone via the force intranet. Noted

2.11 – Chief Officer agree the use of police officers on restricted duties to assist departments requiring help with policy development/ review work and that sufficient time is allotted for the task to be carried out. Not agreed, flexibility to be with the Director and Commanders

**Action:** Recommendation 4.6 to be linked in with Police Authority and the Personnel & Development Policy. Joanna Bancroft to meet with Police Authority.

**Joanna Bancroft**

**Action:** Strategic Development currently report to Police Authority on a quarterly basis. Jane Sauntston to re - negotiate for a six monthly report.

**Jane Sauntson**

**Action:** DCC Hyde and Jane Sauntson to liaise to discuss target setting.

**DCC Hyde**

**8 Business Continuity Management – Strategic Exercise**

Chief Constable Mackey discussed the BCM document and the large number of actions for the Personnel & Development Department.

**Action:** DCC Hyde and Joanna Bancroft to look at the priorities.

**Joann Bancroft /  
DCC Hyde**

**9 ACPO Summer Conference**

Chief Constable Mackey discussed which Chief Officers

Chief Officer Group

wanted to go to Manchester for the ACPO Summer Conference.

**Action:** DCC Hyde to collate Chief Officers responses

**DCC Hyde**

**10 Chief Constables Briefing Sheet**

Chief Constable Mackey discussed the Chief Constables Briefing sheets which are currently published in the public folders on outlook.

It was all agreed that it was not a satisfactory way of briefing as the right logs are not necessarily tagged correctly. The preference for Chief Officers would be for logs to be correctly tagged.

To be trialled for 2 weeks.

**Action:** ACC (SO) to speak with Don Spiller about the tagging of logs

**ACC Skeer**

**Action:** Corrine Lawson to be informed that this is a potential efficiency

**ACC Skeer**

**Any other business**

None

**Closed agenda**

**Date of next meeting**

Monday 22<sup>nd</sup> June 2009 – 09:30  
Eden Conference Barn, Kirkby Thore