

Chief Officer Group

28th September 2009

Minutes

OPEN

Present:

Craig Mackey	Chief Constable
Stuart Hyde	Deputy Chief Constable
Michelle Skeer	Assistant Chief Constable (Specialist Operations)
Jerry Graham	Assistant Chief Constable (Territorial Policing)
Mike Thompson	Director of Finance and Resources
Joanna Bancroft	Director of Personnel and Development
Gill Shearer	Head of Marketing and Communications
Janet McGilloway (item 7)	Inspector, Staff Office
Nina Robinson	Minute Taker

Note: Items discussed in a different order to the agenda

1 Apologies for absence

There were no apologies

2 Minutes of meeting of 14th September 2009

The previous minutes were accepted as an accurate record.

Equality Standard - Mr Mackey advised that the Equality Standard will be debated later this week at the ACPO Race and Diversity Business Area Conference.

3 Action updates

Action 95 - The report on overtime earners will be synchronised to be brought to COG with other financial reports.

**Action
owner(s)**

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4 Declaration of any other business

Uniform in Custody

5 Minutes to note

Resourcing and Standards Board – the minutes from the 25th August were noted.

Procurement Advisory Group – the minutes from the 7th September were noted. Issues around uniform for custody officers will be discussed under AOB.

6 Standing Items

a) COG diary commitments and command cover

Noted and discussed.

b) Press issues

Gill Shearer updated the group on national and local press issues. National coverage of an issue involving public confidence and anti-social behaviour was discussed and it was agreed that it would be useful to consider what lessons could be learnt from the incident. Jerry Graham will follow this up.

Structures Review - A draft staff announcement was circulated, and was approved with some minor amendments.

Constabulary Website - Sample screen shots of the new website were also circulated and approved, and will now go out for wider consultation.

Agenda Items

7 New Governance Structure Operating Procedures (moved from the Closed Agenda)

Janet McGilloway joined the meeting. The paper which summarises the operating procedures for the new governance structure approved at COG on 17th August was discussed, and the recommendations approved.

The draft Board Paper template which is to be used across all boards for consistency was approved, with the addition of a

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section for Assessment of Risk.

Meeting administration and recording was discussed and it was agreed that if the group is not one making strategic decisions then full minutes are not necessary, and that an action plan would be sufficient. A template Action Sheet will also be produced and will be provided to SMTs along with the Board Paper template when the new structure and procedures are presented.

Craig Mackey will present the new structure and procedures to the Police Authority at the seminar.

It was agreed after further discussion that the default position in relation to policy decisions will be that they go to SMF which will now meet monthly, unless there is a level of urgency which is not accommodated by the SMF meeting timetable. Boards will have the responsibility to commission the development of policy and procedure and approve developed products to go forward to SMF for final sign off.

It was agreed that Staff Associations will be invited to attend Board Meetings, with the exception of the Strategic Training Board; representation will be on the Tactical Training Group.

COG thanked Janet McGilloway and Jane Sauntson for their valuable contribution to this piece of work.

Any other business

Uniform for Custody Officers – this has been discussed recently at the Custody Forum, and clarity is being sought around whether custody officers should wear white shirts or the operational polo shirts. After discussion it was agreed that custody officers are operational and should wear the operational uniform. Stuart Hyde will feed this back in to the Procurement Advisory Group.

Closed agenda

Date of next meeting

COG Team Meeting – Monday 5th October
COG – Monday 12th October