

NORTH AREA
SENIOR MANAGEMENT TEAM MEETING
9th November 2010

(OPEN)

<p>Present</p> <p>C/Supt Don Spiller (Chair) Supt Sean Robinson C/Insp Mark Pannone Sgt Jon Sherlock (part) Keeley Hayton Vicki Hastings (Part) Avril Stevens (Part) Yvette Slater – Minute Taker</p>	<p>Apologies</p> <p>DCI Jason Hudson Sgt Paul Jenner Louise Norman</p>
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*Shaded section denotes Action Discharged

Date of Meeting	Action No.	Actions	Update	Discharged	Action Manager
31/08/10	118	Performance – Class A Drugs – clarification of Kendal Calling PWIs to be confirmed.	28/9 – Numbers and charges to be determined. Awaiting forensic analysis, due November. 27/10 – due 18 th November		DCI
12/10/10	125	Supervisor Review Process – quality assurance measures to be effected and development plans to be put in place.	27/10 – meeting scheduled for next week to progress. 09/11 – update under item 4 QofS.	09/11/10	Sgt Sherlock
27/10/10	131	Prepare and submit recommendations for provision of North BCU Facebook / Twitter site.	9/11 – meeting with Force Web Manager on 11/11 to progress.	09/11/10	Sgt Sherlock
27/10/10	132	Staff Support / Welfare – ensure actions are captured through DMM and welfare issues through TRiM process.	9/11 – Staff recognition picked up through DMM process. Supt will ensure welfare issues covered via SPOC email and TRiM process.	09/11/10	Sgt Sherlock / & Supt

Date of Meeting	Action No.	Actions	Update	Discharged	Action Manager
27/10/10	133	Risk Register – clarify if separate RR required for Appleby Fair.	9/11 - Separate register not required at present. Each issue will be considered as they arise.	09/11/10	Supt
27/10/10	134	Submit costings for monitoring cameras from Durranshill. Consider funding from BCU Fund.	9/11 - Progressing		C/Insp & AFM
27/10/10	135	CIT – Terms of Reference. Supt, C/Insp and DCI to discuss outwith SMT.			Supt, DCI & C/Insp
27/10/10	136	North concerns in relation to officer names and terminology to be documented and raised with ACC Graham.	9/11 - Concerns documented and raised with ACC Graham.	09/11/10	Perf Sgt & C/Supt
09/11/10	137	QoS - ¼ly reviews – relevant questions to be determined in order to enhance welfare section.			Sgt Sherlock
09/11/10	138	QoS - ¼ly reviews – ensure dates are programmed in and message to be disseminated to staff			Sgt Sherlock

2.	<p><u>SUSTAINING ATTENDANCE AT WORK</u></p> <ul style="list-style-type: none"> ➤ Vicki Hastings and Avril Stevens attended SMT and gave a presentation in relation to sustaining attendance at work. Slides discussed 18 – 43 inclusive, concentrating on how the police job can cause symptoms and how these can be stopped. A copy of the presentation is available on Sharepoint. ➤ The presentation will be given at the forthcoming Supervisors Seminars with a pro active input. All members were encouraged to attend. ➤ Vicki Hastings confirmed workshops providing more in depth information are carried out. ➤ Coping with Alcohol – identified as a major issue related to trauma. This can be captured through the TRiM process and addressed accordingly. ➤ Exercise – recommended 20-40 mins per day. Measures and benefits put in place by Fire Service have been considered. Individuals are encouraged to attend the Health Assessments Workshops and are given a programme with specific targets. North are considering implementing cardio-vascular courses. It was noted, Occ Health would welcome the opportunity to assist in setting up these courses. ➤ Supervisor ¼ly reviews – in order to enhance welfare section – Sgt Sherlock will liaise with Wellbeing & Health 	
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	<p>Management officers to determine appropriate and relevant questions supervisors should be asking.</p> <p>On behalf of North SMT, C/Supt confirmed North fully support the message VH and AS are putting across and North will provide help and assistance.</p>	137
3.	<p><u>Discussion –</u> MINUTES FROM PREVIOUS MEETING – Minutes from meeting of 27 Oct 2010 were agreed as a true record.</p>	
4.	<p>MATTERS ARISING – discussed and actions updated.</p>	
5.	<p>QUALITY OF SERVICE</p> <p>➤ Action Plan:- discussed and available on Sharepoint.</p> <ul style="list-style-type: none"> • Item 1 – Supervisor Review process – Meeting held with Insp Nicholson. Review process will be discussed at PDCs. 1 review still to complete. Next window 1 – 15 Jan 2011. Sgt Sherlock to ensure dates are programmed in and message to be disseminated obo Supt to advise all of the rolling programme with clearly defined dates and ensure adherence to completion dates. One gap in relation to CID Ops PDCs has been identified to date. • Item 3 - Front Counter Staff – rural Sleuth training still to be carried out. • Item 4 & 8 – Research & Development and External Marketing – Sgt Sherlock to have meeting with Force Web Manager 11 Nov to progress. • Item 6 – Patrol Guide – Force Web Manager progressing. • Item 7 – Posters – meeting scheduled week comm. 15 Nov with Marketing Manager to progress. Consideration to be given to provision of portable pop up canvas banners with QofS message thereon which can be placed at various locations within the BCU. • Item 9 – Statement of Purpose – Sgt Sherlock progressing exit strategy to ensure continuance of QofS message • Item 11 – Through DMM process. See Action 132 update. 	138
6.	<p>RISK REGISTER</p> <p>➤ No new risks identified.</p>	
7.	<p>PERFORMANCE</p> <p>➤ Performance remains good, detections rates are good. There is a lot of positive work ongoing through area PDCs. No areas of concern at present.</p> <p>➤ Robberies – increase noted, being progressed through Op Mitre.</p> <p>➤ Concerns were noted in relation to quality and good practice and how information is shared.</p>	

8.	A O B ➤ Nil.	
9.	DATE OF NEXT MEETING - Tuesday 23 November 2010 at 1000, SMT Meeting Room 5, Durranhill	