



# SUSTAINABILITY & EXCELLENCE CO-ORDINATION BOARD

**10am**  
**Wednesday 25 November 2009**  
**Conference Room 3**

## OPEN MINUTES

**Present:** Deputy Chief Constable Stuart Hyde (CHAIR)  
Joanna Bancroft, Personnel and Development Director  
Assistant Chief Constable (SO) Michelle Skeer  
Jane Sauntson, Strategic Development T/Director  
Mike Thompson, Finance & Resources Director  
Inspector Janet McGilloway, Executive Support  
Rachel Stephens (Minutes)

**1 APOLOGIES**

Apologies were received from Assistant Chief Constable (TP) Jerry Graham.

**Action**

**2 MINUTES OF LAST MEETING / ACTION SHEET**

Minutes of the last meeting were approved and actions updated (please see action sheet).

**3 STANDING AGENDA ITEMS**

a. Diversity Issues

It was agreed that the final work programme be impact assessed by Strategic IAG.

b. Strategic Risk

Strategic risks had been identified during the project prioritisation process when it had been agreed that as risks will remain with the individual programmes of work or be raised to strategic level and that there was no requirement for the Board to maintain a risk register. Those risks already identified will be debated at the next SMF strategy day.

c. Budget/Savings to Date

Mike Thompson referred to the paper recently circulated for SMF (please see attached). It was acknowledged that whilst the period of slippage was relatively short in duration, it was crucial in terms of preparing budget papers/governance.

There was a discussion around whether being at the 'lean policing level' would impact on the Constabulary's ability to deliver in a major incident e.g. flooding which occurred over the weekend, and agreed that an exercise be undertaken to establish the minimum operational officer level for presentation at the debrief on 11 December 2009. A similar exercise has been requested by Unison in respect of proposed staffing in the Communications Centre.

**ACTION: Joanna Bancroft to explore with Finance, the cost of short term police staff vacancies against establishment.**

JB

d. 'Feeder' Reporting Group Minutes

Nothing to discuss at this meeting.

**4 PROJECT PRIORITISATION**

Jane Sauntson spoke to a previously circulated document. Following discussion, it was agreed that some reprioritisation take place and that the document be forwarded to SMT for comment. Please see attached.

**ACTION: Jane Sauntston to ensure document is reprioritised and forwarded to SMT for comment.**

JS

Jane and her team were thanked for the work undertaken so far in respect of this issue.

**5 ANY OTHER BUSINESS**

There was nothing further to discuss.

**6 DATE OF NEXT MEETING**

9.30am – Wednesday 20 January 2010 – Conference Room 3