

**OPEN MINUTES**

**Senior Management Meeting**

**10:00 am, Monday 21 April 2008**

Present: Paul Kennedy, Don Spiller, Steve Halliday, Sean Robinson,  
Ken Jewell, Carol Clark & Emily Key

1. Sleuth post implementation review (Tony Bolton)

Tony outlined the above, which he is undertaking on behalf of the Force. The objective of the review is to establish the business benefits of Sleuth. He requested access to staff to establish focus groups to support the review process.

**Action 200**

Tony has made an initial examination of South BCU pages, Barrow 8 and Lakes LPT pages. He gave initial feedback on the content of these pages and pointed out a number of ways in which they could be improved. SMT agreed it is not necessary to wait for completion of the full review to take action on the points raised. The BCU point of contact will be Sean Robinson.

2. Apologies: Nil
3. Minutes of 08.04.08 meeting were agreed without amendment. For matters arising see the 'action sheet'.

Paul Kennedy outlined his thinking regarding the structure and timing of the fortnightly SMT meetings; with the objective of making them more dynamic. He would like regular contributors to deliver updates on their standing items and outstanding actions within a 20 minute time frame. The discussion of actions will be confined to those that effect the strategic management of the Area.

4. Personnel update – Carol

Carol updated her outstanding actions.

She reviewed the current establishment and projected vacancies down to LPT and Department level.

- Action 201**
- Action 202**
- Action 203**
- Action 204**
- Action 205**
- Action 206**

5. Area Commanders update
  - a) Current and projected vacancies

Following the PDC on 15.04.08, Paul attended the Senior Managers Forum and informed that Joanna Bancroft had given an input as to how current and projected vacancies will be filled.

b) First impressions

In Paul's first two weeks, he is very impressed by the positive attitudes of staff across the Area and mentioned the Performance culture which is well embedded.

c) Awards & recognition

Rather than presenting Area awards on an ad-hoc basis, Paul suggested holding 2 awards ceremonies a year. He would also like to present a monthly award to the member of staff who has given the highest level of customer service.

**Action 207**

e) Media strategy

Paul told of a positive meeting with the Editor of the Westmorland Gazette, at which he outlined the Area media strategy.

6. Operational update - Don, Steve & Sean

Don, Steve & Sean updated their outstanding actions.

a) South Area performance 2007/08

Don expressed disappointment that South Area performance 2007/08 was not mentioned by COG at the Force PDC on 15.04.08. Nevertheless, SMT have passed their appreciation and recognition to the staff who have worked hard to deliver an excellent performance.

Paul will raise this issue with the Chief Officer Group.

b) Target setting methodology for 2008/09

The dashboard and current targets do not meet the expectations that were formed following discussion of the same subject at the Senior Managers Forum at Keswick on 14.03.08.

c) Events planning

Steve reported that the Operational Order for Cartmel Race events is being prepared and that planning for Appleby Fair is underway. It is possible that South might be asked to provide staff for a Royal visit in West Cumbria during Appleby Fair week. Don pointed out that West have the option of cancelling rest days before drawing on South staff.

d) Forthcoming operations

21.05.08 – rogue trader day.

19 – 23.05.08 – national drug tackling week.

7. Performance - Ken

Ken updated his outstanding actions

a) Area plan

Ken provided update of the performance measures contained within the 2007/08 area plan. Regarding the action schedule, some updates have been received. Deadline for all updates is 30.04.08.

b) AMSACS

Ken presented the result of the AMSACS inspections for the third quarter 07/08 and outlined proposed changes following an external audit of the inspection processes.

**Action 208**

c) Performance contract

Steve outlined the model for South BCU performance contract; showing linkage to 3 BCU work streams. SMT identified who will head up the work streams and which performance contract targets each stream will tackle over the next 12 months.

d) Performance posters

Ken distributed drafts of performance posters for the toilet notice boards. SMT indicated the preferred version for display as soon as IMU provide the required data.

8. Finance - Emilyn

Emilyn updated her outstanding actions

- a) 2007/08 outturn position has not as yet been finalised. However it is very likely that a carry forward balance, created through staff vacancies and turnover, will be available to us to use in 08-09 and beyond. Unlike in previous years, we are now able to make commitments against this straight away, if we perceive a need. At the last SMT proposals were made. Paul asks SMT members to provide costed ideas for use of the available funds, linked to the areas of responsibility identified in the performance contract, for discussion at the next SMT.
- b) Whilst we have received the 08-09 budget, the overtime element has not been finalised. This is because a portion of each BCU's overtime budget is to be allocated to HQ Specialist Services, and the amounts are still being worked through. Meanwhile, all inspectors have been advised to carry on using the same monthly allocations as last year. TCG allocations have also been made on the same basis.
- c) BCU fund 08-09 (earmarked funding provided by Home Office Grant) – we have received the same level of allocation as 07-08 and have made provisional allocations at the same level as last year for Smart and Streetsafe. The final allocations for have yet to be agreed. We are awaiting information from Barrow Council CDRP re possible shortfalls which we may need to assist with. Update required as soon as possible; the delay being caused because a coordinator has not been appointed.

9. A.O.B.

i) Annual neighbourhood policing awards

NOT PROTECTIVELY MARKED

Carol raised the annual neighbourhood policing (NP) awards and the fact that South needs to submit a nomination.

**Action 209**

ii) Feet on the street

Steve has discussed the 'feet on the street' initiative with Chief Supt McGilloway. He outlined that there is no model to follow and that South can arrange this initiative to meet local priorities.

**Action 210**

10. Next meeting – 10 am, 06.05.08 @ Kendal