

OPEN MINUTES

Senior Management Meeting

10:00 am, Tuesday 22 January 2008

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

1. Sleuth briefing & tasking (Karen Hewitt and Steve Holmes)

Karen and Steve gave an update on progress to date, lessons learnt so far and provided positive examples of Sleuth target profile / problem solving documents. They asked that actions managers take greater responsibility for supervision and monitoring of problem profiles. Variations in the quality of handovers on the South BCU page was mentioned.

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3. There were no apologies for absence.

4. Minutes of 19.12.07 meeting were agreed without amendment. For matters arising see the 'action sheet'.

5. **Operational issues** (Don, Steve & Sean)

a) Crime

Don gave an update. Positive performance on both reduction and level of detections was recognized.

c) Cumbria Live 2008

Ted gave an update regarding the planning for the 'worldwide event' at Crooklands on 24 & 25 May 2008.

Civil Contingencies & Protective Security Unit are assisting Ian Carruthers with early stage planning for this event.

d) Fleet review – reduction in vehicle numbers

Steve gave an update. Mr Mackey intends to look again at the outcome of the Fleet review, which formed part of the Resolve Programme. It should be noted that decisions re vehicle changes were made centrally.

e) Target setting 2008-9

The performance measurement and target setting document was examined.

Action 139

6. **Performance issues** (Ken)

a) BCU Plan

Ken gave a verbal report on outstanding actions from the 3rd quarter review. The BCU risk plan was updated and the revised document will be incorporate into the control version of the Area Plan.

b) Hours spent re major incidents/significant events/partnership work

With regard to the inquest into the death of Shafelia Ahmed, details have been included for ABC costing. A letter from Cheshire Constabulary has been received which praises the BCU and in particular Tudor Griffiths for his organization and support. There were no new events.

c) Health & Safety

The next meeting is at Kendal at 14:00 on 04.02.08.

d) Activity Based Costing

The next activity analysis capture period commences 18.02.08. Preparation is underway.

7. **Area Commander issues**

a) Diversity

No update. Ted is attending a meeting later this month.

b) Users of Citrix & Blackberries

HQ IT and HQ Information Security are conducting a Force wide review. Completion date not yet known.

d) Press, Media & Marketing issues

These were discussed. On the SLDC side the established link between Steve Halliday and the Westmorland Gazette is working well. On the Barrow side, the Evening Mail has a new Editor who is shortly to take up post.

e) Estates Project

An update was given. Tudor Griffiths & Paul Madden are currently conducting interviews with staff. A paper will be presented at the Police Authority meeting on 10.02.08.

8. **Personnel** – Carol

Abstraction levels throughout the BCU were circulated and discussed to ensure the effective and consistent management of all staff within restrictions and long term sick.
Action 140

A spreadsheet of officer numbers was produced and establishment levels were discussed. Cont/.....

The difficulties in maintaining adequate staffing levels in the Kendal side of the BCU were recognized as was the need for an Area Strategy to manage policing services with the current staffing levels. The management of high risk areas of business, e.g. PPU and high volume / high demand LPTs were discussed.

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Action 147

a) Attachments to PPU

This was discussed. Currently there is no scope to release staff for PPU attachments within existing BCU staffing levels.

b) Sickness absence report

The report, presented by Carol Clark, highlighted that short, medium and long term sickness has increased. Further detailed analysis of South's sickness is required. The Sickness Management Strategy is to be adhered to by all managers.

Action 148

c) CIT attachments 2008

A paper from Helen Ellis on the Kendal CIT pilot scheme was discussed. CIT is to be adopted at Kendal and Keith Smith will remain as the permanent DC. CIT attachments at Kendal and Barrow are to be considered by Sean and Steve, taking into account individual circumstances and availability from the LPT strength.

SMT resolved to maintain CIT staffing levels to support the under strength response units. Kendal CIT is to trial weekend working.

The supervision of the cases allocated to the CIT on a daily basis, will come from the Evidence Review Officer, the Area DS or via Daily Tasking.

d) Evidence Review Officer

The ERO role was reviewed in the light of the aforementioned paper by Helen Ellis. SMT accept that it is desirable for a 2nd ERO to cover the Kendal Operations side of the Area. The most suitable rank for the job was discussed, i.e. Sergeant or an experienced PC or DC investigator.

Action 149

9. **Finance Issues**

a) Budget monitoring report

The report to 31.12.07 was discussed.

Action 150

b) Overtime report

The report to 31.12.07 was discussed at length and the balance on earmarked funds noted.

Reallocation of the budget between the Drugs Squad and the Proactive Team has been made.

Sean requested 20 hours per month for CIT overtime. This was approved and 20 hours per month (for Feb & March) will be transferred from the TCG budget, leaving a monthly balance of 140 hours for allocation from the TCG budget.

c) CCTV

Steve provided an overview of the background to SLDC provision of CCTV in Kendal.

Ted provided an update that funding has been secured for monitoring CCTV at Barrow for the next 3 years.

Sean requested funding to link permanent ANPR to Barrow CCTV system.

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d) South establishment – officer numbers projection

Emilyn provided documentation as above, which had been used in the budget monitoring projections. Discussed in Personnel Advisors report.

e) Satellite Navigation

In light of requirement to travel greater distances across a wider area at night, rural staff request 'sat navs' in police vehicle. This was approved in principle.

Action 153

f) Purchasing of equipment

We have been reminded by HQ I.T. & Procurement that all purchases of I.T. equipment must be made centrally. This is to ensure that we get the best value, obtain service agreements and are compliant with existing licenses.

Action 154

10. **A.O.B**

a) Daily tasking – Kendal & Barrow (Ken)

Following the introduction of Conference Phones in both meeting rooms, it was decided to standardize daily tasking meeting times to allow the Area Inspector or above, to participate in both meetings. Meeting times will be 09:15 Kendal and 09:30 Barrow.

Action 155

b) Achieving Best Evidence (ABE) interview facilities (Sean)

ABE interview facilities at the George Hastwell Interview Facility were discussed. At present the facility is unfit for purpose. Estates are aware of what upgrade work is required and this is being coordinated by Kate Rowley. Use of the facility is to be

NOT PROTECTIVELY MARKED

suspended and Furness staff are to use the Windermere facility for ABE interviews until improvement work has been completed.

Action 155

11. **Next meeting** – 10:00, 06.02.08