



**WEST CUMBRIA  
(Open Minutes)  
SMT MEETING  
TUESDAY 10<sup>TH</sup> FEBRUARY 2009  
1500 HRS**

**Present**

Chief Supt Kevin McGilloway (KM)  
D/Supt Sean Robinson, PSD (SR)  
DI Keith Craven, PSD (KC)  
A/Supt Mairi Stamper (MS)  
CI Kevin Greenhow  
DCI Mark Backhouse (MB)  
Sgt Brian Forster, Performance Sergeant (BF)  
Malcolm Woodman, Finance Manager (MW)  
Margaret Feeney , Area Admin Officer (MF)  
MaryBeth Hirst (Minutes)

**Apologies**

Theresa Peel, Admin (TP)  
Liz Cartwright (Occ. Health Nurse Advisor) (LC)

Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
02.07.08	81	<p><b>Whitehaven Custody</b> MF to discuss with Phil from estates re the upgrading of Whitehaven Station but to leave it fit for use on Friday and Saturdays.</p>	<p>06.01.09 MF has tried to contact Martin West to provide a full update but has had no reply as yet. MF to follow this up and request an update for SMT as soon as possible. 22.01.09 No update provided <b>10.02.09 There is no money left and therefore nothing further will be done to the custody area. TO BE REMOVED.</b></p>	<p style="text-align: center;"><b>CLOSED 10.02.09</b></p>

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04.11.08	<b>104</b>	<p><b>Sergeants Training Packages</b> MS suggested developing a training package for Sergeants to use which would contain items such as contact numbers, details of the command structure (i.e. who to contact and when) and to provide an opportunity to gather any information for themselves which may be useful. The aim of this would be to prevent the role from being a daunting experience. This was raised from the Sergeant training days. MS to liaise with CNC as they have a similar process which is very successful. This could be a pilot in West.</p>	<p>18.11.08 MS is looking into this. 25.11.08 MS is to create an exercise for AMT to find out what makes a good sergeant. Any actions from this will be recorded and reported back to be used in the training package. 02.12.08 MS is to be allocated a slot at the AMT Away Day on 04.12.08 to discuss what makes a good Sgt and ideas from this will be brought back to help produce the document. 09.12.08 No update given 06.01.09 Work continues on the Sergeants training packages by MS 22.01.09 No update provided <b>10.02.09 Ongoing</b></p>	<p><b>Ongoing MS</b></p>
09.12.08	<b>107</b>	<p><b>Coroners Officer Evaluation</b> - KM asked that a review is done of the Coroners Officer Evaluation to establish if it is worth paying the money for and if the BCU is benefitting from it. MS is to identify an LPT Inspector to evaluate the scheme and work out if it is beneficial.</p>	<p>06.01.09 Martin Connolly has been nominated to evaluate the scheme and will provide an update to SMT in the next two weeks. 22.01.09 No update provided <b>10.02.09 MS has received the review from Insp Connolly and will report back to SMT on it at the next meeting.</b></p>	<p><b>Ongoing MS/ Insp Connolly</b></p>
06.01.09	<b>109</b>	<p><b>Establishment sheets</b> – MF is to review establishment sheets for accuracy and check that the substantive information mirrors reality.</p>	<p>22.01.09 MF and BF to go through the sickness lists together with establishment sheets and check that all records are correct and up to date. <b>10.02.09 This is being done. TO BE REMOVED</b></p>	<p><b>CLOSED 10.02.09</b></p>
06.01.09	<b>110</b>	<p><b>SMT meeting structure</b> – SMT to review the weekly meetings and decide what should be brought forward for discussion.</p>	<p>22.01.09 This will be discussed at a future SMT meeting. <b>10.02.09 This is to be deferred until more time is available to discuss future the meeting plan</b></p>	<p><b>Deferred KM</b></p>
06.01.09	<b>111</b>	<p><b>Sickness Form Returns</b> – MaryBeth to start sending out reminder emails to Inspectors if officers fail to send in their RTW forms, and to copy MS and MB into them.</p>	<p><b>10.02.09 All sickness records are up to date and any staff with outstanding forms receive reminder emails. TO BE REMOVED</b></p>	<p><b>CLOSED 10.02.09</b></p>

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06.01.09	<b>112</b>	<b>Sick Notes</b> – MS to send out an email asking for all missing sick notes to be sent in as soon as possible so that the records can be updated.	<i>10.02.09 All officers / staff with outstanding sick notes have received an email from MS to ask for notes to be sent in asap. TO BE REMOVED</i>	<b>CLOSED 10.02.09</b>
06.01.09	<b>113</b>	<b>Sickness Triggers Report</b> - MF is to print out a report once a month from Discoverer to show who is close to hitting the triggers.	<i>10.02.09 MF is working on sickness figures and printing out daily lists of those close to hitting triggers. TO BE REMOVED</i>	<b>CLOSED 10.02.09</b>
06.01.09	<b>114</b>	<b>Sickness Return Interview forms</b> - MaryBeth is to monitor Return to Work Interviews to make sure all staff who hit the triggers are referred by the supervisor. If this is not the case then the APA must be informed.	<i>10.02.09 Two new columns have been added to the existing spreadsheet and RTW Interview forms are now monitored.</i>	<b>CLOSED 10.02.09</b>
06.01.09	<b>115</b>	<b>Policing Pledge Action Plan</b> - BF is to obtain a copy of Souths' action plan and put together one for West area, which will be reviewed by the SMT at a future meeting.	<i>22.01.09 No update provided. 10.02.09 BF and KG to liaise on this and keep SMT updated</i>	<b>Ongoing BF &amp; KG</b>

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<b>Agenda Discussion – Open Section</b>		
<b>1. Apologies</b>	As above.	
<b>2. Introduction to Liz Cartwright</b>	Liz Cartwright (Occupational Health Nurse Advisor) was unable to attend the meeting and sent her apologies. She hopes to attend on 24 <sup>th</sup> February 2009.	
<b>3. Minutes and Actions</b>	The minutes from the previous meeting were agreed and noted.	
<b>4. PSD Update</b>	D/Supt Sean Robinson and DI Keith Craven provided an update on the complaints system and discussed the quarterly liaison statistics. It was noted that there is a significant rise in incivility complaints, and the figures for West are considerably higher than the other BCU's. The group agreed that more information is needed in terms of the types of complaints being made and the officers involved in order to learn from these cases.	
<b>5. Performance</b>	No issues were raised in terms of performance.	
<b>6. BCU Plan</b>	The BCU Plan is to be replaced by the BCU Contract, and will contain all new plans for the coming year. All actions brought over from last years plan must be covered in the new contract, as well as detailing all proposals for the new financial year. Brian Forster is to go though the contract and draft a plan which will be brought back to SMT.	<b>Action 116</b>
<b>7. SMT meeting structure</b>	Due to the change in the current SMT team, the meetings will remain as they are until a more appropriate time. To be removed from the agenda.	
<b>8. Any other business</b>	No other issues were raised.	
<b>9. Date of next meeting</b>	The next SMT meeting will take place on Tuesday 17 <sup>th</sup> February 2009 at 10:30am in the Conference Room, AHQ.	

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Date of minute	Action No.	New Actions 	Status / Action Man.
10.02.09	<b>116</b>	BCU Plan – Formulation of next year’s plan - Brian Forster is to go though the BCU contract and draft a plan which will be brought back to SMT.	<b>BF</b>
<b>DATE OF NEXT MEETING: 17<sup>th</sup> February at 10:30am, AHQ</b>			

Meeting closed 16:15pm