



**WEST CUMBRIA
(Open Minutes)
SMT MEETING
Tuesday 5th January 2010
1030 HRS**

Present

Supt Andy Towler (AT)
 CI Justin Bibby (JB)
 DCI Mark Backhouse (MB)
 Sgt Brian Forster, Performance Manager (BF)
 Malcolm Woodman, Finance Manager (MW)
 Jim McMonies, APA (JM)
 Margaret Feeney, Area Admin Officer (MF)
 Theresa Peel, Admin (TP)
 Mary Beth Hirst (Minutes)

Apologies

Chief Supt Steve Johnson (SJ)
 CI Mairi Stamper (MS)

Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
17.11.09	151	MB to look into doing a review of all Burglary crimes and report back to SMT before Christmas	08.12.09 To be discussed at the next meeting. 05.01.10 A plan is in place for this and the number of crimes has gone down due to the positive Police work that is being carried out in relation to this. TO BE REMOVED.	CLOSED 05.01.10

SMT MEETING - 5 January 2010 - NOT PROTECTIVELY MARKED

17.11.09	152	Insp Connolly to articulate a letter for Ch Insp Stamper to send out to all NPT's regarding meeting changes, to ensure that all information on the website and posters is correct.	08.12.09 To be discussed at the next meeting. 05.01.10 All information is now correct on the website except for information regarding crime mapping and post codes, which is being looked into. TO BE REMOVED.	CLOSED 05.01.10
17.11.09	153	Insp Gartland to liaise with Jim McMonies and look into the feasibility of allowing students of the foundation degree in Policing to come to the BCU to learn more about the Criminal Justice System. This is to be brought back to SMT once an initial plan has been made.	08.12.09 To be discussed at the next meeting. 05.01.10 Work is ongoing in relation to this and Jim and Insp Gartland are to bring a plan back to SMT in four weeks. Ongoing.	JMc / Insp Gartland (Deferred until 02.02.10)
26.11.09	156	Letters of appreciation are to be sent to organisations who helped out during the flood, e.g. shops who discounted items of food etc for officers.	01.12.09 A discussion regarding letters of appreciation is to take place when KM returns and a working group will be set up to ensure everyone is thanked who needs to be. To be raised as an agenda item at the next meeting. 08.12.09 This it to be deferred until the time is right to do this. In the meantime, all ideas will be welcomed as to how this can be done. 05.01.10 This action is to be combined with 157 and 158 to form one recovery-related action.	CLOSED 05.01.10
01.12.09	157	JMc to look into the number of staff who have been personally affected by the flood and provide a list.	08.12.09 JMc to look into this and contact Linda Graves who has a list of those affected. It was asked that SMT feed back to him if they have any information about staff who have been affected. 05.01.10 This action is to be combined with 156 and 158 to form one recovery-related action.	CLOSED 05.01.10

SMT MEETING - 5 January 2010 - NOT PROTECTIVELY MARKED

01.12.09	158	JB to contact Janet McGilloway to organise a debrief for the floods.	<p><i>08.12.09 A force debrief has been organised so AT is to review a West Cumbria debrief following this.</i></p> <p><i>05.01.10 Letters of appreciation – This is to be discussed with Ch Supt Johnson on his return where the suggestion will be put forward to get a message of thanks out via the press to ensure that everyone is included.</i></p> <p><i>Recognition – Is to be dealt with by the Force.</i></p> <p><i>Debrief – CI Bibby is to arrange this. An item is to be put on next week's agenda relating to Recovery.</i></p>	SMT
08.12.09	159	MS to speak to Phil Robinson in Estates to discuss the feasibility of making some changes to the interior of the building, and to produce a list of 'quick-wins' and circulate to SMT asap.	<p><i>05.01.10 MS has put together some proposals for the building structure which are to be brought back to SMT for approval. This is to be included on next week's agenda.</i></p>	MS
08.12.09	160	MS to look into the offer of extra IT solutions and what would be beneficial for the BCU in terms of web conferencing, more laptops etc.	<p><i>05.01.10 This is an ongoing issue to try and provide a better working environment for staff. This action is now TO BE REMOVED and is to be included in the recovery action.</i></p>	CLOSED 05.01.10
08.12.09	161	AT and JMc to put together a piece for the bulletin advising staff about flexibility of core working hours.	<p><i>05.01.10 There have been no further comments about working hours and staff appear to be getting on with the changes since the email was sent out. TO BE REMOVED.</i></p>	CLOSED 05.01.10
08.12.09	162	Brian Forster to prepare a position statement on each of the issues raised in the cultural analysis report to provide back to the SMT.	<p><i>05.01.10 BF has gone through the report and is now to prepare statements on it and bring these back to SMT in 4 weeks.</i></p>	BF (Pending until 02.02.10)
08.12.09	163	(a) JMc to contact Managers to ask for nominations for the HPDS and bring back to SMT for consultation. (b) JB to meet with all BME staff and discuss the HPDS with them individually.	<p><i>05.01.10 CI Bibby has dealt with this and 15 people will be attending on Friday. Jim is to provide a personnel update to SMT following the event.</i></p>	JMc

SMT MEETING - 5 January 2010 - NOT PROTECTIVELY MARKED

<u>Agenda Discussion – Open Section</u>		
1. Apologies	The above apologies were given.	
2. Guests:	No guests attended the meeting.	
3. Minutes and Actions	Minutes from the meeting on 8 th December 2009 were approved and noted.	
4. Performance	<p>(i) Crime and Disorder This is to be discussed at the end of the meeting during the PDC preparation.</p> <p>(ii) Finance On behalf of the SMT, Supt Towler thanked Malcolm Woodman for the work he did in December to ensure that all overtime forms were processed in time for the pay to be included in the Christmas pay packets. The issue was raised about personal property that was lost during the flood. Malcolm is going to contact HQ regarding this and in the meantime all claims are to be forwarded to him to collate. Staff are to be informed to claim on their home insurance before contacting Malcolm.</p> <p>(iii) Wellbeing at Work, including Health & Safety There have been 2 security breaches at Workington Police Station since the flooding occurred, which may be as a result of the security on the building at the time. There have also been 2 accidents in the pod at the front of the building which is currently housing the front counter staff, whereby staff have been injured when the desk panel has fallen on their head. Following this, it was agreed that a full Health & Safety walk through is required in Workington and Cockermouth as soon as possible.</p>	ACTION 164
5. Items from Strategic Meetings	There were no items from strategic meetings to raise.	
6. Policing Pledge Action Plan	HMIC are coming to the BCU on Thursday to talk about the flooding event and it was agreed that Supt Towler, CI Bibby, DCI Backhouse and Malcolm Woodman will meet with them at 10:00am. Brian Forster, Jim McMonies, Margaret Feeney and Theresa Peel will go straight to the Minto Centre in preparation for the PDC at 11:00am. Mystery shopping has now begun so all staff must be aware that this is taking place. Supt Towler and Brian Forster visited all front counters (except Millom) between Christmas and New Year and were satisfied with the work that front counter staff are doing.	

SMT MEETING - 5 January 2010 - NOT PROTECTIVELY MARKED

12.01.10	167	CI Bibby and Jim McMonies to look into toil and make sure that officers and supervisors do not bank too much time. SMT needs to be clear financially, personnel-wise and operation-wise on the amount that is being banked.	JB / JMc
DATE OF NEXT MEETING: Tuesday 19th January, 10:30am, AHQ			

Meeting closed 11:30am