



**WEST CUMBRIA
(Open Minutes)
SMT MEETING**

**Tuesday 16th February 2010
0930 HRS**

Present

Chief Supt Steve Johnson (SJ)
CI Justin Bibby (JB)
Malcolm Woodman, Finance Manager (MW)
Jo Dowling, Press Officer HQ
Mary Beth Hirst (Minutes)

Apologies

Supt Andy Towler (AT)
CI Mairi Stamper (MS)
DCI Mark Backhouse (MB)
Sgt Brian Forster, Performance Manager (BF)
Jim McMonies, APA (JM)
Margaret Feeney, Area Admin Officer (MF)

Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
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.	<p><i>08.12.09 To be discussed at the next meeting.</i></p> <p><i>05.01.10 Work is ongoing in relation to this and Jim and Insp Gartland are to bring a plan to SMT in four weeks. Ongoing.</i></p> <p><i>02.02.10 Final update to be provided on 23.02.10.</i></p> <p>16.02.10 See update from 02.02.10.</p>	JMc / Insp Gartland (Deferred until 23.02.10)

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01.12.09	158	JB to contact Janet McGilloway to organise a debrief for the floods.	<p>08.12.09 A force debrief has been organised so AT is to review a West Cumbria debrief following this.</p> <p>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.</p> <p>Recognition – Is to be dealt with by the Force.</p> <p>Debrief – CI Bibby is to arrange this.</p> <p>An item is to be put on next week's agenda relating to Recovery.</p> <p>02.02.10 A quote of £10,000 has been given for the debrief so Supt Towler has put in a business case to try and reduce this to £5,000. There may need to be a Plan B for a debrief at this stage, as this would be too great a cost. Final debrief proposal and plan to be brought back on 23.02.10.</p> <p>16.02.10 It is probable that Plan B will need to be used, as approval for £10,000 funding is very unlikely. Ch Supt Johnson asked that the Inspectors come back with 4 key learning points from discussions at the Inspectors Away Day on 11th March.</p>	AT / JB
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>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.</p> <p>02.02.10 CI Bibby to take over the work that CI Stamper has been doing with regards to moving forward. CI Bibby, Supt Towler, Insp Wear & Margaret Feeney to go through the plans and check they are fit for purpose.</p> <p>16.02.10 The final handover has not yet taken place, but the final plans will be reviewed once this has gone ahead.</p>	JB / MS

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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.	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. 02.02.10 BF to report back to the SMT at the meeting on 23.02.10. 16.02.10 See above update.	BF (Pending until 23.02.10)
05.01.10	164	MF and TP to complete a full Health & Safety walkthrough at Workington and Cockermouth Police Station in the next two weeks.	02.02.10 Ian Poultney is coming to AHQ on Friday to do a walkthrough of the building. MF to provide an update on 16.02.10. 16.02.10 An update from MF with actions from the walkthrough is to be given at the next meeting on 23.02.10.	MF
05.01.10	165	CI Bibby to lead on the Pledge workbook and ensure that every member of staff completes it before 15 th January 2010.	02.02.10 Workbooks are now at about 90% complete. Ch Supt Johnson asked for a final push to be done to achieve the 100% target so that this can be reported back to the ACC and closed off. CI Bibby to provide an update on 16.02.10. 16.02.10 CI Bibby to have a final check today and ensure that any outstanding workbooks are noted and individuals who are off sick / leave / maternity are asked to complete the document on their return.	JB
12.01.10	166	Ch Supt Johnson to take the issue of front counter cover to the next Territorial Policing meeting and raise as an operational matter.	02.02.10 The TP meeting has not yet taken place. Ch Supt Johnson to raise this at the 1-1 with ACC Graham in March. 16.02.10 This was raised at the Confidence Meeting and is going to be looked at by ACC Graham. Until then the issue is to be managed by the BCU and SMT are to decide on a line manager who will be responsible for all front counter clerks. All clerks' duties are to be put on DMS. CI Bibby to pick up the issue and discuss with Jim McMonies.	SJ


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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.	<i>02.02.10 This is to be raised at the forthcoming Performance Reviews to ensure the BCU has correct levels of TOIL recorded and set a plan for appropriate management. 16.02.10 The Performance Reviews being next week and the issue of TOIL will be raised. A full report is to be provided on 23.02.10.</i>	JB / JMc
02.02.10	168	BF to organise a date and time for SMT to get together and develop a new Risk Register.	<i>16.02.10 This meeting is taking place on 22.02.10 and a full update will follow.</i>	BF
02.02.10	169	Supt Towler, Inspector Murray and Malcolm Woodman to discuss the BCU Fund and how it could be allocated, and come back to SMT with (a) proposal(s), which must be linked to Confidence. Supt Towler to lead on this.	<i>16.02.10 Ch Supt Johnson has the draft notes for the BCU fund and will bring to the next meeting.</i>	SJ
02.02.10	170	Margaret Feeney to forward the accident reports to SMT, and also to put a message out to inform staff that they have a responsibility to report accidents / incidents and to take immediate action to mitigate any residual risks.	<i>16.02.10 MF has been sending these forms out to SMT, but Ch Supt Johnson has not been receiving them. This may be because they have gone to the wrong person. MBH to check with MF. Action TO BE REMOVED.</i>	CLOSED 16.02.10
02.02.10	171	Margaret Feeney to look into Fire & First Aid provision within the BCU to ensure that the guidelines are being adhered to, and that the fire drills are still fit for purpose.	<i>16.02.10 An update is to be provided at the next meeting on 23.02.10.</i>	MF
02.02.10	172	Supt Towler to contact Jane Sauntson with regards to completing a gap analysis and Action Plan for the Force re the Single Equality Scheme.	<i>16.02.10 An update is to be provided at the next meeting on 23.02.10.</i>	AT

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<u>Agenda Discussion – Open Section</u>		
1. Apologies	The above apologies were given.	
2. Guests:	Jo Dowling attended the meeting and it was agreed that she will become a member of both SMT and AMT, attending where possible.	
3. Minutes and Actions	Minutes from the meeting on 2 nd February 2010 were approved and noted.	
4. Performance	<p>(i) Crime and Disorder The overall performance figures are looking good with only two areas of concern which are Burglary Other than Dwellings and Class A Drugs. A spike in BOTD figures has occurred due to the spate of crimes in Wigton so Insp Kelly is leading on some work in terms of Burglaries. Work is also ongoing with Class A Drugs and it is hoped that the drugs figures will go in to the green following this.</p> <p>(ii) Finance Malcolm Woodman circulated the latest set of figures and it was noted that the overspend is forecasted at £400,000. £267,000 of this has been incurred due to the flood however, and the remainder of the overspend is actually reducing each month. There have been some major incidents that have incurred large costs in terms of overtime, including Op Limetree, Luxembourg and Cedar. DCI Backhouse is to provide a closure report for Operation Cedar, including a financial breakdown, and bring back to the meeting on 2nd March 2010. Following the HMIC Inspection, a total of £6,000 has been spent on extra equipment such as anti-harm suits, pillows and blankets etc. Ch Supt Johnson, Supt Towler, CI Bibby and Malcolm Woodman to look into the detail of the BCU's spending, and try to remove some of the lines of costs such as the amount accrued by officers working into their RD's.</p> <p>(iii) Wellbeing at Work, including Health & Safety There were no Wellbeing at Work issues to raise. The list of open sickness list has reduced, which may be to do with the fact that it is being raised daily with AMT.</p>	<p>ACTION 173</p> <p>ACTION 174</p>
5. Recovery	<p>A full update is to be provided at the next meeting. Ch Supt Johnson has commissioned (currently restricted) CSI James Gibson to take photographs of Police Officers and Staff interacting with members of the public, which are to replace the existing pictures that are displayed around the BCU stations.</p>	

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<p>6. Items from Strategic Meetings</p> <p>7. Policing Pledge Action Plan</p> <p>8. Efficiencies</p> <p>9. Any Other Business</p>	<p><u>Confidence Meeting</u> The interim report from HMIC suggests that the Force will be awarded a 'Fair' grade for the inspection, and although this is a definite improvement on the last one, it is thought that the things done to ensure the BCU improved may not be sustainable for the future.</p> <p>There will no longer be a Policing Pledge meeting every fortnight, this will now be covered in the Confidence meeting. The agenda for this needs to be looked at to ensure all areas are covered.</p> <p>No new efficiencies were identified at the meeting but the issue about the Policing Pledge (SSCM and updating the websites) was raised, as it is felt that this is hugely inefficient. The cost of this has not yet been calculated, but it may be more beneficial to employ a number of clerks to update the information rather than having officers doing it who are spending less time being visible in the communities. It was asked that all Inspectors identify any inefficient processes and working practices with regards to the Policing Pledge, and communicate these back to CI Bibby.</p> <p>As Fiona Miller is leaving her role as Accounting & Budget Manager at HQ, Malcolm Woodman will be taking over part of her role as link with Ch Supt Kevin McGilloway. This will mean that there will be occasions when Malcolm is working in Penrith rather than at AHQ, but should not affect the work he currently does.</p> <p>Positive Feedback was received after Community Safety officers made themselves visible in Tesco at the weekend. CI Bibby is to feed back the comments to David Thompson, and to thank him for organising the event.</p>	<p align="center">ACTION 175</p>	
<p>Date of minute</p>	<p>Action No.</p>	<p align="center">New Actions</p> <p align="center"></p>	<p align="center">Status / Action Man.</p>
<p>16.02.10</p>	<p>173</p>	<p>DCI Backhouse is to provide a closure report for Operation Cedar, including a financial breakdown, and bring back to the meeting on 2nd March 2010.</p>	<p align="center">MB</p>
<p>16.02.10</p>	<p>174</p>	<p>Ch Supt Johnson, Supt Towler, CI Bibby and Malcolm Woodman to look into the detail of the BCU's spending, and try to remove some of the lines of costs such as the amount accrued by officers working into their RD's.</p>	<p align="center">SJ / AT / JB / MW</p>

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16.02.10	175	All Inspectors to identify any inefficient processes and working practices around the Policing Pledge and communicate these back to CI Bibby.	JB
DATE OF NEXT MEETING: Tuesday 23rd February, 9:00am, AHQ			

Meeting closed 11:20am