

NOT PROTECTIVELY MARKED



**WEST CUMBRIA AREA  
(Open Minutes)  
SMT MEETING  
Tuesday 16<sup>th</sup> November 2010  
1000 HRS**

**Present**

Supt Andy Towler (AT)  
CI Justin Bibby (JB)  
DCI Tony Bolton (TB)  
Carl Patrick, Performance Manager (CP)  
Jim McMonies, APA (JM)  
Malcolm Woodman, Finance Manager (MW)  
Theresa Peel A/Admin Manager (TP)  
Vicki Hastings, Health Management Officer (VH)  
Avril Stevens, Wellbeing Services Manager (AS)  
Mary Beth Hirst (Minutes)

**Apologies**

Chief Supt Steve Johnson (SJ)


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<b>Date of minute</b>	<b>Action No.</b>	<b>Previous Actions</b>	<b>Update</b>	<b>Status / Action Man.</b>
09.03.10	<b>178</b>	Supt Towler is to complete a 3 month review of West BCU's Information Sharing Agreements and report back to the meeting on Tuesday 8 <sup>th</sup> June.	07.09.10 <i>The presentation is to be delivered on Tuesday 21<sup>st</sup> December 2010.</i> 13.09.10 <b>Supt Towler has spoken with Niall Kirkpatrick. He is working with practitioners in West Cumbria to develop 40 practitioner-based ISA's which are available for review on the Sharepoint portal. He will update SMT in 2011 when this work is complete.</b>	<b>AT</b> <b>Deferred until</b> <b>07.01.11</b>
13.04.10	<b>188</b>	The West Cumbria Leadership Plan is to be remitted back to CI Bibby to refresh and include as part of the HR Plan.	27.04.10 <i>This is to be re-visited in Mid May.</i> 11.05.10 <i>Ch Supt Johnson and CI Bibby are to discuss these and bring back to the meeting on 06.07.10</i> 06.07.10 <i>Ongoing</i> 20.07.10 <b>The current Leadership plan needs to have a number of amendments made to it. Ch Supt Johnson and CI Bibby are to pick this up.</b>	<b>SJ / JB</b> <b>Update on</b> <b>14.12.10</b>
13.04.10	<b>189</b>	CI Bibby is to build the Cultural Analysis Survey into the Leadership plan and bring back to SMT as an Action Plan.	27.04.10 <i>An update is to be provided at the next meeting.</i> 11.05.10 <i>Activity is ongoing in relation to this and an update will be provided on 06.07.10.</i> 06.07.10 <b>Ongoing</b>	<b>JB</b> <b>Update on</b> <b>14.12.10</b>
19.10.10	<b>220</b>	CI Bibby is to look into training days for Sergeants.	02.11.10 <i>Organisation for these two days is under way and the Oval Centre has been booked for 19<sup>th</sup> and 27<sup>th</sup> January 2011. As many SMT members are to attend as possible.</i> 16.11.10 <b>This has now been sorted, an agenda now needs to be created for both days. All of the SMT are to attend both days. Action is TO BE REMOVED.</b>	<b>CLOSED</b> <b>16.11.10</b>

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19.10.10	<b>221</b>	DCI Bolton is to work with Paul Bradley and Paul Latham to develop the CID 99, training for which can be delivered during the Sgt Training Days.	02.11.10 A new sample form has been rolled out in North as a pilot that the BCU are working to. DCI Bolton is to track this and find out what the outcome of the pilot is. 09.11.10 Work is ongoing in relation to this and DCI Bolton is trying to find out what the corporate direction is. 16.11.10 This is now being managed as day business. Action is TO BE REMOVED.	<b>CLOSED</b> 16.11.10
19.10.10	<b>223</b>	CI Bibby is to pick up the issue around property and exhibits with Insp Barr and ensure that the process is tightened up.	02.11.10 Insp Barr is working on this on behalf of CI Bibby and is looking to merge the Miscellaneous and CID stores. Update to be provided on 30.11.10.	<b>JB</b> Update on 30.11.10
02.11.10	<b>224</b>	Theresa Peel is to look into the issue with the interview rooms and provide an update to SMT once a quote for insulation has been received.	09.11.10 Update to be provided when Theresa is present. 16.11.10 Theresa Peel is to get in touch with Martin West to see if this has been received yet.	<b>TP</b>
02.11.10	<b>225</b>	The Change Support Team is to work up some options for communication for the new NPT structure. The team will forward the preferred option to SMT in 3 weeks.	09.11.10 Update to be given in 2 weeks. 16.11.10 This has now been done. Action is TO BE REMOVED.	<b>CLOSED</b> 16.11.10
09.11.10	<b>226</b>	It was suggested that an individual should be tasked to do an ongoing piece of work around the BCU Targets which details the activity that is ongoing around these individuals. Supt Towler is to look into this.	16.11.10 The issue of ownership was raised at the T&CG meeting on Thursday and supervisors made aware. Action TO BE REMOVED.	<b>CLOSED</b> 16.11.10
09.11.10	<b>227</b>	Supt Towler is to speak to Mark Clements to see where the Youth Strategy sits with the CDRP.	16.11.10 This is now ongoing business for Supt Towler. The Youth Strategy sits under the Area Management Meeting rather than the SMT. Action TO BE REMOVED.	<b>CLOSED</b> 16.11.10

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Date of minute	Action No.	New Actions 	Status / Action Man.
16.11.10	<b>228</b>	The Stress, Trauma & TRiM presentation is to be put on the agenda for the first Sgt training days in January. This presentation is also to be put on the agenda for the first BCU Workforce meeting in January.	<b>JB / Insp Gartland</b>
23.11.10	<b>229</b>	Jim McMonies is to send an email to HQ to request an update on the Admin Review as none of the SMT have been sighted on this and progress is being held up by the decisions being held at HQ. A decision is required on the situation with the Management Support Clerk role as soon as possible, and also the CID promotion boards.	<b>JMc</b>
23.11.10	<b>230</b>	The Health & Safety Plan is to be brought to the next BCU Workforce meeting. This action is to be remitted to the BCU Workforce meeting and the plan will be monitored through this.	<b>JB</b>

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<p><b>1. Apologies</b></p> <p><b>2. Guests:</b></p> <p><b>3. Minutes and Actions</b></p> <p><b>4. Performance</b></p>	<p><b>Agenda Discussion – Open Section</b></p> <p>The above apologies were given for those who were not able to attend the meeting.</p> <p>Vicky Hastings and Avril Stevens attended the meeting and did a presentation to the group on Stress, Trauma and TRiM. The SMT were all in agreement that this information would be beneficial for all Supervisors and Line Managers to receive, therefore the presentation is to be put on the agenda for the first training days in January. Vicky was also asked to attend the first BCU Workforce meeting in the new year and present to this group.</p> <p>The actions from the previous meeting were discussed and updated as above.</p> <p>(i) Crime and Disorder Last month was a particularly bad month in terms of crime numbers where the BCU was over target, however there were no major issues to be raised from this. BCU performance is weak in relation to Criminal Damage and is currently 40 under target in this area. The drug squad is still committed to Operation Mitre and are working for North Cumbria. They are to be released back to West on 25<sup>th</sup> November. Overtime costs are being shared between the two BCU's for this operation due to the number of West staff working on it. DCI Bolton is to ensure rigorous management of overtime for all level 2 crime operations.</p> <p>(ii) Finance, including efficiencies The finance quotes have been finished from this month, and the BCU has gone from being underspent to now being overspent. This is mainly due to the number of staff coming into the BCU, filling vacancies. Also with the 9 officers coming off their Flexible Working applications and going full time, this has affected the figures. There will soon be 4 unidentified gaps due to the leavers going. On a more positive side however, the sickness costs this month are minimal, due to the robust management.</p> <p>(iii) Wellbeing at Work, including Health &amp; Safety There has been a request from CID to put 2 more desks in the their office, however it was agreed that there is not enough space and staff will need to get used to hot-desking, as not everyone needs a desk at the same time. This is a cultural change that officers and staff will need to get used to.</p> <p>There has also been a complaint submitted about staff getting red, itchy eyes from working in room 13 on the second floor (new Change Support Team office). PS Patrick is to look into this.</p> <p>There have been some concerns raised that the new meeting structure is not fit for purpose as there is now no forum for Wellbeing issues, but that the SMT is not the place to be discussing these issues in detail. CI Bibby clarified this by saying that the SMT recognise the importance of Health &amp; Safety, and Wellbeing</p>	<p><b>ACTION 228</b></p>
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<p><b>5. Items from Strategic Meetings</b></p> <p><b>6. Any Other Business</b></p>	<p>issues, which was illustrated at the meeting by having a significant input from the Wellbeing department this morning. All actions from previous and future Wellbeing meetings will be incorporated into the new BCU Workforce meeting and issues will be raised at the SMT meeting when necessary. Any exceptional issues or actions will be raised at the SMT meeting and remitted to the BCU Workforce meeting as and when required.</p> <p>No further matters were raised.</p>	
<p><b>DATE OF NEXT MEETING: Tuesday 23<sup>rd</sup> November, 10:30am, AHQ</b></p>		