



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

**Tuesday 23<sup>rd</sup> March 2010  
1045 HRS**

**Present**

Supt Andy Towler (AT)  
DCI Mark Backhouse (MB)  
Sgt Brian Forster, Performance Manager (BF)  
Malcolm Woodman, Finance Manager (MW)  
Theresa Peel A/Admin Manager (TP)  
Mary Beth Hirst (Minutes)

**Apologies**

Chief Supt Steve Johnson (SJ)  
CI Justin Bibby (JB)  
Jim McMonies, APA (JM)  
Jo Dowling, Press Officer HQ (JD)

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

<b>Date of minute</b>	<b>Action No.</b>	<b>Previous Actions</b>	<b>Update</b>	<b>Status / Action Man.</b>
17.11.09	<b>153</b>	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><i>16.02.10 See update from 02.02.10.</i></p> <p><i>23.02.10 Update to be provided at next meeting.</i></p> <p><i>02.03.10 Jim McMonies has contacted Ashley Tiffin, Senior Lecturer in Policing at Cumbria Univeristy, and will now take this forward with him.</i></p> <p><b>23.03.10 This action is now TO BE REMOVED.</b></p>	<p align="center"><b>CLOSED</b> <b>23.03.10</b></p>

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

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 11<sup>th</sup> March.</p> <p>23.02.10 Update to be provided on 16.03.10 after Insp's Away Day</p> <p>02.03.10 A discussion took place about this as the steer is that there will be 2 internal events for Police employees only. Insp's will be asked to put forward nominations by mid March and a panel will decide on who will receive the awards. Update on 16.03.10.</p> <p><b>23.03.10 A decision has been made by the Chief Constable that there will be two formal events to recognise the work done during the floods, and due to lack of funding there will be no debrief in West. Action is now TO BE REMOVED.</b></p>	<p align="center"><b>CLOSED 23.03.10</b></p>
----------	-----	--	---	--

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

08.12.09	<b>159</b>	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> <p><i>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 &amp; Margaret Feeney to go through the plans and check they are fit for purpose.</i></p> <p><i>16.02.10 The final handover has not yet taken place, but the final plans will be reviewed once this has gone ahead.</i></p> <p><i>23.02.10 Update to be provided on 02.03.10.</i></p> <p><i>02.03.10 SMT are to come together for half a day to make some final decisions on the new layout of AHQ.</i></p> <p><b>23.03.10 The meeting took place on 17.03.10 and decisions about the layout at AHQ were made. TO BE REMOVED.</b></p>	<b>CLOSED</b> <b>23.03.10</b>
12.01.10	<b>166</b>	Ch Supt Johnson to take the issue of front counter cover to the next Territorial Policing meeting and raise as an operational matter.	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>23.02.10 Update to be provided on 02.03.10.</i></p> <p><i>02.03.10 This is to be joined with actions 175 &amp; 176 about Front Counters in the BCU. A full update is to be provided on 06.04.10.</i></p> <p><b>23.03.10 This is to be deferred until the next meeting when CI Bibby and Jim McMonies are present.</b></p>	<b>JB/JMc</b>

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

02.02.10	<b>169</b>	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.	<p><i>16.02.10 Ch Supt Johnson has the draft notes for the BCU fund and will bring to the next meeting.</i></p> <p><i>23.02.10 Update to be provided at the meeting on 02.03.10.</i></p> <p><i>02.03.10 A final agreement now needs to be made on how the BCU fund will need to be spend. Update at the next meeting.</i></p> <p><b><i>23.03.10 Some recommendations have been made on how much money will be provided from the BCU fund and this now needs to be communicated back to CDRP, which will be done at the meeting in May. Supt Towler and Malcolm Woodman to discuss.</i></b></p>	<b>AT/MW</b>
16.02.10	<b>174</b>	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><i>23.02.10 This discussion is still to take place. Update to be provided on 02.03.10.</i></p> <p><i>02.03.10 A meeting is to be set up for SJ, AT, JB, MB and MW to discuss this matter. Update from this meeting to be provided once it has taken place.</i></p> <p><b><i>23.03.10 This meeting has now taken place. Malcolm Woodman to speak to CI Bibby about a sum of money for overtime and how this will be managed. An update is to be provided at the next meeting.</i></b></p>	<b>JB / MW</b>
02.03.10	<b>177</b>	DCI Backhouse is to raise the issue of the CID selection boards at the next CID SMT and share the concerns of the SMT with the group. An update is to be provided at the next meeting.	<p><b><i>23.03.10 This issue was raised at the CID SMT meeting yesterday. An update was provided later on in the meeting (see agenda item 7 - Items from Strategic Meetings). Action is now TO BE REMOVED.</i></b></p>	<b>CLOSED</b> 23.03.10
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.		<b>AT</b> <b>Deferred until</b> <b>08.06.10</b>
09.03.10	<b>179</b>	Jim McMonies is to find out the timescale for the Establishment Panel to make their decision on what is happening with the Admin Manager vacancy, and the possibility of getting an agency member of staff to backfill in the meantime.	<p><b><i>23.03.10 Update to be provided at the next meeting when Jim McMonies is present.</i></b></p>	<b>JMc</b>

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

09.03.10	<b>180</b>	The BCU contract has been sent out; Brian Forster is to circulate this to SMT for comments and will be brought back to the next meeting for discussion.	<i><b>23.03.10 Version 2 of the BCU Contract has now been sent out, and Brian Forster is to speak to Ch Supt Johnson about taking this forward.</b></i>	<b>BF/SJ</b>
----------	------------	---	---	--------------


**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

<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>5. Recovery</b></p>	<p><u>Agenda Discussion – Open Section</u></p> <p>The above apologies were given.</p> <p>No guests attended the meeting.</p> <p>Minutes from the meeting on 2<sup>nd</sup> March 2010 were approved and noted.</p> <p>(i) Crime and Disorder The BCU is on track in terms of performance, with the only slight issue of concern being Burglary Other than Dwelling. Following two good weeks of performance in this area however, today's figure stands at - 30. The only figure in the red is drug offences, but unfortunately this will not go into the green by the end of the financial year. DCI Backhouse has sent out some advice to officers on how to crime classifying Class A drugs (or what are perceived to be Class A drugs) seizures.</p> <p>(ii) Finance Malcolm Woodman has still not received information on what next year's budget will be. Discussions are taking place at the centre on how the vacancy factor can be split. Last year this was too high for West, and it is likely that this will be the case next year too. The auditors came to the BCU yesterday and carried out a full inspection of the finances. Initial feedback from this was positive and that everything was as it should be. Malcolm is now to speak to CI Bibby about the management of overtime money, and how much can be taken from the budget to create a 'T&amp;CG fund'.</p> <p>(iii) Wellbeing at Work, including Health &amp; Safety A member of the Police Authority carried out a mystery shopping exercise this morning, and feedback from this was that the front doors don't open automatically to allow for disabled access. It was noted that the new name for mystery shopping is the 'Continuous Improvement Agenda'.</p> <p>Vending machines will be fitted on the top floor opposite the gym, which will contain crisps and sandwiches etc, and there will be a tea / coffee machine put in the night kitchen. These will be put in place over the next couple of weeks and will remain until the ground floor is back in action when they will be put in the new canteen. Carpets are being put in five of the offices on the ground floor this week, and work is ongoing gradually to get the area back to normal.</p>	
---	--	--

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

<p><b>6. Items from Strategic Meetings</b></p>	<p><u>CID SMT</u> DCI Backhouse attended the meeting yesterday and one of the decisions made was that there will be no CID boards for DC's due to the structures review. This may cause some issues in the future as there are currently 6 vacancies identified within West CID, and this number will increase. North and South have some DC's in reserve from previous boards and are therefore in a better position than West. DCI Backhouse is to discuss this with Barry Carruthers who will carry it over when he starts in West.</p> <p><u>Force T&amp;CG</u> ACC Skeer asked that a review is to be done of Hate Crimes to explore the investigative process of Hate Crimes and to ensure that the process is accurate. DCI Backhouse is to pass this on to Barry Carruthers and ask that the piece of work is brought back to the first SMT in June, which will be Tues 1<sup>st</sup> June. No new efficiencies were identified.</p> <p><u>Tier 5 interviewing</u> A number of requests have been submitted to the Area Learning Panel with regards to a tiered interviewing course. At the last ALP meeting it was agreed to look into what training is already available in area, what compared to the demand, and what can be done to improve the training course. DCI Backhouse to pass this on to Barry Carruthers when he takes over his role in West.</p>	<p><b>ACTION 181</b></p> <p><b>ACTION 182</b></p> <p><b>ACTION 183</b></p>
<p><b>8. Efficiencies</b></p>	<p>No new efficiencies were identified.</p>	
<p><b>9. Any Other Business</b></p>	<p>Supt Towler thanked DCI Mark Backhouse for the hard work he has done over the past 16 months in protecting people and preventing crime in West Cumbria. DCI Backhouse will return to North Cumbria and Barry Carruthers will begin in West on 1<sup>st</sup> April 2010.</p> <p><u>West Cumbria Leadership Plan</u> This is to be deferred until the next meeting when Ch Supt Johnson is available.</p> <p><u>Strategic Work Programme</u> Brian Forster circulated this during the meeting, an update for which is to be provided to HQ by the end of this month. Brian is to obtain the previous plan and send it to Supt Towler so that it can be discussed with Ch Supt Johnson and an update sent to HQ by 31<sup>st</sup> March.</p> <p><u>Actions raised at the informal meeting on 09.03.10</u> To be completed...</p>	<p><b>ACTION 184</b></p>

**SMT MEETING - 23 March 2010 - NOT PROTECTIVELY MARKED**

Date of minute	Action No.	New Actions 	Status / Action Man.
23.03.10	<b>181</b>	DCI Backhouse is hand over the issue of vacancies within CID to Barry Carruthers and ask him to look at / manage the impact the cancellation of ICIDP boards will have in the future in CID.	<b>BC</b>
23.03.10	<b>182</b>	DCI Barry Carruthers is to be asked to do a review on Hate Crimes and bring back to the SMT meeting on 01.06.10	<b>BC</b>
23.03.10	<b>183</b>	DCI Barry Carruthers to look into what training is available in area for tier 5 interviewing, and what provisions there are for this to continue past April 2010.	<b>BC</b>
23.03.10	<b>184</b>	Brian Forster is to obtain the previous Strategic Work Programme and discuss with Supt Towler and Ch Supt Johnson before sending an update to HQ by 31 <sup>st</sup> March 2010.	<b>BF / AT/ SJ</b>
<b>DATE OF NEXT MEETING: Tuesday 6<sup>th</sup> April, 10:30am, AHQ</b>			

Meeting closed 13:00