



**WEST CUMBRIA
(Open Minutes)
SMT MEETING**
Tuesday 27th April 2010
1030 HRS

Present

Chief Supt Steve Johnson (SJ)
Supt Andy Towler (AT)
CI Justin Bibby (JB)
Sgt Brian Forster, Performance Manager (BF)
Jim McMonies, APA (JM)
Malcolm Woodman, Finance Manager (MW)
Theresa Peel A/Admin Manager (TP)
Mary Beth Hirst (Minutes)

Apologies

DCI Barry Carruthers (BC)

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Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
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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.	<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 & 176 about Front Counters in the BCU. A full update is to be provided on 06.04.10.</i></p> <p><i>23.03.10 This is to be deferred until the next meeting when CI Bibby and Jim McMonies are present.</i></p> <p><i>06.04.10 Work is ongoing re footfalls, and also a piece of work is to be started to find out what members of the public want from the front counters. Lunch breaks are no longer to be covered by PC's or PCSO's; front counters will be closed during this period and this MUST be advertised on the websites. CI Bibby to ensure that this is done. An update is to be provided at the next meeting.</i></p> <p><i>13.04.10 This is to be discussed at the next Establishment meeting. Brian Forster is to raise the issue of closing stations at lunch time at the AMT meeting tomorrow and provide an update to the SMT on 20.04.10.</i></p> <p><i>27.04.10 MW circulated the footfall data and a discussion took place about it. MW is to put a narrative to the document which will then be cross referenced with the work done by the NPT's. Action is TO BE REMOVED and picked up as part of the Confidence Meeting.</i></p>	<p align="center">CLOSED 27.04.10</p>
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16.02.10	174	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>23.02.10 <i>This discussion is still to take place. Update to be provided on 02.03.10.</i></p> <p>02.03.10 <i>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>23.03.10 <i>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></p> <p>06.04.10 Some controls have been put in place to ensure that overtime is authorised by Inspectors only. Malcolm Woodman is to get a list of the Inspectors' signatures to identify who has signed the forms. Supt Towler thanked CI Bibby for the hard work that has been done on this and the plans that have been put in place. A formal update is to be provided on 11th May.</p>	JB / MW Deferred until 11.05.10
09.03.10	178	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 th June.		AT Deferred until 08.06.10
09.03.10	180	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.	<p>23.03.10 <i>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.</i></p> <p>06.04.10 <i>This is on hold by HQ at the moment. Brian Forster is to speak to Ch Supt Johnson when he returns, about what should be sent out to staff next week re the Performance Contract.</i></p> <p>13.04.10 <i>The Performance Contract should be returned today so an update will be provided at the meeting on 20.04.10.</i></p> <p>27.04.10 Ch Supt Johnson is to chase up the final version of the contract from Jane Sauntson.</p>	BF/SJ

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06.04.10	186	CI Bibby and CI Stamper to have a discussion on recovery handover timescales.	<i>13.04.10 There is a need for the BCU to take ownership of the building to ensure the building work can take place under close management. An update is to be provided on 20.04.10 (Further discussion on this took place in the Closed section of the meeting). 27.04.10 A meeting will be held tomorrow where a formal handover will take place between CI Bibby and CI Stamper. Half of the ground floor will be open next week and the main conference room will be up and running in 3 weeks. The far end of the building will be completed in 4 – 6 weeks.</i>	JB
13.04.10	187	Malcolm Woodman is to monitor fuel costs and mileage done, and compare the costs to last year to see how much the increase in fuel costs is impacting on the budget.	<i>27.04.10 This is to be looked at bi-monthly and will next be looked at in June.</i>	MW Deferred until 22.06.10
13.04.10	188	The West Cumbria Leadership Plan is to be remitted back to CI Bibby to refresh and include as part of the HR Plan.	<i>27.04.10 This is to be re-visited in Mid May.</i>	JB Deferred until 11.05.10
13.04.10	189	CI Bibby is to build the Cultural Analysis Survey into the Leadership plan and bring back to SMT as an Action Plan.	<i>27.04.10 An update is to be provided at the next meeting.</i>	JB


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<p>1. Apologies</p> <p>2. Guests:</p> <p>3. Minutes and Actions</p> <p>4. Performance</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 13th April 2010 were approved and noted.</p> <p>(i) Crime and Disorder</p> <p>There is some pressure on Burglary Dwellings this month as the BCU has already gone over target for the month. Burglary Others and Criminal Damage offences are on track and performance in Theft from Vehicle offences is good so far this month. Anti Social Behaviour offences are down, indicating that Operation Landau has been a success.</p> <p>Supt Towler and CI Bibby have been through all events for 2010/11 and planning is almost complete for all. The World Cup has now been planned and the approach is to have a full operation. All Level 2 partners are on board for this.</p> <p>(ii) Finance</p> <p>The 2010/11 budget has now been received, copies of which were circulated to the group and a discussion took place about it. There has been no word about the Specials Co-ordinator and how this will be funded. Supt Towler is to raise this at the Ops Board tomorrow.</p> <p>Supt Towler made a request for a sum of money to be made available from the budget for overtime. Supt Towler and Malcolm Woodman are to take this out of the money to discuss how much money can be put aside for this purpose.</p> <p>CI Bibby is to look into the costs for vehicle hire and see if this can be reduced.</p> <p>It was agreed that finance and budgetary matters are the responsibility of all of the SMT, not just the Finance Manager. Therefore SMT are to ensure that any money-wasting behaviour is challenged, for example printing out documents unnecessarily, not sharing vehicles, hire cars etc. The new intranet could be utilised for this, such as to advertise when staff / officers are travelling to HQ for courses.</p> <p>(iii) Wellbeing at Work, including Health & Safety</p> <p>The gym equipment has now been sorted and a new contract has been set up for it. Following the near miss report at the last Wellbeing meeting, it was asked that any further incidents are recorded and the issue of double crewing has been remitted to David Hitch in PSD.</p>	<p>ACTION 190</p> <p>ACTION 191</p>
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<p>5. Items from Strategic Meetings</p>	<p><u>Force T&CG</u> There is to be no Force World Cup Strategy, this will be managed locally. (This has been organised within the BCU, as discussed previously). The Local Public Service Board arrangements look like they may discontinue – although the majority of the partners are on board to continue, Allerdale Borough Council are not. Supt Towler is to look at the statutory requirements of partners to note for the future.</p> <p>Supt Towler met with the Chair of the Federation and where staffing was discussed, and also the Chairman of the BBC who was shown the new bridges and the impact of the floods in the area.</p> <p>The Reduction in Reoffending Group will now replace the JAG meetings, which is a newly created, much broader group that has integrated all of the reoffending groups.</p> <p><u>Criminal Justice Board</u> CI Bibby did a presentation to the group on behalf of West staff, and at the meeting West BCU was highlighted as having the best performance. Management of change was raised as a key area of business, but no official decision has been made on potential moves to Carlisle.</p> <p><u>SMF</u> One area of discussion was the new Attendance Management Policy, and the issue of Fit notes was raised as there is no section on the Policy which helps Sergeants in terms of how staff should be managed when returning to work with a Fit note, and what duties they can carry out. Joanna Bancroft and Andrew Taylor are completing a piece of work on this.</p> <p>There will be an entry of 15 new officers to the Constabulary in June, and it has been proposed that West will receive 6 or 7 of the recruits.</p> <p>It was asked that the new webcams are utilised as much as possible, but that the SMT continue to visit the NPT stations wherever possible so that visibility remains high.</p> <p>There have been suggestions that the C3PO system (Lancashire Police version of NSPIS) could be introduced to Cumbria Constabulary and this is currently been looked into. CI Bibby and Insp Gartland are to look into and send a reply to Lancashire.</p>	<p>ACTION 192</p>
<p>8. Efficiencies</p>	<p>The return has been sent back to HQ and Malcolm Woodman is now awaiting a reply. Now that the new budget has been received, a message is to be sent out to request ideas for this year's efficiency savings. Malcolm Woodman is to find out what the cashable savings are to be, and this is to be captured as part of the PDC.</p>	
<p>9. Any Other Business</p>	<p>A request has been sent by Finance Resources to put forward any suggestions for the auditors to look at. This was discussed and no suggestions were made.</p>	

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		<p>HMIC are coming to West Cumbria on 20th May to carry out reality checking on ASB. Supt Towler, CI Bibby, Brian Forster and PS Farnworth are to meet on Friday at Whitehaven in preparation for this.</p> <p>There are currently 52 names on the list for the 'After the Flood' event on 10th May, and only 14 for the 25th May. This is a disappointing number of staff members and discussion took place about how this could be resolved. Ch Supt Johnson is to discuss with the Chief Constable.</p> <p>The BCU intranet is to go live on Friday 30th April and there will be a page for each BCU. Brian Forster, Mary Beth Hirst and Rachel Pape will be updating the site regularly and are in the process of uploading documents, but some information is required about visions and announcements to complete it and ensure it is fully up and running on Friday.</p> <p>The report is back from the recent audit, results of which were very good. Ch Supt Johnson thanked Malcolm Woodman and Theresa Peel for their input and ensuring it went successfully.</p> <p><u>Actions from Informal meeting on 4th May 2010</u> Supt Towler and DCI Carruthers are to pick up on PVP performance and look at ways to improve this by the next update in July.</p> <p>Supt Towler is to look in to improving the communication between PPU and officers, to ensure officers are away of which jobs are being investigated by other officers, so that links can be made with regards to community impact assessments.</p> <p>Malcolm Woodman is to contact Julie Johnstone to establish the timescale for the performance pack.</p>	<p>ACTION 193</p> <p>ACTION 194</p> <p>ACTION 195</p>
Date of minute	Action No.	New Actions 	Status / Action Man.
27.04.10	190	AT to raise the issue of the Specials Co-ordinator role at Ops Board on Wednesday to establish where this post will be funded from.	AT
27.04.10	191	AT and MW are to have a discussion outside of the meeting about setting aside a sum of money from the budget to pay for overtime.	AT / MW
27.04.10	192	CI Bibby and Insp Gartland are to look into the C3P0 system and reply to Lancashire about whether or not it could be utilised successfully in Cumbria.	JB / DG

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04.05.10	193	Supt Towler and DCI Carruthers are to pick up on PVP performance and look at ways to improve this by the next update in July.	AT / BC
04.05.10	194	Supt Towler is to look in to improving the communication between PPU and officers, to ensure officers are away of which jobs are being investigated by other officers, so that links can be made with regards to community impact assessments. Also to look into the protection of Mr Iredale.	AT
04.05.10	195	Malcolm Woodman is to contact Julie Johnstone to find out the timescales for the Performance pack.	MW
DATE OF NEXT MEETING: Tuesday 11th May, 10:30am, AHQ			

Meeting closed 13:00