

**South Cumbria BCU  
SMT Meeting Action Schedule**

**OPEN**

**Updated 9 February 2009**

**Discharged or completed Actions will be shaded out and remain on the list for one further meeting, to allow members who were not present to note disposal.**

<b>Date of meeting</b>	<b>No.</b>	<b>Action</b>	<b>Action Manager</b>	<b>Completed / To note</b>
01.09.08	<b>297</b>	To undertake a review of BCU Admin functions (after 22.09.08) and report back to SMT in November.	Andy Towler	Paper prepared by Supt Towler discussed, Recommendations examined. Discharged.
08.12.08	<b>342</b>	To implement transfer of the floating Sergeant to Custody.	Ali Duffy	On-going.
08.12.08	<b>343</b>	To meet with Steve Tanner and discuss and bring forward proposals to fill the Case Coordinator vacancy.	Carol Dobson	Discharged. To be progressed as a temporary post.
12.01.09	<b>344</b>	To review theft from motor vehicle offences for the financial year to date.	Dave Banks	Discharged.
12.01.09	<b>345</b>	To circulate reminder to SMT to identify departmental risks for inclusion on the BCU risk register.	Ken Jewell	Discharged.
12.01.09	<b>346</b>	To bring forward proposals for recording IYC encounters re changes to use of form 1510.	Geoff Steele	Discharged
12.01.09	<b>347</b>	To bring forward the Policing Pledge Action plan to Inspectors / Managers meeting agenda on 26.01.09.	Ken Jewell	Discharged
12.01.09	<b>348</b>	To attend SMT to discuss e-mail queries raised by self and Julie.	Graham Coles	Discharged
12.01.09	<b>349</b>	To advertise Community Intel post.	Carol Dobson	Discharged
12.01.09	<b>350</b>	To review the list of staff who have not yet completed the e learning package.	Ken Jewell & Andy Towler	Discharged, Completed.

12.01.09	<b>351</b>	To bring forward discussion about PC transferees to the next resourcing group meeting.	Andy Tower	Discharged, to be included in SMT agenda.
12.01.09	<b>352</b>	Ken and Mike to commence review of outstanding 'vicmans' and Ken to include in quarterly performance reviews and establish current position as baseline.	Ken Jewell & Mike Forrester	Discharged. Baseline established. A system for daily management of overdue vicman is in place. Vulnerable/Intimidated overdue cases identified and progressed.
26.01.09	<b>353</b>	To develop South Area Citizen Focus marketing and Comms Strategy.	SMT	SMT to take PKs proposal and consider prior to away day on 9/3.
26.01.09	<b>354</b>	By 7 March to sel assess how far down the Citizen Focus road the BCU has progressed in respect of the internal and external curstomer.	SMT	Ongoing, self assessment against the CF hallmark document.
26.01.09	<b>355</b>	By 1/5/09 to conduct a round of 4 staff open meetings at which staff can be updated from previous meetings and south CF message can be promoted.	Paul Kennedy and Julie Sharpe to arrange meetings	Discharged. Arranged.
26.01.09	<b>356</b>	To contact Jane Saunston and elicit Strategic Development dept's assistance to South Area in the measurement/monitoring of progress towards delivery of the area CF action plan.	Paul Kennedy	Ongoing
26.01.09	<b>357</b>	To speak with Peter Ridgeway, John Dyer and Tom Campbell regarding recruitment of a partnership analyst.	Andy Towler	Discharged.
09.02.09	<b>358</b>	Ken and Andy to discuss development of QA system to check victim call backs.		
09.02.09	<b>359</b>	Ken to bring Sleuth performance on to quarterly performance review agenda.		
09.02.09	<b>360</b>	To arrange an input by Environment Agency Staff to the area management meeting.	Ken Jewell	
09.02.09	<b>361</b>	To arrange a meeting towards end of February for Andy Towler, Graham Coles, Mike Forrester, Dave Banks, Geoff Steele and KJ	Julie Sharpe	
09.02.09	<b>362</b>	Personnel Issues to be included in future formal SMT Agenda.	Julie Sharpe	
09.02.09	<b>363</b>	Eliminate the resourcing meetings from diaries.	Julie Sharpe	
09.02.09	<b>364</b>	To circulate the strategic personnel issues and exceptions prior to each SMT.	Carol Dobson	
09.02.09	<b>365</b>	Return to fortnightly SMTs, 2 hour duration, commencing 1000hrs, to 1200hrs, next available SMT diary slot on SMT day, 1400hrs.	Ken to arrange Diaries with Gemma Gardner.	
09.02.09	<b>366</b>	Andy Towler to discuss with Kev Spedding and Geoff Steele whether we have need of a hospital liaison	Andy Towler.	

		officer full/part time at FGH.		
09.02.09	<b>367</b>	To contact BCU managers and seek nominations for BCU awards on 12 June.	Paul Kennedy	
09.02.09	<b>368</b>	To Check BCU and ACPO diaries for BCU Awards at barrow on 12 June.	Ken Jewell	
09.02.09	<b>369</b>	To identify a South Insp. who will liaise with SPC on behalf of the area.	Ali Dufty	
09.02.09	<b>370</b>	To speak with Sue Glenn and establish whether she has capacity to assist with Specials Training.	Ali Dufty	
09.02.09	<b>371</b>	Arrange return of Warrants Clerk to CJU, with resilience provided by CJU, when 14.5 hour admin. Vacancy can be filled.	Carol Dobson	
09.02.09	<b>372</b>	Progress recruitment of permanent 14.5 hour scale 2 post, to admin.	Carol Dobson	