

**OPEN MINUTES**

**Senior Management Meeting**

**10:00 am, Monday 12 January 2009**

Present: Paul Kennedy, Andy Towler, Mike Forrester, Ken Jewell,  
Carol Dobson & Emily Key

**1. ORIGIN briefing – Martyn Evans**

Martin outlined the scope of ORIGIN HR which is due to go live on 10.02.09. User names and passwords will be circulated prior to go live. View only access is to commence 04.02.09. All staff are asked to check and if necessary, update personal details.

**2. Apologies: Ali Dufty**

**3. Minutes of meeting 12.12.08 & outstanding actions were discussed.**

**4. Declaration of A.O.B**

- i. Critical incident e learning package. (Andy Towler)
- ii. Review cross over of SMT & Resourcing group business (Andy Towler)
- iii. Overdue 'vicman' updates

**5. Standing items**

a) Personnel issues

Previous actions were fully reviewed – no new actions raised.

b) SMT diary commitments

Reviewed.

d) Finance

i. Officer numbers projection

Emily presented a projection for the remainder of 2008/09 and for 2009/10, which identified budgetary risks for the BCU.

e) Crime reviews

Mike outlined the necessity for Area to review reported dwelling burglaries and theft from the person offences, both of which are on-going.

**Action 344**

6. Agenda items

a) Business Risk Management Handbook (Ken Jewell)

Ken's paper was discussed and Ali was appointed as South BCU Business Risk Manager.

**Action 345**

b) Stop Search & Encounter – changes to use of form 1510 (Ken Jewell)

SMT paper on proposed changes to stop search recording and use of form 1510 was discussed.

**Action 346**

c) Policing Pledge Action plan (Ken Jewell)

South delivery plan was discussed and is to remain on SMT agenda and will be reviewed with NPT Inspectors after the citizen focus training on 21 & 22.01.09. Thereafter, to be progressed by the Neighbourhood Management working group.

**Action 347**

d) TCG 2009 (Paul Kennedy)

**Action 348**

**Action 349**

7. A.O.B.

i. Critical incident e learning package (Andy Towler)

**Action 350**

ii. Review cross over of SMT & Resourcing group business (Andy Towler)

HQ personnel have asked South to take plus 2 Sergeant transferees. South agreed to this and acknowledges that we will be over establishment by 2 Sergeants at the end of the financial year.

**Action 351**

iii. Overdue 'vicman' updates (Andy Towler)

**Action 352**

8. Next formal meeting 09.02.09 @ Kendal