

**South Cumbria BCU
SMT Meeting Action Schedule**

OPEN

Updated 5 March 2008

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.

Date of meeting	No.	Action	Action Manager	Completed / To note
19.12.07	130	To advertise Forcewide role as a Researcher.	Carol Clark	Discharged – recruitment process proceeding.
22.01.08	141	To speak to Peter Train re the possibility of splitting the PDU so that recruits are training at Kendal as well as at Barrow.	Ted Thwaites	Discharged – Peter Train, together with relevant Sgt Trainers', consider the split is manageable.
22.01.08	147	To draft the Area Strategy to manage policing services with the current staff levels.	Steve Halliday & Sean Robinson	On-going.
22.01.08	149	To consult further with Helen re 2 nd ERO and bring forward proposals.	Sean Robinson	Discharged.
22.01.08	150	To speak to Ramsay Barker and ascertain reason for decreases in Court fees income this year.	Steve Tanner & Emilyn Key	Discharged.
06.02.08	157	To risk assess the BCU plan re Safer Detention & Handling of Persons in Custody.	Steve Halliday	Discharged.
06.02.08	158	To raise selection inconsistency re ICIDP with Ops Board.	Ted Thwaites	On-going.
06.02.08	160	To speak to Barry Carruthers and ascertain ICIDP course dates / places available.	Carol Clark	Discharged – will be raised at Ops Board.
06.02.08	161	To remind staff of cost implication when failing to attend pre planned training events.	Carol Clark	Discharged.
20.02.08	162a	To circulate conference phone instructions for daily tasking and TCG meetings.	Ken Jewell	Discharged.
06.02.08	164	To draft an Area sickness management action plan.	Carol Clark	Discharged – done and duly circulated.
06.02.08	166	To advertise Barrow CJU part time case worker vacancy.	Carol Clark	Discharged – advert placed.
20.02.08	167	To bring forward crime recording policy item at 08.04.08 SMT.	Ken Jewell	On-going.

20.02.08	168	To make enquiries to find a member of staff willing to work occasional hours on an ad-hoc basis in the Crime Management Unit.	Bob Stafford	On-going. Update received from Bob, who is reappraising the requirements of the Crime Management Unit in consultation with Keith Healey.
20.02.08	169	To arrange a further Sgts training day a.s.a.p.	Ken Jewell	Discharged – will take place on 19.03.08.
20.02.08	169a	To arrange similar Sgts training to be delivered when the list of newly promoted Sgts is published.	Ken Jewell	On-going.
20.02.08	170	To establish what details are included in Force joining letter regarding posting during training and thereafter.	Carol Clark	On-going. Carol has obtained copy of the police entrant letter from recruitment, which is inconclusive on the issue of eventual posting. Carol to negotiate change to the corporate letter.
20.02.08	171	To carry out a review of the duties currently being carried out by officers on restricted duties and to compile a list of tasks which are suitable for restricted staff.	Steve Halliday	On-going.
20.02.08	172	To draft a health management pro-forma and circulate to SMT.	Steve Halliday	Discharged. Links with action 164. Draft management document circulated. Slight amendments suggested by SMT and form to be adopted.
20.02.08	173	To advertise CIT Sergeant temporary post, commencement date 01.04.08.	Carol Clark	Discharged – advert placed.
20.2.08	174	To advertise Intell Unit vacancy to 'at risk' staff.	Carol Clark	Discharged – advert placed.
20.02.08	175	To ascertain when the new Detention Officer posts can be advertised.	Carol Clark & Steve Halliday	On-going. Adverts cannot be placed until duty rosters are available. Carol and Steve are meeting with the DMOs to discuss the rosters on 14.03.08.
20.02.08	176	To formulate and circulate PDR objective instruction as follows. 1. All Supervisors and managers, SMART obj. on sickness management. 2. All PCs, PCSOs & DCs one SMART objective linked to performance of their area/dept.	Don Spiller & Steve Halliday	Discharged – will be raised at Performance Review meetings.
20.02.08	177	Re meeting of Area Inspectors. To check available dates and venue and arrange Inspector cover on the day.	Ken Jewell	Discharged – meeting will take place on 04.04.08.
05.03.08	178	To take forward to the Independent Advisory Group the issue of the stop searches of black and minority individuals.	Ted Thwaites	
05.03.08	179	To advertise DC vacancy in Barrow PPU.	Carol Clark	

05.03.08	180	To check and agree number of South Sgts FTE and actual.	Carol Clark & Emilyn Key	
05.03.08	181	To review the provision of individual mobile phones to determine need and priority.	Steve Halliday & Sean Robinson	
05.03.08	182	To change name CD fund to Respect fund for new financial year.	Emilyn Key	