

OPEN MINUTES

Senior Management Meeting

10:00 am, Wednesday 12 November 2008

**Present:** Paul Kennedy, Mike Forrester, Ken Jewell Carol Dobson & Emilyn Key

1. Rich Picture brief – Martin Plummer

Martin gave a brief overview of the presentation which he will be rolling out to LPT, CID, AIU & Community staff over the next quarter.

2. Apologies: Andy Towler & Ali Dufty

3. For matters and actions arising from meeting 13.10.08 – see attached action schedule.

4. Declaration of A.O.B.

- i. Ken Jewell – targets, measures and performance indicators
- ii. Ken Jewell – Area PDC
- iii. Mike Forrester – crime issues and media contact
- iv. Emilyn Key – establishment forecasting
- v. Emilyn Key – budget responsibility authorization

5. Standing items

a) Personnel issues

Carol gave a projection of establishment to 31.03.09 based on the current recruiting plan.

**Action 328**

b) CJU Review

Carol raised the CJU review which Ted Thwaites recently undertook and said that the case coordinator post (currently being covered by a person 'acting up') is now to be advertised.

c) AIU vacant posts

The vacant posts in the AIU @ Barrow and Kendal or on hold pending the outcome of the AIU review.

**Action 329**

d) DMO half post

The successful applicant has now withdrawn and the other suitable applicant is no longer available. There is no longer sufficient time to complete a review of this half post in the current financial year.

**Action 330**

e) Sickness Management

Paul questioned how the Area proposes to manage sickness and said that, as an Area, improvements need to be made.

Carol will resume provision of sickness management information to the quarterly review process and provide details of staff hitting Occupational Health referral triggers, to the SMT.

f) PDR objectives

Ali Duffy will include discussion around the PDR objective with managers and supervisors in her monthly meetings.

**Action 331**

g) Attachments to CIT & PPO team

Mike questioned the current system for identifying officers for attachments. He would like to review the scope, selection and time scale of attachments.

**Action 332**

h) SMT diary commitments – no issues raised.

i) South Estates

Update provided by Paul Kennedy. Tudor Griffiths is working closely with architects on detailed plans for the Kendal site and discussions are on-going with Tom Campbell surrounding the Dalton Road site.

7. Agenda items

a) Promat officers

Provision of Promat service was discussed.

**Action 333**

b) SHU request for hire car

Mike Forrester informed that the cost of provision of a hire car is approximately £250 per calendar month. SMT agreed to allocate 1K for the remainder of the financial year. Steve Holmes is to manage the hire of vehicles for the SHU.

c) Replacement staffing for PDU

Paper by Chris O'Hare was discussed. The preferred options are 1 and 3.

**Action 334**

8. A.O.B.

i. Target setting methodology discussed and Ken will feed back South's point of view to Richard James, who will bring forward responses as SMF on Friday 14.11.08.

ii. Forthcoming PDC on 26.11.08 discussed. Paul will lead discussion at the PDC. Preparation of a slide pack was discussed. SMT members to forward contents of their slides to Ken.

- iii. Mike initiated discussion around communication with the various media channels in the Area re crime issues. He would like the AIU to include a press briefing as part of their daily routine when the logs are checked for tasking meetings.

**Action 335**

- iv. Emilyn updated the meeting with the financial forecast.
- v. Forms of delegated authority were agreed and signed by Mike Forrester and Paul Kennedy.
- a) Crime mapping

Paul discussed crime mapping and the future changes to the Force website, which will create implications for South Area. Management of the media message was discussed, along with our response to the contextualized information. Paul wishes to discuss this at the next LPT / Managers meeting.

- b) The Policing Pledge

Paul told that the Policing Pledge will be discussed at the Senior Managers Forum on 14.11.08 and that he intends to raise in at the LPT / Managers meeting on 21.11.08.

- 9. Next formal meeting 08.12.08 @ Barrow