

**South Cumbria BCU
SMT Meeting Action Schedule**

OPEN

Updated 20 February 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 a development role as a Researcher.	Carol Clark	On-going. Temporary Researcher role is now permanent and is passed back to the 'at risk' staff for 10 days as circulated on 19.02.08
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	On-going. Awaiting reply from Peter Train.
22.01.08 & 06.02.08	145	To speak to Joanna Bancroft re potential of recruiting transferees from other Forces as current position is not sustainable.	Ted Thwaites	Discharged. Joanna to undertake advertisement for transferees. March intake is increased by 1 to 6 for South.
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	148	To undertake analysis of South's sickness.	Carol Clark	Discharged. Updated provided.
22.01.08	149	To consult further with Helen re 2 nd ERO and bring forward proposals.	Sean Robinson	On-going. Helen Ellis has a system in place to capture Kendal files and marketing of her role is underway.
22.01.08	150	To speak to Ramsay Barker and ascertain reason for decreases in Court fees income this year.	Steve Tanner & Emilyn Key	On-going. Emilyn making further enquiries with Ramsey Barker.
22.01.08	152	To establish cost of linking ANPR to Barrow and Kendal CCTV.	Sean Robinson	Discharged. Order for equipment placed.
06.02.08	157	To risk assess the BCU plan re Safer Detention & Handling of Persons in Custody.	Steve Halliday	On-going.
06.02.08	158	To raise selection inconsistency re ICIDP with Ops Board.	Ted Thwaites	On-going. Will be discussed at Ops Board on 22.02.08.
06.02.08	159	To establish Area needs re ICIDP for 2008/09.	Carol Clark	Discharged. Agreed that 5 places are needed.

06.02.08	160	To speak to Barry Carruthers and ascertain ICIDP course dates / places available.	Carol Clark	On-going. Enquiry made and reply awaited.
06.02.08	161	To remind staff of cost implication when failing to attend pre planned training events.	Carol Clark	On-going.
06.02.08	162	To formulate Area press strategy.	Ted Thwaites	Discharged. Ted has spoken to Gill Shearer – Ben Meller's role does not include providing a daily press briefing.
20.02.08	162a	To circulate conference phone instructions for daily tasking and TCG meetings.	Ken Jewell	Done on 22.02.08.
06.02.08	163	To circulate dates of forthcoming Health & Safety and Confidence & Equality meetings and names of Area representatives in advance via Area bulletin.	Julie Sharpe	Discharged.
06.02.08	164	To draft an Area sickness management action plan.	Carol Clark	On-going. Carol to attend and provide input at Inspectors meeting (on a date to be fixed).
06.02.08	165	To advertise CCTV team leader post (12 month contract).	Carol Clark	Discharged. Circulated to 'at risk' staff.
06.02.08	166	To advertise Barrow CJU part time case worker vacancy.	Carol Clark	On-going. Advert not yet placed. Steve Tanner reviewing Dept needs to determine whether case worker or admin post is required.
20.02.08	167	To bring forward crime recording policy item at 08.04.08 SMT.	Ken Jewell	
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	
20.02.08	169	To arrange a further Sgts training day a.s.a.p.	Ken Jewell	
20.02.08	169a	To arrange similar Sgts training to be delivered when the list of newly promoted Sgts is published.	Ken Jewell	
20.02.08	170	To establish what details are included in Force joining letter regarding posting during training and thereafter.	Carol Clark	
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	
20.02.08	172	To draft a health management pro-forma and circulate to SMT.	Steve Halliday	
20.02.08	173	To advertise CIT Sergeant temporary post, commencement date 01.04.08.	Carol Clark	

20.2.08	174	To advertise Intell Unit vacancy to 'at risk' staff.	Carol Clark	
20.02.08	175	To ascertain when the new Detention Officer posts can be advertised.	Carol Clark	
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	
20.02.08	177	Re meeting of Area Inspectors. To check available dates and venue and arrange Inspector cover on the day.	Ken Jewell	