

**OPEN MINUTES**

**Senior Management Meeting**

**10:00 am, Tuesday 25 March 2008**

Present: Ted Thwaites, Don Spiller, Steve Halliday, Sean Robinson, Ken Jewell, Carol Clark, Emilyn Key & Paul Kennedy (first part of meeting)

Ted welcomed Paul Kennedy.

1. Health Management issues – Vivienne Woodcock

Vivienne informed that Alan Hall has recently been appointed as the Wellbeing Services Manager. She joined in discussion and gave her view point on health management issues which were highlighted in the meeting. She recommends at least an annual review of all officers on restricted duties.

2. Apologies: Nil

3. Minutes of 05.03.08 meeting were agreed without amendment. For matters arising see the 'action sheet'.

4. **Operational issues** (Don, Steve & Sean)

a) Crime

Don reviewed operational performance and congratulated staff on the excellent performance over the Easter period. Recent blackmail crime at Kendal and overall detection rate of 38% was discussed. Paul asked for a brief update on the work in Area which has brought the detection to its current healthy position. Sean outlined examples: the contribution made by South Staff, CIT introduction, CID interface and SMT support.

Major events were reviewed; Appleby fair and the Royal visit on 31.03.08 were mentioned. Forgotten Valley 2008 has been cancelled. The Cartmel Race committee has now agreed to pay the same costs for policing as last year.

b) PPU report

Sean outlined a review document which Graham Coles had prepared. Graham's recommendations were discussed individually:

1. Additional Detective Sgt post. Don pointed out that previously when South had provided an extra DS, a subsequent Force decision to provide an additional DS impacted negatively on the Area. SMT decided that an additional DS will not be provided at this time. Will await outcome of Force review.
2. Additional full time DC at Kendal. SMT recognise that a vacancy exists due to the Department having a number of part time staff; however, it will not be possible to fill the post at this time. Sean pointed out that experienced staff have been introduced to the Dept and that efficiencies are not yet full embedded. In the context of the overall Area staffing position, decision was deferred until Force review completed.

3. PPU data input. It was noted that CIB staff are to pilot input into CATS with the admin support already in place. Sean to review the position.
4. PPU Detectives should be skilled investigators. SMT agreed.
5. Diversity within PPU. SMT do not agree that male officers are un-represented. Internal under representation in specialist departments was discussed. A history of lack of resourcing has restricted the ability of South Area to support development opportunities for all staff.

**Action 183**

- c) Approach to exclusion

Steve presented a report from Geoff Steele, outlining areas for improvement which can be achieved by additional hours being worked by Wendy Ingham (current KBAC part time coordinator). SMT were supportive and requested additional detail from Geoff to support the proposal.

**Action 184**

- d) Headcam and performance indicators

Ken gave an overview of work in the Area to implement the Headcam strategy and proposed that Headcam trained staff include Headcam use in their monthly performance return. SMT agreed that Headcam staff should be given credit for the time spent using the equipment.

**Action 185**

5. **Performance issues** (Ken)

- a) BCU Plan

Area performance contract, which in essence will replace the BCU plan, is to be drafted for COG on 14.04.08.

**Action 186**

- b) Hours spent re major incidents/significant events/partnership work – no update
- c) Health & Safety

Next meeting is on 09.04.08. A paper from Tim Reed outlining under representation at H&S meetings was discussed. South staff are informed of H&S and other forthcoming meetings via the Friday bulletin.

**Action 187**

- d) Activity Based Costing

South ABC February return has been submitted – awaiting result.

- e) HMIC visit

A rep from HMIC will be attending the Neighbourhood Policing Implementation Team meeting on 07.04.08. Focus groups for 10.04.08 have been arranged.

- f) Area Management meeting.

This will commence at 10:00 on 04.04.08 in the Training Room at Ulverston. All Inspectors, D/I's and department leads are expected to attend. PACE cover for the area has been arranged for the duration of the meeting, and night shift either side.

6. **Area Commander issues** (Ted)

- b) Change in most similar forces and most similar BCUs

Proposed change in most similar BCUs and most similar forces grouping was discussed, along with exception trigger within the proposed new PDC structure.

- d) Promotions boards - coaching

SMT discussed constable to Sergeant promotion process and the work by Steve who ran a promotion interview workshop was cited as a successful support for candidates. There were some concerns that candidates might see an acting rank as the only route to success, whereas the SMT view was that opportunities to demonstrate competence in a rank above can be found without acting up, as some candidates at the most recent board demonstrated.

8. **Personnel issues** (Carol)

- a) Abstraction levels throughout the BCU were circulated and discussed to ensure the effective and consistent management of all staff within restrictions and long term sick.

Staffing levels across the Area were reviewed.

Steve presented a paper outlining Constable positions across the Area. The main consideration for SMT is maintaining performance and support for existing staff. **Action 147 refers.**

**Action 147a**

**Action 147b**

- b) The review of the duties currently being carried out by officers on restricted duties and a suggested list of tasks suitable for them to carry out was discussed. **Action 171 refers.**

Short term restricted officers (under 2 weeks) will remain in their own departments. Over two weeks; managers will identify suitable tasks and opportunities to make best use of resources.

9. **Finance issues** (Emily)

Use of the 07-08 underspend was discussed and individual submissions were considered on merit. Further details of some submissions have been requested, together with firmed up deadline for proposals.

A draft provisional budget paper was circulated and discussed. Provisional overtime budget paper for 08/09 was also discussed along with the monthly overtime report. Decisions on allocations were deferred until the final allocations become available.

10. **A.O.B.**

Carol raised the issue of officers wanting attachments to various sections and the problems over release of officers. Discussion took place and SMT noted the difficult

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position that the BCU finds itself in with regard to its staffing levels, however, it should be noted that this situation will be regularly reviewed as SMT support the development of officers.

11. **Next meeting** – 10:00, 08.04.08