



**WEST CUMBRIA  
(Open Minutes)  
SMT MEETING  
Monday 6<sup>th</sup> July 2009  
1400 HRS**

**Present**

Chief Supt Kevin McGilloway (KM)  
Supt Andy Towler (AT)  
CI Mairi Stamper (MS)  
DCI Mark Backhouse (MB)  
Insp Dave Gartland, PDU (DG)  
Insp Joe Murray, Community Safety (JM)  
Sgt Richard Farnworth, Community Safety (RF)  
Sgt Brian Forster, Performance Manager (BF)  
Malcolm Woodman, Finance Manager (MW)  
Anne Waugh, APA (AW)  
Margaret Feeney, Area Admin Officer (MF)  
Mary Beth Hirst (Minutes)

**Apologies**

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<b>Date of minute</b>	<b>Action No.</b>	<b>Previous Actions</b>	<b>Update</b>	<b>Status / Action Man.</b>
09.12.08	<b>107</b>	<b>Coroners Officer Evaluation</b> - KM asked that a review is done of the Coroners Officer Evaluation to establish if the BCU is benefitting from it. MS is to identify an LPT Inspector to evaluate the scheme.	<p><i>31.03.09 Ongoing - the Area Commanders are due to meet next week.</i></p> <p><i>07.04.09 Ongoing</i></p> <p><i>12.05.09 Ongoing – The Commanders are still to meet.</i></p> <p><i>19.05.09 This was discussed at the Territorial Policing meeting on 13<sup>th</sup> May, D/Supt Thundercloud tasked to review.</i></p> <p><i>02.06.09 Awaiting the paper from D/Supt Thundercloud. Ongoing.</i></p> <p><i>09.06.09 DCI Ashton is picking up the work whilst the D/SUPT is away. Ongoing.</i></p> <p><i>16.06.09 Ongoing</i></p> <p><i>23.06.09 KM to contact Jeff Ashton to find out if he has taken this issue on in D/Supt Thundercloud's absence.</i></p> <p><b>06.07.09 Ongoing</b></p>	<b>Ongoing KM / MS</b>
06.01.09	<b>110</b>	<b>SMT meeting structure</b> – SMT to review the weekly meetings and decide what should be brought forward for discussion.	<p><i>22.01.09 This will be discussed at a future SMT meeting.</i></p> <p><i>10.02.09 This is to be deferred until more time is available to discuss future the meeting plan</i></p> <p><b>06.07.09 This was discussed in Any Other Business. TO BE REMOVED.</b></p>	<b>CLOSED 06.07.09</b>

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24.03.09	<b>125</b>	<b>Court Results</b> - KG and BF to work on this and find out what can be done to notify court of the results over the force.	<p>31.03.09 Ongoing. This will be raised at the Area Delivery Group</p> <p>07.04.09 Ongoing until ADG</p> <p>12.05.09 No additional update, the ADG is next week and the issue is still being looked at.</p> <p>19.05.09 Ongoing</p> <p>02.06.09 This issue was taken to the ADG but no suggestions were raised. LCJB also discussing this. Ongoing.</p> <p>09.06.09 This will be discussed at a meeting this afternoon. Ongoing.</p> <p>16.06.09 The Criminal Justice Board are trying to come to a conclusion on this issue. BF to contact Paul Bradley to find out what the situation is.</p> <p>23.06.09 Ongoing.</p> <p><b>06.07.09 It was decided at NHP meeting that a local procedure is to be devised. TO BE REMOVED.</b></p>	<b>CLOSED</b> <b>06.07.09</b>
19.05.09	<b>136</b>	<b>Performance</b> - AT to get the key managers together to discuss the areas of performance and find out what the NPT Inspectors need to have circulated to them, and from this what targets need to be set.	<p>02.06.09 Ongoing. Meeting arranged for w/c 8/6/09.</p> <p>09.06.09 This is to be discussed at a meeting tomorrow. Update to be provided at the next meeting.</p> <p>16.06.09 AT to write up the conclusions from the meeting and bring back to SMT at a later date.</p> <p>23.06.08 Ongoing.</p> <p><b>06.07.09 This is almost complete. Ongoing</b></p>	<b>AT</b>
19.05.09	<b>137</b>	KM to circulate the newly refreshed CDRP Improvement Plan.	<p>02.06.09 KM to circulate on his return.</p> <p>09.06.09 Pending until KM returns.</p> <p>23.06.09 KM is to circulate now that he is back.</p> <p><b>06.07.09 This has now been circulated. TO BE REMOVED.</b></p>	<b>CLOSED</b> <b>06.07.09</b>

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19.05.09	<b>138</b>	<b>Non-designated Stations Custody Facilities</b> - MS to turn the amendments into an Action Plan and liaise with Insp Barr on this.	<p><i>02.06.09 Ongoing. MS to meet with Insp Barr.</i></p> <p><i>09.06.09 MS to provide an update for this at the next meeting. Ongoing.</i></p> <p><i>16.06.09 Insp Barr has written up the new protocol which should be signed off at the next SDHP meeting. The request from staff at Ulverston to have Millom's intoxiliser was approved.</i></p> <p><i>23.06.09 Insp Patrick put in a plea to retain the intoxiliser which was discussed by SMT. Insp Barr is re-drafting the service level agreement which is to be brought back to SMT on completion.</i></p> <p><b>06.07.09 Ongoing.</b></p>	<b>MS</b>
19.05.09	<b>142</b>	<b>Pathways to Employment</b> - MS to ask Insp Joe Murray to prepare and give a short presentation on the scheme to SMT.	<p><i>02.06.09 Ongoing. Insp Murray to attend a future SMT meeting and give the presentation.</i></p> <p><i>09.06.09 Ongoing. Awaiting the presentation from Insp Murray.</i></p> <p><i>16.06.09 MS to get a date from Insp Murray as to when he is available to do the presentation.</i></p> <p><i>23.06.09 Insp Murray to be asked to come to the next SMT to do the presentation.</i></p> <p><b>06.07.09 Insp Murray / Sgt Farnworth to bring a paper on Apprentices and Volunteers to SMT in 2 weeks.</b></p>	<b>JM / RF</b>
02.06.09	<b>143</b>	<b>Finance – POCA meeting</b> - MS to capture the issue of money for Financial Investigation and Acquisitive Crime in an email and AT to take to the Ops Board for discussion.	<p><i>09.06.09 MS to provide an update before the Ops Board on 17<sup>th</sup> June.</i></p> <p><i>16.06.09 AT to bring this up at the Ops Board tomorrow to find out how much money is available and where it is allocated to as the BCU do not seemed to have benefitted from it yet.</i></p> <p><i>23.06.09 SMT to discuss outside of the meeting and identify an area that a bid can be made for.</i></p> <p><b>06.07.09 Ongoing</b></p>	<b>MS / AT / MB</b>

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02.06.09	<b>144</b>	<b>Community Volunteers</b> – MS to look into this further and identify a lead.	<p><i>09.06.09 AW is attending the meeting on 12<sup>th</sup> June with the other APA's regarding this and will provide an update to SMT. MS to confirm the lead on this.</i></p> <p><i>16.06.09 MS has identified the lead for this. To be raised at AMT tomorrow to see if any suggestions can be raised for where the volunteers can be used in the BCU.</i></p> <p><i>23.06.09 A/Insp Garforth has done some work on this but there is still a lot to do before volunteers can be taken on. MS to liaise with A/Insp Garforth on this. Ongoing.</i></p> <p><b>06.07.09 Insp Gartforth to liaise with Insp Murray &amp; Sgt Farnworth to add his input. Action to be combined and this one TO BE REMOVED.</b></p>	<b>CLOSED 06.07.09</b>
16.06.09	<b>145</b>	MF to raise the issue of the Health & Safety co-ordinator with KM on his return, as North are no longer able to fund the role.	<p><i>23.06.09 MF to speak to Angie Hulmes at Carlisle about this. SMT to identify any vulnerabilities in terms of Health &amp; Safety to work out if a co-ordinator is required for West.</i></p> <p><b>06.07.09 MF met Angie Hulmes and a review was conducted. SMT are satisfied that West procedures are robust in terms of Health &amp; Safety management. TO BE REMOVED.</b></p>	<b>CLOSED 06.07.09</b>
16.06.09	<b>146</b>	MS to set up a working group for Restorative Intervention in Cumbria (RIC) and present back to SMT once the group is up and running.	<b>23.06.09 Ongoing.</b>	<b>MS</b>
23.06.09	<b>147</b>	MF to raise the issue of a CCTV upgrade again at the PFI meeting on Tuesday. KM to speak to Phil Robinson in Estates.	<b>06.07.09 MF raised this at PFI and the building owners are being written to, to ask if they will carry out the upgrade. Ongoing.</b>	<b>MF / KM</b>


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<p><b>1. Apologies</b></p> <p><b>2. Guests:</b></p> <p><b>3. Minutes and Actions</b></p> <p><b>4. Performance</b></p> <p><b>5. Items from Strategic Meetings</b></p>	<p><u>Agenda Discussion – Open Section</u></p> <p>All members of the SMT attended the meeting.</p> <p>Inspector Joe Murray and PS Richard Farnworth attended the meeting to discuss Apprentice and Volunteer schemes. It was agreed that they are to liaise with Insp Garforth (who is the lead for Community Volunteers), to produce a paper that will be brought back to SMT in 2 weeks for approval.</p> <p>Inspector Dave Gartland attended to update SMT on his work within PDU and developing newly promoted sergeants by raising confidence and ensuring they are fully supported in their new roles. Insp Gartland is now the Single Point of Contact. A discussion took place about who should be put on to the Core Leadership and Development programme and at what stage.</p> <p>Minutes from the meeting on 23<sup>rd</sup> June 2009 were approved and noted.</p> <p>(i) Crime and Disorder Violent Crime is currently under target, and the BCU is not far off the 5% reduction target for Assault with Injury. Burglary Dwelling figures are under target, but over for Burglary Other due to the recent incidents in Keswick and North Allerdale. ASB incidents have fallen from 300 to 157. Class A drug supply figures were expected to be 45 from last years reports but there have only been 28 crimes, which is down to the drug squad being redeployed on an operation.</p> <p>(ii) Finance This months overtime is twice the budget again, this needs to be monitored. No other issues were raised with regards to finance.</p> <p>(iii) Wellbeing at Work A discussion took place about the issue of entry to Workington Police Station and the options available for changing the current system. MF to look into the option of a key pad on the side gate, and the intercom system is to remain as it is for the time being.</p> <p>CID SMT The overtime overspend was mentioned at this meeting last week. Each DCI has been tasked with identifying future CHIS Handlers, and also raised was the issue of not being able to advertise new CID and PPU roles as they have to come from HQ CID.</p>	<p align="center"><b>ACTION 148</b></p>
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<p><b>6. Policing Pledge Action Plan</b></p> <p><b>7. Efficiencies</b></p> <p><b>8. Examination of Stop &amp; Search and Stop &amp; Account at PDC</b></p> <p><b>9. New Millom Shift Pattern</b></p> <p><b>10. Appleby Debrief</b></p> <p><b>11. Any Other Business</b></p>	<p>BF and AT have started a project on contact and in particular points 1 &amp; 4 of the Policing Pledge. There needs to be some clarity on when the 24 hours starts and how this is being monitored.</p> <p>No efficiencies were identified.</p> <p>Stop &amp; Search figures show that the BCU searched less people in 2008 than in 2007. The arrest rate for West was 10% and the Force was 11%. So far this year more people are being searched and the arrest rate has gone up (including BME). There is some confusion over recording the ethnic group, i.e. O1 and O1 relating to White European and Oriental European. Stop only figures showed that South stop more than North and West.</p> <p>A request has been made to alter the shift start and finish times to try and help with cover at Millom. Staff have been consulted on this and are keen to go ahead with it. It was agreed that the change will go ahead for a 6 month pilot period.</p> <p>The debrief is being held on Friday 17<sup>th</sup> July and it was agreed that AT will attend to represent SMT. BF to find out what the issues are that need to be fed back on behalf of the SMT.</p> <p><b>SMT meetings</b> – A discussion took place about the structure of the SMT meetings and it was agreed that a formal meeting will take place fortnightly and every other week SMT will meet for an informal discussion in the Ch Supt's office. Guests are to attend the informal meetings.</p> <p><b>Custody Checks</b> – Insp Barr has carried out a review of the first quarter custody checks in accordance with the new Command Unit local assessment framework. No major issues have been identified at this stage. Some NPT's are slow to give attendance at station returns, this is to be monitored. Insp Barr retains all paperwork in relation to these checks.</p>	<p align="center"><b>ACTION 149</b></p>
	<p><b>Actions from Informal SMT meetings on 14<sup>th</sup> and 21<sup>st</sup> July 2009</b></p> <p>For the first time in 9 years MW has forecasted an overspend for the BCU, the main reason being the overtime to cover absences. If this continues, the entire overtime budget will be spent on covering the overspend for sickness, caused by the staff shortages. Overall there is too much expenditure for this time of year. Having said that, there is operational work that could be done throughout the BCU which is not being done due to the lack of money. AW to speak to Carlisle Personnel and ask how they arrived at their abstraction figure.</p>	<p align="center"><b>ACTION 150</b></p>

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		There is a temporary problem in terms of staffing in the tape summary office with sickness and a new starter leaving, plus one member of staff due to go on maternity leave on 31 <sup>st</sup> July. AW to look into this and take it to the establishment meeting this afternoon for discussion.	<b>ACTION 151</b>
<b>Date of minute</b>	<b>Action No.</b>	<b>New Actions</b> 	<b>Status / Action Man.</b>
06.07.09	<b>148</b>	<b>Staff access to AHQ</b> - MF to look into the option of a key pad on the side gate to allow alternative access to the station rather than going through the front entrance.	<b>MF</b>
06.07.09	<b>149</b>	<b>Appleby Debrief</b> – BF to identify any issues that need to be fed back at the debrief on behalf of SMT. AT to attend on Friday 17 <sup>th</sup> July as SMT representative.	<b>BF</b>
14.07.09	<b>150</b>	AW to speak to Carlisle Personnel and ask how they arrived at their abstraction figure.	<b>AW</b>
21.07.09	<b>151</b>	AW to look into the temporary staffing issue in tape summary and take to the establishment meeting this afternoon (Tues 21 <sup>st</sup> July) for discussion.	<b>AW</b>
<b>DATE OF NEXT MEETING: Tuesday 21<sup>st</sup> July, 10:30am, AHQ</b>			

Meeting closed 16:55