



**WEST CUMBRIA
(Open Minutes)
SMT MEETING
Tuesday 7th April 2009
1430 HRS**

Present

Chief Supt Kevin McGilloway (KM)
T/Supt Mairi Stamper (MS)
CI Kevin Greenhow (KG)
Sgt Brian Forster, Performance Manager (BF)
Malcolm Woodman, Finance Manager (MW)
Anne Waugh, Personnel Officer, HQ (AW)
Margaret Feeney, Area Admin Officer (MF)
Stephanie Stables, Performance Consultant HQ
Julie Johnstone, Performance Consultant HQ
Mary Beth Hirst (Minutes)

Apologies

DCI Mark Backhouse (MB)

Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
04.11.08	104	Sergeants Training Packages MS to review how West BCU develops officers in the role of Sergeant.	<i>07.04.09 Ongoing</i>	Ongoing MS

SMT MEETING - 7 April 2009 - NOT PROTECTIVELY MARKED

09.12.08	107	Coroners Officer Evaluation - 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>06.01.09 Martin Connolly has been nominated to evaluate the scheme and will provide an update to SMT in the next two weeks.</i></p> <p><i>22.01.09 No update provided</i></p> <p><i>10.02.09 MS has received the review from Insp Connolly and will report back to SMT on it at the next meeting.</i></p> <p><i>24.02.09 The evaluation has now been done – it is to be circulated round the SMT and will be discussed at the next meeting on 11.03.09.</i></p> <p><i>11.3.09 report just received. SMT to be brought up to date next meeting.</i></p> <p><i>24.03.08 The BCU Commanders will meet to discuss this at the TP meeting and an update will be given at the next SMT meeting.</i></p> <p><i>31.03.09 Ongoing - the Area Commanders are due to meet next week.</i></p> <p><i>07.04.09 Ongoing – The Commanders are still to meet.</i></p>	Ongoing KM / MS
06.01.09	110	SMT meeting structure – 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>	Deferred KM
10.02.09	116	BCU Contract – Formulation of next year's 'contract' - Brian Forster is to go though the BCU contract and draft a plan which will be brought back to SMT.	<p><i>24.02.09 BF and KM to discuss this after the SMT meeting. Draft with KM – will feedback next meeting (24.3.09).</i></p> <p><i>24.03.09 The report is now with KM and will be discussed with other Commanders on Thursday. Update to be provided at the next meeting.</i></p> <p><i>31.03.09 This was finalised and sent out to all staff yesterday.</i></p> <p><i>07.04.09 This has now been done. TO BE REMOVED</i></p>	CLOSED 07.04.09

SMT MEETING - 7 April 2009 - NOT PROTECTIVELY MARKED

11.3.09	120	Specials Liaison Officer - West BCU to have a dedicated Liaison Officer. KM, MS and KG to discuss	24.03.09 KM, MS and KG to discuss this after The SMT meeting. 31.03.09 Pending until next meeting. 07.04.09 Ongoing. KM, MS and KG still to meet	KM / MS / KG
24.03.09	122	KM to pass on information from TP meeting on 12 th March to Insp Murray and KM to discuss what West could do regarding Alcohol Intervention.	31.03.09 Ongoing 07.04.09 This has been sent and completed. TO BE REMOVED.	CLOSED 07.04.09
24.03.09	124	KG to ensure the Policing Pledge is advertised and all staff / managers / partnerships are aware of the importance of the Pledge.	31.03.09 This was raised at the Neighbourhood Policing meeting last week and it will be picked up as a theme at Interim Performance meetings. Still waiting for Pledge posters to arrive. 07.04.09 The posters have been recalled due to a spelling error. To remain until the posters have been received.	KG / All Managers / Partnerships
24.03.09	125	<u>Court Results</u> - KG and BF to work on this and find out what can be done to notify court of the results over the force.	31.03.09 Ongoing. This will be raised at the Area Delivery Group 07.04.09 Ongoing until ADG	KG / BF
24.03.09	128	<u>Constabulary Leadership Event</u> – BF to get more information and find out what the programme is before emailing all managers to inform them of the event and ask for nominations of staff / officers who they think should attend.	31.03.09 This was put on the bulletin last week and some replies have come from it, officers are trying to swap RD's etc. To remain until the event in 3 weeks. 07.04.09 BF to send an email to obtain numbers for transport to and from the event.	BF
24.03.09	129	<u>Force Missing Persons Steering Group</u> - MB to speak to Paul Duhig about who should represent West and get clarity on what will be required at the meeting, and to update SMT at the next meeting.	07.04.09 Ongoing.	MB
31.03.09	130	<u>Bonuses / Honorariums</u> - KG to brief managers about bonuses/honorariums and request nominations for the awards.	07.04.09 The message has been sent to managers and KG has received some nominations. These will be brought back to SMT.	KG


SMT MEETING - 7 April 2009 - NOT PROTECTIVELY MARKED

31.03.09	131	Efficiency Suggestion Sheets – This is to be raised at the next AMT meeting for managers to discuss ways of getting the forms in from staff / officers.	<i>07.04.09 KG to take this to AMT meeting on 29th April.</i>	KG
----------	------------	---	--	-----------

SMT MEETING - 7 April 2009 - NOT PROTECTIVELY MARKED

<p>1. Apologies</p> <p>2. Guests: - Julie Johnstone</p> <p>- Stephanie Stables</p> <p>3. Minutes and Actions</p> <p>4. Performance</p> <p>5. Items from Strategic Meetings</p> <p>6. Policing Pledge Action Plan</p>	<p><u>Agenda Discussion – Open Section</u></p> <p>As above.</p> <p>Julie Johnstone (Performance Consultant) briefed the SMT on the new Command Unit Local Assessment Framework. BF to prepare a paper for SMT consideration re our local procedures.</p> <p>Stephanie Stables (Performance Consultant) explained to the group about policy writing and the new streamlined guidance document was circulated. 3 Policy Writing workshops will be taking place on the 17th April, 20th April and the 1st May.</p> <p>The minutes from the meeting on 31st March 2009 were agreed and noted.</p> <p>(i) <u>Crime and Disorder</u> The Performance Management Document has been circulated. The BCU figures were lower in all areas compared to last year, Theft Of Vehicles being the only exception. Anti Social Behaviour is much lower than last year. The 12 categories that were focussed on will be monitored again this financial year. BF to circulate the Neighbourhood Policing Process measures document to SMT and ask for comments.</p> <p>(ii) <u>Finance</u> There is an ongoing debate about new force vehicles and the financial implications. Overtime forms have now gone to HQ and the invoices for the year have been dealt with. The amount of funding for partnerships is still unknown as the meeting has not yet taken place.</p> <p>The Area Commanders met up to discuss the BCU savings. This is to be further discussed between KM and the ACC tomorrow and a final decision will go to the Ops Board.</p> <p><u>Force Confidence & Equality</u> – Discussions took place about the Diversity Unit and the current vacant positions.</p> <p>The Marketing and Communication Strategy has been circulated and will be circulated at the next AMT meeting.</p>	<p>ACTION 132</p> <p>ACTION 133</p>
--	--	---

SMT MEETING - 7 April 2009 - NOT PROTECTIVELY MARKED

7. Efficiencies		The efficiencies from the last meeting were put forward. All NPT'S have now been given Digital Senders which will potentially save money as files can now be scanned and sent to CJU rather than photocopying and printing large amounts of paperwork.	
8. ACC Portfolio of Performance Contract		The final version of the BCU Contract had been circulated to SMT members. Progress against the contract will be monitored at SMT meetings.	
8. Any other Business		None in the OPEN section.	
9. Date of next meeting		The next SMT meeting will take place on Tuesday 21 st April 2009 at 10.30am in the Conference Room, AHQ.	
Date of minute	Action No.	New Actions 	Status / Action Man.
07.04.09	132	Command Unit Local Assessment Framework - BF to prepare a paper for SMT consideration re our local procedures	BF
07.04.09	133	BF to circulate the Neighbourhood Policing Process measures document to SMT and ask for comments	BF
DATE OF NEXT MEETING: Tuesday 21st April 10:30am, AHQ			

Meeting closed 17:00