



**WEST CUMBRIA  
(Open Minutes)  
SMT MEETING**

Tuesday 11<sup>th</sup> August 2009  
1030 HRS

**Present**

Supt Andy Towler (AT)  
DCI Mark Backhouse (MB)  
Malcolm Woodman, Finance Manager (MW)  
Anne Waugh, APA (AW)  
Margaret Feeney, Area Admin Officer (MF)  
Mary Beth Hirst (Minutes)

**Apologies**

Chief Supt Kevin McGilloway (KM)  
CI Mairi Stamper (MS)  
Sgt Brian Forster, Performance Manager (BF)

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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>
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><i>02.06.09 Ongoing. Meeting arranged for w/c 8/6/09.</i></p> <p><i>09.06.09 This is to be discussed at a meeting tomorrow. Update to be provided at the next meeting.</i></p> <p><i>16.06.09 AT to write up the conclusions from the meeting and bring back to SMT at a later date.</i></p> <p><i>23.06.08 Ongoing.</i></p> <p><i>06.07.09 This is almost complete. Ongoing</i></p> <p><i>28.07.09 This has now been done and BF has also produced a paper, both of which will be brought together to the next SMT meeting.</i></p> <p><b><i>11.08.09 There is no capacity for AT and BF to complete this at present and so will pend until September. This is now TO BE REMOVED.</i></b></p>	<b>CLOSED</b> <b>11.08.09</b>

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19.05.09	138	<p><b>Non-designated Stations Custody Facilities</b> - MS to turn the amendments into an Action Plan and liaise with Insp Barr on this.</p>	<p><i>02.06.09 Ongoing. MS to meet with Insp Barr.</i>  <i>09.06.09 MS to provide an update for this at the next meeting. Ongoing.</i>  <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>  <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>  <i>06.07.09 Ongoing.</i>  <i>28.07.09 Ongoing until the next meeting when MS is present.</i>  <b>11.08.09 The HMIC Custody inspection is to take place between 14<sup>th</sup>-18<sup>th</sup> Sept. SMT to keep an eye on any custody issues and fast track them where necessary. HMIC Custody Inspection to be put on the SMT agenda on 3<sup>rd</sup> September.</b></p>	<p align="center"><b>MS</b></p>
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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><i>06.07.09 Insp Murray / Sgt Farnworth to bring a paper on Apprentices and Volunteers to SMT in 2 weeks.</i></p> <p><i>28.07.09 This is now a Force-wide piece of work and is not to be continued locally for the time being. Volunteers - now CLOSED, Apprentices – SMT to receive an update from Sgt Farnworth at the next meeting.</i></p> <p><b>11.08.09 Sgt Farnworth to attend the next meeting in September to discuss the findings.</b></p>	<b>JM / RF</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.	<p><i>23.06.09 Ongoing.</i></p> <p><i>28.07.09 Ongoing</i></p> <p><b>11.08.09 Ongoing</b></p>	<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.	<p><i>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.</i></p> <p><i>28.07.09 Phil Robinson is now costing a proposal for an upgrade. Ongoing.</i></p> <p><b>11.08.09 Martin West is bringing some costs to the PFI meeting this afternoon so an update will be given following this.</b></p>	<b>MF / KM</b>


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06.07.09	<b>148</b>	Staff access to AHQ - 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.	28.07.09 A number of different access options are currently being priced up and a decision will be made following this. 11.08.09 <b>The timing has now been changed on the front door so that it opens at 6:00am and Comms do not have to let people in between 6:00-8:00am. A further update will be provided after the PFI meeting this afternoon.</b>	<b>MF</b>
14.07.09	<b>150</b>	AW to speak to Carlisle Personnel and ask how they arrived at their abstraction figure.	28.07.09 Ongoing. BF to ask Karen Thomson to provide a snapshot of today's abstraction figure. 11.08.09 <b>BF to provide an update at the next meeting.</b>	<b>BF</b>
28.07.09	<b>152</b>	BF and MBH to liaise over paperless meetings and trial it at the next meeting.	11.08.09 <b>This is in hand and will be set up for the next full meeting that is held in the Conference Room.</b>	<b>BF / MBH</b>
28.07.09	<b>153</b>	MB to look into provision for the Evidential Drug Identification Testing (EDIT) scheme and discuss with MS on her return.	11.08.09 <b>Facilities for this are to be put in Workington and Whitehaven stations and it was agreed that each will have designated area to do the testing, which will be one of the cells that are no longer used. An update on the progress is to be provided at the next meeting.</b>	<b>MB</b>
28.07.09	<b>154</b>	AT to discuss the Joint Inspection of Custody with Insp Barr, and update MS on her return.	11.08.09 <b>Ongoing.</b>	<b>AT</b>
04.08.09	<b>155</b>	Training Support Administrator role to be put on the agenda for the next SMT for discussion.	11.08.09 <b>This is to be put on the agenda for the next meeting when KM is present in the closed section.</b>	<b>MaryBeth</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><b>6. Policing Pledge Action Plan</b></p>	<p><u>Agenda Discussion – Open Section</u></p> <p>The above apologies were given.</p> <p>No guests attended the meeting.</p> <p>Minutes from the meeting on 28<sup>th</sup> July 2009 were approved and noted.</p> <p>(i) Crime and Disorder There were no issues to note. A new framework for performance is being circulated by NPIA and will be discussed by SMT at the next meeting.</p> <p>(ii) Finance MW is in the process of doing this months returns and the BCU’s position hasn’t improved in terms of abstractions and overtime levels. A group of student officers will be going independent in September from the January intake which should provide more flexibility for feet on the street, but for this month even without any major incidents going on, the amount of overtime due to abstractions means that an overspend is still being forecasted. Profiling of the vacancy factor will be discussed at the finance meeting tomorrow. There is an issue with people reaching retirement age but not leaving the organisation due to the current economic climate. Money for this is being top sliced from the BCU’s budget.</p> <p>(iii) Wellbeing at Work Two accident report forms have been put in this month. Other wellbeing issues were discussed in the Closed section of the meeting.</p> <p>AT attended the Swine Flu SCG meeting last week from which a small tactical meeting group has been formed. Any further work on this will now be put on hold until September, which will include identifying trigger points.</p> <p>The HIMC Inspection is under way in the Force this week. MF and BF have done some work on ensuring all information displayed is up to date and MF and TP have visited all stations in preparation. An issue has been raised with front counter staff in the rural stations and the idea of putting up a sign to let the public know when they are off on leave. Staff are concerned that this will cause a security risk to themselves when leaving their homes unattended, therefore it was agreed that a replacement sign will be put up</p>	
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<p><b>7. Efficiencies</b></p> <p><b>8. Confidence Review</b></p> <p><b>9. Any Other Business</b></p>	<p>advising members of the public to ring the 0845 33 00 247 number when the office is closed. This is now to be removed from agenda and any issues will be raised by exception.</p> <p>No new efficiencies have been identified. Corinne Lawson sent out an email requesting a reply from MW by 5<sup>th</sup> September. The BCU is seeking to achieve the 1% reduction however the efficiencies identified so far are not cashable savings. MW is attending the Finance meeting tomorrow and will raise the concerns SMT have about the efficiency savings being looked at whilst the structural review is ongoing. This is to be added to the agenda for the next meeting and MW to speak to KM in the mean time.</p> <p>This was discussed in the Closed section of the meeting.</p> <p>No other matters were raised in the Open section.</p>	<p align="center"><b>ACTION 156</b></p>	
<p><b>Actions from Informal SMT meeting on 18<sup>th</sup> August 2009.</b> To be completed....</p>			
<p><b>Date of minute</b></p>	<p><b>Action No.</b></p>	<p align="center"><b>New Actions</b></p> <p align="center"></p>	<p align="center"><b>Status / Action Man.</b></p>
<p>11.08.09</p>	<p><b>156</b></p>	<p>Efficiencies – MW to report back to SMT with an update from the Finance meeting and speak to KM when he returns about the efficiencies and the response that will be sent to Corinne.</p>	<p align="center"><b>MW</b></p>
<p align="center"><b>DATE OF NEXT MEETING: Tuesday 25<sup>th</sup> August, 10:30am, AHQ</b></p>			

Meeting closed 12:38