



**WEST CUMBRIA  
(Open Minutes)  
SMT MEETING  
Tuesday 19<sup>TH</sup> MAY 2009  
1030 HRS**

**Present**

Chief Supt Kevin McGilloway (KM)  
Supt Andy Towler (AT)  
CI Mairi Stamper (MS)  
DCI Mark Backhouse (MB)  
DCI Keith Capstick (KC)  
Insp Dave Barr, Whitehaven NPT (DG)  
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**

Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
04.11.08	<b>104</b>	<b>Sergeants Training Packages</b> MS to review how West BCU develops officers in the role of Sergeant.	<b>12.05.09 Ongoing</b>	<b>Ongoing MS</b>

**SMT MEETING - 19 May 2009 - NOT PROTECTIVELY MARKED**

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>31.03.09 Ongoing - the Area Commanders are due to meet next week.</p> <p>07.04.09 Ongoing</p> <p>12.05.09 Ongoing – The Commanders are still to meet.</p> <p><b>19.05.09 This was discussed at the Territorial Policing meeting on 13<sup>th</sup> May, D/Supt Thundercloud tasked to review.</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>22.01.09 This will be discussed at a future SMT meeting.</p> <p><b>10.02.09 This is to be deferred until more time is available to discuss future the meeting plan</b></p>	<b>Deferred KM</b>
11.3.09	<b>120</b>	<b>Specials Liaison Officer</b> - West BCU to have a dedicated Liaison Officer. KM, MS and KG to discuss	<p>24.03.09 KM, MS and KG to discuss this after The SMT meeting.</p> <p>31.03.09 Pending until next meeting.</p> <p>07.04.09 Ongoing. KM, MS and KG still to meet</p> <p>12.05.09 KM &amp; MS met up with the Specials Commandant and the Area Officer, and an action plan was drawn up which will be circulated when it's been completed.</p> <p><b>19.05.09 The action plan is almost finished and will be circulated on completion. The work will be picked up by the enhanced PDU.</b></p>	<b>KM / MS / KG</b>
24.03.09	<b>124</b>	KG to ensure the Policing Pledge is advertised and all staff / managers / partnerships are aware of the importance of the Pledge.	<p>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.</p> <p>07.04.09 The posters have been recalled due to a spelling error. To remain until the posters have been received.</p> <p>12.05.09 Still awaiting the posters.</p> <p><b>19.05.09 MF to find out where the posters are and organise distribution. MS to make sure Inspectors are aware and distribute to their officers.</b></p>	<b>KG / All Managers / Partnerships</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><b>19.05.09 Ongoing</b></p>	<b>KG / BF</b>
31.03.09	<b>130</b>	<b>Bonuses / Honorariums</b> - KG to brief managers about bonuses/honorariums and request nominations for the awards.	<p>07.04.09 The message has been sent to managers and KG has received some nominations. These will be brought back to SMT.</p> <p>12.05.09 This is an item on the agenda for tomorrow's Territorial Policing meeting. An update from this will be provided at the next meeting.</p> <p><b>19.05.09 It was agreed at the TP meeting that each BCU will be left to carry on as they do currently. KM to bring the list of nominations for bonuses to the next meeting.</b></p>	<b>KG</b>
31.03.09	<b>131</b>	<b>Efficiency Suggestion Sheets</b> – This is to be raised at the next AMT meeting for managers to discuss ways of getting the forms in from staff / officers.	<p>07.04.09 KG to take this to AMT meeting on 29<sup>th</sup> April.</p> <p>12.05.09 The Efficiency suggestion sheet will be put on the bulletin this week to prompt staff to come forward with suggestions.</p> <p><b>19.05.09 The Efficiencies sheet was put on the bulletin and 8 replies have been sent back so far. TO BE REMOVED.</b></p>	<b>CLOSED 19.05.09</b>
07.04.09	<b>132</b>	<b>Command Unit Local Assessment Framework</b> - BF to prepare a paper for SMT consideration re our local procedures	<p>12.05.09 BF submitted a paper; the recommendations for which were agreed. BF to look to submit a paper to SMT re a local satisfaction/confidence survey. No time scale given.</p> <p><b>19.05.09 TO BE REMOVED. BF still to look at the satisfaction survey.</b></p>	<b>CLOSED 19.05.09</b>

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12.05.09	<b>134</b>	<b>Maryport Blues Festival</b> - MS to look at the Command Structure for the event and oversee progress on the other issues. KM to be Gold.	<i>19.05.09 MS spoke of the role of the Safety Advisory Group officer at the County Council and how we need to join up for events involving more than 100 people. Planning for local events is proceeding satisfactorily.</i>	<b>MS</b>
12.05.09	<b>135</b>	<b>Policing Pledge Action Plan</b> - SMT to look through the feedback from Jane Sauntson that has been circulated and identify any areas that need to be brought up for discussion at the next meeting.	<i>19.05.09 BF to respond to Jane Sauntson. AT to pick up the longer term issues.</i>	<b>All SMT members</b>


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<p><b>1. Apologies</b></p> <p><b>2. Guests:</b>  - <b>Keith Capstick</b></p> <p>- <b>Insp Dave Gartland</b></p> <p>- <b>DMO's</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 were present for the meeting.</p> <p>DCI Keith Capstick and provided an update on the BCU's performance and circulated the West Cumbria BCU Liaison Report for the last quarter.</p> <p>Insp Gartland has been abstracted and attached to PDU to help with the development of Sergeants and to drive forward the Citizen Focus agenda.</p> <p>Anne Shuttleworth, Karen Thomson and Mandy Harrison attended the meeting briefly to explain to the SMT how they construct the duties.</p> <p>The minutes from the meeting on 12 May 2009 were agreed and noted.</p> <p>(i) Crime &amp; Disorder  The new Dashboard is now up and running. Apart from Burglary figures, all others areas are in the green. The only issue with it is that it doesn't clarify how crimes are measured. 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> <p>(ii) Finance  This was discussed in the CLOSED section of the meeting.</p> <p>(iii) Wellbeing at Work  MF highlighted the areas of work that will be soon undertaken according to the Estates and Maintenance Plan. This includes external work at Egremont, Maryport and Whitehaven, and heating at Cleator Moor station. A new policy is being drawn up for PAT testing where non-portable objects, the BCU is currently spending a relatively large amount of money on testing these when they don't need to be done.</p> <p><u>CDRP</u>  There is a new chair for the CDRP meetings; Norman Williams from Copeland. The CDRP have agreed to provide funding for a third Domestic Violence Advisor who will be put in place in West Cumbria later on this year. The Improvement Plan has been refreshed – KM to circulate. DI Kelly is to be the leader for a new Burglary Task Group which will be added to the CDRP list of items for the agenda. An action plan will be produced for this.</p>	<p><b>ACTION 136</b></p> <p><b>ACTION 137</b></p>
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	<p><u>Territorial Policing Group</u></p> <ul style="list-style-type: none"> <li>- The 'Non-designated Stations Custody Facilities....' paper was taken to the TP meeting and a decision was made to retain Millom station, Insp Barr will be proactive in working with Millom custody, visiting the station on regular occasions. MS to turn the amendments into an Action Plan and liaise with Insp Barr on this.</li> <li>- First Aid Training &amp; PST -The completion deadline for this is now October, PST needs to be started in January next year in order to get everyone through in time. MS to take this to the Area Learning Panel and bring back to SMT by exception.</li> <li>- The new wicking shirts have to be renamed as 'wicking' is a trademark</li> <li>- Performance Dashboard – KG was looking for funding for best practice training / retraining, originally the BCU's would share the costs but it has been decided that West will pay.</li> </ul> <p><u>Safer Schools Partnerships</u></p> <p>Each NPT Inspector is to be tasked with looking at how they could introduce as SSP contact in the secondary schools in their area. PCSO's will be introduced into Southfield School to gradually draw PC Shirley Murray out and she will be made leader. MS is to have an action plan drawn up as to how it would be ruled out by April 2010.</p>	<p align="center"><b>ACTION 138</b></p>
<p><b>6. Policing Pledge Action Plan</b></p>	<p>This will be placed on the agenda of the next meeting. MS to look through the HMIC feedback re the Pledge in preparation for the next meeting.</p>	<p align="center"><b>ACTION 139</b></p>
<p><b>7. Efficiencies</b></p>	<p>Since the Efficiencies spreadsheet was placed on the bulletin last week, MW has received a number of suggestions. No specific efficiencies were raised at the meeting.</p>	
<p><b>8. Laser Funding Application</b></p>	<p>MS circulated the costing for two laser speedmeters after Wigton have made a request for one to be purchased. It was agreed that their statistics and the fact that the safety of the roads in the area falls to the NPT, justifies the purchase. AT to take it to CRASH to see if the bid will be accepted by CDRP/CRASH group.</p>	<p align="center"><b>ACTION 140</b></p>
<p><b>9. Mobile Data Awareness Event</b></p>	<p>The event is being planned for Monday 15<sup>th</sup> June. MS to identify a mobile data champion and also an SMT representative to attend the event.</p>	<p align="center"><b>ACTION 141</b></p>

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<b>10. Pathways to Employment</b>  <b>8. Any other Business</b>  <b>9. Date of next meeting</b>		<p>A request was put forward for the BCU to take on the Employment scheme, which would be based in Community Safety. It was agreed more information is required before a decision can be made; MS to ask Insp Joe Murray to prepare and give a short presentation on the scheme to SMT.</p> <p>Nothing was raised in the OPEN section of the meeting.</p> <p>The next SMT meeting will take place on Tuesday 2<sup>nd</sup> June 2009 at 2.30pm in the Conference Room, AHQ.</p>	<b>ACTION 142</b>
Date of minute	Action No.	New Actions 	Status / Action Man.
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.	<b>AT</b>
19.05.09	<b>137</b>	KM to circulate the newly refreshed CDRP Improvement Plan.	<b>KM</b>
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.	<b>MS</b>
19.05.09	<b>139</b>	<b>Policing Pledge</b> – MS to look through the HMIC feedback re the Pledge in preparation for the next SMT.	<b>MS</b>
19.05.09	<b>140</b>	<b>Laser Funding application</b> – AT to take the application for a laser at Wigton to CRASH group to see if the bid will be accepted.	<b>AT</b>
19.05.09	<b>141</b>	<b>Mobile Data Awareness Event</b> - MS to identify a mobile data champion and also an SMT representative to attend the event.	<b>MS</b>

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19.05.09	142	Pathways to Employment - MS to ask Insp Joe Murray to prepare and give a short presentation on the scheme to SMT.	MS
DATE OF NEXT MEETING: Tuesday 2 <sup>ND</sup> June 10:30am, AHQ			

Meeting closed 13:07pm