



**WEST CUMBRIA  
(Open Minutes)  
SMT MEETING  
Tuesday 28<sup>th</sup> July 2009  
1030 HRS**

**Present**

Chief Supt Kevin McGilloway (KM)  
Supt Andy Towler (AT)  
DCI Mark Backhouse (MB)  
Sgt Brian Forster, Performance Manager (BF)  
Malcolm Woodman, Finance Manager (MW)  
Anne Waugh, APA (AW)  
Margaret Feeney, Area Admin Officer (MF)  
Corinne Lawson, Efficiency Manager (CL)  
Mary Beth Hirst (Minutes)

**Apologies**

CI Mairi Stamper (MS)

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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>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>19.05.09 This was discussed at the Territorial Policing meeting on 13<sup>th</sup> May, D/Supt Thundercloud tasked to review.</p> <p>02.06.09 Awaiting the paper from D/Supt Thundercloud. Ongoing.</p> <p>09.06.09 DCI Ashton is picking up the work whilst the D/SUPT is away. Ongoing.</p> <p>16.06.09 Ongoing</p> <p>23.06.09 KM to contact Jeff Ashton to find out if he has taken this issue on in D/Supt Thundercloud's absence.</p> <p>06.07.09 Ongoing</p> <p><b>28.07.09 Jeff Ashton has been doing a piece of work to establish what is wanted / needed from the Coroners Officer. TO BE REMOVED.</b></p>	<b>CLOSED</b> <b>28.07.09</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>06.07.09 This is almost complete. Ongoing</p> <p><b>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.</b></p>	<b>AT</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><i>06.07.09 Ongoing.</i></p> <p><b>28.07.09 Ongoing until the next meeting when MS is present.</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><i>06.07.09 Insp Murray / Sgt Farnworth to bring a paper on Apprentices and Volunteers to SMT in 2 weeks.</i></p> <p><b>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.</b></p>	<b>JM / RF</b>

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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>09.06.09 MS to provide an update before the Ops Board on 17<sup>th</sup> June.</p> <p>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.</p> <p>23.06.09 SMT to discuss outside of the meeting and identify an area that a bid can be made for.</p> <p>06.07.09 Ongoing</p> <p><b>28.07.09 This matter has now been resolved and the BCU is aware of what we are entitled to. TO BE REMOVED.</b></p>	<b>CLOSED</b> <b>28.07.09</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.	<p>23.06.09 Ongoing.</p> <p><b>28.07.09 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>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.</p> <p><b>28.07.09 Phil Robinson is now costing a proposal for an upgrade. Ongoing.</b></p>	<b>MF / KM</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.	<p><b>28.07.09 A number of different access options are currently being priced up and a decision will be made following this.</b></p>	<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.	<p><b>28.07.09 AT was unable to attend the briefing but has asked for the information from the meeting. TO BE REMOVED.</b></p>	<b>CLOSED</b> <b>28.07.09</b>
14.07.09	<b>150</b>	AW to speak to Carlisle Personnel and ask how they arrived at their abstraction figure.	<p><b>28.07.09 Ongoing. BF to ask Karen Thomson to provide a snapshot of today's abstraction figure.</b></p>	<b>AW</b>

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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><i>28.07.09 A pregnant officer on restricted duties is to go into CJU to provide relief in the department over the next month. TO BE REMOVED.</i></b>	<b>CLOSED 28.07.09</b>
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<u>Agenda Discussion – Open Section</u>	
<b>1. Apologies</b>	The above apologies were given.
<b>2. Guests:</b>	Corrine Lawson attended the SMT to discuss the list of efficiency suggestions to see if they / any can be taken forward by the BCU.
<b>3. Minutes and Actions</b>	Minutes from the meeting on 6 <sup>th</sup> July 2009 were approved and noted.
<b>4. Performance</b>	<p>(i) Crime and Disorder Dashboard has remained frozen since 23<sup>rd</sup> July due to an I.T. problem and there are no definitive figures since this date. According to Sleuth BCU performance is good on whole, with the exception of the recent burglaries in Bassenthwaite. Detections were at 41% on the 23<sup>rd</sup> which is line with the previous detection figures for West. The ASB figures are causing some issues as they still appear to be 1000 over target, but it is unclear why this is the case. Each NPT is to produce a plan of the work that is being done in their areas over the summer months. There has been a lot of positive feedback regarding the policing at the carnivals and festivals across the area, the operations are clearly helping the levels of ASB. AT to look into having formal debriefs following the carnivals.</p> <p>(ii) Finance A document is to be circulated informing supervisors of the need to be vigilant when it comes to overtime, and to only grant it where it is necessary. Overtime levels are the same this month as they were last month. There has still been no official word on which of the intakes are being cancelled. It is thought that the October intake has gone and the next one will be in January. Clarification is needed on this.</p> <p>(iii) Wellbeing at Work The Area Well being at Work meeting took place on Friday but there was nothing to raise from this, other than that preparation is being done for each of the actions that are due to take place in the next few months; all stations are being made aware of the work that needs to be completed. MF circulated a message to all staff regarding awareness of safety when on duty, and there has only been one reported accident this week. The NVQ students have to complete a piece of work on Health &amp; Safety so MF is working with them and has provided some information that will help them with their projects.</p>

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<p><b>5. Items from Strategic Meetings</b></p>	<p>ACC Michelle Skeer visited the BCU on 23<sup>rd</sup> July and KM took her to Whitehaven to meet with the Scafell project team, the South Whitehaven policing team and she also met with staff on the help desk and discussed their concerns.</p> <p>CDRP Strategy group – There are some issues with the future of CDRP funding as the County Council are looking to change to a county-wise commissioning basis. The CDRP have raised concerns with the SSTP chair.</p> <p>JNCC – There were no issues to raise from this meeting, items discussed included staffing numbers on the front line, custody provision, the number of substantive Sergeants compared to those acting, and also the possibility of installing a cash machine at HQ.</p> <p>Business Continuity Management for the Flu Pandemic – The preparation for the pandemic is being developed and plans are to be co-ordinated by the different departments including Finance, Personnel etc, CJU is to be planned centrally. Our work is to be on Police staff and response, BF and AT are to look into this. MF and AW will look into the DMO roles to ensure cover can be provided if and when needed. The structure of BCM will include the SMT minus KM, the DMO's and Sheila Taylor, and discussions will take place on a weekly basis. The reporting mechanism for new cases needs to be looked at.</p>	
<p><b>6. Policing Pledge Action Plan</b></p>	<p>This was discussed prior to the meeting.</p>	
<p><b>7. Efficiencies</b></p>	<p>Corrine Lawson discussed with the group the 20 efficiency suggestions put forward by West staff to see if any of them were applicable and could benefit the BCU. The target for West is an efficiency saving of £182,000. At the meeting it was decided that SMT will take the lead on paperless meetings and will trial it at the next full SMT meeting. BF and MBH to liaise over this.</p>	<p><b>ACTION 152</b></p>
<p><b>8. June NCRS Audit Report</b></p>	<p>This was raised for awareness – the report is looking favourable for West Cumbria. MB to look into this.</p>	
<p><b>9. Neighbourhood Tasking – Terms of Reference</b></p>	<p>The Terms of Reference were approved by SMT.</p>	

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<b>10. Any Other Business</b>		<p><b>Evidential Drug Identification Testing</b> – The Force is looking to introduce this scheme which will enable trained staff to test for certain drugs within the confines of the custody suite whilst the detainee is still in custody. The BCU would need to look at provision to do this in Whitehaven as well as Workington. MB is to look into this and discuss with MS on her return.</p> <p><b>Joint Inspection of Police Custody</b> – An inspection of custody facilities in Cumbria is to be carried out on 14<sup>th</sup> September 2009. A letter has been sent to request that the inspection is put back whilst the CJB development is going on. MS is to be updated on her return and AT to speak to Insp Barr in the interim.</p>	<p><b>ACTION 153</b></p> <p><b>ACTION 154</b></p>
		<p><b>Actions from Informal SMT meeting on 4<sup>th</sup> August 2009.</b> It was asked that the Training Support Administrator role is put on the agenda for the next formal SMT meeting. Linda Graves is concerned about the amount of work she is being given and who is directing her work load.</p>	<p><b>ACTION 155</b></p>
<b>Date of minute</b>	<b>Action No.</b>	<p><b>New Actions</b></p> 	<b>Status / Action Man.</b>
28.07.09	<b>152</b>	BF and MBH to liaise over paperless meetings and trial it at the next meeting.	<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.	<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.	<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.	<b>MaryBeth</b>

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**DATE OF NEXT MEETING: Tuesday 11<sup>th</sup> August, 10:30am, AHQ**

Meeting closed 12:49