



**WEST CUMBRIA
(Open Minutes)
SMT MEETING
Tuesday 31st March 2009
1030 HRS**

Present

Chief Supt Kevin McGilloway (KM)
 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)
 Theresa Peel, Admin (TP)
 Mark Flanagan, Counter Terrorism Security, HQ
 Liz Cartwright, Occupational Health, HQ
 Mary Beth Hirst (Minutes)

Apologies

T/Supt Mairi Stamper (MS)
 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.	31.03.09 Ongoing	Ongoing MS

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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>06.01.09 <i>Martin Connolly has been nominated to evaluate the scheme and will provide an update to SMT in the next two weeks.</i></p> <p>22.01.09 <i>No update provided</i></p> <p>10.02.09 <i>MS has received the review from Insp Connolly and will report back to SMT on it at the next meeting.</i></p> <p>24.02.09 <i>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>11.3.09 <i>report just received. SMT to be brought up to date next meeting.</i></p> <p>24.03.08 <i>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>31.03.09 Ongoing - the Area Commanders are due to meet next week.</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>22.01.09 <i>This will be discussed at a future SMT meeting.</i></p> <p>10.02.09 This is to be deferred until more time is available to discuss future the meeting plan</p>	Deferred KM
10.02.09	116	BCU Contract – Formulation of next year's 'contract' - Brian Forster is to go through the BCU contract and draft a plan which will be brought back to SMT.	<p>24.02.09 <i>BF and KM to discuss this after the SMT meeting. Draft with KM – will feedback next meeting (24.3.09).</i></p> <p>24.03.09 <i>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>31.03.09 This was finalised and sent out to all staff yesterday.</p>	KM to report back next meeting 31.3.09
24.02.09	117	Confidence and Equality – Ch Supt to circulate the BCU Action Plan	<p>24.03.09 <i>Ongoing. This is still to be circulated.</i></p> <p>31.03.09 The action plan was circulated yesterday. Managers are to produce a brief for each Area C&E meeting. TO BE REMOVED</p>	CLOSED 31.03.09

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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.	KM / MS / KG
24.03.09	121	<u>Finance</u> - MW to look into cleaning bills after major incidents, to find out who is liable to pay these bills and what is included in them.	31.03.09 It was decided that the BCU will continue to pay these bills, MW to raise again if it becomes an issue. TO BE REMOVED.	CLOSED 31.03.09
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	KM / KG / Insp Murray
24.03.09	123	KM to produce documents from the Establishment Panel meeting for Mary Beth to then photocopy and circulate to SMT	31.03.09 This has now been circulated. TO BE REMOVED.	CLOSED 31.03.09
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.	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	KG / BF
24.03.09	126	<u>Efficiencies</u> – MW and / or MB to introduce Efficiencies at a future AMT meeting.	31.03.09 This is to be put on the AMT agenda for the next meeting. TO BE REMOVED.	CLOSED 31.03.09
24.03.09	127	<u>Burglary Day of Action</u> – KG to liaise with Lara at the Press Office on this.	31.03.09 Insp Murray is liaising with Lara on this, and it was raised at the press briefing last week. TO BE REMOVED.	CLOSED 31.03.09


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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.	<i>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</i>	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.	<i>31.03.09 Ongoing.</i>	MB

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<p>1. Apologies</p> <p>2. Guests: - Mark Flanagan</p> <p>- Liz Cartwright</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>7. Efficiencies</p>	<p><u>Agenda Discussion – Open Section</u></p> <p>As above.</p> <p>Mark Flanagan attended the meeting to discuss his role as Counter Terrorism Security Advisor and now BCU representative.</p> <p>Liz Cartwright (Occupational Health Nurse) was introduced to the SMT as she is advisor to West BCU staff. Discussions took place in the CLOSED section of the meeting about sickness management. NOTE: Liz Cartwright has now resigned.</p> <p>The minutes from the meeting on 24th March 2009 were agreed and noted.</p> <p>(i) <u>Crime and Disorder</u> Ch Supt will be sending an email out to the BCU to thank everyone for their work over the year.</p> <p>KG to brief managers about Bonuses / Honorariums for officers and staff, and request nominations from them. Figures for these awards are required by 30th April so that it can be taken from this years budget.</p> <p>(ii) <u>Finance</u> The audit report is back and the results from which were very good.</p> <p>There have been no Strategic Meetings since the last meeting.</p> <p>Nothing was raised in terms of the Policing Pledge.</p> <p>The Efficiency Suggestion Sheet was circulated prior to the meeting. A discussion took place about this and it was decided that it should be raised at the next AMT meeting for Managers to discuss ways of encouraging staff/officers to send them in. The forms must go to SMT.</p>	<p>ACTION 130</p> <p>ACTION 131</p>
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8. Any other Business		None in the OPEN section.	
9. Date of next meeting		The next SMT meeting will take place on Tuesday 7 th April 2009 at 2.30pm in the Conference Room, AHQ.	
Date of minute	Action No.	New Actions 	Status / Action Man.
31.03.09	130	<u>Bonuses / Honorariums</u> - KG to brief managers about bonuses/honorariums and request nominations for the awards.	KG
31.03.09	131	<u>Efficiency Suggestion Sheets</u> – This is to be raised at the next AMT meeting for managers to discuss ways of getting the forms in from staff / officers.	KG
DATE OF NEXT MEETING: Tuesday 7TH April at 2.30pm , AHQ			

Meeting closed 12:10pm