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**WEST CUMBRIA AREA
(Open Minutes)
SMT MEETING
Tuesday 11th May 2010
1100 HRS**

Present

Chief Supt Steve Johnson (SJ)
Supt Andy Towler (AT)
CI Justin Bibby (JB)
Jim McMonies, APA (JM)
Malcolm Woodman, Finance Manager (MW)
Theresa Peel A/Admin Manager (TP)
Mary Beth Hirst (Minutes)

Apologies

DCI Barry Carruthers (BC)
Sgt Brian Forster, Performance Manager (BF)

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Date of minute	Action No.	Previous Actions	Update	Status / Action Man.
16.02.10	174	Ch Supt Johnson, Supt Towler, CI Bibby and Malcolm Woodman to look into the detail of the BCU's spending, and try to remove some of the lines of costs such as the amount accrued by officers working into their RD's.	<p><i>23.02.10 This discussion is still to take place. Update to be provided on 02.03.10.</i></p> <p><i>02.03.10 A meeting is to be set up for SJ, AT, JB, MB and MW to discuss this matter. Update from this meeting to be provided once it has taken place.</i></p> <p><i>23.03.10 This meeting has now taken place. Malcolm Woodman to speak to CI Bibby about a sum of money for overtime and how this will be managed. An update is to be provided at the next meeting.</i></p> <p><i>06.04.10 Some controls have been put in place to ensure that overtime is authorised by Inspectors only. Malcolm Woodman is to get a list of the Inspectors' signatures to identify who has signed the forms. Supt Towler thanked CI Bibby for the hard work that has been done on this and the plans that have been put in place. A formal update is to be provided on 11th May.</i></p> <p>11.05.10 This will be discussed in the Finance section of the meeting.</p>	CLOSED 11.05.10
09.03.10	178	Supt Towler is to complete a 3 month review of West BCU's Information Sharing Agreements and report back to the meeting on Tuesday 8 th June.		AT Deferred until 08.06.10

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09.03.10	180	The BCU contract has been sent out; Brian Forster is to circulate this to SMT for comments and will be brought back to the next meeting for discussion.	<p><i>23.03.10 Version 2 of the BCU Contract has now been sent out, and Brian Forster is to speak to Ch Supt Johnson about taking this forward.</i></p> <p><i>06.04.10 This is on hold by HQ at the moment. Brian Forster is to speak to Ch Supt Johnson when he returns, about what should be sent out to staff next week re the Performance Contract.</i></p> <p><i>13.04.10 The Performance Contract should be returned today so an update will be provided at the meeting on 20.04.10.</i></p> <p><i>27.04.10 Ch Supt Johnson is to chase up the final version of the contract from Jane Sauntson.</i></p> <p><i>11.05.10 The final version has now been received and an update will follow at the next meeting.</i></p>	SJ
06.04.10	186	CI Bibby and CI Stamper to have a discussion on recovery handover timescales.	<p><i>13.04.10 There is a need for the BCU to take ownership of the building to ensure the building work can take place under close management. An update is to be provided on 20.04.10 (Further discussion on this took place in the Closed section of the meeting).</i></p> <p><i>27.04.10 A meeting will be held tomorrow where a formal handover will take place between CI Bibby and CI Stamper. Half of the ground floor will be open next week and the main conference room will be up and running in 3 weeks. The far end of the building will be completed in 4 – 6 weeks.</i></p> <p><i>11.05.10 The formal handover has now taken place.</i></p>	JB
13.04.10	187	Malcolm Woodman is to monitor fuel costs and mileage done, and compare the costs to last year to see how much the increase in fuel costs is impacting on the budget.	<i>27.04.10 This is to be looked at bi-monthly and will next be looked at in June.</i>	MW Deferred until 22.06.10
13.04.10	188	The West Cumbria Leadership Plan is to be remitted back to CI Bibby to refresh and include as part of the HR Plan.	<p><i>27.04.10 This is to be re-visited in Mid May.</i></p> <p><i>11.05.10 Ch Supt Johnson and CI Bibby are to discuss these and bring back to the meeting on 06.07.10</i></p>	SJ / JB Deferred until 06.07.10


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13.04.10	189	CI Bibby is to build the Cultural Analysis Survey into the Leadership plan and bring back to SMT as an Action Plan.	<i>27.04.10 An update is to be provided at the next meeting. 11.05.10 Activity is ongoing in relation to this and an update will be provided on 06.07.10.</i>	JB Deferred until 06.07.10
27.04.10	190	AT to raise the issue of the Specials Co-ordinator role at Ops Board on Wednesday to establish where this post will be funded from.	<i>11.05.10 It has been suggested that this will be funded elsewhere. MW is to monitor it and the issue will be raised at Ops Board if necessary.</i>	CLOSED 11.05.10
27.04.10	191	AT and MW are to have a discussion outside of the meeting about setting aside a sum of money from the budget to pay for overtime.	<i>11.05.10 This has been discussed and an amount agreed. Action is now TO BE REMOVED.</i>	CLOSED 11.05.10
27.04.10	192	CI Bibby and Insp Gartland are to look into the C3P0 system and reply to Lancashire about whether or not it could be utilised successfully in Cumbria.	<i>11.05.10 An update on this is to be provided by July.</i>	JB / DG
04.05.10	193	Supt Towler and DCI Carruthers are to pick up on PVP performance and look at ways to improve this by the next update in July.	<i>11.05.10 This is to be reported back on 06.07.10 to ensure that the quality of reporting has been improved.</i>	AT / BC Deferred until 06.07.10
04.05.10	194	Supt Towler is to look in to improving the communication between PPU and officers, to ensure officers are away of which jobs are being investigated by other officers, so that links can be made with regards to community impact assessments. Also to look into the protection of Mr Iredale.	<i>11.05.10 This is now been done via DMM where PPU issues are raised.</i>	AT
04.05.10	195	Malcolm Woodman is to contact Julie Johnstone to find out the timescales for the Performance pack.	<i>11.05.10 MW has contacted Julie Johnstone who has said that the performance briefing pack will be available on 18.05.10. Supt Towler is to speak to Julie about the performance pack to ensure that this is received in time for the PDC.</i>	AT

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<p>1. Apologies</p> <p>2. Guests:</p> <p>3. Minutes and Actions</p> <p>4. Performance</p>	<p>Agenda Discussion – Open Section</p> <p>The above apologies were given.</p> <p>No guests attended the meeting.</p> <p>Minutes from the meeting on 27th April 2010 were approved and noted.</p> <p>(i) Crime and Disorder Detections are low this month and need to be around 6% better. Burglary Dwellings are over this month, as are Thefts and Theft of Motor Vehicles. Despite this, overall performance is relatively good, with TNO's down by 70, and seasonally the BCU is doing reasonably well.</p> <p>The BCU PDC is due to take place next week and Supt Towler, CI Bibby and Malcolm Woodman have set time aside on Wednesday to go through the content. It was asked that all information to be included is sent to Malcolm before Wednesday.</p> <p>(ii) Finance Malcolm Woodman circulated a subjective analysis of spenditure and which departments the money has been spent in. This was broken down to daily spending and a large amount of the money has gone on CID and covering sickness. The BCU is currently running at 50% less for shifts so breaches are being made more often, but this is being managed more tightly. Malcolm also circulated a graph with SSH and Extended Duty payments and these are significantly less than the end of last year. The overall trend is downwards and the management of breaches is starting to show. Ch Supt Johnson is to speak to DI Adrian Johnson about CID overtime and try to reduce these costs.</p> <p>There is no report this month yet and the first one will be in June. The BCU is currently just under budget, but quite significantly under spending from the Bank Holiday weekend. Malcolm Woodman is to send an email out to remind all staff that overtime forms are to be sent in as soon as possible or they will not receive the payment.</p> <p>(iii) Wellbeing at Work, including Health & Safety By the end of June all building work should be completed on the ground floor of the station. Ch Supt Johnson asked that staff use this time to focus on standards and getting rid of stuff that is no longer required. Theresa Peel is to find out which members of staff have lockers in the lockers rooms so that they can be contacted and asked to look after the area. Theresa Peel and Malcolm Woodman are to look into options for removing the files in the corridors and allowing the area to be cleared.</p>	<p>ACTION 196</p> <p>ACTION 197</p>
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<p>5. Items from Strategic Meetings</p> <p>6. Efficiencies</p> <p>9. Any Other Business</p>	<p>CI Bibby and Ch Supt Johnson to look at the store cupboard and find out who the equipment belongs to.</p> <p>There have been no strategic meetings since the last SMT meeting to report back on.</p> <p>Two efficiencies have been put forward;</p> <ol style="list-style-type: none"> 1) Efficiencies on the Bikesafe course – this was discussed but it was noted that although these are financial savings, they would not be efficiencies. 2) YOT secondment post and if this could be civilianised. <p>Malcolm Woodman is to look at staffing reductions at events and see if this can be recorded as an efficiency saving.</p> <p>No other matters were raised in the open section of the meeting.</p> <p><u>Actions from Informal meeting on 18th May 2010</u> To be completed...</p>	<p>ACTION 198</p>	
<p>Date of minute</p>	<p>Action No.</p>	<p align="center">New Actions</p> <p align="center"></p>	<p>Status / Action Man.</p>
<p>11.05.10</p>	<p>196</p>	<p>Malcolm Woodman is to send an email out to remind all staff that overtime forms are to be submitted as soon as possible or they will not receive the payment.</p>	<p>MW</p>
<p>11.05.10</p>	<p>197</p>	<p>Theresa Peel is to find out which members of staff have lockers in the lockers rooms so that they can be contacted and asked to look after the area. Theresa and Malcolm Woodman are to organise the files on the corridor and have them moved to Fastness asap. CI Bibby and Ch Supt Johnson to identify a process of inspecting BCU space.</p>	<p>TP / MW / JB / SJ</p>

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11.05.10	198	Malcolm Woodman is to look at staffing reductions at events, and to see if this can be recorded as an efficiency saving.	MW
DATE OF NEXT MEETING: Tuesday 11th May, 10:30am, AHQ			

Meeting closed 13:00