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CENTRAL SCOTLAND POLICE  
FORCE POLICY GROUP  
Friday 5<sup>th</sup> March 2010

OPEN MINUTE

Ref	Agenda Item	Minute and Action	Action Owner
05 MAR 10 ITEM 1.	WELCOME / APOLOGIES	Present: CC Smith, DCC MacLeod, ACC Mauger, Mr Walker, CS Samson, CS MacKenzie, Mr Shearer.  In Attendance: Ms Inglis (minutes).  Apologies: Mr Noble.	
05 MAR 10 ITEM 2.	PREVIOUS MINUTES, ACTION LOG, DECISION LOG	The previous draft minutes for the FPG meeting held 28 <sup>th</sup> January 2010 were approved and will be published on the CSP website under the force Publication Scheme; the pre March meeting Action List updates will also be published.  CC Smith requested that the wording of decision number 4 on the Decision Log be amended to better reflect the FPG agreement 28/1/10 in regard to probationers participation in PCU work.	
		<b>ACTION: Ms Inglis to amend the wording of Decision number 4 in regard to probationer's participation in PCU work.</b>	Ms Inglis
		Discussion took place in regard to the worth of posting FPG supporting papers on the internet in addition to FPG minutes under the Publication Scheme. CC Smith and DCC Macleod to give this further consideration prior to next FPG meeting.	
		<b>ACTION: CC Smith and DCC MacLeod to consider the worth of publishing FPG supporting papers in addition to the FPG minutes as part of the Publication Scheme.</b>	CC Smith DCC MacLeod

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05 MAR 10 ITEM 3.	<b>OPENING REMARKS</b>	<p>ACPOS Council has not met since the last FPG meeting.</p> <p>The CS JPB has met twice since the last FPG meeting. A 3.1% uplift in budget was agreed at the 29/1/10 Budget meeting and the positive performance of the force was recognised by JPB members.</p> <p>Clarification had been sought by JPB members in regard to the role of Community Traffic Wardens at the regular Board meeting 26/2/10. The background papers to the decision to expand the CTW role will be re-circulated to JPB members.</p>	
05 MAR 10 ITEM 4.	<b>FORCE PRIORITIES 1 – 5</b>	<p><b>ACTION: FPG members to consider any required changes to their respective priorities for next year and feedback to CI Cattnach.</b></p> <p><b><i>Priority 1: Delivering Safer and Stronger Communities</i></b>                      A positive trend in regard to Crime figures was reported and CS MacKenzie noted his intention to investigate potential positive media opportunities towards the end of the Financial Year.</p> <p>A significant drop in Class A drug seizures was reported and this is receiving the necessary focus.</p> <p><b><i>Priority 2: Growing Community Policing &amp; Increasing Engagement</i></b>                      The drop in Special Constables was noted though this was attributed to the timing between intakes, CSP only having 2 intakes per year. Work is also ongoing to encourage Special Constables to increase their participation / hours with the Force. In addition, systems are being put in place to recognise good performance of Specials.</p> <p>Data is now available from the Scottish Household Survey and the Scottish Crime &amp; Justice Survey to allow the required analysis to be done to populate items 2.5 and 2.6.</p> <p><b><i>Priority 3: Building Community Planning &amp; Sustainable Partnerships</i></b>                      Considerable detail has been added to this priority to capture the ongoing work with SG in regard to multi agency public protection partnerships. All items were reported as progressing well.</p>	<b>FPG Members / CI Cattnach</b>

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		<p><b>Priority 4: Modernising our Service &amp; Reinvesting Efficiency Savings</b>                      Analysis to determine the number of police officers returning to front line policing to be discussed off table.</p> <p>Work has been undertaken to establish the baseline figure for compliance with minimum resourcing levels for police officers.</p>	
		<p><b>Priority 5: Developing our People &amp; Becoming an Employer of Choice</b>                      Sickness absence highlighted as an area for concern and for management focus.</p>	
<p><b>05 MAR 10 ITEM 5.1</b></p>	<p><b>GOVERNANCE Strategic Risk Register</b></p>	<p>The Strategic T&amp;CG Risk Register has been amended since the last Force Strategic meeting. This latest document was shared at the JPB BV&amp;A meeting (12/2/10) where it was favourably received, attendees expressed an interest in receiving a copy at all future BV&amp;A meetings.</p> <p>The Corporate Risk Register has been updated, the most significant change being around provision of custody arrangements (risk # 14). Control measures have been added for this item and it was agreed that the 'Gross Risk Category' flag should be lowered from 'catastrophic'.</p>	
		<p><b>ACTION: Mr Shearer to lower the risk category for Staffing Profile / Custody Management Arrangements.</b></p>	<p><b>Mr Shearer</b></p>
		<p>Risk # 13 in regard to the 'threat to future years funding settlements' was also discussed. Following the approval of the force budget for 2010, a Planning Group will be established with a view to meeting over the next month, an outline paper will be prepared for the April meeting of FPG.</p>	
		<p><b>ACTION: Mr Shearer to provide an outline paper for next FPG in regard to Risk # 13 'threat of future years funding settlements' in light of the recent CSP 2010 budget.</b></p>	<p><b>Mr Shearer</b></p>
		<p>Mr Shearer sought FPG agreement that the risks identified in the Corporate Risk Register were correct and current, and that control measures were appropriate and correct. This was agreed with the following amendments:-</p> <p>Risk # 2: It was suggested that commentary be added to reflect the current 'over recruit' situation.</p>	

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		<p>Risk # 9: commentary to be included to reflect compliance with the HMI attendance management thematic.</p> <p>Risk #8: Further scoping has been undertaken in regard to Job Evaluation and affordability of any required pay modelling. A definitive position in regard to the current position of the Job Evaluation project and the next steps to be submitted for next FPG meeting.</p>	
		<p><b>ACTION: Mr Shearer to amend Risk #'s 2 and 9 to include additional commentary as noted above.</b></p>	<p><b>Mr Shearer</b></p>
		<p><b>ACTION: Mr Noble to prepare a paper in regard to Job Evaluation detailing current position and next steps.</b></p>	<p><b>Mr Noble</b></p>
<p><b>05 MAR 10 5.2</b></p>	<p><b>GOVERNANCE Force Business Change Board</b></p>	<p>Work continues to negotiate a support contract for CARM during the transition from CARM to SCOPE/Duty Management module. The excellent work put in by the RMU in preparation for the transition was noted.</p> <p>A categorisation matrix is being developed to capture future ideas and projects for consideration by the Force Business Change Board.</p> <p>PDR implementation is now 'closed' as a project and has transitioned into the 'lifetime management phase'. CC Smith requested a situation report on current progress in regard to PDR implementation and compliance across the force.</p>	
		<p><b>ACTION: Mr Noble to prepare a situation report on the current position of PDR implementation and compliance across the force.</b></p>	<p><b>Mr Noble</b></p>
<p><b>05 MAR 10 ITEM 5.3</b></p>	<p><b>GOVERNANCE Professional Standards</b></p>	<p>A Level 2 Funding Bid has been submitted for ACPOS Council consideration for an Inspector based within the Police Complaints Commissioners Service. It is proposed that this post would be jointly funded between CSP and SG. If approved, DCC MacLeod and the PCCS Commissioner will write jointly to SG to secure funding for this post.</p>	

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05 MAR 10 ITEM 6.1	<b>FINANCE &amp; PHYSICAL RESOURCES</b> Revenue Budget	No significant items of concern were noted.	
05 MAR 10 ITEM 6.2	<b>FINANCE &amp; PHYSICAL RESOURCES</b> Capital Budget	No significant changes to the Capital Budget were reported since the last update.	
05 MAR 10 ITEM 6.3	<b>FINANCE &amp; PHYSICAL RESOURCES</b> Property / Vehicles	Property disposals were reported as on track. Work has been undertaken to pull together an asset management strategy, this will be presented to the JPB Physical Resources Committee in April 2010.	
		<b>ACTION: An asset management strategy to be prepared for the JPB Physical Resources Committee meeting 30/4/10.</b>	<b>Mr Shearer</b>
05 MAR 10 ITEM 6.4	<b>FINANCE &amp; PHYSICAL RESOURCES</b> Review of Procurement Arrangements	The limited resources within force in regard to Procurement and Stores was noted. Efforts are being made to increase resilience and also to rationalise Procurement/Stores where possible. Options are also being investigated to identify opportunities for partnership working with local authorities.  It was agreed that start dates should be included within the BV Service Review document to allow progress to be better measured.	
		<b>ACTION: Start dates to be included on the BV Service Review document.</b>	<b>Mr Shearer</b>
05 MAR 10 ITEM 7.1	<b>HUMAN RESOURCES</b> Establishment Figures	The HRD update paper was noted.  The Attendance Management paper provided analysis of the impact of the FPG decision to remove the additional annual leave provision as a reward for zero absence. Whilst absence figures are trending up, the size of the increase is only slightly greater than the days that would have been lost as part of the additional annual leave policy. The October spike is beginning to drop and the force now has an accurate measure of absence through sickness.	

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		<p>A Best Value review of Occupational Health is currently ongoing and at an advanced stage.</p> <p>A range of options are being developed for FPG consideration.</p> <p>The JPB have been informed of this review and will be sighted on the final document and recommendations.</p> <p>The excellent work of Insp Russell Penman in managing this Best Value Review was noted.</p> <p>Once complete, the final BVR paper will be presented to FPG for consideration.</p>	
		<p><b>ACTION: Mr Noble to present the BVR of Occupational Health to FPG once finalised.</b></p>	<p><b>Mr Noble</b></p>
		<p>A paper will be submitted to next FPG detailing the future direction of the force civilianisation programme taking current budget restrictions into consideration.</p>	
		<p><b>ACTION: Mr Noble to prepare a Civilianisation paper for next FPG in consultation with Mr Shearer, taking the current budget restrictions into consideration.</b></p>	<p><b>Mr Noble</b></p>
<p><b>05 MAR 10 ITEM 8.1</b></p>	<p><b>OPERATIONAL OVERVIEW Force Staff Survey</b></p>	<p>Focus groups are being held to further investigate the workstreams identified following the Staff Survey. Once the focus group meetings have been completed a paper will be prepared documenting suggestions for FPG consideration.</p>	
		<p><b>ACTION: Paper to be prepared for FPG consideration documenting suggestions captured during focus group meetings.</b></p>	<p><b>CI Cattanach</b></p>
<p><b>05 MAR 10 ITEM 8.2</b></p>	<p><b>OPERATIONAL OVERVIEW Trust Confidence &amp; Satisfaction Action Plan</b></p>	<p>A meeting of the wider group involved in taking the TCS initiative forward has taken place. Work has been undertaken by CS Samson and Supt Douglas to distil the feedback from this meeting into an action plan. This action plan is still 'work in progress' though CS Samson issued a rough draft in hard copy format at the meeting.</p> <p>It is hoped that the action plan will be finalised for presentation at the Force Forum (25/3/10).</p> <p>HMI E&amp;W have previously embarked on a similar initiative and indications are that CSP findings conclude with the findings in E&amp;W.</p>	

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		CS Samson requested feedback on the draft action plan within 7 days.	
		<b>ACTION: FPG members to feedback to CS Samson on the content of the draft TCS Action Plan within 7 days.</b>	<b>FPG Members</b>
<b>05 MAR 10 ITEM 8.3</b>	<b>OPERATIONAL OVERVIEW Multi Agency Early &amp; Effective Intervention Project</b>	<p>The draft proposal for the 'Multi Agency Early &amp; Effective Intervention Project' has been circulated to FPG member and also shared with Local Authority Chief Execs, including the Health Board and Fire &amp; Rescue Service, who have indicated their support for the project. Support from SG was also noted.</p> <p>The final document will be available for circulation mid w/c 15/3/10, CC Smith requested sight of latest version today. The latest document will include detail of resources required in addition to funding and costs.</p>	
		<b>ACTION: ACC Mauger to circulate final version of Multi Agency Early &amp; Effective Intervention Project document to FPG members by mid w/c 15/3/10. CC Smith to receive latest version 5/3/10.</b>	<b>ACC Mauger</b>
<b>05 MAR 10 ITEM 9.1</b>	<b>COMMUNITIES POLICING Scottish CP Engagement Principles</b>	An update paper in regard to the Central Scotland Community Engagement Standard was submitted to the JPB held 26/2/10. JPB members to provide feedback, thereafter local media will be engaged at an appropriate juncture. It was suggested that CI Cattnach should be invited to attend future Engagement Standard meetings.	
		<b>ACTION: CI Cattnach to attend future meetings in regard to the Community Engagement Standard.</b>	<b>CI Cattnach</b>
<b>05 MAR 10 ITEM 9.2</b>	<b>COMMUNITIES POLICING Single Outcome Agreements</b>	Progress in regard to the Single Outcome Agreements for each Area Command are reported quarterly, therefore updates will be available for the next FPG 22/4/10.	
<b>05 MAR 10 ITEM 9.3</b>	<b>COMMUNITIES POLICING Policing of</b>	CSP have one premier league football team in their force area, Falkirk FC, which requires to comply with the 'Guide to Safety at Sports Grounds' document.	

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	<b>Football Matches</b>	<p>Following consideration of the guide it has been established that Falkirk are compliant and the transition to the revised model for policing of football matches will commence at the start of the next football season, which involves a move in responsibility for safety from the police service to a match safety officer.</p> <p>Though a huge financial saving is not anticipated, there should be gains in terms of policing numbers required to attend future matches.</p>	
<b>05 MAR 10 ITEM 10.1</b>	<b>CRIME &amp; SPECIALIST OPERATIONS Resource &amp; Demand Management</b>	<p>Fife Constabulary has confirmed their interest in adopting the CSP model for Community Traffic Wardens and sharing of best practice in this regard will be undertaken.</p> <p>Paper noted. Indicators reported as positive against targets.</p> <p>Focus is being given to increasing opportunities for OSO deployment, 50 shifts have been worked thus far and effort is being made to have shifts scheduled 4/8 weeks in advance.</p> <p>Technical problems have arisen in transferring the OSO diary onto SCOPE though efforts are being made to rectify this.</p> <p>The Federation have raised concerns in regard to working time regulations of Special Constables and they have written to the Chairman of the Specials Group in this regard.</p> <p>The UWSU have reached a crucial point in regard to ongoing maintenance costs. This had been raised at the February OPBA meeting though no support from other forces in more equitable sharing of the costs for this shared resource was received.</p> <p>CC Smith requested that an extra ordinary FPG meeting be arranged to further discuss this issue. CS MacKenzie to provide a detailed paper / presentation, to include; costings and the impact of folding the UWSU on other Scottish Forces. Consideration also to be given to the need for the UWSU within the CSP force area and whether CSP would want to continue to fund it solely.</p> <p>CC Smith also noted his collaborative discussion scheduled for 30/3/10 with Chief Constables from Fife Constabulary and Tayside Police.</p>	

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		<b>ACTION: An extra ordinary FPG meeting to discuss the future of the UWSU to be arranged, CS MacKenzie to provide a detailed paper / presentation.</b>	<b>CS MacKenzie Ms Inglis</b>
05 MAR 10 ITEM 10.2	<b>CRIME &amp; SPECIALIST OPERATIONS Crime Management Services</b>	<p>The CMS Update paper was noted.</p> <p><b><i>Civilianisation of Det Sgt Post</i></b> This paper investigates the merit of restructuring within the CAB and the Confidential Unit with a view to potentially civilianising the current Det Sgt post following the retirement of the current post holder in June 2010. The supervisory responsibilities associated with the post would be transferred to the Det Sgt within the Confidential Unit.</p> <p>It is anticipated that this move would result in cost savings, as well as providing a senior single point of contact. CS MacKenzie and Mr Shearer to consider this move via the civilianisation programme in the first instance and report back to next FPG meeting.</p> <p><b>ACTION: CS MacKenzie and Mr Shearer to consider this move via the civilianisation programme in the first instance and report back to next FPG meeting.</b></p> <p><b><i>Governance Papers: 'Force Intelligence TT &amp; CG', and 'Covert Ops Mgt Group'</i></b> Both papers were approved with a minor amendment required at section 5 of both papers (i.e. although neither meeting requires to be minuted, actions and key decisions for both groups should be documented).</p> <p>In addition, the Covert Operations paper should also be amended to include oversight of the delivery of covert regimes within force.</p> <p><b>ACTION: CS MacKenzie to have governance papers amended at section 5 to include recording of actions and key decisions.</b></p> <p><b>In addition, the Cover Operations Group paper should be amended to include the Groups' oversight of the delivery of covert regimes within force.</b></p>	<p></p> <p><b>CS MacKenzie / Mr Shearer</b></p> <p></p> <p><b>CS MacKenzie</b></p>
05 MAR 10 ITEM 10.3	<b>CRIME &amp; SPECIALIST OPERATIONS SS, RPU, E&amp;EP</b>	<p>Papers noted. Additional comments as follows:-</p> <p><b><i>Road Policing Unit</i></b> The seatbelt usage campaign to be launched in April 2010 was noted and the importance for Area Commanders in understanding their role in enforcing seatbelt usage was highlighted.</p>	

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		<p><b>Specialist Services</b>                      The NPIA support team visit scheduled for 1/3/10 went very well with Sgt MacKenzie's submission of CSPs proposed quality assurance framework for firearms training being regarded as good practice by NPIA.</p> <p>Efforts continue to find resolution for the funding issue in regard to CBRN provision (equipment and training) across all Scottish forces. ACC Livingstone as the national lead for this continues to pursue a speedy resolution.</p> <p>CS MacKenzie sought FPG approval to move the current re licensing period for force Gold and Silver Commanders from a 3 year period to 5 years. This change is also being considered by other forces and would bring CSP in line with NPIA. It was agreed that the re licensing period should move to 5 years with the caveat that a SOP be drafted to provide an opportunity to review operational competence.</p>	
		<p><b>ACTION: Gold and Silver Commander re licensing period to move from 3 to 5 years. A SOP to be drafted in regard to reviewing operational competence.</b></p>	<p><b>CS MacKenzie</b></p>
<p><b>05 MAR 10 ITEM 11.1 &amp; 11.2</b></p>	<p><b>CORPORATE COMMS Internal External</b></p>	<p>Paper noted.</p> <p>Mr Walker took the opportunity to highlight the publication of the force Annual Report for 2009/2010. Last year the report had been shared in the main via the force website, with only a small print run of brochures. Mr Walker to consider the mix of approaches which have been adopted across all Scottish forces over recent years with a view to recommending the best approach for distribution of the CSP 2009/2010 Annual Report.</p> <p>Mr Walker also noted a potential opportunity for joint/co operative PR work with other forces in regard to young runaways. In addition, a significant piece of work has already been undertaken in drafting a media strategy for motorbike casualties across all force areas.</p> <p>The volume of FOI requests from journalists continues to be burdensome, with information in regard to the amount of resource spent on public relations and marketing being frequently requested.</p>	

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		<p>Mr Walker also noted his increased participation in training inputs for courses run by the SPC, though work has been undertaken in regard to co ordination of SPC media training to spread this work across all forces.</p> <p>It was also noted that the Crown Office are increasingly releasing statements at the conclusion of major trials without any prior collaboration with Forces. Mr Walker noted his intention to raise this as an item for concern at the next ACPOS Communications Group meeting.</p>	
05 MAR 10 ITEM 12.1	AOCB National Debriefing Centre	Refer to closed minute.	
05 MAR 10 ITEM 12.2	AOCB Policing Mountain Rescue	Due to time constraints this item was deferred to the next weekly FPG meeting (15/3/10).	
05 MAR 10 Item 12.3	AOCB Critical National Infrastructure Group	Refer to closed minute.	
05 MAR 10 ITEM 12.4	AOCB Tackling Specialist Child Protection Investigations	<p>This paper follows on from previous discussions in regard to resourcing the ever increasing number of specialist child protection investigations.</p> <p>Current practice within force requires staff to be abstracted from their existing roles to form specialist teams as and when required. However, this practice puts a strain on day to day business, especially as the number of CP investigations increases.</p> <p>The issue of abstraction of staff was acknowledged, though it would be difficult at this time to commit to the formation of a dedicated team solely for CP investigations as focus needs to be maintained on front line policing.</p>	

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		<p>It was decided that a 'watching brief' be kept on this work and that a further paper should be pulled together to inform future debate.</p> <p>Mr Shearer to consider adding the resourcing of Specialist CP Investigations to the Corporate Risk Register.</p>	
		<b>ACTION: CS MacKenzie to have a detailed paper in regard to resourcing Specialist CP Investigations pulled together for future FPG debate.</b>	<b>CS MacKenzie</b>
		<b>ACTION: Mr Shearer to consider adding the resourcing of specialist CP investigations to the Corporate Risk Register.</b>	<b>Mr Shearer</b>
<b>05 MAR 10 ITEM 12.5</b>	<b>AOCB Force Forum</b>	CS Samson provided FPG members with a copy of the draft agenda for the forthcoming Force Forum (25/3/10).	
<b>05 MAR 10 ITEM 13</b>	<b>DATE OF NEXT MEETING</b>	<b>The next meeting of the Force Policy Group will be Thursday 22<sup>nd</sup> April 2010, 0930 within the CCCR.</b>	