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CENTRAL SCOTLAND POLICE
FORCE POLICY GROUP

Thursday 22nd April 2010

OPEN MINUTE

Ref	Agenda Item	Minute and Action	Action Owner
22 APR 10 Item 1.	WELCOME / APOLOGIES	<p>Present: CC Smith, DCC MacLeod, Mr Noble, Mr Walker, Mr Shearer, CS MacKenzie, CS Samson.</p> <p>In Attendance: Ms Inglis (Minutes), Mr John Donaldson, Mr Stan Brown & Mr Alex Kirk (guest presenters).</p> <p>Apologies: ACC Mauger</p>	CS MacKenzie
	PRESENTATION	<p>Mr Stan Brown (Tayside Police), Mr Alex Kirk (Fife Constabulary) and Mr John Donaldson (CSP H&S) joined the meeting to deliver a presentation in preparation for the scheduled RoSPA QSA Health & Safety Audit, to take place week commencing 10th May 2010.</p> <p>The presentation content was noted.</p> <p>In previous years, 'generic' questions had been included in the audit which were difficult to answer as they were not relevant to the structure of the Police Service. However, the presenters advised that it would be difficult to influence the audit questions as they were pre set, however, RoSPA have been open to explanations in previous years and accepted that the 'uniqueness' of the Police Service made it difficult for compliance in all areas of the audit.</p>	
22 APR 10 Item 2.	PREVIOUS MINUTES ACTION LOG DECISION LOG	<p>The previous minutes for the FPG meetings listed below were approved and will be published on the CSP website, including the pre April FPG meeting Action List updates.</p> <p>5th March 2010 (Main FPG meeting) 15th March 2010 (Monday FPG meeting re: Policing Mountain Rescue & Charging Partner Agencies for the Use of Police Cells) 1st April 2010 (Extra ordinary FPG meeting re: Under Water Search Unit)</p>	

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<p>22 APR 10 Item 3.</p>	<p>OPENING REMARKS CS JPB ACPOS Council National Issues</p>	<p>Neither ACPOS Council nor the Central Scotland JPB has met since the last FPG meeting.</p> <p>The current financial climate remains as the main national focus for police forces, in addition to the forthcoming elections.</p> <p>CC Smith took the opportunity to seek feedback and comment from FPG members in regard to the Force Forum held 25th March 2010. Feedback was reported as largely positive. The message of 'efficiency savings' was acknowledged, though FPG members felt that this message had not transported to 'day to day' business following the event.</p>	
<p>22 APR 10 Item 4.</p>	<p>FORCE STRATEGY Priorities 1-5</p>	<p><i>Priority 1: Delivering Safer and Stronger Communities</i> Noted as generally positive. There has been a significant rise in reported domestic violence quarter on quarter, this is being investigated. A more proactive approach is being adopted at a local level to drive improvement in the vandalism detection rate. Improvements will be monitored via the Force Performance Tactical Tasking & Co ordinating Group.</p> <p>CS MacKenzie to include contextual comment re: comparison against national detection rate for JPB iteration of the Force Priorities report.</p> <p>ACTION: CS MacKenzie to include contextual comment re: comparison against national vandalism detection rate for JPB iteration of the Force Priorities report.</p> <p><i>Priority 2: Growing Community Policing and Increasing Engagement</i> Noted as generally positive.</p> <p><i>Priority 3: Building Community Planning and Sustainable Partnerships</i> Contents noted.</p> <p><i>Priority 4: Modernising our Service and Reinvesting Efficiency Savings</i> To be updated and circulated w/c 26th April 2010.</p> <p>ACTION: Mr Shearer to update and circulate P4 week commencing 26/04/10.</p>	<p>CS MacKenzie</p> <p>Mr Shearer</p>

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		<p>Priority 5: Developing our People and Becoming an Employer of Choice Noted as generally positive. Improvement required in regard to sickness absence where a marked increase to December 2009 was noted, though a subsequent decrease to target levels was reported through the period January - March 2010. A review of CSP attendance management had been undertaken and an action plan including recommendations has been implemented. Mr Noble to include contextual comments for JPB iteration of the Priorities report to include these recommendations and also that the increase in sickness is partly caused by the Policy decision to remove additional annual leave days granted in lieu of zero sickness. It was noted that only 3 out of 8 Scottish forces (CSP, Tayside, Fife) adhere to the National Guidance on how forces record absence. This will be tabled at the next ACPOS P&T BA meeting.</p>	
		<p>ACTION: Mr Noble to include contextual comment re: sickness absence for JPB iteration of the Force Priorities report.</p>	<p>Mr Noble</p>
<p>22 APR 10 Item 5.1</p>	<p>GOVERNANCE Strategic Risk Register</p>	<p>The Risk Register will be updated following the next meeting of the Risk Management Group, to take place 04/05/10.</p> <p>Initial work has been undertaken to prepare an outline paper re: threat of future years funding settlements (risk # 13) / future financial position. 'Quick' wins have been summarised and submitted to ACC Scott / ACPOS Secretariat. It was agreed that these figures should be shared with other forces.</p> <p>A clear plan will be developed to outline savings required year on year over the next 3 years. To this end, an options table will be populated over the next 4 weeks for FPG consideration prior to submission to the National Policing Board in June 2010. The resource required in developing this option table was discussed and it was agreed that FPG members should give thought to identifying individuals who might be available to assist in this work, taking cognisance of the skill set that will be required.</p> <p>CC Smith requested a rough draft of the potential areas where savings may require to be made for the JPB pre agenda meeting to take place 07/05/10.</p>	

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		Mr Shearer noted the paper to be tabled at ACPOS Council 26/04/10 by Strathclyde Police suggesting that income to forces could be increased by introducing a more rigorous charging regime for services such as the escorting of abnormal loads. Funding would be required to explore this suggestion and a paper would be submitted to ACPOS Council for approval.	
		ACTION: FPG Members to consider any resource that they may have available to assist in the preparation of an options table to determine further areas where savings will require to be made over the next 3 years.	FPG Members
		ACTION: Mr Shearer to provide CC Smith with a draft of potential areas where force savings may require to be made, in advance of the CS JPB pre agenda meeting to be held 07/05/10.	Mr Shearer
22 APR 10 Item 5.2	GOVERNANCE Force Business Change Board	<p>The Force Programme Management Highlight Report had been circulated as a meeting paper. In particular the successful introduction of the Duty Management System was noted.</p> <p>Work has been undertaken by Ms Coulthard in drafting a paper to determine the cost to CSP of programmes flagging Red/Amber which are outwith force control. This paper will be presented to Mr Shearer in due course, along with any potential opportunities for savings that might be identified.</p>	
22 APR 10 Item 5.3	GOVERNANCE Professional Standards	Paper noted.	
22 APR 10 Item 6.1	FINANCE & PHYSICAL RESOURCES Revenue Budget	The year end position in terms of Revenue for Year 2009/10 will be finalised circa 23/4/10. An underspend of circa £100K is anticipated.	
22 APR 10 Item 6.2	FINANCE & PHYSICAL RESOURCES Capital Budget	<p>An update to the Capital Budget will be available for the next meeting of FPG, no major surprises are anticipated.</p> <p>The paper previously prepared detailing potential items for purchase from the anticipated Capital underspend to be reviewed at the next meeting of FPG.</p>	

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		ACTION: Mr Shearer to bring back the original paper detailing additional items that could be provided from any Capital underspend.	Mr Shearer
22 APR 10 Item 6.3	FINANCE & PHYSICAL RESOURCES Property / Vehicles	No update since last meeting.	
22 APR 10 Item 7.1	HUMAN RESOURCES Establishment	Paper noted. NB paper to be amended to reflect a budgeted establishment figure of 841 as opposed to 846. The Shared Recruitment Pilot continues to fail to service the needs of CSP. Close attention will be paid to the July intake numbers to ensure the needs of the force are met.	
22 APR 10 Item 7.2	HUMAN RESOURCES Job Evaluation	An update paper outlining the current position of the force Job Evaluation exercise had been circulated. The paper also documented a number of issues for consideration. It was agreed that Mr Noble should meet off table with DCC MacLeod and Mr Shearer to further discuss the issues within the paper and report back to the next meeting of FPG.	
		ACTION: Mr Noble to further discuss the issues highlighted within the Job Evaluation paper with DCC MacLeod and Mr Shearer, with a view to proposing how the force should proceed in regard to Job Evaluation.	Mr Noble Mr Shearer DCC MacLeod
22 APR 10 Item 7.3	HUMAN RESOURCES PDR Implementation & Compliance	A paper had been circulated documenting the progress to date in implementing the PDR system. The paper also noted issues and concerns post implementation. To date the main issue has been recording objectives in SCOPE to meet the required timescales. This issue is being addressed, however, a further issue has been identified; SCOPE cannot be used for the completion of PDRs for probationary officers. Instead it has been necessary to revert to the previous probationer development system.	
22 APR 10 Item 7.4	HUMAN RESOURCES BVR: Occupational Health	The Best Value Review of Occupational Health had been circulated to FPG members. The Review contained 24 recommendations for FPG consideration.	

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		<p>It was noted that currently CSP provide a generous and comprehensive Occupational Health service. Taking the current financial climate into consideration, it was suggested that savings could be realised by streamlining the current Occ Health service provision. It was also suggested that there may be merit in exposing a reduced occupational health service to the market for quote.</p> <p>It was agreed that DCC MacLeod, Mr Noble and Mr Shearer should further discuss the contents of the paper in the first instance before re presenting the recommendations to FPG for final consideration with a view to determining the best way forward.</p>	
		<p>ACTION: DCC MacLeod, Mr Noble and Mr Shearer to discuss the contents of the BVR of Occupational Health off table. The recommendations to be re presented to FPG for consideration at the June FPG meeting with a view to determining the best way forward.</p>	<p>Mr Noble Mr Shearer DCC MacLeod</p>
22 APR 10 Item 7.5	HUMAN RESOURCES Civilianisation Programme: Future Direction	<p>A paper had been prepared detailing progress to date of the force Civilianisation Programme and the proposed future direction, taking cognisance of the current financial climate. The paper also contained 6 recommendations for FPG consideration.</p> <p>The paper and recommendations were noted and it was agreed that work should be undertaken to review current police officer posts using the assessment template previously used as part of Vision 2010.</p>	
		<p>ACTION: Mr Noble to meet with FPG members to discuss the completion of the assessment templates and how this could be best resourced.</p>	<p>Mr Noble</p>
22 APR 10 Item 8.1	OPERATIONAL OVERVIEW Force Staff Survey	<p>Focus groups have met to discuss the 4 workstreams identified in the Survey and a paper will be circulated in due course for FPG consideration.</p>	
22 APR 10 Item 8.2	OPERATIONAL OVERVIEW Trust, Confidence & Action Plan	<p>The draft TCS Action Plan had been shared at the last FPG meeting. CS Samson took the opportunity to remind FPG members that their feedback is sought on this draft document.</p> <p>Feedback from the Force Forum breakout groups has been requested and is currently being formalised.</p>	

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		<p>The final TCS Action Plan will be tabled at a weekly FPG meeting at the earliest opportunity.</p> <p>CS Samson took the opportunity to note the issue in force following the adoption of body armour covers, following the withdrawal of utility belts. A meeting of the Uniform Working Group has been arranged to discuss this issue. Representatives from Training, Officer Safety and the Federation will be invited to participate.</p>	
22 APR 10 Item 9.1	COMMUNITIES POLICING Scottish CP Engagement Principles	<p>The CP Engagement Principles were shared with JPB members at the February Board meeting. No adverse feedback has been received therefore it was proposed that CS Samson and CI Cattanach meet to discuss how best to progress the Principles. JPB to be kept updated.</p>	
		<p>ACTION: CS Samson and CI Cattanach to meet to discuss progression and next steps of the CP Engagement Principles.</p>	CS Samson CI Cattanach
22 APR 10 Item 9.2	COMMUNITIES POLICING Update on SOAs	<p>Data to allow the quarterly update on SOAs to be prepared will be available circa 30/5/10. The quarterly SOA report will be published thereafter.</p> <p>The Custody Best Value Service Review has been completed and it is planned that CI McFarlane will present this to FPG in due course.</p> <p>Progress in regard to the expansion of the PCU was reported as on schedule to meet the 31/5/10 rollout date.</p>	
22 APR 10 Item 10.1	CRIME & SPECIALIST OPERATIONS Resource & Demand Management	<p>Paper noted.</p> <p>It was agreed that the format of the Resource & Demand Management update paper be reduced to high level exception reporting for future FPG meetings. CC Smith and Mr Noble requested that they continue to receive the full report on a monthly basis, as and when it is published.</p>	
		<p>ACTION: CS MacKenzie to reduce the FPG Resource & Demand Management paper to a high level exception reporting format, though CC Smith & Mr Noble to continue to receive the full report.</p>	CS MacKenzie

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		<p>It has been suggested that PAD officers could complete the initial Missing Person reports to assist front line officers, this suggestion is being investigated.</p> <p>The Force Diary will be ready for population by managers w/c 26/04/10.</p> <p>CS Samson to provide analysis in regard to the number of shift officers and non shift officers on duty at the last 2 football matches.</p>	
		ACTION: CS Samson to provide CC Smith with the numbers of shift officers and non shift officers on duty at the last 2 football matches.	CS Samson
22 APR 10 Item 10.2	CRIME & SPECIALIST OPERATIONS Crime Management Services	Paper noted.	
22 APR 10 Item 10.3	CRIME & SPECIALIST OPERATIONS Specialist Operations	<p>Events & Emergency Planning Paper noted.</p> <p>Specialist Services Paper noted.</p> <p>Road Policing Unit Paper noted.</p> <p>The success of the winter safety campaign was noted. It was suggested that this may be worthy of nomination for the November 2010 Police Awards, once the Award categories are published.</p>	
22 APR 10 Item 11.	CORPORATE COMMUNICATIONS Internal External	<p>Paper noted.</p> <p>The proposed visit of a delegation from the Serbian Police Service was approved though subject to endorsement by the Scottish Government / Foreign & Commonwealth Department.</p>	
		ACTION: Mr Walker to seek approval of the Scottish Government / Foreign & Commonwealth Department for the proposed visit to Scotland by the Serbian Police Service.	A Walker

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22 APR 10 Item 12.1	AOCB Early & Effective Intervention Project	Papers noted. Due to time constraints it was agreed that this item would be discussed off table.	
		ACTION: CC Smith, DCC MacLeod and ACC Mauger to discuss the latest status of the Early and Effective Intervention project off table.	CC Smith DCC MacLeod ACC Mauger
22 APR 10 Item 12.2	AOCB SPPF 2010/11 Indicators	A paper had been tabled requesting FPG approval of the following minor changes to the Force Performance Framework indicators for 2010/11:- Removal of indicator 'pending cases entered on CHS within 24 hours', and the introduction of an additional indicator to measure PDR compliance. FPG were in favour of the proposed changes, though the CHS indicator should continue to be reported nationally, and only removed from the local SPF report.	
22 APR 10 Item 13.	DATE OF NEXT MEETING	The next meeting of the main Force Policy Group will be Wednesday 2nd June 2010, 0930 within the Chief Constable's Conference Room.	

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