



Central Scotland Police
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FORCE POLICY GROUP

DATE: **Wednesday 30 January 2008 – 1300hrs**

LOCATION: **Chief Constable's Conference Room - HQ**

CHAIR: **Chief Constable**

Present:

Name	Designation	Key Role
Andrew Cameron	Chief Constable	Chair
Colin Mather	Deputy Chief Constable	
Derek Penman	T/ Assistant Chief Constable	
Alan Gow	Finance Manager	
Gordon Mackenzie	Chief Superintendent	
Andrew Barker	Chief Superintendent	
Gordon Samson	T/ Chief Superintendent	
Derek Napier	T/ Chief Inspector	Minutes
Barry Blair	Sergeant	Presentation

Minutes:

1. WELCOME & APOLOGIES

The Chief Constable opened the meeting and welcomed all attendees. Apologies were received from Mr Shearer, Director of Finance and Resources, who was represented by Mr Alan Gow.

2. PRESENTATION – BVSr Community Policing

The Chief Constable introduced Sergeant Barry Blair and invited him to provide an overview of his work on the Best Value Service Review of Community Policing. It was emphasised that the review was both important and timely considering the Scottish Government's current focus on community policing and the fact that the findings would help shape future Force policy in this area.

Sergeant Blair provided an overview of the scope, methodology and process of the review and thereafter summarised the recommendations highlighted in the report. From this, the following initial points were raised:

- There is a need to clearly define the Community Officer role.
- Community officers should continue to perform an enforcement role and be included as part of the resource in delivering operational policing.
- There is a need to monitor and anticipate changing demographics and developments across the Force area over the next 3 to 5 years and to build this into the planning process for the deployment of community officers.
- There are clear business change implications associated with the recommendations in terms of funding and capacity e.g. training, vehicles etc. Further scoping is required to establish the exact nature and extent of the implications.

It was agreed that it would be useful to take time to consider the recommendations in detail and in conjunction with Superintendent Flynn's related Change Report. Members agreed to do this and forward any additional comments for consideration at the Force Executive Weekly Meeting.

A paper on the BVSR would also be required for the next Joint Police Board meeting on 28 March 2008.

The Chief Constable thanked Sergeant Blair for his contribution and for his efforts in bringing this important piece of work together. He then invited Sergeant Blair to observe the remainder of the meeting.

ACTION: 2.1	Members to consider the recommendations outlined in the Community Policing BVSR and to forward any comments for consideration at the Force Weekly Executive Meeting.
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ACTION: 2.2	T/ACC Penman to arrange for a paper on the Community Policing BVSR to be produced for the Joint Police Board meeting on 28 March 2008.
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3. MATTERS ARISING

It was noted that all matters arising at the previous meeting were included for discussion elsewhere on the agenda.

The minutes of the previous meeting were approved subject to the correction of an error on page 2 / bullet point 2 - Reference was made to a figure of *£6 million* in relation to the national portfolio of projects. This figure should read *£60 million*.

4. UPDATED ACTION LIST

The paper submitted by T/CI Napier was noted. Discussion followed in respect of the following action:

Action 4a - Sale of police houses: The Deputy Chief Constable requested confirmation that the occupiers of the Police houses at Aberfoyle had been advised of the Policy Group's previous decision to sell the properties. Mr Gow agreed to establish progress in this area and to report back to the Deputy Chief Constable.

ACTION: 4.1	Mr Gow to establish if the occupiers of the Police houses at Aberfoyle have been advised of the decision to sell and to update the Deputy Chief Constable.
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5. PAPERS FOR DECISION

a. Adoption of ACPOS Guidance on Gifts & Hospitality, Discounts, Travel, Collections, Testimonials & Other Gratuities.

Chief Superintendent Barker provided an overview of the above ACPOS guidance and proposed that subject to approval, the guidance would be developed to create a Force procedure document and register. Following discussion, members agreed to endorse this proposal.

b. ROSPA QSA Audit – Force Action Plan

Chief Superintendent Barker advised that a Force Implementation Group had been formed to progress the actions raised as a result of this audit. The group will meet every 6 weeks and will initially focus on 'high priority' actions. It was highlighted that remedial work was ongoing and progress had already been made in a number of key areas.

Confirmation was provided that the staff associations were represented on the Implementation Group and that the Force response to the actions raised would be robust, but at the same time, balanced to ensure a proportionate response.

In respect of the issue of H&S training for managers, it was agreed that it would be important to ensure that there was some form of follow up plan in place to ensure that new skills and knowledge learned are carried through to the workplace.

The Chief Constable highlighted that a paper was required on the ROSPA Audit for presentation to Joint Police Board on 28 March 2008, and suggested the provision of a further update paper to the Board to follow in approximately 6 months time.

ACTION: 5b.1	Chief Superintendent Barker to arrange for a paper on the ROSPA Audit to be submitted to the next Joint Police Board meeting on 28 March with a further paper outlining progress submitted in approximately 6 months time.
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c. Integrity Testing Policy

Chief Superintendent Barker provided an overview of the proposed Force policy on Integrity Testing, highlighting how the policy would be applied and in what general circumstances. It was also highlighted that the policy was consistent with ACPOS guidance and that the staff associations had been consulted and were content with the policy.

Chief Superintendent Mackenzie pointed out the need to ensure that any RIPA / RIPSAs forms generated by the application of this policy would need to go through the established route.

Subject to this consideration, members agreed to endorse the policy.

d. Victims First Project

Chief Superintendent Mackenzie reported that the consultation phase of this project had recently been completed and that Force Policy Group approval was sought to move towards implementation.

The Chief Constable emphasised the fundamental need for the Force to have a consistent and responsive system of victim care in place, and confirmed his view that the Victims First project would deliver significant improvements in this area.

Members endorsed the proposal to move the project towards implementation and agreed that options for marketing this new model should be explored and progressed.

e. FCCC Call Resolution Policies

Chief Superintendent Mackenzie summarised a series of proposed policies relating to call resolution which centred around the introduction of a more formal assessment based approach to physical attendance at calls. The anticipated primary benefit of this approach would be the reduction of unnecessary officer attendance at certain calls, leading to increased front line capacity and an improved level and quality of service in situations where it is most needed.

Following discussion, it was agreed to endorse the policies, subject to confirmation that arrangements are in place to accurately identify and measure the benefits of the new policy as well as any associated change in the public perception of the force.

Whilst the proposed policies had previously been presented without issue to the Joint Police Board Best Value Sub Committee, it was agreed that it would be appropriate to highlight this positive development to the wider Board members. In this respect, the Chief Constable advised that an overview of the subject should be included in the planned informal 'Force Performance' Board meeting, which the Assistant Clerk to the Board is arranging.

ACTION: 5e.1	Chief Superintendent Mackenzie to confirm arrangements are in place to accurately identify and measure the benefits of the new call resolution policies and any associated change in the public perception of the force.
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ACTION: 5e.2	Chief Superintendent Mackenzie to include an overview of new call resolution policies in the planned informal 'Force Performance' meeting with Board members.
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f. Sale of Police Houses

T/ Chief Superintendent Samson referred to an action raised at the previous Force Policy Group meeting to review the operational requirement for the Police houses at Blanefield and Drymen.

An overview of both sites was given to members and following discussion, it was agreed that further investigation should be conducted to establish the likely costs verses capital gains associated with:

- The sale of the 2 police houses at Blanefield against the conversion of Blanefield Police Office; and
- The sale of the Police house and Police Office at Drymen against the cost of relocating the Police Office to a vacant facility at Drymen Square Library.

The Chief Constable emphasised his desire to ensure all police offices are accessible, visible and presented and maintained in a manner that conveys an appropriate professional image. It was agreed that T/ Chief Superintendent in conjunction with Mr Gow, should examine this issue across the force and to take remedial action where required.

ACTION: 5f.1	Mr Gow to investigate potential costs verses capital gains associated with the proposals around Blanefield and Drymen properties.
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ACTION: 5f.2	Mr Gow and T/ Chief Superintendent Samson to examine the condition of Police Offices across the force and to take remedial action where required.
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g. Review of Force Promotion Policy

Chief Superintendent Barker provided an overview of recommendations compiled as a result of phase 1 of the review of the Force Self Selection Promotion Policy. The review took account of points gained from staff consultation and the recommendations contained in the recently released HMIC Thematic Inspection of Promotion for Police Officers.

Members then considered each individual recommendation with the following key elements of feedback noted:

Recommendation 1 – UK circulation of vacancies for Superintendent and above.

Agreed – There was a need to await clarification of an ACPOS position on this.

Recommendation 4 – Central Service applications.

Agreed – Success at moderation would be regarded as being successful completion of the portfolio phase and being invited for interview.

Recommendation 5 – Use of evidence from National PDR Scheme.

Agreed – Process should be amended to allow Departmental Heads / Area Commanders to have a role in assessing applicants suitability for promotion.

Recommendation 7 – Annual promotion processes for ranks up to Ch. Supt.

Agreed – There was no need for annual processes for Chief Superintendents.

Recommendation 12 – Ban on working on portfolios during working hours.
Agreed – This should be managed locally according to individual circumstances.

It was agreed that the revised policy should be implemented subject to the amendments identified.

6. PAPERS FOR DISCUSSION / INFORMATION

a. Super-ordinate Projects – ACPOS Business Change Programme

Paper was noted. Following discussion it was agreed that the Joint Police Board Best Value Sub Committee should be sighted on the extent of national projects, their anticipated costs and the rationale and benefits of Force decisions in respect of these projects.

ACTION: 6a.1	Position statement / update on National Projects to be provided to Joint Police Board Best Value Sub-Committee.
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b. Alcohol Test Purchasing

T/ Chief Superintendent Samson reported that Alcohol Test Purchasing had now gone live in the Force and thereafter provided an overview of the process, including the range of measures put in place to ensure the welfare of the young people involved.

c. Spending Review & Relationships with Joint Bodies - COSLA Letter

Paper was noted.

d. HM Thematic Inspection – Selection for Promotion

Chief Superintendent Barker provided an overview of the conclusions of the above paper, which were broadly in line with Force procedures. It was also timely that the force had recently conducted an internal review of its promotion policy, which had allowed relevant aspects of the HMIC findings to be built into the revised force process.

e. Additional Police Capacity Programme Board Meeting

The Chief Constable provided an overview of matters raised in the minutes of the above meeting held on 14 December 2007. In doing so he emphasised that every aspect of the APC Programme was extremely relevant and would ultimately impact on Force business. Accordingly, efforts should be to maintain an awareness of developments in this area. It was highlighted that the Force had already made a number of positive steps in improving capacity with recent developments, such as the Priority Crime Unit, Call Resolution Policies, Central Licensing Unit, Public Assistance Desk, etc.

It was agreed that the APC Programme should be retained on the agenda to ensure a high level of Policy Group awareness of developments in this area.

ACTION: 6e.1	Additional Police Capacity Programme to be included in future FPG agendas to ensure oversight of developments.
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f. Inspection of the Management of Sexual and Violent Offenders.

The paper from the Social Work Inspection Agency was noted. T/ Assistant Chief Constable Penman advised that this was a priority area of business for the Force and was being delivered via the MAPPA process.

g. HMCIC Self Inspection Process

Paper was noted. Discussion followed on the general self inspection approach to business adopted by HMIC, during which it became apparent that the new process was proving to be more resource intensive than originally anticipated. Similarly, it was not clear if the new inspection process had changed direction to provide scrutiny at an area command level as opposed to the historical focus at a force level.

Following discussion, Chief Superintendent Barker agreed to clarify intentions regarding the level scrutiny of future inspections and also to contact Fife Constabulary to compare arrangements and any difficulties encountered in terms of the resourcing of the Self Inspection process.

ACTION: 6g.1	Chief Superintendent Barker to clarify the intended level of scrutiny the new HMIC inspection process. (ie Area Command or Force level)
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ACTION: 6g.2	Chief Superintendent Barker to contact Fife Constabulary to compare force arrangements / difficulties in respect of HMIC self inspections.
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h. Liquor Licensing

T/ Chief Superintendent Samson reported that the new Centralised Licensing Unit was now in place and working well. It was highlighted that the introduction of new legislation would significantly increase the demand on the Unit and while this would be partially alleviated by assistance from the Firearms Licensing Unit, there was still a need to employ a Licensing Admin Officer for a period of 18 months.

Following discussion, it was agreed that this proposal should be referred to the Budget Monitoring Group for consideration.

7. STANDING ITEMS

a. Community Planning

Paper was noted. T/ Assistant Chief Constable Penman highlighted changes in the Community Planning Strategy Unit and the forthcoming introduction of single outcome agreements, the latter of which would be linked to the 3 local Strategic Community Plans and the Force Performance Framework.

b. Force Performance – Crime Statistics

Paper was noted. The Chief Constable acknowledged very strong performance in this area.

c. Force Performance Framework

Paper was noted. It was highlighted that the document was still subject to development and that work was also ongoing to revise reporting arrangements to the Joint Police Board around the Framework.

d. Capital Plan

Paper was noted.

e. Revenue Budget

Paper was noted.

f. Regeneration

Paper was noted.

g. Vision 2010

Paper was noted. Mr Gow updated the group on progress on the key elements of Vision 2010. It was agreed that T/ Chief Superintendent Samson would arrange for a brief updated business case to be compiled for Vision 2010, highlighting the likely financial and operational benefits in the first 2 years of the project from implementation.

ACTION: 7g.1	T/ Chief Superintendent Samson to arrange for an updated business case to be compiled for Vision 2010, highlighting the likely financial and operational benefits in the first 2 years.
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h. Custody Developments

Paper was noted.

8. UPDATE PAPERS

a. Antisocial Behaviour

Paper was noted.

b. Diversity

Paper was noted.

c. Road Policing, Support Services & Emergency Planning

Paper was noted. Chief Superintendent Mackenzie summarised the key elements of the paper. The Chief Constable acknowledged the exceptional performance of the Support Services division across a very broad range of activities.

d. Police Overtime

Paper was noted. Mr Gow reported a 4% overspend across the Force at this time, however it was anticipated that ongoing efforts by managers would adequately address this situation by the year end.

An explanation for a relatively high level of overspend in the Stirling Command area was provided and T/ Assistant Chief Constable Penman advised that he was in the process of considering options to alleviate this in the longer term.

e. Strategic Development

Contents of the paper were noted.

f. ICT Unit

Contents of the paper were noted.

g. Human Resources

Contents of the paper were noted.

h. Force Programme Board

Contents of the paper were noted.

i. Professional Standards Department

Contents of the paper were noted.

j. Resource & Demand Management

Contents of the paper were noted.

k. Crime Management Services

Paper was noted. Mr Gow reported that a meeting would be held next week to discuss costs associated with a proposed collaborative project with Fife and Lothian and Borders Police. It was agreed that a briefing on this project should be provided to those attending the Joint Police Board pre-agenda meeting for the May 2008 Board meeting.

ACTION: 8k.1	Chief Superintendent Samson to arrange briefing on collaborative project with Fife and Lothian & Borders Police for the May 08 Joint Police Board Pre-Agenda meeting.
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I. Criminal Justice Project

Paper was noted. Chief Superintendent Mackenzie reported that the Case Management Unit had gone live this week, with an immediate improvement in SPR submission rates.

m. Force Property Board

Mr Gow provided a verbal update on current Force Property Board business.

On a general note, the Chief Constable invited views from members on the condition and upkeep of the HQ building. From this, it was agreed that there was a need to consider the upgrading of key features such as heating, windows and toilets. The Chief Constable indicated that upgrades should be delivered as part of a rolling programme over 2 – 3 years and that costs should be included in the capital plan.

It was agreed that Mr Gow would compile a paper outlining identified needs and proposals for the next Force Policy Group meeting.

ACTION: 8m.1	Mr Gow to compile a paper outlining identified needs and proposals for the upgrading of the HQ building for the next Policy Group meeting.
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n. Communications & Marketing

Paper was noted. It was highlighted that the ongoing consultation on marketing and communication was nearing completion. The Chief Constable highlighted that any finished product should include an implementation plan.

8. PAPERS FOR NOTING

- a. **Major Investigations & Serious Organised crime** - Paper was noted
- b. **Minutes of Chief Constables / Police & Community Safety Directorate (5.12.07)** - Paper was noted

9. ANY OTHER COMPETENT BUSINESS

No items raised.

10. DATE OF NEXT MEETING

Tuesday 18 March 2008 (0900hrs) - Chief Constable's Conference Room.