



Central Scotland Police
Together for safer communities

Contents may be seen by:	General Public		
Author:	T/CI Derek Napier	Organisation:	Central Scotland Police
Date Created:	26 March 2008	Telephone:	O1786 456000

FORCE POLICY GROUP

DATE: Tuesday 18 March 2008 – 0900hrs
LOCATION: Chief Constable's Conference Room - HQ
CHAIR: Chief Constable

Present:

Name	Designation	Key Role
Andrew Cameron	Chief Constable	Chair
Derek Penman	T/ Assistant Chief Constable	
Roddy Shearer	Director of Finance & Resources	
Gordon Mackenzie	Chief Superintendent	
Andrew Barker	Chief Superintendent	
Gordon Samson	T/ Chief Superintendent	
Derek Napier	T/ Chief Inspector	Minutes

Attending:

Gavin Buist	Superintendent	Item 6g. only
Willie Cravens	Chief Inspector	Presentation 1 & 2 Only
Ken Starbuck	IT Consultant	Presentation 1 Only
Mauro Massuchi	IT Consultant	Presentation 1 Only

Minutes:

1. WELCOME & APOLOGIES

The Chief Constable opened the meeting and welcomed all attendees.

PRESENTATION 1 - Sharepoint System

Chief Inspector Cravens introduced Ken Starbuck and Mauro Massuchi from IRW systems who had been engaged by the force to assist in the development and implementation of a new force intranet system (Sharepoint).

A brief demonstration of the system, which was scheduled for installation in 2 weeks time, was provided and discussion took place in respect of a number of its key features, likely benefits and costs.

The Chief Constable highlighted the need to continually focus on removing unnecessary duplication in the force's administration and information processes and it was identified that jointly, the Sharepoint and new Laser Fiche systems, would provide significant scope for this. It was also clarified that these systems would link in with each other and that the mobile data equipment currently under development would also be compatible in the future.

The group agreed that this was a very positive step forward and in the interests of best value and continuous improvement, the Chief Constable asked that a plan be developed to ensure that any efficiency savings gained from the system are accurately captured.

Other possible system developments suggested by members were:

- To develop the system to allow the prioritisation of information for staff to allow instant access to the most essential job related information; and
- To develop the system to allow the PINS legal database system to be searched.

At the conclusion of the discussion, the Chief Constable thanked Mr Starbuck and Massuchi for their presentation and for the work undertaken to date by all staff involved in what is a vital project for the force.

Pres 1(1)	Chief Superintendent Barker to develop a plan to ensure any efficiency savings gained as a result of the Sharepoint system are accurately captured.
------------------	--

PRESENTATION 2 - HMICS Self Inspection Process

In response to a linked discussion at the previous Force Policy Group meeting, Chief Inspector Cravens provided an overview of the new HMICS Self Inspection process.

It was highlighted that the process was based on the EFQM model and that a working group had previously identified 87 police related questions to facilitate the process.

The process operates around a workshop approach and required a number in-force assessors (12) and practitioners (2), to be trained by the end of 2008, albeit this was already underway and would be financed in year 1 by the SPSA.

A copy of an HMICS process map was also distributed indicating all proposed inputs and outputs required and associated timescales for each, during the proposed inspection period of April to December 2008.

Discussion followed on the implications of the self-inspection process for the force and a range of options were explored on how best to meet the requirements in the most efficient manner possible. Options for a single force inspection team and a multi-workshop model were ruled out on the basis of the associated excessive staff abstractions, however, support was gained for a 3-workshop model, each comprising 8 people and broken down into:

- Operations and Crime Management Services
- Support Services; and
- Corporate Management

It was agreed that there was a need to balance the force's approach to the inspection process against our ability to provide a quality service and in this respect, to ensure adequate consideration was given to what was right for the force, its staff and the public. Of particular concern, were the proposed timescales for the process, which failed to take account of summer annual leave abstractions and also the force's own business planning programme, which any inspection process would be reasonably expected to contribute to.

Accordingly, it was agreed that rather than attempting to complete the year 1 process in December 2008, the force should aim to complete in March 2009, which would allow a business planning update report to be presented at the Joint Police Board held that month.

The Chief Constable highlighted that Chief Constable Pat Shearer in Dumfries & Galloway Constabulary was leading nationally on this matter for ACPOS and that once the force had taken a final decision on its approach, a written update should be provided to Mr Shearer.

ACTION: Pres 2(1)	Chief Superintendent Barker to develop a force proposal based on the agreed 3 workshop / 8 person model and March 2009 completion deadline for further consideration.
-----------------------------	--

ACTION: Pres 2(2)	Chief Superintendent Barker to compile letter to update Mr Shearer on the force's decision around completion of the HMICS self inspection process.
-----------------------------	---

2. MATTERS ARISING

a. Vision 2010 – Civilianisation Workstream

This item was listed as agenda item 6g, but was brought forward to allow Superintendent Buist to contribute to the discussion before leaving the meeting.

Mr Shearer referred members to the previously circulated papers on the updated position of the civilianisation element of Vision 2010 and provided an overview of the 4 options available to the force to take this matter forward.

After discussion, it was agreed that the report provided a compelling case for civilianisation in terms of increasing capacity and best use of resources, and ultimately to achieve the primary aim of getting more officers involved in operational policing.

As a linked issue, it was identified that the position of officers falling within the definition of the Disability Discrimination Act needed careful consideration to ensure that all officers are deployed in a way to maximise their potential contribution to operational policing, whilst at the same time, taking account of specific restrictions and needs generated by the nature of the disability in each case. Chief Superintendent Barker reported that work in this area was already underway.

Similarly, it was identified that there was a need to consider issues such as:

- How any proposal for civilianisation fits into the ongoing reviews by the Scottish Government around police capacity and community policing, as well as other modernisation work ongoing within the force itself.

- The need for a contingency plan to account for the lack of any current guarantee of GAE or pensions uplift for the additional 52 officers funded by the Scottish Government
- The need to ensure relevant stakeholders such as staff associations, Joint Police Board and Scottish Government are sighted and supportive around civilianisation proposals.

The discussion concluded with agreement that option 3 - to civilianise posts according to clusters (2nd variation), was the favoured option, although some work was required to fully develop the force's overall strategic direction and finalise policy to effectively take this matter forward.

Temporary ACC Penman highlighted that information gained from the 827 project should assist the force to identify the most effective deployment of the additional 52 staff. It was agreed that a discussion paper should be compiled in this respect.

ACTION: 2a(1)	Mr Shearer to progress the development of a defined strategic direction and policy based around option 3 of the civilianisation Vision 2010 workstream.
-------------------------	--

ACTION: 2a(2)	T/ACC Penman to arrange for discussion paper to be compiled on the deployment of the additional 52 officers based on information gained from the 827 project.
-------------------------	--

b. Headquarters Building Upgrades

In response to an action raised at the previous meeting, Mr Shearer reported that work was ongoing to compile a paper outlining the identified needs and associated solutions in respect of improvements to the existing HQ building. It was agreed that work should continue on this with a view to a paper being ready for the next Policy Group meeting. Chief Superintendent Barker offered the assistance of Corporate Management staff in taking this item forward, should this be required.

3. UPDATED ACTION LIST

The paper submitted by T/CI Napier was noted.

4. PAPERS FOR DECISION

a. Best Value Service Review – Records Management

Chief Superintendent Barker provided a brief overview of this review and requested Policy Group endorsement for further scoping work to be carried out in relation to alterations at the store at Maddiston.

Following discussion, it was agreed that this matter could be progressed via the Budget Monitoring Group without further recourse to the Policy Group.

b. Best Value Service Review – Public Perception

Chief Superintendent Barker provided an overview of the recommendations from the above review. It was highlighted that the majority of the recommendations had now been overtaken by the Barker’s review of media and Communications and as such, would be taken forward by DCC Macleod through the Communications Review Group. The exception to this were recommendations 6 and 8, relating to Quality of Service / Service User surveys and public reporting arrangements, which the group agreed should be progressed separately by Chief Superintendent Barker.

**c. Pre-Employment Screening -
Local Implementation of National Substance Misuse Policy**

Chief Superintendent Barker referred to the previously circulated paper on this subject and requested approval to introduce drug testing for new officers and police staff from 1 April 2008. This paper was endorsed by the group.

It was highlighted that work was ongoing nationally in respect of drug testing for existing staff and the Chief Constable raised the need for the force to consider and plan for any financial implications generated by this. Chief Superintendent Barker agreed to take this forward.

d. ARV Development Within CSP

Chief Superintendent Mackenzie provided an update on the development of ARVs within the force and reported that it was intended that a local ARV resource would go live on 12 May 2008, with a target date of October 2008 for the collaborative ARV resource with Fife and Tayside Police.

The Chief Constable acknowledged the work involved in bringing this project together and advised that he was comfortable with the proposals. It was agreed that an update paper on this subject should be provided to the Joint Police Board at the next meeting on 28 March 2008. This would also be supplemented by the presence of an ARV vehicle and staff at the conclusion of the JPB meeting to allow members to view the ARV product in real terms.

ACTION: 4d	Chief Superintendent Mackenzie & T/ Chief Inspector Napier to arrange for update paper on ARV for the next Joint Police Board meeting and for ARV staff / vehicle to be present at the conclusion of the meeting for viewing by members.
--------------------------	---

5. PAPERS FOR DISCUSSION / INFORMATION

a. HMIC Thematic Inspection – Review of Scottish Crime Recording Standard

Chief Superintendent Barker summarised this paper from HMICS which provided a review of how the Scottish Crime Recording Standard has developed within the service since 2008. The report concluded with 5 recommendations, most of which sit at a national level and are being coordinated on behalf of the force by CI Cravens. T/ACC Penman advised that the force had already made progress in relation to a number of the recommendations. The update was noted for information.

b. Tripartite Fleet Scoping Project

Mr Shearer referred to a paper previously circulated on this theme which relates to a collaborative approach to fleet services between the force, Central Scotland Fire & Rescue Service and the Scottish Ambulance Service. The project is still at scoping stage and a number of collaborative options have been identified.

While the project has the potential to generate financial savings, its primary aim will be to improve the quality of service and the increased availability of vehicles.

Members agreed to note the progress of this project to date.

c. Best Value Service Review – FCCC & FSC

Chief Superintendent Mackenzie provided an update on the position of the various recommendations made as part of the above report. 4 recommendations in particular were highlighted as being vital to the force’s strategic vision on where and how communications will sit in the future and it is intended that these will be developed further for consideration at a future Policy Group meeting.

Members agreed to note the progress in this area of work to date.

6. STANDING ITEMS

a. Community Planning

Paper was noted. T/ ACC Penman reported good progress in the production of single outcome agreements, with minor issues being ironed out with the local authorities.

The Chief Constable suggested that an update paper on Force progress on single outcome agreements should be compiled for the next meeting. This should include a position statement, performance indicators, links to the force strategic plan, and how we see things developing in the future.

ACTION: 6a	T/ACC Penman to arrange for force update document to be compiled in respect of single outcome agreements.
----------------------	--

b. Force Performance – Crime Statistics

Paper was noted. Chief Superintendent Samson advised that the most up to date statistics indicated a force detection rate of 60% and a 7.2% reduction in recorded crime. The Chief Constable acknowledged the very strong performance in this area, particularly in respect of vandalism and group 1-4 crime in general.

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

A verbal update was provided by Mr Shearer, which was noted.

g. Vision 2010

This item was discussed at the start of the meeting.

h. Custody Developments

Paper and progress in this area was noted.

7. UPDATE PAPERS

a. Antisocial Behaviour

Paper was noted. It was agreed that in future the Anti-social Behaviour update should be included as part of the Community Planning update paper.

ACTION: 7a	T/Chief Inspector Napier to arrange for future ASB updates to be included in the community planning paper
----------------------	--

b. Diversity

Paper was noted. Discussion followed in relation to the multi-faith event which had been well attended and gone well. Work was now ongoing to consider the outcomes of the event and associated actions.

c. Road Policing, Support Services & Emergency Planning

Paper was noted.

d. Police Overtime

Paper was noted. Mr Shearer reported a further reduction in overtime overspend across the force, which was now sitting at 2% compared to 4% at the last policy Group meeting. No issues were anticipated as a result of this position.

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. The Chief Constable noted the progress of the PAD and suggested that general consideration should be given to compiling an article for the Police Review to highlight the force modernisation improvements.

ACTION: 7j	Chief Superintendent Barker to arrange for Andrew Walker to consider the compilation of an article for Police Review on the force modernisation programme.
----------------------	---

k. Crime Management Services

Paper was noted. Temporary Chief Superintendent Samson reported that interviews have taken place and individuals identified for the 3 vacant analysts posts. It was also reported that consideration is being given to the issue of the retention of staff in this area of work.

l. Criminal Justice Project

Paper was noted. Chief Superintendent Mackenzie reported that arrangements were now in place to measure performance in this area and to date, results were very positive. It was also reported that Superintendent Buist would become Deputy Head of Specialist Support Services and have an overview of Criminal Justice, CBRN and other areas of business, in addition to Vision 2010, which will remain a strong focus.

m. Force Property Board

Mr Shearer provided a verbal update and reported that the key area of focus at the moment is the upgrades to the HQ building as previously discussed.

There was also an issue around accommodation for ARVs and a Property Board would be convened in April to discuss this.

n. Communications & Marketing

Paper was noted. It was highlighted that the ongoing consultation on marketing and communication had been completed and would be taken forward by DCC Macleod through the Communications Review group.

8. PAPERS FOR NOTING

a. Priority Crime Unit – Standard Operating Procedures

Paper was noted.

9. ANY OTHER COMPETENT BUSINESS

No items raised.

10. DATE OF NEXT MEETING

0900hrs on Tuesday 22 April 2008 - Chief Constable's Conference Room.