

**NOT PROTECTIVELY MARKED**

**CENTRAL SCOTLAND POLICE  
FORCE POLICY GROUP  
Thursday 5 March 2009**

**OPEN MINUTE**

<b>Ref</b>	<b>Agenda Item</b>	<b>Minute and Action</b>	<b>Action Owner</b>	<b>Target Date</b>
FPG 1	Welcome & Apologies	<p><b>Present:</b> Chief Constable (Chair), DCC MacLeod, T/ACC MacKenzie, T/Chief Supt Buist, Roddy Shearer, Graham Noble (Present for item 7 only), Andrew Walker, Chief Inspector McLeod (Minutes) Donna Christie (Observer) T/ACC John Mauger, Essex Police (Observer).</p> <p><b>Apologies:</b> T/Ch Supt Gordon Samson</p> <p>The CC welcomed Mr Mauger who will be appointed as ACC in Central Scotland Police on 6<sup>th</sup> April 2009. He also welcomed Donna Christie who will be responsible for minutes and the action table at future meetings.</p>		
FPG 2	Previous Minutes / Action Log	The open and closed minutes of the previous meeting were approved. The Action Log with current updates was circulated and the CC asked for members to examine their actions and provide current updates to CI McLeod for production at the next FPG Meeting.		
FPG 3.2	CSP Joint Police Board	The CC advised members that work is now underway with the Clerk to the Joint Police Board to address recommendations made in the Audit Scotland Best Value Pilot report on Central Scotland Police Joint Police Board.		
FPG 3.3	ACPOS Council	ACPOS Council meets on Monday 9 <sup>th</sup> March 2009. Subjects to be discussed will include HMICS reviews and regional collaborations. The CC advised that he intends to meet with the CCs from other forces to consider areas of work which may benefit from regional collaboration. He asked members to consider if any of their areas of business should be raised and advise him.		

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FPG 3.4	National issues	The CC advised that a national strategy for Serious and Organised Crime is being developed and it fits in with the Force's approach. He also advised that an interim Chief Executive for the SPSA has been appointed.		
FPG 4		<b>FORCE STRATEGY</b>		
FPG 4.1	Force Priorities 1to5	DCC MacLeod advised that the strategic priorities for the Force need slight refinement with a stronger emphasis on outcomes. A report will be prepared for the Joint Police Board for the first meeting in the new financial year. It was agreed that all FPG members should review the current priorities and advise Supt Douglas of any required changes. Supt Douglas will amend and thereafter the DCC will circulate a further iteration. The CC advised that the position with the Force Priorities, which in future will be more aligned to the Service Plans, will be examined at each formal meeting of the FPG. The Force Priorities will also be a theme within the forthcoming Force Forum and Annual Report. <b>ACTION;</b> All FPG members to consider the Strategic priorities and report to Supt Douglas.  <b>ACTION;</b> DCC to circulate a further iteration of the Strategic priorities for consideration of FPG members. <b>ACTION:</b> Mrs Christie to arrange diary for FPG to discuss Strategic priorities with Supt Douglas in time for the Force Forum on 2 April 09.	<b>All FPG Members DCC  Mrs Christie</b>	<b>14.3.09 21.3.09  9.3.09</b>
FPG 4.2	Force Performance/ SPPF	T/ACC MacKenzie reported that progress is underway in providing a single management information document for the Force. This report will be produced by Strategic Development rather than Operations. The report will highlight trends and exceptions thus giving more meaningful information on the key issues for the Force. The report will be produced every four weeks. The first report should be ready within the next few weeks.		

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FPG 5		<b>GOVERNANCE</b>		
FPG 5.1	Corporate Risk Register	<p>Mr Shearer reported that the external consultant provided through the Force insurance provisions will look at the Corporate Risk Register in March. A new, more robust, Corporate Risk Register will be in place by April 2009.</p> <p><b>ACTION;</b> Mr Shearer to present the new Corporate Risk Register to the Force Policy Group for approval at the next formal FPG meeting</p> <p>T/ACC MacKenzie advised that the Community Risk Register needs to be considered while the Force Corporate Risk Register is being developed to ensure that our commitment to multi-agency response to Community Risk is factored in. The Community Risk register affects what the Force exercises operationally.</p>	Mr Shearer	9.4.09
FPG 5.2	Programme Board Update	<p>The DCC provided the FPG with an update on the national situation with the Platform Project and his concerns about progress. He advised that the next meeting of the national Business Change programme Board will be devoted to decisions surrounding the Platform project.</p> <p><b>ACTION;</b> DCC &amp; Mr Shearer to provide a briefing note for the CC in relation to the Platform Project.</p>	DCC / Mr Shearer	13.3.09
FPG 5.3	Professional Standards	The paper was noted. The DCC advised that he was reviewing the structure of the Professional Standards report to the Joint Police Board to provide more context.		
FPG 6		<b>FINANCE AND PHYSICAL RESOURCES</b>		
FPG 6.1	Revenue Budget	<p>The paper was noted.</p> <p>Mr Shearer reported that the current reserve is £165k, (which is below the desirable level 5% of GAE ie £500k). He has approached the Justice Department again regarding the expenditure early in the year with the Fuel Dispute/Industrial Action and has been advised that in the unlikely event that there are funds available at the end of the financial year there</p>		





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		<p>The CC stated that the issue of additional annual leave as a reward for perfect attendance requires to be reviewed. He is concerned that the additional days allow absence to be masked and could be resulting in a net loss of attendance for the force. It was agreed that the timing of any such review was critical and discussions would need to take place with the staff associations. T/ACC Mackenzie stated he would raise the matter with the Federation later on 5 March 09 at a pre-arranged meeting to make them aware that it will be a subject under review before the end of 2009.</p> <p>The CC advised that he would rather that the absence figures were expressed as a percentage than as average days lost in line with the Scottish Policing Performance Framework.</p> <p><b>ACTION:</b> CC to discuss with Board members their preference for the format of the figures.</p>	CC	6.3.09
FPG 7.3	Recruitment	<p>Contents of the paper noted.</p> <p>The DCC advised that he was meeting with Mr Noble and Federation representatives during the week beginning 9 March 2009 to review the promotion policy. The CC advised that the caveat of “exceptional circumstances” will require to remain in the policy, however he assured members that on any occasion he chose to promote under “exceptional circumstances” he will be able to provide sound evidence for his decision.</p> <p>The CC advised that the promotion policy must take into account the requirement for a strong link to the appraisal process. The present situation with the Appraisal System does not allow for this and this matter needs to be addressed.</p> <p><b>ACTION;</b> Mrs Christie to arrange a meeting with the CC, DCC and Mr Noble to discuss the Appraisal System</p> <p>The CC advised that the work based objectives for Superintending ranks are about to be set.</p>	Mrs Christie	9.3.09

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		<p>The CC stated that the situation with Festive Statutory Holidays should be considered within the Flexible Working Review which is about to commence.</p> <p><b>ACTION;</b> T/ACC to ensure that the Police Staff festive statutory holidays are given consideration in the Flexible Working Review.</p> <p>It was agreed that the additional statutory holiday in 2009 (due to Christmas being at the weekend) will be a “floating” statutory holiday to be taken within three months of allocation</p> <p><b>ACTION;</b> T/C/S Samson to advise Resource Management.</p>	<p>T/ACC</p> <p>T/C/S Samson</p>	
FPG 7.4	National Substance Misuse Policy	<p>It was agreed that pre-employment substance testing would now be carried out by the Force. The S.O.P for the policy will be owned by HRD, rather than PSD, because it will only apply to potential employees, not to employees at this stage.</p> <p><b>ACTION;</b> Mr Noble to report to Mr Shearer on the additional budget requirement for HRD to carry out the testing.</p>	Mr Noble	14.3.09
FPG 8		<p><b>OPERATIONAL OVERVIEW</b></p> <p>T/ACC MacKenzie and T/Chief Supt Samson gave an update on operational performance. The detection rate is approximately 2% less than the same period last year (57.36% compared to 59.6% last year). Group 1 to 5 reported crime is down approximately 4%. The impact of Operation Krypton on performance was discussed. There was a desire to avoid year end clear-up operations in future and look at ways to manage the crime figures more evenly throughout the year, ensuring that there is clear ownership of crimefiles. T/ACC MacKenzie confirmed that this is forming part of the review being undertaken by DI Crossan at present. As a result of this work, there will be a requirement for training constables in interview technique and sergeants in crimefile management.</p> <p><b>ACTION;</b> T/ACC to present the report being compiled by DI Crossan, with recommendations, to the FPG in due course.</p>	T/ACC	
FPG 9		<b>COMMUNITIES POLICING</b>		

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FPG 9.1	Community Policing Model	<p>T/Chief Supt Samson reported that the Community Policing Policy had received a positive response form Community Policing Teams. All Community Officers have actions plans which are reviewed monthly.</p> <p>A Community Policing Forum is in place and is being chaired by T/Chief Supt Samson.</p> <p>Special Constables have now been allocated to Community Planning Teams.</p> <p>Discussion took place about the feasibility of probationer going directly to community policing teams for their tutoring during the early stages, to ensure that the ethos of Community Policing becomes embedded in learning from an early stage.</p> <p><b>ACTION;</b> T/Chief Supt Samson to produce a model for probationer training within Community Teams and run a pilot in one area command. This pilot should make appropriate comparisons of probationer skill development post training.</p>	T/C/S Samson	1 April 2009
FPG 10		<b>CRIME AND SPECIALIST OPERATIONS</b>		
FPG 10.1	Resource & Demand Management	<p>The paper was noted.</p> <p>The MCAs (Managed Call Appointment) figures have slipped however this is being addressed and there is already indication of an improvement.</p> <p>The civilianisation within the Resource Management Unit is almost complete.</p> <p>The accrued TOIL on the CARM system is gradually being reduced. Care has been taken to achieve this without destroying staff morale and goodwill.</p>		



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FPG 12		<p><b>CORPORATE COMMUNICATION</b></p> <p>Mr Walker advised that the production of the annual report is now being progressed. This year it will be slimmer and completely electronic using a Smart PDF with a reduced page content. The content will be under “themes” rather than the traditional areas or departments. There will be a cost for the development of the PDF, however it will be significantly less than the previous paper copies.</p> <p><b>ACTION:</b> Mr Walker to produce an exit strategy paper for Safer Central for the next FPG meeting.</p> <p><b>ACTION;</b> Mr Walker to give an update to the FPG on the recommendations of the Barker report.</p> <p>Mr Walker stated that resourcing for the Media department is an issue and that there is no capacity to produce C-Speak at present.</p> <p><b>ACTION;</b> Mr Walker to present proposals for increasing resources in Media to the next FPG</p>	<p>Mr Walker</p> <p>Mr Walker</p> <p>Mr Walker</p>	<p>30.3.09</p> <p>30.3.09</p> <p>30.3.09</p>
FPG 13		<p><b>ANY OTHER COMPETENT BUSINESS</b></p>		
FPG 13.1	Force Policy Group Structure/Force Governance	<p>The paper was noted.</p> <p><b>ACTION;</b> FPG papers re structure/function/governance to be produced in respect of Operational Commanders Meeting, Budget Monitoring Group and Human Resources Management Meeting.</p>	<p>Mr Shearer/ Mr Noble/ T/ACC MacKenzie</p>	<p>30.3.09</p>