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**CENTRAL SCOTLAND POLICE
FORCE POLICY GROUP
Wednesday 12 August 2009**

OPEN MINUTE

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
FPG 12/08/09 1.	WELCOME & APOLOGIES	Present: CC Smith, ACC Mauger, Mr Walker, Mr Noble, Mr Shearer, Insp G Wintrup (for presentation only), Ian Wilson (attended to speak to item 4.2 only), Ms Conner (minutes), Ms E MacDonald (shadowing) Apologies: DCC MacLeod, T/CS Samson, CS MacKenzie		
FPG 12/08/09	Presentation on SCOPE	The group were informed that the presentation on SCOPE had been cancelled		
FPG 12/08/09	Presentation PDR	<p>After the presentation by Insp Wintrup there was a brief question and answer session.</p> <p>The PDR system is due to be rolled out in November 2009 with training being given to Supervisors prior to role out. All other members of staff will be trained before their personal PDR is issued. It is intended to issue approximately 100 per month. Insp Wintrup requested that for the 1st year all PDR s were completed within an 8 week period of being issued and to the Force consenting to all supervisory staff having this as an objective.</p>		
		ACTION: CC asked that local implementation takes account of new structure of inspecting rank and how particular community inspectors will cope with the number of constable PDR's for sign off	Supt Flynn	

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FPG 12/08/09 2.	PREVIOUS MINUTE & ACTION LOG	The minute & action list following the 30 th June 2009 FPG had been circulated to FPG members and agreed. Action log updated		
FPG 12/08/09 3.1	OPENING REMARKS: Central Scotland JPB	CC Smith reported that there had been no meeting of the JPB since 26/6/09.		
FPG 12/08/09 3.2	OPENING REMARKS: ACPOS Council	Meeting was attended by the DCC no update available.		
FPG 12/08/09 3.3	OPENING REMARKS:	<p>National Issues</p> <p>The CC highlighted the most significant issues being discussed nationally were</p> <ol style="list-style-type: none"> 1. the impact of potential budget cuts 2010/2011 2. the development of the National Policing Board <p>Unison Report on Civilianisation</p> <p>While the paper was interesting it was felt that the current political context in relation to sworn officer numbers made wholesale further civilianisation an unattractive option although acknowledged potential business benefits in some areas. No action required.</p>		
FPG 12/08/09 4.1	FORCE STRATEGY: Force Priorities 1-5	<p>Due to Annual leave the meeting to discuss the template did not take place and was carried forward to take place before the next FPG meeting.</p> <p>ACTION: CS x 2, ACC, Dir Finance, Head of HRD & CI McLeod to meet to design suitable template for Force Priority Updates at future FPG meetings.</p>	<p>CS x 2 ACC Mauger Mr Shearer Mr Noble CI McLeod</p>	Prior to next FPG.

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<p>FPG 12/08/09 4.2</p>	<p>FORCE STRATEGY: Force Performance/ SPPF</p>	<p>STAFF SURVEY Ian Wilson gave a brief update on the position of the staff survey, draft copy to be released for comment week commencing 17th August with a view to going live in November. After a discussion a number of points were noted and will be incorporated into the survey prior to the draft being released.</p> <p>Although mainly an online survey hard copy surveys will be available for those without access to computers</p> <p>It was stated that when the survey is being marketed it must be emphasised that it will be totally anonymous.</p> <p>CUSTOMER SATISFACTION SURVEY CC Smith stated that it was a very positive report on the 6 monthly service user survey with only one or two issues.</p> <ol style="list-style-type: none"> 1. The strong correlation between updates to the complainer and overall satisfaction 2. The concept of appearance – <p>CC stated that he would like this report to get the same attention as crime reports and other performance data. Following lengthy discussions it was agreed that ACC Mauger would lead on this and develop a comprehensive strategy to further develop community trust, confidence and satisfaction.</p> <p>CC asked that his thanks be conveyed to the team for their work on this important matter.</p> <p>It was agreed that the full report would be published after being presented to the JPB.</p>		

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		ACTION: Small strategic group to be assembled to agree a comprehensive action plan.	ACC	Before next FPG
		ACTION: It was agreed that the full report would be published after being presented to the JPB on Friday 14th August.	Mr Walker	
FPG 12/08/09 5.1	GOVERNANCE: Corporate Risk Register	Update papers were circulated in regard to the Strategic T&CG Risk Register and the Corporate Risk Register. An internal audit has been carried out in regard to the force Risk Management Arrangement and the report was circulated . No major issues have been reported. Mr Shearer highlighted recommendation which he felt required immediate consideration as outlined in the covering report which were discussed and agreed. Specifically Mr Shearer recommended that for risks that require further mitigation that risk owners be tasked with inserting timescales and report back to Mr Shearer in order that the Risk Register can be updated and brought to the next FPG meeting.		
		ACTION: risk owners be tasked with inserting timescales and report back to Mr Shearer in order that the Risk Register be updated.	Risk Owners	Before next FPG
		Mr Shearer stated that there was a Risk Management Group in place although they had only met once.		
		ACTION: CC advised that RMG should meet more frequently.	Mr Shearer	Next FPG.
FPG 12/08/09 5.2	GOVERNANCE: Programme Board Update	Paper Noted		

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FPG 12/08/09 5.3	GOVERNANCE: Professional Standards	Paper noted		
FPG 12/08/09 6.1	FINANCE & PHYSICAL RESOURCES: Revenue Budget	2009/10 Revenue Budget (incorporating overtime) Forecasting in line with budget.		
		ACTION: CS Samson to share report on hours worked within the Custody Suite. Ongoing	CS Samson	
FPG 12/08/09 6.1	FINANCE & PHYSICAL RESOURCES: 2010/11 Budget	2010/11 Budget A highlight report was considered and it was agreed that the normal process of budgetary planning should be followed including liaison with Scottish Government and the constituent authorities through the treasurer of the Joint Board.		
FPG 12/08/09 6.2	FINANCE & PHYSICAL RESOURCES: Capital Budget	Paper noted		
FPG 12/08/09 6.3	FINANCE & PHYSICAL RESOURCES: Property & Vehicles	Paper noted. FPG endorse the IM Board decision		
FPG 12/08/09 6.4	FINANCE & PHYSICAL RESOURCES: Review of	Copy of updated action plan to be presented to the Force Policy Group in final quarter of 2009/2010 Action plan noted.		

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	Procurement arrangements	ACTION: Updated action plan to be presented to the Force Policy Group in final quarter of 2009/2010	Mr Shearer	FPG Feb 2010 (date not yet confirmed)
FPG 12/08/09 7.1	HUMAN RESOURCES: Establishment	Mr Noble presented a paper highlighting potential short fall in force establishment as a consequence of, inter-alia, the cancellation of July intake of probationers and a significant rise in retirements		
		ACTION: An additional intake of probationers in November and plan for similar intake in February.	Mr Noble	
		ACTION: Reduction in number of central service secondments – any decision on central service needs to be heavily weighted on current force needs	Mr Noble	
		ACTION: Review of those currently on secondment <u>to assess potential</u> for earlier return to force (with cognisance to be taken of important role of central service, such as SPC, SCDEA, ACPOS etc)	Mr Noble	
		ACTION : HR to explore potential for increased transferees from other forces	Mr Noble	
		ACTION: ACC asked for more detailed information on officers on protected posts, light duties recuperation across the force.	Mr Noble	
FPG 12/08/09 7.4.	HUMAN RESOURCES: Chief Inspectors' Development Programme	A paper was submitted to the group for approval. SCDS are offering to run a pilot programme in Central Scotland for Chief Inspectors. CC queried of this would also be suitable for Senior support staff managers. It will and HRD is asked to progress this for both police and staff. Approved		

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FPG 12/08/09 7.6/7/8	HUMAN RESOURCES:	Due to time restraints the following papers were deferred to future meetings 7.6 Review of Car Allowances 7.7 Critical Incident management 7.8 Proposed medical Standards for Police Drivers		
FPG 12/08/09 8.1	OPERATIONAL OVERVIEW	ACC gave a verbal update on force performance, Climate Camp and Operation Defender. A meeting with ACC Ian Livingston is arranged for next week to raise the profile of Operation Defender and to continue to push towards a corporate approach to the investigation.		
FPG 12/08/09 9.1	COMMUNITY POLICING: Community Policing Model	Supt Flynn gave a verbal update		
FPG 12/08/09 9.2	COMMUNITY POLICING: Scottish Community Policing Engagement Principles	Supt Flynn gave verbal update ACTION: Draft Community Engagement Standard to be prepared for next FPG meeting	T/CS Samson	Next FPG
FPG 12/08/09 10.1	CRIME & SPECIALIST OPERATIONS: Resource & Demand Management	Supt Buist presented to the paper and drew the group attention item 3 on the customer satisfaction survey results. CC asked that this survey's results are linked with the Force Satisfaction Survey results. ACTION: to ensure FCC/FSC customer Service feed-back data is incorporated into wider Force Satisfaction Survey	Supt Buist	

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FPG 30/06/09 10.2	CRIME & SPECIALIST OPERATIONS: Crime Management Services	Supt Buist gave a brief outline of paper		
FPG 30/06/09 10.3	CRIME & SPECIALIST OPERATIONS: Specialist Operations	Supt Buist gave a brief outline of paper ACTION: Contact mark Hornby to obtain ACPOS Summer Drink Driving Campaign figures. COMPLETE	EC	
FPG 30/06/09 10.4	CRIME & SPECIALIST OPERATIONS: Strategic Firearms Threat & Risk Assessment 2008	Supt Buist gave overview of Firearms Strategic Threat and Risk Assessment and asked for approval. The content of the document was approved but CC sought clarification on the current position regarding the ACPOS Protective Services Capacity & Capability Review. ACC will brief CC.		
FPG 30/06/09 11	CORPORATE COMMS: Internal & External	The paper was noted and it was agreed that no social networking initiatives will be progressed without consultation with Mr Walker, on behalf on FPG.		
FPG 30/06/09 12.	AOCB	There were no items raised under AOB.		
FPG 30/06/09 13.	DATE OF NEXT MEETING	The date for the next Force Policy Group is 29 th September 2009		