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**CENTRAL SCOTLAND POLICE
FORCE POLICY GROUP
Tuesday 29 September 2009**

OPEN MINUTE

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
FPG 29/09/09 1.	WELCOME & APOLOGIES	<p>Present: CC Smith, DCC MacLeod, CS Samson, CS MacKenzie, Mr Noble, Mr Shearer.</p> <p>Apologies: ACC Mauger, Mr Walker.</p> <p>In attendance: CI Cattnach (presentation), DCI Bye (Presentation), Ms Inglis (Minutes).</p>		
FPG 29/09/09	PRESENTATION: Monitoring of Strategic & Business Plans	<p>CI Cattnach demonstrated a new monitoring tool developed by Strategic Development, which is designed to monitor progress/activity towards achieving the Force Strategic & Business Plans.</p> <p>The spreadsheet would require to be populated at the beginning of the year, then updated as the year progresses, the initial loading of information being the most labour intensive. It is anticipated that the updates throughout the year would be fairly quick and straightforward.</p> <p>The demonstration was very well received with some reservations expressed about the burden of populating and maintaining the database. It was agreed that a pilot should be progressed, potentially in Crime or Specialist Operations in the first instance. Mr Shearer and Mr Noble also expressed an interest in piloting the tool and it was agreed that DCC MacLeod should meet off table to agree which area should pilot the tool over the next 6 months to test the practicalities prior to consideration of full implementation in 2010/2011.</p> <p>Thanks were noted to the analysts involved in designing the tool.</p>		

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		ACTION: DCC MacLeod to meet off table with Mr Noble, Mr Shearer and CS MacKenzie to ascertain the best area to pilot the Strategic & Business Plan monitoring tool.	DCC MacLeod CS MacKenzie Mr Noble Mr Shearer	
FPG 29/09/09	PRESENTATION: Organised Crime Groups	<p>DCI Bye provided an overview of the Organised Crime Groups within the force area as identified using the SOC Mapping Tool launched earlier in the year by the SCDEA.</p> <p>An interested was expressed in seeing a structure chart outlining the resources / costs involved in policing the 15 SOC groups within the force area.</p> <p>CC Smith requested that a briefing be prepared to allow him to update members of the JPB, highlighting the SOC threat within the force area and the resource required to tackle it.</p> <p>CS MacKenzie was tasked with sanitising the SOC information for all 3 Area Commands for presentation to the JPB.</p> <p>Mr Shearer also to prepare a presentation to cover costing information, identifying gaps in terms of what can be delivered in regard to policing SOC within the current budget, versus how much would be needed to tackle everything.</p>		
		ACTION: CS MacKenzie to sanitise SOC information for all 3 Area Commands for presentation to the JPB.	CS MacKenzie	
		ACTION: Mr Shearer to provide costing information, to identify gaps in terms of what can be delivered within the current budget, versus what would be needed to tackle all SOC within the force area.	Mr Shearer	
FPG 29/09/09 1.	WELCOME / APOLOGIES	Apologies noted from ACC Mauger and Mr Walker.		

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FPG 29/09/09 2.	PREVIOUS MINUTES & ACTIONS	The previous minutes were approved.		
		The action list to be updated with the latest status.		
		In particular:-		
		Force Forum Update: DCC MacLeod had circulated an update on the Force Forum 'workshop feedback outcomes'. CS Samson to liaise with Supt Douglas to provide an update for outstanding actions.		
		ACTION: CS Samson to liaise with Supt Douglas to address the outstanding actions from the force forum workshop feedback outcomes.	CS Samson	
		Staff Survey: DCC MacLeod noted the proposed timetable in regard to progressing the staff survey. The proposed timetable was agreed. CC Smith requested that the full survey report be delivered at the 3 rd November Force Communication Forum.		
		It was also agreed that the full survey report should be shared with staff associations in advance, though the report should be embargoed until the 3 rd November gathering.		
		ACTION: DCC MacLeod to liaise with Ian Wilson to ensure that the full staff survey report is ready for dissemination at the Force Communication Forum on the 3rd November.	DCC MacLeod	
		ACTION: CC Smith to share the staff survey report with staff associations between the 5th and 9th October. Report to be embargoed until the 3rd November.	CC Smith	

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FPG 29/09/09 3.	OPENING REMARKS	Mr Shearer provided an update following the ACPOS Half Yearly Conference, particularly noting Colin Mair's presentation on the current financial picture and what it means to the police service and local authorities. Mr Shearer will deliver a summary of this presentation at the Force Communication Forum on the 3 rd November.		
		ACTION: Mr Shearer to deliver a summary of the ACPOS Half Yearly financial presentation to the Force Communication Forum 3rd November.	Mr Shearer	
		CC Smith has invited a core group of police and police staff to form a 'Force Futures Forum', the remit of which will be to identify future opportunities and challenges with a view to putting in place preparatory work to meet future demands. A paper was circulated in this regard.		
FPG 29/09/09 4.	FORCE STRATEGY	FPG members gave a verbal update in regard to progress against performance indicators for their respective areas. No items of particular concern were noted. CC Smith expressed a wish to meet with APF Michelle McLeod in regard to police time at court. CS Samson was tasked with providing the most recent graphs indicating police time at court.		
		ACTION: Ms Inglis to arrange a meeting between CC Smith and APF Michelle McLeod.	Ms Inglis	
		ACTION: CS Samson to provide appropriate briefing information in advance of CC Smith's meeting with Michelle McLeod.	CS Samson	
FPG 29/09/09 5.1	GOVERNANCE: Strategic Risk Register	The Corporate Risk Register was circulated as meeting paper. A new risk has been added in relation to Custody Management. The next cycle of the Strategic T&CG Risk Register will be reported at the November FPG meeting.		

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		Mr Shearer/Mr Noble took the opportunity to provide an update on the Job Evaluation project as it potentially presents a cost risk. All jobs have been evaluated and new pay scales are being determined prior to discussion with Unison. It is anticipated that there will be a cost implication and Mr Noble was tasked with estimating a figure for the next FPG meeting.		
		ACTION: Mr Noble to estimate the cost of the Job Evaluation pay modelling exercise.	Mr Noble	
FPG 29/09/09 5.2	GOVERNANCE: Programme Board Update	The monthly force project highlight report had been circulated as a meeting paper. The structure of the Force Programme Board will be discussed in November with a view to streamlining the Force IT Forums into one body with a broader focus. Recommendations will be presented to FPG in due course.		
FPG 29/09/09 5.3	GOVERNANCE: Professional Standards	An update paper in regard to Complaints, FOI Requests, Data Protection and Information Security had been circulated as a meeting paper. In addition to the paper, DCC MacLeod noted the attendance of the new Complaints Commissioner at the September PSBA meeting which had proved to be very positive.		
FPG 29/09/09 6.1	FINANCE & PHYSICAL RESOURCES: Revenue Budget	The overtime figures for Police Officers and Police Staff had been circulated for the year to date. Revenue budgets will be available mid October in line with the financial reporting cycle.		
FPG 29/09/09 6.2	FINANCE & PHYSICAL RESOURCES: Capital Budget	The Capital budget will be available mid October in line with the financial reporting cycle.		

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FPG 29/09/09 6.3	FINANCE & PHYSICAL RESOURCES: Property / Vehicles	An update paper in regard to progress of the new Larbert building had been circulated. The forthcoming visits of the CC and DCC during October were noted.		
FPG 29/09/09 7.	HUMAN RESOURCES	An update paper in regard to Resourcing, Attendance Management and Civilianisation had been circulated as a meeting paper. Projected figures for potential leavers to be added to the report going forward.		
		ACTION: Mr Noble to include projected potential leavers in the HRD update paper going forward.	Mr Noble	
		Discussion took place on the business need for increasing the numbers of candidates for promotion in the various pools. From an operational perspective, there is a need for options to consider for promoted posts from constable to sergeant upwards. The time/work involved for HR in running various processes, however, is significant. Recognition of the improvements in the new promotion policy/process were noted. The CC tasked the DCC to meet with HR, Operations and Federation to further discuss the matter and to explore options for change/rationalisation to ensure the force has sufficient quality candidate options to fill promoted pools.		
		ACTION: DCC to meet with HR, Operations and Federation to discuss promotion policy and process in context of a current shortage of candidates 'ready now' for promotion.	DCC MacLeod	
FPG 29/09/09 8.	OPERATIONAL OVERVIEW	No update available.		
FPG 29/09/09 9.1	COMMUNITIES POLICING: Community Policing Model	A meeting of the Community Policing Forum will be held 29 September.		

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FPG 29/09/09 9.2	COMMUNITIES POLICING: Scottish Community Engagement Principles	A paper had been circulated in regard to the Community Engagement Standard. Some fine tuning is still to be carried out and FPG members should feedback any comments to CS Samson. It is hoped that this document will be shared in the public domain towards the end of the year. CC Smith to meet with CS Samson to further discuss the content of the paper.		
		ACTION: FPG Members to feedback any comments to CS Samson in regard to the draft Community Engagement Standard.	FPG Members	
		ACTION: Ms Inglis to arrange a meeting between CC Smith and CS Samson in regard to the content of the Community Engagement Standard.	Ms Inglis	
FPG 29/09/09 9.3	COMMUNITIES POLICING: Update on Single Outcome Agreements	Update papers in regard to SOA agreements for each A/C had been circulated as meeting papers. The SOA monitoring reports will be available for all 3 A/Cs for the next FPG. CC Smith indicated that he would like to update the JPB on the progress of the SOAs. CS Samson to prepare a paper.		
		CS Samson to prepare an update paper to allow CC Smith to brief the JPB on the SOAs for all 3 A/Cs.	CS Samson	
FPG 29/09/09 9.4	COMMUNITIES POLICING: CTW Review Action Plan Update	The CTW Implementation Action Plan and covering memo had been circulated as meeting papers. The Action Plan was reported as being well on track.		
FPG 29/09/09 10.1	CRIME & SPECIALIST OPERATIONS: Resource & Demand Management	Update papers had been circulated in regard to Resource and Demand Management. Clarity was sought in regard to the policy in regard to overtime arrangements and whether the first day of overtime should be paid at the double time rate.		
		ACTION: Mr Noble to advise the correct overtime rate for the first day of non rostered working.	Mr Noble	

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		The SCOPE duty management module has been delayed which will impact on CARM, this issue is being managed nationally.		
FPG 29/09/09 10.2	CRIME & SPECIALIST OPERATIONS: Crime Management Services	<p>An update paper in regard to CMS had been circulated as a meeting paper.</p> <p>The number of staff assigned to Operation Defender as dropped from 28 to 23.</p> <p>The Standard Operating Procedure to manage crime files has been amended with Sergeants now required to manage their own staffs' reports/crime files on a daily basis.</p> <p>The current model for the Priority Crime Unit was raised and the CC asked for further work on proposals for future roll out of PCU across the force.</p> <p>Supt Buist to be tasked with providing an options appraisal and evaluation paper in consultation with Area Commanders, Mr Shearer, Chief Supts and a representative from HRD.</p> <p>CC Smith requested an update on the action plans for OSC and IOCA.</p>		
		ACTION: CS MacKenzie to task Supt Buist with providing an options appraisal and evaluation paper for the next FPG, in consultation with Area Commanders, Mr Shearer, Chief Supts and a representative from HRD.	CS MacKenzie & Supt Buist	
		ACTION: CS MacKenzie to present the updated action plans for OSC and IOCA at the next FPG meeting.	CS MacKenzie	
FPG 29/09/09 10.3	CRIME & SPECIALIST OPERATIONS: Specialist Operations	<p>Update papers in regard to Emergencies and Events Planning, RPU and Support Services were circulated as meeting papers.</p> <p>In particular, CS MacKenzie noted the £15k cost of the RPU winter safety campaign which would be charged to the force contingency fund this year.</p>		

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FPG 29/09/09 11.	CORPORATE COMMUNICATION	No update available.		
FPG 29/09/09 12	AOCB	No items were raised under AOCB.		
FPG 29/09/09 13	DATE OF NEXT MEETING	Tuesday 3 rd November 2009 @ 0930.		