

NOT PROTECTIVELY MARKED



**CENTRAL SCOTLAND POLICE
FORCE POLICY GROUP
25 NOVEMBER 2009
0900hrs in Chief Constable's Conference Room**

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
FPG 1	Welcome & Apologies	Present: <u>Members</u> ; Chief Constable, Deputy Chief Constable, T/ACC MacKenzie, T/Chief Supt Samson, T/Chief Supt Buist, Mr Roddy Shearer (Director of Finance and Resources). <u>Attendees</u> ; Andrew Walker, Chief Inspector McLeod (Minutes) Apologies: Mr Graham Noble (Head of HR)		
FPG 2	Opening remarks	<p>The CC gave an update on issues arising from ACPOS Council including</p> <ul style="list-style-type: none">• HMIC Independent Review of Policing and the HMIC Thematic Inspection due out in November• The increased costs associated with Command and Control in relation to STORM.MA. The DCC advised that the Business Change Programme Board was looking at the business benefits.• SPSA performance reporting. The CC reported he planned to have a meeting with Mr Mulhern regarding this matter. <p>The CC also advised the FPG that he had commissioned a "Review of Ranks" in the Force along with "Review of Non-operational Roles". The purpose of the reviews has been communicated to the Force. There would be a preliminary report available for the FPG for the next meeting.</p>		

NOT PROTECTIVELY MARKED

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
		<p>The T/ACC advised that a review of Crime Management Services is also being undertaken.</p> <p>ACTION; T/ACC to circulate information to the Force about the Review of CMS</p> <p>The CC advised that he had discussed the Strategic Plan with Supt Douglas and that to allow him to progress work on the Strategic Plan the three Service Plans (Operations, Finance and Corporate Support) are required.</p> <p>ACTION; Service Plans to be completed by the end of December.</p>	<p>T/ACC</p> <p>TCS Samson TCS Buist Mr Shearer</p>	<p>28.11.08</p> <p>24.12.08</p>
FPG 3	Minutes of The Previous Meeting	Approved		
FPG 4	UPDATED ACTION LIST			
	<p>From 6 November 2007 Item 4c Additional Car Parking - HQ</p> <p>From 30 November 2008; Item 5f.1 Sale of Police Houses</p> <p>Item 6a.1 National Projects JPB Paper</p>	<p>Chief Superintendent Barker to explore options for the creation of additional car parking spaces on the headquarters site.</p> <p>Proposals to create additional spaces in HQ car park are with Stirling Council to assess if planning permission is required.</p> <ul style="list-style-type: none"> ▪ UPDATE – Planning permission is not required and the work is going ahead. COMPLETE <p>To investigate potential costs versus capital gains associated with the proposals around Blanefield and Drymen properties. Mr Gow compiling report</p> <ul style="list-style-type: none"> ▪ UPDATE. Valuations for the properties have now been obtained. No alternative office accommodation has been located. Sale of the houses unlikely in the short term. ▪ COMPLETE <p>Position statement / update paper on National Projects to be provided to Joint Police Board Best Value Sub-Committee.</p> <ul style="list-style-type: none"> ▪ Paper will be provided for the next meeting of the BVASC ▪ Considerable efforts being made to progress with JPB BVASC ▪ Now awaiting next BVASC Meeting 	<p>Mr Shearer</p> <p>Mr Shearer</p>	<p>Complete</p> <p>Complete</p>



Ref	Agenda Item	Minute and Action	Action Owner	Target Date
	From 18 March 2008 Pres 1(1) Sharepoint	<ul style="list-style-type: none"> ▪ COMPLETE <p>To develop a plan to ensure any efficiency savings gained as a result of the Sharepoint system are accurately captured.</p> <ul style="list-style-type: none"> ▪ UPDATE; This project is being developed and an update to provided for next FPG 	CS Barker	Complete
	From 10 June 2008 Item 5a(2) Force Organisational Structure	<p>Chief Superintendent Barker to review Emergencies Planning after six months of operating within Corporate and Operational Support.</p> <p>UPDATE; To remain on Action List and consider a review March 2009</p>	CS Barker	March 2009
	Item 7k(1) Criminal Justice Project	<p>Offender Management Unit Review to be progressed.</p> <p>UPDATE: A full review of Crime Management Services is now underway including OMU.</p> <p>COMPLETE</p>	T/ACC	Complete
	From 24 July 2008. Item 5c Travel Plans	<p>It was agreed that the DCC would review the need to develop a Travel Plan and if required it would be tabled again at FPG.</p> <p>COMPLETE.</p>	DCC	Complete
	Item 6h(1) Custody Development	<p>Inspector Jones to liaise with HRD and the Finance Department and prepare a proposal for the role of the PCSO with responsibility for cleaning.</p> <ul style="list-style-type: none"> ▪ This was reviewed and was not feasible. <p>COMPLETE</p>	TCS Samson	Complete

NOT PROTECTIVELY MARKED

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
	Item 6h(1) Custody Developments	CS Samson and Mr Gow to submit proposals to the FPG re funding of Option 3. This option is no longer viable and Inspector Tait will continue to update the FPG. COMPLETE	TCS Samson	Complete
	From 2 September 2008 Item Pres 6f(1)	The adequacy of parking at the new build in Stenhousemuir has been included in the overall project and there is sufficient parking capacity. COMPLETE	Mr Shearer	Complete
	Regeneration Item Pres 6f(1) Regeneration	The relocation of the Dog Section to the regeneration site requires to be the subject of an Options Appraisal within the Project, for future consideration of the FPG. ACTION; To update FPG re the relocation of the dog section once an options appraisal is prepared.	Mr Shearer	13.1.09
	Item 7a(1) Diversity	This item was discussed and it was agreed that while authority from the CC is required prior to advertising senior posts, it is inappropriate for the CC to have the final say in the selection of candidates following the recommendation from an interview panel. The decision to offer employment based on the interview panels recommendation lies with the Head of Human Resources. Mr Noble to ensure that guidelines are produced for interview panels UPDATE REQUIRED	Mr Noble	13.1.09
	Item 7a(2) Workplace Contact Scheme	C/S Samson to ensure that an officer is allocated as lead for the Workplace Contact Scheme. UPDATE REQUIRED	TCS Samson	13.1.09
FPG 5		PAPERS FOR DECISION		
a.	Role and Remit of the Force Policy Group	See AOCB		
b.	Use of MICC Airwave for Op Lightning Incidents	Paper approved ACTION; T/CS Buist to arrange for protocols to be put in place for physical audit of MICC Airwave terminals on a quarterly basis.	TCS Buist	13.1.09



Central Scotland Police

Together for safer communities

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
c.	SCOPE Programme Proposals	DCC reported he has national responsibility for SCOPE duty management and he gave an update. He advised that a project manager is required to progress the work. The DCC also advised that the Job Evaluation Project needs to be progressed and he will provide updates at Force Executive Weekly Meetings.		
d.	Diversity Champions Logo	Discussion took place regarding the difficulties in placing more logos on headed paper. It was agreed that while there was support for having the Stonewall Diversity logo it would be more visual if it featured on the internet. ACTION; TCS Samson to inform the Diversity Advisor to arrange for inclusion of the logo on the web site	TCS Samson	26.11.08
FPG 6				
a.	Update on Action Plan following Office of Surveillance Commissioners Report	Contained within the Crime Management Services Paper (Item 8j)		
b.	Update on Government Guidelines on "Looked After Children"	TCS Buist gave an update on the Government initiative to promote GIRFEC and to develop GIRFEC principles on a multi-agency basis. The proposals include plans to involve police in decisions as to when children in care are put into mainstream accommodation. The three Council Child Protection Committees will consider the initiative next month and will develop action plans.		
c.	NPIA National Workforce Modernisation Programme	The paper was noted. TCS Buist gave an update on the NPIA position.		
d.	Draft MOU for ARVs	The MOU was presented as a statement of intent rather than a binding agreement. TCS Buist gave an update on the ongoing exercise programme between forces. He has asked		

NOT PROTECTIVELY MARKED

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
		for a paper from Inspector Capes regarding differences in procedures for Option 3 vehicle stops which may require further consideration by Forces. ACTION. TCS Buist to contact ACPOS OPBA (Firearms – ACC Green) to request an independent quality assurance view of the MOU. ACTION. TCS Buist to arrange for a meeting with the three CCs (Tayside, Fife and Central) to discuss the MOU.	TCS Buist TCS Buist	ASAP ASAP
e.	CBRN Action Plan	TCS Buist gave a verbal update on the position with CBRN training nationally and in Force. There was a CBRN review earlier this year and an action plan drafted in response to the government requirements. The Force is required to double its capacity to two . There are significant costs associated with the action plan and consensus is therefore required nationally to progress the increases in CBRN capacity. The T/ACC agreed to discuss the matter further with T/DCC Skelly at L&B. ACTION. T/ACC to discuss national position with CBRN training and report back to FPG.	T/ACC	13.1.09
f.	Timeline for Delivery of Patrol Plans	Discussion took place regarding the importance of having up to date patrol plans. It was agreed that the RMU would produce Patrol Plans by March 2009. Producing the plans must involve engagement with Area Commanders and incorporate Community Officers as well as core groups. There has been a delay in work on the patrol plans which was caused by difficulties in getting staff trained. TCS Buist agreed to find out if Strathclyde has the capacity to provide training if required. This is a vital piece of work which needs to be progressed as a priority. ACTION; Mr Shearer to produce Patrol Plan by March 2009 ACTION; TCS Buist to contact Strathclyde to assess if there is capacity to provide training.	Mr Shearer TCS Buist	March 09 ASAP
FPG 7		STANDING ITEMS		
a.	Community Planning/ Anti-social Behaviour.	Paper noted. TCS Samson gave an update in relation to the Single Outcome Agreements preparations in the three local authorities for 2009/2010. All three tie in to our strategic objectives. The protocol is for Single Outcome Agreements to be signed off by the Chief Superintendent Communities Policing. The CC asked TCS Samson to ensure that police issues were considered in the Single Outcome Agreements, in particular issues which are generally considered to be largely police issues and tend not to be considered by partners (eg counter terrorism). ACTION. TCS Samson to ensure that the CC sees to draft SOAs before they are signed off.	TCS Samson	13.1.09



Central Scotland Police

Together for safer communities

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
b.	Force Performance – Crime Statistics	Paper noted. The detection rate, drugs figures and anti-social behaviour figures will be raised at the Strategic T&CG.		
c.	Force Performance Framework	Paper noted		
d.	Capital Plan	Paper noted		
e.	Revenue Budget	<p>Paper noted. Mr Shearer gave an update on the current overtime situation. He advised that there is unlikely to be scope for funding for additional operations in the overtime budget but there may be scope in the revenue budget towards the end of the financial year.</p> <p>ACTION; Mr Shearer to review revenue budget for potential funding for operations in the last financial quarter</p> <p>Mr Shearer reported that the Budget Monitoring Group was looking at expenditure for conferences with the objective of being able to reduce future expenses.</p> <p>TCS Samson asked if police bonuses (CRTP and SPPs) had been considered.</p> <p>ACTION; To ascertain if the issue of police bonuses has been raised at ACPOS level with the PNB.</p> <p>ACTION; Strategic Development to quantify the cost to the Force of the Self Inspection process.</p>	<p>Mr Shearer</p> <p>Staff Officer</p> <p>DCC</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
f.	Corporate Risk Register	<p>Mr Shearer reported that the current Risk Register was “work in progress”. The current version was discussed and the following was agreed;</p> <p>Recommendation 1a.</p> <p>Risk 8 (Failure to manage Violent and Sexual Offenders). It was agreed that this Risk should be in three sub categories; Violent Offenders, Domestic Abuse and Child Protection.</p> <p>Recommendation 1b.</p>		

NOT PROTECTIVELY MARKED

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
		<p>Risk 18 (Failure to provide sufficient resources to meet demand). This risk is considered too generic and is to be removed.</p> <p>Recommendation 2. It was agreed that Custody, Productions, Properties and Critical Incident Management should be included as risks.</p> <p>Recommendation 3. No further risks were identified by FPG members at this stage.</p> <p>Recommendation 4a. It was agreed that Mr Shearer retains the lead on Risk Management on behalf of the Force Policy Group and a Risk Management Forum should be constituted. 4b. The membership of the Forum should include the FPG members with the exception of the CC.</p> <p>Recommendation 4c. A workshop including a consultant from the Force Insurers will be organised and thereafter the Forum will meet twice a year.</p> <p>The members then reviewed the current version of the Risk Register and the following changes are required;</p> <ul style="list-style-type: none"> ▪ Risk 1 - (Failure to recruit and retain police officers) This is not a current threat however BME recruiting for all staff is a risk which should be included. ▪ Risk 2 (Failure to deliver projects in the national Business Change Programme) This is a risk for the national Business Change Programme Board not the FPG and should be removed. ▪ Risk 13 (Impact of Scottish Police Services Authority on the Force). This is now considered business as usual and can be removed. ▪ Risk 16 (Failure to provide diversity awareness & legislative training to all staff) This should include failure to comply with diversity legislation) <p>It was agreed that the Force Reputation should be included as a risk and that all risks should be tidied into business areas.</p> <p>ACTION; Mr Shearer to make the necessary amendments to the current Risk Register, set up the Risk Management Forum and have a Risk Mitigation Plan in place.</p>	<p align="center">Mr Shearer</p>	<p align="center">13.1.09</p>
FPG 8		UPDATE PAPERS – EXCEPTION REPORTING		
a.	Diversity	Paper Noted		



Ref	Agenda Item	Minute and Action	Action Owner	Target Date
b.	RPU, Support Services & Emergency Planning	Paper Noted DCC requested that a safety check of any Mitsubishi 4X4 vehicles in the Force is carried out following the fatal RTA in PSNI. ACTION; Staff Officer to arrange for a report from the fleet manager. NOW COMPLETE; The vehicle concerned was a Mitsubishi Shogun – the Force does not own any. There are L200s however they are a completely different type of vehicle. The Fleet Manager will receive a report regarding the accident investigation of the PSNI vehicle when it is available.	Staff Officer	Complete
c.	Communications & Marketing	Paper noted		
d.	Strategic Development	Paper noted. ACTION; T/ACC to prepare a report on Performance Management in Force and the areas for potential improvements or development.	T/ACC	Next Meeting
e.	ICT	Paper noted		
f.	Human Resources	Paper noted		
g.	Force Programme Board	Paper noted		
h.	Professional Standards Department	Paper noted		
i.	Resource & Demand Management	Paper noted		
j.	Crime Management Services	Paper noted		

NOT PROTECTIVELY MARKED

Ref	Agenda Item	Minute and Action	Action Owner	Target Date
k.	Criminal Justice Project	Paper noted		
i.	Force Property Board	Mr Shearer gave members a verbal update. He advised that the Joint Police Board Physical Resources Sub Committee met during November for the first time for approximately two years. It was agreed at the meeting that the focus should be at strategic level looking at asset management.		
FPG 9	Dates for 2009 Meetings	Dates agreed.		
FPG 10	AOCB			
a.	Central Scotland Emergency Services Project	This item was dealt with as a "Closed" Meeting and the minute has been restricted due to the sensitive personnel issues involved. A separate minute is attached and marked restricted.		
b.	Force Policy Group	<p>The Force Policy Group meeting structure was discussed and it was agreed that a new style would be adopted which cut out the requirement for many of the reports. The new structure would include the following:-</p> <ul style="list-style-type: none"> • Strategic Plan Update (CC) • National Issues (CC) • Force Performance (including Crime, RPU, HR) – (DCC) • Professional Standards (DCC) • Programme Board (DCC) • Finance (Capital and Revenue) – (Mr Shearer) • Business Area Exception Reports (Verbal) – (Portfolio owners) • Papers for decision (Portfolio owners) <p>There will be no need for update papers as all exception reporting will be covered under the verbal Business Area Exception Reports presented by the portfolio owners. All written submissions must be submitted to the staff office no later than one week prior to the meeting date.</p> <p>ACTION; Staff Office to circulate draft agenda for approval prior to the next FPG Meeting.</p>	Staff Officer	Prior to Next Meeting
FPG 11	Date of Next Meeting	0930hrs on Tuesday 13 th January 2009. Chief Constable's Conference Room, Headquarters, Stirling		

NOT PROTECTIVELY MARKED



Central Scotland Police

Together for safer communities

Ref	Agenda Item	Minute and Action	Action Owner	Target Date