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**CENTRAL SCOTLAND POLICE
FORCE POLICY GROUP**

Tuesday 15th December 2009

OPEN MINUTE

Ref	Agenda Item	Minute and Action	Action Owner
15 Dec 09 1.	WELCOME / APOLOGIES	<p>Present: CC Smith, DCC MacLeod, ACC Mauger, Mr Noble, Mr Walker, CS Samson, CS MacKenzie.</p> <p>In Attendance: Mr Gow (representing Mr Shearer), Ms Inglis (minutes).</p> <p>Apologies: Mr Shearer</p>	
15 Dec 09 2.	PREVIOUS MINUTES & ACTION LOG	<p>The previous draft minutes for the following FPG discussions held since the last main FPG meeting were approved:-</p> <p>3rd November 2009 (main FPG) 16th November 2009 (proposed public holidays, Force Custody Unit staffing, PCU) 2nd December 2009 (PCU)</p> <p>The above minutes will be published on the CSP website under the force publication scheme.</p> <p>The action list had been updated to reflect latest progress.</p>	
15 Dec 09 3.	OPENING REMARKS	<p>The CSP JPB had met on the 27th November 2009, a positive meeting was reported.</p> <p>ACPOS Council has not met since the last FPG meeting. The main focus nationally continues to be the budget 2011 and beyond. The Scottish Policing Board met for the first time on 23rd November 2009, papers & minute has been circulated for FPG information.</p> <p>CC Smith met with Cabinet Secretary Kenny MacAskill on the 14th December, topics discussed were; PCU, police numbers, community policing, community engagement, CCTV, CO pensions / HMRC. The reconfiguration of Scottish Forces was also raised though Mr MacAskill advised that this was not on the SG agenda, with SG attention focused on efficiencies.</p>	

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		<p>The capability and capacity of SPSA to deliver national IT projects was noted as a significant concern for Scottish forces.</p> <p>The Quarterly Police Service in Scotland Performance Report was noted. The CSP Perspective on Performance Measures report will be tidied up for the next quarterly update.</p>	
15 Dec 09 4.	FORCE PRIORITIES 1 – 5	<p>Updates were provided to the 5 force priorities with progress noted in most areas across all 5 priorities. Some areas remain to be populated with data, work is ongoing to rectify this. Specific actions were as follows:-</p>	
		<p><i>Priority 3 - Building Community Policing & Sustainable Partnerships</i></p> <p>ACTION: 3.3. Awaiting publication of the CJB annual report, once published CS Samson to task CI Cattanach with linking in with Stan McLeod's replacement.</p>	CS Samson
		<p><i>Priority 4 - Modernising our Service & Reinvesting Efficiency Savings</i></p> <p>ACTION: 4.6. Additional hours gained as a result of the revised absence policy to be captured in attendance figures.</p>	Mr Shearer
		<p><i>Priority 5 - Developing our People & Becoming an Employer of Choice</i></p> <p>ACTION: 5.7. Sergeant and Chief Inspector training also to be included in figure for days attendance at Leadership/Supervisory training courses.</p>	Mr Noble
15 Dec 09 5.1	GOVERNANCE Strategic Risk Register	<p>The Risk Management Group had met on the 12th November 2009 and the minutes circulated to FPG for information. In addition, the updated Risk Register and Corporate Risk Registers had been circulated. FPG approval was granted to remove item 7 'failure to provide diversity awareness & legislative training to all staff' from the Corporate Risk Register. Approval was also sought to remove a further item (job evaluation), though this was not approved.</p>	
		<p>Draft Risk Management Procedures and proposed Risk Management Framework were tabled for FPG consideration. Both papers were approved and will be presented at the next JPB BV&A committee meeting.</p>	

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		ACTION: Mr Shearer to present the Risk Management Procedures and Risk Management Framework to the next meeting of the JPB BV&A committee meeting.	Mr Shearer
15 Dec 09 5.2	GOVERNANCE Programme Board Update	Work continues to solve the migration of the SCOPE Duty Management module issue reported at the last FPG. No other items of note. Draft terms of reference for the proposed amalgamation of the Force Business Change Board, IM Board and Budget Monitoring Group will be presented at time 12.3 for FPG approval.	
5.3	GOVERNANCE Professional Standards	Paper to note. Clarification required in regard to who should author the apology letter required following report from PCCS.	
		ACTION: DCC MacLeod to advise who should author the apology letter required following the PCCS report.	DCC Macleod
6.1	FINANCE & PHYSICAL RESOURCES Revenue Budget	No significant change in Revenue Budget since last FPG meeting. An urgent FPG meeting is required to ensure Force budget is maximised in light of reduced police recruits earlier in financial year.	
		ACTION: Ms Inglis to arrange an extraordinary FPG meeting to discuss Force Budget.	Ms Inglis
6.2	FINANCE & PHYSICAL RESOURCES Capital Budget	There has been no change to the Capital Budget since last FPG meeting.	
6.3	FINANCE & PHYSICAL RESOURCES Property / Vehicles	CC Smith sought clarification on the position in regard to the proposed use of the large meeting space in Larbert. The best use of this space and the most appropriate furniture is currently being discussed though a final decision has not yet been reached. CC Smith noted his first choice of use for the space would be for co location of multi agency public protection.	

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		<p>ACTION: CS Samson / Supt McGregor to meet to iron out best use of the space prior to the official opening 15th January 2010.</p> <p>The property at Bo'ness will be considered for disposal as part of the asset management plan.</p> <p>It was agreed to ask the SCG Co ordinator to explore if Maddiston Police Office could be utilised as part of a solution for an SCG Emergency Co ordination Centre.</p> <p>ACTION: SCG Co ordinator (Ross Baird) to explore if Maddiston Police Office could be utilised as part of a solution for an SCG Emergency Co ordination Centre.</p> <p>Falkirk Council has undertaken work in regard to road directional signage for Falkirk Area Command. Stirling and Clacks Councils are not in a position to commit to this within the next 3 months, though they have agreed that CSP can go ahead on their behalf and this work is now underway.</p>	<p>CS Samson</p> <p>CS MacKenzie / Mr Baird</p>
7.	HUMAN RESOURCES	<p>Paper to note reporting latest establishment figures. Best placed position by the end of the financial year will be circa 855.</p> <p>Problems with the Shared Recruitment pilot will have a significant and potentially unmanageable impact on the February and March intake of officers. Adhoc arrangements are being considered with HRD reviewing previous applications to identify any suitable candidates that they may be able to pull in. Mr Noble to meet with Mr Mclver / Mr Thicket to discuss CSP's intake requirements as a matter of urgency.</p> <p>Absence and recruitment covered at item 4.1.5.</p> <p>ACTION: Mr Noble to meet with Mr Mclver / Mr Thicket in regard to the shared recruitment pilot as a matter of urgency and report back asap.</p>	<p>Mr Noble</p>

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8.1	OPERATIONAL OVERVIEW Force Performance Management Regime	A discussion paper and schematic had been prepared to outline the performance management regime in force. The paper was noted, CC Smith to give this further consideration and will discuss off table.	
		ACTION: Ms Inglis to retain Force Performance Management Regime as an agenda item for January 2010 meeting.	Ms Inglis
8.2	OPERATIONAL OVERVIEW Trust Confidence & Satisfaction Action Plan	CS Samson provided a verbal update on progress in regard to the TC&S Action Plan. A 'think tank' group will be formed led by CS Samson with appropriate representation across the force. This group will meet early January 2010 with a view to determining the way ahead and to develop an Action Plan for FPG consideration. Mr Walker advised that advertising costs associated with this project would be circa £1200/1500 per week for local press coverage.	
		ACTION: CS Samson to provide an update in regard to the TC&S Action Plan at the January FPG meeting.	CS Samson
9.1	COMMUNITIIES POLICING Community Policing Model	CS Samson provided a verbal update, a meeting will take place early January to go over the action plan following the review of the BVSr, thereafter FPG updates will be by exception reporting.	
9.2	COMMUNITIIES POLICING Scottish CP Engagement Principles	No change since last FPG meeting.	
9.3	Single Outcome Agreements	No change since last FPG meeting.	

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9.4	Policing of Football Matches	<p>The ACPOS Football Sub Committee has circulated the 'Watching Agreement' framework for adoption as best practice across all forces. This guidance document seeks to assist football clubs to position themselves to accept responsibility for the safety of fans with Police attending in a more limited role than currently.</p> <p>CS Samson advised that training had already been undertaken to facilitate accreditation and that the new framework would be adopted for the commencement of the next football season for Falkirk Football Club.</p>	
		<p>ACTION: Supt McGregor to prepare an update paper detailing current position, outstanding actions to be taken by Falkirk Football Club and timescales. Paper also to include an update on the latest ACPOS position and progress by other forces in adopting the framework.</p>	CS Samson / Supt McGregor
10.1	CRIME & SPECIALIST OPERATIONS Resource & Demand Management	<p>Paper to note.</p> <p>Discussion took place in regard to 5% of Call Centre calls being lost, CS MacKenzie to look at improving this.</p>	
		<p>ACTION: CS MacKenzie to investigate the number of calls lost and propose actions to rectify this.</p>	CS MacKenzie
		<p>ACTION: CS MacKenzie to look at the local CSP policy which awards CSP SPC's 4 hours off in lieu for every 8 hours worked as a Special PC.</p>	CS MacKenzie
		<p>Gaps in the OSO policy are being addressed to ensure that non operational officers are supporting shifts where possible. CC Smith requested that focus was maintained on this and asked that Supt Tatnell take on a co ordination role / SPOC role for CSP officers based at the college to ensure their support of the policy.</p>	
		<p>ACTION: CS MacKenzie to request Supt Tatnell takes on a co ordination role for CSP officers based at the college to ensure their support of the OSO policy.</p>	CS MacKenzie

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10.2	Crime Management Services	Paper to note.	
11.1 11.2	CORPORATE COMMS Internal External	Mr Walker outlined media work ongoing both internally and externally, including Media Dept involvement in the Force winter campaigns. The CSpace steering group have met and work is underway to outline Terms of Reference and determine the direction of CSpace for the future.	
11.3	Business Case for Growth Post	Papers had been circulated for FPG consideration for the proposed 'generalist' post within Media and Marketing. After discussion FPG approved the additional post which now requires to be presented to the BMG. The Web Manager previously working part time hours has now moved to full time hours.	
		ACTION: Mr Walker to present the business case for a growth post to BMG following FPG approval.	Mr Walker
12.1	Staff Survey Workstreams	Paper to note. The paper was agreed. It was also agreed that, through ACC Mauger, we should identify leads for each workstream.	
		ACTION: ACC Mauger to take lead role in identifying leads for each workstream identified following the staff survey.	ACC Mauger
12.2	Proceeds of Crime Thematic	A paper had been circulated to provide a CSP perspective on the HMI thematic: Proceeds of Crime.	
12.3	Force Governance Terms of Reference	The proposed terms of reference for the amalgamated force BCPB, IM Board and BMG were approved. Small amendments were requested to the Force Establish terms of reference document and the Force Tactical & Co ordinating Group.	

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		ACTION: CS Samson and CS MacKenzie to amend their respective governance documents.	CS Samson / CS MacKenzie
		ACTION: Mr Shearer to prepare Governance paper for the Risk Management Group.	Mr Shearer
12.4	Change to MICC Accommodation / Grangemouth PO	<p>A paper had been prepared proposing an upgrade to the MICC facility located within the Grangemouth Police Office as the current MICC provision was considered to be unsuitable. The proposed changes would not incur any loss of facilities to uniformed officers based at Grangemouth but would instead make better use of the space available.</p> <p>The cost (circa £25K) of the conversion would be met by MICC.</p> <p>Concerns were raised around the worth of carrying out the conversion work in the short / medium term as there are plans to create a multi agency SCG centre in the longer term, though this would be a strategic centre whereas the Grangemouth MICC plays a tactical role.</p> <p>CC Smith noted the paper and requested further time to fully consider all options before making a decision.</p>	
13	Date of Next Meeting	The next meeting of the Force Policy Group will be Thursday 28th January 2010, 0930 within the CCCR.	