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Title	Bromley Borough Police Senior Management Meeting
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Summary	Minutes of Meeting held on Thursday 23 June 2005 at Bromley Police Station.
Branch / OCU	Bromley Borough
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Minutes of meeting held on Thursday 23rd June 2005 at Bromley Police Station.

Present:

Martin Greenslade (Borough Commander); Charles Griggs (Superintendent); Dave Prebble (Borough Business Manager); Martin McInerney (DCI); Ian Gallehawk (Chief Inspector Support); Adrian Young (Chief Inspector Partnership); Anna Betteridge (Human Resources Manager); Steve O'Brien (Quality Assurance Manager); Jeff Matthews (Chief Inspector Operations); Matt Bell (Chief Inspector, Safer Neighbourhood Teams); Fiona Albone (Forensic Manager); Sue D'Alvarez (Finances and Resources Manager) PC Paul Blagg (Federation Rep).

In attendance:

Jenny Stawman (Personal Assistant); Paul Etheridge (Staff Officer/Training).

Minutes of last meeting:

Agreed were all correct

(1) **Apologies**

There were no apologies received.

(2) **Borough Commanders Business**

2.1 Safer Bromley Forum Update - The safer Bromley Forum sits alongside the structure and has not yet met to date. The first meeting is due in September and will be chaired by Terry Scovell.

2.2 Compulsory Transfer Policy - There are 22 names on the list at the moment, it was felt that the borough needs to manage a much smaller list.

ACTION: Anna Betteridge to re-visit the Compulsory Transfer List and prioritise.

ACTION: Ch Supt Greenslade to raise the issue of penalties for the compulsory transfer list at the next SE link Borough Commanders Meeting.

2.3 Feedback to SMT – AY/AB/SD'A – The Internal Staff Consultancy Group are organising training and development involving sergeants and Band D's. Action Learning groups need to get together to discuss and debate issues. It is essential that all the SMT sign up to this transformational leadership and provide support.

ACTION: Ch Supt Greenslade and Dave Prebble to discuss with Darren Perks how to take this forward.

(3) **Compstat Report**

3.1 (Performance Summary slides shown). There followed a discussion on a range of performance issues.

ACTION: Steve O'Brien to liase with Ch Supt Greenslade to reduce the slides and make them more focused.

(4) **Human Resources**

4.1 The borough is currently 15 overstrength. The band E role for H.R will be advertised this Friday. PDR's – At the moment the return is at 72% it should be 95%, partnership have 42 outstanding.

ACTION: Anna Betteridge to inform all SMT members of outstanding PDR's.

ACTION: 75% of outstanding PDRs to be completed and submitted within 7 days – ALL.

ACTION: Anna Betteridge to update Ch Supt Greenslade in seven days of the outstanding PDR's.

- 4.2. Absences from the work place – Chief Inspector Gallehawk explained that smoke breaks need to be managed. There is currently a system in Marlowe House in place and it works well.
ACTION: Anna Betteridge to circulate a document to the SMT for guidance on paid absences from the workplace, to be commented on at the next SMT.
- 4.3 Examine HR section of 5 week report – There are numerous PDRs missing.
ACTION: Anna Betteridge and Steve O'Brien to liaise.
- 4.4 Fairness Audit (Staff Survey) -
ACTION: Ch Supt Greenslade to see staff survey before it is sent out.

(5) **Q.A/MIU**

We have had 35 Freedom of Information Act requests, 13 have been dealt with by Julian Hurst. 5 of the 35 requests have involved a substantial amount of work, 1 is currently outstanding.

There are 35 computers to be upgraded and the installation date is 7th July.

The borough is going to be a pilot site for the logging of correspondence on METRIC, which will replace the CORIN system.

(6) **Resource Management Unit**

- 6.1 PY Front Office – We are looking to increase the strength in the front office by using some of the staff from the Beckenham office. Unfortunately the Visual Display has still not arrived.
ACTION: Dave Prebble to chase the delivery date of the Visual Display.
ACTION: Mr Greenslade and Dave Prebble to have a meeting with Sallyanne Karrasek (Equion) and the Finance Manager and update at the next SMT.

(7) **Finances**

Sue D'Alvarez explained that she had met with Supt Chinchen and the file plan, a system to determine how documents are filed on forums is to be rolled out borough wide. The borough information manager will oversee this, with the SMT lead being Steve O'Brien.

Sue D'Alvarez also reported that about 1.5 million has been allocated for DCI's, for spending on crime matters.

ACTION: Sue D'Alvarez to establish the source and criteria for spending.

Safer Neighbourhood Teams - There will be a bidding process for 5 wards for each borough. Central HR will be recruiting next April.

ACTION: Chief Inspector Matt Bell to find out how we move forward with funding for 5 additional safer neighbourhood teams.

St Mary Cray - opening has been moved back due to the disabled access

Coney Hall – Swipe cards need to be enabled, new security doors are to be installed shortly.

West Wickham – Security to be reviewed.

Biggin Hill – There is a meeting next month.

Chislehurst – Meeting on the 8th July

Sue explained that anyone with a driving licence issued since 1997 will need to go on a course to be able to drive class D1 and C1. The officers will also need to have a medical; this will need to be raised centrally.

ACTION: Sue D'Alvarez to discuss driving licence's at the next Finance Managers Forum.

(8) **Operations**

8.1 Minimum Standard of Supervision on Response Teams – The question was raised as to how this is going to be measured.

ACTION: SMT to look at headings and where they need to be prioritised.

8.2 Police Motor Cycles – There are a number of police motorcycles at the moment, they are deployed through the operations office as demand occurs. Chief Inspector Matthews proposed that they combine into one unit, under single command and are deployed through the Borough Tasking Group. It is felt that there is inefficient use of the motorcycles and they could be used in conjunction with Parks Control, this would need to be raised at the BCTG.

ACTION: SMT to task Inspector Jerry Smith to produce a proposal to go through the BCTG.

(9) **Safer Neighbourhoods**

There is a joint meeting on the 1st July at Croydon, being chaired by Ch Supt Vickey Marr regarding the Crystal Palace triangle. There is a public meeting on 18/19th July. On 29th June there will be a Safer Neighbourhood TP inspection unit.

(10) **Crime**

CPU – CID are due to take over on the 18th July. Four DS's will run the teams. There are 3 gatekeepers courses on 18th July and a business case has been put forward to keep Gary Stokes there as a DI.

(11) **Forensics**

On 26th September 2005 the introduction of the Burglary Sole Response team will take place. Sutton is going live on 14th August 2005. All staff are going to Lewisham for the day to see how this is incorporated. There will be an article in The Job and The Londoner newspaper.

ACTION: Fiona Albone to ensure that Sgt Amanda Weston is aware.

There will also be staff moves at the end of July and shift patterns changing, there will also be a full time vacancy. The docket process will also be reviewed over the next few months.

(12) **Criminal Justice Unit**

12.1 Control Room PID – At present there are only 3 telephone lines going through to the Control Room. We are currently waiting to hear from the council about funding for a call recording system. There are to be 2 more police staff members to be trained and also a temporary controller. One of the sergeants is to be removed from the control room, Bromley will have the first Police Staff led control room.

(13) **AOB**

DCI Martin McInerney requested that his department go further up the SMT agenda.

ACTION: Ch Supt Greenslade requested that all SMT members write the whole day off in their diaries for future SMTs and ensure that it clashes with no other meetings.

There is an open day at Bromley Police Station on Saturday 16th July.

Date of next meeting: Thursday 21st July 2005 at 9am