



<b>Freedom of Information Act Publication Scheme</b>	
<b>Protective Marking</b>	<b>NOT PROTECTIVELY MARKED</b>
<b>Publication Scheme Y/N</b>	Y
<b>Title</b>	Senior Management Team Meeting 02/08/2011
<b>Version</b>	V1
<b>Summary</b>	Minutes/Actions of Meeting
<b>Branch / OCU</b>	Bexley
<b>Date created</b>	02 August 2011
<b>Review date</b>	02 August 2013

Protective Marking	Not Protectively marked
Publication Scheme Y/N	Y
Title	Minutes of Senior Management Team Meeting
Version	Version 1
Summary	Minutes (actions) of Senior Management Team Meeting held on Tuesday 02 August 2011
Branch/OCU	Bexley Borough
Author	Band D Bellward
Date Created	03/08/2011
Review Date	03/08/2011

**Bexley Borough Senior Management Team Meeting.**

**02 August 2011 - Venue Conference Room**

**Persons Present**

Chief Superintendent Stringer	Borough Commander (Chair)
DCI Funnell	CID
Chief Inspector Gowen	Partnership
Chief Inspector Stockford	SNT
Mrs Waller	SHRA
Mrs Mansfield	MSC Co-ordination Manager
Mr. Sutherland	Resources Manager

**Apologies**

Det. Superintendent Williams	Operations
Chief Inspector Broadbridge	Chief Inspector Ops Support
Miss Crane	Higher Analyst
Mr. Sandy	Borough Forensic Manager
Mrs. Duffy	Finance Mgr

**Guest**

Mrs Russell	Analyst
DI Pryde	PPG

<b>Actions</b>			
<b>Action No.</b>	<b>Area of discussion &amp; details of ACTION (in Brief)</b>	<b>Person Dealing</b>	<b>Outcome /Update including if CF &amp; date of completion</b>
<b>Complete Actions 2011</b>			
<b>37</b>	<b>Custody 10/05/2011</b>		
	<p>C/I Ops to ensure template highlighting key actions as requested by Boro.Cdr is completed in order to add to the Strategic Risk Register.</p> <p><b>Update 21/06/2011</b> - To Bring back to next meeting to ensure compliance.</p> <p><b>Update 19/07/2011</b> - CI OPS and Boro.Cdr to discuss on 18th Aug.</p>	<b>C/Ins Ops/Boro.Cdr</b>	<b>Completed</b>

<b>42</b>	<b>Budgets- Costings</b> <b>21/06/2011</b>		
	Resources Mgr to submit details of proposed office moves, in order of priority, including costing to Boro. Cdr ASAP for further review with Detective Superintendent and Finance Manager regarding budget allocation.	<b>Res.Mgr</b>	<b>Completed</b>
	<b>Outstanding and New Actions 2011</b>		
<b>31</b>	<b>Forensic Structure Amalgamation</b> <b>19/04/2011</b>		
	Crime Mgr to monitor new system with a view to reporting back in two/three month's time with preliminary outcome. <b>Update 19/07/2011</b> and <b>02/08/2011</b> - DCI and Forensic Manger to discuss and bring results to next meeting 16/8/11	<b>Crime.Mgr</b>	<b>CF 16/08/2011</b>
<b>36</b>	<b>Anti Corruption</b> <b>19/04/2011</b>		
	Anti corruption strategy to be drawn up and brought back for review at SMT  <b>Update 10/05/2011</b> -Strategy in hand awaits return Inspector Professional Standards <b>Update 19/07/2011</b> - C/Supt and CI Pshp to discuss and bring to SMT on 2 Aug <b>Update 02/08/2011</b> - Document to be circulated to SMT for feedback within 1 week in order to sign of at SMT on 16/08/2011	<b>C/I Pshp/All</b>	<b>CF 16/08/2011</b>
<b>45</b>	<b>Performance - Bexley</b> <b>21/06/2011</b>		
	Vehicle Crime Investigation and Reduction to be added as an agenda item for next available C/I - DCI meeting.	<b>Det Supt/C/Ins/DCI</b>	<b>C/F 16/08/11</b>
<b>46</b>	<b>Area MSC</b> <b>21/06/2011</b>		
	MSC Co-ordinator to specify what resources are required to be put in place with regards to Area MSC proposals in order that Detective Superintendent can take forward to next South East Boro.Cdrs meeting. <b>Update 19/07/2011</b> and <b>02/08/2011</b> - Det.Supt to update at next mtg	<b>MSC Co-ordinator and Det Supt</b>	<b>CF 16/08/2011</b>
<b>47</b>	<b>Crime Profiles</b> <b>21/06/2011</b>		
	Crime Mgr to bring back details of proposed burglary operations for forthcoming year to next SMT. <b>Update 19/07/2011</b> and <b>02/08/2011</b> - Info to be brought to next meeting	<b>Crime Mgr</b>	<b>CF 16/08/11</b>
	C/I SNT to consult with HA around hotspots and also put action plan in place in conjunction with DCI around Autumn nights. <b>Update 19/07/2011</b> and <b>02/08/2011</b> - draft plan to be brought back to next meeting	<b>C/I SNT</b>	<b>CF 16/08/11</b>

	Matrix to be brought forward to next SMT for discussion.	<b>HA</b>	<b>CF 16/08/2011</b>
	Continuation of SCTG product at next meeting with repeat locations, victims and suspects and TNO/ASB analysis.	<b>HA</b>	<b>C/F 16/8/2011</b>
<b>49</b>	<b>Staff Satisfaction Plan 21/06/2011</b>		
	SHRA to review the Staff Satisfaction data and bring back a concise action plan to next SMT for consideration.  <b>Update 19/07/2011</b> - In working progress bring back to 02/08/2011 <b>Update 02/08/2011</b> - SHRA to provide a single sheet action plan and bring back to September SMT for further discussion	<b>SHRA</b>	<b>CF 20/09/2011</b>
<b>50</b>	<b>Confidence and Satisfaction 21/06/2011</b>		
	CI Pshp to review the Confidence and Satisfaction plan and bring back a four page action plan for review at next SMT <b>Update 02/08/2011</b> SMT leads to provide feedback to CI Pshp as to current position within own domains including any suggested changes in order to finalise at November SMT	<b>C/Ins Pshp</b>	<b>C/F 15/11/2011</b>
<b>52</b>	<b>Op Atlas 19/07/2011</b>		
	D/Supt to take forward proposal for real time tasking at next Ops meeting.	<b>Det.Supt</b>	
<b>53</b>	<b>Op Tango 02/08/2011</b>		
	Crime Mgr to liaise with MSC Co-ordination Mgr to arrange for MSC to be included in proposed day of action and to also ensure DMM is updated as to operation daily.	<b>Crime.Mgr</b>	
<b>54</b>	<b>VOLT 02/08/2011</b>		
	Boro.Cdr to be provided with a briefing sheet as discussed in order to raise at meeting with Head of Probation.	<b>Analyst</b>	
	Det Supt to be provided with top 12 nominals in order to raise at next Ops mtg. To then ensure relevant Inspectors/Detective Inspectors are given ownership in order to prepare activity/action plans, including partnership contribution, the results to be fed back at September SMT	<b>Analyst -Det Supt/ and CInsp</b>	
	Relevant SNT Inspector/Detective Inspector to also attend SMT in 3 months time (Oct) in order to present an activity plan on top 10/12 nominals and locations outlining what has and is currently taken place including partnership contribution.	<b>Crime Mgr / CI SNT</b>	
	Analyst to attend SMT in 3 months time (Oct) in order to provide further updates on percentages as discussed.	<b>Analyst</b>	

<b>55</b>	<b>Olympics 02/08/2011</b>		
	SHRA to bring back HR OP model for discussion at meeting on 16/08/2011	<b>SHRA</b>	
	Staff Officer to add as agenda item on 16/08/2011	<b>Staff Officer</b>	
<b>56</b>	<b>Overtime Spends 02/08/2011</b>		
	SMT Leads to liaise with Inspectors/Band D's to ensure overtime/proposed overtime is correctly recorded.	<b>All</b>	
<b>57</b>	<b>Strategic Risk Register 02/08/2011</b>		
	Boro.Cdr and Staff Officer to ensure format is up to date in order to be presented at next meeting	<b>Staff Officer</b>	

No.	Decision	Lead
A	<p><b>Environmental Champion</b>  <b>SMT - 01/02/2011</b></p> <p>It was agreed that Chief Inspector Broadbridge (Ops) would take up the role of Environmental Champion.</p>	<p><b>Ch.Insp Ops</b></p>
B	<p><b>Meeting Dates SMT</b>  <b>SMT - 08/02/2011</b></p> <p>It was agreed that SMT meetings would fall on the 3rd Tuesday of the month with the focus being on key strategic issues and wider borough performance. Chief Inspector Gowen would also take on the task of developing the new monthly performance prior to each meeting.</p>	<p><b>Ch.Insp Pshp</b></p>
C	<p><b>Themed Meetings</b>  <b>SMT - 10/05/2011</b></p> <p>It was agreed that SMT meetings would be themed and held on a rolling basis:- essentially being</p> <ul style="list-style-type: none"> <li>• Crime including Strategic Co-ordination and Tasking</li> <li>• Confidence and Satisfaction</li> <li>• Productivity</li> </ul>	<p><b>Boro.Cdr</b></p>
D	<p><b>TP Development Programme</b>  <b>SMT - 21/06/2011</b></p> <p>It was agreed that TP Development Programme would be a mandatory agenda item for the foreseeable future at SMT meetings.</p>	

<b>Abbreviations</b>	
<b>B.CDR</b>	<b>Borough Commander</b>
Supt	Superintendent
BBM	Borough Business Manager
BFM	Borough Forensic Manager
C/I Ops	Chief Inspector Operations
C/I SNT Support	Chief Inspector Safer Team Support
C/I Strgy and Pshp	Chief Inspector Strategy and Partnership
CJU	Criminal Justice Unit Manager
Crime Mgr	Crime Manager
DI's	Detective Inspectors
Fin.Mgr	Finance Manager
HRM	Human Resources Manager
HA	Higher Analyst
Ins	Inspector
Res.Mgr	Resources Manager
Sec	Secretariat
SMT	Senior Management Team
TDM	Training Development Manager
<b>ABE</b>	<b>Achieving Best Results</b>
ABH	Actual Bodily Harm
ARB's	Accident Report Books
BCSP	Bexley Community Safety Partnership
BIT	Borough Investigation Team
BSU	Borough Support Unit
BWT	Borough Workforce Team
CIAT	Critical Incident Advisory Team
CSAZ	Community Safety Action Zones
CPS	Crown Prosecution Service
CPU	Case Progression Unit
CCTV	Close Circuit Television
CRIS	Crime Reporting Intelligence System
ECM	Every Child Matters
GBH	Grievous Bodily Harm
IBO	Integrated Borough Operations
IPT	Integrated Prosecution Teams
JSA	Joint Strategic Assessment
MAPPA	Multi Agency Public Protection Arrangement
MISPERS	Missing Persons
MMR	Monthly Management Report
MSC	Metropolitan Police Special Constabulary
MSU	Management Support Unit
OST	Officer Safety Training
PARU	Performance Analysis and Review Unit
PDR	Performance Development Review
PLO	Police Liaison Officer
PSD	Property Service Department
RTWI	Return to Work Interviews
QA	Quality Assurance
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team
SM & PD	Strategy Modernisation and Performance Directorate
SOP	Standard Operating Procedure
SPP	Special Priority Payments
STT	Safer Transport Team
THR	Transforming Human Resources
TIB	Telephone Investigation Bureau
TPHQ	Territorial Policing Headquarters
Triple SJ	Simple Speedy Summary Justice
VAFOM	Violent and Forensic Offender Management
VCOP	Victims Code of Practise
VCC	Victim Contact Cards
VOLT	
VPCSO	Victim Police Community Support Officers
WADS	Witness Album