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Title	Brent Borough Senior Management Team (SMT) Meeting minutes
Version	V1
Summary	Formal Approved actions and decisions of the Brent Borough Police SMT meeting on 19 January 2010
(B)OCU or Unit, Directorate	QK - Brent Borough / TP
Review Date	19 January 2012
Date Issued	19 January 2010

**Brent Borough
Senior Management Team Meeting
Tuesday 19 January 2010 at 9am
Kilburn Police Station – Parade Room**

Glossary of terms used within these minutes is at the end of this document

Minutes

Attendees

Mark Toland (Chair)	Chief Superintendent BOCU Commander
Simon Corkill	Superintendent Partnership
Julie Sludden	Human Resources Manager
Steve Kershaw	Detective Superintendent
Kevin Concannon	DCI Public Protection
Steve Burns	DCI Volume Crime
Mike Hill	Chief Inspector Operations & Duties
Jerry Peppin	Chief Inspector Response Teams
Sarah Samee	Communications Manager
Taff Thomas	Chief Inspector CJU
Karen Lancaster	Finance Manager
Feyi Oyesiku	Deputy Finance Manager
Jo Coleman	T/Borough Forensic Manager
Mark Parkinson	Higher Analyst
Stuart Smith	CI Partnership (BLO)
Ian Vincent	CI Partnership (SNT)
Ella Marriott	A/DCI - SCD2

PS Katie Ruff - Minutes & Actions

1. Apologies

- 1.1 Apologies were received from Matthew Gardner - Superintendent Operations
& Francesca Lee - Learning and Development Manager

2. Minutes and Actions of the last SMT meeting

- 2.1. The minutes of the last SMT meeting were reviewed and approved - actions were updated

3. SCD2 Update from DCI Ella Marriott

- 3.1 Relations with SCD2 / QK are positive with good engagement. DCI Marriott asks for thanks to be noted for the assistance of DI Tracey Stevens.
- SD's have shown a downward trend, however an increase of 20% reporting has meant lowered detections. SCD2 are looking to achieve the same number as last year and are looking for a better attrition rate.

- Caroline Bates - OCU Commander is looking at victim support and better assessments
- C/Supt Toland asked if sexual offences (Rape) would come off the QK scorecard, DCI Marriott confirmed that it would come off in due course.
- Change over should help with consistency, a DI has just returned from a 4 year secondment with the CPS, they will assist with running cases through the CPS.
- DCI Marriott, C/I Thomas asked if SCD2 property could be handled at Brent. CI Thomas said that it was possible provided key issues over management were agreed.

Action: DCI Marriott to submit suggestions to CI Thomas for a SOP to be agreed.

- Asked to move offices - possibly swap with SNT which appears to have a bigger floor space.

Action: RM Weatherhead to measure offices to see which has the most floor space and liaise with DCI Marriott and CI Vincent

- SCD2 looking to recruit more staff, most of those on secondment have elected to remain the unit is almost at full strength.
- There will be a HMIC inspection within this year, the aim of all units is consistency.
- HRM Sludden asked what will happen at the end of the current attachments. DCI Marriott said that it is almost certain they will return and unlikely that others will be needed.
- CI Thomas asked for the name of the SCD2 SPOC for EWMS. DCI Marriott provided this.

4. Finance

FM Karen Lancaster

4.1 Budget 2010/11 period 10.

- Currently we have an over spend of 76K = Police OT 49K (inc BHL) Police staff OT 26K
- Have factored in a 5% vacancy factor for police staff
- Shown a reduction of 20K on temporary staff
- We are claiming CCC overtime which is 10K, but won't reimburse travel time, police staff are not entitled to it if warned +5 days, but are still claiming it
- C/Supt Toland stated we need to claim more back from SOTO (27K), Mirandi (47K). We need to find 60K as the BOCU will be penalised next year.
- FM Lancaster stated they have already been accounted for in the forecast, however we are still worsening and does not know the penalties for overspend.
- CI Hill stated income generation of 20K had not been claimed at that point.

Action: FM Lancaster to send spread sheets out with immigration and operation receipts

- **Decision: C/Supt Toland stated to all members not to spend to budget. Only where absolutely necessary. Stated not spending the contingency fund, Learning and Development have given up their budget. We may incur penalties meaning possibly 50K**
- **Decision : Less than 15s and less than 5's can only be authorised by a Supt**

4.2 Current Budget

- Overtime to 13 December produced
- Teams and SNT OT within budget. CID spent 58K over for a range of reasons
- FM Lancaster would like to meet all budget holders to set next years early on, meet SMT for an hour to find out who to set OT budgets for.
Action – KR to arrange a meeting in the next three weeks to agree weighting factor and set budgets- 2/2/10

4.3 Weekly overview

- DFM Oyesiku stated Police staff OT CPU = 3K overspend, BIU = 2K over spend. Need correct cost centre code for police staff OT claimed from PATP
- SMT do not know what remains in budgets as IBO / CCC have not been claimed back.
- Format for spending / showing reimbursements will change with SMT approval from next financial year.

5. Resources

C/Supt Toland

5.1 General Update

- Staff from central resources have come to Brent to help, however as they work from ESB they are required to take 2 hours travelling time to get to an from QK reducing their time at QK. The posts have been advertised externally.
- C/Supt Toland states that we are to lose a Band E from CMU. HRM Sludden stated that the Band E could be redeployed; a decision needs to be made around whom to move. RM Weatherhead stated that the person needs to be physically healthy as there is a large amount of lifting and carrying.
- RM Weatherhead stated that the temporary staff have returned / recycled a lot of uniform which is out of date.
- There are a number of large items (furniture) at QD that need to be removed
Action: Supt Kershaw to assist with clearing items
- RM Weatherhead stated that a recycling team would be identified to collect the recycling.

Action; Sgt Paterson to get rid of the printer boxes and place all old cartridges into plastic bags.

Action: RM Weatherhead to email C/Supt Toland PSD timescales re : the window/wall in QD SRO, fixing barriers & confirm if PSD pays.

- CI Hill suggested testing the custody air conditioning whilst we have time before the summer.

5.2 Nursing Room at Wembley

- HRM Sludden stated that the old nursing room used to be on 5th floor, which was not replaced. There is a room on the 4th floor full of rubbish, however CI Smith had asked for this room for partnership working. The room would need a nursing chair and a fridge, which could come from the multi-faith room and access would be needed 3 - 4 times per day. This room is required by law and needs to have ability to lock and have an "engaged" sign on, the Union Rep Room was suggested.

Action – RM Weatherhead to speak to Union Rep to confirm use of Union Reprs Room.

6. Single Patrol

C/Supt

Toland

- A month ago we were in the top three.
- Deputy Commissioner Tim Godwin stated on 5/01/10 that they went to visit boroughs without notice.
- Commander Bloomfield found 2 PC's on Kenton Road together and one was scruffy. They are to be subject of discipline, officers were told to report to SMT, which to date they are still to do.
- St Duties independent patrols, who are proximity patrolling - are they really independent?

Action– Supt Corkill to speak to A/PS Peaks r: single patrols

- CI Smith stated that there were three misconduct files returned to complete MM1's correctly.
- CM Samee stated officers will comply, it will take time as it is a cultural change.
- CI Peppin stated that the majority of Inspectors have long level of service remember single patrols, so easy for them to reinforce.
- A discussion around dress - wearing of ties and what is acceptable pins to wear on uniform as large amounts are being worn. CID complimented for increased smartness.

Decision - Not Another Drop, Union Jack Flag and Help for Hero's medals are acceptable.

Action – standards of dress to be addressed through inspectors.

7. HR Issues

HRM Sludden

7.1 THR update

- Confirmed date for THR is 31 May 2010

7.2 Staffing reductions

- HRM Sludden stated that one post will be lost in CMU before April. Three from CID remit = 3 Band E's. BIU are to reduce two band E's.

Action: Meeting Wednesday morning with Supt Kershaw, HA Parkinson

and HRM Sludden around two BIU Band E posts.

7.3 Shift disturbance allowance

- Money saved from this which amounts to 5%
- A discussion ensued stating that the shift disturbance needs to be fair, so all to be taken away. The priority payments were to be spoken about with Union Rep.

Action SK and JS: A paper is to be produced in order that the decision rational be transparent and the document circulated.

8. Learning and Development

8.1 Single patrol training package

- New OST package will cover single patrol.
- SMT to open OST as before. Possibility of adding weapons sweeps into OST.

Action: Supt Corkill to speak to OST trainer leading OST SMT opening from next week - Supt Corkill and CI Smith to start this process.

9. Partnership issues / Safer Neighbourhood Teams Supt Simon Corkill

9.1 "Two Streets a Week" Update - going well, there is a monthly return and they

are knocking on all doors

- NAD are looking at violence reduction from Strathclyde
- CI Vincent updated on the moves to Station Road Harlesden and Barrington Way Unit 19 Kingsbury - there were problems with radio reception which have now been rectified.

Action IV- Will C/Supt Toland open the units? CM Samee suggested

opening Station Road, Kingsbury and Station Reception Office at Willesden

- Clare Smart is the new south SNT Inspector
- CI Smith stated that the National Special weekend was near and that recruitment was to occur.

10. Forensics

T/BFM Coleman

10.1 QK has the highest number of Forensic SD's at the end of November.

11. Strategies and Action Plans

11.1 Update on Diversity Strategy - carry forward to the next SMT.

12. Performance

C/Supt Mark Toland

12.1

Weekly performance Reports & Review of IQuanta data

- **Robbery** - SD rate 19th in Met = 12.8%
- Try to reduce on all, in order to keep below the peaks and troughs.

- DCI Burns stated that prisoner productions would assist. One was being produced from Belmarsh
- **Burglary** - 10 SDs last week, which should come in the following week. We need 165 SD's to get into the green. Need 12 / week. 20 SD's = 1%
- TSG are on the ground on a peak week reflected last year. 4K from TP as they have no funding either.
- **Theft from MV** - best week this week compared to the worst last year. 50 offences shows reduction of 3.5% turned grid amber. Require TIC's
- **MSV** - No reduction, 5% = 19 crimes. Every week need a couple of crimes in order to increase. Need 38 crimes reduction to go green.
- **Scorecard** - Need pre-EPIC meeting
- VCoP - officers are emailing officers who are failing to comply
- I calls - good improvement
- S calls - significantly better and increased in volume.
- **Serious Acquisitive Crime** - 427 crimes, not moved. Ranking 28th. SD rates from 25th to 24th.
- **Knife crime** = same as last year
- **Serious Youth Violence** - crept up
- **DV - SD needs to go up** by 3% to get off the bottom. Discussion ensued around CSU A/DI doing everything around SD's waiting to go on. DCI Concannon stated the BWT crime wing are 3 under. 3 at CSU are on Maternity / restrictions. Flexible working is to be looked at to make sure the CSU are moving in the right direction.
- DV are behind in the reviewing of flags on old crimes - DCI Concannon - this is to be concentrated on.
- CSU has high sickness rates the management needs to be looked at - HRM Sludden. There is a new DI coming with a good reputation, discussion as to where to place him with Supt Kershaw / DCI Concannon.

12.2 Update actions from SMT 10 November

- See action sheet

12.3 Update KPRM action from 3 December

- See action sheet

12.4 Criminal Justice Issues

- Over 1000 warrants, 200 to come off
- 34 DDO's are being recruited to be imputers to see if they are fit for purpose, which means losing PC's and PS's from custody
- There are issues with court bailing people without recording Dates of birth, which mean that they can not be circulated on PNC.
- Monday is the big day at court - 200 historical warrants to possibly come off the list.

12.5 Feedback from ACTP on 11 January

- AC is visiting 11 February - ½ day at QK with DMM, focus groups
- He wants a huge reduction of 30% in crime.
- He is concerned at high numbers of complaints for incivility

- AC has issues around standards of dress - TP are discussing guidance as to the dress of the day.
- Looking at problem profile, bail numbers and numbers with bail conditions.
Action SK to look at Number of S.18 searches on NSPIS / Search register .

12.6 BWT for warrants office

- Warrants BWT = 1 PC & 2 Band E's. This has been increased by DCI Burns to 3 PC's, which have been deployed from Serious Acquisitive crime. Would like 1 more PC from uniform, this is in order to complete proactive research. This is to professionalise EWMS
- PPD need 1 more as can not function with one officer
- BWT for the whole business to be reviewed
Action - meet ½ day BWT ½ day on 12 months / AC visit
- Possibly April move around due to burglary issues and more flexibility when the 4th BTU returns to teams.
- Plan for 1st April

Action - CI's meeting to discuss police staff and moving personnel

around with HRM Sludden and work force planning Band D

- DCI Concannon stated that there would be 5 vacancies as of 25/01/10
- CI Hill stated that all attachments will return to team

Action KC - C/Supt Toland stated that an advert / selection process needed to be completed

12.7 Burglary Patrols from CID offices

- C/Supt Toland stated as the SMT brought into it, we will keep at it. Asked if the tactics were working, if it was making a difference and it is not affecting SD's to officers from CSU, then it was to remain. It is positive for officers to be out on patrol, to maintain skills, however it was unacceptable to not have an officer in the Misper Unit.

12.8 Action Manager role / Tasking Manager

- DCI Burns stated that a role at EK worked well.
- Officer will be tasked from the BTCG, following seasonal trends, seeing where operations are and move them once complete, in order to task, re-task and stop officers to monitor default areas. It needs to be a robust supervisor.
- CI Hill stated that this is a similar role to the IBO TCAM, which is similar to a permanent bronze. The role is still being developed, however it is a monitoring role with IBO commitments
Action - Meeting with CI Hill, HA Parkinson, DI Loader, DCI Burns Monday
Action - to discuss at the next SMT and BWT meetings.
Action JS – Agreed to go over by 1DS to pilot this
- HRM Sludden suggested that the DS pool was available, she would look into the central resources.

12.9 Attendance Management

- 28 recoup
- 22 maternity and pregnant

13. Operations

CI Hill

13.1 The compulsory wearing of Met Vests was reviewed and will remain in place

13.2 Compassionate Leave when the schools are shut due to adverse weather. Decision: Borough position is that AL must be taken. Reg 33 application would require full 728 to Supt.

13.3 HMIC Inspection

- SNT inspection is imminent, they will be looking at 50 CAD's across the MPS.
- IBO are to be briefed
- Micro Beats will be mapped out and every response car tasked.

14. Communication

CM Samee

- Calendars JSJD (Justice Seen Justice Done) - SMT to take and circulate
- Adverts about reporting / witnessing is to be place o/s Wembley Stadium - financed by LBB
- Looking into ways to do partnership advertising with the council as they have funds.
- To raise confidence through media within the Asian community, in need of anyone who is happy to have their picture taken and speak about their job to the media.
- SNT Campaign - "Walking is working" published 18th January

15. Citizen Focus Update

Supt Simon Corkill

Citizen Focus Meeting to be held after SMT

16. Health & Safety

C/Supt Toland

- Update from H&S meeting from 16 December.
- As new SNT bases are open need to inform Fire Officer

18. SMT Visibility – Key Issues / line managers briefing information to be agreed

- Brent Staff Presentation - will await new Borough Commander
Action MG: Develop supervisors conference on AC's agenda for change.
Action: Annual Awards to be set and ready by March.
Action: Commendation ceremony to be arranged possibly for July.
- Overtime

- Single Patrol
- Name badges
- Standards of dress
- Complaints are down
- Thank officers who came in during the snowy period.

Date of next meetings
SMT meeting - Tuesday 23 February 2010 at 9am at Kilburn Police Station

BRENT GLOSSARY OF TERMS

<p>A ASB - Anti-Social Behaviour AWT - Affordable Workforce Target APLS - Automatic Personal Location System ABE - Achieving Best Evidence</p>	<p>B BWT - Borough workforce Targets BCU - Borough Command Unit BTU - Borough Tasking Unit BARK - Brent Action for Responsible K9s BIU - Borough Intelligence Unit BCTG - Borough Coordinating and Tasking Group BHL - Bank Holiday Leave</p>
<p>C CPS - Crown Prosecution Service CCC - Central Communications Command CJU - Criminal Justice Unit CPU - Case Progression Unit CRIS - Crime Reporting Information System CARB - Collision Accident Report Book CPDA - Crime Prevention Design Advisor CST - Community Safety Team CMU - Crime Management Unit CLO - Court Liaison Officer CMO - Chief Medical Officer CSU - Community Safety Unit CAD - Computer Aided Dispatch</p>	<p>D DV - Domestic Violence DMM - Daily Management Meeting DPA - Directorate of Public Affairs DVOG - Domestic Violence Operations Group</p>
<p>E ERO - Evidence Review Officer ELS - Emergency Life Support EWMS - Emerald Warrant Management System EPIC - Enforcement, Prevention, Intelligence and Communication ESB - Empress State Building</p>	<p>F FLO - Family Liaison Officer FIT - Forward Intelligence Team</p>
<p>G</p>	<p>H</p>

	HMIC - Her Majesty's Inspectorate of Constabularies
I IT - Information Technology IPT - Integrated Prosecution Teams IRV - Instant Response Vehicle IPLDP - Initial Police Learning and Development Programme IBO - Integrated Borough Operations	J JSJD - Justice Seen Justice Done
K KPRM - Key Performance Review Meetings	L LCJB - London Criminal Justice Board
M MPS - Metropolitan Police Service MSC - Metropolitan (Police) Special Constabulary MSV - Most Serious Violence MARAC - Multi Agency Risk Assessment Conferencing MO - Medical Officer (also call CMO) MV - Motor vehicle	N NFA - No further action NAD - Not another drop NIM - National Intelligence Model
O OST - Officer Safety Training OBTJ - Offences Brought To Justice OT - Overtime	P PIP - Professional Investigation Programme PCFT - Police Constable Foundation Training PDR - Performance Development Review PPD - Public Protection Desk PEEPS - Personal Emergency Evacuation Procedure PLO - Prison Liaison Officer (also called CLO) PoVA - Protection of Vulnerable Adults PCU - Priority Crime Unit PSP - Problem Solving Process PCS - Public and commercial Services Union PACE - Police and Criminal Evidence Act PIB - Performance Information Bureau PAS - Public Attitude survey
Q QA - Quality Assurance QSR - Quality of Service Report	R RAF - Resource Allocation Formula
S SMT - Senior Management Team SAC - Serious Acquisitive Crime SD - Sanctioned Detection SPOC - Single Point of Contact SOIT - Sexual Offences Investigation Trained SRO - Station Reception Officer SNT - Safer Neighbourhoods Teams STT - Safer Transport Teams SHRA - Strategic Human Resources Advisor SOP - Standard Operating Procedure SWOT - Strengths, weaknesses, Opportunities and Threats	T TP - Territorial Policing THR - Transforming Human Resources TDC - Trainee Detective Constable TCT - Town Centre Team TIC - Taken Into Consideration TSG - Terrotorial Support Group

U	V Viido - Visual Images, Identification and Detections Office VCoP - Victim Codes of Practice
W	X
Y YOT - Youth Offending Team YET - Youth Engagement Team	Z