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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 23 February 2010
(B)OCU or Unit, Directorate	QK - Brent Borough / TP
Review Date	15 March 2012
Date Issued	15 March 2010

**Brent Borough
Senior Management Team Meeting
Tuesday 23 February 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
Jo Cavell	D/Communications Manager
Taff Thomas	Chief Inspector CJU
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)
Francesca Lee	Training Manager
Matthew Bonner	DCI Public Protection
Sue Weatherhead	Resources Manager
Sean Bennett	London Fire Brigade Borough
Cmdr	
Jacqui Sebire	DI - SCD1

PS Katie Ruff - Minutes & Actions

1. Apologies

- 1.1 Apologies were received from Matthew Gardner - Superintendent Operations, Jerry Peppin - Chief Inspector Response Teams, Sarah Samee - Communications Manager, & Karen Lancaster - Finance 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
- 2.2 All invoices need to be at Logica by 5/3 so will need to be with finance by 2/3. Any accrued overtime including for court needs to be completed and onto cars by the end of March.

Action: MT to send email re: court overtime to all staff.

Action: CI Smith - Any invoices for BCU money needs to be checked with FM Lancaster.

Action: HRM Sludden to send briefing note around the police station about the reduction of staff.

Action: Arrange meeting with union rep and invite all police staff to ask SMT questions, as to redeployments, hopefully no redundancies.

2.3 **Action: CI Thomas to ascertain whether S.18.5's are being captured to NSPIS**

Action: Send dates of the supervisors day

2.4 Bonus payments have changed, they have to go through the Commander. The payments could be changed from £250 to £60 - £100, which could be incorporated into the annual awards.

Action: send out citations

2.5 QSR issues were raised where by more QSR's should get commendations are apposed to panel letters, as the panel is too harsh. There is a history of good jobs that are only getting letters. The panel members requires reviewing / refreshing. Suggested to use top 6 people from awards last year for the new panel, which will change yearly. Advice re: submissions maybe required. SOTO QSR's to be written. QK require aware ceremony, as it's the best thing that we run. It is positive for our staff & families

Action: Look at the number of commendations there are -

Action: Review what staff have done & push for people to get awards

Action: Mr Kershaw to be invited to next meeting.

3. SCD1 Link with QK from DI Jacqui Sebire

3.1 Relations with SCD1 / QK are positive with good engagement. SCD1 are setting up different contact systems.

- Any court or bail dates can be got from DI Sebire,
- There is to be a joint enterprise for schools and colleges, which will link in with CI Smith. There is an impactive DVD, which has had a good response. It is centred around stabbings and the responsibilities of people at the scene of stabbing and what they may get at court e.g. conviction for murder. To make the youth aware that if they or friends are carrying knives.
- SCD1 have only just become focused on prevention, there has been a presentation to IAG members, explaining SCD1 roles, that fear of crime & statistics around how many murders have taken place within Brent. They have had positive feedback from IAG / ward members from across the OCU.
- DI Sebire was invited to attend the DI's meeting to debrief the responsibilities to offences, assist with training and asked to link in with the Trident / CO19 videos as they are similar in content.
- There is an intelligence officer coming to Brent to assist in fast time Intel, phone evidence and to run through examples / formats / templates. This should be rolled out to more than BIU e.g. DI's / DS's.
- SCD1 can assist with a man hunt of violent person wanted.

4. Finance

DFM Feyi Oyesiku

- Currently reduction in police overtime from 4 - 1.6%, the forecast is on target. Mirandi has been taken out.
- A discussion ensued around the spending of the BTU budget.
- CID are 59% overspent, £3K to claim back
- Police staff overspend is 17.8%, which is being claimed back from CCC
- Under spend on PCSO.
- Street duties overtime is under budgeted as there have been such large intakes.
- Supt Gardner negotiating with Wembley Stadium around supporters / spotters etc.
- The SMT & above Inspector, require access to the pivot tables.
- There is working going ahead for the council within the BIU - 17 hours & 100 hours need to be claimed for.
- MT & FM Lancaster are to meet, SMT welcome. Marac to increase co-ordinators hours and carry over any money.

Action: RM Weatherhead to locate phone lines for centre point resources communication teams.

5. Resources

RM

Weatherhead

5.1 General Update

- There needs to be compliance around ordering, consider what is being signed off e.g. L.A.
- All orders are to go through resources prior to the order being raised. The process takes time, as it goes through the EBP system.
- Staff will not get reimbursed for goods that are bought by themselves.
- Any Care Hire that is required short term will go on and be claimed against finance code. A F9091E is required to be completed and forwarded onto transport services. Issues raised are there is no lead time for fast time PATP's to get vehicles authorised. Resources to collate a spread sheet for vehicles location to prevent loss and people need to inform resources what they have.

Action: Send Vauxhall Corsa details to SMT - RM Weatherhead

Action: Look at last years vehicle hire - RM Weatherhead.

5.2 Lockers

- There are 28 staff without lockers, there are plenty of male lockers but not female.
- The disused lockers require identification and auditing.
- Possible scope for uni-sex locker room.
- There was no spread sheet handed over re: lockers

Action: Identify who out of the 28 have lockers - RM Weatherhead

Action: Task Inspectors at each site to put stickers on each locker in use. - CI Hill.

6. Performance

C/Supt Toland

Weekly performance Reports & Review of IQuanta data

- **Robbery** - 30 + more detections than last year, but there were more offences
- Half the increase of commercial robberies which we can not task in.
- There is no pressure for robberies as we are 4th from the bottom on SD's.
- QK are to get TSG - commissioners reserves for MSV from 1/3
- High volume of robberies which occur across the Met occur in QK.
- **Burglary** - 27 SD's last week, we have jumped 2 places on 8.4%,
- Need to post spare serials daily
- There are no forensics getting turned into identifying suspects, promotion of Op Scarlet has dropped off.
- TIC's possibly need to tie into drug treatment orders, to help the person and support the community.
- **Theft from MV** - classifications / investigations are being re-booked as the vehicle were not stolen, but have been towed away, 20+ have been located due to no-insurance / tax etc.
- Sprinter vans are being targeted across the met, x 2 per day
- Currently at 3.9% - 0.5% to get on target
- The laser pen / I99 arrest has been charged with 30+ burglaries in Herts ground.
- Need intel to help us.
- **MSV** - Central CMU changes, there is no guarantee we'll be on target, need to be intrusive at the start
- **Scorecard -Gone amber in some areas, which is great.**
- Car crime has gone green
- Serious Youth Violence is tough to reduce as they are such small numbers.
- DV SD's will be a challenge for Mr Bonner, he has ideas of staffing smarter. We're best in the met for DV arrest.
- 9K less crimes.
- Pedal cycles / Crim Dam crimes, which are SN hotspots are in significant numbers and require work to be done around the reductions of the crimes.

6.2 HMIC

- SD's - looking at 5 boroughs, not QK and will be inspecting one of them.
- AC is asking for details for the HMIC

6.3 Action around performance

- 3rd machine brought by CST at LA, 4th machine was for Tokynton SNT
- International arrest warrants, need decisions to be made about the future.
- Review after 12 months, all need to have ownership taken of them. Lead is to be chosen from the portfolio holder.

Action: Citizen Focus with Inspector Bailey - Supt Corkill

6.4 Criminal Justice Issues

- The magistrates are committed
- Numerous historical warrants have been discussed at court and with Superintendents to find a way to moderate them.

- Some warrants lack paperwork, crown court require there to have been an officer attend and knock on the door.

6.5 Feedback from ACTP

- Very impressed with Brent, we're referred to well.
- The OCU commanders are meeting fortnightly.
- AC see there being significant changes to the structure. There will still be 32 boroughs, but the structures / commanders etc are likely to change.
- SNT to expand from 1-2-3 in busier wards e.g. Harlesden.
- T/Commander Hurley is expectant of smartness, he accepts that QK is a difficult place to work.
- Next year there will be a reduction in all crime areas including TNO's
- Each Borough will have a CI in Operational role looking ahead to see where the challenges are around resources and event throughout the year.
- Expectation to know what the arrest / SD and I call rate is per officer
- They are looking at the workload of each CID officer
- **Action MT to meet with Supt's around numbers of crimes per officer as they require detail.**
- Need to have handle on the crimes between April and July this could then affect the rest of the year.
- All Inspectors to be reviewed in post to make sure they are in the right place.

6.6 PDR objective setting

- SNT pledges, confidence, satisfaction, offender management, repeat victims of crime - Superintendents to speak to officers
- Financial aspects need to be an objective, over spending is not an option.

6.7 Central CMU

- This is a pilot and will continue for the interim
- DAC wants to discuss it and requires reassurance
- AC is the one to make the decision around Metcall to have a west area "CRIB".
- The Cad to CRIS conversions, we have 80% conversion rate.
- We will lose front line investigators and gate keepers will be created to Interact with CMU and secondary investigation team.
Action Day to be worked into the calendar within 2 weeks = completed by KR
- Clear- ups are coming back, moving away from SD's and looking at OBJT's and satisfaction for victims.

7. Forensics

BFM Coleman

- 7.1 There is likely to be an area base, this is why they have not advertised for a Forensic manager.
- There are no vulnerabilities.
 - They are under on non 11 and residential 7

- The SOCO's are retrieving the right marks / forensics from the right places, they are showing that they are doing a thorough job as they are getting LEGAT results
- Project Scarlet is becoming more widely known again.

8. Communication

CM Samee

- SOTO phase 2 and SNT news letters will be distributed from 1/3/10 which is the 3 month rolling letter.
- 13/3 - Aladdin's Cave, working with LBB printing flyers and posters for them

9. HR issues

HRM Sludden

BWT meeting with chief inspectors

- There were a number of bids. CI Hill has a permanent PS within the BTU making 1-4-40.
- There is 1 x PC post to the warrants office, 1 x to ops and 1 x to the South Kilburn Estate. There are options for attachments in other units e.g. CPU for 6 - 12 months. The IDLDP have to remain in uniform for 12 months
- There is an option to take 1 x PC from each team from Kilburn, place 4X into the BTU and 5th goes to South Kilburn.
- There are issues with even providing a member of staff to the Youth Offending Service.
- Possibly give a member of police staff a 6 month posting and release PC from elsewhere for the posting - possibly training BWT to go down as they have been running 1 light for 2 years.
- Possibility to start a cross border SNT task force, post election. Council already fund 16 PCSO's and we could give 1 x PC and 3 x PCSO's
- HR evaluation meeting on Thursday, we have a 21% reduction in PC's sickness = 1200 extra policing days per year and 47% reduction of police staff sickness.
- We have 100% completion of probationer reports, 50% on time. 95% completion of PDR's.
- RTW interviews - 92% PC's are completed and 100% of police staff are completed.

THR is on target

- All personal files will be leaving the borough on 15/3. Personal files will be on line (electronic)
- HR will keep all live cases e.g. sickness / discipline
- Work force planning, future meeting will be every 2 weeks, no one is to move within that time period.
- Supt Gardner to chair the meetings to make a business decision

10. Learning and Development

LDM Lee

- Training around complaint / effective communication e.g. confidence will be complete by the end March (CPU / BTU / Response Teams)
- There is to be monthly skills update / SMT issues to send to every Inspector to disseminate to the teams

- Lunch & Learn - for THR for all sergeants and inspectors around all concerns e.g. sickness management - home visit / case conference / RTW

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

11. Operations

CI Hill

- Attachments to the BTU are returning in April, the feedback has been positive.

12. Partnership issues / Safer Neighbourhood Teams

Supt Simon Corkill

12.1 Confidence has improved.

- LA have had funding cuts. The FIU and PPO posts are protective and have been funded.
- CPDA's liaising with QA & SX, nothing has happened as yet.
- Prevent meeting - £250K may be available to bid for to form operations next year.
- Stop & Search is now being recorded on CRIMINT+, stops are being placed on to the system by the individual.
- Community project being run by NAD the day is to be set, but it will be in March. They are 1-2 hours sessions, within the LA training facility on Olympic Way.

13. Strategies and Action Plans

Action: To appoint an Elders Lead possibly CI Peppin.

14. Citizen Focus Update

Supt Simon Corkill

Policing pledge is part of citizen focus, this needs to be prepared before the HMIC inspection - April / May

Questionnaire completion by everyone

15. Health & Safety

C/Supt Toland

- Update from H&S

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

- Thank all staff for single patrol
- Completion of staff
- Finances - there is no overtime
- 12 new diceflo's 10 for response team
- Batteries - there are no more
- If anyone wants to get anything from personal files, do so by 15/3
- Re-iterate new Stop & Search on Crimint +
- C/Supt Toland leaving in August

Date of next meetings
SMT meeting - Tuesday 16 March 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 HMIC - Her Majesty's Inspectorate of Constabularies</p>
<p>I IT - Information Technology IPT - Integrated Prosecution Teams IRV - Instant Response Vehicle IPLDP - Initial Police Learning and Development Programme IBO - Integrated Borough Operations</p>	<p>J JSJD - Justice Seen Justice Done</p>
<p>K KPRM - Key Performance Review Meetings</p>	<p>L LCJB - London Criminal Justice Board</p>
<p>M MPS - Metropolitan Police Service</p>	<p>N NFA - No further action</p>

<p>MSC - Metropolitan (Police) Special Constabulary MSV - Most Serious Violence MARAC - Multi Agency Risk Assessment Conferencing MO - Medical Officer (also call CMO) MV - Motor vehicle</p>	<p>NAD - Not another drop NIM - National Intelligence Model</p>
<p>O OST - Officer Safety Training OBTJ - Offences Brought To Justice OT - Overtime</p>	<p>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</p>
<p>Q QA - Quality Assurance QSR - Quality of Service Report</p>	<p>R RAF - Resource Allocation Formula</p>
<p>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</p>	<p>T TP - Territorial Policing THR - Transforming Human Resources TDC - Trainee Detective Constable TCT - Town Centre Team TIC - Taken Into Consideration TSG - Terrotorial Support Group TNO - T Notification Offences</p>
<p>U</p>	<p>V Viido - Visual Images, Identification and Detections Office VCoP - Victim Codes of Practice</p>
<p>W</p>	<p>X</p>
<p>Y YOT - Youth Offending Team YET - Youth Engagement Team</p>	<p>Z</p>