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Title	SMT Action Sheet - 18/10/2011
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Summary	Record of SMT actions
(B)OCU or Unit, Directorate	Kingston Borough (VK)
Review Date	18-Oct-13
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Kingston SMT - Minutes/Action sheet

Present:	Paul McGregor (PM) Dave Gair (DG) Bill Heasman (BH) Neil Dick(ND) Ingrid Percy (IP) Navtej Bhachoo Smith (NBS) Iain Goble (IG) John Turner (JT) Paula Richardson (PR) Katherine Digger(KD)	A/Borough Commander Chief Inspector Chief Insp - Partnership BFM SHRA Resources Manager Staff Officer A/DCI Higher Analyst TP Development	Apologies:	Martin Greenslade(MG) Jess Ruddell(JR) Anne Chinchon (AC)	Borough Commander Finance Manager DCI	
Action Number	Action Description	Date Allocated	Allocated to	Date due	Status	Comments
0001/10 (2.1)	AD to meet with Central MSC on 12/4/10 seeking opportunities for the £2,000cost of load bearing survey in annex to be met from central funds. This will allow lockers to be used in Annex releasing rooms within Custody.	06/04/2010	AD	04/05/2010	Complete	Update: AD has spoken to DCI Doyle (MSC) and it is believed that the £2k for the survey will be obtained from the business case that was submitted on 4/5/10. See Actions 14.
0001/10	AD to progress the mobile phone and telephone landline review and update SMT.		AD (Insp Newman)	01/06/2010	Ongoing	Update 15/06/2010
						Insp Newman now dealing. 19/5/10 AD Initial review of SCD2 phones at VK undertaken. Review of office phones to identify savings complete. Mobile phones/pagers undertaken. AD/D Bonner to review officers needing mobiles. AD to provide update and summary of savings on 1/6/10
						Update 01 06 2010. List of lines to be physically checked by Insp Newman and Ian Stacy. Full update at full SMT on 15 June 2010
						AD has Insp Newman reviewing lines. Cost saving projection undertaken. Asset count spreadsheet provided AD to provide data for estimate forTPHQ submission.
						ACTION FOR AD: Accurate update required for next SMT 29/06/2010.
0011/10	Confidence Agenda-Comms programme final draft and completion of Media Comms Calendar. Agenda Item 15/06/2010. Agenda Item for 27/07/2010.		PM			ACTION FOR PM to showcase communication programme for AC visit on 05/08/2010. Agenda Item for 27/07/2010.

						ACTION FOR AD to brief Commanders Staff officer re Flags of success. (Completed 17/06/2010)
						ACTION FOR PM to update Risk Register item 2. - Completed
						and Commander Bennetts visit on 18/06/2010.- Completed.
						Update 29/06/2010 - PM confirmed that report sent to Commander Bennett but no feedback received to date.
0087/11	Agenda item 5 of meeting 20/09/2011 - CID	20/09/2011	JR/IP/PM/BH & DG			ACTION PM/JR/DG/BH & IP to conduct review of current workforce deployment ASAP. Provisional meeting set for this date 03/10/11. UPDATE 04/10/2011 - Complete - ITEM DISCHARGED.
0096/11	Agenda item 11 of meeting 20/09/2011 - Resources	20/09/2011	NBS/DG			ACTION 20/09/2011 DG to provide quote for ANPR to NBS for mobile police station. UPDATE 04/10/2011 - DG advised complete. ITEM DISCHARGED.
0100/11	Agenda Item 2 of meeting 04/10/2011 - Burglary.	04/10/2011	PM, JR, DG & BH.			Review of scorecard undertaken and identified big challenges for VK in respect of Burglary. JR reviewed current resourcing and highlighted need to have resilience of HV patrols and proactivity. IP provided an update following workforce review meeting on 03/10/2011 and the high levels of recuperative/restricted/maternity officer at VK in comparison to MPS average. Possible solutions discussed and strategy to resource proactive unit and HVP agreed. ACTION BH to release PC Berry and one other from STT/SNT to JR and DG to ring fence this proactive resource for the next month and to have team in place by 10/10/2011. ACTION PM to review after 4 weeks SN attachment and need for ringfencing. ACTION BH to flex SN resources as necessary to resource 1 & 8 for the next two weeks for enclosure deployment. ACTION DG,BH and JR to formulate operational plan.
						UDPATE 18/10/2011 All complete except for one STT staff. BH to review at WFP in light of new STT staff being posted to VK - ITEM DISCHARGED.
0101/11	Agenda Item 2 of meeting 04/10/2011 - Burglary.	04/10/2011	JR			ACTION JR to articulate in Bullet points to MG action being taken to address SD rate issue for VK. UPDATE 18/10/2011 - Completed. - ITEM DISCHARGED

0102/11	Agenda Item 3 of meeting 04/10/2011 - Kingston Police station - Building development works.	04/10/2011	NBS			<p>Discussion undertaken with regards to the refurbishment of VK police station and consideration given to future organisational needs as a result of shared services and TP development projects. MG felt Eagle House would house VK CID on the first floor and possibly in the future TW CID on the second floor. VK Police station would have a refitted custody suite on the ground floor. Reduced BIU space on the first floor with forensic support. Second floor would house SMT and support functions to include space for Resources and Finance. It was agreed that although a difficult time of year the SMT agreed to the building works commencing in March 2012</p> <p>ACTION NBS to Meet with Business group leads DG, BH, JR, ND & others to agree division of each floor and location of partition walls, thereafter establish a working group from each business group to review proposed plan and discuss at next custody meeting and brief SMT in 4 weeks time. UPDATE 18/10/2011 All matters in hand - ITEM DISCHARGED.</p>
0103/11	Agenda Item 4 of meeting 04/10/2011 - Talent Management	04/10/2011	BH, PM, DG			<p>BH provided an update on the programme. At present nine staff selected although further development of the programme has stagnated during Op Kirkin. Agreed mentoring and coaching could be developed locally.</p> <p>ACTION PM BH and DG to mentor three staff each undertake and identify individual skills and developmental needs. These to all be collated by BH for next SMT performance meeting in 4 weeks time and discussion on 11/11/2011 with Commander de Brunner.</p> <p>UPDATE 18/10/2011 Matters in hand and ITEM DISCHARGED.</p>
0104/11	Agenda Item 5 of Meeting 04/10/2011 - SMT Briefings	04/10/2011	MG			<p>MG set format for the day to include a summary from MG, DG to review Olympics, JR changes with CID & PM Op INCAN.</p>

0105/11	Agenda Item 6 of meeting 04/10/2011 - AOB	04/10/2011				<p>IP provided an update of the workforce review undertaken on the 03/10/2011. Potential Inspector moves discussed in light of IG and JH forthcoming moves. Possible PS moves discussed. Review identified 3 PCS for realignment, however likely BWT will be reduced as 1 PS and 2 PCs aligned to Herald.</p> <p>MG advised that SMT needed to start thinking about Christmas duties as he was working 24th/25th.</p> <p>MG provided an update on future SMT moves with Supt Dave Paterson likely to come across to VK from VW, PM to WW and JR to CW. The timescale for each of these moves is not yet known.</p>
0106/11	Agenda Item 2 & 3 of meeting 18/10/2011 - Risk Register Review. RBK risk map & Kingston SMT issues/Challenges.	18/10/2011	IG			<p>SMT held discussion exploring the use of the RBK 5 x 5 risk matrix. Group felt it better highlighted where risk lies but needed to be complimented with a review of existing register so there was an auditable trail of the risk being managed.</p> <p style="text-align: right;">ACTION</p> <p>18/10/2011 IG to review current risk register and devise with AP spreadsheet so that Risk matrix is self populating a RAG rating.</p>
0108/11	Agenda Item 5 of Meeting 18/10/2011 - Resources.					<p>UPDATE 18/10/2011 - PM advised the group of developments and that NBS was progressing the consultation with department heads, staff and associations, JT identified a need for additional private offices for both staff and public. NBS stated this would be taken forward and considered with development.</p>
0109/11	Agenda Item 6 of meeting 18/10/2011 - Human Resources	18/10/2011				<p>IP provided updates following meeting with the commander and need for retiring officers to have no more than 4 weeks off prior to retirement to ensure resilience as no scope to back fill when absences are more protracted. Updates on the taking forward Talent management were discussed and PM, DG and BH had each arranged appointments with their respective staff. Changes in sickness data were discussed and attributable to long term cases in causing slight rise in averages.</p>
0110/11	Agenda Item 7 of meeting 18/10/2011 - AOB	18/10/2011				<p>PM advised that he was reviewing PDA use.</p> <p>ACTION DG to review usage and if necessary reallocate equipment to ensure usage is optimised.</p>
						<p>BH provided an update on Operation Cubo, recalim and other initiatives planned during October/November for which he was lead.</p>

						DG provided an update on IBO change and the associated risk management. DRC staff will be managed by OPS and there was scope for duties to move into the IBO. Appeals process results would be published on 21/10/2011. TP development were aware of the resilience concerns that training would cause to arise.
						KD provided copies of her status report and agreed to provide monthly updates to the SMT on TP development. PR advised that they were still bedding in new IBO processes. PM advised that he felt TCG format was much improved.