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<b>(B)OCU or Unit, Directorate</b>	Kingston-Upon-Thames Borough
<b>Review Date</b>	20th September 2013
<b>Date Issued</b>	20th September 2011

# Kingston SMT - Minutes/Action sheet

Present:	Martin Greenslade (MG) Paul McGregor (PM) Dave Gair (DG) Julian Hagley (JH) Jess Ruddell(JR) Anne Chinchen(AC) Neil Dick(ND) Ingrid Percy (IP) Paula Richardson (PR) Navtej Bhachoo Smith (NBS) Katherine Digger (KD) Iain Goble (IG) Maxine De Brunner (MDB) Sarah Titterall (ST)	Borough Commander Superintendent Chief Inspector Insp Partnership D/Chief Inspector TPHQ Finance BFM SHRA Higher Analyst Resources Manager TP Development Staff Officer SW Area Commander TP Performance Unit	Apologies:	Bill Heasman	C/Insp Partnership	
Action Number	Action Description	Date Allocated	Allocated to	Date due	Status	Comments
050/11	Action carried over from review of performance meeting on 19/04/2011 - Review of IDOs attending non res burglary.	03.05.2011	ND			<p><u>ACTION</u> ND to provide review of analysis in regard of IDO's attending non res burglaries which will be available from 15/05/2011 and present to next SMT on 17/05/2011.</p> <p>UPDATE 31/05/2011: To be reviewed next performance meeting. UPDATE 14/06/2011.</p> <p><u>ACTION</u>: ND to raise as Deputy forensic lead for OP Target underlying problem of notification for IDO's from CCC/CAD. Update to be provided at full SMT on 12/07/2011.</p> <p>UPDATE 27/06/2011: JR has liaised with ND in order to provide figures to evidence this is occurring</p> <p>UPDATE 06/09/2011: All burglary and robbery figures reviewed for VK20% of vehicle crime being visited. Requires new process to identify M/V Crime at the earliest stage. To feed back possible solutions at SMT away day. UPDATE 20/09/2011 - See action 97/11</p>

058/11	Agenda Item 9 (31/05/2011) Future of SNT Focus desk	31/05/2011	BH			<p>Update provided by BH in regards to moving the SNT focus dsk to Guildhall to improve partnership working.</p> <p>UPDATE 14/06/2011: BH had discussed this with MG and project now put on hold pending a review of BIU, this is supported by project lead Tracey Dancy. Meetings with Clive Chalk(TW) have been strongly supportive of the proposal.</p> <p>UPDATE 28/06/2011 - Further discussion undertaken on the blue sky possibilities for shared services development including with RBK.</p> <p>UPDATE 27/06/2011: BH to develop proposals for possible solutions for the problem solving desk: To present at next full SMT</p>
061/11	Agenda Item 3 (14/06/2011) Finance	14/06/2011	TH/DG			<p>TH provided an overview of the current financial position. Overtime overspends were reviewed for each area. DG highlighted the implications of shift roster changes and how proposed changes had been sent up on 13/06/2011 to Keith Young. These will need support from area commander and federation. <u>ACTION</u> TH and DG to review claims to identify confirm cause of overtime spends not pertaining to Op Fieldgate or Royal Wedding.</p> <p><u>ACTION</u> DG to liaise with TR - Tom Edwards regarding shift change vote via aware for staff.</p> <p><u>UPDATE</u> 28/06/2011 - DG advised that AP had initiated electronic voting process. <u>ACTION</u>. DG to provide update at next SMT on 12/07/2011.</p> <p>UPDATE 27/06/2011; Due to Shift rota being reviewed by COG and TP everything is on hold</p> <p>UPDATE 06/09/2011: Dave Reed to provide update</p>

062/11	Agenda Item 3 (14/06/2011) Finance		JR			<p><b>ACTION</b> :JR to review implementation of revised shift roster for CID in respect of overtime overspends.</p> <p><b>ACTION:</b> Carried over to SMT on 12/07/2011 for update to be provided.</p> <p><b>UPDATE 27/06/2011:</b> New CID shift ROTA being developed by JR, questions being asked if it can be bespoke due to unique challenges at Kingston. Once responses received and new rota complete JR will update</p> <p><b>UPDATE 06/09/2011:</b> 2 rotas agreed, 1 3 week and 1 6 week. DCI prefers 6 week rota. CPU to be attached to CID pods. plus points individual development, free up office space, reduction in Sgts, no financial implications. Must allow for redeployment of uniform officer according to duty needs DCI to produce a short briefing paper including rotas , ERO coverage and overview of available resource. To be circulated prior to away day.</p> <p><b>UPDATE 20/09/2011 - See action</b></p>
063/11	Agenda Item 3 (14/06/2011) Finance		DG			<p><b>ACTION</b> Insp Taylor to review claims for operation cufflink on behalf of DG. <b>ACTION:</b> Carried over to next SMT on 09/08/2011. <b>DISCHARGED</b></p>
0071/11	Agenda Item 3 of Meeting 28/06/2011 - Complaints performance review					<p>A review of complaints analysis data was undertaken by the group with no underlying performance issues being identified. <b>ACTION</b> PM to liaise with DI Bewley DPS to be provided with an update in progression of long standing complaints against officers on restricted duties.</p> <p><b>UPDATE 06/09/2011:</b> Awaits update at next SMT</p>
0072/11	Agenda Item 5 of Meeting 28/06/2011 - Confidence & Satisfaction					<p>PM advised the group that excellent performance of VK station office published with satisfaction rated 1st in MPS. Linked to NVQ and investment in people both employees and volunteers. Insp Lambotte has identified from survey where further gains can be made by BOCU and will undertake call backs to identify a cohort of survey participants to take part in a focus group with Insp Thorpe. Findings of this will be taken to meeting in July with John Lewis.</p> <p><b>UPDATE 27/06/2011:</b> meeting arranged with Richmond and John Lewis re joint working on customer service</p>

0076/11	SN review (12/07/2011)		BH			BH to prepare SNT rota to provide 7 day coverage 16 hours per day per borough. To be ready for presentation on the awayday on 20th
0077/11	A.O.B (12/07/2011)		DG			DG to organise a full audit of Airwave radios on BOCU to prevent future issues. DG to provide update at awayday on progress.
0078/11	Performance discussion with MDB during meeting of 20/09/2011.	20/09/2011	JR			ACTION 20/09/2011 JR to lead for SW Area on Burglary and MDB to allocate resources of 0,1,6.
0079/11	Agenda item 3 of meeting 20/09/2011. - TP Modernisation	20/09/2011	KD			ACTION 20/09/2011 KD to confirm if public access to front counters will be affecting those front counters that are staffed by volunteers as is the case in New Malden.
0080/11	Agenda item 3 of meeting 20/09/2011. - TP Modernisation	20/09/2011	KD			ACTION 20/09/2011 KD to establish TP Modernisation plan in respect of CPUs and provide details to JR.
0081/11	Agenda item 3 of meeting 20/09/2011. - TP Modernisation	20/09/2011	KD			ACTION 20/09/2011 KD to provide clarity in respect of TP Modernisation plan for development of JPS and provide update to SMT.
0082/11	Agenda item 3 of meeting 20/09/2011. - TP Modernisation	20/09/2011	MG			ACTION 20/09/2011 MG to discuss issues surrounding Inspectors with MDB at AC's breakfast meeting with MDB.
0083/11	Agenda item 3 of meeting 20/09/2011. - TP Modernisation	20/09/2011	KD			ACTION 20/09/2011 KD to raise with TP a need to prioritise PS - Insp process and update on redeployment of staff from TPHQ.
0084/11	Agenda item 3 of meeting 20/09/2011. - TP Modernisation	20/09/2011	ALL SMT + IG			ACTION 20/09/2011 All SMT to review powerpoint presentation on TP servie delivery circulated on 20/09/2011 and provide views to IG by 28/09/2011
0085/11	Agenda item 4 of meeting 20/09/2011 - Operations	20/09/2011	MG			Action 20/09/2011 MG to raise at AC meeting on 23/09/2011 need for BOCU to be provided with regular training performance data.
0086/11	Agenda item 4 of meeting 20/09/2011 - Operations	20/09/2011	NBS			ACTION 20/09/2011 NBS to review progression of contract for car parking provision.
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.
0088/11	Agenda item 5 of meeting 20/09/2011 - CID	20/09/2011	JR/KD			ACTION 20/09/2011 JR to submit CPU proposal to KD for her to obtain feedback from TP Modernisation for next full SMT on 18/10/2011. Consideration to utilise sgt for VIDO role.
0089/11	Agenda item 5 of meeting 20/09/2011 - CID	20/09/2011	JR			ACTION 20/09/2011 JR to circulate CID proposed rota to SMT and for any comments to be returned by SMT to JR by 23/09/2011.
0090/11	Agenda item 5 of meeting 20/09/2011 - CID	20/09/2011	JR/KD			ACTION 20/09/2011 JR to Email KD with proposal for CMU. Final decision to be deferred pending Police staff EDS notification. Consider again use of sgt for VIDO role.

0091/11	Agenda item 2 of meeting 20/09/2011 - Human Resources	20/09/2011	IP			ACTION 20/09/2011 IP to clarify if there is to be any review of A/L carry over levels into 2013 in light of Op Kirkin and Olympic SOP.
0092/11	Agenda item 2 of meeting 20/09/2011 - Human Resources	20/09/2011	MG			ACTION 20/09/2011 MG to discuss PCSO succession planning with MDB on 23/09/2011.
0093/11	Agenda item 9 of meeting 20/09/2011 - Finance	20/09/2011	MG			ACTION 20/09/2011 MG to raise at AC meeting on 23/09/2011 general concerns re FR2 modernisation process.
0094/11	Agenda item 9 of meeting 20/09/2011 - Finance	20/09/2011	JH/AC/BH			ACTION 20/09/2011 JH,BH & AC to prepare note for MG in respect of financial risk and partnership funding for next financial year.
0095/11	Agenda item 9 of meeting 20/09/2011 - Finance	20/09/2011	NBS			ACTION 20/09/2011 NBS to arrange payment of Bid Levy for period Dec 2011 - Mar 2012 from relevant line.
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.
0097/11	Agenda item 7 of meeting 20/09/2011 - Partnership	20/09/2011	DG			ACTION 20/09/2011 DGto determine with CO11 if VK has to have a minimum number of staff Level II trained and confirm current levels.
0098/11	Agenda item 8 of meeting 20/09/2011 - Forensics	20/09/2011	ND			ACTION 20/09/2011 ND to arrange CAD browse training for staff and provide update to DMM during w/c 26/09/2011.
0099/11	Agenda item 11 of meeting 20/09/2011 Confidence & Satisfaction	20/09/2011	NBS			ACTION 20/09/2011 NBS to develop rewards scheme for staff.