



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
Title	TCJ OCU SMT Meeting - 06/12/2011
Version	Version 1
Summary	Record of the TCJ OCU SMT Meeting held at Marlowe House, Sidcup, on the 11th floor on Tuesday 6th December 2011 at 10am
(B)OCU or Unit, Directorate	Traffic Criminal Justice Operational Command Unit
Review Date	06/12/2013
Date Issued	06/12/2011



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CENTRAL OPERATIONS

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Suitable for Publication Scheme? Y/N	Yes
Title & Version	TCJ OCU SMT Meeting - Version 1
Summary/Purpose	Record of the TCJ OCU SMT Meeting held at Marlowe House, Sidcup, on the 11th floor on Tuesday 6th December 2011 at 10am
Organisation	Traffic Criminal Justice Operational Command Unit
Author	Denize Rogers
Date created	06/12/2011

Present:

OCU Commander Ian Kemp (IK) - Head of the TCJ OCU (Chair)
 David Vidgeon (DV) - Senior Traffic CJU Manager
 Jon Plant (JP) - Senior Operations Manager
 Bob Lynn (BL) - Traffic Serious Casework Manager
 Liz Rompski (LR) - CAR Team Manager
 Sue Hudson (SH) - South West Regional Manager
 Inspector Tony Milana (TM) - Deputy Head of Partnership
 Lisa McDonagh (LM) - Resources Manager
 Richard Callegari (RC) - Strategic HR Advisor
 Trevor Benton (TB) - North East Regional Manager
 Sarah Rees (SR) - South East Regional Manager
 Sharon Burns (SB) - Band D Manager Camera Offence Prosecutions
 Karen Boyle (KB) - NE Team Manager
 Kay Shand (KS) - Team Manager Camera Unit
 Steve Stringer (SS) - PCS
 Denize Rogers (DR) - PA to Ian Kemp (Minute Taker)

1. Apologies for Absence and Introductions

Jackie Snell (JS) - Safety Camera Offences Manager
 Sue Piper (SP) - North West Regional Manager
 Pauline Pateman-West (PPW) - Performances Manager
 Jane McBryne (JM) - Business Support Manager
 Sally Gubbins (SG) - Finance & Administration Manager
 Debbie Picozzi (DP) - Citizen Focus and Complaints Manager
 Graham Rogers (GR) - LSCP Operations Manager

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Chief Inspector Kim Botting (KB) - Head of Partnership & Criminal Justice
Niki Manson (NM) - FPN Operations Manager
Julie Truzzi-Franconi - PCS

2. Minutes of Previous Meeting

The minutes of the previous meeting were approved.

3. Actions/Decisions from Previous Meeting

For new actions, ongoing actions and decisions please see the attached list.

3a. Commissioners Events Day 5th December & the Middle Management meeting with the Commissioner - IK, TB, TM and JP attending

IK advised an update from the previous day's events. A discussion took place with regard to the type of corporate and individual questions he and his colleagues could take to the Commissioners meeting. DR was requested to set up a pre meet for IK, JP TM TB.

Action: DR

4. Consultation with Union

SS had nothing to report

5. Recoup

RC suggested that co16 requires a more coordinated approach for Recoup staff. A discussion took place and it was agreed that this item would be taken forward at future HR Workforce Planning meetings.

6. Security

No new issues arising around security

7. Equality & Diversity (PPW)

DP advised that the online survey has been approved by DOI and is in the queue waiting to be developed. DP confirmed that the following 3 questions have been added to the questionnaire.

Age, gender and ethnicity

8. Training/Finance Update

Training

SG provided a Training update and asked that Managers emphasise to their staff that the dates allocated to CO16 must be taken up.

Action: All Managers

Finance

SG provided an update with regard to the court costs and 520 figures. A discussion then took place.

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The Experian data base was then discussed and LM said that she would find out the basis re charges for using the system.

Action: LM

9. Resources

LM provided an update for F & R 2 which will be taking effect from the 1st February 2012.

A discussion about the various problems that had initiated during the recent staff moves took place.

10. Human Resources

Integration Project

IK announced that Cmdr Sue Fish is now CO16's new Commander. IK then went on to advise an update confirming that Cmdr Fish has already visited Marlowe House together with John Kennedy from the Home Office. A discussion took place.

Retirement and voluntary redundancies were discussed. RC confirmed that there is no talk at present for any voluntary redundancies within CO16.

11. Partnership Update

TM provided an update regarding Operation Big Wing.

FTC's were discussed.

TM provided an update on the Foreign Drivers project.

Issues arising with regard to the new Gateway 1 and 2 Courts took place. TM, JP and SB decided that they would discuss issues raised by TM outside of the meeting.

12. IT systems

JM advised that there is now a further delay with the implementation of Pentip. A discussion took place.

A discussion about digital working took place. IK advised that KB and TM would be taking this forward.

DV said that he will be visiting Norfolk and Suffolk Police re digital files on CRASH in the near future and will advise an update in due course.

13. H & S

SG advised an update with regard to the recent evacuation that involved an incident on the 12th Floor. SG said that she will circulate Dave Fields email which reminds staff that all domestic electrical appliances can only be used in the kitchen areas.

Action: SG

14. Any other business

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- a) Reminder to Managers that all Rewards/Thankyou's are to be sent to Secretariat mailbox or sent internally to DR or DP.
- b) JP advised that Managers may want to read a useful notice the HR website regarding Travel in bad weather.
- c) IK advised that an email has already been sent out re the Christmas arrangements.
- d) SR advised LM that two of the new photocopier/scanner machine motors have already burnt out. LM said that she would take this forward.
- e) DP advised that public folders will be defunct by 31/12/11.

Date of next meeting: Tuesday 3rd January 2012 at 10am, in the 11th floor Conference Room, Marlowe House, Sidcup

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6th December 2011

No.	Action	Updates	Target Completion Date	By	Status
06/09/11/01	<p>SG to find out if the book club vendors are asked to book in and out at the front desk.</p>	<p>Security checks for book club visitors, a discussion took place.</p> <p>4/10/11 - Update required by SG at next months meeting.</p> <p>6/12/11 - SG confirmed that this is all correct</p>	04/10/11	SG	Closed
06/09/11/05	<p>SG to arrange for head counts for all the CO16 floors (re possible amalgamation of units)</p>	<p>LM mentioned that the combining of the 7th and 9th floor is being looking into. A discussion took place. SG said that Property Services require a head count for all the CO16 floors and that she would take this action forward.</p> <p>4/10/11 - update required by SG at next months meeting.</p> <p>6/11/12 - SG said that this has now been done, but moves are still uncertain due to changing events</p>	04/10/11	SG	Closed

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No.	Action	Updates	Target Completion Date	By	Status
06/09/11/11	<p>Pentip Update required by JM re the faults (matching correspondence on the system)</p>	<p><u>Pentip</u> JM advised that during the recent testing of the systems, major concerns about the system have come to light (correspondence on NM side of the business. JM advised that a meeting has been set for the 14/09/11 where Mark Baker will be discussing the concerns with DOI and NPIA. JM was also asked to do a paper that can be taken to the project board meeting on the 29/09/11.</p> <p>4/10/11 - Update provided by JM regarding the faults highlighted whilst doing the recent testing. (Matching up of correspondence). IK asked for this item to remain ongoing so JM could provide an update at next months meeting</p> <p>6/12/11 - Update provided by IK - Pentip has now been put back until January 2013</p>	14/09/11	JM	Closed
06/09/11/14	<p>SG to ask Terri Jimpson to provide details of the post room back log to IK and Senior Managers on Friday 9/911</p>	<p>IK requested SG to ask Terri to provide him together with the Senior Managers with an update of the back log on Friday 9/9/11. IK said that the post room backlog would continue to be monitored.</p> <p>4/10/11 - SG to provide an update at next months meeting</p> <p>6/12/11 - SG confirmed that overtime had taken place and the backlog was now back to 3 days</p>	9/9/11	SG	Closed

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6th December 2011

No.	Action	Updates	Target Completion Date	By	Status
04/10/11/02	All Managers to feed back to their staff the good results from the PNC checks operation	IK congratulated Managers on the results from the recent PNC checks operation. CO16's rating had been termed as excellent. There were only 3 minor instances which indicated that the originator line on the PNC had not been completed. IK asked all Managers to feed this information back to their staff.	5/10/11	All Managers	Complete
04/10/11/03	DR to add Security to future SMT/SLT agenda's	JM advised that Security had to be added to future SMT agenda's and IK actioned DR to do this.	5/10/11	DR	Complete
04/10/11/04	KB DV and JP to take to their BIT meetings the issue raised for more CAD machines required	The requirement for extra CAD machines was discussed and JM asked that Managers take this back to their BIT meetings for further discussions.	1/11/11	KB JP & DV	Complete
06/12/11/01	LM to find out about charges for using the Experian data base and advise SG accordingly	The Experian data base was then discussed and LM said that she would find out the basis around the charges for using this system.	3/1/12	LM	New

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6th December 2011

No.	Action	Updates	Target Completion Date	By	Status
06/12/11/02	DR to set up a Commissioners pre meeting for TM JP TB and IK	A discussion took place with regard to the type of corporate and individual questions he and his colleagues could take to the Commissioners meeting. DR was requested to set up a pre meet for IK, JP TM TB.	6/12/11	DR	New
6/12/11/03	All managers to take the message from SG back to their staff re the taking up of training dates	SG provided a training update and asked that Managers emphasise to their staff that dates allocated to CO16 must be taken up.	6/12/11	SG	New
6/12/11/04	SG to circulate Dave Fields email regarding safety. (e.g. all domestic electrical appliances can only be used in the kitchens)	SG advised regarding the recent evacuation involving an incident on the 12th Floor. SG said that she will circulate Dave Fields which reminds staff that all domestic electrical appliances must only be used in the kitchens.	6/12/11	SG	New