

SUFFOLK CONSTABULARY

FORCE MANAGEMENT BOARD

Thursday 11 December 2003 at 9 am in LEC2

PART I

1. ATTENDANCE

Deputy Chief Constable (Chair)
Assistant Chief Constable
Assistant Chief Officer
Eastern Area Commander/Superintendents' Association
Southern Area Commander
Western Area Commander
Head of Crime Management
Director of Finance
Director of Support Services
Director of Corporate Development
Director of Human Resources
Police Federation
Special Constabulary Commandant
UNISON
Corporate Communications Manager
Staff Officer
Executive Services Manager
Operations Manager, Operations (from item 5)
Superintendent Force Inspectorate (for items 7 and 8)
Support Admin Officer (minutes)

APOLOGIES

Chief Constable
Head of Operations

2. MINUTES OF MEETING HELD ON 30 SEPTEMBER 2003 (FMB/20/03A)

Item 6 - last paragraph to read as follows: It was agreed that the proposals would be accepted and discussions regarding the funding implications would be held outside the meeting.

The rest of the minutes were agreed as a true record of the proceedings.

3. MATTERS ARISING

3.2 Resource Allocation Formula

The Director of Corporate Development reported that a new resource allocation formula had been devised based on the 2001 census data and had been presented to the last two meetings of the Operational Commanders Steering Group. Agreement was reached that the latest version of the formula showed that there is a reasonably well balanced distribution of staff at each of the BCU's. The Head of Crime Management stated that it was also agreed that the status quo would remain, but if any additional resources were available any not allocated to FHQ CMD or FHQ Ops through a bidding process, should be equally divided between the three Areas.

ACTION

ACTION

3.3 Livery

The Director of Support Services reported that the Transport Advisory Group had agreed on the vehicles that should be liveried and that the Suffolk First Project Board would now decide on what form the livery would take.

3.4 Feedback from FMB Away Day

The Deputy Chief Constable reported that the Suffolk First Project Board had met recently and stated that Suffolk First will remain for the next financial year. Some preliminary work has been carried out by the Director of Corporate Development, particularly looking at the Police Performance Assessment Framework (PPAF), which she explained. There is also a requirement for policing plans and BCU plans to be based on a Strategic Assessment and therefore in the short term a slightly amended version of the Suffolk First Action Plan will be reissued for members to update in readiness for the next meeting.

Director of Corporate Development

The Deputy Chief Constable referred to the review of the meeting structure and asked for an update. The Western Area Commander explained that the PPAF model had been used to devise a new meeting structure, also taking account of the NIM process and the need to include strategic assessments into the planning cycle. A consultation paper on the proposals had been circulated to members. It is proposed to introduce one meeting to replace all other Force Strategic meetings, which would be held on the first Tuesday of every month and last all day. To ensure that key decisions were progressed and that the essential management of key papers occurred in accordance with the planning cycle, there was a need for the creation of a First Tuesday Business Manager within Executive Services. The Director of Corporate Development stated that consideration would need to be given to which of the Steering Groups would need to continue meeting.

A discussion followed on the principles of 'First Tuesday' and when the new structure is likely to commence. It was agreed that members would forward any views on the proposals to the Director of Corporate Development and the Western Area Commander who would continue to work on the finer details of the meeting structure.

All members

3.5 Community Support Officers

The Southern Area Commander reported that Dream Policing have trained 12 Community Support Officers over a period of four weeks at Ipswich Town Football Club, which had gone extremely well. A successful benchmarking exercise was conducted before the CSO's started and they are now completing a daily sheet to gauge how the public is receiving them, which has been very positive.

4. THREE COUNTIES COLLABORATION PROJECT

The Assistant Chief Officer reported that a Project Board had been set up and a list of services to be reviewed had been formulated, which he explained. Another meeting of the three Chief Constables is currently being arranged. A written update will be produced to inform members on the progress made so far.

Assistant Chief Officer

5. FORCE PERFORMANCE

The Assistant Chief Constable stated that a paper will be submitted to the Police Authority at the end of the year and felt that this meeting was an ideal opportunity for members to be made aware of the current performance made by Areas and Departments.

The Southern Area Commander reported that increases in crime in the Ipswich Sector appeared to be related to the drugs market. Operation Enterprise was introduced in April/May, which quickly showed very good results. With the need to focus on local persistent offenders, improved daily tasking was introduced. He explained where improvement on performance had been obtained and that there had been a significant reduction in officers' workloads and levels of stress.

The Eastern Area Commander reported that there had been a similar increase in the level of overall crime in the Eastern Area compared with last year across all sectors, but there had been an improvement on the half year position. In the BCU family of 17, the Eastern Area has the 5th lowest crime rate. Detection rates have improved, which is 1.2% better than the same period last year. He explained what is being done to reduce crime and improve reassurance, by use of the Control Strategy that was reviewed in November. This is being managed through the Area Tactical Tasking and Co-ordination Group, which are currently running ten pro-active operations to tackle priority problems. Over the last month there have been a number of successes in arresting offenders in relation to Burglary Dwelling, Vehicle crime and in particular Criminal Damage. With the appointment of the Partnership Manager a review will be carried out of LSP and CDRP structures with the aim of improving their effectiveness. The Eastern Area Commander wished to thank the Human Resources and Support Services Department for the assistance he will be receiving in the New Year to deal with strategic issues.

The Western Area Commander reported that there had also been an increase in overall crime, but November was the lowest month for Suffolk First crime this year. He stated that good results had been achieved recently and that the NIM tasking process had worked well on the Western Area, particularly in the case of persistent offenders, with the next stage of development being the move to daily tasking. He explained the Offender Intervention Project, which is due to commence; the Western Shield reduction campaign, which will be run during the Christmas period; an initiative as part of the smart campaign will commence in January. The figures for violence in a public place have increased and in order to combat this an initiative was run in September, which proved successful and therefore another will run over the Christmas period and continue through January and February. One initiative that all three Areas are interested in is the use of CCTV cameras in vehicles, which he explained. Further initiatives to combat damage are taking place in Stowmarket and Haverhill, plus the intention to run beat surgeries in High Schools. The Western Area Commander stated that the Western Area is due to commence an initiative in January/February in Bury rural whereby the Parish Councils contribute towards buying speed cameras, which are then used by CPO's.

The Head of Crime Management distributed a paper showing all the implementation programmes and projects currently being undertaken by the Crime Management Department. He also explained future projects that will come about because of legislation that is due to be finalised, plus the revision of all Standing Orders owned by FHQ CMD. The appointment of a post in conjunction with Support Services to assist in managing the introduction of Case Preparation and Custody and assessing the implications of these two systems on the current CIS system could prove to be a large project, especially if it is decided to change CIS, as this will offer significant business change opportunities. He gave an update on performance between August and November 2003 and gave details of current operations that are running.

The Operations Manager, Operations reported that a trial recently carried out in the FOR proved that extra resources were needed to improve performance. For a trial period the hours of CCA staff have been reduced and calls transferred to the FOR during the night, but some technical problems have been experienced. The role of the Operations Department within the tasking process is being developed and Areas have supplied funding for ANPR. The number of fatal collisions has increased from last year, which has led to a considerable strain on the department with regards to investigations. There are mobile phone and drink

driving campaigns running at the moment, plus work on the development of a community speed watch is in its early stages.

The Director of Human Resources reported that the recruitment of extra Police Officers as part of Suffolk First would be achieved by 31 March 2004. He explained the half yearly figures in relation to Female representation, Female Sergeants, Ethnic Minority staff, part time staff, sickness, retirements, Special Constabulary and the number of recorded complaints.

The Specials Commandant stated that there was a difficulty in collecting performance data for Special Constables. It was pleasing to hear that Specials are contributing to Area/Sector activity and that the support given to the Eastern Area Support Team is achieving good results. He stated that the recruitment of more Special Constable needs to gain momentum. The Director of Human Resources confirmed that a questionnaire had been sent out to all specials asking for their opinions on the use of non-operational Special Constables.

6. BODY ARMOUR - THE WEARING OF TIES (FMB/22/03A)

The Deputy Chief Constable referred to paper FMB/22/03A and the recommendations made. A discussion followed when it was noted that officers tend to feel scruffy if they do not wear their ties. It was agreed that the Uniform Equipment and Advisory Group should research the possibility of a different style of uniform shirt, which meets the demands of wearing body armour without compromising appearance. It was also agreed that the Deputy Chief Constable would arrange for an item to be placed on Force Orders to reflect that the expectation is that ties will be worn unless it is causing severe discomfort as a result of wearing body armour. Research is already being undertaken into the badging of body armour covers with appropriate police markings.

Uniform,
Equipment &
Advisory
Group

7. POLICY AND PROCEDURE (FMB/23/03A)

Superintendent Force Inspectorate referred to paper FMB/23/03A and stated that the paper sets out the reasons why the Constabulary needs to update its policies and procedures. It made several recommendations, the most important of which is the purchase of an "off the shelf" software package from Surrey Police containing an up to date and audited selection of policies and procedures. A discussion followed on the auditing work that needs to be completed and the adaptation of the Surrey policies. The board agreed to the purchase of the system and the Deputy Chief Constable asked departments to forward the name of a nominated person(s) to the Superintendent Force Inspectorate by the 19 December 2003.

Area/
Department
Heads

8. OUTCOMES OF FREEDOM OF INFORMATION HEALTH CHECKS - PRESENTATION BY BT CONSULTANTS

Superintendent Force Inspectorate explained that over the past six weeks an exercise had been conducted to assess the Forces readiness for the introduction of the Freedom of Information Act, which comes into affect on 1 January 2005. He introduced Mr D Kinnaird, Dr J Prince and Mr S Noakes of BT Access, the consultants that have been conducting the exercise. Mr Kinnaird proceeded to give a demonstration on the results of the exercise, starting with a readiness assessment summary in the form of a spidergram. He explained where there were strengths and weaknesses and ran through the recommendations contained within the report. He stated that the most important aspect of the recommendations was the formulation of a project plan. Mr Kinnaird answered questions from members. The Deputy Chief Constable stated that she was grateful to the team for the work undertaken and that work would now commence on the recommendations.

9. ANY OTHER BUSINESS

The Deputy Chief Constable reported for information that the Human Resources Steering Group had recently made a decision to rescind the current tenure policy on the basis that the checks and balances would be contained within the new PDR system. She also wished to thank all staff on behalf of all Chief Officers for the work that they do.

10. DATE OF NEXT MEETING

The next meeting was due to take place on Tuesday 27 January 2004, but due to operational commitments the meeting date will be changed and members notified accordingly.

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SUMMARY OF ACTION REQUIRED

Action by	Subject	Action Required	Update Required
Director of Corporate Development	3.3 - Feedback from FMB Away Day	To arrange for an amended version of the Suffolk First Action Plan to be reissued for members to update in readiness for the next meeting.	No
All Members		To forward any views on the new meeting structure proposals to the Director of Corporate Development and the Western Area Commander.	Yes
Assistant Chief Officer	4 - Three Counties Collaboration Project	To produce a written update and distribute to members.	No
Uniform, Equipment & Advisory Group	6 - Body Armour - The Wearing of Ties	To research the introduction of a different style of uniform shirt.	Yes
Deputy Chief Constable		To arrange for an item to be placed on Force Orders regarding the wearing of ties.	No
Area/Department Heads	7 - Policy & Procedure	To forward the name of a nominated person(s) to the Superintendent Force Inspectorate by the 19 December 2003.	Yes