

SUFFOLK CONSTABULARY

FORCE MANAGEMENT BOARD

Wednesday 3 March 2004 at 9.30 am in LEC2

1. ATTENDANCE

Deputy Chief Constable (Chair)
Assistant Chief Constable
Assistant Chief Officer
Southern Area Commander
Western Area Commander
Eastern Area Crime Manager
Head of Crime Management
Operations Manager, Operations
Director of Corporate Development
Director of Support Services
Communications Manager
Special Constabulary Commandant
Police Federation
UNISON
Three Counties Collaboration Project Manager
Corporate Communications Manager
Staff Officer
Executive Services Manager
E-Commerce Business Change Manager (for item 5)
Force Information Manager (for item 6)
Support Admin Officer (minutes)

APOLOGIES

Chief Constable
Director of Finance
Director of Human Resources
Eastern Area Commander
Head of Operations

PART I

2. MINUTES OF MEETING HELD ON 3 FEBRUARY 2004 (FMB/6/04A)

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

3. MATTERS ARISING

3.1 Suffolk First (PPAF Update)

The Director of Corporate Development reported that a Suffolk First Project Board would be held this week when he would seek clarification on the responsibility for managing the action plan. He would report the outcome at the next meeting.

3.2 New PDR System

The Deputy Chief Constable confirmed that a training programme has begun and arrangements have been put in place so staff not receiving face to face training will receive guidance. At a recent JNCC meeting it

ACTION

Director of
Corporate
Development

was recognised that during the first 12 months careful consideration may be needed with regards to promotion and staff selection until staff become accustomed to the new system.

3.3 Police Vehicle Collisions/Damage Caused to Police Vehicles

The Director of Support Services reported that a meeting would be held with the Police Federation to agree the finer details of the scheme.

3.4 Performance Indicators and Targets for 2004/05

The Director of Corporate Development reported for information that the paper on performance targets was recently withdrawn from a Police Authority Planning Panel meeting, but will be discussed at the joint FMB/Police Authority Planning Day on 19 March 2004.

4. INFORMATION UPDATE

The Director of Corporate Development referred to the Police Authority Member Protocols and reported for information that the Home Office is conducting further consultation with members of the public. The Corporate Communications Manager confirmed that details of the website where the booklet can be accessed will be included in a press release.

The Deputy Chief Constable reported that the draft HMIC assessment had been received. She explained the new system of HMIC inspections and stated that the baseline was set after a visit in November. The draft assessment shows that Suffolk had done extremely well, with only one area achieving a poor grading. Members are encouraged to read the final report once it has been received and share with their staff.

The Deputy Chief Constable referred to the budget setting process for the next financial year and stated that financial difficulties may be encountered during 2005/06, which she explained. In order to demonstrate where efficiency savings can or cannot be made, three reviews will be carried out, looking at staffing, structures and budgets. A discussion followed when concerns were raised on resourcing the reviews and a suggestion put forward that colleges and universities might have suitable people wishing to carry out research. The Deputy Chief Constable stated that participants on the Strategic Command Course at Bramshill are being given the opportunity to work for a week in Suffolk during July and therefore could participate in small projects. She asked members to contact her by the end of the week with their interest in the Bramshill Officers.

All Members

5. E-GOVERNMENT BUSINESS CHANGE

The E-Government Business Change Manager explained through a presentation the current position of the Constabulary and what is going to be done to achieve e-government targets. She stated that e-business should be centred on efficiency rather than technology, explaining how e-business can help the organisation and also the e-business agenda. A business review was carried out with visits made to areas and sectors to identify how business is being conducted and what is required. The One Suffolk Portal Project is one area of business that is being developed in collaboration with the County Council and the districts, consisting of a website that will have links to traffic reports, firearms licensing etc on the Constabulary website. She concluded her presentation by stating that business change is a long term commitment and that staff should be encouraged to work smarter. A discussion followed when the issue of priorities was raised. The E-Government Business Change Manager explained that it is initially intended to provide easy electronic access to licensing forms and job application forms.

6. ACTIVITY BASED COSTING

The Force Information Manager stated that Activity Based Costing (ABC) is a system for placing accurate costs on what the organisation produces and delivers. He explained through a presentation that ABC is a quantitative measure rather than qualitative and will be used nationally within a framework for a comparison of both forces and BCU's by Central Government. Locally it can be used as a management tool, identifying where resources are currently being used, to monitor effects of initiatives etc, and to share good practice. He described the three stages that make up the ABC process and explained the results of the activity study carried out in November 2003 using the PPAF framework. A discussion followed when the Force Information Manager answered queries.

7. FIRST TUESDAY MEETING STRUCTURE UPDATE (FMB/7/04A)

The Western Area Commander stated that the Board agreed at the last meeting to the introduction of a 'First Tuesday' meeting structure commencing in April 2004. He referred to paper FMB/7/04A, which sets out the details of how the migration to the new structure will be managed and lists the seven meetings that will be amalgamated. Although the Information Security Management Committee is listed in the paper, this meeting will continue, as it is a requirement of the Community Security Policy. Any key business outstanding from the listed Steering Groups must be brought forward to the Force Management Board meeting on 6 April 2004 or at a future meeting. It will be the responsibility of the Chairs of those groups, in conjunction with the departmental lead, to arrange for the transfer of this business. Notification of transferred business should be forwarded to Executive Services as soon as possible.

The Western Area Commander explained the proposed programme of business and stated that the intention will be for debates not to be protracted. A discussion followed when the Deputy Chief Constable stated that the Best Value Committee had agreed that the liaison member of the Police Authority, plus the Project Manager would be invited to attend Force Management Board meetings when Best Value business was raised. It was agreed that until all the administration details have been agreed the meeting would be paper based and the administration of the meeting would continue in its current format.

8. ANY OTHER BUSINESS

8.1 Prohibition of Cold Calling

The Head of Crime Management reported for information that new legislation is being introduced to prohibit cold calling and will have the power of arrest attached to it.

9. DATE OF NEXT MEETING

This next meeting will take place on Tuesday 6 April 2004 at 9 am in LEC3. **Please note this meeting will follow the 'First Tuesday' process and last all day.**

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Wednesday 3 March 2004 at 9.30 am in LEC2

SUMMARY OF ACTION REQUIRED

Action by	Subject	Action Required	Update Required
Director of Corporate Development	3.1 - Suffolk First (PPAF Update)	To seek clarification from the Suffolk First Project Board on the responsibility for managing the action plan.	Next meeting
All Members	4 - Bramshill Officers	To contact the DCC with their interest of using officers from the Strategic Command Course	No