

SUFFOLK CONSTABULARY

FORCE MANAGEMENT BOARD

Wednesday 23 July 2003 at 9.30 am in the Small Dining Room

1. ATTENDANCE

Chief Constable (Chair)
Deputy Chief Constable
Assistant Chief Constable
Assistant Chief Officer
Eastern Area Commander/Superintendents' Association
Southern Area Commander
Western Area Commander
Head of Operations
Director of Finance
Director of IT
Director of Human Resources
Director of Corporate Development
Police Federation
UNISON
Corporate Communications Manager
Special Constabulary Commandant
Executive Services Admin Manager
Staff Officer
Facilities Manager (for item 4)
Detective Chief Inspector Munns, Crime Management (for item 14)
Support Admin Officer (minutes)

APOLOGIES

Head of Crime Management

The Chief Constable opened the meeting by welcoming Mr Ashburn, the Commandant of the Special Constabulary, who will be attending future meetings as a member.

The Chief Constable also stated that this will be the last meeting for Chief Superintendent Jones and Mr Poole and on behalf of the board, thanked them for their hard work and wished them both well in their retirement.

2. MINUTES OF MEETING HELD ON 7 MAY 2003 (FMB/11/03A)

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

3. MATTERS ARISING

3.1 Special Priority Payments

The Deputy Chief Constable reported that the payments have been agreed with the Police Authority and the Home Office and also conveyed to staff. She also gave an update on other issues being discussed by the group.

ACTION

3.2 24 Hour ARV Cover

The Assistant Chief Constable reported that the proposal put forward by the Operations Department was agreed at the last meeting of the Operational Commanders Steering Group. The proposal was that four posts would transfer from the Traffic Department to OSG to facilitate 24 hour cover, which on paper shows no cost to the Constabulary. There was an agreement that the four posts would have to be filled in the Traffic Department.

3.3 Body Armour

The Head of Operations reported that the role out is going well and that the delay between ordering and delivery has been shortened. The Chief Constable commented that the body armour had been very positively received, although there did seem to be an issue with the tie being forced into the neck. The Federation reported that feedback received showed officers were concerned with the lack of police markings on the vests, no place to put a name badge and that problems with the tie have been recognised with a new tie currently being trialed.

3.4 Suffolk First Year Three Allocations

The Deputy Chief Constable reported that area/departments would know by the end of the week what the number of posts they would have at the end of the year.

4. **CATERING SERVICES**

The Facilities Manager gave a brief summary on the tender process and explained that the Force Management Board had agreed in June 2002 to a reduction in costs. After the pre-tender day, site visits were made to three contractors and after interviews it was agreed that Autograph Catering were the preferred contractor. He explained the details of the contract with regard to vending areas, quality of service, trolley service and emergency feeding and stated that the contract would take effect from 1 October 2003.

The Assistant Chief Officer thanked the Facilities Manager for updating the board and also for the amount of work that had been involved in the contract process.

5. **CORPORATE COMMUNICATIONS STRATEGY (FMB/12/03A)**

The Corporate Communications Manager explained that FMB/12/03A was an Action Plan to accompany the Corporate Communications Strategy that he had been requested to draft at the last Force Management Board meeting. He invited members to note and endorse the contents prior to the Strategy and Action Plan being submitted to the Police Authority's Consultation and Partnerships Committee in September 2003. The Board endorsed the document after a minor amendment was requested.

6. **COMMUNITY SUPPORT OFFICERS**

The Southern Area Commander reported that the Community Support Officer posts in Ipswich had been advertised and the closing date was 25 July 2003. A small group had met to discuss the accountability of the posts, which include powers and the uniform that will be worn. The group are optimistic that the CSO's could be on the streets by the end of the year. There was a short discussion on the uniform and agreement that the Federation would be consulted.

7. VEHICLE LIVERY

The Director of Corporate Development described the current and proposed vehicle livery by way of a presentation. Departments were asked through the Operational Commanders Steering Group to indicate which non-operational vehicles were suitable to be liveried. He showed the Board an example of the livery that was being trialed in the Eastern Area and explained the cost of providing livery for 95 vehicles and also the cost of removal. A discussion followed with the subsequent points being raised:

- The use of fewer logos would cut the cost when removed.
- The use of stencilled logos on front and rear windscreens would also cut the cost when removed.
- The name of the department owning the vehicle should be displayed.
- The website address should be displayed on all marked cars

The Board supported the change in livery, with the Chief Constable suggesting that the Operational Commanders Steering Group discuss a standardised approach, eg which vehicles are liveried, the livery itself. He also suggested that the issue of single colour vehicles was negotiated with the Transport Services Department.

OCSG
Head of
Corporate
Development

8. THREE COUNTIES COLLABORATION PROJECT

The Assistant Chief Officer explained that the Chief Constables of Cambridgeshire, Norfolk and Suffolk agreed Terms of Reference for the project on 23 June 2003, which he tabled at the meeting together with a memorandum describing the project. The Chief Constables group are due to meet again in August and therefore an update will be given at the next meeting of the Board in September. He stated that criteria for further discussion is currently being worked on and will include a range of services that might be appropriate for collaboration across the three Constabularies, but also the essential criteria which will help determine priorities. A common approach to HR advice to the three Constabularies has been deemed essential, which will be undertaken by the Director of Human Resources at Suffolk Constabulary. A discussion followed when the point was stressed that the project was not an attempt to seek amalgamation, but was more aligned to achieving greater service delivery with the three Constabularies working together and on behalf of each other in appropriate areas.

9. SUFFOLK PORTAL (FMB/13/03A)

The Corporate Communications Manager explained that paper FMB/13/03A was a copy of a paper, which was presented to the Suffolk Chief Executives Group (SCEG) in June 2003. He explained by means of a presentation the background of the project and examples of web pages, plus the benefits of working together with local authorities. Government funding had been secured and a Project Board set up. A discussion followed on how the portal will work in relation to the current Constabulary web site. The Board noted the content of the report and presentation, supporting the Constabulary's continued involvement in the Portal Project as full members, and agreed that the Corporate Communications Manager should continue to represent the organisation.

10. EFFICIENCY SAVINGS

The Deputy Chief Constable reported for information that the Directors of Finance and Corporate Development had undertaken a large amount of work in compiling the efficiency savings plan. The plan mainly consists of non-cash efficiency savings and is now being monitored by a small group.

11. PERFORMANCE MANAGEMENT PROCESS

The Chief Constable wished to record his appreciation to all staff for the hard work that has gone into achieving an excellent performance. He stated that he would like to improve the management of performance, which would be done by introducing quarterly reviews. It is intended to commence the process in October starting with Areas and then including all departments, with the ACPO team meeting the relevant management team to discuss areas of concern and highlight good work.

12. SUFFOLK FIRST ACTION PLAN UPDATE (FMB/14/03A)

The Deputy Chief Constable thanked the current and previous Staff Officer for the work undertaken in collating the action plan (FMB/14/03A). She stated that a lot has been achieved and it is now the intention to review the document at the planning day organised for September and to decide the way forward.

13. POLICE STAFF CHANGE OF NAME

The Chief Constable reported for information that UNISON had agreed with ACPO nationally that staff other than police officers would be referred to as Police Staff, to ensure that there was a standardisation across constabularies.

14. DECISION ON SOURCE HANDLING UNITS

Detective Chief Inspector Munns gave a presentation on the review that had been carried out into level one source handling. He explained the two models being proposed and stated that both models comply with the NIM.

A discussion followed with the subsequent points being raised:

- The issue of accommodation and the possible use of non-police premises.
- Collaboration with Norfolk, which the Assistant Chief Officer agreed to raise with the Three Counties Collaboration Project.
- Pressures regarding the increase in the level of supervision.

There was a general consensus of opinion that dedicated source handling units should be set up. The Chief Constable asked that the presentation be summarised in a report.

Detective
Chief
Inspector
Munns

15. HEALTH AND SAFETY STRUCTURES

The Deputy Chief Constable stated that in order to raise the profile of Health & Safety and to facilitate any reporting arrangements to the Police Authority it was agreed that the Force Health & Safety Committee would report directly to the Force Management Board rather than through the Human Resources Steering Group. She also took the opportunity to raise a Health & Safety issue regarding the carriage of the new radios and asked that all staff are reminded that Airwave terminals should not be worn on the belt, but carried in the right place, eg on body armour. Officers may be required to pay for any replacement or damaged terminals, that has been caused by their own negligence.

16. ANY OTHER BUSINESS**16.1 Cover by Inspectors**

The Deputy Chief Constable reported that together with the Inspectors Branch Board of the Federation and the Superintendents' Association are looking at on call for Inspectors. Some changes may need to be made, which will have an impact on shift patterns. The Federation stated that the only issue they have outstanding is PACE and PACE reviews.

16.2 Security - Name Badges

The Southern Area Commander stated that he had recently issued a memo regarding the heightened security and the need for staff to wear name badges, although some staff seem reluctant to comply. A short discussion followed when it was agreed that the Standing Order requirement to wear name badges should be reinforced.

16. DATE OF NEXT MEETING

The next meeting will take place on Tuesday 30 September 2003 at 9.30 am in LEC3.

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SUMMARY OF ACTION REQUIRED

Action by	Subject	Action Required	Update Required
OCSG	7 - Vehicle Livery	To discuss a standardised approach to the livery and which non-operational vehicles should be marked.	Next meeting
Director of Corporate Development	7 - Vehicle Livery	To discuss with Transport Services the issue of single colour vehicles.	Next meeting
Detective Chief Inspector Munns	14 - Decision on Source Handling Units	To summarise the presentation given at the meeting into a report.	No