

***NORTHUMBRIA POLICE
MINUTES***

Title
STRATEGIC MANAGEMENT BOARD

Meeting Number
07/2011

<i>Date</i>	<i>Location</i>	<i>Duration</i>
20 July 2011	Conference Room 3	9:35 - 11:40

Present:

Mr J Campbell – T/Deputy Chief Constable (Chair)
Mr S Culkin – Assistant Chief Officer (Finance and Resources)
Mr B McCardle – Assistant Chief Officer (Corporate Services)
Mr D Pryer – T/Assistant Chief Constable (Major Crime & Intelligence)
D/Chief Superintendent N Adamson – Head of Crime
Mr P Armatage – Director of ICT
Mr G Armstrong – Federation Representative
T/Chief Superintendent K Blyth - Sunderland
Chief Superintendent G Calvert – North Tyneside
Chief Superintendent G Davis – Gateshead
T/Chief Superintendent Jo Farrell – Business Implementation Programme Lead
Mr R Heron – Force Solicitor
Chief Superintendent R Kearton – South Tyneside
Mrs J Lawson – Head of Human Resources
T/Superintendent – G Logan – Newcastle
Ms C Malone – Marketing Manager
Mr M Mullen – Head of Strategic Business Support
Superintendent P Orchard – Operations Command
Superintendent M Pearson – Northumberland
Chief Inspector S Readdie – Business Review Implementation Team
Superintendent J Richards – Corporate Development Department
T/Detective Superintendent C Sharman – Professional Standards Department
Superintendent V Stubbs - Criminal Justice Department
Mr M Tait – Head of Finance
Mrs L Bryden - Corporate Development (Secretary)

Invitees:

Mr P Godden – Corporate Performance Manager

Apologies for absence:

Mrs S Sim – Chief Constable
Mr S Ashman – Assistant Chief Constable (Area Operations)
Mr G Vant – Assistant Chief Constable (Central Support)
Miss D Aubrey - Director of Legal Services
Ms M Berne – Head of Corporate Communications
Chief Superintendent M Dennett – Northumberland
T/Chief Superintendent G Milward – Communications Department
T/Chief Superintendent S Neill – Head of Operations Command
Miss C Nobbs – UNISON
Chief Superintendent G Smith – Newcastle
Chief Superintendent C Thomson – Head of Professional Standards Department
Mrs V Wilson – Head of Corporate Development Department

PART 1 - OPEN SESSION UNDER THE FREEDOM OF INFORMATION ACT 2000

1 OPENING

**2 MINUTES OF THE OPEN SESSION OF STRATEGIC MANAGEMENT BOARD
21 JUNE 2011**

Agreed as an accurate record.

3 MATTERS ARISING

None.

4 MONTHLY PERFORMANCE REPORT

The Corporate Performance Manager presented an overview of Force performance. There have been reductions in the majority of crime categories and crime has fallen by 4.7% compared to the same period last year.

Notable exceptions were theft from motor vehicles in Sunderland and sexual offences in Northumberland which were discussed and current activities were identified to improve performance in these areas.

It was noted that in all Area Commands, except Northumberland, the use of bail has increased, with individuals being bailed for longer and with a lower percentage resulting in a positive outcome. In addition the percentage of individuals re-bailed has also increased.

Members discussed the percentage of cases where initial consultation with the CPS results in No Further Action (NFA). Four Area Commands were above the target with South Tyneside having the lowest rate.

The Corporate Performance Manager demonstrated the visibility search function which will be updated daily and available to Area Commanders.

AGREED:

- *Superintendent (Corporate Development Department) to liaise with Area Commands and Crime Department to identify the main issues and good practices regarding bail, re-bails and CPS NFA decisions and to provide recommendations.*

ACTION: HEAD OF CORPORATE DEVELOPMENT DEPARTMENT

**5 CORPORATE GOVERNANCE SUPPORTING THE PERFORMANCE
MANAGEMENT FRAMEWORK**

Superintendent (Corporate Development Department) presented the report.

It was suggested that the terms of reference for the Strategic Independent Advisory Group be included.

NOT PROTECTIVELY MARKED

Clarification was provided regarding the work plan and its use and contents.

It was noted that at each Board's next meeting they would review and agree their terms of reference and work plan to ensure accuracy.

AGREED:

- *To recommend the revised Performance Management Framework the purpose, terms of reference, membership and frequency of the strategic boards and consultative forums for agreement at Executive Board.*
- *To support the performance management framework and associated governance arrangements.*
- *To the work plan concept and contribute to its ongoing development.*
- *To the 'Information Assurance Programme Board' being amended to the 'Information Assurance Board.'*
- *To an evaluation of the corporate governance support for the performance management framework being presented to SMB in January 2012.*

ACTION: HEAD OF CORPORATE DEVELOPMENT

Secretary's note: As a result of feedback from members the work plan has been renamed the reporting schedule.

6 USE OF FORCE POLICY

Chief Superintendent (South Tyneside) presented the report.

AGREED:

- *To implement the policy as presented subject to the following amendment under the heading Use of Force: the word 'shall' be replaced with 'have regard to'.*
- *That the procedures relating to this policy be reviewed and amended accordingly and published.*

ACTION: T/CHIEF SUPERINTENDENT OPERATIONS COMMAND

7 INVESTIGATION AND INVESTIGATIVE INTERVIEWING

Head of Human Resources provided a verbal update on progress. Members provided positive feedback on the ongoing training.

The programme is due to end 29th July 2011 and an evaluation report will be submitted to Executive Board on 6th September and subsequently to SMB.

8 TRAVEL EXPENSES

Head of Finance presented the report.

Discussion centred on use of the force travel agent. It was concluded that the force travel agent provides comparable value for money, when booked on a like for like basis, to police officers and staff making their own arrangements on – line. However it was agreed that on an exceptional basis, i.e. short notice, alternative arrangements may be made.

AGREED:

- *To amend the paragraph headed ‘Rail’ to include the fact that Superintendents’ terms and conditions allow for 1st Class rail travel but that this should be justified and is subject to prior agreement by the relevant Chief Officer.*
- *To change the word ‘must’ within the procedure ‘all travel and accommodation arrangements must be made using the force’s nominated travel agent’ to ‘should’.*
- *To the addition of a paragraph reminding police officers and staff of their obligation to ensure there is an agreed business need for any attendance on courses and conferences.*
- *To work being undertaken to systematically record details of senior managers’ travel, subsistence, accommodation and course/seminar spend to facilitate review by line managers.*

ACTION: HEAD OF FINANCE

9 ANY OTHER BUSINESS

None.

10 DATE, TIME AND VENUE OF NEXT MEETING

16 August 2011, 10am, Conference Room 3.