OPEN SESSION UNDER THE FREEDOM OF INFORMATION ACT 2000

1. OPENING

2. MINUTES OF THE OPEN SESSION OF THE MEETING HELD ON 30th APRIL 2014

   Agreed as a true and accurate record.

3. MATTERS ARISING FROM MINUTES

   LOST AND STOLEN PROPERTY

   This item was discussed as part of agenda item 4.

   DISCHARGED

   Outstanding actions 2-12 were not discussed and will be carried over to the next Executive Board on 28th May 2014.
4. **LOST AND STOLEN PROPERTY**

Chief Inspector Corporate Development Department presented the above paper which was amended in consultation with ACO McCardle. The procedure for Lost and Stolen Property has been clarified in terms of the action and responsibilities; this has resulted in a lot more control since implementation.

*Paper noted, quarterly update to be provided at Executive Board.*

5. **AMENDMENTS TO HUMAN RESOURCES PROCEDURE**

**Appeals against dismissal of Police Staff**

Head of Human Resources Department asked for this item not to be discussed as more work is required to be done on this part of the paper.

*Action: Head of Human Resources Department to resubmit the paper for governance purposes.*

**Flexible Working Arrangements**

The Head of Human Resources Department discussed the amendments to the procedure.

*Paper Agreed*

*Action: Head of Human Resources Department to send out a reminder to all Area Commanders and Heads of Department regarding issues around flexible working and being mindful of the effect on the organisation.*

*Action: Head of Human Resources Department and Executive Support to ensure that flexible working is included on the OPR agenda.*

**Compassionate and Bereavement Leave**

Head of Human Resources Department presented the above new procedure, introducing Terminal Illness Leave which has been welcomed by the Federation and Unions. The Chair approved of this new procedure, which will be implemented with immediate effect.

*Paper Agreed*

6. **PROGRAMME OF CHANGE - ESTATES - BUSINESS REVIEW**

The Head of Strategic Asset Management presented the above paper, which is a follow up to the previous paper presented at Executive Board on 30 April 2014. This structure is subject to the Head of Strategic Asset Management being agreed, and will include the creation of a banded post.

*Action: Head of Finance Department to build this review into the Medium Term Financial Strategy (MTFS).*

*Paper Agreed*
7. **PROGRAMME OF CHANGE – FORCE RESILIENCE UNIT – BUSINESS REVIEW**

T/Superintendent, Force Resilience Unit presented the above paper.

**Resource Co-ordination**

A lengthy discussion took place regarding suitability of Police Staff members to take on current Police Officer roles within the Resource Co-ordination section of the Force Resilience Unit. T/Superintendent, Force Resilience Unit, explained the role, the Chair was of the view that this role did not need to be carried out by a warranted officer. The Deputy Chief Constable expressed concern regarding the requirement of this role to be fully flexible; reassurance was given that this can be written into a Police Staff contract.

Agreed: Option 1 numbers would be implemented, however all Police Constable positions would be replaced by Police Staff with the below caveat.

Action: Head of Human Resources Department to establish a role profile which highlights the flexibility required for the role, this needs to be agreed and market tested. Time scales also need to be considered.

Agreed: Inspectors position to remain, a review will take place in 12 months regarding the civilianisation opportunities.

**Football Coordination**

The paper recommended staffing to remain at the current level.

Agreed: Current numbers of a Sergeant and 2 Police Constables to be maintained

Action: Chief Superintendent Steve Neill to produce a report on how relationships between clubs and officers are working.

**Planning**

Proposals regarding the Planning team were discussed.

Agreed: Proposal to be implemented on the understanding that current Police Staff positions will be replaced by Police Staff with the below caveat.

Action: Head of Human Resources Department to establish a role profile which highlights the flexibility required for the role, this needs to be agreed and market tested. Time scales also need to be considered.

**Contingencies & Testing**

The proposal for resourcing to remain at its current level within the Contingencies & Testing team was discussed.

Agreed: Recommendation to be implemented with the addition of a Police Staff post.

**Senior Management Team**

Not Protectively Marked
The proposal to reduce the senior management tier was discussed.

**Paper agreed**

8. **PROGRAMME OF CHANGE – FORCE CUSTODY UNIT – BUSINESS REVIEW**

Superintendent Force Custody Unit presented the above paper. A discussion took place regarding the deletion of the Custody Investigation Officer (CIO) role and the impact this would have on service and frontline officer workloads.

**Agreed: Proposal for the deletion of the CIO role was approved.**

Discussion took place regarding the rest of the proposal; the Chair raised concerns regarding Custody Sergeant and Detention Officer numbers and the rationale behind these numbers.

**Agreed: Finance and workforce plans to remain the same in respect of Custody Sergeant’s and Detention Officer’s.**

**Action: ACC Farrell and Superintendent Force Custody Unit to consider Custody Sergeant and Detention Officer numbers outside of this meeting and to provide a revised proposal.**

9. **PROGRAMME OF CHANGE – MOTOR PATROLS – BUSINESS REVIEW**

Chief Inspector, Motor Patrols North presented and asked for agreement on the above paper which detailed the changes to be made within the Motor Patrols structure.

A group discussion took place and members of the board were in agreement.

**Paper Agreed**

**Action: Head of Finance Department to ensure that funded posts are captured within the MTFS.**

10. **PROPOSALS FOR CHANGE – CRIMINAL JUSTICE DEPARTMENT – BUSINESS REVIEW**

Superintendent Criminal Justice presented and asked for agreement on the above paper which detailed the changes to be made within the Criminal Justice Department structure.

Links to the Force Custody Unit paper were discussed, it is essential that the additional demand which will be put on Custody Sergeant’s and Detention Officer’s, as a result of changes within the ID Unit, is considered when looking at staffing levels.

**Action: Superintendent Criminal Justice to provide detail to Superintendent Force Custody Unit regarding the number of viewings within the ID Unit and the time frames involved. This information will then be used to inform the decision on staffing numbers.**

Youth Offending Team (YOT) transfer has already taken place.
Agreed: Deletion of 2.5 FTE YOT PC’s.
   Deletion of 1 FTE PPO Sergeant
   Transfer of 0.75 FTE (Grade F) to CDD
   Deletion of 0.25 FTE (Grade F)
   Deletion of 5 FTE Intervention Officers (Grade D) posts

Discussion took place regarding the wording of the transfer of 11.5 FTE Prolific Persistent Offender (PPO) PC’s to frontline policing. This role will be deleted and the function will be taken up by frontline officer. The ethos of the role PPO’s carried out needs to be a shared responsibility across the frontline and not the responsibility of a designated officer.

Action: Superintendent Criminal Justice to amend the report with the correct wording and resubmit to Executive Support for governance purposes.

Action: Superintendent Criminal Justice to link in with Head of Human Resources Department regarding training for officers to enable the PPO role to be phased into Area Commands.

11. PROPOSAL FOR CHANGE – COMMUNICATIONS DEPARTMENT – BUSINESS REVIEW

Communications Managers, Communications Department, presented and asked for agreement on the above paper which detailed the changes to be made within the Communications Department structure.

Force Incident Manager

The discussed proposal was to remove this role and incorporate with the Silver Cadre role.

Action: Communications to work in conjunction with the Superintendent Force Project Team in relation to this proposal.

Command and Control Sergeants

This review has picked up a number of issues which will be considered separately by Superintendent Project Team.

Agreed: Deletion of 10 Police Sergeant roles, a number of Police Staff roles will be created to replace these.

Communications Team Leaders

The papers recommendations were discussed.

Agreed: Delete the current 10 contact handling supervisors and 10 communications supervisors, to be replaced by 20 Team Leaders.

Contact Handlers

The discussed proposal is to merge the contact handlers into one team to work a Variable Shift Arrangement (VSA) shift pattern.
The chair highlighted concerns raised by HMIC and stressed the importance of contact handlers having the skills to assess calls.

**Action:** Communications Managers to carry out more work on demand profiles to ensure that the shift pattern fits the demand.

**Telephony**

The paper recommends a reduction of 7 FTE.

**Paper Agreed**

**Information Assessment and Response Unit**

Proposals were discussed by members of the board.

**Agreed:** The proposal outlined was agreed, with a further review next year.

**Resource Controller (Updater Function)**

A discussion took place regarding concerns raised by Area Commanders regarding the removal of posts in this area.

**Action:** Communications Managers to work with Area Commanders to identify and address their concerns.

**Technical and Policy Support**

ACO McCardle confirmed that ICT would provide an adequate Service Level Agreement to allow for the deletion of these posts.

**Paper Agreed**

**Communications Resource Analyst**

**Agreed:** Creation of Communications Resource Analyst to deal with current high demand, this will be reviewed at a later date.

Meeting ended 12.30pm 14th May 2014

Meeting resumed 11.00am 16th May 2014

12. **PROGRAMME OF CHANGE – CORPORATE DEVELOPMENT DEPARTMENT – BUSINESS REVIEW**

Chief Inspector Corporate Development Department presented the above paper which detailed changes to the Corporate Development Department. Details were provided of the proposed work to be taken on from other areas of the force.

The Chair lead a discussion around Environmental Scanning, some of which is already done by the Department, Chief Inspector Corporate Development Department made assurances that any additional functionality can be included in the numbers proposed in the above paper.
Agreed: Paper agreed, pending the increase of the Criminal Justice Scanning role from 0.75 FTE to 1 FTE.

13. PROGRAMME OF CHANGE – BUSINESS SUPPORT DEPARTMENT – BUSINESS REVIEW

Temporary Head of Business Support Department presented the above paper which detailed changes to the Business Support Department.

Service Managers – Grade I

Proposal to reduce the current establishment from 6 FTE to 5 FTE, this was not discussed in January’s SLBM and this therefore an additional contribution to the review.

Paper agreed

ACO McCardle queried the managerial resilience that the proposed structure would provide given the extent of change. Temporary Head of Business Support confirmed that she was comfortable that the increased demand could be dealt with by the proposed managerial structure, it was suggested, however, that their grade does not seem proportionate to the additional responsibility proposed.

Team Leader – Grade F

The proposal was to increase the Team Leader establishment by 1 FTE; this will be a transfer from Criminal Justice unit as part of Shared Services 2 (SS2).

Paper agreed

CCTV Operator Role – Grade B

The counter proposal submitted by the CCTV Operators was discussed which sees the forced retaining an establishment of 4 FTE CCTV Operators.

Action: Head of Finance Department and Temporary Head of Business Support Department to ensure that the capital cost of diverting the cameras from Sunderland to Gateshead (approximately £30,000) is considered in the financial planning.

Integrated Customer Enquiry Clerk Role

No changes to this role were proposed pending the estates review.

Paper agreed

Customer Enquiry Clerk (Shift) – Grade B

The proposed model for Front Office remains largely unchanged; however it does propose a slight variation to shift patterns in order to ensure resilience.

Paper agreed

Customer Enquiry Clerk (Day) – Grade B
The paper recommended a reduction of 12.25 FTE which was a change to the SLBM proposal.

*Paper agreed*

**CSU Support Service Administration (Transactional)**

The paper proposes a reduction of 3 FTE to the current operating model.

*Paper agreed*

**Property Clerk – Grade B**

The paper proposes a reduction of 0.5 FTE, there may be an opportunity for further reductions under the new operating model.

*Paper agreed*

**Secretariat – Grade B**

The paper proposes a net reduction of 5.83 FTE.

*Paper agreed*

**Maintenance Operative (MO) – Grade A**

The current proposal is to reduce by 4 FTE; this is a decrease of 0.5 FTE from the proposal submitted to SLBM.

*Paper agreed*

The overall impact on service was discussed; timescales have been considered with Human Resources Department and the agreed proposal will be introduced when the force moves to the new model, the projected date for this is April 2015. There is currently significant pressure on certain roles within Business Support Department due to recruitment for Detention Officers and Community Support Officers, Temporary Head of Business Support is working closely with HR Department to ensure that critical roles are filled as quickly as possible.

The paper provided a summary table, which also includes proposals for growth. It was made clear that there is an expectation to find additional post for reduction pending SS2 and estates review.

*Action:* Temporary Head of Business Support to produce a further paper incorporating SS2 and Estates issues.

14. **PROGRAMME OF CHANGE – FINANCE AND RESOURCES – BUSINESS REVIEW**

Director of Finance presented the above paper seeking approval from members to commence formal consultation on the proposed department structure. The saving of £335,000 per annum is a work in progress.

The Procurement Officer post was discussed and the Chair stated that she was happy to leave this post in.
15. PROGRAMME OF CHANGE – CRIME DEPARTMENT – BUSINESS REVIEW

ACC Keenen presented the above paper seeking approval from members for the proposed changes to Crime Department following the departmental review 2014.

Intelligence & Organised Crime

The phasing of the current Specialist Support Unit (SSU) function into the Priority and Organised Crime Team (POCT) team was discussed in detail.

Agreed: The removal of 1 Superintendent, 3 Detective Sergeants and 5 Detective Constables from Serious and Organised Crime Unit within this financial year.

Action: Head of Crime Department and Head of HR to provide more detailed timeframe for the above removal.

Agreed: A commitment within the next financial year (2015/16) to reduce by 1 further Detective Sergeant and 5 further Detective Constable’s from SSU.

Action: Head of Crime Department to resubmit the paper to clarify the above position.

The Force Records Auditor role was also discussed.

Agreed: The Force Records Auditor role will be retained.

Action: Head of Crime Department to resubmit the paper to reflect the Force Records Auditor role being retained.

It was agreed that it is not currently appropriate to delete the Firearms Intelligence Group (FIG) Detective Inspector role at this time, however this post can be filled using a secondment opportunity.

Agreed: Remove the FIG DI post and create a secondment opportunity.

Action: Head of Crime Department to resubmit the paper to reflect the FIG DI role being removed and offered as a secondment opportunity.

Protecting Vulnerable People (PVP) & Major Crime

The Chair was happy with the merger detailed in the report.

Paper agreed

MCT

A number of proposals were discussed under the umbrella of MCT.

Paper agreed

PVP
A number of proposals were discussed under the umbrella of PVP.

**Paper agreed**

**Covert Intelligence**

The transfer of the Dedicated Source Unit (DSU) function to SS2 means that 3.99 FTE posts can be deleted from the Crime Establishment.

**Paper agreed**

**Prosecution Service (Recommendation 1)**

The proposal to create a single Prosecution Support Unit, in a single geographical location, means that rationalisation needs to be given to supervision levels in the future.

**Paper agreed**

**Prosecution Service (Recommendation 2)**

Discussion took place regarding the proposal to create a single unit to provide Transcription and Word Processing services for the Force.

**Paper agreed**

**Prosecution Service (Recommendation 3)**

The proposal to retain the current joint Victim/Witness Care Unit (VWCU) with CPS/Police Resources in Forth Banks and develop future opportunities for collaboration/commissioning support services was discussed.

**Paper agreed**

**Prosecution Service (Recommendation 4)**

Retaining the Fixed Penalty Unit as a dedicated unit with a view to establishing the position regarding collaboration and the most appropriate option for ownership was discussed.

**Paper agreed**

ACC Keenen concluded by informing members that this proposal will result in an overall reduction in officers and staff by 90.68 FTE, with an opportunity for further reductions in the future. Head of Human Resources Department stated that this was different to the Human Resources Department figures, which were lower.

**Action:** Head of Human Resources Department to clarify figures with ACC Keenen.

**Agreed:** Paper approved subject to the Director of Finance checking the MTFS figures against the revised paper.
16. **PROGRAMME OF CHANGE – HUMAN RESOURCES DEPARTMENT - BUSINESS REVIEW**

Head of Human Resources Department presented the above paper, asking for approval from members to implement the revised Human Resources Department structure.

T/ACC Calvert asked what work needed to be carried out prior to the implementation of the proposal, Head of Human Resources is currently working with Area Commanders and Heads of Department prior to ensure changes have minimal impact.

Head of Human Resources confirmed that investment in automation was required.

*Paper agreed*

17. **ANY OTHER BUSINESS**

None

18. **DATE, TIME AND VENUE OF NEXT MEETING**

28th May 2014, 9.30am, Chief Constable’s Office, Block 69.