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There are supporting papers for all items apart from:-			

DUMFRIES AND GALLOWAY CONSTABULARY

POLICY GROUP

MEETING DATE: 0930 hours on Wednesday 17 December 2008

LOCATION: Conference Room, Police Headquarters, Dumfries

CHAIR: Chief Constable P Shearer

MINUTE: Mr D Little

Members Present:

Mr Shearer	Chief Constable
Mr Graham	Deputy Chief Constable
Mr Plant	Director of Corporate Services
Mr Dickson	Superintendent (Strategic Development & Governance)
Mr Leslie	Superintendent (Operational Support Services)
Mr Small	Superintendent (Galloway Division)
Mr Galloway	Superintendent (Dumfries Division)
Mr Dalgleish	Detective Chief Inspector (Specialist Services)
Mr Brown	HR Manager
Mrs Challis	Finance Manager
Mr Milligan	JBB Secretary

Apologies:

Mr Anderson	Chief Superintendent
Mrs Thomson	Detective Superintendent

In Attendance:

Mr McLachlan	Acting Inspector (Operational Support Services)
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1. WELCOME & APOLOGIES:

Mr Shearer opened the meeting and welcomed everyone present noting apologies from Mr Anderson and Mr Thomson. He also welcomed Acting Inspector McLachlan, who was present to provide supporting input to the meeting.

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2. MINUTES OF PREVIOUS MEETING & ACTION UPDATES

The minutes of the previous meeting were adopted as a true record and the Action Log reviewed. Staff asked to assist with updating as many actions as possible for the year end.

3. MATTERS DEALT WITH BY CORRESPONDENCE

3.1 Road Safety Review

Acting Inspector McLachlan opened this matter by providing members with a presentation on 'Stop Stick'. This matter had been raised at a previous meeting but the accompanying DVD was not available. 'Stop Stick' is an alternative to 'Stinger' and appeared to be simpler and safer device. The training also appears much simpler and therefore Divisional staff would be able to access it which is not an option with the conventional 'Stinger'.

Acting Inspector McLachlan indicated that the devices would work out at approximately £485 each and work is ongoing to identify the most suitable locations where they will be held. It was also highlighted that training could be incorporated in OST in some capacity.

Members agreed that this looked like an excellent piece of equipment and would be of benefit to staff.

Decision: It was agreed that they should be purchased but further work requires to be carried out to determine how many are needed and where they should be cited across the region.

Superintendent Leslie thereafter moved on to the issue of Scottish Cycle Training and the demands which were being placed on the Police as a result of providing this training to schools across the region. As a result of the necessary reduction in resources in the Road Safety Unit the training was now being conducted by Community Officers and this is taking them away from their core responsibilities for approximately 14 weeks of the year. Superintendent Leslie stated that this could no longer be sustained and that alternative arrangements would have to be identified.

Members agreed that the engagement between Police and pupils during the training was very beneficial but were also of the opinion that the level of commitment required to deliver the training could no longer be sustained without it having an adverse effect on core duties.

Decision: It was thereafter agreed that training would be delivered this year as planning and preparations were already underway but Education Officials would have to be made aware that as of 2010

the current level of Police involvement in this area would have to be reduced.

3.2 Policy Review Police Staff Leave

Mr Brown introduced this paper and highlighted that it was simply an updated policy, containing current legislation, which is similar to the policy in place for Police officers.

Decision: Policy approved.

3.3 Policy Review Health and Safety SOP 9

Mr Dickson introduced this paper and highlighted that there wasn't much in the way of change to this SOP when compared to the old one, but it is more user friendly and there is less duplication of information.

Decision: Policy approved.

4 PARTNERSHIP ISSUES

Members provided information on some key partnership issues ongoing. No major issues to be addressed at this time.

5. FINANCE

5.1 Fuel

Mr Plant indicated that there was no change in terms of the fuel budget and that due to the rise in costs earlier in the year the Force was still anticipated to overspend by 100K in relation to fuel.

Decision: Position noted.

5.2 Revenue/Capital Monitoring Reports

Mrs Challis provided members with an update, referring to a number of ongoing issues which may still impact on the revenue budget. Finance will continue to review these into 2009 and provide a further update in January, 2009.

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Mr Plant provided a brief update on the capital budget, making particular mention of the Ports Unit Project amongst other things.

Decision: Position noted.

5.3 Police Officer/Police Staff Overtime

Mrs Challis spoke briefly on the documentation circulated on Police overtime, and highlighted that both were under budget.

Decision: Position noted.

5.4 Force Staffing Profile

Mr Brown spoke briefly on this matter, explaining the detail of the Force Staffing Profile paper

Decision: Position Noted

6 PERFORMANCE UPDATE

Superintendent Dickson provided members with an update in the absence of Chief Superintendent Anderson, highlighting very a very positive picture in terms of crime prevention, crime detection, roads policing and reporting standards.

Mr Shearer and Mr Graham commented that the performance of the Force at the present time was exceptional.

7 MEMBER UPDATES

7.1 Operational Support Services Business Plan

Superintendent Leslie presented this paper for the information members and highlighted the vision for the Department for the coming year.

Mr Shearer commented that this was an excellent piece of work.

7.2 Strategic Development & Governance Briefing Notes

Superintendent Dickson provided members with updates on meetings he had recently attended in relation to:-

- National Business Design and Advisory Group

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- Transforming the Public Sector

Both were noted by members.

8 STANDING ITEMS

8.1 Police, Fire & Rescue Committee Papers

Papers for the next PFC had not been finalised as yet but Mr Plant indicated that 2 finance papers would be submitted at the next meeting.

8.2 Health & Safety Update

Superintendent Dickson referred to the paper posted, which was a self explanatory update.

9 DATE OF NEXT MEETING

1000 hours on Friday 30 January 2009, at Stranraer Police Office.

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OUTSTANDING ACTIONS:

09/07 060707	CHARTER MARK Allow sufficient time to make appropriate preparations for Charter Mark 6 and update Policy Group on preparations	Mr Dickson	On Agenda for discussion PG on 22 August, 2008 August 2008 <i>Paper to pg in aug 08 and decision taken not to re-apply.</i>
10/08 100707	IMPACT ASSESSMENT Witness Liaison Policy	Mr Anderson	Progress being reviewed by Detective Supt Anderson 211108 – Mr Anderson advises action complete
20/07 161107	NOTIFIABLE OCCUPATIONS SCHEME Provide update for Policy Group in May 2008	Mrs Thomson	<i>Verbal Update to PG 180108 – AOCB 9.4 Still to be formally accepted – national IT Issues – 18/07/08. Review October 08</i> 211108 – Still pending
23/07 141207	DIVERSITY STRATEGY Provide update on Diversity Strategy	Mr Dickson	June 2008 Mr Dickson provided update to August PG - Completed
26/07 141207	CASTLE DOUGLAS POLICE STATION Prepare paper for fuller discussion at PG	Mr McCormick	<i>Verbal Update to PG 180108 - AOCB 9.4 – to progress by CSU through property group February 2008</i> <i>Require to start again – Developers pulled out – 19.09.08</i>
01/08 180108	DIPLOMA IN POLICE LEADERSHIP AND MANAGEMENT <ul style="list-style-type: none"> • Item 5.2 Option 2(a) - Mr Shearer to write to SPC identifying pressures and to have item placed on agenda for Customer Board • Item 5.2 Option 2(h) - Mr Dickson to draft paper to assist Personnel & Training Staff with feedback to officers in respect of support issues and what the Force is doing about it 	Mr Shearer Mr Dickson	February 2008 <i>Completed – February 2008</i> February 2008 <i>Completed – February 2008</i>
02/08 180108	SPOC / CHILD PROTECTION CO-ORDINATOR – FPU <ul style="list-style-type: none"> • Item 5.3 – Mr Anderson to arrange for job description to be drawn up and post to be advertised for 12 month duration and referral thereafter to Resource and Business Continuity Group 	Mr Anderson	<i>Verbal Update to PG 150208 – Job Description done – Advert for PC Post available PG 160408</i> February 2008 <i>Action completed. DC Taylor in post - 180708</i>
03/08 180108	RESTRUCTURING OF CMS SPECIALIST SERVICES <ul style="list-style-type: none"> • Item 5.4 - Centralisation option approved with look at new officer allocation to explore opportunities to fill the gap. The additional member of staff option is a positive one to move forward with a communication element and provide clarity to community in terms of a stronger strategic position. 	Mr Anderson Mr Small	February 2008 <i>Further discussed on 150208 – Div Comm & Det Supt will work together to develop as directed (See also Action 22/09 herein)</i> <i>Drugs Squad centralised and Galloway technical Unit established – 180708 - BA</i>
04/08	HMIC THEMATIC INSPECTION		<i>Completed February 2008</i>

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180108	SELECTION FOR PROMOTION FOR POLICE IN SCOTLAND <ul style="list-style-type: none"> Item 5.5 - Mr Dickson to compile the ACPOS response on behalf of the Force 	Mr Dickson	February 2008
05/08 180108	STANDARDISED DOMESTIC ABUSE DATA CAPTURE FORMS <ul style="list-style-type: none"> Item 5.6 – Mr Anderson to progress with training and feedback arrangements relative to new forms 	Mr Anderson	<i>Completed – PG updated and advised Go Live date 160308</i> February 2008 180708 – Update – New Forms still not in use – BA October 2008 <i>DA Forms now in use – D/Supt</i>
06/08 180108	UK BORDER AGENCY – POLICE COMMAND TEAM AT STRANRAER <ul style="list-style-type: none"> Item 5.7 – Agreement to increase from 3 to 5 officers but to defer formal ratification of Joint Protocol (in respect of exit strategy) to ensure that the timing suits the Police 	Mr Anderson	<i>Update to PG 150208 Protocol arrangements in place and approval to go from 3 to 5 officers with monitoring by Police re-deployment issue.</i> May 2008 - <i>Pending – deferred due to backfill issues 180708</i> October 2008 - <i>Paper to be produced at November PG – D/Supt 211108 – Still pending</i>
07/08 180108	PROPERTY STRATEGY <ul style="list-style-type: none"> Item 5.8 – Mr Dickson to review and streamline document in light of discussions and build in reporting mechanism from Property Review Group into Programme Board 	Mr Dickson Mr McCormick Mr Plant	<i>October 2008 – Update: Mr Plant now has Property Strategy Group</i> May 2008 Mr Plant – To be included as standing item from Jan 2009
08/08 180108	FINANCE <ul style="list-style-type: none"> Item 7 – Mr Shearer to write to Paul Garrett to acknowledge quality of support with finance management 	Mr Shearer	<i>Completed February 2008</i> February 2008
09/08 180108	SECONDMENT OF POLICE OFFICER TO SRI LANKA <ul style="list-style-type: none"> Item 9.1 – Mr Dickson to arrange for Mr Wellburn to link in with the Scottish Police College and local Media to market this opportunity, even arrange interviews etc when Inspector Kneeshaw returns from the secondment 	Mr Dickson Mr Wellburn	<i>Secondment completed and Mr Wellburn working on press media issues</i> February 2008
10/08 180801	HUMAN CAPITAL IN WIGTOWN AREA COMMAND UNIT <ul style="list-style-type: none"> Item 9.2 – Mr to liaise with Mr Kelly to match accommodation requirements Item 9.2 – Mr Anderson to report on update to next Policy Group meeting Item 9.2 – Mr Anderson to prepare report for Police and Fire & Rescue Committee on 18 March, 2008 (report required 10 days prior to meeting) – Next Meeting 20 May, 2008 Item 7.1 (150208) – Mr Anderson to provide regular update to PG 	Mr Anderson Mr Anderson Mr Anderson Mr Anderson	February 2008 <i>Completed PG Update 150208</i> February 2008 <i>Completed – Update provided</i> May 2008 <i>Completed – Briefing Note submitted – CC will update</i> September 2008
11/08 180801	THE FORCE – ACPOS PORTRAIT GALLERY <ul style="list-style-type: none"> Item 9.7 – Mr Gordon to finalise arrangements regarding transportation and presentation of gallery items and prepare 	Mr Gordon	March 2008 – <i>Complete</i> Castle Douglas opened 090308 with Dumfries on 090508. Linked with Graham McDonnell ACPOS

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	article for Force Digest		Media re further national display – see Action 16/08
12/08 180801	ADDITIONAL POLICE RESOURCES Item 9.8 – Members were asked to further consider opportunities for deployment arrangements for new officers for development of a plan through the Resource and Business Continuity Group.	All Members	<i>Transferred to R&BC February 2008</i>
13/08 150208	DRUGS DETECTION DOG Item 3.3 removal of Drugs Detection Dog and realising savings. Mrs Challis to capture costs in terms of 2% efficiency savings	Mrs Challis	May 2008
14/08 150208	FIREARMS RANGE UPGRADE Item 3.4 – Capital issues to be considered by Chief Superintendent's Property Review Group	CSU McCormick	May 2008 <i>Upgrade complete. Fuller package undertaken - 180708</i>
15/08 150208	FORCE DIAMOND ANNIVERSARY Item 7.3 – Mr Gordon to circulate new style letterhead to commemorate sixtieth anniversary	Mr Gordon	<i>Completed – template circulated to CIS and Div / Dept Admin Assistants March 2008</i>
16/08 150208	FORCE DIAMOND ANNIVERSARY – Portrait Gallery Item 7.3 – Mr Gordon provide updates to Policy Group until exhibition completed in May	Mr Gordon	May 2008 – <i>Completed Portraits displayed at Castle Douglas (April) & Police HQ (May)</i>
17/08 150208	CORPORATE MANSLAUGHTER TRAINING Item 7.5 – Mr Gordon to collate for available members and arrange attendance	Mr Gordon	<i>Management Team attended Training at Jackton on 8 May – arranged via Tom Gorman March 2009</i>
18/08 190308	DEATH VERIFICATION PROTOCOL Item 3.3 – Mr Marshall to provide updates to Policy Group on progress with this protocol	Mr Marshall	September 2008 <i>Final draft with D/Supt to ensure no conflict 180708 October 2008 Action now completed – Supt Leslie</i>
19/08 190308	REVENUE BUDGET Item 5.1 – Arrangement to be made for Finance meeting to discuss Budget issues, mindful of Policy Headroom Funding and new recruits; to be set around the work of R&BC and appropriate engagement with Politicians. Update to be provided to next Policy Group meeting	Mrs Challis / Mr Dickson	April, 2008 <i>Update– Supt Dickson: Meeting of R&BC held 090408 and briefing paper prepared and circulated for further discussion at PG 140408</i>
20/08 190308	PERFORMANCE UPDATE Item 6 – Members to feedback to staff that Force Executive acknowledge the continued effort and commitment by all staff contributing to the high levels of performance	All Members	April, 2008 Completed by heads of Service

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21/08 190308	TRAINING REQUIREMENTS Item 8.8 – Detail of work undertaken by Inspector McKnight to be expanded to see how this will fit with the replacement for Chief Inspector Wilson’s post.	Mr Dickson Mr Plant	<i>(To be allocated to Training Inspector when appointed.)</i> May, 2008 Update – Mr Dickson - Insp Stiff fully briefed – Now with Director Corporate Services
22/08 190308	POLICE DIPLOMA Item 8.9 – Check with Mr Shearer for any updates on the Diploma Issues from the Personnel & Training Business Area (See also Action 01/08 herein)	Mr Shearer	April, 2008 Issue raised by CC – update awaited 08/08
23/08 140408	YOUTH DEVELOPMENT POLICY Item 3.5 – Mr Dickson to investigate and understand extent of problems and modify policy to better meet organizational need.	Mr Dickson Mr Plant	July, 2008 Update – Mr Dickson - Insp Stiff fully briefed – Now with Director Corporate Services
24/08 140408	VEHICLE PURSUIT POLICY Item 3.6 –Mr Shearer noted all concerns and agreed that we had to have tactical options available however the following options required further consideration and discussion: <ul style="list-style-type: none"> • HOSTYDS deployment for the motorway • Further exploration of the Stop-Stick option • PG members to view DVD and be aware of Training issues • Pursuit Advisor and Audit Element 	Mr Glendinning	May, 2008 Update: DVD will be presented to PG on 19 September, when all relevant personnel are available at the meeting. 180808 – AG 151208 – Scott McLachlan considering for 171208 Update – Sgt McLachlan provided members with update. Agreed in principle by members but further scoping work surrounding cost/training/numbers requires to be carried out.
25/08 140408	HMIC INSPECTIONS Item 3.7 – Further to recent work by Inspectors Dampney and Cowie on the impact of Thematic Inspections and a report is to be provided to May Policy Group by way of update.	Mr Dickson	May, 2008 <i>Paper posted for May Policy Group by Mr Leslie</i>
26/08 140408	DETENTION OF CHILDREN Item 7.6 – Mrs Thomson to progress paper on Detention of Children Protocol to the next Policy Group and endeavour to capture efficiency savings.	Mrs Thomson	May, 2008 <i>Paper Posted for May Policy group by Mrs Thomson</i> <i>Lack of facilities for taking children into custody. Plan to resolve it but no short term answer – 19.09.08</i>
27/08 140408	OCCUPATIONAL HEALTH & WELFARE BRIEFING – ABSENCE MANAGEMENT Item 8.1 – Mrs Armstrong to pursue development of 24 month Pilot with AXA to provide sufficient time for proper evaluation.	Mrs Armstrong Mrs Challis	June, 2008 Update provided to June PG and costs not prohibitive - now being progressed – TG

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	Procurement implications to be discussed with Finance since costs will be required to come to final decision.		
28/08 160508	HMIC THEMATIC INSPECTION – CARE AND CUSTODY Item 3.1 – Mr Leslie to write to HMIC to advise Short Life Working Group would conduct review and stipulating that there was no provision in the Capital Plan for funding any significant work this year	Mr Leslie	July, 2008 Updated at Action 34/08
29/08 160508	DETENTION OF CHILDREN Item 3.2 - Mr McCormick to write to Social Work Department to raise and seek action on the Place of Safety issue. Also to raise awareness of this matter at the next quarterly meeting with the Children's Reporter	Mr McCormick	July, 2008 Completed
30/08 160508	EQUAL PAY POLICY Item 3.3 - Mr Vallance to arrange review of grievance policy	Mr Vallance	September, 2008
31/08 160508	MATERNITY POLICY Item 3.5 - Police Officers – Approved in principle and deferred to Policy Group on 20 June; pending:- <ul style="list-style-type: none"> • consultation with other Scottish Forces • consultation with Sergeant Milligan JBB • full understanding of legal implications and PNB timetable 	Mr Vallance Mr Brown	June, 2008 Paper submitted to June Policy Group and matter agreed – support Option 1 - Completed
32/08 200608	ANPR POLICY DOCUMENTS Item 3.1 – Set up project to have an overall look at ANPR and lay out strategy and policy, deploying a self-assessment approach to establish areas where we are not getting best value. Mr Marshall and Mr Anderson to progress.	Mr Marshall Mr Anderson Mr Leslie Mrs Thomson	August, 2008
33/08 200608	ABILITY SCREENING INDEX TOOL Item 3.2 – Mr Anderson to progress and arrange appropriate training for Custody Officers with the respective Divisional Commanders	Mr Anderson Mrs Thomson	August, 2008 – 211108 – still pending – now Mrs Thomson
34/08 200608	HMICS THEMATIC INSPECTION – CUSTODY Item 3.5 – Mr Shearer write to HMIC to suggest a presentation on Thematic Inspections to a joint group of Conveners and Chief Constables	Mr Shearer	July, 2008 <i>22.08.08 - HMICS attending ACPOS Council on 01.09.08</i>
35/08 200608	PILOT 4x4 SHIFTS – PORT UNIT Proposal supported in principle seeking clarity in respect of some of the elements to: <ul style="list-style-type: none"> • Explore all the options • Clarify the consultation process 	Mr McCormick Mr Anderson	July, 2008 Further paper discussed at PG on 18 July – supported – awaiting further update paper in Blinkbonnie for August meeting – 180708 – Review

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	<ul style="list-style-type: none">• Be clear on the range of benefits• Ensure proper evaluation Mr Milligan and Mr McCormick to submit paper for meeting on 18 July.		of Pilot in 3 months – October, 2008 – 211108 transferred to Mr Anderson
36/08 200608	ACPOS ALARM SYSTEMS REVIEW Item 3.9 – Defer until further work done to take account of the assessment / judgement issues raised.	Mr Marshall	August, 2008 <i>22.08.08 – Supt Leslie progressing –</i> October 2008 <i>Review now complete – Supt Leslie</i>
37/08 200608	STAFF SURVEY Item 3.10 – Defer for further work on the survey structure to look at options to improve the return rates and obtain a clear reflection of staff views	Mr Brown	July, 2008 Further paper submitted to PG on 180808 and approved. CC to issue e-mail to encourage staff to take part – 180708 211108 – Fed back to PG
38/08 180708	FUEL EFFICIENCY <ul style="list-style-type: none">• Mr Plant to review the fuel budget• Front line staff to be briefed regarding this issue and made aware that they have a responsibility to conserve fuel as and when possible• Refuel at HQ and Council depots rather than at garages (saving of 30p a litre)• Review in 4 weeks	Mr Plant	August, 2008 Update – papers posted for discussion at PG on 220808
39/08 220808	BLINKBONNIE Item 3.5 – DI Young to carry out a review of arrangements at Blinkbonnie to ensure we are obtaining best value and to report back to PG in November.	DI Young Mrs Thomson	21 November, 2008 Update provided – contract to be reviewed at next available opportunity
40/08 241008	FINANCE Extraordinary meeting to be arranged prior to next Policy Group meeting to discuss Force finance	PC Little	November 2008 <i>Meeting arranged for 141108 - DL</i>
41/08 241008	PROGRAMME BOARD Programme Board minutes to appear as a standing item on the agenda	Mr Gordon	Now Standing Item - TG

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