

## Wigan Divisional SLT and PAG

Monday 14<sup>th</sup> April 2008

For the purposes of the Freedom of Information Act the contents of this meeting are declared  
'open'

**Present:** Chief Superintendent Bruckshaw, Superintendent Paul McIver, Superintendent Jo Rogerson  
Chief Inspector Bob Pell, Chief Inspector Andy Baddeley, BA, Inspector June Roby, JI

1. **Apologies:** D/Chief Inspector Owen, PG
2. **Actions and Updates from Previous Meetings:**

Action	Outcome
<b>Admin Support: Supt Rogerson, BA, PG</b> to meet to discuss general Admin issues to finally resolve.	<b>Discharged:</b> A meeting had been arranged with PG 15.04.08, but he is now on sick leave. <b>Supt Rogerson</b> to liase with SC to resolve outstanding issues.
<b>ECO H &amp; S Issues Ashton Library:</b> Ongoing action, awaiting update from PG.	<b>Discharged:</b> Any further issues to be raised at future SLT meetings.
<b>CID shift patterns: DCI Owen</b> to take this forward working with <b>CI's Baddeley &amp; Pell</b> , liasing with <b>Supt Rogerson</b> .	<b>Ongoing:</b> Currently have 24 DC's against an establishment of 30 (2 are acting Sgt in ERO & L3) Will meet prior to next SLT to look at options.
<b>Criminal Justice update 04.02.08:</b> Ch Supt Bruckshaw discussed with DI Keeley concerns of high number of cases going through as non crime. <b>DCI Owen</b> to update at next SLT.	<b>Ongoing:</b> Initial findings are that Officers are taking the correct course of action. Over last 12 months we had the highest number of crimes submitted for DV incidents across the whole Force with 1208 and second highest detection rate with 53.1%. <b>DCI Owen</b> to update at next SLT.
<b>Crime Op's update 04.02.08:</b> Making off Without Payment Role – discussion around one person per NPT carrying out this role as opposed to one person for the Division. <b>CI Pell</b> to finalise at Personnel Panel	<b>Discharged:</b> To be processed and finalised at Personnel Panel.
<b>NCRS Audits: AG</b> had completed a Divisional Audit until end Jan. <b>DCI Owen</b> to compile comprehensive update of where Division stands for FAB.	<b>Discharged:</b> Action plan submitted on time and no issues of note from the FAB. <b>DCI Owen</b> will monitor and update as per SLT agenda item.
<b>HR Update 04.02.08: Centralisation of RTC</b> – Post going 01.04.08, but no indication where work is going. No further clarity after discussing with Supt Greene. <b>BA</b> to update at next SLT.	<b>Discharged:</b> Accidents are now processed at TNS at Eccles. We retain accidents before 01.04.08. We retain Police Officer post.
<b>HR Update 04.02.08: Working Time Directive</b> – Issues around Crime Ops standing at 50% compliant. <b>DCI Owen</b> to ensure compliance ASAP.	<b>Discharged:</b> Staff advised accordingly and updated and now compliant.
<b>Finance Update 04.02.08:</b> Overtime slightly up in Dec. <b>SC</b> to look into any reoccurring reasons for this.	<b>Discharged:</b> Wrong codes being used on overtime sheets had caused significant issues, which had now been resolved.
Action	Outcome
<b>Finance Update 04.02.08 (cont) : Supt Rogerson</b>	<b>Discharged:</b> Outstanding issues were to have formed

reluctant to widely publish overtime & operation codes on S Drive. <b>Supt Rogerson</b> to let relevant staff only to have codes.	part of Admin support review meeting. <b>Supt Rogerson</b> to ratify with Mr Clarke.
<b>HR Update 10.03.08: OPU Mgr</b> – advertisement to be published 14 <sup>th</sup> March on Divisional Orders. <b>BA</b> to place on Orders.	<b>Discharged:</b> Complete.
<b>Criminal Justice Update 10.03.08:</b> Discontinuance rates, issues around disappointing figures. Biggest single reason for discontinuances at Mags was victim failing to attend unexpectedly. <b>Supt Mclver</b> to liaise with TS to discuss emerging trend of defendants attending Liverpool Crown Court as they feel they will get a softer sentence than at Mags.  Diversity, sanction detection target rate is 36.5%. We have rate of 32.0% for year. Close to target figure last month recording 24, 1 detection put us back. <b>CI Baddeley</b> to look at what we can recover for end of year.  Insp Malley looking at whole issue of recording self defined ethnicity in terms of where our failures lie. <b>Supt Rogerson, CI Pell</b> to clarify if staff are sighted on this issue. <b>CI Baddeley</b> to ratify items before Insp Malley places them on Orders.	<b>Discharged:</b> Supt Mclver had met with TS. No supporting evidence had emerged. <b>Supt Mclver</b> to monitor.  <b>Discharged:</b> Recovered some, 6 short at year-end. Detection rate 71% previous month.  <b>Discharged:</b> Supt Rogerson had circulated personal emails to ensure compliance.
<b>Crime Operations update 10.03.08: Kenneth Jones SPI - DCI Owen</b> to update CS Bruckshaw before next meeting.	<b>Discharged:</b> Complete, update received.
<b>NCRS Compliance</b> – DCI Owen had carried out “catch up” training for supervisors. <b>Supt Rogerson, CI Pell</b> to review their areas to ensure staff are compliant.	<b>Discharged:</b> Complete.
<b>HR update 10.03.08: Appraisals</b> - BA voiced disappointment that 137 were overdue last month yet still 100 were overdue as of 05.03.08. Supt Rogerson & CI Pell had placed set objectives for each remit on the S Drive. <b>DCI Owen, CI Baddeley, PG</b> to read objectives and adapt to their work areas.  <b>NCALT</b> – disappointment raised that only 26% complete on Counter Terrorism & 27% on Children's Act. <b>CI Pell</b> to chase up outstanding staff.	<b>Discharged:</b> All staff should have clear, set objectives. <b>All</b> to ensure this is applied in their areas. DCI Owen meeting with DI's on 21.04.08 and actions allocated to staff to undertake this piece of work.  <b>Discharged:</b> Data BA had received was incorrect. Had emailed correct figures to SLT.
<b>Finance Update 10.03.08: £30k</b> allocated to Easter initiatives. <b>Supt Rogerson, CI Pell, PG</b> to discuss further.	<b>Discharged:</b> Complete.
<b>Retained property</b> – some Officers failing to attend on their given date. <b>PG</b> to email list of these Officers.	<b>Discharged:</b> <b>SC and SF</b> to monitor. <b>PG</b> to bring back to SLT if problems continue.

Action	Outcome
<b>Communication &amp; Visibility 10.03.08: Integrity</b>	<b>Discharged:</b> No update received, PG to bring to future

<p><b>issue</b> in regard to incivility. <b>PG</b> to explore option of "mystery shopper" &amp; what Force policy states.</p> <p><b>Public Order Training</b> - query as to if staff can attend training if they haven't full uniform. <b>BA</b> to provide clarity.</p>	<p>SLT if viable.</p> <p><b>Ongoing:</b> Force requires all operational Officers to be kitted up. Need to establish what kit we have on Division. <b>SC</b> to progress this. Insp Dunne drafted matrix last year, can this be utilised for our current needs?</p>
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### Agenda Items

	Discussion	Action 14.04.08
3	<p><b>Operations Update</b> Chief Inspector Pell</p> <p>Currently on top of crime series, having identified our key threats, however, need to maintain the momentum.</p> <p>Op Indigo – there are 2 UK teams in UEFA Cup. Force has said rest days will be cancelled but unsure of the full impact this will have on Division as yet.</p> <p>Insp S Kennedy leaves the Division 01.05.08; interviews for replacement will take place this week. Insp Malley has resigned; his last day will be 30.04.08.</p> <p>Looking to create a volume Crime Management Inspector. Bolton Division have model for us to work from.</p> <p>Still issues with SC Peter Lightfoot. CI Pell has tasked Insp Glenn Jones to progress this. SC Lightfoot has previously been spoken to by Supt Currie and CI Pell and given absolute clarity as to what his duties/restrictions are but he continues to stick to his own agenda and has "drifted" over to L2. All Inspectors have a clear steer of his restrictions.</p>	<p><b>Update from Insp Jones in red 06.05.08:</b> A clear action plan needs to be produced. <b>Insp Jones</b> to put this together. <b>CI Pell</b> to ensure all Inspectors are aware of this and the restrictions. <b>Action in hand - delayed due to Sgt Wade the L2 SPOC for the Specials going sick. I anticipate him to return this week and conduct an I/V with SC Lightfoot relating to the Driving issue. Sgt Worley to set action plan with him regarding his working duties.</b></p>
4	<p><b>Criminal Justice Update</b> Chief Inspector Baddeley</p> <p>Please see attached update from Ch Insp Baddeley.</p> <p>Actions arising:</p> <p><b>Joint Performance Data, Feb '08. Averages March '07 to Feb '08</b> We have no overdue bail that was not updated. Total number on bail has fallen significantly again down to 561 from 621 – as promised to ACC Curran.</p> <p><b>Forthcoming Issues</b> Restorative Justice – the Division is best placed to pilot this. CS Bruckshaw said that his instinct is that we should go ahead with the pilot.</p> <p>ICIS Case Prep – slipping back. Could be due to issues with software. CI Baddeley taking our issues to LCJB.</p>	<p><b>CI Baddeley</b> to establish where we are in terms of progressing last year's outstanding cases.</p> <p><b>CI Baddeley</b> to progress.</p>
	Discussion	Action 14.04.08
5	<b>Criminal Operations Update</b>	

	<p>SPI death 10.04.08 – wound on victim's leg hard to explain. Alcohol an issue.</p> <p>Op Brake – A/Sgt Hanley now in charge.</p> <p>An issue with the Coroner has risen in regard to files submitted on deaths; Coroner has stated that our files are worse than Bolton. CS Bruckshaw discussed this issue with Coroner 10.04.08 and as such, the issues are now being resolved.</p>	
<b>6</b>	<p><b>NCRS Compliance Update</b> D/Chief Inspector Owen</p> <p>No update received.</p>	
<b>7</b>	<p><b>Human Resources Update</b> BA</p> <p><i>Establishment</i> Currently 6 sergeants under, with 12 acting we have asked for a replacement DI for PPIU. We are 5.86 PC's over, but are due to lose one to Merseyside. Seven Probationers joining Division in May.</p> <p>Learning &amp; Development Officer post has come thorough, need to establish Officer for this role if not taken by A/Sgt Greene.</p> <p><i>Attendance</i> Under 10 days category for both Officers and Staff had come down in March, with 45 days lost on Division. Biggest area for Officers was 28 days to 3 months, Staff was 3 – 6 months &amp; 3 – 7 days. Biggest reasons included injuries, stress and operations.</p> <p>The 2 Officers who had been run over had been to Welfare and had been advised that they should have attended from the very beginning. Both had been advised that they had experienced a near death experience. CI Pell explained that both Officers had said at the time that they didn't feel that a visit was necessary.</p> <p>243 members of staff have 100% attendance. To be recognised with pens, and/or certificates to be presented at Divisional Commanders Awards 29.04.08.</p> <p><i>Appraisals</i> Figures are improving with 84% staff now complete.</p> <p><i>NCALT</i> Anti Terrorism now complete, &amp; practically the Children's Act. Conditional Cautioning is now available but not mandatory, however, ERO's, Custody Staff &amp; all Insp's are expected to complete it. Next mandatory phase is New Force Intelligence System comprising of 6 chapters with each 20 mins long. We are expected to have 95% of staff trained by end of July.</p>	<p><b>Update from CI Pell in red 07.05.08</b> <b>CI Pell</b> to let BA have details of Officers not wishing Welfare at time of incident so this can be fed back to Welfare. <b>Inspector Clarke was tasked to speak directly with both Officers in regard to their experiences at Welfare post incident. He was to pass on details to BA in order that she could forward same to Occupation Health Department.</b></p> <p><b>BA</b> to send good news to relevant supervisors.</p>

	<b>Discussion</b>	<b>Action 14.04.08</b>
<b>7</b>	<p><b>Human Resources Update (cont)</b></p> <p>CS Bruckshaw asked if this was a realistic target given time restraints &amp; would be useful to feedback to Julie Brierley our</p>	<p><b>BA</b> to explore if feedback in respect of time</p>

<p>concerns of short period of time to complete the next phase. BA advised that there are a couple of chapters the same as what has already been completed.</p> <p><i>Police Profile from NSPIS</i></p> <p>BA had put together a profile of a ratio of male and females as concerns had been raised that there were too many females on each shift. Headline figures are:</p> <ul style="list-style-type: none"> <li>• PC's – 119 females, 264 males.</li> <li>• Sgt's – 9 females, 49 males.</li> <li>• Insp's – 6 females, 12 males.</li> </ul> <p>BA advised that she would be looking at Insp Wilkinson's weekend duties in light of his change of circumstances at home. Supt Rogerson has agreed a shift pattern but will need reviewing.</p>	<p>constraints would be useful. Also to determine if a couple of chapters are the same as ones already completed.</p> <p><b>Supt Rogerson</b> to forward review to BA.</p>
<p><b>8 Finance Update</b></p> <p>CS Bruckshaw advised that ACO Potts had pointed out recently that we were the only Division to come in under Budget, however, it was felt that we would be able to lobby for any underspend, approx £30k.</p> <p>CS Bruckshaw asked for thought to be given about the budget, taking into account the CID overspend and SBPO allocation.</p>	<p><b>All</b> to feedback to CS Bruckshaw.</p>
<p><b>9 Feedback from Other Meetings</b></p> <p>CI Baddeley advised that May 19 – 24 is the next planned Week of Action; the Force is asking for 10 warrants a day, however, the Centre have said that we don't do to well on figures.</p> <p>CS Bruckshaw updated briefly from the Territorial Policing Meeting:</p> <ul style="list-style-type: none"> <li>• The roll out of Customer Service Desk was discussed. Currently being trialled at Salford and Trafford, and is very successful. We are at the bottom list; likely to be 2009, however, CS Bruckshaw is currently lobbying this with ACC Thompson.</li> <li>• Targets – graded response will no longer be a target, however the focus will now be on customer satisfaction. Sickness targets may go and a possible review of diversity targets.</li> <li>• Meetings – there has been a move to refine the number of meetings people attend at Chester House. A new process has been proposed that essentially will try to make all meetings occur on one day to minimise travel and impact on Division.</li> <li>• Local Policing Schematic – this matrix gives an indication of where the Force is going in the next 2 years. More details will emerge from Charting the Way on 15<sup>th</sup> May.</li> </ul>	<p><b>CI's Pell &amp; Baddeley</b> to look at our collection data.</p> <p><b>Ch Supt Bruckshaw</b> to circulate proposed matrix to SLT.</p> <p><b>Ch Supt Bruckshaw</b> to circulate this matrix to SLT. Also to arrange meeting to discuss further after clarification from CTW.</p>

	<b>Discussion</b>	<b>Action 14.04.08</b>
<b>10 Communication &amp; Visibility</b>	<p>Messages agreed for this moth for Parade and Team Brief:</p>	<b>All</b> to let Insp Roby have any feedback

	<ul style="list-style-type: none"> <li>• NCLAT – next phase.</li> <li>• Sickness and appraisals – good news that figures are down.</li> <li>• Targets – positive year end performance.</li> </ul>	received from visits to Parades when messages are relayed to staff.
<b>11</b>	<b>Early Filing of Crimes</b>  Ch Superintendent Bruckshaw advised that we're the worst in Force and need to take a robust view. (Expanded on further in DCI Owen's update via email 20.04.08 circulated to SLT by JI)	
<b>12</b>	<b>Any Other Business</b>  Supt McIver requested for health and safety to be a set agenda item at each SLT as he felt we were falling behind again in this area.  BA asked if a small sickness, return to work, etc, presentation etc could be added on the next GRIP slide, incorporating volunteers, POEM/CAP, etc.  Supt McIver advised that Leigh Sports Village has been deemed no longer fit for purpose traffic wise. Miscellaneous issues have emerged due to the fact that the Village is to be used again for rugby matches. A meeting is to be held to discuss these issues and to start a process in resolving them, however, it was generally felt that the Local Authority were not engaging in this matter. It was agreed that Supt Rogerson and CI Pell should be sighted on these issues and outcome of meeting.  Future SLT minutes - Inspector Roby expressed concerns over the fact that any items that are agreed as discharged were to be taken from the mins, as agreed by SLT in March - there was nothing to show the outcome of these actions.	<p>Agreed.</p> <p>Agreed.</p> <p><b>Supt McIver</b> to let CS Bruckshaw have bulleted list of issues in order that these can be flagged with his meeting with Martin Kimber, Director of Environmental Services that afternoon.</p> <p><b>JI</b> to review the minutes in order to briefly show outcomes/decisions of agreed actions.</p>

### Policy Advisory Group

No items.

### Police Federation & Unison Representatives

No items.

### Closed Session

The next meeting will be held on Monday 12<sup>th</sup> May at 8.00am, Conference Room at Wigan

Any **Agenda** items or items for discussion at **PAG and updates** for the minutes must be forwarded to

**JI** by Thursday 8<sup>th</sup> May 2008