

## NOT PROTECTIVELY MARKED



**MEETING:** Putting People First Board  
**DATE:** Thursday 5<sup>th</sup> May 2011  
**TIME:** 10:05 - 11:05  
**VENUE:** PA Members' Room, Police Headquarters

**RECORD OF MINUTES**

Meeting No: 03/2011

**MINUTES ARISING FROM THE OPEN SESSION  
(SUITABLE FOR EXTERNAL DISCLOSURE)**

Persons Present (Full Name, including Rank, Role &amp; Department)

Dave Pickard	Assistant Chief Constable – Executive
Stewart Swinson	Detective Chief Superintendent – Head of Crime Operations
Mick Hartnack	Chief Superintendent – Head of Operational Performance Team (OPT)
Graeme Slaughter	Police Staff – Head of Corporate Planning & Governance (CP&G)
Glenn Gudgeon	Superintendent – District Commander – Hartlepool District
Denise Curtis-Haigh	Police Staff – Head of Human Resources
Dave Nixon	Neighbourhood Policing Programme Manager – Steria
Harry Simpson	Sergeant – Community Engagement – Community Justice
Kimberley Walker	Police Staff – Press & PR Officer – CP&G
Sarah Wilson	Cleveland Police Authority
Clive Pengilley	Police Operational Services (POS) Manager – Steria
Glen Ward	National Policing Improvement Agency (NPIA)
Laura Lindridge	Support Services Clerk – Business Support Services – Steria (Minute Taker)

Para. No.		Action
1	<b><u>APOLOGIES</u></b>	
1.1	Apologies for absence were received from the following –	
	Ian Coates                      Superintendent – Head of Specialist Operations & Communications (SO&C)	
	Ciaron Irvine                      Superintendent – Head of Community Justice	
	Miranda Sykes                      Police Staff – Media & Marketing Manager – CP&G	

## NOT PROTECTIVELY MARKED

	<p>Tara Holford            Police Staff – Planning &amp; Development Manager – CP&amp;G</p> <p>Hazel Pearson        Cleveland Police Authority</p>	
2	<b><u>MINUTES OF OPEN SESSION OF PREVIOUS MEETING</u></b>	
2.1	The minutes from the open session of the previous meeting dated 3 <sup>rd</sup> March 2011 were accepted as a true and accurate record.	
3	<b><u>MATTERS ARISING FROM THE OPEN SESSION OF THE PREVIOUS MEETING</u></b>	
3.1	<p><u>(Item 4.3) Putting People First Refresh – CUPID</u></p> <p>At the last meeting Dave Nixon highlighted the need for a process to capture comments made during face to face interactions with the public. Dave advised that this is now being progressed via the CUPID Development Board.</p> <p><b>Item Discharged to the CUPID Development Board</b></p>	<b>Discharged</b>
3.2	<p><u>(Item 4.7) Putting People First Refresh – Strategic Development Group (SDG)</u></p> <p>It was confirmed that Graeme Slaughter gave an update at the SDG on 29<sup>th</sup> March 2011 in terms of the PPF refresh.</p> <p><b>Item Discharged</b></p>	<b>Discharged</b>
3.3	<p><u>(Item 7.1) Anti Social Behaviour (ASB) Update</u></p> <p>Dave Nixon advised that the ASB Action Plan will now form part of the ASB Gold Group.</p> <p><b>Item Discharged to the ASB Gold Group</b></p>	<b>Discharged</b>
3.4	<p><u>(Item 8.3) Internal Communication, Consultation &amp; Engagement Strategy (ICCE) – Staff Survey</u></p> <p>Denise Curtis-Haigh advised that the staff survey has been picked up as part of the ICCE and will be undertaken later this year.</p> <p><b>Item Discharged</b></p>	<b>Discharged</b>
3.5	<p><u>(Item 8.4) ICCE – Individual from Leeds University Business School</u></p> <p>At the last meeting ACC White advised that an individual had expressed an interest in doing some work within the Force as part of their MBA. ACC Pickard noted that he is meeting with this individual in the near future.</p> <p><b>Item Discharged</b></p>	<b>Discharged</b>

## NOT PROTECTIVELY MARKED

3.6	<p><u>(Item 9.2.5) Action Plan Update – Mosaic</u>          Graeme Slaughter reported that following the last meeting T/C/Supt Summerbell made enquiries around the Force gaining access to Mosaic via the Local Authorities and Fire Service however this has not been possible due to issues around licences.  <b>Item Discharged</b></p>	<b>Discharged</b>
4	<p><b><u>KEY UPDATES</u></b></p>	
4.1	<p><b><u>Putting People First Refresh</u></b>          Graeme Slaughter gave an overview of the National position in terms of performance management noting that the new Governments decision to ‘de-clutter’ the performance landscape has provided an opportunity to return to the basic principles of PPF. The fundamental principles of PPF need to be re-affirmed within the Force.</p>	<b>Graeme Slaughter</b>
4.1.1	<p>The principles of PPF were set out in a diagram, which was agreed at the last Strategic Development Group (SDG). An action plan has been formulated which represents each of the components.</p>	
4.1.2	<p>Graeme Slaughter noted that the action plan will be streamlined and updated for the next meeting.</p>	
4.1.3	<p>There was discussion around diversity and how the external facing elements currently link into this group and the internal elements into the Resource Management Group (RMG).</p>	
4.1.4	<p>Graeme Slaughter noted that the above action plan is a consolidation of the PPF Action Plan the External CCE Action Plan and the Confidence Strategy Action Plan. There is some duplication within the actions, which will be streamlined by the next meeting.  <b>Action</b> – Graeme Slaughter to present an updated action plan at the next meeting.</p>	
4.1.5	<p>There was lengthy discussion around the Communications Strategy in terms of engagement with communities and how this is linked into Neighbourhood Policing.</p>	

## NOT PROTECTIVELY MARKED

4.1.6	<p>ACC Pickard noted that some of the issues under the remit of this group would be better addressed via the SDG. Dave Nixon noted that this group was had originally been operationally focused however ACC White had decided to take a more strategic remit in recent times. He also highlighted that the ToR are operationally focused.</p>	
4.1.7	<p>ACC Pickard noted that he will liaise with the Executive Team around the remit of this group and discuss options with Graeme Slaughter before bringing back to the next meeting. He also highlighted that an additional meeting should be arranged in one month's time to update on developments and agree a way forward.</p> <p><b>Action</b> – ACC Pickard to liaise with the Executive Team regarding the objectives and discuss with Graeme Slaughter.</p>	<b>ACC Pickard</b>
4.2	<p><b><u>Neighbourhood Policing Plus</u></b></p> <p>ACC Pickard advised that he is in the process of arranging a bi-monthly meeting with the Neighbourhood Chief Inspectors and that the Neighbourhood Policing Plus Action Plan will be progressed via this meeting.</p>	
4.3	<p><b><u>Diversity</u></b></p> <p>Denise Curtis-Haigh noted that there is a need for the Force to re-assess itself against the Equality Standards. The evidence collected last year will be sent out to Service Units/Districts and be reviewed to see if it is still current. Once completed this will give an idea of where the Force now sits in terms of the baseline, at which point an action plan can be collated. It is then the plan that this can then be progressed via the Diversity &amp; Equality Action Group.</p>	
4.3.1	<p>ACC Pickard noted that the action plan should be monitored via the Strategic Performance Group (SPG). ACC Pickard advised that he will discuss diversity further with DCC Bonnard.</p> <p><b>Action</b> – ACC Pickard to discuss diversity with DCC Bonnard.</p>	<b>ACC Pickard</b>
4.4	<p><b><u>Anti Social Behaviour</u></b></p> <p>ACC Pickard advised that he will review the membership of and re-launch the ASB Gold Group. He advised that the key focus of this group will be – Repeat Victim Strategy, 5% reduction target and data quality issues.</p>	

## NOT PROTECTIVELY MARKED

4.4.1	<p>It is likely that this meeting will be merged with the Neighbourhood Chief Inspectors meeting (as discussed under item 4.2). Supt Gudgeon suggested inviting the Neighbourhood Managers from the Local Authorities. It was noted that there would be too many Neighbourhood Managers, however it would be useful to invite the Head of Community Safety from each Local Authority. ACC Pickard advised that he will consider this.</p>	
4.5	<p><b><u>Internal Communication, Consultation &amp; Engagement Strategy</u></b>          Graeme Slaughter noted that the suggested amendments from the last meeting have been made and the Strategy will be circulated to Service Unit Managers / District Commanders in the near future for formal consultation.</p>	
4.5.1	<p>ACC Pickard asked how this strategy links into other strategies i.e. the Police Authority and Local Authorities Strategies. Graeme Slaughter advised that they are complementary.</p>	
5	<p><b><u>FUTURE DIRECTION OF THE GROUP</u></b></p>	
5.1	<p>There were no further items raised for discussion.</p>	
6	<p><b><u>ANY OTHER BUSINESS</u></b></p>	
6.1	<p>There were no issues raised for discussion.</p>	
7	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p>	
7.1	<p>As discussed an extra meeting will be arranged for mid June 2011.  <b>Action</b> – Laura Lindridge to arrange a meeting in mid June and circulate a meeting planner.  <b>Action Completed 05.05.11</b></p>	<p><b>Laura Lindridge Complete</b></p>
7.2	<p>The next meeting will be held on Tuesday 14<sup>th</sup> June 2011 at 2pm in the Police Authority Members' Room, Police Headquarters.</p>	

**RESTRICTED**  
**MINUTES ARISING FROM THE CLOSED SESSION**  
**(NOT SUITABLE FOR EXTERNAL DISCLOSURE)**

Persons Present (Full Name, including Rank, Role & Department)

--

Para. No.		Action