

**Safer Nottinghamshire Board**  
**Performance Group Meeting**

**23 June 2009 – Falconry Meeting Room County Hall**

**Members Present**

		<b><u>Title</u></b>
RAH	Richard Hodge (Acting Chair)	NCC Service Director Community Safety, Resilience and Protection
CK	Chris Kelly	DAAT Team Leader, Criminal Justice & DIP Lead
HJ	Helen Jebb	Ch Supt Nottinghamshire Police
LJ	Laurence Jones	Head of Service, Nottinghamshire Youth Offending Service
MT	Mark Taylor	Director of Enterprise Nottinghamshire Probation

**Other Attendees:**

AMH	Ann Marie Hawkins	Head of Safer and Stronger Communities NCC
JPB	Josephine Baldwin	Note Taker NCC

**Apologies for Absence**

IA	Ian Ackerley	ACC Nottinghamshire Police (Chair)
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<b>Item</b>	<b>Issue</b>	<b>Action</b>
<b>1.00</b>	<b>Welcome and Apologies</b>	
	<p>RAH welcomed the Group to the meeting and gave the Group a Political update. He informed that there had been a change of power from Labour to Conservative at the County Council due to the local elections. The new Portfolio Holder is Cllr Mick Murphy who is a Conservative Cllr from Hucknall. The Community Portfolio would be focused on Community Safety. Cllr Murphy currently works for Rolls Royce and will be leaving in October in light of this Cllr Murphy will be shadowed by Cllr Mark Spencer. The top three priorities are 1) Community Policing, 2) Anti-Social Behaviour and 3) Alcohol and Young People.</p> <p>HJ asked about an introduction between the Nottinghamshire Police Chief Constable and Cllr Murphy. It was discussed and agreed that HJ would speak to Sybil Laing Richard's PA and the Chief to organise a meeting between the Nottinghamshire Police and Key Members.</p>	<b>HJ</b>
	<p>RAH informed that Cllr Murphy would sit on the Safer Nottinghamshire Board but possibly not as the Chair. It was agreed that RAH and Tim Malynn would discuss possible options.</p>	<b>RAH</b>
	<p>RAH also informed that he felt that Cllr Murphy should attend the next SNBPG for an introduction which was agreed.</p>	<b>RAH</b>

Item	Issue	Action
	<p>The Group were informed by RAH that Cllr John Clarke of the Nottinghamshire Police Authority might still be a Safer Nottinghamshire Board Member and Cllr Darrel Pulk from the Nottinghamshire Fire &amp; Rescue Authority had been re-elected but his status was not yet clear.</p> <p>RAH then informed that commissioning and budgets had not yet been discussed but the Conservative Central Office was currently in attendance at Nottinghamshire, Derby and Lancashire.</p> <p>RAH also informed the Group that Tim Spinks (TS) from Nottinghamshire Police would be starting at the SNB Coordinator at of Monday 6 July.</p>	
<b>2.00</b>	<b>Minutes of 6 May 2009 Meeting &amp; Matters Arising</b>	
	<p>The minutes from the last meeting of 6 May 2009 were discussed and CK asked that it be noted that hers and IA's action from Page 4 related to 'Conditional Cautions' for clarity. The minutes of 6 May 2009 were then agreed for accuracy.</p>	
	<p>It was unclear if the report for the negotiating of the LAA Targets process in preparation for 09/10 refresh had completed by Sharon Squires. The Group agreed that the SNB Coordinator would pick this up once in post. RAH to discuss with SNB Coordinator.</p>	<p><b>RAH/ TS</b></p>
	<p>CK reported that the Alcohol Plans were on today's meeting agenda.</p>	
	<p>Delivery Group Implementation Plans had been sent and Sharon Squires had written the report.</p>	
	<p>It was agreed that the Finance Protocol should still be brought to the 12 August 2009 meeting of the SNBPG and that a Sub Group was required made up of AMH, TS, MT and CK. JPB to organise the meeting of this Sub Group. HJ informed that due to Mike Newbold's health, Julie Wilson was taking over the Partnership Work.</p>	<p><b>JPB/ AMH</b></p>
	<p>The draft Risk Register was noted as being on today's meeting agenda.</p>	
	<p>HJ reported that she has supplied Staff Officer Steve Peaks with the information to assist tracing of he decisions the positions.</p>	
	<p>CAA on today's meeting agenda.</p>	
	<p>Appointment of the SNB Coordinator on today's meeting agenda and RAH was still awaiting to hear from Nottinghamshire County Council HR department for the terms of Jo Baldwin's temporary employment as support to the SNB Coordinator.</p>	<p><b>RAH</b></p>
	<p>Establishment of an SNB Executive Meeting on today's meeting agenda</p>	

Item	Issue	Action
	<p>SNBPG Development Session. JPB reported that this has been booked in diaries for 11 November taking place at the Nottinghamshire Police HQ Sherwood Lodge, with the SNBPG meeting taking place 10am till 12pm followed by a 30min lunch and a 2 hour development session from 12.30pm till 2.30pm.</p>	
	<p>The exit strategy for Sharon Squires Director of Change had been presented by Sharon to the Director of Change Steering Group. The Group agreed that this strategy was being worked through.</p>	<b>ALL</b>
	<p>The SNB Agenda and papers for the Board meeting of 22 May had been prepared. IA to discuss future arrangements with the Chief Constable</p>	<b>IA</b>
	<p>The Group were aware that the Local Criminal Justice Board (LCJB) held its meeting on 4 June. IA to report back at the next SNBPG meeting and it to be an agenda item. HJ reported that she was aware that she was aware that the LCJB, SNB and CDP are working together and the confidence work is being carried out. RAH asked AMH to speak to Peter Saunders and Kirti Shah regarding the linking and the confidence plan. RAH asked HJ if linkages between LCJB had been discussed at the CDRP conference that she had attended in London. HJ reported that there had been nothing specific however in one of the workshops it was indicated that it should be done better.</p>	<b>IA</b>  <b>AMH</b>
<b>3.00</b>	<p><b>Minutes of 18 May 2009 Extraordinary Meeting &amp; Matters Arising</b></p>	
	<p>The minutes from the extraordinary meeting of 18 May 2009 were discussed and agreed for accuracy. It was noted that all of the actions had been carried out to ensure the writing of the narrative for the CAA.</p>	
<b>4.00</b>	<p><b>CAA Update</b></p>	
	<p>AMH thanked the Group for their help with the completing of the narratives which had been a good piece of joint working. AMH then reported that the documents was 12 to 13 pages long and had been worked from the CDRP point of view. AMH then thanked HJ for presenting the report to Steve Barnett. HJ and RAH reported that the presentation had seemed to come across well. The Group decided that it would be good for Steve Barnett to be invited to meet with the SNB Performance Group, so that feed back to issues can be got. RAH informed that he would circulate the slides from the Presentation to the Group.</p>	<b>RAH</b>

Item	Issue	Action
	<p>AMH mentioned that Peter Elderton wanted official information but that they would plan now, it was agreed that for serious acquisitive crime in respect of Ashfield and Mansfield that this would be something for the Crime &amp; Disorder Delivery Group HJ agreed and AMH agreed that she would speak to Barry Harper. ALL agreed that AMH would sort out the coordination of the local delivery units, compile Peter Elderton next steps.</p> <p>MT pointed out the progress that had been made with relationships.</p> <p>RAH asked for the CAA Assessment to be a regular item on the SNBPG agenda.</p> <p>AMH asked JPB to ensure that Tim Spink received a copy of the CAA papers.</p>	<p><b>AMH</b></p> <p><b>RAH/ IA</b></p> <p><b>JPB</b></p>
<b>5.00</b>	<p><b>Appointment of SNB Interim Coordinator and Coordinator</b></p> <p>RAH informed the Group that interviews had been held on the Thursday 18 June with himself, Ruth Hyde and Helen Jebb on the interview panel.</p> <p>RAH then reiterated that Tim Spink from the Nottinghamshire Police had been successful, had accepted the position and would be starting on Monday 6 July for a period of 3 months first due to HR regulations and then rolling on for another 3 months.</p> <p>The position of the Coordinator was discussed and RAH asked the Group for feed back on the Job Description and Person Specification to assist with the improvement of the current band the position the currently in. JPB to send out Job Description and Person Specification to the Group for a 1 week turnaround with comments.</p>	<p><b>ALL</b></p> <p><b>JPB</b></p>
<b>6.00</b>	<p><b>City Treatment Plan Review</b></p> <p>CK informed the Group that the had been a misunderstanding with this item being on the agenda as it should have gone to the SNB and that the September was too far away. CK explained that the schedule from CDP had not yet been received and that she would continue to request it.</p> <p>RAH requested that the Treatment Plan Review but put on to the next SNBPG meeting agenda for an update.</p>	<p><b>CK</b></p> <p><b>RAH/IA</b></p>

<b>7.00</b>	<b>Joint LAA Scrutiny Committee</b>	<p>RAH went through the report explaining that the group contains elected members from both County and Districts, the report was discussed and it was agreed that the ownership would rest with the SNBPG as it seemed logical.</p> <p>AMH agreed to send the draft relating to Adrian Dudley and the Crime &amp; Disorder Delivery Group.</p> <p>RAH requested that this be on the agenda for the next SNBPG meeting.</p>	<p><b>AMH</b></p> <p><b>RAH</b></p>
<b>8.00</b>	<b>Change Programme Update</b>	<p>RAH felt that the continuation of Sharon Squire's work with the Change Programme would be a task for Tim Spink when he started All agreed.</p> <p>AMH asked about the OPM report and JPB informed that the report had been received the day before and had been sent to Sharon Squires as Sharon had wished to send out the OPM and Kings College reports to the SNB. The Group requested that JPB forward a copy of the OPM report to them and that RAH and IA would like to see sight of Sharon's email before it is sent to the SNB.</p> <p>The Group agreed that the Change Programme work should now be called the SNB Development Programme and that it should be a recurring agenda item for this Group.</p>	<p><b>TS</b></p> <p><b>JPB</b></p> <p><b>RAH/IA</b></p>
<b>9.00</b>	<b>Risk Register</b>	<p>The Group discussed the paper and agreed that it should be part of the Development Plan and that it should be marked as a confidential document due to the possibility of sensitive information being captured on it, its name should be changed to the SNB Outward Framework and it would be a living document.</p> <p>CK asked that on point 8 the sentence about the DAAT is removed all agreed.</p> <p>RAH informed that he would send out a copy of the NCC Emergency Template to the Group for their opinions of the possibility of using that template which TS would manage.</p> <p>RAH requested that this would be a future agenda item.</p>	<p><b>RAH</b></p> <p><b>JPB</b></p> <p><b>RAH</b></p>
<b>10.00</b>	<b>Information Sharing Protocol</b>	<p>The Group discussed the paper and agreed that AMH would speak to Chris Walker and RAH would speak to Chris Kenny about the involvement of the PCT.</p>	<p><b>AMH &amp; RAH</b></p>
<b>11.00</b>	<b>DAAT Alcohol Plan</b>	<p>The Group discussed the plan and agreed that it required tweaking in respect of dates, that it would go to the SNB meeting in September having been to the SNBPG meeting in August as the Board were required to have ownership of this document. The Group were asked to feed any comments or amendments back to CK. RAH commented that he would discuss it with Mark Walker from Trading Standards.</p>	<p><b>ALL</b></p> <p><b>CK</b></p> <p><b>RAH</b></p>

	<p>CK then mentioned the ‘Selling Alcohol Responsibly – A consultation on the new code of practice for alcohol retailers’. CK agreed to inform the Group of the date for the above through JPB.</p> <p>The Group agreed that CK would inform Chris Kenny that there would be one response from the SNB.</p> <p>AMH agreed that she would inform Kirti Shah and that Kirti and John ?????? would have a telephone conversation.</p>	<p><b>CK</b> <b>JPB</b></p> <p><b>AMH</b></p>
<b>12.00</b>	<p><b>Reducing Reoffending Relationship Mapping</b></p> <p>MT asked that the Group approve the recommendations made in the report. The Group approved the report and felt that it was a good idea.</p>	
<b>13.00</b>	<p><b>Central Strategic Analytical Unit (SAU)</b></p> <p>AMH reported that the recommendation from the Holden McAlister report had been agreed by the SNB and that a group consisting of herself, HJ some of the analysts had been put together to get the SAU established.</p> <p>AMH informed that the SAU group had held its first meeting which she felt had been successful and that job descriptions for the posts were being prepared along with NCC HR.</p> <p>HJ informed that the performance analyst adverts were ready and she was trying to get them through as quickly as possible.</p> <p>HJ also informed the Group that that morning Lee Whitehead had resigned that morning.</p> <p>HJ then informed that Dave Hill had pulled together an Analyst Network Group which she understood was working well.</p> <p>RAH and AMH agreed to meet to discuss the panel for the positions, JPB to see if Ruth Hyde would be a panel member.</p>	<p><b>RAH</b> <b>AMH</b></p> <p><b>JPB</b></p>
<b>14.00</b>	<p><b>Progress of Delivery Groups</b></p> <p>RAH requested that a brief report be prepared by the Chairs of the Delivery Groups in future that could be sent out with the meeting papers to save time in the meeting. LJ asked JPB to issue a reminder a couple of weeks in advance.</p> <p>HJ reported on the Crime &amp; Disorder Delivery Group stating that the group had not meet since the last meeting but would be having a development session the next day where they would go over: Ashfield and ASB, South Notts and Acquisitive Crime sharing good news and the responsibilities of the CDRPs, tow tier performance management and the development of the group.</p> <p>HJ also reported that the SNB Burglary Gold Groups campaign was currently taking place.</p> <p>MT reported on the Reducing Re-offending Delivery Group saying that it was now a combined group and as of the 8 July it would be a joint meeting bringing in the LCJB and Health.</p> <p>MT informed that the key business and rate was good in Nottinghamshire, there was a good sign of reduction in re-offending and that there was an operational group that sat underneath the delivery group which dealt with more detail and had the local feel which feeds up with good links into the delivery group.</p>	<p><b>ALL</b> <b>JPB</b></p> <p><b>AMH</b></p>

HJ asked about the OPM Integrated Offender Management report. AMH agreed to chase Barry Harper up on the progress of this report. **AMH**

CK reported on the Substance Misuse Delivery Group stating that the next meeting of the group was 29 July. CK informed the Group that the DAAT has held the SNB Substance Misuse seminar on 11 June which had gone well although she and the Home Office representative were disappointed by the lack of SNB members that attended but that the event had gone well.

AMH informed that the Community Cohesion Delivery Group would report at the next meeting. **AMH**

LJ reported on the Integrated Youth Support Delivery Board stating that the current group was going to be realigned to make it more focused and that he is likely to chair this new group and he would keep the Group updated. **LJ**

RAH informed that the next Countywide PREVENT meeting would be on 6 July and asked if possible for LJ to attend. **LJ**

HJ asked who would be the link with the Police and the Schools. LJ replied that it had been Wes McDonald and he now believed it to be Steve Edwards but he would come back with more information. **LJ**

#### **15.00 Establishment of SNB Executive Group**

RAH asked the Group to come back to the next meeting being 12 August with their thoughts and opinions as there was a question if the Executive Group was needed. **ALL**

#### **16.00 SNB Agenda and Papers**

AMH mentioned that there had been an issue with logos and that she would report back at the next meeting. **AMH**

All agreed to feed their ideas for the next SNB Meeting Agenda into JPB for the next meeting. **ALL  
JPB**

#### **17.00 AOB**

??? I have written in my notes – Frequency – workloads capacity??

#### **Dates /times and locations for next meetings**

~~5 Feb 2009 3.30 to 5.30 @ Meeting Room 1 Police HQ cancelled due to the snow~~

~~19 March 2009 PM TBA~~

~~6 May 2009 2pm till 4pm Meeting Room 2 Nottinghamshire Police HQ~~

~~18 May Extraordinary Meeting Re: CCA, 09.30 to 11.30 Falconry Room County Hall~~

~~23 June 2009 10am till 12pm Meeting Room 3 Nottinghamshire Police HQ~~

12 August 2009 10.30am till 12.30pm Committee Room C County Hall

21 September 2009 10.30am till 12.30pm The Exchange County Hall

11 November 2009 10.00am till 12.00pm Meeting, 12.00pm till 12.30pm Lunch, 12.30 till

02.30pm **Development Session**. Meeting Room 3 Nottinghamshire Police HQ

15 December 2009 2pm till 4pm The Exchange County Hall