

# PROGRAMME REGISTER

## Monthly Report June 2006

Project Details			DoT Project Resources			Project Progress			Progress / Comments	
Project No	Project Title	Project Lead	CTM Lead	Work Status	Estimated Total Project Costs	Next Stage Boundary	Start Date	End Date	Interdependencies and Links to external enquiries	
<b>INTELLIGENCE COMMAND</b> All Projects funded within current 06/07 Budget										
Implementation Project 1/06	<b>DPS Reception Desk</b> (To provide a 'reserve' function, a helpdesk facility and the first point of contact for people contacting the DPS)	DCI Paul McGregor	DCS Steve Gwilliam Intelligence Command	High	Staff and IT (IT awaits costing)	Workstrand Leads progressing implementation in line with Project Plan milestones. Recruitment and training of staff remains the top priority.	01/04/2006	30/11/2006	To be populated by end of June 2006	New Reception Desk Team selection almost complete - just awaiting selection of a Band D and 5 Band Es. Furniture and digital phones now installed. Extended hours now introduced from 8.00am - 8.00pm. TRIBUNE System implementation ongoing to replace CDS system and all data transferred to TRIBUNE in mid-May. DI Connors selected and will join on 1 July. Training and development of staff ongoing. Publicity to commence from end June once Staff and IT are expected to be working to full capacity.
Implementation Project 2/06	<b>Review of Intelligence Systems and Processes</b>	Det Supt Rick Reynolds	DCS Steve Gwilliam Intelligence Command	High	Staff and IT (IT awaits costing)	Action Plan to be drawn up by end of June 2006 by DCI Jessica Jones now that the review has been conducted by the Intelligence Standards Unit.	01/04/2006	30/11/2006	To be populated by end of June 2006	Phased approach to reviewing Intelligence Systems and Processes. To provide robust and clear leadership for the DPS in the use of Intelligence and to integrate processes within the Reception Desk function. The current IT systems (Clue 2 and Crimint +) will be upgraded and processes integrated with the Intelligence Manager software package to be implemented by September 2006. The Intelligence Standards Unit Review has identified a number of recommendations to be formulated into an action plan for completion by September 2006.
Implementation Project 3/06	<b>Management Information</b> (To review Management Information requirements for the four new DPS Commands)	Mike Clark	DCS Steve Gwilliam Intelligence Command	Medium	Staff and IT (IT awaits costing)	Project Plan to be drawn up by end of June 2006	01/06/2006	30/11/2006	To be populated by end of June 2006	To review management information requirements for the four new commands. Scoping continues in conjunction with developing the TRIBUNE system.
Implementation Project 4/06	<b>Developing an Environmental Scanning function</b>	Mike Clark	DCS Steve Gwilliam Intelligence Command	Medium	Opportunity costs plus any costs to access external information	Project Plan to be drawn up by end of June 2006	01/06/2006	30/11/2006	To be populated by end of June 2006	To scope the function. Additional resources will be required to take on this function. Authority to recruit staff with specialist skills will need to be sought.
<b>INVESTIGATION COMMAND</b> All Projects funded within current 06/07 Budget										
Implementation Project 5/06	<b>Early Informal Local Resolution and Empowering Local Managers</b> (To professionalise the role of SPOCs)	Det Supt Tony Evans and DCI Brian Dillon	DCS Carl Bussey Investigation Command	High	Staff Costs only	Initial training of SPOCs to be concluded by end of June 2006.	01/04/2006	01/11/2006	To be populated by end of June 2006	By the end of June, the first tranche of training for B/OCU SPOCs will have been completed. Feedback forms from the training days have been completed by candidates and the results have been extremely positive. The second tranche of training is currently being progressed by DCI Brian Dillon who will also plan the direction and timing of future SPOC activity. The BOCU pilot site at Croydon continues to be progressed by D/Supt Evans (POL Command).
Implementation Project 6/06	<b>Transition of Anti Corruption Command (Operations) to Investigation Command</b>	DCI Steve Kershaw / Det Supt Gordon Briggs	DCS Carl Bussey Investigation Command	Medium	Staff Costs only	Transitional changes take effect on 3rd April 2006. PROJECT COMPLETE.	01/04/2006	01/06/2006	To be populated by end of June 2006	Transfer of staff and resources took effect on 03/04/2006. D/Supt Briggs has provided key briefings on the changes and way forward to all staff.
Implementation Project 7/06	<b>Investigative Support Officers (ISOs)</b> (Piloting the role of seven ISOs in DPS)	DCI Steve Kershaw / Det Supt John Levett	DCS Carl Bussey Investigation Command	Medium	Staff Costs Only	Meeting to be arranged with central HR to discuss Hay bandings and the potential for shadow banding for ISOs. To link in with Workforce Modernisation Project Plan in due course.	01/04/2006	30/11/2006	To be populated by end of June 2006	Seven ISO's currently in post. Ongoing pilot and change project. Workforce Modernisation Benefits to link in with review of Support Services and Pilot of Investigative Support Officers. Request made on 1/3/06 to further workforce modernisation posts, beyond 7 ISOs. Mike Parker SCD has reviewed the pilot for DPS and the recommendations are currently being considered. A focus group has been held with the seven ISOs to examine roles and responsibilities from their perspective.
Implementation Project 8/06	<b>Enhanced Witness Care</b> (To promote greater victim and witness care during DPS investigations)	DCI Steve Kershaw / DCI Peter Howarth	DCS Carl Bussey Investigation Command	Medium	Staff Costs only	To examine potential new work falling out from enhanced witness care - a number of costed models will be prepared showing the impact of recruiting specific witness care officers (police staff) at each of the Borough Support Units. Further scoping is required to assess training needs.	01/04/2006	01/11/2006	To be populated by end of June 2006	To develop processes and policies for greater victim / witness care. The scope of this project has been increased to a more holistic package of victim / witness care. The project will encompass policy changes relating to the recent Police Reform Act legislation which sets criteria for the updating of officers, complainants and witnesses who are party to matters. A focus group has been convened and a flow chart of current activity has been compiled. This will be reviewed by a representative from Operation Emerald and discussed at a meeting on 16th June. Citizen Focus have also been invited to attend this meeting.

# PROGRAMME REGISTER

## Monthly Report June 2006

Project Details			DoT Project Resources				Project Progress			Progress / Comments
Project No	Project Title	Project Lead	CTM Lead	Work Status	Estimated Total Project Costs	Next Stage Boundary	Start Date	End Date	Interdependencies and Links to external enquiries	
Implementation Project 9/06	<b>Investigative Strategy Reviews</b> (Early involvement with investigating officers regarding investigative strategy and review, from a misconduct perspective)	DCI Steve Kershaw / DCI Peter Howarth	DCS Carl Bussey Investigation Command	Medium	Staff Costs only	Identifying links with Prevention and Organisational Learning Command and defining new procedures for strategy reviews and briefing of staff on new protocols.	01/04/2006	01/11/2006	To be populated by end of June 2006	Early involvement with Investigating Officers regarding investigative strategy and review from a misconduct perspective. DCI Howarth to define the new processes and procedures for Strategy Reviews. Process Mapping will be undertaken to understand when engagement occurs within the investigation. To this end, a menu of factors has been produced to assist IOs in identifying when a case should be brought to the attention of the Misconduct Advice Unit for their involvement. Agreement for this approach was given at the Investigation Command DCI Forum for ratification at the next Investigation Command SMT.
Implementation Project 10/06	<b>Transition of Misconduct Unit to Investigation Command</b>	DCI Steve Kershaw / DCI Peter Howarth	DCS Carl Bussey Investigation Command	Medium	Staff Costs only	Staff from MAU join the Misconduct Unit at Tintagel House on 30th March 2006. PROJECT COMPLETE.	01/04/2006	01/11/2006	To be populated by end of June 2006	DCI Howarth has informed officers and staff of the changes that will occur from 1st April. The movement of Misconduct Advice Unit to Tintagel House took place on 30th March 2006. Officers and staff have been briefed and roles and responsibilities have been drawn up and agreed. A process for monitoring and evaluating effectiveness will be devised as part of the project work to be undertaken.
<b>PREVENTION &amp; ORGANISATIONAL LEARNING COMMAND</b>										
All projects funded within current 06/07 budget										
Implementation Project 11/06	<b>Harmonising Claims Management</b> - Introduction of new IT for Accident Claims. - Reviewing and harmonising processes within Accident Claims and Civil Actions. - Developing marketing messages around claims prevention.	A/DCS Andy Campbell	A/DCS Andy Campbell Prevention & Organisational Learning Command	Medium	Staff and IT (IT awaits costing)	Completion of the review of claims handling processes proposing actions for improvement. Review the units' management information.	01/04/2006	01/11/2006	To be populated by end of June 2006	High level process maps computerised and circulated for approval. Meeting held between DoI, DPS IT and the POL Project Manager to discuss finding both a short-term replacement for ACB's software and a long term solution fitting in with the MPS IT Strategy.
Implementation Project 12/06	<b>Learning the Lessons</b> - Identifying and progressing DPS Organisational Learning - Enhancing and expanding prevention training - Developing the DPS Review unit	Det Supt Tony Evans	A/DCS Andy Campbell Prevention & Organisational Learning Command	Medium	Staff Costs only	Liaison with Intelligence Command on how to share learning from their work. To contact Citizen Focus and Together programmes regarding their enabling of Organisational Learning. Draft Standard Operating Procedure for Organisational Learning. Plan, schedule and draft White Notes for probationer training.	01/04/2006	01/11/2006	To be populated by end of June 2006	Staff selected for Prevention and Reduction Team and await posting. All BOCU Commanders aware of POL Command through briefings to all, including Link Commanders. Engagement with DPS Supts, DCIs and DIs on Borough Support. Meeting with DoI held to begin scoping organisational learning software requirements. Three custody seminars for prevention training delivered to over 350 custody sergeants and managers. Excellent feedback received. Meetings with Leadership Academy and Intelligence Command regarding delivery of corporate POL message at Sergeants and Inspectors courses to be jointly delivered by Intelligence and POL.
Implementation Project 13/06	<b>Managing Prevention Information</b> - Develop a performance management framework for the Prevention and Organisational Learning Command - Develop the management information required to develop prevention activity - Review the records management of DPS information	A/DCS Andy Campbell	A/DCS Andy Campbell Prevention & Organisational Learning Command	Medium	Staff and IT (IT awaits costing)	Finalise and circulate the report on the PAU's regular management information reporting. Finalise summary report on the POL MMR for formal agreement of the content. Plan how the MMR will be produced.	01/03/2006	30/11/2006	To be populated by end of June 2006	Performance Indicators and Targets have been proposed for the year. The Performance Analysis Unit and POL Project Manager have discussed with each unit their management information for inclusion in the POL Command Monthly Management Report (MMR). TRIBUNE formally launched (although this falls under the Intelligence Command, its inception impacts greatly on POL Command).
Implementation Project 14/06	<b>Communications &amp; Marketing</b> - Coordination of DPS Communication & Marketing - DPS Intranet development - Developing and establishing a programme of Prevention Road shows - Developing Communications and Marketing Support to the DPS	A/DCS Andy Campbell	A/DCS Andy Campbell Prevention & Organisational Learning Command	Medium	Staff Costs only	Completion of the new Intranet site onto the corporate MPS intranet and publish the launch. Formalise process for publication of DPS CTM minutes and draft a follow up key brief for DPS staff. Propose that the Communications Timetable becomes a standing agenda item for each DPS Command's SMT meetings - to capture good news stories and publicity opportunities.	08/03/2006	30/11/2006	To be populated by end of June 2006	Meeting held with DPS's Department of Public Affairs (DPA) representative about working together. Intranet site restructured in draft form, out of date content weeded and short updates obtained. Next stage plan drafted for a full revamp of the DPS intranet site. MPS Design Studio contacted for advice on a logo for the POL Command.
<b>BUSINESS SUPPORT AND OVER-ARCHING PROGRAMME ISSUES</b>										
All projects funded within current 06/07 budget										

# PROGRAMME REGISTER

## Monthly Report June 2006

Project Details			DoT Project Resources				Project Progress			Progress / Comments
Project No	Project Title	Project Lead	CTM Lead	Work Status	Estimated Total Project Costs	Next Stage Boundary	Start Date	End Date	Interdependencies and Links to external enquiries	
Implementation Project 15/06	<b>Review of Support Services</b> (Reconfiguration of DPS within DCC / SIC)	Richard Dronfield	Brian Harrigan (SIC - Business Support)	Medium	Staff and IT (awaits further guidance)	Awaiting corporate decision before Project Plan is drawn up.	01/04/2006 (working timescale)	01/11/2006 (working timescale)	MPS Service Review	Change Management relating to reconfiguration of Support Services within DCC / SIC. Awaiting outcome of ongoing corporate level discussions. DPS Business Support currently operating at 'minimum model'.
Implementation Project 16/06	<b>Programme Management and Consultation Plan</b>	Nadia Musallam	Brian Harrigan (SIC - Business Support)	Medium	Staff Costs only	No separate Project Plan required. Consultation requirements identified by each of the Project Leads for their individual projects.	01/04/2006	01/11/2006		Ongoing professional project management support to Project Leads. To also ensure that appropriate and timely consultation is being undertaken.
Implementation Project 17/06	<b>IT / IS Systems and Processes</b>	Les Ding	Brian Harrigan (SIC - Business Support)	Medium	Staff and IT (awaits costing)	Engagement to continue with Les Ding, Senior Technical Services Manager, DPS and Daniela Righi, DoI Account Manager to ensure that IT requirements are met to time and budget.	01/04/2006	01/11/2006		To continue to manage resources and provide on going support to Project Leads in helping them identify, scope and plan their IT requirements, where necessary.
Implementation Project 18/06	<b>HR Plan</b>	Richard Dronfield	Brian Harrigan (SIC - Business Support)	Medium	Staff Costs only	Providing a support function to Project Leads	01/04/2006	01/11/2006		No Project Plan required. To monitor and provide a support function to Project Leads. May need to review once outcome of Review of Support Services is known. Will also link into plan for Workforce Modernisation. HR Staff undertaking Workstrand Lead function for DPS Reception Desk.
Implementation Project 19/06	<b>Workforce Modernisation</b>	Nadia Musallam / Richard Dronfield	Brian Harrigan (SIC - Business Support)	Medium	Staff costs only	Project Plan to be drawn up by end June 2006.	01/04/2006	01/11/2006	To be populated by end of June 2006	A paper has been written setting out the DPS approach to taking forward greater modernisation within the financial and management constraints imposed upon the Directorate. The paper has been discussed and agreed corporately with Stephen Rimmer, DAC Roberts and others and was presented at DPS Review Project Board on 30th March 2006.
Implementation Project 20/06	<b>Accommodation Plan</b>	Richard Dronfield / DPS Implementation Team	Brian Harrigan (SIC - Business Support)	Medium	Staff costs only	Awaiting plans for SIC/ Support Services final location, before further accommodation plans can be determined for DPS staff.	01/04/2006	01/11/2006		The DPS Implementation Team are awaiting the outcome of plans for the set up of SIC and brigading function for support services to determine future plans for DPS staff to all be located at Jubilee House.