


MINUTES		Meeting: IOD Reviews - Process Meeting			
Date: Tuesday 01 March 2016					
Time: 15:30 hrs					
Location: Avon Room, HQ					
Attendees: Julian Kern (JK) Cathy Dodsworth (CD) David Bulpitt (DB) Julie Davies (JD) Wendy Thompson (WT) Christine Jones (CJ) Sarah Cryer (SC) Hilary Coombs (HC)					
Apologies: none				Classification: Official	
Item	Subject			O	C
1.	Purpose of meeting: to relook at processes to ensure fit for purpose. A recent IDRPs review was conducted. It was agreed that it would be good practice to set expectations of time limit and keep in touch at least monthly. Proposed new process to be adopted: Discussion took place regarding the process of managing these reviews eg; the use of the questionnaire; the introduction of a panel to review the questionnaire, resourcing of the administrative function and identifying a SPOC. It was agreed that further discussions would be held at the next Liaison Group meeting at the end of March 2016. It was agreed that the next set of reviews would now commence.			CJ	
	<div></div>			DB & CJ	
	It was agreed that a detailed process map of review process needed to be created.			CJ/SC link up with OHU/ Legal/ Jo Drewe	

***Important note:** The minutes of this meeting have Open (O) and Closed (C) sections. Closed sections contain information which is not for general publication, which is recognised by 'exemptions' in the Freedom of Information Act. This does not preclude a request for information under the Act. **Please ensure the entry is colour blocked to ensure it is obvious that the information within the box should not be disseminated.** Should you be in doubt please see the guidance available on the intranet: [**ACPO FOI Central Referral Unit Guidance to Minute Taking in the Police Service.**](#)