

## Devon and Cornwall Police Authority Minutes

A meeting of the **Chairs' Committee** was held on 29<sup>th</sup> May 2009 in the Conference Room, Endeavour House, Woodwater Park, Exeter starting at 10:00am.

**Present:**

Chairman.... J Smith

Mr M Bull, Mr B Greenslade, Mr M Hicks, Mr D Money, Mr B Preston, Mrs L Dunn and Mrs L Williams

**Officers in Attendance: -**

**Police Authority** Mr J Glasby (Treasurer), Mr R Martin (Acting Chief Executive) (not present for item C/97), Miss N Walters (Personal Assistant to the Chief Executive) (not present for item C/97) and Mr C Schofield (HR Consultant)

**Constabulary** Mr S Otter (Chief Constable), Mr S Vry (Programme Director) and Mr C Haselden (Director of HR).

**C/87 Apologies for Absence**

No Apologies were given

**C/88 Declarations of interest**

No declarations of interest were given.

**C/89 Minutes of the meeting held on 24<sup>th</sup> April 2009**

**RESOLVED** That the minutes of the meeting held on 24<sup>th</sup> April 2009 be agreed as a correct record.

**⌘ C/90 Items Requiring Urgent Attention**

The Chairman informed Members that there were three items requiring urgent attention. They were:

- Member Training
- Police Authority Inspection
- Exeter Property Project

Member Training

Members of the Committee were informed that a series of 1 to 1 interviews regarding Member training and development needs had now been completed by all but one of the Members. This means that, for the first time, the Authority is able to identify both individual and Authority-wide training requirements to better support Members in their roles.

Items discussed during the consideration of this item included:

- The Police Authority Learning and Development plan for 2009-2010
- The possibility of linking in with other partners to carry out the appropriate training that Members require
- The option for Members to train other Members

- Regional training for Members. The Chief Executive was asked to raise this possibility at the next Chief and Chairs' Meeting
- The feedback that has been received from Members regarding the training. It was hoped that Members who have not yet sent back feedback forms would do so
- The importance of carrying out this exercise and how it may link in with the Police Authority Inspection
- Gratitude expressed to Mrs L Dunn for taking this work forward

#### Police Authority Inspection

Members were informed that a productive meeting of the Police Authority Inspection Working Group took place on 22<sup>nd</sup> May 2009. An update of the meeting was given.

Items discussed during the consideration of this item included:

- That defined Terms of Reference were needed for the group
- The objectives for the group
- The Authority's need to respond to the APA on the Police Authority inspection by 5<sup>th</sup> June 2009 as well as to the Home Office by 10<sup>th</sup> June 2009
- That the group felt that the questions that had been asked in the consultation were acceptable and fair
- The questions that were in the consultation document were read out to Members along with suggested comments/answers that the Working Group had prepared
- The scoring that will be used throughout the inspection
- That every Member has a role to play in the inspection
- That an away-day for the Police Authority will be arranged for August/September
- Communications with the NPIA
- The Chairman asked that Mrs L Dunn complete the APA skills survey on behalf of the Authority

#### **RESOLVED:**

- i. that the terms of reference for the Police Authority Inspection Working Group be approved.
- ii. that the responses that have been drafted by the Working Group in relation to the consultation questions be approved.

#### Exeter Property Project

The Treasurer gave Members a brief update on the Exeter property project.

**RESOLVED:** that the Treasurer be given authority to progress certain provisional aspects of the project in consultation with the Chair and Vice Chair of the Police Authority.

#### **C/91 Involvement of Independent Standards Committee Members**

At the last Standards Committee it was highlighted that the Committee would like to become more proactive in its work to promote high standards of ethical behaviour. This includes ensuring that the Independent Members of the Standards Committee are provided with information and opportunities to maintain a good standard of knowledge of the work of the Authority.

Items discussed during the consideration of this item included:

- The actions that had already been taken to improve communications with the Independent Members of the Committee

**RESOLVED:** that the verbal update be noted.

**C/92 Consideration to Exclude the Press and Public**

**RESOLVED:** that the items detailed in the table below be considered as closed items:

<b>Minute Number</b>	<b>Report Title</b>	<b>Relevant Act</b>	<b>Relevant section</b>
C/93	<b>Job and Grading Report</b>	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
C/94	<b>Update in respect of Devon and Cornwall Core Delivery Programme</b>	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
C/95	<b>Chief Officer PDR Related Bonuses</b>	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 1. Information relating to any individual.
C/96	<b>Forfeiture of Police Pensions</b>	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 1. Information relating to any individual.
C/97	<b>Performance Rewards for Directors</b>	Local Government Act 1972 as amended by the Local Government (access to information Act 1985)	Schedule 12A, Paragraph 1. Information relating to any individual.
C/98	<b>Chief Executive</b>	Local Government Act 1972 as amended by the Local Government (access to	Schedule 12A, Paragraph 1. Information relating to any individual.

		information Act 1985	
C/99	<b>Statement of the Treasurer</b>	Local Government Act 1972 as amended by the Local Government (access to information Act 1985	Schedule 12A, Paragraph 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

### ⌘ C/93 **Job and Grading Report**

The Chair of the Human Resources Committee presented a report in relation to recommendations prepared by the Job and Grading Task and Finish Group.

Items discussed during the consideration of this item included:

- That the HR Advisor's name should appear on the report and appreciation expressed for his input into the report
- The background of the group and the Terms of Reference which have been set
- Clarification around the role of the Police Authority in this process
- The importance of reporting back to Police Authority Members

**RESOLVED** that the recommendations in the report of the Task and Finish Group were agreed subject to the following change to paragraph 10 of the report:

10(b) Steering Group: on which the Authority will have a seat. The principal role of the Authority's representative is to scrutinise the effectiveness of the processes adopted by the Force and to report back to the Chairs' Committee in accordance with paragraph 12 below. He or she may contribute to the discussions of the Group, but is not mandated to take decisions on behalf of the Authority and, in particular, cannot bind the Authority in any of the matters listed in paragraph 7.

10(c) Project Board: on which the Authority will have at least one seat. The principal role of the Authority's representative(s) is to scrutinise the effectiveness of the processes adopted by the Force and to report back to the Chairs' Committee in accordance with paragraph 12 below. The representative(s) may contribute to the discussions of the Group, but is not mandated to take decisions on behalf of the Authority and, in particular, cannot bind the Authority in any of the matters listed in paragraph 7.

### **C/94 Update in respect of the Devon & Cornwall Constabulary Core Delivery Programme**

The Chief Constable and the Programme Director provided Members with an update on progress of key elements within the Core Delivery Programme.

Issues discussed during consideration of this item included:

- That Mercury is included in the formal procurement process that is now under way and on track

- That a 'bidders' day was held on 28<sup>th</sup> April 2009 and over 50 companies were represented. Excellent feedback was received.
- That the Constabulary are working closely with other forces to share best practice from Operation Quest
- Overview of Share Point
- The interviews within the Finance and Human Resources Departments are on schedule
- That an update meeting will be taking place after the committee with David Wilkin for Members of the Task and Finish Group

**RESOLVED** that the update in respect of activities within the Core Delivery Programme be noted.

⌘ **C/95 Chief Officer PDR related Bonuses**

The Committee considered the Chief Constable's PDR for 2008/9 and congratulated the Chief Constable on his performance.

The Chief Constable confirmed to the Committee that, while he was eligible to participate in the Chief Officers' Bonus Scheme, as established nationally, he would not wish to be considered for any performance related bonus that might be due to him under the Scheme.

The Committee also considered the report of the Acting Chief Executive on the PDR Related Bonus scheme for Chief Officers and, in particular, the PDR of the Deputy Chief Constable. It was noted that only the Deputy Chief Constable met the criteria for a performance related bonus.

**RESOLVED** that the Deputy Chief Constable receive a performance related bonus of 8% of his salary in respect of his performance in 2008/9.

**C/96 Forfeiture of Police Pensions**

The Acting Chief Executive presented a draft policy for dealing with the forfeiture of police pensions.

It was explained that an approved policy was necessary before any such proceedings be made under Police Pension Regulations 1987.

The draft policy had been developed in accordance with Home Office circular 26/2006 and APA guidance.

Members asked for certain points in the draft policy to be clarified and referred to Legal Services prior to submission to the Police Authority on 26 June 2009 for approval.

**RESOLVED**

- i. That the draft policy be approved in principle subject to minor amendment and consultation with legal services and presented to the Police Authority on 26 June 2009 for adoption.
- ii. To note that two cases that fall within these regulations have been received by the Police Authority
- iii. That no action be taken with reference to the cases referred to at ii. until the adoption of the policy by the Police Authority.

**C/97 Performance Rewards for Directors**

The Chief Constable provided a verbal update regarding the provision of bonus payments to staff at Director level within the Chief Officer Group.

Members were advised that a proposal was being prepared and would be brought to the Authority in due course.

**C/98 Chief Executive**

The Chair updated the Committee in relation to the suspension of the Chief Executive, pending receipt of the report by the Investigating Officer. It was understood that the Investigating Officer was seeking a further meeting with the Chief Executive as part of his investigation but that no date had been fixed for this.

**C/99 Statement by the Treasurer**

The Treasurer announced his intention to retire from the Police Authority.

The meeting closed at 13:00.