

Devon and Cornwall Police Authority Minutes

A meeting of the **Chairs' Committee** was held on 24th July 2009 in the Conference Room, Endeavour House, Woodwater Park, Exeter starting at 10:00am.

Present:

Chairman.... Mr M Bull

Mr B Greenslade, Mr M Hicks, Mr D Money (item C/110 onwards) and Mr B Preston

Officers in Attendance: -

Police Authority Mr J Glasby (Treasurer), Mr R Martin (Acting Chief Executive) Miss N Walters (Personal Assistant to the Chief Executive) (not present for C/110 and C/111)

Constabulary Mr S Otter (Chief Constable) and Mr S Vry (Programme Director)

C/100 Apologies for Absence

Mr C Schofield (HR Consultant)

C/101 Declarations of interest

No declarations of interest were given.

C/102 Items Requiring Urgent Attention

The Chairman informed Members that an item on Endeavour House would be taken as an item requiring urgent attention and two other items would be discussed as urgent items in closed session.

The Acting Chief Executive presented a paper to Members to seek approval to take extra office space at Endeavour House, Exeter on a lease agreement.

Items discussed during the consideration of this item included:

- That an options paper had been produced and given to Members at the last Seminar which was held on 27th April 2009
- The additional costs that would be incurred , for example furniture
- The positives for leasing the extra space and the importance of tracking the benefits
- Income which could be generated by renting the room out to external agencies
- The shortage of large meeting rooms within the Constabulary
- Major cost saving exercise by not having to use external conference facilities

RESOLVED

- (i) that the Police Authority enters into an agreement to lease the upstairs portion of available space at Endeavour House on the best terms available.
- (ii) That delegated authority be provided for the Chairman, Treasurer and Acting Chief Executive to agree spend on furniture and fit out costs subject to ceiling of £20,000.

C/103 Minutes of the meeting held on 29th May 2009

RESOLVED That the minutes of the meeting held on 29th May 2009 be agreed as a correct record.

C/104 Volunteer Policy

A report had been circulated to Members outlining the reasons for adopting a Volunteer Policy. It was agreed for Members to forward any amendments they had to the Acting Chief Executive.

RESOLVED that the Acting Chief Executive and Chairman be given delegated authority to approve the Volunteer Policy subject to the comments received by Members.

C/105 Consideration to Exclude the Press and Public

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

| Minute Number | Report Title | Relevant Act | Relevant section |
|----------------------|--|---|--|
| C/106 | Update in respect of Devon and Cornwall Core Delivery Programme | 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/107 | Police Authority Staff Performance Development Reviews Update | 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/108 | Contractual Arrangements for Directors | 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/109 | Job and Grading Report | 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/110 | Chief Executive (Urgent item) | Local Government Act 1972 as amended by the Local Government (access to information Act 1985) | Schedule 12A, Paragraph 1. Information relating to any individual. |

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| C/111 | Treasurer (Urgent item) | Local Government Act 1972 as amended by the Local Government (access to information Act 1985 | Schedule 12A, Paragraph 1. Information relating to any individual. |
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C/106 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.

Items discussed during the consideration of this item included:

- That the areas of concern that had been highlighted in David Wilkin’s report are being dealt with
- That good progress has been made over the last 17 months
- Completion of extra 200 Police Officers to the front line (223 as at July 2009)
- Reduction of 251 staff posts will be complete by 30th September 2009
- Design work around corporate services will start in August and complete by October
- The Human Resources ‘People Services Centre’ will be operational from 1st October 2009
- That it is remarkable how the corporate service transformation element of the programme had been implemented smoothly and without any major disruption. The Constabulary were congratulated on this achievement
- Resource requirements for procurement evaluation meetings have now been identified through to the end of October. The required participants are now being advised and responses collated.
- The structure of the second round of competitive dialogue meetings will place significant resource demands upon the Constabulary and the Programme in particular
- That there will be a Gateway 3 review before 21st September and a further Gateway 3 review at the end of quarter one (2010). The purpose of these reviews is to provide a ‘health check’ on the development of the procurement process immediately prior to awarding contracts.
- That recommendations from the future Gateway 3 reports will be made available to Members
- A process needs to be established to authorise the signing of contracts with the preferred suppliers. The Programme Director will supply Members with a proposed timeline at a Programme update meeting which is being held on 5th August
- Communications with the Treasurer regarding financial implications

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

C/107 Police Authority Staff Performance Development Reviews Update

The Acting Chief Executive presented a report outlining the procedure within the Police Authority office for staff appraisals. The Chairman stated that he had asked for this report to be prepared.

Items discussed during the consideration of this item included:

- The current position with appraisals and the action that will be taken to ensure those staff who are due an appraisal receive one as soon as possible
- The current appraisal scheme that is used by the Authority
- That a framework for Member appraisals will be developed in the future

RESOLVED that the update report be noted.

C/108 Contractual Arrangements for Directors

The Acting Chief Executive produced a report which provided background information on the subject of performance-related bonuses for Director level Police Staff.

Items discussed during the consideration of this item included:

- The Chief Constable's view
- The advice that had provided by the Authority's HR Advisor
- That in principle Directors are treated the same as an Assistant Chief Constable, except for elements of their remuneration
- The recent position by the Association of Police Authorities (APA) to withdraw support to the Chief Officer Bonus Scheme

RESOLVED

- i. that the Chairman write to the two individual Directors explaining that the Authority has agreed the principle of equality of treatment
- ii. That the Committee will await the outcome of the impending negotiations nationally

C/109 Job and Grading Report

This paper was considered at the last Chairs' Committee on 29th May 2009. At that meeting a number of amendments were made and it was thought necessary for the paper to come back to this meeting for ratification.

Items discussed during the consideration of this item included:

- Debate around future Police Authority representation on the Job and Grading Steering Group and Project Board. The Committee agreed for two Members to continue to represent the Police Authority
- The need to work closely and build a strong relationship with unions throughout the process
- Discussion around item 18 'where next'. Members thought for continuity, that the current two Members who have been working on the Job and Grading project should continue with this role
- The possibility of the use of an Independent Assessor to offer support and expertise

RESOLVED

- i. that the amendments made to paragraphs 10a and 10c be accepted
- ii. that the two current Members who have been working on the Job and Grading project be asked by the Chairman to continue with this role

C/110 Chief Executive

Members considered a report by the Authority's Treasurer.

RESOLVED

- i. that the decision to allow the current Chief Executive to leave the Authority's employment on 31st July 2009 without actuarial reduction in pension be endorsed;
- ii. That the resulting actuarial strain be charged to the Police Authority budget;
- iii. That the Treasurer be authorised to make the necessary virements to cover unbudgeted additional costs arising from actuarial strain and other related expenses such as acting up payments

C/111 Treasurer

Members considered a report from the Acting Chief Executive regarding financial arrangements associated with the impending retirement of the Police Authority's Treasurer.

RESOLVED

- i. That the Treasurer be allowed to retire on 31 October 2009 without any actuarial reduction in pension.

The meeting closed at 12:30