

Devon and Cornwall Police Authority

MINUTES

A meeting of the **Chairs' Committee** was held on Friday 3<sup>rd</sup> September 2010 in the Conference Room, Endeavour House, Woodwater Park, Exeter starting at 10.00 hrs.

**Present:**

Chairman: Mr M Bull

Members: Mrs L Dunn, Mr M Hicks, Mr B Greenslade, Mr D Money, Mr B Preston.

Also present: Mrs L Williams

**Police Authority**

Ms S Howl (Chief Executive), Mr D Walton (Treasurer), Mr R Martin (Policy Officer), Mrs G Clifton (Administrator).

**Constabulary**

Chief Constable Stephen Otter, Chief Superintendent Swani, Mr M Stamp (Director of Legal Services) – item C/213 only, Mr S Vry (Strategy Delivery Director).

**C/200 Apologies for Absence**

No apologies had been received.

**C/201 Declarations of Interests**

There were no declarations of interest in respect of any agenda item.

**C/202 Items Requiring Urgent Attention**

There were no items requiring urgent attention.

**C/203 Minutes and Actions from the Last Meeting**

**RESOLVED** that the minutes of the meeting held on 6<sup>th</sup> July 2010 be confirmed as a correct record.

**C/204 Update from the Performance Analysis Working Group**

The Chair of the Performance Management Committee updated members on the outcome of the Performance Analysis Working Group meeting held on 26<sup>th</sup> August 2010. Issues discussed during consideration of this item included:

- Targets would stay the same until April 2011 other than the anti-social behaviour target which would now be based only on police and not include local authority performance.
- There was an ACPO conference later in the month that would give more information on what statistics would be collected nationally in the future. It was likely that there would be fewer targets and that the scope of the British Crime Survey would reduce.
- A full report on targets would be brought to the Performance Management Committee on 8<sup>th</sup> September.

**C/205 Update on Blueprint**

The Chief Constable provided an update on the project to date. Issues discussed during consideration of this item included:

- This project addressed the need to change the Force's operating model in order to better understand and manage the value of the resources it deploys to deliver policing services. It represents a fundamental

change in the way the Force organises resources, providing evidence for where cost reduction can be made. It is a complex project which will be explained in more details to members at a future seminar.

- There would be further consultation with the Police Authority before key changes are made..

### **C/206 Revisions to the Independent Custody Visitor Scheme of Expenses**

The report outlined proposed changes to the ICV's expenses scheme. The Committee discussed the Report and agreed with the recommendations in principle. Before any action is taken the Chief Executive was tasked with ensuring that appropriate information sharing had, or would, take place with the volunteers.

**RESOLVED** that the proposed changes be approved subject to the Chief Executive being satisfied on behalf of the Police Authority that sufficient opportunity for ICVs to discuss these proposals has been provided. Should that not be achieved, or in the process any unforeseen difficulties emerge, the matter to be brought back to the next meeting.

### **C/207 Commitment to Children and Young People**

At a recent meeting of the Protecting Vulnerable People Working Group the Police Authority obligations to safeguard and promote the well-being of children and young people as defined in the Children's Act 2004 were discussed. Some of the actions had a strategic impact that warranted endorsement from the Chairs' Committee.

**RESOLVED** (i) an official Children and Young People Lead Member is appointed, underpinned by clearly defined terms of reference in line with the Children's Act 2004 and the APA 2007 guidance document.  
(ii) that there is Authority representation on all four Children's Trust Boards or future strategic engagements, which member roles are to be underpinned by clearly defined terms of reference in line with the Children's Act 2004 and the APA 2007 guidance document, and with an agreed reporting and feedback mechanism via the relevant Committee or Working Group.

### **C/208 Amendments to the Police Pensions Regulations**

The report outlined the main changes and implications of the amended regulations. The Committee agreed that there were no serious implications for the Police or Police Authority.

**RESOLVED** to note the position.

### **C/209 Consideration to Exclude the Press and Public**

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

| <b>Agenda Item no</b> | <b>Report Title</b>                   | <b>Relevant Act</b>  | <b>Relevant Section</b>  |
|-----------------------|---------------------------------------|--|--|
| 11                    | Job Evaluation Procurement Strategy   | 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. |
| 12                    | Job Evaluation Pay and Grading Review | Local Government Act 1972 as amended by the Local Government                                 | Schedule 12A, Paragraph 4. Information relating to any consultations or negotiations, or contemplated  |

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|    |  | (access to information Act)1985  | 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.   |
| 13 | Update in Respect of the Devon and Cornwall Police 2012 Change 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. |
| 14 | Notification of Sensitive Issues   | Local Government Act 1972 as amended by the Local Government (access to information Act)1985 | Schedule 12A, Paragraph 1. Information relating to any individual.   |
| 15 | Risk Register  | Local Government Act 1972 as amended by the Local Government (access to information Act)1985 | Schedule 12A, Paragraph 3. Information relating to financial or business affairs of any particular person (including the authority holding that information).  |

### **C/210 Job Evaluation Procurement Strategy**

Issues discussed during consideration of this item included:

- The project comprised a number of tranches. The first 'Preparation and Planning' was complete. The second stage was the procurement process that needed Police Authority approval. Comments from the Police Authority on the draft procurement strategy had been included in the final document. There were no concerns from the Police Authority representative or from the Lead member. If approved the strategy would be implemented within the next 30 days.
- The road shows with the Force, the Police Authority and the unions were due to start next week when the effectiveness of the preparation work could be judged.
- The Committee considered the last recommendation but decided that specific advice would be needed before agreeing to include Police Authority staff in the project.

- RESOLVED
- (i) that the Authority rescinds its decision reached in May 2007 to adopt the Greater London Provincial job evaluation scheme and to use job descriptions based on the Hay scheme style;
  - (ii) to note the update on the Job Evaluation Project progress;
  - (iii) that the proposed Job Evaluation Procurement Strategy is approved;
  - (iv) that the procurement process commences in line with the proposed timetable;
  - (v) to consider including Authority staff within the scope of the project.

### **C/211 Job Evaluation Pay and Grading Review**

The report provided an update on the progress to date on the implementation of Job Evaluation and grading review and to approve the Police Authority's own Governance arrangements. Issues discussed during consideration of this item included:

- The Lead Member had no concerns with the resourcing of the project as it was within budget.
- The staff forums were due to start in September and each would be attended by a Police Authority member. The Lead Member would attend all the forums.
- A press response had been prepared for use if necessary.

- The key decision points in the Governance structure would be provided.

RESOLVED (i) that the current progress of the Job Evaluation and Grading Review be noted;  
(ii) that the governance arrangements be submitted to the next full Police Authority meeting for approval.

### **C/212 Update in Respect of the Devon and Cornwall Police 2012 Change Programme**

The item provided an update of the 2012 change programme and included a summary report covering the constituent key projects within the 2012 Programme. Issues discussed during consideration of this item included:

- The programme governance is being restructured in light of the Blueprint project and will be provided to the next meeting.
- There is a national Information Systems Improvement Strategy (ISIS) looking at 'champion' products for use by all forces but this is likely to be in place too late for the new systems required by Devon and Cornwall Police.
- The national Digital Interview Recording project, managed by NPIA, was subject to long delays and due to the scale of the costs will have to be referred back to Ministers for approval to proceed. Devon and Cornwall would have to decide whether to go ahead with a local procurement outside of this national project due to our urgent need to replace unreliable and out of date analogue equipment.
- The graph of efficiency and economy savings showed gross benefits without the relevant project costs taken out as the costs were one-off accounted for in the project whilst the savings were ongoing each year. A table would be added to future graphs to show where the savings had come from.
- The Firearms Asset Management system was delivered four months late but under budget. With most planned benefits delivered Details of the benefits of the system would be provided to the Chair of Protective Services.
- The desk top migration project to upgrade the Force operating system (to XP) and office desktop and laptop software to Microsoft Office 2007 had been delivered quicker than anticipated at half the original project costs, due to a revised deployment approach which cut training costs significantly.

(Mr M Stamp joined the meeting.)

### **C/213 Sensitive Cases – Proposal for Enhanced Communication and Transparency**

The report proposed a method for how the Force can inform the Authority of any sensitive issues that arise. Issues discussed during consideration of this item included:

- Communication between the Police Authority and the Force was generally good. A recent legal case resulting in a potentially large cost was unique.
- There is a constant stream of civil claims very few of which would need to be communicated to the Authority. The proposal would allow for regular updates but there might be a degree of repetition as some cases last months and some cases might be extremely sensitive. There would be more regular reports to the Resources Committee of high value litigation cases and tribunals.

RESOLVED (i) to note the discussions in the report  
(ii) that the Committee sees value in enhancing existing communication and visibility of sensitive cases.

### **C/214 Risk Register**

This item was to consider all risks allocated to the Chairs' Committee and make recommendations to the Risk Review Group of any suggested changes. The only change noted was to amend references to JAG to Job Evaluation.

There being no other business the meeting closed at 12.55 hrs.