



## Devon and Cornwall Police Authority Minutes

A meeting of the **Chairs' Committee** was held on 20<sup>th</sup> October 2008 in the Conference Room, Endeavour House, Woodwater Park, Exeter starting at 14:00pm.

### **Present:**

Chairman.... J Smith

Mr M Bull, Mr B Greenslade, Mr D Money, Mr B Preston and Mr M Hicks

### **Officers in Attendance: -**

**Police Authority** Mr G Davey (Chief Executive), Mr J Glasby (Treasurer), Mr C Schofield (HR Consultant, Miss N Walters (Personal Assistant to the Chief Executive) and Ms J Norris (Assistant Chief Executive)

**Constabulary** Mr S Otter (Chief Constable), Mr S Vry (Programme Director) Mr C Haselden (Director of Human Resources)

### **C/33 Apologies for Absence**

No apologies were given.

### **C/34 Declarations of Interests**

There were no declarations of interests.

### **C/35 Items Requiring Urgent Attention**

The Chief Executive raised an item under Part 2 of the agenda in relation to a relocation of a Chief Officer.

### **❖ C/36 Draft Health and Safety Policy**

The Chairs' Committee considered a draft Health and Safety Policy at its meeting on 4<sup>th</sup> September 2008 and it was requested that a section be included that referred to Members of the Authority. The Assistant Chief Executive presented the amended policy to Members.

Items discussed during consideration of this item included:

- Which steps in the policy have been implemented
- Clarification as to whether Members are included in item 10 of the policy – Use of Vehicles
- That the policy mirrors the Constabulary's
- Appropriate level of insurance needed to cover staff/Members for Authority business

**RESOLVED:** that the Police Authority Health and Safety Policy and Procedure is adopted.

### **C/37 Penn Report – Follow up on Recommendations**

The HR Advisor presented a report to Members outlining the actions that have been taken in respect of the recommendations in the Penn Report.

Issues discussed during consideration of this item included:

- The ongoing recommendations within the report
- The importance around Project Management
- For the report to be added to the Risk Register to ensure public services are maintained
- The importance of engaging the Penn Report when conducting a future pay review
- Appreciation to the Director of Human Resources and HR Advisor for their input

**RESOLVED:** That the contents of the report were noted.

### **C/38 Dates of future Meetings**

The Chief Executive presented a report with proposed weeks for the Chairs' Committee to be held during the remaining part of 2008 and 2009.

Issues discussed during consideration of this item included:

- A consistent day for the Committee to meet – Friday mornings was agreed as the preferred day and time

**RESOLVED:**

- (i) That the Chairs' Committee will meet on 18<sup>th</sup> December at 13.30pm.
- (ii) That the Chief Executive, with consultation with the Chief Constable, set dates for 2009.

**C/39 Closed Items** (Items considered by the Committee with only members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt/confidential information may have been discussed)

**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>
<b>C/40</b>	Update on Devon and Cornwall Constabulary's Change Programme	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 1. Information relating to any individual.
<b>C/41</b>	Business Change Improvements	Local Government Act 1972 as amended by the	Schedule 12A, Paragraph 1. Information relating to any individual.

		Local Government (access to information) Act 1985	
C/42	Equal Pay	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/43	Member Grievance	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/40 Update on Devon and Cornwall Constabulary's Change Programme**

The Programme Director presented an update report on the Devon and Cornwall Constabulary's Change Programme. The report included three appendices which provided an overview of the current content, milestones and schedule for the Change Programme including an update on the Workforce Modernisation – Returning 200 Officers to the Frontline. The target of 196 posts deleted will not now be achieved by the agreed date but will now slip to the first quarter of 2009/10. Similarly, back filling behind the 200 Officers has been delayed giving rise to an underspend.

Issues discussed during consideration of this item included:

- Project milestones ratings
- Project Management capability/maturity
- Culture change
- The undergoing work with Project Managers to able them to deliver projects within timescales
- Update on Project Mercury
- Programme Business Case
- Whether target dates are set before each project commences
- Red, Amber Green (RAG) for the project milestones
- Due dates of the project milestones
- Project maturity
- Programme Board Meeting
- The review process for missed milestones
- Capability/Capacity for the delivery of projects
- The robust mechanisms which are in place
- Figures of frontline strength to be taken and discussed at the HR Committee
- Confirmation that no decisions around financial systems would be taken without the full involvement of the Authority's Treasurer
- That the Treasurer and HR Advisor would be given sufficient time to consider redundancies as no contact had been made yet

**RESOLVED:**

- (i) That the contents of the update report on progress of the D&CC Change Programme was noted.
- (ii) That the update on progress towards the movement of 200 Police Officers to frontline duties and associated objectives was noted.

**❖ C/41 Business Change Improvements**

The Programme Director presented an update report for Members on the current situation of external contract resources in terms of business improvements.

Issues discussed during consideration of this item included:

- Outline timetable of activities which will need to take place over the coming months
- A summary of the external consultancy which will be used to support defined pieces of work
- Operation Quest
- Costings
- Public knowledge

**RESOLVED:** that the update report on the use and role of external consultancy support within the Change Programme was noted.

**C/42 Equal Pay**

Members discussed and considered an equal pay claim submitted by Unison.

Issues discussed during consideration of this item included:

- The risks of the claim
- The process which has been put in place to deal with the claim
- Extra resource team set up in HR and Pay Departments
- Budget implications

**RESOLVED:** that the Equal Pay claim be noted and that regular update reports are provided to the Authority.

**C/43 Member Grievance**

The HR Advisor presented a report with the findings of the recent Member Grievance Hearing.

Issues discussed during consideration of this item included:

- Recommendations of the report
- The lessons to be learnt by the Authority
- Other Member complaints

**RESOLVED:**

- (i) that the Chief Executive to submit a report identifying actions to address the recommendations in the report.
- (ii) that the Chief Executive report back to a future Chairs' Committee.

❖ **C/44 Items Requiring Urgent Attention**

The Chief Executive informed Members of a relocation package for a Chief Officer that would fall outside the 1-year deadline.

Issues discussed during consideration of this item included:

- Current Policy
- Credit crisis which could effect the delay of the move
- The estimated date for completion

**RESOLVED:** that the Chief Officer has agreement to extend the time limit for claims and the relocation package until full completion of the relocation.

The meeting finished at 16.10hrs