

Devon And Cornwall Police Authority Minutes

A meeting of the **Human Resources Committee** was held in the Conference Room, Police Authority, Endeavour House, on the 7th April 2005, starting at 10.30hrs

Present

Chairman Sir Simon Day
Members Mr S Malloni, Mr D Money, Mrs J Owen, and Mrs C Ryan

Officers In Attendance

Supt R Cooper, Ms E Lewis (Police Authority Liaison Officer), Miss J Norris (Assistant Chief Executive)
Ch Supt S Smith and Assistant Chief Constable C Winter

HR/111 Apologies for Absence

Apologies for absence were received from Mrs A Talbot and Ms O Dendy.

HR/112 Declarations of Interest

No declarations of interest were made regarding any item on the Agenda.

HR/113 Minutes

RESOLVED that the minutes of the meeting held on 27 January 2005 be confirmed as a correct record.

Matters arising

- (i) Minute HR/105 refers to NARCO. Members requested that the full version of the acronym be confirmed together with brief information about the organisation.
- (ii) Update on Race Equality Strategy
The Assistant Chief Executive confirmed that the Diversity Group had approved a draft race equality strategy for consultation purposes. The Authority's Consultation Officer had compiled a consultation document which would be sent to a number of relevant organisations and the draft strategy and consultation document would be placed on the website. The draft strategy would be reviewed in the light of any comments received and a final document presented for consideration to the Authority meeting on 3 June.

HR/114 Police Authority Human Resources Policies

In order to meet legislative requirements, best practice as an employer, and the needs of the revised Police Authority organisation structure, it was necessary to consider compiling and implementing a series of HR policies. A number of such policies were presented to the Committee for consideration.

This agenda item had originally been presented to the meeting of 27 January but been deferred in order to undertake further liaison with the Force's Head of Human Resources and to establish common practice with other police authorities. The Assistant Chief Executive that this work had been done and it was common practice for police authorities to have separate policies to their Forces which whilst adhering to the same principles reflected the differing scale and organisational structures. It was also confirmed that following discussions had taken place with the Chief Superintendent Human Resources and the adoption of separate policies, where appropriate, would not disadvantage any specific employees.

Issues discussed during consideration of this item included:

- That the principles of the Authority schemes and those for police staff are similar and designed to suit the needs of the staff in each organisation.

RESOLVED that the policies and procedures listed below (as circulated with the agenda for the meeting on 27 January 2005) be approved and adopted

- Staff Appraisal Framework
 - Harrassment & Bullying Policy and Procedure
 - Discipline & Incapability Procedure
 - Diversity in Employment
 - Grievance Procedure
 - Sickness Management and Ill Health Procedure
 - Protocol for Member and Officer Relationships
 - Whistleblowing Policy and Procedure

HR/115 Job Evaluation

Chief Superintendent S Smith provided the Committee with an update on the implementation of job evaluation.

The job evaluation scheme covers all police staff, the principle is to establish equity of remuneration. A quality assurance process is currently being undertaken. The Framework for Fairness document has been circulated electronically to all staff. The relevant trade unions have been involved and following consultation have agreed to the model being used. A letter will be handed out by line managers to each member of staff on 20 April advising them of the grading of their post following job evaluation. The pay bands have been considered and increments will be awarded following appraisal; it will be possible to be awarded more than 1 increment at a time. The 'scoring' of each job will be made available to all staff electronically on 25 April.

Issues discussed during consideration of this item included:

- Rationalisation of job titles will be undertaken when results have been published and the appeals process has been completed; this has no effect on the result of the job evaluation
- Cost implications for the implementation of the job evaluation results are in excess of £1million which has been included in the budget 05/06 (*NB~; The Authority's Treasurer joined the meeting for discussion on this point and confirmed that the amount of £1.5 million had been included in the 2005/06 budget approved by the Authority therefore compliance with Standing Orders and Financial Regulation had been achieved.*)
- Staff whose jobs had been regraded downwards would have salary protection for 18 months;
- As a result of the job evaluation process approx 50% people will be regraded upwards; approx 20%-30% stay the same and approx 20%-30% will be regraded downwards;
- It is anticipated that it will take approx 3 years for the new scheme to settle down and be fully accepted;
- Need for transparency and fairness in the scheme;
- Method of monitoring the award of increments; An electronic system will record information regarding the award or withholding of increments, this will enable reports to be produced for monitoring purposes;
- On 1 April 2005 the National Integrated Competency Framework was launched for all staff and officers. The Force are linking this with an electronic Personal Development Review system;
- The job evaluation appeals process has been agreed with trade unions; Appeals must be submitted by 23 May 2005 and it is intended to conclude the process by end of June 2005;
- The result of the appeal process will be binding;
- Each appeal is considered afresh from the original evaluation this means as the result of an appeal a job could be graded up or down or stay the same;

- The job evaluation scheme will mean people doing the same or a broadly similar job will receive equal pay;
- The Committee recognises the efforts of staff to prepare for the reassessment and take the issues forward.

RESOLVED to note the report

HR/116 Human Resources Improvement Plan

Assistant Chief Constable Winter suggested that as the Commander Human Resources had been unable to attend the meeting an interim written report should be circulated to the Committee - and any questions could then be raised at the next meeting when the Commander Human Resources would be present

RESOLVED that the Commander Human Resources circulate an interim report on the Human Resources Improvement Plan prior to the next meeting of the Committee.

HR/117 HMIC Training Review Best Practice

Supt R Cooper provided an oral update on the implementation of the Her Majesty's Inspector of Constabulary's (HMIC) recommendations. In October 2004 following inspection 10 recommendations were made these were principally around management, plans and structures. A separate review of training delivery had assessed the Force as good or very good.

4 out of the 10 recommendations had been implemented and the target achieved – these related to the compilation of a costed training plan and communication issues. The costed training plan had been compiled and was a later item on the agenda for consideration by the Committee. A new communications structure working at both a strategic and operational level had been introduced.

The remaining 6 recommendations are work in progress: 5 are substantially advanced and anticipated for completion by end July.

HMIC has invited Forces to submit additional evidence of progress since the original assessment was made. Devon and Cornwall Constabulary have done this and the results of the 'reassessment' are due by end of June 2005.

Issues discussed during consideration of this item included:

- Recognition of the efforts of Police Officers and Police Staff to prepare for the reassessment and take the issues forward;
- Support to training co-ordinators in the Basic Command Units.

RESOLVED to note the report.

HR/118 Costed Training Plan

All Forces are required to produce annually a Force Training Plan, which is costed, and to provide this to the Home Office. The plan should aim to capture all training delivered by or on behalf of the Force.

Supt Cooper explained that the plan needs to be agreed by the Force and the Authority. The plan presented for consideration was the result of extensive consultation within the Force; it had been approved by Force Training Management Board and the Force Strategic Board.

This year a better system had been implemented to capture the information about the training taking place, which had led to a more comprehensive document.

Issues discussed during consideration of this item included:

- Comparison of the % spend with previous years;

- The methods of compiling costs and what was included. The costs of 'student' time are not included;
- An additional 6 staff for training related duties will be funded from the 2005/06 budget for 100 extra officers
- Need to market the types and amount of training that is undertaken within the Force

RESOLVED to recommend to the Police Authority that the costed training plan be approved

HR/119 Transferee Induction Programme

The report informed the Committee of the Induction process that the Force undertakes for its transferee intake.

Issues discussed during consideration of this item included:

- Existing skills and knowledge of transferees is taken into account when making appointments;
- Targeted advertising helps ensure existing skills and knowledge are recognised;
- Reasons for transferees not staying but returning to their original Force are varied but tend to relate to personal and family issues;
- The time taken time to adjust and settle into any new job;
- Where in the induction programme the ethos and culture of the Force is explained;
- Exit interviews are now taking place and Assistant Chief Constable (Operations Support) will be asking for analysis.

RESOLVED to note the report

HR/120 Allocation of Police Officers to Basic Command Unit

This report the explained the process that the Force currently uses to allocate additional police officer posts to Basic Command Units (BCU) and Departments.

Issues discussed during consideration of this item included:

- Probationers are spread equally between BCUs

RESOLVED to note the report

The meeting closed at 12:20 hrs