

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 7 October 2005, starting at 14.00hrs

Present

Chairman Mr J N Smith

Members Sir Simon Day, Mr T Evans, Mr I P A Doggett, MR S M Malloni, Mr D Money, Mrs J Money, Mr B Preston and Mrs A Talbot.

Officers In Attendance

Inspector J Chinn (Territorial Policing and Partnerships), Mr J Crooks (Employee Relations Manager), Mr N Holt (Head of Human Resources), Ms E Lewis (Police Authority Liaison Officer), Mr D Mackenzie-Clarke (Force Physical Education Officer), Assistant Chief Constable A Melville, Mr C Miller, Miss J Norris (Assistant Chief Executive) Ch Supt N Page and Mr C Schofield (HR Advisor to the Authority).

HR/121 Election Of Chairman

RESOLVED that MR J N Smith be elected as Chairman to serve until the first meeting of the Committee following the next Annual meeting of the Authority

HR/122 Election of Vice Chairman

RESOLVED that Mrs A Talbot be elected as Chairman to serve until the first meeting of the Committee following the next Annual meeting of the Authority.

HR/123 Apologies for Absence

No apologies for absence were received.

HR/124 Declarations of Interest

The following declaration of interest was received:

| Name | Agenda Item | Minute number | Interest | Nature of Interest | Action |
|-----------|------------------------------|---------------|----------|-------------------------|--------|
| B Preston | 17 - Trades Union Membership | HR/138 | Personal | Member of the GNB Union | N/A |

HR/125 Minutes

RESOLVED that the minutes of the meeting held on 7 April 2005 be confirmed as a correct record subject to the amendment of Minute HR/115 Job Evaluation to include reference to a request for information relating to the number of affected staff and the anticipated salary differences.

HR/126 Introductions

The Chairman asked everyone present to introduce themselves.

HR/127 HMIC Training Review of Best Practice

The Constabulary's assessment has been re- graded from " Poor" to "Fair". Work is ongoing to establish the most appropriate ways of providing training for the next 5 years.

Issues discussed during consideration of this item included:

- A Race and Diversity Training Manager is to be appointed;

- The impact of the Initial Police Learning and Development Programme;
- The opportunities to share the provision of training with partner organisations;
- The requirement for probationer constables to undertake community placements
- The national drop-out rate for probationers is 5-10% during the first two years service. In Devon and Cornwall 93-95% of probationers are retained;
- Exit interviews for probationers.

RESOLVED that the report be noted.

HR/128 Pool Safety Operating Procedure

The Committee were informed of the measures put in place to minimise health and safety risks relating to the swimming pool at Middlemoor.

Issues discussed during consideration of this item included:

- The lockable doors which can be used to prevent and restrict access to the pool;
- Lifeguards must be present when the pool is used by external organisations;
- At least 2 people must be swimming in the pool at any one time and children must always be accompanied by two adults.
- The regulations for using the pool are displayed in all the changing rooms;
- The cost of maintaining the pool;
- The legal considerations;
- The importance of risk assessments;
- There are no specific areas of concern which are not addressed in the pool safety operating procedure;
- The swimming pool is generally used on weekdays between 0800hrs and 20.00hrs

RESOLVED to note the report and the pool safety operating procedure.

HR/129 NACRO Evaluation of Restorative Policing Training for Devon and Cornwall Constabulary – Interim Report

The Constabulary has commissioned NACRO to undertake evaluation of the Restorative Justice Training Programme, two interim reports have been received.

Issues discussed during consideration of this item included:

- The final report is due from NACRO at the end of October 2005;
- The number of restorative policing conferences organised;
- Hate crime should not be dealt with using restorative policing techniques;
- Restorative Policing is a tool for use in community policing;
- Devon and Cornwall constabulary is the first Force in the country to roll out restorative policing to all Neighbourhood Beat Managers;
- The input of other organisations, such as the youth service, is very important;
- Restorative policing is a culture change in the way the police service conducts its business;
- Restorative policing is not currently recognised as a brought to justice outcome;

RESOLVED

- (i) that the report be noted
- (ii) that congratulations be given to everyone involved in the restorative policing

HR/130 General Allocation of Police Officers to Basic Command Units and Departments

The Assistant Chief Constable gave a presentation on the methods by which Police Officers are allocated to Basic Command Units and Departments;

Issues discussed during consideration of this item included:

- the Corporate Assessment Framework is used to identify the need / case for changing the Police Officer establishment;
- the effects of human resource deployment upon performance;
- the additional detectives being recruited by the Force;
- workforce planning and use of the National Intelligence Model as a means of allocating resources;
- there is no current system for profiling Police Staff;
- the allocation of probationer officers;
- the allocation of resources for a time limited period to undertake a specific role falls within the remit of the Tactical Tasking Group;
- the number of Officers is not the only component in performance management, working practices also play a part.

RESOLVED to note the report.

HR/131 Posts That Could Be Civilianised

The Head of Human Resources (formerly a Chief Superintendent) and the Head of Learning and Development (formerly a Superintendent) were the only two posts identified for civilianisation in the current financial year.

Issues discussed during consideration of this item included:

- there was a general decision made that the Police Force would not grow during 2004/05 as a result of civilianisation of posts;
- Basic Command Unit Commanders are asked, on a yearly basis, as part of the Corporate Assessment Framework to consider the best ways of meeting their human resource requirements;
- The implementation of the workforce modernisation agenda is a mid to long term project;
- Reviewing how services are provided links with improving processes and efficiency;
- There are approx 55 secondments at any one time of Police Officers to partner organisations

HR/132 Sickness Absence from Critical Roles

Members had requested that they be briefed upon the policy issues relating to long term sickness including the impact of sickness absence upon critical policing posts.

Issues discussed during consideration of this item included:

- The need to monitor long-term absence due to sickness;
- The effect on of sickness absence on teams especially neighbourhood policing teams;
- Attendance management policy.

RESOLVED that a report be presented regularly to the Committee providing a profile of long-term sickness absence

HR/133 HR Improvement Programme

The Human Resources Department has maintained a database of recommendations from various reports which have an impact upon the Department. There were approx. 290 recommendations and recently these have been reviewed to reduce them to a more manageable number. It would appear that only approx. 33% of the recommendation are still relevant and valid. The results of the review have been submitted to the Assistant Chief Constable (Personnel) for consideration and approval.

RESOLVED that

- (i) the Chairman meets with ACC(P) to discuss the reviewed list of recommendations
- (ii) that the Committee receives a report twice a year on an exception basis of the implementation of recommendations.

HR/134 Progress report on the Authority's Race Equality Scheme

The report advised members on progress with the implementation of the Race Equality Scheme Action Plan and other diversity issues.

Issues discussed during consideration of this item included:

- young people
- impact assessments
- the work of the diversity and the Stop and Search working groups.

RESOLVED to note the report.

HR/135 Issues Arising from Regulation A20 Reports

The report advised the committee of the trends, issues and learning points relating to Regulation A20 - ill health retirements since the implementation of the new procedures.

RESOLVED that

- (i) the proposed seminar on the Management of ill health includes an evaluation of the procedures;
- (ii) that the invitees to the seminar include the Head of Human Resources and the Assistant Chief Constable (Personnel) in order that they can be advised of their role requirements in the guidelines and allow them to review and comment on the points contained within the report presented to the Committee.

HR/136 Closed Session - Consideration to Excluding the Press and Public (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:

| Agenda item No | Minute No | Report Title | Relevant Act | Relevant section |
|----------------|-----------|---|----------------------------|---|
| 16 | HR/137 | TUPE Considerations | Freedom of Information Act | Section 43 (commercial interest) |
| 17 | HR/138 | Trades Union Membership | Freedom of Information Act | Section 22 (information intended for future publication) |
| 18 | HR/139 | Staff Representation and Consultation Arrangements | Freedom of Information Act | Section 22 (information intended for future publication) |

HR/137 TUPE Considerations

The Transfer of Undertakings and Protection of Employment (TUPE) is the employment legislation concerned with the outsourcing of a business or service. There are a number of Human Resources issues that need to be considered when business is outsourced, these include that the tendering document covers all the relevant HR Issues, that relevant staff transfer under valid terms and conditions, that contractors are aware of the legislation and the codes of practice relating to staff employment matters.

RESOLVED

- (i) to note the report;
- (ii) that the Employee Relations Manager continues to act as an HR Consultant to the Force in the contractual process;
- (iii) that the Human resources Department consider how the knowledge and expertise gained recently can be maintained.

HR/138 Trades Union Membership

The Committee were provided with information on the process for auditing union membership figures and were given the results from the most recent audit. Members also discussed the role of the Joint Consultative Committee and trade union representation on the JCC

RESOLVED to note the report

HR/139 Staff Representation and Consultation Arrangements

The Committee received information on the representation arrangements for Police Community Support Officers and Special Constables and how new recruits were advised of the information.

RESOLVED to note the report

The meeting closed at 16.55hrs