

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 12 April 2006 starting at 10:00hrs

Present

Chairman.....Mr J N Smith

Mr I P A Doggett, Mrs A Malcolm, Mr D Money, Mr B Preston and Mrs A Talbot.

Officers in Attendance

Ms A Broadbent (Force Learning and Development Manager), Mr N Holt (Head of Human Resources), Mr C Miller (Recruitment and Development Manager) Miss J M Norris (Assistant Chief Executive), and Mr C Schofield (HR Advisor to the Police Authority).

HR/160 Apologies for Absence

Apologies for absence were received from Sir Simon Day, Mr T Evans and Mrs J Owen.

HR/161 Declarations of Interest

No declarations of interest were made in respect of any items on the Agenda.

HR/162 Chairman's Announcements

- (A) HMIC assessment of HR. The written feedback form the recent visit is awaited but the initial oral feedback suggests that progress has been made in some areas. The relationship between the HR team at headquarters and the draft HR Strategy seemed to be received positively. The Force Performance Development Review process and the definition of the Force role and the Police Authority role regarding HR was discussed by the inspection team with interviewees.
- (B) Job Evaluation. An update was given on the availability of the 3 commissioned reports into Job Evaluation. The need to keep Members informed was emphasised.

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RESOLVED that

- (i) the minutes of the meeting held on 18 January 2006 be confirmed as a correct record;
- (ii) that the minutes of the meeting held on 30 March 2006 be confirmed as a correct record subject to Mr Malloni's apologies being recorded.

HR/164 Key Worker Housing

The issue of key worker housing had been raised at the Property Sub Committee who referred it to the Human Resources Committee for further discussion.

Issues discussed during consideration of the item included:

- cost of housing and the ratio of housing prices to salaries;
- the catchment areas for recruitment;
- key worker housing schemes provided by other organisations;
- the changing employment practices regarding Police Officers;
- there is no apparent difficulty due to housing issues at the moment in recruiting transferees or new appointees.

RESOLVED that no further formal action be taken at the present time regarding this item.

HR/165 Police Authority Disciplinary and Incapability Procedure

The Authority's disciplinary and incapability procedure has been the subject of a diversity audit and as a result amendments to the procedure were considered.

Issues discussed during consideration of this item included:

- the Chief Executive needs to inform the Authority Chairman of any suspensions
- a flowchart showing the time limits should be included in the procedure
- contact between the suspended person, the organisation and the investigator
- the examples of misconduct and gross misconduct are not exhaustive

RESOLVED to approve the disciplinary and incapability procedure subject to the inclusion of a sentence stating that the Chief Executive needs to inform the Authority Chairman of any suspensions and a flowchart detailing the relevant steps and time limits.

HR/166 Local Government Pension Scheme

Central Government is proposing a number of changes to the Local Government Pension Scheme which is the occupational pension scheme for Police Staff and directly employed Officers of the Authority. This report was to inform the Committee about the proposed changes.

Issues discussed during consideration of this item included:

- the Local Government Pension Scheme (amendment) Regulations have now been published;
- the links between the pension proposals and the forthcoming age discrimination legislation;
- the effect of convictions for criminal offences on pension entitlements.

RESOLVED to note the report

HR/167 Long Term Sickness Profile

The report provided a summary of long term sickness (in excess of 100 days) information.

Issues discussed during consideration of this item included:

- the trend for increasing police staff absence
- comparison with national figures and trends
- the proactive role of the Chief Constable in sickness and welfare issues
- the support available through occupational health to officers and staff
- it would be helpful if ratio data could be included in future reports (e.g. to show 2 / 5 staff)
- short term absence is monitored by the HR function
- Validium can provide data regarding the contact they have by employment sector and reason for the contact;

RESOLVED to note the report

HR/168 Special Priority Payments

The report detailed the proposed Priority Payment Scheme for 2006/07 for Police Officers

Issues discussed during consideration of this item included:

- the special priority payment scheme is mandatory but each Force and Authority has to agree to whom the payments will be made;
- the special priority payment is attached to a post not a postholder
- the special priority payment is intended as a motivator;
- the various enhancements to the basic salary that a Police Officer can receive;
- the divisive nature of the special priority payments scheme;

- the need to consider the involvement of the Police Authority at an early stage when such schemes are being developed;
- there is an appeal process for officers to pursue if their "speciality" is not included within the scheme.

RESOLVED that

- (i) that the Police Authority involvement in developing the Special Priority Payments Scheme is considered;
- (ii) the report on special priority payment scheme 2006/2007 should be amended to include how the proposals meet the Home Office qualifying criteria; and
- (iii) the amended report be submitted to the Police Authority for approval.

HR/169 Business Benefits Arising from the Review of Shift Patterns

The report recommended the baseline data from which the benefits and disadvantages of any changes to shift patterns could be measured.

Issues discussed during consideration of this item included:

- (iii) the need for future changes to shift patterns
- (iv) the inclusion of appropriate questions regarding shift / working patterns in future staff surveys.

RESOLVED that future staff surveys should include appropriate questions regarding shift / working patterns.

HR/170 HMIC Report of Training Best Value Review

The Learning and Development Manager will provide a briefing sheet for Members on the recommendations contained in the review

Issues discussed during consideration of this topic included:

- Investors in People accreditation

RESOLVED that a briefing sheet be sent to Members regarding the recommendations contained in the HMIC review.

HR/171 Force Costed Training Plan

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

RESOLVED that a working group comprising David Money, John Smith, and Alison Malcolm consider the annual learning and development business plan, the learning and development strategy and the costed training plan and make a recommendation to the Police Authority regarding its approval

HR/172 Police Staff Induction Training

The report detailed progress made on providing staff induction training since the introduction of a Police Staff Induction File and recommended a number of developments.

Issues discussed during consideration of this item included:

- Target for the length of time within which new employees will attend the induction programme;
- Police Authority involvement in the induction process

RESOLVED that

- (i) the concept of the Police Staff Induction programme is supported and endorsed;
- (ii) that the Course should be run on a monthly basis and that all new Police Staff will attend the programme within 2 months of employment or as soon as practicable;

- (iii) the principle of the induction programme being of a corporate nature and owned and delivered by Human Resources is supported;
- (iv) the induction programme commences in April 2006;
- (v) the evaluation strategy presented to the committee is implemented.

HR/173 Force Leadership Development Update

The report provided an update on the Force Leadership Development Programme. The first pilot of the programme has been run for the first time and the initial feedback analysis is very positive. It is intended that the main roll-out of the programme will happen in the early autumn.

RESOLVED to note the report

The meeting closed at 13:10hrs