

## 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 8 November 2006 starting at 10:00hrs

### Present

Chairman Mr J N Smith  
Members Mr I P A Doggett, Mr T Evans, Mr S Hughes, Mrs A Malcolm, Mr S Malloni, Mr D Money and Mr B Preston.

### Officers in Attendance

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

### HR/210 Apologies for Absence

An apology for absence was received from Sir Simon Day

### HR/211 Declarations of Interest

The declarations of interest were made as detailed in the table below.

Name	Agenda Item	Minute No	Nature of Interest	Action
Bryan Preston	19 – The National Police Staff Council Handbook and Weekend Enhancements for Devon and Cornwall Police Staff	HR/227	Personal – Mr Preston is a member of the GMB	Spoke and voted

### HR/212 Minutes

**RESOLVED** that the minutes of the meeting held on 13 September 2006 be confirmed as a correct record subject to the inclusion of Mr Chris Schofield on the list of Officers in attendance.

### HR/213 Multi Agency Training within Devon and Cornwall Constabulary

The paper outlined the multi agency training that is currently delivered and that which is being planned. Issues discussed during consideration of this item included:

- The commissioner / owner of the training and their role
- Training requirements are identified from a performance need
- Working with other organisations to identify training needs
- The legal requirements regarding partnership working and training regarding children's issues
- Initial Police Learning and Development Programme (IPLDP) presentations by student officers at the end of their placements include identifying areas where the host agency and the police can work better together
- The Community Engagement Manager involved with IPLDP has successfully improved the contact that student officers have with communities and organisations working in and with the community
- Work of the Association of Police Authorities policy group on children's issues and compliance with the associated legislation.

**RESOLVED** to note the report

### **HR/214 HMIC Baseline Assessment People Results**

The Committee were provided with a copy of the survey questions posed to people working in the learning and development environment, a summary of the responses was also given.

Issues discussed during consideration of this item included:

- The survey was undertaken in February 2006
- The survey is now scheduled to take place on an annual basis
- Concern that the majority (65.5%) of respondents to the question "Do you believe the organisation has an understanding of what motivates people within the learning and development department / environment and gives them job satisfaction" replied "no"
- The HMIC findings regarding the HR function and the resultant improvement plan

**RESOLVED** to note the report

### **HR/215 Update on Induction Process for Police Staff**

A Police Staff induction process was introduced in April 2006 and the report provided information and feedback from the initial courses.

Issues discussed during consideration of this item included:

- Length / duration of the training
- the need to include an input from the Police Authority within the training days

**RESOLVED**

- (i) to note the report
- (ii) that the Learning and Development section provide the opportunity for the Police Authority to have input to future courses.

### **HR/216 Staff Support Groups Policy**

The Police Force policy regarding staff support groups was presented to the committee for information.

Issues discussed during consideration of this item included:

- a list of the existing support groups would be useful
- links with the Force Race equality Scheme
- the Director of HR is the final decision maker regarding the approval of funding for support groups

**RESOLVED** to note the report

### **HR/ 217 Long Term Sickness**

This report provided information about the numbers of Police Officers and Police Staff members who have been continuously absent for 100 days or more.

Issues discussed during consideration of this item included:

- comparisons with other Forces and also general employment statistics in the public sectors would be useful
- actions taken as a result of the statistics
- analysis of the information at Basic Command Unit and departmental level and discussion at the HR meeting with the BCU HR managers
- the checks that are taken to ensure officers are genuinely on sickness absence and that other business interests are not being pursued.

**RESOLVED**

- (i) to note the report

- (ii) that the data regarding South & West Devon Basic Command Unit be analysed further (with emphasis on the trend data and the reasons for absence) and such analysis be presented to the next meeting by the BCU HR Manager together with a report on the actions being taken to manage absence within the BCU
- (iii) That a report be presented to a future meeting of the Committee regarding absence due to psychological disorders and the actions that are being taken to prevent and manage such absence
- (iv) That the Committee be provided with an analysis of trends, including percentages, actual figures and comparisons with other Forces and public sector organisations

### **HR/218 Job and Grading Review**

The report provided about information flows and responsibilities for the job and grading review process.

Issues discussed during consideration of this item included:

- keeping the JCC and JNC informed
- the need for everyone to agree and understand the process
- the role of the JCC and the JNC
- the need to agree meeting dates and check availability of Members to ensure there is appropriate Police Authority involvement

**Recommended to the Police Authority that the flow chart be agreed**

### **HR/219 Regulation A20 Panel Recommendation**

The Regulation A20 Panel which met in September requested that a report be made to the Human Resources Committee regarding the procedure to be followed where an applicant is being considered for re-appointment against the advice of the Force Medical Officer.

Issues discussed during consideration of this item included:

- the procedure for considering applications from Police Officers following career breaks

**RESOLVED** that the Director of Human Resources be requested to review the Human Resources procedures to ensure that, where the reappointment of a Police Officer includes the consideration of an adverse Force Medical Officer's report, the decision whether or not to re-employ is taken at an appropriate level following consultation with the Director of Human Resources and the Police Authority.

### **HR/220 HR Functions and Future Plans**

The Director of Human Resources provided an oral update. Work with the Force Development Programme has progressed and the HMIC Baseline Assessment has been published. The Director of Human Resources will now compile an improvement / action plan.

Issues discussed during consideration of this item included:

- need for members to have knowledge of the content of the HMIC Baseline Assessment

**RESOLVED** to note the report.

### **HR/221 Profile of Police Staffing for Each Basic Command Unit and Department**

The report provided information on the number of people in each police staff role for each Basic Command Unit and Department.

**RESOLVED** to note the report

### HR/222 Housing Issues and the Deployment of Police Officers

The report provided the Committee with an update on the impact that the availability and affordability of housing accommodation has on the recruitment and deployment of Police Staff

Issues discussed during consideration of this item included:

- transferring officers rarely need assistance with accommodation

**RESOLVED** to note the report

### HR/223 Police Authority Disability Equality Scheme

The Police Authority is required to produce a Disability Equality Scheme following community consultation. The first draft was presented to the Committee for comment.

Issues discussed during consideration of this item included:

- the need to consider all diversity strands as part of the everyday work of the Authority.

**RESOLVED** to note the report

### HR/224 Police Authority HR Policies

The Police Authority is undertaking equality audits of its policies and procedures. The diversity in employment, grievance and whistleblowing policies have all been amended in the light of such an audit and were presented to the Committee for consideration.

**RESOLVED** that the diversity in employment, grievance and whistleblowing policies be adopted and implemented with immediate effect.

### HR/225 Consideration to Excluding the Press and Public

**RESOLVED** that the Agenda items detailed in the table below be considered as a closed item

Agenda item No	Minute No	Report Title	Relevant Act	Relevant section
18	HR/226	Redundancy Discretionary Provisions (Local Government Pension Scheme)	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
19	HR/227	The National Police Staff Council Handbook and Weekend Enhancements for Devon and Cornwall Police Staff	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
20	HR/228	Civilisation 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

### HR/226 Redundancy Discretionary Provisions (Local Government Pension Scheme)

The Director of Human Resources provided an oral update about the revised discretions now available regarding early termination of employment.

**RESOLVED** to note the report

### HR/227 The National Police Staff Council Handbook and Weekend Enhancements for Devon and Cornwall Police Staff

*NB: Mr Bryan Preston declared a personal interest in this agenda item as a member of the GMB*

The report updated the Committee on work being undertaken with the objective being to implement the Police Staff Council National Handbook and accepting it as providing minimum standards of employment for allowances and benefits.

Issues discussed during consideration of this item included:

- the timetable for negotiations
- the scale and impact of the proposals on the budget and the Council Tax
- the role and process of involving the Police Authority in setting the parameters for discussion and negotiations
- the possible reactions of police staff to proposals that affect their terms and conditions
- the role of the unions and staff associations in informing and consulting their members
- communications with staff regarding the negotiations

**RESOLVED TO RECOMMEND** to the Police Authority, subject to the Resources Committee agreeing the financial implications of the report can be implemented and sustained:

- (i) that the Director of Human Resources undertake negotiations with the Trade Unions with the objective being to implement the Police Staff Council National Handbook and accepting it as providing minimum standards of employment for allowances and benefits; and
- (ii) such negotiations would be in two distinct phases
  - a) initial negotiations - to address urgent matters as outlined in the unions' demands and to establish formal recognition ( agreement in principle) of the need to remove unearned allowances from employees. Commitment from the Unions through entering into a formal " Agreement of Intent"
  - b) process negotiations - that will bring about harmony in relation to the Local and National handbooks. This will include resolution of issues on work patterns, shift patterns, hours of work and other issues anomalous within the handbooks; and
- (iii) that such negotiations are within the parameters ( a- g) set out below and any deviations from those parameters must be reported back to and agreed by the Police Authority's Human Resources Committee acting with delegated powers).

Parameters for negotiation:

- a) agree the National Police Staff Council Handbook as the minimum terms and conditions in respect of allowances and benefits for all Devon and Cornwall Police

## **HR/228 Civilianisation Programme**

The report provided the Committee with an update on the proposed Civilianisation Programme, which supports the Force Development programme.

Issues discussed during consideration of this item included:

- progress on tranche 1 is good
- links and impact with the medium term financial plan
- timetable for completing the project

**RESOLVED** to note the report

The meeting closed at 13:15hrs