

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 9 May 2007 starting at 10:00 hrs.

Present

Chairman Mr J N Smith
Members Mr M Bull (present for minute nos HR/251-HR/256) Sir Simon Day, Mr T Evans, Mr D Money and Mr M Nevitt.

Officers in Attendance

Police Force

Ms A Broadbent (Force Learning and Development Manager), Supt D Caldwell (HR performance Superintendent), Mr N Holt (Director of Human Resources and Ms S Williams (Head of HR Operations).

Police Authority

Mr J Glasby (Treasurer) ((present for minute nos HR/251-HR/258)), Miss J Norris (Assistant Chief Executive), Mr C Schofield (Police Authority HR Advisor)

HR/251 Apologies for absence

Apologies for absence were received from Mrs A Malcolm and Mr B Preston.

HR/252 Declarations of interest

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

HR/253 Chairman's Announcements

The Chairman announced that Agenda Item 13 – Succession Planning within the Learning and Development Function and Agenda Item 17 Training of Neighbourhood Policing Teams would be taken immediately after the closed items.

HR/254 Minutes

RESOLVED that the minutes of the meeting held on 24 January 2007 be confirmed as a correct record.

Issues discussed during consideration of this item included:

- HR219 – reappointment of police officers - the policy is in the process of being redrafted and should be ready for presentation to the next meeting
-

HR/255 Consideration to Excluding the Press and Public

Resolved that the Agenda items detailed in the table below be considered as closed items

Agenda item No	Minute No	Report Title	Relevant Act	Relevant section
6		The National Police Staff Council Handbook for Devon & 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.
7		Revised Compulsory Redundancy Terms for 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.
8		Proposed Voluntary Severance Terms for 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.

HR/256 The National Police Staff Council Handbook for Devon & Cornwall Police Staff

The reasons behind the need to implement the National Police Staff Council Handbook (National Handbook) are to ensure that the Force builds a more positive employee relations environment and deals with a historical anomaly which is causing pay equality issues. The Force and unions believe that equal parity with other police forces in England and Wales should be sought by establishing the National Handbook as the minimum terms and conditions of employment for all police staff.

Issues discussed during consideration of this item included:

- Police Community Support Officers' working arrangements
- Protection arrangements
- Lack of detail in the report leads to a lack of confidence that the statements regarding future action will be undertaken
- Communication strategy internally and externally;
- Communications plan and the need for forward planning
- Deployment of staff is an individual Force decision and will vary between forces
- Unearned allowances and erroneous payments
- The historical background of why the national handbook was not adopted
- Context of recent HR related events
- Costings for implementation of the National Police Staff Council Handbook
- Recruitment and retention of staff
- Why the budgetary implications are so different from the initial predictions
- Other situations where similar difficulties may be faced
- The Memorandum of Agreement
- Union ballot
- Timetable for decision-making
- Recognition for the work of the HR Committee Chairman, Treasurer and HR Advisor on this topic

RESOLVED to recommend to the Authority

- (i) to continue with the approach defined at the 8th December 2006 Police Authority meeting to conclude negotiations with the unions over the implementation of the Police Staff Council Handbook
- (ii) that the Force should seek to fund the additional costs of implementation from its budget by releasing funds by savings
- (iii) A full report on the likely costs together with savings proposals to finance them be presented for consideration to the next Resources Committee
- (iv) The Authority's position on the period of protection be reserved pending further legal advice
- (v) that the Chairmans' Group work with the Chief Constable to a) review fully the implications of this issue on budgets, operational practice and delivery and b) identify lessons to be learnt.

HR/257 Revised Compulsory Redundancy Terms for Police Staff

The introduction of age discrimination legislation and changes to the Local Government Pension Scheme (LGPS) require the current Force Redundancy Policy, D254, for Police Staff to be reviewed. In November the Force Management Board supported the recommendations. The paper provided information on the current situation.

Issues discussed during consideration of the item included:

- The financial implications of the options presented
- Age discrimination regulations
- Tensions between organisational and personal financial requirements
- Communications strategy, internal and external
- Cumulative effect of HR policy decisions
- Policies implemented in other Forces and organisations

RESOLVED to recommend to the Police Authority

- (i) that the Authority agrees the interim compulsory redundancy policy for police staff with more than two years' service of a two times multiplier of statutory redundancy pay with uncapped weekly earnings and no pension enhancements - this will not be a contractual entitlement
- (ii) that the redundancy policy is redrafted to encompass the principle stated in (i) above
- (iii) that the Police Authority is consulted upon the financial implications to the organisation before any final decision is taken regarding the redundancy of an individual; and
- (iv) that such consultation be with the Authority's Treasurer who in turn will consult the chair of the Authority's Human Resources Committee and the Authority's HR Advisor.
- (v) A report giving an advance view of workforce planning scenarios be presented to a future meeting of the Committee
- (vi) That the decisions made in accordance with the interim and revised policies be monitored and fed back to the Human Resources Committee one year after implementation

HR/258 Proposed Voluntary Severance Terms for Police Staff

At the HR Committee meeting on 24 January 2007 consideration was given to the principles of a voluntary severance scheme to go forward for discussion with the trades unions. The report provided an update on the current situation

- (v) that the Authority agrees the principles of a voluntary severance scheme for Force staff namely that voluntary severance is offered on the same terms as provided for in the Force's compulsory redundancy policy and on a targeted basis to defined "pools" of staff, pre-approved by the Force Director of Human Resources
- (ii) that the Police Authority is consulted upon the financial implications to the organisation before any final decision is taken regarding the redundancy of an individual; and
- (iii) that such consultation be with the Authority's Treasurer who in turn will consult the chair of the Authority's Human Resources Committee and the Authority's HR Advisor.
- (iv) That the decisions made in accordance with the interim and revised policies be monitored and fed back to the Human Resources Committee one year after implementation

OPEN SESSION

HR/259 Admission of the press and public

RESOLVED that the remaining Agenda items be considered as open items

HR/260 Succession Planning Within the Learning and Development Function

At the Committee meeting of 24 January 2007, an update was given on the Best Value Review of training. The Committee identified that a review of succession planning processes across the learning and development function was required, particularly where they have impact upon high-risk areas for the Force. The Committee Vice-Chairman was remitted to identify succession planning models in use elsewhere and to carry out a 'dip sample' of the HR Department and report to the Committee. The report covered three models in use in different organisations and identified some key posts across the function.

Issues discussed during consideration of this item included:

- succession planning will be part of business plan
- risk register - recruitment failure
- work in the learning and development Function regarding succession planning may be used on other parts of the police organisation
- recruiting and retaining staff and the role individual development can play
- Personal Development Reviews (PDRs)
- Lack of coherence between PDRs and national occupational standards
- Possibility of secondments for senior officers to organisations outside the police service

RESOLVED to note the report

HR/261 Training of Neighbourhood Policing Teams

The Force Learning and Development Manager provided an oral report on the training of neighbourhood policing teams. This is a potential collaborative opportunity and provides the chance for to learn about other organisations and their culture.

Issues discussed during consideration of this item included:

- target student group
- 4 day programme for neighbourhood teams now available
- links to other organisations

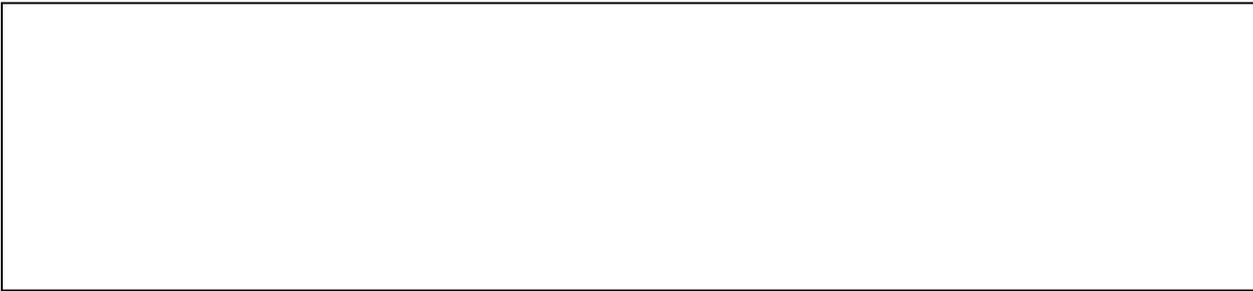
RESOLVED to note the report

HR/262 Job and Grading Review for Devon & Cornwall Police Staff - Pilot Review

RECOMMENDED to the Police Authority that a Member of the Police Authority is included

- (i) that the Flexible Retirement Discretionary Allowance is applied as appropriate to the set of Work complaints prepared by members of the Chief Officers Group
 - (ii) that the Police Authority is consulted upon the financial implications to the PAY grading review across the organisation before any final decision is taken regarding cases which may be referred to the ACAS Steering Group
 - (iii) A report is prepared based on the Authority and the exceptions process information of the potential reduction in wages and the potential impact on the pay structure. The report provided the Committee with recommendations regarding the method to be used.
- the Authority's Treasurer who in turn will consult the chair of the Authority's Human Resources Committee and the Authority's HR Adviser

- there are 2 phases involved in a job evaluation scheme a) establish the internal relativity of jobs and b) then establish the pay structure



HR/263 Fairness at Work Policy Amendment

The report recommended that the Police Authority is included within the Fairness at Work procedure when a complaint is made against a member of the Chief Officer Group.

Issues discussed during consideration of this item included:

- relationship between the Authority and Police Officers at all levels
- possible use of other organisations



HR/264 Changes to the LGPS Regulations – Flexible Retirement

Last year the principle of the concept of 'flexible retirement' was introduced into the Local Government Pension Scheme, whereby members aged over 50 years who reduce either their hours or their grade but remain in employment with the Force, may request immediate payment of their pension, subject to a potential actuarial reduction. The Police Authority is required to have a policy in place to cover such requests.



HR/265 Overtime Levels and Trends

The report provided an update on overtime levels as at the year ended 31st March 2007 together with comparison with the previous three years' expenditure.

Issues discussed during consideration of this item included:

- Better planning regarding the need for overtime is required as it is likely there will always be a "one-off" incidents e,g Napoli
- Despite increased police officer numbers and the advent of Police Community Support Officers overtime trends have not been reduced
- There seems to be a disparity between officer numbers and effective deployment
- Managing peaks and troughs
- Comparison of how other organisations manage overtime

RESOLVED

- (i) to note the report
- (ii) that a further report be presented to the next meeting of the Committee
- (iii) that the Chief Constable be asked to provide a statement indicating the way in which the Chief Officer Group intends to manage overtime with a view to its reduction

HR/266 Long Term Sickness Profile

The report provided a summarised update on the long term sickness (100 Days +) within the Force as at 31st January 2007. The Appendix details the absence statistics and comparison has again been drawn from the profile 6 months and 12 months ago. Annual trends since 2004 are also included for information purposes.

Issues discussed during consideration of this item included:

- role of occupational health

RESOLVED to note the report

HR/267 HMIC Baseline Assessment

The report detailed the Action/Improvement Plans resulting from HMIC Baseline Assessment.

Issues discussed during consideration of this item included:

- use of the traffic light system

RESOLVED to note the report

The meeting closed at 13:00hrs