

**DEVON AND CORNALL POLICE AUTHORITY**  
**Minutes**

A meeting of the **Human Resources Committee** was held in the Conference Room, Police Authority, Endeavour House on the 26 June 2007 starting at 10:00 hrs.

**Present**

Chairman        Mr D Money  
Members        Sir Simon Day, Ms J Norton, Mr B Preston and Mr J Smith

**Officers in Attendance**

**Police Force**

Miss C Ambrose (H R Manager (Attendance)), Supt D Caldwell (HR Performance Superintendent),  
Mr G Cooper (Head of Performance and Reward)

**Police Authority**

Miss J Norris (Assistant Chief Executive), Mr C Schofield (Police Authority HR Advisor)

**HR/268 Election of Chairman**

**RESOLVED** that Mr David Money be elected as Chair

**HR/269 Appointment of Vice-Chairman**

**RESOLVED** that Mr Mike Nevitt be elected as Vice-Chair

**HR/270 Apologies for Absence**

Apologies for absence were received from Mrs A Malcolm and Mr M Nevitt. It was also noted that the newly appointed Director of HR was unable to attend as the meeting clashed with a Chief Officer event.

**HR/271 Declarations of Interests**

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

**HR/272 Minutes**

**RESOLVED** that the minutes of the meeting held on 9 May 2007 be confirmed as a correct record.

The Committee noted that the actions requested in minute HR/265 regarding Overtime levels and trends were still outstanding.

**HR/273 Long Term Sickness Profile**

This report provided a summarised update on the long term sickness (100 Days +) within the Force as at the financial year end, 31<sup>st</sup> March 2007.

Issues discussed during consideration of this item included:

- Psychological disorders are the main cause of absence
- The wording of the recommendation on the report could have been improved
- The clarity of the information provided
- The need to have a comparison with forces in the most similar family group
- The process for managing attendance and the timeliness of interventions
- Funding for fast tracking medical diagnosis
- General statistics about organisations indicate that 12% of people will take unjustified leave
- Absence levels for Police Staff appear to be decreasing
- Impact of the recruitment of Police Community Support Officers

- Environmental factors affecting absence
- Training for Members to fulfil their duties as Regulation A20 Panel Members

**RESOLVED** to note the report.

### **HR/274 Force Improvement Plan – Improving Attendance Management**

Following the identification of an increasing absence trend by the Performance Improvement and Tasking Group, Human Resources were asked to develop a Force Improvement Plan. The Performance Improvement and Tasking Group approved the final version of the Force Improvement Plan on 22<sup>nd</sup> May 2007. The report presented the Improvement Plan to the Committee.

Issues discussed during consideration of this item included:

- The managing absence process and related procedures
- Review of the policy framework
- The financial and emotional cost of not managing absence well
- Developing in-house expertise in the field of managing absence, medical retirements and pensions
- Medical advice is critical to the absence management process
- Providing GPs with information to assist them in knowing what support is available from the Force for their patients
- The role of the Federation in absence management
- Exit interviews

#### **RESOLVED**

- (i) to note the report
- (ii) that at future meetings the Committee be advised of the outcomes of the following recommendations within the "Improving Attendance Management" Plan
  - a) Recommendation 2 (4) – clarifying key responsibilities within the Force and defining trigger points for action (for information to the hr Committee on 19.09.07)
  - b) Recommendation 3 (3) Establishing benchmarking data (for information and comment at the HR Committee on 19.09.07)
  - c) Recommendation 3 (5) Developing targets for 2007/08 and 2008/09 (for consideration by the Hr Committee 19.09.07)
  - d) Recommendation 3 (7) Report quarterly data on absence against benchmark and targets to each meeting of the HR Committee
  - e) Recommendation 4 (2) Clarification of responsibilities within the Force (for information to the Hr Committee on 21.11.07)
  - f) Recommendation 4 (7) Development of Force Management of Ill Health Policy (for consideration by the HR Committee on either 21.11.07 or the first meeting in 2008)
  - g) Recommendation 5 (4) Undertake a cost effective stress audit (for information to the HR Committee on 21.11.07)
  - h) Deliver cost effective Force wide Well-being programme (for information to the HR Committee in April 2008 and subsequently report on the benefits of the programme)

### **HR/275 Baseline Assessment**

The 2006 HMIC baseline assessment of Devon and Cornwall Constabulary assessed delivery of the Human Resources function as "poor. The report is accompanied by an action plan summarising progress and intended activity against identified areas for improvement.

Issues discussed during consideration of this item included:

- The issues to be considered when deciding whether or not to invite re-inspection
- The respective roles and responsibilities of the Chief Constable and the Police Authority regarding performance and therefore the decision process regarding re-inspection

- The current position regarding the decision on the job evaluation scheme / method to be used
- Areas of HR work that may be included on the Risk Register and of interest to the Committee but not included within the baseline assessment action plan

**RESOLVED**

- (i) to note the report
- (ii) the Committee notes that there is a conflict between the Committee's recommendation (Minute HR/262) and subsequent Police Authority approval of the use of the job Greater London and Provincial evaluation scheme and the progress report in the Baseline Assessment action Plan which stated the Chief Constable has yet to decide upon the scheme to be used and
- (iii) that the Chief Constable is invited to make further recommendations to the authority regarding the job evaluation scheme to be used should he deem that to be necessary.

**HR/276 Fairness at Work Policy Amendment**

This report was withdrawn

**HR/277 Best Value Review of Police Training – Police Authority Update**

This item was deferred until the next meeting.

**HR/278 HR Learning and Development Improvement Plan**

This item was deferred until the next meeting.

The meeting closed at 12.00hrs