

# DEVON AND CORNWALL POLICE AUTHORITY

## MINUTES

A meeting of the **Human Resources Committee** was held on 17 September 2008 in the Conference Room, Police Authority, Endeavour House, Pynes Hill, Exeter, starting at 10:00hrs

### Present

Chairman Mr D Money  
Members Mr M Nevitt, Ms J Norton and Mrs J Owen,

### Officers in Attendance

#### Police Authority

Miss J Norris (Assistant Chief Executive), Mrs E Zoestbergen (Policy Officer)

#### Police Force

Mr C Haselden (Director of Human Resources) Miss E Macaulay (Deputy Chair of the GPA) Supt T Matthews (HR Workforce Modernisation), Mr P Tucker (HR Strategy Manager) Mr G Cooper (Head of HR), Mr D Mackenzie-Clark (Head of Physical Education)

### HR/350 Apologies for Absence

Apologies for absence were received from Sir Simon Day, Mrs A Malcolm, Mrs V Pengelly and Mr B Preston.

### HR/351 Declarations of Interest

There were no declarations of interest made in respect of any items on the agenda.

### HR/352 Chairman's Announcements

The Chair said that he understood that Mrs Owen would be relinquishing the role of lead member for diversity and Mr Jeremy Rowe would be undertaking the role in future.

### HR/353 Minutes

The minutes of the meeting held on 11 June 2008 were considered. Issues discussed during consideration of this agenda item included:

- The Chair had written to thank everyone involved with the presentations at the last meeting.

**RESOLVED** that the minutes of the meeting held on 11 June 2008 be confirmed as a correct record.

### HR/354 Gay Police Association

A presentation was given by a representative from the local Gay Police Association (GPA). Issues discussed during consideration of this item included:

- Membership of GPA
- Police Authority involvement with GPA
- How the Force deals with "we have no gay people here" comments and mentality
- Police Authority representation at Pride events
- Confidence of staff support groups that the force will deal with discriminatory issues and behaviour
- Workforce monitoring on sexual orientation – there is no legal requirement to monitor sexual orientation, but it is a way for the Force and Authority to monitor change and identify issues that affect staff. In this way the Force and Authority can manage its workforce more effectively and improve its processes. It also enables the employer to examine the make-up of their workforce as it highlights differences between groups in terms of satisfaction, recruitment and progression.
- Stonewall's workplace equality index

- The input that staff support groups have to new police officer training
- Diversity training on the initial training programme for Police Officers
- Reasons that the current 5 day specific diversity training programme has been paused
- Refresher training on current diversity issues
- Development of appropriate diversity training
- Changing culture specifically in relation to diversity and equality issues.

**RESOLVED** to note the contents of the presentation

### **HR/355 Attendance Management**

This report provided the Committee with an update on absence levels within the Force for police officers and police staff for the period March to May 2008, detailing any significant trends or issues. It also outlined those steps that have been put in place to improve aspects of managing attendance. Issues discussed during consideration of this item included:

- Focus on reducing absence due to short term sickness
- Absence rates are treated as a corporate performance issue
- Causes of stress
- Reasons for short term absence
- The need for managers to take responsibility for managing absence as part of their people management role
- The effect shift patterns may have on sickness
- The need to understand the underlying issues which give rise to sickness absence
- Absence needs to be looked at on an individual case basis
- Single points of contact

#### **RESOLVED**

- (i) To note the position in terms of absence levels and the findings of the report.
- (ii) To note the progress under the Force Improvement Plan to address the key issues.
- (iii) That the possibilities of a monthly briefing sheet for Members on absence levels be investigated.

### **HR/356 Wellness Management**

The well-being of the Constabulary's police officers and police staff is critical to the success of the force. The 2012 strategic vision envisages a workforce that is fully fit in all ways to meet the challenge of becoming a national top ten force. The Force seeks to embed a wellness culture into the organisation. The first step is to carry out a wellness audit of the workforce to identify issues to be addressed; this will also provide a benchmark against which to measure future success. Issues discussed during consideration of this item included:

- The strategic wellness vision for the Force
- Project management for a wellness programme
- Valuing staff is immensely important
- Presentation and communication with staff of why the wellness management programme is being undertaken and its purpose is very important
- Survey return rates
- Financing the wellness management programme

#### **RESOLVED**

- (i) To note the plans for the introduction of a wellness management programme.
- (ii) That regular updates on the implementation of the programme and the results from the survey be presented to future meetings of the committee.

### **HR/357 Redundancy and Redeployment Policies**

This report presented the revised redundancy and redeployment policies for Police Staff. Issues discussed during consideration of this item included:

- Style of the policies
- Consultation with staff
- Definition of "major organisational change"
- Complementary policies for the Police Authority
- Cross referencing to other policies

**RESOLVED** that the revised redundancy and redeployment policies for police staff be endorsed.

### **HR/358 Business Interests for Police Staff**

Current force policy (D178) applies only to police officers who are required by Police Regulations to seek authority from the Chief Constable before commencing any business interest or secondary employment. ACPO guidance received in April 2008 recommends that forces amend their business interest and secondary employment policies to include police staff. This paper proposed an amended Devon & Cornwall policy. Issues discussed during consideration of this item included:

- How existing situations will be managed

#### **RESOLVED**

- (i) That the inclusion of police staff in the requirement to report and seek approval by the Force of all business interests and secondary employment is endorsed.
- (ii) That the Committee approves the appeal process to the Police Authority in the event of an application for approval of a business interest being refused by the Force.

### **HR/359 Job and Grading Review**

This report set out the current position in the continuing preparation for undertaking a job and grading review for police staff roles. Issues discussed during consideration of this item included:

- Anticipated timing of completion of the Project Initiation Document (PID)
- Recent legal judgements and precedents regarding job and grading schemes
- Time schedule for planning and implementing the project
- Need for constant marketing and communication to let people know what is happening, including reasons for any delays, or changes
- Resources for implementing the review when the PID has been completed and approved

**RESOLVED** to note the current position

### **HR/360 Police Staff Handbook – Implementation of Remaining Terms and Conditions**

This report sought approval of the implementation of the remaining National Police Staff Council Handbook terms and conditions with effect from 1 August 2008.

**RESOLVED** that the remaining National Police Staff Council Handbook terms and conditions be implemented with effect from 1 August 2008

### **HR/361 D197 Force Health and Safety Policy**

The Force Health and Safety Management Policy (D197) has been reviewed and updated. A copy of the proposed policy was presented to the Committee. The previous version of the policy did not include any detail of specific responsibilities for the Police Authority. Section 6.2 now includes these proposed responsibilities. A complementary policy is being developed for the Authority. Issues discussed during consideration of this item included:

- Legal responsibilities of the Authority

- A complementary policy is being developed for the Authority which will include a section on members' responsibilities.

**RESOLVED**

- (i) to endorse D197 Health and Safety Management policy subject to the inclusion of the Police Authority representation on the Force Health and Safety Committee
- (ii) to approve the reference to the Police Authority within the Force Health and Safety Management policy

**HR/362 HMIC Thematic Report "Leading from the Frontline"**

HMIC have published a thematic report entitled "Leading from the Frontline" which is a review of the role of Sergeants. The Executive Summary and recommendations from the report and comments supplied for the report by Devon and Cornwall officers were provided for information together with the developing Force action plans. Issues discussed during consideration of this item included:

- The Authority's process for dealing with HMIC reports
- The role of sergeants and their importance to frontline policing
- The usefulness of a similar review being undertaken for all ranks
- The Force action plans to respond to the report recommendations are still being developed

**RESOLVED**

- (i) To note the developing action plans
- (ii) That the Committee will monitor progress against the action plans.

**HR/363 Performance Indicators for Human Resources**

Following the Human Resources Committee of June 2008 the pack of performance indicators to provide an overview of performance for human resources management in Devon & Cornwall Constabulary has been further developed. This report described the changes made to the performance information pack, together with an initial commentary and analysis of the performance information. Issues discussed during consideration of this item included:

- Information that the Committee would find useful
- timeliness of information
- time of officers spent on frontline duties and the differing requirements / indicators of the Force and the Home Office
- the Human Resources PI pack should be a general oversight tool to identify any topics where members would like further information
- the PI pack is still in development and work will continue with the intention of compiling useful data

**RESOLVED** to note the current state of development in creating a Human Resources performance report

**HR/364 Exclusion of Press and Public**

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

Agenda No	Minute No	Report title	Relevant Act	Relevant section
16	HR/365	Workforce modernisation Update – Returning 200 Officers to the Frontline	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).

17	HR/366	Staff Handbook - resources	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
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### **HR/365 Workforce Modernisation Update – Returning 200 Officers to the Frontline**

This report was provided to update members on the current progress to return 200 police officers to frontline roles and dis-establish police staff posts to deliver financial savings. Issues discussed during consideration of this item included:

- Identifying and publicising where the additional posts have been allocated
- tracking the identification, filling and changes to posts

#### **RESOLVED**

- (i) to note the progress made to date
- (ii) information regarding the posts which have been affected or introduced by the 200/196 project to be reported to a future meeting of the Committee.

### **HR/366 Staff Handbook - Resources**

The purpose of this paper was to provide the Committee with an update in respect of the Police Staff Council Handbook costs following implementation. Issues discussed during consideration of this item included:

**RESOLVED** to note the outturn position in respect of the Staff Council Handbook based on July salaries.

The Chairman reminded members that this would be Mr Nevitt's last HR committee and thanked him for his commitment and contribution to the committee and its work.

The meeting closed at 13:38hrs