



## Devon and Cornwall Police Authority Minutes

A meeting of the **Chairs' Committee** was held on 3<sup>rd</sup> July 2008 in the Conference Room, Endeavour House, Woodwater Park, Exeter starting at 09:35am.

### Present:

Chairman.... J Smith

Mr M Bull, Mr B Greenslade and Mr D Money

### Officers in Attendance: -

**Police Authority** Mr G Davey (Chief Executive), Mr J Glasby (Treasurer), Mr C Schofield (HR Consultant) and Miss N Walters (Personal Assistant to the Chief Executive)

**Constabulary** Mr S Otter (Chief Constable), Mr S Vry (Programme Director)

### C/1 Apologies for Absence

Apologies for absence were received from Mr M Hicks and Mr B Preston

### C/2 Declarations of Interests

There were no declarations of interests.

### C/3 Items Requiring Urgent Attention

The following items requiring urgent attention were raised.

**C/4 Closed Items** (Items considered by the Committee with only members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt/confidential information may have been discussed)

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

Minute number	Report title	Relevant Act	Relevant section
C/5	Items requiring urgent attention – Update and future progress of the Job Evaluation project	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 1. Information relating to any individual.
C/6	Items requiring urgent attention – Complaints from Members	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 1. Information relating to any individual.

### **C/5 Items Requiring Urgent Attention - Update and Future Progress of the Job Evaluation Project**

The Chairman stated that the Interim Director of Finance and Resources was yesterday suspended with immediate effect whilst the allegations against him are heard and a conclusion is made.

Issues discussed during consideration of this item included:

- Personal support for the Interim Director of Finance and Resources
- A record of the hearing to be made
- The Tribunal has legal and personnel expertise put in place
- The procedure is completed within a timely manner
- The Chief Executive to send the relevant reports and documentation to the Interim Director of Finance and Resources
- The Chief Constable, at the request of the Interim Director of Finance and Resources to be the single point of contact within the Force
- The Chief Executive to ensure that the Interim Director of Finance and Resources is kept informed on matters relating to the disciplinary hearing

#### **RESOLVED:**

The matter now be progressed with reports back to this Committee if necessary.

### **C/6 Items Requiring Urgent Attention – Complaints from Members**

Members discussed how this issue should be taken forward. Issues discussed during consideration of this item included:

- The background of the series of complaints
- The specific complaints that will need to heard in front of a panel
- The way forward in dealing with the complaints
- The outcome required from the Members concerned submitting the complaints

#### **RESOLVED:**

That the Members be contacted and invited to indicate their preferred resolution from the process.

### **C/7 RE-ADMITTANCE OF THE PRESS AND PUBLIC**

#### **RESOLVED:**

To re-admit the press and public to the meeting.

### **C/8 Previous Outstanding Actions from the Sponsorship Group**

Actions from the previous sponsorship group were checked to ensure they had been completed.

It was noted that an action for an item to appear on the Chairs' Committee agenda for 3<sup>rd</sup> July 2008 with regard to HR capacity and capability would be available at the next Committee on 4<sup>th</sup> September 2008.

**RESOLVED:**

That the Chief Constable make enquiries as to whether copies of the newsletter that were circulated to staff were also provided to the Police Authority.

**C/9 Closed Items** (Items considered by the Committee with only members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt/confidential information may have been discussed)

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

Minute number	Report title	Relevant Act	Relevant section
C/10	Sponsorship Minutes	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).
C/11	Update on Devon and Cornwall Constabulary Change Programme	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 1. Information relating to any individual.
C/12	ACPO Officers	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 1. Information relating to any individual.

**C/10 Sponsorship Minutes**

The minutes of the meeting held on 8 May 2008 were considered.

**RESOLVED** that the minutes of the meeting held on 8 May 2008 be confirmed as a correct record.

### **C/11 Update on Devon and Cornwall Constabulary Change Programme**

The Programme Director presented a report on the Devon and Cornwall Constabulary's Change Programme. As a result of The Readiness for Change Study Report (RfCSR) a revised Change Programme is being developed. The paper sets out the key aspects of this approach.

Issues discussed during the consideration of this item included:

- Recruitment
- The need to buy in consultancy and outside expertise to assist with the project
- Disestablishment of posts
- Programme components, controls and governance
- Project Prioritisation
- Governance structure
- Time scales for the project
- The Authority's support of the project
- Firearms

There are 6 distinct (although not all sequential) stages to the approach to ensure that the change Programme is capable of delivering the required objectives they are:

- Strategy
- Capacity & Capability
- Organisation
- 'Health Check'
- Baseline
- Implementation

#### **RESOLVED:**

- (i) That the report be noted
- (ii) That the Programme Director provide an update report on the Programme at future Chairs' Committees

### **⌘ C/12 ACPO Officers**

Members considered a bonus payment for the Deputy Chief Constable in accordance with the agreed scheme.

Issues discussed during consideration of this item included:

- The Performance and Development Review Form (PDR)
- Overall performance of the Chief Officer over the past 12 months
- Objectives that have been exceeded by the Chief Officer

#### **RESOLVED:**

That the Deputy Chief Constable be paid a bonus.

## C/13 RE-ADMITTANCE OF THE PRESS AND PUBLIC

### RESOLVED:

To re-admit the press and public to the meeting.

### ⌘ C/14 Special Priority Payment Scheme 2008/09

The Chief Constable introduced a report on the Special Priority Payment Scheme 2008/09. The national Police Negotiating Board introduced the Special Priority Payment Scheme (SPP) in April 2003, with its purpose being to reward officers who were undertaking roles that met the following three criteria: -

- Carry a significantly higher responsibility for the rank; or
- Present particular difficulties in recruitment and retention; or
- Have specifically demanding working conditions or environments

Members discussed the current scheme and whether the scheme should continue in its current form.

### RESOLVED:

- (i) That the Special Priority Payments for 2008/09 were approved as an urgent matter given the need to make a submission to the Home Office.
- (ii) That the Chief Constable investigate future options for the possible replacement of the Special Priority Payment Scheme.

### ⌘ C/15 Directors' Removal Expenses

The Treasurer presented a report on Directors' Removal Expenses. The current expenses scheme for Directors' removals covers many aspects of relocating to Devon and Cornwall but does not make an allowance for the costs of having to run two homes.

### RESOLVED:

- (i) That the report on Directors' Removal Expenses be agreed.
- (ii) That the Treasurer produce a report with regard to a relocation matter of a Chief Officer.

### ⌘ C/16 Staff Code of Conduct

The Chief Executive introduced a report on a Staff Code of Conduct. The Audit Commission expects the Police Authority to have an Officer Code of Conduct in place and this is an important element of the Police Use of Resources assessment.

The HR Consultant suggested an amendment be made to item 10.1 within the Officer Code of Conduct.

### RESOLVED:

That the Code of Conduct for Police Authority Staff be approved.

### **C/17 Task and Finish Working Groups**

The Chief Executive presented a report on Task and Finish and Working Groups. As a result of decisions taken by the Police Authority a number of Task and Finish and Working Groups need to be set up with specific terms of reference and, where appropriate time lines.

Issues discussed during consideration of this item included:

- The context within the Terms of Reference
- The layout of the documents

It was suggested to add another bullet point of text under topic/purpose within the Terms of Reference.

#### **RESOLVED:**

The 2-page summary be agreed with the Terms of Reference to be finalised.

### **C/18 Corporate Clothing**

The Chief Executive introduced a report on the possibility of purchasing corporate clothing i.e. ties and ladies scarves bearing the Authority's logo to be explored.

Issues discussed during the consideration of this item included:

- Whether or not it would be a good use of public money
- If the decision should be made by all Police Authority Members by a method of voting

#### **RESOLVED:**

To reconsider this proposal after the elections in 2009.

**C/19 Closed Items** (Items considered by the Committee with only members of the Police Authority, appropriate Officers and expert advisors present, on the grounds that exempt/confidential information may have been discussed)

**RESOLVED:** that the item detailed in the table below be considered as a closed item.

<b>Minute number</b>	<b>Report title</b>	<b>Relevant Act</b>	<b>Relevant section</b>
C/20	ACPO Officers	Local Government Act 1972 as amended by the Local Government (access to information) Act 1985	Schedule 12A, Paragraph 1. Information relating to any individual.

⌘ **C/20 ACPO OFFICERS**

Members considered a bonus payment for the Chief Constable in accordance with the agreed scheme.

Issues discussed during the consideration of this item included:

- The Performance and Development Review Form (PDR)
- Overall performance of the Chief Officer over the past 12 months
- Objectives that have been exceeded by the Chief Officer

**RESOLVED:**

That the Chief Constable be paid a bonus.

**C/21 Reports to Future Meetings**

A report on the formal signing of all outstanding recommendations of the Job Evaluation report will be presented at the next Chairs' Committee Meeting.

**RESOLVED:**

That a report on the formal signing of all outstanding recommendations of the Job Evaluation report be brought to the next meeting.

The meeting finished at 12:20hrs