

**DEVON AND CORNWALL POLICE AUTHORITY
MINUTES**

A meeting of the **Human Resources Committee** was held on 11 June 2008 in the Conference Room, Police Authority, Endeavour House, Pynes Hill, Exeter, starting at 10:00hrs

Present

Chairman..... Mr D Money
Mr M Nevitt, Ms J Norton, Mrs J Owen, Mrs V Pengelly

Officers in Attendance

Police Authority

Miss J Norris (Assistant Chief Executive), Mr R Martin (for Minute No HR347) and Mr C Schofield (Police Authority HR Advisor)

Police Force

Mr C Haselden (Director of Human Resources) Tania West, Gina Curtis (Community Engagement Manager), PC T James (Professional Development Officer) PC A Lobb (Student Officer) PC A Swain (Student Officer) PC P White, Sgt B Ward Mr A Cole (Force Health & Safety Manager)

HR/337 Appointment of Chairman

RESOLVED that Mr David Money be appointed as Chairman

HR/338 Appointment of Vice-Chairman

RESOLVED that Ms Jo Norton be appointed as Vice-Chairman

HR/339 Apologies for Absence

Apologies for absence were received from Sir Simon Day, Mrs Malcolm and Mr Preston

HR/340 Declarations of Interest

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

HR/341 Chairman's Announcements

The Chairman welcomed everyone to the meeting and asked everyone to introduce themselves.

At the Chairman's invitation, the Director of HR provided information about personnel changes within the Department and reported that Supt I Grafton will temporarily become Head of Learning and Development when Ms Broadbent leaves at the beginning of July. Supt T Matthews has also been joined the HR Department specifically to support corporate change.

HR/342 Minutes

The minutes of the meeting held on 1 May 2008 were considered.

Issues discussed during consideration of this agenda item included:

- Progress on the IAG review

RESOLVED that the minutes of the meeting held on 1 May 2008 be confirmed as a correct record.

HR/343 Presentation on the New Leadership Programme

A presentation was given on the new leadership programme that is being provided by the Learning and Development department. The presentation included an explanation of how the leadership programme had evolved and how both Police Officers and Police Staff would access it.

Issues discussed during consideration of this item included:

- the role of the Personal Development and Review (PDR) system in the proposed leadership programmes
- the strategy for learning and development is an intrinsic part of the Force vision and its 5 year strategy
- the pressing need for the professional development of existing leaders / managers within the Force
- the possibility of developing the community placements opportunity to include other ranks and police staff other than only student officers
- the development of partnership opportunities in learning with other organisations such as local businesses and councils
- work based assessments for future police officer promotions which has PDRs as the first component.

RESOLVED to note the contents of the presentation

HR/344 Presentation on the Initial Police Learning and Development Programme

A presentation was given on the Initial Police Learning and Development Programme by student officers who were currently on or have recently been part of the programme. The presentation included an outline of the scheme and the timetable for the first 24 weeks and information about the community placement part of the programme. The high standard and professional level of teaching and support was highlighted in particular the teaching of law. Student officers have regular tutorials with sergeants and trainers. It is evident to the students that their feedback about the training is taken into account when planning future training sessions.

Two areas for possible improvement are the recognition of prior learning and the opportunity to experience front-line policing during the first 24 weeks of training.

Issues discussed during consideration of this item included:

- need to take account of prior learning for any learning and development experience
- training regarding domestic abuse

RESOLVED to note the contents of the presentation

HR/345 Performance Indicators for Human Resources

The report provided an update on progress to develop performance information for the Human Resources function.

Issues discussed during consideration of this item included:

- the reporting mechanisms and how the HR committee will be involved

- not every indicator will be reported at every meeting - the Committee will need to decide what information it requires and at what frequency
- ensuring that the performance information collected links to the organisation's priorities and plans
- sickness absence
- it would be useful to include trend information & comparisons with most similar forces in the performance information provided for the Committee
- the number of people who have "not stated" their ethnicity classifications and the possible reasons

RESOLVED to note the progress made on developing performance indicators

HR/346 Job & 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:

- the proposed timescale
- progress on developing the Project Initiation Document
- the recognised job and grading methods available

RESOLVED to note the report

HR/347 Health and Safety Executive Inspection of Devon & Cornwall Constabulary

This report provided an update on progress to address health and safety issues arising from a Health and Safety Executive (HSE) inspection within the Force in January 2007 and an asbestos incident that had occurred at Charles Cross police station.

Issues discussed during consideration of this item included:

- target dates for implementing actions
- clarification of the roles of the Force and the Authority regarding health and safety issues is required

RESOLVED

- (i) to note the report
- (ii) that when the Force high level policy statement of responsibilities of the office of Chief Constable is received, the HR Committee Chair will write to the Chair of the Authority regarding the importance of clarifying the Authority's responsibilities and liabilities
- (iii) that the Association of Police Authorities should be urged to provide information and support on this topic which affects all Police Authorities

HR/348 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
12	HR/349	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/349 Proposed Voluntary Severance Terms for Police Staff

This report provided an update on the first year of operating a new voluntary severance scheme for police staff

Issues discussed during consideration of this item included:

- changes to the constitution may be needed to assist the smooth operation of the voluntary severance scheme.

RESOLVED to note the report

The meeting closed at 13:15hrs