

**DEVON AND CORNALL POLICE AUTHORITY
Minutes**

A meeting of the **Human Resources Committee** was held on 21 November 2007 in the Conference Room, Police Authority, Endeavour House starting at 10:00 hrs.

Present

Chair..... Mr D Money
Ms J Norton, Mrs J Owen, Mr B Preston and Mrs V Pengelly
Mr J Smith was also in attendance

Officers in Attendance

Police Authority

Mr G Davey, (Chief Executive (for the urgent item on the staff handbook)), Miss J Norris (Assistant Chief Executive), Mr C Schofield (Police Authority HR Advisor)

Police Force

Miss C Ambrose (Human Resources Manager (Attendance), Ms A Broadbent (Head of Learning and Development), Mr G Cooper (Head of Performance and Reward), Mr C Haselden (Acting Director of HR), Ms A Leader (HR Communications Advisor) and Miss S West (Executive Assistant to Director of HR)

HR/294 Apologies for Absence

Apologies for absence were received from Sir Simon Day, Mrs A Malcolm and Mr M Nevitt

HR/295 Chairman's Announcements

The Chair certified that having regard to the special circumstances pertaining in this matter – namely the need for decisions to be taken regarding the staff handbook negotiations and ballot before the next meeting of the Human Resources Committee – he was of the opinion that, despite its non-inclusion on the Agenda, the matter of the “Staff Handbook Update” should be considered at the meeting as a matter of urgency.

The Committee then agreed with the Chair (i) to alter the order of the agenda items so that the Agenda Item 14 – “Member’s Briefing Notes” would be integrated with the urgent item on the staff hand book and (ii) that the combined item and Agenda Item 16 “Employment Tribunal Cases” would be taken after consideration of the Minutes of the last meeting.

HR/296 Declarations of Interests

The following declarations of interest were received.

NAME	Agenda Item	Minute No	Nature of Interest	Action
B Preston	Urgent Item		Personal – member of GMB	Spoke and voted on the item

HR/297 Minutes

RESOLVED that the minutes of the meeting held on 19 September 2007 be confirmed as a correct record.

HR/298 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
Urgent Item	HR/299	Staff Handbook Update	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 300	Employment Tribunal Cases	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/299 urgent item – Staff Handbook Update

The Head of Performance and Reward explained that negotiations with the Trades Unions were ongoing. Issues discussed during consideration of this item included:

- Links with the Force 5 year vision
- Budgetary implications of implementation
- The Resources Committee consideration of the financial implications.
- Communication strategy to ensure that all staff understand how what is proposed affects them
- The number of shift patterns in operation
- Clarity over when / why there is entitlement to payment
- There will be a helpline with the Constabulary and Trades Unions working together that people will be encouraged to phone to find out how the proposals affect them

RESOLVED that the current position regarding the negotiations on the introduction of the national Police Staff Council Handbook be noted

RESOLVED to Recommend to the Police Authority :

- (i) that the approval of the Authority be obtained to the proposed offer to the Trade Unions before the Trade Unions conduct a ballot of their membership, and, so that the ballot can be held at the earliest opportunity after negotiations conclude, delegated authority is given to the Chairs Group to approve the terms to be put to Trade Union members in the ballot.
- (ii) that the Chair of the Human Resources Committee and the Vice-Chair of the Authority be given the task of liaising with the Constabulary to clarify the implications of the negotiations and reporting their findings to the Chairs Group.

HR/300 Employment Tribunal Cases

The report provided the Committee with information regarding employment tribunals for the period 18 November 2006 to 31 October 2007.

Issues discussed during the consideration of this item included

- Acceptable Behaviour Policies
- the need for people to be treated fairly and in a manner that maintains their dignity
- Line Managers need to understand their management role and responsibilities and develop appropriate management skills
- Training for managers
- Timeliness of investigations and resolutions

RESOLVED to note the report

HR/301 Committee Terms of Reference

The report suggested Terms of Reference for the Human Resources Committee for consideration and recommendation to the Police Authority.

Issues discussed during the consideration of this item included:

- Responsibility for diversity issues
- Police Authority directly employed staff and parity with Police Staff

RESOLVED to defer a recommendation on the Terms of Reference to the next meeting in order that further information be obtained regarding the committee responsibility for Police Authority staff (i.e. those under the direction and control of the Chief Executive)

HR/302 Best Value Review of Training: Closing Report

This report provided a final update on the actions identified as part of the Best Value Review of Training 2005

Issues discussed during consideration of this item included:

- work on succession planning

RESOLVED to note the report

HR/303 Development of Performance Indicators for Human Resources

The report provided the Committee with the opportunity to consider the categories for the development of performance indicators.

Issues discussed during consideration of this item included:

- links to the Force Risk Register
- cultural change
- the distinction between quantitative and qualitative information
- the role of Police Authority staff in interpreting information and advising and guiding Members.

RESOLVED

- (i) that the categories for the development of performance indicators should be
- Resourcing
 - Retention
 - Development
 - Health, Safety and welfare
 - Diversity
 - Employee Relations
 - Human Resources efficiency
- (ii) that a progress report on the development of the performance indicators is presented to the next meeting of the Committee.

HR/304 Attendance Management - Quarterly Update to September 2007

The report provided the Committee with an update on absence levels within the Force for police officers and staff for the period July to September 2007; it detailed significant trends and issues, as well as outlining those steps that the Human Resources Department has put in place to improve all aspects of managing attendance.

Issues discussed during the consideration of this item included:

- the impact that a single case of long term absence can have on the absence figures
- managers and staff knowing what the roles and expectations are for managing attendance
- the balance between offering support and managing work loads
- supporting managers to manage attendance

RESOLVED to note the report

HR/305 Police Officer Pensions – Retirement on the Grounds of Ill Health and Injury Awards

The report provided an update on the process for Police Officer retirements on the grounds of ill health and the reviews of injury awards for police pensioners.

Issues discussed during the consideration of this item included:

- documenting the processes
- communications regarding the process
- budgetary implications of reviewing injury awards
- regularity of reports to the police authority regarding the reviews

RESOLVED to Recommend to the Police Authority that the Chief Constable should be given delegated Authority in respect of retirements on the grounds of ill health to:

- A) decide to refer a case to the Selected Medical Practitioner (SMP)**
- B) decide to retain an officer where the SMP confirms the officer is not permanently disabled and both management and the officer agree that retention is appropriate**
- C) to decide the appropriate review period for injury awards**
- D) decide whether there is a cognisant reason why an injury award should not be reduced to the lowest band upon the pensioner reaching the age of 65**

HR/306 Exit from Employment

The report advised the Committee of the exit questionnaire and interview process and provided information on the findings.

Issues discussed during the consideration of this item included:

- the difficulties in collecting accurate and honest information from staff who leave the organisation
- the reasons for the low response rate
- links to key performance indicators
- the possibility of anonymous exit interviews or having them conducted by an external company
- discrimination, bullying and harassment, fairness at work issues – need to be mindful that the number of people giving these as reasons for leaving seem to be increasing

RESOLVED to note this report

HR/307 Diversity Monitoring in the Workplace

This report set out the current diversity monitoring undertaken for Human Resources management activities.

Issues discussed during the consideration of this item included:

- how the data collected is used
- reasons for monitoring employment information being needed, regarding the various diversity strands
- explanations as to why monitoring information is requested and how the information is used
- people need to have confidence that information will not be misused

RESOLVED to note the report

HR/308 Police Authority Diversity Audits

The audits of the Authority's Member / Officer Protocol and the Independent Custody Visiting scheme formed the basis for this report which was presented requesting the Committee's endorsement

Issues discussed during the consideration of this item included:

- the importance of diversity audits and impact assessments
- the timescales for Police Authority audits
- progress with Police Force impact assessments

RESOLVED that at the current time full impact assessments are not required for the Independent Custody Visiting Scheme Guidance and the Member / officer protocol.

HR/309 Police Authority Harassment and Bullying Procedure

The report presented a Harassment and Bullying Policy and Procedure for the Committee's endorsement.

RESOLVED to endorse the Harassment and Bullying Policy and Procedure as presented to the Committee.

HR/310 Lead Member Reports

As no national meetings had taken place recently there were no Lead Member reports regarding APA meetings.

The meeting closed at 13:20 hrs