

Human Resources Committee

A Meeting of the **Human Resources Committee** was held on 21 November 2007.

Further information is contained in the agenda, reports and minutes for the Human Resources Committee meeting held on 21 November 2007.

Matters discussed (with minute references shown in brackets) included:

[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

It was **RESOLVED** to note the report

[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

It was **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

It was **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

The Committee made a number of recommendations regarding delegating specific decisions in relation to medical retirements and retentions to the Chief Constable and these will be included in a future report to the Authority.

[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

It was **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

It was **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

It was **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 which the Committee's resolved to endorse.

David Money
Chair, Human Resources Committee