

Devon and Cornwall Police Authority Minutes

A meeting of the **Human Resources Committee** was held in the Conference Room, Police Authority, Endeavour House on the 13 September 2006 starting at 10:00hrs

Present

Chairman.....Mr J N Smith
Sir Simon Day, Mr T Evans, S Hughes, D Money B Preston and Mrs A Talbot.

Officers in Attendance

Ms A Broadbent (Force Learning and Development Manager) Mr N Holt (Head of Human Resources), Mr C Miller (Recruitment and Development Manager), and Miss J M Norris (Assistant Chief Executive).

HR/188 Apologies for Absence

Apologies for absence were received from Mr I P A Doggett, Mr S Malloni, and Mrs A Malcolm.

HR/189 Chairman's Announcements

The Chairman announced his intention to move Agenda item 16 "A New Job and Grading Review for Devon and Cornwall Police Staff" to take position number 11 on the agenda.

HR/190 Declarations of Interest

No declarations of interest were made in respect of any items on the Agenda.

HR/191 Minutes

RESOLVED that the minutes of the meeting held on 21 June 2006 be confirmed as a correct record.

HR/192 HMIC Report of Training Best Value Review

The Committee were updated on the implementation of HMIC recommendations; 5 have now been completed and 5 are ongoing.

Issues discussed during consideration of this item included:

- Student feedback is sought from all participants in "business as usual" training events
- The links between learning and development and performance
- The good quality but restricted quantity of training evaluation
- Training budgets

RESOLVED to note the report.

HR/193] Training College Refurbishment

The refurbishment of the Training College at Middlemoor is being undertaken to meet the needs of policing in the 21 century.

Issues discussed during consideration of this item included:

- Disability Discrimination Act compliance
- The capacity of the refurbished training college and the requirements of the training programme

RECOMMENDED to the Property Sub Committee that consideration be given to the installation of a lift that would be DDA compliant within the Training College refurbishment project

RESOLVED

- (i) that annual expenditure on external venues is recorded as part of overall training costs and evaluated for best value purposes, in order to assess how provision of appropriate training facilities might be provided in the most cost effective manner.
- (ii) That facilities for local training delivery are considered as part of BCU or departmental plans in respect of operational estates
- (iii) That the impact of the report presented to the Committee is considered in conjunction with the Authority's strategic Operational Estates Strategy
- (iv) That cost effective options for sharing venues are explored via multi-agency and partnership routes
- (v) That the refurbished college is fully Disability Discrimination Act compliant including, if possible, the installation of a lift.

HR/194 Multi-Agency Training Regarding Children's Safeguarding

As a written report was not available this item was deferred until the next meeting of the Committee, however Members were assured by the Head of Learning and Development that plans were in place for multi-agency training.

HR/195 Staff Survey Regarding Learning and Development

This item was deferred to the next meeting.

HR/196 HMIC Baseline Assessment

The Committee were provided with an oral update on the implementation of the recommendations in the 2005 Baseline Assessment

Issues discussed during consideration of this item included:

- A Health & Safety Manager has been recruited
- Support for "support groups"
- The Director of HR reports to the Chief Constable

RESOLVED to note the report

HR/197 HR Functions and Future Plans

This item was deferred to the next meeting.

HR/198 Force Development Programme – An HR Overview

This report provided an overview of the HR programme of work in support of the Force Development Programme.

Issues discussed during consideration of this item included:

- Joint working with neighbouring police forces
- The significant numbers of people who will be changing roles
- The role of the Police Authority in relation to changing roles and the conditions of service for Police Staff.

RESOLVED to note the report.

HR/199 A New Job and Grading Review for Devon and Cornwall Police Staff

The report set out the proposed principles of a new job and grading review for Devon and Cornwall Police Staff.

Issues discussed during consideration of this item included:

- The need to have a robust pay and reward system in place which would assist in the prevention of equal pay claims;
- Methods of ensuring the transparency and accountability in any new process;
- Roles of the Force and the Police Authority in any new process and scheme;
- Expenditure that will be incurred as a result of implementing a new process;
- Responsibility of the Police Authority regarding Police Staff conditions of service;
- Pay, grading and reward schemes used by other forces and local authorities;
- Information flows
- "Checks and balances" and the role of the HR Committee
- Training for Steering Group members.

RECOMMENDED to the Police Authority

- (i) That the Force proceeds with a new Job and Grading review, following consultation with and having gained the support of the Police Authority, Force Management Board, Staff, relevant Unions and Staff Associations.
- (ii) That the Force develops and implements an effective remuneration strategy which enables the recruitment and retention of staff, ensures the Force is competitive with the external labour market and is an affordable employment proposition.
- (iii) The Force follows the key recommendations in the Goodman report, which have been amended and endorsed by the JCC; and incorporates the learning points and recommendations from the Police Authority report.
- (iv) That the Force commits a realistic implementation budget, it commits to sufficient internal and external HR resources to ensure success.
- (v) That the design and set up phase of the programme are begun in the latter part of 2006/early part of 2007, with targeted completion over a 24 month period and final implementation in the spring of 2009.
- (vi) That the new scheme is branded the 'Job and Grading Review' (JAG) to avoid association with the previous job evaluation scheme and to signal a fresh start.
- (vii) That an interim arrangement is agreed to deal with any imminent organisational changes resulting from the Force Development Programme.
- (viii) To ensure the Force is able to recruit and retain staff effectively it has the facility in the new remuneration structure to utilise market supplements in exceptional circumstances to ensure that Devon and Cornwall Force salaries are fully competitive with the external labour market.
- (ix) That the approval of the Authority be obtained to the system of job grading that is to be used for the Job and Grading Review
- (x) That the approval of the Authority, as the employer of police staff, be obtained to a remuneration strategy for the Force before a new pay and grading structure is developed;
- (xi) The Authority (a) agree the proposal that there be interim grading arrangements to meet the changes arising from the implementation of the Force Development programme prior to the completion of the Job and Grading Review and (b) monitor the impact of that interim arrangement;

RECOMMENDED to the Police Authority cont

- (i)
- (xii) The Authority, in the context of the remuneration strategy, recognise the need for adequate funding of the job and grading review, which will include developing proposals with the Force as to how the necessary funding can be 'sourced' and that the approval of the Police Authority is obtained to the budgetary provision for the Job and Grading Review
 - (xiii) The Chair of the HR Committee (or in their absence the Chair of the Police Authority) and the Authority's HR Advisor be nominated to membership of the Job and Grading Programme Steering Group
 - (xiv) The Authority approves any scheme of market supplements for Police Staff and monitor the application of such a scheme.
 - (xv) That a report be presented to the next meeting of the Police Authority on the respective responsibilities of, and delegations to, the Police Authority, the Force Management Board and the Job and Grading Steering Group and that no action be taken to commence the Job and Grading Review until the Authority have approved that report.
 - (xvi) The approval of the Authority is obtained to a new pay and grading structure before it is implemented and to any other changes to terms and conditions of service associated with the new structure, including any arrangements to protect the pay of police staff whose grade is changed as a result of the revised grading structure;
 - (xvii) The Authority consider amending the Terms of Reference to agree changes (both interim and permanent) to the pay and grading of Police Staff on PSMG grade 1 and above be agreed and that the Authority consider how this may best be effected

HR/200 Police Authority Race Equality Scheme Update

The Committee received a report on activities that had been undertaken in association with diversity and in particular the Race Equality Scheme

Issues discussed during consideration of this item included:

- The role of Lead Members.

RESOLVED to note the report.

HR/201 Force Race Equality Impact Assessments

The report explained the process the Force has adopted to undertake Race Equality Impact Assessments .

Issues discussed during consideration of this item included:

- The need to undertake a race equality impact assessment on the Force complaints system.

RESOLVED to note the report.

HR/202 Long Term Sickness Profile

This report provided information about the numbers of Police Officers and Police Staff members who have been continuously absent for 100 days or more.

Issues discussed during consideration of this item included:

- The presentation of the information and the added impact that graphical information would provide.

RESOLVED to note the report.

HR/203 Application Procedure for Officers Retiring and Re-appointed as Police Staff

The Committee had requested information regarding police officers who retire and are then employed as Police staff.

Issues discussed during consideration of this item included:

- Impact of civilisation
- Rationale for deciding the at post should be filled by a police staff person rather than a sworn officer
- Recruitment advertising practices
- Pensions
- Skills sets and training / learning and development opportunities

RESOLVED

- (i) to note the report
- (ii) that a report on proposed civilisation of posts and the process be presented to the next meeting of the Committee.

HR/204 Exit Interview Findings

The report provided information obtained from exit interviews.

Issues discussed during consideration of this item included:

- Information on discrimination
- Bullying and harassment
- Management techniques
- Staff survey
- The possible under reporting of issues particularly in relation to bullying and harassment
- Reasons for non-return of questionnaires

RESOLVED to note the report

HR/205 Police Staff Numbers

The report gave a summary of the Force Development Programme deployment changes for the next 2 years.

Issues discussed during consideration of this item included:

- Deployment of resources
- Traffic Wardens
- Police Community Support Officers

RESOLVED

- (i) to note the report
- (ii) That a profile of police staffing for each BCU and Department be presented to the next meeting.

HR/206 Key Worker Housing

This item was deferred to the next meeting.

HR/207 Recruitment of Police Community Support Officers

The report provided the Committee with an update on the current recruitment schemes for PCSOs.

Issues discussed during consideration of this item included:

- Complexity of the application forms
- The need for a diverse range of applicants.

RESOLVED to note the report.

HR/208 Consideration to Excluding the Press and Public

RESOLVED that the Agenda item detailed in the table below be considered as a closed item

Agenda item No	Minute No	Report Title	Relevant Act	Relevant section
21	HR/209	Age Discrimination and Annual Leave	Freedom Of Information Act 2000	S 22 information intended for future publication

HR/209 Age Discrimination and Annual Leave

Under the Employment Equality (Age) Regulations 2006 (effective from 1 October 2006) benefits based on length of service may amount to indirect discrimination as some age groups are more likely to have the necessary length of service than others. This report outlined a possible solution to issues that may arise.

Issues discussed during consideration of this item included:

- Comparisons of annual leave entitlement with other public service organisations
- the effects on productivity of changing the annual leave entitlements
- costs of the proposal
- the possibility of challenge to the existing system under equality legislation
- the number of staff within each entitlement band
- the rationale for the proposal for the number of days entitlement

RECOMMENDED to the Police Authority

- (xviii) That consultation and negotiation takes place with the staff associations and trade unions with a view to reviewing annual leave entitlements for Police Staff in order to meet the requirement of the Employment Equality (Age) Regulations 2006;
- (xix) That the basis for the consultation and negotiation is for service related annual leave entitlement from 1 October 2006 to be:
- Basic entitlement 22 days
- On 3rd anniversary 22 days
- On 4th anniversary 22 days
- On 5th anniversary 30 Days

The meeting closed at 14:00hrs