

## **DEVON AND CORNWALL POLICE AUTHORITY**

**MINUTES** of the meeting of the **Human Resources Committee** held in the Executive Conference Room, Middlemoor, on the 16th November 2004, starting at 10.30 AM.

### **OPEN SESSION**

#### **PRESENT**

Sir Simon Day .....in the Chair  
O Dendy, S Malloni, C Ryan and C Wallin

#### **OFFICERS IN ATTENDANCE**

J Crooks (Employee Relations Manager), E Lewis (Police Authority Liaison Officer),  
Ch Supt S Smith (Commander Human Resources), and Assistant Chief Constable C Winter

#### **HR/88 Apologies for Absence**

Apologies for absence were received from D Money and A Talbot.

#### **HR/89 Declarations of Interest**

No declarations of interest were received regarding any item on the Agenda.

#### **HR/90 Minutes**

**RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> September 2004 be confirmed as a correct record.

#### **HR/91 Modernising The Police Service**

The report updated Members on the thematic inspection by Sir Ronnie Flanagan, which took a far-reaching look at Police Service Modernisation and the integration of police officers and police staff within a modernised policing service.

Issues discussed during consideration of this item included:

- The optimum balance between sworn officers and other police family members;
- The implications of role changes;
- Training issues;
- Recognition that police staff are an essential and valued part of the Police Force;
- Special priority payments and the reward package for police staff.

**RESOLVED** to note the report

#### **HR/92 HMIC Training Review Best Practice**

ACC Winter explained that final report had not been received, however based on the draft report, an action plan has been devised and work to implement the draft recommendations has been started.

**RESOLVED** to note the report

### **HR/93 HR Development Plan and Dataset**

Ch Supt Smith explained that the Force gets many reports which impact across a variety of business areas. The development plan and data set is a planning tool to ensure consistency and that all HR issues raised in reports are addressed. It provides a standard set of information and enable the HR section to be proactive rather than always reactive. The data set should assist monitoring and scrutiny of HR issues and performance. New IT software is being installed to assist with this planning and monitoring process.

**RESOLVED** to note the report

### **HR/94 Job Evaluation**

Papers for this item were circulated at the meeting. Ch Supt Smith explained that dialogue was ongoing with Unison and if negotiations proceed smoothly it is hoped to publish an impact list by the end of January 2005. The target is to deliver the full job evaluation package by December 2005.

Issues discussed during consideration of this item included:

- Impact of job evaluation on individual roles within the organisation;
- Succession planning and continuity of service provision;
- Continuous organisational development;
- Job evaluation is a useful tool to assist with shaping and designing a workforce to meet future policing needs;
- ACC Winter wished to record her thanks for the hard work of everyone involved in the project.

**RESOLVED** to note the report

### **HR/95 Temporary Contracts for Staff**

An embargo on permanent contracts was implemented in June 2003 in order to give the organisation a chance to undertake the job evaluation process and review organisational needs. Since 19/8/03 (when the effect of the embargo would have started) until the present time 192 Police Staff have been employed on temporary contracts; 92 of those contracts were issued to people who were completely new to the Force. These temporary contracts are 'fixed term contracts' and staff have broadly the same employment benefits as permanent staff.

Issues discussed during consideration of this item included:

- Conditions of service

**RESOLVED** to note the report

### **HR/96 Gender Issues**

Mrs Ryan, as Lead Member introduced this agenda item. The Terms of Reference for the "champion" role have not yet been drafted but will be presented to a future meeting. Many current initiatives such as job evaluation may have impact on gender issues. A working group is being set up with a view to establishing a network for female staff offering mutual support opportunities.

Issues discussed during consideration of this item included:

- Need to focus on an individual's needs

- Impact of new white paper e.g. recruitment to various ranks

**RESOLVED** to note the report

#### **HR/97 Revised Police Authority Race Equality Scheme**

Work is progressing on producing a draft Police Authority Race Equality Scheme. The legislative requirements means that such a scheme must be consulted upon before it is finalised and published by 31<sup>st</sup> May 2005.

**RESOLVED** to delegate approving the consultation draft of the Police Authority Race Equality Scheme to the Police Authority Diversity Group.

#### **HR/98 European Information and Consultation Directive**

Papers were circulated at the meeting. Chief Supt Smith reported that at the current time the consultation arrangements that are in place comply with the new regulations but the consultation mechanisms have not been directly endorsed by all staff. Consultation is undertaken in a structured way that is known and understood by employees.

Issues discussed during consideration of this item included:

- How the number of union members is calculated;
- Representation and consultation arrangements for Police Community Support Officers and Special Constables;

**RESOLVED** to note the report

#### **HR/99 ODPM Consultation on a Code of Conduct for Local Government Employees**

The Office of the Deputy Prime minister is currently seeking views on proposals for a Code of Conduct which would become part of the terms and conditions of employment for Police Staff (except Police Community Support Officers) and Police Authority staff.

Issues discussed during consideration of this item included:

- Declaration of charity membership including freemasonry;
- Concerns over bureaucracy;
- The need for everyone in public service , including MPs and civil servants to be subject to the same checks and balances for the purposes of accountability.

**RESOLVED** to respond that the Police Authority does not wish to comment upon the consultation document.

#### **HR/100 Police Officers – Pensions Management Update**

An oral report was given on the effect of changes in procedures for attendance management and responding to police pension appeals. Good practice has been developed and the approach to any pension appeal or pay dispute must be considered when an Officer begins sick leave. Statistics show that previously only 1 in 33 of pension appeals were found in favour of the Police Authority. This year, so far, there is a success rate of 75%. This has resulted in a budgetary saving of approx £480, 000 lifetime costs. Only those cases with a strong recommendation for ill-health retirement are considered by Members via the

Human Resources Committee  
16 November 2004

Regulation A20 Sub-Committee. There are currently 46 Officers recorded as being on permanently restricted duties, who would otherwise have retired.

There is a need to implement procedures to manage and regularly review cases where ill-health retirement has been granted. It is important that management issues such as capability and competence are separated from medical issues.

**RESOLVED** to note the report

The meeting closed at 12. 10pm