

**DEVON & CORNWALL POLICE AUTHORITY**

**HUMAN RESOURCES COMMITTEE**

A Meeting of the **Human Resources Committee** was held on the 8 June 2004

Sir Simon Day and John Smith were elected Chairman and Vice Chairman respectively.

The following recommendation arose from the meeting;

**[HR/75] 'Extra Mile' Awards**

Members received a report regarding a proposed new framework of policing awards. It is important that recognition in the work place is acknowledged and the Force is keen to develop a temporary framework that recognises good work by staff. The 'Extra Mile Awards' is a proposal currently under development that is intended will help reinforce the key values of the organisation by formally recognising the good work of a variety of staff.

The extra mile awards will represent a new style of policing award accessible to police officers, police staff, partner agencies and the public. The awards reflect the Force's focus on people and community. The awards also seek to develop internal support to foster the development of staff at all levels. It is intended that the awards reflect the Force's values and recognise and reward heroes and role models. A draft version of some of the promotional material illustrates a suggested format and is attached to this paper. It is a one-employee award with a variety of categories. A formal presentation is envisaged to present prizes to shortlist winners but in the interim all those nominated will get an instant prize. Some of the categories will encompass prizes previously presented annually.

**RECOMMENDATION that the principles of the 'Extra Mile' awards be endorsed.**

**[HR/73] Ethical Procurement**

Current European legislation does not allow ethical or green issues to be included as the primary criteria for selecting a contractor. The Chartered Institute of Purchasing and Supply has a "Socially Sustainable Working Group" which is looking at ways in which ethical and green issues can be included in contracts whilst working within the provisions of various legislative requirement. The Devon Procurement Partnership has launched a website working with police and fire authorities in the South West and Wales to encourage E-tendering, the site includes information on ethical issues.

**[HR/72] Police Staff Discipline Procedure**

A new police staff discipline procedure based on the ACAS code of practice has recently been introduced. A 'Managers Guide and Toolkit' has been written and this explains various steps in the procedure and gives example documentation.

**[HR/74] Business Benefits Arising from the Review of Shift Patterns**

New shift patterns have been gradually introduced since January 2004 and are now fully implemented. The new shift patterns have been designed using a set of ergonomic criteria defined by Merseyside police and other criteria to support the Devon & Cornwall Constabulary's community focused policing style. A number of business benefits have been identified from the introduction of the new shift pattern including a reduction in health and safety incidents on duty, higher performance levels due to lessened fatigue and reduced long term health effects of night workers. Shift patterns are now fully Working Time Directive compliant, matching resources to demand, a reduction in overtime expenditure has been achieved, and as officers will not be away from work for more than 3 days (except in annual leave or sickness) investigations and subsequent case preparation will not be delayed unnecessarily.

**[HR/76] Police Staff Induction Book**

The Induction book is intended for police staff joining the organisation and police officer transferees. Currently the booklet is available in hard copy and on CD-ROM and it is planned that it will be available to download from the Intranet and potentially accessible to the public via the Internet site. New staff are given time to work through the book within their first week of joining the Force, following which they discuss the content with their line manager. The induction booklet consists of ten modules covering organisational topics such as communication, standards and values and security as well as those aimed at the individual e.g. staying healthy and fit and learning and development.

**[HR/77] Probation and Modernisation Update**

The trials in England and Wales are ongoing and still being developed. Emerging findings from the trial sites are being disseminated to Training Managers. A consultant has been engaged by the Home Office to undertake the valuation of the trial sites and he is also working with trial site forces in order for them to undertake their own evaluation of the trial.

The APA has encouraged Police Authorities to engage locally with the preparations of the modernised programme and satisfied themselves these are sound and robust. It has been suggested to forces that a member of the Police Authority should be asked to be part of any Force IPLDT project board.

**Sir Simon Day**  
**Chairman of the Human Resources Committee**