

**DEVON AND CORNWALL POLICE AUTHORITY
HUMAN RESOURCES COMMITTEE**

A Meeting of the **Human Resources Committee** was held on 24 January 2007.

Further information on the items referred to below is contained in the agenda, reports and minutes for the Human Resources Committee on 24 January 2007.

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

[HR/229] Election of Vice-Chairman

Sir Simon Day was elected Vice-Chairman.

[HR/233] HMIC Report of Training Best Value Review

Members considered the report. Many of the actions arising from the review had been addressed and closed. The recommendation that the Police Authority review the effectiveness of succession planning processes across the training function, particularly where they impact high-risk areas for the Force was still being progressed. It was resolved that the Committee Vice-Chairman identify succession planning models in use elsewhere and undertake a 'dip sample' of the HR Department and report to the Committee.

[HR/234] Absence Comparison

The report compared average number of hours lost per person per year in the Devon and Cornwall Constabulary for the last three years with that of similar police forces and public sector organisations.

[HR/235] Job and Grading Review

Members were updated on progress of the job and grading review. The pilot assessment of ACAS preferred job and grading schemes included a sample of fourteen benchmark jobs. It was hoped that the outcome of the pilot, with recommendations on the preferred scheme and an implementation plan would be presented to members at their meeting on 16 February, however this was becoming increasingly unlikely due to complications around synchronising the various meetings required to formulate the recommendation to Members. It was therefore suggested that should it prove impossible to report at the 16 February meeting, delegated powers be given to the Chief Executive in consultation with the Chairman and Vice-Chairman of the Police Authority to select the scheme.

[HR/236] Overtime levels and trends

This report provided the current overtime levels as at 30 November 2006 and an indication of the year end picture with projections based on the current levels of expenditure. It also included information for the last three financial years. The data presented was not inflation adjusted. The Committee was concerned that overtime levels had not decreased significantly as more police officers had been employed.

[HR/239] Alcohol and Drugs: misuse and testing policy

Members considered the draft policy which had been drafted in compliance with the Police Amendment Regulations 2005 and endorsed the testing for substance misuse of certain members of the Force. The Committee resolved to endorse the introduction of an Alcohol and Drugs misuse and testing policy in support of the provision of a safe, healthy and productive working environment. They also resolved to receive an update in six month's time which reported on amendments to the policy in light of the impact on staff & officers post implementation and comparisons with similar policies in use by other organisations.

[HR/244] Review of Employment Tribunals

The Authority's Diversity and Stop & Search Working Group requested that a report be presented to the Committee giving information about the subjects / issues which were the reasons for Employment Tribunals. Members considered a report which provided an analysis of information relating to employment tribunals. The following was resolved:

- (i) Employment Tribunals, grievances and discipline cases are monitored and regularly reviewed by HR and Training Board, using relevant performance indicators
- (ii) The provision of training and specialist post selection procedures are routinely monitored in line with the expectations of Force policy and these statistics are reviewed
- (iii) Quarterly reviews of ongoing ET and grievance cases are held by legal services, employee relations and diversity units to quickly identify issues and act on them
- (iv) The Fairness at Work Procedure be revised to include the Dispute Resolution Procedures and organisational experience to date.
- (v) Equality and Diversity training is evaluated by an audit of supervisors covering knowledge and understanding, particularly in relation to harassment, disability and sexual orientation.
- (vi) Specific training and support be made available to those area where the organisation may be vulnerable as demonstrated by ET or grievance.
- (vii) All compromise agreements and grievance resolutions be collectively monitored within HR to ensure consistency, establish precedents, identify risk areas and measure costs.
- (viii) To ensure that proper evaluation of training and impact on performance is carried out.
- (ix) The HR Committee receive regular monitoring reports identifying numbers of Tribunals and cost [including the costs of any settlements].

[HR/245] Changes to LGPS Regulations – Flexible Retirement

Changes to the Local Government Pension Scheme contained in the Local Government Pension Scheme (Amendment) Regulations 2006 introduce the new concept of 'flexible retirement'. The Authority is required to agree and publish its policy with regard to this provision. The proposed Discretionary Policy on Flexible Retirement was presented for Members consideration. Members resolved to support the Flexible Retirement Policy which allowed consideration of applications from members of staff who wish to take their pension early whilst continuing in service on reduced hours or at a reduced grade; required any cost of taking early pension benefits to be borne by the employee; and allowed the Constabulary, in exceptional circumstances, to use its discretion to waive a member's actuarial reduction. The policy would be represented to the Authority for final ratification following any necessary consultations.

[HR/246] Revised compulsory redundancy terms for police staff

The introduction of age discrimination legislation and changes to the Local Government Pension Scheme (LGPS) require a review the current Force Redundancy Policy, D254 for Police Staff. The report suggested options for the future and requested the Committee to consider its preferred way forward. The Committee resolved to support revised compulsory redundancy terms for police staff with more than two years' service of a two times multiplier of statutory redundancy pay with uncapped weekly earnings and no pension enhancement as the basis for discussion with the Trades Unions. The policy would be represented to the Authority for final ratification following this consultation.

[HR/247] Proposed voluntary severance terms for police staff

Members considered the report which recommended the principles of a voluntary severance scheme for police staff. The Committee resolved to approve the principles of a voluntary severance scheme as outlined below to go forward for discussion with the Trades Union. The policy would be represented to the Authority for final ratification following this consultation.

Other issues discussed included: [HR/243] Long Term Sickness within South and West Devon BCU, [HR/237] Impact of assaults on Officers, [HR/238] Special Constabulary deployment, Management and Duty Hours, [HR/249] Staff Survey and [HR/250] HR Department future structure.

John Smith
Chairman of the Human Resources Committee