

**DEVON AND CORNWALL POLICE AUTHORITY**

**HUMAN RESOURCES COMMITTEE**

A meeting of the **Human Resources Committee** was held on 11 March 2004.

***Further information on the items referred to below is contained in the agenda for this meeting, which has been circulated to all members.***

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

**HR/59 PRESENTATION ON CALL HANDLING PERSONNEL MATTERS**

Members received a presentation on managing sickness absence in the Call Management and Communications Department. They also considered the current Attendance Management Policy and the actions in place to deal with this. Two new induction courses had been put into place and a Core Skills Unit would be in place by September 2004.

**HR/ 63 FORCE IMPLEMENTATION OF THE DISABILITY DISCRIMINATION ACT**

The extension of the Disability Discrimination Act 1995 and the readiness of the Constabulary for implementation was discussed. The extension of the Act places new duties upon the Constabulary as an employer. Force policies that required reviewing in light of the DDA are being rewritten following both internal and external consultation. Members also considered the impact that the implementation of the DDA may have on operational performance, estates, contractual (equipment, services and systems affecting disabled staff) and personnel and training issues.

**HR/64 POLICE STAFF DISCIPLINE PROCEDURE**

Members were provided with an update on the progress of the Police Staff Discipline Policy and supporting documentation. A full review of HR policies had taken place to incorporate the use of simplified language, streamlined processes, incorporation of appropriate legislation and regulations and supporting guidance for both personnel professionals, line managers and individuals where appropriate.

A new set of Discipline and Capability Rules had been produced which would be issued to all staff on appointment. It was the intention to keep all Force policy simple and open so as to create a framework whereby people were not constrained, policies were fair and safe and were empowering of managers.

**HR/65 POLICE STAFF AGE/GRADE PROFILES**

Details of the current age and grade profiles of Police Staff within the Devon & Cornwall Constabulary were presented in the report. Only 1 % of (full time equivalent) staff were aged under 21 years with the youngest person aged 18. A number of possibilities were suggested for the younger candidate such as sponsorship schemes, apprenticeships or secondments. However any changes that were implemented would need to be as a result of either social or business drivers.

## **HR/66 INVESTORS IN PEOPLE ACTION PLAN**

The Force was subject to a formal IIP re-assessment in January 2004. The assessment had suggested areas for improvement and the Force was not able to achieve full reaccreditation. IIP status would be maintained subject to the Force committing to an action plan to address the areas for improvement. The plan included explicit comment from the Police Authority and was considered by Members.

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