

## **HUMBERSIDE POLICE AUTHORITY**

### **PERSONNEL COMMITTEE**

**11 JULY 2006**

<b><u>PRESENT:-</u></b>	Mr Smith, JP, in the Chair.
<b>Elected Members:-</b>	Councillors Black, Brady, Stroud and Uzzell.
<b>Independent Members:-</b>	Ms A Branton MBE and Mr J Shipley.
<b>Magistrate Members:-</b>	Mr R Stuart, JP.
<b>Officers: -</b>	Mr J Bates, Director of Performance and Resources, Mr N Kingston, Assistant Chief Executive, Mr P Wainwright, Performance and Resources Manager, Mr D Griffin, Deputy Chief Constable, Mrs S Morley, Head of Personnel and Ms L Taylor, Head of Training.

The Committee met at Pacific Exchange, Kingston upon Hull.

- 1 **DECLARATIONS OF INTEREST/OFFERS OF GIFTS OR HOSPITALITY** – The Chair reminded Members of the need to record any personal or prejudicial interest in items on the agenda, and to disclose any relevant receipt or offering of gifts or hospitality.  
  
No declarations or disclosures were made.
- 2 **APOLOGIES** – There were no apologies for absence submitted.
- 3 **MINUTES** – **Resolved** – That the minutes of the meeting of this Committee held on 11 April 2006, having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chair.
- 4 **UPDATE ON THE MINUTES** – No updates were reported.
- 5 **(1) ACTION SCHEDULE** – Members received a rolling schedule of actions arising from previous meetings of the Committee.

The Head of Personnel referred to minute 46 regarding the de-criminalisation of on street parking and advised that North Lincolnshire Council were

submitting a report to their Cabinet in July that recommended decriminalisation. If approved this was likely to be implemented from December 2007 and consultation would take place in B Division if appropriate. The Deputy Chief Constable indicated that a precedent had been set in D Division by offering redeployment to PCSO or alternative posts for Traffic Wardens and that this would be applied throughout the Force.

The Director of Performance and Resources referred to minute 64 regarding the Costed Training Plan and advised that he had met with Gillian Bardsley and Ian Porter to link this issue in with Activity Based Costing (ABC) and to tie training in with budget proposals. Also referring to this minute, the Performance and Resources Manager advised that the Business Plan for the Learning and Development Function 2006/07 had been submitted by the Force to the Home Office by their deadline of 30 June. A copy of the Plan, which did not require Police Authority approval, was available. The majority of the issues contained in the document were also contained in the Costed Training Plan that had been submitted to the previous meeting and the People Strategy that was on this agenda.

Regarding minute 70, consultation on the New Code of Professional Standards for the Police, the Performance and Resources Manager advised that no comments had been received for forwarding on to the Home Office.

The Assistant Chief Executive referred to minute 75 regarding complaints submitted under the Police Reform Act 2002 and advised that the IPCC had dispensed with the complaints made against the previous Chief Constable. Regarding the more recent complaints the IPCC had advised the appointment of an independent person to conduct an investigation on behalf of the Police Authority. The Chief Constable of Northumbria had been appointed and had met with the complainant. Terms of Reference were currently being drawn up for the investigation and a further report would be submitted in due course. He advised that the IPCC had agreed to a dispensation with the complaints reported at minute 76 and no further action would be taken regarding these matters.

**Resolved** – That the action schedule and updates be noted.

- 6 **PRESENTATION – HR MERGER ISSUES** – The Performance and Resources Manager advised that the Police Staff Council had issued guidance indicating that Police Authorities should ensure that they had adequate policies and procedures in place. He advised that he was working with the Assistant Chief Executive and the Independent Personnel Adviser looking at the Authority's procedures. A draft amalgamation order had been received that now included Police Authority staff as a separate category and indicated that the posts of Chief Executive and Treasurer were not to be ring-fenced.

The Head of Personnel reported that she had met with her counterparts in the Region and they were pulling together a template. They were starting to look at common threads and to develop issues on a collaborative basis. They were meeting with project leaders to develop a framework in connection with Serious and Organised Crime and Roads Policing.

The Director of Performance and Resources advised that there was to be a special meeting of the Police Authority on 25 July to look at suggestions for collaborative working in the areas of Strategic Roads Policing, Serious and Organised Crime and Counter Terrorism. The report to be submitted to the special meeting would be suggesting the establishment of a Joint Committee of the four Police Authorities within the Region.

The Deputy Chief Constable advised that even if mergers did not proceed, there was still a need to look at how protective services and support services were delivered.

**Resolved** – That the issues raised in the presentation and subsequent discussions be noted.

**7 (2) PEOPLE STRATEGY 2005/06 – PERFORMANCE OUTTURN REPORT**

– The Chief Constable submitted a report that informed Members of achievements made against the People Strategy for 2005/06. The Personnel Performance Outturn Report was attached at Appendix 1 to the report and provided an outline of the key issues progressed and performance during 2005/06.

The Deputy Chief Constable outlined the good work that had been achieved regarding female officer recruitment and attendance levels and advised that more work needed to be done in the areas of ethnic recruitment (although this related to small numbers), the speed of the recruitment process and the retention of Special Constables.

Members referred to the levels of sickness for police officers and police staff. They discussed the recruitment of female officers and the Head of Personnel advised that a national campaign had produced fewer female applicants than local campaigns, however, targeted work had led to the Force being ahead of the national average in this area. The number of female officers was determined by head count rather than calculating the number of whole time equivalents and the Performance and Resources Manager advised that Home Office Performance Indicators now also calculated these numbers based on head counts.

The Head of Personnel advised that nationally the medical had been put at the end of the process which had added a significant amount of time to the

length of the recruitment process. She advised that care was taken to advise applicants that the process may take some time and they were kept informed at all stages of the process.

It was queried as to whether any further women only events were planned for the future and the Head of Personnel advised that the programme was to be continued in 2006. She agreed to circulate the dates and times and indicated that Members would be welcome to attend.

The Chair referred to the People Strategy workshop that had been held on 30 May which he had thought had been extremely useful.

**Resolved** – That the report be noted.

- 8 **(3) IMPROVING PERFORMANCE THROUGH PEOPLE – STRATEGIC SUMMARY** – The Chief Constable submitted a report that provided Members with a Strategic Summary of the key issues in the 2006/07 People Strategy. The report identified the direct links with Policing Plan priorities for 2006/07 and summarised core HR issues to be progressed.

The Chair referred to section D regarding development and suggested the inclusion of a further bullet point relating to training evaluation.

The Head of Personnel advised that the wider document would be circulated to Members if required.

**Resolved** – (a) That the Strategic Summary be approved, subject to the inclusion of a bullet point in Section D relating to training evaluation, and (b) that reports on progress be brought to future meetings of this Committee.

- 9 **(4) GRIEVANCE ANALYSIS** – The Chief Constable submitted a report that i) examined grievance data from 1 April 2005 to 30 March 2006, ii) compared the data related to grievances from April 2001 to March 2006, iii) analysed relevant trends and iv) outlined progress on the current audit of internal reporting mechanisms.

The Deputy Chief Constable referred to the falling number of grievances but highlighted that caution was needed when interpreting this trend. He referred to the Fairness at Work workshop to be held on 12 July that would involve staff who had been through the grievance process outlining how they had found the process. He indicated that there was a high level of resolution but that timescales remained an issue.

**Resolved** – That the report be noted.

- 10 **(5) GRIEVANCES: MEMBER DIP SAMPLING OF COMPLETED CASE**

**FILES** – The Chief Executive submitted a report that outlined the key issues that had arisen from the dip sampling visit in May and reviewed the exercise in advance of the establishment of further Member dip sampling of completed grievance cases.

The Members who had undertaken the dip sampling briefly outlined their findings. Concern was raised regarding the length of the grievance process and those cases that were dealt with outside of the deadlines laid down in the policy and Members indicated that they felt it would be a retrograde step to extend deadlines further.

The Deputy Chief Constable outlined some of the reasons for delays which included people being on leave and, in some cases, the individual bringing the grievance not responding in a timely manner and indicated that the current timescales were unrealistic. He suggested that a couple of case studies be submitted so that Members could see exactly where the delays were occurring. It was queried whether anyone checked whether deadlines were being adhered to and it was reported that this was done by the Equalities and Diversity Officer. There was also an opportunity for individuals to ask to have their grievance moved onto the next stage. A Member made reference to a practice at Hull City Council where staff were encouraged to go to the Standards Board if they felt that policies were not working.

The Head of Personnel advised that consideration needed to be given to whether line managers were the most appropriate people to deal with grievance cases or whether it should be specific people trained in this role. She highlighted also the high number of cases that were successfully resolved.

The Performance and Resources Manager advised that at present Members were dip sampling completed case files, however, as part of the revised grievance procedure, there may be an opportunity to look at ongoing cases.

**Resolved** – (a) That the issues arising from the May dip sampling visit be noted and taken into account at future dip sampling visits, b) that Mr Shipley and Councillor Uzzell be appointed to carry out further dip sampling over the coming year; c) that any issues arising from future dip sampling of completed grievance cases be reported back to this Committee in conjunction with the Chief Constable's regular report on grievances, and (d) that the next dip sampling exercise concentrate on lengthy cases so that Members are able to check the timescales and areas where delays occur.

- 11 **(6) GRIEVANCE RESOLUTION PROCEDURE - UPDATE** – The Chief Constable submitted a report that updated Members on the redevelopment of the Grievance Resolution Procedure and Members' role within it.

The Deputy Chief Constable highlighted that this was an interim report and advised that refined proposals would be submitted following the completion of work that was currently ongoing and the workshop to be held on 12 July referred to at minute 9.

Members indicated that they would wish to see details of how the other 42 Police Authorities dealt with the grievance appeals procedure. The Deputy Chief Constable confirmed that this would be incorporated and that he hoped it would be a joint report with the Chief Executive of the Authority.

The Director of Performance and Resources referred to a letter from Unison that had been sent to all Members of the Authority and advised that this matter required careful consideration and the outcome must be a process that everyone had confidence in.

**Resolved** – That there be a full report to the next Personnel Committee regarding any recommendations to change the current procedure.

- 12 **(7) PROTOCOL FOR THE PROVISION OF INFORMATION ON EMPLOYMENT TRIBUNAL CASES** – The Chief Constable and Chief Executive submitted a joint report that set out a protocol relating to the provision of information to the Police Authority on employment tribunal cases.

The Performance and Resources Manager advised that the protocol followed what the majority of Police Authorities did, however, it did not fully reflect elements of the APA framework.

**Resolved** – (a) That the protocol for the provision of information to the Police Authority on employment tribunal cases be adopted and (b) that a report on the adequacy of the protocol be received in 12 months time.

- 13 **(8) TRAVEL POLICIES** – The Chief Constable submitted a report that outlined recent changes that had been made to Essential User car allowances. Appendix 1 to the report detailed the number of posts in receipt of essential user car allowance at the start of the review and Appendix 2 detailed those that would be receive the allowance following the introduction of the revised changes from 1 October 2006.

Members indicated that this matter had arisen as a result of their involvement in the grievance process.

**Resolved** – (a) That the report be noted, and (b) that a further report be received in 12 months time.

- 14 **(9) EXTENSION OF THE DISABILITY DISCRIMINATION ACT (DDA) TO POLICE OFFICERS** – The Chief Constable submitted a report that updated

Members on the impact on the Force of the extension of the DDA to police officers.

**Resolved** – That the report, in particular the increasing impact of the implementation of the DDA in terms of both workload and monetary cost, be noted.

- 15 (10) **ALTERNATIVE LEARNING STRATEGY** – The Chief Constable submitted a report that provided Members with an update on the Alternative Learning Strategy.

**Resolved** – (a) That the report be noted, and (b) that a further report be submitted in 12 months on the E-Learning pilot.

- 16 (11) **HEALTH AND SAFETY ACTION PLAN ACHIEVEMENTS** – The Chief Constable submitted a report that provided Members with an update on the 2005/06 Health and Safety Action Plan and achievements.

**Resolved** – (a) That the report be noted, and (b) that the Authority's Health and Safety representative, Ms Branton MBE, be provided with a full copy of the Health and Safety Action Plan and the reports supporting the work that has been done through it.

- 17 (12) **PERSONNEL COMMITTEE – HEALTH AND SAFETY ISSUES** – In accordance with minute 18 of the Police Authority, the Chief Executive submitted a report that outlined proposals that had been agreed at the Police Authority meeting to include Force Health and Safety issues within the Terms of Reference of this Committee.

**Resolved** – That the report be noted.

- 18 (13) **FORCE TRAINING AND SUPERVISION BOARD – 22 JUNE 2006** – The Chair submitted a report that provided Members with a summary of the issues raised at the Force Training and Supervision Board .

**Resolved** – That the report be noted.