

HUMBERSIDE POLICE AUTHORITY

HUMAN RESOURCES COMMITTEE

21 October 2008

<u>PRESENT:-</u>	Mr Smith, JP, in the Chair.
Elected Members:-	Councillors Black, Brookes and Matthews.
Independent Members:-	Mrs Taylor MBE
Officers: -	Mr N Kingston, Assistant Chief Executive, Mr I Watson, Assistant Chief Officer (Human Resources), Chief Inspector S Tipple, Professional Standards Branch, Mr A Stojkovic, Head of Organisation Development, Mrs J Smith, Performance and Resources Officer, Ms A Wood Talent and Career Services Manager, Superintendent G Collinson, Human Resources Development Branch, Mr S Garmston, Federation, Mr J Brown, Unison and Ms S Blair, Better Times.

The Committee met at Pacific Exchange, Kingston upon Hull.

WELCOME – The Chair welcomed Mrs Taylor MBE to her first meeting.

- 23 **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.
- 24 **APOLOGIES** – Apologies for absence were submitted on behalf of Ms Branton MBE.
- 25 **MINUTES** – **Resolved** - That the minutes of the meeting held on 8 April 2008, having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chair.
- 26 **UPDATE ON THE MINUTES** – All updates were covered elsewhere on the agenda.
- 27 **(17) ACTION SCHEDULE** – Members received a rolling schedule of actions arising from previous meetings of the Committee.

The Performance and Resources Officer referred to minute 11 relating to inconsistencies in the application of the Family Leave Practice Direction. The Practice Direction had since been amended and all Practice Directions were currently being reviewed. Further issues would be picked up through dip sampling. The Chair advised that a project group had been established to look at Practice Directions and he would attend these meetings when he felt he could add value.

The Performance and Resources Officer referred to minutes 15 and 16 regarding dip sampling and advised that a programme of dip sampling visits was currently being drawn up. Dip sampling of conduct complaints would, as previously agreed, be undertaken by officers, however, she would advise Members of the dates so that they could attend if they wished. A report on findings would be submitted to the January meeting of this Committee. The next round of grievance dip sampling was to be conducted by Councillor Matthews and Mr Smith and dates were currently being sought.

She referred also to minute 17 regarding employment tribunal cases and advised that in relation to claimant L, about which Members had requested further information, the hearing had been postponed and re-listed to March 2009. An update would be given to a future meeting.

The Assistant Chief Officer (Human Resources) referred to minute 37 regarding a national exit interview questionnaire and advised that he was due to attend a meeting at which this would be discussed.

He referred to minute 50 relating to the staff survey and commented on the number of different surveys that were being conducted in force. He advised that a separate staff survey was necessary but indicated that he wanted to avoid duplication. He hoped to submit a draft questionnaire to the January meeting of this Committee.

He referred to minute 11 relating to PDR changes and advised that the results of the implementation of the changes to the PDR system had been positive. He commented that talent management would need to cover areas that were not now covered by the less comprehensive PDR system.

Resolved – That the action schedule and updates be noted.

- 28** **(18) PRESENTATION – LEADERSHIP DEVELOPMENT PROGRAMME** – Ms Wood, Talent and Career Services Manager, gave a presentation on talent management and the learning and development processes that had now been put in place within the force.

Resolved – That the presentation be noted.

- 29** **(19) POLICE AUTHORITY HEALTH AND SAFETY RESPONSIBILITIES** –

The Chief Executive submitted a report that outlined the Health and Safety responsibilities of the Police Authority and sought agreement on a means by which it could be ensured that these responsibilities were carried out.

The Assistant Chief Officer (Human Resources) indicated that he welcomed the report and advised that instead of submitting an annual report relating solely to Health and Safety he would seek to include information relating to Occupational Health and Welfare.

Resolved – (a) That the proposals set out in paragraph 7 of the report be approved; (b) that Councillor Matthews be nominated as the Lead Member for Health and Safety matters, and (c) that a report be submitted to the next meeting outlining the Force’s compliance with Health and Safety legislation and information relating to Occupational Health and Welfare and that such a report be submitted to this Committee annually.

- 30 **(20) HUMBERSIDE POLICE AUTHORITY CORPORATE PLAN** – The Chief Executive submitted a report that detailed progress against the 2008/09 Corporate Plan.

The Assistant Chief Executive advised that the extension requested to actions 1.2, 1.5 and 2.2 was until December 2008 and not December 2009 as printed in the matrix. Members commented on the need to ensure that timescales allocated for actions were realistic. Members also queried whether this was the most appropriate Committee to monitor the implementation of the Corporate Plan. The Assistant Chief Executive advised that Committee Terms of Reference were constantly kept under review and the Chair indicated that if Members did not feel that this was the right Committee to monitor the Plan it could be raised at the AGM. He further added that on the assumption that all actions would be achieved by March 2009 monitoring would still be needed to ensure that they were maintained.

Resolved – (a) That the timescales of actions 1.1, 1.2, 1.5, 2.1, 2.2, 4.3, 5.1, 6.1 and 6.5 as indicated in the matrix attached to the report be extended; (b) that no further actions be included at this stage, and (c) that a further progress report be submitted to the next meeting.

- 31 **(21) POLICE PAY REVIEW BODY** - The Chief Executive submitted a report regarding the Government’s proposal to establish a pay review body to replace the current regime for determining police officer pay – notably a process of conciliation and arbitration.

The Chair advised that due to a 3 year pay deal being agreed there was no need for a pay review body and this item was therefore withdrawn. The Assistant Chief Officer (Human Resources) commented on the cost pressures placed on the MTFS as a result of the agreed pay deal.

- 32 **(22) RESPECT AND DIGNITY AT WORK – PROGRESS REPORT** – The

Chief Constable submitted a report that provided an update in relation to progress on the Respect and Dignity at Work Procedure.

The Chair commented on the need to ensure that the timescales included within the new procedure were realistic and adhered to. He referred to the need to resolve the issue of Police Authority involvement in the hearing of grievance appeals and advised that research conducted amongst other Police Authorities had revealed that out of the 14 Authorities who responded only 1 had any involvement in the process. None of the Police Authorities in the region had any involvement in the appeal process. Members discussed the involvement of the Authority and Unison and the Federation indicated a wish to retain Police Authority involvement as they felt that it provided staff confidence. The Assistant Chief Officer (Human Resources) advised that he had no strong views regarding Police Authority involvement but commented that the credibility of the process should lie in its application and not be dependent on the involvement of the Police Authority. The Assistant Chief Executive advised that the Performance and Resources Officer represented the Police Authority on the RADAW Steering Group. It was hoped that an options paper would be submitted to the January meeting of this Committee to enable Members to resolve the issue of Police Authority involvement.

Resolved – (a) That the report be noted, and (b) that a further report submitted to the next meeting of this Committee outlining options to enable Members to take a final decision regarding the issue of Police Authority involvement in the appeal process.

- 33** **(23) BUSINESS AND WORKFORCE MODERNISATION UPDATE REPORT** – The Chief Constable submitted a report that detailed the progress of the Business and Workforce Modernisation Project.

The Chair commented on the clarification provided to the Police Authority meeting on 23 September regarding revisions to the predicted savings.

Resolved – That the report be noted.

- 34** **(24) WORKFORCE PLANNING AND 30+ UPDATE** – The Chief Constable submitted a report that (i) provided an outline of the workforce planning rationale and staffing projections for 2008/09 to 2013; (ii) included an update regarding the current establishment position, vacancy position and information relating to the future workforce mix taking into account planned business and workforce modernisation, and (iii) summarised the current position regarding the 30+ Scheme.

Following queries the Head of Organisation Development confirmed that the figures included in the report excluded those posts that had already been converted. The totals were therefore a potential reduction of 260 officers and a potential increase of 386 staff. He confirmed that the figures shown in

Table 4 compared Humberside in 2013 with data relating to other forces now. It was also confirmed that HMIC would conduct an inspection of the workforce in 2010.

Resolved – That the report be noted.

- 35** (25) **HRD REVIEW UPDATE** – The Chief Constable submitted a report that provided an update on the delivery of the HRD review.

The Assistant Chief Officer (Human Resources) advised that he had initially considered requesting approximately £1½m to fund the changes to HRD, however, he had decided to find the money internally. He reported that good progress was being made and it was hoped that over time Divisional resources and support should be strengthened and the additional funding should be identified. He indicated that the first meeting of the Workforce Development Oversight Board had been delayed but would take place by the end of November.

The Chair indicated that as good progress was being made it was not necessary to report to each meeting and that instead exception reports on issues such as the PDR could be submitted.

Resolved – That the report be noted.

- 36** (26) **NPIA REVIEW OF PCSOS** – The Chief Constable submitted a report that gave an update on the Humberside Police position statement in relation to recommendations made by the National Policing Improvement Agency (NPIA) following their national review.

The Chair referred to the decision of the Neighbourhood Policing Project Board to focus on 3 recommendations and suggested that supervision ratios should also be considered. The Assistant Chief Officer (Human Resources) advised that some work had been conducted regarding supervisory ratios in neighbourhood teams and the Business and Workforce Modernisation Project Board would receive a paper on this in November. The Chair referred to the suggestion by the Assessment and Review Unit to reality check the attachment of PCSOs to Neighbourhood Policing Teams to undertake highly visible patrols to support community safety principles and queried whether a nomination from the Police Authority was sought. The Assistant Chief Officer (Human Resources) undertook to check this. In response to a query relating to recommendation 22 regarding financial sustainability the Assistant Chief Officer (Human Resources) indicated that he understood that provision had been made in the MTFs for when central funding ended in March 2009, however, he would check this.

Resolved – That the report be noted and progress against agreed recommendations continue to be monitored by this Committee.

- 37 (27) **LEARNING AND DEVELOPMENT UNIT UPDATE** – The Chief Constable submitted a report that updated regarding the delivery of the service provided by the Learning and Development Unit.

Resolved – That the report be noted.

- 38 (28) **PROFESSIONAL STANDARDS SELF ASSESSMENT** – The Chief Constable submitted a report that informed of the findings of the Assessment and Review Unit review of Professional Standards Branch that had been undertaken during May and June.

Members indicated that timescales needed to be identified for actions so that they were able to monitor progress in the run up to the HMIC inspection.

Resolved – (a) That the report be noted, and (b) that a further report and fuller action plan be submitted to this Committee in 6 months time.

- 39 (29) **COMPLAINTS AGAINST THE POLICE AND LETTERS OF APPRECIATION** – The Chief Constable submitted a report that provided information about complaints against the police, misconduct, letters of appreciation for the period 1 June to 31 August 2008, and the work of the Anti Corruption Unit.

Resolved – That the report be noted.

QUORUM – At this point the meeting became inquorate and the remaining items were considered for noting only.

- 40 (30) **EMPLOYMENT MONITORING AND BME RECRUITMENT UPDATE** – The Chief Constable submitted a report that detailed the current BME staffing position and the recruitment action plans.

Resolved – That the report be noted

- 41 (31) **EMPLOYMENT MONITORING** – The Chief Executive submitted a report that detailed employment monitoring information for the recent round of Independent Member appointments.

Resolved – That the report be noted.

- 42 (32) **APPROVAL SOUGHT FOR OFFICER TO PARTICIPATE IN EXCHANGE PROGRAMME** – The Chief Constable submitted a report that sought approval for an officer from Humberside to participate in an exchange programme with a Belgian officer over a period of 5 days.

Due to the meeting being inquorate Members were unable to take a decision

on this matter and the Chair advised that it would now need to be dealt with by way of decision record.

Resolved – That the report be noted and the matter dealt with by means of Decision Record.