

NOT PROTECTIVELY MARKED

CUMBRIA POLICE AUTHORITY

PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee held on Monday 3 April 2006 in Conference Room 1, Police Headquarters, Carleton Hall, Penrith commencing at 2.30pm.

PRESENT

Mr R Watson (Chairman)

Mrs L Slavin

Mr J Woolley

Also Present:

Clerk & Chief Executive (Mr C R Alcock)

Chief Constable (Mr M Baxter)

Deputy Clerk (Mr S Edwards)

PART I – ITEMS CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

54. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs M Johnson and Mr J Mallinson

55. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED, that under Section 100A(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the Meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in the Paragraphs indicated of Part 1 of Schedule 12A of the Act –

Item No	Item	Paragraph
4	Acting Up Arrangements	1

56. DISCLOSURE OF PERSONAL INTERESTS

There were no disclosures of any personal interests on any item on the Agenda.

PART II – ITEMS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

57. CHIEF OFFICER - ACTING UP ARRANGEMENTS

The Chief Constable presented a report proposing acting up arrangements within the Chief Officer team from 6 April 2006 while he was absent undergoing surgery and convalescing. He advised Members of the rationale behind his proposals.

Members indicated their support for the proposals set out in the report and gave the Chief Constable their best wishes for his forthcoming surgery and subsequent recovery.

RESOLVED, that

- 1) The Deputy Chief Constable, Mrs Christine Twigg, be appointed Acting Chief Constable with effect from 00.01am on Thursday 6 April 2006 for a maximum period not exceeding the Chief Constable's prior return to work or three months or any further or amending resolution by the Committee; and the situation be kept under informal review by the Clerk in consultation with the Chair, and be subject of formal review in any event by a meeting of the Committee, convened in sufficient time before three months have expired from the date of this originating decision;
- 2) The Assistant Chief Constable, Graham Sunderland, be appointed Acting Deputy Chief Constable with effect from 00.01am on Thursday 6 April 2006 for a maximum period not exceeding the Chief Constable's prior return to work or three months or any further or amending resolution by the Committee; and the situation be kept under informal review by the Clerk in consultation with the Chair, and be subject of formal review in any event by a meeting of the Committee, convened in sufficient time before three months have expired from the date of this originating decision; and
- 3) That Chief Superintendent Peter Kirkbride be appointed Acting Assistant Chief Constable with effect from 00.01am on Thursday 6 April 2006 for a maximum period not exceeding the Chief Constable's prior return to work or three months or any further or amending resolution by the Committee; and the situation be kept under informal review by the Clerk in consultation with the Chair, and be subject of formal review in any event by a meeting of the Committee, convened in sufficient time before three months have expired from the date of this originating decision.

The Meeting ended at 2.45 p.m.

CUMBRIA POLICE AUTHORITY
PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee held on Wednesday 3 May 2006 in Conference Room 1, Police Headquarters, Carleton Hall, Penrith commencing at 1.00pm.

PRESENT

Mr R Watson (Chairman)

Mrs M Johnson
Mrs L Slavin

Mr J Woolley

Also Present:

Acting Chief Constable (Mrs C Twigg)
Director of Personnel and Development (Mr G Noble)
Deputy Clerk (Mr S Edwards)
Police Federation representative (Constable A Wilson)

PART I – ITEMS CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

58. APOLOGIES FOR ABSENCE

There were no apologies for absence.

59. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED, that under Section 100A(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the Meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in the Paragraphs indicated of Part 1 of Schedule 12A of the Act –

Item No	Item	Paragraph
13	Police Force Amalgamation – Personnel Issues	1
14	Acting up During Absence of Chief Constable	1
15	Police Staff Discipline	1
16	Grievance Report	1

60. DISCLOSURE OF PERSONAL INTERESTS

There were no disclosures of any personal interests on any item on the Agenda.

61. MINUTES

RESOLVED, that the Minutes of the meetings of the Committee held on 27 February and 3 April 2006 be confirmed as a correct record and signed by the Chairman.

62. PERSONNEL DATA REPORT

The Acting Chief Constable presented the year end personnel data report for 2005/06, which included an annual review of personnel issues dealt with under the Authority's Scheme of Delegation.

Members congratulated the Constabulary on the fact that 100% of Performance Development Reviews had been completed during 2005/06.

RESOLVED, that the report be received.

63. SICKNESS ABSENCE REPORT

The Acting Chief Constable presented the Sickness Absence Report for the period 1 April 2005 to 31 March 2006. Absence levels for both Police Officers and Police Staff were below both the local and national targets. In part the decline in absence levels for Police Officers and Police Staff could be attributed to the more robust management of short term sickness absence introduced by the Constabulary.

Members noted that Police Officer sickness absence in West Cumbria was still higher than that for the other two BCU's and the Acting Chief Constable advised them of measures being put in place to address the matter.

Members raised with concern the fact that every one of the Constabulary's PCSO's had had a period of sickness absence during the year covered by the report. The Director of Personnel and Development advised that the Occupational Health Unit had made enquiries with other forces in the North West who all reported a similar pattern of sickness absence. As yet there was no apparent reason for this but work was ongoing to attempt to identify the reasons following which measures would be put in place to address the matter. Members asked that a further report on the position with regard to sickness absence amongst PCSO's be brought to the next meeting of the Committee.

RESOLVED, that the report be noted.

64. CUMBRIA LEARNING STRATEGY

The Director of Personnel and Development presented the Constabulary's Learning Strategy for the period 2006 to 2009. There was a Home Office requirement that such a Strategy be produced and this document had been

developed in accordance with Home Office requirements and within guidelines produced by HMIC. Unfortunately the guidance was not sufficiently flexible to enable the Constabulary to reflect within the Strategy the forthcoming amalgamation with Lancashire in April 2007. This had been fed back to HMIC.

RESOLVED, that the Cumbria Learning Strategy 2006/09 be approved.

65. TRAINING DEPARTMENT BUSINESS PLAN

The Director of Personnel and Development presented the Training Function Business Plan for the period 2006/07.

There was a statutory requirement that a Business Plan be produced and, as with the Learning Strategy, the format of the Plan was fairly well prescribed.

The Business Plan contained a Service Improvement Plan that reflected the planning taking place for the amalgamation of Cumbria and Lancashire in April 2007.

Members expressed the view that, as with the Learning Strategy, whilst lengthy the Business Plan was well structured and readable.

RESOLVED, that the Training Department Business Plan 2006/07 be approved.

66. THE DISABILITY EQUALITY DUTY - OVERVIEW

The Deputy Clerk presented a report the purpose of which was to provide the Committee with an overview of the Disability Equality Duty.

The Acting Chief Constable provided Members with an update on work being undertaken by the Constabulary to ensure that it complied with the Disability Equality Duty within the prescribed timescales.

RESOLVED, that the report be noted.

67. NEW PERSONNEL POLICIES

The Acting Chief Constable informed Members that three new policies had been introduced since the last meeting of the Committee, namely the Health and Safety Policy, the Mentoring Policy, the Study Support Policy.

In addition the Dress Code Policy reported to the February meeting of the Committee had been implemented on 3 April 2006.

RESOLVED, that the report be noted.

68. PROMOTION PROCESSES

The Acting Chief Constable presented a report which provided Members with information on the current promotion processes in use within the Constabulary. This information had been requested by the Committee at its meeting in February 2006.

RESOLVED, that the report be noted.

69. INDEPENDENT CUSTODY VISITING SCHEME - RECRUITMENT

The Deputy Clerk presented a report which outlined the proposed Independent Custody Visitor recruitment process for in 2006. The process outlined in the report mirrored that which had been successfully adopted in 2005.

RESOLVED, that

- (1) the recruitment timetable appended to the report by the Clerk and Chief Executive, and the recruitment process set out in the report, be approved;
- (2) the arrangements for short listing and interview as set out in the report by the Clerk and Chief Executive be approved.

PART II – ITEMS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

70. POLICE FORCE AMALGAMATION – PERSONNEL ISSUES

The Acting Chief Constable provided Members with an update on personnel matters arising from the amalgamation process. Members noted that the Director of Personnel and Development was the lead on the “People” workstream.

In response to a question from a Member, the Acting Chief Constable advised that 17 members of the Constabulary were now working in the Joint Programme Office, 15 of whom were based in either Preston or Lancaster.

RESOLVED, that the position be noted.

71. ACTING UP DURING ABSENCE OF CHIEF CONSTABLE

The Acting Chief Constable presented a report prepared jointly with the Treasurer. Members were advised that as a result of a combination of national and local circumstances if the salary arrangements agreed at the meeting of the Committee on 3 April were applied the Acting Deputy Chief Constable would receive a lower level of salary than he would in his substantive post as Assistant Chief Constable. To rectify this situation it was proposed that an honorarium (provision for which was provided in the regulations), be paid to the Acting Deputy Chief Constable during the period that he was acting up.

RESOLVED, that an honorarium equivalent to 90% of the difference in annual salary between the grade of Assistant Chief Constable and Deputy Chief Constable (unprotected) (£2386.80pa) be paid pro rata to the Acting Deputy Chief Constable during the period of acting up.

72. POLICE STAFF DISCIPLINE

The Acting Chief Constable presented a report which informed Members of police staff disciplinary activity in the period 13 February to 20 April 2006.

RESOLVED, that the report be received.

73. GRIEVANCE REPORT

The Acting Chief Constable presented a report which showed the number of grievances lodged in the current year to date, and compared those figures with those lodged in the previous two financial years.

RESOLVED, that the report be noted.

The Meeting ended at 1.55 p.m.