



CUMBRIA POLICE AUTHORITY
PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee held on Wednesday 21 April 2010 in Conference Room 2, Police Headquarters, Carleton Hall, Penrith commencing at 10.00 am

PRESENT

Mr R Cole (Chairman)
Mr J Bland
Mrs M Johnson
Mrs L Shaw
Mr J Woolley

Also present:

Director of Personnel & Development (Ms J Bancroft)
Acting Chief Executive (Mr S Edwards)
Policy and Performance Officer (Ms N Brooker)
Committee Services Officer (Ms J Head)

PART 1 – ITEMS CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

56 APOLOGIES FOR ABSENCE

No apologies for absence were received as all members present.

57. URGENT BUSINESS AND 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 Agenda items on the grounds that they involve the likely disclosure of exempt information as defined in the paragraphs indicated of Schedule 12A to the Act-

Item No	Item	Paragraph No
16	Police Staff Discipline & Capability	1, 2
17	Grievances	1, 2
18	Special Priority Payments	1, 2
19	Management of Change	1, 3



58. DISCLOSURE OF PERSONAL INTERESTS

There were no disclosures of any personal interest relating to any item on the Agenda.

59. MINUTES

The minutes of the meeting of the Committee held on 28 January 2010 had been circulated with the agenda for the meeting.

In relation to minute number 22 – People Information report 3rd Quarter a member asked what was happening in relation to the Officer Extension of Service scheme. The Director of Personnel and Development advised that there was now a new national scheme which was operating in Cumbria. Under the new scheme an officer would have to leave the Constabulary for one month before being able to be re-employed. She stated that the Constabulary were currently developing a policy to cover the amendments to the scheme. The aim of the scheme was to retain skills within the organisation.

RESOLVED, that, the Minutes of the meeting of the Committee held on 28 January 2010 be confirmed as a correct record and signed by the Chair.

60. PEOPLE INFORMATION REPORT – YEAR END 2009/10

The Director of Personnel and Development presented the people information report for the year end of 2009/2010. Highlighted in the report were some of the achievements for the 2009/10 period. At a SEARCH Assessment centre at Cheshire in March 29 candidates had attended gaining a pass rate of 62%. These candidates would be able to use their pass at the assessment centre when the Constabulary recruited officers in the future. The Constabulary had also attained exceptional results at the Part Two Sergeant and Part Two Inspector exams, being one of the highest performing forces nationally.

At the end of the year the Constabulary had 40 officer vacancies. It had expected to have only 30, however a planned intake of officers in June 2010 would reduce the vacancies back to 30. It was noted that the number of Special Constables had been increasing during the last quarter.

The Director highlighted to members the positive action initiatives undertaken by the Constabulary during the year, advising them of the role of Diversity Champions within the force.

Following a request from members at their last meeting the report now contained information in relation to age, gender, disability, faith/religious beliefs and sexual orientation of officers and staff. Although the Director advised that the information shown, apart from that of age and gender, was taken from the Origin HR system



and was self declared by officers and staff. Therefore if an officer or member of staff did not wish to declare their religious belief or a disability then this was not mandatory.

In relation to Black and Minority Ethnic (BME) officers and staff, the Director advised that the figures illustrated now included police officers and police staff who were from a non visible BME background, thus increasing the force's percentage of employed BME officers and staff.

In relation to the increasing number of officers on maternity, the members asked how the force was dealing with this. The Director advised that pregnant officers, where possible, would remain with their shift and carry out supporting background functions.

Members noted that as of 31 March 2010 the force had 16 officers with 30 years service. It was acknowledged that this number could rise to 32 officers by the end of 31 March 2011. They asked the Director what capacity the training department would have if these 32 officers left and the force still held 30 officer vacancies. The Director reassured members that the Constabulary would be able to initiate a recruitment and training programme to deal with this matter; although it would take some time for both processes to be completed. The number of officers who were nearing the completion of 30 years service was being monitored closely.

In response to a question from a member the Director of Personnel clarified the difference between Headcount and FTE. This being that although the headcount identified the total number of officers and staff employed by the force, the FTE illustrated that some officers and staff worked part time thus reducing the total number of staff available to work.

Following a members question the Director agreed to include within future reports the success rates in relation to Constabulary promotions.

RESOLVED, that the report be noted.

61. SICKNESS ABSENCE REPORT – 4th QUARTER

The Director of Personnel and Development presented a report which provided information on sickness absence within the Constabulary for the 4th quarter and year end.

Members were anxious to note that although the levels of sickness had reduced slightly they were still a major concern for the Authority. The Director advised that the Constabulary were tackling attendance management and that, although yet to be agreed by the Police Authority's Policing Plan and Performance Committee, BCU Commanders had been given targets for 2010/11 to drive down absence levels. She advised that the Constabulary's Sickness Absence Management Strategy and Policy had been completed, however members were concerned that as the training for line managers would be run from May 2010 until December 2010, then many would not be implementing practices until 2011. The Director



advised that Area Personnel Advisers based within each BCU would be able to provide support to line managers until they received their training. However members were concerned that there was often a change in the supervision of officers and therefore broken continuity for line managers to deal with officers and staff. Members asked whether the programme of training for line managers could be speeded up but were advised that due to the number of officer abstractions and staff from the Wellbeing Unit who were providing the training this would not be possible. It was the role of the Area Personnel Advisers, using the new policy, to identify triggers, persistent causes and trends.

A member advised that from visits they had undertaken in West Cumbria some officers and staff did not see their line managers on a regular basis and therefore issues could arise and go unnoticed. The Director informed members that officers and staff had half yearly reviews with their line managers. Members stated it was the responsibility of line managers to ensure that any issues or trends were identified and remedied quickly.

The Director explained some of the preventative initiatives which the Occupational Health Unit were introducing as well as dealing with any identified issues and trends where appropriate.

Previously members had expressed concern regarding training for police officers line managing police staff and had requested the Constabulary to provide Soft Skills Training to all line managers. The Director stated that the Constabulary recognised this need and was improving the training provided to all line managers.

Members asked that the committee be provided with a breakdown of the sickness figures in relation to the Communications Centre in West Cumbria. Staff within the centre had recently undergone a lot of changes in relation to the re-structuring of the force and members wanted to know whether this had had an adverse affect on staffing. It was agreed that this information would be provided to members and included in future reports.

Some of the main causes of sickness absence were respiratory and musculoskeletal complaints. The average number of sickness hours for police officers was 72.17 and for police staff was 68.94 during the reporting period.

Members asked what the Constabulary planned to do to bring down these levels of sickness and identify and address the causes. The Director advised that it was anticipated that the implementation of the new strategy and training of managers would see a further decrease in sickness levels. Police officers and staff had recently experienced some exceptional issues within their work combined with structural change within the force.

As police officers were exposed to possible assaults and conflict with the public the force were improving their Conflict Training for officers and staff in an attempt to prevent injuries whilst on duty.



In response to a question from a member on what measures the Constabulary were taking in relation to accidents, the Director advised that the Wellbeing Committee were monitoring slips/trips and falls, improving winter maintenance and manual handling training was provided where appropriate.

A member asked what action was being taken in relation to the increase in medium term sickness. The Director advised that from the beginning of April 2010 GP's could now sign officers and staff back to work but in a reduced capacity resulting in the Constabulary being able to manage returns back to work appropriately. The new policy contained a suite of letters which could be utilised by line managers to attain a managed back to work process.

A member asked what had been the conclusions of a meeting with West Midlands Constabulary. The Director advised she had met with their Personnel Director to identify any areas of good practice to reduce sickness which could be utilised within Cumbria.

In relation to the percentage of rostered hours lost to police officer sickness absence, members enquired what types of illness or injury was contained within the miscellaneous category and whether any trends could be dealt with. It was agreed that the Director would email a list to the members for future information.

A discussion took place on the responsibility of officers and staff to ensure that they remained healthy and well. The Director stated that the force did promote healthy eating, exercise and pro-actively monitor groups such as the Communications Centre when they raised an issue in relation to noise levels. Hearing testing had been carried out and the levels were found to be well within the prescribed limits.

Members asked what the Constabulary were doing in relation to providing facilities to promote fitness such as gyms. They were advised that the Constabulary were joining with partner agencies, such as the Fire Service to utilise and share gym facilities.

A member asked how sickness trends were spotted by line managers. They were advised that upon return to work a line manager would be provided with information which identified any trends and sickness history and that a back to work interview would take place with the officer or member of staff.

Members felt that high sickness levels would increase workloads and stress levels for the remaining officers and staff and stated that the Police Authority would be looking for the Constabulary to significantly reduce the levels of sickness in the next year.

RESOLVED, that,
(i) the report be noted;
(ii) sickness figures in relation to the Communications Centre in West Cumbria be provided for the next meeting;



- (iii) the Director of Personnel Email a list of the types of illness or injury was contained within the miscellaneous category to members;

62. POLICE AUTHORITY MEMBER DEVELOPMENT

The Authority's Policy and Performance Officer presented a report which provided details of the progress made upon implementing and developing the framework for Member development, as set out in the Member Development Policy.

Eleven out of seventeen member development meetings had currently been arranged within the next few weeks, with the remaining meetings being carried out by the end of May.

Following all the meetings an analysis would be done to identify any individual and group training needs. These would then be incorporated within the training plan, which had not been progressed any further until this analysis work was carried out.

A member asked whether members would be provided with a copy of the member development review form prior to their development meeting. The Policy and Performance Officer confirmed that when the appointments were made by the Authority's secretariat the relevant information was emailed to the member to enable them to prepare for the meeting. They were also provided with a copy of the training they had completed and a role description relevant to their role.

Members complimented the officers on the work carried out and agreed that the tone of the package was not too challenging and felt sure that it would be positively received by all members.

They asked that the colour coding contained within the action plan be changed as it was difficult to distinguish between the red and the orange. It was agreed that this would be changed for future reports.

RESOLVED, that, the

- (i) report be noted; and
- (ii) colour coding within the action plan be changed for future updates.

63. CUMBRIA POLICE AUTHORITY FLEXI TIME SCHEME

The Acting Chief Executive advised the meeting that an Impact Assessment had been carried out on the Police Authority's Flexible Working Scheme which was used by the Authority's staff. The Authority's scheme differed from that of the Constabulary and it was proposed that the Authority's scheme be amended, as highlighted in an appendix to the report, to bring the scheme in line with the Constabulary's and ensure that anyone with dependants or who acted as a carer were not adversely affected by the scheme. The proposed amendments were approved.



He also sought clarification from the committee of what was meant by the term 'Senior Officer'. It was agreed that this term would only refer to the Chief Executive, Deputy Chief Executive and Treasurer of the Authority.

RESOLVED, that, the

- (i) report be noted;
- (ii) proposed changes to the Police Authority's Flexible Working Scheme be approved; and
- (iii) term Senior Officer only refer to the Chief Executive, Deputy Chief Executive and Treasurer of the Authority.

64. CONSTABULARY TRAINING FUNCTION AND BUSINESS PLAN

The Director of Personnel and Development presented the Constabulary's draft training function business plan for 2010-11 and a report which illustrated achievements, priorities, services provided and budget details for the period 2009/10.

Members agreed that it was a comprehensive report and draft business plan.

RESOLVED, that, the report be noted.

65. ANNUAL REPORT ON HEALTH AND SAFETY

Members were presented with an annual report in relation to Health and Safety for the Constabulary and Police Authority. They were advised that a new Health and Safety Executive had been appointed to the Constabulary, Mr Mark Dawson.

The temporary post of Health and Safety Co-ordinator, provided from within the Personnel Department's quota of existing staff, had now been made a permanent position.

Members asked why the number of near misses which had been reported had seen an increase. The Director stated that officers and staff were encouraged to report all incidents and it was due to this that more incidents were being reported. The increased reporting helped to identify any issues or trends. Member asked that they be provided for future meetings with the number of working days lost due to accidents such as slips and trips. It was agreed that this could be provided.

As noted previously on the agenda a lot of officers were being assaulted whilst on duty and Conflict Management Training was being provided. Members asked that future reports contain a breakdown of the number of assaults per BCU.

RESOLVED, that,

- (i) the report be noted;
- (ii) future reports illustrate the number of working days lost due to accidents such as slips and trips;
- (iii) future reports contain a breakdown of the number of assaults per BCU.



66. ANNUAL REVIEW OF PERSONNEL ISSUES DEALT WITH UNDER THE PA SCHEME OF DELEGATION

The Director of Personnel and Development presented a report which highlighted issues delegated to the Constabulary under the Police Authority Scheme of Delegation. The report detailed the number of appointments, transfers, termination of employment which had taken place during the year.

Members asked for a summary of why staff had left the organisation in order to identify any trends or issues and a comparison to previous years.

RESOLVED, that,
 (i) the report be noted;
 (ii) a summary of why staff had left the organisation and a comparison to previous years be provided.

67. NEW PERSONNEL AND DEVELOPMENT POLICIES

The Director of Personnel and Development presented the Constabulary's Performance Development Review (PDR) policy which had been reviewed in line with the new on-line PDR process onto the ORIGIN IT system.

Some difficulties were being experienced with the IT system but these were being addressed.

RESOLVED, that, the report be noted.

68. POLICE AUTHORITY STAFFING

The Acting Chief Executive presented a report which detailed the interim staffing arrangements within the Authority following the retirement of the Chief Executive on 30 March 2010. Also detailed within the report was an update in relation to a recruitment process for a new Chief Executive.

In response to a question from a member, the Acting Chief Executive confirmed that other Police Authorities had offered assistance if required during this interim period.

Members agreed that resolution (iv), as agreed by the Police Authority on 23 March 2010, should be amended to state "to delegated to the Personnel Committee the task of reviewing the roles outlined above and to make recommendations on its conclusions to the Authority" rather than the use of an ad hoc task and finish group. They were advised that this would be reported to the next Police Authority meeting.

RESOLVED, that, the
 (i) report be noted; and



- (ii) proposed amendment to the resolution be presented to the next Police Authority meeting.

69. POLICE AUTHORITY EXTERNAL INDEPENDENT MEMBER APPOINTMENT PROCESS

The Acting Chief Executive presented a report which provided members with information regarding the recently completed recruitment process undertaken for an External Independent Member of the Standards Committee. A breakdown of the diversity of the applicants was appended to the report.

RESOLVED, that, the report be noted.

70. MEMBER REPORT BACK

Mrs Johnson reported upon the E-Learning panel and advised that a further meeting was to be held the next day, 22 April 2010.

PART 2 – ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

71. POLICE STAFF DISCIPLINE AND CAPABILITY

The Director of Personnel and Development presented a report advising the members of police staff discipline and capability activity which had taken place between 1 October 2009 and 31 December 2009 inclusive. Members were assured that there were no identified trends or issues emerging.

RESOLVED, that the report be noted.

72. GRIEVANCES

The Director of Personnel and Development presented a report detailing the number of grievances lodged within the current financial year and a summary of the past three financial years for comparison purposes.

It was agreed that the Director would supply to members information of areas where grievances had been lodged in relation to colleagues identifying the BCU area concerned. They were again assured that there were no emerging trends or issues.

RESOLVED, that,
(i) the report be noted; and
(ii) members be provided with information of areas where grievances have been lodged in relation to colleagues identifying the BCU area concerned.



73. SPECIAL PRIORITY PAYMENTS 2009

The Director of Personnel and Development presented a report which provided members with details of those serving officers who had been awarded Special Priority Payments under the 2009 scheme. Just under 40% of the total workforce had received appropriate payments with 32 applications being rejected. Upon appeal 19 applications were approved and 13 applications refused.

RESOLVED, that the report be noted.

74. APPENDIX TO ANNUAL REVIEW OF PERSONNEL ISSUES DEALT WITH UNDER THE PA SCHEME OF DELEGATION

The members were presented with an appendix to agenda item number 11 which provided further details of issues dealt with by the Constabulary under the Management of Change.

Thirty eight police staff had received notice that they may be subject to compulsory redundancy on 30 March 2010. Twenty three of the thirty eight (60%) had been successfully re-deployed within the Constabulary but regrettably fifteen had been made redundant. Support had been provided to these members of staff in the form of assistance with writing CV's and providing advice on interview techniques to help them attain alternative employment. The Director confirmed that many of those made redundant had been successful in attaining alternative employment.

Staff unions and Employee Relations were looking at the exit interviews undertaken to identify if any issues which could have been dealt with better for the future.

Employee Relations are working with staff associations regarding any lessons to be learned following the recent redundancy process and the impact on the staff affected - this will include a close look at exit interviews.

RESOLVED, that, the report be noted.

The Meeting ended at 11.50 pm

Personnel Committee – Action Sheet

Agenda Item	Action to be taken	Person Responsible	Date to report back to Cttee	Date Action Completed
DATE OF MEETING: 21 April 2010				
No 5 – Personnel Information	Future reports to include the success rates of Constabulary promotions	Director of Personnel	21.07.10	
No 6 – Sickness Absence	Sickness figures in relation to the Communications Centre in West Cumbria be provided for the next meeting;	Director of Personnel	21.7.10	Provided within report being presented to committee
	Email a list of the types of illness or injury was contained within the miscellaneous category	Director of Personnel		Email sent to PA
	Look at the number of officers and staff on medium or long term sick who return to work once they are placed onto half pay.	Director of Personnel.		Provided within report being presented to committee
No 7 – Member Development	The colour coding within the action plan be changed to distinguish between red and orange	Policy and Performance Officer	21.7.10	Colour coding changed.
No 10 – Health & Safety Report	Future reports illustrate the number of working days lost due to accidents such as slips and trips	Director of Personnel	27.04.2011	
	Future reports contain a breakdown of the number of assaults per BCU.	Director of Personnel	27.04.2011	
No 11 – PA Scheme of Delegation	A summary of why staff had left the organisation and a comparison to previous years be provided	Director of Personnel	27.04.2011	
No 17 – Grievances	Members be provided with information of areas where grievances have been lodged in relation to colleagues identifying the BCU area concerned	Director of Personnel	27.10.10	