



CUMBRIA POLICE AUTHORITY

PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee held on Wednesday 21 July 2010 in Conference Room 2, Police Headquarters, Carleton Hall, Penrith commencing at 10.05 am

PRESENT

Mr Ray Cole (Chairman)
Mr Jim Bland
Mrs Margaret Johnson
Mr John Woolley

Also present:

Director of Personnel & Development (Ms Joanna Bancroft)
Employee Relations Manager (Mr Andrew Taylor)
Acting Chief Executive (Mr Stuart Edwards)
Policy and Performance Officer (Mrs Nicola Broomfield)
Committee Services Officer (Mrs Joanne Head)

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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Lynda Shaw.

2. 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
13	Police Staff Discipline & Capability	1 & 2
14	Pension Augumentation	2 & 4
15	Management of Change	2 & 4
16	Voluntary Work	1
17	Police Authority Staffing	1



3. DISCLOSURE OF PERSONAL INTERESTS

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

4. MINUTES

The minutes of the meeting of the Committee held on 21 April 2010 had been circulated with the agenda for the meeting.

RESOLVED, that, the Minutes of the meeting of the Committee held on 21 April 2010 be confirmed as a correct record and signed by the Chair.

5. PEOPLE INFORMATION REPORT – 1st QUARTER

The Director of Personnel and Development presented the people information report for the first quarter of the reporting year 2010/11.

In June 2010 there had been an intake of 15 new recruits to the Constabulary who were currently undertaking their initial training. Nine Special Constables had been recruited and appointed in April. A 94% pass rate for the OSPRE Sergeant to Inspector Part 2 examinations had been achieved. Seven officers were going forward to the national assessment for the High Potential Development Scheme with the Constabulary already having 3 officers participating within the scheme.

The Constabulary currently had 1,228.5 (FTE) police officers; 808.9 (FTE) police staff; 108.1 (FTE) PCSO's and 124 Special Constables. Following an action from the Authority's Finance & Change Management Working Group the members asked how many officers were eligible for retirement within the new financial year. The Director of Personnel & Development stated that 37 officers were eligible to retire within the next year. Although recruitment had been frozen she reassured members that if necessary candidates could be recruited relatively quickly from applications made previously and officers who wished to transfer from other force areas.

Members asked that due to the recruitment freeze whether or not the Constabulary would still be able to meet its BME target. The Director advised that this may not be achieved during the year, however the Constabulary were still improving development prospects for existing BME officers within the force.

A member asked whether or not the Constabulary would continue to implement the 30+ scheme which allowed officers to remain within the force after they had completed 30 years service. The Director advised that this scheme was strictly monitored and only officers with specific skills required by the force were retained. The scheme was reviewed on an annual basis.

Members discussed the age profile of both police officers and staff within the Constabulary.



RESOLVED, that, members were satisfied with the current position and would review it again at the next quarterly meeting.

6. 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 1st quarter.

At the previous meeting of the committee members had expressed grave concern regarding the levels of sickness throughout the force. They were pleased to note that there had been a decrease in the levels of sickness by both police officers and police staff during the first quarter reporting period. Police officer sickness had dropped 22.5% to 3.14% which was below the performance target of 3.5%; and police staff sickness had reduced by 20.12% to 3.93% which was still above the performance target of 3.13%.

The Authority's Attendance Management Champion asked whether or not areas for concern identified during workstation assessments were being followed up and fully actioned in order to reduce the number of musculoskeletal disorders being experienced by officers and staff. The Director advised that the Force and BCU Wellbeing committees would be placing a greater focus on this area. The Cardinus system which monitored workstation assessment results was due to be updated with the Occupational Health Unit providing additional support.

A member asked if senior officers could attend all of the training sessions for Attendance Management as this would send staff a positive message about the importance of this matter and whether or not the cost of sickness absence was known within each department and BCU. The Director stated that the Senior Management Team at each BCU or department were provided with monthly performance figures, which included sickness, in order for them to undertake risk assessments. She agreed that this information should be filtered down to Sergeants if they were to be responsible for the management of sickness absence.

A member enquired what changes were taking place with regard to the implementation of the new attendance management policy. This involved further training of management to implement the policy and a more joined up and co-ordinated approach throughout the force. Members established that line managers would need to be held accountable if the policy were to be successfully implemented.

In relation to the number of shifts lost due to assaults the information provided illustrated that only the South and West BCUs had been affected and members enquired whether or not the North BCU had suffered any shift losses. The Director stated she would investigate this and report back to the Committee.

At the previous committee meeting, Members had asked that sickness levels for the Communications Centre be provided separately. 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.



Noticeably during the first quarter of 2010/11 sickness absence within the Communications centres had reduced to be more in line with the rest of the force although there were still areas for concern. Members would monitor this again at the next committee meeting.

- RESOLVED,** that,
- (i) members' were pleased to note the improvement in sickness levels throughout the force and would scrutinise it at the next committee meeting;
 - (ii) line managers be made aware of the cost of sickness absence; and
 - (iii) the Director of Personnel & Development ascertain whether North BCU experienced any loss of shifts due to assaults during the reporting period.

7. POLICE AUTHORITY MEMBER DEVELOPMENT

The Authority's Policy and Performance Officer presented a report which provided details of the overall outcomes of recent member development meetings. All Authority members had now completed their development meetings and any areas where further support was required had been identified. A number of members had indicated their willingness to become a mentor which covered a variety of areas such as for new members and to assist member development in specific areas of the Authority's business.

Members noted the progress which had been made against the member training plan during the last quarter. Opportunities for joint training with other authorities were continuing to be explored. Any member who had been appointed to a new committee or working group following the annual meeting would be provided with appropriate briefings or training to assist them in developing their knowledge.

- RESOLVED,** that,
- (i) further member development be monitored at the next quarterly meeting; and
 - (ii) joint training opportunities continue to be explored.

8. POLICE AUTHORITY INDEPENDENT MEMBER RECRUITMENT

The Acting Chief Executive briefed members on the two separate recruitment exercises which the Authority may have to undertake in the autumn of 2010.

Five of the eight Independent Members of the Police Authority would come to the end of their four year term on 31 March 2011 and normal practice would be for the Authority to conduct a recruitment process in the autumn of 2010.

Due to proposals from the Home Office to introduce Directly Elected Individuals (DEI) the Acting Chief Executive had contacted the Association of Police Authorities (APA) to seek clarification on whether a recruitment process would be required. The APA anticipated that the Home Office would extend the current



appointments of the Independent members. If they did not wish to extend their appointments then a light touch recruitment exercise could be undertaken by revisiting shortlists developed from the previous 2 years. If none of the five members wished to be appointed and it was not possible to recruit from previous shortlists then a recruitment process may have to be undertaken.

Members asked that a further report be submitted to the committee at the October meeting providing an update on what process would be required in relation to the Independent members.

One of the External Independent Members of the Authority's Standards Committee would come to the end of their eight year appointment in November 2010. It was proposed that a recruitment exercise be undertaken to replace them.

In previous recruitment exercises the shortlisting and interviews had been undertaken by the Chair of the Standards Committee and the Independent Investigation Officer retained by the Authority. As the Authority no longer retained an investigation officer it was discussed and agreed that an external independent member of the Standards Committee would undertake the shortlisting and interview process with the Chair of the Standards Committee. The Acting Monitoring Officer would administer the appointment process.

- RESOLVED,** that,
- (i) an update report be submitted to the next committee meeting in relation to the four Independent Members who were due to come to the end of their four year appointment;
 - (ii) the Acting Monitoring Officer administer the recruitment process for an External Independent Member; and
 - (iii) the chair and an external independent member of the Standards committee conduct the shortlisting and interview process.

9. POLICE AUTHORITY INDEPENDENT CUSTODY VISITORS RECRUITMENT

A total of 28 Independent Custody Visitors (ICVs) were due for reappointment, nine of whom had completed two three year terms and were now eligible to apply for a further three year term. Those who were eligible for reappointment and wished to be considered would have a meeting with the Authority's Lead Member and panel chair. Any panel chairs due for re-appointment would meet with the Lead Member and Scheme Administrator.

A recruitment process would still need to be undertaken and this would be done as in previous years via the Authority's website, press releases, writing to employers, voluntary organisations, parish councils and other appropriate organisations. A panel consisting of the Lead member, relevant panel chair and a member of the Authority's Personnel Committee would be convened to undertake the interview process.



- RESOLVED;** that,
- (i) approval be given for the re-appointment process in relation to those Independent Custody Visitors eligible for and seeking a second or third three year term;
 - (ii) the process for appointment of new Independent Custody Visitors be approved.

10. SPECIAL CONSTABULARY ACTIVITY REPORT

The Director of Personnel and Development presented a report which detailed activity undertaken by Cumbria Special Constabulary during 2009-2010. During the year a total of 38,770 duty hours had been performed compared to 29,305 hours in the period 2008/09. These duties had been proportionately carried out throughout the three BCUs and at headquarters. It was noted that the deployment of Special Constables had changed with an increase in neighbourhood/community based activities from 32% to 36%.

Operational activity and highlights were highlighted, including the role of Special Constabulary during the floods in West Cumbria in November 2009. A national Specials Weekend had been held on the 6th and 7th February when over 50 Special Constables from Cumbria had attended.

Looking to the future the Special Constabulary within Cumbria would be developing a skills audit to capture all the skills and abilities of these volunteers; an increase in recruitment and adopt the National Rank Structure.

- RESOLVED;** that, members' asked that their thanks and congratulations be passed to Cumbria Special Constabulary for all their hard work and efforts during 2009-10.

11. CONSTABULARY TRAINING FUNCTION AND BUSINESS PLAN

During May and June the first e-learning package utilised the Kallidus e-learning system to deliver WebSTORM training to users prior to the system going live at the end of June.

Members were pleased to note that following their insistence through the Authority's Professional Standards committee the first Quality of Service / Soft Skills workshop had been run with operational officers at the end of April. Further sessions would be run within each BCU and department and would be delivered by PDU sergeants to enable more involvement by local management teams.

National Training Award judges had visited the force to assess the Achieving Best Evidence programme which had been developed by the Constabulary with Cumbria Children's Services. The programme provided training in the interviewing of children to help protect vulnerable and at risk children. The outcome of the assessment was awaited.

- RESOLVED** that, members were satisfied with the current position and would review it again at the next quarterly meeting.



12. MEMBERS REPORT BACK

Mrs Johnson advised she had attended a meeting of the Force Learning Panel which had now been renamed Tactical Training Group, the terms of reference for which were currently being developed. A question had arisen in relation to Mr Woolley sitting on the Strategic Panel and whether or not the Authority required representation on both.

RESOLVED that, the update be noted and a decision be made as to the Authority's representation on the Tactical Training Group and Strategic Panel

(Note: Mrs N Broomfield left the meeting and the Chief Constable joined the meeting at this point.)

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

13. 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 April and 30 June 2010 inclusive. Three members of Police Staff had been the subject of disciplinary proceedings during the reporting period. Members were assured that there were no identified trends or issues emerging.

RESOLVED, that, members were satisfied with the current position and would monitor it again at the next quarterly meeting.

14. PENSION AUGMENTATION

The Employee Relations Manager presented a report which detailed the discretions currently available to the Police Authority to augment pensions and increase redundancy payments when staff were made redundant or volunteer for redundancy.

In order to achieve greater efficiency and the budget savings imposed by the Government the Constabulary were undertaking, amongst other things, a Structures Review which may result in staff being made redundant. In light of the high redundancy and pension costs the members were provided with a number of possible approaches and options, too which would see those costs reduced. Member were advised of the involvements and comments made by UNISON in relation to the proposals detailed within the report.

Following careful consideration and discussion it was agreed that the Police Authority could not continue with its current augmentation for pensions; ie award augmented membership of the pension scheme to a maximum of three years and calculate redundancy pay on actual salaries for all employees who were made



redundant. Members sought and were given reassurance that if necessary this change to pension augmentation could be sustained in the future.

RESOLVED that,

- (i) the discretionary augmented membership of the pension scheme be removed and future redundancy pay to be calculated on actual salaries with enhanced redundancy pay to twice the normal multiplier for all employees who were made redundant; and
- (ii) the Compulsory & Voluntary Redundancy Scheme be amended as set out in Appendix 3 to the report.

15. MANAGEMENT OF CHANGE

The Director of Personnel and Development provided to members an update on the areas of business which were currently under review. Any members of staff who were deemed at risk in the process were given priority to apply for other roles within the Constabulary and assistance provided such as with interview skills or completing application forms.

In response to a question from a Member the Director of Personnel and Development confirmed that staff associations were included in providing support to staff affected by change and restructuring.

RESOLVED that, the update be noted and monitored at the next quarterly meeting.

16. VOLUNTARY WORK REPORT

The Acting Chief Executive presented a report which outlined a request to grant time off work to enable a member of staff to undertake voluntary work. Under the Authority's Scheme of Delegation this request must be considered by the Personnel Committee.

Members commended the member of staff for the voluntary work undertaken by them but following careful consideration it was agreed that this application would not be approved.

RESOLVED that, the application to grant time off work to undertake voluntary work not be approved.

17. POLICE AUTHORITY STAFFING

The Acting Chief Executive presented a report that –

- proposed the award of an Honorarium to the Committee Services Officer for the work she had undertaken on the recent inspection of the Police Authority;



- asked Members to endorse his decision to arrange for the Administrative Assistant to act-up in the absence on ill health grounds of the Administration Manager; and
- sought approval to arrangements to provide cover in the event of his absence from the office.

Members supported the proposals and authorised the Acting Chief Executive to make all the necessary arrangements to implement them.

- RESOLVED:** that, the
- (i) Committee Services Officer be awarded an honoraria of £250.00 in acknowledgement of the additional work undertaken in the months prior to the inspection of the Police Authority;
 - (ii) the acting up of the Administration Assistant during the absence of the Administration Manager be endorsed; and
 - (iii) the arrangements outlined at the meeting to provide cover for the Acting Chief Executive be approved.

The Meeting ended at 11.35 pm