

**CUMBRIA POLICE AUTHORITY  
PERSONNEL COMMITTEE**

Minutes of a Meeting of the Personnel Committee held at 9.15 am on Thursday  
3<sup>rd</sup> February 2005 in Conference Room 1, Police Headquarters, Penrith.

**PRESENT**

Mr R Watson (Chairman)

Mr T Heslop  
Mrs L Slavin

Mrs M Johnson  
Mr J Woolley

**Also present**

Clerk and Chief Executive to the Police Authority  
Acting Chief Constable  
Director of Personnel and Development  
Deputy Clerk

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

**60. APOLOGIES FOR ABSENCE**

There were no apologies for absence, all Members being present.

**61. EXCLUSION OF 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 of business on the grounds that they  
involve the disclosure of exempt information as defined in the  
paragraphs indicated of Part 1 of Schedule 12A of the Act:-

- |     |                            |             |
|-----|----------------------------|-------------|
| 12. | Employment Tribunal Update | Paragraph 1 |
| 13. | Police Staff Discipline    | Paragraph 1 |

**62. DISCLOSURE OF PERSONAL INTERESTS**

There were no disclosures of any personal interest, though Mr Woolley informed the  
Committee that he sat on Employment Tribunals.

**63. MINUTES**

**RESOLVED,** that the Minutes of the following meetings be confirmed as a  
correct record and be signed by the Chairman –

11 October 2004  
14 October 2004

15/16 November 2004  
13 January 2005

**64. FORCE SICKNESS ABSENCE REPORT**

The Committee considered the Force Sickness Absence Report for the period 1 October to 31 December 2004 (the third quarter of 2004/05). The report provided a robust view of Force wide strengths and also incorporated a break down by area of relevant information. Appended to the main report was a separate report detailing stress related absence for the same period.

Members noted the continuing decline in the average number of days lost to sickness per police officer and that the overall average for the rolling year to the end of December 2004 was 9.64 days. Police staff sickness also showed a downward trend, though this was against increases reported to previous meetings of the Committee. Overall absence within the Constabulary was below the national average. Members congratulated the Acting Chief Constable and Director of Personnel and Development on the figures which demonstrated the benefits of actively managing police officers and police staff back to work and reflected a general cultural change within the Constabulary.

**RESOLVED,** that the Force Sickness Absence Report be received.

**65. PERSONNEL DATA REPORT – THIRD QUARTER 2004/05**

The Director of Personnel and Development presented a statistical report compiled from HMIC and Personnel Department data, reporting on various measurable aspects of the personnel function. The areas of particular importance highlighted within the report were –

The number of female police officers was continuing to increase and close the gap in terms of the male to female ratio;

With regard to Home Office minority ethnic targets, the Constabulary had currently exceeded the target set for 2004 by 5 and met the target of 12 set for 2008;

The proportions of females in Specialist Departments was equivalent to the male to female police officer ratio in the Constabulary as a whole;

A second intake of Police Community Support Officers had been appointed with a start date of 31 January 2005 resulting in a Constabulary total of 18 equally allocated to each of the 3 BCU's;

The Constabulary had exceeded the Home Office target for Special Constables achieving a total strength of 121 as at 21 January 2005 (The Home Office target was 119 by 31 March 2005);

A measurement of duty hours of Special Constables over the month of October 2004 compared to 2003 identified a significant increase of 122.18%;

There had been a decrease in police officer leavers and this could be attributed to a fall in ill health retirements and the introduction of the retention policies, namely over 55 years of age and over 30 years of service extension schemes.

The report was framed in such a way that it contained the data necessary to enable Members to monitor the Constabulary and fulfil its Race Equality Duty.

Members welcomed the report and in considering its content focussed particularly on the promotion of female police officers; the ratio of male to female police staff; recruitment to, and deployment of, the Special Constabulary; the deployment of Police Community Support officers and the positive response they appeared to have received from the public. Consideration was also given to the decrease in leavers generally and the reasons for probationers leaving the service. The Director of Personnel and Development advised that all leavers received an exit interview and the reasons for leaving the employment of the Constabulary varied from individual to individual. With regard to probationers the reasons for leaving varied as did the rate at which people left.

**RESOLVED,** that the report be received and the contents noted.

**66. HER MAJESTY'S INSPECTOR OF CONSTABULARY – BEST VALUE REVIEW OF TRAINING**

Members considered a report appended to which were the Constabulary's responses to the HMIC's draft report together with a copy of the final report from HMIC.

Members believed that training was a vitally important area of activity. In the course of considering the report before the Committee they stressed the importance of the Police Authority making an input to the draft Constabulary Training Plan at the appropriate time and the Committee's role in monitoring the Training Plan in particular and training in general.

The Acting Chief Constable advised that the newly constituted Force Learning Panel, of which Mr Woolley was to be a member, would be developing together the Force Training Plan and monitoring performance against that Plan. The full Force Learning Panel, as part of its monitoring role of activity against the Plan, would set new targets to meet needs as they developed. The role of the Panel was seen as being strategic.

Members then referred to the forthcoming Performance Management Workshops being arranged by the Constabulary. The Acting Chief Constable advised that these were aimed at ensuring staff were fully au fait with the performance management principles being adopted by the Constabulary. She suggested that the Director of Personnel and Development could arrange for Member attendance at a workshop, and for them to meet with the member of staff arranging the performance management programme.

**RESOLVED,** that

- (1) The report be received;
- (2) Arrangements be made to invite Members to the Performance Management workshops.

**67. PROGRESS WITH THE INITIAL POLICE LEARNING AND DEVELOPMENT PROGRAMME (IPLDP)**

The Acting Chief Constable presented a report that informed Members of the actions being taken by the Constabulary to implement the Initial Police Learning Development Programme (IPLDP). Initially the Constabulary would be concentrating on probationer training with the first courses being run in January 2006. The Constabulary was currently in the process of staffing up to run appropriate courses within the overall process.

As a consequence of the introduction of IPLDP the Constabulary would cease to send recruits to Bruche following the cessation of Home Office funding for probationer training at the site, and from that point on recruits would undertake all their probationary training within the Force area. A pathfinder Professional Development Unit (PDU) would be established in North Cumbria by May 2005.

It was considered that overall it was better to train probationers locally and that with all training being undertaken within Force it would enable a more flexible approach to be taken over the 2 year probationary period.

The Constabulary had earmarked some funding for this work but was still awaiting further details on the funding it would receive from the Home Office.

**RESOLVED,** that the report be noted.

**68. DISABILITY DISCRIMINATION ACT 1995: THE CONSTABULARY RESPONSE**

The Acting Chief Constable presented a report which outlined the actions being undertaken by the Constabulary to ensure compliance with the employment provisions of the Disability Discrimination Act 1995 and its extension to police officers and special constables.

**RESOLVED,** that the report be noted.

**69. FUNDING FOR THE SPECIAL CONSTABULARY CAPACITY BUILDING SCHEME: YEARS 1 AND 2**

The Acting Chief Constable reminded Members that the Constabulary had successfully applied to the Home Office for funding for capacity building of the Special Constabulary in Cumbria in late 2003. The funding had been for temporary posts to enable a greater focus on the Constabulary's strategic aim of increasing public reassurance through high visibility policing and to assist in developing the Special Constabulary to support the Local Policing Team initiative.

Appended to the report circulated with the Agenda was an evaluation of the impact of funding in Year 1 and confirmation of the grant spent in Year 2.

As reported earlier in the meeting the total number of Special Constables within Cumbria had exceeded the Home Office target for the year and there had been a significant increase in the duty hours worked by Special Constables.

Members commended the work done by the Constabulary. When considered in conjunction with the recently recruited Police Community Support Officers a much higher visible presence must have been achieved. They felt that this was an important area of activity which should be communicated to the public generally.

**RESOLVED,** that the report be noted.

**70. GUIDANCE TO CHIEF OFFICERS ON THE USE OF DISCRETION TO RESUME/MAINTAIN PAID SICK LEAVE (PNB CIRCULAR 05/1)**

The Clerk and Chief Executive presented a report, appended to which was a copy of PNB Circular 05/1 which set out guidance to Chief Officers on the use of discretion to resume/maintain paid sick leave, amended to take account of the provisions of the Disability Discrimination Act.

The Acting Chief Constable advised that this Circular represented the formalisation of an agreement reached at the PNB approximately 2 years previously.

**RESOLVED,** that the report be received.

**PART 11 ITEMS CONSIDERED IN THE ABSCENCE OF THE PRESS AND PUBLIC**

**71. EMPLOYMENT TRIBUNAL UPDATE**

The Acting Chief Constable advised Members that the matter that she had reported to the previous two ordinary meetings of the Committee had been settled before it was heard by the Employment Tribunal. As a consequence there would be no further reports to the Committee on this matter.

**RESOLVED,** that the report be received.

**72. POLICE STAFF DISCIPLINE**

The Acting Chief Constable presented a report which informed Members of police staff disciplinary activity between 14 September 2004 and 12 January 2005.

**RESOLVED,** that the report be noted.

The meeting ended at 10.10 am.