

**CUMBRIA POLICE AUTHORITY  
PERSONNEL COMMITTEE**

Minutes of a Meeting of the Personnel Committee held at 10.00am on Wednesday 27th April 2005 in Conference Room 1, Police Headquarters, Penrith.

**PRESENT**

Mr R Watson (Chairman)

Mr T Heslop  
Mrs M Johnson

Mrs L Slavin  
Mr J Woolley

**Also Present:**

Clerk & Chief Executive  
Chief Constable  
Deputy Chief Constable  
Director of Finance and Resources  
Director of Personnel and Development  
Deputy Clerk

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

**77. APOLOGIES FOR ABSENCE**

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

**78. URGENT BUSINESS AND THE EXCLUSION OF THE PRESS AND  
PUBLIC**

**Urgent Business**

The Chairman advised the Committee that there were two items of urgent business, as follows:-

Item	Reason
14. Reform of the Financing of Police Pensions	To enable the Authority to respond to the consultation within the timescale set by the Home Office.
15. Police Reform – Special Priority Payments	To enable the Scheme to be submitted to the Home Office by the due date.

### **Exclusion of the Press and Public**

**RESOLVED,** that under Section 100A(4) of the Local Government Act 1972 (as amended) the public and press 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 –

Item	Paragraph
11. Police Staff Discipline	1 (individual employees)
12. Grievances	1 (individual employees)
13. Pay enhancement for Chief Officers under the New Performance Development Review System	1 (individual employees)
15. Police Reform – Special Priority Payments	11 (industrial relations)

### **79. DISCLOSURE OF PERSONAL INTERESTS**

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

### **80 MINUTES**

Two sets of Minutes for separate meetings of the Committee held on 3 February 2005 had been circulated with the Agenda for the meeting.

With reference to Minute 66, Her Majesty's Inspector of Constabulary – Best Value Review of Training, the Vice Chair of the Authority reported that she would be attending a Performance Management Workshop on 12 May 2005.

**RESOLVED,** that the Minutes of the two meetings of the Committee held on 3 February 2005 be confirmed as a correct record and signed by the Chairman.

### **81. ANNUAL REVIEW**

The Deputy Chief Constable presented a report which provided information in addition to the annual personnel data reported to the Committee, with particular reference to those issues delegated under the Authority's Scheme of Delegation.

The Deputy Chief Constable responded to questions concerning career breaks during consideration of the item.

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

## **82. REFORM OF THE FINANCING OF POLICE PENSIONS**

The Director of Finance and Resources presented a joint report by the Chief Constable and the Treasurer concerning arrangements for Police Pensions to undergo significant reform.

The Pensions Scheme was being modernised with significant changes to the range of benefits offered, the normal length of the scheme and required contributions by serving officers. A report summarising the main changes to the pensions scheme would be prepared for a future meeting of the Committee. Alongside, and complimentary to those proposals, significant changes were being planned to the way Police Pensions were financed. The current report dealt with the reform of the financing of police pensions.

The report summarised a report by a Home Office Working Group which had brought forward proposals to implement a new system to finance the growing cost of police pensions. The proposals sought to better manage both the increasing share of national and local police budgets consumed by police pension costs and, in addition, to help overcome the volatile nature of pension costs, particularly relating to commutations and the cost of ill health retirements.

In essence, the proposals attempted to mimic many of the attributes of a formal pension fund without actually creating a fund. Authorities and Constabularies would be required to formally create a statutory pensions account which would be credited with both employees contributions and a new “employers contribution” rate based on the current costs of police pensions (nationally), and debited with most, but not all of the current pension charges. Any shortfall income to the pension account would be met by the Home Office via a system of top slicing from Police Authority Principal Grants and any surplus returned to the Home Office. The report of the Working Group stated that there should be no overall effect on council taxes nationally.

Members raised various issues concerning possible advantages and drawbacks of the proposals which were noted by the Director of Finance and Resources.

Members considered that the Treasurer and Chief Constable should formally respond to the consultation document, taking account of any comments made during the discussion, and that the formal response should be reported to a future meeting of the Committee.

**RESOLVED,**           that

- (i)     the report be noted; and
- (ii)    the Treasurer and Chief Constable be authorised to formally respond to the consultation document, subject to the formal response being reported to a future meeting of the Committee.

(Note: The Director of Finance and Resources left the meeting at this point).

### **83. FORCE SICKNESS ABSENCE REPORT**

The Committee considered the Force Sickness Absence Report which included data to the year end 31 March 2005. The report provided a robust view of Force wide strengths and also incorporated a breakdown by area of relevant information. Appended to the main report was a separate report dealing with stress related absence, also to the year end 31 March 2005.

Members noted that the current trends in absence figures for both Police Officers and Police Staff were downward and they congratulated everyone in the Constabulary for the work they were doing with regard to absence management and attendance.

Members also noted the “blips” which occasionally occurred in different BCUs and considered the reasons why these might occur.

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

### **84. PERSONNEL DATA REPORT - YEAR END 2004/05**

The Deputy Chief Constable presented a statistical report compiled from HMIC and Personnel data reporting on various measurable aspects of the personnel function. Areas of particular importance highlighted for the Committee were –

- Final intake of police officers in March 2005 secured the Crime Fighting Fund continuation funding;
- The second constable to sergeant promotion process 2004/05 took place in February 2005 and the recent over 50% percent pass rate was continued;
- Retention of the over 30 years service scheme was finalised for the first police officer towards the end of 2004/05;
- The percentage of female constables who qualified for the rank of sergeant increased from 10% in 2003/04 to 21% in 2004/05; and
- Over the last three reporting periods the proportion of female police officers had shown a steady increase and by the end of 2004/05 stood at over a quarter of the total strength.

The report contained the necessary data to enable Members to monitor the Constabulary and fulfil its race equality duty.

Members were pleased to note that the Constabulary now had the highest percentage of female police officers for any Force in the country. They also expressed their pleasure in the increase in numbers of female constables successfully qualifying for the rank of sergeant and expressed their confidence that in time this increase would work its way through to inspectors, chief inspectors and above. Members also noted that 66% of police staff employed by the Constabulary were female.

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

## **85. INDEPENDENT CUSTODY VISITING SCHEME – RECRUITMENT**

The Clerk & Chief Executive presented a report which outlined a recruitment process for Independent Custody Visitors to be undertaken during the spring and early summer.

**RESOLVED,** that

- (i) the proposed recruitment timetable and process be approved; and
- (ii) the arrangements for shortlisting and interviews, as set out in the report by the Clerk & Chief Executive, be approved.

(Note: The Chief Constable joined the meeting at this point).

## **86. BUSINESS INTERESTS POLICIES**

The Deputy Chief Constable presented a report appended to which were policies aimed at ensuring that any approved business interest of either a police officer or a member of police staff did not conflict with their work or their ability not only to discharge their duties impartially, but to be seen to be doing so by the community. The policies required all police officers and police staff to seek the permission of the Deputy Chief Constable for any future or present external interest which they might have outside their normal employment.

Members noted the policies appended to the report. In doing so they raised the general issues of the impact assessment of all policies and procedures, as required by the Authority's Race Equality Scheme and, more generally, the appropriateness or otherwise of Members being both aware of Force policies and having the opportunity to see such policies in full, including where the areas of activity was delegated to the Chief Constable through the Scheme of Delegation.

The Deputy Chief Constable offered to prepare a protocol for consideration at the next meeting of the Committee which would deal with the submission of Force policies to the Authority.

**RESOLVED,** that

- (i) the report be received; and
- (ii) the Chief Constable submit a report to the next meeting of the Committee outlining a draft protocol for the submission of Constabulary policies to the Authority.

**87. RACE AND DIVERSITY TRAINING FOR POLICE AUTHORITY MEMBERS, STAFF AND VOLUNTEERS.**

Members considered a report by the Clerk & Chief Executive, the purpose of which was to update the Committee with regard to the provision of race and diversity training for Members, Police Authority staff and volunteers.

A similar report had been submitted to the Authority's Community and Race Relations Committee.

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

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

**88. POLICE STAFF DISCIPLINE**

The Deputy Chief Constable presented a report which informed Members of police staff disciplinary activity in the period 13 January to 31 March 2005.

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

**89. GRIEVANCES**

The Deputy Chief Constable presented a report which showed the number of grievances lodged in the year to date, broken down in terms of sex and race, for both police officers and support staff, and compared the statistics for the current year with those lodged in the whole of the previous financial year.

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

**90. POLICE REFORM – SPECIAL PRIORITY PAYMENTS**

The Chief Constable presented a report which proposed a scheme for the disbursement of special priority payments granted under the auspices of the Police Reform Programme. The report provided a brief summary of the scheme and detailed those posts which, in the opinion of the Chief Constable, most merited a special priority payment in 2005.

The Chief Constable reminded Members that each year there was a requirement to revisit the preceding year's scheme and the 2005 proposals were different to those awarded in the previous two years of operation of Special Priority Payments (SPP).

The principle underpinning SPPs was to provide a mechanism for Chief Constables to reward "officers in the most demanding and difficult front line operational roles". This guidance was further defined by the Police Negotiating Board (PNB) as a payment for posts that –

- carry a significantly higher responsibility level than the norm for the rank; or
- present special difficulties in recruitment and retention; or
- have specially demanding working conditions and working environments.

Current Home Office guidance was that SPPs should be made to between 20% and 40% of officers, though the Constabulary had been given a dispensation to increase the maximum percentage of officers who could receive an SPP payment to 43%.

Both the Police Federation and the Superintendents Association had been consulted on the 2005 Scheme. The Chief Constable was particularly grateful to the Cumbria branch of the Police Federation, whose survey of police officers had indicated there was considerable support for awarding SPPs to officers who worked 24/7 and firearms officers.

The scheme had to be submitted to the Home Office for approval. If approved SPPs would be made in December 2005.

**RESOLVED,** that

- (i) the posts and roles outlined in Appendix A to the Chief Constable's report for inclusion in the 2005 Scheme be forwarded to the Home Office for final approval; and
- (ii) each officer holding one of the posts identified in Appendix A receive a Special Priority Payment in accordance with Home Office guidance.

(Note: The Director of Personnel and Development and the Police Federation Representatives left the meeting at this point).

#### **91. PAY BONUSES FOR CHIEF OFFICERS UNDER NEW PERFORMANCE AND PERSONAL DEVELOPMENT PLANS (PPDPS)**

The Clerk & Chief Executive presented a revised version of the report which he had circulated with the agenda. The purpose of the report was to draw together and summarise various elements of recent advice, formal guidance and circulars about different aspects of the new scheme. The report focused on the Authority's role in the Chief Constable's performance pay system and sought the Committee's approval to procedures suggested for converting incomplete guidance into complete systems fit for local adoption. It was about the timelines, processes and responsibilities suggested for use within Cumbria Police Authority in order to administer the system productively and fairly for all concerned.

The Chief Constable reminded Members that the PDR system had been introduced throughout the Constabulary, both the police officers and support staff. The payment of the SPPs considered under the previous item would be dependent upon PDRs.

In considering the report Members gave thought to the process for reporting and setting targets for the Chief Constable and the need to establish a Remuneration Panel to review the question of the Chief Constable's bonus eligibility.

**RESOLVED,** that

- (i) the report be received;
- (ii) the new system be noted;
- (iii) the arrangements for the system's implementation, as set out in the report by the Clerk & Chief Executive, be approved; and
- (iv) the Committee be convened as the Authority's Remuneration Panel in connection with bonus payments to the Chief Constable under the Performance Development Review (PDR) Scheme.

(Note: Prior to the meeting Members had had an opportunity to meet informally with representative of the staff associations).

The Meeting ended at 12.15 pm.