

**CUMBRIA POLICE AUTHORITY
PERSONNEL COMMITTEE**

Minutes of a Meeting of the Personnel Committee held at 10.00am on Thursday 7th July 2005 in Conference Room 1, Police Headquarters, Penrith.

PRESENT

Mrs M Johnson
Mrs L Slavin

Mr R Watson
Mr J Woolley

Also Present:

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

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

1. MEMBERSHIP

The membership of the Committee, as agreed at the Annual Meeting of the Authority, was noted as follows: -

Mrs M Johnson
Mr J Mallinson
Mrs L Slavin
Mr R Watson
Mr J Woolley

2. ELECTION OF CHAIR

RESOLVED, that Mr R Watson be appointed as Chair of the Committee for the ensuing year.

Mr R Watson in the Chair

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Mallinson.

4. 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 Agenda item No. 17 (Police Staff Discipline) on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act .

5. DISCLOSURE OF PERSONAL INTERESTS

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

6. MINUTES

The Minutes of the meeting of the Committee held on 27 April 2005 had been circulated with the agenda for the meeting.

With reference to Minute 90, (Police Reform – Special Priority Payments) the Deputy Chief Constable reported that the Home Office had not yet indicated whether or not they intended to approve the Scheme.

RESOLVED, that the Minutes of the meeting of the Committee held on 27 April 2005 be confirmed as a correct record and signed by the Chair.

7. PERSONNEL DATA REPORT

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

- A total of 82 new recruits were successful in the SEARCH Assessment Centre held in April 2005;
- The intake of special constables in the current quarter increased the number of Special Constables in Cumbria from 126 to 138, approaching the target of 144 set for 31 March 2006;
- The volume of leavers from the Special Constabulary had shown a significant decrease in comparison to previous periods; and
- The number of officers on the 30+ service retention scheme was continuing to increase with an additional two officers in the current quarter and a further two applications in progress.

In expanding on some points within the report the Deputy Chief Constable reminded Members that Cumbria was one of the first Forces in the country to adopt the SEARCH Assessment Centre and she briefly appraised Members of the Constabulary's experience of using the system. Members expressed particular

concern at the lack of an interview as part of the overall process and suggested that it would be appropriate for the Police Authority to write to the Association of Police Authorities to that effect.

The Deputy Chief Constable also briefed Members on the 30+ Scheme. To date only Police Constables had applied for consideration, and all those applications accepted had been offered a one year renewable contract.

Members commented upon the apparent success of the introduction of a separate section to deal with the recruitment of special constables, which now appeared to be paying dividends.

RESOLVED, that

- (i) the report be received and its contents noted.; and
- (ii) the Police Authority be **Recommended** to write to the Association of Police Authorities expressing its concern at the lack of an interview in the SEARCH Assessment Centre process.

8. SICKNESS ABSENCE – HOME OFFICE INSPECTION

The Deputy Chief Constable advised Members that the Home Office had commissioned the Policing Standards Unit to conduct a nationwide review of sickness absence management. She undertook to provide Members with a copy of the final report.

The draft report for Cumbria was extremely positive and the Occupational Health Unit had received a glowing report. Two areas of concern had been raised, namely –

- the report's author suggested that the current process of face to face return to work interviews could be undertaken by telephone; and
- the need for the automatic production of sickness absence data.

The latter could not currently be achieved by the Constabulary as NSPIS HR could not produce such reports.

Members welcomed the report which they considered reflected the benefits of the managed, positive approach adopted by the Constabulary. They also considered it helpful that the staff involved received external feedback on their performance. The Deputy Chief Constable advised that once the finalised report was received the results would be disseminated throughout the Constabulary.

However, Members expressed concern at the suggestion that it would be appropriate to conduct return to work interviews by telephone believing that this would be a step back from the standard currently set by the Constabulary.

RESOLVED, that the report be received.

9. REPORTING OF POLICIES TO THE AUTHORITY BY THE CONSTABULARY.

The Deputy Chief Constable presented a report appended to which was a protocol for consultation on personnel policies between the Constabulary and the Police Authority.

In essence, the protocol proposed that the Clerk & Chief Executive of the Police Authority, as a line manager, would be consulted on all new or revised personnel related policies. Once policies were signed off by the Constabulary, new or updated policies, which would be available through the Constabulary's policy library, would be reported to the next meeting of the Personnel Committee for reference and dissemination.

Members welcomed the protocol as submitted by the Deputy Chief Constable.

RESOLVED, that the protocol be approved.

10. REFORM OF THE FINANCING OF POLICE PENSIONS

A joint report by the Treasurer and Chief Constable, appended to which was the joint Constabulary and Police Authority response to the consultation on the Reform of the Financing of Police Pensions, had been circulated with the agenda for the meeting. The report was a follow up to the item considered by the Committee at its last meeting (Minute No. 82 refers).

RESOLVED, that the report be received.

11. INDEPENDENT CUSTODY VISITING SCHEME RECRUITMENT - UPDATE

Members considered a report by the Clerk & Chief Executive which updated them on progress with the recruitment of Independent Custody Visitors, provided initial feedback on the Independent Custody Visiting Seminar held on 25 June 2005 and asked Members to consider the introduction of a long service award for Custody Visitors.

Members noted the content of the report and indicated that they would like a further report at their next meeting developing the proposal for the introduction of a long service award for Independent Custody Visitors.

RESOLVED, that

- (i) the report be noted; and
- (ii) a report developing the proposal to introduce a long service award for Independent Custody Visitors be submitted to the next meeting of the Committee.

12. TRAINING MATTERS

(a) Best Value Review of Training

The Clerk & Chief Executive presented a report, the purpose of which was to update the Committee with regard to the Best Value Review of Training.

RESOLVED, that the report be noted.

(b) Race and Diversity Learning & Development Strategy

The Deputy Chief Constable updated Members on work in progress within this area of activity, which would ultimately lead to two strands of reporting to the Police Authority, through both the Personnel Committee and the Community and Race Relations Committee.

The Constabulary was putting in place appropriate structures to ensure both the delivery and the mainstreaming of this particular area of activity. The Deputy Chief Constable herself would chair the Constabulary's Equality and Confidence Board, on which the Authority was represented by the Chair of the Community and Race Relations Committee. The Board would itself be supported by three working groups. The Constabulary had also established a Diversity Unit to which it was in the process of recruiting staff.

RESOLVED, that the report be noted.

(c) Other Training Issues

The Deputy Chief Constable updated Members with regard to the Professionalising Investigation Project (PIP) and progress on the introduction of IPLDP.

The Deputy Chief Constable also referred to "Impact", which would produce significant training needs, and the introduction of the Force Learning Panel.

RESOLVED, that the report be noted.

13. OCCUPATIONAL HEALTH – PARTNERSHIP WORKING

The Deputy Chief Constable presented a report which informed Members of partnership working with other organisations within the County in the field of occupational health

RESOLVED, that the continued development of partnership working with other selected agencies, where the benefit was mutual and the Constabulary's own organisational resources and service provision was not compromised, be approved.

14. HEALTH AND SAFETY UPDATE.

The Deputy Chief Constable advised Members that the Constabulary had appointed a new Health and Safety Officer whose background lay in local authority health and safety enforcement. The Constabulary was in the process of developing a four year programme of health and safety work and was, at the time of the Committee, undergoing a Health and Safety Executive inspection.

The Deputy Chief Constable also brought to the attention of Members a health and safety issue which had arisen in the Headquarters Canteen which had necessitated some items of equipment to be taken out of use. The Constabulary was currently looking at the business case for replacement of the equipment in the light of the fact that the canteen contract expired in April 2006 and the introduction of IDLDP meant there was no longer a necessity to provide meals on site. She undertook to update Members, through the provision of a further verbal report, at the next meeting of the Committee.

RESOLVED, that the report be noted.

15. 30+ SCHEME

Members noted that this item had been covered during consideration of the Personnel Data Report (Minute No. 7 refers).

16. CHIEF SUPERINTENDENT APPOINTMENT PROCESS

The Deputy Chief Constable advised Members of the outcome of a recent Chief Superintendents Appointment Process which had seen acting Chief Superintendent Andy Davidson confirmed in post and the appointment of Chief Superintendent Dee Collins from Cleveland Constabulary. Chief Superintendent Davidson would remain at North Cumbria and Chief Superintendent Collins would head up the South Cumbria BCU from the date of her appointment. Chief Superintendent Horlacher, the South Cumbria BCU Commander, would be moving to Head up the Operational Support Unit on the retirement of Chief Superintendent John Taylor.

A Member referred to a previous discussion with the Chief Constable concerning the possibility of Members being allowed to sit in on Chief Superintendent Appointment processes. The Deputy Chief Constable advised that this was a matter for the Chief Constable.

RESOLVED, that the report be noted.

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

17. POLICE STAFF DISCIPLINE

The Deputy Chief Constable presented a report which informed Members of police staff disciplinary activity in the period 1 April to 13 June 2005.

RESOLVED, that the report be noted.

The Meeting ended at 12.25 pm.