



**LINCOLNSHIRE POLICE AUTHORITY
HUMAN RESOURCES COMMITTEE
15 JUNE 2010
2.00PM – 6.15PM**

PRESENT:

Members: Mr F Mann (Chairman), Mr J Cooke, Mr R Davies, Dr B Wookey, Mr B Young

Secretariat: Mr M Burch (Chief Executive), Ms J Flint (Treasurer), Mr H Hunt (Deputy Chief Executive), Ms A Wood (Legal Advisor), John King (Committee and Administration Officer)

Force Officers: Mrs S Scott (Director of HR), Mr S McGowan (Head of HR Strategy), Ms C Munday (Head of HR Resourcing & Development), Mr N Cornwell-Smith (Health & Safety Adviser), Miss M Cowell (Equalities & Diversity Officer)

Apologies: Mrs A Crowe JP (Vice Chairman), Mr P Przyszlak, Mr J Walker

01/10. DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTERESTS

None.

02/10 ELECTION OF CHAIRMAN FOR MUNICIPAL YEAR 2010/2011

Resolved: 1. That Mr F Mann JP be elected Chairman of the Human Resources Committee for the municipal year 2010/2011.	Responsible Officer: -
---	--------------------------------------

03/10. ELECTION OF VICE CHAIRMAN FOR MUNICIPAL YEAR 2010/2011

Resolved: 1. That Mrs A Crowe JP be elected Vice Chairman of the Human Resources Committee for the municipal year 2010/2011.	Responsible Officer: -
--	--------------------------------------

04/10. MINUTES – 17 FEBRUARY 2010

Resolved: 1. That the minutes of the meeting held on the 17 February 2010 be taken as read and signed by the Chairman as a correct record.	Responsible Officer: -
--	--------------------------------------

05/10. ACTION SUMMARY

Resolved: 1. That the Action Summary be noted.	Responsible Officer: -
--	--------------------------------------

06/10. POLICE AUTHORITY RISK MANAGEMENT REGISTER

Members were advised that a Task & Finish Group had been appointed by the Audit, Risk and Governance Committee to assess the risks facing the Authority in light of the revised Strategic Objectives and to further explore the Authority's risks in relation to partnership working. A full report including recommendations was due to be received by the Committee on 28 June 2010.

The Chief Executive referred to a meeting of the Strategic Planning Committee held on 22 April 2010 which had identified some misalignment between the Authority and Force Risk Registers, particularly around strategic risk. The matter was due to be discussed at a meeting involving the Chairman of Audit, Risk and Governance Committee, the Chief Executive and the Deputy Chief Constable.

Resolved: 1. That the oral update be noted.	Responsible Officer: -
---	--------------------------------------

07/10. RISK REGISTER – HR ACTIONS

Members questioned whether the increasing demand for learning and development inputs was being monitored from a risk perspective, particularly in relation to trust and confidence. The Head of HR (Resourcing and Development) confirmed that it was under review. Members were also advised that Chief Superintendent Freeman and the Director of HR were devising a programme of development activity for trust and confidence. Mr Cooke agreed to monitor the situation on behalf of the Committee.

Resolved:	Responsible Officer:
1. That the report be noted.	-

08/10. COMMITTEE WORKPLAN

The Chief Executive presented the draft 2010/11 Committee Workplan for consideration and approval.

The Vice Chairman briefly updated Members on a meeting with the Force Planning, Innovation and Review Manager that both he and the Deputy Chief Executive had recently attended to discuss preparations for the forthcoming Working for the Public inspection. He was hopeful of being able to sit on the peer review of the Force which was due to be undertaken by Nottinghamshire.

The Treasurer reminded Members that the Committee had put in place a number of interim policies relating to redundancy and the Local Government Pension Scheme, until regional policies had been developed. She suggested that it might be timely to revisit those policies given future constraints on public finances. Members agreed to add it as a new item on the workplan and requested that a report be prepared for the next meeting. It was further suggested that all committee workplans give consideration to the potential impact of reduced funding within their particular areas of business.

Members debated whether the quorum for the Committee should be increased from 3 to 5 members. The existing terms of reference required a minimum of 5 members to be present when considering the pay, benefits, conditions of service and removal of senior police officers and the Authority's statutory officers. However, there was a strong view that increasing the quorum to 5 members for all items of business would enhance the validity of decisions made by the committee.

Resolved:	Responsible Officer:
That	
1. the Committee workplan for 2010/11 be approved subject to the following amendments:	CE
<ul style="list-style-type: none"> - task 85 be removed; - task 84 be clarified to show that it is the <u>Force</u> PDR system that is being reviewed; - the priority level for action 78 be changed to <u>Amber</u> and the completion date updated to <u>Dec 2010</u>; - the review of Redundancy and LGPS policies be added to the workplan as task 4/2010 and that a report be prepared for the next meeting of the Committee. 	CE/Treasurer

<p>- all committees consider the potential impact of reduced funding within their areas of business.</p> <p>2. the Authority be recommended to approve increasing the quorum for the HR Committee from 3 to 5 members. (Vote: 3 for, 1 against, 1 abstention)</p>	<p>CE</p> <p>CAO</p>
---	----------------------

09/10. ANNUAL HEALTH AND SAFETY REPORT 2009-10 AND FORCE HEALTH AND SAFETY ACTION PLAN 2010-11

The Health & Safety Advisor reported on progress made on health and safety within the Force for the previous year and presented the Health & Safety Action Plan for 2010/11.

The Committee noted that the target for reducing absence due to illness and accidents within the Action Plan had been set at 8 working days per person and requested that the Force consider the Authority's desire for a 7 day target. Members further requested that sickness data comparisons with most similar forces be provided and that sickness data be split to show operational and non-operation roles rather than police officers and police staff.

The Health & Safety Advisor confirmed that there was a number of Divisional and Departmental Health and Safety Action Plans that remained outstanding.

Resolved:	Responsible Officer:
<p>That</p> <ol style="list-style-type: none"> 1. the report be noted; 2. sickness data comparisons with most similar forces be provided and that sickness data be split to show operational and non-operation roles; 3. the Committee notes with concern that not all Divisional or Departmental Health and Safety Action Plans have been received. 	<p>-</p> <p>HoHR (Strategy)</p> <p>-</p>

10/10. POLICE AUTHORITY INSPECTIONS

There was some uncertainty as to whether the inspection of the Authority scheduled for September would still go ahead in light of government plans to replace police authorities with an elected individual. However, it was reported that police authority inspections scheduled to take place in July would still be going ahead.

Members were advised that the inspection framework was being used as a basis for developing the Authority's improvement plan and that work would continue regardless of whether the inspection went ahead or not.

<p>Resolved:</p> <p>1. That the oral report be noted.</p>	<p>Responsible Officer:</p> <p>-</p>
--	---

11/10. HR PERFORMANCE UPDATE

The Head of HR Strategy updated the Committee on performance against the HR Plan during the period 1 January to 31 March 2010 and for the year 2009/10.

Members noted that non-attendance on courses remained in excess of the 5% target. It was explained that steps had been taken to identify at an early stage, officers and staff who were ill and unable to attend courses so that their places could be filled. Members were assured that the initiative was already beginning to have a positive impact on performance.

The Committee was advised that long term sickness absence had accounted for 71.7% of working days lost during 2009/10. However, this was regarded as an exceptional year with 22 police officers taking ill health retirement during the year. Performance for the first quarter of 2010/11 showed a welcome drop of 2.5% in long term sickness to 69.2%. The Chairman invited Members to consider whether there was still a need for the Sickness Task and Finish Group to produce proposals to reduce sickness absence below 7 days for 2010 onwards. Members agreed that this was still necessary.

The Chairman noted that HR department regularly met with Unison and Police Federation representatives to discuss key cases or issues arising. He suggested that the Authority might want to review its relationship with the staff associations and consider whether some form of consultative arrangement was necessary.

The Committee was advised of the numbers of police officers who had applied and successfully completed OSPRE part 2 and been promoted during the last 2 years. It was explained that Lincolnshire, unlike a lot of other Forces, needed more sergeant and inspector ranks so there was clearly a cost/benefit to fund officers wishing to take the course.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the report be noted; 2. a date be set for an initial meeting of the Sickness Task and Finish Group. 	<p>Responsible Officer:</p> <p>- CAO</p>
---	---

12/10. WORKFORCE PLAN FOR 2010/11

The Treasurer advised that Government funding announcements for 2011/12 were not expected before November 2010. She queried how much notice would be needed if a decision was made to freeze or reduce the recruitment of police officers. The Head of HR Strategy stated that a minimum of 6 weeks notice would ideally be required. It would be for the Force Establishment Management Board to decide whether recruitment plans should be scaled down in light of future funding announcements.

Resolved: 1. That the workforce plan for 2010/2011 be noted.	Responsible Officer: -
--	--------------------------------------

13/10. LEARNING AND DEVELOPMENT SERVICE PLAN 2010/2011

Resolved: 1. That the plan be noted.	Responsible Officer: -
--	--------------------------------------

14/10. POLICE AUTHORITY/FORCE EQUALITY AND DIVERSITY UPDATE

The Equalities and Diversity Officer updated Members on progress with the Authority's combined Equalities Scheme Action Plan and reported on the status of Force equalities and diversity activities.

Members queried the Force approach to implementing new rights, powers and obligations set out within the Equalities Bill. Members were advised that the Force was taking a phased approach to implementation with legislative requirements built into the Force's Equality Scheme.

Resolved: That 1. the report be noted; 2. progress against the Authority's combined Equalities Scheme Action Plan be noted; 3. the Force's status update in relation to equalities and diversity be noted; 4. the Equalities Bill briefing report be noted.	Responsible Officer: - - - -
---	---

15/10. RECRUITMENT PROCESS FOR POLICE STAFF INCLUDING CURRENT ADVERTISING POLICY

Members queried whether any form of continuation training was provided in respect of shortlisting and interview techniques to ensure that skills were kept up to date. The Head of HR Resourcing & Development informed Members that a comprehensive review of Force recruitment would be undertaken during the coming year. She reassured the Committee that few complaints were made about the selection process and where these were made, HR was able to evidence decisions. Some dip sampling was also undertaken to ensure that informed and objective decisions were being made based on the appropriate criteria for the role.

Resolved: 1. That the report be noted.	Responsible Officer: -
--	--------------------------------------

16/10. PROTOCOL FOR MANAGING REQUESTS FOR FINANCIAL ASSISTANCE

The Legal Adviser presented a proposed protocol for managing requests for financial assistance submitted by police officers and police staff involved in legal proceedings. The protocol was based on guidance provided within Home Office Circular 43/2001. Members were invited to consider adding an additional provision to the protocol that would allow the Authority to reserve the right to consider requests from holders of posts not covered by the protocol if they otherwise met the criteria.

Members questioned why the notification of a request for financial assistance should be triggered by the relevant staff association and not by the individual concerned. There was also some confusion as to whether staff associations were obligated to meet some or all of their member's legal expenses.

The general consensus was that the protocol should be as flexible as possible and apply to all police officers and staff, with each case being judged on its merits. However, Members requested that the Association of Police Authorities (APA) be contacted for further guidance on the matter.

Following a number of further detailed questions and comments, Members requested that a further redraft of the protocol be presented for consideration at the next ordinary meeting of the Committee.

Resolved: That 1. the Authority reserve the right to consider requests from all post holders if the circumstances meet the criteria; 2. clause 3.4 of the protocol (Appendix A) be amended to read:	Responsible Officer: Legal Adviser Legal Adviser
---	---

<p><i>“It is imperative that all applications submitted adhere to the above procedure and this protocol generally. Where notification of a request has not been made in accordance with this protocol, the Authority may not normally support the application for financial assistance.”</i></p>	
<p>3. clause 2.1 be amended to read:</p> <p><i>“The individual will trigger notification of the request for financial assistance.”</i></p>	Legal Adviser
<p>4. the terms of reference for the HR Committee be amended to enable requests for financial assistance submitted by police officers and staff involved in legal proceedings to be considered by the Committee;</p>	CAO
<p>5. clause 3.7 (Appendix A) follow the principles contained within the Authority’s Scheme of Delegation;</p>	Legal Adviser/MO
<p>6. clause 4 be approved as redrafted at Appendix B;</p>	Legal Adviser
<p>7. a cap of £10,000 be placed on the level of financial assistance to be provided in any one case;</p>	Legal Adviser
<p>8. a redraft of the protocol be presented for consideration at the next ordinary meeting of the Committee;</p>	Legal Adviser
<p>9. enquiries be made with the Home Office to ascertain whether guidance published in HOC 43/2001 remains valid and up to date.</p>	DCE

17/10. OCCUPATIONAL HEALTH SECTION PLAN 2010/11

Dr Wookey confirmed that he had visited the Force Occupational Health Unit in March and had met the new Manager, Susan Malster. He advised that the medical intervention budget was currently being reviewed, with a focus on some of the more costly private health care treatments such as MRI scans and physiotherapy to assess whether the Force was getting value for money.

Members were advised that a new counselling service “Care First” was due to go live on 1 August 2010 providing 24/7 counselling services for police officers and staff. It was envisaged that Care First would eventually be broadened into a regional service.

<p>Resolved:</p> <p>1. That the oral update be noted.</p>	<p>Responsible Officer:</p> <p>-</p>
--	---

18/10. HR PLAN 2010/11

The Director of HR invited Members to consider and approve a final draft of the HR Plan for 2010/11. The Plan had been produced in a different format and included a new section to raise awareness of the core work of the HR department.

Members suggested that the new format would be difficult to follow and were concerned that it did not appear to provide clear linkages with the Policing Plan. The Chief Executive emphasised the importance of being able to see how activities detailed in the Plan were contributing to the strategic objectives.

The Chairman requested that the Plan be restructured so that links with the Policing Plan and strategic objectives were clearly shown. It was agreed that the amended Plan would be circulated to Members “off line” for approval.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the draft HR Plan for 2010/11 be restructured to show links with the Policing Plan and strategic objectives; 2. the amended Plan be circulated to Members outside of the Committee for approval. 	<p>Responsible Officer:</p> <p>HoHR Strategy</p> <p>HoHR Strategy</p>
--	--

19/10. INVESTORS IN PEOPLE

Members congratulated the Director of Human Resources and the HR service on retaining the IIP standard following the 3 year re-assessment, and for achieving the new bronze standard.

<p>Resolved:</p> <p>1. That the report be noted.</p>	<p>Responsible Officer:</p> <p>-</p>
---	---

20/10. EXCLUSION OF PRESS AND PUBLIC

Resolved: 1. That the press and public be excluded from the meeting on the grounds that the following items involved the disclosure or likely disclosure of exempt information as detailed in paragraph 1 of schedule 12A of the Local Government Act 1972 (as amended).	Responsible Officer: -
--	----------------------------------

21/10. EMPLOYMENT TRIBUNAL (ET) CASES

Resolved: 1. That the report be noted.	Responsible Officer: -
--	----------------------------------

22/10. POLICE STAFF DISCIPLINE – 6 MONTHLY UPDATE

Resolved: 1. That the report be noted.	Responsible Officer: -
--	----------------------------------

23/10. MONITORING FAIRNESS AT WORK – 6 MONTHLY UPDATE

Resolved: 1. That the report be noted.	Responsible Officer: -
--	----------------------------------

24/10. SENIOR OFFICER REMUNERATION

Resolved: 1. That Senior Officer Remuneration issues be resolved as agreed by the Committee.	Responsible Officer: Treasurer/Chair PA
--	---

25/10. STAFFING MATTER

<p>Resolved:</p> <ol style="list-style-type: none">1. That a business case be prepared and presented to a Special meeting of the Committee as a matter of urgency.	<p>Responsible Officer:</p> <p>Treasurer</p>
---	---

CHAIRMAN