



**LINCOLNSHIRE POLICE AUTHORITY
HUMAN RESOURCES COMMITTEE
15 JUNE 2011
10.00AM – 1.50PM**

PRESENT:

Members: Mrs A Crowe JP (Vice Chairman), Mr J Cooke, Mr R Davies, Mr J Walker, Dr B Wookey, Mr B Young

Secretariat: Mr M Burch (Chief Executive), Ms J Flint (Treasurer), Mr J King (Committee and Administration Officer)

Force Officers: Ms C Munday (Head of HR Strategy), Mrs D Cooper (Head of HR Resourcing and Development), Mr N Cornwell-Smith (Health and Safety Advisor)

Apologies: Mr F Mann (Chairman)

01/11. DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTERESTS

Mr J Walker declared a personal interest in item 21/11 due to his involvement in Employment Tribunals.

02/11 ELECTION OF CHAIRMAN FOR MUNICIPAL YEAR 2011/2012

Resolved: 1. That Mr F Mann JP be elected Chairman of the Human Resources Committee for the municipal year 2011/2012	Responsible Officer: -
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03/11. ELECTION OF VICE CHAIRMAN FOR MUNICIPAL YEAR 2011/2012

Resolved: 1. That Mrs A Crowe JP be elected Vice Chairman of the Human Resources Committee for the municipal year 2011/2012	Responsible Officer: -
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04/11. MINUTES – 8 MARCH 2011

Resolved: 1. That the minutes of the meeting held on the 8 March 2011 be taken as read and signed by the Chairman as a correct record.	Responsible Officer: -
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05/11. MINUTES – 25 MARCH 2011

Resolved: 1. That the minutes of the meeting held on the 25 March 2011 be taken as read and signed by the Chairman as a correct record.	Responsible Officer: -
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06/11. ACTION SUMMARY

Minute C5 (9/9/10) – No response had been received to enquiries relating to the possibility of recovering the cost of the bonus payment made to the former Assistant Chief Constable (Protective Services). Members queried whether it would be appropriate for a senior member of the Authority to intervene in the matter. The Chief Executive considered the recovery of bonus costs as highly speculative, but agreed to discuss escalation of the claim with the Treasurer.

Minute C6 (9/9/10) – It was confirmed that a draft Audit report had been received and that the findings would be brought to the Committee in due course.

Resolved: 1. That the Action Summary be noted.	Responsible Officer: -
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07/11. POLICE AUTHORITY RISK REGISTERS

The Chief Executive confirmed that the Risk Management Task and Finish Group had completed its review and assessment of risks facing the Authority in light of the revised strategic objectives detailed in the Policing Plan 2011-14 and the Authority's Strategy and Operations Plan. The Group had concluded that the Chairman of Human Resources no longer sponsored any critical or non critical risks. However, Members would still have the opportunity to consider whether there were any new or emerging risks relevant to the Committee.

It was suggested that police authorities would have the responsibility for Transfer Orders as part of the transitional arrangements to Police and Crime Commissioners (PCCs). It was envisaged that Transfer Orders would include the movement of staff to either the PCCs or to chief constables. The Chief Executive advised that the national transition board was working to develop a model Transfer Order for all 43 police authorities along with new model governance arrangements. He would also be submitting proposals to the Strategic Planning Committee for the creation of a local governance transition board to assist with the implementation of changes to policing governance and accountability as set out in the Police Reform and Social Responsibility Bill.

Resolved: 1. That the report be noted.	Responsible Officer: -
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08/10. RISK REGISTER – HR ACTIONS

The Committee was updated on a number HR related risks and invited to consider a proposal for future updates to be provided on a 6 monthly rather than quarterly basis. In view of the significant change and uncertainty that was affecting the workforce, Members considered that quarterly updates should continue by exception.

Resolved: That 1. the report be noted; 2. updates continue to be reported on a quarterly basis by exception.	Responsible Officer: - HoHR Strategy
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09/11. COMMITTEE WORKPLAN

Resolved: 1. That the report be noted.	Responsible Officer: -
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10/11. HR PERFORMANCE UPDATE

The Head of HR Strategy provided a detailed briefing on areas of performance during 2010/11, including targets for HR Service Standards and People Data that had not been achieved.

The Vice Chairman queried the increase in the cost of external training which had risen from £437k for 2010/11 to £614k for 2011/12. The Head of HR Resourcing and Development explained that the original budget for 2010/11 had been set at £712k despite bids totaling in excess of £900k being received. However, the budget had been significantly reduced following the reprioritisation of training bids with savings re-invested into the Policing Change Programme. Members were advised that the budget for 2011/12 included additional training costs for the forthcoming Olympics. The Committee requested a summary breakdown of external training spend for the year, with a particular focus on courses being delivered in advance of the Olympics.

The Chief Executive emphasised the importance of the Committee maintaining a strategic overview of Human Resources and warned against Members being drawn into the minutiae. He noted for example that the four year forecast for police officer strength referred to at paragraph (5.1) of the report had not been provided despite its strategic significance to the Authority. The Vice Chairman suggested that the Chairman and the Chief Executive meet with the Head of HR Strategy to discuss the Committee's information requirements going forward.

Resolved:	Responsible Officer:
<p>That</p> <ol style="list-style-type: none"> 1. the update be noted; 2. a summary breakdown of external training spend for 2011/12 be provided with a particular focus on courses being delivered in advance of the Olympics; 3. the Chairman and the Chief Executive meet with the Head of HR Strategy to discuss the Committee's information requirements. 	<p>- Head of HR (R&D) Chairman / CE</p>

11/11. HR PLAN 2011/12

The Head of HR Strategy presented the final draft of the HR Plan 2011/12 for approval. The Plan outlined the objectives, action plans and targets for the forthcoming year for the HR service.

The Chief Executive referred to the People Strategy 2011 – 2015 and Learning and Development Section Plan 2011 – 2012, which featured later on the agenda. He suggested that in order to avoid overlap and repetition, consideration be given to amalgamating all three documents into a single comprehensive strategy and plan under the Authority's Budget and Policy Framework. The Head of HR Strategy explained that whilst the People Strategy set out the core objectives for the next four years, the HR Plan provided detail on how those objectives would be delivered.

Members queried whether the target of 8 days for the average number of lost working days per person to sickness for 2011/12 was ambitious enough given recent

improvements in performance. The Head of HR Strategy confirmed that the Force Command Group wanted the current low levels of sickness absence to be sustained but had been cautious about setting a more challenging target at a time when the workforce was facing significant organisational restructuring and changes to workload. The Vice Chairman considered that it would be appropriate to approve the target subject to the drive for continuous improvement in sickness absence continuing. Members acknowledged that great strides had been made in improving sickness absence and looked forward to the momentum being maintained.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the HR Plan 2011 – 2012 be approved; 2. the drive for continued improvement in sickness absence be maintained. 	<p>Responsible Officer:</p> <p>-</p> <p>-</p>
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12/11. PEOPLE STRATEGY 2011 - 2015

<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the People Strategy for 2011 – 2015 be approved. 	<p>Responsible Officer:</p> <p>-</p>
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13/11. LEARNING AND DEVELOPMENT SECTION PLAN 2011 - 2012

The Head of HR Resourcing and Development presented the final draft of the Learning and Development Section Plan 2011 – 2012 for approval. The Chief Executive suggested that the connectivity between Learning and Development and the strategic priorities contained within the Policing Plan should be made clear in the document.

The Authority’s portfolio holder for Learning and Development referred to an audit undertaken on behalf of the Authority in September 2010 by RSM Tenon on the management of training opportunities. He noted that a number of issues had been identified and requested that a copy of the Executive Summary be provided.

Members welcomed a reported 94% pass rate for the Sergeant OSPRE Part 2 exam, which had been a significant achievement for the Force.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the Section Plan be approved; 	<p>Responsible Officer:</p> <p>-</p>
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2. a copy of the Executive Summary of the RSM Tenon audit of the management of training opportunities be provided to the Authority's Learning Development portfolio holder.	HoHR R&D
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14/11. ANNUAL HEALTH AND SAFETY REPORT 2010/11 AND FORCE HEALTH AND SAFETY ACTION PLAN 2011/12

Resolved: 1. That the report be noted.	Responsible Officer: -
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[The Health and Safety Advisor left the meeting at 12.10pm]

15/11. POLICE AUTHORITY / FORCE EQUALITY

Resolved: 1. That the report be noted.	Responsible Officer: -
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16/11. ASSURANCE UPDATE

The Chief Executive suggested that the level of assurance in respect of Workforce Planning be deferred until after consideration of the Force Transformation report during the exempt part of the meeting.

Resolved: 1. That the level of assurance in respect of Workforce Planning be deferred.	Responsible Officer: -
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17/11. 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 paragraphs 1 and 2 of schedule 12A of the Local Government Act 1972 (as amended).	Responsible Officer: -
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18/11. FORCE TRANSFORMATION – HR CONTRIBUTION

The Head of HR Strategy provided an update on how HR was contributing to the Force Transformation Programme and to Regional Collaboration.

Reference was made to the planned reduction of 70 police officer posts by March 2012 and whether a reported excess in the General Reserve of £500k could be released to fund a number of additional police posts. The Chief Executive considered that the Force was right to take a long term strategic view of its work force in light of the challenging budget position. The Treasurer concurred and suggested that the forthcoming discussions on the 2011/12 budget would provide an opportunity for Members to review allocations to the General Reserve.

Members noted that the Learning and Development section was supporting changes resulting from the Policing Change Programme (PCP) through the provision of an additional Sergeants custody course, additional Compact Misper training and bespoke training on request. However, there was no mention of the financial costs within the report. The Head of HR R&D agreed to provide a breakdown of training costs.

Resolved: That <ol style="list-style-type: none">1. the report be noted;2. the Committee be provided with a breakdown of training costs provided by Learning and Development under the PCP as set out at paragraph (1.24) of the report.	Responsible Officer: - HoHR (R&D)
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19/11. POLICE STAFF DISCIPLINE – 1 OCTOBER 2010 TO 31 MARCH 2011

Resolved: <ol style="list-style-type: none">1. That the report be noted.	Responsible Officer: -
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[The Head of HR Strategy left the meeting at 12.45pm]

**20/11. MONITORING OF FAIRNESS AT WORK COMPLAINTS – 1 APRIL 2010
TO 31 MARCH 2011**

Resolved: 1. That the report be noted.	Responsible Officer: -
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21/11. EMPLOYMENT TRIBUNAL (ET) CASES UPDATE

Resolved: 1. That the report be noted.	Responsible Officer: -
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[The Head of HR Resourcing and Development left the meeting at 12.50pm]

22/11. SENIOR OFFICER REMUNERATION

Resolved: That 1. under the terms of the agreed National Scheme the Deputy Chief Constable is eligible for consideration of a bonus by virtue of his good performance; (agreed unanimously) 2. given the financial climate of austerity the Authority does not consider that payment of the full permissible amount of 12.5% of pensionable pay would be appropriate. Following the National Guidelines, a payment of 5% is deemed appropriate to recognise the good performance of the Deputy Chief Constable whilst recognising the special circumstances we find ourselves in. (motion carried: 5 for, 1 against)	Responsible Officer: - -
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CHAIRMAN