



**LINCOLNSHIRE POLICE AUTHORITY
HUMAN RESOURCES COMMITTEE
26 NOVEMBER 2009
10.30AM – 2.00PM**

PRESENT:

Members: Mr F Mann (Chairman), Mrs A Crowe JP (Vice Chairman), Mr P Przyszlak, Mr J Walker, Dr B Wookey

Officers: Ms J Flint (Treasurer), Mrs S Scott (Director of HR), Mr S McGowan (HR Operations Manager), Mrs D Bentley (Acting Strategy and Planning Manager), John Horton (Engagement and Communications Officer), John King (Committee and Administration Officer), Virginia Mason (Research and Performance Officer)

Apologies: Mr J Cooke, Mr R Davies, Mr B Young

22/09. DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTERESTS

Mr J Walker declared a personal interest in item 30/01.

23/09. MINUTES – 9TH SEPTEMBER 2009

Resolved:	Responsible Officer:
1. That the minutes of the meeting held on the 9 th September 2009 be taken as read and signed by the Chairman as a correct record.	-

MATTERS ARISING

Minute 09/09 – The Chairman referred to the four Task & Finish Groups that had been appointed at the last meeting of the Committee. He advised that due to resilience issues within the Secretariat none of the Groups had started. Members noted the position.

Minute 09/09 – Members expressed some confusion about the task numbers detailed in the resolutions. The Committee and Administration Officer explained that the task numbers were taken from the Committee's Workplan. However, he accepted that without a copy of the Plan readily to hand the resolutions would make little sense and apologised for any confusion caused.

Minute 17/09 – Members passed on their best wishes to the former Head of HR Strategy who remained in very poor health.

24/09. MINUTES – 23RD OCTOBER 2009

Resolved: 1. That the minutes of the meeting held on the 23 rd October 2009 be taken as read and signed by the Chairman as a correct record subject to the following amendment: Minute 21/09 Resolution (1) be amended to read “none met the criteria to enable a bonus in accordance with the Scheme to be awarded for 2008/2009”	Responsible Officer: -
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25/09. ACTION SUMMARY

With reference to item C4 (9/9/09), the A/Strategy and Planning Manager advised that the number of staff registered as NCALT users had fallen to 11.3 during the first quarter following a purge of data that had seen the removal of a number of individuals who were no longer NCALT users. The number of users had since risen to 16.8.

Resolved: 1. That the Action Summary be noted.	Responsible Officer: -
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26/09. POLICE AUTHORITY RISK REGISTERS

The Research and Performance Officer highlighted the issue of Secretariat resilience, which had been discussed at the last meeting of the Committee leading to the risk moving to the critical risk register. Members were advised that the on-going review of combined Committee workplans and the prioritisation of key tasks by the Strategic Planning Committee, together with the Authority's recent decision to recruit a new Chief Executive, would offer some mitigation of the risk over time.

Referring to non-critical risk 'G' relating to Member learning and development, the Chairman considered that there was a need for the Authority to develop a coherent training plan. He stated that the problem would only be properly solved once the Secretariat had a named officer to deal with HR matters. Members further suggested that a detailed training/skills plan should be developed for each Member ideally on appointment.

In noting the Registers, the Chairman suggested that it would also be helpful if Members were able to consider HR related risks detailed in the Force Strategic Risk Register as a standing item. The Head of HR Operations acceded to the request.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the Risk Registers be noted; 2. HR related risks identified in the Force Strategic Risk Register be presented to the Committee as a standing item. 	<p>Responsible Officer:</p> <p>- HoHR (Operations)</p>
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27/09. COMMITTEE WORKPLAN

The Chairman requested that the 'Priority Level' colours be included on the Plan for the next meeting as they were a quick visual means of identifying the level of risk. Members also expressed some confusion as to why actions from the Action Summary appeared to have been introduced into the Workplan and requested that they be removed.

Referring to item number (78), Members questioned whether having a workforce that was not representative of the community it served adversely impacted on public trust and confidence. It was recommended that the wording of the risk be amended as the impact on trust and confidence could not be certain. The Committee also requested confirmation that the actions listed for the Chairman of the Authority at items (77) and (88) had been actioned.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. progress with the Committee's work plan be noted; 2. the 'Priority Level' colours be shown on future Workplans; 3. actions from the Action Summary included on the Workplan be removed; 4. item number (78) be reworded to reflect that the impact on public trust and confidence could not be certain. 	<p>Responsible Officer:</p> <p>- DCE DCE DCE</p>
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28/09. STAFF SURVEY ACTION PLAN UPDATE

The Director of HR advised Members that a staff survey was undertaken on a bi-annual basis. The outcomes from the most recent survey were largely positive and indicated some significant improvements. Individual departments and Divisions were developing their own action plans to address issues highlighted in the survey, and these were being monitored centrally by HR department. Any corporate issues were also being picked up by HR as part of the PRIDE development programme.

Resolved: 1. That the oral update be noted.	Responsible Officer: -
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29/09. 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: -
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30/01. EMPLOYMENT TRIBUNAL (ET) CASES- UPDATE

Resolved: 1. That the report be noted.	Responsible Officer: -
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INCLUSION OF PRESS AND PUBLIC

31/01. HR PERFORMANCE UPDATE

The Head of HR Operations updated the Committee on the performance of the HR department against the HR Plan during the quarter ending 30 September 2009. Referring to the current levels of sickness, Members were advised that long term absences accounted for 73.5% of all working days lost. However it was important to note that the majority of long term sick were not being paid. Work was underway to calculate the true cost of sickness in terms of staff being paid whilst on sick leave.

The Treasurer questioned why the vacancy rate for police staff was relatively high at 7 to 8%. The Director of HR detailed a number of reasons including the need for departmental Heads to meet the vacancy factor in order to achieve savings. Other reasons included delays caused by the vetting process and skills shortages.

The Chairman referred to the target of reducing non-attendance on courses to less than 5%, which currently stood at 8%. The Head of HR Operations accepted that current performance was disappointing despite the Chief Constable being robust with departmental heads about treating training as a priority. Members expressed concern at the potential danger of police officers taking command of situations for which they had received little or no training.

Members were pleased to note that ORIGIN development work within the Force had been accepted as one of the shortlisted nominations for 'Personnel Today' Excellence in Technology Awards, which would be held that evening. Members also noted that one of the Force Personal Safety Trainers had been nominated along with just two other individuals for a national training award for Trainer of the Year. The Head of HR Operations advised that the officer had been unsuccessful but had nevertheless done exceedingly well to be nominated. The Chairman concurred and undertook to write and congratulate the officer on his nomination.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the report be noted; 2. the Chairman of the HR Committee write to congratulate the Force Personal safety Instructor nominated for the 'Trainer of the Year' award. 	<p>Responsible Officer:</p> <p>- Chair of HR</p>
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32/09. PDR REVIEW

The A/Strategy and Planning Manager updated the Committee on progress with the review of PDRs. Members were advised that following the Command Group's acceptance of a number of proposals for change, a new PDR form, grading system and guidance had been introduced from 1st October 2009. Feedback on the changes would be monitored.

Whilst Members welcomed the new style PDR scheme, some concern was expressed at what appeared to be an over emphasis on the appraisal and grading of performance at the expense of focusing on the aspirations of staff and exploring areas of satisfaction/dissatisfaction with their role. The A/Strategy and Planning Manager stated that a balance needed to be struck between assessing performance and identifying future training/development needs. It was important that a system of grading was included as way of recognising good performance and as a tool for identifying pockets of underperformance.

<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the report be noted. 	<p>Responsible Officer:</p> <p>-</p>
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33/09. POLICE AUTHORITY/FORCE EQUALITIES SCHEME UPDATE

The Vice Chairman advised the Committee that she had agreed to take on the Equalities portfolio on behalf of the Authority, with support from the Research and Performance Officer. Members were provided with a brief update on progress with regard to the Authority's combined Equalities Scheme Action Plan and on the

Force's position with regard to equalities, which was being led by Assistant Chief Constable Keith Smy. The re-establishment of the Force Strategic Diversity Board and the recent appointment of a dedicated Equalities Officer had also given extra impetus to the development of a draft single equalities scheme, which was attached to the report.

In noting the draft scheme, reference was made to the 'Religion and Faith' diversity strands identified at the top of page 8 of the document. Whilst the action detailed was not disputed, it was just one aspect of the overarching duty to achieve full compliance with regulations on religion and belief.

The Engagement and Communications Officer referred to the need to re-focus the role of Independent Advisory Groups (AIGs) and the Authority's involvement with them. There was some confusion, particularly amongst Authority Members who attended AIG meetings about the role of AIGs and how they could be more effectively engaged.

Resolved:	Responsible Officer:
<p>That</p> <ol style="list-style-type: none"> 1. the report be noted; 2. the HR Committee Vice Chairman's oral update is noted regarding : <ol style="list-style-type: none"> (a) progress against the Authority's Combined Equalities Scheme Action Plan; (b) the Force's status update in relation to equalities and diversity issues 3. the Committee receive further updates for the next 2 or 3 meetings and then by exception thereafter. 	<p>-</p> <p>-</p> <p>Vice Chair of HR/RPO</p>

34/09. LOCAL EMPLOYMENT TARGETS

The Research and Performance Officer and the Strategy and Planning Manager provided a brief update on progress with the setting of local employment targets for under represented groups for inclusion in the 2010/11 Policing Plan. The Association of Police Authorities had made a number of recommendations to assist authorities in setting local targets. The recommendations could be broken down into those of a 'minimum standard' and those that required additional resources and which were deemed to 'exceed' the standard. In view of the finite resources available to both the Authority and the Force, it would be necessary to prioritise activity to ensure that the minimum standard was achieved first before using a staged process to achieve the 'gold' standard.

Members questioned why targets for ethnic minorities were different for police officers, police staff and special constables. The Head of HR Operations undertook to investigate the anomaly.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. progress be noted; 2. the apparent anomaly in minority ethnic targets for police officers, police staff and special constables be investigated. 	<p>Responsible Officer:</p> <p>- HoHR (Operations)</p>
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35/09. EXCLUSION OF PRESS AND PUBLIC

<p>Resolved:</p> <ol style="list-style-type: none"> 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). 	<p>Responsible Officer:</p> <p>-</p>
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35/09. POLICE STAFF DISCIPLINE – 1 APRIL 2009 TO 30 SEPTEMBER 2009

<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the report be noted. 	<p>Responsible Officer:</p> <p>-</p>
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36/09. MONITORING OF FAIRNESS AT WORK – 1 APRIL 2009 TO 30 SEPTEMBER 2009

<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the report be noted. 	<p>Responsible Officer:</p> <p>-</p>
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[All Force Officers and members of the Secretariat with the exception of the Treasurer left the meeting prior to the next items of business]

37/09 CHIEF EXECUTIVE RECRUITMENT

The Committee discussed in detail the process and supporting documentation relating to the recruitment of a Chief Executive.

Resolved:	Responsible Officer:
That	
1. the proposed timetable as set out at option 2 at Annex A be approved, i.e. that the vacancy be advertised at the beginning of January 2010;	Treasurer
2. subject to a number of detailed amendments, the job specification and person specification at Annex B be approved;	Treasurer
3. the remuneration package as set out at paragraph 8 of the covering report be approved;	Treasurer
4. subject to a number of detailed amendments, the application form as at Annex C be approved;	Treasurer
5. subject to a number of detailed amendments, the proposed advertisement at Annex D be approved;	Treasurer
6. the advertisement be placed in the publications as set out at paragraph 9 of the covering report;	Treasurer
7. the indicative costs associated with the proposed advertisement be approved;	Treasurer
8. the HR Committee recommend to the Authority that the Senior Officer Appointments Committee comprise the Chairman and Vice Chairman of the Authority, the Chairman and Vice Chairman of the HR Committee and one further Member. The fifth Member of the SOAC, together with a Reserve, to be selected by the appointed Members of the SOAC. Authority Members interested in being considered for membership of the SOAC to be requested to indicate their interest by 30 November 2010, confirming their availability on all of the proposed dates during 2010 and briefly outlining their relevant experience and skills.	Treasurer

[Dr Brian Wookey left the meeting at 1pm]

38/09 THE SECRETARIAT

The Committee considered a report and made decisions on staffing issues within the Secretariat.

Resolved:	Responsible Officer:
That	
1. a report on the operation of the Secretariat be a standing item on the Human Resources Committee Agenda until a new Chief Executive is in post;	SSO

2. staffing issues within the Secretariat be dealt with as agreed by the Committee.	Treasurer
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CHAIRMAN