



**LINCOLNSHIRE POLICE AUTHORITY
HUMAN RESOURCES COMMITTEE
17 FEBRUARY 2010
10.30AM – 2.45PM**

PRESENT:

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

Secretariat: Ms J Flint (Treasurer), Mr H Hunt (Deputy Chief Executive), John King (Committee and Administration Officer), Virginia Mason (Research and Performance Officer)

Force Officers: Mr R Crompton (Chief Constable), Mrs S Scott (Director of HR), Mr S McGowan (Head of HR Strategy), Ms C Mundy (Head of HR Resourcing and Development)

Apologies: Mr J Cooke

39/09. DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTERESTS

Mr J Walker and Mr P Przyszlak declared personal interests in items 52/09 and 53/09 respectively.

40/09. ANNOUNCEMENTS

The Chairman welcomed Ms Caroline Mundy to her first HR Committee meeting since her appointment as Head of HR Resourcing and Development.

41/09. MINUTES – 26 NOVEMBER 2009

Resolved:	Responsible Officer:
1. That the minutes of the meeting held on the 26 th November 2009 be taken as read and signed by the Chairman as a correct record.	-

42/09. ACTION SUMMARY

The Deputy Chief Executive undertook to get a steer from the Association of Police Authorities (APA) in relation to item D5 (29/05/09) relating to police authorities approving temporary Chief Officer positions.

The Chairman referred to item C2 (09/09/09) and advised that the Authority's Culture Task & Finish Group was considering the learning and development requirements of both new and existing Members. He requested that the Action Summary be updated accordingly.

Members agreed that item B1 (26/11/09) could be removed from the Action Summary.

Resolved:	Responsible Officer:
That	
1. the Action Summary be noted;	-
2. guidance be sought from the APA on police authorities approving temporary Chief Officer positions (item D5 29/05/09 refers);	DCE
3. Item C2 (09/09/09) be updated to reflect work being taken forward by the Culture Task & Finish Group on Member training and development;	CAO
4. item B1 (26/11/09) be removed from the Action Summary.	SSO

43/09. STRUCTURE OF THE HUMAN RESOURCES DEPARTMENT

The Director Human Resources gave an interesting and informative presentation on the structure and organisation of the HR department.

[Mr R Davies joined the meeting at 10.55am]

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

44/09. HR PERFORMANCE UPDATE

The Head of HR Strategy updated the Committee on the performance of the HR department against the HR Plan during the period 1st October to 31st December 2009.

Members were advised of a number of long term sickness cases, which would be moving into the unsatisfactory performance stage of the Force's Managing Attendance policy. This could potentially lead to the removal/dismissal of officers from the service. However, there were signs to suggest that long term sickness was beginning to reduce although it was too early to say whether this was developing into a trend. Members requested clarification on the definition of 'short term' and 'long term' sickness and suggested that future reports include a "direction of travel" indicator for long term sickness. The Chairman also suggested that Members attending quarterly meetings with BCU Commanders might also take the opportunity to discuss the local sickness situation with Divisional HR Managers.

Members questioned what, if any, disciplinary action was taken against officers for non attendance at courses where prior notice of absence hadn't been provided. The Head of HR Strategy was unaware of disciplinary action being taken in such circumstances however the Chief Constable did hold Managers to account for non attendance through the Training Strategy Group. The Chairman suggested that this might also be a matter that could usefully be raised during meetings with BCU Commanders. The Deputy Chief Executive (DCE) suggested that he start a discussion "off line" with the Force before deciding on a way forward with the Chairman.

Referring to the volume of police staff vacancies, the Research and Performance Officer questioned how the Force determined which posts should be advertised internally and which externally. The Chairman requested that a report be prepared for the next meeting detailing the recruitment process, including advertising policy.

Resolved:	Responsible Officer:
<p>That</p> <ol style="list-style-type: none"> 1. the report be noted; 2. future reports include a "direction of travel" indicator for long term sickness; 3. Members of the Committee be provided with a written definition of 'short term' and 'long term' sickness; 4. Sickness be included as an agenda item for quarterly meetings between BCU Commanders and Members; 5. the "Gender" column be removed from the table provided at paragraph (8.1) on page 23 of the report relating to officers on funded secondment; 6. a report be prepared for the next ordinary meeting of the Committee detailing the recruitment process for police staff, including advertising policy. 	<p>-</p> <p>HoHR Strategy</p> <p>HoHR Strategy</p> <p>SSO</p> <p>HoHR Strategy</p> <p>HoHR Strategy</p>

45/09. POLICE AUTHORITY RISK REGISTERS

The Research and Performance Officer invited Members to review and update the risks that were relevant to HR Committee.

Referring to critical risk D relating to Secretariat resilience, the Chairman suggested that the overall risk score should remain Red 9 despite the appointment of a new Chief Executive.

<p>Resolved:</p> <p>1. That the Risk Registers be note.</p>	<p>Responsible Officer:</p> <p>-</p>
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46/09. FORCE RISK REGISTER – HR RELATED RISKS

The Head of HR Strategy briefed Members on some of the key risks affecting the Human Resources department. The Chairman was concerned to note that the briefing did not include a number of HR related risks indentified in the Force Organisational Risk Register (FORR). He requested that future updates include all HR related risks abstracted from the FORR.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. the oral update on HR related risks be noted; 1. future updates include all HR related risks abstracted from the Force Organisational Risk Register. 	<p>Responsible Officer:</p> <p>- HoHR Strategy</p>
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47/09. HR COMMITTEE WORKPLAN

Members were invited to review and update the Committee’s Work Plan for the current year.

The Chairman referred to item 82 regarding Mr John Cooke’s appointment to the Training Strategy Group. He felt that there was some confusion about the appointment and undertook to resolve the matter with the Director of HR outside of the meeting.

<p>Resolved:</p> <p>That</p> <ol style="list-style-type: none"> 1. progress with the Committee’s work plan be noted; 2. the completion dates for items 78, 80 and 81 be updated; 3. item 83 be reassessed as a “High” priority; 4. items 86 and 87 be reassessed as “Medium” priorities; 	<p>Responsible Officer:</p> <p>- DCE DCE DCE</p>
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5. the Chairman seek a resolution to item 82 with the Director of Human Resources.	Chair of HR/DoHR
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48/09. HR PLAN 2010/11 - UPDATE

The Head of HR Strategy provided a brief update on progress with the 2010/11 HR Plan. Members were advised that discussions had been held with Chief Officers and locally with senior management teams with regards to the content of the Plan. Areas for inclusion included sickness management, talent management, workforce planning and leadership development. Once the Plan was “signed off” by Chief Officers in March it would be presented to the next ordinary meeting of the Committee.

Resolved: 1. That the oral update be noted.	Responsible Officer: -
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49/09. POLICE AUTHORITY EQUALITIES SCHEME UPDATE

The Vice Chairman advised that a new Force Equality and Diversity Officer, Melanie Cowell had started in post. She was confident that the combined Equalities Scheme would be delivered on time.

Resolved: 1. That the oral update be noted.	Responsible Officer: -
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50/09. 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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51/09. COUNSELLING SERVICES

Resolved: 1. That the oral update be noted.	Responsible Officer: -
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52/09. EMPLOYMENT TRIBUNAL (ET) CASES - UPDATE

Resolved: 1. That the report be noted.	Responsible Officer: -
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[Force representatives left the meeting at 12.22pm]

53/09. SENIOR REMUNERATION

Resolved: That 1. the oral report by the Chairman of the Authority be noted; 2. the Chairman of the Authority be authorised to hold preliminary discussions with ACPO officers prior to presenting a written report to the Committee. (vote: for 5, against 2)	Responsible Officer: - Chairman of PA
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54/09. EXEMPT MINUTES – 26 NOVEMBER 2009

Resolved: 1. That the exempt minutes of the meeting held on the 26 th November 2009 be taken as read and signed by the Chairman as a correct record.	Responsible Officer: -
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[Chairman adjourned the meeting for lunch at 12.50. Meeting reconvened at 1.15pm]

[The Chief Constable joined the meeting for the following item of business]

55/09. STAFFING MATTERS

Resolved: That 1. following consideration of the proposal set out in the report, a decision be deferred to enable other options to be explored; 2. a Special meeting of the Committee be called if necessary.	Responsible Officer: T CAO
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[The Committee and Administration Officer and the Research and Performance Officer left the meeting]

56/09. THE SECRETARIAT

Members noted that the Senior Officer Appointments Committee would be making a recommendation to the Full Authority on 23 February 2010 to appoint a Chief Executive.

Members noted that the Administrative Assistant post would be vacant from 19 February 2010. An interim solution was being investigated whereby the services of an agency worker currently working with the Force would, subject to suitability, be used from 1 March 2010 on an on-going temporary basis. Members were of the view that a permanent recruitment should be commenced.

Members considered the risks associated with the lack of capacity within the Secretariat. As the arrival of the new Chief Executive was expected to be in early April, it was felt existing controls were sufficient. The Chairman indicated that he intended to discuss Secretariat staffing issues with the Chief Executive Designate at the earliest opportunity.

Members considered and agreed remuneration issues in respect of the Secretariat.

Resolved: 1. That staffing issues within the Secretariat be resolved as agreed by the Committee.	Responsible Officer: Treasurer
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CHAIRMAN