

NOTTINGHAMSHIRE POLICE AUTHORITY
County Hall, West Bridgford, Nottingham, NG2 7QP

MINUTES
OF A MEETING OF THE
HR & PROFESSIONAL STANDARDS COMMITTEE
HELD ON WEDNESDAY 19 SEPTEMBER 2012
AT COUNTY HALL
COMMENCING AT 10.00 AM

MEMBERSHIP

(A denotes absent)

Cllr M Quigley (Chair)
A Cllr G Gilfoyle
Ms K Sandhu
Ms G Harrison (Vice-Chair)
Dr P Hodgson
Cllr I Malcolm
Mr A Street

OTHER MEMBERS PRESENT

Cllr J Collins Chair of the Police Authority

OFFICERS PRESENT

Sara Allmond	Nottinghamshire County Council Secretariat
Kevin Dennis	Chief Executive, Police Authority
Margaret Monckton	Assistant Chief Officer (Resources), Notts. Police
Kevin McCudden	Equalities Advisor, Notts. Police
James Lunn	Senior HR Partner, Notts. Police
Lisa Pearson	Members Support & Office Manager, Police Authority
Charlotte Radford	Deputy Chief Executive and Treasurer, Police Authority
Paul Scarrott	Deputy Chief Constable (DCC), Notts. Police

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the HR & Professional Standards Committee held on 11th July 2012 were agreed as a correct record and signed by the Chair.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Glynn Gilfoyle

3. DECLARATIONS OF INTEREST

None

4. POSITIVE ACTION FOR PCSO/POLICE OFFICER RECRUITMENT

An addendum to the report was circulated which replaced the tables in section 4.1 of the report.

James Lunn introduced the report which provided the Committee with an update on how the Force was driving the Positive Action and working towards recruiting a more diverse workforce that more closely reflected the communities served.

In response to Members' queries, the following issues were clarified:-

- Research undertaken at the African and Caribbean Carnival found there were a number of barriers to people applying such as a lack of trust due to stop and search, but the majority said they were not interested in joining the Police.
- A plan had been developed regarding the retention and progression of black and ethnic minority (BME) officers. Monitoring and further work would be carried out in this area.
- The number of BME applicants progressing through the application process was not as high as hoped and this was being assessed to find the barriers to entry so work could be undertaken to remove them.
- There was a national initiative relating to gender and BME regarding progression. This involved support to gain promotion for Inspector rank and would soon include Sergeant rank. The Force were looking to nominate officers to this initiative.
- The Force benchmarked against other forces and were linking in with Councils, Fire, their most similar forces and regional forces.
- Member's raised concerns that this issue was the biggest reputational risk to the Force, and there was disappointment that it was still ongoing.
- The first round of recruitment of Police Officers was internal candidates only. As this did not produce enough BME candidates, the recruitment process was halted to enable a wider recruitment process to take place. It was hoped that this would produce an increased number of applications from BME candidates and the Force would be taking steps to encourage applications to be submitted.

- The number of BME Special Constabulary recruits had increased

RESOLVED 2012/044

1. That the planned actions be noted
2. That an update report be brought to the next meeting including attrition rates and the number of BME recruits broken down by each ethnic group.

5. HR RDIL (REST DAY IN LIEU) AND TOIL (TIME OFF IN LIEU) UPDATE

James Lunn introduced the report and informed the Committee that there had been increases due to the torch relay and Olympics. There would be a project approach to reduce the levels. As leave restrictions were in place over the summer, meaning delays in taking leave, the project would begin in April 2013.

There would be greater enforcement of the policies such as ensuring that when TOIL was accrued it was taken with the time limit set by the policy.

In response to a Members' query, the following issues were clarified:-

- There was an 28 month plan to change the culture of the Force in this matter, and work would start with those who had the most accrued or carried over for the longest period of time.
- There was currently a round of promotions being carried out and evidence of good management of TOIL and RDIL would be considered favourably within this process.

RESOLVED 2012/045

That the report be noted

6. SPECIAL PRIORITY PAYMENTS (SPP)

James Lunn introduced the report and informed the Committee that the Winsor report removed Special Priority Payments from 1 April 2012 so this scheme was from 1 January 2012 to 31 March 2012 only. Paragraph 4.4 of the report set out the additional frontline staff to be included in the scheme, while Custody staff had been removed.

In response to a Members' query, the following issue was clarified:-

- The legal minimum payout per Force was 2% of the total pay bill.

RESOLVED 2012/046

That the protocol (attached as Appendix 1 to the report) for Special Priority Payment Scheme for Nottinghamshire Police for application for the period between 1 January 2012 and 31 March 2012 be noted and referred to the Police Authority for approval.

7. GIFTS, GRATUITIES AND HOSPITALITY POLICY AND PROCEDURE

DCC Scarrott introduced the report which set out a new gifts, gratuities and hospitality policy and procedure for all police officers and staff.

In response to Members' queries, the following issue was clarified:-

- The removal of the £25 limit was to ensure that all gifts, gratuities and hospitality were registered included those that were not accepted to enable accurate monitoring of gifts, gratuities and hospitality being offered to officers and staff.

RESOLVED 2012/047

That the new policy and procedure for Gifts, Gratuities and Hospitality be approved with an amendment to clarify the position regarding the acceptance of alcohol

8. FORCE REDUNDANCY PROGRAMME

Margaret Monckton introduced the report which provided an update on the Force redundancy programme and advised Members that there would not now be another tranche, but was instead being dealt with team by team. There was a clear vision of what the Chief Officer Team wanted the organisation to be.

RESOLVED 2012/048

That the report be noted.

9. PERFORMANCE AND INSIGHT REPORT PRIORITY 2 – TO SPEND YOUR MONEY WISELY (PERFORMANCE TO JULY 2012)

Margaret Monckton presented the Performance and Insight Report which provided Members with information on how the Force had performed for the targets which came under the remit of this Committee.

In response to Members' queries, the following issues were clarified:-

- The number of agency staff had increased due to there being a number of police staff vacancies plus additional staff were required in the Criminal Justice department to mitigate a risk regarding file preparation. Quick action had been taken to improve the situation, which involved employing

agency staff. A control process was in place so any agency staff had to be signed off by HR and were also used for a shorter period of time.

- The overspend on overtime was due to more officers retiring than anticipated. The overspend was offset against the vacancy management of these positions. The number of operations in the 1st half of the year had also affected the overtime levels. Detailed analysis of operations was undertaken to determine whether or not they had been effective which would determine whether or not they would be used again at a future date.

RESOLVED 2012/049

That the report be noted.

10. EQUALITY, DIVERSITY & HUMAN RIGHTS

Kevin McCudden introduced the report which provided the Committee with an update on current activities and issues in the area of Equality, Diversity and Human Rights (EDHR).

RESOLVED 2012/050

To note the report

11. HR POLICY UPDATE

Margaret Monckton introduced the report which provided members with an update on the HR policy review and asked for approval of five HR Policies. The Equality Impact Assessments (EIA) for each policy had been circulated to the Committee for their consideration.

In response to a Members' query, the following issue was clarified:-

- Only consultation responses where there were issues that could not be resolved would be included within the EIAs. All consultation responses were logged by the Force separately to the EIA.

RESOLVED 2012/051

That the following policies be approved, subject to Unison's feedback following their Branch Executive Committee Meeting (BEC) on 26 September 2012:-

- a) Discretionary Leave Policy (Appendix A of the report)**
- b) Retirement Options for Police Staff Policy (Appendix B of the report)**
- c) Attendance Management Policy (Appendix C of the report)**
- d) Flexible Working Policy (Appendix D of the report)**
- e) Maternity, Paternity and Adoption Leave Policy (Appendix E of the report)**

12. WORK PROGRAMME

The Committee considered the updated work programme.

RESOLVED 2012/052

That the work programme be agreed.

The meeting closed at 11.25 am.

CHAIR