

NOTTINGHAMSHIRE POLICE AUTHORITY
County Hall, West Bridgford, Nottingham, NG2 7QP
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MINUTES
OF A MEETING OF THE
HR & PROFESSIONAL STANDARDS COMMITTEE
HELD ON WEDNESDAY 16th MARCH 2011
AT COUNTY HALL
COMMENCING AT 10 AM

MEMBERSHIP

(A denotes absent)

- Cllr M Quigley (Chair)
Dr P Hodgson (Vice Chair)
A Cllr G Gilfoyle
Ms G Harrison
A Prof S Holdaway
Cllr I Malcolm
A Miss J Moore MBE

OFFICERS PRESENT

Kevin Dennis	Police Authority
Charlie Radford	Police Authority
Margaret Monckton	Assistant Chief Officer (Resources), Notts Police
Jackie Alexander	Detective Superintendent, Notts Police
Nicky Thomas	Notts Police
Henry Killworth	Communications Officer, Notts Police
Tony Dennis	Equality & Diversity Manager, Notts Police
Steve Peaks	Sergeant, Notts Police
Miss S Allmond	Nottinghamshire County Council Secretariat

ALSO IN ATTENDANCE

Cllr J Collins	Chairman of the Police Authority
Mr J Grant	Independent Member on Standards Committee

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the HR & Professional Standards Committee held on 19 January 2011 were agreed as a correct record and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gilfoyle, Prof. Holdaway and Miss Moore.

3. DECLARATIONS OF INTEREST

DCC Eyre reported that he did not have an interest in agenda item 12 - ACPO PDR Process and Bonus Methodology as he had never and would never take a bonus from the Force.

AGENDA ORDER

The Chairman agreed to take agenda item 7 – Secondment of Assistant Chief Constable, agenda item 8 – New Force Policy on Discretionary Powers under Local Government Pensions Scheme and Early Termination of Employment Regulations, agenda item 9 – Force Redundancy Programme and agenda item 12 – ACPO PDR Process and Bonus Methodology at the beginning of the agenda to enable DCC Eyre to be present for these items, as he had to leave the meeting at 11.00 am to attend another Force meeting.

4. SECONDMENT OF ASSISTANT CHIEF CONSTABLE

An updated version of this report which superseded the previous report had been circulated prior to the meeting.

DCC Eyre presented the report which set out a proposal to second an Assistant Chief Constable to Metropolitan Police Service from 1 April 2011 for a maximum of six months.

RESOLVED 2011/015

- 1. That the secondment of an Assistant Chief Constable to Metropolitan Police Service from 1 April 2011 for a maximum of six months be approved;**
- 2. That the Chief Constable be authorised to agree a secondment agreement with Metropolitan Police Service;**
- 3. That the expenditure for the secondment being met from existing police funds in 2011/12 as set out in paragraph 5 of the report be agreed.**

5. NEW FORCE POLICY ON DISCRETIONARY POWERS UNDER LOCAL GOVERNMENT PENSIONS SCHEME AND EARLY TERMINATION OF EMPLOYMENT REGULATIONS

Margaret Monckton presented a report which set out the draft Force policy for the application of discretionary powers under the Local Government Pensions Scheme and Early Termination of Employment regulations. The Force was required by law to have a policy for the application of these discretionary powers.

RESOLVED 2011/016

- 1. That the New Force Policy on discretionary powers under Local Government Pensions Scheme (LGPS) and early termination of employment regulations as attached to the report, be approved**
- 2. That the formal decision making authority be delegated to the Chief Constable in order that the policy can be applied within the Force to support the current redundancy programme.**

6. FORCE REDUNDANCY PROGRAMME

Margaret Monckton introduced the report which provided an update on the Force Redundancy Programme, including both voluntary and compulsory redundancy for Police Staff and the A19 process for Police Officers.

RESOLVED 2011/017

That the report be noted

7. ACPO PDR PROCESS AND BONUS METHODOLOGY

A revised Annex B of Appendix A and amendments to the bonus methodology (Appendix B of the report) had been circulated prior to the meeting.

Charlie Radford introduced the report which set out a new ACPO PDR process following current national guidance and proposed the creation of a bonus methodology.

RESOLVED 2011/017

- 1. That the revised PDR process as set out in the report with the revised Annex B be approved**

2. That the Bonus Methodology as set out in the report with the amendments previously circulated be approved.

8. **PUBLIC COMPLAINTS AND CONDUCT REPORT: 1 APRIL 2010 TO 31 DECEMBER 2010**

Jackie Alexander gave a presentation on the public complaints and conduct report. The presentation included statistics and information on complaints from the public and conduct matters. Jackie reported that she had been in post for three weeks and was currently assessing the department including the information provided to the HR & Professional Standards Committee. New national performance information meant that a more meaningful set of data would be available for the Committee in future and Jackie was preparing a new report format which would provide the Committee with the relevant information it needed in this area.

RESOLVED 2011/018

To note the report

9. **PERIOD 10 BUSINESS INFORMATION PACK**

Mrs Margaret Monckton presented a report which provided performance data across a number of key indicators for the management of Human Resources. The pack included a variety of information relating to overtime, officer sickness rates, staff sickness rates, rank mix, police officer establishment, rest days in lieu and time off in lieu and human resources key performance indicators.

In response to queries from Members, the following points were clarified:-

- The large overspend by Criminal Justice in relation to overtime would be addressed as part of the restructure which was scheduled for tranche 2 of the Change Programme. Due to work already undertaken there had been a 20% reduction, but there was still more work to be done to produce greater savings.
- There had been huge improvements in the sickness levels within Demand Management but further improvements were required to bring this within the budget for 2011/12.
- The high levels of TOIL (time off in lieu) and RDIL (rest day in lieu) was historically down to the culture of the Force and a lack of organisational control to manage the situation. Work was being undertaken with the departments that had been identified as having specific problems with this area.

- The two higher level agency staff who had been brought in to help with the Transforming HR Project had almost completed their periods in post and would be leaving soon.
- Each team when being restructured was being designed without any agency staff being included. Agency staff would begin leaving over the next few months.

RESOLVED 2011/019

That the report be noted

10. RESTRICTED AND FIT FOR POST – OFFICERS AND STAFF

Margaret Monckton presented the report which provided an overview of the Force's approach towards dealing with long term sickness within Demand Management, restricted and fit for post Officers.

It was unknown whether 10% of Officers being unfit for work was in line with other Forces.

RESOLVED 2011/020

1. **To receive a report at the next meeting on those on long term sickness absence within the Demand Management Team including the reasons for absence and anticipated return date**
2. **To receive information at the next meeting regarding the comparisons with other Forces relating to the number of Officers on restricted duty**
3. **To receive regular updates on restricted and fit for post – officers and staff**

11. EQUALITY, DIVERSITY & HUMAN RIGHTS

Tony Dennis presented the report which provided Members with an update on current equality, diversity and human rights issues and the work currently being undertaken regarding the Equality, Diversity and Human Rights (EDHR) Delivery Plan and the Equality Standard.

The report included detailed information on hate crime as requested at the previous meeting.

RESOLVED 2011/021

That the report be noted

12. UPDATE ON HEALTH & SAFETY REGARDING MOTOR VEHICLE COLLISIONS

Margaret Monckton provided information on motor vehicle collisions. She reported that from April 2010 up to February 2011 there had been 36 reports which was a 69% increase on last year. However, there was a new system in place which more accurately recorded information regarding collisions and was believed to have driven up the figures. C Division had the largest number of motor vehicle collisions.

61% of reported collisions were when the blue lights were being used or was caused by the suspect.

The increase had been raised with drivers and a working group was going to be set up to look at each collision and assess what lessons could be learnt from them.

It was proving difficult to get comparison information from other Forces.

RESOLVED 2011/021

That a written report be presented to the next meeting on motor vehicle collisions, including statistical data and information on what was being done to reduce the collision levels, plus any comparison data with other most similar Forces.

13. UPDATE ON THE SECRETARIAT STRUCTURE

Kevin Dennis informed Members that he was working hard to resolve some outstanding HR issues and it was hoped these would be resolved by the end of March. Any vacancies would be advertised internally to those at risk of redundancy within the Force in early April.

RESOLVED 2011/022

To note the update

14. UPDATE ON HR POLICIES OF THE POLICE AUTHORITY

Kevin Dennis informed Members that the Force were currently reviewing their HR policies. Authority staff were on the same terms and conditions as the Force so there needed to be some alignment between Force and Authority policies whilst reflecting the different structure. There was a need to urgently review the work undertaken so far and look to align the procedures with the Force ones.

RESOLVED 2011/023

To agree that the draft policies due out for consultation as previously agreed by the Committee on 3 November 2010 be reassessed to align with Force policies before being sent out for consultation.

15. COMMITTEE WORK PROGRAMME

The Committee considered the proposed work programme for the Committee.

RESOLVED 2011/024

To agree the work programme

The meeting closed at 11.15 am.

CHAIR