



# CHESHIRE POLICE AUTHORITY

## HUMAN RESOURCES COMMITTEE

### MINUTES OF A MEETING HELD ON TUESDAY 28 FEBRUARY 2006 AT CONSTABULARY HEADQUARTERS, WINSFORD

*Present:* B P Doyle, Chairman                      B Maher  
              Mrs A Coomer                                P Nurse  
              J P Findlow                                    Mrs M A Ollerenshaw  
              C Kirkpatrick                                P J Walker  
              P Lloyd-Jones

*Also in attendance:* M D Darby

<i>Authority Officers:</i>	<i>Constabulary Officers:</i>
M Sellwood, Clerk & Chief Executive	Ms C Barton, Director of Human Resources
M Eaton, Senior Administration Officer	C Dilworth, Head of Resourcing
Mrs A Gibson, Treasurer's Department	
A Cartwright, Internal Audit	

#### 35. MINUTES

*RESOLVED:*

That the Minutes of the meeting held on 29 November 2005 be confirmed as a correct record.

#### 36. RECRUITMENT: QUARTERLY REPORT

The Director of Human Resources presented the quarterly update on police officer, staff and special constable recruitment including the number, gender and ethnic origin of new recruits. The report also outlined the position with regard to the recruitment of Community Support Officers and detailed all vacant staff posts and the departments in which they were located.

*RESOLVED:*

That the report be noted.

#### 37. COMMUNITY SUPPORT OFFICERS: NATIONAL RECRUITMENT STANDARDS

The Director of Human Resources reported on new national recruitment standards and processes for Community Support Officers (CSOs) to be introduced on 1 April 2006. Once introduced, the process would be used by the Constabulary to achieve its target of 273 additional CSOs by March 2008.

In considering the report, Members acknowledged the need for a standard recruitment process but also stressed the need for flexibility to test candidates

in greater depth if necessary. The Committee also discussed the need to ensure candidates were fully aware of the role and expectations of CSO to make sure satisfactory retention levels once the investment in recruitment and training had been made. The Director of Human Resources and Head of Resourcing responded to the issues raised and agreed to include the numbers of CSOs leaving the Constabulary in future reports.

*RESOLVED:* That

- (1) the report be noted; and
- (2) updates on the implementation of the recruitment standards for CSOs and progress in achieving recruitment targets be included in future quarterly reports on recruitment to the Committee

### 38. POLICE RECRUITMENT POLICIES: REVIEW

The Clerk & Chief Executive submitted a report which sought Members views on various aspects of police recruitment policy, in particular the value of current National Recruitment Assessment Centre in identifying the best candidates; whether the Centre provided a sufficient test of written ability; the impact of pass marks on recruitment; and the need for selection mechanism to manage recruit volumes. The Committee's views would inform the Association of Police Authorities (APA) of the position on the review to be undertaken by the Police Advisory Board.

Members considered a draft response to the APA.

*RESOLVED:* That

- (1) the report be noted; and
- (2) the draft response outlining the Committee's views be approved and forwarded to the APA.

### 39. OVERTIME REDUCTION: QUARTERLY REPORT

The Chief Constable submitted a report on progress against the overtime reduction target for 2005/06. The report also included comparable data for the period 2003-05.

Members raised a number of issues including the recoding and reclassification of expenditure; and whether new targets would be established after the three year period had ended to which the Director of Human Resources agreed to respond to Members in writing.

*RESOLVED:*

That the report be noted.

40. KEY PERFORMANCE INDICATORS: HUMAN RESOURCES

The Chief Constable submitted a report on performance against the five key performance indicators relating to human resources for the period April to December 2005.

Members discussed the action being taken to encourage applications from ethnic minority groups and females.

*RESOLVED:*

That the report be received.

41. DRAFT HUMAN RESOURCE STRATEGY 2006-09

The Director of Human Resources presented a report on the development of the draft Human Resource Strategy for 2006-09. The Strategy would provide the strategic direction for the next three years and covered all the aspects of 'people management' required to deliver the policing objectives contained in the Policing Plan. The Strategy was supported by a Training Plan which was being developed and would be presented to the next meeting for approval.

In considering the Strategy, Members enquired about a number of issues including clarification on the aim to exceed recruitment targets; and why the costed training plan's year did not correlate with the financial year, to which the Director of Human Resources responded.

The Clerk & Chief Executive advised that the Authority's redundancy and redeployment policies were to be reviewed and amendments would be reported to the next meeting for approval.

*RESOLVED:* That

- (1) the report be noted; and
- (2) the draft Human Resource Strategy 2006-09 be submitted to the Authority on the 27 June 2006, for approval.

42. LOCAL GOVERNMENT PENSION SCHEME (AMENDMENT) (NO.3)  
REGULATIONS 2005: CONSULTATION DRAFT

The Director of Human Resources presented a report on the Government's proposed changes to the Local Government Pension Scheme to be implemented with effect from April and October 2006. The Authority was invited to respond to the Government's consultation on the proposals.

The Committee generally supported the technical response made by the Manager of the Cheshire Pension Fund. Members raised a number of concerns about the proposals which were particularly relevant to the police service at the present time in relation to restructuring. The Clerk & Chief Executive advised that the anticipated mergers/amalgamations would need to drive out efficiencies in staffing levels and police authorities would need as much flexibility as possible from the pension regulations in order to achieve

the necessary savings to make the Home Secretary's proposals affordable. Increasing the early retirement age from 50 to 55 would seriously constrain police authorities from trying to secure early retirements as part of the restructuring process.

The Committee also wished to register its objection to the disparity of treatment of public sector employees and concern that the Government had offered protection to existing employees in other public sector pension schemes (including police officers), however, the proposals would treat those staff in the LGPS (including police staff) differently. This was clearly unfair, and Members could not support a proposal where police officers and police staff who would be working alongside each other, being treated differently.

*RESOLVED:* That

- (1) the changes to the Local Government Pension Scheme from 1 April and 1 October 2006 as outlined in the report, be noted; and
- (2) the Clerk & Chief Executive in consultation with Members, submit a response to the ODPM detailing the Committee's concerns on the proposed changes to the Local Government Pension Scheme.

#### 43. NATIONAL EXIT INTERVIEW PROCEDURE: HOME OFFICE GUIDANCE

The Head of Resourcing reported on the introduction of the national exit interview procedure. The Police Reform White Paper "Building Communities, Beating Crime" included a commitment to introduce a standard exit interview procedure to assist forces in identifying why people were leaving the service for reasons other than retirement, ill health or discipline, particularly in their first six months. Following consultation with forces and staff associations, the Minister for Policing had approved the introduction of a national exit interview questionnaire for those who voluntarily resigned from the police service or transferred to another force.

*RESOLVED:* That

- (1) the report be noted; and
- (2) an annual report be produced and submitted to the Committee on officer and staff turnover within the Constabulary.

#### 44. TESTING FOR SUBSTANCE MISUSE

The Head of Resourcing reported on the introduction of testing police officers and police recruits for substance misuse. The Constabulary would adopt the national substance misuse policy on terms equitable with neighbouring forces. The Committee stressed that any random testing must be undertaken across all ranks and grades.

Members enquired whether officers were tested for alcohol abuse and the implications of prescribed drugs to which the Head of Resourcing responded.

*RESOLVED:*

That the report on the introduction of a national substance misuse policy be noted, and an update be submitted once the policy has been agreed and implemented.

45. APA GENDER EQUALITY: FEEDBACK ON CONSULTATION

The Clerk & Chief Executive submitted a report which detailed the Government's proposals to introduce a duty on public authorities to eliminate unlawful discrimination and promote equality of opportunity between men and women as a 'general duty' with effect from April 2007. The Department of Trade and Industry (DTI) had undertaken a consultation in November 2005 and the proposals and a copy of the Clerk & Chief Executive's response was circulated for information.

*RESOLVED:*

That the report be noted.

46. POLICE STAFF COUNCIL: JOINT WORKING AGREEMENT

The Clerk & Chief Executive reported on the establishment of a Joint Working Agreement by the Police Staff Council (PSC).

*RESOLVED:*

That the report be noted.

47. QUALITY OF WORKING LIFE: PROGRESS REPORT

The Director of Human Resources provided an update on the progress of the Quality of Working Life initiative.

*RESOLVED:*

That the report be noted.

48. MEETING WITH REPRESENTATIVES OF THE TRADE UNION, STAFF ASSOCIATIONS AND STAFF GROUPS

*RESOLVED:*

That the notes of the meeting held on 5 December 2006, be noted.

49. URGENT BUSINESS

(There were no items of urgent business)

50. EXCLUSION OF THE PRESS AND PUBLIC

*RESOLVED:*

That under Section 100(A)(4) of the Local Government Act 1972, as applied by the Police Act 1996, the press and public be excluded from the meeting for the items of business listed below on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act in the paragraph indicated:-

<i>Item</i>	<i>Paragraph</i>	
Internal Audit Report: Employment of Police Staff	(1)	Individual Employees
Management of Attendance: Quarterly Report	(1)	Individual Employees
Human Resources Plan: Quarterly Report	(1)	Individual Employees
Medical Retirements: Quarterly Report	(1)	Individual Employees
Police Authority Commendations	(1)	Individual Employee

*PART 2 – MATTERS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC*

51. INTERNAL AUDIT REPORT: EMPLOYMENT OF POLICE STAFF

The Internal Auditor submitted a report on a review of the Constabulary's procedures for the recruitment and employment of police staff. The report detailed the terms of reference, methodology and scope of the review; the findings and recommendations; and the management responses and action plan.

*RESOLVED:*

That the report be noted.

52. MANAGEMENT OF ATTENDANCE: QUARTERLY REPORT

The Chief Constable submitted the performance data for the period April to December 2005 in relation to the management of attendance, which included causal factors for absence, departmental breakdown and the current initiatives to improve the level of attendance. The report also detailed comparable sickness data from the most similar forces.

The Chairman of the Authority reiterated the Authority's concerns about the unacceptable levels of sickness for police officers and staff, which had been brought to the attention of the Chief Constable to be urgently addressed. Members raised a number of issues including how other forces were reducing sickness and how sickness levels in Cheshire were to be targeted; a request for data on the sickness levels for CSOs; and the reasons for particularly high levels

of sickness in certain departments to which the Director of Human Resources responded.

*RESOLVED:*

That the report be noted.

53. HUMAN RESOURCES PLAN: QUARTERLY REPORT

The Director of Human Resources presented the quarterly report on the Human Resources Plan which included staffing statistics with a detailed breakdown by age, race and gender, together with details relating to the number of officers on secondment outside the Constabulary.

*RESOLVED:*

That the report be received.

54. MEDICAL RETIREMENTS: QUARTERLY REPORT

The Clerk & Chief Executive submitted a report on the number of medical retirements (the granting of ill health and injury pensions) that had been approved since the last meeting.

*RESOLVED:*

That the report be received.

55. POLICE AUTHORITY COMMENDATION

The Clerk & Chief Executive presented a report which invited the Committee to consider the award of a Police Authority Commendation. Members were reminded that the commendation was the highest internal award and was awarded for meritorious acts, which fell short of the requirements of Royal recognition.

The Chief Constable submitted for consideration an incident which involved an act of bravery by an off duty officer which prevented the death of a young child, however, resulted in the tragic loss of the officer's life.

*RESOLVED:*

That a Police Authority Commendation be awarded to Constable Jon Speakman (deceased).

Duration of Meeting: The meeting commenced at 9.30am and finished at 11.50am.