



CHESHIRE POLICE AUTHORITY

STAFF COMMITTEE

MINUTES OF A MEETING HELD ON TUESDAY 22 MAY 2007 AT CONSTABULARY HEADQUARTERS, WINSFORD

Present: M A Ollerenshaw, Chairman
 D Cargill, Vice-Chairman
 J P Findlow

P Nurse
 T Savage
 P J Walker

Also in attendance: M Darby

<i>Authority Officers:</i>	<i>Constabulary Officers:</i>
M Sellwood, Chief Executive	G Gerrard, Deputy Chief Constable
M Eaton, Member Services Manager	D Baines, Assistant Chief Constable
W Bebbington, Assistant Treasurer	C Barton, Director of Human Resources
	Det Supt N Ellwood, Head of Professional Standards

Apologies: R Giltrap, C Kirkpatrick and B Maher

1 STAFF COMMITTEE: TERMS OF REFERENCE

The Committee considered the terms of reference and recommended an amendment.

RECOMMENDED:

That the following amendment to the terms of reference of the Staff Committee, be approved:

- (1) consider and determine, as appropriate, any matter relating to Police Officers recognising the discretion provided by Police Regulations and the Authority's role as employer of police staff, recognising the authority delegated to the Chief Constable under the Police Act 1996

2. MINUTES

RESOLVED: That

- (1) the Minutes of the former Statutory Purposes Committee meeting held on 13 February 2007 be noted; and
- (2) the Minutes of the former Human Resources Committee meeting held on 27 February 2007 be noted.

3. RECRUITMENT: ANNUAL REPORT

The Director of Human Resources presented an 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 Police Community Support Officers (PCSOs) and detailed all vacant staff posts and the Areas and departments in which they were located.

Members enquired whether the budgeted staffing level of 2203 at 31 March 2007 had been achieved and the Director of Human Resources confirmed it had. A number of other issues were raised about the recruitment of 237 PCSO's, including the significant impact on the uniformed presence in the community and the impact on the budget; whether the target would be achieved by June 2007 and ethnicity of successful applicants to which the Director responded. Members also discussed the appointment process for police officers and whether there was an optimum level of special constables.

RESOLVED:

That the report be noted.

4. STATUTORY PERFORMANCE INDICATORS 2006/07: HUMAN RESOURCES

The Chief Constable submitted a report on performance against the four statutory performance indicators and targets relating to human resources for 2006/07.

RESOLVED:

That the report be received.

5. DRAFT HUMAN RESOURCE STRATEGY 2007-10

The Director of Human Resources presented the draft Human Resource (HR) Strategy 2007-10 for consideration. The Strategy included the Learning & Development Strategy for the current year and contained the 2007/08 Human Resources Plan.

RESOLVED: That

- (1) the report be noted;
- (2) the draft Human Resource Strategy 2007-10 be submitted to the Authority on the 26 June 2007 for approval; and
- (3) the draft Learning & Development Strategy, be approved.

6. EXIT QUESTIONNAIRES: ANNUAL REPORT

The Director of Human Resources presented a report on the information obtained via the exit questionnaires which had been completed by leavers from the Constabulary. The report included details of the categories of respondents;

reasons for leaving; length of service; views about the operation of the Constabulary including training/career development, discrimination, remuneration and working conditions.

RESOLVED:

That the report be noted.

7. 30+ RETENTION SCHEME: ANNUAL REPORT

The Chief Constable submitted a report on the Constabulary's 30+ retention scheme which aimed to ease recruitment shortfalls and retain skills and experience in the service. The Committee was advised that in 2006/07, ten officers were retained on the 30+ scheme.

In considering the report, Members enquired about the low take-up rate; the impact of the age legislation; and the role of the National Policing Improvement Agency in the scheme to which the Director of Human Resources responded.

RESOLVED:

That the report be noted.

8. SPECIAL PRIORITY PAYMENTS: ANNUAL REVIEW 2007

The Chief Constable submitted a report on the process undertaken in developing the scheme of Special Priority Payments (SPPs).

The Director of Human Resources updated the Committee on the proposed SPP scheme for 2007, the changes to the 2006 scheme, and the eligible posts.

RECOMMENDED:

That the Special Priority Payment Scheme for 2007 as detailed in the Chief Constable's report, be approved.

9. VALUE ADDING FIRST PHASE: PROGRESS REPORT

The Director of Human Resources reported on the progress of the Value Adding Project within the Human Resources Department.

RESOLVED:

That the report be noted

10. POLICE PAY REVIEW

The Chief Executive submitted a report on the first part of the review of police pay arrangements undertaken by Sir Clive Booth which examined the current process for determining pay for police staff and officers. The Chief Executive also reported on the second part of the review which had recently been announced and advised that comments had the review proposals had been invited by 4 June 2007.

RESOLVED:

That the Treasurer and the Director of Human Resources consider and respond to the second phase of the review of police pay arrangements in consultation with the Chairman of the Committee.

11. GIFTS, FAVOURS AND HOSPITALITY

The Director of Human Resources reported on the Constabulary's gifts, favours and hospitality policy. The results of the audit conducted on the policy for 2006/07 would be presented to the next meeting of the Committee.

RESOLVED:

That the report be noted.

12. COMPLAINTS AND MISCONDUCT MATTERS: QUARTERLY REPORT

The Deputy Chief Constable presented the quarterly report on complaints and misconduct matters for January - March 2007. It was reported that during the period 140 complainants had made 193 complaints, which equated to an increase of 20.7% in complainants and 14.2% in complaints, compared with the previous year. There had been 291 complaints made about police officers, 12 about police staff, 3 about special constables and none about PCSOs.

The Deputy Chief Constable reported that the increase in incivility complaints in 2006/07 coincided with specific events such as the World Cup and local and national road safety campaigns. Members raised concern about the increase and requested that a detailed breakdown of incivility complaints be presented to the next meeting.

The Committee also received detailed information on the various categories of individual complaints; the number of referrals to the Independent Police Complaints Commission (IPCC); internal discipline cases; cases referred to the Crown Prosecution Service; complaints outstanding from previous years; statistical analysis of complaints; and key performance indicators relating to complaints which showed an increase in the number of complaints finalised.

RESOLVED: That

- (1) the report be received; and
- (2) an analysis of incivility complaints be presented to the Committee on 28 August 2007.

13. URGENT BUSINESS

(There were no items of urgent business)

14. 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 as amended, 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 paragraphs indicated:-

<i>Item</i>	<i>Paragraph</i>	
Review of Disciplinary Issues: Quarterly Report	(2)	Information which is likely to reveal the identity of an individual
Civilianisation Programme Plan	(2)	Information which is likely to reveal the identity of an individual
Management of Attendance: Annual Report	(2)	Information which is likely to reveal the identity of an individual
Human Resources Plan: Annual Report	(2)	Information which is likely to reveal the identity of an individual
Police Pensions Administration Service	(6)	Information relating to the proposed actions by the Authority
Medical Retirements: Quarterly Report	(2)	Information which is likely to reveal the identity of an individual

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

15. REVIEW OF DISCIPLINARY ISSUES: QUARTERLY REPORT

[M Darby withdrew from the meeting during consideration of this item]

The Deputy Chief Constable submitted a report on the number of written warnings and hearings for police officers and disciplines and suspensions of police staff and PCSOs. Details of recent misconduct hearings were also presented and the

Committee were advised that three separate Police Appeal Tribunals were in the process of being arranged.

RESOLVED:

That the report be noted.

16. CIVILIANISATION PROGRAMME PLAN

The Director of Human Resources presented a report on the progress of the civilianisation programme. The report detailed the 50 posts which had been identified for civilianisation in 2007/08, and the framework and processes involved.

RESOLVED:

That the report be received.

17. MANAGEMENT OF ATTENDANCE: QUARTERLY REPORT

The Chief Constable submitted the performance data for 2006/07 in relation to the management of attendance, which included causal factors for absence, departmental breakdown and outlined initiatives to improve the level of attendance. The average number of working days lost for police officers and police staff was 7.27 and 11.81 respectively against targets of 8 and 9 days.

The Assistant Chief Constable gave an update on the review of sickness absence currently being undertaken to specifically target police staff absence.

The Committee noted the improvements achieved in reducing police officer sickness absence and reiterated its concern raised at previous meetings about the targets for police staff not being achieved.

The Committee in receiving the report, welcomed the robust attitude and measures being introduced to address sickness and enquired about the reasons for staff sickness in some departments; the management of sickness; and the timescale for seeing results to which the Assistant Chief Constable responded.

RESOLVED:

That the report be noted.

18. 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. The report also detailed the number of grievances submitted and employment tribunals undertaken.

RESOLVED:

That the report be received.

19. POLICE PENSIONS ADMINISTRATION SERVICE

The Director of Human Resources provided an update on the transition to an alternative provider of pensions administration service when the current arrangements expire. The report detailed the outcome of the procurement process which had been undertaken in collaboration with Merseyside Police and the financial implications to the Authority.

RESOLVED:

That the award of the Police Pensions Administration contract to HBS with effect from 1 September 2007, be noted.

20. MEDICAL RETIREMENTS: QUARTERLY REPORT

The 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.

Duration of Meeting: The meeting commenced at 9.30am and finished at 12 noon.