



CHESHIRE POLICE AUTHORITY

STAFF COMMITTEE

MINUTES OF A MEETING HELD ON TUESDAY 27 NOVEMBER 2007 AT CONSTABULARY HEADQUARTERS, WINSFORD

Present: M A Ollerenshaw, Chairman B Maher
 D Cargill, Vice-Chairman P Nurse
 J P Findlow T Savage
 R Giltrap

<i>Authority Officers:</i>	<i>Constabulary Officers:</i>
M Sellwood, Chief Executive	D Baines, Assistant Chief Constable
M Eaton, Member Services Manager	C Barton, Director of Human Resources
	Temp. Det Supt N Ellwood, Head of Professional Standards
	Det Supt P Jones, Force Intelligence Bureau

Apologies: C Kirkpatrick and P J Walker

38. MINUTES

In relation to the Equal Pay Audit referred to in the notes of the meeting with the Staff Association, Staff Groups and Trade Union, the Director of Human Resources advised that the audit would commence during the year and be completed in 2008.

RESOLVED: That

- (1) the Minutes of the meeting held on 28 August 2007 be noted; and
- (2) the notes of the meeting with the Staff Association, Staff Groups and Trade Union held on 17 October 2007, be received.

39. RECRUITMENT: QUARTERLY REPORT

The Director of Human Resources presented an update on police officer, staff including PCSOs and special constable recruitment including the number, gender and ethnic origin of new recruits. The report also outlined the progress of the civilianisation programme and all vacant staff posts in the Areas and departments in which they were located.

Members enquired about the impact of vacancies on specific departments and the average turnover of staff. The Director of Human Resources responded and agreed to provide further information on staff turnover.

RESOLVED: That

- (1) the report be noted; and
- (2) further information on staff turnover be presented to the meeting on 19 February 2008.

40. NEIGHBOURHOOD POLICING: TENURE POLICY

At the request of the Authority on 25 September 2007 (Minute 63), the Director of Human Resources presented a report on the application of the tenure policy within Neighbourhood Policing Units. The report detailed the policy which was implemented in April 2005 with the introduction of the new policing model and outlined the level of compliance with the tenure policy within the three Areas.

In considering the report, Members expressed dissatisfaction that the minimum tenure for NPU CAT Sergeants and Inspectors was only one year, when the Authority had agreed a two year tenure policy in December 2004 (Minute 59) when the policing model had been approved.

The Assistant Chief Constable agreed to discuss the policy with the Chief Constable and submit a further report to the Authority on 11 December 2007.

RESOLVED: That

- (1) the report be noted; and
- (2) a further report be submitted to the Authority on 11 December 2007 on the tenure policy.

41. CHANGE IN ORDER OF AGENDA

The Assistant Chief Constable requested that the order of the agenda be varied to enable item 7 'Professional Standards Reporting Policy' and item 8 'Complaints and Misconduct Matters: Quarterly Report' to be considered earlier in the meeting.

RESOLVED:

That the order of the agenda be varied.

42. PROFESSIONAL STANDARDS REPORTING POLICY

The Deputy Chief Constable submitted a report on the Constabulary's Professional Standards Reporting Policy which detailed the various methods to report wrongdoing internally within the Constabulary and externally via the Criminal Cases Review Commission, the IPCC and Crimestoppers.

Members noted that the Constabulary actively encouraged open reporting through the Professional Standards Department and that in the past year, seven reports had been made and only one report on the confidential reporting line – 4444 which had led to an investigation.

RESOLVED:

That the report be noted.

43. COMPLAINTS AND MISCONDUCT MATTERS: QUARTERLY REPORT

The Head of Professional Standards presented the quarterly report on complaints and misconduct matters for July to September 2007. It was reported that during the period 134 complainants had made 241 complaints, which equated to an increase of 8.06% in complainants and 53.5% in complaints, compared with the previous year. There had been 360 complaints made about police officers, 18 about police staff, 12 about special constables and 6 about a PCSO. The Assistant Chief Constable reassured Members that the increase was attributable to a small number of compliant cases where a large number of officers were involved.

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.

Members in considering the report, raised a number of issues relating to the categories of complaint and the need to ensure the professional standards policy and procedures were adhered to by Area Commanders.

RESOLVED: That

- (1) the report be received; and
- (2) further analysis of the increase in complaints be submitted to the meeting on 19 February 2008.

44. INDEPENDENT POLICE COMPLAINTS COMMISSION: COMPLAINTS 2006/07

The Chief Executive submitted a summary of the Independent Police Complaints Commission's (IPCC) report on police complaints statistics for 2006/07. The report advised that 28,998 complaint cases and 45,883 allegations had been recorded which was an increase of 10% and 14% respectively on 2005/06.

The Chief Executive suggested that Mr Mike Franklin, Cheshire's Commissioner from the IPCC be invited to the next meeting.

RESOLVED: That

- (1) the report be noted; and
- (2) the Chief Executive invite Mr M Franklin to attend the next meeting.

45. INDEPENDENT POLICE COMPLAINTS COMMISSION: REPORT ON POLICE RELATED ROAD TRAFFIC INCIDENTS

The Assistant Chief Constable presented details of the 'Report on police related road traffic incidents (RTIs): A study of cases involving serious and fatal injuries' published by the IPCC. The study focused on three areas of related incidents – pursuit, emergency response and other police traffic during April 2004-September 2006.

Members considered the report which outlined how the Constabulary's existing policies and procedures had been reviewed in line with the recommendations arising from the IPCC study.

Members noted that in Cheshire there had been two serious road traffic incidents during the period.

RESOLVED:

That the report be noted.

46. HR ORGANISATIONAL DEVELOPMENT TEAM: PROGRESS

The Director of Human Resources reported on the progress of the recruitment of the HR Organisational Development Team.

RESOLVED:

That the report be noted.

47. AUTHORITY DISCIPLINARY AND GRIEVANCE PROCEDURES

The Chief Executive submitted revised disciplinary and grievance procedures for those staff directly employed by the Police Authority.

RESOLVED:

That the revised Authority disciplinary and grievance procedures as set out in the Appendices to the Chief Executive's report, be adopted.

48. GUIDANCE FOR DIP-SAMPLING OF COMPLAINTS FILES

The Chief Executive reported that the Association of Police Authorities had recently published guidance entitled 'Dip-sampling of completed complaints files – Guidance for Police Authorities'.

Members considered the guidance and discussed how the present dip-sampling process could be improved. A further training session on dip-sampling of complaints files was to be held at the conclusion of the meeting.

RESOLVED: That

(1) the report be noted;

- (2) the APA 'Dip-sampling of completed complaints files – Guidance for Police Authorities', be noted; and
- (3) all Members of the Committee actively participate in the process of dip-sampling completed complaints files at each Staff Committee.

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, 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 Misconduct Issues: Quarterly Report	(2)	Information which is likely to reveal the identity of an individual
Management of Attendance: Quarterly Report	(2)	Information which is likely to reveal the identity of an individual
Human Resources Plan: Quarterly Report	(2)	Information which is likely to reveal the identity of an individual
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

51. REVIEW OF MISCONDUCT ISSUES: QUARTERLY REPORT

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.

RESOLVED:

That the report be noted.

52. MANAGEMENT OF ATTENDANCE: QUARTERLY REPORT

The Director of Human Resources presented the performance data for April to September 2007 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 the period for police staff and officers was 4.26 and 3.13 respectively which represented a decrease on the previous year.

The Assistant Chief Constable outlined the work undertaken and the various mechanisms introduced to target and reduce long term sickness.

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. The report also detailed the number of grievances recorded; employment tribunals; and performance against the four statutory performance indicators and targets relating to human resources for the period April to September 2007.

In considering the report, Members requested further information on the level of resources not available for deployment and a comparison with most similar forces.

RESOLVED: That

- (1) the report be received; and
- (2) information on the level of resources not available for deployment and a comparison with most similar forces be presented to the next meeting.

54. MEDICAL RETIREMENTS: QUARTERLY REPORT

The Chief Executive submitted a report on a medical retirement (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 11.15am.