



Cheshire Police Authority - Staff Committee



MINUTES OF A MEETING HELD ON TUESDAY 24 NOVEMBER 2009 AT CONSTABULARY HEADQUARTERS, WINSFORD

Present: R McNeil, Chairman
A Walmsley, Vice-Chairman
A Arnold
D Cargill
P Findlow
B Maher
M Ollerenshaw
T Savage

Also in attendance: V Edmonds, Audit Commission

<i>Authority Officers:</i>	<i>Constabulary Officers:</i>
M Sellwood, Chief Executive	G Gerrard, Deputy Chief Constable
M Eaton, Member Services Manager	C Barton, Director of Human Resources
	Detective Superintendent John Armstrong, Head of Professional Standards

Apologies: C Oliver

37 MINUTES

The Chairman updated the Committee on changes to the following Minutes, since the last meeting:-

Minute 23 (2) - Learning & Development: Update

The budget proposals for Learning & Development expenditure for 2010/11 would now be included in the budget options to be presented to Finance Panel on 8 December 2009 and Seminar on 11 January 2010.

Minute 26 (3) – Local Employment Targets

The APA was reviewing their interim guidance 'Local Employment Targets for Under Represented Groups' and therefore the Director of Human Resources would submit the position statement in relation to each of the recommendations to the Committee on 2 March 2010, subject to the APA final guidance being published.

RESOLVED:

That the Minutes of the meeting held on 1 September 2009, subject to the above amendments, be confirmed as a correct record.

38 INDEPENDENT POLICE COMPLAINTS COMMISSION: POLICE COMPLAINTS 2008/09

The Chief Executive submitted a summary of the Independent Police Complaints Commission's (IPCC) report on the national police complaints statistics for 2008/09 which included comparable data for Cheshire and its most similar group of forces.

A total of 31,259 complaint cases were recorded nationally in 2008/09 - an 8% increase on 2007/08, compared to a 17% reduction in Cheshire. A total of 53,534 allegations were recorded in 2008/09, an 11% increase on 2007/08, compared to a 24% reduction in Cheshire. Nationally, of the allegations that were investigated - 90% were unsubstantiated and 10% substantiated, and in Cheshire it was 97% and 3%. 1,020 (29%) appeals were upheld and 2,499 (71%) were not upheld. Cheshire had 61 appeals submitted and 48 (79%) were not upheld.

RESOLVED:

That the report be noted.

39 COMPLAINTS AND MISCONDUCT MATTERS: QUARTERLY REPORT

The Deputy Chief Constable presented the quarterly report on complaints and misconduct matters for July to September 2009. It was reported that during the period 101 complainants had made 126 allegations, which equated to a 7% increase in complainants and decrease of 21% in allegations, compared with the same period in the previous year.

The report contained information on the various categories of individual complaints; the number of referrals to the Independent Police Complaints Commission; internal discipline cases; cases referred to the Crown Prosecution Service; complaints outstanding from previous years; statistical analysis of complaints; and performance indicators relating to complaints.

The Committee discussed the reason for the increase in 'other neglect of duty' complaints; dealing with vexatious complainants; and alternative formats for presenting the comparable allegations data with the Deputy Chief Constable.

The Deputy Chief Constable discussed the work to monitor complaints arising from the Policing Pledge and the impact of the customer service desks in addressing issues before complaints were formalised. HMIC had confirmed the exemplar status of the customer service desks and the Head of Professional Standards had been appointed lead for Pledge No. 10 relating to complaints and dissatisfaction with the service. Members welcomed the development and impact of the Authority's investment in customer service desks and discussed the organisational learning from substantiated complaints. The Deputy Chief Constable explained the review of the organisational complaints policy and the development of a learning database.

RESOLVED:

That the report be received.

40 STAFFING STATISTICS: QUARTERLY REPORT

The Director of Human Resources reported on the staffing statistics; details of officers on secondment; and the four Statutory Performance Indicators and targets relating to human resources.

In considering the report, Members discussed the number of staff resignations; the calibre of new recruits; the support given to female police officers through the

ranks; and the target in the SPIs in relation to female police officers. The Director of Human Resources advised of the initiatives undertaken to attract quality candidates and of the positive action to support and progress females, particularly in 'specialists roles' previously predominantly performed by male officers.

RESOLVED:

That the report be received.

41 RECRUITMENT: QUARTERLY REPORT

The Director of Human Resources reported on police officer, staff, PCSO and special constable recruitment including the number, gender and ethnic origin of new recruits and outlined the progress of the civilianisation programme and the number of vacant staff posts. The report also detailed the financial position in relation to recruitment levels and the projected outturn position, and expenditure on agency staff.

The Committee in considering the report, commented on the progression of the middle office review and the transforming business service programme and the subsequent impact on the number of redundancies; whether the use of agency staff provided value for money; a comparison of the hours worked by Cheshire's Special Constables with the MSG; and the management of partner funded PCSO vacancies. The Chairman enquired about how the success of the Representative Workforce Programme was measured and whether it linked in to the Authority's engagement work. The Director of Human Resources advised that the existing vacancy management policy was being revised to enable only internal permanent staff to apply for posts and to ensure that staff were not placed in 'at risk' posts. The current use of 74 agency staff in various administration roles was considered to be cost effective. The Director advised that Special Constables worked an average of 26 hours per month against an expectation of 14 hours and that Area Commanders provided cover for vacant partner funded PCSO posts, where possible.

RESOLVED:

That the report be noted.

42 MANAGEMENT OF ATTENDANCE: QUARTERLY REPORT

The Director of Human Resources presented the attendance data for April to September 2009, 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 officers and staff was 2.62 and 3.25 respectively, which represented decreases for both compared with the same period in 2008/09.

The Deputy Chief Constable added that the reduction was attributable to the robust management actions to target sickness absence and the health initiatives undertaken. The Committee welcomed the excellent continued progress in reducing sickness levels and increasing productivity.

RESOLVED:

That the report be noted.

43 PEOPLE STRATEGY: PEOPLE MANAGEMENT PERFORMANCE MEASURES
- MID YEAR REPORT

The Director of Human Resources reported on the mid-year performance against the performance measures contained in the People Strategy 2009-12. The Strategy focused on a number of key themes covering resourcing; people performance; healthy working; development; and engagement and supported by a set of performance indicators.

RESOLVED:

That the report be noted.

44 STAFF SURVEY 2009: ANALYSIS OF TRENDS AND ACTIONS

The Director of Human Resources presented a report and analysis of the 2009 staff survey, which as requested by the Committee on 1 September 2009 (Minute 25) compared the results with previous surveys and norm-data, which identified positive trends and performance and detailed actions to address the findings.

The Committee in welcoming the report, noted that the survey results would be referred to and used in daily business and strategic decision-making; and by the use of the 'you said, we did' approach, staff would be reassured that their views were being considered and responded to as appropriate.

RESOLVED:

That the report be noted.

45 REDEPLOYMENT AND REDUNDANCY PROCEDURE

The Director of Human Resources submitted a report on revisions to the redeployment and redundancy procedure as requested by the Authority on 1 September 2009 (Minute 31).

Members discussed the draft procedure and the key revisions with the Director. A further report on the finalisation of the agreement with Unison would be submitted to Staff Committee on 2 March 2010.

RESOLVED:

That the report be noted.

46 PROBATIONER TRAINING: OUTCOME OF MANAGEMENT REVIEW

The Director of Human Resources presented a twelve month review report on the student officer training programme (IPLDP) following the decision to move to the University of Chester Padgate Campus in Warrington. The Director reported

on the developments and significant improvements in student officer training as a result of the move.

RESOLVED:

That the report be noted.

47 GUARANTEED MINIMUM PENSION: POLICE PENSION SCHEME

The Director of Human Resources presented an update on issues impacting on the Police Pension Scheme, which included incorrect indexation and interpretation of guaranteed minimum pension and the subsequent financial implications for the Authority.

RESOLVED:

That the report be noted.

48 CLOSURE OF 30+ RETENTION SCHEME

The Director reported on the Government's decision to close the 30+ retention scheme operating in the police service to new entrants with effect from 31 March 2010. The Home Office was developing a replacement scheme to retain experienced officers and meet future policing needs to be implemented on 1 April 2010 and administered by the National Policing Improvement Agency.

RESOLVED:

That the report 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, 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
Employment Tribunals and Grievances: Quarterly Report	(2) Information which is likely to reveal the identity of an individual
Police Authority Commendations	(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, hearings and suspensions for police officers and discipline action against police staff and PCSOs during the period July to September 2009.

RESOLVED:

That the report be noted.

52 EMPLOYMENT TRIBUNALS AND GRIEVANCES: QUARTERLY REPORT

The Director of Human Resources submitted a report on employment tribunals and grievances for the period July to September 2009.

RESOLVED:

That the report be noted.

53 POLICE AUTHORITY COMMENDATION

The Chief Executive submitted a report on the discussions with the Chief Constable and the Authority on 26 October 2009 about the criteria for commendations and the development of an award to recognise excellent service/performance.

The Committee considered a proposal to present a memento, framed citation and a badge denoting the Commendation awarded - either 'Bravery' or 'Service Excellence' to recipients.

The Committee also considered a nomination for a Police Authority Commendation for service excellence.

RESOLVED: That

- (1) the creation of a Police Authority Commendation for 'Service Excellence' be approved;
- (2) the purchase of mementos to accompany the Police Authority Commendations for both 'Bravery' and 'Service Excellence', as detailed in the Chief Executive's report, be approved;
- (3) the purchase of Police Authority Commendation badges as detailed in the Chief Executive's report, be approved; and
- (4) a Police Authority Commendation for Service Excellence be awarded to the nominated officer as detailed in the Chief Executive's report.

53 MEDICAL RETIREMENTS: APPROVALS

The Chief Executive submitted a report on a medical retirement (the granting of ill health and injury pension) 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 11.35am.

[Post Meeting Note: Prior to and following the meeting A Arnold, D Cargill, P Findlow, R McNeil, B Maher and T Savage undertook a dip sample of completed complaints files.]