

LEICESTERSHIRE POLICE AUTHORITY

**Minutes of the Human Resources Committee Meeting held at Leicestershire
Police Headquarters, Enderby at 2.00 p.m. on Thursday 3 December 2009**

Present

Mr P Brown, Dr S Chowdhury, Dr S Hill, Mrs W Martin, Mrs D Newton, Mr J Orson,
Mrs A Roberts and Mr M Sood.

Officers

Mrs A Perry (Deputy Chief Executive) and Mrs L Salmon (Members' Services
Officer).

Representatives from the Constabulary

Ms A Naylor (Director of HR), Mr P Mason, (Head of Human Resources) and Ms C
Hart (Professional Standards).

Mrs D Newton – in the Chair

38/09. Apologies

Apologies were received from Mr U Dholakia and Mr R Swinfield (Chief
Executive).

39/09. Items of Urgent Business

There were no items of urgent business.

40/09. Declarations of Code of Conduct Interests

The Chairman invited members who wished to do so to make declarations
of any Code of Conduct interests in respect of items on the agenda for the
meeting. No such declarations were made.

**41/09. Minutes of the Committee Meeting held on 27 August 2009 and the
Appeals Committee held on 1 September 2009**

Regarding the minutes of the Human Resources Committee meeting held
on 27 August 2009, Dr Chowdhury stated that Representatives of the
Constabulary should read "Mr P Mason (Head of Human Resources)".
With this amendment the minutes, having been previously circulated, were
confirmed and signed.

The minutes of the Appeals Committee meeting held on 1 September
2009, having been previously circulated, were confirmed and signed.

*It was unanimously agreed to consider item 11
as the first item on the agenda.*

42/09. Misconduct Statistics for Police Staff

The Committee considered a report from the Director of Human Resources updating members of the number of Police Staff who have been subject to misconduct procedures between 1 April 2009 and 31 October 2009. A copy of the report marked 'F' is filed with the minutes.

In response to a question regarding the high number of allegations against Police Community Support Officers, the Director of HR stated it was concerning that this figure was high however the induction process had been reviewed to reinforce the standard of behaviour expected from support staff and trends were analysed on a monthly basis.

Members requested clarification whether a disproportionate number of BME staff were investigated. The Director of HR stated that as a percentage of the total headcount the figures were more in proportion however investigations were examined on a case by case basis.

Regarding the 'no further action' and 'words of advice' categories, the Director of HR stated that the change in misconduct regulations meant that cases which had been dealt previously on an informal basis were now being formally recorded and investigated.

Members stated it would be useful to know the length of time each investigation took and to include this in future reports.

The Committee RESOLVED to note the contents of the report.

At this stage Ms Hart left the meeting.

43/09. HR Plan 2009/2010

The Committee received a report from the Director of Human Resources updating members of the HR Plan 2009/2010. A copy of the report marked 'A' is filed with the minutes.

In answer to members' questions, the Director of HR made the following comments:

- Due to the savings agenda, the next two intakes of police officers had been cancelled and this would need to be reflected in Core Objective 1 as the target of achieving an authorised establishment of 2347 would not be met.
- The BME recruitment target of 15% would not be met due to the cancellation of the intake of police officers. The year end figure would be 14.3%.
- The number of female leavers could be influenced by people on maternity breaks however as the trend outlined in the report would be investigated further and reported back to members.

Members commented that the financial situation would impact on the expectations of staff around training and development.

In response to a query about the overspend of £53k on the Supplies and Services budget, the Director of HR stated that this was due in part to the handover cost for outsourcing Force Medical Officer costs and the counselling service.

Members queried the process of reducing the number of 'acting' and seconded posts. The Director of HR stated that managers were being asked to provide information on end dates for all such posts and that this information was being tracked monthly.

In response to a question about the contract with De Montfort University in light of cancelling police officer intakes, the Director of HR stated that no penalties would be incurred and a one off £180k reduction in this year's fee had been agreed. She added that other options were being explored with regard to initial training for police officers.

It was RESOLVED to note the contents of the report.

44/09. Learning and Development Business Plan 2009/10

The Committee received a report of the Director of Human Resources presenting the Learning and Development Business Plan for 2009/10. A copy of the report marked 'B' is filed with the minutes.

It was RESOLVED to note the progress against the Plan.

45/09. Black and Minority Police Officer Attrition Rates

The Committee received a report of the Director of Human Resources informing members of the challenges faced by the Leicestershire Constabulary in meeting the 15% 2009/10 BME recruitment target (Leicestershire Police Authority Three Year Policing Plan 2009-12). A copy of the report marked 'C' is filed with the minutes.

The Director of HR stated that Leicestershire had the third highest number of BME officers after the Metropolitan Police and the West Midlands.

The Director of HR stated that it would be useful to establish a small group of members to discuss maximising the number of BME candidates recruited into police officer roles. Members commented that positive role models within the higher ranks were required to encourage BME candidates to choose policing as a career.

Members queried whether the scores from Ryton for Leicestershire were disproportionate compared to other forces. The Head of HR stated that there was no evidence they were.

The Committee RESOLVED:

- (i) that an update report be provided to a future meeting of the Committee;
- (ii) to note the contents of the report.

46/09. Grievance Cases

The Committee received a report from the Director of Human Resources providing members with the developments and changes in grievance cases that have occurred in the last rolling two years and to provide detailed information on grievances in the last rolling twelve months. A copy of the report marked 'D' is filed with the minutes.

The Director of HR stated that an increase in the number of grievance cases was expected as the savings agenda progressed.

It was RESOLVED to note the contents of the report.

47/09. Employment Tribunal Statistics for 1 April to 30 September 2009

The Committee received a report from the Director of Human Resources notifying members of the developments and changes in Employment Tribunal cases that have occurred since the information was last reported to the board. A copy of the report marked 'E' is filed with the minutes.

The Director of Human Resources stated that the total cost of resolution including any payment made to the individual would be provided in future reports.

It was RESOLVED to note the contents of the report.

48/09. Special Priority Payments

The Committee received a report from the Director of Human Resources which briefed members on the Special Priority Payment scheme in Leicestershire and the proposal for a national on-call allowance and the associated implications for the current scheme. A copy of the report marked 'G' is filed with the minutes.

The Director of HR stated that if there was no decision regarding the PAT ruling, the Force would make the payments as per the Scheme last year.

The Committee RESOLVED to note the contents of the report.

49/09. Career Break Procedure

The Committee received a report from the Director of Human Resources informing members that following consultation with the Police Federation on the new Career Break procedure clarification is now sought in respect of delegated authorities for the approval of such breaks. A copy of the report marked 'H' is filed with the minutes.

The Committee RESOLVED to delegate o Chief Constable appeals against declined career breaks.

50/09. HR Policies – Review Dates

The Committee received an oral report from the Head of HR providing an update on the review dates for HR policies.

The Head of HR stated that the list of HR policies was currently being updated and that the review of the Police Staff Handbook was a priority.

Members requested that the list of policies be provided to the Committee when complete.

It was RESOLVED to note the contents of the oral report.

51/09. Exclusion of the Public and Press

It was RESOLVED that under Section 100A of the Local Government Act 1972 the public, including the press, be excluded from the meeting during consideration of the following items on the grounds specified on the agenda.

52.09. Job Evaluation Scheme Update

(Exempt by virtue of paragraph 4 of Schedule 12A to the Local Government Act 1972 – information related to negotiations in connection with labour relations).

The Committee received a report from the Director of Human Resources providing an update on the findings of the recent Job Evaluation Scheme review and to highlight potential future risks. A copy of the report marked 'I' is filed with the minutes.

Members commented that this issue should be included in the Force high level Risk Register.

The Committee RESOLVED to note the contents of the report.

53/09. Police Officer Injury Awards

(Exempt by virtue of paragraph 5 of Schedule 12A to the Local Government Act 1972 – information for which a claim to legal professional privilege could be maintained).

The Committee received a report from the Director of Human Resources providing an update on progress with Injury Award reviews and, in particular, the financial expenditure incurred undertaking these reviews. A copy of the report marked 'J' is filed with the minutes.

The Committee RESOLVED to note the contents of the report and the projected costs likely to be incurred in completing the review process.

The Chair stated that this was the last meeting for Mr Mason who would be leaving to take up a new post with Derbyshire Constabulary. She thanked Mr Mason for the work he had undertaken whilst in Leicestershire and wished him well in his new position.

CHAIRMAN

2.00 p.m. – 3.52 p.m.
3 December 2009