

# LEICESTERSHIRE POLICE AUTHORITY

PAPER MARKED

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Meeting                   **POLICE AUTHORITY**

Date                       **TUESDAY 27 APRIL 2010 - 2.00 P.M.**

Report of               **CHIEF EXECUTIVE**

Subject                  **POLICE AUTHORITY MEMBER TRAINING**

## **Purpose of Report**

1. This report provides members with performance on the training plan they set for 2009/10, discusses outcomes arising from the recent completion of skills audit and undertaking development reviews, and also proposes a training plan for Members for 2010/11.

## **Commentary**

2. On 5 May 2009 the Authority set an ambitious training plan for member training. It further agreed that the Standards Committee should monitor progress of the training plan and the Standards Committee has considered progress of actions against the plan at each of its meetings.
3. A copy of the year end results of the completion of the training plan are found at Appendix 1 to this report.
4. Most members have undertaken development interviews with the Vice Chairman or Chairman in March 2010. There remain development interviews outstanding for Mrs Newton, Mrs Roberts and also for the Vice Chairman and Chairman themselves. In advance of each development interview members filled in skills audit forms. The results of these and the development interview discussions have informed the proposed training plan for 2010/11 which is set out at Appendix 2 to this report. The main issues arising from the member development interviews focussed in matters that were mentioned at the member Awayday that are now being included within the Authority Development Programme (see elsewhere on this agenda).
5. During the course of last year the Police Authority was inspected. The inspectors identified as a strength (paragraph 15 of their report) that the Standards Committee monitor the training plan. It is proposed that the Standards Committee should again monitor progress against the plan throughout the year.
6. The proposed plan sets out the approach to training for the current year. The Chief Executive has taken steps to minimise the prospect of duplication of training for councillor members who receive the same sort of training both at the Authority and at their own councils. Notification of training undertaken by councillor members is communicated to their relevant councils and we look for reciprocal information back.

## **Recommendation**

7. The Authority is recommended to
- i) note the performance against last year's plan, and
  - ii) agree the training plan for 2010/11 set out in Appendix 2.

## **Implications**

Financial: it is anticipated that the spend required for the plan will be within the current year's budget. Legal: none. Diversity: there are various diversity aspects to the training plan in Appendix 2. Risk Management: it is considered good governance practice to ensure that members are trained for the role they are carrying out.

## **Background Papers**

Skills Audit forms and member development interview notes (both exempt – paragraph 1, Schedule 12A, Local Government Act 1972).

## **Contact Officer**

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**APPENDIX 1**

No	Topic	Course	Remarks
1	Standards	Committee Role Play in handling a complaint	Not completed. Set for after Committee meeting on 1 October 2009. This began but was held over to December as the training materials needed adjusting. The December session was postponed. Suggest carry forward to 2010/11 – date set for 20 May 2010
2	Standards	Ethical Standards and Code of Conduct	Completed. Training delivered on 15 December 2009.
3	Professional Standards	Dip Sampling of Complaints training	Completed. New appointees to this Committee, Mr Naylor, Mr Orson and Mr Snartt were trained on 27 October 2009.
4	Finance	Overview of Police Authority finances	Not completed. However the training that has been organised is taking place on a regional basis on 28 May 2010. Suggest roll forward into this year's plan.
5	Audit	Annual Audit Committee training	Completed. Training delivered on 12 January 2010 on a regional basis in Northamptonshire.
6	Employment	Staff Appeal Hearings	Completed. Training delivered on 18 August 2009.
7	Employment	Police Appeal Tribunals (PAT)	Mr Naylor attended training on 22 October 2009.
8 & 9	Diversity	General Diversity Update training and Equality Impact Assessment training	Not completed in 2009/10. However some members received training in previous years. It is usual to update training every 3 years. Suggest carry forward in this year's plan.
10	Scrutiny	Effective Scrutiny for Police Authorities	Not completed. Matter placed on hold pending new Committee structure proposals which awaited the outcome of Police Authority inspection report. Suggest return to this once Authority Development Programme is more advanced
11	Member Skills	Charing Committee and Panel meetings	Not completed. Suggest roll forward into this year's plan.
12	Member Skills	Presenting PowerPoint at public meetings	Completed. Training delivered on 18 August 2009.
13	Professional Standards	Forfeiture of Police Pensions	Not completed. This was set for 3 September 2009 meeting of the Professional Standards Committee but due to the weight of the agenda it was postponed to a future Committee meeting. Due to take place on 27 May 2010.
14	Professional Standards	Complaints against ACPO officers	Not completed. This training was due to take place at a Committee meeting but subsequent to the forfeiture training (item 13) this is now being put to a future Committee meeting.
15	Performance	Force's Performance Management (Can You	Mr Greaves attended Module 2 on 21 January 2010 and Module 3 on 16 and 17 February 2010. Current discussions are afoot for taking this further.

		Manage It)	
16	Recruitment	ACPO Recruitment and Selection	Completed. This training took place on 13 February 2009 and therefore is not scheduled for a repeat until Feb 2011.
17	Member Skills	Force Internal Website	Not completed. Suggest roll forward into this year's plan.
18	Induction	Induction for New Members	Completed. All members new to the Authority in 2009/10 were inducted through the usual process. The provisions are constantly reviewed and following a suggestion arising during inspection week the induction will now include some learning provided by the Performance Analyst.
19	Member Knowledge	Developing the Future Police Leaders	Not completed. In view of the NPIA's provision of extra support arising from the inspection report it was felt not appropriate to press for this discretionary training.
20	Member Knowledge	Custody Visiting and Role of ICVA	Not completed. Roll forward to this year's plan.
21	Member Knowledge	Human Rights Duties	Completed. Training attended by members on 1 February 2010.

**LEICESTERSHIRE POLICE AUTHORITY****TRAINING PLAN FOR MEMBERS****APRIL 2010 TO MARCH 2011**

1. The Police Authority recognises that its Members need to be suitably trained to carry out their roles.
2. Each year Members will be asked to complete a skills audit.
3. Each year Members will be asked to undertake a development review interview.
4. The material found from the skills audit and member development reviews will be utilised to formulate the annual training plan.
5. In order to make the training plan robust the Standards Committee will be asked to monitor implementation of the training plan and to comment on the Member development review process from time to time.
6. The budget for Member training for the year 2010/11 is £1250.
7. When feasible, training will be undertaken in-house. Where possible and appropriate, training organised by Leicestershire Police Authority will be offered to regional Police Authorities to share.
8. Specific training is contained in the Annex to this plan. New training needs may arise as the year unfolds and these will be incorporated within this plan.
9. As far as possible the individual needs of Members will be catered for in the training provision offered. Standards Committee will take account of this and will consider the extent to which training offered is taken up by members.
10. In order to avoid duplication, the Authority will consider appropriate training undertaken by members in their roles outside of the Authority.

**LEICESTERSHIRE POLICE AUTHORITY****TRAINING PLAN FOR MEMBERS****APRIL 2010 TO MARCH 2011**

No.	Topic	Course	Cost	Target Audience	By whom	By when
1	Standards	Committee Role Play in handling a complaint	-	Current and potential Standards Committee Members	Chief Executive	Mar 2011
Objectives				Measured by		
<ul style="list-style-type: none"> <li>• understand legal framework</li> <li>• understand each stage of process</li> <li>• have confidence in handling complaint at stages of assessment, review, consideration</li> </ul>				<ul style="list-style-type: none"> <li>• evaluation forms</li> <li>• confidence of members</li> </ul>		

	hearing and full hearing	
NOTE: It is expected that this will be cyclical training undertaken every 15 months.		

No.	Topic	Course	Cost	Target Audience	By whom	By when
2	Standards	Ethical Standards and Code of Conduct  <b>MANDATORY</b>	-	All Members	Chief Executive  Standards Committee Chair	Spring 2011
Objectives				Measured by		
<ul style="list-style-type: none"> <li>know how ethical standards impact on performance</li> <li>know the code</li> <li>know when to declare interests</li> <li>understand the way a complaint would be handled by the Standards Committee</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>declarations by members</li> </ul>		
NOTE: It is expected that this will be cyclical training undertaken every 15 months						

No.	Topic	Course	Cost	Target Audience	By whom	By when
3	Prof Standards	Dip Sampling training	-	Members new to Professional Standards Committee from time to time	PSD staff	as need arises
Objectives				Measured by		
<ul style="list-style-type: none"> <li>understand the format of files to dip sample</li> <li>understand what to look for</li> <li>understand how to make a report of findings</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>confidence of members carrying out dip sampling</li> <li>quality of reports of members presented to Professional Standards Committee</li> </ul>		
NOTE: This was carried out in April and October 2009. It requires updating every 2 years or when a new Member joins Professional Standards Committee						

No.	Topic	Course	Cost	Target Audience	By whom	By when
4	Finance training	Overview of Police Authority Finances  <b>MANDATORY</b>	£ varies	All Members	External trainer	May 2010
Objectives				Measured by		
<ul style="list-style-type: none"> <li>know the landscape for PA finances including revenue, capital and different income streams</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>knowledge of members in discussions on financial items</li> </ul>		

	<ul style="list-style-type: none"> <li>understand the roles of internal and external audit and the annual governance mechanisms</li> <li>understand treasury management practices</li> </ul>	
NOTE: It is expected that this will be cyclical training undertaken every 15 months		

No.	Topic	Course	Cost	Target Audience	By whom	By when
5	Audit	Audit Committee training	Part of the audit contract	Existing and potential Audit Committee members	Internal audit	Spring 2011
	Objectives			Measured by		
	<ul style="list-style-type: none"> <li>understand Audit Committee role for our organisation</li> </ul>			<ul style="list-style-type: none"> <li>evaluation forms</li> </ul>		
NOTE: It is expected that this will be cyclical training undertaken every 15 months						

No.	Topic	Course	Cost	Target Audience	By whom	By when
6	Employment	Police Appeal Tribunal (PAT)	Approx £100 per place	Members who wish to sit on PATs	APA	As need arises
	Objectives			Measured by		
	<ul style="list-style-type: none"> <li>understand legal background in which this PAT operates</li> <li>understand the skills and competencies needed to undertake the role effectively</li> </ul>			<ul style="list-style-type: none"> <li>performance of members in PATs hearings</li> </ul>		
NOTE: Currently it would be useful to have one further member trained.						

No.	Topic	Course	Cost	Target Audience	By whom	By when
7	Diversity	General diversity update training	Tba	All Members and Lay Standards Members and Lay Misconduct Members	External trainer	March 2011
	Objectives			Measured by		
	<ul style="list-style-type: none"> <li>have good understanding of the legal background for each strand</li> <li>understand what benefits good equalities practices yield</li> <li>understand how to monitor effectively diversity aspects</li> </ul>			<ul style="list-style-type: none"> <li>evaluation forms</li> <li>performance of Members</li> </ul>		
NOTE: Cyclical – usually every 24 months						

No.	Topic	Course	Cost	Target Audience	By whom	By when
8	Diversity	Equality Impact Assessment	£ 100 per place	All Members	External trainer such as IODA	March 2011
Objectives				Measured by		
<ul style="list-style-type: none"> <li>understand legal obligation</li> <li>be able to undertake an equality impact assessment</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>confidence of Members in monitoring EIAs</li> </ul>		
NOTE: Some members have already been on this training. The revision needs to be cyclical - every 3 years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
9	Member Skills	Chairing Committee and Panel meetings	-	Members who do or may wish to chair meetings of the Authority, its Committees and Panels	Chief Executive  Deputy Chief Executive	Dec 10
Objectives				Measured by		
<ul style="list-style-type: none"> <li>understand the legal position of chairman</li> <li>be able to confidentially chair a meeting</li> <li>understand the skills and competencies involved in chairing a meeting</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>performance of Members</li> </ul>		

No.	Topic	Course	Cost	Target Audience	By whom	By when
10	Profess. Standards	Forfeiture of police pensions	-	Current and potential Professional Standards Committee Members	Chief Executive  Deputy Chief Executive	June 2010
Objectives				Measured by		
<ul style="list-style-type: none"> <li>be aware of legal background</li> <li>understand the Leicestershire Police Authority process</li> <li>understand the issues that may arise</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>how 'live' cases are dealt with</li> </ul>		
NOTE: Cyclical – every two years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
11	Profess. Standards	Complaints against ACPO officers	-	Current and potential Professional Standards Committee Members	Chief Executive Deputy Chief Executive	Dec 10
Objectives				Measured by		
<ul style="list-style-type: none"> <li>be aware of legal background</li> <li>understand the Leicestershire Police Authority process</li> <li>understand the issues that may arise</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>how 'live' cases are dealt with</li> </ul>		
NOTE: Cyclical – every two years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
12	Performance	Performance Management (can you manage it?)	£100 per place	All Members	APA	March 2011
Objectives				Measured by		
<ul style="list-style-type: none"> <li>appreciate difference between performance monitoring and performance management</li> <li>know the difference between apparent and actual performance</li> <li>be confident to use learning in committee setting</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>performance of Members</li> </ul>		

No.	Topic	Course	Cost	Target Audience	By whom	By when
13	Recruitment	ACPO recruitment and selection	£1000 for group	Any Member wishing to sit on a recruitment panel for ACPOs	NPIA	Spring 2011
Objectives				Measured by		
<ul style="list-style-type: none"> <li>understand legal background</li> <li>understand career path which officers take to reach ACPO rank</li> <li>know good practice in this recruitment process</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> <li>confidence of panel</li> </ul>		
NOTE: Cyclical – every two years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
14	Member	Force internal	-	All Members	Chief	Dec

	skills	websites			Executive Deputy Chief Executive	2010
Objectives				Measured by		
<ul style="list-style-type: none"> <li>explore content of websites including performance data on the Management Information Gateway (MIG)</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> </ul>		

No.	Topic	Course	Cost	Target Audience	By whom	By when
15	Induction	Induction	-	Any new Members	Chief Executive  Deputy Chief Executive  Treasurer  ACPO	Within 3 months of start date
Objectives				Measured by		
<ul style="list-style-type: none"> <li>to become effective members as soon as possible</li> <li>to receive induction to the organisation in a staged way in accordance with the Induction Programme</li> <li>meet with ACPO officers to discuss matters falling within their portfolios</li> </ul>				<ul style="list-style-type: none"> <li>feedback from members about their understanding of the organisation and its business</li> </ul>		

No.	Topic	Course	Cost	Target Audience	By whom	By when
16	Member Knowledge	Custody visiting and role of ICVA	-	All members	Deputy Chief Executive	Dec 2010
Objectives				Measured by		
<ul style="list-style-type: none"> <li>understand responsibilities of PA in custody visiting</li> <li>understand how these are undertaken locally</li> <li>understand role of ICVA</li> </ul>				<ul style="list-style-type: none"> <li>evaluation forms</li> </ul>		