

Meeting	HR and Remuneration Committee Meeting
Date and Time	3 <sup>rd</sup> June 2016
Location	Board Room, Pacific Quay
Title of Paper	SPA HR Ongoing Assurance Report
Item Number	16.1
Presented By	Judith Mackinnon
For Approval / For Information	For Information
Appendix Attached: Yes or No	No

**PURPOSE**

This paper is presented to members to provide an update on the outputs and outcomes of the assurance work being completed by the HR Governance Team.

**This paper is presented in line with the Scottish Police Authority HR and Remuneration Committee Terms of Reference Section 3.1 (1) as an agreed standing agenda item.**

**BACKGROUND**

1. The scrutiny plan is divided in to 3 levels of scrutiny, Level 1 - ongoing assurance; Level 2 - full scrutiny review; Level 3 – scrutiny follow up.
2. The update below reflects the scrutiny plan and provides an update on both ongoing assurance and scrutiny activities undertaken by the HR Governance Team.

**FURTHER DETAIL ON TOPIC REPORT**

**3. Ongoing Assurance Update – Level 1 Scrutiny**

**a) Modernisation of Staff Terms and Conditions**

Following the HRRC meeting on the 29<sup>th</sup> April 2016, a new governance structure has been implemented for the Modernisation project. The first of the new project boards, chaired by the SPA CEO, took place on 23<sup>rd</sup> May 2016. Additional informal Engagement between the HR Governance Team and the Modernisation project team continues on a fortnightly basis, as well as engagement with Trade Union colleagues, through JNCC, also on a fortnightly

basis.

Job Evaluation interviews with job holders of the benchmark sample have been completed and line managers continue to engage with their staff to ensure role profiles are updated to reflect the actual duties performed by all staff. Detailed discussions around job evaluation continue with the Trade Unions who are also involved in the quality assurance of the evaluation outcomes.

Trade Unions continue to raise concerns about the timescales for the project.

**b) PNB Engagement/Police Regulations**

The HR Governance Team continues to attend PNB and the Scottish Police Consultative Forums to support SPA members. In addition, a member of the HR Governance Team is currently working with Police Scotland and Scottish Government representatives at the PNB Equality Working Group and Technical Working Group. These are sub-groups of the PNB where technical and detailed discussions take place between the official side and staff side PNB in relation to claims that propose changes to Police Officer Regulations and Determinations.

Updates on progress are currently provided to SPA members who sit on the PNB via official side meetings.

**c) Opinion Survey**

SPA officers are included in the proposed governance of the ongoing work to ensure that the action plans derived from the opinion survey are implemented and progress is mapped. Police Scotland will engage directly with SPA members and SMG to share the detail of the feedback from the workshops and the plans to take the work forward.

**d) HR Policies and Guidance**

Following the HRRC in December the SPA Governance Team attended a meeting between Unison and the Chair of the HRRC in relation to the Code of Conduct, following which the Code was reviewed in light of Unison outlining their concerns.

An update was provided to the Trade Unions at the Policy Working Group on 16 May 2016, where it was confirmed that a Unison branch view on the updated Code of Conduct would be provided to the HR Governance Team in advance of the HRRC meeting on the 3<sup>rd</sup> of June.

The SPA HR Governance Team have been consulted on a number of People and Development policies that are intended to be presented to the HRRC for

approval in the near future. Feedback was provided for the following policies and a response to this feedback is awaited:

- Employee Relations Policy
- Equality, Diversity and Dignity Policy
- Leave Policy
- Organisational Change Policy
- Pay and Reward Policy
- Training, Leadership and Development Policy

The feedback provided and Police Scotland responses will be provided to members as a briefing as and when these policies are presented for approval.

**e) Police Pensions**

SPA continues to be engaged with the SPPA Police Pensions Board at an Officer level, and work is underway in agreeing the SLA, after consultation with a number of stakeholders.

**4. Scrutiny Report Update – Level 2**

**a) Attendance Management**

It has been agreed that the Attendance Management scrutiny will now be carried out in 2016/17 with this scrutiny intended to be presented to the HRRC in quarter 2.

**b) Police Officer Recruitment and Retention**

Since the last HRRC meeting the HR Governance team continue to attend the Recruitment Working Group and the Pathways to Policing Project Board. A representative also attended the quarterly Positive Alliance Practitioner Alliance Meeting at Dalmarnock, which is a forum for diversity experts from across UK Forces to discuss barriers, share good practice and identify solutions. This is a relatively new forum and whilst the SPA Governance Team will not attend all meetings it is intended to keep an eye on the progress of this team in helping facilitate improvements across UK policing.

**c) Health and Safety - Health & Safety Executive**

The SPA Health, Safety and Resilience Specialist has been fully involved in the discussions and follow-up inspections following the notice issued by the HSE with regard to the Management of Asbestos. During the re-inspection of the Paisley office, HSE Inspectors confirmed that the management system for Asbestos was fit for purpose and subsequently they have deemed the notice as

complied with. This has been recorded on the HSE website.

The SPA Health, Safety and Resilience Specialist has taken part in all Silver and Gold Group Meetings for Asbestos and the Chief Constable has asked that these groups continue to run and carry out a more general review of Health & Safety. The HSE have also asked for a general Health & Safety action plan to be created showing the priorities for the coming year. The HSE will wish to see this document and discuss it over the summer. The SPA Health, Safety and Resilience Specialist is working closely with Police Scotland on this piece of work.

**d) Emergency Planning – Events**

The SPA Health, Safety & Resilience Specialist has attended planning meetings and table top exercises in respect of T in the Park and the Open Golf Championships 2016. Both table top exercises went extremely well and covered a variety of possible scenarios. Police Officers and Police Staff dealt with the challenges presented to them very well and we are now in the final stages of preparation for the events.

**e) Fire Safety**

Police Scotland has set up a small strategic group to look at Fire Safety across the estate including the issues surrounding Custody. The SPA Health, Safety and Resilience Specialist is assisting with this work and have already taken part in the first meeting. Meetings are scheduled monthly and we await a detailed update on progress with the Fire Risk Assessments being carried out by Oakleaf (Contractor).

**5. Scrutiny Update - Level 3**

**a) Organisational Change Consultation**

The Organisational Change Working Group continues to meet monthly and the current position is being outlined to members as part of a Level 3 report at the HRRC meeting on the 3<sup>rd</sup> June 2016.

**b) Ill Health Retirement**

A meeting took place between the Head of People Management and the SPA HR Governance Team to finalise timescales for implementation of the recommendations within the SPA Scrutiny Report presented in December 2015. The majority of the actions have a planned closure date of June 2016 with the remainder continuing to be prioritised within Police Scotland. Further updates on this will be presented to future meetings of the HRRC.

**c) EIA Organisational Change**

An update on progress against the scrutiny recommendations will be provided to the next HRRC.

**6. Additional SPA Governance Team Activities**

**a) SPA Governance Review**

Members of SPA HR Governance Team are part of the Governance Review Implementation Team. This is in addition to the initially planned workload but does represent a significant resource requirement on an identified priority for the SPA. As a result, there may be movement in some of the previously agreed deliverables but the Director of Governance and Assurance will attempt to manage resources as effectively as possible.

**b) Senior Officer Performance Regulations**

Scottish Ministers have approved the final version of the Senior Officer Performance Regulations to be implemented on 1 April 2016. Final consultation with HMICS and the Scottish Chief Officer Staff Association is taking place in June with the final version of the guidance being presented to the Complaints and Conduct Committee in August 2016.

**RECOMMENDATIONS**

The Human Resources and Remuneration Committee Members are asked to note the content of this report and the activities of the HR Governance Team.