

**Human Resources & Remuneration Committee
04 March 2016
Minute of Public Meeting**

Meeting	Scottish Police Authority Human Resources & Remuneration Committee (HRRC) PUBLIC SESSION	Date/Venue	04 March 2016, Pacific Quay, Boardroom, Glasgow
Meeting Called By	Nicola Marchant (Chair)	Start Time	09:35
Reference Meeting No	HR&RCPS-022	End Time	11:45

Members Present		In Attendance	
Name	Title	Name	Title
Nicola Marchant (NM)	Chair, Authority Member	John Gillies (JG)	Director of People and Development HR, Police Service of Scotland
Graham Houston (GH)	Authority Member	Nicky Page (NP)	Head of People Management, Police Service of Scotland
Douglas Yates (DY)	Authority Member	Steve Simpson (SS)	Head of Strategy and Specialist Services, Police Service of Scotland
		Clare Hussain (CH)	Chair SWDF Pregnancy & Maternity Working Group
		Peter Blair, (PB)	Head of Resource Management, Police Scotland
		Alasdair Muir (AM)	HR Business Partner, Police Scotland
		Angela Terry (AT)	Head of Leadership Professional Development, Police Scotland
		Jackie Kydd (JK)	HR Specialist, Scottish Police Authority
		Judith MacKinnon (JM)	Head of HR Governance, Scottish Police Authority
		John MacLean (JMacLean)	HR Specialist, Scottish Police Authority
		James Bertram (JB)	Health, Safety and Resilience Specialist, Scottish Police Authority
		Colin Forbes (CB)	Solicitor, Scottish Police Authority
		Deborah Christie (DC)	Committee Coordinator, Scottish Police Authority

OPENING REMARKS

Chair's Opening Remarks (Nicola Marchant)

The Chair welcomed Members and attendees to the HRRC and thanked Jeane Freeman for her contribution as the previous HRRC Chair, as well as the contributions of Paul Rooney and Morag McLaughlin/as all three Members had resigned from the SPA.

1.1 APOLOGIES

1.2 Apologies were received from Ian Ross.

1.2 DECLARATIONS OF INTEREST

Members were invited to declare if they had any financial or non-financial interests in respect of the items of business on the agenda. There was no declaration of interests raised by Members.

1.3 ANY OTHER COMPETENT BUSINESS

There was no other business raised by Members.

2.1 APPROVAL of MINUTES (Nicola Marchant)

The Minute from the previous Human Resources and Remuneration Committee held 08th December 2015 was agreed as an accurate record.

3. REVIEW of PUBLIC SESSION ROLLING ACTION LOG (Nicola Marchant)

3.1 Members noted the comments and recommendations for closure. No further comments were received.

4. Redundancy Modification Order Update Paper

4.1 SS provided Members with an update stating that no progress had been made however advised that the SPA Chief Executive Officer had sent a letter to Scottish Government colleagues to request clarity on the matter. SS assured Members an update would be provided to the HRRC as soon as a reply was received.

4.2 Members noted the status of the Redundancy Modification Order issue.

5. Police Negotiating Board Update - (Steve Simpson)

5.1 SS provided Members with a brief overview of the paper.

5.2 NM informed the Committee she would represent the SPA at future PNB Meetings.

5.3 There were no questions or further comments.

5.4 Members noted the update.

6.1 SPA HR Ongoing Assurance Report (Judith MacKinnon)

6.1.1 JM updated Members on the ongoing issues as highlighted in the paper and advised that the majority of the teams work in recent months had focused on Modernisation and Fire Safety work.

6.1.2 JM advised a request for further information had been received from Audit Scotland in response to an audit they had carried out in 2015 on Whistleblowing. JM informed Members Audit Scotland had reviewed the Integrity Matters arrangements that were currently in place along with the Whistleblowing Policy and her understanding was that Audit Scotland believed the current arrangements were not sufficient. JM informed members Audit Scotland had requested a review of how Whistleblowing matters were handled by the organisation and had also requested consideration to given to this matter not solely being dealt with Police Scotland's Counter Corruption Unit. Members were informed a request had been made by Audit Scotland for a People Policy be implemented to cover the Whistleblowing obligations of the organisation. JM advised that the Audit and Risk Committee had been leading on this work and there was the expectation a paper would be brought forward at the June ARC Committee Meeting. JG commented that work was currently underway to establish if the current Integrity Matters scheme was adequate.

NOT PROTECTIVELY MARKED

6.1.3 Members sought clarity on concerns that had been raised by the Trade Unions in relation to the ongoing Modernisation project. JM updated Members that the Trade Unions had raised concerns in relation to the percentage of roles that had been selected to be evaluated. JM updated Members the SPA CEO had written to the Trade Unions to advise that there was an SPA review underway of that project. Members were advised the ongoing project would continue as planned and this review would not impact on the planned timeline at the present time. JM informed Members the SPA was aware of the Trade Union concerns and would be taken into account as part of the review.

6.1.4 Members Noted the content of the report.

7. Voluntary Redundancy/Voluntary Early Retirement – National Voluntary Release Panel Report – Nicky Page

7.1 NP provided Members with an overview of the current update and confirmed that Ministerial Approval for the proposed 1 year extension of the current scheme was currently being awaited.

7.2 Members Noted the progress made in relation to VR/VER releases to date and the associated savings.

8.1 Scrutiny – Nil, no items brought forward.

9. HR & Remuneration Committee Appeals and Operations Sub-Committee Update (Jackie Kydd)

9.1 JK provided Members with an update on the business conducted by the HR Appeals and Operations Sub Committee since the last meeting of the HR and Remuneration Committee.

9.2 There were no questions or comments.

9.3 Members Noted the content of this report.

10.1 Police Scotland/SPA People and Development Performance Report as at 31st December 2015 (John Gillies)

10.1.1 JG provided a brief overview of the report. JG confirmed that this report was the same one that had been presented to Members at the Board Meeting in February 2016.

10.1.2 Members had no additional questions and Noted the content of the report.

10.2 Health Safety and Wellbeing Performance Report (Steve Simpson)

10.2.1 SS provided a brief overview of the report and updated Members that the 11th April 2016 was the deadline for Police Scotland to respond to concerns raised in the Health & Safety Executive Inspections Report. SS commented that Police Scotland was focussed on the work that was needed by the April deadline that a broader update would be provided to Members at the Board Meeting on March 31st 2016.

10.2.2 Members sought an assurance any immediate work that was required to be done as necessary. JB confirmed to Members he was content with the pace of the work being undertaken and he did not feel any of the work was being held back unnecessarily, JB added that the work would be undertaken in accordance with the action plan that was to be formed.

10.2.3 Members Noted the content of the report.

11.1 Equality Outcomes (Steve Simpson)

11.1.1 SS provided a brief overview of the paper and advised Members he planned to meet with the SPA officers to discuss this report in greater detail.

11.1.2 DY commented that it was unclear what progress had been made from the information presented. SS assured Members progress had been made which would be discussed with SPA colleagues and evidenced provided.

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11.1.3 In relation to the Equality and Diversity Outcomes Action Plan, Members requested a timeline be brought forward to the next HRRC to allow for the appropriate support to be provided by SPA Officers and Members. SS agreed this would be done. Members requested the report be explicit in the fact the work would include both Police Scotland and SPA staff. **ACTION SPAHR&R-040316-001**

11.1.4 Members Noted the content of the report.

12 SWDF Pregnancy & Maternity Update (Clare Hussain)

12.1 CH provided a brief overview of the update paper.

12.2 Members sought an assurance from CH that this work had received the appropriate support from managers. CH confirmed that this was the case and that guidance would be made available on the Intranet to ensure good practice would be embedded in the future.

12.3 Members sought clarity as to when they would receive feedback on the implementation of the actions. CH suggested the work would need time to filter through and suggested at least 6 months with plans being made for another survey to be done after 12 months.

12.4 Members Noted the content of the report.

13. Recruitment Strategy Overview (Peter Blair)

13.1 PB provided a brief overview of the report.

13.2 Members welcomed the report and sought an update on the current thinking in relation to the possible recruitment of specific individuals for specific roles i.e. 'Cyber Crime Specialist'. PB confirmed this was not the current thinking and it was believed that Officers should start with the organisation and complete a probationary period however work was being done to assess the opportunities for Special Constables to incorporate industry professionals who may wish to bring their skill set to the organisation. This could involve industry professionals from and IT, Cybercrime or Forensic Accountancy background, for example. Members agreed there was a need to ensure an evolving workforce to allow delivery of the strategy.

13.3 Members Noted the content of the report.

14.1 Modern Apprenticeship Policy Update (Nicky Page/Alasdair Muir)

14.1.1 NP provided a brief overview of the report acknowledging there was a requirement for this Programme to be financially viable as a way forward and clarified that the figures contained in the report were based upon assumed amounts given the actual levy was not yet known. Members welcomed the paper and urged Police Scotland to think creatively about what the roles would be and how they would be supported.

14.1.2 Members noted that there would be a structured qualification attached to the Modern Apprenticeship Programme. Members expressed the view that this Programme should be broader than young people, with consideration given to attracting those who were older and re-training.

14.1.3 Members sought clarity on how the ongoing work would keep in parallel with the work being done by the Government. AM advised he had been working with Skills Development Scotland and he agreed to establish contact with Scottish Government colleagues to seek assistance in the development of the Programme. **ACTION SPAHR&R-040316-002**

14.1.4 Members Noted the content of the report and agreed the implementation of a Modern Apprenticeship Programme for SPA/Police Scotland in accordance with the proposals articulated in the paper.

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Members agreed to the proposal with the understanding the 2016/17 budget would be approved on the 31st March 2016. Members noted that any decisions to introduce this Programme into a specific business area would be subject to Police Scotland's Internal Governance processes.

15. Opinion Survey Engagement Plan Equality Outcomes (Angela Terry)

15.1 AT provided a brief overview of the paper confirming that the engagement workshops had now concluded.

AT informed Members the intention was to carry out an initial Pulse Survey which would be completed internally with no external costs. Members asked how the questions for this pulse survey would be developed. AT confirmed this would be done at the Employee Opinion Survey Steering Group with a list of options being presented to Members for approval. AT agreed that the Steering Group would meet to develop the next steps and an update would be provided to Members at the next HRRC on the 03rd June 2016. **SPAHR&R-040316-003**

15.2 Members sought clarity on where the HRRC would fit into the development of the overall governance arrangements for the ongoing work. AT clarified that the Committee should be part of the governance structure and the omission of it from the presented diagram was an error.

15.3 Members sought clarity on the immediate actions that had been taken in response to the Employee Opinion Survey given that some months had now passed since the survey closed. AT explained that there had been a senior team presence at every engagement event, which would act as a signal for change in the attitudes across the organisation. Members suggested it was important to be clear that the actions being taken were in response to the information gathered in the survey. JG explained that there would be no quick fixes and the impact of changes would manifest over a period of months.

15.4 Members Noted the content of the report.

16. Police Pensions Update (Judith MacKinnon)

16.1 JM provided a brief overview of the paper and updated Members on the recent events in relation to Police Pensions as outlined in the paper. Members were advised work was being done to make it less simple to opt out of the service.

16.2 Members sought an assurance that calculations were being performed based on average Scottish life expectancy. JM agreed to provide assurance that the calculation for Police Pensions was based on the average life expectancy in Scotland. **ACTION SPAHR&R-040316-004**

16.3 Members Noted the content of the report.

17 AOCB

17.1 There were no items of AOCB brought forward.

The HR & Remuneration Committee Public Session meeting ended at 11:45.

End.