

**HR & Remuneration Committee
11 March 2015
Minute of Public Meeting**

Meeting	Scottish Police Authority HR & Remuneration Committee PUBLIC SESSION	Date/Venue	11 March 2015, Boardroom, Pacific Quay, Glasgow
Meeting Called By	Jeane Freeman (Chair)	Start Time	12:00
Reference Meeting No	HR&RCPS-015	End Time	16:50

Members Present		In Attendance	
Name	Title	Name	Title
Jeane Freeman (JF)	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
Morag McLaughlin (MM)	Authority Member	CI Jill Boulton (GBou)	Chief Inspector, Police Service of Scotland
Paul Rooney (PR)	Authority Member	Judith MacKinnon (JMac)	Head of HR Governance, Scottish Police Authority
Ian Ross (IR)	Authority Member	John McLean (JM)	HR Specialist, Scottish Police Authority
		Jackie Kydd (JK)	HR Specialist, Scottish Police Authority
		Gavin Mitchell (GM)	Head of Legal and Compliance, Scottish Police Authority
		Lindsey McNeill (LM)	Scottish Police Authority
		James Bertram (JBer)	Health, Safety and Resilience Specialist, Scottish Police Authority
		Jennifer Blackwood (JB)	
		Deborah Christie (DC)	Committee Coordinator, Scottish Police Authority

Agenda

CLOSED SESSION	Lead
1. Welcome and Introduction 1.1 Apologies 1.2 Declarations of Interest 1.3 Any Other Competent Business	Jeane Freeman, Chair
2. Reward Modernisation Update - FOR NOTING	Steve Simpson, PSoS
3. Approval of Minutes 3.1 Approval of Minute of CLOSED SESSION HR & Remuneration Committee held 16 January 2015.	Jeane Freeman, Chair
4. Review of CLOSED SESSION Rolling Action Register	Jeane Freeman, Chair
5. <u>Organisational Change Proposals (returning to HRRC post consultation)</u> 5.1 Forensics – Scene Examination – West Accommodation Review - FOR APPROVAL 5.2 Leadership and Professional Development Structure - FOR APPROVAL <u>Organisational Change Proposals (presented to HRRC pre- consultation)</u> 5.3 Safety Camera Partnership Review – FOR APPROVAL 5.4 Resource Deployment Team - FOR APPROVAL <u>Organisational Change Updates</u> 5.5 ICT – Re-grading of posts - FOR APPROVAL 5.6 OCCT Technical Support Unit revised structure - FOR APPROVAL	Nicky Page, PSoS
6. Risk - FOR NOTING	John Gillies, PSOS/Judith MacKinnon, SPA
7. AOB 7.1 'Q' Division Police Staff Posts	
PUBLIC SESSION	Lead
8. Welcome and Introduction 8.1 Apologies 8.2 Declarations of Interest 8.3 Any Other Competent Business	Jeane Freeman, Chair
9. Matters Arising 9.1 Approval of Minutes of HR & Remuneration Committee PUBLIC SESSION 16 th January 2015.	Jeane Freeman, Chair
10. Review of PUBLIC SESSION Rolling Action Log	Jeane Freeman, Chair
11. Redundancy Modification Order (verbal) STANDING ITEM - FOR NOTING	Eileen Moore, PSoS
12. PNB Update - STANDING ITEM - FOR NOTING	Eileen Moore, PSoS

NOT PROTECTIVELY MARKED

13. SPA HR Update – STANDING ITEM - FOR NOTING	Judith MacKinnon, SPA
14. VR/VER Update - STANDING ITEM - FOR NOTING	Nicky Page, PSoS
15. HR & Remuneration Committee Appeals and Operations Sub-Committee Update – STANDING ITEM - FOR NOTING	Jackie Kydd, SPA
16. Performance Reporting - STANDING ITEM - FOR NOTING 16.1 H&S Performance Report 16.2 People & Development Update Report	John Gillies, PSoS
17. Scrutiny - STANDING ITEM 17.1 Organisational Change Consultation - FOR NOTING 17.2 HSR Scrutiny Plan 215/16 - FOR APPROVAL	Judith MacKinnon, SPA James Bertram, SPA
18. Police Staff and SPA Staff Handbook - FOR NOTING	John Gillies, PSoS/Judith MacKinnon, SPA
19. Equality and Diversity 19.1 Police Scotland Equality and Diversity Mainstreaming Report - FOR APPROVAL 19.2 SPA Equality and Diversity Mainstreaming Report - FOR APPROVAL	Steve Simpson, PSoS Judith MacKinnon, SPA
20. SOPs 20.1 Shared Parental Leave - FOR APPROVAL 20.2 Diploma in Police Service Leadership & Management - FOR APPROVAL 20.3 Police Officers Annual Leave & Public Holidays - FOR APPROVAL 20.4 Business Travel - FOR APPROVAL	Eileen Moore, PSoS
21. AOB 21.1 Risk - FOR NOTING	John Gillies, PSoS

STANDING ITEMS**OPENING REMARKS****8. Chair's Opening Remarks (Jeane Freeman)****8.1 APOLOGIES**

There were no Member apologies and apologies were received from John Foley.

8.2 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. No declarations were made.

8.3 ANY OTHER BUSINESS – no items were brought forward.**MATTERS ARISING****9.1 APPROVAL of MINUTES (Jeane Freeman)**

Reference ITEM NO 9.1 for the papers contained within pack.

NOT PROTECTIVELY MARKED

Approval was sought for the Minutes of the Public Session HR & Remuneration Committee Meeting held on the 16th January 2015.

DECISION

Members **APPROVED** the Minute of the HR & Remuneration Committee Meeting held 16th January 2015 as a correct record subject to the amendments above.

ITEM 10. REVIEW of ROLLING ACTION LOG (Jeane Freeman)

Reference ITEM NO 10 for the Rolling Action Log contained within pack.

JF referred to the updated action commentary reflected in the Rolling Action Register.

DECISION

Members **NOTED** the updates and status of actions as recorded in the Rolling Action Register.

ITEM NO 11. Redundancy Modification Order – SS confirmed there was no update since the last HRRC.

Members **NOTED** there was no update.

DECISION

Members **NOTED** there was no update.

ITEM NO 12. PNB Update

Reference ITEM NO 12 for the papers contained within pack.

The purpose of the paper was to provide a progress update on the work associated with the PNB.

SS gave a brief summary of the paper.

JF referred to Members for questions or comments.

There were no questions or comments.

DECISION

Members **NOTED** the update.

ITEM NO 13. SPA HR Update (Judith MacKinnon)

Reference ITEM NO 13 for the papers contained within pack.

The purpose of the paper was to provide Members with an overview of HR related activity within SPA.

JM provided a brief summary of the paper.

JF referred to Members for questions or comments.

MM sought clarity on the proposed timescales for the work to be done on officer assault scrutiny. JM clarified the scrutiny work would be presented to Members at the next HRRC on the 17th April.

DECISION

Members **NOTED** the content of the report.

ITEM NO 14. VRVER - NVRP Report (Nicky Page)

Reference ITEM NO 14 for the papers contained within pack.

The paper presented Members with an overview of the current VRVER releases.

NP informed Members the paper was now enhanced with an additional column that provided a prediction of how many anticipated releases from various strands of work there were. NP informed Members a piece of work was underway to refresh the existing Notes of Interest (NOI) and the findings would be presented to Members at the earliest opportunity.

JF referred to Members for questions or comments.

PR asked how many notes of interest there currently were and what stage these were at. PR also asked if there was a date by which applications could be submitted to allow them to be included in the current year's figures and the available reform money. NP confirmed there were 1102 applications that had not been withdrawn. NP clarified that in theory VR/VER submissions could be made right up to the last possible date and there was a need to discuss future options with Scottish Government colleagues.

JF sought clarity on the timescale for the refresher exercise to assess what notes of interest were still valid. JF also questioned if there was a breakdown of the business areas for the active NOI. NP advised Members it was planned that the refreshed list would be available in 3-4 weeks. NP confirmed she was aware and had the breakdown of what business area each person with a NOI sat and whether the function had gone through an organisational change process.

JF requested an update be presented to Members on the refreshed NOI submissions and the business areas in which NOI sit be presented to Members for noting at the next HRRC and the F&I Committee. NP agreed this would be made available to both HRRC and F&I Committee. **Action SPAHR&R-110315-002**

MM welcomed the inclusion of the equalities date and requested future development of the equalities data to who have been released in VR/VER scheme to be presented to Members for information. NP and MM to discuss Members information requirements offline to ensure the correct update is brought back to the next HRRC. **Action SPAHR&R-110315-003**

DECISION

Members **NOTED** the update.

ITEM NO 15. Update from HR Appeals and Operations Sub-Committee (Jackie Kydd)

Reference ITEM NO 15 for the papers contained within pack.

The purpose of the paper was to provide 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.

JK provided a brief summary of the paper.

JF referred to Members for questions or comments.

There were no questions or comments brought forward.

DECISION

Members **NOTED** the report.

ITEM NO 16.1 H&S Performance Dashboard December 2014 – January 2015 (Steve Simpson)

Reference ITEM NO 16.1 for the papers contained within pack.

The paper presented Members with an overview of the H&S Performance Dashboard from December 2014 – January 2015.

SS provided a brief summary of the paper and highlighted the report now reported on the number of incidents that were being reported to the Procurator Fiscal. SS advised Members benchmarking was to be included in future reports and would be incorporated as part of the annual review that was currently under way.

JF referred to Members for questions or comments.

JF asked against whom the benchmarking exercise was being done. SS reported this was being done against English Police Forces, Fire and Rescue Service, NHS, Prison Service and some Private Sector comparisons were also being made.

MM urged for the inclusion of the benchmarking work to allow members to undertake the scrutiny work in a better way.

JG expressed great concern at the level of police officer assaults and stated Police Scotland did not take this figure lightly.

JF sought clarity on the spikes of incidents reported in Aberdeen and asked if there was any particular reason for this pattern. SS was not aware of a specific reason but assured Members he would come back with an update. JF requested more information on the spikes of injuries during arrest for Special Division Ops Support and also that the reported 0 injuries was correct for Specialist Crime. SS again confirmed he would provide this information to Members. DY noted there had been a 10% increase since the start of the financial year in terms of officer assaults and stated he found this trend worrying. SS assured Members he would investigate the underlying trends and report back. **Action SPAHR&R-110315-004**

JF suggested it would be important for Members to be provided with details of what actions were being taken as a result of the emerging trends with an assurance that the figures are being reviewed and actions taken.

DY asked of training had been changed as a result of the data analysis. SS confirmed the reported was circulated to H&S managers and was used as a basis for improvement however acknowledged this should be evidenced better to provide Members with the assurances they require. **Action SPAHR&R-110315-005**

MM asked if there were plans to collect data about members of the public involved in traffic collisions that involved police vehicles. JG confirmed this was work in progress and would be reported to Members in the next report. **Action SPAHR&R-110315-006**

DY questioned if the steep rise in near misses could be attributed to better reporting and recording or if there was another underlying reason. SS informed Members there had been a lot of focus on improving the near miss reporting and he was not comfortable with the current levels and advised work was planned to better define what a near miss was. SS noted the quality of data being fed in was a lot better now however ongoing work was underway on near miss definitions. JG informed Members of work being done with the Scottish Police Federations around the consistency of near miss reporting around the country. DY asked if any work had been done to calculate the cost to the Force of injuries of officers who have taken time off work. JG informed Members this would be a significant piece of work to capture this information and any absence over 7 days was captured in the RIDDOR reporting.

DECISION

Members **NOTED** the report.

ITEM NO 16.2 Performance Report February 2015 (John Gillies)

Reference ITEM NO 16.2 for the papers contained within pack.

The paper presented data covering the period to 31st January 2015.

JF referred to Members for questions or comments.

JF sought clarity on the Champions for the Employee Opinion Survey and asked for further information on how they were selected. SS updated Members the Champions were a cross representation of SPA, each local operational division, and ranks from Constable to Chief Inspector levels were represented. SS informed Members the Champions would be trained to be aware of what their role was to be in promoting the survey. SS advised Members the Champions were either nominated or chosen based on their keenness to be involved or their good communications skills. SS informed Members the response was excellent with all Champions being fully engaged with what they were doing. JF sought clarity if the 27 people who were asked to be Champions were content to take up the role. SS confirmed this was the case. JF sought clarity on the mix of Police Officers and Staff. SS was not sure of the split but assured Members it was a very good split between Officers and Staff and he would share this information with Members. Action **SPAHR&R-110315-007**. JF sought clarity if there were any business areas that were not represented by a Champion. SS confirmed this was not the case and all areas were represented.

DECISION

Members **NOTED** the update provided.

ITEM NO 17.1 Organisational Change Consultation Scrutiny (John MacLean)

Reference ITEM NO 17 for the papers contained within pack.

This paper presented Members with the findings arising from the SPA scrutiny review of consultation undertaken as part of organisational change.

JM provided a brief summary of the paper and informed Members of the main purpose of the review.

JF referred to Members for questions or comments.

JF thanked JM for a very clear report and sought clarity if this report had been shared with PSoS Colleagues. JM confirmed the recommendations had not yet been shared and discussed with PSoS Colleagues due to timing issues but that this would be done and a shared implementation and timeline would be produced.

MM asked if PSoS had any initial thoughts in response to the paper. JG's initial thoughts were to welcome the useful and informative report with the present time being a good time to take stock of existing practices and processes. JG reported there was a meeting planned on the 23rd March to establish the purpose of the newly established Police Scotland Engagement Forum group to which JMac had been invited and would attend. DY sought clarity on the anticipated lifespan of this forum. JG expected it would last as long as it was believed to be providing value. NP added she welcomed all the hard work that had gone into the report and she was keen to engage to ensure the work was robust. JF summarised this was an important piece of scrutiny and she was very impressed with the methodology and the extent to which the work had contributed to the recommendations.

Members requested the implementation plan for the recommendations to be presented to the Committee in May 2015 and noted that some of the recommendations may be impacted by the Employee Opinion Survey work. Action **SPAHR&R-110315-008**

GH suggested this work would provide a good steer to what could be expected from the Employee Opinion Survey and suggested it may be worthwhile to postpone implementing some recommendations until after the Employee Opinion Survey was completed to avoid possible duplication of effort. Members agreed there was some substantive work that could be progressed at this time and discussions should take place between officers to establish any recommendations that could be delayed until after the Employee Opinion Survey had been carried out. (Reflected in **Action SPAHR&R-110315-008**)

DECISION

Members **NOTED** the content of the report.

ITEM NO 17.2 Health, Safety & Resilience Scrutiny

Reference ITEM NO 17.2 for the papers contained within pack.

The purpose of the paper was to ask the Committee to Approve the SPA Health, Safety & Resilience (HSR) Scrutiny Plan for 2015/16.

JB provided a brief summary of the paper informing Members the planned scrutiny work would build on last year's work and revisit some issues.

JF referred to Members for questions or comments.

JF thanked JB for presenting a clear plan for the proposed work.

DY asked if there had been any discussion with Police Scotland colleagues on the custody matters. SS clarified that of the 146 recommendations, 100 had been actioned which approx was 68%.

GH asked if the work in relation to Roads Policing could be combined. JB clarified the work was significantly and would not therefore be combined.

SS advised he welcomed JB's report and welcomed the inclusion of part 4, Stress Management and requested consideration of the inclusion of Mental Health & Stress Management is given going forward. JB agreed wellbeing would indeed be incorporated as part of the work. **Action SPAHR&R-110315-009.** Members agreed would commence from 01 April 2015 prior to the timeline being presented on the 17th April 2015.

DECISION

Members **APPROVED** the proposals outlined in the paper.

ITEM NO 18. Police Staff and SPA Staff Handbook (Steve Simpson)

Reference ITEM NO 18 for the papers contained within pack.

The purpose of the paper was to seek Approval for the implementation of the Employee Handbook.

SS provided a brief summary of the paper and informed Members the Employee handbook had been in place for the past 2 years and had been in use.

JF referred to Members for questions or comments.

JF sought clarity on what would be done with the document. SS informed Members that for the past 2 years all employees who had been offered a contract of employment had been given a copy of the Handbook.

GH welcomed the document and requested a clear statement on where and how to find hard copies if they were required.

DECISION

Members **APPROVED** implementation of the employee handbook, which reflected the previously approved interim SPA terms and conditions.

ITEM NO 19.1 Police Scotland Equality and Diversity Mainstreaming Progress Report 2015 (Steve Simpson/Jill Boulton)

Reference ITEM NO 19.1 for the papers contained within pack.

This briefing provided members with a summary of the Police Scotland Equality & Diversity Mainstreaming Progress Report 2015 which will meet the legal publication requirements.

SS provided a brief summary of the report and reminded Members the obligation was for Police Scotland to publish a mainstreaming report by the 30th April 2015.

JF referred to Members for questions or comments.

MM noted there was a large amount of work ongoing which was reflected in the document. MM asked if it was appropriate that this report be approved by the HRRC as she believed it would be appropriate for the SPA Board to approve it. JF clarified the Chair of the SPA had requested the HRRC use delegated authority to Approve the document for publication. MM asked for information on how and where it was felt progress had been made since the last Mainstreaming Report. JBou advised Members a progress report against equality outcomes was available that captured the activity that had been done and would be done and this could be refreshed and made available to Members for information. **SPAHR&R-110315-010.**

JF congratulated Police Scotland on their great achievement of achieving a place on the Stonewall index. JG informed Members about the work that was to be done to assess lessons learned from other organisations in the top 100 index.

DECISION

Members are **APPROVED** the content of this paper and attached report.

ITEM NO 19.2 The Scottish Police Authority – Mainstreaming and Equality Outcomes Update Report – 2015 (Judith MacKinnon)

Reference ITEM NO 19.2 for the papers contained within pack.

The purpose of the paper was to provide Members with the final version SPA Equality Mainstreaming and Equality Outcomes Update Report – 2015. Members were informed that the report must be published on the SPA website by the 30 April 2015 in order that the Authority is in a position to comply with the public sector equality reporting duty.

JM provided a brief summary of the report and advised Members their feedback had been taken on board and incorporated where appropriate. JMac informed Members she was keen to focus on taking this work forward to ensure the SPA was able to demonstrate progress had been made in time for the next publication in 2 years' time.

JF referred to Members for questions or comments.

MM requested the information in relation to the routine armed policing be updated to indicate the work had already been done. IR observed that the Webcasting of Board Meetings was an important factor in terms of transparency and accountability and suggested this could be included. **Action SPAHR&R-110315-011**

DECISION

Members **NOTED** the updates and **APPROVED** the publishing of this SPA Equality Mainstreaming and Equality Outcomes Update Report – 2015 in order that the Authority is in a position to comply with the specific duties as created by secondary legislation in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 include requirements to publish information and progress reports in 2015.

ITEM NO 20.1 Shared Parental Leave (Police Officers and Authority/Police Staff) SOP

Reference ITEM NO 20.1 for the papers contained within pack.

NOT PROTECTIVELY MARKED

The purpose of the paper was to invite Members to Approve the implementation of the Shared Parental Leave (Police Officers and Authority/Police Staff) SOP.

JF reminded Members of the work that was underway to separate a SOP from a Policy and reminded colleagues Members had requested this work was done and asked when Members could expect the work to be presented to the HRRC Members. JG assured Members this was discussed at the People Board and was work in progress. SS reminded Members the format of the Policy was discussed at a working group in November 2014. SS assured Members the plan was for this to be presented to Members for Approval at the next available opportunity. JF clarified the Policy Statement template, the planned timeline and the list of Policies for Approval should be presented to Members at the HRRC in May. SS agreed this would be done. **Action SPAHR&R-110315-012**. JG advised Members he believed there was an increasing reliance on technology to support staff going forward in relation to policies. JF stated she was aware of the increasing dependence of a number of ongoing and new projects on technology. JF requested a meeting with PSoS to discuss the technology and if it was fit for purpose. Action **SPAHR&R-110315-013**

SS gave a brief summary of the paper and advised Members of the change in shared parental leave legislation.

JF referred to Members for questions or comments.

There were no questions or comments.

DECISION

Members **APPROVED** the implementation of the SPA/PSoS Shared Parental Leave (Police Officers and Authority/Police Staff) SOP with effect from 5th April 2015.

ITEM NO 20.2 Diploma in Police Service Leadership and Management (Police Officer) SOP (Claire Marchbank)

Reference ITEM NO 20.2 for the papers contained within pack.

The purpose of the paper was for Members to Approve the implementation of the Diploma in Police Service Leadership and Management (Police Officer) SOP.

CM provided a brief summary of the paper informing Members the Sop was in relation to managing the processes through the processes and the selection processes.

JF referred to Members for questions or comments.

MM asked how much this policy reflected a change to the existing practice. CM clarified this was a consistent national approach and some significant changes would occur. CM assured Members the EIAs were very thorough for this work.

DECISION

Members **APPROVED** the implementation of the Diploma in Police Service Leadership and Management (Police Officer) SOP

ITEM NO 20.3 Annual Leave & Public Holidays (Police Officers) SOP (Stevie Diamond)

Reference ITEM NO 20.3 for the papers contained within pack.

The purpose of the paper was to ask Members to Approve the implementation of the Annual Leave & Public Holidays (Police Officers) SOP.

SD provided a brief summary of the paper informing Members the SOP was to bring a converged approach into one consistent way of doing business.

NOT PROTECTIVELY MARKED

JF referred to Members for questions or comments.

MM asked how much this policy reflected a change to the existing practice and if anyone would feel disadvantaged due to changes. SD confirmed there were significant changes across the country and it was probably some people would feel disadvantaged because it was something they were not used to but this had been addressed through the EIA.

DECISION

Members **APPROVED** the implementation of the Annual Leave & Public Holidays (Police Officers) SOP.

ITEM NO 20.4 Business Travel (Nicky Page)

Reference ITEM NO 20.4 for the papers contained within pack.

The purpose of the paper was to seek Approval from Members for the implementation of the Business Travel SOP.

NP provided a brief summary of the paper and advised the paper sought to allow consistent and good practice. NP clarified there was no change in policy and this was being done as part of an annual review of travel.

JF referred to Members for questions or comments.

GH suggested guidance in respect of Air Travel would be advisable to include time limits/class of flight to be booked. NP advised the SOP steered people to their individual business units to book travel and this would allow bets value to be assessed.

PR sought clarity of the seeking permission for the option to upgrade to a higher class Rail Travel in paragraph 5.1 and asked if it was a standard option across the Public Sector. NP clarified this option was indeed present in other organisations that had been reviewed however she was not able to confirm if it was consistent across the Public Sector. PR requested some clarity on whether this was a consistent approach across the Public Sector. NP advised the reason the exception was to be included to allow consideration of all options. PR also sought clarity on the mileage claimed process and asked if a consistent approach existed across the organisation in terms of mileage paid. NP assured Members a consistent process and consistent regulations existed in terms of payment. NP advised she would look into the consistency of the amount paid in expenses and report back to Members. **Action SPAHR&R-110315-014.**

DECISION

Members **APPROVED** the implementation of the Business Travel SOP.

ITEM NO 21.1 ANY OTHER BUSINESS Police Scotland Corporate Risk (John Gillies)

The purpose of the paper was to invite Members to note the Police Scotland (P&D) Corporate Risks as detailed at Appendix A and People & Development Functional Risks relevant to the HR and Remuneration Committee, as detailed at Appendix B.

JF referred to Members for questions or comments.

JF suggested there were some risks that the score had gone down but she was not clear on the rationale for that happening. JF gave P&D007 as an example of this. JG advised the risk was reduced on the basis of the work that had been done in this area given there was a plan to take the work forward.

PR suggested the layout was very helpful and stated the presentation was better which made it easier for Members to review the risks.

DECISION

Members **NOTED** the Risk Registers as attached at Appendix A and B.

The HR & Remuneration Committee meeting ended at 1650 hrs.

End.

Approved