

**HR & Remuneration Committee  
17 April 2015  
Minute of Public Meeting**

<b>Meeting</b>	Scottish Police Authority HR & Remuneration Committee PUBLIC SESSION	<b>Date/Venue</b>	17 April 2015, Boardroom, Pacific Quay, Glasgow
<b>Meeting Called By</b>	Jeane Freeman (Chair)	<b>Start Time</b>	14:30
<b>Reference Meeting No</b>	HR&RCPS-017	<b>End Time</b>	16:00

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
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	Stephen Merchant (SM)	Health & Safety Manager, Police Service of Scotland
Ian Ross (IR)	Authority Member	Judith MacKinnon (JMac)	Head of HR Governance, Scottish Police Authority
		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)	Comms, Scottish Police Authority
		Deborah Christie (DC)	Committee Coordinator, Scottish Police Authority

**Agenda**

<b>CLOSED SESSION</b>	<b>Lead</b>
<b>1. Welcome and Introduction</b> 1.1 Apologies 1.2 Declarations of Interest 1.3 Any Other Competent Business	Jeane Freeman, Chair
<b>2. Reward Modernisation Update</b> 2.1 Draft Negotiating Principals - <b>FOR APPROVAL</b> 2.2 Reward Modernisation Communications Strategy - <b>FOR APPROVAL</b> 2.3 Reward Modernisation Risk Register - <b>STANDING ITEM - FOR NOTING</b>	Steve Simpson PSoS
<b>3. Approval of Minutes</b> 3.1 Approval of Minute of CLOSED SESSION HR & Remuneration Committee held 11 March 2015.	Jeane Freeman, Chair
<b>4. Review of CLOSED SESSION Rolling Action Register</b>	Jeane Freeman, Chair
<b>5. <u>Organisational Change Proposals (returning to HRRC post consultation)</u></b> 5.1 ICT Stores Technical Assistant Post - <b>FOR APPROVAL</b> 5.2 CCU/Vetting - <b>FOR APPROVAL</b>  <u>Organisational Change Proposals (presented to HRRC pre- consultation)</u> - nil, no items brought forward  <u>Organisational Change Updates</u> 5.3 Policy Support - <b>FOR NOTING</b> 5.4 Intel Support Analysis & Performance - <b>FOR NOTING</b>	Nicky Page, PSoS
<b>6. VR/VER – Updated Report Template - FOR CONSULTATION</b>	Nicky Page, PSoS
<b>7. Employee Opinion Survey - FOR APPROVAL</b>	Steve Simpson, PSoS
<b>PUBLIC SESSION</b>	<b>Lead</b>
<b>8. Welcome and Introduction</b>  8.1 Apologies 8.2 Declarations of Interest 8.3 Any Other Competent Business	Jeane Freeman, Chair
<b>9. Matters Arising</b> 9.1 Approval of Minutes of HR & Remuneration Committee PUBLIC SESSION 11 <sup>th</sup> March 2015. 9.2 Review of PUBLIC SESSION Rolling Action Log	Jeane Freeman, Chair
<b>10. Redundancy Modification Order (verbal) STANDING ITEM - FOR NOTING</b>	Eileen Moore, PSoS
<b>11. PNB Update (verbal) - STANDING ITEM - FOR NOTING</b>	Eileen Moore, PSoS

12. SPA HR Update – <b>STANDING ITEM - FOR NOTING</b>	Judith MacKinnon, SPA
13. VR/VER Update - <b>STANDING ITEM - FOR NOTING</b>	Nicky Page, PSoS
14. SPA Pilot HR Statistics Report - <b>FOR NOTING</b> (In response to Action <b>SPAHR&amp;R-210814-003</b> where Members requested feedback from the pilot scheme to be presented to them at the 6 month review)	Judith MacKinnon, SPA
15. HR & Remuneration Committee Appeals and Operations Sub-Committee Update – <b>STANDING ITEM - FOR NOTING</b>	Jackie Kydd, SPA
16. Performance Reporting - <b>STANDING ITEM - FOR NOTING</b> 16.1 H&S Performance Report 16.2 People & Development Update Report	John Gillies, PSoS
17. Scrutiny - <b>STANDING ITEM</b> 17.1 SPA HR Scrutiny Plan for 2015/16 - <b>FOR APPROVAL</b> <del>17.2 Police Officer Assaults Scrutiny Report – <b>FOR NOTING</b></del> PAPER WITHDRAWN	James Bertram, SPA
18. AOB	

**STANDING ITEMS**

**OPENING REMARKS**

**8. Chair’s Opening Remarks (Jeane Freeman)**

**8.1 APOLOGIES**

Apologies were received from Paul Rooney and 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 COMPETENT 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.

Approval was sought for the Minutes of the Public Session HR & Remuneration Committee Meeting held on the 11<sup>th</sup> March 2015.

MM requested on page 5, Agenda item 14, the word ‘date’ should be updated to be ‘data’. MM also requested the discussion in relation to agenda item 20.2 be updated to better reflect what she said. **SPAHR&R-170415-001**

**DECISION**

Members **APPROVED** the Minute of the HR & Remuneration Committee Meeting held 11<sup>th</sup> March 2015 as a correct record subject to the amendments above.

**9.2 REVIEW of ROLLING ACTION LOG (Jeane Freeman)**

Reference ITEM NO 9.2 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 10. Redundancy Modification Order** – SS confirmed there was no updated since the last HRRC.

Members **NOTED** there was no update.

**ITEM NO 11. PNB Update** - SS confirmed there was no updated since the last HRRC.

**DECISION**

Members **NOTED** there was no update.

**ITEM NO 12. SPA HR Update (Judith MacKinnon)**

Reference ITEM NO 12 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 and advised this would be the last time the report was presented in the current format with an updated version planned for the next Committee.

JF referred to Members for questions or comments.

JF sought clarity on when the report of Police Officer Assault scrutiny would be presented to the Committee given it was withdrawn from the agenda for this Committee. JMac confirmed it would be on the Agenda for the next HRRC on the 29<sup>th</sup> May 2015.

MM questioned if there was a view that it would be helpful to harmonise the SPA Values and the Police Scotland Code of Ethics. JMac advised Members she understood the values would remain different in each organisation and there was no intention to harmonise them.

**DECISION**

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

**ITEM NO 13. VRVER - NVRP Report (Nicky Page)**

**Reference ITEM NO 13 for the papers contained within pack.**

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

JF referred to Members for questions or comments.

IR sought clarity on the total number of people that have left the organisation as part of the VR/VER Scheme since the 1<sup>st</sup> April 2013. NP confirmed 913 individuals had left through VR/VER since the 1<sup>st</sup> April 2013.

**DECISION**

Members **NOTED** the update.

**ITEM NO 14. SPA Pilot HR Statistics Report (Judith MacKinnon)**

Reference ITEM NO 14 for the papers contained within pack.

The purpose of the paper was to present a draft report template for the HR Statistics pilot to be conducted within SPA Corporate and Forensic Services. JM informed Members that whilst acknowledging the limitations of existing sources of data and information, eg SCoPE, the intention was to propose an improved format and test the ability to be able to populate this format through a pilot, with a view to considering wider implementation, if appropriate.

JM provided a brief summary of the paper.

JF referred to Members for questions or comments.

MM stated she liked the report and found it very accessible. MM asked if the report would be produced for both the SPA and Police Scotland after the pilot had been completed. JMac suggested that this was potentially what would happen and the pilot would be used as a test run for how the data could be produced by each organisation and then assess what added value it would bring to Members scrutiny and governance work.

MM suggested a split by pay grade would be a useful addition to the report. MM also asked what would be reported in relation to Vetting. JMac advised the presented report provided what information was being reported presently but that discussion would take place with Police Scotland to amend the data that was to be collected so as to make it more useful.

IR asked if there were any potential issues with being able to identify an individual from the reports. JMac assured Members the management information should not be traceable. JF suggested some discussion should perhaps take place with the Trade Unions to establish if there would be any detriment to an individual being identified from the reporting.

JG expressed the view that there was a need for a consistent approach to be established as soon as possible and accepted this was an evolving report. JF suggested this would be a good test of what the system is capable of producing for Members who could then use the data to prioritise work areas.

JF stated that she believed external benchmarking was good to do but that she was not clear what was being benchmarked. JF asked the report be clearer in highlighting what was being measured.

## **DECISION**

Members **NOTED** the report.

## **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 and provided Members with a brief summary of the Sub Committee activity.

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 (Stephen Merchant)**

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 – February 2015.

JF referred to Members for questions or comments.

IR noted the Accidents/Injuries reported in the North was high and asked if there was any known reason for this and if it was a one off or did it indicate any known trend. SM informed Members that there was the expectation there would be occasional spikes in reported figures. JF requested that in future, Police Scotland colleagues be able to provide explanations for any spikes in activity and details of what action has been taken.

JF asked if any work was being done to bring the number of RIDDORs. JG advised he would hope to be able to do some detailed analysis on these incidents but a high level analysis had indicated these were random incidents. SM advised Members there were a host of factors that influenced the RIDDORs and when the annual report had been prepared it would be the case work would be done to identify steps that can be taken to reduce the RIDDORs. JG clarified there was no one stand-alone thing that was seen as the cause.

MM noted an increase in injuries during arrest and training and suggested it was unfortunate to present these statistics as one figure off-setting another. JF agreed the language and tone used should be considered to avoid any misinterpretation.

**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 28<sup>th</sup> February 2015. JG informed Members there was now additional narrative in the report and references to actions. JG clarified the Annual Report would make a recommendation on reporting format going forward with recommendations for future activity.

JF referred to Members for questions or comments.

JF noted there was a significant difference between Officer absence and Staff absence and suggested it may be a worthwhile piece of work to investigate the link between Grievances and absence given both absence and grievance can be key indicators of how staff are feeling. Action **SPAHR&R-170415-004**

DY commented he had no sense of how many of the officer leavers were as a result of natural retirement or ill-health and how many were leaving for other reasons. DY requested this information be made available to Members to allow a clear understanding of the numbers involved. JG agreed this information would be made available and circulated to Members for Noting. **Action SPAHR&R-170415-002.**

**DECISION**

Members **NOTED** the update provided.

**ITEM NO 17.1 SPA HR Scrutiny Plan for 2015/16 (Judith Mackinnon)**

Reference ITEM NO 17.1 for the papers contained within pack.

**NOT PROTECTIVELY MARKED**

The purpose of the paper was to present the proposed new format and content of the 2015/16 HR Governance scrutiny plan for Approval, which includes a summary of the HR Governance Scrutiny that took place in 2014/15; and outline plans for the HR Governance team to ensure internal SPA HR processes, not provided as a service back, are reviewed to ensure continuous improvement.

JMac informed Members there was a shared view that flexibility would be required in the scrutiny program and if any developments occurred within the organisation, the plan could be modified to accommodate and work that was seen as necessary.

The Chair invited questions or comment.

IR sought an assurance the SPA had a capacity to deliver the planned schedule of scrutiny work. JMac informed Members work was currently under way to assess this and she would present her findings to Members at a future Committee Meeting. **Action SPAHR&R-170415-005.**

IR and JF expressed their pleasure at the inclusion of Ill health retirement and JF requested the level of scrutiny planned for this should be reviewed with rationale for how this was established being presented to Members. JF requested a wider scope for this scrutiny work and other areas than compliance and governance to be incorporated. MM requested work be done in relation to the quality, consistency and efficiency of the information presented to Members and the overall efficiency of the process for the Member who are making decisions on matters of Ill health retirement. **(Reflected in SPAHR&R-170415-005)**

GH indicated he had a concern about the volume of work and the timeframes involved and would welcome sight of the proposed timeline for work to provide him with an assurance there was enough time scheduled.

JF requested a Committee Work plan be produced to allow Committee Members sight of the upcoming large pieces of work to be progressed through the HRRC. **Action SPAHR&R-170415-006.**

**DECISION**

Members Approved the proposed HR Governance Scrutiny Plan for 2015/16, and noting the summary of 2014/15 scrutiny;

Members Approved the proposed process that allows the HR Governance Team to request an amendment to the scrutiny plan during the year in exceptional circumstances.

Members NOTED the HR Governance teams plans to review internal HR processes that were either not provided as a service back by Police Scotland, or have specific SPA ownership.

The HR & Remuneration Committee meeting ended at 1650 hrs.

**End.**

**NOT PROTECTIVELY MARKED**