

<b>Meeting</b>	<b>Public SPA Board Meeting</b>
<b>Date</b>	<b>25 May 2017</b>
<b>Location</b>	<b>Golden Jubilee Conference Hotel, Clydebank</b>
<b>Title of Paper</b>	<b>Committee Annual Report – People</b>
<b>Item Number</b>	<b>16.4</b>
<b>Presented By</b>	<b>Nicola Marchant</b>
<b>Recommendation to Members</b>	<b>For Noting</b>
<b>Appendix Attached:</b>	<b>No</b>

**PURPOSE**

The attached report provides the Board with an annual review of business conducted through the HRRC and People Committee from 1<sup>st</sup> April 2016 – 31<sup>st</sup> December 2016 and People from 1<sup>st</sup> January 2017 – 31<sup>st</sup> March 2017.

## 1. Background

In line with sound governance principles, an Annual Assurance Report is submitted from the People Committee to the Board. This follows the procedure for all Governance Committees and will provide the supporting document for the People Committee exert within the Governance Statement of the SPA Annual Report and Accounts 2016/17.

## 2. Overview

This report covers the period from 1 April 2016 to 31 March 2017 during which time the Human Resources and Remuneration Committee (HRRC) was replaced by the People Committee at the commencement of 2017. During this time the HRRC and People Committee met formally 8 times and held two planning workshops.

The People Committee exists to:

- Provide oversight, scrutiny and assurance to the Board on all significant people related matters;
- Provide oversight and assurance on any other specific items which the SPA Board requests of it in relation to employee related aspects of Police Scotland and the SPA;
- Seek evidence of Police Scotland and SPA operating as responsible employers; and
- Provide assurance that continuous progress is being made towards mainstreaming of equality, diversity and human rights, as well as the development of Police Scotland and SPA as sustainable organisations.

The People Committee is Chaired by Board member Nicola Marchant with three other members being Graham Houston, Ian Ross and Douglas Yates. During 2016/17 Douglas Yates and Ian Ross left the SPA with their last meeting being 1<sup>st</sup> December 2016.

Members of Authority staff and Police Scotland representatives may be invited to attend Committee meetings. The Chair of the Authority and the Chief Executive Officer have standing invitations to attend meetings. Any other Board Member may attend after consultation with the Committee Chair. The Committee chair may invite representatives from external stakeholders or partner organisations for consideration of specific agenda items/subject areas.

During the year there were changes to the operation of the HRRC/People Committee following the SPA Governance review. These changes saw committee meetings move to closed meetings from 14 February with the People Committee becoming none decision making. In order to improve visibility of Committee business, a report from the People Committee is taken to the subsequent SPA Board meeting. All people decisions are now deferred to the SPA Board or appropriate senior executive as per the new SPA Scheme of Delegation which was Board approved on the 15<sup>th</sup> of December 2016.

The Committee Terms of Reference were also updated to reflect the new Governance arrangements and sought to ensure a strategic focus on progress of people related matters.

To support transparency, statutory staff associations and trade unions were written to on the day the Governance Framework was approved to seek to engage to ensure they can inform strategy, scrutiny and the regular business of the SPA.

- Strategic Engagement Forums: engagement on the strategic direction of the service will be carried out jointly by SPA and Police Scotland, with these forums commencing shortly following the launch of the Policing 2026 Strategy consultation;
- People Committee: The People Committee will have two meetings a year inviting Statutory Staff Associations and Unions to the people committee to discuss the upcoming workplan before the plan is set and then to measure progress throughout the year. The first occurrence of this will be 27<sup>th</sup> April 2017 and will also include participation in a Health and Wellbeing Deep Dive.
- Quarterly Meetings with SPA staff – This will provide a sustained input for statutory staff associations and unions to inform ongoing advice on current and forthcoming issues to SPA members across their responsibilities and will provide regular opportunities for SPA officers to refresh union and staff association understanding of forward work programmes and corporate expectations. The first set of quarterly meetings took place in March 2017.

In addition both HMICS and Scottish Government have standing invites to the People Committee.

### 3. People Committee Membership and Dates of Meetings

Membership of the HRRC/People Committee for 2016/17 was made up of the following SPA Board members:

- Nicola Marchant (Chair)
- Graham Houston
- Douglas Yates (last meeting 1 December 2016)
- Ian Ross (last meeting 1 December 2016)

Other key attendees who reported to the Committee during the year were:

- John Foley – Chief Executive Officer, SPA
- David Page – Deputy Chief Officer, Police Scotland
- Lindsey McNeil – Director of Governance and Assurance, SPA
- John Gillies – Former Director of People and Development, Police Scotland
- Louise Haggerty – Interim Director of People and Development, Police Scotland
- Judith Mackinnon – Head of HR Governance, Police Scotland
- Nicky Page – Head of People Management, Police Scotland
- Steve Simpson – Head of Strategy and Specialist Services, Police Scotland
- Peter Blair – Head of Resource Management, Police Scotland
- Angela Terry – Head of Leadership and Professional Development, Police Scotland
- Brenda Armstrong – Equality and Diversity Manager, Police Scotland
- Jackie Kydd – HR Specialist, SPA
- John Maclean – HR Specialist, SPA
- James Bertram – Health, Safety and Resilience Specialist, SPA

Meetings of the People Committee have been held on:

- 29<sup>th</sup> April 2016 (HRRC)
- 3<sup>rd</sup> June 2016 (HRRC)
- 4<sup>th</sup> July 2016 (HRRC)
- 22<sup>nd</sup> July 2016 (HRRC) – planning workshop
- 2<sup>nd</sup> September 2016 (HRRC)
- 13<sup>th</sup> October 2016 (HRRC)
- 1<sup>st</sup> December 2016 (HRRC)
- 20 January 2017 (People Committee) - planning workshop
- 14<sup>th</sup> February 2017 (People Committee)
- 28<sup>th</sup> February 2017 (People Committee)

<b>Name of Board Member</b>	<b>Possible Number of Committee Meetings</b>	<b>Number of Committee Meetings Attended</b>
Nicola Marchant	8	7
Graham Houston	8	8
Douglas Yates	6	3
Ian Ross	6	1

#### **4. Main Committee Business during 2016/17**

During the year the main work the Committee has undertaken, in line with the Committee Terms of Reference, is as follows:

##### Decisions taken by HRRC (prior to change in Governance Framework)

- Approved the introduction of a revised national appraisal process (Performance Development Conversations) for all police officers and staff.
  - Approved the future approach to Job Evaluation, following receipt of comprehensive SPA and independent legal advice.
  - Approved the Estates Structure.
  - Approved minor amendments to structures
  - Approved 8 People and Development Policies (Employee Relations Policy, Equality, Diversity and Dignity Policy, Health, Safety and Wellbeing Policy, Leave Policy, Organisational Change Policy, Pay and Reward Policy, Resourcing Policy and Training Leadership and Development Policy). This has been supported by the HR Governance Team carrying out assurance to ensure proposed procedures meet approved policy principles.
  - The HR Appeals and Operations Sub Committee\* met 5 times and approved the following:
    - 69 police officer ill health retirements
    - 4 Police Officer redeployments
    - 34 injury on duty awards
    - 6 requests for payment of a deferred pension
    - 1 request for police staff early retirement
    - 2 requests for police staff flexible retirement
    - 2 continuation of a child's pension
- \* This sub-committee met for the last time on 1<sup>st</sup> December 2016. Since Board approval of the revised Scheme of Delegation the SPA CEO makes these decisions and a report

is provided to the People Committee in relation to the decisions made.

### Recommendations to the Board

- Recommended the SPA/Police Scotland Code of Conduct to the Board following direct engagement with Trade Unions to understand and address concerns
- Recommended to the Board approval of the Resource Management proposal within Contact, Command and Control Integration
- Recommended Staff and Officer Pay Claim approach to the SPA Board
- Recommended the VR/VER proposal for 2017/18 to the Board
- Recommended the Police Scotland and SPA Equality Outcomes for approval to the Board
- Approved the moving of existing staff onto a National Risk and Concern Role Profile and implementation of a new process and functionality

### Oversight

- Provided direction and sought assurance on the progress of Modernisation of Staff Terms and Conditions project to ensure it was meeting agreed timescales.
- Provided direction and sought assurance on the response to the initial staff survey and progress and implementation of the Interim Staff Survey.

### Scrutiny

- Carried out scrutiny of the Voluntary Redundancy and Voluntary Early Retirement Process
- Carried out scrutiny of the People and Development and Health, Safety and Wellbeing Performance Report
- Assessed progress against the recommendations made by SPA in relation to the Organisational Change Consultation process in 2015/16.
- Assessed progress against the recommendations made by SPA in relation to the Equality and Human Rights Impact assessment process.
- Carried out scrutiny of Police Scotland and SPA People Risks.
- Carried out scrutiny of Police Scotland Firearms including training, policies, procedures, guidance and risk assessments.

## Assurance

- Received assurance on work being carried out to address the fact that SPA and Police Scotland are not included on the Redundancy Modification Order;
- Received assurance on Police Scotland's progress in relation to the Workforce Diversity Strategy;
- Received assurance on progress in relation to progress made as a result of engagement through the Staff Survey, Superintending Ranks, Inspecting Ranks reviews and the Quick Wins project;
- Received assurance on the planning in relation to T in the Park and the Open Golf Championship;
- Received assurance in relation to progress with regards to Asbestos and Fire Safety issues;
- Received assurance in relation to the development of the Police Scotland and SPA Mainstreaming Reports;
- Received assurance in relation to Police Scotland's approach to HR Process and Data Management;
- Received assurance in relation to the Pensions Auto Enrolment process;
- Received assurance in relation to the SPA approach to staff association/union engagement; and,
- Received assurance on the progress of Health and Safety issues within SPA/Police Scotland through the secondment of the SPA Health and Safety

### **5. Annual Statement of Assurance**

On the basis of:

- The work carried out by the HRRC and People Committee during the year, including the reports being brought to committee and the level of review carried out across this information; and
- Reports being brought to the Committee for approval or recommendation to the Board

It is the People Committee's opinion, based on those reports, explanations from senior officers and assurances received, that the SPA is assured that significant progress is being made towards ensuring SPA and Police Scotland are responsible and sustainable organisations. That the SPA's governance in relation to People Governance is adequate and operating effectively.