



Meeting	SPA People Committee
Date	28 February 2024
Location	Video Conference
Title of Paper	Policy Assurance Report
Presented By	Katy Miller, Director of People & Development
Recommendation to Members	For Discussion
Appendix Attached	Appendix A - Schedule of Work

PURPOSE

This paper is to provide the SPA People Committee with an update on Police Scotland’s approach to the prioritisation and assurance of People Policy. It presents a schedule of work, with rationale, for completion by the financial year-end 2025, and identification of any new and emerging priorities.

Members are invited to discuss the contents of this paper.

1. Background

- 1.1 On November 27, 2023, the People Committee approved a structured approach to the prioritisation of reviewing and developing employment policy.
- 1.2 Acknowledging that wider organisational context, resources, and capacity would need to be considered it was agreed that an update would be provided to members on the developed schedule of policy work.

2. Further Detail on Reporting Topic

Quarter 3 2023 update

- 2.1 Recruitment and Selection: A new Recruitment & Selection procedure, aligned with the Scottish Government's Minority Ethnic Recruitment toolkit and Police Scotland/SPA commitment to Race Equality in Employment, was published on December 21, 2023.
- 2.2 Allowances and Expenses: A revised procedure for staff, which includes new allowances agreed as part of the 2023 pay deal.
- 2.3 Disruption: Has been revised to include hybrid working practices.
- 2.4 Grievance and Acting Rank: Our goal to finish reviews of these procedures by the end of the 2023 has faced delays caused by additional consultation feedback and compliance issues. We now expect to complete these reviews by the end of February 2024.

2024 Policy Work

- 2.5 **Appendix A** details the proposed schedule of policy development for 2024, which incorporates the below:
- 2.6 Organisational Change: The Protection from Redundancy (Pregnancy and Family Leave) Act 2023 comes into force on April 6, 2024. This provides for the extension of existing redundancy protections while on maternity leave, adoption leave, or shared parental leave to also cover pregnancy and a period after returning to work. Redundancy protections will start when an employee tells us about their pregnancy (on or after April 6, 2024) and will end 18 months after the expected week of childbirth/date of placement, meaning more people will qualify for priority treatment. This will be relevant to organisational change where roles are removed and there is scope for employees to remain employed in suitable alternative roles. This legislative driver will be used as a

catalyst for a wider review of the procedure to encompass early engagement and other trade union concerns.

- 2.7 Flexible Working: The Employment (Amendment) Regulations 2023 removes the service requirement for making a flexible working request, giving new employees a day-one right. In addition, the Employment Relations (Flexible Working) Act 2023 enhances the existing rights for employees allowing an additional request each year; removes the need for employees to explain the effect on the business; reduces the time for employers to make decisions to two months; and provides that requests cannot be refused without consultation with the employee. These changes come into force in July 2024 and will require amendments to our systems and processes to meet the new ACAS code of practice. An assessment of how these changes should/could be reflected within Police Regulations also needs to be undertaken.
- 2.8 Equality, Diversity, and Dignity: The Worker Protection (Amendment of Equality Act 2010) Act 2023 introduces a positive duty on employers to take reasonable steps to prevent sexual harassment of their employees. This is an additional obligation to the current position where employers are (and will continue to be) liable for actual harassment by their employees. This document is no longer fit for purpose but could be instrumental in supporting our strategic objectives and aligning content with NPCC activity around Abuse of Position for Sexual Purposes (APSP) and Sexual Misconduct investigations.
- 2.9 The Probationer Governance Department has reviewed procedures associated with the management and development of probationary constables and has made a request to have these procedures updated so that they are more considerate of neurodivergent officers and rectify outdated information and updates to the probationary program. A review of the information supplied has been applied to the rational decision-making model increasing the weighted score from 22 to 32. However, a Score of 38 is required to fall within our existing resource capability, which means alternative authoring solutions need to be explored with LTD.
- 2.10 Further, a review of the organisations position on the provision of references has taken place. This aims to address recommendations made by Dame Elish Angolini around gross misconduct hearings and outcomes. Proposals to include more information on a person's 'reason for leaving' have been put forward which will require minor amendment to the Leaver's Procedure. The proposals should strengthen public confidence and promote the standards of professional behaviour, ensuring all leavers receive a fair and

factual reference, particularly where future employment may involve work with vulnerable people.

- 2.11 An independent review is underway to look at the 2004 Home Office Guidelines in respect of medical standards for probationer officers.

Summary and Conclusion

- 2.12 The programme of work is progressing as intended and within tolerance of acceptable timescales. The consideration of appropriate measures to assess the relevance and success of policies will be integrated into dashboard reporting to complement consultation, stakeholder engagement and data-driven insights.

3. FINANCIAL IMPLICATIONS

3.1 There are no financial implications in this report.

4. PERSONNEL IMPLICATIONS

4.1 There are currently 3.8 FTE resources dedicated to the management, creation, and amendment of People Policy within People and Development.

5. LEGAL IMPLICATIONS

5.1 The legislative drivers within the content of this paper are:

- Worker Protection (Amendment of Equality Act 2010) Act 2023
Freedom of Information Act 2000
- The Flexible Working (Amendment) Regulations 2023
Human Rights Act 1998
- Protection from Redundancy (Pregnancy and Family Leave) Act 2023
- Employment Relations (Flexible Working Act) 2023
- Equality Act 2010 (Amendment) Regulations 2023

6. REPUTATIONAL IMPLICATIONS

6.1 There are no reputational implications in this report.

7. SOCIAL IMPLICATIONS

7.1 There are no social implications in this report.

8. COMMUNITY IMPACT

8.1 There are no community implications in this report.

9. EQUALITIES IMPLICATIONS

9.1 The proposals and content of this paper align to our core values and commitment to achieving and promoting organisational culture.

10. ENVIRONMENT IMPLICATIONS

10.1 There are no environmental implications in this report.

RECOMMENDATIONS

Members are invited to discuss the content of this paper.



Appendix A- Schedule of work

(Dates shown in red are indicative of intent at the time of writing)

PROCEDURE	START	DESIGN	DEVELOP	CONSULT	COMPLY	PUBLISH	PROGRESS
ACTING RANKS	12/01/2023	31/01/2023	09/02/2023	28/02/2023	02/10/2023	05/02/2024	96%
RECRUITMENT (STAFF)	01/02/2022	04/02/2022	31/10/2022	20/12/2022	17/11/2023	21/12/2023	100%
GRIEVANCE	15/05/2022	26/05/2022	20/06/2022	07/07/2023	27/11/2023	05/02/2024	90%
DISRUPTION	01/08/2023	18/08/2023	27/08/2023	03/10/2023	07/11/2023	21/12/2023	100%
UNIFORM & APPEARANCE	16/08/2023	31/08/2023	06/12/2023	29/01/2024	04/03/2024	16/04/2024	32%
ORGANISATIONAL CHANGE	19/09/2023	14/11/2023	15/01/2024	29/01/2024	04/03/2024	16/04/2024	12%
EQUALITY DIVERSITY & DIGNITY	26/09/2023	03/10/2023	09/10/2023	01/04/2024	06/05/2024	18/06/2024	12%

OFFICIAL

PROCEDURE	START	DESIGN	DEVELOP	CONSULT	COMPLY	PUBLISH	PROGRESS
ALLOWANCES & EXPENSES (STAFF)	01/10/2023	N/A	N/A	N/A	16/11/2023	21/12/2023	100%
FLEXIBLE WORKING	08/01/2024	15/01/2024	21/01/2024	31/01/2024	28/02/2024	10/04/2024	7%
LEAVERS	01/05/2023	07/08/2023	07/08/2023	01/02/2024	01/03/2024	06/04/2024	13%
FLEXIBLE WORKING (OFFICERS)	01/04/2024	08/04/2024	14/04/2024	08/05/2024	05/06/2024	17/07/2024	
PROMOTION	01/04/2024	08/04/2024	14/04/2024	24/04/2024	22/05/2024	03/07/2024	
POSTINGS & TRANSFERS	01/05/2024	15/05/2024	24/05/2024	07/06/2024	12/07/2024	24/08/2024	
SHARED PARENTAL LEAVE	26/08/2024	02/09/2024	08/09/2024	18/09/2024	16/10/2024	27/11/2024	
ATTENDANCE MANAGEMENT	01/08/2024	08/08/2024	14/08/2024	24/08/2024	21/09/2024	02/11/2024	

OFFICIAL

OFFICIAL

PROCEDURE	START	DESIGN	DEVELOP	CONSULT	COMPLY	PUBLISH	PROGRESS
DISABILITY IN EMPLOYMENT	01/08/2024	08/08/2024	14/08/2024	24/08/2024	21/09/2024	02/11/2024	