

POLICE STAFF NEGOTIATION CONSULTATIVE COMMITTEE

**Minutes of the meeting held on Wednesday 28 April 2010
Reception Room, Force Headquarters**

Present:

Mr Phil Mason	-	Head of HR (Chair)
Ms Nicola Smith	-	Employee Relations Manager
Ms Corinne Hoban	-	Criminal Justice
Mr Mariano Kaminski	-	UNISON
Mr Roy Cliff	-	UNISON
Ms Carol Standish-Leigh	-	UNISON
Ms Rachel Frampton	-	Branch Disabled Members Officer
<i>Mrs Karen Farnsworth</i>	-	<i>Note Taker</i>

1. Apologies:

Apologies for absence were received from: C/Supt Karl Smethem (Corporate Services), Ms Alissa Nicholson (Corporate Services), Ms Ann Randle (Finance & Admin) and Ms Marie Davey (UNISON)

2. Minutes of the meeting held on Monday 23 November 2009:

Accepted as a true record.

3. Matters arising:

- 2.1 *Recognition agreement* - Mr Kaminski is still awaiting confirmation from Regional UNISON regarding making up of salary for Branch Secretary and Assistant roles. **Action: Mr Kaminski to chase formal confirmation.**

(UNISON)

- 2.3 *Adverse Weather policy* - Ms Smith informed the group that this is currently being progressed by Corporate Services and updated guidance has been sent out for consultation.
- 2.4 *Learning agreement* - Ms Smith reported that a Learning Agreement has been submitted and will be progressed outside the meeting. **Action: Mr Mason to take forward with Supt Berry and Mr Kaminski to take forward re UNISON.**
- 4.1 *UNISON Representation* - Ms Smith informed the group that, following her meeting with Ms Davey and discussion with UNISON, this item will not now be progressed. **Item discharged.**
- 4.7 *Equality Impact Assessment* - Ms Smith reported that she had sent out a copy of the EIA template and that she will be picking this up with the Moving Forward team.

- 5.2 *Return to work plan* - Ms Smith explained that the policy has been amended to reflect that there is some degree of flexibility and the HR Managers have been updated accordingly.

4. Standing Items

Management:

- 4.1 *There were no standing items from Management at the meeting.*

UNISON:

- 4.1 *Trapped Police Staff – Volcano Eruption* - Mr Mason said that there is already a policy/guidance in place from ACPO. Ms Smith confirmed, for Mr Cliff's clarification that there is no time limit for staff to make up for any time lost.
- 4.2 *Attendance Management – Disability Leave and Accounting* - A discussion took place regarding monitoring and recording of disability and special leave. It was felt that clear standard guidance is required for managers relating to trigger points for disability leave in order to determine whether or not (taking into consideration DDA and reasonable adjustments) it is discounted as currently there appears to be a balance of approach by different managers. Mr Mason confirmed that we already have a policy in place but Mr Cliff said that the policy/guidance is difficult for managers to find. It was agreed that Ms Smith will ensure that guidance is more accessible to managers. Mr Mason said that in future, leave covered under DDA would be recorded as disability-related. **Action: Ms Smith to ensure that policies on disability and special leave are readily available to managers and listed on the policy index on the Intranet if possible.**

5. Any Other Business

- 5.1 *UNISON – Assistant Branch Secretary* - Mr Kaminski informed the group that Roger Bowler has resigned and an election process is underway to fill this post. There is a two week period of nomination, followed by a further 2 weeks for the actual election process and Mr Kaminski asked the group to be mindful that, during this time, they will be short-staffed.
- 5.2 *Category 1 staff At Risk* - Mr Kaminski asked for clarification regarding At Risk staff who are on maternity leave. Ms Smith confirmed that currently they would take priority but that the position may become more complicated when paternity rules change later in the year.
- 5.3 *At Risk – mileage expenses* - Ms Smith confirmed to Mr Kaminski that mileage expenses are allowed for individuals at risk. **Action: Ms Smith to clarify this with HR Managers and Finance.**
- 5.4 *Career Break Scheme* - Mr Kaminski asked for clarification regarding this scheme and Mr Mason confirmed that DCC Goodwin has currently suspended career breaks, other than in exceptional circumstances.
- 5.5 *PCSO's* - Ms Smith informed the group that she had received notification that some PCSO's had been upset by an e-mail which had been sent out from UNISON advising them that following the forthcoming election the

government may reduce the number of PCSO's. Mr Kaminski told the group that some PCSO's had requested regular updates from UNISON of issues which may affect them but that this e-mail should not have gone to all PCSO's in the constabulary, only those who were members of UNISON. Ms Smith will send him a copy of the e-mail as he requested and suggested that UNISON may follow this up with PCSO's in order to alleviate their concerns.

6. Dates For Future Meetings

Thursday 12 August 2010	10:30 – 12:00 HQ Reception Room
Wednesday 13 October 2010	14:00 – 15:30 HQ Reception Room