

**POLICE STAFF NEGOTIATION CONSULTATIVE COMMITTEE**

**Minutes of the meeting held on Monday 23 November 2009  
Reception Room, Force Headquarters**

**Present:**

Ms Lynn Harris	-	Head of HR (Chair)
Ms Nicola Smith	-	Employee Relations Manager
Ms Ann Randle	-	Finance and Administration
Ms Corinne Hoban	-	Criminal Justice
Ms Allissa Nicholson	-	Contact Management
Mr Mariano Kaminski	-	UNISON
Mr Gordon Cheetham	-	UNISON
Mr Roy Cliff	-	UNISON
Ms Carol Standish-Leigh	-	UNISON
Ms Marie Davey	-	UNISON
<i>Ms Claire McCulloch</i>	-	<i>Note Taker</i>

**1. Apologies:**

Apologies for absence were received from T/C/Supt Russ Foster (Corporate Services) and Ms Claire Jowett (UNISON).

**2. Minutes of the meeting held on Monday 22 June 2009:**

Accepted as a true record.

**3. Matters arising:**

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

**(Management)**

- 2.2 *Standby payment – Scientific Support CSIs* – Ms Harrington is working in conjunction with Crime Support to identify discrepancies and once this has been completed, information will be fed back to Mr Cheetham. **Item discharged.**

**(UNISON)**

- 2.3 *Adverse Weather policy* – No feedback had as yet been received from Corporate Services. **Action: Ms Smith to progress with T/C/Supt Foster.**
- 2.4. *Learning Agreement* – This item has not been progressed as it is unclear at this time whether responsibility sits within the Performance Improvement, Training Services or HR Manager arena. Further deliberations to be put on hold until January, when Mr Mason joins the Force as Head of HR.

**(Standing items)**

- 2.5 *Case Management and the availability of UNISON representatives*  
Mr Cheetham clarified that this item related to specific instances of covering at very short notice. Ms Smith stated that ACC Collins had felt unable to support the payment.

**4. STANDING ITEMS**

**Management:**

4.1 *Clarity around UNISON representation for members*

Ms Smith requested clarity regarding when members of staff could be represented by UNISON and on what terms so that this could be cascaded to staff and managers.

Mr Kaminski stated that this used to be determined by a lengthy period of time, but at the national conference meeting in 2008 it had been agreed that representation would start after four weeks, rather than the thirteen previously required.

A police staff member who joined UNISON with an existing issue could not be represented at all on that particular matter. They are, however, entitled to advice.

In summary, all applications to join UNISON would not receive any representation for the first four weeks of membership, but would be entitled to consultation and/or advice. If, after the first four weeks' membership, something occurred, the member of staff would be eligible for full advice, support and representation.

Ms Smith requested clarification of both representation and advice. Mr Kaminski explained that:

- representation = attending meetings, preparation of cases, construction of letters and emails, making telephone calls on behalf of the individual;
- advice = discussion over the telephone or via email with the individual.

Mr Cheetham noted that information is available via the UNISON newsletter, but consideration could be given to putting this on the intranet as well.

**Action: Ms Smith to work with Ms Davey, including the addition of frequently asked questions to the information.**

4.2 *Triggers for Attendance Management*

New triggers have now been agreed, which will come into effect on 1 January 2010.

The Force will move from the Bradford score to long-term absence in excess of 21 days, four periods of sickness in a rolling year, or individuals who are unable to sustain attendance. The policy will be amended to reflect these changes. The Derbyshire Management and Leadership Development Programme will also be revised to promote the change.

4.3 *Redeployment procedure*

The revised procedure will be circulated to UNISON within the next week or two, following critique from the HR Managers. The purpose of the changes was explained as clarification of who should take what action, and when.

This policy links in to the Management of Organisational Change, and also states what support individuals are entitled to. Practical guidance sits behind the policy.

4.4 *Management of Organisational Change*

Ms Smith informed the group that she had been tasked with reviewing the policy. It was anticipated that the revised draft would be circulated to UNISON within the next month.

4.5 *Pay Award 2010 and proposals for grading structure*

A proposal has been sent to UNISON suggesting the removal of Scale A, and increasing the bottom of Scale B to point 9, and Scale C to point 11. UNISON confirmed their agreement to this proposal, which was determined would take effect from 01 September 2010.

4.6 *UPP for Police Staff*

Ms Smith explained the rationale behind plans to harmonise performance procedures with those for police officers. Mr Kaminski stated that UNISON were happy to sign this off, and commented that this would help to clarify the difference between disciplinary and performance procedures.

Mr Kaminski asked how changes would be communicated. Ms Smith explained that an item would be placed on Chief's orders, and that it would also form part of the Derbyshire Management and Leadership Development Programme. Information would be posted on the intranet as well.

It was possible that the profile could be raised through workshops to cover UPP, attendance management and the management of organisational change.

**UNISON:**

4.7 *Equality impact assessments*

It was noted that there had been a lack of consultation, with policies always coming through to UNISON at a late stage, or after the event. Ms Smith stated that there had been changes in Corporate Services and that it had, perhaps, been overlooked.

Corporate Services state that an Equality Impact Assessment is carried out on every policy. Mr Kaminski advised that he would need to see the report to be sure that issues had been covered.

UNISON would wish to work with the organisation, not only in terms of policy, but ethos.

Ms Harris commented that at the inception of, or decision to review, a policy everyone should be considering the equality impact assessment. **Action: Ms Smith to send a copy of the Equality Impact Assessment proforma to UNISON for information.**

Ms Smith noted that when policies are sent out for consultation, the assumption is made that everything is agreed if no changes are made or suggested, and that this forms the Equality Impact Assessment.

4.8 *Christmas Bank Holidays 2009-2012*

Mr Cheetham had raised this issue previously with Ms Smith, but felt that there may have been a misunderstanding. Members of police staff have expressed a feeling of being disadvantaged, in comparison with frontline Safer Neighbourhood Team officers, in relation to substitute Bank Holidays.

Ms Smith stated an item had been prepared for Chief's orders to clarify that officers are eligible for both actual and substitute Bank Holidays, where staff were not.

Mr Kaminski had discussed the matter with ACC Collins, and looked at costings for a three-year parity. The Force had not felt able to support this financially.

Ms Smith explained that the original decision had come via the Police Staff Council in 2005, and that UNISON would need to take this up at a national level to try to change the national agreement.

Mr Kaminski noted that this was a contentious issue with police staff, particularly as this sector of the workforce bore the brunt of redundancies and cost savings.

4.9 *Dedicated UNISON notice boards*

Mr Kaminski referred the meeting to Item 11.1 in the facilities agreement, which stated that notice boards would be available at both Headquarters and on Divisions. To date, UNISON had only found one at C Division.

Ms Harris noted that the Chief Constable had requested a review of all notice boards, and expressed the opinion that the majority would only be allowed to show the Force standards and values plus the policing pledge, and that this may impact on the issue as raised. Ms Harris stated a preference for lockable notice boards, but the cost would be prohibitive.

UNISON were advised to contact Mr Leach and Ms Gould in Corporate Communications to progress the issue further.

4.10 *Accreditation training*

Concern was raised that UNISON had experienced issues regarding nominated, elected and ratified stewards gaining time to attend ERA accreditation.

It was stated that it is an essential requirement for any elected member to become accredited to protect both the organisation and UNISON. UNISON wished to register grave concern regarding the management stance and issues being used to determine whether an individual is allowed to become accredited.

Ms Harris commented that any management issues, whether in relation to attendance or performance, should be addressed before any training for additional responsibilities could be supported. Each case would need to be looked at on an individual basis as exigencies of duty must take priority.

UNISON noted their duty of care to support those who stand for election. It was further commented that some of the perceived performance issues could be the result of dysfunctionality in the department or section.

Mr Kaminski noted that the ethos of a Trade Union was to promote democracy, therefore, anyone could stand for election.

## **5. ANY OTHER BUSINESS**

### **5.1 *Flexible retirement***

It was questioned whether this would be a stand alone policy, which it was confirmed it would be.

### **5.2 *Return to work plan***

Clarification was sought around the need to automatically return to work for a minimum of 50% of normal hours in order to receive full pay, rather than possibly start lower and increase over time.

Ms Smith explained that this was in fact the norm, but that each case should be taken on its individual merits. Mr Cliff noted that this benefits part-time workers, but seems to penalise full-time ones.

Ms Smith noted that advice from Occupational Health was always sought where appropriate. **Action: Ms Smith to raise consistency in approach regarding return to work at the HR Managers' meeting and feedback to this group.**

### **5.3 *Derbyshire Management and Leadership Development Programme***

A query was raised in relation to ensuring parity of access to the programme for police staff, as officers would automatically be nominated once they had passed OSPRE Part I.

Ms Harris explained that currently those new to role or promoted within the last twelve months, including police staff, were being targeted for the training programme. HR Managers were working closely with Departments and Divisions to identify needs.

Some of the long term managers would only receive training in the modules they actually need, not the whole programme.

At the end of the meeting, UNISON gave thanks to Ms Harris for all her support and input during her tenure as Head of HR, and offered best wishes for the future.