

## **NORTHERN IRELAND POLICING BOARD**

### **MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON THURSDAY, 11 AUGUST 2011 AT 2:00PM IN WATERSIDE TOWER, BELFAST**

#### **PRESENT:**

#### **MEMBERS:**

Mr Trevor Lunn (Chairperson)  
Mrs Joan O'Hagan (Vice Chairperson)  
Mr Ross Hussey  
Mr Stuart MacDonnell  
(1) Ms Caitríona Ruane  
(2) Mr Brian Rea (Chairperson of the Board)

#### **OFFICIALS IN ATTENDANCE:**

Dr Debbie Donnelly (Deputy Chief Executive)  
Five Officials

- (1) Item numbers 1 – 7
- (2) Item numbers 1 – 6

#### **1. APOLOGIES, ETC**

Apologies were received on behalf of Mrs Anne Connolly and Mr Ian McCrea. NOTED.

The Chairperson asked Members to declare any conflicts of interests arising from the agenda. No conflicts of interests were declared.

#### **2. MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETINGS**

##### **2.1 Meeting Held On 10 March 2011**

The Chairperson advised Members that the minutes of the meeting held on 10 March 2011 had been approved by the outgoing Board on 7 April 2011. NOTED.

## **2.2 Meeting Held On 4 July 2011**

The Committee considered the draft minutes of the meeting held on 4 July 2011.

It was:-

### **AGREED:**

That the draft minutes of the Human Resources Committee Meeting held on 4 July 2011 be agreed.

A Member referred to the short notice which had been given for this meeting, and requested that Members be given good advance notice for future meetings.

## **3. MATTERS ARISING FROM THE MINUTES OF THE MEETINGS**

There were no matters arising.

## **4. CHAIRPERSON'S BUSINESS**

### **4.1 Meeting Regarding Winsor Review Part 2 – 'Call For Evidence'**

The Chairperson briefed the Committee on a discussion which he and the Vice Chairperson had attended recently with Mr Tom Winsor, regarding part 2 of a review that Mr Winsor was undertaking regarding Police Officers and Police Staff Terms and Conditions of Employment. This review only related to England and Wales. NOTED.

### **4.2 Briefing By PSNI Director Of Human Resources**

Members noted that the PSNI Director of Human Resources had recently briefed the Chairperson and Vice Chairperson on the role and responsibilities of the PSNI Human Resources Department. NOTED.

## **5. FIRST DAY BRIEFING ON THE ROLE OF THE HUMAN RESOURCES COMMITTEE AND PROGRAMME OF WORK AND DEVELOPMENT PLAN**

The Committee noted a paper in relation to the role and responsibilities of the Human Resources Committee.

Officials briefed Members on the role of the Committee, during which they highlighted work being undertaken in the following areas:-

- The PSNI People Strategy and related policies in the PSNI;
- The Training and Development Strategy in PSNI;
- Oversight of other PSNI Human Resources strategies, policies and activities;
- Monitoring of trends and patterns in the recruitment of Police Officers and Police Support Staff to secure a representative Police Service in terms of gender and community background;
- The implementation of section 75 of the Northern Ireland Act 1998 within PSNI;
- Oversight of police pay, allowances and conditions of service with the exception of senior police service personnel;
- Police and Police Pension Regulations;
- Secondment of PSNI Officers;
- Delegated matters.

The Committee noted the following documents, tabled at the meeting:-

- Letter from PSNI dated 17 June 2011 regarding an increase in the number of Police Officers in neighbourhood and response policing roles;
- The PSNI People Strategy – Measurement Framework/At a Glance Dashboard, Quarter 1 2011 - 2012;

During discussion, it was:-

**AGREED:**

- That the PSNI should be asked to provide the Committee with information regarding efficiency savings in relation to PSNI recruitment and redeployment of PSNI Personnel at the Police College;
- That the PSNI should be requested to provide the Committee with information regarding the reduction in the number of Part Time Police Officers;
- That PSNI should be invited to brief the Committee at the October 2011 meeting regarding the employment of agency staff;
- That Officials should provide the Committee with information on the religious breakdown of the PSNI at various ranks;
- That Officials should provide the Committee with additional information on probationer allocation and transfer in and out of Districts in relation to Officers who are returning to frontline duties.

The Committee considered a draft Programme of Work and Development for the Committee for 2011 – 2012, which sought to ensure that the Human Resources Committee fulfils its remit under the Board's Standing Orders, whilst also supporting the Board in its duty of holding the Chief Constable to account.

Following discussion regarding the draft Programme of Work, it was:-

**RESOLVED:**

That subject to a few amendments, the Programme of Work and Development for the Human Resources Committee for 2011 – 2012 should be adopted.

It was:-

**AGREED:**

- That PSNI should be invited to attend the next meeting of the Committee to discuss Workforce Modernisation, Winsor Review and Efficiency Plans;

- That Members of the Resources and Improvement Committee should be invited to attend the next Committee meeting for the discussion with PSNI;
- That Officials should provide the Committee with a programme of visits for Members to undertake which should link in with the Committee meetings.

## **6. WINSOR PART 2 – NIPB DRAFT ‘CALL FOR EVIDENCE’**

The Committee considered a paper regarding a request received from Mr Tom Winsor in the form of a ‘Call for Evidence’ in relation to part 2 of his report on Police Officer and Police Staff Terms and Conditions of Employment.

Officials advised the Committee, that in October 2010, the Home Secretary appointed Mr Winsor to undertake a review of Police Officers and Police Staff Pay and Conditions for England and Wales. In the Terms of Reference, it was agreed that a part 1 report would be issued at the end of February 2011 and a part 2 and final report would be published in late June 2011. In May 2011, it was announced that part 2 of the Winsor Review would not be published until 31 January 2012 because of the complexity and scope of the issues to be considered and their potentially critical nature for the Police Service.

Officials outlined information in relation to Winsor part 1 report.

The Committee discussed the ‘Call for Evidence’ in respect of the part 2 report which contained 151 questions. Members noted that Officials were preparing a draft submission in order to respond to Mr Winsor’s request for evidence. The deadline for receipt of written responses was 12 September 2011. NOTED.

During discussion, it was:-

## **AGREED:**

- That Members should provide Officials with any issues they considered should be included in the Board's response to Winsor part 2 'Call for Evidence';
- That Officials should provide the Committee with a paper for consideration at the next meeting outlining the Board's submission in response to Mr Winsor's request in a call for evidence; and

Members were encouraged to read the draft response when received with their papers for the September 2011 meeting and provide feedback to officials in advance of the September meeting.

## **7. PSNI EQUALITY, DIVERSITY AND GOOD RELATIONS STRATEGY 2011 – 2016**

The Committee considered a paper in relation to the draft PSNI Equality, Diversity and Good Relations Strategy 2011 – 2016.

Officials explained, that the Independent Commission on Policing made a number of recommendations in the area of Equality and Diversity and the Police (NI) Act 2000 requires certain actions to be undertaken in terms of 'gender' to ensure the PSNI is representative of the community it serves. The Board had agreed to PSNI unifying all efforts in the production of one composite document covering the Gender Action Plan, the Disability Action Plan and the Section 75 (NI) Act 1998 Equality Scheme. PSNI have issued their draft strategy which aims to support the Chief Constable's vision of PSNI being the finest personal, professional and protective police service in the world. The draft strategy is out for public consultation until 29 September 2011.

Members discussed the draft PSNI Equality, Diversity and Good Relations Strategy, and it was:-

## **AGREED:**

- That all Board Members should be invited to attend a meeting with the Board's Reference Groups on 22 August 2011 regarding the draft PSNI Equality, Diversity and Good Relations Strategy 2011 – 2016;
- That all Board Members should be provided with a copy of the draft strategy;
- To seek delegated authority from the Board on 1 September 2011 for the Human Resources Committee to sign off on the Board's response to the consultation on the strategy at the next Committee meeting on 8 September 2011 and for final approval of the strategy at its meeting on 13 October 2011;
- To ask PSNI for details of what affirmative actions were being taken to recruit people from certain areas of the community and what lessons could be learnt from other UK Police Services.

## **8. PSNI SECONDMENTS**

The Committee considered a paper in relation to a preliminary approval to a request under section 8 of the Police (Northern Ireland) Act 2000 for the secondment of a PSNI Officer to Albania.

Officials advised Members, that applications from PSNI for secondments under section 8 of the Police (Northern Ireland) Act 2000, were brought before the Committee for consideration and approval. If due to time restrictions that it is not possible, the Chairperson and Vice Chairperson of the Committee, and the Chairperson of the Board, will consider requests and if appropriate, approve. If approved, the application will then be forwarded to the Department of Justice (DOJ) for the Minister's consideration and final approval. In addition, the PSNI permits Officers to undertake overseas temporary secondments under the auspices of the Foreign and Commonwealth Office.

Members noted that the previous Human Resources Committee had approved that PSNI could assist as part of a Northern Ireland Public Service Company (NICO) contract and provide the secondments.

Members noted, that on 7 July 2011, PSNI had requested that authority be given for a secondment in respect of a NICO Organised Crime Project in Tirana with the Albanian Police. This request had been approved by the PSNI Director of Human Resources and an Assistant Chief Constable.

Following discussion, it was:-

**RESOLVED:**

To approve in principle PSNI engagement under the NICO banner and the provision of a secondment of a PSNI Officer to Albania.

It was:-

**AGREED:**

- That the Committee should be provided with a copy of the six monthly report regarding the number of PSNI Officers on secondment;
- That the Committee should be provided with a copy of the policy in relation to the secondment of PSNI Officers;
- That the policy should be amended to allow the Vice Chairperson of the Board to consider requests for secondments, if due to time constraints it is not possible for the Human Resources Committee to do so;
- That the Committee should be provided with information regarding the benefits which the PSNI would receive through the secondment of PSNI Officers when applications are being considered.

## **9. CAREER BREAK APPEAL**

The Committee considered a paper regarding an appeal which had been received from a PSNI Officer against the refusal of the PSNI to grant a career break.

Officials explained that regulation 32(13) of the Police Service of Northern Ireland Regulations 2005, gave the Secretary of State the power to make determinations relating to career breaks. A determination was issued and included a statement which stated that “A Member whose application to take a career break has been rejected, may submit a Notice of Appeal to the Policing Board within 28 days of receiving the rejection, and the reasons for rejection from the Chief Constable”.

The Police Officer had taken advantage of the determination and had submitted a Notice of Appeal to the Board.

Following discussion, it was:-

### **AGREED:**

- That the Board should set up an Appeals Panel to consider the appeal against the PSNI's refusal to grant a career break to the Police Officer;
- The Panel should comprise the Chairperson and Vice Chairperson of the Committee and Mr Stuart MacDonnell;
- That the Panel should consider evidence from the PSNI Human Resources Department, the Officer's District Command Unit and the Appellant;
- That the Officer should be advised that an Appeals Panel would be set up to consider the appeal;
- That the Panel should be provided with information on the appeals process.

## **10. CJINI INSPECTIONS OF PSNI WORKFORCE MODERNISATION**

The Committee considered a paper regarding a forthcoming Criminal Justice Inspectorate of Northern Ireland (CJINI) Inspection of PSNI Workforce Modernisation.

Officials advised the Committee, that in 2009 the Board developed and agreed a Memorandum of Understanding with CJINI. In keeping with this memorandum, CJINI had written to the Board advising that they were committed to undertaking 2 full bespoke inspections of the PSNI during 2011/12. Both inspections had the theme of Workforce Modernisation. The first deals with resource allocation and management, a second inspection scheduled for early 2012 will deal with productivity and reducing bureaucracy.

Following discussion, it was:-

**RESOLVED:**

To approve the Terms of Reference for the Workforce Modernisation Inspection.

It was:-

**AGREED:**

- That CJINI should be offered the opportunity to engage with the Committee and Officials in a preliminary meeting and with the provision of relevant work and reports which would assist CJINI in the inspection; and
- The Officials should inform the CJINI that as the draft recommendations may influence the work of the Committee and its remit, that it would be useful to have sight of the preliminary findings of the inspection at the same time as the PSNI Senior Management.

**11. POLICE PENSIONS – ACTIONS TAKEN BY OFFICIALS UNDER DELEGATED AUTHORITY FROM THE COMMITTEE**

The Committee noted the content of a paper which:-

- Provided details of all recent decisions taken by Officials under delegated authority in relation to police pensions;

- Outlined details of decisions regarding appeals reached by Independent Medical Referees (IMRs) appointed by DOJ.

It was:-

**RESOLVED:**

To ratify the decisions which had been taken by Officials under delegated authority as detailed in Appendices 1 – 5 of the paper.

It was:-

**AGREED:**

- That the Committee should be provided with a copy of the Board's Guidance Booklet on Medical Pensions and Injury on Duty Awards;
- That the paper on actions taken by Officials under delegated authority should be provided to Members on a quarterly basis;
- That the paper on appeal statistics should be provided to Members on a quarterly basis; and
- That 3 new doctors should be included in the Selected Medical Practitioner (SMP) Panel.

## **12. PAPERS NOT REQUIRING DECISIONS**

The Committee noted the following papers:-

### **12.1 Winsor Review On Police Officers And Staff Pay And Conditions – Part 1 Report**

### **12.2 Police Pensions – All Selected Medical Practitioner And Appeals Statistics**

### **12.3 Police Advisory Board for Northern Ireland – Annual Report**

## **12.4 Litigation Matters**

## **12.5 Human Resources Committee Glossary**

NOTED.

It was:-

### **AGREED:**

That the Human Resources Committee Glossary should be provided to the Committee with papers for future meetings.

## **13. MATTERS TO BE RAISED WITH THE CHIEF CONSTABLE AT THE NEXT BOARD MEETING**

The Committee discussed matters to ask the Chief Constable, and it was considered that the Chief Constable should be asked the following at a future meeting:-

- In view of the cessation of recruitment to PSNI, how does the PSNI plan to keep the momentum to provide neighbourhood and response Officers.

## **14. COMMUNICATION ISSUES**

Officials advised Members that:-

- A report on the Committee meeting would be prepared for publication in "Policing Matters", the Board's electronic newsletter;
- There may be media interest in the PSNI Graduation Ceremony which would be held on 19 August 2011.

## **15. ANY OTHER BUSINESS**

### **15.1 Vetting Procedures**

In response to a query from the Chairperson, Officials undertook to obtain information in relation to the PSNI policy regarding the vetting of contractors working in Police establishments.

## **16. DATE OF NEXT MEETING**

The date of the next meeting was arranged for Thursday, 8 September 2011 at 2:00pm in Waterside Tower, Belfast.

(Meeting closed at 5:15pm).

**Secretariat**

**August 2011**

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**Chairperson**