



MINUTES OF MEETING

Date: Friday 21 January 2011
Time: 10.45
Location: Fareham Police Station

Attendees: Chief Supt Karen Manners (Chair)
Brian Seggie (Part) (Learning and Development Management)
Chris Allen
C/Insp Steve Baxter
C/Insp Glynis Shaw
C/Insp Jason Kenny
DCI Colin Mathews
C/Insp Will Schofield
Mike Markham
Sally Adams
Sandra Ruddock (MA – Minutes)

1. **Apologies:**

Supt Winchester

2. **MINUTES OF LAST MEETING 20/12/2010**

The minutes were accepted as an accurate record of the meeting.

Review of Actions:

2.1 **Action 243.2 - ISVA/IDVA Funding.** C/Insp Schofield reported that a communication had been received from the Home Office re IDVA. He will copy to C/Supt Manners with response.

2.2 **Action 244.4 – Overdue PDRs.** The current Overdue PDR report will be reviewed and forwarded to Mike Markham by C/Supt Manners.

Action: Mike Markham to advise Chief Inspectors whether there is a backlog of completed PDRs at HR. Chief Inspectors to advise Mike of PDRs shown as overdue on the list which have to their knowledge been completed.

2.3 **Action 245 – Serious Acquisitive Crime Review.** Chief Supt Manners had two concerns: Firstly, that District Commanders ensure that their sergeants are managing investigations so that DSs are not inundated with SAC reviews. Secondly, regarding the number of vehicle crimes and suspects now going to PCTs, she is concerned that they do not become overloaded with crimes that are going nowhere.

2.4 **Action 247 – Hampshire Alcohol Strategy.** C/Supt Manners had

met with Neil Lockett of the NHS and his analyst who are producing a problem profile which she will share when she receives it.

3. THE NEW PDR

- 3.1 Brian Seggie introduced the new PDR which had been produced as a result of the high number of staff who had thought the previous PDR a waste of time and Chief Inspector level input regarding the high number of activities. As a result it had been reduced to 12 activities and 7 behaviours with a minimum target of 6 activities and 2 behaviours to be achieved to provide a benchmark. The number of role profiles is also being reduced. Local policing areas will be on line by April 2012 and several redundant role profiles are anticipated; a more robust approach to the PDR under the new structure will be taken by May/June 2012.
- 3.2 Brian asked that John Ryan in the Learning Department Standards Unit be advised if there are any role profiles which are no longer used.
- 3.3 The new PDR is not complete until the second line manager has endorsed it.
- 3.4 It is essential that line managers take care when awarding scores that they recognise the skills of their best officers. The score for overall competence would be 2 but if evidence cannot be produced, a score of 3 would be expected. A score of 3 would be normal, 4 would indicate poor performance. A score of 1 would be for exceptional performance throughout the year, not just for one occurrence. There are too many scores at this level which raise unreasonable expectations.
- 3.5 Brian emphasised that the PDR is a joint assessment between officer and supervisor. Competence must be justified and evidence produced to support the assessment before scoring is done. Officers should be encouraged to participate in this joint assessment and sharp practice avoided at all costs.
- 3.6 There have been some complaints regarding lack of support for officers who perform well. These cultural issues need to be addressed. Equally those officers not performing well need to be given guidance.
- 3.7 There is a new section introduced by HR for working changes and reasonable adjustments to allow supervisors to discuss this with officers.
- 3.8 There is no prescribed procedure as to how the forms are dealt with, e.g. by either keeping the form live, "cross-pollinating" from officers' self-assessments, completing in 1:1 sessions, etc.
- 3.9 Specialist Post Annual Review. The guidance from the Chief Constable and ACC Dann is tenure of about five years. Brian suggested review the position after three years with the officer receiving annual extensions after that up to the five years. The key should be return on investment.
- 3.10 CRTP. There is a tick box to raise this when the supervisor wishes it to

be stopped rather than the other way around.

- 3.11 Lateral promotion for special posts. There is an electronic gate facility on the form for evidencing for lateral promotion against another role profile. There are plans to use PDRs rather than application forms in the future and so PDRs must be aligned to the promotion framework to facilitate transfers, etc.
- 3.12 Promotion Assessment. This is similar to 3.11 above. In both cases, links to RMS or operations are required rather than large amounts of written evidence.
- 3.13 There is a development plan section for supervisors to make suggestions and recommendations for their personal development. Brian suggested that expectations should be managed realistically.
- 3.14 PDRs are not all to be completed in April of each year but must be done consistently in line with business needs. Although it would help L&D in making their training plans, it was considered an unrealistic expectation. Supervisors should be meeting with the officers at least quarterly.
- 3.15 Some marketing information is in preparation in order to raise awareness of the changes to the PDR. This is important to ensure the cultural change. Future promotion will require at least two good PDRs showing competence so officers need to be aware of what roles they wish to be promoted to. Supervisors must not continue with old scoring practices.
- 3.16 Chief Inspector ranks and above have a questionnaire to complete regarding their own PDRs.
- 3.17 Brian offered assistance with any difficulties with the new PDR.
- 3.18 C/Supt Manners thanked him for his time and for the information which had been very useful.

4/5 CHANGE UPDATE AND CHANGE BLUE PRINT REVIEW

- 5.1 C/Insp Schofield gave a presentation with updates where appropriate from C/Supt manners.
- 5.2 SEOs have been advised that their review is underway with a 40% savings target.
- 5.3 Job descriptions for new Chief Superintendents have been issued and there is some streamlining of superintendent roles within the structure.
- 5.4 Criminal Justice will sit under the Head of Crime portfolio.
- 5.5 There is a new Collaboration lead, C/Supt Chris Sheed, and two superintendents below him, Chris Brown and Rick Burrows.

- 5.6 There is debate in progress centrally around delivery of the TCG process and discussion took place around various options and local concerns.
- 5.7 Choices for Chief Superintendent roles have to be submitted by the week following this meeting. There are 8 Chief Superintendent roles: 3 LPAs, Collaboration, Tasking and Co-ordination, Corporate Support Functions Delivery, Public Service and Head of Crime.
- 5.8 Choices for superintendent roles are also being sought at the same time. There will be a similar process for Chief Inspectors/DCI.

6. **FINANCE**

- 6.1 Chris Allen's update had been circulated with the agenda.
- 6.2 As soon as the overtime figures are available Chris will update District Commanders on local agreements.

7. **HR**

- 7.1 **The Force Voluntary Redundancy process** is coming forward. Mike will be contacting five members of staff to confirm that they wish to proceed and he will then meet with them. This should be completed by the end of the month.
- 7.2 **AD83.** If someone is leaving or retiring, the AD83 must be completed as soon as possible and Lisa Savage needs to be informed. This will enable them to be offered a meeting with the Chief Superintendent prior to their leaving if they wish. Changes to the form are being negotiated with HR at the centre.
- 7.3 **Sickness Case Management.** District Commanders know who their long term sick people are and C/Supt Manners emphasised the need for proper management of these cases. Does the District Commander visit the employee at the appropriate time? Is everything possible being done to support them?
- 7.4 Difficulties are being experienced regarding completion of return to work forms because line managers are not receiving AD23s when a staff member goes sick. The form needs to be amended to include a line stating that when completed it must be forwarded to officer's line manager.
- 7.5 C/Insp Schofield described the process used on J District utilising a sickness contact sheet which records contact made.

Action: Mike Markham to produce a report within 4 weeks regarding the problems being experienced on districts with regard to sickness management for C/Supt Manners to take to the Head of HR.

8. **CRIME/CID ISSUES**

No issues were reported.

9. **COMMUNICATIONS**

- 9.1 SafetyNet has still not been rolled out to populate internet pages and Sally's team are still doing this. She is awaiting an outcome of a meeting which C/Insp Patterson is to have with the Chief regarding officers being able to populate their own neighbourhood pages.
- 9.2 Once the blueprint is agreed Sally hopes to have more information regarding long-term work for Media. In the meantime she is working on SNT media training as discussed at the Providing An Excellent Service meeting on 11th January.

10 **FAIRNESS AND EQUALITY ACTION GROUP**

- 10.1 Each District sends a representative to the Providing An Excellent Service Group meeting whose function is to act as a SPOC for the district. His/her role is to come back and share the minutes and actions of the meeting with the District Commander and to ensure that any actions arising from that meeting are completed and any issues brought to the District Commander's attention. They should be having a 1:1 with the District Commander to facilitate this.
- 10.2 Arising from the staff survey some disabled staff are expecting 1:1s with their District Commanders but this is not happening.

Action: Sally Adams to draft for the newsletter a carefully worded invitation for those with disabilities who wish to have a 1:1 with their District Commander and to make contact with their MA who will facilitate this.

Action: C/Supt Manners will remind SPOCs of their roles and responsibilities in terms of updating their District Commanders.

Action: Sandra Ruddock to advise District Commanders who their SPOCs are.

11. **NOMINATIONS FOR SPECIALS AND VOLUNTEER AWARDS**

Details were circulated with the agenda. The deadline for submission of nominations is 11th February.

Action: Nominations for collation to be sent to Sandra Ruddock by no later than 5th February 1011.

12. **ANY OTHER BUSINESS**

No issues raised.

13 **DATE OF NEXT MEETING**

Monday 28th February 2011 at 10.45 in Fareham Conference Room.