

**OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE
DECISION RECORD**

Decision Record Number: **15/2014**

Title: **Second Transfer Overview**

Executive Summary:

The second stage transfer of staff is nearing completion and this paper provides a summary of this important programme of work and seeks the finalisation of a number of outstanding issues.

Decision:

(a) That approval be given for staff employed by the Commissioner to adopt the Force HR policies and procedures in accordance with paragraph 5.3 and appendix 1; (b) that appeals against dismissal for those staff employed by the Chief Constable no longer be conducted by this office but by a Force panel, administered by the Force, consisting of a Chief Officer, a HR adviser and the Chief Executive of the OPCC; (c) that in accordance with 5.7, it be confirmed that the Commissioner will be the sole individual who can determine disciplinary outcomes for the Chief Executive and Chief Financial, and it be checked whether this should also relate to the Deputy Commissioner, and that an independent panel be specifically convened to hear appeals against dismissal, discipline, grievance or capability by those officers; (d) that the relevant amendments be made to the Scheme of Governance, HR Knowledgebase and the appeal panel policy/procedure to reflect these decisions; (e) that it be noted that progress is underway to revise (i) the trade union partnership agreement and (ii) the Memorandum of Understanding and service agreement for legal support; (f) that the process for job evaluation be approved, and (g) that the evaluation of the 4 posts submitted in the additional confidential report be approved.

Background Report: Open (except appendix 4)

Police and Crime Commissioner for Humberside

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct.

Any such interests are recorded below.

The above decision has my approval.

Signature

Matthew Grove

Date **02.04.14**

**POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE**

OPEN

SUBMISSION FOR DECISION

Title: Second transfer

Date: 2 April 2014

1. Executive Summary

1.1 The second stage transfer of staff is nearing completion and this paper provides a summary of this important programme of work and seeks the finalisation of a number of outstanding issues.

2. Recommendation

2.1 That approval be given for staff employed by the Commissioner to adopt the HR policies and procedures in accordance with paragraph 5.3 and appendix 1,

2.2 That the Commissioner should not conduct appeals against dismissal for those staff employed by the Chief Constable, as highlighted at 5.5,

2.3 That in accordance with 5.7, it is confirmed that the Commissioner will be the sole individual who can determine disciplinary outcomes for the Chief Executive and Chief Financial Officer and that an independent panel will be specifically convened to hear appeals against dismissal, discipline, grievance or capability by the Chief Executive and Chief Financial Officer,

2.4 That to implement the decision at 2.3, approval be given for relevant amendments be made to the Scheme of Governance, HR knowledgebase and the appeal panel policy / procedure,

2.5 That it be noted that progress is underway to revise the trade union partnership agreement as 5.9, to evaluate four job descriptions as 5.11, to revise the Memorandum of Understanding as 5.12 and to develop the service agreement for legal support as 5.14.

3. Background

3.1 The transformation of the governance of policing was brought about by the coalition government through the Police Reform and Social Responsibility Act 2011. A fundamental part of this radical change was the election of Police and Crime Commissioners and the increase in clarity of role between those who govern (PCCs) and those who deliver (Police Forces and their Chief Constables).

3.2 One 'tactical' change to further improve clarity between the two roles was the creation of two separate legal entities (corporations sole) and the statutory requirement of Commissioners by the Secretary of State to transfer employment of staff to Chief Constables.

3.3 In December 2011 the Minister of State for Policing and Justice set out that the transfer of staff would be in two stages. First stage would be on the 22nd November 2012 when all staff would be transferred from Police Authorities to

Commissioners. The second stage staff transfer by 1 April 2014 would be from Commissioners to Chief Constables. It would be a local decision for each Commissioner, in consultation with their Chief Constable, as to which staff would transfer.

3.4 In February 2013 a programme of local work commenced to assist the Commissioner to determine the second stage staff transfer plan, which included:

- initial research by David Taylor and the Chief Executive, which resulted in approval on 30th April of; terms of reference for a review; principles to underpin decisions concerning second stage transfer; the transfer of all frontline and operational support staff to the Chief Constable; structure to enable the Commissioner to discharge his statutory duties; transfer of business support services for HR and Information Services; research project to better understand specific areas of business,
- detailed research against the terms of reference agreed on the 30th April was led by John Ford, assessment and review manager. The findings of which was presented at Corporate Governance Group meetings between June and September. This enabled decisions as to which functions would be transferred to the Chief Constable and which would remain with the Commissioner,
- development of the transfer plan and protocol resulted in a paper to the Commissioner in September 2013 where approval was given for its formal submission to the Home Secretary by 12th September,
- development of service agreements for those functions to be delivered under a shared service arrangement was presented to, and approved by the Corporate Governance Group on the 27th September.

3.5 In September 2013 the Commissioner agreed to proposals to allow staff working within the Performance Development Unit, Assessment and Review Unit and the Criminal Justice Board Business Support Team to work with the Chief Executive to develop proposals as to how the new arrangements would operate from 1 April 2014. At the same time it was agreed that the Chief Executive would lead an organisational review for those posts which would remain under the employment of the Commissioner.

3.6 Throughout the period of this programme of work the Chief Constable commenced a strategic review of the Force and ultimately agreed to a significant programme of both organisational and cultural change for those staff who would come under her employment.

3.7 In December 2013 the Home Secretary gave approval in principle for the Commissioner's transfer plan and this enabled the final implementation work to be concluded, including revisions to various human resource, legal, financial and governance related policies and procedures.

3.8 On the 28th March 2014, the Home Secretary gave formal approval for the transfer scheme, to allow the Commissioner to formalise the scheme on 1 April 2014.

4. Second transfer 'outturn'

4.1 The primary purpose of the legislative change was to secure greater clarity of role between Commissioners and Chief Constables. However, the key changes and benefits have included:

- Chief Constable becoming the employer of over 1700 staff formerly employed by the Police Authority / Commissioner,
 - improved alignment of business support functions to the statutory roles of the Commissioner and Chief Constable,
 - reduced cost and greater efficiency, through adopting a shared service approach for those business support functions required by both corporations sole.
- 4.2 The strategic review and subsequent transformation of Humberside Police will enable budget reductions in excess of £30m and consequential reductions in the resources employed by the Chief Constable.
- 4.3 In terms of the reductions in cost associated with the resources employed by the Commissioner the following were the key issues:
- Deletion of the post of Strategic Development Manager (Public) - £70,128,
 - Deletion of the post of researcher, performance development - £32,390,
 - Deletion of the post of Criminal Justice Board performance officer - £35,193,
 - Reduction in the salary of Chief Executive - £9,000,
 - Reduction in the costs of human resource services - £10,000
- 4.4 Although the savings achieved as a result of the transfer are welcome, the revised working arrangements, including the creation of a Corporate Support Team, and the benefits associated with greater efficiency should also not be underestimated. Examples include:
- the creation of a single management information hub, which serves the Commissioner, Chief Constable and Criminal Justice Board,
 - one unit to undertake all reviews relating to efficiency and effectiveness, whether they be internal Force research projects for the Chief Constable or assurance reviews for the Commissioner,
 - senior police officer on secondment in the Commissioner's Office to provide current up to date advice and support related to policing and crime,
 - one risk management officer supporting both corporations sole,
 - stronger coordination and management of internal and external communications,
 - closer joint coordination with the Force regarding partnership work, including reducing re-offending of young people, greater efficiency and effectiveness of drugs and alcohol services.
- 4.5 Implementation of this programme of change has progressed smoothly, although the following sections highlight issues still underway.

5. **Outstanding issues**

Human resources

- 5.1 At the Corporate Governance Group on 27th February 2014 it was agreed that there would be a reciprocal arrangement between the two employers to treat staff as one workforce for the purposes of consideration for internal vacancies, redeployment and learning and development opportunities.
- 5.2 This has assisted in giving former police staff, 'comfort' that they would not be disadvantaged by remaining in the employment of the Commissioner. Equally it has given all staff reassurance that they can access wider opportunities

than they would have, if restricted to an organisation of 35 strong. Work is underway to exploit the opportunity of being able to access development opportunities e.g. leadership development.

- 5.3 At the meeting on the 27th February it was also agreed in principle that staff employed by the Commissioner would adopt the Force HR policies and procedures, subject to further consultation with the Commissioner. The template at appendix 1 highlights the policies, which have been considered by the Chief Executive as suitable for adoption and it is proposed that these policies be now formally considered for approval.
- 5.4 One procedure which does need to be different between the two corporations sole relates to staff appeals. Prior to second stage staff transfer, the Commissioner heard all appeals against dismissal, through an appeals panel constituted and conducted as highlighted at appendix 2. As can be seen the panel had the authority to hear appeals for either Police Staff or staff of the OPCC.
- 5.5 Following second transfer it seems highly inappropriate for the Commissioner to continue to hear appeals for those staff employed by the Chief Constable. Lorraine Booth is currently working with ACO (HR) Ian Watson and trade unions to consider revised arrangements.
- 5.6 For staff employed by the Commissioner, the Scheme of Governance delegates authority to the Chief Executive to appoint and dismiss staff (in consultation with the Commissioner). The process for appeals against dismissal, discipline, grievance, capability or grading are those outlined in appendix 2 and these arrangements remain appropriate post second stage staff transfer, for those staff.
- 5.7 Although the process for all staff is adequately catered for, it is timely to give clarity regarding the position relating to the Chief Executive and Chief Financial Officer. For these two statutory roles, the Scheme of Governance should incorporate the following:
 - the Commissioner will be the sole individual who can decide on a disciplinary outcome for the Chief Executive and Chief Financial officer,
 - an independent panel will be specially convened to hear any appeal against dismissal, discipline, grievance or capability by the Chief Executive or Chief Financial Officer.
- 5.8 This detail was incorporated into the contract of employment of Martin Scoble, but it is appropriate to now make the relevant adjustments to the Scheme of Governance, HR Knowledgebase and the attached appeals procedure.
- 5.9 One consequence of the creation of two employers, the agreement to use the same policies across the two organisations and the approval to treat the two workforces as one, is the need to revise the trade union partnership agreement. Currently the OPCC do not take part in the consultative arrangements with trade unions, but following the recent decisions, work is in hand to ensure appropriate engagement takes place. This remains work in progress, but once a proposed revised arrangement is available it will be brought to the notice of the Commissioner.
- 5.10 At the meeting on the 27th February approval was also given for adoption of the organisational structure of the Office of the Commissioner and the

corporate support team. This structure arose out of the organisational review conducted by the Chief Executive and David Taylor over the autumn. The work incorporated a review of all functions and roles within the two distinct areas of business and as a consequence revisions were made to a number of job descriptions. Some of the changes were made as a consequence of the new operating environment and some merely updating outdated job descriptions.

- 5.11 The majority of changes to job descriptions were not material in nature and most were necessary to ensure consistency across the larger, combined team. However, some roles have changed significantly enough to justify them being taken through the Force job evaluation process and as a consequence David Taylor is working with Margaret Shillito to ensure all relevant information is properly considered. It is likely that some increases in grades will be necessary and if so, these will be reported in due course.

Legal issues

- 5.12 Stephen Hodgson has received a national template for a Memorandum of Understanding for the provision of non operational business support, which has been developed from our own protocol. Although the template is primarily our work, it does contain additions including references to financial matters, which Stephen Hodgson believes should be incorporated into our agreement.
- 5.13 As a consequence he is currently working with ACO Phil Goatley regarding the revisions and when complete he will bring the final document for consideration.
- 5.14 Stephen Hodgson is also developing a service agreement for legal support, similar to that already in existence for other business support services e.g. HR, Information Services. This is an important document and again he will bring the draft agreement to a future weekly submissions meeting.

6 Conclusion

- 6.1 The decisions by Parliament to create two corporations sole, along with the Home Secretary's requirement for a transfer of staff from the Commissioner to the Chief Constable, have required a substantial programme of work by a few members of staff.
- 6.2 The impact will not be felt by many, but the strategic intention is to provide greater clarity in the governance of policing, which if successful will enable real improvements in policing for local people.
- 6.3 The majority of work is now complete, although a small number of 'loose ends' remain outstanding.
- 6.4 The immediate benefits of this programme of work are improvements in efficiency and effectiveness, including reductions in cost. However, the longer and more strategic gains can only be secured in time.

Kevin Sharp

Chief Executive

Background papers: Corporate Governance Group papers and minutes.
Home Office correspondence.

OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR HUMBERSIDE AND CORPORATE SUPPORT TEAM

STAFF POLICIES AND PROCEDURES

Position Statement as at February 2014.

As part of the Stage 2 Staff Transfer, two corporations sole have been created: the Office of the Police and Crime Commissioner and the Force.

This document refers specifically to the policies and procedures that will apply to those staff within the Office of the Police and Crime Commissioner and the Corporate Support Team.

The intention of this document is to provide a broad overview of the policies and procedures that govern the working arrangements of those staff. It is not intended to be prescriptive. In most instances the Force Policy will be adopted in its entirety, although it must be read with reference to the appropriate line management structure which may differ from the Force and the Chief Executive will designate appropriate line managers within the structures. Where different arrangements have been adopted these are detailed.

Policy	Intranet Location	Comments	Chief Executive's proposal
Police Staff Recruitment – Guidance Note	HR Knowledge Base /Recruitment Policy Statement	This process would not fit very well within the OPCC and it is therefore suggested that either a new guidance note be developed specifically for those employed by the PCC or a paragraph be included in the guidance note to state that “For the recruitment of staff employed by the PCC the Chief Executive will speak to HR Shared Services and agree an appropriate process”	Approve: “For the recruitment of staff employed by the PCC the Chief Executive will speak to HR Shared Services and agree an appropriate process”
Humber Bridge Passes – HP Only – Guidance Note	HR Knowledge Base / Pay Policy Statement	Adopt	Approve:
Professional Subscriptions – Guidance Note	HR Knowledge Base / Pay Policy Statement	Adopt but would need to include reference to approval for those employed by the PCC to read “For those employed by the PCC applications for the approval of	Approve: “For those employed by the PCC applications for the approval of

			the payment of professional subscriptions should be made to the Chief Executive. Where the Chief Executive wishes to submit an application for his own fees this should be made to the PCC”	the payment of professional subscriptions should be made to the Chief Executive. Where the Chief Executive wishes to submit an application for his own fees this should be made to the PCC”
Cycle to Work Scheme – HP – Guidance Note	HR Knowledge Base / Pay Policy Statement		Check that nobody in the Corporate Support Team is on the scheme and, if not, disregard as the scheme is now closed	N/A scheme closed.
LGPS	HR Knowledge Base / Pay Policy Statement		In theory it is ok to adopt this but discussions are taking place regarding how the pension funds are working – the employer’s contribution is dependent on actuarial rate needed and so a discussion needs to take place with East Riding – JB to action	Approve:
Recognition Award – Bonus Payment – Guidance Note	HR Knowledge Base / Pay Policy Statement		Would we want to adopt this policy for PCC staff? If so, a more simplified policy would be more appropriate	Approve: stay with same procedure, but route needs to be relative to our structure.
Additional Paternity Leave	HR Knowledge Base / Leave Policy Statement		Adopt	Approve:
Compassionate Leave Guidance Note	HR Knowledge Base / Leave Policy Statement		Adopt	Approve:
Leave for Public Duties – Guidance Note	HR Knowledge Base / Leave Policy Statement		Adopt	Approve:
Medical Appointments – Guidance Note	HR Knowledge Base / Leave Policy Statement		Adopt in principle but the process seems overly bureaucratic for a small office so we may wish to introduce a simplified policy.	Approve: adopt as is.
Parental Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement		Adopt	Approve:
Reward Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement		Adopt	Approve:
Time off to Care for Terminally Ill Spouse	HR Knowledge Base / Leave Policy Statement		Adopt	Approve:

or Partner – Guidance Note			
Adoption Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve:
Annual Leave – HP – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve;
Career Break – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve:
Emergency Dependents Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt in principle but seems overly bureaucratic for a small office so we may wish to introduce a simplified policy	Approve: adopt as is, rare to be used
Maternity Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve:
Paternity / Maternity Support Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve:
Time off for Training – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve:
Unpaid Leave – Guidance Note	HR Knowledge Base / Leave Policy Statement	Adopt	Approve:
Deployment of New and Expectant Mothers – Guidance Note	HR Knowledge Base / Work Life Balance Policy Statement	Adopt	Approve:
Flexi Time – Guidance Note	HR Knowledge Base / Work Life Balance Policy Statement	A common time/flexi recording sheet has been agreed for the OPCC/CST. It is the one the OPCC already use with minor tweaks, as this fits the 7day x 24hr profile required for Matthew / Paul. The amount of carry forward needs to be determined (currently there are differences 7.5 hrs in PCC, and 10 and 20 hours in 2 sections that now form part of the CST). Core hours also need to be clarified	Approve: same rules as Force, but use existing time sheet as audit trail.
Flexible Working	HR Knowledge Base /	Adopt	Approve:

Police Staff – Guidance Note	Work Life Balance Policy Statement		
Absence Notification Process – HP – Guidance Note	HR Knowledge Base / Absence Policy Statement	Adopt once on Origin but as a small office split over 2 sites notification from Origin to go to line manager and PCC SPOC box	Approve:
How to Manage Absence – Advice for Managers – Guidance Note	HR Knowledge Base / Absence Policy Statement	Adopt	Approve:
Occupational Health Unit Referrals – Guidance Note	HR Knowledge Base / Absence Policy Statement	Adopt	Approve:
Modified and Recuperative Duties – Guidance Note	HR Knowledge Base / Absence Policy Statement	Adopt	Approve:
Performance Development Review – Guidance Note	HR Knowledge Base / Development Policy Statement	RG requested to trial through Origin to see if this would be appropriate for PCC staff with a view to introducing from 01.04.14. RG's comments - no point testing current failed system (agreed with HR), and cannot 'test' new one until actioned (March-April) by which time we will need our own version anyway. So we either just embrace the force new one 'warts and all' and adopt it for April 2014 or keep our own current one and pass to shared service staff.	Approve: until new force system is evaluated, former OPCC staff to stay with current electronic forms, former force staff to stay with their system. Once new system evaluated look to merge to new system.
Business Interests and Secondary Employment – HP	HR Knowledge Base / Standards Policy Statement	Bespoke policy to be adopted for PCC staff (JB produced a draft in September which Internal Audit commented on – draft to be considered and finalised by SMT)	Approve: Distinct policy for Commissioner's employees, due to environment they operate within.
Capability Police Staff – Guidance Note	HR Knowledge Base / Standards Policy Statement	Following the Stage 2 Staff Transfer would it be appropriate for the OPCC to continue to hear appeals from the CC's staff? This needs to be discussed and agreed with the Force. Following this discussion, we could adopt this policy	Approve: 1. Commissioner will play no part of Chief Constable's employees. 2. Adopt the same procedure,

Police Staff Conduct – Guidance Note	HR Knowledge Base / Standards Policy Statement	with some minor changes or we could keep what we currently have at present which states that “the Chief Executive will follow ACAS guidance...” Following the Stage 2 Staff Transfer would it be appropriate for the OPCC to continue to hear appeals from the CC’s staff? This needs to be discussed and agreed with the Force. Following this discussion, we could adopt this policy with some minor changes or we could keep what we currently have at present which states that “the Chief Executive will follow ACAS guidance...”	taking account of our structure / line management.
Grievance Resolution – Guidance Note	HR Knowledge Base / Standards Policy Statement	Would it be appropriate for PCC staff who have an internal grievance to have it heard by Force (external) Resolution Officers? Do we designate (and train) our own Resolution Officers within the PCC staff or do we stick with what we currently have which indicates that ACAS best practice will be followed. NB there is also the potential for grievances to arise between Force/PCC staff – how would these be dealt with – complaint?	<p>Approve:</p> <ol style="list-style-type: none"> 1. Commissioner will play no part of Chief Constable’s employees. 2. Adopt the same procedure, taking account of our structure / line management. <p>Approve:</p> <ol style="list-style-type: none"> 1. Must consult with Force resolution officer for advice, but, 2. Intention to train our managers as resolution officers, with route through our structure. 3. Use force experts to advise where appropriate. 4. Where grievance is across 2 corporations sole, agree each on merit between CEO and Force.
Change Management – Guidance Note	HR Knowledge Base / Leaving Us Policy Statement	Too large and bureaucratic for a small office. Introduce a simplified note on how organisational change will be managed for PCC staff	<p>Approve: simplified arrangements</p>
Flexible Retirement – Police Staff – Guidance Note	HR Knowledge Base / Leaving Us Policy Statement	Adopt but simplify to “PCC staff will put a request in writing to the Chief Executive who will discuss the implications with HR Shared Services”	<p>Approve:</p>
Ill Health Retirement – Police Staff – Guidance Note	HR Knowledge Base / Leaving Us Policy Statement	Adopt but include specific reference to PCC staff stating that the “Chief Executive will take appropriate steps and liaise with HR Shared Services when there	<p>Approve:</p>

		is a potential for the ill health retirement of a PCC employee”	
Death in Service – Guidance Note	HR Knowledge Base / Leaving Us Policy Statement	Bespoke, simplified policy for PCC employees	Approve: CEO to adopt principles but each case on merit.
Confidential Network Security Operating Procedures	Policy and Procedure / Corporate Development / Information Compliance	As we use Force systems we should adopt this policy in principle.	Approve:
Data Protection (now includes Subject Access)	Policy and Procedure / Corporate Development / Information Compliance	Adopt in principle where appropriate	Approve:
Information Security	Policy and Procedure / Corporate Development / Information Compliance	As we use Force systems we should have an awareness of this policy and adopt this in principle where appropriate (as highlighted in the recent information security audit) but reference may need to be made to PCC variations	Approve:
Record Management Policy	Policy and Procedure / Corporate Development / Information Compliance	We have our own policy but we need to take account of the different types of information that will be produced by the Corporate Support Team (as information produced for the Force will be Force information). As some of that information will belong to the Force we would need to adopt this policy in principle but make reference to PCC variations.	Approve:
Management of Risk	Policy and Procedure / Corporate Development / Management of Risk	Will we have our own policy?	Approve: we have an agreed policy of our own.
Access to personal files	Policy and Procedure / HRD / Miscellaneous	Adopt nb there is reference to Police Authority in this document that needs to be removed	Approve:
Adverse Weather Conditions	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Dress Code	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Dyslexia (A Guide	Policy and Procedure /	Adopt	Approve:

for Managers)	HRD / Miscellaneous			
Employment references	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve:
Equal opportunity in employment	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve;
Extension of Sick Pay	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve:
Gender reassignment (Transitioning at Work)	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve:
Grading and Re-grading Appeals	Policy and Procedure / HRD / Miscellaneous	Following the Stage 2 Staff Transfer would it be appropriate for the OPCC to continue to hear appeals from the CC's staff? This needs to be discussed and agreed with the Force. Following this discussion, we could adopt this policy with some changes to the appeals mechanism		Approve: Following evaluation by David Taylor we will adopt Force process, but have specific protocol.
Honorarium and onerous duties payments - police staff	Policy and Procedure / HRD / Miscellaneous	Adopt in principle		Approve:
Indemnity of employees	Policy and Procedure / HRD / Miscellaneous	Adopt but check the insurance position		Approve:
Meal accommodation and incidental expenses	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve:
Overtime and weekend working payments - Police staff	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve;
Participation in sport	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve:
Pecuniary Interests and Corporate	Policy and Procedure / HRD / Miscellaneous	Adopt		Approve:

Governance			
Probation - Police Staff	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Recognition of Good Work and Commendations	Policy and Procedure / HRD / Miscellaneous	Would it be appropriate to adopt this policy?	Approve:
Removal and excess travel expenses - Police staff	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Salary Policy	Policy and Procedure / HRD / Miscellaneous	Pay scales are aligned, job evaluation protocol developed.	Approve: David Taylor evaluated pay scale and they are so similar that in future the force scales will be used.
Secondment to External Partners and Collaborative Working Arrangements – Police Staff (previously entitled Secondment - Support Staff)	Policy and Procedure / HRD / Miscellaneous	Adopt in principle?	Approve: each looked at on merit
Sickness absence and affects on leave entitlements	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Supply of Police Safety Approved Spectacles and Spectacles for use with Display Screen Equipment	Policy and Procedure / HRD / Miscellaneous	Not currently used with OPCC (is used by staff from the Force, now within the CST)	Approve:
Temporary	Policy and Procedure /	There is still reference to PA in this document. Do we	Approve: each looked at on

Employment - Police Staff	HRD / Miscellaneous	need a simplified policy based on the principles set out in the Force policy?	merit.
Termination of Employment, Administrative Procedures - Police Staff	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Vetting - People Issues	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Work Experience - Guidance for Managers	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
Working Time (and Working Time Regulations)	Policy and Procedure / HRD / Miscellaneous	Adopt	Approve:
First Aid at Work	Policy and Procedure / HRD / Health and Safety	Adopt	Approve:
No Smoking	Policy and Procedure / HRD / Health and Safety	Adopt	Approve:
Portable Electrical Appliance Testing	Policy and Procedure / HRD / Health and Safety	Adopt	Approve:
Protection of personnel against blood borne viruses	Policy and Procedure / HRD / Health and Safety	Adopt	Approve:
Reporting and investigating accidents, diseases, dangerous occurrences and near misses	Policy and Procedure / HRD / Health and Safety	Adopt	Approve:
Confidential counselling and advice service	Policy and Procedure / HRD / Occupational Health	Adopt assuming we can access OHU?	Approve: Service agreement will ensure we can access this support

Contact with Infectious Disease	Policy and Procedure / HRD / Occupational Health	Adopt	Approve:
HIV - Guidelines for Individuals and Managers	Policy and Procedure / HRD / Occupational Health	Adopt	Approve:
Reimbursement of costs of medical certificates and doctors' certificates	Policy and Procedure / HRD / Occupational Health	Adopt	Approve:
Substance misuse	Policy and Procedure Occupational Health	Adopt if we can access OHU?	Approve: Service agreement ensures access
External training (Expenses /Leave)	Policy and Procedure / HRD / Training	Adopt	Approve:
Telephony	Policy and Procedure / Information Services	Adopt (if happy with Force monitoring) but do we have any other choice as we are on Force systems	Approve:
Use of Mobile Phones for Private Calls	Policy and Procedure / Information Services	Adopt	Approve:
Business Interest & Voluntary Working - All Staff	Policy and Procedure / Professional Standards	Simplified policy drawn up by JB – check about OPCC hearing appeals from CC staff	Approve: as above
Gifts, Donations, or Hospitality (including Collections) -	Policy and Procedure / Professional Standards	Adopt	Approve:
Inappropriate Association (Policy and Procedures)	Policy and Procedure / Professional Standards	Adopt	Approve:
Social Network Sites	Policy and Procedure / Professional Standards	Adopt	Approve:
Supporting Reporting	Policy and Procedure / Professional Standards	Adopt	Approve:
Rates of Expenses and Allowances	Policy and Procedure / Support Services / Finance	Adopt	Approve:

Travelling Expenses	Policy and Procedure / Support Services / Finance	Adopt	Approve:
Procurement	Policy and Procedure / Support Services / Supplies	Adopt	Approve:

OFFICE OF POLICE AND CRIME COMMISSIONER

Appeals Panel

The appeals panel will consist of three people, with the core membership being the Chief Executive, the human resources adviser and a member of the joint independent audit committee (selected on rotational basis). Where the Chief Executive is conflicted in the case, he will be replaced by the Commissioner or Chair of the joint independent audit committee.

The panel will be supported by a legal adviser where deemed appropriate.

The Panel will meet as and when necessary with secretarial support provided by the Governance and Administration Manager from the Office and Police and Crime Commissioner.

The quorum is three Members.

Terms of Reference

To determine appeals from members of police staff against dismissal.

To determine appeals from the Chief Executive or Deputy Police and Crime Commissioner against dismissal, discipline, grievance, capability and grading.

To determine appeals from members of the Office of Police and Crime Commissioner against dismissal, grievance, discipline, capability or re-grading, where the procedure requires such an appeal mechanism.

To have due regard, in exercising its responsibilities to equal opportunities generally and the requirements of all equalities, anti-discrimination and Human Rights legislation, including implementation of the equalities schemes of both the Police and Crime Commissioner and the Force.

APPEALS PANEL PROCEDURE FOR HEARING APPEALS

The Chief Executive, in consultation with the Commissioner, shall appoint members to the appeals panel on a case by case basis, in accordance with the terms of reference.

The appellant shall be given notice in writing at least 7 days in advance of the time and place of the hearing and shall be allowed to be represented by his/her trade union representative or work place colleague of his/her choice and shall be enabled to call witnesses and produce documents relevant to his/her defence at the hearing.

The Chief Constable's / Chief Executive's representative(s) to put the case in the presence of the appellant and his/her representative and may call witnesses.

The appellant (or his/her representative) to have the opportunity to ask questions of the Chief Constable's / Chief Executive's representative on the evidence given by him/her and any witnesses whom he/she may call.

The Panel to have the opportunity to ask questions of the Chief Constable's/ Chief Executive's representative and witnesses.

The appellant (or his/her representative) to put his/her case in the presence of the Chief Constable's/ Chief Executive's representative and to call such witnesses as he/she wishes

The Chief Constable's / Chief Executive's representative to have the opportunity to ask questions of the appellant and his/her witness.

The Panel to have the opportunity to ask questions of the appellant and his/her witnesses.

The Chief Constable's/ Chief Executive's representative followed by the appellant (or his/her representative) to have the opportunity to sum up their cases if they so wish.

The Chief Constable's / Chief Executive's representative and the appellant and his/her representative and all witnesses to withdraw.

The Panel with the officer appointed as Secretary to the Committee to deliberate in private only recalling the Chief Constable's / Chief Executive's representative and the appellant (and his/her representative) to clear points of uncertainty on evidence already given. If recall is necessary, both parties are to return notwithstanding only one is concerned with the point(s) giving rise to doubt.

The Panel will announce the decision to the Chief Constable's / Chief Executive's representative and appellant (and his/her representative) personally or in writing as they may determine.

PROTOCOL FOR THE JOB EVALUATION AND GRADING OF THE OFFICE OF THE POLICE AND CRIME COMMISSIONER STAFF

Introduction

The Office of the Police and Crime Commissioner has adopted the pay grades that are applied to Police Support staff of Humberside. The Chief Executive of the OPCC will follow the Humberside Police job evaluation and grading process to determine pay grades.

Scope

The job evaluation and grading process will apply in the following circumstances:

- a) New posts are created in the OPCC
- b) When posts in the OPCC have been subject to major changes in their duties
- c) When an individual(s) has submitted a request and the Chief Executive has agreed a revised job description

Process

The Chief Executive will complete and sign off a job description for the post in a standard format as determined by the Humberside Police Human Resources Services Branch. The Workforce Planning Manager will use professional judgement as to whether the job evaluation is undertaken by way of a desktop or panel approach.

The Chief Executive will receive notification of the evaluation score and where it is assimilated onto the pay grades of the Humberside Police Support staff.

In the event that the Chief Executive feels that the score and grade may create structure issues within the Office he can seek clarification and advice on the job evaluation.

The Chief Executive would have to resubmit a revised job description in accordance with the process if amendments are made to the originally submitted job description.

Role of the Workforce Planning section of the Human Resources Services Branch

- a) To provide training and advice on the job evaluation system
- b) To provide standard documentation for completion of job descriptions
- c) To undertake formal job evaluation and grading of posts submitted by the Chief Executive
- d) To provide feedback and advice on evaluations undertaken
- e) The Workforce Planning Manager will be the point of contact for the Chief Executive