

**HUMAN RESOURCES COMMITTEE – 18 FEBRUARY 2010**

**REVISED TERMS OF REFERENCE**

**REPORT BY THE CHIEF EXECUTIVE**

**PURPOSE OF THE REPORT**

*To consider a revision to the terms of reference for the Human Resources Committee to further enhance the Committee's role and effectiveness.*

**1. INTRODUCTION**

- 1.1 Members will recall that at the full Police Authority meeting in June 2008, members agreed that it would be good practice for all the main Committees of the Authority to have the opportunity to review their terms of reference annually, the detailed arrangements and timing to be agreed with individual Committee Chairs.
- 1.2 This report updates members on the first such review of the terms of reference for the Human Resources Committee to ensure that they remain current and fit for purpose.

**2. REVISED TERMS OF REFERENCE**

- 2.1 The key suggested changes to the current terms of reference are largely focused on strengthening key elements of the Committee's business where necessary. The first of these addresses a current gap which means that (with two specific exceptions) the Committee can only agree Human Resources policies and procedures that do not have budgetary and staffing implications. To address that gap the revised terms of reference will enable the Committee to consider all Human Resources policies and procedures with budgetary or staffing implications and to make recommendations to the Full Police Authority on those policies and procedures.
- 2.2 The reference to the annual Costed Human Resources Plan has been removed owing to the shift towards the development of a Force Workforce Plan. Monitoring the effectiveness of Workforce Planning arrangements was already included within the terms of reference. More broadly, the tripartite Working for the Public Productivity Framework was published in January 2010 to be used by forces and authorities to consider and improve the way their workforce is led, organised and developed to be productive in working for the public. The Framework will inform the 'Working for the Public' inspection later this year and therefore the Framework and the inspection will be monitored through the Audit, Resources and Continuous Improvement Committee.
- 2.3 Additional items suggested for inclusion are the monitoring of the effectiveness of Force training and development arrangements, and of co-operation and joint working with regard to Human Resources activities.

2.4 The revised terms of reference are attached at Appendix A for members' consideration with additions marked in blue and suggested deletions shown as crossed through. I will ensure that changes that are agreed by this Committee are subsequently brought to the full Authority for members' consideration.

### **3. RECOMMENDATION**

3.1 Members are **RECOMMENDED** to agree the revised terms of reference for the Human Resources Committee.

**M J GOSCOMB**  
**Chief Executive**

*Any members' queries to Martin Goscomb on (01202 or 01305) 223966*



## DRAFT TERMS OF REFERENCE

### HUMAN RESOURCES COMMITTEE

#### Delegated Powers

1. To monitor and review the Force's Human Resources function and, with the exception of ~~2 and 3~~ **3 and 4** below, agree any **Human Resources** policies and **procedures** ~~practices~~ not having budgetary or staffing implications.
2. **In the case of Human Resources policies and procedures having budgetary or staffing implications, to consider such policies and procedures and make recommendations thereon to the Full Police Authority.**
3. To determine on behalf of the Authority any Competency Related Threshold Payments, Special Priority Payments and Bonus Payments.
4. To determine on behalf of the Authority discretions which may arise under the Local Government Pension Scheme.
- ~~4. To approve and monitor the annual Costed Human Resources Plan.~~
5. **To keep under review the effectiveness of the Force's Workforce Planning arrangements, including the Workforce Modernisation programme and related initiatives.**
6. **To approve and monitor the annual Costed Training Plan and monitor the effectiveness of the Force's training, career development and personal development arrangements and initiatives.**
7. To monitor the establishment, recruitment and retention of police officers, **Police Community Support Officers**, police staff, Special Constables and volunteers.
8. To monitor the effectiveness of all employment policies and practices, including sickness absence and medical retirements; staff development and appraisals; performance and attendance procedures; grievance and disciplinary procedures and working time regulations.
9. To monitor the effectiveness of the Force's health, safety and welfare arrangements and policies.

- ~~9. To monitor the effectiveness of the Force's Workforce Planning arrangements, including the Workforce Modernisation programme and related initiatives.~~
10. To monitor the Force's equality duties and policies in relation to employment and to monitor the Force's employment statistics and outcomes.
11. To encourage and monitor the effectiveness of co-operation and joint working with other forces, authorities and relevant partners in any aspect of Human Resources activity.