

TAYSIDE JOINT POLICE BOARD

PERSONNEL SUB-COMMITTEE

TO BE HELD ON 4 FEBRUARY 2008 AT 10.00 am

CONFERENCE ROOM 1, POLICE HEADQUARTERS, DUNDEE

AGENDA

1. DECLARATIONS OF INTEREST

Members are reminded that, in terms of the Councillors Code of Conduct, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussion or voting. Declarations of Interest pro forma can be obtained the Clerk.

2. MINUTE OF PREVIOUS MEETING

Submit minute of meeting of this Sub-Committee of 26 November 2007.

(Approved by the Board on 28 January 2008)

3. ATTENDANCE MANAGEMENT AND EMPLOYEE WELLBEING UPDATE

Submit Report No PB 12/08 by the Chief Constable.

MINUTE of MEETING of the **PERSONNEL SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, 4 West Bell Street, Dundee on Monday 26 November 2007 at 10.00 am.

Present: Councillors IAN MACKINTOSH, ARCHIBALD MACLELLAN, Bailie GEORGE REGAN, Councillors HELEN DICK and PETER MULHERON.

Apologies: Apologies for absence were intimated on behalf of Councillor MARK SALMOND and Bailie HELEN WRIGHT.

Councillor IAN MACKINTOSH, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Sub-Committee of 3 September 2007, which had been submitted to the Board on 12 November 2007, was approved as a correct record and signed by the Convener.

3. ATTENDANCE MANAGEMENT AND EMPLOYEE WELLBEING UPDATE

With reference to Article 3 of the minute of meeting of this Sub-Committee of 12 February 2007, there was submitted Report No PB71/07 by the Chief Constable which detailed the statistics in relation to Attendance Management and Employee Wellbeing for the period April-October 2007.

The Report indicated that Attendance Management continued to be key priority within the Force and gave details of a number of ill-health retirements during 2006/2007 and the working days lost from April to October 2007. Overall, the improvement in attendance levels for Police Officers had been achieved by a combination of additional support from Occupational Health and Line Managers. The increase in percentage of working days lost by Police Staff was primarily attributed to a small number of staff experiencing serious illness necessitated a gradual recovery plan. It was noted that, whilst the chart within the Report indicated a decrease in actual days lost, the percentage had increased, which was attributed to the reduction in the number of staff between reporting periods following the transfer of staff to the Scottish Police Services Authority with effect from 1 April 2007.

The Report also noted that the Health Support Nurse was progressing the development of a Mental Health Awareness Programme for the Force and a policy on managing stress and wellbeing in the workforce had been prepared. A programme of health promotion activities were marketed via the Force Intranet on a monthly basis throughout the year, with topics such as diabetes, cancer, mental health, women's health and osteoporosis all being highlighted.

The Sub-Committee agreed to note the contents of the Report and the continuing efforts with regard to Attendance Management.

4. PAY REFORM - 2007 UPDATE

With reference to Article 4 of the minute of meeting of this Sub-Committee of 27 November 2006, there was submitted Report No PB72/07 by the Chief Constable which summarised the progress the Force had made during 2007 in respect of the revised terms and conditions of police officers which had been ratified by the Police Negotiating Board in May 2002.

Mrs M Docherty, Director of Human Resource Services, explained in detail the terms of the Report and, following discussion on the matter, the Sub-Committee agreed:-

- (i) to note the update in respect of Competency Related Threshold Payments and Bonus Payments; and
- (ii) to approve the Special Priority Payment Scheme as detailed in the Report.

5. EXCLUSION OF PUBLIC AND PRESS

The Sub-Committee resolved that the public and press be excluded from the meeting during consideration of the following item of business in order to avoid disclosure of information which was exempt in terms of paragraph 1 of Part 1 of Schedule 7(A) to the Local Government (Scotland) Act 1973.

6. CHIEF OFFICERS PERFORMANCE AND DEVELOPMENT REVIEW: GUIDANCE FOR THE AWARD OF INCREMENTS AND BONUS PAYMENTS

With reference to Article 6 of the minute of meeting of this Sub-Committee of 12 February 2007, there was submitted Report No PB73/07 by the Clerk which outlined proposals to facilitate the assessment and payment of increments and bonus payments in accordance with the Police Negotiating Board national agreement.

The Sub-Committee agreed:-

- (i) to approve the guidelines attached at Appendix A to the Report which detailed arrangements for the incremental progression and bonus determination for chief officers; and
- (ii) to note that a Report would be submitted to a future meeting in respect of the performance appraisal and pay arrangements for the positions of Director of Corporate Services and Director of Human Resource Services.

TAYSIDE JOINT POLICE BOARD

PERSONNEL SUB-COMMITTEE

4 February 2008

Report by the Chief Constable No. PB 12/2008

SUBJECT: ATTENDANCE MANAGEMENT AND EMPLOYEE WELLBEING UPDATE

Abstract: Members are advised of the statistics in relation to attendance management and employee wellbeing for the period April 2007 to December 2008

1. RECOMMENDATIONS

1.1 It is recommended that the Personnel Sub Committee note the content of this report.

2. BACKGROUND

2.1 Reference is made to Paragraph 6.1 of the Minute of Meeting of the Personnel Sub Committee of 27 November 2007 wherein the Board noted the terms of Report PB71/2007 by the Chief Constable.

2.2 During the financial year 2007/2008, three Police Officers and three members of police staff were retired on grounds of ill health. This occurred only after all avenues had been explored and the medical prognosis determined that the members of staff would not achieve a level of health and fitness to undertake the duties and responsibilities of their respective roles. In addition, one member of police staff had their employment terminated on grounds of capability.

3. CURRENT POSITION

3.1 Work continues within the Force to ensure that attendance levels are maximised. This involves Divisions and Departments working in partnership with Occupational Health, Human Resources Advisers, the Staff Support Adviser and other agencies to assist staff with health issues.

3.2 The table at paragraph 3.3 details a comparison of the number of working days lost due to sickness absence for the period 1 April 2007 to 31 December 2007 compared to the same period within 2006.

3.3

WORKING DAYS LOST								
	April 2007- December 2007				April 2006 - December 2006			
	Police Officers		Police Staff		Police Officers		Police Staff	
Central Division	3864	5.10%	802	5.88%	4680	6.14%	570	4.48%
Eastern Division	2336	5.82%	432	3.70%	2182	5.24%	430	3.47%
Western Division	1668	3.35%	438	3.55%	2222	4.35%	945	6.91%
Headquarters	714	2.47%	4195	6.42%	358	1.25%	4594	5.65%
Total	8582		5867		9442		6539	
Percentage	4.41%		5.70%		4.78%		5.44%	

- 3.4 Police officer working days lost has reduced by 860 days compared with the same period last year. Police staff absence has reduced by 672 days compared with the previous year, however the transfer of 104 staff to the new Scottish Police Services Authority on 1 April, 2007 is the main factor for this reduction. The reduction shown is mainly in Central and Western Divisions for police officers and Headquarters and Western Division for police staff.
- 3.5 Investigation has taken place into the reasons for absence and absence patterns in each division. This shows that across the Force, a small number of individuals account for a large percentage of working time lost.
- 3.6 Common reasons for long term absence are musculoskeletal injuries, surgery, stress and depression. Short term absences tend to be caused by colds, flu, migraines, sickness and diarrhoea and chest infections.

It is important to note that over the period April to December 2007, 82.4% of staff achieved a 100% attendance record at work.

The overall trend in absence levels over the last six years is shown in the table below.

Year	Police Officers			Police Staff		
	Staff Nos	Days Lost	%age	Staff Nos	Days Lost	%age
2002	1148	14,910	6.45%	612	8,229	6.88%
2003	1167	13,893	5.30%	619	8,189	5.93%
2004	1133	12,543	4.86%	646	8,133	5.72%
2005	1157	12,019	4.60%	690	7,235	4.84%
2006	1152	11,870	4.50%	702	8,208	5.28%
2007	1154	11,889	4.56%	598	8,175	5.70%

3.7 Ill Health Retirals

Three police officers have been retired on grounds of ill health during the period 1 April 2007 to 31 December 2007. This was only after all alternative avenues had been explored and it was deemed by the medical practitioners that the officers were no longer fit for police duties. It should be noted that there are a possible further eight officers who could retire on ill health during this financial year. Three members of police staff have been ill health retired over the period and one has had their employment terminated on the grounds of capability. The overall trend in ill health retirals is shown in the table below.

Year	Police Officers	Police Staff
2003	16	6
2004	7	3
2005	2	2
2006	2	4
2007	3	3

- 3.8 Throughout the reporting period, the Force Safety Adviser, Human Resources, CIGNA Healthcare and divisional staff have continued to work together to address attendance issues. A DVD was published and is now in circulation to all staff in relation to back care. This was produced as part of a training package to help address musculoskeletal absences.
- 3.9 The Health Support Nurse is progressing the development of a mental health awareness programme for the entire Force and a policy "Managing Stress & Wellbeing in the Workplace" has now been approved and is available to staff on the Force Intranet. A stress audit will be carried out during the next financial year, the results of which will be used to target specific areas identified as problematic. In addition, a programme aimed at educating staff in managing their own stress will be undertaken as will training. Thereafter this will be an on-going event. A programme of health promotion activities will be planned for 2008 with the new occupational health provider to coincide with national health promotion campaigns and issues of specific concern to Tayside Police.
- 3.10 The current contract for the provision of occupational health services from CIGNA Healthcare expires on 31 January 2008. On 1 February 2008, Occupational Health and Safety Advisory Services (OHSAS), the new provider will take over. Discussions are on-going with a view to ensuring a seamless change over.

4. FINANCIAL IMPLICATIONS

- 4.1 The cost of the police officer ill health retirements for 2007/8 to 31 December 2007 is £64,109 paid in this financial year. A further eight officers could be retired on ill health prior to the end of the financial year and this will likely cost an estimated further £497,000. Costs will be contained within the revenue budget.
- 4.2 The cost of police staff ill health retirements is met from the pension fund.

5. CONSULTATION

5.1 The Clerk and the Treasurer have been consulted in the preparation of this report.

6. CONCLUSION

6.1 The Personnel Sub Committee is requested to note the position regarding ill health retirals, the figures for 2007/8 so far in respect of attendance management and also the initiatives underway to maintain and improve staff health and wellbeing.

JOHN D VINE CBE QPM
Chief Constable

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22 January 2008

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.