

**Appendix to the minute of
meeting of Tayside Joint Police
Board of 2007.**

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.