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No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	49.2008.01	25.11.08	Uniform	An update on uniform to come back to the HR&R Committee once COG has given its approval to the proposals.	ACC ST	May Meeting	Scheduled for May's Meeting as requested
2	51.2008.01	25.11.08	Single Equality Scheme	An annual report on the scheme to be tabled at the September meeting	LS	September Meeting	Timings of paper to be discussed at prelim.
3	02.2009.01	24.02.09	Health & Safety	Members to feed back any comments on the health and safety document to the Secretariat.	SE	ASAP	
4	02.2009.02	24.02.09	Health & Safety	Annual Health and Safety Report to come to HRRC from the Force	LS	Annually	This will be presented at July's Committee meeting.
5	03.2009.01	24.02.09	HR Director's Report	The HR Director to discuss the Committee's request for a review of the PCSO role with ACC Pacey.	LS	ASAP	Meeting scheduled with ACC Pacey and Sharon Burd 27.03.09
6	03.2009.02	24.02.09	HR Director's Report	Breakdown of take-up for the Talent Management Scheme to be circulated to the Committee	LS	ASAP	Complete
7	04.2009.01	24.02.09	L&D Strategy	The Chair to speak with Mr Foxall to ask if he would like to see the strategy before the Authority meeting.	CK	ASAP	Complete – CF requested to see a copy
8	04.2009.02	24.02.09	L&D Strategy	The amendments as discussed to be made and then the document to be distributed to Members offline for sign off.	LS	ASAP	Complete. Revised Strategy sent
9	05.2009.01	24.02.09	Diversity	Update on the progress on Area DAGs in approximately 6 months.	LS	September Meeting	
10	06.2009.02	24.02.09	Policing Plan Targets	The Force to email the Committee Members with suggested numerical targets for both recruitment and progression targets for BME and female	LS	ASAP	Complete

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				officers excluding transferees and excluding PCSOs			
11	06.2009.03	24.02.09	Policing Plan Targets	Further work to be completed in 2009/10 to establish a longer-term approach to setting targets appropriate to driving results to support the Force's 3-year strategy.	LS		Complete. Achieving Policing Plan Targets (APPT), first meeting to scope activity in 2009.
12	062009.04	24.02.09	Policing Plan Targets	HR targets to be included within the overall Policing Plan development process commencing in the Autumn alongside the work on all other Force targets.	LS	2010/11 Process	Secretariat to arrange.
13	062009.05	24.02.09	MI Report	The Force to provide a supplementary note or a verbal update depending on the information to be updated	TH	Ongoing	Verbal update will be given if necessary
14	08.2009.01	24.02.09	MI Report	Commentary to be included on the cases falling under the 'other' category in grievances	TH	Ongoing	Complete
<b>Actions from Staff Association Meeting 2008</b>							
1.		02.09.08	Superintendents Association (SA)	The Authority to communicate any decision made regarding safeguarded travel at it's 30 <sup>th</sup> September meeting t the appropriate parties	PA		
		02.09.08	SAME	Ms Scott said that she would feed back to D/Ch/Supt Smith on the specialist day.			Complete
		02.09.08	SAME	Ms Hickman to contact same regarding the spare laptop	TH		A new lap-top was sourced for SAME shortly after the meeting. Action closed.

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		02.09.08	Association of Muslim Police (AMP)	Ms Hickman to try and find out if the GMP trial had been successful.	TH	Ongoing	(Will Tucker is looking into this for me. I will have an answer by 24 <sup>th</sup> April)
		02.09.08	Christian Police Association (CPA)	Ms Scott said she would arrange for staff association information to be include with suspension information	LSc		Action complete
		02.09.08	Christian Police Association (CPA)	Ms Scott to check the induction package to ensure that it contained support group information	LSc		Action complete
		02.09.08	Women's Strategic Forum (WSF)	Ms Scott said that she would ask Ms Bird if she had any data to back up the concerns around competency based threshold payments	LSc		Meeting arranged for 20 <sup>th</sup> May.
		02.09.08	Women's Strategic Forum (WSF)	Ms Scott to look at special priority payments and the suggestion that these could lead to indirect discrimination claims as part of annual monitoring	LSc		Based on PNB criteria. Areas have been asked to ensure they comply. Action closed.
		02.09.08	Women's Strategic Forum (WSF)	Ms Scott said that she would consider whether Area should contact HR regarding acting positions before appointing	LSc		I think they should do so at C/I level but below that it becomes too bureaucratic and cumbersome. Action closed.
		02.09.08	Women's Strategic Forum (WSF)	Ms Scott to bring paper on uniform to the November HR & RC Meeting	LSc		ACC Thomas scheduled to present at September's HR & RC. Action closed

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		02.09.08	Women's Strategic Forum (WSF)	Ms Scott to pick up the communications point regarding the cancellation of FMT part 3 for staff associations with DCC.	LSc		Mentioned but no plans to review ToR or membership of the FMT.
		02.09.08	Women's Strategic Forum (WSF)	Miss Barrick to chase up comments on the minutes from Ms Bird following a few points of inaccuracy.	LB		
		02.09.08	DESA	The Disability SOP to be released for further consultation at the end of Sept.	TH		Further consultation resulted in a large number of additional comments that required detailed research. This SOP has been put 'on hold' due to the HR Transformation Project (re-writing of existing SOPs). The lack of disability information has been filled through the purchase of Information Sheets from the Disability Forum (available to all staff on the Intranet). This is an interim measure in the absence of the Disability SOP.
		02.09.08	DESA	Mrs Towers and Ms Knights to meet with Ms Scott again before the next round of meetings	BTPA		

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