

No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	37.2009	24.11.09	Staff Associations	The Committee requested a telephone conference giving a summary on how the diversity work was progressing by mid-December. Secretariat to arrange.	LB	ASAP	Complete
2	37.2009	24.11.09	Estates	Mr Adams to visit the Essex site should this option progress.	LA	Next Meeting	Currently Dog Training will go the MET. This as an interim until permanent site found.
3	37.2009	24.11.09	Disability SOP	The Committee to be given a briefing on the Disability SOP outside of the meeting.	LS	Next Meeting	The Disability SOP is with our legal advisers for checking. Expected launch date Apr 2010.
4	38.2009	24.11.09	Staff Survey	The Force to give clear communications to all employees and explanations on why the changes to the staff survey are being made.	LS	Next Meeting	A comms plan is being devised with Media Dept which forms part of a much wider comms strategy being driven by DCC
5	38.2009	24.11.09	Management Information	The HR's Management Information project findings to be taken into consideration in development of monitoring and scrutiny processes within the Authority.	LS	ASAP	Lucy Barrick is dealing with the statutory requirements for BTPA to ensure that HR provides the correct level of management info
6	39.2009	24.11.09	Estates	Mr Stringer to be invited to the next meeting to give an update on Estates.	LS	Next meeting	Complete
7	39.2009	24.11.09	Estates	Mr Stringer to respond to Mr Adams on Derby	LS	Next Meeting	Complete
8	41.2009	24.11.09	Dog training	The Force to keep the Committee updated on the future position of dog training.	LS	Next Meeting	Ongoing

9	41.2009	24.11.09	HR&R Meetings	The Committee to hold one of its meetings in Spring House once it had opened.	LB	To be advised	On hold until outcome of Strategic Review finalised
10	42.2009	24.11.09	Force Targets	A maintenance target for BME officer representation to be recommended to the PPWG	LS	ASAP	Complete
11	42.2009	24.11.09	Force Targets	An improvement target for female officer representation to be recommended to the PPWG	LS	ASAP	complete
12	42.2009	24.11.09	Force Targets	Context information to be available to the committee in future target-setting papers	LS	Next Meeting	complete
13	45.2009	24.11.09	Pensions	Mr Haddock to provide a written note of the current stage of the pension schemes.	PH	ASAP	Complete
14	46.2009	24.11.09	Management Information	A meeting to be held in the New Year to discuss the MI report requirements. Secretariat to arrange.	LB	ASAP	Delayed due to Strategic Review
15	46.2009	24.11.09	OSPRES	The Secretariat to conduct some research into OSPRE exams and pass rates by groups.	LB/SE	Next Meeting	In progress
16	46.2009	24.11.09	Sickness Absence	The Force to report back to the next meeting on the outcomes of its work around female sickness levels and grievances.	LS	Next meeting	Project has commenced. Interviews being conducted throughout Feb/March. Findings due May 2010.