Agenda Item 3

BRITISH TRANSPORT POLICE

Human Resources and Remuneration Committee

Report on Progress and Achievement

Dec 09- Feb 10

Human Resources Director

February 2010

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1. PURPOSE OF PAPER

1.1 This report details the tactical progress, achievements, projects and strategic developments within Human Resources (HR) for the period November 09 – February 10. The report makes a link with the previous quarterly report to demonstrate accountability and to enable progress to be tracked.

2. BACKGROUND

2.1 As before, the main body of the report (Section Three) focuses on the core areas of HR business:

- Learning & Development
- Wellbeing (Occupational Health, Welfare & Health & Safety)
- Workforce Planning
- Equality & Diversity
- Employee Relations
- HR Performance & Strategy.

2.2 Section Four details progress against HR major Projects.

2.3 Section Five of the report concentrates on the key HR strategic issues.

3. PROGRESS REPORTS - TACTICAL

3.1 Learning & Development

3.1.1 The Management of Police Information (MoPI) training plan is being managed by the Force Information Manager. The roll out of MoPI is being undertaken in a staged way supported by NCALT. To date, participation rates for MoPI modules are as follows:

- Module One – 41
- Module Two-Three – 13
- Module Four-Five – 12
- Module Six-Seven – 7..

3.1.2 There have been a number of new releases with NCALT in the last three months which include:

- JTrack Web Portal data input
- Police Race and Diversity Learning and Development Programme
- Strategic Firearms Gold Commander Programme

- Pursuit Management

3.1.3 The 2009 Springboard programme finished in December 09 and was completed with 21 delegates. Feedback has been positive and initial comments indicate about half of the delegates have already made career and family changes. Dates for the new programme have been booked for London and Manchester 2010.

3.1.4 The male equivalent of Springboard, Navigator, will be run in March 2010. It is planned to accommodate 20 delegates. The application process is currently underway.

3.1.5 The single BTP candidate for the 2009 Higher Potential Development Scheme intake has failed Stage 3 of the assessment process. Open days have been undertaken to encourage higher take up for the 2010 programme. Currently 6 individuals have expressed interest in participating.

3.2 Wellbeing

3.2.1 The new Occupational Health (OH) model is now fully operating from the HR Business Centre, Birmingham. This includes a full case management system. All medical files have been transferred to Birmingham with the exception of London Underground Area whose files will be transferred by 01 April 2010.

3.2.2 The research project to look at the disparity in female sickness absence figures across BTP is continuing. Feedback from initial interviews with employees is suggesting positive results in terms of identifying specific issues that BTP can tackle.

3.2.3 The first of a series of Wellbeing days has been launched in the North West Area. More will be held on other Areas over the next 2-3 months. Each wellbeing day includes health screening, advice on stress and counselling, massage, relaxation and other preventative activities. The specific content of each day will, however, be tailored to the specific sickness reasons identified as most prevalent in each Area.

3.2.4 The Wellbeing Unit have launched an on-line fitness programme called ‘Virtual Gym.’ It gives access to a large number of instructor led activities covering general fitness, weight loss and relaxation. The programme can also support the recovery of individuals suffering from specific injuries.

3.2.5 A new contract has been agreed with Care First who provide our employee assistance programme. The new contract provides for reduced costs but also improved employee benefits. The range of benefits includes online counselling, health and wellbeing advice and stress awareness.

3.2.6 The existing eye care programme has been reviewed and an improved process agreed with the service provider. A reduction in cost has also been achieved.

3.3 Recruitment Planning

3.3.1 The transition of recruitment activity from all Areas/FHQ to the HR Business Centre is complete.

3.3.2 One remaining recruit intake is due in Quarter 4 bringing 2009/10 recruitment to an estimated total of 110. Achievement of both recruitment targets is forecast for year end. The accuracy of planning is set to improve next year with implementation of a force establishment and development of the officer recruitment waiting list to advance candidate management.

3.3.3 A new recruitment website/database development programme began in October 09, to improve the recruitment systems and processing of applications into BTP. This new system will allow applications to be managed in a more efficient manner throughout the recruitment process and enable BTP to analyse its success in delivering against performance targets.

3.4 Equality & Diversity

3.4.1 The Deputy Chief Constable embarked on a number of workshops with BME employees to address concerns identified at the SAME conference. Arising from these, an action plan has been formulated which will be monitored through a reformed Force Diversity Action Group (FDAG).

3.4.2 The LU Step-Up development programme has been considered for roll-out to the rest of BTP. An interim Pilot Programme has been targeted specifically to address issues around BME progression. All BME officers and staff have been invited to apply to the pilot programme. The first development activity commences in March 2010.

3.4.3 Revisions of Procurement Policy have been temporarily delayed but policy in this area will be ready for the 2010/2011 year. .

3.4.4 The ACPO/NPIA/APA Equality, Diversity and Human Rights Strategy for the Police Service has now been published. BTP is using the Strategy structure as the basis for a review of our Single Equality Scheme. The NPIA Equality Standard has been published and this has been used to begin a baseline assessment of BTP ahead of any potential HMIC inspection. All Areas and FHQ departments have submitted action plans in support of the strategy. These will be monitored through the reformed FDAG.

3.5 Employee Relations

3.5.1 Police Staff Pay Review 2009: Full review has been completed, TSSA agreement obtained for all staff, and monies paid.

3.6 HR Performance & Strategy

3.6.1 The HR Department had been actively involved with the Pandemic Flu planning process. The alert status has been reduced to 'white,' effectively business as usual. The impact of Pandemic Flu has been closely monitored. Although the specific impact was less than initially feared, planning activity undertaken has now contributed to broader business continuity and emergency planning within the department.

4. HUMAN RESOURCES - PROJECTS

4.1 **Engaging Police Staff Project** (formerly known as Police Staff Employment Package Project): This project is rated as 'Amber' status. BTPA have approved the EPS proposals and implementation is scheduled for July 2010. Progress Report at Appendix A.

4.2 **HR Transformation Project:** This project is rated as 'Green' status. The HR Transformation project now substantially completed, all areas have transitioned to the HR Business Centre and the project is closing down. Progress Report at Appendix B.

4.3 **Recruit Training Programme Project:** The delivery of the Recruit Officer Training is now fully in-house and the infrastructure is in place. The project is on schedule for formal closure on 25th January 2010. A Progress Report is at Appendix C.

4.4 **Learning & Development Transformation:** The project has now commenced and is rated as 'Green' status. Top tier management roles have been confirmed and work has commenced on subsequent tiers. Building work has commenced at the Spring House facility and this is scheduled for completion by mid March. Tadworth will be closed by this point with a formal closing ceremony planned for early March. Progress Report at Appendix D.

4.5 **Olympics 2012:** The updates for this project will be supplied through the BTPA Olympics Planning Group (*as agreed at HR&RC Sept 09*).

4.6 **Recruitment Process Proposal:** The project status is amber to reflect the need to consider and identify resources that will be required. Project scope has been confirmed with three workstreams; Police Officer recruitment, implementation and e-recruitment. A timeline has yet to be confirmed.

5. STRATEGIC UPDATE

5.1 **BTP Policing Plan Targets 2010-11:** Based on discussions with the BTPA (HR&RC 24 November 2009). The following targets were agreed at the Policing Plan Sub-group meeting (14 Jan 2010):

- Improvement target for female officers in excess of the 'end of year' workforce representation level
- Maintenance target for BME officers as at 'end of year' workforce representation level
- Geographical apportionment consideration of any targets based on current demographic factors
- Police Officer targets only
- Sickness Absence average sickness absence per employee to be less than 8 days.

5.2 **HR Annual Business Plan 2010/11**: The HR Senior Management Team has commenced planning for the 2010/11 business year. Activities include planning for National Police Promotions Framework (NPPF), consideration of QCF qualification, succession planning framework, Reward Strategy, Harmonisation of Police Regulations, integration of HR & Payroll System. These activities are currently being scoped.

5.3 **Pensions:** A briefing note was submitted to the Chief & Chairs meeting (Feb 2010) recommending that the 30-year scheme be put 'on hold' and that we progress with the 35-year scheme transfer arrangements. This is being lead by BTPA.

5.4 **HR Annual Conference 2010**: As in previous years, an Annual Conference will be held on 26 March 2010 for the HR community. The theme for the event is 'HR's role in 21st Century Policing'. HR&RC members are very welcome to attend.

[End]