



CHESHIRE POLICE FEDERATION BUSINESS & ACTION PLAN REPORT FOR 2010

Introduction

It gives me great pleasure to introduce to you our Business and Action Plan Report for 2010.

There have been a number of key changes to the personnel within our structure during 2010 with us bidding farewell to our former Chairman, Mark Faint, Constables Tony Gradwell and Karl Lloyd, Sergeants Mark Fletcher, Anne Boothby and Ron Galloway and Inspectors Robin Crorie, Ian Johnson and Geoff Williams. I would like to express a warm welcome to new representatives – Constables Will Francis, Alison Howarth and Jenny Challinor, Sergeants Fiona Knight, Chris Byrne and Rachel Gallagher and Inspectors Gareth Woods and Kevin Bennett.

The Joint Branch Board is now in an extremely strong position as all vacancies have been filled. There are 3 full time officials, 20 Area and HQ Representatives, and 11 Workplace Representatives, and 2 office staff who have supported us extremely well over the year.

I have kept the report succinct and in line with our Business Plan and I trust you will find it interesting and enlightening.

Objective 1 – Welfare

Monthly meetings were held with all Area and Headquarters HR Managers and all long term sick and other relevant staff issues were discussed. All 3 Areas were below the 7 day Force sickness target with Western at 4.48, Northern at 6.16 and Eastern at 5.74 as were the HQ Departments which collectively achieved 6.44 days per officer.

Monthly meetings were held with Christine Barton, Director of HR and, following her retirement, with Justine Steele where numerous ongoing issues, including A19, SPP, Shift Patterns, Training day, sickness, ill health retirement and promotion, were discussed and resolved where possible.

All officers who were off long term sick throughout the Force were contacted and offered advice and support throughout their sickness and until their return to work/ill health retirement.

The Force had 13 officers ill health retired during 2010 and a total of 63 gift vouchers were sent to officers on long term sick.

In December 2010, Chief Officers visited 4 officers who were off on long term sick and were able to provide reassurance and support for the officers.

The Chief Constables 24 hour return is monitored on a working daily basis and all officers who had been assaulted or had attended and dealt with traumatic incidents have been offered Federation support.

There were 4 Federation stress relieving events conducted in 2010, at Rookery Hall which had 19 attendees.

A meeting was held in November with Dr. Page at Mediscreen. A general discussion took place regarding the Selected Medical Practitioner (SMP) process regarding ill health retirement and ongoing health issues within the Force.

85 officers retired in 2010 and all received a Federation Retirement pack and retirement presentation piece from the Federation.

57 pre-retirement meetings were held with officers due to retire to ensure they were prepared for retirement.

41 Federation crystal clocks have been presented to staff who received their Long Service and Good Conduct award who have attended the Force Awards Evening and we proactively seek out none attendees so we are able to present them with their clocks.

Objective 2 – Communication

One Regional meeting was held in Manchester where Regional and National issues were discussed with our National Representatives in attendance and feedback given on a range of topics, including shifts, Federation membership, TBS and on call. There were 5 National meetings held, 4 of which were in London and one in Manchester, which were attended by myself and the Secretary, Alan Todd.

The Cheshire Police Federation website was launched early in 2009 (accessed via www.cheshire.polfed.org.uk) The website had 3,657 visits with 111,525 hits. 97% of hits originated in the UK with other hits in Spain, USA, Poland, Germany, India, Italy, Australia and Jamaica.

There were 3 editions of our Federation magazine, Cheshirebeat, published in 2010 and distributed around Headquarters. Copies were sent out individually to all officers, NARPO members, Chief Officers and Regional Federations.

There were 2 Student Officer intakes, with 35 new officers being recruited, all of whom subscribed to Cheshire Police Federation.

The Force establishment as of December 2010 was 2,128 which is down 14 from this time last year.

2,079 were subscribing members of the Police Federation.

1,848 were subscribing members of the Insurance Benefit Trust.

1,813 were members of the North West Police Benevolent Fund and there are 54 retired officers contributing to the Fund.

There are 784 retirees in the Insurance Benefit Trust and 44 members of Police staff who also contribute.

Federation Representatives regularly attended staff briefings and Area Training Days to update them on a variety of topical issues.

There were 3 meetings held with the Western Area Commander and Area Federation Representatives, 2 in the North and 2 in the East. Local issues were discussed and resolved where possible, including staffing, training days, leave, Christmas scales & SPP.

One Joint Negotiating & Consultative Committee meeting was held with Mr Whatton in October 2010, where Custody Sergeant cover, Role of Inspectors and Vector Staff were discussed. Mr Whatton also said that a decision re Regulation A19 will be made in January when budgets are looked at.

2 meetings were held with Cheshire NARPO Executive members and Cheshire Womens Police Association, with presentations from Dawn Sime & Steve Ackroyd from HomeInstead and Steve Harrison, Barrons Financial Solutions re Equity Release. The Federation supported each of the 5 NARPO Branches to the sum of £400 each, to help with their day to day business and functions.

Objective 3 – Misconduct

Including full time officials, 12 Federation Representatives have received Misconduct Training, 4 of them to Advanced Level. Of these 5 are currently Post Incident Procedure (PIP) trained. On many occasions trained Representatives have been utilised for Misconduct and Performance interviews and meetings when the Lead, Ken Davies, has not been available and others have been identified to receive Misconduct Training which until June 2011 is on hold until a revised training package is delivered.

Regular Misconduct updates were given at Executive and JBB Meetings. Ken has also attended/chaired 2 Federation/SMT meetings and has regularly attended area briefings, updating our members. Since August 2010 Ken has relinquished his Northern BCU commitments having taken on the Treasurers Role

All officers subject of low level misconduct (Notice of Assessment) were contacted by e-mail and, if required, were followed up with assistance of duty report preparation. 522 officers were e-mailed with responses to Notice of Assessments (10 of them being Special Constables). The total of Assessment Notices issued in 2010 was 521, involving approximately 590 Officers and Special Constables. Of this number, over 140 Officers were assisted in the compiling of duty reports both by Ken and Area Representatives.

For 2010, there were 33 Regulation 14a's & 15's, served (with knowledge of the Federation) involving 46 Officers. From 1st Jan 2011 ALL Reg 14a's/15's will be forwarded to the Federation mailbox. Something which has taken some time to agree with PSD.

At the close of 2010, there were still 13 open Cheshire Investigation. There is only 1 outstanding investigation from 2008 where the officer concerned is awaiting crown Court trial. Of the investigations that have been completed, the majority of allegations have resulted in No Further Action, Unsatisfactory Performance Procedure or Words of Advice. Those completed investigations which have resulted in a formal sanction are as follows:-

3 officers faced Misconduct Meetings for Misconduct, 2 received Final Written Warnings and 1 was Written Warning. 2 officers resigned prior to sanction and 1 officer faced a Misconduct Hearing at which he was Dismissed Without Notice.

We have engaged the services of Solicitors/Barristers on 12 occasions, all except 1 in respect of criminal allegations. A total of 8 C2/C3 Forms were submitted to Leatherhead in respect of Misconduct issues.

There were 2 Misconduct Sub-Committee Meetings at which PSD have attended and have an open invitation. Due to taking on the Treasurers role there has not been the opportunity for another since September. Update articles have also been placed in Cheshirebeat.

There has also been assistance provided by means of representation of officers from neighbouring forces. 2 from GMP, 3 from Merseyside and 1 from Lancashire.

There have also been 2 National Misconduct (DLO) Meetings at Leatherhead and 4 Quarterly Regional (DLO) Meetings held within the No1 Region.

The Misconduct Lead has undertaken the majority of the reported conduct issues but has received valuable support from several Misconduct Trained Representatives, including Bill Heaton, Jamie Thompson, Ian Allen, Dave Bamber Gareth Lawrence and Tony Spelman who have all been involved in supporting several of our members in misconduct related issues.

Performance

The recognition of UPP (2008 Performance Regulations) has begun and the Force held its first formal UPP Meeting this year. The officer concerned receiving a Stage 1 Performance notification and associated action plan. Several other Misconduct issues were proportionately decided as more fitting to be dealt with Performance issues.

Both Cheshire Federation & Cheshire PSD have made representations at National level with respect to embracing the new regulations in respect of Misconduct and Performance and this has been noted with Cheshire being seen as the leading force in the country (together with Bedfordshire) with many other forces looking at following this lead to improve. This led to a presentation at the National DLO seminar by Ken and Supt. John Armstrong which was taken very favourably by those present.

Representations are continually being made in support of our members in the spirit of the new regulations, in that many initial allegations should be subject to a performance issue and not a conduct matter. This work will continue into 2010.

Regulation 12/13

During 2010 the representation and attendance of student officers subject to Reg12/13 has been cascaded to the Area Representatives who have taken on this often time consuming but no less valuable role from Ken. Special thanks go to Jamie Thompson who has dealt with the majority of Northern student issues and to Gareth Lawrence who has dealt with Western student issues. In total 6 student officers faced formal Regulation 12 meetings which determined they would not make proficient and fitted constables thereby invoking regulation 13. For all these officers successful negotiations with Area Commanders allowed them all to resign prior to formal proceedings. A further testimony to Federation representation.

Training

With regard to ensuring that all our members, wherever possible, are aware of the new Conduct and Performance Regulations, Ken continued to assist the Constabulary and in conjunction with PSD attend Training Days on Western and Eastern Areas. In conjunction with PSD, there was a further training program delivered to Northern supervisors relating to the recording and managing of public complaints utilising Sergeants development training days. Thanks go to Gareth Lawrence who assisted on those days where Ken was unavailable. This training is continuing in Western/Headquarters and Eastern in 2011.

Post Incident Procedures

In line with Federation on call, Ken has turned out on 4 occasions (2 off duty) in relation to full post incident procedures including death following Police contact, a firearms discharge and the unfortunate arrest of a Cheshire Officer (case later dismissed).

Objective 4 – Diversity

The Diversity Lead is Mandy Shaw with 4 Federation Representatives who have the diversity portfolio.

The Diversity Unit previously dealt with all Grievances. On receipt of a grievance, it would be registered and information sent to responsible line managers to deal.

Jacki Tinning produced a quarterly report outlining numbers of grievances, areas and the nature of grievance. Grievance handling is now managed by Headquarters HR. The intention is to identify who is responsible within HR for this process and engaging with them to encourage similar information sharing.

The new grievance procedure has more emphasis on people seeking an informal resolution prior to submitting a grievance and there is more information on mediation (this is the reason its called Dispute Resolution, with the 'grievance' bit in brackets - its not just a grievance procedure.

The old procedure set out clear timescales whereas the new one sets out ideal timescales but there is no longer a concern that people only have a certain amount of time following the submission of a grievance to take a claim to a tribunal.

The responsibilities of each person involved in the procedure are clearly shown.

There is now a section regarding grievances against Chief Officers where the Police Authority will carry out the investigation, previously there was no reference to this.

There is no longer a requirement to investigate grievances by ex-employees although it has been stated that each case will be judged on its merits

Templates are included for people to use to ensure people get their statutory rights e.g. right to be accompanied, right to appeal if dissatisfied etc.

Mediation leaflets outlining mediation process have been distributed to Federation Representatives across BCUs to advise prior to submitting a grievance.

The Equality, Human Rights Strategy Board has been newly formed (replaces Confidence and Equality Board) and Mandy attends these quarterly meetings which are Chaired by the Chief Constable or Assistant Chief Constable.

There are individual BCU equality groups and equality representatives in each area who should be representing the Federation:-

Eastern - Iain Goodwin

Western – Mandy Shaw - meeting chaired by Jon Betts – Fairness and Equality Meeting

Northern - Jamie Thompson – has attended Northern meeting and has forwarded minutes and actions

Mandy produces bi-monthly Equality updates which are e-mailed to all Federation Representatives.

Any relevant information received from Leatherhead is also forwarded to rank leads.

Objective 5 – Health & Safety

There are 5 Federation Representatives who have additional responsibility for Health & Safety, with Colin Searle being the lead Representative and Anita Short his Deputy.

Colin and the Representatives have attended the local Area Health & Safety Meetings and the Force Health & Safety Steering Group. Colin has also attended the 3 monthly Regional meetings and 6 monthly National Health & Safety meetings, dealing with issues such as stress, chemical suicides and the Olympics.

He also attended the 'Playing it Safe' Olympics event, a Strategic Health and Safety course and is due to attend a Safety Representatives Course, regional meeting and national meeting in the next 6 weeks.

Colin has been in post for approximately 5 months and he has been involved with issues arising from the arctic weather conditions experienced in December, transportation of detainee's to the custody suites and manual handling issues.

Colin has also worked with the Force Health & Well being Champion to further promote more healthy lifestyles for our officers and staff and is also a member of the North West region uniform group.

Objective 6 – Federation Internal Training & Team Building

A total of 4 Initial Federation Representatives Courses were attended in 2010 by new Cheshire Representatives. 2 intermediate code of conduct courses, 2 H&S courses, 2 Equality Advisors courses and 1 claim handlers course were also attended.

5 Lead Officer seminars, and 3 Post Incident Procedure Courses were attended throughout 2010.

Alan Todd monitors the training programme advertised on the Federation internet on a daily basis to ensure courses are booked. A training analysis was sent to Leatherhead in August and a training record has been kept. Courses have been evaluated on a national basis and feedback received from Representatives who have completed training courses has been positive.

A new Representatives Induction Programme has been developed by Alan which has provided an excellent overview for our 7 new Representatives and 6 new workplace Reps, when they were welcomed and briefed by Alan and Ken Davies on commencement of being a Federation Representative as a result of this years tri-ennial elections.

Objective 7 – Professional Development

In 2010, Steve Anderson, our Professional Development Lead attended a number of forums and seminars, both locally and nationally in the form of the Professional Development Leaders Seminars.

Steve has also represented the Federation at the Cheshire Strategic Training and Planning Board meetings.

Steve attended a bureaucracy focus Group at the Federation Office chaired by Jan Berry, who collated information for a presentation to the Chief Officer Group in Cheshire.

The main areas of discussion around professional development over the last 12 months have focused on the following areas:

- Appraisal / Professional Development Review (PDR).
- Police Promotion processes, including worked based assessment.
- Training Abstractions and the use of NCALT e-learning packages.
- Management / leadership training for Sergeants and Inspectors.
- Student Officer training to degree level.
- Prior entry learning for Police Constables.

Over the last twelve months, we have seen National Vocational Qualifications (NVQ's) replaced by the Qualifications and Credit Framework (QCF). This was intended to simplify the recording process for recognition and accreditation of competency for Police Officers, particularly for the Initial Police Learning and Development Programme (IPLDP) and the National Police Promotion Framework (NPPF).

HMIC radically changed its assessment process when carrying out Force inspections, focusing on outcomes from a public interest perspective, rather than via Government driven performance targets.

The National Policing Improvement Agency (NPIA) has been working on the Integrated Competency Framework (ICF) in conjunction with Skills for Justice, to reduce the number of role profiles generated by forces across the country. This has resulted in the production of the Policing Professional Framework (PPF) which is intended to standardise role profiles for police officers right across the country.

The NPIA have been conducting a review of PDR, which has been ongoing for almost a year now, but is still only in its second consultation stage.

The NPPF pilot which is due to finish in April 2011 is still littered with problems and in the current financial climate, it is difficult to see how it can realistically be progressed to a conclusion.

The Leadership and Training Review commissioned by the Home Secretary and conducted by Peter Neyroud was due for completion on 10th December 2010. However, it still appears to be sat on Ms May's desk.

The national debt and the subsequent squeeze on public sector finances will now become a key issue for Professional Development in the Police Service and it will be interesting to see how this progresses over the coming months.

Objective 8 – Finance

Through 2010 the accounts attributable to the JBB have been transferred from an Excel Book Keeping system onto Sage. All office staff and Treasurer have been trained in the functionalities of Sage and the migration seems to have been a success, allowing us to produce far more management information than previously. The inputting of information onto Sage is now completed in the office by Anne Riddell. An objective now is to transfer the remaining “business” accounts, namely the Insurance Benefit Trust and the Member Services accounts onto Sage. These do not have to be audited but it would greatly benefit budgeting of these services in line with the introduction of a Business Services Manager. The year end accounts have been presented to Morris & Co. Accountants and all were in order. It special thank you should be recorded to Anne for all of her hard work in the migration of accounts and the managing of the inputting.

Monthly contact has been maintained with the Bank Manager by our incumbent Treasurer to resolve several issues occurring as a result of a change in Treasurers. All issues have been resolved.

To ensure maximum returns on our investments we have engaged the services of another banking instate, Bank Santander and a proportion of our available equity has been placed into higher return accounts than was previous.

All Trustees have been trained in the role and attended quarterly meetings to examine the accounts and discuss any issues with the Treasurer.

There is to be a change in Trustees with Tony Gradwell standing down from a Federation Representative on the JBB. He is thanked for his commitment and his engagement in the role of Trustee.

North West Police Benevolent Fund

The North West Police Benevolent Fund property at Langho, Lancashire formerly opened in September and the opening was attended by representatives from all 4 constituent forces' welfare, management, HR, NARPO and Federation. Peter Fahy (CC GMP) presided over the official opening. The physiotherapy side of Langho commenced in November, on a day patient only basis (Tue -Thurs). At the end of the year there had been 54 officers attending for treatment 10 of which were Cheshire officers.

The bookings for the hotel side of the property commenced almost immediately it was open with NARPO making full use of the very competitive rates for B&B. This is the only income generation for Langho and 2 months

84 serving Cheshire officers attended our convalescent home in Harrogate and Auchterarder, with a further 10 retired officers receiving treatment at the homes.

136 Cheshire officers used the lodges at Windermere, Carnforth and Llanteg during 2010. During the closed season of 2010/11 Llanteg has been sold off and is now no longer available for rentals.

During 2010 there were 8 applications to the NWPBF concerning Cheshire officers retired and serving.

There were 6 Loans agreed for Cheshire officers totalling £13,244:88.
There was 1 grant to the amount £1,495 (to a retired officer).
Only 1 application was refused.

Member Services and Charitable Contributions

A review of the member service providers was conducted in 2010 and the following were taken on to provide advice and support to our members.

Surgeries were provided Russell Jones & Walker and Drummonds - Family Law, Barron Financial Solutions, St. James Place Partnership, Complete Wills and Dunion & Co. The following surgeries were held:-

Barrons Mortgage Surgery (monthly)

24 people attended surgeries

Russell Jones & Walker Family Law (bi-monthly)

12 people attended surgeries, but 20 instructions in all have been taken

Drummonds Family Law (bi-monthly)

8 people attended surgeries

Philip Pearson, St. James Place Partnership (bi-monthly)

10 people attended

Barrons Wealth Managements (bi-monthly)

3 people attended

Complete Wills (monthly)

25 appointments, 44 wills drawn up and 2 probate cases

Diane Dunion & Co. (Debt Management)

16 people attended

In 2010, Cheshire Police Federation supported the following worthy causes:-

Manchester Pride Event	£200
Miss Laura Green	£300
PC David Rathband	£1000
Christie Charitable Fund (Sponsored walk)	£100
TOTAL	£1,600

There had been a further 5 applications to the Cheshire Police Federation Charity Fund but they were refused, mainly as a result of not meeting the criteria for Charitable Donation.

On 1st October 2010, the annual Cheshire Police Federation and Chief Constables Dinner Dance was held at Carden Park which was well received and raised £10,000 which was split equally between Northwich Multi Sports Club The Wingate Centre, Wrenbury, Nantwich. Support was also given at the All That Glitters Ball arranged by Barron Financial Solutions which raised funds for Claire House Hospice.

Claims Analysis

The total number of claims created in 2010 is as follows:-

CICA Claim	36
Civil Claim	56

Insurance Benefit Trust

I have detailed some of the key areas covered by the Trust:-

Life Assurance

8 claims in 2010 for serving and retired officers and their partners.

Critical Illness

4 claims, totalling £33,000

Sick Pay Benefit

6 claims, totalling £15,782

Hospitalisation Benefit

38 claims, totalling £4,960

Home Emergency Assistance

The total claims for home emergency assistance (including main heating system, plumbing & drainage, home security, toilet unit and domestic power supply) was 427 with the total amount claimed being £44,746.74

Red Arc Counselling Services

18 referrals were made for counselling support.

Travel Insurance Claims

A total of £99,000 was paid out to members.

Thanks to all those who have contributed to the report and Business Plan and can I also thank all of our committed Representatives for your continued hard work and support in a bid to effectively support our members in the best way we can.

Simon Roberts

Chairman

Cheshire Police Federation