

DECISION NO: PCCG-2012-023

OFFICE OF POLICE AND CRIME COMMISSIONER

TITLE: Attendance Management Policy and Procedure

DATE: 18th December 2012

TIMING: Routine

PURPOSE: For decision

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| 1. | <u>RECOMMENDATION</u> The Commissioner is advised to consider the report for agreement and implementation. |
| 2. | <u>INTRODUCTION & BACKGROUND</u> As part of the work undertaken towards transition, the four Welsh Police Authorities agreed to work in partnership to revise and update a number of key Human Resources policies. The objective aimed to ensure the policies would be fit for purpose under Police and Crime Commissioners and add some level of consistency across Wales in regard to staffing issues. This policy and procedure have previously been approved on an all Wales basis (30 th March 2012) and by Gwent Police Authority (28 th May 2012). |
| 3. | <u>ISSUES FOR CONSIDERATION</u> Policies and procedures for the staff of local policing bodies are generally the same as the procedures for Police staff. Given the flat management structures and small number of staff involved it is important to be clear about responsibility for making decisions in relation to policies and procedures and for allowing appeals to someone who is not the decision maker. |
| 4. | <u>NEXT STEPS</u> Staff are already subject to and adhere to this policy therefore the Commissioner is asked to approve the policy and procedure which will be rebranded as appropriate. |
| 5. | <u>FINANCIAL CONSIDERATIONS</u> There are no financial considerations as a result of this report. |
| 6. | <u>PERSONNEL CONSIDERATIONS</u> The Policy and Procedure cover the Staff of the Office and Police and Crime Commissioner. Unison representatives and the Head of Human Resources in Gwent were consulted accordingly. |
| 7. | <u>LEGAL IMPLICATIONS</u> The Policy and Procedure have been created in line with relevant legislation. |
| 8. | <u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u> This project/proposal has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group. Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report. |

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| 9. | <u>RISK</u> Any potential risks to the employee and organisation are mitigated by the adoption of this policy and procedure. |
| 10. | <u>PUBLIC INTEREST</u> Although these are documents for internal use, they may be published. |
| 11. | <u>CONTACT OFFICER</u> Siân Curley, Senior Business Manager |
| 12. | <u>ANNEXES</u> Attendance Management Policy and Procedure |

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| Consultation: | Tick to confirm (if applicable) |
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| Financial The Treasurer has been consulted on this proposal. | √ |
| OPCC The Senior Business Manager has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities. | √ |
| Legal The legal team have been consulted on this proposal. | √ |
| Equalities The Equalities Officer has been consulted on this proposal. | √ |

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| Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent. |
| Signature: S A Bessard |
| Date: 19.12.12 |

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| Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval. |
| Signature: Ia Johnson |
| Date: 21.12.12 |

