

**OFFICE OF POLICE & CRIME COMMISSIONER**

<b>TITLE:</b>	<b>People Services Plan 2013/14 Half Year Progress Report April - September 2013</b>
<b>DATE:</b>	<b>15 October 2013</b>
<b>TIMING:</b>	<b>Routine</b>
<b>PURPOSE:</b>	<b>For monitoring</b>

**1. RECOMMENDATION**

1.1 To receive the half-year progress report of the People Services Plan for 2013/14.

**2. INTRODUCTION & BACKGROUND**

2.1 The purpose of this report is to present a half-year progress report on the Annual People Services Plan for 2013/14 which was approved by the Strategy and Performance Board on 18 June 2013.

**3. ISSUES FOR CONSIDERATION**

3.1 The People Services Department consists of five specialist areas which together support officers and staff throughout their employment. These areas are Human Resources, Learning and Development, Professional Development, Occupational Health & Welfare and Health & Safety.

3.2 In January 2013, it was decided to disestablish the Inspector Learning and Development post and to combine the Learning and Development unit with the Professional Development unit under the leadership of the Professional Development Manager. The combined unit deals with all People Development activity across the force.

3.3 This report also provides a half-year update on progress of the Learning and Development Plan which was also approved by the Strategy and Performance Board on 18 June 2013.

**4. NEXT STEPS**

4.1 **People Services Annual Plan half year update for 2013/14**

This is provided in Annex 1.

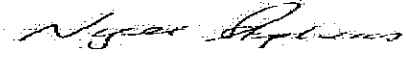
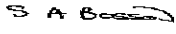
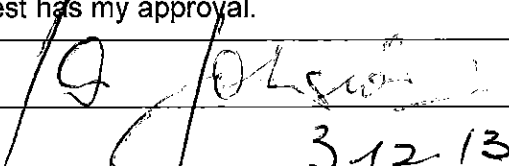
**5. FINANCIAL CONSIDERATIONS**

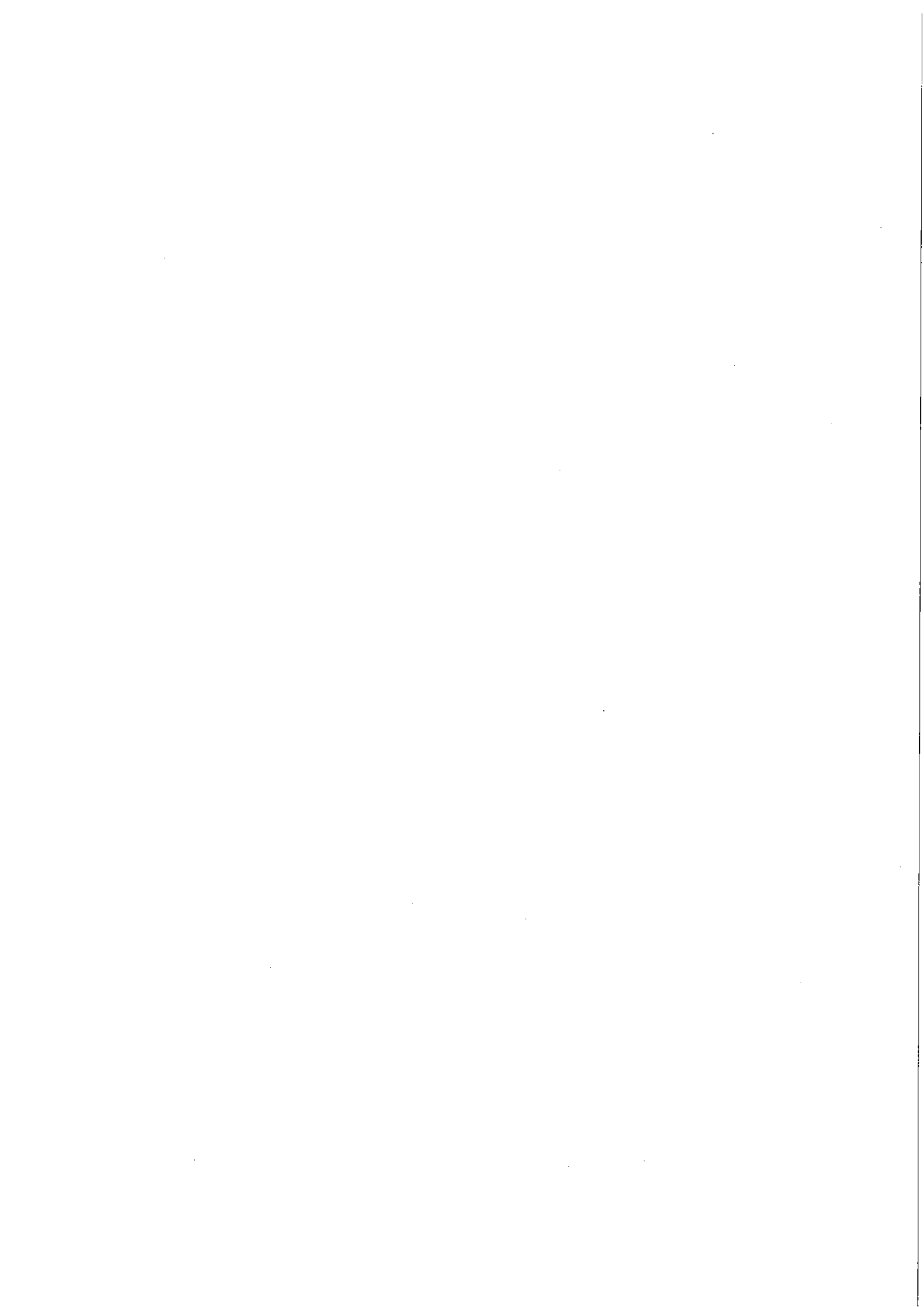
5.1 The People Services Plan is being delivered within existing financial resources for the 2013/14 budget and as reported to the Strategy and Performance Board on 18 June 2013 as follows:-

Total cost of People Services	£2,458,858
Force Budget	£120,315,666.
Cost of People Services	2.04% of Force Budget.
Total costs of HR, without L&D	£1,025,334
Cost of HR, without L&D	0.85%.

<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
6.1	Elements of the People Services Plan will impact on staff employed by the organisation; it is designed to support the aim of Gwent Police to be an employer of choice and in maximising the use of human resources.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
7.1	The provision of People Services assists the force in being compliant with its legal duties and obligations in regards to the employment of people and in the discharge of Police Regulations.
<b>8.</b>	<b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>
8.1	This report has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
<b>9.</b>	<b><u>RISK</u></b>
9.1	The force is required to have an Annual HR Plan to discharge the statutory and corporate duties of the organisation.
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
10.1	It is in the public interest to have a well-managed organisation with modern employment policies and practices that ensures the force is able to maximise the use of resources.
<b>11.</b>	<b><u>CONTACT OFFICER</u></b>
11.1	Robert Parker – Head of People Services.
<b>12.</b>	<b><u>ANNEXES</u></b>
12.1	Annex 1 – People Services Annual Plan 2013/14 – Half Year Progress Report.

For OPCC use only

<b>Office of the Chief Constable</b>	
I confirm that <b>People Services Plan 2013/14, Half Year Progress Report April - September 2013</b> has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC <b>monitoring purposes.</b>	
<b>Signature:</b> 	
<b>Date: 2 December 2013</b>	
	<b>Tick to confirm (if applicable)</b>
<b>Financial</b> The Chief Finance Officer has been consulted on this proposal.	✓
<b>OPCC (insert name)</b> The Head of Corporate Governance has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
<b>Legal</b> The legal team have been consulted on this proposal.	N/A
<b>Equalities</b> The Equalities Officer has been consulted on this proposal.	N/A
<b>Chief Executive/ Deputy Chief Executive:</b> 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.	
<b>Signature:</b> 	
<b>Date: 03/12/13</b>	
<b>Police and Crime Commissioner for Gwent</b> 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.	
<b>Signature:</b> 	
<b>Date:</b> 3.12.13	



**PEOPLE SERVICES - ANNUAL PLAN 2013/14  
HALF YEAR UPDATE - 15 OCTOBER 2013**

**Human Resources Focus**

	<b>Aim</b>	<b>Update</b>
1	To recruit 24 probationer Police Constables by 5th August 2013.	<b>Completed.</b>
2	To recruit CSOs, Special Constables and Cadets in accordance with force plans and undertake ad hoc recruitment as required to meet force needs.	5 CDOs attended a conversion course to CSO on 15/04/13. 17 Specials attested 05/09/13. Specials campaign ongoing – next intake due November 2013. Cadet campaign commenced 06/09/13.
3	To complete HR actions as detailed under the Strategic Equality Plan.	Ongoing with monitoring of progress by the Diversity and Equality Board.
4	To provide HR advice and guidance on a range of issues including employment, absence management, equal opportunities, misconduct, management of unsatisfactory performance.	Ongoing.
5	To review forthcoming employment and equality legislation and devise and update HR policies and procedures to ensure they are fit for purpose and reflect changes in employment law and regulations and current requirements of the force.	Policies/procedures reviewed: Attendance Management procedures & guidance, Working Away from Police Premises, Relationships at Work, Unsatisfactory Performance of Probationers, Unsatisfactory Performance Procedures, Working Hours Procedure.
6	To administer and keep records of training nominations, starters, leavers, transfers and other staff movements such as promotions etc. and publish weekly lists of changes.	Register maintained and report provided.
7	To maintain timely and accurate Establishment records for the force and provide weekly and monthly management information for workforce and succession planning and equality opportunities monitoring and statistics as required by the Home Office.	Register maintained and report provided monthly to Force Resource Board.
8	To make changes to the People Services Department arising out of the Staying Ahead 7 Programme in order to achieve the totaliser savings targets required from the Department by 2015/16.	In year savings achieved. Charter document for years 1, 2, 3 and 4 being submitted for 6 December 2013.

9	To provide HR advice and support to service departments to achieve organisational and staff changes arising out of Staying Ahead 7 reviews.	The last major organisational change programme related to the implementation of the review of Custody which was concluded at the end of April 2013. Small scale change programmes have been effected since that date.
10	To facilitate the workforce reduction programme and deployment of staff resources in line with the Staying Ahead Flight Path projections and plans.	Since April 2013, 29 staff have been redeployed and 8 have left on redundancy.
11	To support the introduction of the new integrated HR/Payroll system. To support the review and revision of HR and other Departmental work flows in order to achieve efficiencies from the new system. To implement staff changes arising from changes to work flows.	Two Scale 5 staff are on secondment to i-Trent Project team w.e.f. 22.04.13. Ongoing teamwork between HR & Project team. The HR Admin team relocated from Vantage Point as part of Integrated Resource Service Centre on 7 October 2013.
12	To provide HR advice and support for Collaborative Projects including the implementation of the joint Fleet/Workshops, Uniform Stores with South Wales Police.	Ongoing – potential TUPE transfer of SRS staff by January 2014.
13	To manage and review recruitment, redeployment and redundancy processes for police staff.	From 01/04/13 to 12/09/13, 37 police staff posts have been advertised attracting 112 applicants.
14	To provide timely and accurate monthly workforce information and support to the Force Resource Board to assist the force in making informed decisions on the strategic and tactical deployment of resources.	Monthly meetings are managed and reports provided.

## Learning and Development Focus

	Aim	Update
1	Delivery of Customer Service training to SEO and members of the COEST.	<p>Customer Service Training was delivered in March and April 2013. A total of 36 people were trained. A breakdown is as follows:</p> <ul style="list-style-type: none"> <li>• 12 SEO &amp; 1 COEST trained in April 2013</li> <li>• 7 COEST &amp; 16 SEO trained in March 2013</li> </ul>
2	Further interview training will take place (Tier 3 and Enhanced Cognitive Interviewing) to ensure that suitably qualified officers are in place to deliver to best level of service to victims and have a positive impact on the service we provide to vulnerable victims of crime.	<p>Interview training has taken place and the breakdown of courses and numbers is noted below:</p> <ul style="list-style-type: none"> <li>• Tier 3 – 12 trained in June 2013</li> <li>• Enhanced Cog- 3 trained in May 2013 &amp; 7 in July 2013</li> <li>• Basic Cog – 7 trained in May 2013 &amp; 3 in July 2013</li> </ul> <p>This has met the training plan requirements for this year and no further interviewing training is planned this year.</p>
3	To train 24 new recruits who commenced on 5 August, including OST, First Aid and Standard Motor Car Driver Training.	24 New recruits commenced on 5 August 2013. First school passed out for short course in October 2013 and long course due to pass out in the new year.
4	To undertake a self-assessment, via the Quality Assurance Management Scheme (QAMS), to evidence compliance in relation to the 2009 ACPO guidance in relation to Personal Safety Training. Compliance and monitoring is designed to safeguard the safety of police personnel and members of the public, to deal with and avoid where possible conflict situations and to, where necessary, restrain people in the most effective and safest way possible.	<p>The on-line QAMS has been completed for PST. We are unable to comply with the GC10 aspect and this has been recognised Nationally that many Forces have the same capacity issue. The College is preparing a report on this matter with a view to addressing this issue and providing a best practice guide to these Forces.</p> <p>A first aid version of QAMS is due out soon.</p>
5	Following the introduction of the Domestic Investigation and Abuse Unit, to provide relevant training in order that Gwent Police can work with and support these vulnerable victims by providing the best quality service through suitably qualified, competent and trained staff.	A 1 day course was delivered for new staff to update their previously received Tier 2 training. Also, half the places on all three enhanced cognitive courses were dedicated to this unit, albeit that the majority only received a basic cognitive interviewing status as a result of them not being previously Tier 3 trained.

6	<p>To continue to deliver OST and First Aid training to ensure offenders, victims and the public receive a quality service through suitably competent and trained staff.</p>	<p>To date the following numbers of officers/staff have been trained in OST or First Aid.</p> <ul style="list-style-type: none"> <li>• OST to 01/04/13 - 29/08/13 – 436</li> <li>• First Aid 01/04/13 -29/08/13 – 717</li> </ul> <p>Attempts are being made to try and find more efficient ways to deliver the training so as to maximise Trainer time and minimise officer abstractions.</p>
7	<p>To continue to deliver Mobile Police Station Driver Training to Community Support Officers to maximise the use of Mobile Police Stations.</p>	<p>Sessions were made available to deliver this training in August and September to the remaining CSO's, however, difficulties in accessing the vehicles is being resolved by CI Bull. Consideration may need to be given to hiring a van in order to undertake the training.</p>
8	<p>The provision of Telephone Conflict Training to all FCR Operators and Call Handlers, through an external provider, to provide staff with the tools to professionally and effectively deal with agitated/aggressive or rude callers.</p>	<p>This training has been delayed due to NICHE training commitments.</p>
9	<p>To engage and accredit specialist child abuse investigations' officers through the Specialist Child Abuse Investigation Development Programme (SCAIDP) and where appropriate implement 'grandparent rights' to relevant officers.</p>	<p>This is being delivered in accordance with the Head of PPU. An initial meeting with Det. Supt Ian Roberts took place on 21.04.13. Details of those officers' requiring registration etc. has been received, however, we have not received PDP's from the PPU in order that he can progress the registration further with the College of Policing. As a result, little progress in this area has been made and we have been informally advised that the force is due to be inspected on SCAIDP by the College of Policing.</p> <p>DS O'Loughlin (Learning and Development) will progress this issues with the Head of PVP in relation to commitment, timescale and capacity to undertake this programme.</p> <p>No SCAIDP courses are planned for this year, for those officers who cannot be considered under 'grandparent rights'.</p>
10	<p>To engage and work towards police specialist serious sexual assault investigators being accredited through the Serious Sexual Assault Investigators Development Programme (SSAIDP). This programme is currently in development.</p>	<p>This is being delivered in accordance with the Head of PPU. Further discussion in relation to this took place with Det. Supt Ian Roberts on 22.04.13.</p> <p>We are currently waiting for details of those officers requiring registration etc. in order to progress further.</p>



		DS O'Loughlin (Learning and Development) will progress this issue with the Head of PVP in relation to commitment, timescale and capacity to undertake this programme.
11	To provide a range of IS training that will ensure the best quality service is available to victims and the public through suitably competent and trained staff.	Due to the on going NICHE training, the delivery of standard IS training courses is limited. Despite this, IMIM, Police National Computer Full Enquiry, Police National Computer Vehicles & Police National Database New User has taken place.
12	To ensure effective driver training and refresher training to ensure competent and trained police drivers can be allocated effectively.	A system has been put in place to ensure those who require refresher training are allocated places via the rota system. This aims to more effectively manage abstractions on a force wide basis, maximise driver training capacity and minimise non attendance levels.
13	Honour Based Violence (HBV) and Child Sexual Exploitation (CSE) training will be delivered in support of protecting the public from serious harm and increase the proportion of offenders brought to justice for domestic abuse offences. The Child Sexual Exploitation course will also be reviewed in order to take on learning from Operation Artemis.	<p>It was agreed that HBV and CSE training will be prioritised to officers within the Newport Local Policing Unit. The CSE training is scheduled to be updated following learning from Operation Artemis.</p> <ul style="list-style-type: none"> <li>• HBV- 278 trained June 2013-Aug 2013 Another 120 places available in Sept – Oct 2013</li> <li>• HBV trained in total to date - 976</li> <li>• CSE – 1180 places planned for Nov 2013 – March 2014</li> <li>• CSE trained in total 720</li> </ul>
14	Training to ensure succession planning in areas that will protect people from serious harm including Senior Investigating Officers training.	This programme is being planned.
15	To maintain the skills of specialist officers and staff through internal and external training and development opportunities. E.g. ICIDP, Source Management.	<p>On going training is being delivered or booked externally. For example:</p> <ul style="list-style-type: none"> <li>• ICIDP – 5 booked to attend course commencing Jan 2014 with a further 3 provisionally – dependant on exam results</li> <li>• Source Mgt – 1 place booked – Sept 2014</li> <li>• Operations Planning</li> <li>• Reviewing Road Death Investigations</li> <li>• Advanced Forensic Mapping &amp; Analysis (Relmo)</li> </ul>

		<ul style="list-style-type: none"> <li>• Tier 5 Interview Advisor</li> <li>• Collision Investigation</li> <li>• Public Order Bronze Commander Initial Course</li> <li>• Public Order Silver Commander Initial Course</li> <li>• Dangerous Dog legislation</li> <li>• Post Incident Manager</li> <li>• Red Centre Negotiator Training</li> <li>• National Negotiator Course</li> <li>• ACPO CED Taser Instructors</li> <li>• Public Order Tactical Trainers</li> <li>• Public Order Tactical Advisor</li> <li>• Evacuation and Shelter</li> <li>• SIO Road Death Initial</li> <li>• CBRN PSU Bronze</li> <li>• CBRN training</li> </ul>
16	To review the business processes in relation to the delivery of driver training.	A review of the business process in relation to driver training has been conducted. This review will better facilitate longer term planning of driver training courses, bringing driver training in line with other training being delivered (e.g. by using standard joining instructions). Training places are now all via the rota system. This review should streamline administration, release drivers' training capacity, more effectively manage officer/staff abstractions for training on a force wide basis,
17	To provide PC Gaoler training to 30 reserve officers in support of the custody provision.	Completed. 47 police constables are now trained in order to support the custody provision.
18	To provide first line manager leadership training as part of on-going development programme for staff.	This work is on going as part of the Supervisory Networks. Procurement bid being prepared with a view for training to be delivered early next year by an external provider.

<p>19</p> <p>To review and develop the current IPLDP training programme to facilitate the introduction of a Welsh Apprenticeship Framework for new police officer recruits.</p>	<p>The current IPLDP has been reviewed and incorporates The 'Bridge' Project – Level 3 Police Apprenticeship Framework Pilot.</p> <p>The 'Bridge' is a project that will develop and introduce consistency to the way in which the Police Service in Wales trains its people by piloting the use of a 'Level 3 Apprenticeship in Home Office Policing' framework.</p> <p>This particular programme has been designed exclusively for 'Police Constables' and contains:</p> <ul style="list-style-type: none"> <li>• Level 3 Diploma in Policing (QCF)</li> <li>• Employee Rights and Responsibilities</li> <li>• Work based mentoring</li> <li>• Essential Skills Wales (Information &amp; Communications Technology Level 2, Application of Number Level 2 and Communication Level 3)</li> </ul> <p>This programme was designed after the four Police Services in Wales outlined to Skills for Justice the need for more structured and robust training for new entrants to the Police Constable role and Police Community Support Officers, Specials, and other internal staff that progress onto becoming a Police Constable.</p> <p>The four Police Services in Wales believe it is crucial that as an employer they can ensure the attainment of a consistent foundation of recognised professional competence that is confirmed by the achievement of a nationally recognised qualification.</p> <p>This will strengthen recruit training and act as a 'bridge' between the lifelong learning stage of continuous professional development once training has been completed.</p> <p>The pilot programme offers the opportunity for the Police Services in Wales through their participation in a pilot Level 3 Police Apprenticeship, to significantly shape and test a professional framework and pathways.</p>
<p>20</p> <p>To review the business process and current blockages in relation to the effective use of NCALT and identify effective ways to address any identified issues.</p>	<p>Some initial scoping has taken place, but due to the main NCALT lead undertaking NICHE training, limited progress has been made to date.</p>

21	To provide relevant training to staff who are subject to redeployment. Delivery of a Short CSO course to facilitate the redeployment of CDO to CSO roles within Gwent Police.	Completed.
22	To maximise the opportunities to utilise the training functions within the new iTrent integrated HR and Payroll system.	The benefits of the training module within iTrent not likely to be realised in 2014, with priority development areas being absence and self-service.
23	Lead from a Gwent perspective the L&D collaboration agenda. To identify collaborative and partnership arrangements in the delivery training and development services.	Discussions in relation to Driver Training collaboration have not progressed further. However, initial general discussions regarding collaboration in this area have been re-established.
24	To review, in conjunction with the Special Constabulary, the end of course report process, tutor and assessment phase of the development programme – with an L&D classroom Trainer focus.	A revised Specials Constables Action Checklist (SPAC) has been produced which could be used for Special Constables to evidence their competence in key areas prior to being signed off as fit for independent patrol. Work is on going in this area.
25	Seek out opportunities to minimise abstraction levels in undertaking OST and First Aid Training. Identify how many of out of compliance officers/staff require the long First Aid refresher training courses and put in place mechanisms to address any identified problems.	Work is currently on going to review the refresher requirements, delivery methods, course content and scheduling in order to improve processes whilst maintaining/improving learning outcomes. The issue of officer non-attendance was brought to the attention of T/AACC Symes at a Listen meeting on Monday 2 September. This and the matter of the OST department being understaffed was being taken forward by the T/AACC. A proposal is about to be considered by the Chief Officer Group to merge OST/First Aid and PSU Training as part the Staying Ahead 7 Efficiency Programme. If approved this would come into effect from January 2014.
26	To consult with LPU and Department leads to identify how learning and development can better support priority areas by identifying blockages, areas of concern and new ways of working.	Consultation has commenced. One of the main themes is in relation to the availability of information within L&D and the development of a prospectus to better inform training identification.

## Professional Development Unit Focus

	Aim	Update
1	To review, in conjunction with the Special Constabulary, the tutor and assessment phase of the development programme – with a workplace tutor focus.	A revised Special Constables Policing Action Checklist (SPAC) has been developed, which can be used as a record of the Specials achievement and for sign off for Independent patrol. Further work in this area to be undertaken.
2	Home Office Promotion Statistics.	Completed.
3	Manage the Promotion Processes as required.	Further promotion processes are planned for later this year, with the PC to Sergeant Promotion Board likely to take place around February 2014.
4	To identify practices in order that Gwent Police can adopt the National Police Promotion Framework.	Initial work in this area has commenced and will be introduced in the Gwent Police in line with the national timetable.
5	Co-ordination of the Post Entry Training Scheme and the High Potential Development Scheme.	Post Entry Training Scheme 2013/14. Two applications are currently waiting for consideration from the assessing panel. In 2012/13 eleven applications were received and eight were approved totalling £5,493. High Potential Development Scheme 2013/14 – Cohort 6 – five applications were received and two were successful following their interview with the Chief Constable to the next stage. The Chief Constable has also agreed to fund up to £300 coaching/support for assistance with the HPDS selection process.
6	Co-ordination of OPSRE Sgt Part 1, OSPRE Sgt Part 2, OSPRE Insp Part 1, OSPRE Insp Part 2 and Mock OSPRE Part 2 session.	OSPRE Sgt Part 1 took place in March 2013 where 49 candidates sat the exam with a pass rate of 44.9% against an average for all Forces of 42.4%. OSPRE Sgt Part 2 – the assessment centre will take place in Oct 2013 in Bramshill for 25 eligible candidates. OSPRE Insp Part 1 is due to take place in Oct 2013 where 18 officers will sit the examination in Bridgend. OSPRE Insp Part 2 – the assessment centre was run in May 2013 and 10 officers attended the assessment centre obtaining an overall Gwent pass

		rate of 90% against an average of 86% for all Forces. Within the PDU we also arranged mock stations to assist the officers in preparation for their assessment.
7	Close down and Creation of annual PDR process.	Gwent Guardian entry has been circulated stating that all PDR's that have yet to be finalised up to the year 2012/13, will be automatically closed down by 30.09.13.
8	OCR external verification of Police Diploma and L&D Schemes.	3 visits have taken place by the OCR external verifier over the past year. All reports have been favourable with no actions or recommendations resulting. 24 IPLDP recruits have been registered for their Apprenticeship in Policing and Diploma. The L&D Scheme is currently on hold due to no candidates.
9	ICIDP - induction, NIE registration, course co-ordination.	There are currently 19 TI's at various stages of the ICIDP, most have been posted into Crime and 3 are sitting their NIE later this year. Regular meetings are held with the Crime Senior Management Team & Human Resource Advisor to discuss individual progress and upcoming vacancies.
10	On-going assessment of PCSO (Certificate in Policing).	All current CSO's who paid for their Certificate have completed.
11	Assessment and accreditation of officers undertaking the Certificate in Policing (Apprenticeship)	24 IPLDP recruits have been registered for their Apprenticeship in Policing, Essential Skills and Diploma in Policing. Essential Skills and the Knowledge aspect of their Diploma will be assessed during their training phase which is currently on-going. The Performance criteria and remainder of the Apprenticeship will be assessed once they commence independent patrol. Succession planning is currently being addressed for qualified occupationally competent assessors to take the IPLDP officers through to August 2015.
12	Co-ordination of the qualifications being delivered via external training providers.	74 Police Officers and Police staff registered and signed up to gain additional qualifications. As at March 2013 45 candidates completed their training and earned a certificate in their chosen subject. The management qualifications that were taken run for two years and 14 candidates are in their second year at present. In 2013, 95 Police Officer/Police staff have showed an interest in obtaining a qualification in a variety of subjects. These are as follows: <ul style="list-style-type: none"> <li>• Business Admin – 4 signed up and 1 no longer interested</li> </ul>

		<ul style="list-style-type: none"> <li>• Customer Service – 5 signed up and 5 on a waiting list</li> <li>• Team Leader – 6 signed up and 12 on a waiting list</li> <li>• Middle Management Level 5 – 30 signed up, 3 no longer interested and 3 on a waiting list</li> <li>• Middle Management Level 3 – 19 on a waiting list</li> <li>• Project Management – 7 waiting list</li> </ul>
13	QA the PCSO Delivery, assessment and accreditation process.	The quality and relevance of the delivery of the CSO Training Course was evaluated and results fed back to the trainers. There were no specific actions or recommendations as a result. Assessment and accreditation for those CSO's who paid for their Certificate Registration has been completed with 65 'new' CSOs and 'old' PCSOs now accredited.
14	QA of Customer Service Training: Final Report.	To be completed by end of September.
15	Submission of Quality Assurance Management Scheme to meet College of Policing requirements.	
16	Co-ordination of the issuing of Long Service Medals and Police Staff Long Service Certifications.	A Long Service Ceremony was held on 1 <sup>st</sup> July 2013 in Headquarters where 28 Police Officers, 2 Special Constables and 4 Police Staff received medals and certificates.
17	Co-ordination of the Force commendation/awards nomination process and Awards Ceremony and the Force Long Service Ceremony.	A Chief Constable award ceremony was held on 8 <sup>th</sup> May 2013 in Drybridge Park, Monmouth where 80 Police Officers, 20 Police Staff, 3 Community Support Officers, 7 Special Constables and 1 Cadet received an award totalling 111 awards/commendations.
18	To further enhance the coaching and mentoring provision within the force through the supervisory network.	Coaching and Mentoring Guidance documents have been circulated via the Gwent Guardian as a way of publicising the scheme.
19	To develop an assessment and accreditation system that will facilitate the introduction of a Welsh Apprenticeship Framework for new police officer recruits.	See points L&D 19 and PDU 11.
20	To identify practices in order that Gwent Police can adopt the National Police Promotion Framework.	Initial work in the area has commenced in line with the National timetable.

21	On-going support to Networks (admin/budget/time off) and their ability to assist in the delivery of operational Policing as well as internal support to staff.	This requirement has reduced as a result of the Equality Champions. Budget information is still circulated to network chairs and spend remains within budget.
22	Implement actions arising from Strategic Equality Action Plan. Review Monitoring mechanisms with the Professional Development Unit - Strategic Equality Plan.	A task and finish group has been set up to look at the current monitoring information available in order to prioritise areas of work.
23	Publication of equality employment information, in order for Gwent Police to meet its responsibility under the Equality Act 2010.	Internal and external monitoring data has been collated and submitted to the OPCC. Published at the end of September 2013 internally and externally.
24	Prepare the Strategic Equality Plan - Annual Review Report for May/June 2013.	An Annual Equality report has been written and submitted to the OPCC. To be published by the end of September, internally and externally.
25	To continue to promote development opportunities such as the Foundation Leadership Programme (FLP), Senior Leadership Programme (SLP), Academia Wales and Welsh Government funded qualifications.	Identification of officers and staff to participate in the FLP and SLP continue. The Academi Wales bulletin, which highlights development opportunities, continues to be circulated.
26	Lead from a Gwent perspective the L&D collaboration agenda. To identify collaborative and partnership arrangements in the delivery training and development services.	This agenda is being taken forward by the Strategic HR Director for Gwent and South Wales Police in the context of scoping work he has been asked to carry out by ACPO Cymru regarding the creation of a Wales College of Policing.



## Occupational Health &amp; Welfare Focus

	Aim	Update
1	<p>Contribute to the formulation and implementation of the force's Health and Well Being Strategy which will be developed under the leadership of the T/ACC in 2013/14.</p>	<p>Corporate health working Party meetings being held in Autumn 2013 to discuss the re-evaluation in order to maintain the Welsh Government Corporate Health Gold Award and to consider an application at the Platinum level.</p>
2	<p>Provide quality advice and guidance to the Attendance Management Group (ARG) under the leadership of the T/ACC on a monthly basis to support the force in maximising attendance of police officers and police staff including:-</p> <ul style="list-style-type: none"> <li>~ OHU and Welfare Management and support for all sickness absence cases and regular reporting to line management, HRA's and the DCC.</li> <li>~ Supporting absence management training for all supervisors</li> <li>~ Monthly monitoring and management of the restricted and recuperative duties list with regular reporting to the Attendance Management Group, Resource Management Board and the Chief Officer Group.</li> <li>~ Managing Private Medical Treatment Applications.</li> </ul>	<p>The OHU Manager attends the monthly ARG meeting which is ACPO led – absence management and problem cases are discussed.</p> <p>OHU admin staff monitor and update the restricted and recuperative duties list.</p> <p>13 applications for Private Medical Treatment have been approved including Operations = 3, Consultations = 6, MRI =2 and other tests = 2.</p>
3	<p>Conduct recruit medicals for Police Officer recruits in June 2013, and medicals for Special Constables.</p>	<p>Completed.</p>
4	<p>Conduct management referrals for staff on sick leave, including referrals from day one for all stress cases.</p>	<p>On-going.</p>
5	<p>Conduct of Medical examinations for;</p> <ul style="list-style-type: none"> <li>~ Armed Response Unit</li> <li>~ CBRN and DVI</li> <li>~ DVLA</li> </ul>	<p>On-going.</p>

	<ul style="list-style-type: none"> <li>~ Dog Handler</li> <li>~ Surveillance</li> <li>~ Traffic</li> <li>~ Health Surveillance for Airwave/Radio Users</li> <li>~ SMP referrals for medical retirements</li> </ul>	
6	Maintain the Hepatitis B vaccination schedule and aim to keep the KPI at over 90%.	90% plus has been achieved and OHU maintains vaccinations at this level.
7	Conduct infection control talk and vaccinations following recruitment of new police officers.	Completed Aug 2013.
8	Conduct Flu vaccination programme for 500 staff in October 2013.	Planned to commence in October 2013.
9	Expand the use of the OPAS OHU computer system to its full potential during 2013/14. Plan to have Medical records scanned in to OPAS	Meeting held with IS/Scanning Team/Warwick in August 2013 to plan the way forward.
10	Develop a new Mental Health Policy and provide education and training.	Mental Health Policy completed. To be launched in October 2013.
11	Address and visit over 600 staff classified as vulnerable groups.	On-going.
12	<p>Provide on demand Welfare Services including:-</p> <ul style="list-style-type: none"> <li>~ Support for families of deceased serving or retired staff.</li> <li>~ Visiting and supporting staff on suspension</li> <li>~ Welfare support for up to 12 sickness referrals per month</li> <li>~ Dealing with general enquiries relating to debt, domestic and work matters of approximately 500 cases per year.</li> <li>~ Responding to call outs for operational incidents to provide support to staff of approximately 12 cases per annum.</li> </ul>	On demand.

## Health &amp; Safety Focus

	Aim	Update
1	To keep the Force's Health and Safety systems under constant review and actively promote them wherever possible, using/sharing collaborative opportunities.	Control of Contractors Procedure and Asbestos Management Procedure reviewed in conjunction with Mr Kieran McHugh Estates and Facilities Manager. (awaiting publication)
2	Ensure that a system is in place to inform staff of the Mandatory Duty to complete the NCALT DSE and Fire Safety Assessment Courses within the next 18 months.	All staff have been informed via a Guardian Entry (Sept 2013). The Force Strategic Health and Safety Policy Committee will monitor progress.
3	Further explore the opportunity of developing an NCALT Risk Assessment Training Course with South Wales, Wiltshire and the College of Policing	Discussions continue.
4	To ensure that managers use ill health, accident and incident information in a proactive manner to target areas of concern, and improve the Force's overall Health and Safety performance, thus ensuring officers and staff are fit and at work. The four key areas are: ~ The reduction of accidents and incidents. ~ Reduction year on year in the number of working days lost from work related injuries. ~ Reduction year on year of fatal and major injury accidents. ~ Reduction year on year of incidence of work related ill health	The force has seen a 45% reduction in lost days during the period March 2012 to March 2013 from Accident/Injuries etc. This has resulted in a saving of £46,486.00 compared to the previous year.  On-going.
5	Collate and analyse accident/injury and accident information, identifying emerging trends and issues.	Provided to the H&S Committee.
6	Influencing/suggesting solutions to emerging trend and issues i.e. training courses, uniform equipment and recruitment etc.	These matters are considered at the quarterly Health and Safety Policy Committee.
7	To improve efficiency, reduce waste and duplication through the development of new work systems and sharing collaborative, arrangements and processes.	Discussions are on-going with Mr Matthew Didcott, Force Analyst with regard to developing an IT programme for collating of statistics for the annual Health and Safety Performance Report and Quarterly Reports.

<p>8</p> <p>To continue the inter-force collaboration with regard to Health and Safety auditing and support.</p>	<p>The Force Health and safety Adviser has just completed a Peer Audit Review of Gloucestershire Constabulary and is in the process of compiling the official report for their Director of HR. Gloucestershire are due to conduct the reciprocal peer audit in Gwent in the new year.</p>
<p>9</p> <p>To assist the Estates Manager and various project boards in relation to staying ahead and the changing shape of the Force.</p>	<p>The Force Health and Safety Adviser is currently supporting/advising with regard to the following project/moves:</p> <ul style="list-style-type: none"> <li>• FCR</li> <li>• Fleet Vehicle/Workshops</li> <li>• PPU</li> </ul>