



WORKING
TOGETHER



**DORSET
POLICE**

Strategic People Board

Wednesday 26 October 2022

Commenced at 2.00pm

Via Microsoft Teams

Attendance

Alexis Poole (Assistant Chief Officer – People & Support Services) (Devon and Cornwall) (Chair)
Steve Penford (Alliance Head of Employee Relations)
Sandie Williams, HR Operations Manager
Jim Richardson (HR Change Team Manager) (Dorset)
Carol Grocott (ER Strategy and Policy Lead)
Sarah Birch (Strategy and Policy Lead)
Delphine Jones (Strategy and Policy Lead)
Andy Berry (Police Federation) (Devon and Cornwall)
Larry Lea (Staff Officer) (Devon and Cornwall)

Jo Mosley (Assistant Chief Officer - People & Support Services) (Dorset)
Raj Patel (Head of Equality, Diversity and Inclusion - D&C)
Zoe Holifield (HR Change Manager)
Jon Nickson (Wellbeing Manager)

Julie Kendall (Strategy and Policy Lead)
Claire Mead (Strategy and Policy Lead)
Jo Manley (HR Organisational Support) (Dorset)
Karen Stacey (Sergeant – Federation) (Dorset)

Bex Ousley (Specialist Support Coordinator)

Guests

Teri Roberts (Diversity Development Manager) (for minute reference 09/22/95)
Laura Harrison (HR Officer) (for minute reference 09/22/92)

Gary Stephens (Exercise Facilities Manager) (for minute reference 09/22/91b)

Apologies

Nicky Anderson (Alliance Head of People - Resourcing and Development)
Carey Owen (Head of HR Organisational Support) (Devon and Cornwall)
Sean Hounsell (Alliance Head of People - HR Operations)
Claire Flounders (Alliance HR Manager)
Karen Duke-Glover (Legitimacy Manager) (Dorset)
Abbie Clarke (ER Procedure and Projects Manager)
Jim Purkiss (Police Federation) (Devon and Cornwall)
Jared Parkin (Superintendent Association) (Dorset)

Vicky Goodwin (Alliance Deputy Head of Corporate Communications and Engagement)
Tom Holmes (Head of HR Organisational Support) (Devon and Cornwall)
Dan Evans (Superintendent Association) (Devon and Cornwall)
Shyrose Allibhai (Resourcing Manager)
Paul Kessell (Alliance Professional Standards)
John Harrison, Health and Wellbeing Advisor
Debi Potter (Unison) (Dorset)

09/22/88 Opening, Declaration of Interests and Health and Safety Obligations [FOIA Open]

Alexis Poole opened the meeting, welcoming members and noting apologies. No declarations of interest, Health and Safety, or equality issues were raised.

09/22/89 Minutes of the Previous Meeting 21 September 2022 [FOIA Open]

The minutes from the meeting on 21 September 2022 were agreed as a true and accurate record with amendments at the following:

08/22/83 Wellbeing Passport – the extract was amended to read ‘Members received and noted the verbal update provided by Carey Owen in relation to the Wellbeing Passport. The passport had been approved by the Board earlier in the year and publicised through various means, including publication on the People Portfolio pages, in the Health & Wellbeing Newsletter, via the HR Delivery teams as part of their case management, and to heads of business areas. However, it was fully recognised that further communication and support would be needed to fully embed its use as intended. This would follow a review of the draft national guidance and any resultant amendments to the Wellbeing Passport.

It was suggested a further review of its uptake be carried out at the end of the year. Carey Owen would provide a further update at the next Board following a review of the national guidance, to advise if there were any further recommendations, and how the Wellbeing Passport was to be implemented and embedded.’

09/22/90 Action Log [FOIA various]

- a. **Action 77 Risk Register (previous minute reference 05/22/41) [FOIA open]**
Briefing provided under minute reference 09/22/95, action therefore discharged.
Action discharged.
- b. **Action 84 Alliance Health and Safety Committee (previous minute reference 06/22/51b) [FOIA open]**
Briefing provided under minute reference 09/22/98b, action therefore discharged.
Action discharged.
- c. **Action 86 Mental Wellbeing Plan – Oscar Kilo (OK) Van Tour (previous minutes reference 06/22/53) [FOIA Open]**
Alexis Poole and Jo Mosley had received the key issues identified.
Action discharged.
- d. **Action 96 Devon and Cornwall and Dorset Police Health & Safety Initial Training Update August 2022 – Action 94 (previous minute reference 07/22/67 and 08/22/77f) [FOIA Closed s.22 Information intended for future publication]**
- e. **Action 99 HR File Management System Update (previous minute reference 07/22/71 and 08/22/77h) [FOIA open]**

Briefing provided under minute reference 09/22/92, action therefore discharged.
Action discharged.

- f. Action 104 Wellbeing Passport (previous minute reference 08/22/83) [FOIA Open]**
Briefing provided under minute reference 09/22/96, action therefore discharged.
Action discharged.
- g. Action 105 Reverse Mentoring (previous minute reference 08/22/85) [FOIA Open]**
Briefing provided under minute reference 09/22/93, action therefore discharged.
Action discharged.
- h. Action 106 Governance for Strategic People Board (previous minute reference 08/22/86) [FOIA Open]**
Briefing provided under minute reference 09/22/97, action therefore discharged.
Action discharged.
- i. Action 107 Papers for Noting (previous minute reference 08/22/87a) [FOIA open]**
The Specialist Support Hub contacted Nicky Anderson to include the presentation on 23 November 2022 agenda.
Action discharged.

Sarah Birch joined the meeting.

09/22/91 Policies and Procedures for Approval [FOIA as stated below]

- a. Responding to and Management of Infectious Illnesses Policy [FOIA Closed s.22 Information Intended for Future Publication]**

Gary Stephens joined the meeting.

- b. J-P-090 Fitness Testing Policy and J-P-090 Fitness Testing Procedure [FOIA Closed s.22 Information Intended for Future Publication]**

Gary Stephens and Steve Penford left the meeting. Laura Harrison joined the meeting.

09/22/92 HR File Management System Update [FOIA Closed s.22 Information Intended for Future Publication]

09/22/93 Reverse Mentoring EIA [FOIA Open]

Members received and noted the Reverse Mentoring Equality Impact Assessment (EIA) provided by Delphine Jones, which had been reviewed by the Corporate Equality Diversity and Human Rights Officer for Devon and Cornwall, and the Legitimacy Manager, both of whom had confirmed no issues with the EIA. The mitigations remained unchanged with no critical items to flag to the Board. All senior leaders were contacted last week to gauge interest prior to advertising for mentees. Once there was a cohort of mentees, requests for mentors could then go out.

Members noted that the Positive Action Group had an internal action for support from underrepresented groups, target for reverse mentoring could be approached through the Positive Action Group.

09/22/94 Occupational Health Programme – Monthly Update [FOIA Open unless stated below]

The members received and noted the Occupational Health Programme monthly update provided by Sandie Williams.

The following key points were highlighted:

- The contract with the current Occupational Health (OH) service provider the National Health Service (NHS) in Dorset would cease on 31 October 2022, with the new service due to 'go-live' 1 November 2022.
- Some transactional activity had already transferred across to the new service and had gone live. Live transfer of data and records was all that remained and was scheduled for 31 October 2022.
- There was a significant amount of live and archive paper records that required transferring from Dorset NHS. Paper records would be stored at Winfrith HQ, Dorset until such time they could be digitised.
- The new Chief Medical Officer (CMO) was due to start on 23 January 2022. Three OH nurses had been recruited to support the Dorset Service, with interviews for a part-time Doctor having recently been carried out. There was also a dedicated OH administrator appointed for Dorset. The Devon and Cornwall administrative team was now fully staffed.
- Members noted that the Service Level Agreements (SLAs) were being progressed and would be put onto the Risk Register, with report updates to be provided. Sandie Williams would clarify if the organisation had been charged for the 31 outstanding referrals. If they had been charged, further action would need to be undertaken to reclaim the cost back.

For action by:

Sandie Williams

Teri Roberts joined the meeting.

09/22/95 People Portfolio Risk Register [FOIA Closed s.42 Legal Professional Privilege]

09/22/96 Wellbeing Passport [FOIA Open]

Members received and noted a brief verbal update for the Wellbeing Passport provided by Zoe Holifield. Guidance was being reviewed by HR and by Equality Diversity and Inclusion (EDI), with a view to see if there were any minimal changes that needed to be made to the passport. The Head of HR Organisational Support (Devon and Cornwall) had been in discussion with the Legitimacy Manager (Dorset) regarding communications, which would be done following any minimal changes to the passport.

A review of the Wellbeing Passport against national guidance to ensure the organisation was compliant needed to be done before any communications could be shared. Zoe Holifield would carry out the review and provide a further update to the Board at the next meeting.

For action by: Zoe Holifield

It was highlighted that feedback from people within support groups would be useful. Raj Patel confirmed she would pick that up with the Head of HR Organisational Support (Devon and Cornwall) and the Legitimacy Manager (Dorset).

For action by: Raj Patel

Action discharged

09/22/97 Governance for Strategic People Board [FOIA Closed s.31 Law Enforcement]

09/22/98 Papers for noting [FOIA Various]

a. People ICT Strategic Requirements Group [FOIA Closed s.43 Commercial Interest]

Members noted the People ICT Strategic Requirements paper, no update was provided.

b. Alliance Health and Safety Committee – previous minutes 4 October 2022 [FOIA Closed s.22 Information Intended for Future Publication]

Members noted the Health and Safety Committee had recently met on 4 October 2022 and were grateful to be sighted on the minutes of that meeting.

c. Training Plan Update Group [FOIA Open]

No papers were provided to the Board. However, it was noted the importance of an update being brought to the Board. Jo Mosley would ensure a verbal update or paper would be brought to the next Board, to keep them informed.

For action by: Jo Mosley

09/22/99 Appointment of New Alliance Head of People (HR Operations) [FOIA Open]

The Chair informed the Board of the recent appointment of Jim Richardson as the new Alliance Head of People (HR Operations). He would commence on Monday 24 October 2022.

The members welcomed Jim Richardson to his new role.

09/22/100 Positive Action Update [FOIA Closed s.43 Commercial Interests]

09/22/101 His Majesty's Inspectorate of Constabulary and Fire & Rescue Service (HMICFRS) Data Update [FOIA Open]

Claire Mead provided a brief verbal update for the Executive, advising members that His Majesty's Inspectorate of Constabulary and Fire & Rescue Service (HMICFRS) Autumn data return was taking place slightly later this year; with templates understood to be received for completion mid-November 2022. Once complete, the final templates would be sent for sign off by the ACO People and the Director of People & Support Services, early December 2022. New trend data would follow.

Members were advised for their awareness and for their assistance with the sign off process.

Date, Time and Location of Next Meeting

There being no other business the meeting closed at 3.28pm. The next Strategic People Board meeting will be held on Wednesday 23 November 2022, commencing at 2pm Via Microsoft Teams.