

National Attendance Management Forum (NAMF)

(Name change subject to agreement)

Date & Time: Friday 2nd September 10:00am – 15:00pm

Venue: Tally Ho Conferencing Centre, Lord Knight Suite

Pershore Road, Birmingham, B5 7RN.

Host/Chair: Lesley-Anne Knowles, Head of HR, Northumbria Police

Vice Chair: Stephen Mitchell, Senior HR Manager, Nottinghamshire Police

Morning Session

<u>Time</u>	<u>Item</u>	<u>Representative</u>
9:30 – 10:00	Coffee and Breakfast	
10:00 – 10:15	Introduction and welcome	Chair
	- Apologies	
	- Minutes and Matters Arising	
10:15 – 11:00	Revised Terms of Reference (Papers attached)	Chair
	Future Membership	
	Funding Arrangements	
	Name of Group	
11:00 – 12:30	Update on Wellbeing	
	- Setting the Scene	To Be Confirmed
	- Wellbeing & Engagement Group	Liz Eades, Surrey &
	Sussex	
	<i>(other speakers tbc)</i>	
12:30 – 1:15	Lunch Break	

Afternoon Session

1:15 – 1:30	JRFT and Limited Duties	Matt Johnston, College of Policing
1:30 – 2:00	Updates from Home Office	Home Office
Representative	- IOD Regulations	
	- Response to Force updates re PMAB	
	- General Policy Updates	
2:00 – 2:30	Legal Updates	Nicholas Wirz, Principal Solicitor, Northumbria
2:30 – 2:45	Next Steps	Chair
2:45	Close	Chair

Next Meeting: Friday 2nd December at 10:00am, Tally Ho Birmingham

NATIONAL ATTENDANCE MANAGEMENT FORUM

QUARTERLY MEETING

HOSTED AT WEST MIDLANDS POLICE AT TALLY HO! BIRMINGHAM

FRIDAY 2 SEPTEMBER 2016

1) Introduction and Welcome

Lesley-Anne Knowles (L-AK), Head of HR Dept, Northumbria Police, welcomed everyone to her first meeting as Chair, with Steve Mitchel (SM), Senior HR Manager, Nottinghamshire Police who will be the new Vice-Chair.

a) Apologies were received from:

Ace Williams – Derbyshire
Jan Wainwright and Saffron Burton – South Wales
Harriet Mackinlay (Dan Humble representing) – Home Office

L-AK advised she will be writing to all HR leads, stakeholders and partners regarding attendance at future meetings and who is best placed to attend in the future.

Action – L-AK

b) Minutes of the Meeting held on 3rd June 2016
Were confirmed to be a true and correct record.

c) Matters Arising:

Item 3 c) Federation Stress Survey Findings

It was confirmed that Jonathan Houdmont (Assistant Professor of Occupational Health Psychology, University of Nottingham) would be attending the next meeting in December. A summary of his findings has been produced by Damien Morley (GMP) and issued with the agenda for today's meeting. L-AK will obtain JH's agreement to release his power point slides presented at the national Federation conference in the summer and any other supporting material that is available.

Action – L-AK

Item 3 e) Use of POLKA

To be discussed further during the next agenda item on revised terms of reference.

Item 4) Review of Police Ill Health Retirement Process – MPS

Carried forward to December meeting.

Item 6) Pensions Ombudsman Update – Ken Buckley

Paul Barker's colleague (Humberside) to confirm if he has forwarded the relevant medical appeal extract to KB for information.

Action – Humberside

Item 12) Standing Item: Legal Cases

The Sharp case has now been published on POLKA.

Item 13.2) HML

L-AK advised she would share the feedback from Harriet Mackinley (Home Office) regarding the issue of conduct at PMAB hearings once received.

Action – L-AK

Item 13.3) Wellbeing Card

It was confirmed that this has now been published on POLKA.

2) Revised Terms of Reference

- **Future membership**
- **Funding Arrangements**
- **Name of Group**

A discussion was held regarding the focus of the NAMF and it was agreed that in addition to attendance, ill health retirements and medical appeals, the wellbeing agenda would be included. L-AK advised she has been speaking with other national groups to avoid duplication of effort and will continue those discussions to raise the profile of this forum and the positive contribution it makes to the overall wellbeing agenda. The CIPD Police Forum funds the venue and refreshments for NAMF meetings. L-AK advised she would be looking at future membership including possible staff association representation, operational representation and also representation from non CIPD Police Forum members. She confirmed she would be reviewing meeting costs to ensure efficient and most appropriate use of available funds to support future meetings.

Action – L-AK

Attendees were asked to provide their views to L-AK on the draft terms of reference and provide the names of any Force leads who are currently not attending.

Action – All

The issue of using POLKA was discussed. It was agreed meeting papers would continue to be circulated by e-mail and put onto the NAMF section on POLKA. In view of the retirement of Ace Williams (Derbyshire) attendees were asked if they would nominate themselves to assist with taking the use of POLKA forward.

Action – All

New names for the group were discussed and L-AK will circulate them to

members for feedback.

Action – L-AK

It was agreed the current venue was considered convenient and fit for purpose by attendees and members were asked to put forward any alternative locations.

Action – All

L-AK reminded members that the NAMF minutes are requested externally under Freedom of Information requests.

L-AK advised she would be sharing the plan for NAMF's future work with DCC Rhodes, Lancashire Police, who is the national lead for wellbeing & engagement to ensure the positive contribution this group makes to the wellbeing agenda nationally is captured in the work DCC Rhodes is undertaking.

Action – L-AK

3) Update on Wellbeing

An overview of the work undertaken by the Health, Safety and Wellbeing Group, and also Engagement and Wellbeing Meeting which is part of the Workforce Development Group was provided. It was mentioned that Public Health England are focussing on the Workplace Wellbeing Charter and HMIC are interested to see if forces are engaging with it. Colleagues from Wales updated that the Corporate Health Standard which is similar has been in place in Wales for over 10 years.

4) JRFT and Limited Duties

SM delivered an update from Matt Johnston (College of Policing). He advised the alternative JRFT is hoped to be endorsed for use from November 2016. The CoP research team is reviewing the research in advance of formal endorsement being sought by the College Professional Committee. It was stated that some forces have been using an alternative test (Chester treadmill test) which avoids the turning element of the usual JRFT and feedback has been received that it is not considered to be an easier test to the standard in place.

5) Updates from Home Office

- **IOD Regulations**
- **Response to Force updates re PMAB**
- **General Policy updates**

DH attended from the Home Office on behalf of HM and provided the following update.

Injury Benefit Regulations

1. Amendments to include ESA (Employment and Support Allowance)

The Police Advisory Board of England and Wales has been consulted on the draft regulations. The Home Office is considering the comments received and working on the

process to allow the regulations to be made. DH will provide feedback on NAMF members' query regarding the timescale for this.

Action – DH

2. Amendments to refer to the 2015 Police Pension Regulations

The Home Office is working with their legal advisers on these regulations however other priorities mean the timescale for amendment is currently not available.

Capability dismissal

- For this and review of limited duties please contact Supt Mark Johns, Thames Valley Police about these matters in the first instance.

Police Medical Appeals Board

- DH advised there was nothing to report at this time. L-AK asked for the Home Office, who issue the PMAB contract, to provide an update to NAMF members in relation to feedback given at the last meeting concerning conduct at PMAB hearings.

Action – DH/HM

Volunteers

1. A new volunteering strategy was published in July by Chief Constable Dave Jones, North Yorkshire Police, and is available from (<http://www.cip.webeden.co.uk/read-the-draft-strategy/4592229987>). Mr Jones is the national police lead for volunteers in policing and his Citizens in Policing group will be setting up working groups to tackle the practical implications of implementing the strategy.

2. The Institute for Public Safety Crime and Justice in Northamptonshire have been undertaking a number of academic research projects including a recent survey of volunteers in policing, a benchmarking exercise on the numbers of volunteers in policing and a variety of more qualitative work. They also provide academic research on victims, witnesses and communities to help develop policies and practice to meet their needs - <http://www.ipscj.org/>. The national survey on police volunteers is available from <http://www.ipscj.org/national-survey-specialconstables-police-support-volunteers-initial-findings-report-published/>.

L-AK requested a copy of the terms of reference on volunteering which can be shared with NAMF members

Action – DH/HM

6) Legal Updates

Nicholas Wirz, Principal Solicitor, Northumbria Police gave an update in relation to the following cases

- Carver v West Midlands Police
- Hart v Derbyshire Police
- Pensions Law in relation to Tameside Hospital NHS Foundation Trust v Mylott and also the Sharp case

He also provided some procedural advice in relation to Home Office guidance and Police Pensions law.

7) Next Steps

L-A K advised members that future administration would be undertaken by a member of her team and thanked Kath Thomas (Gwent) for taking and distributing the notes of previous meetings. The next meeting will take place at Tally Ho! Conference centre as usual but it was noted the Occupational Health conference (OHNAPS) would be taking place on the same day. The difficulties in securing dates and a suitable venue were discussed and it was agreed that NAMF meeting arrangements for the December meeting remain in place.

Members were advised that Dr Jonathan Houdmont has agreed to act as a 'critical friend' to the group. He will attend the next meeting to present his findings following the recent federation survey he carried out.

In addition, representatives from HMIC, Police Mutual and MIND (Blue Light Programme) will also attend the next meeting.

8) Any other business

Police Dependants Trust

DM (GMP) advised members that the Trust is offering grants under their 'One in Four Grant' fund for 2016/17 in which forces can bid for up to £150,000 (3 year project) or £60,000 (1 year project) in relation to mental health/wellbeing. He was aware that one force had received a grant to develop a Buddy app.

Firearms forms

A question was raised as to whether any forces found that GPs were refusing to sign forms for officers working on the Firearms team as they did not consider this to be a primary care responsibility. Two forces stated that they had experienced this.

100% attendance

A question was raised regarding rewarding attendance. Three forces stated that they rewarded 100% attendance; 1 force advised that they have previously had in place but no longer did so.

**Date of the next meeting, Tally Ho!, West Midlands Police.
10am - 2 December 2016**

Attendance List

Name	Force	Job Title
Mark Cook	Beds/Cambs/Herts	Strategic Lead Health & Wellbeing
Rosemary Jeffers	Beds/Cambs/Herts	OH Safety & Wellbeing Manager
Amit Kanabar	BTP	Senior HR Advisor
Darren Skinner	BTP	Head of People Development
Tina Jones	Cheshire	HR Adviser
David Bradley	Cleveland	HR Business Partner
Andrew Taylor	Cumbria	Head of HR
Sheila Donscha	Derbyshire	Senior HR Business Partner
Melanie Clarke	Derbyshire	HR Manager - Employee Relations
Steven Penfold	Devon & Cornwall	Employee Relations Manager
Judith Clewlow	Durham	Head of HR
Shelley Upton-Boorman	Dyfed Powys	Temp HR Specialist
Tracey Webb	Gloucestershire	Corporate HR Manager
Damian Morley	GMP	Wellbeing Project Lead
Lesley Kewin	GMP	Senior HR Partner - Attendance Management
Kath Thomas	Gwent	HR Manager
Christine Price	Gwent	OH & Welfare Manager
Jill Parselle	Gwent	OH Adviser
Tammy Bullivant	Humberside	HR Ops Partner
Caroline Neal	Leicestershire	HR Business Partner
Alex Stacey-Midgley	Leicestershire	Senior HR Business Partner
Julie Feechan	Leicestershire	Clinical Lead - East Midlands Regional Occupational Health Team
Sara Hopper	NCA	Senior HR Officer
Sarah Mekins	North Yorks Police	HR Consultant
Nicholas Wirz	Northumbria	Principal Solicitor
Lesley-Anne Knowles	Northumbria	Head of HR
Stephen Mitchel	Nottinghamshire	Senior HR Manager
Sally Waterlow	OHS Partners	Adviser to SMP
Johnny McConnel	PSNI	HR Manager
David Johnston	PSNI	HR Strategic Lead
Geoff Crowther	PSNI	Chief Medical Adviser
Joanna Elliott	PSNI	Chief Nursing Adviser
Sandy Powdrell	South Yorks	Senior HR Ops Partner
Tina Fergus	Staffordshire	HR Manager
Louise Monk	Surrey	Senior HR Officer
Jonathan Edmondson	West Mercia	HR Officer
Trevor Forbes	West Mids	Appeals Co-ordinator