

## Information and Consultation

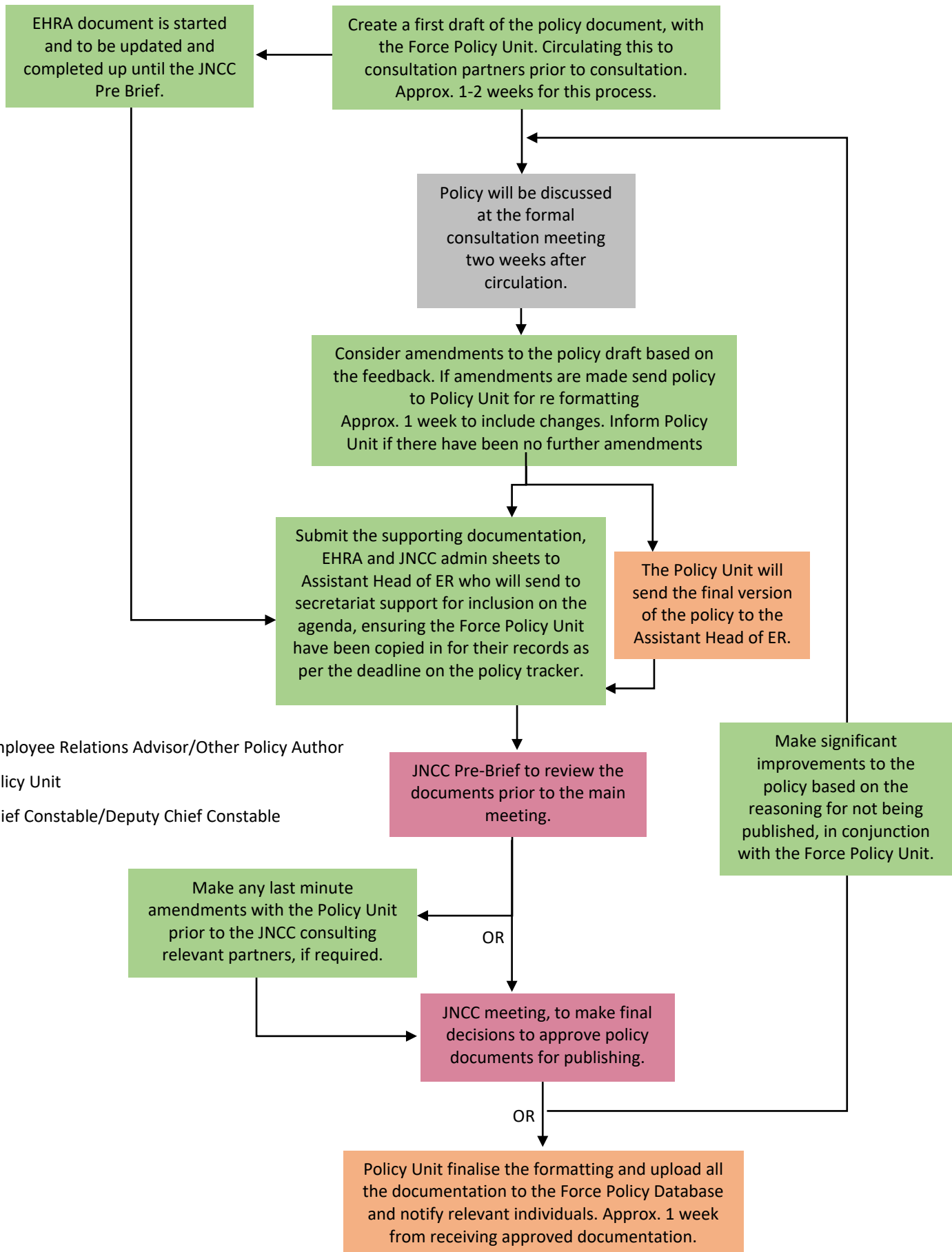
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## Flowchart – Process for Formal Consultation on Policy



## Policy Statement

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### Summary

This policy outlines the Force and local processes for regular formal and informal consultation with officers, staff and their representatives.

The Force discusses potential new policies and any changes to current policies at an early stage with staff representatives who are encouraged to contribute their views and suggestions and provide feedback about the policy documents and other matters.

This policy does not negate the statutory rights of Trade Unions or Staff Associations. The main terms and conditions for officers are established nationally in Police Regulations, and for staff are determined through Police Staff Conditions (PSC).

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### Scope

This policy applies to all police officers and police staff.

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## Consultation Process

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### Principles

West Yorkshire Police will:

- Hold weekly formal consultation meetings with the Trade Unions, Police Federation and Superintendents Association to discuss and agree new policy or policy revisions in relation to all People Directorate and Professional Standards policies and any policy which has a substantial impact on the workforce.
  - Ensure that changes to the initial draft documents are tracked, appropriate version control is in place and updated draft(s) of the policy document are circulated as part of the consultation process. There may be a need for additional consultation meetings where complex policy documents require further actions.
  - Ensure consultation partners have sight of the draft of a policy prior to submission to the Force JNCC.
  - Ensure the Policy Unit is sighted on all proposed changes and any feedback which may result in further amendments.
  - If a policy change is minor and is fully agreed by the Force, Trade Unions, Police Federation and Superintendents Association, it is not necessary for it to be submitted to the Force JNCC.
  - Enable consultation partners to raise any Forcewide issues at the formal consultation meetings as any other business.
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## Force JNCC

## Principles

- All policies owned by the People Directorate and Professional Standards and any other policy which has a significant impact on the workforce must be formally consulted upon prior to being submitted to the Joint Negotiation and Consultative Committee (JNCC).
  - These policies can only be agreed through the Force JNCC.
  - The Chair of the JNCC will be the Chief Constable or the Deputy Chief Constable in their absence. In the event that neither are available to chair the meeting it will be postponed.
  - The frequency of the Force meetings is determined by the Chair. It is expected that meetings will usually be held every 6 to 12 weeks.
  - All new or revised policies that are to be discussed at Force JNCC must have been subjected to formal consultation before they are submitted for the JNCC agenda.
  - The Chief Officer Team Secretariat will be responsible for producing the agenda, taking and circulating the minutes. These once approved, will be available on the local intranet pages.
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## Agenda

- The standing JNCC agenda items will include:
    - A Force financial update;
    - A Force change delivery programme update;
    - A Force collaborative arrangements update;
    - A Force people matters update; and
    - Policy drafts for approval.
  - Final decisions about items discussed at JNCC will be made by the Chair of the meeting.
  - In addition to the standing agenda items the Force JNCC may consider:
    - Changes to Police Regulations;
    - Changes to Police staff Terms and Conditions;
    - Changes to Force shift patterns and rostering arrangements;
    - Force wide organisational changes;
    - Force budgetary issues which affect officers and staff; and
    - Other Force relevant matters.
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## Membership

- Membership of the Force JNCC consists of:
  - The Chief Constable, or Deputy Chief Constable in their absence, to chair the meeting;
  - Chief Officer Team members
  - Finance Director
  - People Director
  - Head of Employee Relations
  - Assistant Head of Employee Relations
  - Director of Corporate Services
  - One representative for the Superintendents Association,
  - The secretary and/or deputy secretaries or appropriate deputies for the Police Federation should they consider it necessary;

- Two representatives for Unison;
  - Two representatives for GMB;
  - As appropriate a representative who has specialist knowledge relevant to an agenda item, which is agreed by the chair.
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## Local JNCC

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### Principles

- It is expected that each district and department establishes a local JNCC.
  - Any individual cases or matters relating to local decision making, must be consulted on at local JNCCs or with other committees on a similar level, unless in exceptional circumstances.
  - The frequency of local JNCC meetings is determined by the Chair. It is expected that meetings will usually be held every 6 to 12 weeks.
  - A person appointed by the chair will be responsible for producing the agenda, taking and circulating the minutes. These once approved, will be available on the local intranet pages.
  - Local JNCCs may consider:
    - Changes to organisational structures;
    - Shift patterns and rostering arrangements;
    - Training matters;
    - Welfare issues;
    - Changes to staffing levels;
    - Working conditions; and
    - Other matters of local importance.
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### Membership

- Membership of local JNCCs consists of:
    - The District Commander or Departmental Head, or another Senior Leadership Team member in their absence, to chair the meeting;
    - Employee Relations representative if required;
    - One constable, one sergeant and one inspector representatives for the Police Federation;
    - One representative for Unison;
    - One representative for GMB;
    - As an additional attendee, Specialist Police Federation representatives, who only attend when required for particular matters of concern; and
    - As appropriate a representative who has specialist knowledge relevant to an agenda item, which is agreed by the chair.
  - In districts where there are only a small number of police officers, the District Commander/Departmental Head can, by agreement, revise the proportion of JNCC members from the staff associations.
  - The total number of formal staff representatives must not exceed five.
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## Other Consultation Groups

**Information**

- As appropriate, other consultation groups will be convened to consider changes to working practices and equipment that may impact the current Health and Safety arrangements.
- The membership of these groups will include representatives from relevant staff associations and deemed the most suitable staff members to recognise the issues.

## Responsibilities

**Employee  
Relations  
Advisor or  
Other Policy  
Author**

The appropriate Employee Relations Advisor is responsible for:

- Creating a first draft of the policy document, in consultation with the Policy Unit;
- Identifying key stakeholders who need to be included in the consultation process;
- Ensuring all draft policies display a draft watermark;
- Ensuring the draft policy is sent to the Policy Unit for formatting within the determined deadlines;
- Completing an Equality and Human Rights Assessment (EHRA) at an early stage which must be finalised before the policy document is considered at the Force JNCC. Help and advice on completing this can be obtained from the Diversity Equality and Inclusion Team;
- Considering amendments to the policy draft based on the feedback, sending the policy to Policy Unit for re formatting Approx. 1 week to include changes;
- Inform Policy Unit if there have been no further amendments;
- Arranging additional consultation when complex policy documents require further actions;
- Sending items (not the policy) for the Force JNCC agenda to the Assistant Head of Employee Relations within the determined deadlines and copying in the Policy Unit. Only in very exceptional circumstances will agenda items be added after the deadline for submission;
- Making any last minute amendments with the Policy Unit prior to the JNCC consulting relevant partners, if required; and
- Making significant improvements to the policy based on the reasoning for being rejected at the JNCC, in conjunction with the Force Policy Unit.

**Assistant Head  
of Employee  
Relations**

The Assistant Head of Employee Relations is responsible for:

- Liaising with Employee Relations Advisors, other policy authors and Policy Unit where required, during the amendment and consultation phase of the policy review;
- Submitting the final version of all documentation including the final formatted policy, the Equality and Human Rights Assessment (EHRA) and JNCC front cover summary sheet to the COT secretary support department for inclusion on the JNCC agenda;

- Attending the Force JNCC to discuss Force Policy; and
  - Informing the Policy Unit, the outcome of the policies in attendance at the JNCC, if they can be published or require rework.
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**Chief Constable  
or Deputy Chief  
Constable**

- The Chief Constable or Deputy Chief Constable is responsible for:
- Being the final arbiter on resolving any disagreement in relation to the policy content that has been brought to the JNCC; and
  - Deciding whether a policy is to be approved/rejected before being published on the Force Policy Database.
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**Policy Unit**

- The Policy Unit is responsible for:
- Creating and maintaining an annual schedule for policy review, factoring in timescales for consultation and JNCC meetings;
  - Liaising with the Employee Relations Advisor or other policy author regarding timescales and proposed changes to the policy;
  - Ensuring formatting of the document and style of writing is consistent with policy criteria, and all linked documents such as forms and guidance are also amended by the Employee Relations Advisor or other policy author prior to the JNCC;
  - Making any required amendments based on feedback from the Trade Unions and Staff Associations;
  - Submitting the final version to the Assistant Head of Employee Relations for the JNCC agenda;
  - Publishing the policy and linked documentation once confirmed the policy has been approved at the JNCC; and
  - Liaising with the Employee Relations Advisor, making any necessary amendments to start the consultation process again if the policy is rejected at the JNCC.
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