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There are background papers to agenda items:

*BOARD OF GOVERNORS OF THE SCOTTISH POLICE COLLEGE
TRAINING REVIEW COMMITTEE*

ACCELERATED PROMOTION SUB-COMMITTEE

MINUTES OF MEETING

DATE: 27 September 2006

LOCATION: McLure Room

CHAIRMAN: Mr Cameron Chief Constable Central Scotland Police, Chair ACPOS
Personnel & Training Business Area

SECRETARY Fred Hall, AP Co-ordinator

Members Present: Mr Cameron Chief Constable Central Scotland Police, Chair
ACPOS Personnel & Training Business Area
Mr John Geates, Deputy Director Scottish Police College
Valerie McHoull, ASPs
Jim Duffy, SPF
Iain Ross, Scottish Executive
Jayne Sledmore, Scottish Executive
Fred Hall, AP Co-ordinator

In Attendance: Peter Scholes, AP Co-ordinator designate

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1. **APOLOGIES**
 - 1.1 Apologies had been received from Mr Peter Thickett ACPOS Secretariat
2. **MINUTES OF THE MEETING HELD ON 23 June 2006**
 - 2.1 The minutes of the meeting held on 23 June 2006 were approved.

3. **MATTERS ARISING FROM LAST MEETING**

3.1 AP Co-ordinator to produce a breakdown of AP Officers by Phases

The AP Co-ordinator produced a document showing a breakdown of AP Officers by Phases and by Force for the members of the AP Sub-Committee.

3.2 AP Co-ordinator to contact the SCDEA to enquire if the organisation required an AP Liaison Officer.

The AP Co-ordinator informed the Committee that the SCDEA did not see the need to appoint a AP Liaison Officer at this Stage as AP Officers seconded to them were supported by their host Force AP Liaison Officer. However Ms Christine Loutit the HR Director of the SCDEA would be the point of contact for Forces whose Officers were seconded to the SCDEA.

The AP Co-ordinator informed the Committee that British Transport Police Scotland Division were appointing Sergeant Graham Hunter as their AP Liaison Officer. Officers from British Transport Police Scotland Division have historically applied for ACPO High Potential Development Scheme however a British Transport Police Officer from the Scotland Division has expressed an interest in the ACPOS AP Scheme.

The AP Co-ordinator informed the Committee that the AP Co-ordinator designate Chief Inspector Peter Scholes would be given a list all of the AP Contacts.

3.2 Mr Geates to monitor the dual role of the future AP Co-ordinator.

Mr Geates informed the Committee that the new dual role of the AP Co-ordinator designate is a challenging one and that he would monitor the situation to ensure that the combined roles are sustainable.

3.3 The AP Co-ordinator to ensure that Force AP Liaison and Recruitment Officers are aware of the dual role of the future AP Co-ordinator and its implications for their role.

The AP Co-ordinator informed the Committee that he had written to every Force AP Liaison and recruitment Officer and informed them of the dual role of the AP Co-ordinator designate and its implications for their roles. He informed the Committee that the second of two seminars for AP recruitment and Liaison Officers was being held that very afternoon, and he could assure the Committee that they were fully aware of the implications particularly around the recruitment officers enhanced role in marketing the AP Scheme.

3.3 Mr Iain Ross to complete the tendering process for Occupational Psychology services for the AP Scheme.

Mr Ross informed the Committee that the tendering process was complete that the preferred bidders had made their presentations yesterday to evaluation team which consisted of members of the AP Sub –Committee and the Scottish Executive Procurement Officer. A preferred supplier had been identified and the contract would be awarded to CPR.

4. Appointment of new AP Co-ordinator.

The Deputy Director Mr Geates introduced the new AP Co-ordinator Chief Inspector Peter Scholes to the Committee. The Chairman Mr Cameron welcomed Chief Inspector Peter Scholes to his new role and was confident that he would carry on the work that had and is taking place and move the role on.

5. Appointment of new AP Occupational Psychologists

This item was dealt with in previous item 3.3.

6. Impact of the new Diploma Police Leadership and Management on AP selection criteria

The AP Co-ordinator informed the Committee that he had a number of concerns around the decision made by the working group on the Diploma in Police Leadership and Management that AP Officers who enrolled on the aforesaid Diploma were expected to complete it in twelve months as opposed to the 18 month timetable for non AP Officers. He also outlined some concerns on the impact on the selection criteria of In –Service Applicants to the AP Scheme.

The Committee held a wide ranging discussion on the issue including examining the support systems of the Diploma in Police Leadership and Management the Scheduling of tutorials etc.

The Committee came to the conclusion that the disadvantages of the AP Officers being expected to Complete the aforesaid Diploma 12 months as opposed 18 months outweighed the benefits to the Individual of completing the Diploma in a quicker time frame, that the support mechanisms for the Diploma revolved around an 18 month timetable. The Committee agreed that AP Officers would Complete the Diploma within the 18 month standard timetable. That the current AP Co-ordinator would inform Officers on the AP Scheme who were eligible to sit the Diploma of the new policy, that the AP Co-ordinator designate was to check AP promotional literature and ensure that it contained details of the new Diploma and the developmental opportunities it offered to Officers entering the Scottish Police Service

Action: Chief Inspector Hall to inform AP Officers currently on the AP Scheme and eligible to sit the new Diploma in Police Leadership and Management of the new policy that the Diploma is to be completed in 18 months and not 12 months as previously intimated.

Chief Inspector Scholes to ensure that AP promotional literature contained details of the new Diploma and the developmental opportunities it offered Officers joining the Scottish Police Service.

7. Any other business

The Chairman Mr Cameron informed the Committee that the current AP Co-ordinator Chief Inspector Hall would complete his secondment as AP Co-ordinator on the 29th of September 2006. Mr Cameron on behalf of the Committee thanked Chief Inspector Hall for his contribution to the AP Scheme in the last three years and in particular to his role in gaining approval for the AP Scheme to be increased to 5 Phases.

8. Date of next meeting

The next AP meeting will be held at 1400hrs on Wednesday 17 January 2007 in the McLure room at the Scottish Police College.

4. **Report on the 2006 AP Assessment Centre**

The AP Co-ordinator gave a report on the 2006 AP Assessment Centre. He informed the Committee that the Assessment Centre had been a success. That one Centre consisting of twelve candidates took place on the 11th and 12th of April. Four candidates were successful, three from Strathclyde Police and one from Central Scotland Police. Three of the successful candidates were in-service applicants, the fourth being a graduate entrant who had just completed her 15 week initial course at Probationer Training Division at the Scottish Police College.

The successful Strathclyde Police Candidates were Constable Mark Hargreaves, Constable Kate Findlay and Constable Elaine McGhee. The successful Central Scotland Police candidate was Constable Barry Blair. The AP Co-ordinator informed the Committee that there were 24 AP Officers in Scotland, he went to give a Force breakdown of AP Officers.

Mr Duffy asked if a breakdown of Officers by Phase could be given at the next meeting. The AP Co-ordinator agreed to do so. Mr Licznarski asked if any AP Officers were seconded to the SCDEA and if it was appropriate for them to have an AP Force Liaison Officer. The AP Co-ordinator informed the Committee that two AP Officers had been seconded to the SCDEA as part of their development phases. The Committee discussed the issue of the SCDEA having an AP Liaison Officer and tasked the AP Co-ordinator to contact the SCDEA to enquire if there was a need at this time or in the future.

Action: AP Co-ordinator to produce a breakdown of AP Officers by Phases for the next meeting. AP Co-ordinator to contact the SCDEA to discuss the issue of whether or not the SCDEA needs an AP Liaison Officer and to report on the matter to the next meeting of the AP Sub-Committee.

5. **ASE report on the 2006 Assessment Centre**

Mr Jeremy Pemberton Piggot of ASE gave a comprehensive report on the 2006 AP Assessment Centre, he went onto explain how ASE would improve upon the service they provide, if they were given the option of the extension of a third year running the Assessment Centre process. The Chairman Mr Geates thanked Mr Jeremy Pemberton Piggot for his report on the 2006 Assessment Centre. Mr Jeremy Pemberton Piggot left the meeting at this point as the remaining agenda items related to internal APSG processes.

6. New role for future AP Co-ordinator

The Chairman Mr Geates asked the AP Co-ordinator to inform the committee of the new role requirement for the future AP Co-ordinator who will take up the post on the 2nd of October 2006. The AP Co-ordinator informed the Committee that he was returning to Force on the 2nd of October and that a new Co-ordinator would be in post by then. He went onto explain that the current Co-ordinator was attached to Leadership Management Division (LMD) at the Scottish Police College and as well as doing the AP role he when required assisted LMD in running courses. The future AP Co-ordinator will be based in Learning Support Division at the Scottish Police College and will do the dual role of AP Co-ordinator and Deputy Director Diploma in Police Leadership and Management. Mr Duffy and Mr Thickett expressed concerns that the two roles did not seem compatible and that the Diploma role could impact upon the attention given to the AP Co-ordinator role. The Chairman Mr Geates voiced appreciation of their concerns and stated that the role would have to be given support to ensure that AP matters were given the appropriate attention. Mr Geates stated that he would personally monitor the situation to ensure that new Co-ordinator had suitable support, he went onto instruct the AP Co-ordinator to inform Force AP Liaison and Recruitment Officers of the role requirement of the future Co-ordinator and to brief them that the new Co-ordinator would need more support particularly from Force Recruitment Officers who would in future be the primary agents in recruiting graduates for APSG.

Action: The Chairman Mr Geates to monitor the role of the future Co-ordinator. The AP Co-ordinator to ensure that Force AP Liaison and Recruitment Officers are made fully aware of the dual role of the future AP Co-ordinator and its implications for their role.

7. AP Occupational Psychologists Contract

Mr Iain Ross led the discussion on whether or not the Committee should grant ASE the option of a third year of running the AP Assessment Centre process. The Committee were unanimous that the contract for Occupational Psychology services for the AP Scheme should be put out to tender. Mr Iain Ross then led the Committee through the Scottish Executive tendering process. He informed the Committee that the timescale would be that the advertisement inviting tenders for AP Occupational Psychology Services would be put out prior to the 4th of July 2006, the paper evaluation of the tenders would take place on the 4th of September and the preferred contractors would make their presentation to the Committee on the 26th of September with the contract being awarded on the 2nd of October 2006. Mr Thickett suggested that it would be good practice to get an independent lay person with expertise in Occupational Psychology Services to assist in the evaluation process, he recommended Ms Dianne McCutcheon of Standard Life who had assisted in the review of the AP Scheme in 2003 and as an independent assessor in the 2003, 2004 Assessment Centre. The Committee agreed that it would be best practice to have an independent assessor in the evaluation process of the AP Scheme Occupational Psychologists tendering process. The Chairman Mr Geates requested that Mr Iain Ross complete the tendering process as outlined and that the AP Co-ordinator make the appropriate arrangements with regard to obtaining accommodation for the evaluation meetings and contacting Ms Dianne

McCutcheon of Standard Life to find out if she would agree to take on the role of independent advisor in the tendering process.

Action: Mr Iain Ross to complete the tendering process for Occupational Psychology services for the AP Scheme. The AP Co-ordinator to arrange accommodation for the evaluation meetings and to contact Ms Dianne McCutcheon to enquire if she would take on the role of independent advisor in the valuation process for the AP Occupational Psychologists tender process.

8. Date of next meeting.

The next meeting will be held in the McLure Room at the Scottish Police College at 1400hrs on Wednesday 27 September 2006.