

Committee:	Date:
Police Performance and Resource Management Sub Committee (For Information)	30 th June 2015
Subject: Human Resources Monitoring Information 1 April 2014 – 31 March 2015	Public
Report of: Commissioner of Police POL 34/15	For Information

SUMMARY

This report sets out the City of London Police ('the Force') human resources monitoring data for the 12 month period 1st April 2014 to 31st March 2015. The data presented is in the format previously agreed by your Committee.

The data in the report includes information on:

- The Force strength – which is currently 727 (rounded FTE) Police Officers, a decrease of 15 officers from the last reporting year, and 406 (rounded FTE) Police Staff which includes PCSOs, an increase of 6 staff from the last reporting year.
- Joiners and leavers – 31 Police Officers joined the Force during the reporting period, and 41 left. There have been 85 new Police Staff joiners, and 66 have left.
- Ethnicity – The proportion of regular Police Officers from an ethnic minority background in the Force is 6.5% (rounded) an increase of 0.5% from the last reporting year.
- Sickness – the average working days lost for Police Officers is 5.2 days, a decrease of 0.5 days and 5.4 days for Police Staff, a decrease of 2.3 days from the last reporting year.
- Grievances – 8 grievance cases have been submitted by 2 Police Officers and 6 Police Staff. This is a decrease of 1 from the number of cases submitted in the last reporting year.
- Employment Tribunals – 2 Employment Tribunal cases have been submitted during the reporting period, a decrease of 2 from the last reporting year

Recommendation(s)

- Members are asked to note the contents of this report.

MAIN REPORT

BACKGROUND

1. The City of London Police Human Resources department provide a performance monitoring report to the Police Performance and Resource Management Sub Committee. This report covers the reporting period between 1 April 2014 and 31 March 2015. This report is set out in the format that the Committee has requested.

WORKFORCE MANAGEMENT

2. The City of London Police currently has an overall strength of 727 (rounded FTE) Police Officers, against an establishment model of 730.5. The establishment is based on the 'City First' model which was implemented on the 1st April 2013. Significant work has been undertaken on workforce planning during the reporting period through the Budgeted Post Board which is chaired by the Assistant Commissioner who oversees all workforce planning activity within the Force and reviews the model to ensure that we continue to operate within the agreed 'City First' establishments. The Force has also introduced a robust programme of Local Resource Planning meetings between each Directorate and their HR Business Partner.
3. The strength of Police Staff is currently 406 (rounded FTE) against an establishment model of 460. These figures are inclusive of Police Community Support Officer's (PCSO) and staff on current Fixed-term contracts. However, this figure excludes agency workers (of which there are 31) who are employed covering establishment vacancies. A robust framework was implemented to reduce the number of agency staff used to cover supernumerary roles by 31 March 2015 which was achieved through the Budgeted Post Board.

Rounded FTE		31/03/12	31/03/13	31/03/14	31/03/15
Officers	Establishment	886	712.5	732.5	730.5
	Strength	822	775	742	727
Staff	Establishment	412	422.5	472.2	460.7
	Strength	330	394	400	396
PCSO's (included in the Staff numbers)	Establishment	52	16	22	16
	Strength	38	16	12	10
Specials	Establishment	100	100	100	100
	Strength	99	89	82	61
Agency	Strength	37	58	74	31
Volunteers	Strength	24	25	15	16

4. The number of Special Constables has fallen over the reporting period following a review of the number of Special Officers who had not undertaken

the required minimum of 200 hours of duty. The Special Constabulary and HR have agreed a recruitment strategy which will be implemented over the next 12 month period.

LEAVERS

5. During the reporting period, 41 Police Officers, 16 Special Constables and 66 Support Staff left the City of London Police. The breakdown of reasons for leaving the Force is provided in the tables below for each staff group, a further two years of data has been added for comparison.

Police Officers				
Reason for leaving CoLP	2011/12	2012 /13	2013/14	2014/15
Death in service	0	0	0	0
Dismissed	3	1	0	1
Medical Retirement	0	0	3	0
Retirement	31	37	39	25
Transfer	5	5	7	2
Resignation	11	7	16	13
Total	50	50	65	41

Special Constabulary				
Reason for leaving CoLP	2011/12	2012/13	2013 /14	2014/15
Death in service	0	0	1	0
Resignation	7	9	11	13
Joined Regulars	0	1*	0	3
Dismissal	0	0	1	0
Total	7	10	13	16

* joined another force

Police Staff				
Reason for leaving CoLP	2011/12	2012/13	2013 /14	2014/15
Death in service	0	0	0	0
Dismissed	2	1	4	3
Medical Retirement	0	1	0	1
Retirement	7	11	5	3
Transfer	0	1	1	7
Resignation (incl end of contract)	30	43	42	52
(To join the Police Service, not CoLP)	1	1	6	0
Total	40	58	58	66

RECRUITMENT AND SELECTION

6. The City of London Police has run 3 recruitment campaigns aimed at recruiting to vacant posts for Police Probationers, Police Officers and Detective Constables, and 92 recruitment campaigns aimed at recruiting to vacant posts for Police Staff.
7. It is important to note that the numbers of campaigns run, against the number of Police Staff and Police Officers recruited to post will differ as a result of

individuals failing to pass the 'vetting' process. As a result further recruitment campaigns are required.

Police Officer recruitment

8. 31 Police Officers were recruited during the period, 10 of whom were Student Officers and 21 Transferees. 9 Special Constables were appointed during this period.

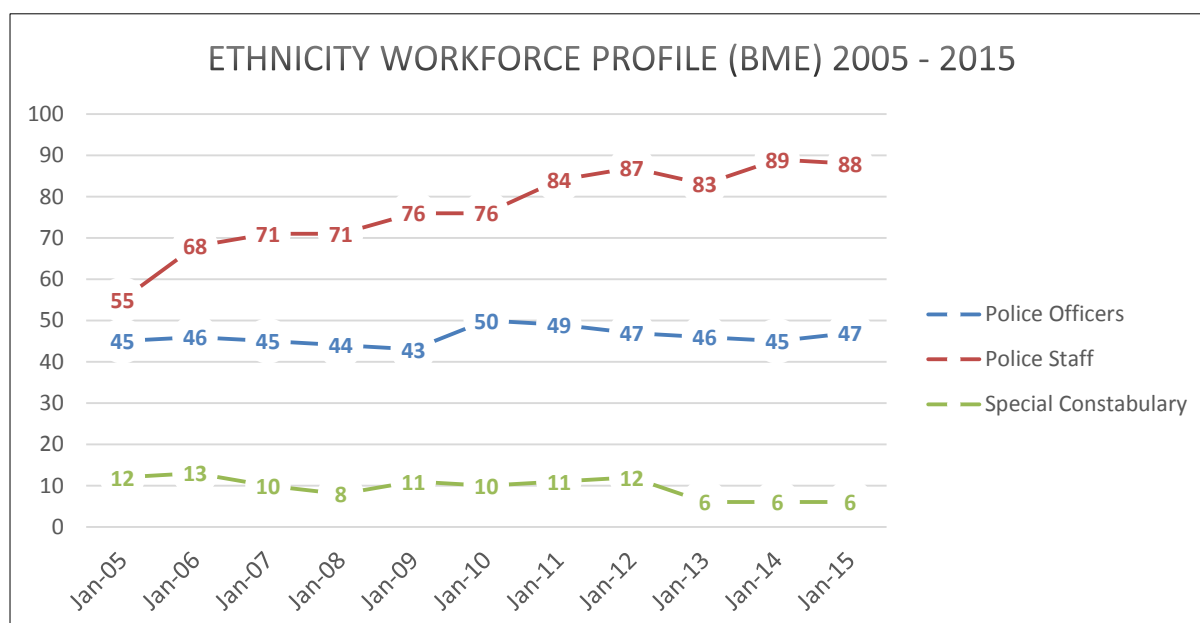
Police Staff recruitment

9. A total of 85 police staff have been appointed to substantive and fixed-term roles during the reporting period.

EQUALITY AND INCLUSION

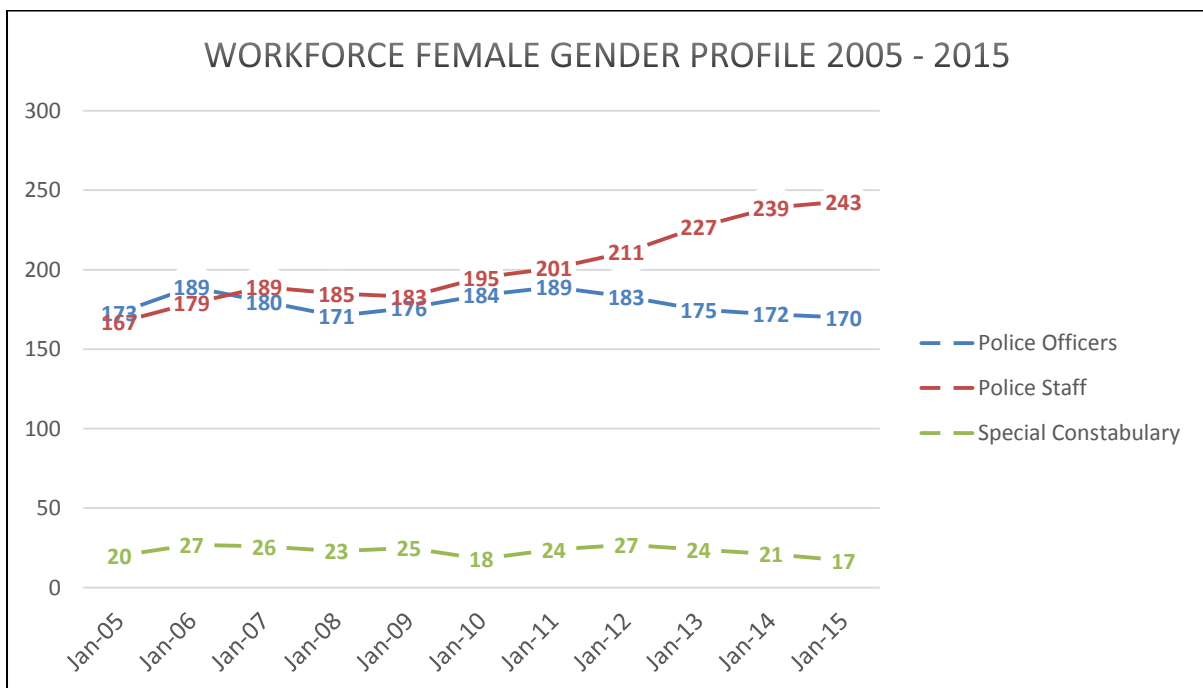
Ethnicity

10. During the reporting period, there has been a slight increase in the number of Black and Minority Ethnic (BME) Police Officer numbers although the number has plateaued over the past five years. However, the percentage of BME officers within the Force has increased from 6% to 6.5%. With the recent transfer of the Equality, Diversity and Human Rights (EDHR) work in to human resources, (now renamed Equality and Inclusion), work is being undertaken with the College of Policing and Force staff networks to further improve the representation of BME officers within the Force.



Gender

11. During the 10 years (2005 – 2015), the number of female Police Officers has fluctuated. There has been a progressive reduction over the last 5 years, with the number now at the lowest count of 170 female officers, and 17 female special constabulary officers. However, as a percentage of officer strength, female officers representation remains at a similar level to last year (22.46% 2014, 23.38% 2015).
12. However, in comparison there has been a steady increase in the number of female Police Staff, with a noticeable increase over the last 5 years, with the number now at the highest count of 243 female staff; 55.94% 2014, 61.36% 2015.



Disability

13. There are currently 33 Police Officers, 25 Police Staff, and 1 Volunteer who identify themselves as having a disability.
14. Currently 52 officers and 21 staff are working under either 'recuperative' or 'restricted' duties. Restricted duties do not indicate disability as they are usually advised as a temporary solution following consultation with the Occupational Health Service to assist staff to return to work following injury or illness. All restricted and recuperative duties are regularly reviewed and managed as part of sickness absence management.

Sexual Orientation

15. All Police Officers and Police Staff are invited to define their sexual orientation on application to the City of London Police. Across the workforce 18 staff have identified themselves as either Lesbian or Gay, the Force does not currently capture data on staff who identify as Bisexual, but through work with Stonewall, we will be looking to collect this data moving forward. However, many staff choose not to answer this question at the recruitment stage or as part of keeping their information up to date via HR Self Service.

Age

16. The current age profile of the workforce ranges between 20 and 60+. There are 23 Police Staff over the age of 60 and 383 between the ages of 20 and 60.
17. The age of Police Officers ranges between 21 and 60, with no officers over the age of 60 years. Some Police Officers can retire once 30 years' service has been completed and the Force currently has 18 Officers who are eligible to retire immediately and a further 10 officers who can retire up to December 2015.

Religion and belief

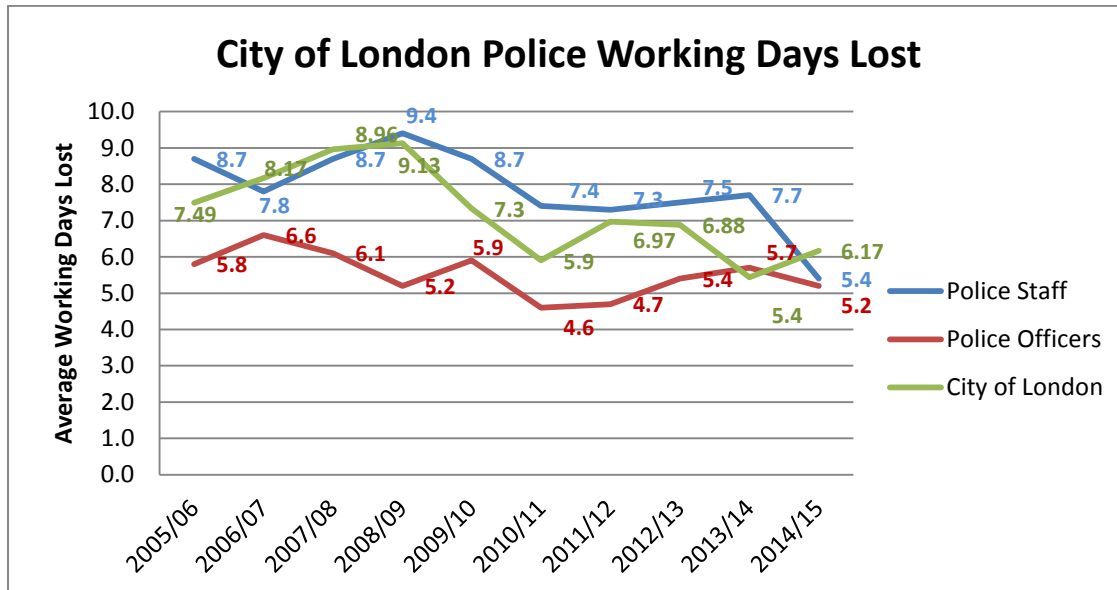
18. Currently 35% of the total workforce (Police Officers and Police Staff) identify themselves as 'Christian'; 2.8% as 'Muslim'; 2.8% as 'another religion'; 22.5% as having no religious belief and 36.9% have chosen not to disclose their religion or belief.

SICKNESS ABSENCE MANAGEMENT

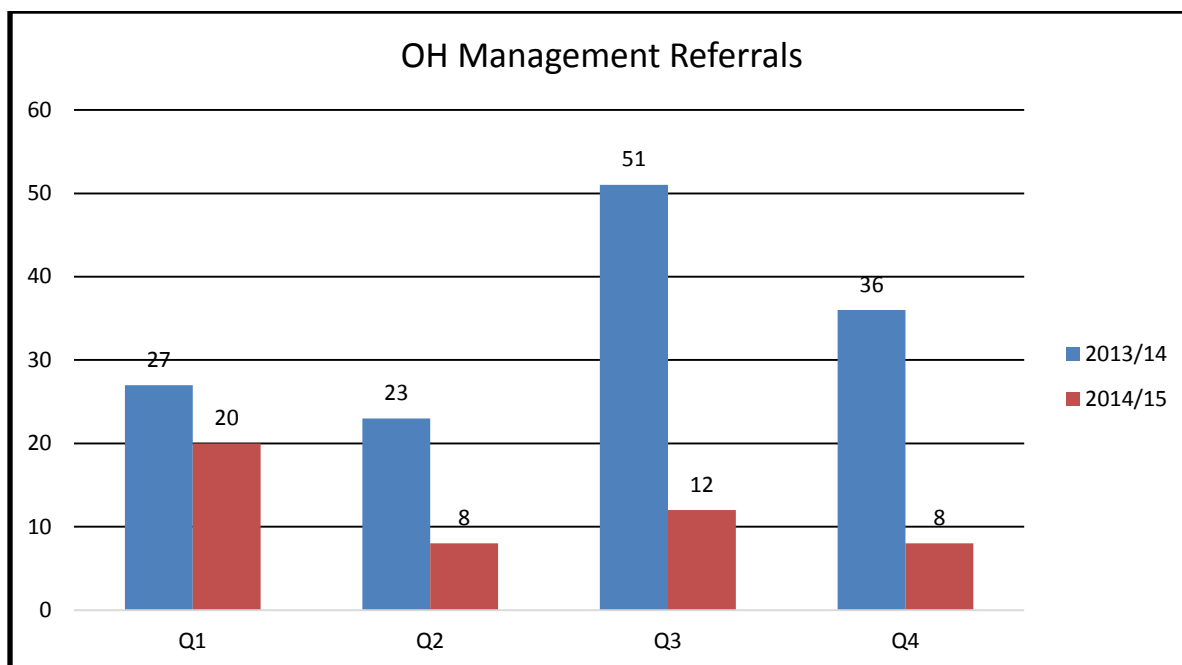
19. The Home Office and Her Majesty's Inspectorate of Constabulary (HMIC) monitor sickness absence by working hours lost against 'available working hours'. During 2014/15, working hours lost were 36,880 for Police Officers and 20,174 for Police Staff. In percentage terms, (working time lost / contracted hours available) this is 2.43% for Police Officers and 2.73% for Police Staff, these figures indicate a decrease against the previous reporting period which for 2013/14 were reported as 2.81% for police officers and 3.77% for police staff.
20. The City of London and other organisations use working days lost as a comparator. The average working days lost figure for officers is 5.2 against a national target of 6 and for staff 5.4 against a national target of 7.
21. The chart below provides a comparison between City of London Police and City of London Corporation average working days lost. It is noted that City of London Corporation has seen a downwards trend from 9.13 (2008/9) to 6.17

(rounded) (2014/15). City of London Police (staff) has also seen a decrease but on a larger scale from 9.4 (2008/09) to 5.4 (2014/15).

22. Police Officer sickness levels have fluctuated but have fallen this year following a series of rises.



23. The reporting of Occupational Health referrals changed to quarterly reporting during 2014/15, and therefore this has been reflected in the management information contained in this report. The overall number of referrals has decreased in comparison to the same period during 2013/14, however this correlates to a general decrease in the sickness absence figures reported for 2014/15. A robust training programme in sickness absence management for managers and supervisors was delivered at the end of 2014 by the HR department, as well as a roll out of training in the Unsatisfactory Performance Procedure (UPP) which is the procedure used to manage underperformance in sickness and capability for Police Officers, in March and April 2015.



GRIEVANCES AND EMPLOYMENT TRIBUNALS

24. During the reporting period a total of 8 grievances have been raised which comprised 6 grievances from Police Staff and 2 grievances from Police Officers.
25. The City of London Police received two Employment Tribunal claims within the reporting period which related to claims of race discrimination and / or disability discrimination; cases are ongoing. One case from the previous reporting period was concluded with a small award of compensation as a result of a procedural issue.

RECOMMENDATIONS

26. Members are asked to note the report.

CONCLUSION

27. The City of London Police continues to actively manage its workforce. Both police officer and staff strength has reduced since the previous report but the percentage of BME and female officer / staff members continues to remain stable if not increase as a percentage of the workforce for both of these categories.
28. Sickness levels continue to fall as do grievance and tribunal claims. The Force has actively sought to implement sound procedures and robustly manage performance in order to ensure that the metrics in these areas continues to either remain constant or improve in what is a very challenging and uncertain environment.
29. The Force continues to face a number of significant challenges during the current period. These include continued austerity in the public sector and

changes to police officer and staff terms and conditions, such as on-going implementation of recommendations from the Winsor Review of police officer terms and conditions.

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