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| Committee: | Date: |
| Police Performance and Resource Management Sub Committee (For Information) | 8 th December 2015 |
| Subject: Human Resources Monitoring Information 1 April 2015 – 30 th September 2015 | Public |
| Report of: Commissioner of Police Pol 61-15 | For Information |

SUMMARY

This report sets out the City of London Police ('the Force') human resources monitoring data for the 6 month period 1st April 2015 to 30th September 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 713 (rounded FTE) Police Officers, a decrease of 14 officers from the last reporting year, and 429 (rounded FTE) Police Staff which includes PCSOs, an increase of 23 staff from the last reporting year.
- Joiners and leavers – 14 Police Officers joined the Force during the reporting period, and 36 left. There have been 37 new Police Staff joiners, and 40 have left.
- Grievances – 7 grievance cases have been submitted by 2 Police Officers and 5 Police Staff. This is a decrease of 1 from the number of cases submitted in the last reporting year.
- Employment Tribunals – 3 Employment Tribunal cases have been ongoing during the reporting period, with 1 being resolved during this time.

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 regular performance monitoring report to the Police Performance and Resource Management Sub Committee. This report covers the reporting period between 1 April 2015 and 30 September 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 713 (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 Strategic Workforce Planning 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 a robust programme of Local Resource Planning meetings between each Directorate and their HR Business Partner.
3. The strength of Police Staff is currently 429 (rounded FTE) against an establishment model of 449.5. 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 23).

| Rounded FTE | | 31/03/12 | 31/03/13 | 31/03/14 | 31/03/15 | 31/09/15 |
|---|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Officers | Establishment | 886 | 712.5 | 732.5 | 730.5 | 730.5 |
| | Strength | 822 | 775 | 742 | 727 | 713 |
| | | | | | | |
| Staff | Establishment | 412 | 422.5 | 472.2 | 449.5 | 449.5 |
| | Strength | 330 | 394 | 400 | 396 | 429 |
| PCSO's (included in the Staff numbers) | Establishment | 52 | 16 | 16 | 16 | 16 |
| | Strength | 38 | 16 | 12 | 10 | 17 |
| | | | | | | |
| Specials | Establishment | 100 | 100 | 100 | 100 | 100 |
| | Strength | 99 | 89 | 82 | 61 | 63 |
| | | | | | | |
| Agency | Strength | 37 | 58 | 74 | 31 | 23 |
| | | | | | | |
| Volunteers | Strength | 24 | 25 | 15 | 16 | 20 |

4. The number of Special Constables has increased over the reporting period and a recruitment strategy is in place to increase the numbers of Special Constabulary. There are currently 15 recruits at different stages of the joining process currently undertaking pre employment screening.

LEAVERS

5. During the reporting period, 36 Police Officers, 4 Special Constables and 40 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 | 1/4/15 – 30/9/2015 |
| Death in service | 0 | 0 | 0 | 0 | 0 |
| Dismissed | 3 | 1 | 0 | 1 | 0 |
| Medical Retirement | 0 | 0 | 3 | 0 | 0 |
| Retirement | 31 | 37 | 39 | 25 | 24 |
| Transfer | 5 | 5 | 7 | 2 | 3 |
| Resignation | 11 | 7 | 16 | 13 | 9 |
| Total | 50 | 50 | 65 | 41 | 36 |

| Special Constabulary | | | | | |
|--------------------------------|----------------|----------------|-----------------|----------------|---------------------------|
| Reason for leaving CoLP | 2011/12 | 2012/13 | 2013 /14 | 2014/15 | 1/4/15 – 30/9/2015 |
| Death in service | 0 | 0 | 1 | 0 | 0 |
| Resignation | 7 | 9 | 11 | 13 | 4 |
| Joined Regulars | 0 | 1* | 0 | 3 | 0 |
| Dismissal | 0 | 0 | 1 | 0 | 0 |
| Total | 7 | 10 | 13 | 16 | 4 |

* joined another force

| Police Staff | | | | | |
|--|----------------|----------------|-----------------|----------------|---------------------------|
| Reason for leaving CoLP | 2011/12 | 2012/13 | 2013 /14 | 2014/15 | 1/4/15 – 30/9/2015 |
| Death in service | 0 | 0 | 0 | 0 | 0 |
| Dismissed | 2 | 1 | 4 | 3 | 0 |
| Medical Retirement | 0 | 1 | 0 | 1 | 1 |
| Retirement | 7 | 11 | 5 | 3 | 4 |
| Transfer | 0 | 1 | 1 | 7 | 5 |
| Resignation (incl end of contract) | 30 | 43 | 42 | 52 | 22 |
| (To join the Police Service, not CoLP) | 1 | 1 | 6 | 0 | 0 |
| End of Fixed Term Contract | N/R | N/R | N/R | N/R | 3 |
| Redundancy | N/R | N/R | N/R | N/R | 5 |
| Total | 40 | 58 | 58 | 66 | 40 |

NR = Not reported previously

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 Special Constables, and 71 recruitment campaigns aimed at recruiting to vacant posts for Police Staff. In addition to this promotion campaigns have been run for Superintendents, Chief Inspectors and Sergeants.
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. 14 Police Officers were recruited during the period, all of whom were transferees. 6 Special Constables were appointed during this period.

Police Staff recruitment

9. A total of 37 police staff have been appointed to substantive and fixed-term roles during the reporting period.

EQUALITY AND INCLUSION

Ethnicity

10. The Force has been working in collaboration with the College of Policing as part of their BME 2018 initiative to address barriers to policing and has internally developed an action plan that it is progressing with support of Asif Sadiq to implement across the Force. Comparative data on BME numbers across the Force is provided on an annual basis and will be included in the next update.

Gender

11. During the 10 years (2005 – 2015), the number of female Police Officers has fluctuated. Since our last report there has been a small increase from 170 to 171 female officers in post, however there has been a reduction from 17 to 15 female special constabulary officers.
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 240 female staff.

Disability

13. There are currently 32 Police Officers and 24 Police Staff who identify themselves as having a disability.
14. Currently 43 officers and 13 staff are working under either 'recuperative' or 'restricted' duties, which is a reduction in the number of Officers and staff reported in the last period. 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 17 staff have identified themselves as either Lesbian or Gay, or Bisexual. Over 242 Officers and Staff have opted not to disclose their sexual orientation and details for 559 Officers and Staff are not recorded. All Officers and Staff are asked on an annual basis to update their details on their HR records.

Age

16. The current age profile of the workforce ranges between 20 and 60+. There are 119 Police Staff over the age of 50 and 307 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, 97 Officers are over the age of 50.

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 the first part of the reporting period for 2015/16, working hours lost were 18,217 for Police Officers and 8,194 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 Force is currently working with the Corporation to resolve discrepancies in how they are reporting data on the Force's sickness absence to ensure consistency in reporting.

GRIEVANCES AND EMPLOYMENT TRIBUNALS

22. During the reporting period a total of 7 grievances have been raised which comprised 5 grievances from Police Staff and 2 grievances from Police Officers.
23. The City of London Police have had three Employment Tribunal claims which have been ongoing within the reporting period which related to claims of race discrimination and / or disability discrimination; one case has been closed and the remaining two cases are ongoing.

RECOMMENDATIONS

24. Members are asked to note the report.

CONCLUSION

25. The City of London Police continues to actively manage its workforce to ensure it meets both operational and financial challenges that lie ahead.
26. 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.
27. 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.

Contact:

Barbara Giles

HR Director

T: 0207 601 2595

E: barbara.giles@cityoflondon.pnn.police.uk