

Committee(s):	Date(s):
Police: Performance and Resource Management Sub Committee	23 rd February 2017
Subject: Human Resources Monitoring Information 1 st April 2016 – 31 st December 2016	Public
Report of: Commissioner of Police Pol 15-17	For Information
<p style="text-align: center;">Summary</p> <p>This report sets out the City of London Police ('the Force') human resources monitoring data for the 9 month period between 1st April and 31st December 2016. However, sickness data is only available to July 2016 as detailed in the report owing to configuration issue. It is anticipated a full sickness data set will be available for the end of the performance year and will be reported to your May 2017 Performance Sub Committee. The data presented is in the format previously agreed by the Committee.</p> <p>The data in the report includes information on:</p> <ul style="list-style-type: none"> • The Force strength – which at the end of December was 681.83 (FTE) Police Officers and 407.42 (FTE) Police Staff which includes PCSOs. • Please note, that the Establishment is at 468.1 for staff and 728 for officers the strength is based on how many we had in force at the end of December 2016 • Joiners and leavers – 33 Police Officers joined the Force during the reporting period, and 52 left. There have been 36 Police Staff joiners, 40 have left. There have been 11 Special Constabulary Officers join the force and 2 volunteers, 11 members of the Special Constabulary have left the force • Ethnicity – The proportion of regular Police Officers from an ethnic minority background in the Force is 6.5% • Sickness – the average working days lost for Police Officers was 2.8 days and for Police Staff was 2.46 days (as at July 2016) indicating a reduction in sickness absence. • For both Police Officers and Police Staff the City of London Police is second in the Home Office League tables out of all forces for sickness performance. • Grievances – 7 grievance cases have been submitted by 2 Police Officers and 5 Police Staff. • Employment Tribunals – 4 Employment Tribunal cases have been submitted during the reporting period; 2 of these are National. <p>Recommendation(s)</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the 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 2016 and 31 December 2016. 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 681.83 Police Officers, against an establishment model of 728 (financial year 16/17). The establishment is based on the 'agreed Force Structure models, which went through consultation late 15/16. . Significant work has been undertaken on workforce planning during the reporting period through the Strategic Workforce Planning Meeting which is chaired by the Assistant Commissioner . The Assistant Commissioner oversees all workforce planning activity within the Force and reviews the Force structure to ensure that we continue to operate in line with financial reductions. 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 407.42 (rounded FTE) against an establishment model of 468 (financial year 16/17). 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 18) who are employed covering substantive vacancies whilst recruitment activity is undertaken. A robust framework has been implemented to reduce the number of agency staff covering supernumerary roles which has been achieved and continues to be closely monitored by the Strategic Workforce Planning Meeting.

Rounded FTE		31/03/13	31/03/14	31/03/15	31/03/16	31/12/16
Officers	Establishment	712.5	732.5	730.5	730.5	728
	Strength	775	742	727	698.86	687.9
Staff	Establishment	422.5	470	460.7	450	468.1
	Strength	394	400	396	413.71	407.42
PCSO's (included in the Staff numbers)	Establishment	16	22	16	22	22
	Strength	16	12	10	16	14.79
Specials	Establishment	100	100	100	100	100*
	Strength	89	82	61	55	61
Agency	Strength	58	74	31	18	14
Volunteers	Strength	25	15	16	23	26

- This is dependent on the Specials and Volunteer deployment plan therefore is subject to change

4. The number of Special Constables has increased over the reporting period once the deployment plan for the Special Constabulary and Volunteers is agreed a recruitment campaign will be launched. HR SMT continues working closely with Specials SMT to refresh the recruitment process.

Leavers

5. During the reporting period, 52 Police Officers 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 three years of data has been added for analysis.

Police Officers					
Reason for leaving CoLP	2012 /13	2013/14	2014/15	2015/16	Apr 16 – Dec 16
Death in service	0	0	0	1	0
Dismissed	1	0	1	1	0
Medical Retirement	0	3	0	4	1
Retirement	37	39	25	37	32
Transfer	5	7	2	7	7
Resignation	7	16	13	19	12
Total	50	65	41	69	52

Special Constabulary					
Reason for leaving CoLP	2012/13	2013 /14	2014/15	2015/16	Apr 16 – Dec 16
Death in service	0	1	0	0	0
Resignation	9	11	13	6	11
Joined Regulars	1*	0	3	0	0
Dismissal	0	1	0	0	0
Total	10	13	16	6	11

* joined another force

Police Staff					
Reason for leaving CoLP	2012/13	2013 /14	2014/15	2015/16	Apr 16 – Dec 16
Death in service	0	0	0	0	1
Dismissed	1	4	3	1	1
Medical Retirement	1	0	1	1	0
Retirement	11	5	3	6	4
Transfer	1	1	7	3	1
Resignation (incl end of contract)	43	42	52	42	33
(To join the Police Service, not CoLP)	1	6	0	0	0
Total	58	58	66	53	40

Recruitment

7. In the reporting period of 1 April 2016 – 31 December 2016 The City of London Police have run 62 Police Officer recruitment Campaigns. This includes 4 Promotion Campaigns that were also run externally for the ranks of Chief

Superintendent, Superintendent, Inspector and Sergeant. There have also been 82 police staff campaigns during the same period.

8. 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

9. 33 Police Officers were recruited during the period 7 of which joined the City of London Police on promotion, the 27 other officers joined as transferees at differing ranks and specialism's such as Firearms, 11 Special Constables were appointed during this period.

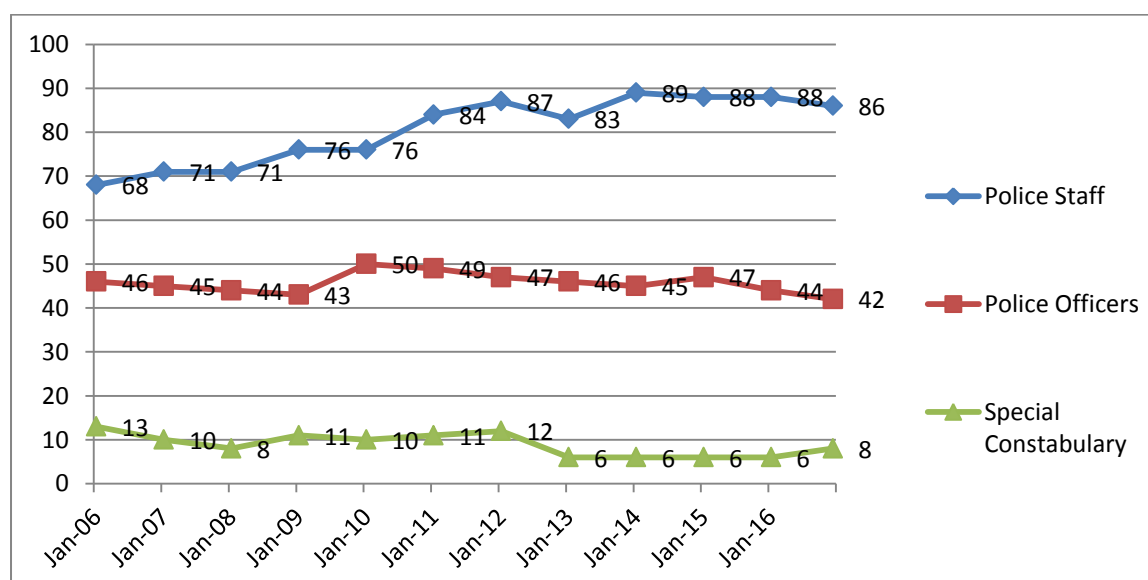
Police Staff recruitment

10. A total of 36 police staff have been appointed to substantive and fixed-term roles during the reporting period. In addition 2 volunteers have been recruited in this period.

Equality and inclusion

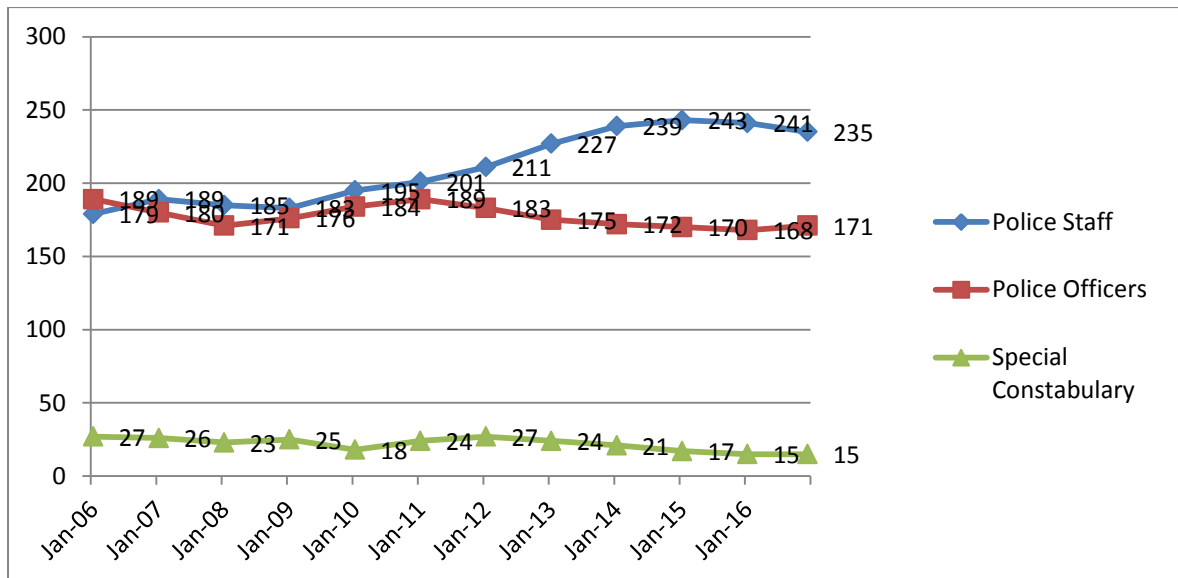
Ethnicity

11. During the reporting period, as at the end of December 2016, there has been a slight decrease in the number of Black and Minority Ethnic (BME) Police Officer numbers. This has been due to a combination of retirements and transfers to other forces. The BME 2018 action plan endorsed by the college of policing and the 2016-2017 People Strategy is driving a number of activities and innovative approaches to recruitment and attraction strategies. These are currently in the process of implementation to improve the BME profile.



Gender

12. During the last 5 years (2012 – 2017), the percentage of female Police Officers had started to decrease, however at the end of December 2016 the number of female police officers employed within the City of London had increased slightly, with the number now at 171 female officers and 15 female special constabulary officers. Again as part of 2016-2017 People Strategy a number of activities are being undertaken to improve female representation.
13. The numbers of female Police Staff has reduced slightly. This may be as a result of the restructure that took place within the Business Support Directorate and by the end of staff fixed term contracts.



Disability

14. There are currently 27 Police Officers, 21 Police Staff who identify themselves as having a disability.
15. Currently 25 officers and 1 member of staff are working under either 'recuperative' or 'Adjusted' duties'. Adjusted duties came into effect in January 2016 for all forces and relates to officers whose duties fall short of full deployment in respect of workforce adjustments (including reasonable adjustments under the Equality Act 2010) For an officer to be placed on adjusted duties, he/she must a) be attending work on a regular basis and b) be working for the full number of hours for which he/she is paid (in either full time or part time substantive role).

Sexual Orientation

16. All Police Officers and Police Staff are invited to define their sexual orientation on application to the City of London Police. Across the workforce 14 staff have identified themselves as either lesbian or gay, or bisexual.

Age

17. The current age profile of the workforce ranges between 20 and 50+. There are 139 Police Staff aged over the age of 50 and 268 between the ages of 20 and 50.

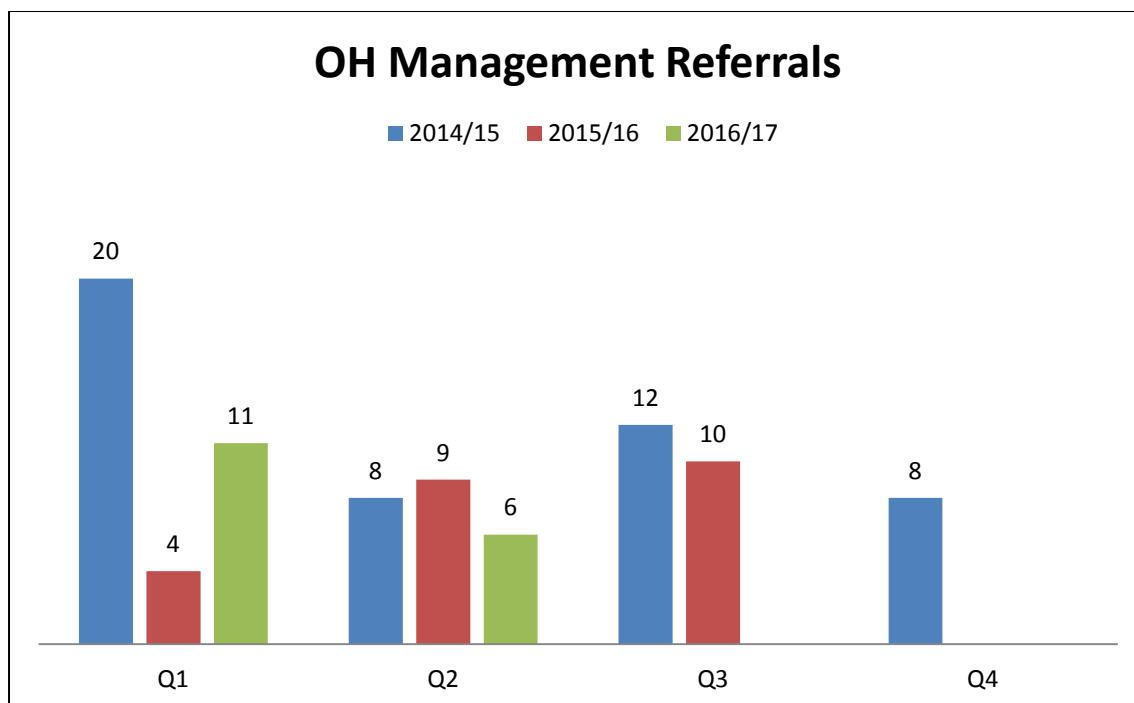
18. The age of Police Officers ranges between 21 and 50+, with no officers over the age of 60 years. Police Officers can retire once 30 years' service has been completed and the Force currently has 17 Officers who are eligible to retire immediately and a further 23 officers who could have retired by December 2016.

Religion and belief

19. Currently 20.8% of the total workforce (Police Officers and Police Staff) identify themselves as 'Christian'; 2.9% as 'Muslim'; 0.3% as 'another religion'; 22.2% as having no religious belief and 22% have chosen not to disclose their religion or belief.

Sickness absence management

20. The Home Office and Her Majesty's Inspectorate of Constabulary (HMIC) monitor sickness absence by working hours lost against 'available working hours'. During 2016/17, working hours lost were 35,306 for Police Officers and 24,077 for Police Staff. In percentage terms, (working time lost / contracted hours available) this is 2.9% for Police Officers and 3.1% for Police Staff. For both Police Officers and Police Staff the City of London Police is second in the Home Office League tables out of all forces for sickness performance.
21. The City of London uses working days lost as a comparator. The average of working days lost for Police Officers was 2.8 against a target of 6 and staff 2.46 against a target of 7, as at the end of July 2016. The reason for this data cut off being used rather than December 2016 is due to the HR Systems upgrade that took place over Summer 2016, and a subsequent ongoing system configuration issue. The relevant data extraction report is in the process of being built and it is anticipated that a full data set will be available for the end of year HR Monitoring Report to your May 2017 Performance Sub Committee. Both of these figures are a reduction compared to 2015/16.
22. A comparison between City of London Police and City of London Corporation average working days lost shows that City of London Corporation has seen a downwards trend from 9.13 (2008/9) to 5.64 (2015/16). The City of London Police has seen a decrease from 9.4 (2008/9) to 5.26 (as at July 2016).
23. The Police Staff figure has also seen a decrease from 5.2 (2008/9) to 2.46 (July 2016).
24. The reporting of Occupational Health referrals is quarterly reporting and therefore this has been reflected in the management information contained in this report. The overall number of referrals has remained fairly consistent in quarters 2 and 3. Quarter 4 results are expected to be higher following the recent activity with adjusted duties and early interventions in managing sickness absence which are now embedded across the Force. The Unsatisfactory Performance Procedure (UPP) is also now being used more effectively to manage underperformance related to sickness and capability for Police Officers and is closely monitored through regulation 28 meetings chaired by the Commander.



Grievances and Employment Tribunals

25. During the reporting period a total of 7 grievances have been raised which consisted of 5 grievances from Police Staff and 2 grievances from Police Officers.
26. The City of London Police received four Employment Tribunal (ET) claims within the reporting period which relate to claims of sex discrimination and / or disability discrimination and which are ongoing, Two ET's involving a number of CoLP officers are part of a national action, with officers from a large number of forces nationally taking action over age discrimination and equal pay matters as a result of the changes to the Police Pension Scheme.

Recommendations

27. Members are asked to note the report.

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