

<b>Committee:</b>	<b>Date:</b>
Police Performance and Resource Management Sub-Committee	14 <sup>th</sup> November 2012
<b>Subject:</b> Human Resources-Monitoring Information April 2012 – September 2012	<b>Public</b>
<b>Report of:</b> Commissioner of Police Pol 74/12	<b>For Information</b>

### SUMMARY

This report sets out the Force's Human Resources monitoring data for the 6 month period from 1<sup>st</sup> April 2012 to 30<sup>th</sup> September 2012. The data has been presented in the format previously agreed by your Committee.

The data in the report includes information on:

- Force strength - which is currently 801 (rounded FTE) officers and 397 support staff (including 44 PCSO's).
- Joiners and leavers- 1 officer joined the Force during this period and 25 left. There have been 50 new police staff joiners, and 26 leavers.
- Ethnicity- The proportion of regular officers from an ethnic minority in the Force is 5.8%.
- Sickness- Staff sickness is the lowest since 1998. (Projected Staff 6.2 officers 4.7)
- Grievances- 5 grievances have been received during the reporting period including 2 claims in relation to bullying/harassment.
- The Force was involved in 3 Employment Tribunal cases.

### **RECOMMENDATION**

It is recommended that:

Members note the contents of this report.

## **MAIN REPORT**

### **Background**

1. Your Committee resolved that Human Resources Performance Monitoring reports should be received at six monthly intervals. This report therefore provides information for the 6 months from 1<sup>st</sup> April to 30<sup>th</sup> September 2012.

### **Current Position**

2. The data has been presented in the format previously agreed by your Committee. Under the Equality Act 2010, equality and diversity data should be provided against nine protected characteristics: Gender, Religion and Belief, Race, Gender Reassignment, Disability, Age, Pregnancy and Maternity, Marriage and Civil partnership and Sexual Orientation. City Police HR are developing a quarterly review for the Force Performance Management Group, which covers all the protected characteristics except gender reassignment (at this time no one falls within this category). The review / equality impact assessment will, in time, include all aspects of the HR.

### **Work Force Management**

3. There is currently an overall strength of 801 officers against a target establishment of 714 officers. It is projected that the strength will continue to reduce to 792 by 1<sup>st</sup> April 13, 749 April 14 and 704 April 15. It is also anticipated that there will be further growth within the establishment following additional funding within Economic Crime.
4. For Support staff the strength is 397 against a target establishment of 393. This includes PCSO's but excludes agency workers. A number of fixed term contracts will end before 31<sup>st</sup> March 2013 when it is anticipated that all established posts will be filled.

Rounded FTE		31 <sup>st</sup> March 2011	31 <sup>st</sup> March 2012	30 <sup>th</sup> September 2012	Projected 1 <sup>st</sup> April 2013
Officers	Estab	878	886	Target 714	714
	Strength	872	822	801	792
Staff	Estab	417	412	Target 393	393
	Strength	337	330	353*	310
PCSO's	Estab	52	52	Target 16	16
	Strength	44	38	44	16
* excludes 41 agency workers					
Specials	Estab	100	100	100	100
	Strength	84	99	95	95
Volunteers	Strength	4	24	31	31

5. The projections for 1<sup>st</sup> April 2013 take into account changes following the City First Change Programme but do not include changes that may arise as a result of additional funding arrangements during 2012/13.
  
6. 26% of the officer post establishment is funded externally and 17.9% of support staff posts are similarly funded. The main sources of additional funding come from Transport for London, various Economic Crime funding streams and Dedicated Security Post funding.

## Retention

### Police Officers

7. During the period under review 25 officers left the City of London Police.

Reason	2009/10	2010 /11	2011/12	2012/13 (6 months)
Deceased in service	0	0	0	0
Dismissed	2	1	3	0
Medical Retirement	1	3	0	0
Retirement	23	30	29	21
Transfer	18	4	5	0
Resignation	9	13	11	4
<b>Total</b>	<b>53</b>	<b>51</b>	<b>48</b>	<b>25</b>

### Special Constabulary

8. During the period under review 4 special constabulary officers left the City of London Police.

Reason	2009/10	2010 /11	2011/12	2012/13 (6 months)
Deceased in service	0	1	0	0
Resignation	10	6	6	3
Joined Regulars	1	0	0	1
<b>Total</b>	<b>11</b>	<b>7</b>	<b>6</b>	<b>4</b>

### Support Staff

9. During the period under review 26 support staff left the City of London Police.

Reason	2009/10	2010 /11	2011/12	2012/13 (6 months)
Deceased in service	0		0	0
Dismissed	1	2	1	0
Medical Retirement	0	1	0	1
Retirement	7	5	5	8
Transfer	0	0	0	0
Resignation (inc end of contract)	17	26	30	17
(To join the Police Service, not necessarily CoLP)	9	4	1	0
<b>Total</b>	<b>34</b>	<b>38</b>	<b>37</b>	<b>26</b>

## RECRUITMENT

### Police officer recruitment

10. One police officer transferred in to the ECD National Fraud Academy. This was owing to a skills based need within that business area.

### Special Constabulary recruitment

11. There were no Special Constabulary starters.

## Support staff recruitment

12. Fifty individuals have been appointed during this period; four staff on permanent contracts and forty six staff appointed on fixed term contracts with the majority coming to an end on or about 31<sup>st</sup> March 2013.

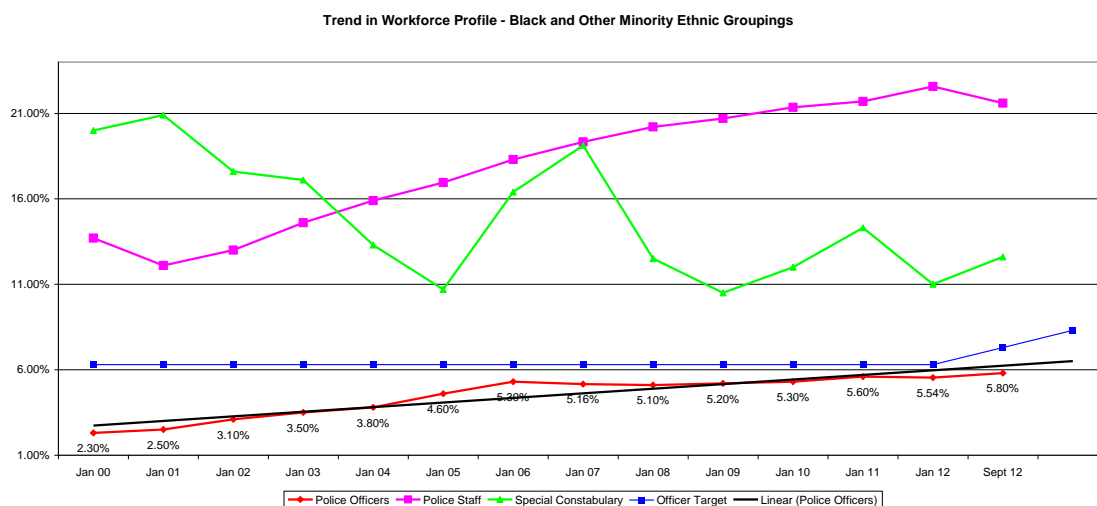
## Equality & Diversity elements

### Ethnicity

13. The Committee set a target for the Black and other Ethnic Minority officer percentage to 6.3% by the end of the financial year (2010/11) increasing by a percent for each of the following 2 financial years (2011/12 7.3% & 2012/13 8.3%) each financial year. These targets will not be achieved until the re-instatement of officer recruitment however taking into account that the majority of leavers, if not all, during the coming year will be ethnically 'white' the percentage is likely to pass the 6% mark by the end of the current financial year.

14. The current position is;

Officers	5.8%
Staff	21.6%
Specials	12.6%



## Gender

15. During the 4 years 2005 - 2009 the percentage of female officers remained at  $\pm 20\%$ ; since then there has been a slow but steady growth to 22.5%.

16. The support staff female representation is 54.8%



## Disability

17. There are 36 officers, 26 support staff and 3 Special Constables who regard themselves as having a disability.

18. Currently 25 officers and 14 support staff are working under either recuperative or restricted duties. These restrictions may or may not amount to a disability. All restricted and recuperative duties are reviewed regularly.

## Sexual Orientation

19. All members of staff, officers and support staff, are invited to self define their sexual orientation. Across the whole workforce 20 have indicated that they are Bisexual or Gay / Lesbian.

## Age

20. The age profile of police officers spans from 21 to 64 with 1 officer 60 or over.

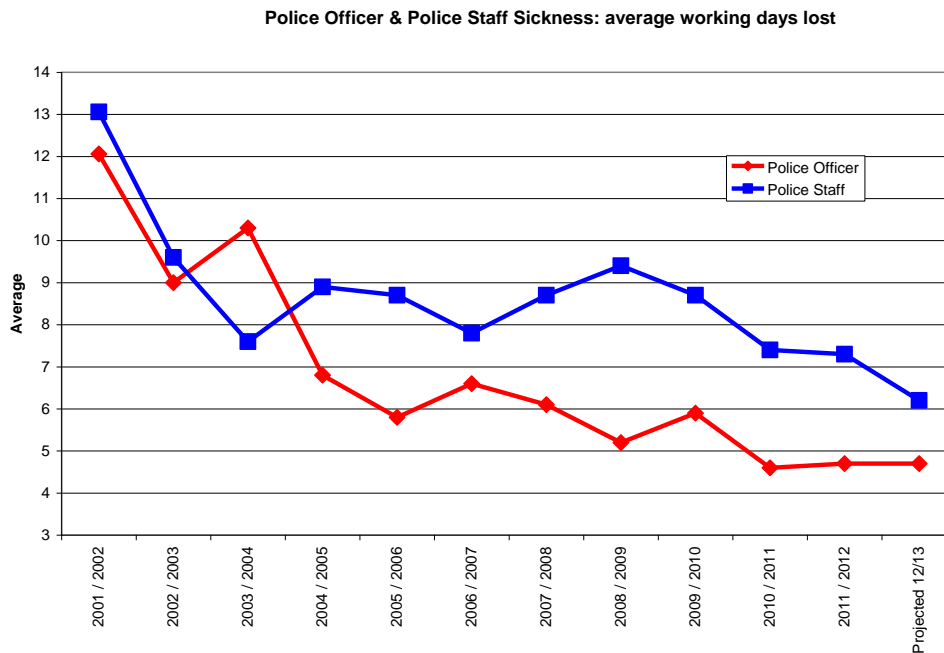
21. The age profile of the support staff ranges from 19 to 64 (PCSO's 22-49). There are 4 staff members over 65 and 11 who are between 60 and 65. Specials range from 20 to 64 with 3 over 60.

### **Religion and Belief**

22. Currently 36.1% of the workforce regard themselves as Christian, 2.6% as Muslim, 2.7% as another religion or belief, 22.6% as having no religion or belief and the remainder 36% have not disclosed a religion or belief.

### **Sickness Management**

23. The Home Office and HMIC monitor sickness absence by working hours lost against "available working hours". During the period under review working hours lost were 16,755 for officers and 8991 for police staff. In percentage terms (working time lost / Contracted Hours available) this is 2.3% for police officers and 3.0% for support staff.
24. The City of London and other organisations use working days lost as a comparator. The projected average working days lost for officers is 4.7 against a target of 6 and staff 6.2 against a target of 7. Excluding long term sickness the projected average is reduced to 2.9 and 3.7 respectively. In the case of staff this is the best average since 1998. In the case of officers it would appear that a consistent level has been reached.



25. At the end of the period 8 police officers and 4 support staff were long term sick (more than 28 days). 50% (1959 days) of officer sickness is long term and 41% (494 days) staff sickness is similarly long term.
26. In December 2011, the Force Performance Management Group commissioned a review of sickness levels and absence management support within CoLP with a focus on police staff sickness. The Strategic Management Board (SMB) continue to monitor sickness absence and have implemented:
- a. support and guidance to managers who are dealing with sickness absence cases,
  - b. raised awareness of the need to deal with all sickness absence in a timely, consistent and fair manner,
  - c. the availability of data and statistics to allow local management to take appropriate action and ensuring that this corporate-wide issue is strategically managed with input from Senior Managers.
  - d. action plans have been put in place to address some of the issues the analysis revealed, including refreshed training for managers on managing sickness absence, policy and procedure.



## Grievances

27. During the period 1<sup>st</sup> April 2012 and 30<sup>th</sup> September 2012 there were 5 grievances including 1 grievance originating from a previous grievance involving 2 officers and 3 members of staff.

Type	No.	Outcome
<b>Bullying / Harassment</b>	2	Both on going one is a large investigation and the other the line manager is currently sick
<b>Recruitment Process</b>	1	Investigation complete outcome awaited
<b>Breach of Confidentiality</b>	1	Investigation complete outcome awaited
<b>Discrimination</b>	1	Unfounded

<b>Gender</b>	3 females	2 males		
<b>Ethnic Origin</b>	4 White	1 BME		
<b>Age</b>		2 x 30-40	1 x 40-50	2 x over 50
<b>Disability</b>	1			
<b>Sexual Orientation</b>			4 not disclosed	1 Gay/Lesbian
<b>Religion / Belief</b>	1 Christian		3 not disclosed	1 Muslim

28. During the reporting period the Force was involved in 3 Employment Tribunal (ET) cases 2 of which were claiming race discrimination or included an element of race discrimination the other on the grounds of sexual orientation. Of these cases, one was withdrawn, one is scheduled for hearing in November and one has been heard and the outcome is awaited.
29. The Force has established a Performance Gold Group which is chaired by a Chief Officer. This Group has an overall responsibility for the strategic risk assessment of ongoing performance related cases including grievances, Employment Tribunals, officer Unsatisfactory Performance Procedure (UPP), staff performance and officer / staff disciplinary cases.
30. HR has made progress on a new grievance policy which will be launched with a Dignity at Work Policy. The intention is to differentiate discrimination and bullying cases from other work place disputes. There will be a concerted effort to steer away from having grievances 'investigated' as that terminology has particular connotations for the police that hinder the current Fairness at Work Policy. Instead the intention will be to appoint Grievance Resolution Officers (GRO's) who will be specialist trained and have ownership over the cases they are appointed to. There may be consideration to

employing a full time GRO as it is recognised that grievances are often the precursor to an employment tribunal.

## **Conclusion**

31. The City First Change programme continues to have an impact on certain areas of the Force, specifically in terms of the current recruitment freeze. There are no other areas of particular note at present.

## **Background Documents:**

HR Monitoring Information data

Home Office Guidance

Equality and Diversity Data Published on the intranet.

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