

Committee: Police: Performance and Resource Management Sub Committee	Date: 4 th December 2014
Subject: HR Monitoring Information 1 April – 30 September 2014	Public
Report of: Commissioner of Police Pol 76-14	For Information

SUMMARY

This report provides an overview of the City of London Police HR monitoring information for the six month period 1 April 2014 to 30 September 2014 and provides a three year trend analysis.

The report covers the areas of:

Workforce planning and recruitment

- The Force currently has a strength of 743 police officers against a model (establishment) 730.5 officers. The Force currently engages 433 police staff against a model of 486 staff. However, the Force is currently utilising a high proportion of agency and fixed-term contract staff to cover posts against the established model (115)

Attrition

- A total of 26 police officers and 13 Special Constables left the Force during the reporting period. A total of 36 police staff left the Force during the reporting period.

Equality and diversity

- Ethnicity-The proportion of regular officers from an ethnic minority in the Force is rounded to approximately 6%.
- There are currently 33 police officers and 24 police staff who identify themselves as having a **disability** as defined by the Equality Act

Managing attendance

- Sickness-average working days lost for Police Officers is currently running at 4.4 days against a target of 6 days. Police Staff is currently running at 4.9 days against a target of 7 days. Details of comparison with City of London Corporation sickness are included in tables 5 and 6.

Employment relations

- ETs- The Force has managed four Employment Tribunal claims over the past year, with one outstanding case currently at the Tribunal hearing stage.

RECOMMENDATION

It is recommended that Members note the contents of this report.

MAIN REPORT

BACKGROUND

1. This report provides an overview of the City of London Police HR monitoring information for the six month period 1 April 2014 to 30 September 2014. This report provides information relating to the following areas:
 - Workforce planning and recruitment
 - Attrition
 - Equality and diversity
 - Managing attendance
 - Employment relations

WORKFORCE PLANNING AND RECRUITMENT

2. **Police Officers** – the Force currently has a strength of 743 police officers against a model (establishment) 730.5 officers. The difference between strength and model accounts for the annual recruitment of probationary officers in managing attrition through transfers, resignations and retirement of established officers.
3. An active recruitment campaign is also underway to increase the number of Special Constables within the Force. The number of Special Constables currently stands at 55 against a target of 100.
4. **Police Staff** – the Force currently engages 433 police staff against a model of 486 staff. However, the Force is currently utilising a high proportion of agency and fixed-term contract staff to cover posts against the established model (115). The Force is currently working to reduce the reliance on these staff through a reformed establishment control process (Budgeted Post Board) which is chaired by the Assistant Commissioner and attended by the HR Business Partners for each Directorate. The Force aims to move to a position of as close to zero agency worker use as possible by 31 March 2015. This will be achieved through a review of, and then permanent recruitment to cover any vacant posts within the model. In addition the Force employs 49 staff in supernumerary posts (of which 12 are permanent staff) to undertake temporary roles and responsibilities such as for projects and locum cover for staff on maternity leave. This equates to a total strength for police staff of 482 FTEs.

5. A number of internal reviews are currently being undertaken which have the potential to impact on the numbers of police staff as a wider focus on achieving efficiency savings across the Force.-
6. The Force is also actively recruiting a number of Police Community Support Officers (PCSOs) owing to a number of PCSOs being successfully recruited as probationary police constables within the City of London Police.

Attrition

7. **Police Officers** – a total of 26 police officers and 13 Special Constables left the Force during the reporting period.
8. The HR department are in the process of reviewing the potential attrition of police officers as a result of changes to the Police Pension Scheme.
9. **Police Staff** – a total of 36 police staff left the Force during the reporting period. Tables 1.1 to 1.3 below provide an analysis of the Force's attrition.

Table 1.1 – Police Officers

Reason for leaving	Apr-Sep 2014
Death in service	0
Dismissed	1
Medical Retirement	0
Retirement	13
Transfer	2
Resignation	10
Total	26

Table 1.2 – Special Constabulary

Reason for leaving	Apr-Sep 2014
Death in service	0
Resignation	11
Joined Regulars	2
Dismissal	0
Total	13

Table 1.3 – Police Staff

Reason for leaving	Apr-Sep 2014
Death in service	0
Dismissed	3
Medical Retirement	1
Retirement	0
Transfer	1
Resignation (inc end of contract)	31
(To join the Police Service, not CoLP)	0
Total	36

10. Tables 1.4 and 1.5 below show the comparative figures for police officers and police staff over the last 2 years.

Table 1.4 - Police Officers

Reason	2011 /12	2012/13
Deceased in service	0	0
Dismissed	3	1
Medical Retirement	0	0
Retirement	29	37
Transfer	5	5
Resignation	11	7
Total	48	50

Table 1.5 - Police Staff

Reason	2011 /12	2012/13
Deceased in service	0	0
Dismissed	1	1
Medical Retirement	0	1
Retirement	5	11
Transfer	0	1
Resignation (inc end of contract)	30	43
(To join the Police Service, not CoLP)	1	1
Total	37	58

EQUALITY AND DIVERSITY

11. Information relating to the principle protected characteristics of police officers and police staff is set out below.

12. The **race and ethnicity** of police officers is set out in Table 2.1 below. The majority of officers who identify themselves as BME sit in a broad range of ranks from Constable to Chief Inspector, although there remains significant under representation of BME

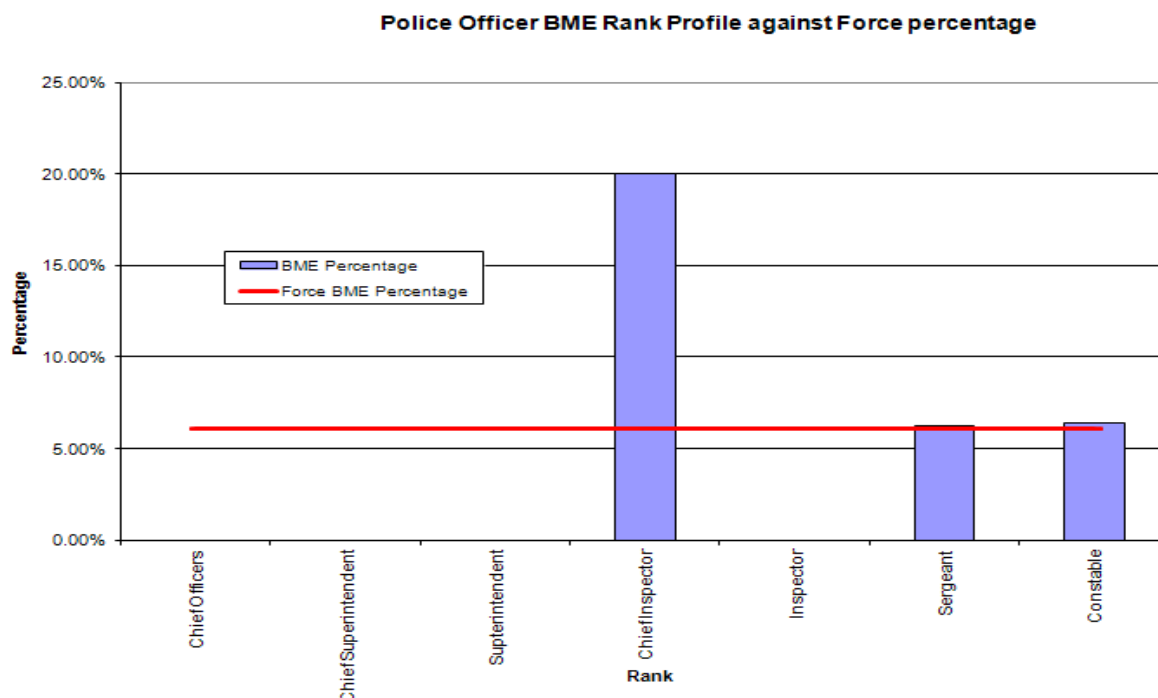


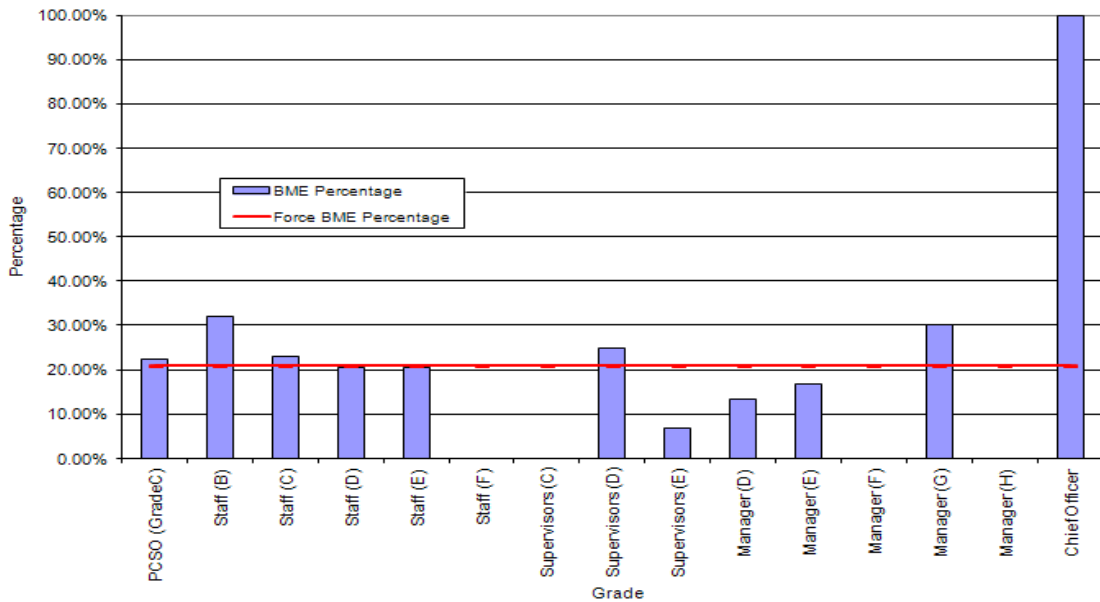
Table 2.1

officers at senior ranks. The HR Recruitment team have work planned with the Equality, Diversity and Human Rights (EDHR) team and the Black Police Association (BPA) as part of an overall plan to improve recruitment and retention within the Force.

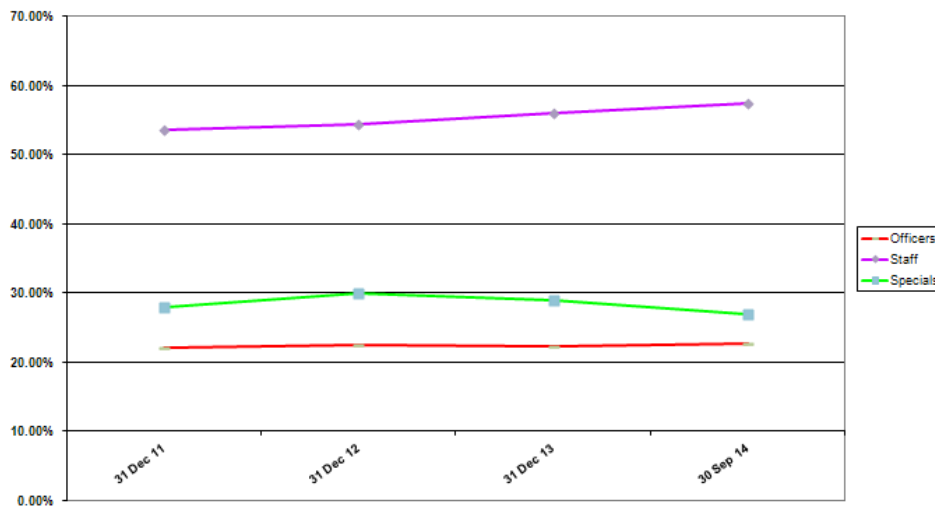
13. Attracting candidates from underrepresented groups into careers in policing is recognised as a national issue and the Force is in close liaison with the College of Policing regarding initiatives, eg, recently all BME PCs/DCs who were interested in the Fast Track Programme (Constable-Inspector) were invited to attend a development day hosted by the College.
14. The **race and ethnicity** of police staff is set out in Table 2.2 below. Staff who identify themselves as BME occupy a broad spectrum of roles and grades throughout the Force.

Table 2.2 (Below)

Police Staff BME percentage Grade Profile



Workforce Female Gender Profile 2011 - Present



15. In respect of **gender**, there has been a gradual increase in the number of female police officers and police staff over the past year, and this is set out in Table 3 above. The table shows the overall data during the past three years to date.

16. There are currently 33 police officers and 24 police staff who identify themselves as having a **disability** as defined by the Equality Act. The Force also currently have 56 police officers and 14 police staff who are identified as working within **restricted or recuperative duties**. These staff are currently being reviewed as part of a significant scrutiny process in preparation for the implementation of recommendations around the 'X Factor' as part of the Winsor Review of terms and conditions for police officers. This guidance is expected to be received from the Home Office by the end of December 2014.

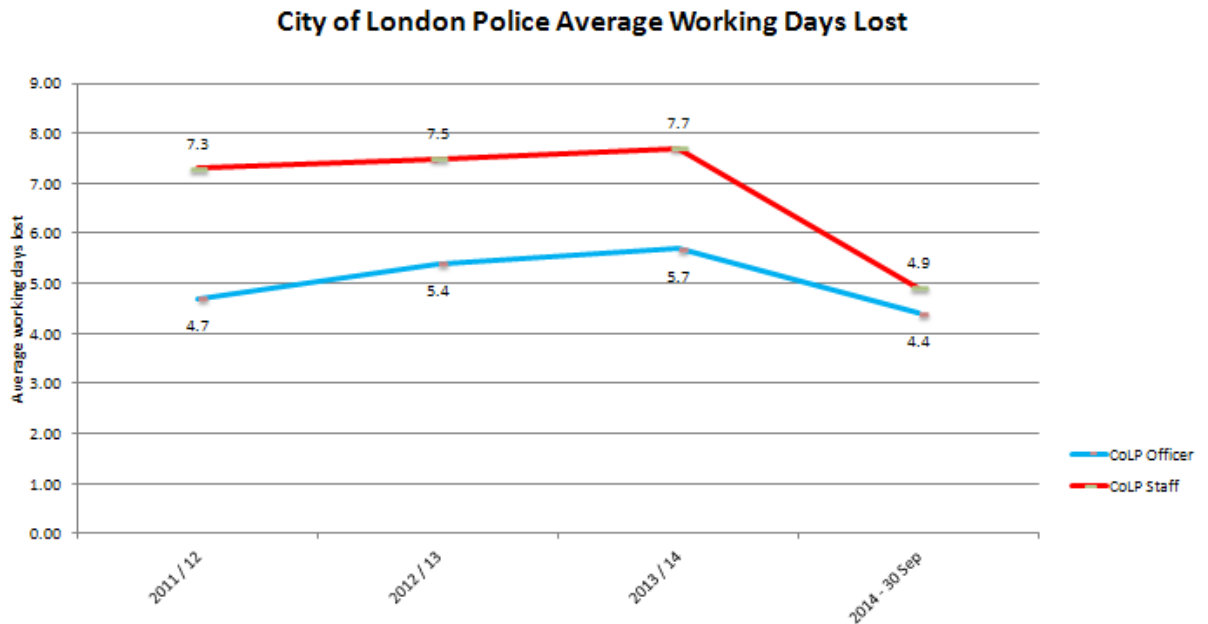
17. All police officer and police staff are invited to define their **sexual orientation** as part of the recruitment process, however many staff choose not to answer this question. A total of 18 police officers and staff have identified themselves as either lesbian, gay, bisexual (LGB).
18. The **age** profile of the Force indicates that there are 18 police officers who are eligible to retire within the next twelve months and 27 police officers who are aged between 51 and 58. For police staff, two members of staff are aged over 65 and 20 are eligible to retire.
19. The workforce of the Force is diverse and in terms of **religion**; 34.7% of police officers and staff identify themselves as Christian, 2.8% as Muslim and 2.7% as 'another religion or belief' with 22.7% having no religion or belief. 37.1% of police officers and staff have not disclosed their religion or belief.

MANAGING ATTENDANCE

20. Management of sickness absence within the City of London Police sickness is currently by means of Regulation 28 meetings for Police Officers. Police staff absence management has now been transferred to the City of London Sickness Absence Review Group (SARG), in order to apply a consistency and parity for City of London employees. The SARG process transferred seamlessly and is working well.
21. Police officer sickness absence targets are set at 6 working days per annum, and absence is currently running at 4.4 days. The Force is currently ranked 4th out of 43 police forces in managing sickness absence against Home Office figures.
22. Police staff sickness absence targets are set at 7 working days per annum and absence is currently running at 4.9 days. The Force is currently ranked 25th out of 43 forces for managing sickness absence against Home Office figures. (See Tables 5 and 6 below for a comparison of average days lost by CoLP and COL.)
23. Table 4 below compares the trend between officers and police staff for the last 3 years by average working days lost. It can be seen that both officers and police staff have seen a slight increase in working days lost over the past three years. However, at this point absence targets for the current year are anticipated will be met.

24. In comparison, the national CBI figures on Sickness Absence for 2013 were 6.9 days within the Public Sector (down from 8.1 in the previous year) and 4.9 within the Private Sector (down from 5.9 in the previous year). Figures are published in July of each year.

Table 4



25. Tables 5 and 6 below are graphical representations of short-term and long-term sickness average working days lost for City of London Police (CoLP) and City of London (CoL) support staff only. It can be seen that Force has fluctuated around 3.5 to 4.4 days for both short term and long term sickness absence. As of the 30th September 2014 the Force has 4 Police staff on long-term sickness absence, this equates to 2.0 days for Long-term and 1.8 days short-term.

Table 5

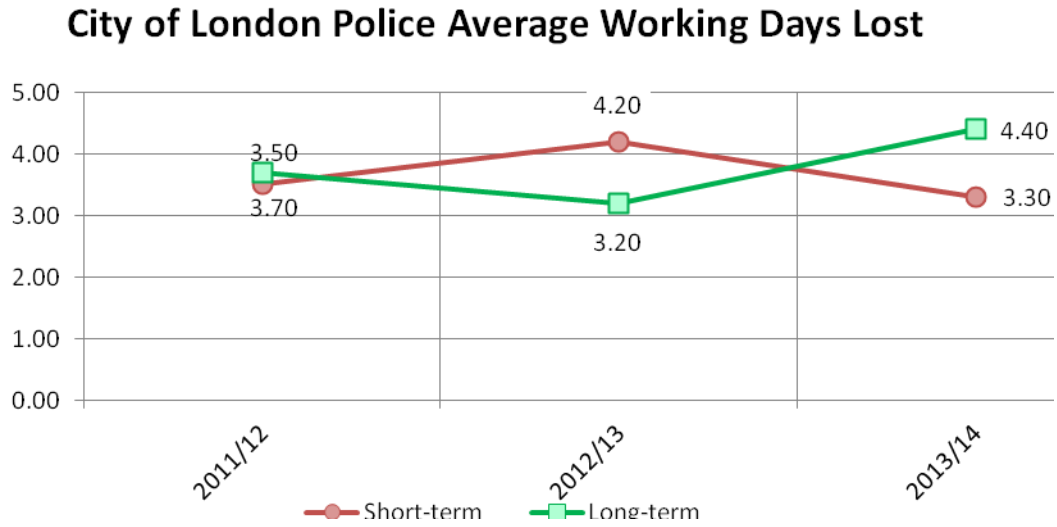
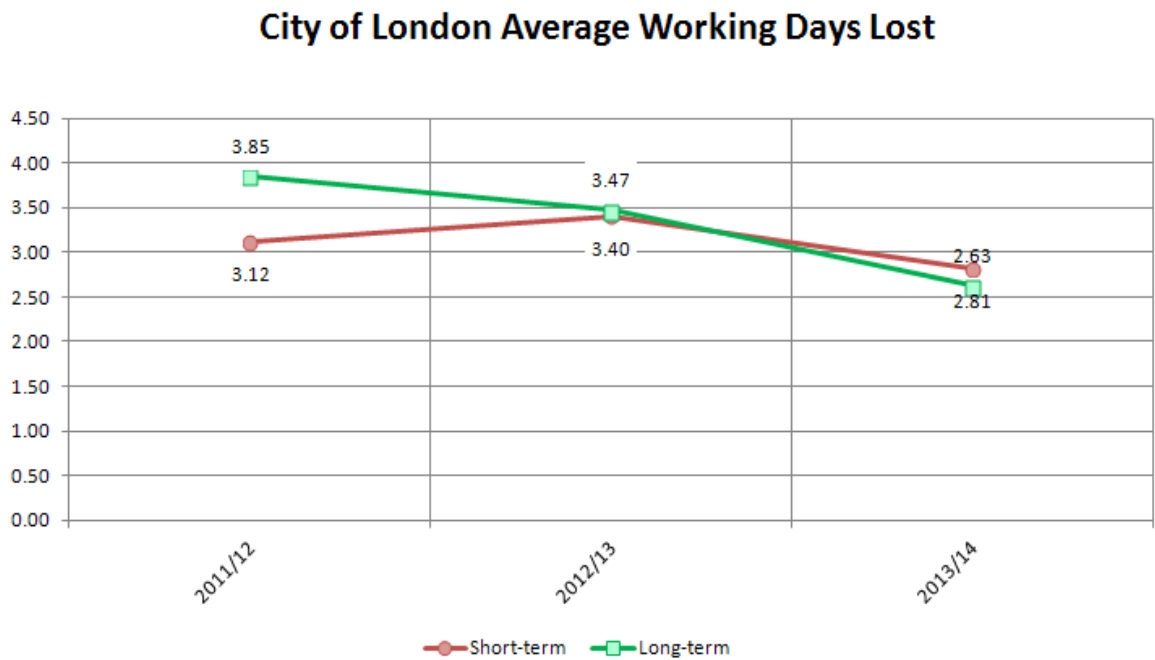


Table 6



EMPLOYMENT RELATIONS

26. The Force has been managing a relatively low number of employment relations cases. The Force has managed four Employment Tribunal claims over the past year, with one outstanding case currently at the Tribunal hearing stage.

CONCLUSION

27. The Force faces some significant challenges in the near future and the HR Department are working to effectively support the organisation in realising the change agenda ahead. A continued effective approach to managing the workforce in terms of recruitment, retention and sickness absence is key to realising essential savings in resources and improving efficiencies within the Force.

Appendices

None

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