

<b>Committee:</b>	<b>Date:</b>	<b>Item no.</b>
Police Performance and Resource Management Sub Committee	25 <sup>th</sup> May 2012	<b>6</b>
<b>Subject:</b> Human Resources Monitoring Information April 2011 – March 2012	<b>Public</b>	
<b>Report of:</b> Commissioner of Police Pol 28/12	<b>For Information</b>	
<p style="text-align: center;"><b><u>SUMMARY</u></b></p> <p>This report sets out the Force’s Human Resources monitoring data for the 12 month period from 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012. The data has been presented in the format previously agreed by your Committee.</p> <p>The data in the report includes information on:</p> <ul style="list-style-type: none"> <li>• Force strength - which is currently 822 (rounded FTE) Officers and 368 Police Staff (including 38 PCSO’s).</li> <li>• Joiners and leavers- No officers joined the Force during this period and 48 left. There have been 25 new police staff joiners, and 37 leavers.</li> <li>• Ethnicity- The proportion of regular officers from an ethnic minority in the Force is 5.6%.</li> <li>• Sickness- Staff sickness is the lowest since 1998. (Staff 7.3 officers 4.7)</li> <li>• Grievances- 19 grievances have been received during the reporting period including 7 claims in relation to bullying/harassment.</li> <li>• The Force was cited at 3 Employment Tribunal cases.</li> </ul> <p><b>RECOMMENDATION</b></p> <p>It is recommended that Members note the contents of this report.</p>		

## **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 12 months from 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 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 may 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 822 officers against an establishment of 886 officers. The establishment increased since the last report following additional funding within Economic Crime.
4. For Support staff the strength is 368 against an establishment of 464. This includes PCSO's but excludes agency workers.

Rounded FTE		31 <sup>st</sup> March 2010	31 <sup>st</sup> March 2011	31 <sup>st</sup> March 2012	Projected 1 <sup>st</sup> April 2013
Officers	Estab	862	878	886	797
	Strength	846	872	822	703
Staff	Estab	374	417	412	365
	Strength	309	337	330*	365
PCSO's	Estab	52	52	52	16
	Strength	52	44	38	16
* excludes 39 agency workers					
Specials	Estab	75	100	100	100
	Strength	79	84	99	100
Volunteers	Strength	0	4	24	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 following 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 48 officers left the City of London Police.

Reason	2010/11	2011 /12
Deceased in service	0	0
Dismissed	1	3
Medical Retirement	3	0
Retirement	30	29
Transfer	4	5
Resignation	13	11
<b>Total</b>	<b>51</b>	<b>48</b>

## Special Constabulary

Reason	2010/11	2011 /12
Deceased in service	1	0
Resignation	6	6
Joined Regulars	0	0
<b>Total</b>	<b>7</b>	<b>6</b>

## Support Staff

Reason	2010/11	2011 /12
Deceased in service	0	0
Dismissed	3	1
Medical Retirement	1	0
Retirement	5	5
Transfer	0	0
Resignation (inc end of contract)	25	30
(To join the Police Service, not CoLP)	4	1
<b>Total</b>	<b>38</b>	<b>37</b>

## RECRUITMENT

### Police officer recruitment

8. No police officers were recruited during this period.

### Special Constabulary recruitment

9. Twenty one Officers commenced their training during this period.

### Support staff recruitment

10. Twenty five individuals have been appointed during this period.

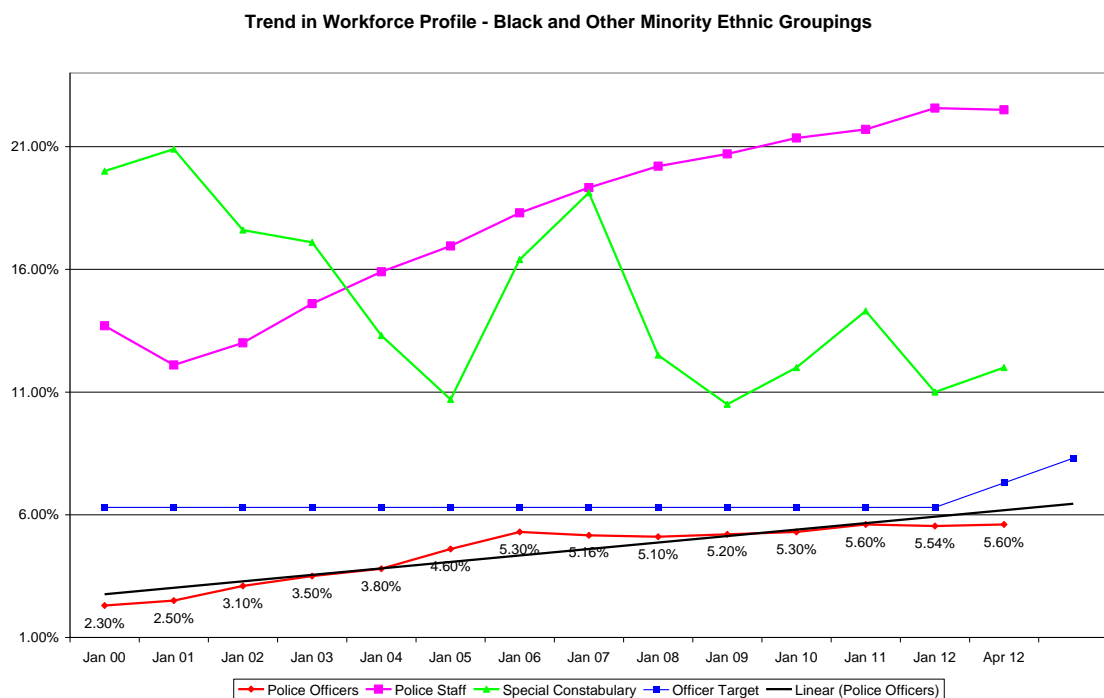
## Equality & Diversity elements

### Ethnicity

11. 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. This target will

be difficult to achieve 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.

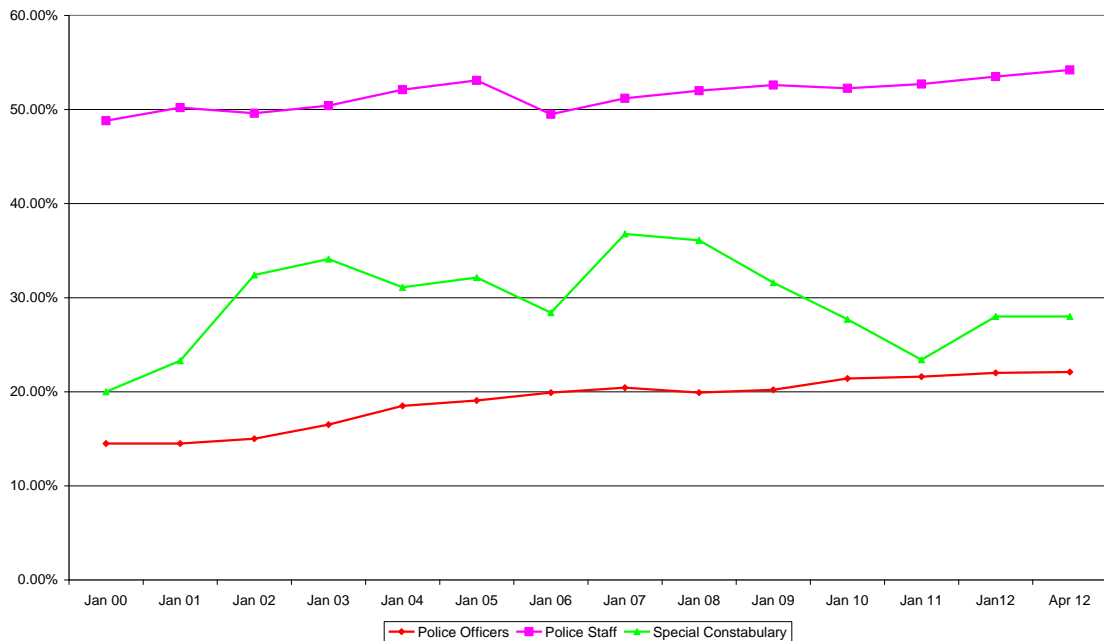
12. The current position is;
- |          |       |
|----------|-------|
| Officers | 5.6%  |
| Staff    | 22.5% |
| Specials | 12%   |



## Gender

13. 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%.
14. The Support staff female representation is 54%

Trend in Workforce Profile - Gender (females)



## Disability

15. There are 40 Officers, 25 staff and 3 Special Constables who regard themselves as having a disability.
16. Currently 28 officers and 12 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

17. All members of staff, Officers and Support staff, are invited to self define their sexual orientation. Across the whole workforce 22 have indicated that they are Bisexual or Gay / Lesbian.

## Age

18. The age profile of Police Officers spans from 21 to 64 with 3 officers 60 or over.
19. The age profile of the support staff ranges from 21 to 64 (PCSO's 22-49). There are 3 staff members over 65 and 16 who are between 60 and 65. Specials range from 20 to 64.

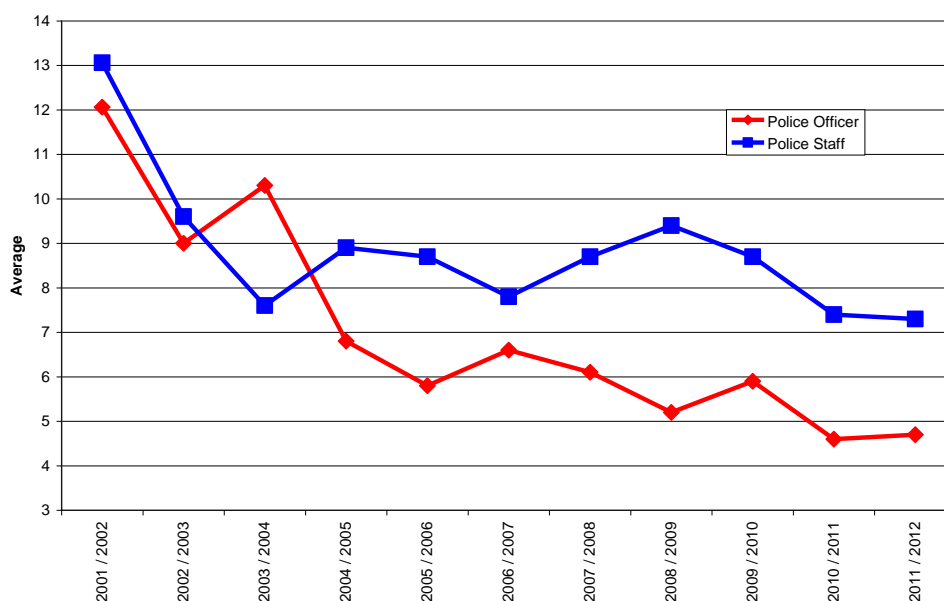
## Religion and Belief

20. Currently 36.6% of the workforce regard themselves as Christian, 2.6% as Muslim, 2.5% as another religion or belief, 22.3% as having no religion or belief and the remainder 36% have not disclosed a religion or belief.

## Sickness Management

21. 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 34,933 for officers and 21,108 for police staff. In percentage terms (working time lost / Contracted Hours available) this is 2.33% for police officers and 3.6% for police staff.
22. The City of London and other organisations use working days lost as a comparator. The average working days lost, for officers is 4.7 against a target of 6 and staff 7.3 against a target of 7. Excluding long term sickness the average is reduced to 2.5 and 3.5 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. As officer / staff numbers decrease statistically average sickness is likely to increase.

Police Officer & Police Staff Sickness: average working days lost



23. At the end of the period 9 officers and 3 police staff were long term sick (more than 28 days). 47% (1,877 days) of officer sickness is long term and 51% (751 days) staff sickness is similarly long term.
24. 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 findings were presented to the February Strategic Management Board (SMB). An action plan has 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. The action plan is being monitored with updates to the Force SMB, the next update is due in August 2012.

## Grievances

25. During the period 1<sup>st</sup> April 2011 and 31<sup>st</sup> March 2012 there were 19 grievances including 4 grievances originating from the same two events. 9 involving staff members and 10 involving officers. A full breakdown is shown in the tables below.
26. In the wake of recent media coverage of one particular CoLP case, a full report on recent and historic grievances relating to alleged race discrimination was reported to your Professional Standards and Complaints Sub Committee on 27<sup>th</sup> April 2012.

Type	No.	Outcome
Bullying / Harassment	7	1 unfounded, 1 upheld / resolved, 5 on going
Process	8	2 unfounded, 2 upheld & 4 ongoing
Interpersonal Relationships	3	1 Subject to second grievance, 1 unfounded, 1 ongoing
Discrimination	1	Race investigated by Cof L

<b>Gender</b>	11 females	8 males		
<b>Ethnic Origin</b>	12 White	7 BME		
<b>Age</b>	1 x 20-30	8 x 30-40	10 x 40-50	
<b>Disability</b>	1			
<b>Sexual Orientation</b>	10 heterosexual	6 prefer not to say	2 not disclosed	1 Gay/Lesbian
<b>Religion / Belief</b>	6 Christian	1 no religion	11 not disclosed	1 Muslim

27. As a result of at least one grievance, the Force has assessed that in certain cases it may be appropriate to use independent investigators. This could potentially be an Employee Resourcing Manager from



the City of London Corporation's HR Team. Additionally, the process for managing temporary postings has been reviewed.

28. During the reporting period the Force has been cited at 3 Employment Tribunal (ET) cases all of which were claiming race discrimination or included an element of race discrimination. Of these cases, one was withdrawn by the claimant (in April 2012), one was settled prior to the tribunal and one case is on going.
29. For the future the Force is establishing a Performance Gold Group which will be chaired by an ACPO officer. This Group will have overall responsibility for the strategic risk assessment of ongoing performance related cases including grievances, Employment Tribunals, officer Unsatisfactory Performance Procedure, staff performance and officer / staff disciplinary cases.

## **Conclusion**

30. The City First Change programme is obviously having an impact on certain areas of the Force, specifically recruitment. There are no other areas of particular note at present.

## **Recommendations**

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

## **Background Documents:**

HR Monitoring Information data  
Home Office Guidance  
Equality and Diversity Information 1<sup>st</sup> April 2012

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