



**Lancashire  
Constabulary**  
police and communities together

## JOINT MANAGEMENT BOARD

<b>ITEM 3</b>	<b>DATE: 7 JULY 2015</b>
<b>TITLE: HR UPDATE 1 JANUARY 2015 – 31 MAY 2015</b>	
<b>REPORT BY: JOANNE KANE / ANN MARIE BULL</b>	

### **Executive Summary**

An update report on HR matters within the Constabulary, including, recruitment, sickness, health and safety and grievance procedures.

### **Recommendations**

The Police and Crime Commissioner and the Chief Constable is asked to consider the update and approve the proposal for provision of quarterly HR updates to the JMB.

Signature	Signature
Police and Crime Commissioner	Chief Constable
Date	Date

## PART I

## 1. Background and Advice

## a) Recruitment

## Recruitment between 1 January 2015 and 31 May 2015

	Male		Female		Total	
	Headcount	%	Headcount	%	Headcount	Total %
<b>Police Officer</b>	<b>63</b>	<b>59%</b>	<b>43</b>	<b>41%</b>	<b>106</b>	<b>-</b>
White	53	50%	43	41%	96	91%
BME	9	8%	0	0%	9	8%
Not Stated	1	1%	0	0%	1	1%
<b>Police Staff</b>	<b>24</b>	<b>40%</b>	<b>36</b>	<b>60%</b>	<b>60</b>	<b>-</b>
White	22	37%	34	57%	56	93%
BME	2	3%	2	3%	4	7%
Not Stated	0	0%	0	0%	0	0%
<b>PCSO</b>	<b>25</b>	<b>54%</b>	<b>21</b>	<b>46%</b>	<b>46</b>	<b>-</b>
White	24	52%	21	46%	45	98%
BME	1	2%	0	0%	1	2%
Not Stated	0	0%	0	0%	0	0%
<b>Special</b>	<b>62</b>	<b>63%</b>	<b>37</b>	<b>37%</b>	<b>99</b>	<b>-</b>
White	59	60%	36	36%	95	96%
BME	3	3%	1	1%	4	4%
Not Stated	0	0%	0	0%	0	0%
<b>Volunteers</b>	<b>10</b>	<b>33%</b>	<b>20</b>	<b>67%</b>	<b>30</b>	<b>-</b>
White	10	33%	19	63%	29	97%
BME	0	0%	1	3%	1	3%
Not Stated	0	0%	0	0%	0	0%

The Step Down/Step Up graphs are provided at [Appendix A - Police Officer Step-down Model](#), [Appendix B – Police Staff Step-down Model](#), [Appendix C – PCSO Step-down Model](#), [Appendix D- Specials Step-up Model](#).

No exceptions to report.

## b) Workforce Representation

Workforce Representation statistics are provided at [Appendix E](#)

The Positive Action Officers continue to provide advice and support to applicants from a BME background. In addition they are attending recruitment events out in the divisions where they are encouraging individuals to apply for roles and answering any concerns or queries they may have. The recruitment window for Specials Constables opened on 29<sup>th</sup> May 2015 and positive action will be offered to all BME applicants.

In consultation with the College of Policing a BME Recruitment and Progression Action Plan is being produced and will be shared once complete.

### **c) Sickness and ill health retirements**

Data on sickness levels by division is provided at [Appendix F, G, H & I](#)

Within Contact Management the sickness has reduced across all reasons of sickness, however there has been a notable reduction in sickness in the Mental & Behavioural Disorders category, with a 48% reduction in sickness in this area since January. This ties in with the interventions that the PIU have been doing.

Interestingly, to put the total reduction in to real terms, there are 10 more CCAs at work each day in May than there was in January, purely down to improved sickness levels.

### **Ill-Health Retirements**

#### **Police Officers**

The Constabulary has retired 19 police officers in the period 1<sup>st</sup> Jan – 31<sup>st</sup> May 2015.

The Constabulary's 'Step Down' police officer forecasting model makes assumptions regarding police officer losses with the projections for ill health retirement built into the model.

As the Constabulary has progressed through its programme of Organisational Reviews, there has been an inevitable displacement of police officers from back-of-house roles, typically from functions which are no longer required or where there is no requirement for the post holder to be a police officer. A significant number of these officers are deemed to be 'permanently disabled', i.e. they are not capable of performing operational policing duties. Since the Constabulary is contracting and there are fewer budgeted roles for non-operational police officers, there is nowhere for the Constabulary to displace the officers to sustain regular, meaningful and reasonable attendance and employment.

Any ill health retirement decision is not taken lightly. The decision making ensures that the Constabulary's obligations in respect of the Equality Act 2010 (disability) are fully considered, as is the cost-benefit of retaining or retiring the officer. When managed effectively, as is the case within Lancashire Constabulary, ill-health retirement remains a legitimate exit option for police officers.

#### **Police Staff**

The Constabulary did not retire any police staff in the period 1<sup>st</sup> Jan – 31<sup>st</sup> May 2015.

## d) Health & Safety

Accident statistic data is provided at [Appendix J](#)

For the period of Jan – May 2015 there have been 405 incidents reported. 364 of these accidents were on duty, 32 were off duty and 9 reported as Near misses.

From the 'on duty' accidents reported 15 of these were reportable to the HSE under RIDDOR. 631 days of lost time has been recorded for these accidents, there are currently 5 members of staff are still off sick.

The accidents are categorised as follows;

109	Assaults on duty.
81	Handling, lifting or carrying.
11	Airwave
13	Injured by an animal.
20	Hit by moving vehicle.
55	Slips, trips & falls.

The 15 RIDDOR accidents were classified as follows;

13	Over 7 Day injuries.
1	Injury to a member of the public.
1	Major Injury.

Of the 15 incidents there are no specific trends attributed to them. Investigation work is carried out on all RIDDOR accidents, in most cases incidents that occur are due to the nature of an unpredictable role.

If an accident investigation does identify recommendations these are disseminated to management and lessons learned are channelled through the appropriate structure. We are currently devising past examples to share with managers in order to improve learning and look at future prevention.

## e) Grievances

Between 1 January and 31 May 2015 a total of 15 grievances were received and accepted, as broken down below.

	Male	Female
White	5	10
BME	0	0

A variety of issues have been raised through these grievances including selection decisions, bullying or inappropriate behaviour, management decisions and conditions of service. No specific patterns have been identified.

Of these 15 grievances, 8 have been resolved and 7 are ongoing.

## **f) Performance Improvement Unit (PIU)**

There are 142 on- going cases in total, with 30 new cases this quarter, which consist of Attendance Improvement Plans, Performance Improvement Plans, Recuperative Plans and Formal Proceedings

A new Police Staff Capability Procedure and Policy is ready for Consultation and a meeting with Unison will take place soon.

The HR DMT are taking part in IROWE focus groups, the findings will influence future Acas guidance and advice.

New regulations regarding Limited Duties came into effect from the 1<sup>st</sup> May 2015. PIU are involved in producing the process and co-ordinating the management of officers on restricted and adjusted duties.

Part of the PIU role is to capture staff who become actionable, ensuring CPD's are done that are supportive and also aimed at improvement in attendance.

The PIU also look at Non Compliance, identifying line managers not complying with their responsibilities within the attendance policy and sharing findings with SMT's, in support of The Leadership Commitment.

There are monthly meetings between PSD and PIU to identify cases that maybe linked with misconduct/performance/attendance.

### **2. Links to the Police and Crime Plan**

Supports the delivery of the Police and Crime Plan, particularly in relation to defending frontline policing.

### **3. Consultation**

### **4. Implications**

- a. Legal**
- b. Financial**
- c. Equality considerations**

### **5. Background Papers**

### **6. Public access to information**

Information in this form is subject to the Freedom of Information Act 2000 and other legislation.

Part 1 of this form will be made available on the PCC website within 3 working days of approval. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.

Officer declaration	Date
LEGAL IMPLICATIONS – As above	
FINANCIAL IMPLICATIONS – As above	
EQUALITIES IMPLICATIONS – As above	
CONSULTATION – As above	
<p><b>Director to the Office of the Police and Crime Commissioner (Monitoring Officer)</b></p> <p>I have been informed about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lancashire.</p> <p>Signature.....Date.....</p>	