



**Lancashire
Constabulary**
police and communities together

JOINT MANAGEMENT BOARD

ITEM 3	DATE: 2 APRIL
HR UPDATE 1 APRIL 2014 – 28 FEBRUARY 2015	
REPORT BY: JOANNE KANE / ANN MARIE BULL	

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 2014/15

i. Police Officers

Between 1 April 2014 and 28 February 2015 there have been 59 police officer appointments. The breakdown is as follows:

Male ME	5	8.5%		
Female ME	0	0.0%	ME Total	5 8.5%
Male White & NS	29	49.1%		
Female White & NS	25	42.4%	Female Total	25 42.4%
Total	59			

Transferee Police Officers

Between 1 April 2014 and 28 February 2015 there have been 10 transferee police officer appointments. The breakdown is as follows:

Male ME	2	20.0%		
Female ME	0	0.0%	ME Total	2 20.0%
Male White & NS	7	70.0%		
Female White & NS	1	10.0%	Female Total	1 10.0%
Total	10			

ii. Special Constables (including the UCLan initiative)

Between 1 April 2014 and 28 February 2015 there have been 109 Special Constable appointments. The breakdown is as follows:

Male ME	6	5.5%		
Female ME	5	4.6%	ME Total	11 10.1%
Male White & NS	62	56.9%		
Female White & NS	36	33.0%	Female Total	41 37.6%
Total	109			

iii. Police Staff Recruitment

Police Community Support Officers (PCSOs)

Between 1 April 2014 and 28 February 2015 there have been 65 PCSO appointments. The breakdown is as follows:

Male ME	6	9.2%		
Female ME	1	1.5%	ME Total	7 10.7%
Male White & NS	31	47.7%		
Female White & NS	27	41.6%	Female Total	28 43.1%
Total	65			

Other Police Staff Recruitment (excluding PCSOs)

Between 1 April 2014 and 28 February 2015 there have been 253 Police Staff appointments. The breakdown is as follows:

Male ME	3	1.1%			
Female ME	8	3.2%	ME Total	11	4.3%
Male White & NS	96	37.9%			
Female White & NS	146	57.8%	Female Total	154	61.0%
Total	253				

The Step Down / Step Up graphs are provided at [Appendix A](#).

b) Workforce Representation

Since the external recruitment window opened in April 2014 the Positive Action Officer has provided advice and support to applicants from a BME background. The results from National Assessment Centre in July were extremely positive with 21 BME candidates achieving the 50% pass mark. From this recruitment campaign 3 candidates have been appointed as PCSOs and a further 2 are currently in the Specials recruitment process.

Support to divisions continues with regular recruitment events and positive action workshops taking place.

c) Sickness

Data on sickness levels (% time lost) by division is provided at [Appendix B](#).

d) Accident data

Assaults remain stable as do accidents overall, with the exception of September that saw a rise, but not in the number going off sick. The data does indicate an increase in assaults / handling incidents, but that was force wide and nothing has been highlighted as to the cause.

14 people remain off sick following incidents, 12 Police Officers and 2 Police Staff. These are broken down by division as:

- 3 – West
- 4 – South
- 6 – East and
- 1 – HQ

4 are from accidents off duty with 10 on-duty, details of the on-duty are:

- assaults,
- injured by animals,
- 1 fall from height,
- 1 slip / trip / fall,
- 1 hit by moving vehicle and
- 1 other.

Days lost from these incidents for those who remain off amounts to:

- 704 from the 10 on-duty and
- 232 from the 4 off-duty.

e) Grievances (Appendix D)

Commencing Q3 2014/15 there were 20 open grievances:

- 1 from Q3 2013/14
- 5 from Q1 2014/15
- 14 from Q2 2014/15

In Q3 2014/15, 18 new grievances were received, totalling 39 open grievance cases.

During Q3 2014/15, 12 grievances were resolved/ concluded:

- 1 from Q3 2013/14
- 3 from Q1 2014/15
- 6 from Q2 2014/15
- 2 from Q3 2014/15

This leaves 26 grievances carried forward into Q4 2014/15:

- 2 from Q1 2014/15
- 8 from Q2 2014/15
- 16 from Q3 2014/15

A statistical summary of the grievances is summarised in Appendix E.

Year to Date

A total of 54 grievances have been received during the first three quarters of 2014/15:

- 19 grievances in Quarter 1
- 17 grievances in Quarter 2
- 18 grievances in Quarter 3

Additionally, a further 9 grievances carried forward from the previous year were all concluded during the first three quarters of 2014/15:

- 4 grievances in Quarter 1
- 2 grievances in Quarter 2
- 3 grievances in Quarter 3

The grievances submitted relate to the restructuring decisions & processes, management decisions and terms and conditions, specifically pay related issues (i.e. payment of standby allowance, overtime payments and mileage claims). This may well be as a result of the current economic climate and the fact that the majority of staff have not received a significant pay rise in recent years.

iv. Links to the Police and Crime Plan

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

v. Consultation

vi. Implications

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

vii. Background Papers

viii. 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	
Director to the Office of the Police and Crime Commissioner (Monitoring Officer) 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. Signature.....Date.....	