



Workforce Data Report

Period 1st April 2011 to 1st October 2011

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SUMMARY OF KEY POINTS

Police Officers

- The police officer actual establishment at 1st October 2011 stands at 3960.1 full time equivalents (FTE).
- There were no new recruits during the period 1st April 2011 to 1st October 2011.
- The overall number of female police officers at 1st October 2011 stands at 1042.6 (FTE) which represents 26.3% of all officers against a target of 25.5%.
- The overall number of BME police officers at 1st October 2011 stands at 63.5 FTE which represents 1.6% of all officers against a target of 1.5%.
- 188 (4.7%) police officers work part time hours.
- The average age of a Northumbria Police Officer is 39.6 years.
- During the period 96 police officers left the organisation of which 48 were normal retirement.
- The number of Special Constables at 1st October 2011 is 273. This is a 16.2% increase from 31st March 2011.
- Collectively the duty hours undertaken by Special Constables represent 25.5 FTE police officers.
- The projected days lost to sickness absence for police officers is 7.0 against a target of 7.0 days. This is an increase of 14.2% in the number of projected days lost in comparison with the same period last year. The average number of working days lost per officer during the period is 3.5.

Police Staff

- The police staff actual establishment at 1st October 2011 stands at 1660.3 FTE, and 424.0 FTE CSO's (Community Support Officers).
- The total police staff actual establishment including temporary staff is 1665.2 FTE against an authorised establishment of 2106.5.
- The overall number of female police staff at 1st October 2011 stands at 955.9 FTE (57.6% of actual establishment).
- The overall number of BME police staff including CSO's at 1st October 2011 stands at 23.4 FTE (1.1% of actual establishment).

SUMMARY OF KEY POINTS

- 313 (17.6%) members of police staff work part time hours.
- The average age of a police staff member is 42.3 years.
- 573 (32.3% of headcount) members of police staff have less than 5 years service.
- 333 members of staff left the organisation during the period of which 274 were as a result of Voluntary Redundancy.
- The projected days lost to sickness absence for police staff is 4.2 against a target of 7.0 days. This is a reduction of 39.1% in the number of projected days lost in comparison with the same period last year. The average number of working days lost per staff member during the period is 2.7.

Corporate Indicators – Performance 2011/12 as at 30th September 2011

The force performance against resourcing and recruitment objectives is monitored through the following Corporate Performance Indicators:

	Indicator	Target 2011/12	Cumulative Performance 2011/12			
			1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Minority Ethnic Establishment	% of new police recruits from minority ethnic groups	3.4%	0.0%	0.0%		
	% of minority ethnic officers in the force	1.5%	1.6%	1.6%		
Female Establishment	% of female police officers compared to overall strength	25.5%	26.3%	26.3%		
	% of new appointments to police strength which are female	47%	0.0%	0.0%		
Sickness Absence	Percentage of working hours lost due to sickness for police officers	3.8%	3.5%	3.7%		
	Percentage of working hours lost due to sickness for police staff.	3.8%	2.7%	2.7%		

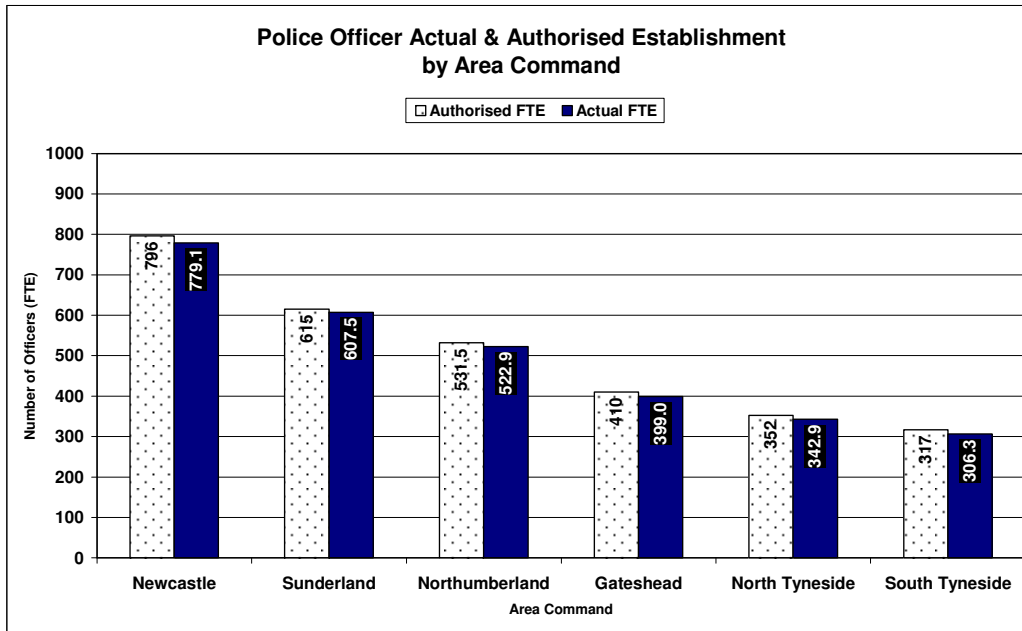
ESTABLISHMENT - POLICE OFFICER PROFILE

The following information provides an analysis of the workforce as at the 1st October 2011.

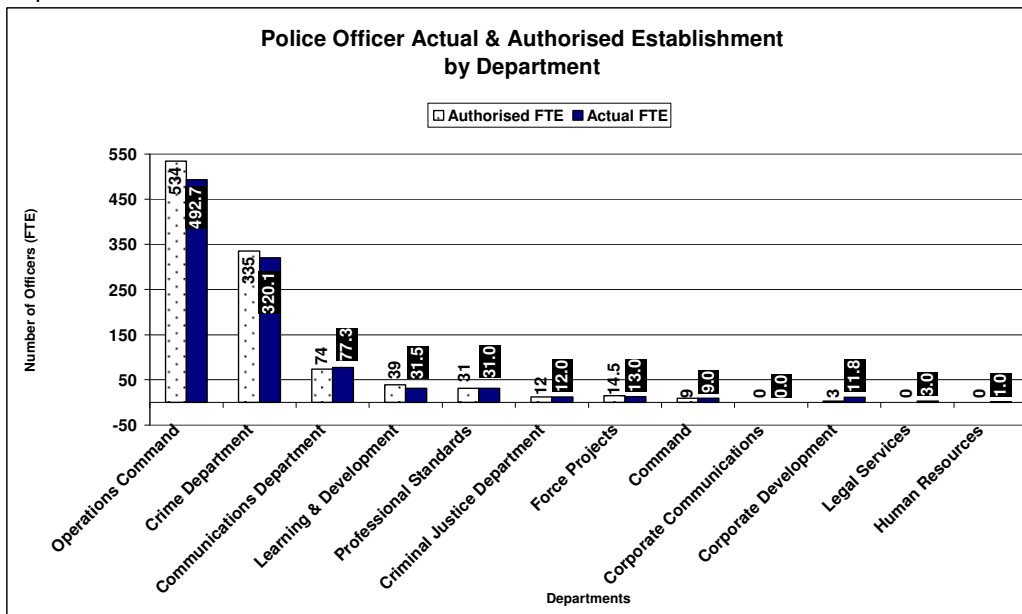
Police Officer Actual & Authorised Establishment

The total authorised police officer establishment is 4073 FTE (including 67.0 FTE funded officers). The total actual establishment is 3960.1 and total headcount is 4008.

Area Command:



Departments:



ESTABLISHMENT – POLICE OFFICER PROFILE

Police Officer Authorised and Actual Establishment by Rank:
(including 67 authorised funded posts and 56.8 actual funded posts)

Rank	Authorised FTE	Actual FTE (including temporary promotions)	Variance FTE*	Temporary Promotion (Rank)
Chief Constable	1	1	0.0%	
Deputy Chief Constable	1	1	0.0%	
Asst Chief Constable	3	3	0.0%	
Ch Superintendent	11	13	18.2%	
Superintendent	32	27	-15.6%	1 Ch Superintendent
Ch Inspector	50	45	-10.0%	
Inspector	173	163.7	-5.4%	10 Ch Inspector
Sergeant	596	572.3	-4.0%	3 Inspector
Constable	3206	3134.1	-2.2%	2 Sergeant
Total	4073	3960.1	-2.8%	

*Authorised –v- Actual

Police Officer Secondments

As of 1st October 2011 the force had 14 officers on external secondment:

Rank	Male	Female	BME	Total Officers	Seconded Rank
Ch Superintendent	1			1	
Superintendent	3	1		4	
Ch Inspector	1			1	
Inspector	2			2	
Sergeant	1			1	
Constable	3	2		5	
Total	11	3	0	14	

Breakdown of Police Officers Working Part Time Hours:

At the end of September 2011, 188 (4.7% of headcount) officers work part time. This is slightly higher than at end of March 2011 (181 officers).

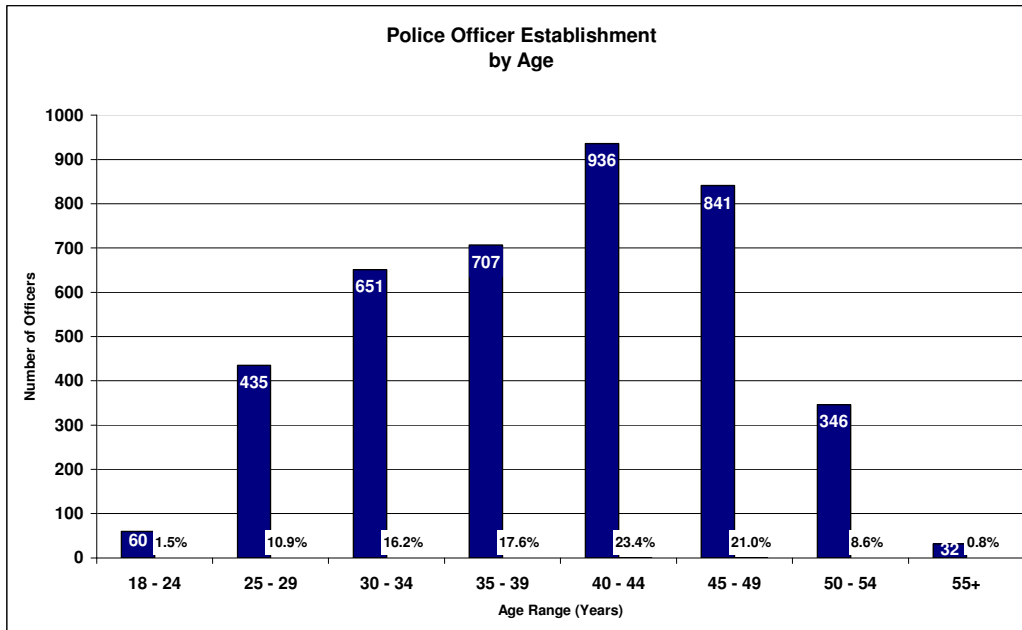
Rank	Male	Female	Total
Ch Inspector	2		2
Inspector		1	1
Sergeant	1	15	16
Constable	11	158	169
Gender Totals	14	174	188
% Gender	7.4%	92.6%	100.0%
% of Total HC	0.3%	4.3%	4.7%

ESTABLISHMENT – POLICE OFFICER PROFILE

Police Officer Workforce Profile

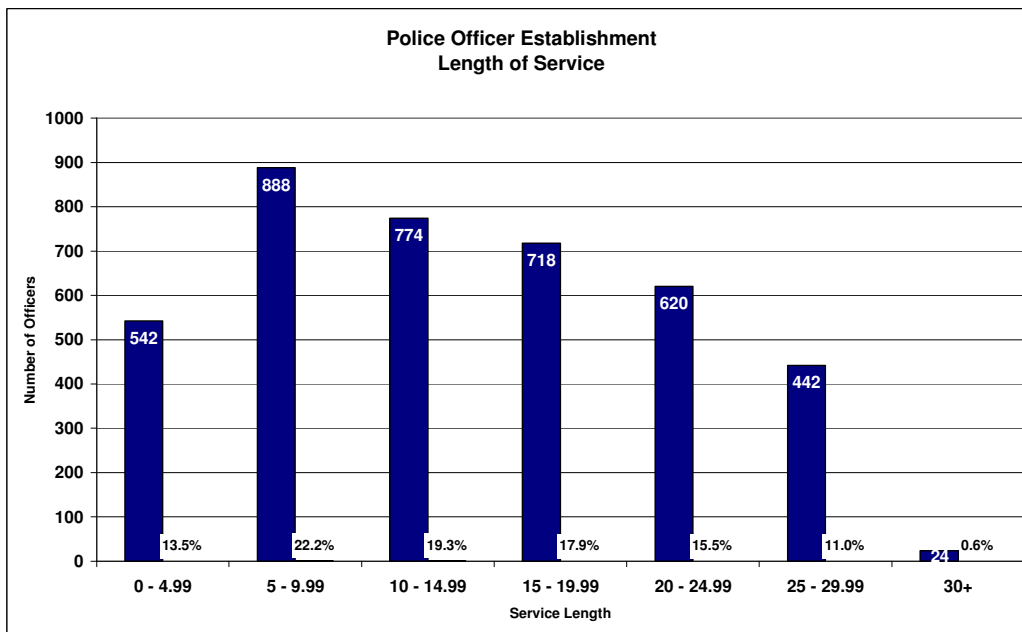
Age Range of Police Officer Establishment

The average age of a police officer is 39.6 years. The average age of a male police officer is 40.7 years and the average age of a female police officer is 36.8 years.



Police Officer Length of Service Profile with Northumbria Police

During the period 66 police officers have received an award for long service and good conduct.



ESTABLISHMENT – POLICE OFFICER PROFILE

Diversity

Police Officer Ethnicity & Gender:

In total there are currently 1087 (1042.6 FTE) female police officers which equates to 27.1% of headcount (26.3% FTE).

The total number of BME officers is 64 (63.5 FTE) which equates to 1.6% of headcount (1.6% FTE). The number of BME officers has remained the same as March 2011.

Police Officer FTE by Ethnicity and Gender:

Police Officers	FTE	% of Total
Male	2917.5	73.7%
Female	1042.6	26.3%
Total	3960.1	100.0%
BME	63.5	1.6%

Police Officer Diversity Profile

Rank	Total FTE	Male		Female		BME	
		FTE	%	FTE	%	FTE	%
ACPO	5.0	4.0	80.0%	1.0	20.0%		
Chief Superintendent	13.0	9.0	69.2%	4.0	30.8%		
Superintendent	27.0	20.0	74.1%	7.0	25.9%		
Chief Inspector	45.0	42.0	93.3%	3.0	6.7%	1	2.2%
Inspector	163.8	135.0	82.4%	28.8	17.6%	1	0.6%
Sergeant	572.3	470.8	82.3%	101.5	17.7%	11	1.9%
Police Constable	3134.1	2236.7	71.4%	897.4	28.6%	50.5	1.6%
Total	3960.1	2917.5	73.7%	1042.6	26.3%	63.5	1.6%

ESTABLISHMENT – POLICE STAFF PROFILE

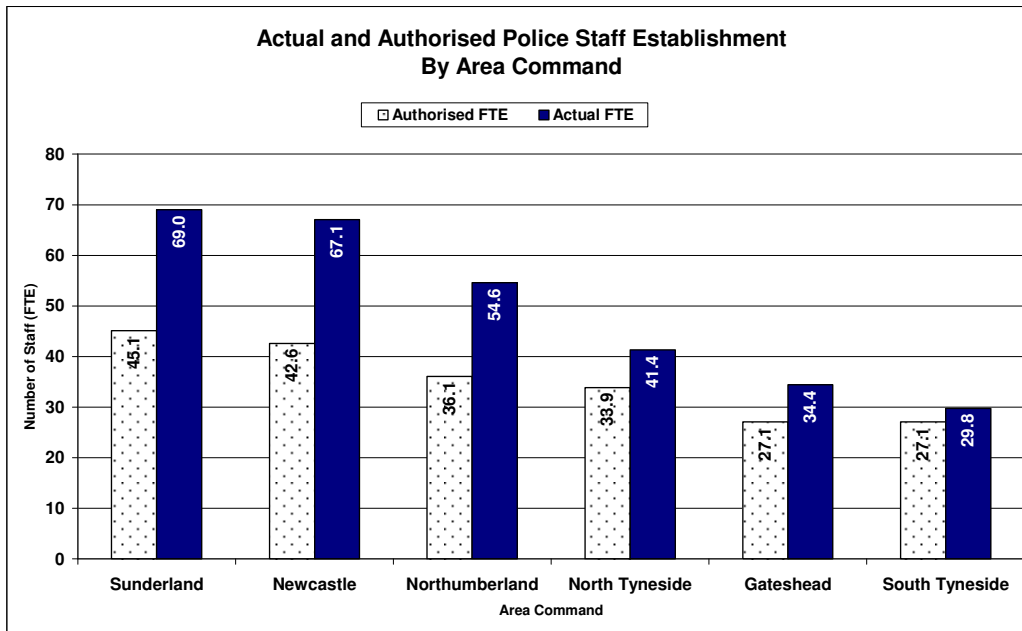
Police Staff Establishment

Actual & Authorised Establishment

The total authorised police staff establishment is 2106.5 FTE including funded and fixed term posts.

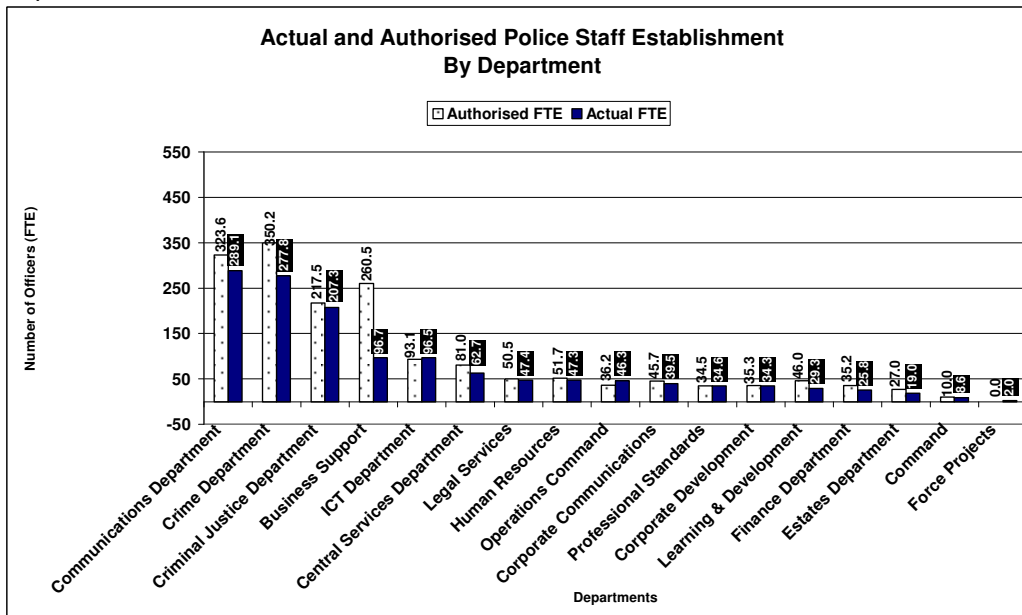
The total actual police staff establishment is 1665.2 FTE which includes 4.9 FTE temporary staff. Excluding temporary staff the actual establishment is 1660.3 FTE.

Area Commands:



Note: The above does not include temporary staff

Departments:

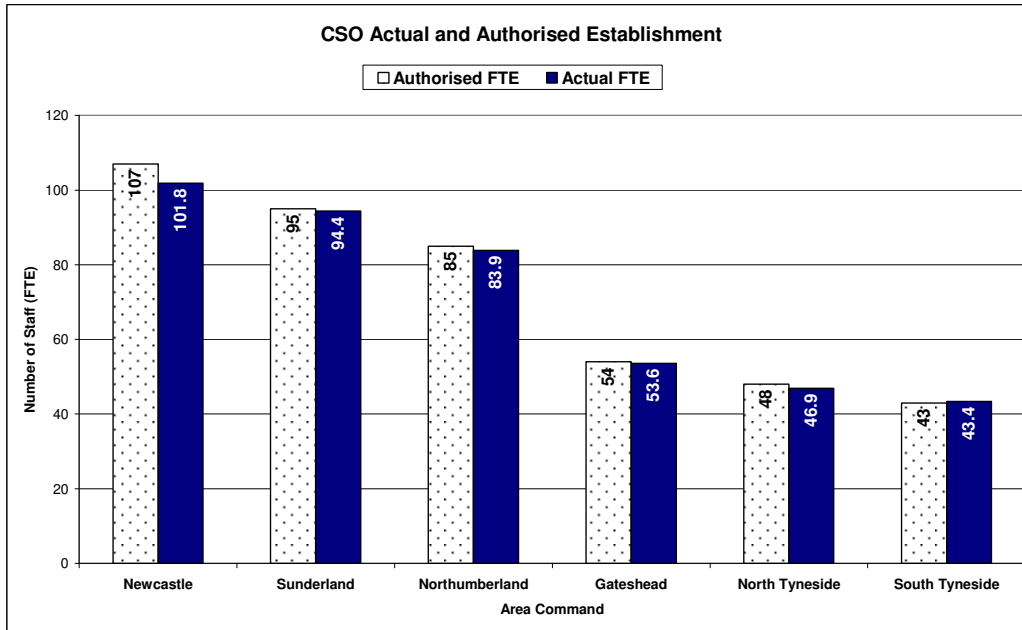


Note: The above does not include temporary staff

ESTABLISHMENT – POLICE STAFF PROFILE

Community Support Officers

The current authorised establishment for CSO's is 432 FTE and the actual establishment is 424.0 FTE which equates to an operating capacity of 98.1%.



Note: The above does not include temporary staff

Police Staff Secondments

As of 1st October 2011, the force had 2 police staff members on secondment:

Grade	Male	Female	BME	Total Staff	Location	Funded By
G	1			1	NE Regional Intelligence Cell	Regional collaboration with Durham & Cleveland Police
I		1		1	Local Criminal Justice Board	LCJB
Total	1	1	0	2		

ESTABLISHMENT – POLICE STAFF PROFILE

Breakdown of Police Staff Working Part Time Hours:

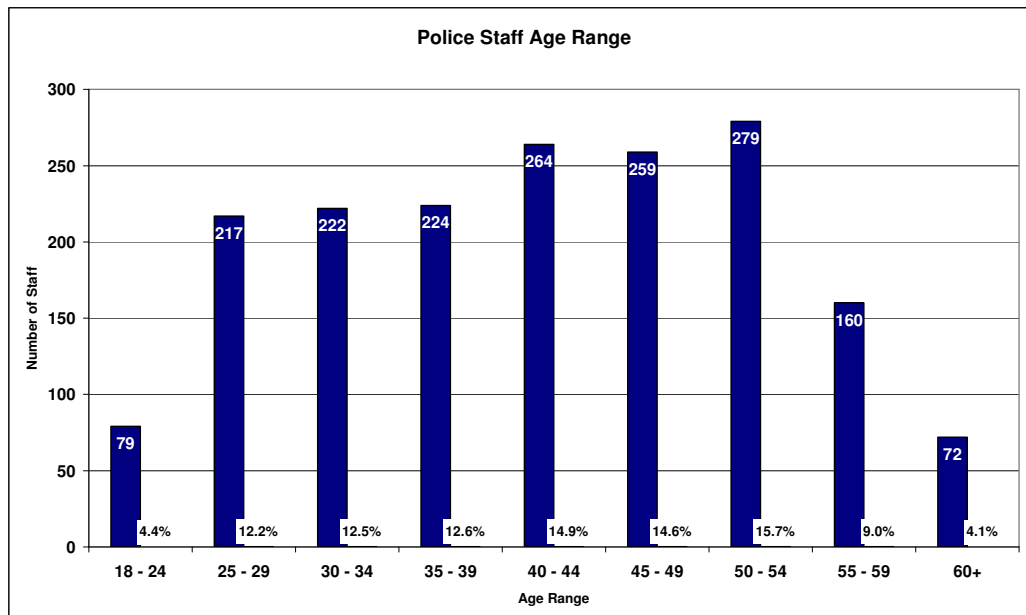
313 (17.6%) police staff employees currently work part time hours which is a decrease of 20.2% in the number of police staff working part time hours from March 2011 (392 members of staff).

Grade	Male	Female	Total
J – K	1	4	5
G - I	7	36	43
D – F	12	61	73
A – C	16	176	192
Gender Totals	36	277	313
% Gender	5.0%	26.2%	100.0%
% of Total HC	2.0%	15.6%	17.6%

Police Staff Workforce Profile

Age Range of Police Staff Establishment:

The average age of a police staff member is 42.3 years. The average age of a male police staff member is 44.4 years and the average age of a female police staff member is 40.2 years.

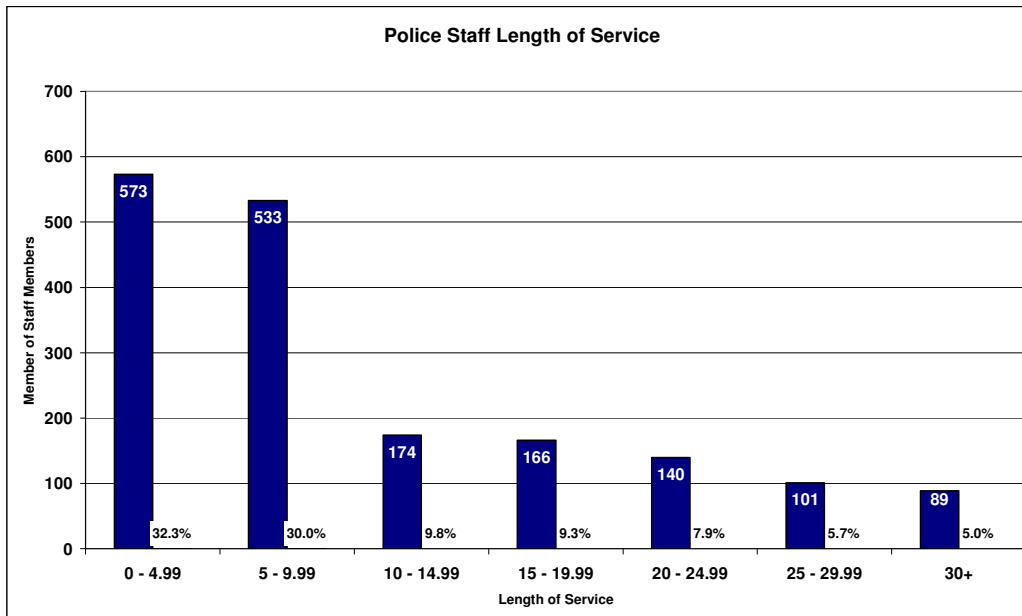


Note: The above does not include temporary staff

ESTABLISHMENT – POLICE STAFF PROFILE

Length of Service Profile of Police Staff Establishment

573 (32.3% of headcount) members of police staff have less than 5 years service. During the period 15 police staff members achieved the police staff long service award for 20 years service.



Note: The above does not include temporary staff

Diversity

Police Staff Ethnicity & Gender:

In total there are currently 1058 (955.9 FTE) female police staff which equates to 59.6% of headcount (57.6% of FTE) and 718 (704.5 FTE) male police staff which equates to 40.4% of headcount (42.4% of FTE). The total number of BME police staff members is 20 (16.4 FTE) which equates to 1.1% of headcount (1.0% of FTE). Since March 2011 the female establishment has decreased by 17.6% (204.5 FTE) and the male establishment has decreased by 15.7% (131.4 FTE).

Police Staff by Ethnicity and Gender:

Police Staff	FTE	% of Total
Male	704.5	42.4%
Female	955.9	57.6%
Total	1660.3	100.0%
BME	16.4	1.0%

Designated¹ Police Staff Ethnicity & Gender:

In total there are currently 202 (190.9 FTE) female designated staff which equates to 46.2% of designated staff headcount (45.0% of designated FTE). There are currently 7 (7.0 FTE) BME designated staff which equates to 1.6% of designated staff headcount (1.7% of designated FTE).

¹ Designated staff include CSO (Patrol), (CSO Reception), CSO (Neighbourhood Investigation), CSO (Neighbourhood Safety & Reassurance and CSO (Neighbourhood Coordination)

ESTABLISHMENT – POLICE STAFF PROFILE

Designated Staff Headcount by Ethnicity and Gender:

Designated Staff	Headcount	% of designated staff Headcount
Male	235	53.8%
Female	202	46.2%
Total	437	100.0%
BME	7	1.6%

Police Staff Diversity Profile

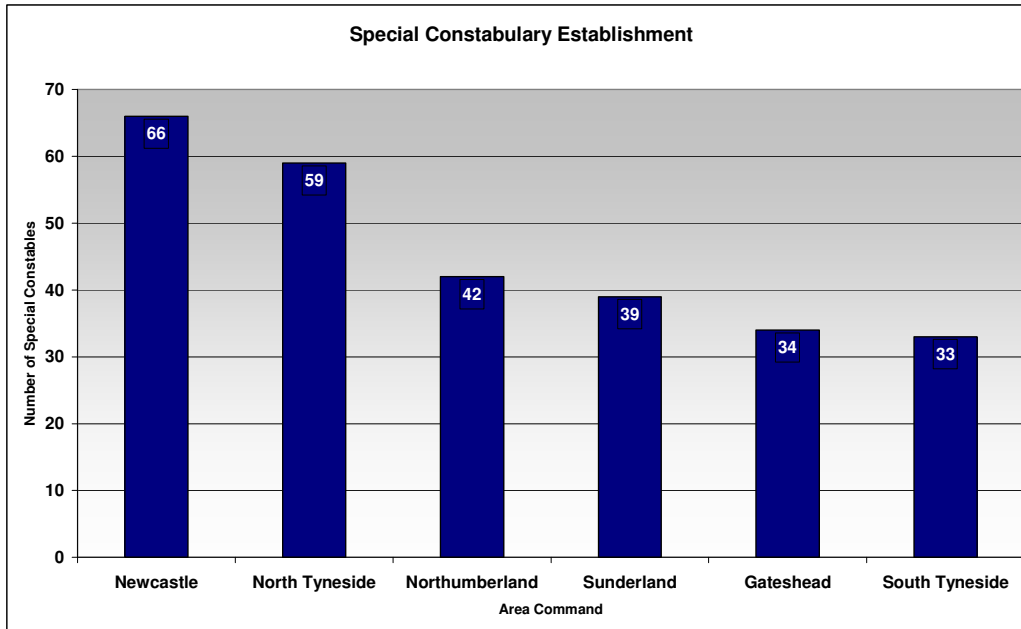
Rank	Total FTE	Male		Female		BME	
		FTE	%	FTE	%	FTE	%
Bands 1 – 7	13.0	9.0	0.5%	4.0	0.2%		
Grades J - K	48.5	26.9	1.6%	21.6	1.3%		
Grades G – I	254.6	122.5	7.4%	132.1	8.0%	2.4	0.1%
Grades D – F	513.7	229.6	13.8%	284.1	17.1%	5.6	0.4%
Grades A – C	830.6	316.5	19.1%	514.1	31.0%	8.4	0.5%
Total	1660.3	703.5	42.4%	955.9	57.6%	16.4	1.0%

ESTABLISHMENT – SPECIAL CONSTABULARY

Special Constabulary Establishment

The current establishment level for Special Constables is 273 officers, which equates to 6.8 % of police officer establishment. This is an increase of 38 Special Constables (16.2%) since March 2011.

During the period 6 Special Constables achieved the police staff long service award for 19 years service.



Special Constabulary Profile

Special Constables	Headcount	% of Total Headcount
Male	209	76.6%
Female	64	23.4%
Total	273	100.0%
BME	5	1.8%

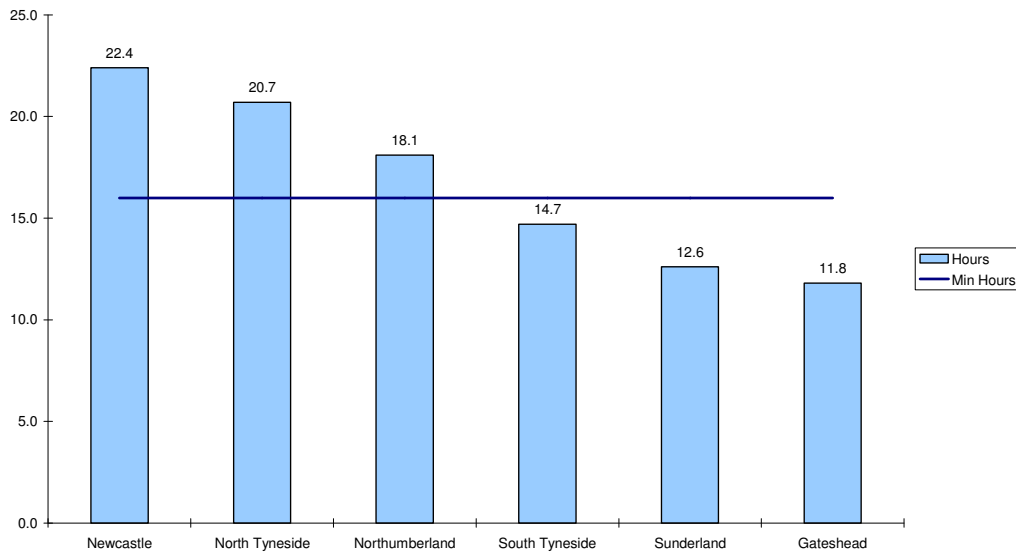
ESTABLISHMENT – SPECIAL CONSTABULARY

Special Constable Activity Levels

The following Special Constabulary activity data is provided by Northumbria Police Integrated Computer & Communications System (NPICCS) based upon officers booking themselves on and off duty².

During the period April – September 2011 collectively, Special Constables have worked a total of 26,502 hours which is equivalent to approximately 25.5 FTE police officers. This equates to an average of 15.9 hours over a four week period per special constable. Special Constables are required to work a minimum of 16 hours over a 4 week period. 99 (36.3%) Special Constables have met this requirement and 174 (63.7%) have worked less than this.

Average duty hours over a 4 week period per active Special Constable



Special Constable Activity Breakdown by Area Command:

	Newcastle	North Tyneside	Northumberland	South Tyneside	Sunderland	Gateshead	Total
Headcount	66	59	42	33	39	34	273
No of fully active Special Constables*	29	26	15	11	10	8	99
% of fully active Special Constables*	43.90%	44.10%	35.70%	33.30%	25.60%	23.50%	36.30%
Total Hours worked by Special Constabulary	7183	7710	3779	2782	3047	2001	26502
FTE equivalent	6.9	7.4	3.6	2.7	2.9	1.9	25.5

* Special Constables are required to work 16 hours over a 4 week period.

² Any hours worked in excess of 9.65 (average shift length for Police Officer) have been discounted.

NEW APPOINTMENTS – POLICE OFFICER

Police Officer

Including officers transferring from other forces Northumbria Police have appointed 1 new police officer, the Deputy Chief Constable.

The below table and graph provide a profile of all police officer joiners:

Police Officers	Male	Female	Total	BME Male	BME Female
Recruits	0	0	0	0	0
Transferees	1	0	1		
External Secondment	0	0	0		
Re-join following Career Break	4	2	6		
Total	5	2	7	0	0

RESOURCE MANAGEMENT

Police Officer Promotion

Planning is underway to identify promotions required to meet the new force structure.

Since April 2011, 11 police officers have been promoted into post:

- 6 Chief Inspectors has been promoted to the rank of Superintendent
- 5 Superintendents has been promoted to the rank of Chief Superintendent

Of these 6 were female and 5 male.

Police Staff Promotion

During the period there have been 40 members of police staff (2.3% of headcount) successful in gaining promotion to a higher grade. Of these, 30 were female (75.0%) and 10 male (25.0%). There have been 8 CSO's (1.8% of headcount) successful in gaining promotion to a higher grade of which 3 were female and 5 male.

Resource Level Issues

Career Breaks

At the 30th September 2011 there were 47 police officers (1.2% of headcount) currently on a career break of which 30 (63.8%) are male and 17 (36.2%) are female. There are also 5 (0.2% of headcount) police staff employees on a career break of which 1 (20.0%) is male and 4 (80.0%) are female.

Maternity/Adoption/Paternity

At the 30th September 2011 there were 36 Police Officers on Maternity Leave (0.9% of Police Officer Headcount). There were 29 members of Police Staff on Maternity leave (1.4% Police Staff Headcount).

RESOURCE MANAGEMENT

Employment Status – Police Officer

Over the period an average of 94.8 FTE police officers (2.4% of FTE) were on recuperative³ duties, 112 (2.8% of headcount) were restricted⁴ to non operational roles, 218.3 (5.5% of FTE) were restricted within operational roles, and 25.2 were retained⁵ (0.6% of headcount).

As at the 30th September 2011 there were 127.3 FTE police officers (3.2% of FTE) on recuperative duties. There were a total of 308.4 officers on restricted duties. 117.8 FTE (3.0% of FTE) were restricted to non operational roles, 190.6 FTE (4.8% of FTE) were restricted within operational roles, and 27.7 FTE were retained (0.7% of FTE).

Restricted and Retained Police Officers:

Area Command/Department	Restricted Police Officer		Retained	RR Total	Establishment (FTE)		Restricted & Retained as % of actual establishment
	Operational	Non-Operational			Authorised	Actual	
Sunderland	19.6	9.4	7.8	36.8	615.0	607.5	6.0%
South Tyneside	10.7	8.3	3.9	22.9	317.0	306.3	7.5%
Gateshead	20.6	11.0	3.0	34.6	410.0	399.0	8.7%
North Tyneside	18.0	16.8	3.0	37.8	352.0	342.9	11.0%
Newcastle	31.6	23.0	1.0	55.6	796.0	779.1	7.1%
Northumberland	86.1	12.4	3.0	101.5	531.5	522.9	19.4%
Operations	2.0	6.0	1.0	9	534.0	492.7	1.8%
Communications	0.0	16.0	1.0	17	74.0	77.3	22.0%
Criminal Justice	0.0	2.0	0.0	2	12.0	12.0	16.7%
Professional Standards	0.0	1.0	0.0	1	31.0	31.0	3.2%
Legal	0.0	2.0	0.0	2	0.0	3.0	66.7%
Corporate Communications	0.0	0.0	0.0	0	0.0	0.0	0.0%
Corporate Development	0.0	0.0	0.0	0	9.0	11.8	0.0%
Command	0.0	0.0	0.0	0	0.0	9.0	0.0%
Human Resources	0.0	0.0	0.0	0	39.0	1.0	0.0%
Learning & Development	0.0	2.0	2.0	4	335.0	31.5	0.0%
Crime	0.0	8.0	2.0	10	2.0	320.1	12.7%
Force Projects	2.0	0.0	0.0	2	3.0	12.0	3.1%
Unallocated Posts	0.0	0.0	0.0	0	12.5	1.0	16.7%
Total	190.6	117.8	27.7	336.1	4073.0	3960.1	8.5%

Employment Status – Police Staff

Over the period there has been an average of 21.3 FTE police staff (1.3% of FTE) on recuperative duties and an average of 5.4 FTE restricted police staff (0.3% of FTE).

As at 31st March 2011 there were 35.9 police staff members on recuperative duties (2.2% of FTE) and 4.8 restricted police staff members (0.3% of FTE). In total recuperative and restricted police staff equates to 2.4% of FTE.

³ Recuperative status – short term duties to recuperate from an illness/injury. (maximum of 6 months)

⁴ Restricted status – longer term restrictions, officer is not permanently disabled and is assigned to a substantive post in organisation.

⁵ Retained status – officer permanently disabled and assigned to a substantive role in the organisation.

Police Officer and Police Staff Disability

Officers and Staff have the facility to self declare whether they have a disability. As at the 30th September 2011 there were a total of 19 (0.5% of headcount) police officers who have declared themselves as disabled and 12 police staff members. (0.7% of headcount)

We offer the following support mechanisms to all police officers and police staff:

- Occupational Health Unit providing a doctors service, nursing service, counselling service and physiotherapist.
- Health and Safety Advisors who provide risk assessment
- Disability Support Association (DSA) – The aim of the DSA is to support and develop officers and staff who have a disability, medical condition or impairment or are carers of a person with a disability, medical condition or impairment.
- Reasonable adjustments for officers and staff such as flexible start and finish times and purchase of specialist equipment.
- Working with Access to work to provide advice and guidance with regards to reasonable adjustments.
- Recuperative, Restricted and Retained policies and procedures to ensure officers and staff are suitably and meaningfully deployed.

ATTENDANCE MANAGEMENT

Police Officer Attendance

The projected days lost per officer is 7.0 against a target of 7.0 days. This represents a 14.2% increase in the projected number of days lost to sickness absence compared to the same period last year.

The actual number of days lost to sickness per officer as at the 1st October 2011 stands at 14,277 days compared to 11,316 days for the same period last year. This equates to an average of 3.5 days per officer.

The following gives a breakdown of short, medium and long term absence:

Short, Medium and Long Term Absence

Term	Days Lost	%
Short (0-7 days)	1,551	10.9%
Medium (8-27 days)	2,239	15.7%
Long (28 days or more)	10,487	73.5%
Total	14,277	100%

The top two reasons for Police Officer absence during the period were Other Stress (12.8% of total absence) and Back Condition (10.7% of total absence).

Police Staff Attendance

The projected days lost per Police Staff member is 4.2 days against a target of 7 days. This represents a 39.1% reduction in the number of projected days lost to sickness absence compared to the same period last year.

The total number of days lost to sickness for all staff including CSO's at the 1st October 2011 stands at 6,439 days compared to 10,986 days for the same period last year. This equates to an average of 2.7 days per staff member.

Short, Medium and Long Term Absence

Term	Days Lost	%
Short (0-7 days)	898	17.7%
Medium (8-27 days)	828	16.4%
Long (28 days or more)	3,335	65.9%
Total	5,061	100%

The top two reasons for Police Staff absence during the period were Other Stress (11.2% of total absence) and Depression (8.0% of total absence).

RETENTION

Police Officer Leavers

During the period 96 (95.5 FTE) police officers left the organisation. The highest proportion of leavers, 48 (49.8%) took normal retirement.

Reason for Leaving	Female	Male	Total	%	BME
Normal Retirement (30 yrs service)		38	38	39.4%	
30+ Scheme End Date		15	15	15.6%	
Normal retirement (More than 30 yrs service)	3	7	10	10.4%	
Resigned	4	5.5	9.5	9.8%	
Medical retirement	3	4	7	7.3%	
Career Break	2.9	4	6.9	7.2%	
Early Retirement	2	4	6	7.3%	
Dismissed		1	1	1.0%	
Other		1	1	1.0%	
Transferred force		1	1	1.0%	
Grand Total	14.9	80.5	95.5	100.0%	0

Police Staff Leavers

During the period there were 333 (299.2 FTE) police staff leavers. The following table provides details of the reason for leaving:

Reason for Leaving	Female	Male	Total	%	BME
Left during programme of redundancies	141.6	102.0	243.6	81.4%	
Alternative Employment	16.1	5.0	21.1	7.1%	1.0
Temp Contract Ended	6.7	7.3	13.9	4.7%	
Left to become a CSO	6.0	3.0	9.0	3.0%	
Deceased		2.0	2.0	0.7%	
Resigned - No Reason Given	1.8		1.8	0.6%	
Compulsory Redundancy	1.0		1.0	0.3%	
Domestic Reasons		1.0	1.0	0.3%	
Moved From Area	1.0		1.0	0.3%	
Personal Reasons	1.0		1.0	0.3%	
Retired - Medically Unfit (<25 Service)	1.0		1.0	0.3%	
Retirement		1.0	1.0	0.3%	
Training/career		1.0	1.0	0.3%	
Career Break	0.7		0.7	0.2%	
Grand Total	176.9	122.3	299.2	100.0%	1.0

RETENTION

Exit debriefs

The below tables shows reasons for leaving from both Police Officer and Police Staff leavers who completed an exit debrief questionnaire or interview:

Reason for leaving	Police Officer	Police Staff	Designated Staff	% of leavers (completed Debrief)
Alternative Employment	1	6	2	18%
Retirement	9		1	20%
Domestic Reasons	1	1		4%
Not stated		1		2%
Disillusionment		1		2%
Voluntary Redundancy		17	1	36%
End of Fixed Term Contract	2	4		12%
Career Development		3		6%
Totals	13	33	4	100%

At 30th September 2011, 50 (15.2%) leavers have completed an exit questionnaire. This is a 7.4% decrease on the percentage of leavers completing a questionnaire for the same period last year (22.6%). Leavers in this period included 250 voluntary redundancies and only 18 have returned forms. This goes some way to explain the decrease. Further work will be carried out to encourage those leaving the organisation under voluntary redundancy to complete questionnaires.

BULLYING, HARASSMENT OR DISCRIMINATION

Discipline, grievance and exit debriefs

The number of discipline cases has decreased by 45.2% and grievances by 47.4%. This is as a result of managers taking a more pro-active role in managing their staff locally without the need for formal procedures.

	Bullying /Harassment / Discrimination		Total Events		Percentage of total headcount	
	Apr 10 – Jan 11	Apr 11 – Sep 11	Apr 10 – Jan 11	Apr 11 – Sep 11	Apr 10 – Jan 11	Apr 10 – Sep 11
Discipline	2	0	42	23	0.1%	0.1%
Grievances	8	4	19	10	0.2%	0.5%

Employment Tribunals

There have been 2 employment tribunals initiated between April 2011 and September 2011, compared to 4 in the same period for 2010/11.

	Total	Outcome		
		Withdrawn	Ongoing	Settled
Apr 10 - Sep 10				
Disability discrimination	3	2	0	1 (£5,000 & agreed reference)
Sex discrimination	1			£2000
Total Apr 10 – Sep 10	4	2	0	2
Apr 11 - Sep 11				
Race discrimination	1		1	
Unfair Dismissal	1		1	
Total Apr 11 – Sep 11	2		2	