For Information only						
Public/Non Public:	Public					
Report to:	Strategic Resources and Performance					
Date of Meeting:	8 <sup>th</sup> November 2018					
Report of:	Chief Constable					
Report Author:	Antony Watson –Resourcing Advisor					
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	Inspector, People Development & Wellbeing					
Agenda Item:	4					

### WORKFORCE PLANNING UPDATE

### 1. Purpose of the Report

1.1 The purpose of this report is to provide an update on the Police Officer and Police Staff establishment as at 31<sup>st</sup> August 2018.

#### 2. Recommendations

2.1 It is recommended that the Commissioner notes the contents of this report.

#### 3. Reasons for Recommendations

- 3.1 To ensure that the Police and Crime Commissioner is aware of the most recent update on the Police Officer and Police Staff establishment.
- 3.2 Workforce planning is a process used to identify current and future staffing needs and development needs of the workforce to meet future requirements.
- 3.3 There are typically four stages to developing a workforce plan as follows:
  - Identify the workforce requirements for the future.
  - Develop a profile of the current workforce (e.g. skills, training etc.).
  - Carry out a gap analysis between current and future requirements.
  - Develop an action plan to meet future requirements.

# 4. Summary of Key Points

#### 4.1 **Police Officers**

The target is to reach and maintain the establishment of 1,940 officers FTE (Full Time Equivalent) by the end of March 2019.

Officer Numbers (Substantive)	Headcount	FTE
Total Number of Officers *	2,002	1,955.37
Officers funded by Nottinghamshire Police	1,937	1,893.90
Partnership Funded	17	15.73
Collaboratively Funded	34	33.6
Seconded	1	1
Total External Funded Officers	52	50.33
Career Break	13	11.13
Joiners	1	
Leavers	3	
Difference from last month	-2	-1.94

<sup>\*</sup>Total Substantive Officers includes all funding, secondments and career breaks.

The 1 Police Officer joiner was a transferee. The 3 leavers were all standard retirements.

Appendix 2 shows the police officer numbers by business area and appendix 3 highlights the number of deployable resources by business area.

Appendix 4 shows the actual strength at 31<sup>st</sup> August 2018 further broken down by substantive rank and current rank, including officers classed as externally funded and on secondment.

Breakdown for remaining new recruits Cohorts (training groups) for the 2018/2019 Financial Year are broken down as follows:

October 2018 x 18 – Commenced 05/10/2018

February 2019 x 16 – Police Constable Degree Apprenticeship

(PCDA) – 2<sup>nd</sup> Cohort

As per Force Executive Board instructions, the two November 2018, January 2019 and March 2019 Cohorts have now been cancelled in order to meet the 1,940 Officer full time equivalent at the end of the financial year.

<u>Table 1 - Officers in Acting and Temporary Roles (including those of Work Based Assessment (WBA))</u>

Temporary & Acting Rank	Local	Collaborative Partnership Regional	Secondment	Total FTE	Variance to last month	
ACC	1	0	0	1	1	
Chief	0	0	0	0	0	
Superintendent						
Superintendent	2	0	1	3	0	
Chief Inspector	5	0	1	6	0	

Inspector	16	0	0	16	-2
Inspector WBA	5	0	0	5	
Sergeant	19.9	1	0	20.9	-7
Sergeant WBA	5	1	0	6	
	53.9	2	2	57.9	-8

## 4.2 **Police Staff**

Appendix 2 details the force funded Police Staff numbers as at 31st August 2018.

Substantive Staff excluding Police Community		
Support Officers (PCSOs) *	Headcount	FTE
Total Staff	1,274	1,155.60
Staff funded by Nottinghamshire Police	1,183	1,079.64
Partnership Funded	78	64.43
Collaboratively Funded	4	3.81
Seconded	1	1
Career Break	8	6.71
*		

<sup>\*</sup> unable to capture all Staff joiners and leavers due to Staff moving between multiple roles and moving between person types

The HR matrix (Appendix 3) breaks this information down by Police Staff and Police Community Support Officers (PCSOs) and provides additional information relating to available resources by business area.

# 4.3 Police Community Support Officers (PCSOs)

Substantive PCSOs*	Headcount	FTE
Total PCSOs	196	188.28
PCSOs funded by Nottinghamshire Police	195	187.28
Career Breaks	1	1
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<sup>\*</sup> unable to capture all PCSO joiners and leavers due to Staff moving between multiple roles and moving between person types

As at 31st August 2018 the number of Police Community Support Officers (PCSO's) was 18 full time equivalent (FTE) which is a decrease of 5 compared to the previous month.

The ambition is to maintain the establishment at 200 FTE; however this is not currently being actively pursued.

The viability of the cohort planned for March 2019 is still yet to be agreed.

# 4.4 Police Investigatory Officers (PIOs)

The Police Investigatory Officers (PIO) Headcount Breakdown is shown in Appendix 5. There are 57 (54.36 FTE) PIOs against an establishment of 53. This is slightly different to the previous month (-2). 21 (21 FTE) graduate PIOs remain. The total figure including the 21 graduate PIOs is 78 (75.36 FTE) (-2). Appendix 5 refers.

### 4.5 **Abstractions**

Police Officer sickness levels have increased with a monthly total for August 2018 of 4.64% for officers (an increase of 0.60%) and for staff there was a monthly total of 4.73% (an increase of 0.23%).

The rolling 12 month total shows an increase for Officers to 4.67%, and also an increase for staff to 4.99%.

The top three reasons are psychological disorders, 972, musculoskeletal 478 and minor illness 348 (number of working days lost for each).

# 5. Financial Implications and Budget Provision

5.1 The number of funded police officers/police staff (including Police Community Support Officers (PCSOs) has a direct impact on the budget and planned efficiency savings.

#### 6. Human Resources Implications

6.1 Developing the detailed workforce plan and supporting the Priority Plan will require people services resource.

# 7. Equality Implications

- 7.1 The force will continue to deliver positive action initiatives aimed at retention and progression and seek to encourage individuals from under-represented groups to consider opportunities to work with Nottinghamshire Police as police officers, police staff, special constables, cadets and volunteers.
- 7.2 The diversity picture remains the same as the previous month. The male to female ratio remains 55.7% male to 44.3% female. Black, Asian and Minority Ethnic (BAME) representation for the force increased slightly to 5.48% (+0.07%). The percentage of the force with a self-declared disability has increased by 0.06% at 2.97%.
- 7.3 The majority of staff falls into the **26 to 40** and **41 to 55** age bands (39.99% and 42.53% respectively). Approximately 9.63% of the force are 25 and under and 7.84% of the force are in the 55+ age band.

7.4 The first Police Constable Degree Apprenticeship (PCDA) cohort started on 7<sup>th</sup> September 2018 with 31 officers. The diversity profile was 19.35% BAME.

### 8. Risk Management

8.1 Recruitment and training plans are in place and reviewed on an on-going (monthly) basis.

# 9. Policy Implications and links to the Police and Crime Plan Priorities

9.1 The Medium Term Financial Plan (MTFP) workforce plan was developed to link in and compliment the police and crime plan priorities.

# 10. Changes in Legislation or other Legal Considerations

10.1 None.

### 11. Details of outcome of consultation

11.1 Consultation has taken place within HR and Business and Finance.

# 12. Appendices

- 12.1 2017/18 Police Officer Forecast Appendix 1
- 12.2 Performance & Insight Establishment Report Appendix 2
- 12.3 HR Matrix Detailing Available Resources Appendix 3
- 12.4 Police Officer Actual Rank Breakdown Appendix 4
- 12.5 Police Staff Police Investigatory Officers (PIOs) Breakdown Appendix 5

The below figures are all based on Substantive

# **Head Count Officer Tracker - April 2018 to March 2019**

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Total
Starting Headcount Core Funded	1,904	1,898	1,875	1,931	1,939	1,937	1,961	1,964	1,960	1,955	1,943	1,945	
Planned Probationer Cohorts	0	0	54	20	0	31	18	0	0	0	16	0	139
Planned Transferees	0	0	6	2	1	3	2	2	0	0	2	2	20
Anticipated Natural Leavers	-6.0	-8.0	-2.0	-2.0	0.0	-1.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-49
Anticipated Retirements	-5.0	-18.0	-3.0	-8.0	-3.0	-13.0	-12.0	-1.0	0.0	-7.0	-11.0	-2.0	-83
Concluding Headcount Core Funded	1,898	1,875	1,931	1,939	1,937	1,961	1,964	1,960	1,955	1,943	1,945	1,940	
Partnership / Collaborative	50	50	49	52	51	48	48	48	48	48	48	48	
Seconded	3	1	1	1	1	1	1	1	1	1	1	1	
Career Breaks	11	11	11	12	13	12	12	12	12	12	12	12	
Total	1,962	1,937	1,992	2,004	2,002	2,022	2,025	2,021	2,016	2,004	2,006	2,001	

# FTE Officer Tracker - April 2018 to March 2019

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Total
Starting Core Funded	1858.73	1852.66	1829.91	1886.84	1895.84	1893.90	1916.70	1919.70	1915.70	1910.70	1898.70	1900.70	
Planned Probationer Cohorts	0	0	54	20	0	31	18	0	0	0	16	0	139
Planned Transferees	0	0	6	2	1	3	2	2	0	0	2	2	20
Anticipated Natural Leavers	-6.00	-7.45	-2.00	-2.00	0.00	-1.00	-5.00	-5.00	-5.00	-5.00	-5.00	-5.00	-48.45
Anticipated Retirements	-5.00	-18.00	-3.00	-8.00	-3.00	-13.00	-12.00	-1.00	0.00	-7.00	-11.00	-2.00	-83
Concluding Core Funded	1852.66	1829.91	1886.84	1895.84	1893.90	1916.70	1919.70	1915.70	1910.70	1898.70	1900.70	1895.70	
Partnership / Collaborative	48.73	48.73	47.33	50.33	49.33	46.27	46.27	46.27	46.27	46.27	46.27	46.27	
Seconded	3.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Career Breaks	9.41	9.41	9.41	10.13	11.13	10.72	10.72	10.72	10.72	10.72	10.72	10.72	
Total	1,913.80	1,889.05	1,944.58	1,957.31	1,955.37	1,974.69	1,977.69	1,973.69	1,968.69	1,956.69	1,958.69	1,953.69	
									Ye	ar End Targ	get	1,940.00	

#### **Actual Leavers and Joiners**

April 2018: 11 Leavers (5 Retirements, 4 Transfers, 2 Resignations)

May 2018: 26 Leavers (18 Retirements, 3 Transfers, 5 Resignations)

June 2018: 5 Leavers (1 Retirement, 1 Medical, 2 Transfers, 1 Dismissal)

July 2018: 10 Leavers (5 Retirements, 3 Medical, 2 Resignation)

August 2018: 3 Leavers (3 Retirements, 0 Medical, 0 Regisnation)

September 2018: 14 Leavers (13 Retirements, 1 Resignation)

No Officer joiners
1 Joiner (Transferee)
60 Joiners (54 Standard Recruits, 6 Transferee/Re-joiners)
22 Joiners (20 Standard Recruits, 2 Transferee/Re-Joiners)

**Predicted Year End Variance** 

13.69

1 Joiner (Transferee)

19.33

34 Joiners (31 PCDA, 3 Transferee)

Appendix 2 - P&I Establishment

			Police Of	ficers		
	Substantive Actual Headcount	Substantive Actual FTE	Budgeted Establishment	Variance to Establishment	Externally Funded Actual Headcount	Externally Funded Actual FTE
Local Policing	469	462	453	9	9	9
City County	549	537	453 535	2	9	9
Force Response	125	124	6	118		
Strategic Partnerships	63	63	63	(0)	1	1
Contact Management	62	59	68	(9)		
	1,268	1,244	1,125	119	10	10
Investigations & Intelligence						
Complex Crime	8	8	-	8		
Organised Crime	63	62	73	(11)		
Intelligence	105	102	106	(4)	7	6
Archives & Exhibits	1	1	-	1		
Public Protection	189 366	176 <b>349</b>	224 403	(48) ( <b>54</b> )	7	6
	300	349	403	(54)	,	•
EMCJS	44	44	55	(11)		
EMOpSS	141	141	130	11		-
Operational Support	3	3	5	(2)		
EMSOU	67	65	81	(16)	34	34
Regional	10	10	6	4	-	-
	265	263	276	(14)	34	34
Command	4	4	4	-		
Senior Leaders	2	2	2	-		
Corporate Services	32	32	28	3		
	1,937	1,894	1,839	55	51	49

	Police Staff								
Substantive Actual Headcount	Substantive Actual FTE	Budgeted Establishment	Variance to Establishment	Externally Funded Actual Headcount	Externally Funded Actual FTE				
97	95	93	2						
137	130	128	2						
5	4	38	(34)						
29	28	17	11	50	41				
324 <b>592</b>	292 <b>549</b>	293 <b>569</b>	(1) (20)	50	41				
002	545	000	(20)	•	7.				
_	-	-	-						
28	27	19	8	1	1				
116	105	132	(27)	5	5				
33 65	31 62	33 37	25						
242	225	221	6	6	6				
					_				
157	140	146	(6)						
22	19	9	10						
19	17	13	10						
		_							
54	49	55	(6)	5	5				
29	25	22	2						
281	249	245	0	5	5				
10	8	8	_		_ [				
	_	_							
253	236	264	(28)	21	17				
	1,267	1,306	(41)	82	68				
1,378	1,267	1,306	(41)	82	80				

	Force Funded								
ally ed FTE	Total Substantive Actual Headcount	Total Substantive Actual FTE							
41	566 686 130 92 386	557 667 128 91 350							
41	1,860	1,793							
1 5	8 91 221 34 254	8 89 207 32 239							
6	608	574							
	201	184							
	163	160							
	22	20							
5	121	114							
	39	34							
5	546	512							
-	14	12							
-	2	2							
17	285	267							
68	3,315	3,161							

Budgeted Establishment (31 March 2019)	1,940
Variance to budgeted establishment (31 August 2018)	(46.1)

Headcount	
Specials	169

	PCSO (inclu	uded within Staff)				
		Substantive Headcount	Substantive Actual FTE	Budgeted Establishment	Variance to Establishme nt	Externally Funded Actual FTE
Ī		200	187	200.0	(12.7)	-

The above totals are exclusive of Officers and Staff who are seconded, on career break and externally funded, the later are shown separately.

Appendix 3 - HR Matrix Available Resources - Police Officers - 31 August 2018

	Senior Leaders	City	County	Force Response	Strategic Partnerships	Contact Management	Corporate Services	I&I Complex Crime	I&I Organised Crime	I&I Intelligence Command	I&I Archives & Exhibits	I&I Public Protection	EMCJS	EMOpSS	Operational Support	EMSOU	Region	Total Police
Orignal Budgeted Establishment	2.00	334.00	429.00	88.00	68.00	52.00	32.37	139.00	70.00	114.00	0.00	202.00	55.00	130.00	4.56	80.86	6.00	1806.79
Adjustments +/-	0.00	119.00	106.00	-82.00	-5.00	16.00	0.00	-139.00	3.00	-8.00	0.00	22.00	0.00	0.00	0.00	0.00	0.00	32.00
Revised Budgeted Establishment	2.00	453.00	535.00	6.00	63.00	68.00	32.37	0.00	73.00	106.00	0.00	224.00	55.00	130.00	4.56	80.86	6.00	1838.79
Actual Strength (FTE) SUBSTANTIVE POST excluding External Funding, Secondments AND Career Breaks @ month end	2.00	461.57	537.24	124.28	62.56	58.56	35.64	8.00	62.15	101.61	1.00	176.42	44.00	141.00	2.80	65.28	9.80	1893.90
Actual Strength (FTE) CURRENT POST including temporary posts excluding External Funding, Secondments AND Career Breaks @ month end	2.00	483.44	553.24	89.60	56.56	60.64	34.64	12.00	64.15	96.61	1.84	172.62	44.00	138.00	3.80	64.28	9.80	1887.22
Variance from Force Funded SUBSTANTIVE POST	0.00	30.44	18.24	83.60	-6.44	-7.36	2.27	12.00	-8.85	-9.39	1.84	-51.38	-11.00	8.00	-0.76	-16.58	3.80	55.11
MANAGEMENT INFORMATION (Based on Cui	rrent Post)																	
Maternity / Adoption / Shared Parental Leave		6.37	2.96			1.00			0.73	0.60		2.79		1.00		1.00		16.45
Probationers prior to Independent Patrol Long Term Sickness Suspended		37.00 7.53	51.00 9.69	75.00	1.00	3.00	3.00	3.00		7.00 1.00	1.00	4.48		2.00		1.00		166.00 39.69 1.00
Total Abstractions	0.00	50.90	63.65	75.00	1.00	4.00	3.00	3.00	0.73	8.60	1.00	7.27	0.00	3.00	0.00	2.00	0.00	223.14
Total Available Resources	2.00	432.55	489.59	14.60	55.56	56.64	31.64	9.00	63.42	88.01	0.84	165.36	44.00	135.00	3.80	62.28	9.80	1664.08
Other Funding (Based on Substantive Post)																		
Partnership Funding Actual Strength (FTE)		9.00			1.00					5.73								15.73
Collaborative Funding Actual Strength (FTE)																33.60		33.60
Secondments Actual Strength (FTE)																	1.00	1.00
Career Breaks		4.00	1.80		1.73			0.42				1.19	1.00	1.00				11.13
Total Substantive Police Officer																		1,955.37

Appendix 4 - Actual Rank Breakdown as at midnight 31 August 2018 (current posts - includes temporary and acting duties)

Force Funded Officers (excludes career break)

Force Funded Officers (excludes career brea	T													ı					
	Senior Leaders	City	County	UOC Force Reponse	UOC Strategic Partnerships	UOC Contact Management	Command Team	Corporate Services	I&I Complex Crime	I&I Organised Crime	I&I Intelligence Command	I&I Archives & Exhibits	I&I Public Protection	EMCJS	EMOpSS	Operational Support	EMSOU	Region	Grand Total
Chief Constable							1.00												1.00
Assistant Chief Constable							1.00												1.00
Temporary Assistant Chief Constable							1.00												1.00
Deputy Chief Constable							1.00												1.00
Chief Superintendent	1.00																		1.00
Detective Chief Superintendent	1.00																		1.00
Superintendent			1.00	1.00	2.00	1.00		1.00		1.00						1.00			8.00
Detective Superintendent		1.00						1.00			1.00		1.00						4.00
Temporary Superintendent								1.00											1.00
Temporary Detective Superintendent										1.00									1.00
Chief Inspector		3.00	3.00		1.00	3.00	1.00												11.00
Detective Chief Inspector		1.00	1.00					2.00		3.00	1.00		2.00						10.00
Temporary Chief Inspector			1.00					1.00						1.00		1.00			4.00
Temporary Detective Chief Inspector	1												1.00						1.00
Inspector		13.00	17.00		1.00	7.00		5.00			1.00			6.00	5.00				55.00
Detective Inspector		1.00	1.00					1.00		3.00	4.00		5.00	1.00			6.00		22.00
Temporary Inspector		5.00	1.00											3.00	1.00				10.00
Temporary Detective Inspector		3.00	2.00								1.00		4.00						10.00
Acting Inspector								1.00											1.00
Sergeant		39.59	56.51	0.60	6.00	13.72		4.75	1.00		9.80	1.00	0.78	32.00	13.00	1.80	1.00		181.54
Detective Sergeant		9.00	7.00					2.95		8.00	3.00		27.02	1.00	2.00		9.00		68.97
Temporary Sergeant		8.00	5.00	1.00	1.00	3.00					0.90				1.00				19.90
Temporary Detective Sergeant													1.00		1.00		2.00		4.00
Acting Sergeant			1.00					_											1.00
Constable		370.41	424.48	87.00	45.56	31.92		5.00	10.00	23.75	59.52		61.15		112.00		3.90	9.00	1243.69
Detective Constable		29.45	32.26			1.00		3.94	1.00	24.40	15.39	0.84	69.67		3.00		42.38	0.80	224.12
Grand Total	2.00	483.44	553.24	89.60	56.56	60.64	5.00	29.64	12.00	64.15	96.61	1.84	172.62	44.00	138.00	3.80	64.28	9.80	1887.22

#### Partnership Funded Officers

	City	UOC Strategic Partnerships	I&I Intelligence Command	Grand Total
Inspector	1.00	1.00		2.00
Sergeant	1.00		1.00	2.00
Temporary Sergeant	1.00			1.00
Constable	6.00		5.11	11.11
Detective Constable			0.63	0.63
Grand Total	9.00	1.00	6.73	16.73

#### Collaborative Funded Officers

	EMSOU	Grand Total
Detective Chief Superintendent	1.00	1.00
Detective Superintendent	2.00	2.00
Detective Chief Inspector	2.00	2.00
Sergeant	1.60	1.60
Detective Sergeant	4.00	4.00
Temporary Sergeant	1.00	1.00
Constable	11.00	11.00
Detective Constable	12.00	12.00
Grand Total	34.60	34.60

#### Seconded Officers

	Corporate Services	Region	Grand Total
Superintendent		1.00	1.00
Temporary Detective Superintendent		1.00	1.00
Temporary Chief Inspector		1.00	1.00
Sergeant	1.00	1.00	2.00
Constable		1.00	1.00
Grand Total	1.00	5.00	6.00

# PIO Breakdown

Posts				
Sum of Position FTE	<b>Column Labels</b>			
	P4:Investigator	A1:Investigator	A2:Investigator	Grand Total
Row Labels	Level 2	Level 1	Graduate	Granu Total
City	7	12	0	19
County	7	18	0	25
I&I Organised Crime	0	0	0	0
I&I Public Protection	6	0	0	6
<b>Grand Total</b>	20	30	0	50

Actuals				
Sum of FTE			Column Labels	
Row Labels	City	County	Ops Force Response	I&I Organised Crime
P4-Investigator Level 2	4.94	7.00		
Staff	4.94	7.00		
Agency				
A1-Investigator Level 1			2.00	
Staff			1.00	
Agency			1.00	
A1-Investigator Level 1 MIT	10.54	16.01		
Staff	10.54	16.01		
A2-Investigator Graduate				5.00
Staff				5.00
<b>Grand Total</b>	15.47	23.01	2.00	6.00

<sup>24</sup> Graduate PIOs were recruited in October 2017 with 6 in Organised Crime and 18 in PP  $\,$ 

I&I Intelligence Command	I&I Public Protection	Grand Total
	8.41	20.34
	7.00	18.94
	1.41	1.41
	5.48	7.48
	5.48	6.48
		1.00
		26.54
		26.54
3.00	13.00	21.00
3.00	13.00	21.00
3.00	26.88	75.36