

NOT PROTECTIVELY MARKED



Creating a safer
Cambridgeshire

General Duty Equality Data

2013 - 2014

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Introduction

The Equality Act 2010 requires public authorities; including Cambridgeshire Constabulary to meet the three aims of the general equality duty, to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

The protected characteristics referred to are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and marriage/civil partnership.¹

Cambridgeshire Constabulary is also subject to secondary legislation called the specific duties. As part of this we are required to publish information to show how we are complying with the aims of the general equality duty.

This document contains equality data relating to people who share a protected characteristic and who belong to our workforce.

It considers the formal employment practices undertaken by Cambridgeshire Constabulary during the 12 months from 1 April 2013 to 31 March 2014.

This report will be used as the baseline for future annual reporting so that comparisons can be made. It is not an end in itself but a mechanism for improving performance on the general equality duty.

Data Source:

The data used in this document was taken from HR ORIGIN records. All static data was taken on 31 March 2014 unless stipulated.

Recruitment data is taken from WCN e-recruitment and covers 12 month period ending March 2014 (01/04/2013 – 31/03/2014).

Comment: Discrepancies can arise throughout this report due to the not-stated category.

The findings of this report are written in such a way so as to protect individual's identities. Therefore some statistics coming in at less than ten will be recorded as <10.

¹ Marriage and civil partnership is only applicable in relation to the first aim, to eliminate unlawful discrimination.

Workforce strength

The next page provides a table outlining the total force strength (headcount) as at 31st March 2012, 2013 and 2014.

The table has been broken down into Police Staff, Police Officer and PCSO and further disaggregated by BME, Gender, Age and Disability.

Points to note

It is important to note that workforce representation indicates total headcount, rather than full time equivalent. The data excludes seconded officers, agency staff, volunteers/work experience and those on career break, but includes those on maternity leave.

For the purposes of this report BME (Black Minority Ethnic) covers the following ethnic groups (using 16+1 ethnicity categories): Asian or Asian British: (Indian, Pakistani, Bangladeshi, and any other Asian background); Black or Black British: (Caribbean, African and any other background); Mixed: (White and Black Caribbean, White and Black African, White and Asian any other background); Chinese or other ethnic group: It **does not** include 'white other'.

The percentages show the proportion of the total force strength accounted for by each protected group.

Force establishment

From April 1st 2014 PCSO establishment has been set at 150 (full time equivalent - FTE).

Police Constable establishment is set at 1011 (FTE).

Workforce representation – headcount not FTE

	Representation	Mar-12	Mar-13	Mar - 14
All	Police staff numbers	913	892	897
	Police officer numbers	1388	1402	1393
	PCSO numbers	197	180	145
BME	Police staff numbers	20	22	18
	Police staff %	2.2%	2.5%	2%
	Police Officer numbers	33	31	32
	Police Officer %	2.4%	2.2%	2.3%
	PCSO numbers	20	16	14
	PCSO %	10.1%	8.9%	9.65%
Female	Police staff numbers	562	559	550
	Police staff %	62%	63%	61%
	Police Officer numbers	387	396	408
	Police Officer %	28%	28%	29%
	PCSO numbers	105	98	81
	PCSO %	53%	55%	56%
Under 24 years	Police staff numbers	31	50	53
	Police staff %	3%	6%	6%
	Police Officer numbers	33	60	50
	Police Officer %	2%	4%	4%
	PCSO numbers	27	13	<10
	PCSO %	14%	7%	6%
45 – 55+ years	Police staff numbers	467	471	461
	Police staff %	51%	53%	51%
	Police Officer numbers	439	446	454
	Police Officer %	32%	32%	32.5%
	PCSO numbers	55	51	50
	PCSO %	28%	28%	34%
Disability	Police staff numbers	65	68	73
	Police staff %	7%	8%	8%
	Police Officer numbers	67	71	74
	Police Officer %	5%	5%	5%
	PCSO numbers	<10	<10	<10
	PCSO %	3.5%	5%	5.5%

The data excludes seconded officers, agency staff, volunteers/work experience and those on career break, but includes those on maternity leave.

Overall workforce breakdown

All Cambridgeshire Constabulary officers and staff are encouraged to enter personal information via a 'self-service' portal.

It is possible under religion and sexuality to select a self-defined sexuality or religion type, select the 'prefer not to say' option or leave the record blank. When the record is left blank the entry is shown as NULL.

Working towards: The Constabulary is working towards increasing data capture for religion and sexuality by use of self service.

Religion

	Mar-12	Mar-13	Mar-14
Number disclosed	2498	2474	2435
Muslim, Buddhist, Sikh, Hindu, Judaism	49	49	45
% of those disclosed	2%	2%	1.8%
Christian/Church of England/Scotland	1197	1181	1138
% of those disclosed	48%	47.5%	46.7%
Other	341	345	340
% of those disclosed	13.5%	14%	14%
None	496	509	524
% of those disclosed	20%	20.5%	21.5%
Prefer not to say	356	336	321
% of those disclosed	14%	13.5%	13%
NULL return	59	54	67
% of those disclosed	2.5%	2.5%	2.7%

Sexuality

	Mar-12	Mar-13	Mar -14
Number disclosed	2498	2474	2435
Gay / Lesbian	41	43	43
% of those disclosed	2%	1.7%	1.8%
Bi-Sexual	10	11	<10
% of those disclosed	<1%	<1%	<1%
Heterosexual	2030	2013	1977
% of those disclosed	87%	81%	81%
Prefer not to say	253	236	226
% of those disclosed	11%	9.5%	9.2%
NULL return	164	171	181
% of those disclosed	6.5%	7%	7.4%

Senior rank / grade structure

Excludes career break and secondees. Includes maternity leave.

	As at	Force total	BME		Female		Disabled		Age 45 – 55+	
Sergeant and above	March 31 2012	359	10	2.8%	77	21.7%	16	4.4%	166	46.2%
	March 31 2013	340	<10	2.6%	77	22.6%	14	4.1%	148	43.5%
	March 31 2014	332	<10	2.4%	75	22.8%	14	4.2%	147	44.2%
Police staff grade SO and above	March 31 2012	202	<10	3.9%	95	47.4%	<10	2.5%	111	55.2%
	March 31 2013	180	<10	2.8%	88	48.8%	<10	1.7%	97	53.9%
	March 31 2014	171	<10	1.7%	84	46%	<10	2%	106	60%

Police Officers

As a result of on-going long term restructure activity the gradual trend to reduce the number of police officers at Sergeant and above continues. This has led to another small dip in the number of police officers from ethnic minority backgrounds and women in senior roles.

Police Staff

Again due to restructuring there is fewer police staff in senior grades. This has attributed to a dip in the number of staff from ethnic minority backgrounds or women in senior grades and makes a significant difference percentage wise.

Specialist posts

Specialist Posts		Total March 2014	
Police Officer		122	
Police staff		<10	
		Full time	Part time
BME	Police Officer	<10	0
	Police staff	0	0
Female	Police Officer	<10	<10
	Police staff	0	0

Comment: For the purpose of this report Specialist post includes Armed Policing Unit (APU), Road Policing Unit (RPU) and Dog unit. It has not been possible to give comparative data from previous years as the RPU was not previously included in statistics given.

A total of 8 Specials also work in Specialist roles including 3 women.

Flexible Working

All Police Officers and staff within Cambridgeshire Constabulary have the right to request a change to their working patterns or hours. Examples of flexible working arrangements include compressed hours (working the same number of hours in fewer days), working some of the time from home or working different shift patterns as an agreed arrangement.

Where percentages are provided in the table below, they relate to the proportion of staff with a particular characteristic recorded as working flexibly within the date parameters of 1st April 2013 – 31st March 2014.

Data limitations: Many ‘informal’ flexible working agreements will not be documented.

		Total No. of employees	No with flexible working arrangements	% with FWAs	Declined applications
Police Officers	BME	32	<10	6.25%	2 out of 4
	White includes white other	1361	97	7%	6 out of 103
	Female	408	69	17%	5 out of 74
	Male	985	30	3.3%	3 out of 33
Police staff includes PCSOs	BME	18	<10	22%	0
	White includes white other	879	45	5%	4 out of 49
	Female	550	38	6.9%	3 out of 41
	Male	347	11	3.1%	1 out of 12

101 police officers (7.25% of all officers) have flexible working arrangements in place. 67% of all police officers on flexible working arrangements are female, compared to only 29% of our officer strength being female.

For police staff, 76% of all those on flexible working agreements are female compared to 61% of our overall police staff strength.

Retention

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The figures below indicate average length of service within each category, of those currently still employed with the force.

		2011/12	2012/13	2013/14
Male	Staff	11.55	11.95	12.31
	Officers	12.42	12.36	12.97
	PCSO	3.79	4.85	5.92
Female	Staff	8.96	9.49	10.23
	Officers	10.19	10.49	11.09
	PCSO	5.21	6.28	7.38
BME	Staff	6.29	5.82	5.85
	Officers	12.64	10.47	11.26
	PCSO	4.35	4.5	5.39
Disability	Staff	11.74	11.58	12.56
	Officers	17.55	16.04	17.27
	PCSO	6.14	7.44	8.22

Risk: Future impacts on staff as part of the on-going change programmes.

Disability & Reasonable Adjustments

	2011/2012	2012/2013	2013/2014
Number with reported disability			
Police staff	65	68	73
Police officers	68	71	74
PCSO	<10	<10	<10
Number with reasonable adjustments			
Police staff	46	48	51
Police officers	28	30	30
PCSO	<10	<10	<10
Number of restricted officers	37	30	26

Recruitment

Police Staff

Police staff vacancies that occurred during 2013 – 14 were offered in the first instance for the redeployment of staff. As part of our vacancy management, recruitment activity during the last twelve months resulted in a total of 110 vacancies being filled by staff on differing contractual basis' (fixed term, zero hours or temporary contracts) or by agency staff joining the organisation.

These are shown disaggregated by gender and ethnicity in the table below.

Police Staff	Total	
All	110	
BME	3	2.7%
Female	60	54.5%

Police Officers

Recruitment activity during this reporting period brought in a total of 55 officers. These are shown disaggregated by gender and ethnicity in the table below.

Police Officers	Total	
All	55	
BME	1	1.8%
White other	1	1.8%
Female	18	33%

N.B Includes new Deputy Chief Constable and two transferees.

PCSO

There was a conscious decision not to recruit PCSOs during 2013 whilst the role of the PCSO was under review. Recruitment activity commenced again in March 2014 the results of which will be captured in the next employment monitoring review.

Specials

Specials recruitment is detailed on page 15.

Leavers

Reasons for leaving the organisation between date parameters analysed.

1st April 2013 – 31 March 2014.

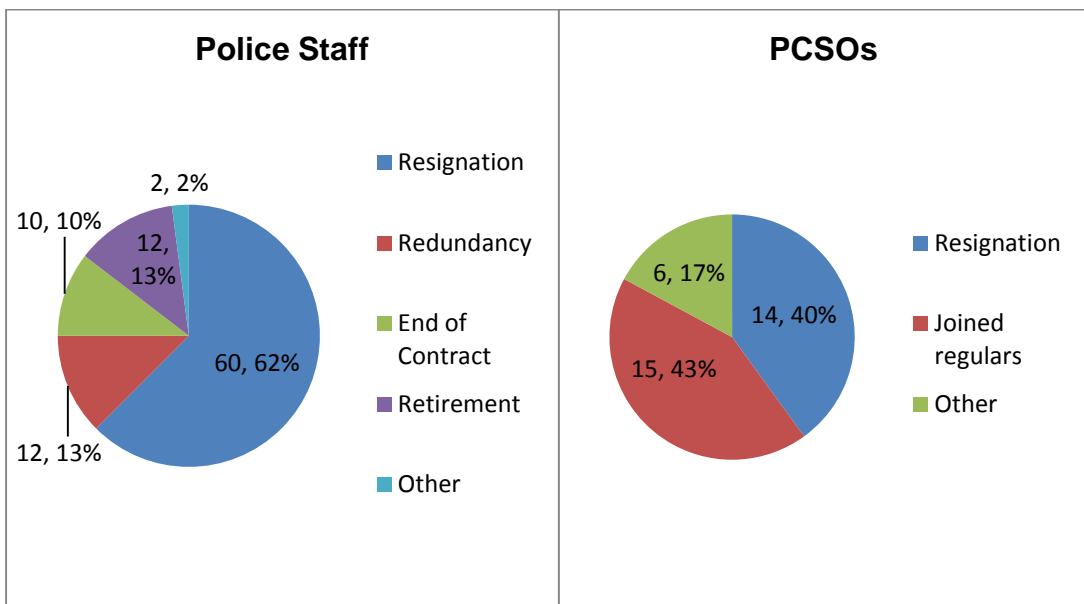
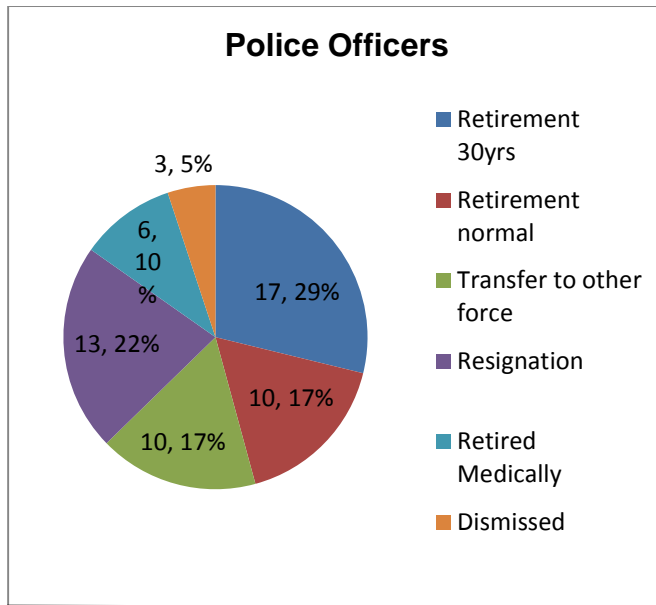
N.B The leavers table has been expanded to include number of leavers disaggregated by age and disability.

	Total		BME		Female		45- 50+		Disabled	
	No	%	No	%	No	%	No	%	No	%
Police Staff										
Total	94		7		60		40		3	
Resignation	60	64%	4	57%	40	66%	18	45%	2	66%
Redundancy	11	12%	2	28%	10	17%	7	17.5%	0	-
End of Contract	10	10%	0	-	6	10%	5	12.5%	1	33%
Retirement	11	12%	0	-	3	5%	9	22.5%	0	-
Other	2	2%	1	15%	1	2%	1	2.5%	0	-
Police Officer										
Total	59		0		9		36		6	
Retirement	10	17%	0		1	11%	10	28%	1	17%
Resignation	13	22%	0		2	22%	2	6%	2	34%
30 year service retirement	17	29%	0		1	11%	17	47%	1	17%
Other	19	32%	0		5	56%	7	19%	2	34%
PCSO										
Total	35		2		18		5		2	
Resignation	14	40%	0	-	10	56%	2	40%	1	50%
Joined regulars	15	43%	1	50%	4	22%	0	-	0	-
Other	6	17%	1	50%	4	22%	3	60%	1	50%

Comments: The 'other field covers: transfer to other force, retired medically under 25yrs service, died in service, early retirement, compromise agreement, medical dismissal, dismissed, TUPE.

Points to note – a total of ten officers transferred to other forces.

Reasons for leaving continued.



Grievances – Fairness at Work

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Our Fairness at Work procedure encourages speedy low level resolution and wherever possible for complaints or concerns to be dealt with by informal resolution. Therefore, unless the matter is so serious that it progresses directly to the formal process; it will be dealt with informally.

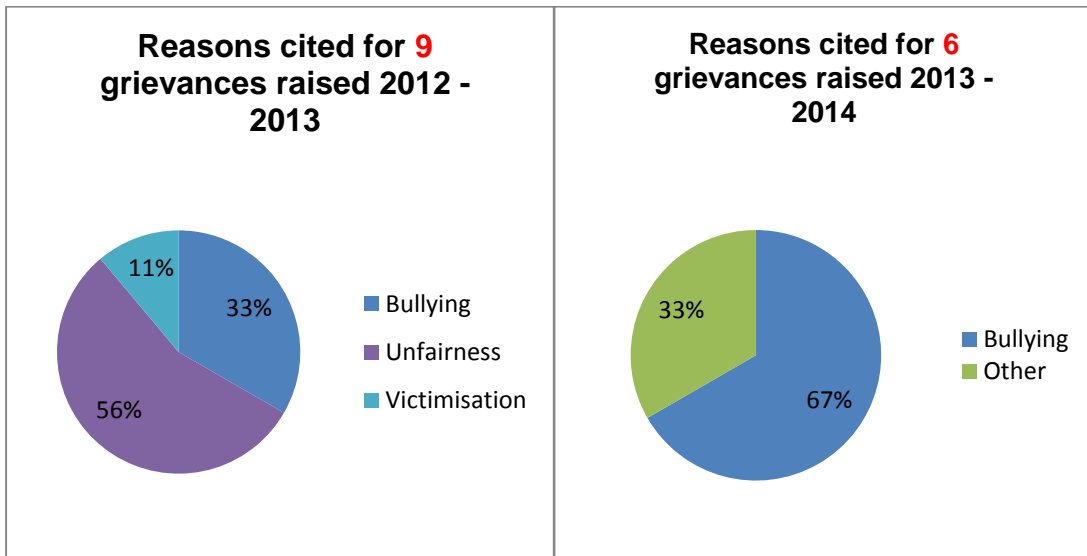
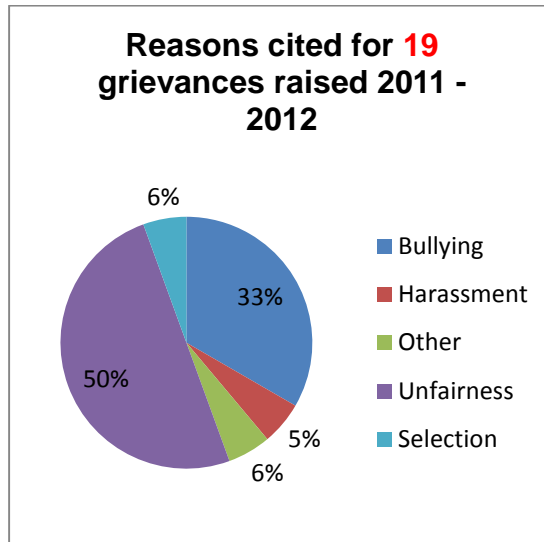
The table below outlines complaints or concerns which have progressed and been dealt with through the formal process.

Data limitations: Data not available to show informal resolutions.

	Total no. grievances raised	Disaggregated by	No of grievances by characteristic	% of total grievances raised
Police Staff	4	Male	2	50%
		Female	2	50%
		BME	1	25%
		Disabled	0	-
Police officers	0	Male	-	-
		Female	-	-
		BME	-	-
		Disabled	-	-
PCSO	2	Male	1	50%
		Female	1	50%
		BME	0	-
		Disabled	1	50%

There were a total of six fairness at work cases reported during the period analysed that were progressed through the formal process. This is fewer than last year. However, we may see an increase in fairness at work cases over the coming months due to organisational changes taking place across the force.

Reasons for grievances.



Of the 6 grievances raised during the date parameters analysed the following reasons were cited:

- 4 Bullying
- 2 other

Special Constabulary

Equality & Diversity within the Special Constabulary

		Mar - 12	Mar-13	Mar-14
All	Specials numbers	263	239	284
	Specials %			
BME	Specials numbers	<10	<10	<10
	Specials %	2.7%	2%	2%
Female	Specials numbers	72	67	86
	Specials %	27%	28%	30%
Under 24 years	Specials numbers	89	92	117
	Specials %	34%	38%	41%
45 – 55+ years	Specials numbers	28	25	25
	Specials %	11%	10.3%	9%
Disability	Specials numbers	<10	<10	<10
	Specials %	2%	1%	1%

Special Constabulary Recruitment

Recruitment activity throughout the reporting period brought in **100** Specials.

Specials	Total	
All	100	
BME	<10	2%
Female	34	34%

- Our force strength at the end of March was 284 Specials
- There are planned intakes throughout the year
- A year end strength target of 300 Specials is in place.

Working towards: Increasing the representation of females and individuals from a minority ethnic background within the Special Constabulary by using targeted approaches in recruitment.

Special Constabulary Leavers

Special Constabulary	Total		BME		Female		Over 50		Disabled	
	No	%	No	%	No	%	No	%	No	%
Total	69		4		21		1		0	
Resignation	52	75%	4	100%	18	86%	1	100%		
Joined regulars	13	19%	0	-	2	9%	0	-		
Failed to start	4	6%	0	-	1	5%	0	-		

Retention of Specials

Provisional figures show 69 leavers have been recorded during the date parameters analysed. A quarter of these leavers (13) joined the regulars. However, due to their voluntary status there is a month's lag on the leaver's data and this figure could change.

Risk: Retention continues to be an issue affecting overall numbers despite recruitment.

Special Constabulary Senior ranks

Sergeant and above	As at	Force total		BME		Female		Disabled	
		No	%	No	%	No	%	No	%
March 31 2012		39	14%	0	0	6	15%	NDA	NDA
March 31 2013		47	19%	0	0	8	17%	NDA	NDA
March 31 2014		43	16%	0	0	8	19%	NDA	NDA

*Excludes Career break and Secondees, Includes maternity leave. NDA – no data available

Summary

1. **Workforce Strength**

1.1 **Police Officer Strength**

- Police Officer strength at the end of March was 1346.97 FTE (a headcount of 1393), which shows a variance of 9.03 against our current establishment of 1356.
- Our average budgeted establishment for 2014 / 15 is 1341
- Excluded from our actual strength figures, are 7 officers on career break and 31 seconded externally.

1.2 **Police staff strength (excluding PCSOs)**

- Police staff strength at the end of March was 790.19 FTE (a headcount of 897).

Risk: Potential loss of personnel with key skills during a period of uncertainty around organisational support functions.

1.3 **PCSO strength**

- PCSO strength stands at 138.8 FTE (a headcount of 145) against an establishment of 150
- There were 35 PCSO leavers during the date parameters analysed (of which 15 joined the regulars)

1.4 **Abstractions**

Police Officers and police staff on maternity leave, sickness absence and unpaid leave are shown within our current strength figures. Currently there are 38 individuals on maternity leave, 20 Police Officers (1.4%), 16 staff (1.8%) and two PCSOs.

1.5 **Ethnicity**

- Our ethnic minority strength currently shows as 32 Officers (2.3%) and 18 police staff (2%). This is low compared to the national picture where ethnic minority officers represent 5% of the total police officers. The national figure has increased steadily from 3.3% ten years ago in 2004.
- The number of police staff from a black or minority ethnic (BME) background has gone down whilst the number of BME Police Officers has increased by one.
- The proportion of Minority Ethnic PCSOs employed at Cambridgeshire Constabulary is 9.65%, slightly higher than the national picture of 9.5%.

1.6 **Gender**

- The organisational male/female split as a whole remains at 57% - 43%.

- The percentage of female officers over the last three years has remained constant at 28% but we have seen an increase this year to 29%. Our gender mix of officers compares favourably to the national average of 27.3% (HO strength bulletin 31 March 2013).
- For the second year we have seen a decrease in the number of female police staff (550 / 61%) and we now fall below the national figure for police staff which shows females account for 68.2% of the total staff workforce, a much higher proportion than police officer ranks.

1.3 Age

The number of individuals aged 24 and under has increased in the police staff category whilst the number of police officers under 24 has gone down.

In the 45 years and over category there is an increase in number of police officers but a decrease in the number of police staff.

Changes in the Equality Act means there is no longer a default retirement age of 65 for police staff. However, the number of officers towards the higher ages is significant in relation to future retirements.

1.4 Disability

The introduction of self service has led to an increase in the number of employees disclosing a disability. We have also seen a marked increase in the number of individuals with Disability Passports which now stands at 47, compared to 34 last year.

1.5 Non mandatory fields

ORIGIN allows for voluntary disclosure of religion and sexual orientation. This year we have seen fewer people choosing the 'prefer not to say' or 'not stated' options when completing these fields. There has however been an increase in the number who left the religion and sexual orientation field blank.

2. Senior rank / grade structure

There are fewer senior roles across the organisation as a result of restructuring activity.

2.1 Police Officers

During the last three years we have seen a gradual reduction in the total number of police officers at the rank of Sergeant and above. This has attributed to the drop in the number of BME and female police officers in senior roles. The number of BME in senior roles remains proportionate to the total number of BME officers.

2.2 Police Staff

The actual number of police staff in senior roles (SO1 and above) has diminished impacting on the number of women in these roles.

The number of BME staff in senior roles has also gone down.

3. Flexible working

99 police officers (7% of all officers) have flexible working arrangements in place. 69% of all police officers on flexible working arrangements are female, compared to only 29% of our officer strength being female.

A total of 49 police staff have flexible working arrangements. 77.5% of all those on flexible working agreements are female compared to 61% of our overall female police staff strength.

The number of officers and staff recorded as working flexibly during the date parameters analysed has fallen from the previous twelve month period (118 Police officers and 81 police staff during 2012 – 2013).

Risk - The ability to accommodate requests for flexible working could become more difficult as the organisation reduces its core number of officers and staff.

4. Retention

The average length of service has increased across all categories. During this reporting period we have seen fewer police officers retiring after 30 years' service.

5. Recruitment

Recruitment activity remains limited whilst our change management programmes are in place. However, Cambridgeshire Constabulary has agreed an equality objective to shape recruitment, retention and progression activity to achieve a representative workforce. We will do this by seeking ways to improve attraction rates of candidates from minority groups and carry out positive action initiatives in support.

6. Leavers data

6.1 BME

Police Officers:

There have been no police officers of a black or minority ethnic background leaving the constabulary during the reporting period analysed.

Police staff:

Data pertaining to seven staff leavers from a BME background has been analysed and will be made available later in a separate report.

6.2 Gender

Across all categories a total of 87 leavers were female. This equates to 46% of total leavers. This is slightly higher than the total percentage of women in the workforce which stands at 43%.

Risk: It is acknowledged our change management programmes could have a disproportionate impact on our female workforce numbers. To mitigate this risk we will consider what other steps could be taken to reduce the number of women who may be made redundant e.g. redeployment alternatives, job share, part time working etc.

7. Grievances

The number of fairness at work issues (grievances) has reduced again this year. This may be due in part to the fact that our Fairness at Work procedure encourages speedy low level resolution of complaints and concerns.

For monitoring purposes work has commenced to look at the number of grievances settled using informal resolution disaggregated by protected characteristic.

8. Specials

A target to have 300 Specials working for Cambridgeshire Constabulary before the end of January 2014 was exceeded. The priority now is to maintain and build on this target. However, due to their volunteer status there is a significant turnover in Specials (284 recorded on 31 March 2014) therefore recruitment activity is on-going with bi-monthly assessment centres held.

Provisional figures show 69 leavers have been recorded during the date parameters analysed (of which 13 joined the regulars).

N.B There is a month's lag on the leaver's data and this figure could change.

Risk: Despite extensive recruitment campaigns the percentage of Specials leaving the constabulary (stands at almost 29%) is too high. Management processes need to be put in place to ensure Specials are fully integrated. Monitoring / evaluation needs to take place locally.

Glossary of terms

BME: Black Minority Ethnic. Covers the following ethnic groups (using 16+1 ethnicity categories): Asian or Asian British: (Indian, Pakistani, Bangladeshi, and any other Asian background); Black or Black British: (Caribbean, African and any other background); Mixed: (White and Black Caribbean, White and Black African, White and Asian any other background); Chinese or other ethnic group:

White: Covers the following ethnic groups: White British, white Irish and any other white background.

PCSO: Police community support officers (PCSOs) are police staff employed in a highly visible, patrolling role. They complement the work of police officers by focussing predominately on lower-level crime, disorder and anti-social behaviour. They also free up police officer time by taking on those policing functions that do not require the full expertise of a police officer. The legislation of PCSOs was introduced as part of the Police Reform Act 2002. The Act enables chief officers to designate PCSOs with limited enforcement powers. Unlike police officers they do not have the power of arrest, but there are standard powers that they hold (e.g. to stop and search members of the public in certain situations). The first PCSO started work on the streets of London in September 2002.

Restricted officers:

Whilst it is recognised that Police Officers are covered by the Equality Act policing is largely unique in that officers are considered Omni competent. This has important consequences for policing as it enables Chief Constables to post officers at any time and to any role, thus ensuring operational flexibility and resilience. In recognising that officers with a medical condition may still be able to perform all aspects of their current allocated role, the Force still needs to differentiate between those who remain Omni competent and those who either on a temporary or permanent basis will have restrictions on the type of role or nature of duties they can undertake. To ensure total clarity in this regard Cambridgeshire Constabulary applies the following definition to those who are not currently able to operate in an Omni competent environment:-

Restricted Officers – are no longer considered fit for full operational duties and cannot perform all aspects of the role they have been allocated to.

Flexible working arrangements:

All employees within Cambridgeshire Constabulary have the right to request a change to their working patterns or hours. Examples of flexible working arrangements include compressed hours (working the same number of hours in fewer days), working some of the time from home or working different shift patterns.

Special Constabulary:

NOT PROTECTIVELY MARKED

The Special Constabulary consists of volunteer police officers who are expected to carry out the same duties as their regular police colleagues. They are issued with the same uniform and equipment and are given full police training.