

NOT PROTECTIVELY MARKED



Creating a safer
Cambridgeshire

General Duty Equality Data

2014 - 2015

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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 2014 to 31 March 2015.

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 2015 unless stipulated.

Recruitment data is taken from WCN e-recruitment and covers 12 month period ending March 2015 (01/04/2014 – 31/03/2015).

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 2013, 2014 and 2015.

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 2015 PCSO establishment has been set at 150 (full time equivalent - FTE).

Police Constable establishment is set at 1005.2 (FTE). Police officer establishment set at 1336 (FTE).

Special establishment is set at 300 (FTE).

Police Staff establishment is set at 819 (FTE).

Workforce representation – headcount not FTE

	Representation	Mar-13	Mar - 14	Mar - 15
All	Police staff numbers	892	897	873
	Police officer numbers	1402	1391	1393
	PCSO numbers	180	145	154
BME	Police staff numbers	22	18	24
	Police staff %	2.5%	2%	2.7%
	Police Officer numbers	31	32	28
	Police Officer %	2.2%	2.3%	2%
	PCSO numbers	16	14	15
	PCSO %	8.9%	9.65%	9.7%
Female	Police staff numbers	559	550	535
	Police staff %	63%	61%	61%
	Police Officer numbers	396	408	417
	Police Officer %	28%	29%	30%
	PCSO numbers	98	81	82
	PCSO %	55%	56%	53%
Under 24 years	Police staff numbers	50	53	55
	Police staff %	6%	6%	6%
	Police Officer numbers	60	50	47
	Police Officer %	4%	4%	3%
	PCSO numbers	13	<10	14
	PCSO %	7%	6%	9%
45 – 55+ years	Police staff numbers	471	461	460
	Police staff %	53%	51%	52%
	Police Officer numbers	446	449	411
	Police Officer %	32%	32%	29%
	PCSO numbers	51	50	45
	PCSO %	28%	34%	28.5%
Disability	Police staff numbers	68	73	89
	Police staff %	8%	8%	10%
	Police Officer numbers	71	74	87
	Police Officer %	5%	5%	6%
	PCSO numbers	<10	<10	<10
	PCSO %	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-13	Mar-14	Mar-15
Number disclosed	2474	2435	2420
Muslim, Buddhist, Sikh, Hindu, Judaism	49	45	49
% of those disclosed	2%	1.8%	2%
Christian/Church of England/Scotland	1181	1138	1102
% of those disclosed	47.5%	46.7%	45.5%
Other	345	340	351
% of those disclosed	14%	14%	14.5%
None	509	524	536
% of those disclosed	20.5%	21.5%	22%
Prefer not to say	336	321	316
% of those disclosed	13.5%	13%	13%
NULL return	54	67	66
% of those disclosed	2.5%	2.7%	2.7%

Sexuality

	Mar-13	Mar -14	Mar - 15
Number disclosed	2474	2435	2420
Gay / Lesbian	43	43	44
% of those disclosed	1.7%	1.8%	1.8%
Bi-Sexual	11	<10	<10
% of those disclosed	<1%	<1%	<1%
Heterosexual	2013	1977	1981
% of those disclosed	81%	81%	81%
Prefer not to say	236	226	217
% of those disclosed	9.5%	9.2%	8.9%
NULL return	171	181	170
% of those disclosed	7%	7.4%	7%

Senior rank / grade structure

Excludes career break and secondees. Includes maternity leave.

	As at	Force total	BME		Female		Disabled		Age 45 – 55+	
			<10	%	<10	%	<10	%	<10	%
Sergeant and above	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%
	March 31 2015	343	<10	2.3%	79	23%	15	4.4%	151	44.4%
Police staff grade SO and above	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%
	March 2105	176	<10	2.2%	82	46.5%	<10	2.8%	105	59%

Police Officers

We have seen a slight increase in the number of females at the rank of Sergeant and above. The figures include those who are currently in acting or temporary positions.

Police staff

Although there is a slight increase in the number of senior roles this year we have seen a decline in the number of women in these posts.

Specialist posts

	As at	Total	BME		Female	
			<10	%	<10	%
Police Officer	March 31 2014	117	<10	0.85%	<10	5%
	March 31 2015	121	<10	0.82%	<10	4%
Police staff	March 31 2014	<10	0	0	0	0
	March 31 2015	<10	0	0	0	0

Comment: For the purpose of this report Specialist post includes Armed Policing Unit (APU), Road Policing Unit (RPU) and Dog unit.

A total of 8 Special Constables 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 2014 – 31st March 2015.

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	28	<10	3.5%	0
	White includes white other	1365	117	8.6%	2 out of 119
	Female	417	82	19.6%	2 out of 84
	Male	976	36	3.6%	0
Police staff includes PCSOs	BME	24	<10	12.5%	1 out of 4
	White includes white other	849	61	7%	1 out of 62
	Female	535	55	10.2%	1 out of 56
	Male	338	8	2.4%	1 out of 9

118 police officers (8% of all officers) had flexible working arrangements in place during 2014 - 15.

69.5% of all police officers on flexible working arrangements are female, compared to 30% of our officer strength being female.

63 police staff had flexible working arrangements in place during 2014 - 15. 87% of all police staff on flexible working agreements are female compared to 61% of our overall police staff strength.

Retention

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

		2012/13	2013/14	2014/15
Male	Staff	11.95	12.31	9.86
	Officers	12.36	12.97	13.19
	PCSO	4.85	5.92	6.36
Female	Staff	9.49	10.23	10.44
	Officers	10.49	11.09	11.42
	PCSO	6.28	7.38	7.65
BME	Staff	5.82	5.85	5.22
	Officers	10.47	11.26	11.24
	PCSO	4.5	5.39	6.5
Disability	Staff	11.58	12.56	13.82
	Officers	16.04	17.27	16.15
	PCSO	7.44	8.22	9.11

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

Disability & Reasonable Adjustments

	2012/2013	2013/2014	2014/2015
Number with reported disability			
Police staff	68	73	89
Police officers	71	74	87
PCSO	<10	<10	<10
Number with reasonable adjustments			
Police staff	48	51	64
Police officers	30	30	44
PCSO	<10	<10	<10
Number of restricted officers	30	26	NDA

Recruitment

Police Staff

Police staff vacancies that occurred during 2014 – 15 were offered in the first instance for the redeployment of staff. Our vacancy management, recruitment activity during the last twelve months resulted in a total of 121 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	121	
BME	<10	5%
Female	75	62%

Police Officers

Recruitment activity during this reporting period brought in a total of 62 officers. These are shown disaggregated by gender and ethnicity in the table below.

Police Officers	Total	
All	62	
BME	0	0
White other	<10	3.2%
Female	18	29%

PCSO

PCSO	Total	
All	24	
BME	<10	8.3%
White other	<10	4%
Female	10	41%

Specials

Specials recruitment is detailed on page 15.

Ceased employment

Reasons for ceasing employment with the organisation between date parameters analysed.

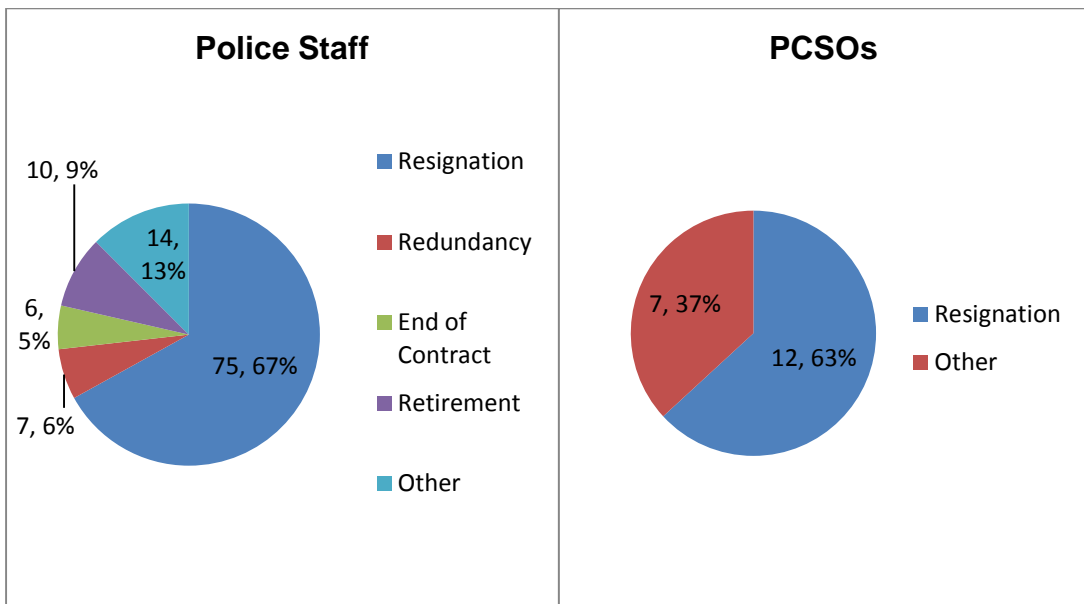
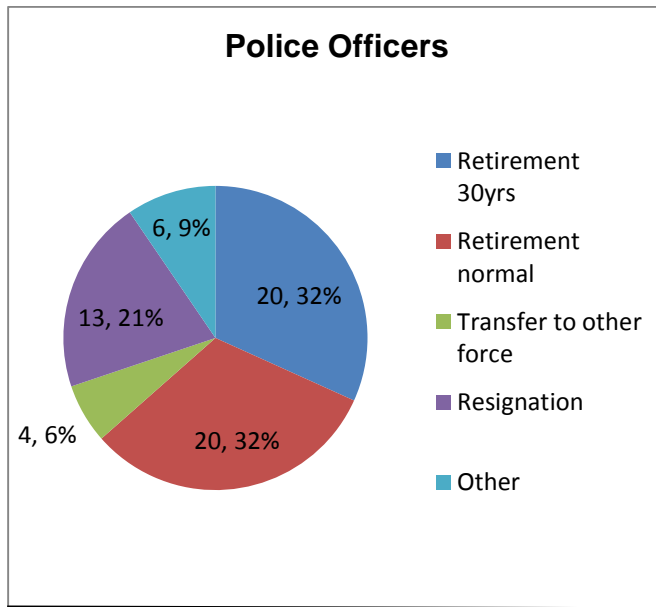
1st April 2014 – 31 March 2015.

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

	Total		BME		Female		45- 50+		Disability	
	No	%	No	%	No	%	No	%	No	%
Police Staff										
Total	112		3		64		46		7	
Resignation	75	67%	3	100%	45	70%	19	41%	4	57%
Redundancy	7	6%	0		5	8%	6	13%	0	
End of Contract	6	5%	0		3	5%	3	6.5%	0	
Retirement	10	9%	0		3	5%	10	22%	1	14%
Other	14	12%	0		8	12%	8	17%	2	28%
Police Officer										
Total	62		4		10		45		2	
Retirement	20	32%	1	25%	0		20	44%	1	50%
Resignation	13	21%	1	25%	5	50%	1	2%	1	50%
30 year service retirement	20	32%	1	25%	3	30%	20	44%	0	
Other	9	14%	1	25%	2	20%	4	10%	0	
PCSO										
Total	18		1		11		8		4	
Resignation	12	63%	1	100%	7	63%	4	50%	2	50%
Joined regulars	0		0		0		0		0	
Other	6	37%	0		4	37%	4	50%	2	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.

Reasons for employment ceasing continued.



Grievances – Fairness at Work

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.

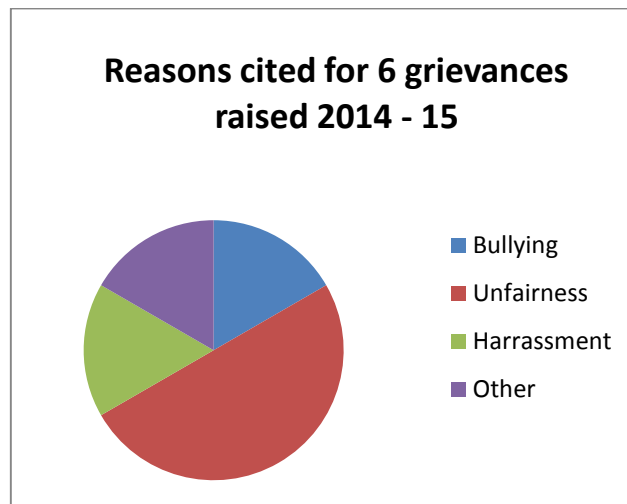
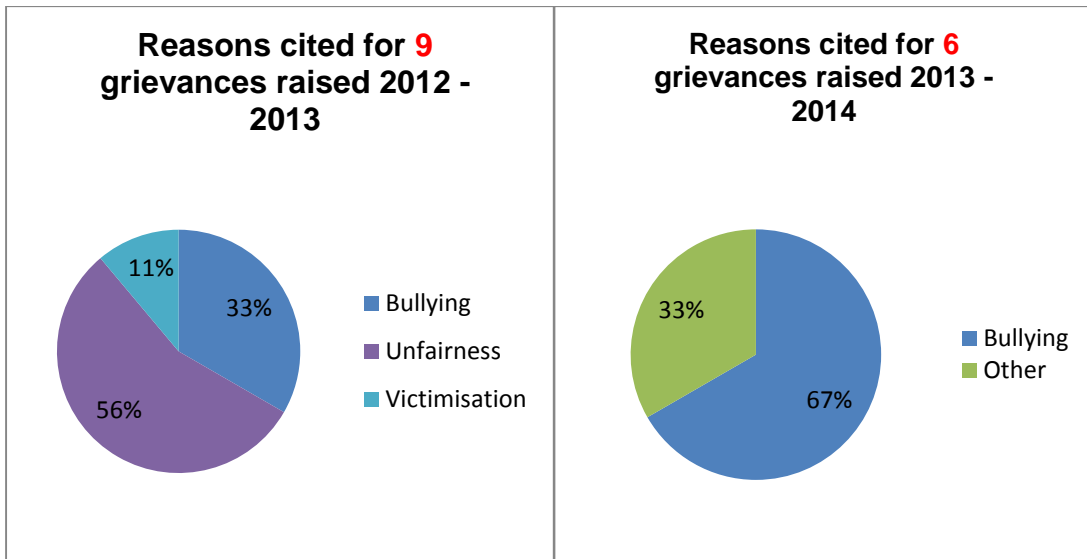
The table below outlines complaints or concerns which have progressed and been dealt with through the formal process.

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	3	Male	0	
		Female	3	100%
		BME	0	
		Disabled	1	33%
Police officers	3	Male	0	
		Female	3	100%
		BME	0	
		Disabled	2	66%
PCSO	0	Male	N/A	
		Female	N/A	
		BME	N/A	
		Disabled	N/A	

There were a total of six fairness at work cases reported during the period analysed that were progressed through the formal process. All cases were raised by female officers and staff.

Reasons for grievances.



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

- 1 x Bullying
- 3 x Unfairness
- 1 x Harassment
- 1 x Other

Special Constabulary

Equality & Diversity within the Special Constabulary

		Mar-13	Mar-14	Mar - 15
All	Specials numbers	239	284	275
BME	Specials numbers	<10	<10	<10
	Specials %	2%	2%	3.2%
Female	Specials numbers	67	86	82
	Specials %	28%	30%	30%
Under 24 years	Specials numbers	92	117	110
	Specials %	38%	41%	41%
45 – 55+ years	Specials numbers	25	25	31
	Specials %	10.3%	9%	11%
Disability	Specials numbers	<10	<10	<10
	Specials %	1%	1%	2%

Special Constabulary Recruitment

Recruitment activity throughout the reporting period brought in 64 Specials.

Specials	Total	
All	64	
BME	<10	9.4%
Female	18	28%

- Our force strength at the end of March was 275 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	70		1		18		4		1	
Resignation	57	81%	1	100%	15	83%	2	50%		
Joined regulars	6	8.5%	0		3	16%	0		1	100%
Other	7	10%	0		0		2	50%		

Retention of Specials

Provisional figures show 70 leavers have been recorded during the date parameters analysed. 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.

Summary

N.B. Home Office police service strength data is published biannually. Detailed statistics for the last two years will be published in July showing the situation at 31 March 2015. Therefore at the time this report was written figures as at 31 March 2013 are the only ones available for comparator/national data.

1. **Workforce Strength**

1.1 **Police Officer Strength**

- Police Officer strength at the end of March was a headcount of 1393 (1346.34 FTE).
- Our average budgeted establishment for 2015 / 16 is 1336 (Full time equivalent).
- Excluded from our actual strength figures, are two officers on career break and 14 seconded externally.

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

- Police staff strength at the end of March was headcount of 873. (772.38 FTE).

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

1.3 **PCSO strength**

- PCSO strength stands at 154 (147.49 FTE) against an establishment of 150.
- 18 PCSOs left the constabulary during the date parameters analysed – none 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 34 individuals on maternity leave, 21 Police Officers (1.5%), 11 staff (1.3%) and two PCSOs (1.3%).

1.5 **Ethnicity**

- Our ethnic minority strength currently shows as 28 Officers (2%) and 24 police staff (2.7%). 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% eleven years ago in 2004.
- The number of police staff from a black or minority ethnic (BME) background has gone up by six whilst the number of BME Police Officers has decreased by four.
- The proportion of Minority Ethnic PCSOs employed at Cambridgeshire Constabulary is 9.7% in line with the national picture of 9.5%.

- A total of six Specials who identified as BME were recruited into the Constabulary during the date parameters analysed (9.4% of all those recruited).

1.6 Gender

- The organisational male/female split as a whole remains at 57% - 43%.
- For the second year we have seen an increase in the number and percentage of female police officers. Our gender mix of officers (30% female) compares favourably to the national average of 27.3% (HO strength bulletin 31 March 2013).
- For the third year we have seen a decrease in the number of female police staff (535 / 61%) and we 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.
- Women remain under represented in Specialist roles. A tactical positive action steering group has been formed to try and look at the possible reasons behind this and to encourage positive action initiatives to address the gap.

1.7 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.

There is a noticeable difference this year in the number of police officers in the 45 years and over category with 38 fewer officers over the age of 45. More analytical work would need to be conducted to ascertain the reason for this.

1.8 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 73.

Work conducted by the HR Department and the Disability Support Network has helped to raise awareness of disability which has led to inclusivity and better recording.

1.9 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 although a total of 16% still offered no data at all. The Constabulary is working towards increasing data capture by use of self service.

2. Senior rank / grade structure

2.1 Police Officers

Of the 1393 officers, 340 hold the rank of Sergeant or above. Of these some 79 (23%) are female and 301 (77%) are male. Further breakdown of figures indicates the gap widens at the more senior levels of Inspector and above.

Only three BME individuals hold the rank of Inspector or above.

2.2 Police Staff

The actual number of police staff in senior roles (SO1 and above) has increased slightly, however the number of women in these roles has gone down.

The number of BME staff in senior posts has increased by one.

3. Flexible working

118 police officers (8% of all officers) had flexible working arrangements in place during the date parameters analysed. 69.5% of all police officers with flexible working arrangements are female, compared to only 30% of our officer strength being female.

A total of 63 police staff had flexible working arrangements. 87% of all those with flexible working arrangements 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 risen from the previous twelve month period (99 Police officers and 49 police staff during 2013 – 2014).

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 with the exception of male police staff and BME staff and officers. The highest proportion of police officer leavers were retirements. (40 officers or 64%).

With regard to Police officers the retention figures show there is now less than two years difference between the average length of service of male and female police officers.

5. Recruitment

Recruitment activity remains limited whilst 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. To this end a Positive Action Steering Group has been established and is currently focussing on increasing BME and female representation throughout the constabulary.

6. Leavers data

6.1 BME

Four police officers and three police staff of a black or minority ethnic background ceased employment with the Constabulary during the reporting period analysed.

6.2 Gender

Across all categories a total of 85 leavers were female. This equates to 44% of total leavers. This is slightly higher than the total percentage of women in the workforce which stands at 43%.

Point to note: We are monitoring our change management programmes through Equality Impact Assessment to ensure there is no disproportionate impact against any of the protected characteristics. To mitigate any potential adverse impact we will consider what other steps could be taken to reduce the number of staff who may be made redundant e.g. redeployment alternatives, job share, part time working etc.

7. Grievances

There were a total of six fairness at work cases reported during the period analysed that were progressed through the formal process. All cases were raised by female officers and staff but as numbers are so small it is not possible to draw conclusions from this data.

8. Specials

At the end of March our force strength shows 275 Specials of which eight are in specialist posts. Due to their volunteer status there is a significant turnover in Specials therefore recruitment activity is on-going with bi-monthly assessment centres held.

Figures show 70 Specials left the constabulary during the date parameters analysed (of which six joined the regulars).

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

National position: The number of Specials across the 43 forces decreased by 7.3% comparing 31 Sept 2014 to the same point the previous year. Cambridgeshire Constabulary continue to work towards a year end strength target of 300 Special constables.

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:

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.