

POLICE NUMBERS TASK FORCE

Report and recommendations

This report from the Police Numbers Task Force is being made available to police forces in England and Wales for consultation. Any comments should be sent to Jon Simmons, Head of the Patterns of Crime Group in the Home Office Research Development and Statistics directorate, Room 840, 50 Queen Anne's gate, London SW1H 9AT by no later than 18th February 2002.

Research Development Statistics (RDS)

Home Office

18th December 2001

Introduction

1. A Police Numbers Task Force was established in January 2001 at the request of the Home Secretary to look at the problems with the existing data on police numbers and to produce recommendations for how this data might be improved. These problems had been brought to the fore by the corrections made to the Home Office statistical bulletin on police numbers first released in December 2000, to correct mis-recording of ethnicity in the Metropolitan Police and errors in data provided by other forces. The problems persisted through the attempt to collect interim data to monitor the recruitment of new officers under the Crime Fighting Fund. Prior to this, there had also been dissatisfaction expressed with the multiplicity of statistics collected by the Home Office on police numbers - primarily by Research Development and Statistics Directorate (RDS), Her Majesty's Inspectorate of Constabulary (HMIC) and Police resources Unit (PRU).

2. In addition to the immediate problems raised, it was also recognised that the Home Office (RDS) was obliged to review each of its statistical data collections as part of the national statistics process. The purpose of these reviews was to assess each series and its business needs, identify gaps and new demands, identify potential efficiency and IT improvements and assess the suitability of the series as National Statistics. This report has carried out that task for statistics on police personnel and, if implemented, will confirm their continuing importance as national statistics. However, we are not proposing that this report be subject to the full national statistics consultation process. We would expect to invite the public to comment on the new national statistics in due course, once these series have become established.

3. However, it has been recognised in the course of this review that there exists an additional business need for broader resource information in order to understand better the efficiency and effectiveness of the deployment of police resources. The task force believes that an appropriate understanding of the effective use of police forces cannot solely focus on the total number of officers available for duty. Policing activity can be greatly enhanced by reducing bureaucracy and civilianisation or computerisation of routine police work. The count of police numbers is already skewed by the changing use of civilians, increasing investment in IT and outsourcing of work (e.g. the transfer of traffic warden duties to local authorities). We have insufficient data on these changes but they are an essential component of our understanding of broader police effectiveness. The information requirements in this area are currently being separately addressed in the programme of work on police efficiency, and were therefore considered beyond the remit of the Police Numbers Task Force, but it will impact on the interpretation of statistics on police staff numbers and any resource data required by the Home Office ought to embrace the resource data required to better understand this personnel data as well as that needed specifically for the police efficiency study.

4. The Police Numbers Task Force was chaired by Paul Wiles, Director of RDS, and included representatives from Home Office RDS, Home Office Police Resources Unit, Home Office Race Equality Unit, Her Majesty's Inspectorate of Constabulary (HMIC), the Metropolitan Police, the Association of Chief Police Officers, and the Police Information Technology Organisation (PITO). It has met on three occasions.

5. At the Task Force's first meeting (18th January) a number of issues were identified:

- Error in the way in which the Metropolitan Police reported on the number of ethnic minority officers in its ranks. This issue was resolved immediately following that meeting;
- Inaccuracies in the reporting of forces data to the Home Office, in particular difficulties in reconciling the data in a consistent manner, partly as a result of the mixed requirements for headcount and Full-time equivalent (FTE) data;
- The multiplicity of requests for police numbers data from the Home Office (HMIC, RDS and PRU) in different forms. It was recognised that this issue needed to take into account the Review of Crime Statistics recommendation (no. 42) that the data collection systems in HMIC and RDS ought to be merged. Although that report was addressing data on crime, it was recognised that the issues and data collection processes were the same in the police service strength context;
- The lack of a consistent common framework within the 43 police forces (and NCS and NCIS) for recording information relating to their staff.

6. It was agreed that forces should be contacted and asked to provide information on their current systems in order that we might better assess their ability to respond to a revised requirement on police numbers. A questionnaire was therefore sent to all forces on 25th January at the same time as a request for data to provide an update on progress on recruitment under the Crime Fighting Fund. A report on the findings from this exercise is at Annexes A-E to this report.

Conclusions

7. The second meeting of the task force considered the findings from the questionnaire, and discussed proposals for a new requirement. On the basis of the conclusions reached in that forum, the new requirement for data was further developed outside of the meeting, and then confirmed in discussion at the Task Force's third meeting. The new requirement is based on a number of assumptions:

- That the Home Office should develop a single unified requirement for data on police force employees, and hence the new proposals would replace all other such requests currently originating from the Home Office (e.g. from Research Development and Statistics directorate, Her Majesty's Inspectorate of Constabulary and Police Resources Unit) and other government departments. RDS would take on responsibility on behalf of the Home Office for collecting data under the new requirement.
- That there should be a common national data model for statistical information on police force personnel and guidance against which all forces would collect personnel data and report to the Home Office. This data model would be the basis from which the single unified requirement would be developed.
- That this requirement should enable a reconciliation to take place between the total number reported to the Home Office in a period, those joining and leaving in the subsequent period and the resulting new total.
- That this reconciliation should enable a clear presentation of the numbers of officers available for front-line duty in any police force area, in addition to the total employed, and it was recognised that there remained a need to identify both headcount numbers and full-time equivalents.

- That the requirement should be set out in such a way that data would be able to be collected in a database, whether that be the National Strategy for Police Information Systems (NSPIS) Human Resources system or any other system in use in police forces.
- Information on police personnel collected in a database to these national standards would be supplied to the National Management Information System (NMIS) within each force where it could be analysed within forces, and from which also standard automated reports could be produced to Home Office requirements.
- That the requirement would differentiate between detailed data which it was expected all forces would hold in their databases, and therefore make available on request e.g. for inspection, and that data which would be submitted and routinely published in summary format by the Home Office RDS as national statistics.

8. It is anticipated that data that could be produced in automated reports through NMIS should be available at any point in the year, but that the new Home Office requirement would establish a framework for the routine reporting of data to the centre. The Home Office RDS requirement is currently collected on a six-monthly basis, and the routine returns to HMIC are annual. **The Task Force was of a view that the 6-monthly production of detailed statistics on police numbers should cease and that the Home Office should move to an annual request for this data.** This annual data would provide the national statistics required to ensure that the public are kept informed of the key changes in police service strength and to which government could be held to account. The restriction to an annual request recognised the need for forces to introduce an annual audit to ensure that this information was accurate.

9. However, recognising the priority given to the number of officers employed, both in the government's own targets for the criminal justice system and also by the general public, **it is also proposed that management information consisting of the headline count of police numbers and the key data on inflows and outflows be collected routinely every quarter.** This quarterly data should be of more limited form - comprising only Tables 1, 3 and 4 from the new requirement - but would contain the sorts of information needed to monitor progress in recruitment and overall numbers. It was not considered sensible to request this data on a more frequent basis (e.g. monthly) because of the natural variation in the data due to the seasonality of retirements and the staggered timing of recruitment cohorts to match the starting dates of training courses.

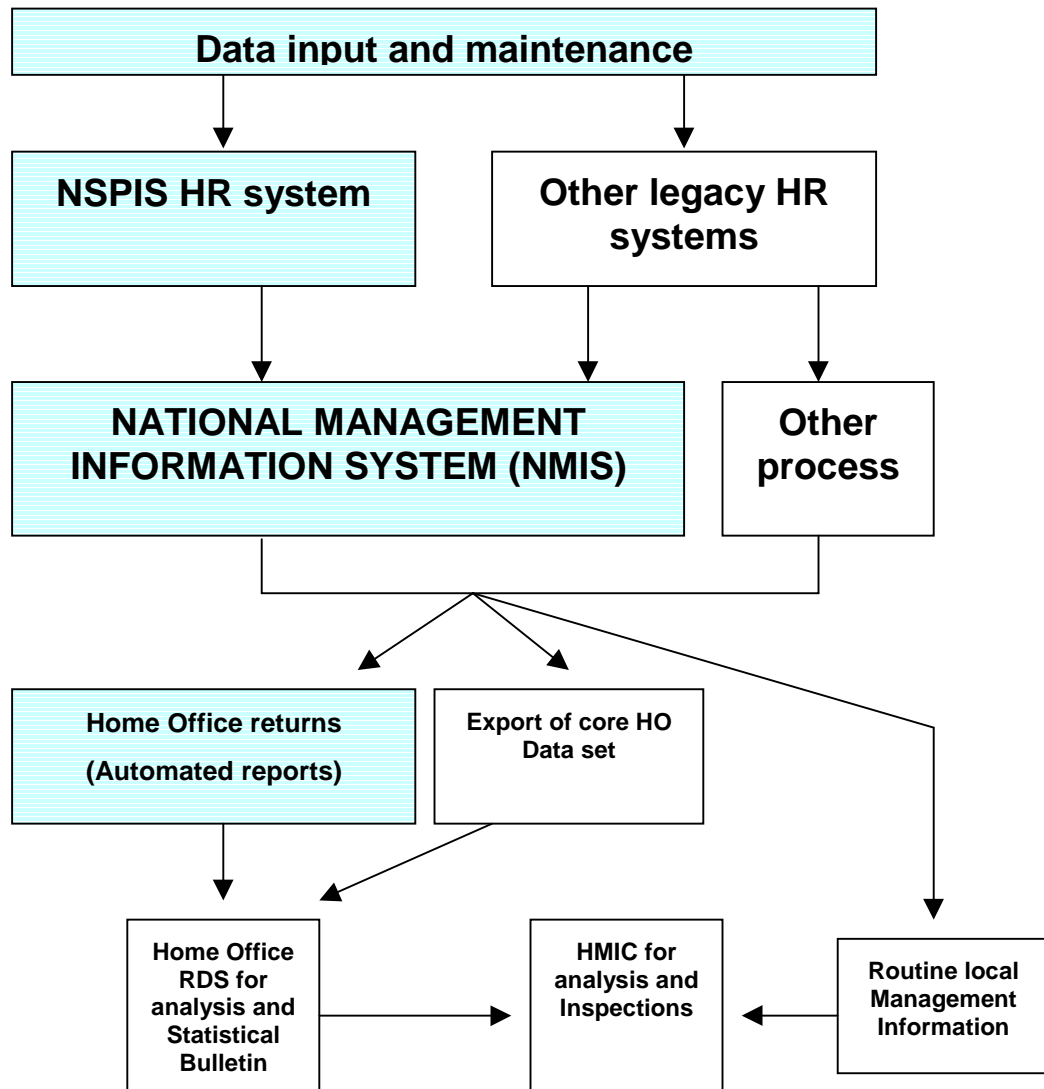
10. Headline statistics might be requested on a more frequent basis, perhaps for special reasons - such as to monitor the success of recruitment under the Crime Fighting Fund - on the same basis as the routine requirement, and therefore - once this requirement was included in a suitable database - would be capable of being produced by the same automated reports. However, as mentioned above, it was recognised that short-term fluctuations in numbers could be difficult to interpret and might distract attention from the more important trends.

11. Forces would be free to collect information in addition to the common core data requirement in any format, although in due course many forces would be adopting the new NSPIS HR system, which would mean that all data would be collected to a common framework. This data set would of course be significantly greater than the core data required by the Home Office, and would include a great deal of personal information, but it is not anticipated that such data would be requested nationally. Any national data requirement should reflect the requirements of the Data Protection Act on the provision

of information relating to individuals, and therefore limit itself to anonymised data for statistical purposes.

12. One option initially considered was to reduce the requirement significantly in order to ensure that forces would be capable of producing consistent and accurate statistics. However, it was decided that this was not an appropriate solution. Forces would need accurate and detailed statistics for their own management purposes, HMIC still requires a substantial amount of detailed data for inspection, and RDS needed sufficient data to ensure the public were well-informed and that the headline count was capable of being understood more fully. It was therefore agreed that **a significant reduction in the data requirement would not be feasible.**

13. In future, police personnel data would need to be collected in personnel databases to the new common core standards. These databases might be the new NSPIS Human Resources system, once available, or any other personnel database. The data would be passed to the National Management Information System (NMIS), which would need to be able to produce reports (in paper and electronic form and ultimately as a database export of partial anonymised individual records) for the Home Office returns. **The new NSPIS HR system would therefore need to be adapted by PITO to reflect the changes proposed in the core requirement. The NMIS system would need to change to reflect the requirements for the provision of both summary data in statistical tables, and individual records of anonymised personnel data.** If NMIS were not in place in a force then an alternative process would need to be used in the interim. A chart showing the flows of information through the system is shown on the next page.



The Requirement

14. In developing a new requirement for police force personnel data **we have not sought to replicate either the existing HMIC or RDS returns but to create a new unified structure capable of providing the information that both the Inspectorate and national statistics require.** The approach has been to identify the key fields of information that we would expect to see in any police personnel database, and the structure of the data that those fields hold. This requirement is set out in **Annex G.**

15. **PITO are asked to ensure that this requirement is integrated with the NSPIS Human Resource package and NMIS, and that the NSPIS common data model is updated accordingly.** In some cases, the data structure adopts the data intended for the NSPIS systems and therefore already agreed as the nationally consistent standard of the future. In other cases, however, a national standard does not appear to be in place and so we are recommending one.

16. By developing the requirement in this way, our intention is to lay the groundwork in order that data in future might be supplied on an individual record basis, rather than in summary statistical returns - allowing for much greater flexibility of analysis and closer auditing.

17. However, in advance of a common database solution, the summary statistical returns will need to continue. We have therefore set out at Annex H what we believe are the minimum requirements for routine summary data on police personnel. We would expect the additional data outlined in our proposed data requirement to be collected also, however it is not intended that this be supplied on a routine basis but rather that it might be requested or separately analysed to support inspections or any other occasional special study.

18. An important element in overcoming the problems experienced in collecting the summary statistical returns is to ensure that there is sufficient reconciliation between different statistics in force returns that discrepancies are identified at an early stage. In particular, it is crucial that the numbers reported in the previous period and the numbers reported for the latest period are reconciled through numbers of staff joining and leaving. This has not been possible previously because of the conflicting currencies used to count the different elements of this equation - that is, a mix of headcount and full-time equivalency. It is therefore proposed that **the first table in any set of personnel returns be designed to provide a reconciliation of the main changes between returns, and to highlight any discrepancies between these totals in the tables.** The reconciliation might also provide some check against the various sub-totals duplicated in various tables to ensure that these are consistent. This reconciliation is outlined in Annex I.

19. In addition, it has been recognised that there remains a dual need for information on the numbers of persons employed by police forces, and also numbers that are actively available for duty. As now, the latter would exclude staff who are seconded away from their funding force, and therefore not directly applied to reducing crime in their force area (and therefore secondees would be counted in the force to which they were seconded), and those on long-term leave of absence. There is also a need to establish the full-time equivalent number of staff years that are available to the public in each police force area. This would be a new calculation and not strictly comparable with previous data.

20. Our proposed method of calculating representative (not necessarily definitive) statistics for these purposes is also identified in Annex I. These will enable the public to be presented with a consistent trend in not only the headline headcount, but also to track this against the numbers who are available for duty, and the full-time equivalent number that are actively on duty over a period.

21. Some detailed comments on the specific elements of the data requirement follow:

CONTRACTED HOURS

22. This already exists in the NSPIS Common Data Model (CDM). It is required in order to calculate full-time equivalency consistently in all forces. It is preferred to use contracted hours rather than actual hours worked. However, it is recognised that special constables will not have contracted hours as such, and therefore an average of the hours worked by specials will need to be applied in order to calculate their full-time equivalent availability.

GENDER

23. Unsurprisingly, gender exists in the CDM but this allows an unknown category. It is proposed that 'unknown' not be permitted, as this would generate missing data and make reconciliation difficult. A police force should know the gender of its staff - or if it does not can ask staff to define their own.

DISABILITY

24. Information on disabilities amongst staff employed by police forces is not routinely monitored at present, but should be in future. The current NSPIS Common Data Model categories (item 1079) do not reflect the new requirements of the Disability Discrimination Act (DDA) 1995 and a request for change is currently being issued to change these. The list in the DDA is constantly reviewed, and for example the addition of HIV infection and cancer is currently being considered. Ministers have, however, agreed that the DDA should be extended to cover the Police Service. NSPIS categories will therefore need to be amended to reflect any future changes also.

25. The code list agreed by the Cabinet Office for use in the civil service is below:

DESCRIPTION	
ABLE BODIED	
HEARING IMPAIRMENT (ALONE)	HEARING IMPAIRMENT (PLUS)
VISUAL IMPAIRMENT (ALONE)	VISUAL IMPAIRMENT (PLUS)
SPEECH IMPAIRMENT (ALONE)	SPEECH IMPAIRMENT (PLUS)
MOBILITY IMPAIRMENT (ALONE)	MOBILITY IMPAIRMENT (PLUS)
PHYSICAL COORDINATION DIFFICULTIES (ALONE)	PHYSICAL COORDINATION DIFFICULTIES (PLUS)
REDUCED PHYSICAL CAPACITY (ALONE)	REDUCED PHYSICAL CAPACITY (PLUS)
SEVERE DISFIGUREMENT (ALONE)	SEVERE DISFIGUREMENT (PLUS)
LEARNING DIFFICULTIES (ALONE)	LEARNING DIFFICULTIES (PLUS)
MENTAL ILLNESS (ALONE)	MENTAL ILLNESS (PLUS)
UNKNOWN DISABILITY	STATUS UNKNOWN

26. This list has been agreed by the Cabinet Office and it is the list which will be applied within the NSPIS Common Data Model once the request for change has been approved. In addition, the NSPIS changes will allow not only the 'disability plus' categories to be included, but also for any listed disabilities applicable to an individual to be identified. There may be an additional need for a separate list for visually-assessed disabilities - e.g. to retain useful information regarding victims, witnesses and suspects, whether in custody or at large, which might help assist the police in subsequent dealings with them. This is beyond the remit of the task force, but the service may want to consider using the existing NSPIS classifications for that separate purpose - or perhaps considering other simple classification systems, such as that used by the Labour Force Survey (which although more complex - requiring three questions - would have the advantage of enabling easier and more consistent definition and would be attached to a large scale survey and therefore enable incidence rates to be calculated).

27. It is not proposed to collect centrally on a routine basis information on individual categories of disability, however, this data should be held in a consistent way within forces. Nationally, the requirement is only to identify the total number of staff who declare themselves as having some disability.

28. A further point was raised in respect to whether it would be beneficial to identify centrally those officers for whom "reasonable adjustments" have been made as a consequence of the DDA, perhaps resulting in them moving from an operational to a non-operational capacity. The task force felt that such information would only be required on an occasional basis and even then might require greater investigation than simple statistics would allow. However, it was thought desirable for this information to be recorded within forces in respect of new applications.

RESTRICTED DUTY

29. It will also be necessary to identify routinely and consistently those staff that are on restricted duties. This information will need to be kept-up-to-date and revised following any changes to status. It is suggested that information be collected such that staff might be assigned to the following categories:

Normal duties
Same role – restricted hours
Same role – restricted duties
Redeployed – restricted hours
Redeployed – restricted duties
Dismissal
Ill health early retirement

AGE

30. Date of birth is a standard CDM item. Including this in our requirement will enable age to be calculated, and with other data to calculate age on joining/leaving the force.

RANK

31. This is a more complex data item. At present the CDM has a 20 rank breakdown for the police ranks which it is proposed be adopted. This would be summarised in the 6 groups currently used in the HMIC return and shown in the table below, along with the composite parts of the 20 rank list - some of which are no longer in use. The 7th rank counted in the statistical bulletin separates Chief Constables from Assistant Chief Constables, but this hardly adds any value as all forces but the Metropolitan Police have only one chief constable and it is therefore proposed to standardise on the established HMIC grouping. This would be a standard format for presenting the personnel data and most tables that we propose use this as their essential core.

ACPO	SUPERINT- ENDENT	CHIEF INSPECTOR	INSPECTOR	SERGEANT	CONSTABLE
Commissioner, Deputy Commissioner, Assistant Commissioner, Deputy Assistant Commissioner, Commander, Chief Constable, Deputy Chief Constable, Assistant Chief Constable	Chief Superintendent, Detective Chief Super, Superintendent, Detective Superintendent	Chief Inspector, Detective Chief Inspector	Inspector, Detective Inspector	Sergeant, Detective Sergeant	Constable, Detective Constable

32. In addition it is necessary to identify numbers of civilians and special constables. The latter have been traditionally collected and presented without commentary in a single statistical table in the Home Office bulletin. It is proposed that total numbers be collected as an additional element in the standard rank listing.

33. Numbers of civilian support staff have also been reported routinely in the statistical bulletin, broken down by gender and whether full-time or part-time and whether they belong to a minority ethnic group. At present, there is no standard set of ranks or grades applied to civilian staff consistently between forces. There is work underway to introduce such a ranking in the form of job families, but the results are not yet available. It is proposed that once job families are available for civilian staff then these are used to summarise the different jobs, in the same way as the police rank groupings. However, until that time it is proposed that only total civilian staff be collected alongside the 6 ranks, and specials - and therefore sub-divided according to the different tables required for rank: that is, by headcount and full-time equivalence, and gender, ethnicity, disability, joining, leaving, secondments, long-term absences, (total FTE) sick-absence as well as the numbers in each BCU.

34. A special category of civilian staff are traffic wardens employed by the police force. Although routinely reported their number has been declining rapidly in recent years as this function is gradually absorbed by Local Authorities. It is therefore proposed that total traffic wardens be counted as a separate category of staff, in the same way as civilians and specials constables.

35. Additionally, there is a requirement from HMIC to monitor contract staff. This information is handled within the CDM by sub-dividing civilians on contract as against permanent. The additional columns in the rank breakdown, additional to the 6 police ranks outlined above, are therefore:

CIVILIANS	CIVILIANS (CONTRACT)	TRAFFIC WARDENS	SPECIAL CONSTABLES
All permanent civilian staff, excluding traffic wardens	All contract civilian staff, excluding traffic wardens		

DATE APPOINTED TO RANK

36. This is currently proposed in the CDM, and would enable numbers of ranks to be counted for any stipulated time period, as well as comparisons of promotion rates for different groups (e.g. by ethnicity, gender, disability).

FUNCTION GROUP

37. This is the relatively recent 3-level split introduced by HMIC in order to differentiate between Operational, Operational Support and Organisational Support activity. This in turn is intended to provide some indication of the proportion of staff directed at front-line policing. This data has not previously been published, primarily because it has proved difficult to allocate jobs consistently in this way, and it is acknowledged that this breakdown is a rather crude and simplistic one. However, as this is relatively new and appears to be well-used by both the Inspectorate and forces themselves, it is proposed that it continue to be collected, and made available to the public in some form, with appropriate health warnings.

FUNCTION

38. The NSPIS data item POLICE_JOB_CLASS (1260) provides specific job types in three levels of hierarchy: The three function groups (see above), whether BCU-based or part of a central service (important for apportioning costs to BCUs), and 64 specific job-classes. There is a separate data item offering job-specific categorisations. HMIC use a 62-point classification for function drawn up in 1999 by HMIC, the Home Office and ACPO, and approved by ACPO in October 1999 and first collected by HMIC for 2000/01. This new standard will be the standard available within NSPIS systems - the only differences being minor: the NSPIS categories of 'crime prevention' and 'crime prevention/architectural liaison officer' are recorded by HMIC as 'community safety/community relations', and the category of 'IT' is expanded in the HMIC list to cover 'IT/communications/audio'. It would seem sensible for NSPIS to amend their list to match the nationally agreed one.

39. The HMIC also map each specific function to their possible function groups, and therefore each function can have between one and three function groups applicable to it. This mapping should be applied within the NSPIS model in order that some national consistency is maintained in the recording of the function groups.

40. The function classification is very detailed, perhaps too detailed for routine publication although the data might be made available. It is essential for research in

support of Inspections and other activity - and HMIC have identified this as a necessary item that will therefore continue to be required as a routine annual statistical return.

DIVISION

41. This is simply an organisational descriptor to enable staff to be counted in their appropriate organisational setting - primarily their Basic Command Unit, or as members of HQ or central functions. This is now available within the NSPIS CDM item 1260. This is necessary to apportion costs to BCUs.

42. However, it will be essential for BCU inspections to collect not just an indication if a particular function was being executed within a BCU rather than within headquarters, but also the specific name of the BCU in order that numbers of staff can be counted for each BCU.

ETHNICITY

43. This would introduce consistent ethnicity records for police service staff, based on the new categories introduced by the 2001 Census which are being adopted across the whole criminal justice system. These would be on the basis of an officer or employee's self-definition of their own ethnicity and summarised according to the 5 main census groups of "White", "Mixed", "Asian or Asian British", "Black or Black British", "Chinese or Other ethnic group". It is essential that categories accord with the census definitions in order that police personnel can be compared with the communities they serve, and we understand that ACPO have requested that all forces implement this change by April 2002. A request For Change for the CDM has now been issued to ensure that NSPIS systems reflect the new definitions.

44. The Home Office currently requires two "Dismantling the Barriers" returns from police forces to enable the progression and retention of ethnic minority officers to be monitored. It is proposed that these returns be retained as part of the set of summary statistical returns required by the Home Office. In addition, we propose that the total number of ethnic minority officers be included in the summary information requested each quarter, in order to monitor the Home Office race equality employment targets. At present this report is submitted to ministers every six months.

45. Specific duties with regard to employment are also contained in the Race Relations Amendment Act which will require Chief Constables to:

- ethnically monitor staff in post and applicants for jobs, promotion and training;
- ethnically monitor and analyse grievances, disciplinary action, performance appraisal, training and dismissals and other reasons for leaving; and
- publish annually the results of their ethnic monitoring.

The data items might be rather difficult to include as part of a national statistics requirement (and the Act's obligation is on Chief Constables as managers of their own force to ensure equality of treatment) but if forces are obliged to carry out this monitoring, there is a strong argument that the service ought to develop a national consensus around the what items they should be collecting. Although not proposed as part of the new core requirement at Annex G, their inclusion within NSPIS HR would ensure that this information was available consistently across all forces adopting that system. In the same way, opportunities will also be able to be monitored for gender equality.

JOINING

46. This field seeks to identify the method by which new recruits came to a force, in particular to differentiate between those who were direct recruits and those transferring from other forces or rejoining after a period of absence. Care should be taken not to confuse those rejoining a force with those recorded elsewhere as still employed by the force but on long-term leaves of absence, whether through sickness, maternity or other reasons. Those recorded as joining after a period of absence should only include staff who would not have previously been counted as employed by that force. The list of existing CDM categories are given below:

Special Constabulary
Civilian - Transfer
Civilian - Rejoining
Civilian - Standard
Police - Transfer
Police - Rejoining
Police - Accel Promotion Scheme
Police - Standard (Direct recruit)

47. Although this list would not separately identify those numbers joining specifically as a result of money spent under the Crime fighting Fund (essential to monitor that funds success) the numbers might continue to be separately supplied as part of the operation of that specific policy (which is currently planned to end in March 2003).

DATE JOINED POLICE FORCE

48. This field enables the 'Joining' field to be located in a particular time period. It should record the date at which the individual joined or rejoined the force in which they are now counted as being employed. It is not the date at which an officer first joined the police service (see below).

LEAVING

49. Where "joining" records new arrivals, "leaving" identifies staff wastage - not simply the total number but also, in a consistent manner, the reasons for leaving. The existing CDM item would suffice as a higher level grouping, identifying

- Normal retirement,
- Transfer,
- Death,
- Dismissal,
- Voluntary resignation and
- Medical retirement

50. However, there should be a second level beneath these categories allowing forces to identify specific reasons. For example, in the category "death" we would wish to separately identify deaths in the line of duty and other deaths; within "Voluntary

resignations" it would be desirable to identify those where the reason given was racism, say, or those who left whilst still on probation; within "Transfer" we would wish to know the numbers transferring to other Home Office forces, and those transferring to other police forces - such as the British Transport Police, MoD or perhaps another country's police service.

51. Some categories - in particular those relating to reasons for voluntary resignation - are likely to be subjective and therefore difficult to record consistently, completely or in such a way that the resulting data can be verified. This information need might be better met through bespoke research projects rather than routine management statistics. However, we propose that the following sub-categories be added to the above breakdown:

Within "Death": Died - whilst on active duty, and Died - other.

Within "Transfer": Transferred to other Home Office forces (e.g. the 43 forces of England and Wales or the national crime fighting organisations).

Within "Voluntary Resignation": Those who resigned whilst still on probation.

Additionally,

- Dismissals should include those officers who are "required to resign".
- Normal retirement should include those officers who were on secondment prior to retirement. They would therefore be recorded as leaving their seconded force, and having retired from their home force.

52. In addition, there is at present no agreed standard for the treatment of special constables who are no longer active but who have not formally resigned. Most forces will remove these individuals from their books after a period of time, but practice varies. Some forces remove special constables from their books after a year of inactivity; others do so if any individual performs less than 200 hours duty in a 12-month period. For the purposes of annual validation, it would seem reasonable to standardise this practice and it is here proposed that all forces do so on the basis that all special constables who are deemed to have been inactive for a period of 12 months be recorded as having voluntarily resigned.

SECONDMENTS

53. This data item would be used to identify those staff who continue to be employed by a force and therefore counted amongst their compliment, but who are working either in another force or perhaps for a central service, such as PITO, HMIC, NCIS, NCS or the new High Tech Crime Squad. It is important in this respect that the national total of officers on active duty within a particular force area corresponds to the sum of the individual forces plus the other Home Office forces, and that therefore secondees are not counted in their home force but rather within the force or central service in which they are working. They will however need to remain on the books of their home force, and counted against that force in the total numbers of staff employed, and therefore would need to be separately identified within the HR system.

DATE LEAVING TOOK EFFECT

54. This is necessary in order that we can match those joining and those leaving within a given time period to establish changes in force compliment.

DATE JOINED THE POLICE SERVICE

55. This field identifies the date an officer joined the police service (not force) and therefore will allow us to calculate length of service. Although not required routinely, this information is likely to be used to analyse the characteristics of those leaving the service, or the progression rates of ethnic minority staff or female staff, and so on. There currently exist detailed tables that are collected by HMIC on behalf of PRU to assist them in monitoring progress in implementing the "dismantling the barriers" report - a requirement only introduced last year. The tables require a breakdown for ethnic minorities and whites, and females and males, of the numbers leaving the service by length of service in individual length of service years.

SICK ABSENCE

56. This field would require forces to identify quantities of sick absence for staff in order that they might be calculated in total for any given period, and equated to Full-time equivalency. A standard formula for calculating sick absence will be supplied as part of the NSPIS system in order to prevent any lack of clarity over the treatment of shift working. The precise nature of the formula is currently under consideration by an ACPO sub-group led by Della Cannings at Cleveland Constabulary. The outcome of these deliberations will need to be agreed as soon as possible in order that the results can be incorporated within NSPIS HR. This data will be important in monitoring both the real police strength available in a particular area, and success in reducing the levels of absence due to sickness. For the former, it will be necessary to calculate sick absence on the same basis as full-time equivalency, and therefore establish a total count of sick absence in terms of proportion or number of contracted staff-years (rather than actual hours).

LONG-TERM ABSENCE

57. The NSPIS CDM item 772 should allow forces to identify a range of reasons for the long-term absence of staff currently employed by the force. For example: Sickness - due to assault; Sickness - non-assault; Special leave; Maternity/Paternity leave; Career break; Suspended from duty. In this context, long-term would need to be consistently defined as absences of more than 28 days.

58. It will also be necessary to calculate total contracted days lost due to long-term absence as well as numbers of staff on long-term absence at any point in time. It will be necessary to include in HR systems the start and end dates for any period of absence, although this would not be required centrally as it would make for a complex data set in which there could be many instances of absences for each individual. For national purposes, the calculated total full-time equivalent sick leave and numbers of staff on sick leave would suffice (see 'sick absence' above).

ASSAULTS

59. Each incident of an assault needs to be identified in order that we can track their extent and trends. This should differentiate between those assaults resulting in the death of the member of staff and serious assaults (which would correlate with categories referred to under 'leaving'), and more minor assaults.

APPLICATIONS

60. This category should be recorded consistently in order that the Inspectorate can analyse recruitment, and to support the work to establish National Standards for

recruitment to the police service, with particular regard to the speed and fairness of the process in forces. It will need to identify a standard method for recording the stage of application reached by a candidate, and the time between key stages of the application including start (by which it is meant, receipt of a completed application) and end dates in order that analyses can be carried out for specified time periods.

61. For example, if numbers are counted at the point at which an application is made, then the final outcome of the application for all candidates within the period is unlikely to be available at the same time as other data on staff numbers. If on the other hand, numbers are counted at the point at which an outcome (success or rejection at any stage) occurs then it is likely that some applicants who are rejected quickly would not be counted in the same period as the members of the same cohort who were eventually successful. NSPIS HR propose to include applications within the core personnel data even though it refers to individuals who are not yet employed by a force. This data would therefore be available to monitor by ethnicity, gender, disability and other factors if the information is recorded as part of the application process. Although **it is thought undesirable to monitor the process of applications as part of the routine statistical returns, information on this might be requested separately by HMIC and would focus on the numbers of applications and the final outcome.**

62. There are other issues relating to the development of National Recruitment Standards (NRS) to standardise processes in recruitment, assessment and selection. At each stage of the process there will need to be effective monitoring and evaluation in terms of age, gender, ethnicity and disability. Consequently, at each stage of development a new set of data needs to be recorded. At the moment, forces have different assessment processes and different "stages" and it will be difficult to incorporate this process into the broader national statistics requirement. In addition, PRU have been requested to monitor the national fitness test which will apply to new recruits from September this year. This information has been identified within the CDM and should be collected within the HR system.

TRAINING

63. HMIC wish to monitor attendance at specific training courses; the race relations Amendment Act will require Chief Constables to monitor the relative training benefits to all staff by ethnicity. Again, it is desirable that centrally defined and reliably collected, information is captured on HR databases. HMIC have reviewed their existing requirement for information on training and the new list of courses for which the number of officers who attended each course during the reporting period needs to be recorded, and which will therefore require incorporation in the CDM and NSPIS HR, is as follows:

National Investigation Foundation course
Investigative Interviewing courses
Regional Sergeants' courses, up to 6 months in rank
Regional Sergeants' courses, more than 6 months in rank
Regional Inspectors' courses
National Police Training custody officer programme
Crime prevention courses
Driving courses – completed
Driving courses – passed
Traffic Courses.
Unarmed Defensive Tactics training (Officer Safety Training in the MPS)
Rigid Cuffs training
Baton training
Diversity training
Basic Firearms training
Advanced Firearms training
Officers confirmed in the rank of constable
Officers who fail to complete initial training

64. In addition, HMIC have also developed a new reporting form for fitness test results, which is currently being discussed with ACPO. The proposal requests the numbers of new recruits who pass, fail or did not take the test, for all new recruits broken down by gender and ethnicity.

Forces covered by the new requirement

65. Currently, Home Office returns are requested from all 43 police forces in England and Wales, plus the National Criminal Intelligence Service (NCIS) and the National Crime Squad (NCS). It is understood that the reason for collecting data from NCIS and NCS is because although secondees from Home Office forces predominantly staffed them there was also some direct recruitment. It would appear to make sense to continue to collect the data from these forces but in order to present a full national picture, to ensure that returns are provided similarly by the British Transport Police (BTP) and the new High-Tech Crime Squad and any similar new national Home Office forces that are established.

66. It is recognised that there are other specialised policing resources in play, notably the separate police force operated by the Ministry of Defence, the Channel Islands forces and the various parks police. In addition, there are also other public sector and private sector security staff who operate in an official role, notably Local Authority traffic wardens but also increasingly others. It is recognised that it would be difficult and

complex to collect data on the full level of person resources involved in the national policing effort, and the cost of doing so might outweigh the benefits.

67. However, analyses of changes in police numbers should take into account the changing structure of policing and the availability of alternative models. It would seem, as a minimum, desirable to count those significant other forces, although not in the same level of detail as the main Home Office forces, and any large organisations that have been granted powers of arrest. The Home Office might therefore enquire as to the availability of a central list of such organisations and to require them to report on an annual basis their total number of employees with such powers. The Police Resources Unit should investigate this possibility.

68. DETR believe, and the BTP concur, that the British Transport Police should operate on the same basis as Home Office police forces. Unlike other non-Home Office forces, the BTP operate directly to protect members of the public and it therefore seems particularly appropriate that the Home Office publishes data on BTP numbers alongside the data on the Home Office forces. However, the figures for BTP should not be added to the overall national police strength without explanation, but rather they should be presented within their normal limited jurisdiction as are NCIS and NCS now. As BTP additionally covers Scotland then only those staff employed in England And Wales should be identified for these purposes, although the Scottish Executive will no doubt wish to collect comparable information for its own purposes. The same should apply to the new High Tech Crime Squad and any other new national forces.

69. However, it would seem unnecessary for the Home Office to report on any other non-Home Office forces aside from those with national responsibilities that involve the direct protection of the public. A list of some of the main non-Home Office forces is provided at Annex F.

Timetable for implementation

70. The analysis of the returns to the task force's questionnaire suggested that 9 forces were planning to adopt NSPIS HR within a year and a majority (60%) would be using the new NSPIS package within three years. The NMIS system was being centrally funded and was being rolled out now, with an aim of ensuring this was in place within all forces by April 2003 (when central funding was expected to cease). Clearly, the ability of the NSPIS systems to produce statistical data automatically will provide a strong impetus in support of their adoption.

71. Both NSPIS HR and NMIS will need to be adapted so that they are capable of supporting this new requirement. The task force, which includes representatives from NSPIS HR and NMIS, did not perceive this to be a problem. Currently, NSPIS HR is due to be available for full implementation before the end of 2001.

72. In the absence of the establishment of NSPIS HR in a force, or the inability of NMIS to collect the appropriate data from a force's legacy system, forces should as a minimum be expected to complete the summary returns (tables) listed in Annex H using their current systems. The precise format of these returns will need to be drawn up by the Home Office RDS and HMIC. As these returns are largely derived from the existing HMIC return this should not be overly burdensome on forces.

73. The proposals in this report more generally, by recommending the amalgamation of three separate requirements for data from police forces - those from RDS, HMIC and PRU - will also provide efficiency savings to police forces. The level of savings will vary

from force-to-force depending on the level of technology in use by the force and its flexibility in adapting to new requirements, however, it is anticipated that these savings will make the move to a consistent national requirement affordable. The main remaining issue is therefore when it would be most practical to move to the new system.

74. In line with the requirements for the national statistics, and a recommendation of the Review of Crime Statistics, this change should be made at the same time in every force. The task force considered that the new requirement for police personnel data should be issued to forces as soon as possible, with a view to its implementation in 2002. It is proposed that the first request for data in the new format be issued for September 2002, with the first new full annual requirement required for March 2003. The first full set of statistics on the new basis would therefore be made available in a Home Office statistical bulletin for the year April 2002-March 2003 in Summer 2003.

75. As part of the reconciliation between the old systems and the new, forces should be asked to provide total numbers broken down by key categories (such as rank, ethnicity and gender) so that the Home Office is able to confirm consistency between counts prepared under the old system and the new. It is accepted that certain counts will not be comparable, for example, where forces had previously counted full-time equivalents on the basis of whole and half posts rather than on numbers of contracted hours. It is also recognised that information collected under the old requirements may be inferior to that collected under the new. It would be for the Home Office RDS (with HMIC assistance) to satisfy itself that data is consistent and comparable, and to check any anomalies with the force concerned and seek an explanation.

Patterns of Crime Group
Crime and Criminal Justice Unit,
Home Office RDS

18th December 2001

List of Annexes

Survey of police forces

- Annex A** **Results from a Home Office questionnaire on police forces personnel data - January 2001**
- Annex B** **Summary of responses**
- Annex C** **Responses to questions 1-7 on current system capabilities**
- Annex D** **Different classification systems in use for key personnel data fields**
- Annex E** **Different classification systems in use for ethnicity data on police personnel**
- Annex F** **Non-Home Office police forces**

New requirement

- Annex G** **The Home Office specification for police personnel data (from 1st April 2002)**
- Annex H** **Summary of the proposed Home Office requirements for statistical returns on police personnel to replace current RDS Police Service Strength Return and HMIC personnel tables (from 1st April 2002)**
- Annex I** **Reconciliation of data**

Annex A

POLICE NUMBERS TASK FORCE

RESULTS FROM A HOME OFFICE QUESTIONNAIRE ON POLICE FORCES PERSONNEL DATA - JANUARY 2001

Questionnaires were sent to the 43 police forces in England and Wales and also the National Criminal Intelligence Service (NCIS) and the National Crime Squad (NCS). All responded. A copy of the questionnaire is at Annex A, and a summary of responses at Annex B.

COMPUTERISATION

All (45) forces have their personnel data held in a computerised database of some sort, although the types of systems used vary.

From these systems, 20 forces can produce figures automatically for *both* HMIC and RDS.

21 forces stated that they can automatically produce the statistics requested annually by HMIC for their annual statistical return and 22 can automatically produce the statistics requested on a six-monthly basis by RDS for the police service strength publication.

The remaining forces cannot produce figures automatically for either RDS or HMIC, but Avon and Somerset, Cumbria, Warwickshire, West Midlands, and Dyfed Powys are working towards doing so.

Police service strength data is requested as a snapshot picture at the end of the last month of the six covered by the return. Of the 23 forces able to produce data automatically for either the RDS or HMIC returns (20 could do both), 16 are able to back track their data, that is provide a picture at the end of the six month period at some later date. Seven of these forces, and 16 of the remainder, were only able to produce a snapshot at the end of the period to which the return applied but could not produce this figure again at a later date, due to data on the systems being added and amended. (see tree diagram - Annex C1)

A total of 28 force databases are capable of exporting data in a common flat file database format whether they are able to backtrack or not. Of those 23 forces that can produce figures for either the HMIC or RDS return automatically, 20 can export their data. This is important because if RDS received data on an individual rather than summary basis, it would be possible to audit the returns provided to us and assess their accuracy. Of the 22 forces who could not produce either HMIC or RDS return automatically, nine also claimed to be able to export data into such a form that it would be amenable to analysis on a record-by-record basis. Variation in the data standards applied within the different force systems does of course mean that such analysis would not be straightforward.

Qu: Could all forces be asked to complete an electronic return - either as an MS-Excel spreadsheet or as a direct output from their database?

Qu: Should forces be asked to supply data on disk to a defined specification e.g. one record per person listing data from those fields where consistent national standards were applied? (at present there are no fields where this is the case)

40 forces claim to be able to produce detailed breakdowns of staff numbers for management, and 32 of these were able to provide an example. The five that could not do this were: Cambridgeshire, Hampshire, Lincolnshire, North Yorkshire and NCIS.

DATA STANDARDS

A summary of the returns in response to questions 7 and 8 is attached (Annex D). Question 7 asked forces for details on their coding systems for rank, job types, full-time status, reason for leaving, and question 8 asked for the same on ethnicity.

From the returns we have analysed there is no apparent consistency in the recording of any of these variables on police force personnel systems. This is to be expected, as each force has developed its own systems independent of other forces.

RANK: The number of ranks recorded by forces ranges from a 9-code system (Cumbria, Essex, Staffordshire and West Midlands) to 145 separate ranks in the Metropolitan Police. Some of these differences will be accounted for by the inclusion of civilian ranks, but these too are not consistent. In contrast, the NSPIS Common Data Model [Class 57-93] uses a 20-code system.

Qu: Could all forces be asked to standardise on the NSPIS standard? Would the NSPIS standard need to change for this to become possible?

ACTIVITY: Job classification systems are wide-ranging and those that may have originated in a singular system appear to have been allowed to grow without structure. The simplest breakdown is the HMIC returns requirement for Operational, Operational Support, and Organisational Support. The largest number of job classifications were the 1000 in Avon and Somerset, which effectively appears to provide job title rather than any classification system. The NSPIS Common Data model [Job Class 1260] provides 75 specific job types in two levels of hierarchy, with 8 main groups at the top level: Chief Officers And Miscellaneous, CID, Direct Operational Support, Functional Support, Indirect Operational Support, Patrol, Planning and Performance, and Traffic.

Qu: Could all forces be asked to standardise on the NSPIS standard? Would the NSPIS standard need to change for this to become possible?

HOURS: Some forces record each post as either full-time or part-time, whilst others use the actual hours contracted to establish personnel numbers in the currency of full time equivalents. The latter would be more accurate. Some forces also use more complex coding systems that appear to have been designed with another purpose in mind. The NSPIS data item [1082] uses three categories: Full-Time, Part-Time and Job Share.

Qu: Could all forces move to a system which records contracted hours (e.g. average hours per week) which could then be used to calculate full-time equivalency?

WASTAGE: The coding systems for 'reason for leaving' appear to have grown in an ad hoc basis. No force uses the same system as any other. The NSPIS standard uses a six code structure: Normal, Retirement, Transfer, Death, Dismissal, Voluntary Resignation, Medical Retirement [Leaving reason Class 1067]. The highest number of codes reported was 100 (Merseyside) and from the returns one can see how forces might wish to use this field as an opportunity to record greater detail than the NSPIS standard appears to allow. Some forces have, for example, identified 'racism' as a reason for leaving. Conceptually, such reasons might be considered as a sub-category of 'Voluntary Resignation' in a two-level coding system. Similarly, 'Death' might cover deaths in service as well as other death. It is unclear what 'Normal' refers to in this context.

Qu: Could all forces be asked to standardise on the NSPIS standard? Would the NSPIS standard need to change for this to become possible?

SEX: The sex of officers and staff employed by a force should be uncontroversial. It is assumed that the 'unknown' category is allowed in certain forces simply due to timing - not all information being too hand when a record is first set-up? This is perhaps a process issue - but it would seem sensible for forces to seek to only record 'male' and 'female' and not to allow missing data to persist in their systems. Ensuring officers checked and corrected the standard opening elements of their own personnel files (by supplying them with a print-out) would be a simple way to enforce this.

SECONDMENTS: Question 9 asked about the recording of secondments. Excluding secondments to central services, NCIS and NCS, 25 forces (56%) reported that they seconded officers to other forces within England and Wales. 30 forces (70% of the 43, e.g. excluding NCIS and NCS) reported that they were able to record such secondments within their existing systems.

Qu: Should secondments between forces within England and Wales be separately counted if the seconded officer remains on their 'home' force payroll?

ETHNICITY

Question 8 asked forces to report on how the ethnic origin of their staff was recorded on their personnel systems. Of the 45 forces, 38 replied to this question and provided a breakdown of the ethnic groups currently used to count ethnic minority staff. All forces have a field for ethnicity within their personnel database but, surprisingly, there was little consistency in the recording of the ethnicity of police force staff. The number of codes used ranged from 5 to 17.

Twelve forces used a standard nine-point breakdown for ethnic origin: White, Black African, Black Caribbean, Black Other, Indian, Pakistani, Bangladeshi, Chinese and other.

Other categories used by some forces include: White European, Irish, Arabic, Asian, Oriental, Unknown and more. One force provided a return for 'nationality' rather than ethnicity. A total of 12 forces include categories pertaining to non-British white (Irish, European etc). A detailed summary of the codes currently reported to us is given at Annex E.

The NSPIS data standard at present includes a 4-point and 6-point system, both derived from the 1991 census. It is currently planned to change this in order to recognise the new 2001 census structure. Question 8(b) asked forces if they were planning to change their recording of ethnicity. 15 forces reported that they may be changing their system. Answers from 9 forces referred to the 2001 census as a reason for change (although answers suggest that forces are planning to make the change independently), and a further 3 forces stated that they would change their ethnicity breakdown in response to Home Office or HMIC instructions. Two forces stated that they were taking the NSPIS Human Resources product and therefore would fit with the standards within that system.

Qu: Those forces using more than one 'white' code should be asked to confirm that they are reporting only non-whites as ethnic minority in the figures they supply to RDS?

Qu: Should all forces (and NSPIS systems) be asked to report ethnicity according to a common standard, and be provided with a clear timetable within which to make the change to 2001-census standards?

FUTURE PLANS

Currently 27 forces (60%) are planning to adopt the NSPIS HR application whilst 11 are not and 6 are still undecided. Of the 27 forces planning to adopt NSPIS HR, 9 aim to do so within the 2001/02 financial year and 12 more to follow within three years (see Annex C3). This would mean that only a half of all forces would be using the same system for recording personnel data within three years.

These responses suggest that the Home Office will not be able to rely solely on NSPIS HR to provide consistent personnel data in the short-term, even if that system adopts the standards that are developed as a result of the Police Numbers Task Force. Any new standards and requirement would therefore need to be supported by existing personnel systems, or be capable of being met in other ways.

AUDITING

Questions 10-12 related to the management of personnel statistics within forces, and the ability of local BCU (Basic Command Unit) commanders to check the numbers of staff reported as being in their employ. The assumption made is that BCU commanders are best placed to confirm the accuracy of the number of staff reported as being on their payroll, rather than central personnel departments.

42 of the 43 forces confirmed that they were able to report staffing numbers for each BCU in their force. The only force unable to do so was the Metropolitan Police. The Met were able to produce aggregate numbers for each of its BCUs from its central system but the central system does not carry the HMIC person and function categories for individual members of staff. This particular data set therefore has to be collected from each BCU and collated centrally.

33 forces have their BCU commanders confirm that the figures prepared on police numbers are correct. In only five forces are BCU staff numbers not handled at BCU level (Derbyshire, Greater Manchester, North Wales, North Yorkshire and Staffordshire).

Forces were asked to report on whether BCU commanders were asked to confirm the accuracy of their staff numbers, and how the accuracy of their returns were checked. 34 forces confirmed that the BCU commanders were asked to confirm their staff numbers but 8 forces reported that they were not, and 2 more did not respond. The most common methods used by forces to confirm the accuracy of police numbers are: Regular meetings with distinct resource units; Check against payroll / finance / budget data; Summaries / strength returns sent to BCU commanders monthly.

Jon Simmons

Patterns of Crime Group

Research Development Statistics

April 2001

Annex B

Answers to Yes and No questions

Question	Yes	No		Not Known	blank	Other	% yes
1 Is your personnel data held in a computerised database?	45	0					100%
2 Is this data held in a DB in such a way that you are able to automatically produce the stats requested annually by HMIC on police numbers and their breakdown (e.g. according to the HMIC Annual Stats Return request for 2000-01)?	21	24					47%
3 Is this data held in a database in such a way that you are able to automatically produce the statistics requested twice yearly by the HO RDS Directorate?	22	23					49%
5a If you have answered YES to questions 2 and 3, are personnel statistics capable of being produced for any month, quarter, six-months and annual period in the past - or are your systems being constantly updated and therefore only able to count numbers at the time of asking (e.g. a snapshot)? (i) YES, CAN BACK TRACK* (ii) NO, CAN ONLY TAKE SNAPSHOT*	22	9			14		49%
5b Can the data held in your database be exported as individual records into a common flat-file database format (e.g. Excel, comma-separated or db4) with one record of data per person?	28	10			7		62%
6a Are you able to produce certain detailed breakdowns automatically, say in response to senior manager queries, but also produce summary information for each month or some other period (please specify) - e.g. for senior management?	40	4			1		89%
6b If so, please attach to this return an example of the summarised information produced routinely for management.	33	8			4		73%
7b Is your force planning to adopt the NSPIS human resources application,	27	11		6	1		60%
8a Please provide a full breakdown of the ethnic groups you currently include in your force's count of ethnic minority staff.	38	5			2		84%
8b Does your force have any plans to change this breakdown?	15	29			1		33%
8c Is ethnicity included as a core field on your HR database or is data on ethnicity held and counted separately? IN DATABASE / SEPARATE SYSTEM*	44				1		98%
9a Does your force second officers to other forces in England and Wales (e.g. separately to secondments to central services, NCS and NCIS)	25	19			1		56%
9b and can your force count such secondments as a distinct category?	32	5			8		71%
10 Please confirm that staffing numbers are available for each BCU as requested in the HMIC ASR.	42	1			2		93%
12a Are BCU Commanders asked to confirm as accurate the numbers of staff assigned to them and funded from their budget in the statistics you prepare on police numbers?	34	8			3	1	76%

Question	01/02	02/03		03+	n/k
7b WHEN Is your force planning to adopt the NSPIS human resources application?	9	6		6	6

Question	A	B	C	D	Other	Blank
11 Are BCU Commanders provided with (e.g. to check data held centrally) or asked to provide routinely (e.g. to contribute to central information) police number statistics? [a] YES, PROVIDED WITH* [b] YES, PROVIDE* [c] BOTH A + B [d] NO, NUMBERS ARE NOT H	19	5	9	5	5	2

**Personnel Data Questionnaire
Q1 - Q5**

Annex C1

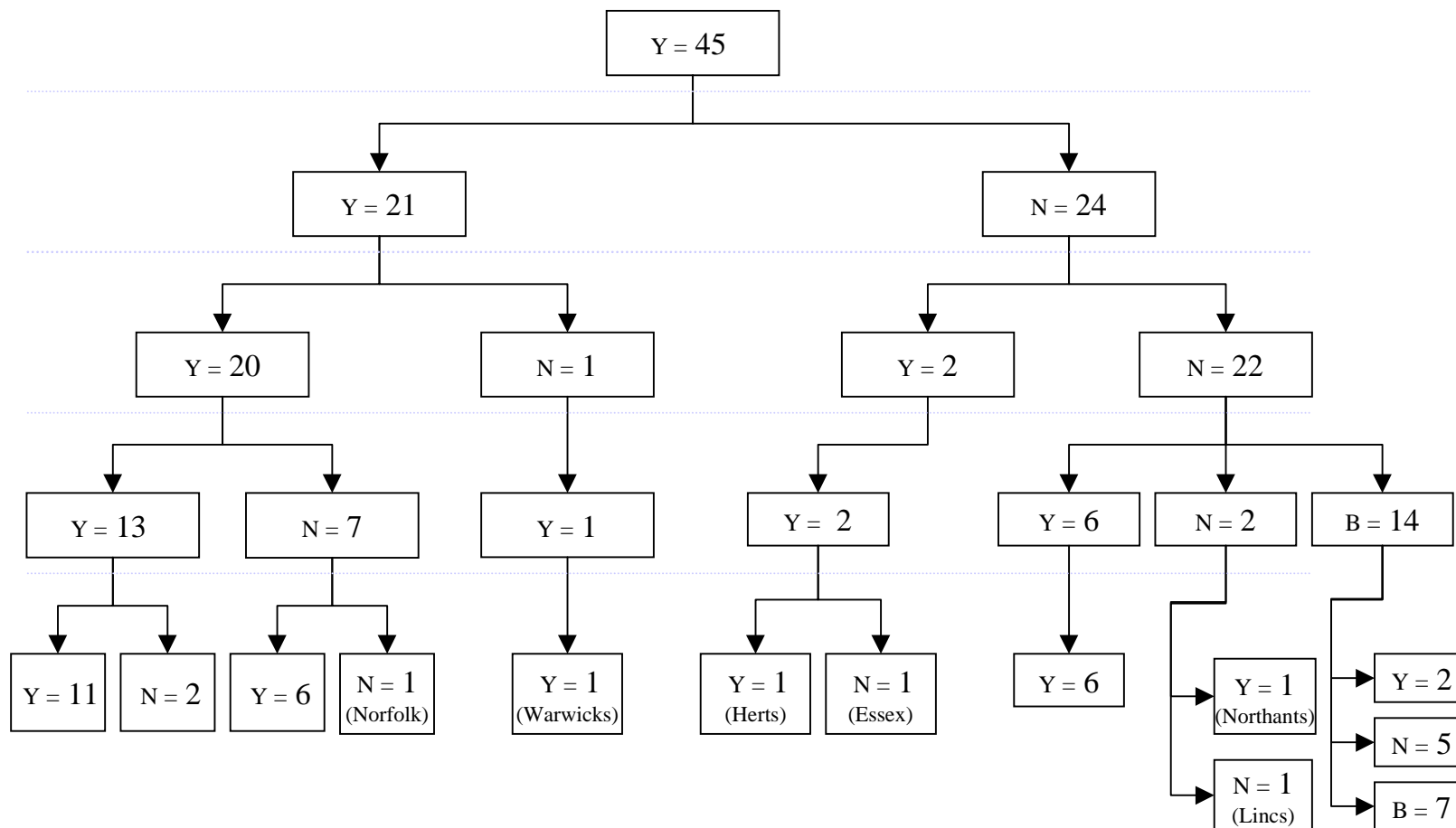
Q1. Is data held in a computerised database?

Q2. Can database automatically produce figs for HMIC?

Q3. Can database automatically produce figs for RDS?

Q5a. Can data be backtracked?

Q5a. Can data from database be exported as individual records?



Y=Yes
N=No
B=Blank

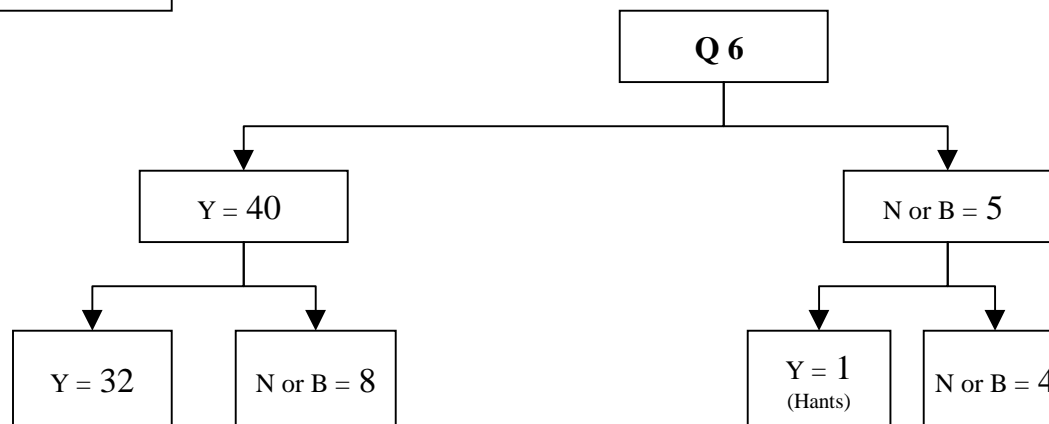
Y = Yes
N = No
N/K = Not Known
B = Blank

Annex C2

Personnel Data Questionnaire Q6 - Q7

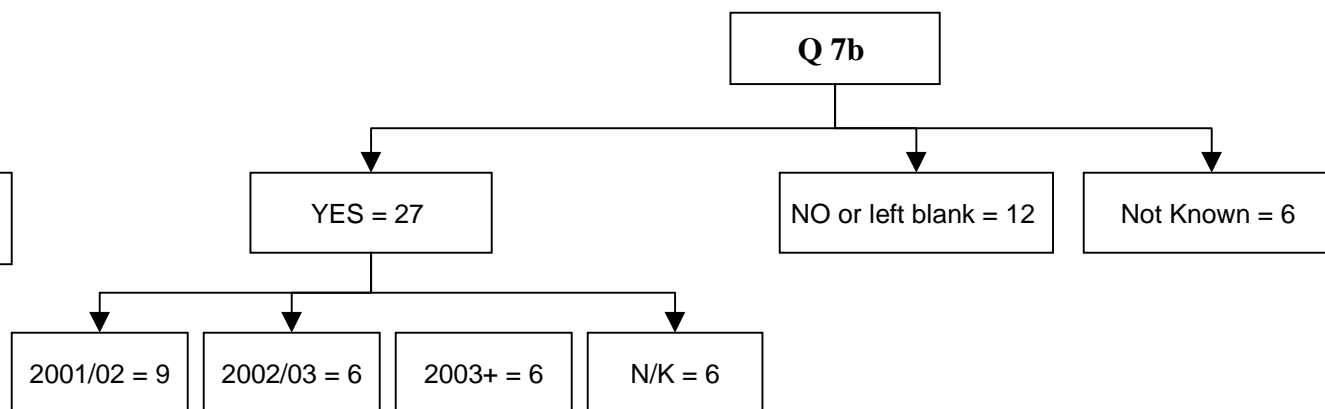
Q6a. Can detailed breakdowns be automatically produced in response to senior management queries?

Q6b. If so, has an example of the summarised info produced routinely for management been attached?



Annex C3

Q7b. Is your force planning to adopt the NSPIS HR application? If so, When?



Annex D

Number of different classifications (not exact)

	rank	job class	employ class	reason leave	sex	ethnic
Avon and Somerset	26	1000	22	40	m f	6
Bedfordshire	54	77	4	12	m f	9
Cambridgeshire	-	-	-	-	-	9
Cheshire	90	90	ft pt	50	m f u	9
Cleveland	-	-	-	-	-	-
Cumbria	9	-	7	12	m f	6
Derbyshire	-	-	-	-	-	9
Devon and Cornwall	14	150	-	60	m f	9
Dorset	-	-	-	-	-	12
Durham	-	-	-	-	-	9
Essex	9	-	-	-	-	10
Gloucestershire	94	429	-	50	m f	11
Greater Manchester	17	yes	yes	yes	yes	9
Hampshire	99	540	-	43	m f	9
Hertfordshire	60	210	-	21	m f	9
Humberside	55	-	-	12	m f	9
Kent	34	320	-	13	m f	5
Lancashire	17	-	-	50	-	9
Leicestershire	-	-	-	-	-	9
Lincolnshire	-	-	-	-	-	-
London	-	-	-	-	-	11
Merseyside	32	-	-	100	m f	10
Metropolitan Police	145	branchcodes	gradestatus	17	m f	6
Norfolk	24	63	10	13	m f	13
North Yorkshire	not yet provided					
Northamptonshire	82	-	-	31	m f	8
Northumbria	28	340	ft pt	54	m f	8
Nottinghamshire	110	-	120		m f u	?
South Yorkshire	15	37	-	-	m f	10
Staffordshire	9	630	ft pt js	26	m f u	7
Suffolk	30	136	-	19	m f	9
Surrey	31	158	ft pt	20	m f u	-
Sussex	34	70	-	9	m f	9
Thamesvalley	-	-	-	-	-	10
Warwickshire	yes	-	yes	yes	m f u	9
West Yorkshire	13	37 * 3	ft pt	53	m f u	13
Westmercia	21	-	4	25	m f u	17
Westmidlands	9	630	4	33	m f	9
Wiltshire	56	yes	ft pt	25	m f u	9
DyPw	15/12/10	12	hours wkd	13	yes	10
Gwent	75	157	hours wkd	24	m f	10
North Wales	63	3	ft pt	43	m f u	nationality
South Wales	105	420	hours wkd	31	yes	-
NCIS	-	-	-	-	-	-
NCS	yes	yes	yes	yes	yes	14

Lowest

9

3

2

9

2

5

Highest

145

1000

120

100

3

17

Annex E

	% forces giving details																												Total																		
NCS																													1	26	74%																
NCIS																														1	3%																
South Wales																														3	9%																
North Wales																														2	6%																
Gwent																														5	14%																
Dyfed Powys																													1	2	6%																
Wiltshire																														6	17%																
Westmidlands																														1	3%																
Westmercia																														2	6%																
West Yorkshire																													1	1	3%																
Warrickshire																													1	1	3%																
Thamesvalley																													1	1	3%																
Sussex																													1	1	3%																
Surrey																													1	1	3%																
Staffordshire																													1	1	3%																
South Yorkshire																													1	1	3%																
Nottinghamshire																													1	1	3%																
Northumbria																													1	1	3%																
Northamptonshire																													1	1	3%																
North Yorkshire																													1	1	3%																
Norfolk																													1	1	3%																
Metropolitan Police																													1	1	3%																
Merseyside																													1	1	3%																
London																													1	1	3%																
Lincolnshire																													1	1	3%																
Leicestershire																													1	1	3%																
Lancashire																													1	1	3%																
Kent																													1	1	3%																
Humberside																													1	1	3%																
Hertfordshire																													1	1	3%																
Hampshire																													1	1	3%																
Greater Manchester																													1	1	3%																
Gloucestershire																													1	1	3%																
Essex																													1	1	3%																
Durham																													1	1	3%																
Dorset																													1	1	3%																
Devon and Cornwall																													1	1	3%																
Derbyshire																													1	1	3%																
Cumbria																													1	1	3%																
Cleveland																													1	1	3%																
Cheshire																													1	1	3%																
Cambridgeshire																													1	1	3%																
Bedfordshire																													1	1	3%																
Avon and Somerset																													1	1	3%																
White																													1	26	74%																
White UK																														1	3%																
White Irish																														3	9%																
White Other																														2	6%																
Irish																														5	14%																
European																														1	3%																
White European																														2	6%																
Other European																														6	17%																
Dark European																														1	3%																
																														2	6%																
Mixed																														1	3%																
Arabic																														4	11%																
Black																														3	9%																
Black African																														29	83%																
Black Afro-Caribbean																														4	11%																
Black Caribbean																													1	29	83%																
Black Other																													1	30	86%																
Black Asian																														1	3%																
Asian																													1	8	23%																
Indian																													1	30	86%																
Bangladeshi																													1	28	80%																
Pakistani																													1	30	86%																
Chinese																													1	31	89%																
Asian - chinese/japanese																														1	3%																
Oriental																														3	9%																
Other																													1	31	89%																
Unknown																														4	11%																
Unclassified																														1	3%																
not given/declined																														7	20%																
	6	9	9	0	0	6	9	9	12	9	10	10	9	9	9	9	5	9	9	0	11	10	6	13	0	8	8	0	10	7	9	0	9	10	13	0	9	9	10	10	0	0	0	0	14	323	35

Annex F

NON-HOME OFFICE POLICE FORCES

There are some 21 non-Home Office forces that PRU are aware of. By a police force we mean, “a body of people attested as constables.” By non-Home Office, we mean those not covered by the 1996 Police Act. Home Office interest in non-HO forces focuses on maintaining an efficient and effective working relationship between them and HO forces, and in delineating clear areas of jurisdiction, responsibility and accountability. A list of the non-Home Office forces that we know of runs as follows (with approximate numbers of constables in brackets, where known):

Ministry of Defence Police	(3800)
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British Transport Police	(2073)
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UK Atomic Energy Authority Constabulary	(500)
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Royal Parks Police	(155)
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Borough Parks Police

Wandsworth Parks	(47)
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Greenwich Parks	(28)
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Epping Rangers	(18)
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Kensington and Chelsea Parks	(15)
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Ports, Tunnel and Airport Police

Port of Liverpool	(66)
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Port of Dover	(52)
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Port of Felixtowe	(29)
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Port of Bristol	(24)
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London Port of Tilbury	(12)
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Tees and Hartlepool	(13)
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Falmouth Docks	(4)
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Belfast Harbour	(19)
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Larne Harbour	
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Mersey Tunnel	(16)
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Belfast Airport	
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University Police

Oxford University Police	(40)
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Cambridge University Police	(16)
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In addition the Armed forces have their own police forces, although they are not regarded as non-Home Office forces since they do not have the power to swear in constables. They are the Royal Military Police, Royal Marines Police, Royal Navy Regulating Board and RAF Police

There are also a large number of bodies that are empowered to set up private police forces. For example, local councils can independently set up parks police under local Act provisions. The Home Office does not have to be consulted over the creation of these forces and hence no central register of ‘police’ forces’ is kept.

To compile a comprehensive list would involve approaching all those bodies with power to appoint constables

to ask whether they had done so. Work done by colleagues in PRU/PSMU looking at police visibility included an exercise to try and identify which organisations could be said to fall within the 'extended police family', but the results have not yet been analysed and may not in any case be of much assistance here. The current HO line on non-HO forces is the management and operation of non-HO forces is a matter for the organisations which run them.

Statistics on Non-HO Forces

As mentioned above, non-HO forces can be set up without any obligation to consult the Home Office. Responsibility for the various non-HO forces rests with a number of Government Departments and local authorities. With regards to the three largest forces, British Transport Police are under the aegis of DETR, MDP the Ministry of Defence and the UKAEAC the DTI.

PRU are not therefore in a position to provide details on what statistics are presently collected about the strength and make-up of non-HO forces, how frequently and on what basis (as you can see for some forces we lack even basic manpower figures). We would have to approach each sponsor department separately (we note that paragraph 43 of the draft report recognises that it would not be practical to collect data on the full level of specialised policing resources, such as the MOD Police).

Police Resources unit

Home Office

13th June 2001

Annex G - Data requirement

DATA ITEM	DATA CONTENT (CDM item number where available)	COMMENTS	CORE PRODUCT	PARAGRAPH
CONTRACTED HOURS	CONTRACTED_HOURS (1084)	As per NSPIS CDM. Weekly, to two decimal places e.g. nn.nn - therefore can be used against head count to calculate FTE	FTE equivalents	22
GENDER	SEX_CODE (60)	Male or Female only. NSPIS CDM table SEX_CODE (60) includes 'unknown'. This should not be a permitted value for police forces' own personnel.	Gender breakdown	23
DISABILITY	PERSON_DISABILITY_CLASS (1079)	As per NSPIS CDM. 1079 once updated to reflect the new requirements under the DDA. Although the individual class of disability would be recorded, and would be available for ad hoc analysis, reporting would be on the basis of a simple breakdown of able-bodied and disabled.	Numbers of disabled staff	24
RESTRICTED DUTY	Normal Duty Restricted hours Restricted tasks		To monitor staff who are not fully available for front line police activity	28
AGE	PERSON_DATE_OF_BIRTH (13)	As per NSPIS CDM.	Age breakdown, Age to retirement, Age at time of promotion, Age at time of leaving, Age at time of appointment	29
RANK	(a) RANKS (b) SUPPORT STAFF - PERMANENT (c) SUPPORT STAFF - CONTRACT (d) TRAFFIC WARDENS (e) SPECIALS	NSPIS CDM POLICE_OFFICER_RANK (57, 93) provides a 20 rank standard breakdown for RANKS, but does not include a standard breakdown for SUPPORT STAFF ranks. It is proposed that we adopt the standard "job families" for support staff once these are available, but in the meantime, forces will need to identify these staff separately. SUPPORT STAFF would include only those directly employed by police forces, and therefore exclude staff in quasi-policing functions who are employed by Local Authorities. CONTRACT STAFF would need to be recorded separately from permanent civilian staff. Those staff that are SPECIAL CONSTABLES would also need to be separately identifiable as would TRAFFIC WARDENS. GRADE/RANK_CLASS [1477] is likely candidate for these purposes.	6-fold grouping of ranks, as per current HMIC return; Count of civilians (ideally - when crosstabulated with function to identify those working in particular areas); Count of Special Constables.	30
DATE APPOINTED TO RANK	PW_GRADE/RANK_DATE_START (805)	As per NSPIS CDM. 805 is the date from which a POLICE WORKER's grade or rank was effective.	To calculate numbers of promotions by rank within a given period.	35
FUNCTION GROUP	POLICE_JOB_CLASS (1260)	As per NSPIS CDM. As per HMIC 3-fold classification: Operational, Operational Support and Organisational Support. 1260 now contains this breakdown. QUERY whether there is any capacity to associate percentages of jobs with different functions?	To assess proportions of staff on front-line duty (not currently published)	36
FUNCTION	POLICE_JOB_CLASS (1260)	As per NSPIS CDM. Class 1260 now updated to reflect HMIC 62 (64) point classification drawn up in 1999 by HMIC, the Home Office and ACPO, approved by ACPO in October 1999 and first collected by HMIC for 2000/01. This is the agreed new standard and NSPIS systems should be updated to take this into account.	To analyse variety of functions resourced within a force (for inspection - not currently published)	37
DIVISION	Basic Command Unit name; or Corporate Services/HQ	As per NSPIS CDM. With the recently released v8.2 of the NSPIS CDM, which updated class 1260, the separation between BCU based staff and HQ or corporate (central) service staff now appears to have been introduced. However, a separate field (POLICE_JOB entity) is needed to additionally identify a named BCU in order that numbers of staff can be counted for each BCU.	Needs to be held and available for ad hoc analysis, e.g. for BCU inspection and to compare resourcing of central services within a force	40
ETHNICITY	As per 2001 census: 16+1 self-assessed categories. A RFC is currently being considered for NSPIS.	As per NSPIS CDM. Not currently included in NSPIS CDM but work is in hand to address this following the requirement to introduce a standard framework for recording ethnicity across the CJS by the end of 2001	For ethnicity breakdown. For publication purposes this is likely to be summarised in the 5+1 higher level 2001 census groups.	42
JOINING	JOB_APPLICATION_TYPE (1073)	As per NSPIS CDM. JOB_APPLICATION_TYPE (1073) identifies eight categories: Special Constabulary, Civilian Transfer, Civilian Rejoining, Civilian Standard, Police Transfer, Police Rejoining, Police Accelerated Promotion Scheme and Police Standard Direct Recruit. Those staff rejoining should exclude any staff recorded as still employed by a force although on long-term leave of absence.	To analyse origin of new entrants to the force	45
DATE JOINED POLICE FORCE	PW_INV_ORG_POST	PW_ORG_POST_DATE_START (764) captures the date on which a POLICE WORKER starts a Police job, not necessarily the date on which the officer joined that force.	To calculate numbers of new recruits to a particular force by origin within a given period.	47

Annex G - Data requirement

DATA CONTENT				
DATA ITEM	CDM item number where available)	COMMENTS	CORE PRODUCT	PARAGRAPH
LEAVING	An expanded form of the current NSPIS entity: PW_LEAVING_REASON_CLASS (1067) using an amended EVENT_CLASS (117)	NSPIS CDM Class 1067 includes 6-types at the top level: Normal retirement, Transfer, Death, Dismissal, Voluntary resignation, Medical retirement. There needs to be a second level to identify the reasons for leaving within certain of these categories - in particular within: - deaths (to distinguish deaths in service and others); - transfers (to identify separately those transferring to other HO forces, and those transferring to Scotland, Northern Ireland and non-Home Office forces in England and Wales, or abroad). This also needs to incorporate a consistent treatment for specials (proposed that those who are inactive for 12 months be considered as having resigned).	To analyse wastage of staff from the force, and the reasons. To analyse secondments - and in particular to accurately reflect those officers no longer effectively available for frontline duty in England and Wales.	48
SECONDMENTS	Secondments to: - NCIS - to a central service e.g. HO, PITO, HMIC - to other England and Wales forces counted by HO - to other non-HO forces e.g. BTP, MOD etc and international (incl. Scotland and NI) - any other	This field may be a second (but temporary) category of 'LEAVING'. Those seconded to other England and Wales forces should be counted substantively in the ranks of the force to which they are seconded, in order to reflect properly the total frontline effort in a force.	Total secondments to NCIS, NCS, the High Tech crime Squad and BTP would be reported by those forces.	52
DATE LEAVING TOOK EFFECT	PW_LEAVING_DATE (1360)	As per NSPIS CDM. 1360 is the date on which a POLICE WORKER ceased to be employed by the Police Service.	To calculate wastage figures by type within a given period.	53
DATE JOINED POLICE SERVICE	PW_SERVICE_DATE_START (1060)	As per NSPIS CDM. 1060 is the date on which a POLICE WORKER first joined the Police Service.	To calculate length in service - required in year bands for Dismantling the Barriers return	54
SICK ABSENCE	As per calculation for NSPIS HR	Work being led by Della Cannings in Cleveland for NSPIS HR Project under the auspices of the ACPO Joint Working Group on Organisational Health, Safety and Welfare will define method. However, this data item may therefore not be available immediately (HMIC suggest it will take at least a year to develop).	To measure sick absence levels, and to use in calculating real 'frontline' numbers.	55
LONG-TERM ABSENCE	PW_AVAIL_STATUS (772)	PW_AVAIL_STATUS (772) will be able to supply the relevant breakdown, if suitably modeled	To measure sick absence levels and other absences, and to use in calculating real 'frontline' numbers.	56
ASSAULTS	EVENT_CLASS (117) remodelled to include: Assaults - Resulting in Death (need to equate to LEAVING categories) Assaults - Resulting in Serious injury (need to equate to LONG-TERM ABSENCE categories) Assaults - Resulting in Minor injury	Assaults (and their date) need to be recorded. Deaths should be cross-related with data on deaths by reason under 'LEAVING'. Serious injuries resulting in absence from duty should be cross-related with data on Long-term sick leave - due to assault under 'LONG-TERM ABSENCE'.	To analyse numbers of assaults against officers within a given time period.	58
APPLICATIONS	JOB_APPLICATION_STATUS (1075) and JON_APPLICATION_STATUS_DATE (1359) would provide: a) DATE Application form received b) DATE OF SIFT, INTERVIEW or SHORTLIST stages (as appropriate) c) DATE OFFER MADE d) DATE OFFER ACCEPTED Required for applications to become a police officer only (e.g. not civilians)	This data would need to be broken down by ethnicity, disability and gender as well as the key stages of the process: APPLIED (e.g. submitted a completed application), INTERVIEWED, ACCEPTED, JOINED. The numbers recorded as JOINED should be identifiable amongst those recorded as JOINING the force in the main personnel data. It is unclear whether the NSPIS HR will hold the dates for each of the main stages in an application process or only the latest stage e.g. if an applicant was rejected, the system would only record "rejected" and could not record each stage in the process. Counts of this data will need to be available as at the date applied and also on the date of outcome, and analysis should note the possible mis-match between periods for different types of outcomes.	To analyse success in recruitment, speed of recruitment, and fairness in treatment of applicants.	59
TRAINING COURSES ATTENDED	New item - as per list supplied by HMIC	Numbers of training course attended are an HMIC requirement	Inspection	62

Annex H - Tables

[Suggested structure of summary returns - on paper or in Excel spreadsheet]
Columns and rows comprise the full breakdown for each data item unless otherwise specified

* HEADCOUNT (FTE) = Total headcount, and total equivalent FTE

Product	Table	Column	Row	Sub-row (currency)	Frequency	Notes
HOSB	1	GENDER X2, HEADCOUNT (FTE)*	RECONCILIATIONS <i>plus a separate count of numbers of ethnic minority staff</i>	RANK	Quarterly	Previous period's totals reconciled with totals entered in tables for current period
HOSB	2A	RANK X10	ETHNICITY	GENDER, HEADCOUNT (FTE)	Annual	RANK X10 in all tables (except Tables 8 and 9A) means as summarised into 6 HMIC categories (ACPO, Supers, CIs, Inspectors, Sgts and Constables) plus civilian SUPPORT STAFF - separately contract and permanent, TRAFFIC WARDENS plus SPECIALS, these being simple totals until a standard breakdown is available. That is, 10 data items in total.
<i>new for HOSB</i>	2B	RANK X10	DISABILITY	GENDER, HEADCOUNT (FTE)	Annual	DISABILITY would be a simple 2-fold breakdown of able-bodied (or not specified), and those who recorded a disability.
HOSB	3	RANK X10	JOINING	GENDER, HEADCOUNT (FTE)	Quarterly	JOINING supplies source
HOSB	4	RANK X10	LEAVING	GENDER, HEADCOUNT (FTE)	Quarterly	LEAVING supplies reasons for leaving
HOSB	5	RANK X10	SECONDMENTS	GENDER, HEADCOUNT (FTE)	Annual	
<i>new for HOSB</i>	6A	RANK X10	LONG-TERM ABSENCE	GENDER, HEADCOUNT (FTE)	Annual	LONG-TERM ABSENCE supplies reason for absence
<i>new for HOSB</i>	6B	RANK X10	SICK-ABSENCE	GENDER, FTE only	Annual	FTE equates to staff years
<i>new for HOSB</i>	7	RANK X10	ASSAULTS	GENDER, HEADCOUNT only	Annual	ASSAULTS supplies deaths, serious and minor
<i>new for HOSB</i>	8	RANK totals	BCU	FUNCTION GROUP, HEADCOUNT (FTE)	Annual	RANK totals = total Police ranks, total support staff ranks and total specials. BCUs should also show HQ and central functions separately in order that the total number of staff equates to the total employed.
<i>PRU Dismantling the Barriers return</i>	9A	RANK totals, GENDER	LEAVING, ETHNICITY totals,	LENGTH OF SERVICE X5, HEADCOUNT only	Annual	ETHNICITY totals are "White" and "All Ethnic Minority" only; LENGTH OF SERVICE X5 grouped as: - Less than 6 months, - 6 months to less than 2 years, - 2 years to less than 5 years, - 5 years to less than 10 years, - 10 years and over.
<i>PRU Dismantling the Barriers return</i>	9B	RANK X10	LENGTH OF SERVICE, GENDER, ETHNICITY totals	HEADCOUNT only	Annual	LENGTH OF SERVICE is grouped as: - Less than 6 months, - 6 months to less than 1 year, 1 year to less than 2 years, 2 years to less than 3 years, ...and so on in 1 year intervals, until: - 35 years or over
<i>HMIC Additional requirement</i>	10	RANK X10	PROMOTIONS, GENDER, ETHNICITY totals	HEADCOUNT only	Annual	PROMOTIONS would be calculated by rank as the number whose DATE APPOINTED TO RANK fell within the period covered by the return
<i>HMIC Additional requirement</i>	11	FUNCTION GROUP,	FUNCTION, CIVILIANS total, OFFICERS total	HEADCOUNT (FTE)	Annual	To provide a detailed breakdown of all 75 functions by the 3 function groups; CIVILIANS total - would be a single number of the total number of civilians, specials in each function; OFFICERS total - would be a single number for the total number of officers in each function. In future, it may be possible or this detailed breakdown of ranks by functions to be analysed through a database of information rather than through this summary statistical return.
<i>HMIC Additional requirement</i>	12	GENDER, ETHNICITY	APPLICATIONS	HEADCOUNT only	Annual	HMIC require a breakdown of applications and interviews, as per the APPLICATION field. Base at total number of applicants within the period of the return and their subsequent outcomes (but potential problems if the recruitment process has not run its course by the end of the period. Similarly, using a base of outcome from application in period would confuse numbers who were rejected early with those seeing the whole process through, and possibly falling into a later period).

Annex I - Reconciliation

Each reconciliation should be broken down by gender and rank, therefore showing the effect of promotions as well as recruitment and wastage, and by Headcount or FTE as appropriate. They should be drawn from data in other tables, and should be able to compare totals in all tables and ensure that these are equal.

NUMBERS OF STAFF EMPLOYED (HEADCOUNT) =		TOTAL NUMBER IN RANK AT START OF PERIOD (<u>Total from previous return</u>)
	<i>PLUS</i>	NUMBERS JOINING DURING PERIOD
	<i>MINUS</i>	NUMBERS LEAVING DURING PERIOD
	=	TOTAL NUMBER IN RANK AT END OF PERIOD

FULL TIME EQUIVALENTS =	TOTAL FOR ALL STAFF OF CONTRACTED HOURS DIVIDED BY STANDARD HOURS
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NUMBERS OF STAFF EMPLOYED AND AVAILABLE FOR DUTY		<u>HEADCOUNT</u>
	<i>MINUS</i>	NUMBERS ON SECONDMENT
	<i>MINUS</i>	NUMBERS ON LONG-TERM ABSENCE

NUMBERS ACTIVELY ON DUTY =		<u>FULL TIME EQUIVALENTS</u>
	<i>MINUS</i>	NUMBERS ON SECONDMENT (FTE)
	<i>MINUS</i>	NUMBERS ON LONG-TERM ABSENCE (FTE)
	<i>MINUS</i>	TOTAL SICK ABSENCE (calculated to FTE)

TOTAL NUMBER OF ETHNIC MINORITY OFFICERS	FTE and headcount, in order to monitor progress against the recruitment targets
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The above reconciliations aim to establish routine counts to enable a comparison between total compliments of staff and the total available for deployment. These would be reported on a quarterly basis.

In addition, an additional reconciliation table should be designed to sit alongside the full annual return which contains sufficient reconciliations between the totals recorded in each subsequent table to confirm the consistency of the totals provided across all the tables.