



OPCC

Office of the Police &
Crime Commissioner
for Gloucestershire

AUTHOR: Chief Finance Officer, Peter Lewis

SPONSOR: Chief Executive, Ruth Greenwood

DECISION NUMBER: 06/2024
(to be completed on approval)

SUBMITTED TO: Police & Crime Commissioner for Gloucestershire

SUBJECT:
Recruitment of Police Staff to the Office of the Police and Crime Commissioner

EXECUTIVE SUMMARY:

This report presents a suggested methodology for dynamically prioritising the recruitment of police staff to either vacancies or new posts throughout 2024/25

RECOMMENDATION:

It is recommended that this proposal to manage police staff vacancies within the OPCC is endorsed by the Police and Crime Commissioner's Governance Board.

OUTCOME/APPROVAL BY:

Signature:

Date: 29.02.24

Police and Crime Commissioner for Gloucestershire

Public Access to Information

Information in this form and associated reports is subject to the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011. Where it has been indicated that this is a decision of significant public interest, all of this form except Part Two will be made available on the website of the OPCC.

Any information that should not be automatically available on request should not be included in Part One but instead on a separate Part Two form.

Is this a decision of significant public interest?

This includes a decision with any impact on the community, expenditure in excess of £50,000, or any decision that would be of obvious interest to the media or the general public

Yes – the impact on the budget is greater than £50,000

Is there a Part Two form?

This section should only include information that, if published:

- a) would, in the view of the chief officer of the police, be against the interests of national security;*
- b) might, in the view of the chief officer of police, jeopardise the safety of any person;*
- c) might, in the view of the chief officer of police, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or*
- d) is prohibited by any enactment.*
- e) breaches commercial sensitivity*

No

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	Comments including who has approved the report if applicable
Has legal advice been sought on this submission if required?	No
Has the Chief Finance Officer been consulted, if required?	Yes – author of the report
Have equality, diversity and human rights implications been considered, as appropriate?	These will be considered as part of each decision made within the suggested process
How is the recommendation consistent with the objectives of the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	The process has been discussed with the relevant staff bodies through the Constabulary mechanisms
Has communications advice been sought on areas of likely media, community, staff or partner interest and how they might be managed?	No

Have all relevant implications and risks been considered?	Yes
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PART ONE – For publication

1. Purpose of the report

During the development of the budget for 2024/25, it was necessary to put in place a process to manage dynamically the recruitment of police staff to vacancies that occur during the year. The target saving, beyond the 7% vacancy factor that was already in place, is £3.6m, increasing the vacancy factor to approximately 14% of pay.

The Constabulary has put in place a rigorous scrutiny process to ensure that each vacancy is carefully reviewed to determine how swiftly it should be filled. This process not only compares vacancies against each other, but also vacancies against new posts that are identified as being required to meet additional demands upon the Constabulary. Hence, if a new post is deemed to be of a higher priority than filling an existing one, then it will leap ahead. This priority ranking is reviewed monthly.

Neither vacancies nor new posts arising in the OPCC are being considered through the Constabulary's RMP process, but the OPCC will undertake its own process in order to ensure that it contributes to the savings target identified in the budget process

2. Background

It is proposed that the OPCC:

- Does not put its vacant posts and new posts through the Constabulary's RMP process;
- Does accept its share of the overall savings generated by dynamically managing vacancies, which is £230,000 (against a staff budget of £2.185m; 10.5%);
- Does implement a monthly vacancy review process, based upon the same principles as adopted by the RMP;
- Does recognise that, depending on where vacancies fall and are held, there might be a negative impact on service levels to either the Constabulary, partners or the residents of the County;
- Notes that should there be difficulty in delivering the £230,000 target, then funding may need to be surrendered from non-pay budgets to make up the deficit.

Factors to be used in determining whether a post is filled swiftly or later include:

- Is the post externally funded
- Does the post undertake a mandatory function
- Impact of delayed recruitment
- Impact on financial efficiencies and/or income generation
- Size of team, including proportion of vacancies, within which the post sits;
- Could the role be performed part time?;
- Is there any plan for restructuring the team?

3. Recommendation

It is recommended that this proposal to manage police staff vacancies within the OPCC is endorsed the by Police and Crime Commissioner's Governance Board.

4. Financial and resource implications

As set out in the report

5. Risk assessment

As indicated in the report, there is a risk that vacancies held for a longer than normal time will impact the quality and/or quantity of service offered by the OPCC.

6. Equality & Diversity impact assessment

The equality and diversity impact will be considered as part of each decision about which posts to recruit and how swiftly.

7. Environmental impact assessment

Not required

8. Consultation

This methodology has been discussed with the relevant staff bodies through the Constabulary.

9. Discussed with Communications & Engagement

Not undertaken prior to this report being presented to the PCCGB, but representations can be made at the meeting.

10. Conclusion

The methodology suggested in this report, for the recruitment of police staff vacancies in the OPCC, should be implemented.

SPONSORING BOARD MEMBER APPROVAL

Name: Peter Lewis

Job title: PCC's Chief Finance Officer

Signature:



Date: 19 February 2024

CHIEF EXECUTIVE APPROVAL

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:

Spencerwood

Date: 19 February 2024