

GUIDANCE NOTES

1. This monitoring template aims to capture anonymous information pertaining to those people who work for the Scottish Police Service (inclusive of all Forces/SPSA) including police officers, police staff, special constables and cadets. Figures from all the Scottish Forces/SPSA are added together before being reported to ACPOS. No individual Force/SPSA information will be made available without prior consent of that Force/SPSA to ensure no individuals are identifiable through these figures. Any information that could identify an individual will not be published.

2. Please note that when the relevant Force Name is added to section 1.1 (Staff Profile) the rest of the sections will automatically update.

3. Figures are headcount.

4. Figures include those on a temporary contract but do not include agency workers.

5. Figures include individuals on any service break including career breaks, maternity leave etc.

6. Police officers and police staff seconded to SPSA, SCDEA etc will be counted by their home Force and will not be counted by SPSA.

7. Figures include individuals employed by Forces through partnership funding.

8. Rank breakdowns include the relevant detective ranks (e.g. sergeant includes police sergeants and detective sergeants). Temporary ranks will be included in their current rank (e.g. temporary sergeant will be counted as sergeant) and acting ranks will be included under their substantive rank (e.g. acting sergeant will be counted as constable).

9. Police Officer Promoted Posts includes all officers currently at the rank of sergeant or above. Temporary promotions will be counted in their current rank (e.g. temporary sergeant will be counted as sergeant). Acting ranks will not be counted as a promotion (e.g. acting sergeant will be counted as constable). This information will automatically update on the template (under 1.1 Staff Profile) once the rank fields have been populated.

10. Figures for Total Minority Ethnic includes those who self classify themselves as African, Bangladeshi, Caribbean, Chinese, Pakistani, Indian, Mixed, Other Asian Background, Other Black Background or Other Ethnic Background. White figures include those who self classify themselves as White English, White Irish, White Scottish, White Welsh, Other White British or Other White Background.

11. Service level groups are as follows, 0-2 years includes those up to 2 years 364 days, 3-5 years includes those with 3 years 0 days - 5years 364 days, etc.

12. Age groups are as follows, 16 - 24 years includes those from 16 years 0 days to 24 years 364 days, 25 - 34 includes those aged 25 years 0 days to 34 years 364 days, etc.

13. Disability figures include those who have self disclosed their disability or where its been identified through another source such as the Occupational Health Provider, Recruitment Process etc.

14. Sexual Orientation profile is based on self classified information.

15. Religion or Belief profile is based on self disclosed information. Christian religions includes those who have self disclosed as Church of Scotland, Other Christian or Roman Catholic. Other religions include those who have self disclosed as Buddhism, Hinduism, Islam/Muslim, Judaism/Jewish, Other or Sikhism.

16. Police staff progression section includes all members of police staff who have applied and been successful in moving into a higher graded post.

17. Leavers include all those who have left the police Force/SPSA and also those who leave a specific employee type (e.g. special constable who resigned from specials to be appointed as a regular officer). Forces/SPSA should identify what reasons for leaving have been included under each of the overall headings within the template within 5.4 Leaver Notes to ensure consistency of recording.

18. All requests for a change in working pattern will be recorded including requests to amend a current flexible working pattern and whether they have been approved or refused.

19. Grievance figures include all completed grievances within the reporting period.

20. A notes page is located at the end of the workbook so that if a force/SPSA feel that an explanation is required to support or explain any of the figures provided it can be done under the relevant heading within the Notes section.

CENTRAL SCOTLAND POLICE

1. FORCE PROFILES

1.2 Service Profile - as at 31 March 2010

Years Police Service	Police Officers		Police Staff		Special Constables	
	Total	%	Total	%	Total	%
0- 2 years' service	140	16.00	128	32.24	42	42.86
3-5 years' service	110	12.57	76	19.14	37	37.76
6-10 years' service	148	16.91	66	16.62	11	11.22
11-15 years' service	134	15.31	41	10.33	2	2.04
16-20 years' service	130	14.86	36	9.07	2	2.04
21-25 years' service	128	14.63	26	6.55	2	2.04
26-30 years' service	80	9.14	15	3.78	2	2.04
30 years' plus service	5	0.57	9	2.27	0	
TOTALS	875	100.00	397	100.00	98	100.00

CENTRAL SCOTLAND POLICE

1. FORCE PROFILES

1.3 Age Profile - as at 31 March 2010

Age Group	Police Officers		Police Staff		Special Constables	
	Total	%	Total	%	Total	%
16-24	57	6.51	16	4.03	30	30.61
25-34	295	33.71	60	15.11	23	23.47
35-44	336	38.40	109	27.46	31	31.63
45-54	184	21.03	136	34.26	11	11.22
55-64	3	0.34	70	17.63	3	3.06
65+	0		6	1.51	0	
TOTALS	875	100.00	397	100.00	98	100.00

CENTRAL SCOTLAND POLICE

1. FORCE PROFILES

1.4 Ethnic Origin Profile - as at 31 March 2010

Ethnic Origin	Police Officers		Police Staff		Special Constables	
	Total	%	Total	%	Total	%
White	830	94.86	371	93.45	73	74.49
Minority Ethnic	7	0.80	2	0.50	2	2.04
Choose not to Disclose	38	4.34	10	2.52	2	2.04
Unknown	0		14	3.53	21	21.43
TOTALS	875	100.00	397	100.00	98	100.00

CENTRAL SCOTLAND POLICE

1. FORCE PROFILES

1.5 Disability Profile - as at 31 March 2010

Disability	Police Officers		Police Staff		Special Constables	
	Total	%	Total	%	Total	%
Yes	35	4.00	15	3.78	0	
No						
Choose not to Disclose						
Unknown	840	96.00	382	96.22	0	
TOTALS	875	100.00	397	100.00	0	

CENTRAL SCOTLAND POLICE

1. FORCE PROFILES

1.6 Sexual Orientation Profile - as at 31 March 2010

Sexual Orientation	Police Officers		Police Staff		Special Constables	
	Total	%	Total	%	Total	%
Gay/Lesbian/Bisexual	22	2.51	7	1.76	2	2.04
Heterosexual	722	82.51	321	80.86	34	34.69
Choose not to Disclose	70	8.00	29	7.30	1	1.02
Unknown	61	6.97	40	10.08	61	62.24
TOTALS	875	100.00	397	100.00	98	100.00

CENTRAL SCOTLAND POLICE

1. FORCE PROFILES

1.7 Religion or Belief Profile - as at 31 March 2010

Religion or Belief	Police Officers		Police Staff		Special Constables	
	Total	%	Total	%	Total	%
Christian Religions	434	49.60	217	54.66	16	16.33
Other Religions	11	1.26	9	2.27	1	1.02
Choose not to Disclose	111	12.69	41	10.33	2	2.04
No Religion or Belief	258	29.49	90	22.67	18	18.37
Unknown	61	6.97	40	10.08	61	62.24
TOTALS	875	100.00	397	100.00	98	100.00

CENTRAL SCOTLAND POLICE

3. PROMOTION

3.1 Police Officer Promotion Profile - from 1 April 2009 to 31 March 2010

Rank Promoted From and To	Total	Gender				Minority Ethnic	
		Female	%	Male	%	Total	%
Constable to Sergeant	1	1	100.00	0		0	
Constable to Temporary Sergeant	14	4	28.57	10	71.43	0	
Temporary Sergeant to Sergeant	1	0		1	100.00	0	
Sergeant to Inspector	1	0		1	100.00	0	
Sergeant to Temporary Inspector	4	2	50.00	2	50.00	0	
Temporary Inspector to Inspector	0	0		0		0	
Inspector to Chief Inspector	1	0		1	100.00	0	
Inspector to Temporary Chief Inspector	3	0		3	100.00	0	
Temporary Chief Inspector to Chief Inspector	0	0		0		0	
Chief Inspector to Superintendent	3	0		3	100.00	0	
Chief Inspector to Temporary Superintendent	2	1	50.00	1	50.00	0	
Temporary Superintendent to Superintendent	2	1	50.00	1	50.00	0	
Superintendent to Chief Superintendent	0	0		0		0	
Superintendent to Temporary Chief Superintendent	0	0		0		0	
Temporary Chief Superintendent to Chief Superintendent	0	0		0		0	
Chief Superintendent to ACC	0	0		0		0	

Chief Superintendent to Temporary ACC	0	0		0		0	
Temporary ACC to ACC	0	0		0		0	
ACC to DCC	0	0		0		0	
ACC to Temporary DCC	0	0		0		0	
Temporary DCC to DCC	0	0		0		0	
DCC to CC	0	0		0		0	
DCC to Acting CC	0	0		0		0	
Acting CC to CC	0	0		0		0	
TOTALS	32	9	28.13	23	71.88	0	

CENTRAL SCOTLAND POLICE

3. PROMOTION

3.2 Police Staff Progression Profile - from 1 April 2009 to 31 March 2010

	Total	Gender				Minority Ethnic	
		Female	%	Male	%	Total	%
Permanent Promotion to Higher Graded Post	0	0		0		0	
Temporary Promotion to Higher Graded Post	0	0		0		0	
TOTALS	0	0		0		0	

CENTRAL SCOTLAND POLICE

5. LEAVERS

5.1 Police Officer Leaver Profile - from 1 April 2009 to 31 March 2010

Reason For Leaving	Total	Gender				Minority Ethnic		Disability	
		Female	%	Male	%	Total	%	Total	%
Dismissals	1	0		1	100.00	0		0	
Resignations	10	6	70.00	3	30.00	0		0	
Retiral on Completion of Service	32	2	6.06	30	93.94	0		0	
Retiral on Ill Health Grounds	5	1	20.00	4	80.00	0		0	
Transfers	2	0		2	100.00	0		0	
Other	1	0		1	100.00	0		0	
TOTALS	50	9	19.23	41	80.77	0		0	

5.2 Police Staff Leaver Profile - from 1 April 2009 to 31 March 2010

Reason For Leaving	Total	Gender				Minority Ethnic		Disability	
		Female	%	Male	%	Total	%	Total	%
Dismissals	0	0		0		0		0	
End of Temporary Contract	5	3	60.00	2	40.00	0		0	
Resignations	17	12	70.59	5	29.41	0		0	
Retirals	4	3	80.00	1	20.00	0		0	
Retiral on Ill Health Grounds	1	0		1	100.00	0		0	
Transfers	0	0		0		0		0	
Other	2	2	100.00	0		0		0	
TOTALS	29	20	70.00	9	30.00	0		0	

5.3 Special Constable Leaver Profile - from 1 April 2009 to 31 March 2010

Reason For Leaving	Total	Gender				Minority Ethnic		Disability	
		Female	%	Male	%	Total	%	Total	%
Appointed to Regulars	11	6	54.55	5	45.45	0		0	
Resignations	13	8	61.54	5	38.46	0		0	
Transfers	1	1	100.00	0		0		0	
Other	0	0		0		0		0	
TOTALS	25	15	60.00	10	40.00	0		0	

CENTRAL SCOTLAND POLICE

5. LEAVERS

5.4 Leaver Profile Notes - from 1 April 2009 to 31 March 2010

Police Officer

There appears to be a high level of female leavers who resigned from the organisation. on further examination of this, a number of probationers resigned. The reason for leaving ranged from personal/domestic issues that arose and others from not meeting standards required within their probationary period, although they did not leave the organisation under Regulation 13.

Police Staff

Special Constable

CENTRAL SCOTLAND POLICE

6. WORK-LIFE BALANCE

6.1 Police Officer Flexible Working Requests/Approvals/Refusals Profile - from 1 April 2009 to 31 March 2010

REQUESTS		Gender				Minority Ethnic		Disability	
Type of Flexible Working	Total	Female	%	Male	%	Total	%	Total	%
Job Share	0	0		0		0		0	
Part Time	11	11	100.00	0		0		0	
Fixed Shifts	0	0		0		0		0	
Compressed Hours - Full Time	2	1	50.00	1	50.00	0		0	
Compressed Hours - Part Time	0	0		0		0		0	
Term Time Working	0	0		0		0		0	
Variance in Shift Pattern	6	6	100.00	0		0		0	
Homeworking	0	0		0		0		0	
Other	9	9	100.00	0		0		0	
TOTALS	28	27	96.43	1	3.57	0		0	

APPROVED		Gender				Minority Ethnic		Disability	
Type of Flexible Working	Total	Female	%	Male	%	Total	%	Total	%
Job Share	0			0		0		0	
Part Time	11	11	100.00	0		0		0	
Fixed Shifts	0			0		0		0	

Compressed Hours - Full Time	1	0		1	100.00	0		0	
Compressed Hours - Part Time	0	0		0		0		0	
Term Time Working	0	0		0		0		0	
Variance in Shift Pattern	6	6	100.00	0		0		0	
Homeworking	0	0		0		0		0	
Other	9	9	100.00	0		0		0	
TOTALS	27	26	96.30	1	3.70	0		0	

REFUSALS Type of Flexible Working	Total	Gender				Minority Ethnic		Disability	
		Female	%	Male	%	Total	%	Total	%
Job Share	0	0		0		0		0	
Part Time	0	0		0		0		0	
Fixed Shifts	0	0		0		0		0	
Compressed Hours - Full Time	1	1	100.00	0		0		0	
Compressed Hours - Part Time	0	0		0		0		0	
Term Time Working	0	0		0		0		0	
Variance in Shift Pattern	0	0		0		0		0	
Homeworking	0	0		0		0		0	
Other	0	0		0		0		0	
TOTALS	1	1	100.00	0		0		0	

CENTRAL SCOTLAND POLICE

6. WORK-LIFE BALANCE

6.2 Police Staff Flexible Working Requests/Approvals/Refusals Profile - from 1 April 2009 to 31 March 2010

REQUESTS		Gender				Minority Ethnic		Disability	
Type of Flexible Working	Total	Female	%	Male	%	Total	%	Total	%
Job Share	4	2	50.00	2	50.00	0		0	
Part Time	3	3	100.00	0		0		0	
Fixed Shifts	0	0		0		0		0	
Compressed Hours - Full Time	2	1	50.00	1	50.00	0		0	
Compressed Hours - Part Time	0	0		0		0		0	
Term Time Working	0	0		0		0		0	
Variance in Shift Pattern	6	4	66.67	2	33.33	0		0	
Homeworking	0	0		0		0		0	
Other	4	3	75.00	1	25.00	0		0	
TOTALS	19	13	68.42	6	31.58	0		0	

APPROVED		Gender				Minority Ethnic		Disability	
Type of Flexible Working	Total	Female	%	Male	%	Total	%	Total	%
Job Share	3	2	66.67	1	33.33	0		0	
Part Time	2	2	100.00	0		0		0	
Fixed Shifts	0	0		0		0		0	

Compressed Hours - Full Time	2	1	50.00	1	50.00	0		0	
Compressed Hours - Part Time	0	0		0		0		0	
Term Time Working	0	0		0		0		0	
Variance in Shift Pattern	5	3	60.00	2	40.00	0		0	
Homeworking	0	0		0		0		0	
Other	3	3	100.00	0		0		0	
TOTALS	15	11	73.33	4	26.67	0		0	

REFUSALS		Gender				Minority Ethnic		Disability	
Type of Flexible Working	Total	Female	%	Male	%	Total	%	Total	%
Job Share	1			1	100.00				
Part Time	1	1	100.00						
Fixed Shifts	0								
Compressed Hours - Full Time	0								
Compressed Hours - Part Time	0								
Term Time Working	0								
Variance in Shift Pattern	1	1	100.00						
Homeworking	0								
Other	1			1	100.00				
TOTALS	4	2	50.00	2	50.00	0		0	

CENTRAL SCOTLAND POLICE

7. GRIEVANCE

7.1 Force Grievance Profile - from 1 April 2009 to 31 March 2010

Completed Grievances	Gender					Minority Ethnic		Disability	
	Total	Female	%	Male	%	Total	%	Total	%
Number of Staff that have raised a grievance under a formal grievance procedure	5	2	40.00	3	60.00	0		0	

Completed Grievances	Gender					Minority Ethnic		Disability	
	Total	Female	%	Male	%	Total	%	Total	%
Number of Staff that have raised a grievance as a specific complaint of:									
Bullying or Harassment	2	0		2	100.00	0		0	
Discrimination	1	1	100.00	0		0		0	
Other	2	1	50.00	1	50.00	0		0	
TOTALS	5	2	40.00	3	60.00	0		0	

CENTRAL SCOTLAND POLICE

8. DISCIPLINE

8.1 Police Staff Discipline Profile - from 1 April 2009 to 31 March 2010

	Total	Gender				Minority Ethnic		Disability	
		Female	%	Male	%	Total	%	Total	%
Investigations Conducted	4	3	75.00	1	25.00	0		1	25.00
Number which Progress to Disciplinary Hearing	2	1	50.00	1	50.00	0		1	50.00
Number Subject to Formal Disciplinary Sanction (e.g. Final Written Warning)	1	0		1	100.00	0		0	
Number Subject to No Disciplinary Action	1	1	100.00	0		0		0	

CENTRAL SCOTLAND POLICE

NOTES

1. FORCE PROFILES

1.1 Staff Profile

More detailed data is retained in connection with Ethnicity, however owing to small numbers a total is only given in order that individuals cannot be identified.

1.2 Service Profile

1.3 Age Profile

1.4 Ethnic Origin Profile

The Ethnic Origin profile within the Force has increase by 57% for Police Officers and 100% for Police Staff. Looking at the numbers involved there is an increase from 4 to 7 for Police Officers and 1 to 2 for Police Staff.

1.5 Disability Profile

Disability data is now retained by the organisation and greater analysis of this data will be available in the next reporting period.

1.6 Sexual Orientation Profile

This is the first year the Force has undertaken monitoring on Sexual Orientation and as such there are no comparators figures.

1.7 Religion or Belief Profile

2. RECRUITMENT

2.1 Recruitment Profiles

Data has not been received from the service providers in relation to Police officer recruitment and as such the Force is unable at this time to publish data relating to police officer recruitment

2.2 Police Officer Accelerated Career Development Programme

3. PROMOTION

3.1 Police Officer Promotion Profile

3.2 Police Staff Progression Profile

As a Job Evaluation exercise is currently underway within the Force there has been no movement with Police Staff progression

4. ADDITIONAL PAYMENTS

4.1 Police Officer Special Priority Payment (SPP)

4.2 Police Officer Bonus Payments

4.3 Police Officer CRTP

5. LEAVERS

5.1 Police Officer Leaver Profile

5.2 Police Staff Leaver Profile

5.3 Special Constable Leaver Profile

6. WORK-LIFE BALANCE

6.1 Police Officer Flexible Working Requests/Approvals/Refusals Profile

6.2 Police Staff Flexible Working Requests/Approvals/Refusals Profile

7. GRIEVANCE

7.1 Force Grievance Profile

8. DISCIPLINE

8.1 Police Staff Discipline