

OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE
DECISION RECORD

Decision Record Number: 6/2013

Title: North Lincolnshire PCSOs

Executive Summary:

Under the Statement of Corporate Governance for the Office of Police and Crime Commissioner for Humberside and Humberside Police, approval is required for the acceptance of External Funding in excess of £100,000.

North Lincolnshire Council wishes to support Humberside Police and the PCC in the delivery of joint outcomes, to reduce crime, and improve public confidence. Agreement has been reached with the South Bank Division that North Lincolnshire Council will fund the deployment of five PCSOs in North Lincolnshire. The total value of this funding is approximately £415K between 2012/13 and 2015/16. Further detail is available in the attached report.

Recommendation(s):

That Mr Grove supports and approves the identified funding allocation for additional temporary PCSO staff in North Lincolnshire.

Police and Crime Commissioner for Humberside

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct. Any such interests are recorded below.

The above request has my approval.

Signature

Matthew Grove

Date

22/2/2013

**POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE**

DECISION RECORD: SUPPORTING REPORT FOR DECISION

Title: North Lincolnshire PCSOs

Date: 22 February 2013

1. Purpose:

Under the Statement of Corporate Governance for the Office of Police and Crime Commissioner for Humberside and Humberside Police, approval is required for the acceptance of External Funding in excess of £100,000. This request concerns the receipt of external funding totalling approximately £415K between 2012/13 and 2015/16 from North Lincolnshire Council.

2. Issue

North Lincolnshire Council wishes to support Humberside Police and the PCC in the delivery of joint outcomes, to reduce crime, and improve public confidence. Agreement has been reached with the Division that North Lincolnshire Council will fund the deployment of five PCSOs in North Lincolnshire for up to four years.

3. Recommendation

That support and approval is given for the identified funding allocation for additional PCSO staff in North Lincolnshire.

4. Background

The five PCSOs will work as part of the existing Neighbourhood Teams in North Lincolnshire under the direction of the Neighbourhood Policing Team Inspectors. The posts will provide additional capacity and visibility in North Lincolnshire and will contribute to the delivery of the agreed crime reduction objectives as set out in the North Lincolnshire Community Safety Plan.

North Lincolnshire Council has committed to funding the posts from its revenue budget for the timescales set out above. Commitment to provide funding from North Lincolnshire Council for the above posts beyond 31/03/16 is subject to review and will form part of the budget setting process for North Lincolnshire Council in 2015/16.

The provision of funding is subject to a formal Service Level Agreement between North Lincolnshire Council and Humberside Police.

5. Risks/Implications

Humberstone Police is required to make the appropriate contractual arrangements for the five posts and accept liability for them beyond 31st March 2016. The temporary posts will cease on 31/03/16 if further external funding is not available. At that point the staff occupying the temporary posts will either be transferred to permanent posts, subject to any vacancies, or be eligible for redeployment under the standard policies.

6. Financial Comments

7. Legal Comments

8. Equality Comments

9. Next steps

Two PCSOs were recruited on 29th October 2012, with a further two joining on 7th January 2013. The final PCSO post is expected to be filled in April 2013.

10. Background/Supporting Papers

Copies of Approval Records AR 111-12 and AR 280-12 are attached for information.



**HUMAN RESOURCES
DEVELOPMENT**

APPROVAL RECORD

TO: Workforce Planning Manager

FROM: Workforce Planning Unit

**SUBJECT: Establishment External Funded
Police Community Support Officers
Posts PCSO ET2200 & PCSO ET2349
External Funding - SB
South Bank Division**

**DECISION: That the recommendations in the attached report be
approved and adopted.**

APPROVAL

Workforce Planning Manager

SIGNATURE..... *m. a. saletto* DATE **22 August 2012**

Report to:
Workforce Planning Manager

Report by:
Workforce Planning Unit

**Establishment External Funded
Police Community Support Officers
Posts PCSO ET2200 & PCSO ET2349
External Funding - SB
South Bank Division**

INTRODUCTION

1. This report seeks approval to establish post PCSO ET2200, Police Community Support Officer, scale 4 at 37 hours per week (1.0 wte) and post PCSO ET2349, Police Community Support Officer, scale 4 at 37 hours per week (1.0 wte) with External Funding – SB (cost code 530), South Bank Division. The posts will be effective from 3rd September 2012.

INFORMATION

2. The Business Centre Manager (South) within the South Bank Division has requested the Workforce Planning Unit establish two new externally funded PCSO posts under cost code 530. Discussions have been undertaken between the South Bank Division and North Lincolnshire Council who have agreed to fund 2 PCSO posts for deployment in North Lincolnshire. A service level agreement is in the process of being drawn up and this will outline the specific arrangements regarding deployment and other arrangements. The attached letter (Appendix One) outlines the funding the Head of Safer Neighbourhoods at North Lincolnshire Council has agreed to provide. This includes the funding of the two full time posts from 3rd September 2012 to 31st March 2016 and the equipment & training costs for the 2012/2013 period.
3. The funding and posts will be held against the Divisions external funded area within cost code 530.

PROPOSAL

4. It is therefore proposed to:
 - Establish post PCSO ET2200, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte) cost code 530;
 - Establish post PCSO ET2349, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte) cost code 530;
 - The posts should be established with effect from 3rd September 2012 to 31st March 2016;
 - Funding of £3,786 has also been assigned to equipment and training for the 2012/2013 period.

EMPLOYEE RELATIONS IMPLICATIONS

5. There are currently no employee relations implications involved with this report.

BUSINESSS CLASSIFICATION

6. These posts are classed as Operational roles and are deemed by the South Bank Division as business critical.

WORKFORCE PLANNING ASSESSMENT

7. The funding highlighted within paragraph 4 will provide adequate monies for the establishment of the posts, should it be approved.

FINANCIAL IMPLICATIONS

8. The financial implications associated with the proposal will be met via the partner funding provided as shown in Appendix One, but the costs have been highlighted at Appendix Two which have been calculated at Ready Reckoner Costs (November 2011). The Workforce Planning Unit has completed a financial assessment as detailed in paragraph 7.

RECOMMENDATIONS

9. It is recommended that:
 - Posts PSCO ET2200 & PCSO ET 2349 are included in the recruitment intake planned for 17th September 2012
 - The proposal outlined in paragraph 4 be approved and adopted
 - The Financial Assessment and Implications outlined in paragraphs 7 & 8 be approved and adopted

**Chris Brigham
HR Officer
Workforce Planning**

APPENDIX ONE

Contact: Stuart Minto
Direct Dial: (01724) 244654
Email: stuart.minto@northlincs.gov.uk
Your Ref: Toni Wright
Our Ref: Stuart Minto
Date: 15th August 2012



www.northlincs.gov.uk

Peter Williams BSc, DMS, CEng, MEd, MCM, AMMecha
Director of Places
Civic Centre
Ashby Road
Scunthorpe
North Lincolnshire
DN16 1AB

Mrs Toni Wright
Business Centre Manager South
Humberside Police
Victoria Street
Grimsby

Dear Toni

Funding from North Lincolnshire Council for PCSO Posts

Further to our previous correspondence I am now writing to inform you that North Lincolnshire Council will enter into contract with Humberside Police to fund 2 PCSO Posts for deployment in North Lincolnshire. A Service Level Agreement will be drawn up for signature and will outline the specific arrangements regarding the deployment and other arrangements.

I can however confirm that we will provide the following funding:

2012/13 - £38,430 to cover 2 PCSO's from 17/09/12 to 31/03/13
2012/13 - £3,786 for Equipment and Training for 2 Posts

We will then provide ongoing funding of £64,846 per year covering period from 01/04/13 to 31/03/16. (3 years total)

The funding will be subject to normal reviews and fulfilment of the contract which will be set out in the SLA.

If you require any further information in the intervening period please contact me.

Best regards

A handwritten signature in black ink, appearing to read "S Minto".

Stuart Minto
Head of Safer Neighbourhoods
Places Directorate
North Lincolnshire Council.

APPENDIX TWO		
All Calculations are based on ready reckoner costs at 100%	03/09/2012	FULL
	31/03/2013	YEAR
	(210 Days)	(365 Days)
Cost of Proposal		
PCSO ET2200		
Police Community Support Officer		
Scale 4 (SCP 21), 37 hpw (1.0 wte) Cost Centre E530	£11,785	£20,484
Shift Allowance at 14%	£1,650	£2,868
Weekend Working at 15.21%	£1,792	£3,116
PCSO ET2349		
Police Community Support Officer		
Scale 4 (SCP 21), 37 hpw (1.0 wte) Cost Centre E530	£11,785	£20,484
Shift Allowance at 14%	£1,650	£2,868
Weekend Working at 15.21%	£1,792	£3,116
Sub Total	£30,455	£52,935
On Costs @ 22.50%	£6,852	£11,910
Total Cost	£37,307	£64,845
Additional to the above post costs the partner has agreed to fund equipment and training costs for the remainder of the 2012/2013 period providing a sum of £3,786 for both posts		



Protecting Communities, Targeting Criminals

**HUMAN RESOURCES
DEVELOPMENT**

APPROVAL RECORD

TO: Workforce Planning Manager

FROM: Workforce Planning Unit

**SUBJECT: Establishment External Funded
Police Community Support Officers
Posts PCSO ET2421, ET2422 & ET2423
External Funding
South Bank Division**

DECISION: That the recommendations in the attached report be approved and adopted.

APPROVAL

Workforce Planning Manager

m. a. saillito

20 December 2012

SIGNATURE..... DATE

Report to:
Workforce Planning Manager

Report by:
Workforce Planning Unit

**Establishment External Funded
Police Community Support Officers
Posts PCSO ET2421, ET2422 & ET2423
External Funding
South Bank Division**

INTRODUCTION

1. This report seeks approval to establish post PCSO ET2421, ET2422 & ET2423 Police Community Support Officers, scale 4 at 37 hours per week (3.0 wte). This will be achieved initially via freezing of 3 substantive posts until external funding is received on the 01.04.2013.

INFORMATION

2. The Southbank HR Manager has requested the Workforce Planning Unit to establish three new externally funded PCSO posts, under cost code 530. Discussions have been undertaken between the South Bank Division and North Lincolnshire Council who have agreed to fund a further 3 PCSO posts in addition to the 2 already being funded for deployment in North Lincolnshire. A service level agreement is in the process of being drawn up and this will outline the specific arrangements regarding deployment and other arrangements.
3. Attached is an email from the Head of Safer Neighbourhoods at North Lincolnshire Council (Appendix One) advising of funding which is to be provided. The email makes reference to the funding of the two full time posts from 3.09.2012 to 31.03.2016 and the addition of 3 full time posts from the 1.04.2013 to 31.03.2016.
4. The posts are required with effect from the 07.01.2013, which is the commencement of the training course for PCSO's, unfortunately this leaves a gap in funding which is not to be received until 01.04.2013. Therefore to provide funding in the interim PCSO posts 2016, 2420 and 2155 (3.0 wte) will be frozen.
5. The funding and posts will be held against the Divisions external funded area within cost code 530.

PROPOSAL

6. It is therefore proposed to:
 - Establish temporary post PCSO ET2421, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte), Grimsby, cost code 530; effective from the 07.01.13

NOT PROTECTIVELY MARKED

- Establish temporary post PCSO ET2422, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte), Grimsby cost code 530; effective from the 07.01.13
- Establish temporary post PCSO ET2423, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte) Scunthorpe, cost code 530; effective from the 07.01.13
- Freeze post PCSO 2016, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte) cost code 107Y; effective from the 07.01.13 to the 31.03.2013
- Freeze post PCSO 2420, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte) cost code 804Y; effective from the 07.01.13 to the 31.03.2013
- Freeze post PCSO 2155, Police Community Support Officer, Scale 4 at 37 hours per week (1.0 wte) cost code 803Y; effective from the 07.01.13 to the 31.03.2013
- All the above posts have 14 % shift allowance and weekend working attached.

EMPLOYEE RELATIONS IMPLICATIONS

7. There are currently no employee relations implications involved with this report.

BUSINESSS CLASSIFICATION

8. These posts are classed as Operational roles and are deemed by the South Bank Division as business critical.

WORKFORCE PLANNING ASSESSMENT

9. The funding highlighted within paragraph 4 will provide adequate monies for the establishment of the posts until the 01.04.2013, from this point on the posts will be externally funded via the council, see attached email appendix 1, until 31.03.2016.

FINANCIAL IMPLICATIONS

10. The financial implications associated with the proposal will be met via the freezing of 3 x PCSO posts from the 07.01.2013 to the 31.03.2013 at 97% costs and then via partner funding provided as shown in Appendix Two at 100% costs. The Workforce Planning Unit has completed a financial assessment as detailed in paragraph 9.

NOT PROTECTIVELY MARKED

File classification: NOT PROTECTIVELY MARKED - NO DESCRIPTOR

RECOMMENDATIONS

11. It is recommended that:

- Posts PSCO ET2421 ET2422 & ET2423 are included in the recruitment intake planned for 07.01.2013.
- The proposal outlined in paragraph 4 be approved and adopted
- The Financial Assessment and Implications outlined in paragraphs 9 & 10 be approved and adopted

**Yvette Earl
Senior HR Officer
Workforce Planning**

Actual costs at 97%

From	Allowance %	07/01/2013	Part Year	Full year
Up to and including		31/03/2013		
Number of Days		84		
CURRENT COSTS				
Post PCSO 2016, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 107Y		£ 4,179	£ 4,179	£ 18,159
SUB TOTAL		£ 4,179	£ 4,179	£ 18,159
Shift Allowance	14%	£ 585	£ 585	£ 2,542
Weekend Working	15.21%	£ 636	£ 636	£ 2,762
TOTAL WITH ALLOWANCES		£ 5,400	£ 5,400	£ 23,463
ON COST	22.5%	£ 1,215	£ 1,215	£ 5,279
Post PCSO 2420, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 804Y		£ 4,179	£ 4,179	£ 18,159
SUB TOTAL		£ 4,179	£ 4,179	£ 18,159
Shift Allowance	14%	£ 585	£ 585	£ 2,542
Weekend Working	15.21%	£ 636	£ 636	£ 2,762
TOTAL WITH ALLOWANCES		£ 5,400	£ 5,400	£ 23,463
ON COST	22.5%	£ 1,215	£ 1,215	£ 5,279
Post PCSO 2155, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 803Y		£ 4,179	£ 4,179	£ 18,159
SUB TOTAL		£ 4,179	£ 4,179	£ 18,159
Shift Allowance	14%	£ 585	£ 585	£ 2,542
Weekend Working	15.21%	£ 636	£ 636	£ 2,762
TOTAL WITH ALLOWANCES		£ 5,400	£ 5,400	£ 23,463
ON COST	22.5%	£ 1,215	£ 1,215	£ 5,279
GRAND TOTAL		£ 19,844	£ 19,844	£ 86,227
PROPOSED COSTS				
Post PCSO ET2421, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 530Y		£ 4,179	£ 4,179	£ 18,159
SUB TOTAL		£ 4,179	£ 4,179	£ 18,159
Shift Allowance	14%	£ 585	£ 585	£ 2,542
Weekend Working	15.21%	£ 636	£ 636	£ 2,762
TOTAL WITH ALLOWANCES		£ 5,400	£ 5,400	£ 23,463
ON COST	22.5%	£ 1,215	£ 1,215	£ 5,279
Post PCSO ET2422, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 530Y		£ 4,179	£ 4,179	£ 18,159
SUB TOTAL		£ 4,179	£ 4,179	£ 18,159
Shift Allowance	14%	£ 585	£ 585	£ 2,542
Weekend Working	15.21%	£ 636	£ 636	£ 2,762
TOTAL WITH ALLOWANCES		£ 5,400	£ 5,400	£ 23,463
ON COST	22.5%	£ 1,215	£ 1,215	£ 5,279
Post PCSO ET2423, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 530Y		£ 4,179	£ 4,179	£ 18,159
SUB TOTAL		£ 4,179	£ 4,179	£ 18,159
Shift Allowance	14%	£ 585	£ 585	£ 2,542
Weekend Working	15.21%	£ 636	£ 636	£ 2,762
TOTAL WITH ALLOWANCES		£ 5,400	£ 5,400	£ 23,463
ON COST	22.5%	£ 1,215	£ 1,215	£ 5,279
GRAND TOTAL		£ 19,844	£ 19,844	£ 86,227

PART YEAR SAVING £ -

FULL YEAR SAVING £ -

NOT PROTECTIVELY MARKED

From	Allowance %	01/04/2013	Part Year	Full year
Up to and including		31/03/2014		
Number of Days		365		
CURRENT COSTS				
Post PCSO ET2421, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 530Y		£ 18,721	£ 18,721	£ 18,721
SUB TOTAL		£ 18,721	£ 18,721	£ 18,721
Shift Allowance	14%	£ 2,621	£ 2,621	£ 2,621
Weekend Working	15.21%	£ 2,847	£ 2,847	£ 2,847
TOTAL WITH ALLOWANCES		£ 24,189	£ 24,189	£ 24,189
ON COST	22.5%	£ 5,443	£ 5,443	£ 5,443
Post PCSO ET2422, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 530Y		£ 18,721	£ 18,721	£ 18,721
SUB TOTAL		£ 18,721	£ 18,721	£ 18,721
Shift Allowance	14%	£ 2,621	£ 2,621	£ 2,621
Weekend Working	15.21%	£ 2,847	£ 2,847	£ 2,847
TOTAL WITH ALLOWANCES		£ 24,189	£ 24,189	£ 24,189
ON COST	22.5%	£ 5,443	£ 5,443	£ 5,443
Post PCSO ET2423, scale 4 (scp 18) at 37 hrs pw (1.0 wte) cc 530Y		£ 18,721	£ 18,721	£ 18,721
SUB TOTAL		£ 18,721	£ 18,721	£ 18,721
Shift Allowance	14%	£ 2,621	£ 2,621	£ 2,621
Weekend Working	15.21%	£ 2,847	£ 2,847	£ 2,847
TOTAL WITH ALLOWANCES		£ 24,189	£ 24,189	£ 24,189
ON COST	22.5%	£ 5,443	£ 5,443	£ 5,443
GRAND TOTAL		£ 88,896	£ 88,896	£ 88,896

Based on FY 2012 costings