



**Philip Seccombe
Police and Crime
Commissioner
for Warwickshire**

Decision Application WPCC20102

RECRUITMENT OF SPECIALS AND THE PROVISION OF BODY WORN VIDEO for SPECIALS

Application Date:	29 th October 2019	Name of Applicant:	Sara Ansell
Application Decision Reference: WPCC20102			
1. Summary of the application			
<p>This decision notice seeks approval for additional funding and investment to support Warwickshire Specials.</p> <ul style="list-style-type: none">• Firstly, for the funding to recruit and train between 90 and 110 Specials over 7 intakes starting in late 2019/20. It is envisaged that this process will run until the end of March 2022 and should take the number of Specials in Warwickshire to approximately 220.• Secondly to seek approval for the purchase and provision of 150 body worn video (BWV) cameras and supplementary equipment to be issued initially to existing Warwickshire Specials and to acknowledge that additional equipment will need be required once recruitment exceeds a total of 150 Specials.			
2. Background information:			
<u>Recruitment:</u>			
<p>The proposal is for Warwickshire Police to move to the College of Policing Specials Assessment Centre as the means of recruiting new Specials. This takes no longer than the previous in house designed process but has the benefit of COP quality assured design and testing, with training for assessors provided by the COP to ensure consistency and fairness. Specials will be trained and assessed at assessment centres being run in Leek Wootton over the course of a day at weekends.</p> <p>Previously, funding for Specials recruitment had been set aside under the control of a Specials Project team but this was removed when the project was disbanded. Funding therefore needs to be secured for the additional costs associated with recruiting Specials, which will include general recruitment costs, training and other</p>			

associated costs including uniforms. The total costs are estimated to be in the region of £216,000 and will be incurred over the course of the three financial years up to 2021/22 as the intakes are planned.

BWV for Specials:

Between April and October 2017 just over 2,100 body worn video (BWV) cameras were rolled out to front line operational staff across the Alliance on a personal issue basis. At the time, the additional costs made personal issue cameras and licences to Specials and other occasional users prohibitive however, this has remained an intention and the issuing of BWV to Specials is now a high priority. The advantages of the equipment include:

1. BWV helps to keep our officers safe from unlawful violence;
2. It protects them from malicious allegations,
3. It provides best evidence to the criminal justice system; and
4. It can be critical when we need to demonstrate transparency following the use of force or a critical incident.

The approval of the funding will enable the purchase and deployment of up to 150 additional cameras and docking stations for issuing to all Warwickshire Specials, with administrative accounts to issue cameras in an auditable and accountable manner and also to facilitate the required training. The administrative requirement means that each personal issue camera must have an associated account and licence; therefore the ability to pool cameras is not viable without considerable risk. Warwickshire currently has 119 Specials, however, as the planned Specials recruitment occurs as documented within this paper there will be a requirement to purchase additional cameras and licences once recruitment exceeds 150 Specials in total. Any additional cost at this point will need to be identified and financing agreed.

3. Whether additional information/report is attached to support this decision application

YES

List of additional information/report

- a) Specials recruitment briefing note
- b) BWV for Specials briefing note

4. Expected benefits (non financial)

The planned Specials recruitment will help to provide greater resilience and valued support for regular officers, whilst the provision of BWV cameras for Specials should in turn provide them with added safety and protection, in addition to providing improved evidence to the criminal justice system and for the purposes of demonstrating transparency following the use of force or in a critical incident.

5. Impact of not approving the application

If Specials recruitment is not progressed, the number of Specials in Warwickshire will continue to decline, with attrition rates estimated at around 13.5% based on historical data

If BWV is not provided for Specials, this will continue the current disparity between equipment provided for regular officers and Specials. The benefits in terms of officer safety and protection and the improvements in evidence and transparency that BWV can bring will also not be realised.

6. Costs

Revenue:

Recruitment – Revenue costs of £216,000 are anticipated in respect of Specials recruitment for the planned 7 intakes during the period until March 2022.

BWV - Revenue costs of £30,925 per year (including a small contingency) are anticipated. These costs exclude the project implementation costs, which should be included within business as usual and any significant maintenance costs for the cameras

Capital:

BWV - Capital costs of £127,520 (including a contingency for infrastructure work) are estimated for the provision and associated costs of 150 cameras.

7. Savings:

Recruitment – The recruitment process to increase Specials in Warwickshire will not generate any direct savings, however the officers are critical, and highly valued, supporting regular officers and staff, whom they work alongside to help keep Warwickshire communities safe

BWV - There are no direct savings arising from this project. However the benefits of BWV as outlined in section 2 of this decision notice, may lead to various types of potential cost avoidance including improved retention rates for Specials for example

8. Equality and Diversity Implications:

None specific – all existing Specials will have a personal issue BWV camera and the funding will allow for the roll-out of the equipment to new recruits upto 150 and an acknowledgement that further equipment will need be required to keep pace with recruitment.

9. Treasurer's comments

All the estimated capital and revenue costs associated with the planned recruitment and BWV cameras for up to 150 Specials are included within this

report. Any recruitment costs incurred in 2019/20 will be financed from any underspending of in year budgets in the first instance or a draw down from reserves if necessary. Any future year recruitment costs will be financed via an earmarked reserve which will need to be created. Costs will depend largely on the timing and success of the recruitment processes which are planned to run over three financial years.

The capital costs of the BWV cameras and associated costs will be funded from within the affordability envelope in the 2019/20 capital programme, and the ongoing revenue costs for the equipment will need to be built into the annual budget process as a cost pressure.

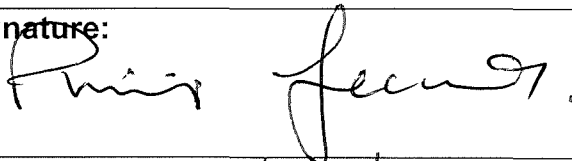
10. Legal/Monitoring Officer comments

The PCC has a legal responsibility for ensuring that Warwickshire Police is efficient and effective and funding both of these initiatives will assist in this aim. The Special Constabulary is essential to the operational efficiency of Warwickshire Police and the increase in numbers proposed in this notice will improve the service delivered and police visibility within the County. The BWV provision will help to safeguard the safety of these volunteers and provided additional reassurances to the public.

Decision of the Police and Crime Commissioner

To approve the planned Specials recruitment and funding over the period 2019/20 – 2021/22 and to approve the funding of up to 150 BWV cameras and other associated costs, as per sections 6 and 9 of this decision notice.

PCC Signature:



Date of Decision:

31/10/19.



Warwickshire
POLICE

Body Worn Video for Specials

Author:	Jason Field
Approved by:	
Date:	25 October 2019
Version:	1.1

Background

Between April and October 2017 just over 2,100 body worn video (BWV) cameras were rolled out to front line operational staff across the Alliance on a personal issue basis. The system purchased, evidence com means that each personal issue camera must have an associated account and licence. The cost of a licence is £127.50 per year. This made it cost-prohibitive at that time to issue cameras and licences to Specials and other occasional users. However, it is now understood that issuing BWV to Specials is a high priority proposal for the following reasons:

- 1 BWV helps to keep our officers safe from unlawful violence;
- 2 It protects them from malicious allegations,
- 3 It provides best evidence to the criminal justice system, and
- 4 It can be critical when we need to demonstrate transparency following the use of force or a critical incident.

Executive Summary

This paper is to request authorisation to purchase 150 BWV cameras and supplementary equipment to be issued to Warwickshire Specials

Capital cost of £127,520 (including £60k contingency for infrastructure work). No review has been conducted in regard to the requirement for associated hardware (changing ports etc) or infrastructure work and therefore these costs have been estimated

Revenue costs of £30,925 per year (including £10k contingency). These costs do not include project implementation costs or costs to service/maintain the cameras although they are detailed below

Recommendation

This paper requests to approve the purchase and deployment of 150 additional cameras and docking stations for issuing to all Warwickshire Specials, with administrative accounts to issue cameras in an auditable and accountable manner and the required training. The administrative requirement means that each personal issue camera must have an associated account and licence, therefore the ability to pool cameras will not be available without considerable risk. Warwickshire currently has 119 Specials, however, if the planned Specials recruitment takes place next year there will be a requirement to purchase additional cameras and licences once recruitment exceeds 150.

Capital Costs

Capital equipment costs have been estimated for 150 cameras (including Body Camera Uniform Clips and fastenings Docking Hub, 6 port Docking bay for chest cam, wall mounting brackets, double network point installation and double power point installation) at £67,520.

Capital Spend		Warwickshire Police			
Item	QTY	unit price		total	
Body Camera	150	£	180.00	£	27,000.00
Uniform Clips and fastenings	150	£	10.00	£	1,500.00
Docking Hub	45	£	108.00	£	4,860.00
6 port Docking bay for chest cam	45	£	540.00	£	24,300.00
wall mounting brackets	45	£	30.00	£	1,350.00
double network point installation	23	£	170.00	£	3,910.00
double power point installation	23	£	200.00	£	4,600.00
additional network switches	4	£	5,000.00	£	20,000.00
additional bandwidth installation	4	£	10,000.00	£	40,000.00
TOTAL CAPITAL				£	127,520.00

The capital budget includes a possible requirement for additional network switches and additional bandwidth installation totalling £60k. This is not a confirmed requirement but has been included as contingency within the budget as no survey has been completed to confirm either way.

Please note; while the number of cameras has been confirmed (150), no review has been completed to establish associated hardware requirements i.e. number of docking ports at locations etc. therefore costs have been estimated and are subject to change. If the associated hardware equipment is required it should allow for some reserve capacity if further cameras are required subject to further officers/specials recruitment. The attached canvas includes breakdown of all costings.

Revenue costs

Licensing and storage cost is £20,925 and is expected to increase by approx. £1,800 per year as storage costs increase. The estimated cost for additional bandwidth and switch maintenance (£10k) is a contingency subject to any bandwidth/switching requirements as discussed above.

Revenue Spend (first year)		Warwickshire Police			
item	Qty	unit price		total	
evidence.com licence	150	£	127.50	£	19,125.00
storage	3000	£	0.60	£	1,800.00
additional bandwidth	4	£	2,000.00	£	8,000.00
switch maintenance	4	£	500.00	£	2,000.00

The cameras will require support requirement on the following areas: Criminal Justice, ICT, Protective Services and Business Support. This is expected to be incorporated into BAU but it must be noted that this will increase their requirements to support.

Project Costs

Project costs are detailed below, it is currently not clear whether this can run as an extension to current shared BWV service or would require a separate Warwickshire project team.

Project Running Costs item	Qty	Warwickshire Police				
		duration (months	unit price			total
Policing Lead FT SgT		0.2	3	59165	£	2,958.25
Project Manager G		0.2	3	47398	£	2,369.90
Administrator FT D		0.2	3	30616	£	1,530.80
Trainer FTE F		0.5	3	41453	£	5,181.63
Criminal Justice SGT		0.1	3	63215	£	1,580.38
ICT Deployment E		0.3	3	36743	£	2,755.73
overtime payments		1		1500	£	1,500.00
vehicle hire		1		1500	£	1,500.00
Total Project Running Costs					£	19,376.68

However, if approval is given for Specials to be trained through the on-line portal this would reduce the cost considerably.

The project canvas has been approved by the Alliance (Change Design Authority and Investment board).



PMO_001_Change_I
initiative_Canvas_BW

Background

The Recruitment Working group were tasked to devise a plan to deliver Warwickshire Specials recruitment in addition to the 2018/19 and 2019/20 uplift in student officer recruitment. This report sets out the proposals put forward by the group along with resources, costs, risks and constraints. It has been compiled using the predictive numbers of Specials required in Warwickshire provided by the Specials Co-ordinator Sophie Paley and confirmed by Chief Supt Ben Smith.

The maximum Specials establishment for Warwickshire is 250. The aim of this recruitment initiative is to bring the number of Warwickshire Specials to 220 ('acceptable' number agreed with T/ACC Franklin-Smith). The Warwickshire's Specials recruitment target is derived from the current strength less any Specials in the current student officer recruitment process, less a forecast 19/20 annual attrition rate of 13.5%. The attrition rate is based on historical data.

The recruitment target is therefore set between 90 and 110 Specials. The aim is to increase the number of Specials using traditional advertising methods rather than undertaking a concerted marketing campaign, thereby ensuring that there is a steady increase of officers who enjoy a high quality experience throughout recruitment, training and tutor period. In order to achieve this the Specials will be recruited over at least 7 Intakes starting in late 2019/20.

Recruitment

The proposal is to move to the College of Policing Specials Assessment Centre as the means of recruiting new Specials. This takes no longer than the previous in house designed process but has the benefit of COP quality assured design and testing, with training for assessors provided by the COP to ensure consistency and fairness. Specials will be trained as assessors, with assessment centres being run in Leek Wootton over the course of a day at weekends.

Training

The training course is 4 months in total and covers the core curriculum for Specials as set out by the College of Policing (IL4SC). In total there are 8 weekend sessions (Saturday and Sunday) with 2 sessions in the evenings during the week. These are spaced out sufficiently to accommodate the working time directive and recognise that this is a voluntary role which should not impact on a candidate's ordinary employment.

As part of the professionalisation of policing the College of Policing are exploring the role and training required for Specials, given that regular officers are to be trained to level 6 degree standard. The impact of any implementation of PCDA or DHEP for Specials is unknown at this stage and therefore has not been included in the plan.

Historically, candidates will not commit to training over the summer period as they find it difficult to attend every training session. As the programme builds on each input, it is not possible to move candidates between courses as this causes additional problems. A modular approach to the course has been attempted in the past, but this led to increased absences, candidates not completing the course and resulted in ineffective resources for the organisation.

Following the initial training phase where candidates gain the knowledge and understanding to apply the law and necessary officer safety skills, they join policing areas and are deployed with competent officers. The accompanied patrol phase continues until the 12 month point when independent patrol status is generally achieved.

Considerations

- 1 Warwickshire Police is currently recruiting a large number of student officers which has created an increase in demand across a number of enabling functions. Additional resources were secured to deliver the 2018/19 uplift in student officer numbers. The uplift in officer numbers in 2019/20 also resulted in continued demand for additional resources and costs with the result that many of the enabling functions are working full time on student officer recruitment and do not have any spare capacity for Specials recruitment. A review of these additional requirements is currently in progress and it may be possible to support Specials recruitment by extending existing fixed term contracts.
- 2 To date priority has been given to the recruitment of student officers in line with the 2018/19 and 2019/20 uplift of officer numbers and it is expected this will continue as the priority.
3. The increase in Student Officer recruitment through both IPLDP and the new PCDA route is likely to impact on policing areas and their ability to tutor both student officers and Specials
4. There are some Specials candidates within the recruitment process from previous campaigns and it is anticipated these would be the first to complete the recruitment process and commence training. The estimated start date for these is late 2019/20. A more traditional approach will be taken in attracting new candidates and will commence from as soon as this paper is approved, anticipated to be July 2019
5. The chart below sets out an indicative timeline for course delivery from late November 2019 onwards – this delivery plan is dependent on attracting sufficient applicants together with the ability to recruit the additional resources required particularly staff in recruitment, and trainers. Uniform and any equipment costs would still be incurred per capita
- 6 Warwickshire intend to introduce the Police Constable Degree Apprenticeship (PCDA) in early 2020. At this time, the full impact of this programme across Learning and Development is still to be determined. Consideration is being given to training existing Specials as trainers to build resilience within the Warwickshire L&D and offer an additional development opportunity for Specials
- 7 This plan makes the assumption that any courses in Warwickshire will be delivered using the current Warwickshire estate. No costs for any alterations have been included in the proposal.
- 8 Additional equipment costs such as ICT and lockers are not included in this paper as these will have to be established once a detailed implementation schedule has been devised as it is anticipated that there will be an opportunity to recycle much of the existing assets depending on deployment locations
9. Previously, funding for Specials recruitment had been set aside under the control of a Specials Project team but this was removed when the project was disbanded. Funding therefore needs to be secured for the additional costs identified in this paper – estimated total cost is £216,523 (excluding some equipment costs still to be determined based on recycling of existing equipment)

Next Steps/Governance

An overview of this plan to be discussed at Warks COMM

NOT PROTECTIVELY MARKED

V6 Warks Specials recruitment target	105					
V7a Warks Specials recruitment target	110					
		V6 revised Cost	Warks %	Warks Only	Variance	Constraints/risks/notes
Comms						
Marketing		£0	0	0	£0	Provided reuse existing marketing design, creative and products is approved any non pay cost will be absorbed from Corporate Comms budget
Resource		£20,329	£7,318	0	-£7,318	Provided reuse existing marketing design, creative and products is approved, the required resources will be absorbed as a BAU project at no additional staff cost.
Recruitment						
1x Co ordinator (grade E)					£0	Grade E removed from v6 as alternative funding was approved by the CFO.
1x Recruitment Assistant (grade B)		£39,330	£19,665	£24,848	£5,183	Variance is due to 2019/20 rates. 1 recruitment assistant dedicated to Warks Specials presents a resilience risk particularly with Recruitment team at capacity due to SO recruitment. Position to be closely monitored.
A/C						
Assessor training		£2,459	£885	£2,459	£1,574	Variance results from Warks having to fund all of this one off cost
Overtime		£13,053	£4,700	£6,531	£1,831	Variance results from Warks having to fund all of this one off cost
Occ Health						
Resource		£0	£0		£0	Anticipate medicals to be conducted in Hindlip initially. Cost to move to Rugby to be considered as part of separation arrangements.
Consumables	£10.00					
Vaccinations	£93.00					
Eye tests	£25.00					
	£128.00	£36,992	£13,440	£14,080	£640	Variance results from increased target recruitment figures
Vetting						
2x Case Workers (grade C)		£0	£0		£0	Alternative funding for 2 x grade C was approved by CFO. Based on understanding of current plans no additional resources are required to recruit Warks Specials
CTC & Experian Checks	£31.90	£8,985	£3,264	£3,509	£245	
L&D						
1x Trainer (grade F)		£121,974	£40,658	£88,646	£47,988	Variance due to 19/20 rates & worst case scenario of trainer costs spread over three years. The expectation is costs will be reduced in both 20/21 & 21/22. Trainers will deliver Specials training on a part time basis. During 20/21 existing Specials will be offered the opportunity to train new Specials which is anticipated will further reduce costs & offer Specials a CPD opportunity. There is also a possibility that post IPLDP (currently June 20) Specials training may be absorbed into BAU.
Stores						
1x Logistics Assistant (grade B)		£0	£0	£0	£0	
Uniform	£695	£200,855	£72,975	£76,450	£3,475	Variance results from increased target recruitment figures. However, it is anticipated provided there are no precept increases 20/21 & 21/22 BAU budgets may cover the uniform costs.
Cost without Uniform		£243,122	£89,930	£140,073	£50,143	
Cost with Uniform		£443,977	£162,905	£216,523	£53,618	

