

HUMAN RESOURCES COMMITTEE – 18 FEBRUARY 2010

SPECIAL PRIORITY PAYMENT AND BONUS SCHEMES 2010/11

REPORT BY THE CHIEF CONSTABLE

PURPOSE OF THE REPORT

To obtain members' approval of a scheme of Special Priority Payments and Bonus Payments as included in the PNB agreement, for 2010/11.

1. INTRODUCTION

- 1.1 Members will recall that an earlier report on this matter was submitted to the November 2009 meeting of the Committee. The purpose of that report was to seek approval for the scheme of Special Priority Payments and Bonus Payments for 2010/11. A copy of the report is attached at Appendix A and will hereafter be referred to as 'the earlier report'.
- 1.2 The PNB agreement, which set out the requirement for these schemes, requires the Chief Constable and the Police Authority to agree a scheme for each year following consultation with staff associations. At the November meeting of the Committee, the Police Federation expressed concerns that they had not been fully consulted on the proposed arrangements for the schemes or on the findings of an Equal Pay Audit which had included the Special Priority Payments scheme and the Bonus Scheme within its remit.
- 1.3 Members approved the budgets for the Special Priority Payments scheme and the Bonus scheme for 2010/11 at the meeting in November, as recommended. However, the Committee resolved that the specific proposals of the schemes were to be submitted for consideration at the next meeting of the Committee following consultation between the Force and the Police Federation.

2. CONSULTATION

- 2.1 A specific consultation meeting between the Force and the Police Federation has now taken place to allow the opportunity for discussion about the rationale for the proposals for the schemes for 2010/11. The influence of the Equal Pay Audit work on the extent to which a review of the schemes was undertaken was also discussed at that meeting. How the Equal Pay Audit work influenced the recommendations for the schemes had been explained previously in paragraphs 2.11 to 2.13 of the earlier report submitted to the November Committee.

- 2.2 The previously expressed view of the Force that the Special Priority Payments scheme is unnecessarily divisive is one shared by the Police Federation and consequently the staff association is unwilling to offer opinions on which specific roles should be included in the local scheme. However, the Police Federation have indicated that their preference would be for all 24/7 frontline officers who have completed their probationary period to be included in the scheme.

3. SPECIAL PRIORITY PAYMENTS SCHEME

- 3.1 The scheme of Special Priority Payments has developed over a number of years and whilst a focus has been on frontline officers, opportunities have also been taken to recognise other teams that are key to delivering Force priorities. The proposals contained in this paper attempt to maintain a balance and reflect current demands.
- 3.2 The earlier report recommended a proposal for the Force to retain the same scheme for 2010/11 that had operated during 2009/10. This in principle remains the proposal, albeit that it is recommended that some posts that currently attract payments are redefined within the Public Protection Unit.
- 3.3 The Public Protection Unit is at the forefront of the identification, assessment and management of risk and harm to the most vulnerable members of our communities. It provides a co-ordinated and professional response working with our partners to manage those identified risks; dealing professionally and sensitively, with the most vulnerable members of our community, for example children, the elderly and victims of domestic abuse.
- 3.4 During 2009 further development of the Public Protection Unit occurred involving a number of posts transferring from divisional CID duties. Divisional CID duty currently attracts a Special Priority Payment. Given its importance to Force priorities and the fact that the roles in the Public Protection Unit retain the core elements that originally justified the inclusion of divisional CID officers within the scheme, it is considered appropriate to include the Public Protection Unit in the scheme for 2010/11. This action will not increase the overall number of officers eligible for a payment, as it will only apply to those who qualified in their previous role. There are approximately 15 officers affected in this way.
- 3.5 The further redefinition of eligible roles in CID may be necessary when preparing the scheme for 2011/12 to take account of the work being undertaken in relation to 'detective' status.

4. BONUS SCHEME

- 4.1 There is nothing further to add to the earlier report submitted.

5. PROPOSALS

Special Priority Payment Scheme

- 5.1 The Special Priority Payments scheme as set out at paragraph 2.9 of the earlier report is maintained for 2010/11 with the exception of the redefinition of some roles previously qualifying within the divisional CID, which are now in the Public Protection Unit.

Bonus Scheme

5.2 The Bonus Payments scheme as set out at paragraph 3.3 of the earlier report is maintained for 2010/11.

6. RECOMMENDATION

6.1 Members are asked to approve the proposals for Special Priority Payment and Bonus Schemes for 2010/11 as set out in this report.

M BAKER QPM BSc (Hons) MBA
Chief Constable

Members' Enquiries to: Mr John Jones, Assistant Chief Officer (01305) 223710
Press Enquiries to: Public Relations Officers (01305) 223780/3640

HUMAN RESOURCES COMMITTEE – 5 NOVEMBER 2009

SPECIAL PRIORITY PAYMENT AND BONUS SCHEME 2010/11

REPORT BY THE CHIEF CONSTABLE

PURPOSE OF THE REPORT

To obtain members approval of a scheme of Special Priority Payments and Bonus Payments as included in the PNB agreement, for 2010/11.

1. INTRODUCTION

- 1.1 The PNB agreement on Police pay and conditions of May 2002, included within it an item entitled *Achieving Greater Flexibility and Targeted Rewards in the Pay System*. This set out the requirement for a Special Priority Payment (SPP) scheme and a Bonus Payment Scheme to be operated in Forces.
- 1.2 The Agreement requires the Chief Constable and the Police Authority to agree a scheme for each year following consultation with staff associations.

2. SPECIAL PRIORITY PAYMENT SCHEME

- 2.1 The Agreement states that the factor applied to calculate the minimum amount of expenditure that the Force is permitted to allocate to the Special Priority Payment scheme will be 2% of the Force's annual basic pay bill for ranks below Superintendent.
- 2.2 The Agreement states that posts may qualify for payment where they:
 - Carry a significantly higher responsibility level than the norm for the rank; or
 - Present special difficulties in recruitment and retention; or
 - Have specially demanding working conditions or environments.
- 2.3 In developing local schemes due regard and weight should also be given to the following factors:
 - The importance of individual posts to national and local policing priorities;
 - The relative importance of continuity in the post.
- 2.4 This scheme is targeted on front line/operational officers in particular. In this regard the PNB Official Side recommended that forces give particular weight in their considerations to:

Appendix A

- Those frontline posts which normally involve working in particularly demanding areas, in direct contact with the public.
 - Important and demanding posts in which it is particularly important to retain officers over a period of time (in order, for example, that they can establish and maintain good working relationships with local communities, or where a particularly high level of specialist skills are required for the role).
 - Particularly demanding detective posts, for example those that routinely require long hours because of the nature of the work (and where that workload cannot be reduced through other management action).
- 2.5 The PNB agreement advises that no more than **40%** of the Force strength should benefit from the scheme save in exceptional circumstances. Therefore, it is estimated that the maximum possible number of officers who can receive a SPP payment will be **585** based upon the target strength for next year.
- 2.6 The minimum spend on the scheme is estimated to be **£904,300** (plus national insurance) for the forthcoming year. This will form the basis of the 2009/10 budget. Individual payments have to be between £500 and £3,000 per annum, exceptionally up to £5,000.
- 2.7 The Force receives a specific grant (Police Reform Grant) to meet part of the costs of SPP. This grant is frozen in cash terms at £697,900. This represents approximately 68.4% of the total value of the 2009/10 scheme.
- 2.8 The payments are taxable and non-pensionable and are paid annually as a lump sum in December. However, an agreement at PNB now enables Forces to determine to make payments on a monthly basis if it so wishes. This is not seen as beneficial to the Force at this time.
- 2.9 Subject to the satisfaction of expressed criteria, such as continuous police service in some cases, the following groups currently receive the payment as shown:
- | | |
|---|-----------------|
| • Firearms Officers | £1940 per annum |
| • 24/7 uniform patrol Constables | £1270 per annum |
| • Safer Neighbourhood Team Constables # | £1500 per annum |
| • 24/7 uniform patrol Sergeants | £1270 per annum |
| • Divisional Detective Constables | £1270 per annum |
| • Divisional Detective Sergeants | £1270 per annum |
| • Custody Sergeants | £1270 per annum |
| • 3 Squad Uniform Patrol Sergeants | £1270 per annum |
| • Major Crime Investigation Unit Constables & Sergeants | £1270 per annum |
| • Dog section Constables (24/7) & Dog Section Sergeants | £1270 per annum |
| • Child Protection/Sex Offenders Unit | £1270 per annum |
| • Specially Trained Officers | £1270 per annum |
| • Road Policing Unit Constables and Sergeants | £1270 per annum |

A further payment of £500 will be made to constables fulfilling the role of Safer Neighbourhood Team Leaders who are performing the first line supervisory role for at least two members of police staff and satisfying a performance standard

- 2.10 Experiences gained through operating the scheme in previous years have led to the maximisation of the number of officers eligible, up to the 40% ceiling. This has involved a less risk adverse approach than originally taken when the scheme was launched. To avoid the potential for an underspend, calculations therefore include predictions of the levels of under-claiming. It should be noted that the estimates are based simplistically on a head count and, due to the range of qualifying criteria in the scheme, accurate numbers and consequential costs are not known until claims are actually received.
- 2.11 Members will recall that it was reported to the November 2008 meeting of the Committee that a review of the Special Priority Payment Scheme would be included in the work being undertaken to perform an Equal Pay Audit during 2009. This approach necessitated the retention of the existing scheme for 2009/10. The review of the scheme has been undertaken simultaneously with the broader Equal Pay Audit work which has been supported by the Local Government Employers organisation and this has helped inform the process.
- 2.12 The review highlighted some anomalies in how the scheme worked and identified measures that could minimise the risk of a claim to the absolute lowest level. However, the national scheme has fundamental restrictions and these create the greatest problem for Forces. Any changes made to eligibility would be at the expense of officers currently in receipt of a payment which may in itself precipitate a claim of unfairness and would at least be demotivational in its affect. It was therefore agreed by Chief Officers that rather than recommend these minor amendments at this stage, the Force should once again write to the Home Office expressing our concerns about the scheme and to seek its amendment or withdrawal.
- 2.13 In reaching this viewpoint Chief Officers were aware of the fact that ACPO are also likely to call for the withdrawal of the Special Priority Payment Scheme in order to fund any additional costs arising from the recent decision to implement a scheme of payments for on-call commitments. It is therefore considered that it would be inappropriate to take any action at this stage, but that the position should be reviewed again before next year's report on the scheme is due as the Force does not wish the status quo to remain for anything other than the short term.

3. BONUS SCHEME

- 3.1 The PNB Agreement in relation to bonus payments sets out that:
- Chief Constables will determine a local policy with their Police Authority, following consultation with their staff associations, for the awarding of bonuses of between £50 and £500 per head for occasional work of an outstandingly demanding, unpleasant or important nature (eg hostage negotiation or fingerprinting or searching badly decomposed bodies).
 - The payments are taxable but non-pensionable.
 - The Chief Constable and the Police Authority will agree a scheme for each year following consultation with staff associations. The PNB agreement does not apply any constraints in terms of budgetary provision or numbers of officers who may receive a payment.

Appendix A

- 3.2 There are two parts to the scheme operating in the Force. One involves payments for **identified activities** eg a tutor constable tutoring a student officer, and the other involves a **flexible approach** which enables payments to be made at the discretion of Divisional Commanders and Heads of Department. The important funding difference between the SPP and Bonus Schemes is that there is no minimum level of financial commitment to the Bonus Scheme.
- 3.3 In 2009/10 payments were approved for the following identified activities:
- CID Supervision on call (Insp, Ch Insp, Supt and C/Supt) £500 pa
 - Tutor Constables £100 per tutoring
 - Detective Tutor Constables £250 per tutoring
 - PCSO Tutors £60 per tutoring
 - Negotiators £300 pa
 - Road Policing Inspectors £500 pa
 - Family Liaison Officers £500 pa
 - Fingerprinting of dead bodies £50 per incident
 - CBRN £300 pa
 - PSU Ch Insp/Insp £500 pa
 - POLSA £300 pa
 - CROPS £300 pa
 - CHIS Handlers £300 pa
 - Collision Investigators £500 pa
 - Ch Supt (Gold Command) £500 pa
 - Professional Standards Officers £500 pa
 - Security Coordinators. £500 pa
 - Firearms Incident Managers £500 pa
 - Security Coordinators. £500 pa
 - PSU Tactical advisors. £300 pa
- 3.4 The base budget for the Bonus Scheme is £85,200.
- 3.5 A flexible element to the Bonus Scheme remains in operation in the Force. This part of the scheme enables payments to be made to individual officers and staff as a reward for outstanding work at the discretion of the Divisional Commander or Department Head. There remains the proviso that payments are only granted under the principles of the PNB scheme as per paragraph 3.1. The flexible element of the scheme is funded from divisional budgets with annual expenditure limited to a maximum level based upon £25 per capita or a total of £500, whichever is the greater, in each division/department. This would result in the largest division having their expenditure on the flexible scheme capped at approximately £12,500 per annum. However, it should again be noted that any such expenditure will be funded from existing divisional budgets.
- 3.6 For the same reasons as set out in paragraphs 2.12 and 2.13 no changes are proposed for the Bonus schemes.

4. PROPOSALS

Special priority Payment Scheme

- 4.1 The budget for the Special Priority Payment scheme for 2009/10 will be **£904,300** which represents 2% of the Force's estimated annual pay budget (after employer's NI deductions) for officers below the rank of Superintendent for 2010/11.
- 4.2 The Special Priority Payments scheme as set out at paragraph 2.9 is maintained for 2010/11.
- 4.3 The concerns of the Force about the scheme are once again the subject of a letter to the Home Office.

Bonus Scheme

- 4.4 The budget for the Bonus Scheme will be **£85,200**.
- 4.5 The Bonus Payments scheme as set out at paragraph 3.3 is maintained for 2010/11.

5. RECOMMENDATION

- 5.1 Members are asked to approve the proposals for Special Priority Payment and Bonus Schemes for 2010/11 as set out in this report.

M BAKER QPM BSc (Hons) MBA
Chief Constable

Members' Enquiries to: Mr John Jones, Assistant Chief Officer (01305) 223710
Press Enquiries to: Public Relations Officers (01305) 223780/3640