



Pay Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Introduction

1. Staff pay is determined by a national pay spine agreed by the Police Staff Council which represents Chief Constables and the Home Secretary of England and Wales and the employees of Chief Constables and Police and Crime Commissioners.
2. Adjustment to pay points (cost of living increase) will take place annually with effect from 1 September (unless otherwise agreed by the two sides of the Council) negotiated by the Council having regard to pay movements elsewhere in the public sector, pay movements elsewhere in the economy, movements in the retail price index, recruitment and retention factors and police service funding.
3. The basic pay of each individual will consist of either a single point or a scale of points selected from the national spine.

Widebanding Pay Scales

4. There are five A-E Wide Salary Bands covering the Spinal Column Points (SCP) of the national pay scale plus four management bands. Bands cover a number of spinal column points which allows for the individual to progress through the band, subject to satisfactory performance and attendance until they reach the top of the band or the progression bar for their job role. Job roles can be either evaluated as covering the full band, just the lower part of the band, to the progression bar or straddle across two bands.
5. All new appointments and promotions will be made in accordance with this policy.

Progression Principles

6. Decisions on the pay progression within the wide salary bands will be taken by the local line manager. The approach adopted by managers will always be in accordance with relevant employment protection legislation and with consideration for all aspects of diversity.

7. Increments will be awarded on the following basis:-
 - Normal salary progression of one pay point each year for satisfactory performance, i.e. taking into account achievement of PDR objectives, and satisfactory attendance
 - In cases of excellent performance salary progression may be accelerated to two pay points. Excellent performance will give consideration to areas such as work output, work quality, commitment to diversity, flexibility and teamworking
 - Progression through a band may be delayed in cases of poor performance. This will take account of PDR objectives and attendance
8. Decisions on incremental progression will be linked to the delivery of PDR objectives and take into account the attendance target for the previous 12 months.
9. Where there is concern over an individual's performance/or attendance sufficient notice should be given to provide the opportunity for the necessary improvements to be achieved, prior to the withholding of an increment.
10. In order to move through the progression bar, the following principles will apply:-
 - There must be a requirement for the work to be carried out at the higher level, which is anticipated to be a sustained future requirement
 - Individuals are able to evidence achievement of the required knowledge, skills and delivery required for the higher level
 - Individuals must demonstrate excellent performance, as evidenced in their portfolio and PDR, again giving consideration to areas such as work output, work quality, flexibility, team-working, commitment and use of initiative
 - Demonstration of satisfactory performance in undertaking work of the higher level, subject to the necessary training and/or learning opportunities being provided
 - Satisfactory attendance

Attendance

11. Salary progression will be linked to individual performance taking into account attendance. There may be cases where individuals have not achieved this target as a result of injury/illness, maternity related absence or for disability related reasons etc. This is not an exhaustive list and there may be other exceptional circumstances that line managers need to consider.
12. In the above cases discretion should be used, and line managers should take account of previous high levels of attendance. Decisions will always be made with due regard to relevant legislation.

Excellent Performance

13. Staff identified as excellent will typically:-
 - Exceed performance/PDR targets set
 - Be able to demonstrate high attendance
 - Demonstrate a flexible approach, e.g. in terms of the range of duties carried out and/or hours worked. Proper account of diversity, family friendly policies and disability related matters should be taken in reaching a management view of what constitutes excellent performance
14. Evidence, such as a commitment to diversity, letters of appreciation etc. will also be relevant in terms of assessments of excellent performance.

Withheld Increments

15. Where an increment is withheld either as a result of attendance and/or performance then subject to the achievement of these targets by a subsequent increment date, salary will be reinstated at the SCP that would otherwise have been reached had withholding of the increment(s) not taken place.

Local Remuneration Committee

16. The Local Remuneration Committee will review recommendations made by line managers with regards to pay progression. Membership of the committee will be determined by the Chief Executive.
17. The committee will be responsible for ensuring consistency and fairness of approach and for challenging recommendations where they believe evidence is lacking.
18. Representatives of the Committee will meet with local trade union representatives following Committee Meetings on an “exception basis”, to discuss any cases of individual concern. This will provide representatives with the opportunity to make submissions in respect of their members, before final decisions are implemented.

Audit

19. Decisions taken to accelerate or withhold incremental progression, or to progress an individual through the bar, will be overseen by Internal Audit supported by HR advice as necessary. This should scrutinise local decision making to ensure fairness and consistency of approach.

Evidencing

20. Individuals should be able to evidence achievement of personal objectives against the requirements of their role. The appropriate proforma can be used to assist the PDR discussion. Where decisions are made to withhold, or accelerate incremental progression, or to move an individual through the progression bar, this should be recorded, along with the rationale for the decision

Training & Development

21. Line managers have joint responsibility with their staff for their personal and professional development. Whilst individuals are encouraged to maintain a portfolio to evidence their development and growth, the organisation has an obligation to ensure that appropriate training and learning opportunities are provided. As such, access to development and training facilities, e-learning etc, will be made available to all.

Resolution of Complaints

22. Where staff disagree with reviews of their performance, attendance or the opportunities available for development or pay progression, these should be directed in the first instance to their line manager. The employee will have the opportunity to personally present their case to the line manager, accompanied by a colleague or Trade Union Representative.
23. Where the Local Remuneration Committee confirms the decision of the line manager the matter may, where it remains unresolved, be referred to the Chief Executive for a decision.

Review Process

24. It is recognised that the Salary Wide Banding Agreement may, over time, need to be adjusted to reflect any changes, which take place.

New Starter/Promotion Pay Scales

25. New starters into post will usually start at the bottom SCP for their band. However some individuals may transfer into the new role with skills and competencies that have gained in previous roles or organisations and therefore it can be justified that they should start on a higher SCP. In these cases the higher starting point should be agreed by the Chief Executive.

New Starter/Promotion Incremental Progression

26. All new starters and individuals promoted to a higher graded job are subject to a normal probationary period lasting six months which can be extended to a maximum of twelve months before being confirmed into post. At the end of the probationary period when an individual has been confirmed into post they are also eligible for a probationary incremental review. The dates an individual becomes eligible for a probationary increment review is dependent on their appointment/promotion date as detailed below.
27. Appointment/Promotion date between 1st October and 31st March will be eligible for review six months after the date of their appointment/promotion. Appointment/Promotion date between 1st April and 30th September will be eligible for review the following 1st April after the date of their appointment/promotion.
28. Where an increment is awarded, it must be based on a PDR discussion with a review of progress and objectives, and achievement of the performance objectives and good attendance.

Entitlement to Occupational Sick Pay

29. The basic entitlement to paid sick leave depends on the completed period of service as follows:

Period of Service	Full Pay	Half Pay
During 1st 4 months	30 days	Nil
4 months to end of 1st year	30 days	60 days
After completion of 1 year	60 days	60 days
After completion of 2 years	120 days	120 days
After completion of 3 years	150 days	150 days
After completion of 5 years	183 days	183 days

30. The actual entitlement to basic salary during a period of sickness will depend on the payments made during previous periods of sickness in the 12 month period immediately before the start of the period in question. The allowance for each period of sickness is calculated by:

- Starting with a basic entitlement to full - and/or half pay relating to the completed period of service.
- Reducing the allowance for full pay by any period of sick leave occurring during the twelve months immediately preceding the first day of absence for which occupational sick pay at full-pay has been paid. This gives the number of days for which payments at full pay is due.
- Reduce the allowance for half-pay by any period of sick leave occurring during the twelve months immediately preceding the first day of absence for which occupational sick pay at half-pay has been paid. This gives the number of days for which payment at half-pay is due.

Staff Pay Panel

31. The Chief Executive has discretion to extend the period of full pay and/or the period of half pay in individual cases. In the case of a member of staff about to go onto half or no pay a Staff Pay Panel will meet and make recommendations to the Chief Executive based on managerial and medical advice. The Staff Pay Panel will consist of the Chief Finance Officer together with occupational health and HR advisers as necessary. A report should be presented to the Panel setting out the following information:

- Dates of absence
- Nature of illness/injury
- Whether the medical condition is disability related
- Whether recommended reasonable adjustments have been provided
- Medical/Occupational Health support being provided, e.g. physiotherapy and any local support put in place
- Advice received from Occupational Health

- Managerial view on the likelihood of a return to work (with timescales) and an indication of what duties the member of staff could do on his/her return (restrictions, etc)

These details will ensure that an informed debate can take place and an objective recommendation submitted to the Chief Executive.

Statutory Sick Pay (SSP)

32. All employers have to pay Statutory Sick Pay (SSP) from the fourth day of sickness absence, for the first 28 weeks of a period of sick absence. A period may be deemed to be continuous if periods of absence of more than 4 days are separated by 56 days or less.
33. However, OPCC staff are entitled to receive occupational sick pay during sickness as described above. Where both SSP and occupational sick pay payments are due for the same day(s), then the occupational sick pay is said to include the SSP element, and the member of staff does not receive both payments. This is referred to as "offsetting".

Employment and Support Allowance (ESA)

34. In a few specific circumstances, employers are not allowed to pay SSP (e.g. when a period of sickness closely follows a period for which the Department for Work and Pensions (DWP) has paid other state benefits). In such cases, if the employee is eligible, the DWP will pay ESA directly to the member of staff concerned after the member of staff has applied for ESA.
35. In such cases the DWP payment is deducted from occupational sick pay if the member of staff is still receiving full pay.