

# LEICESTERSHIRE POLICE AUTHORITY

PAPER MARKED

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Meeting                   **HUMAN RESOURCES COMMITTEE**

Date                       **27 AUGUST 2009**

Report of               **DIRECTOR OF HR**

Subject                  **SPECIAL PRIORITY PAYMENT SCHEME**

## **Purpose of Report**

1. Further to the report dated 20<sup>th</sup> August 2008, submitted for the last Committee meeting, this report is to provide members with an update of the changes to the Special Priority Payment (SPP) scheme.

## **Update**

2. SPPs were introduced in 2003 following agreement with the Police Negotiating Board (PNB) to allow for additional payments to officers up to the rank of Chief Inspector. The scheme dictates that payments are to be made to posts that fit into at least one of the following criteria;
  - There are recruitment or retention difficulties.
  - The post involves more responsibility than usual for the rank.
  - The work is particularly demanding (working conditions and working environment).
3. Home Office guidance states that payments should be made to 40% of Officers, and provides 2% of federated salary budget towards the payments.
4. In Leicestershire, SPPs are divided into 2 main categories:

**SPP1** recognises roles carrying more responsibility than usual for the rank in three main areas:

  - Payments for roles that include a significant element of on-call responsibility.
  - Payments for other roles involving significant additional responsibility for the rank (other than on call).
  - Payments for Tutor Constables, Student Assessors and CID Mentors (including the assessment phase of each element).

**SPP2** recognises the demanding working environment required by front-line policing involving shift-work and rewards officers who have been assessed as exceptional in their last PDR.
5. The SPP year runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year and in 2009, after consultation with Chief Officers, Staff Associations and the Home Office, Leicestershire agreed to bring the payment date forward from December, to as soon as possible after the end of the qualifying period. This means that the majority of payments for the 08/09 scheme were paid in July 2009.
6. Further information regarding the 08/09 scheme can be found on the Police Reform Payments website on the Intranet [copy attached].

7. It should be noted that the scheme for 09/10 has yet to be confirmed and the SPP Board meets on 4<sup>th</sup> September to agree this. Police Authority will be represented at this meeting by Di Newton.

**Recommendation**

Members are invited to note the contents of the report.

**Background Papers**

No background papers.

**Person to Contact**

Mrs C Dyer, Workforce Planning, Tel (0116) 248 2108.

**What are Special Priority Payments and where have they come from?**

SPPs were introduced in 2003 following agreement with the Police Negotiating Board (PNB) to allow for additional payments to officers up to the rank of Chief Inspector.

The scheme dictates that payments are to be made to posts that fit into at least one of the following criteria;

1. There are recruitment or retention difficulties
2. The post involves more responsibility than usual for the rank
3. The work is particularly demanding (working conditions and working environment)

Home Office guidance states that payments should be made to 40% of Officers, and provides 2% of federated salary budget towards the payments. The Home Office also states that payments should be made in December of each year. Payments are taxable but not pensionable.

**Information contained here relates to the SPP scheme year ending 31st March 2009. Any amendments to the scheme will be published in due course.**

In Leicestershire, SPPs are divided into 2 main categories:

**SPP1** recognises roles carrying more responsibility than usual for the rank in three main areas:

- Payments for roles that include a significant element of on-call responsibility.
- Payments for other roles involving significant additional responsibility for the rank (other than on call).
- Payments for Tutor Constables, Student Assessors and CID Mentors (including the assessment phase of each element).

**SPP2** recognises the demanding working environment required by front-line policing involving shift-work and rewards officers who have been assessed as exceptional in their last PDR.

**2008/9 Scheme – Important Changes**

The SPP Working Group met to audit the scheme in 2008. Following a review of the roles receiving an SPP1 payment, it became clear that there was some discrepancy between the amount of on-call requirement and the SPP amount awarded. The SPP Working Group agreed to implement a banding approach for on-call requirement to enable consistency of payments between each role. A payment for other elements of the post that are not related to on-call was also agreed.

As a result of this review, there have been some increases and decreases to SPP amounts.

**As this decision was made part way through the current claim period, the SPP working group has agreed that payments that will change under the new scheme (increase or decrease) will reflect 6 months payable at the previous rate and 6 months at the new rate.**

**SPP1 – On-Call Responsibility**

The annual on-call banding amounts were agreed by the SPP Working Group as follows:

<b>Days per year</b>	<b>£</b>
21 days to 51 days	£1000
52 days to 94 days	£1250
95 days to 121 days	£1500
122 days to 183 days	£2000

Below is the list of roles that qualify for an SPP1 in relation to the on-call requirement, and amounts payable. Roles marked with an asterisk (\*) also receive a payment for an element of that role in addition to on-call – see SPP1 - Other Roles below.

Those posts in which the SPP amount is changing show the maximum amount payable in 2009 based on 6 months at the previous rate and 6 months at the new rate.

<b>Role</b>	<b>Previous Payment</b>	<b>New SPP Payment</b>	<b>Expected Max. Payment in 2009 (6 months at previous rate, 6 months at new rate)</b>
ARV – PCs	£1250	£1250	No change
Firearms TACA	£1250	£1250	No change
Tactical Firearms Officers	£1000	£1250	£1125
*Senior Investigation Officer	£2000	£2000	No change
*Detective Inspectors (Area & Major Crime)	£2000	£2000	No change
*Hostage Negotiators	£2000	£2250	£2125
Detective Inspectors (Special Ops)	£2000	£1500	£1750
CAIU – DSs	£1750	£2000	£1875
CAIU – DC (on call)	£1500	£2000	£1750
Special Branch – DI and DSs	£1500	£2000	£1750
Major Crime – DSs an DCs	£1500	£1250	£1375
Holmes Supervisor	£1250	£1250	No change
HQ Ops Planning Officer	£1250	£1250	No change
CBRN Support Officer	£1000	£1250	£1125

Search Manager (to 31 <sup>st</sup> October only)	£1250	£1000	£1125
FIB (Telecomms & Intelligence)	£1250	£1250	No change
CHIS Controllers	£1250	£1250	No change
CHIS Handlers	£1250	£1250	No change
Area SOLOs	£1000	£1000	No change
Solace Unit Officers	£2500	£2000	£2250
CBRN (Senior) Ch Inspector	£1250	£1250	No change
Special Branch DCs (not attachment)	£1000	£1000	No change
MCU Exhibits / Disclosure Officer	£1000	£1250	£1125
RIU DI EMSOU	£2000	£2000	No change
Undercover DS EMSOU	£1500	£1000	£1250
Undercover DC EMSOU	£1500	£1500	No change
Test Purchase DC EMSOU	£1500	£1000	£1250
SCIU – Senior Investigation Officer (Sgt)	N/A	£1250	New amount
SCIU – Collision Investigators (DC)	N/A	£1000	New amount
SCIU – Collision Investigators (PC)	£1500	£1000	£1250

Domestic Abuse Investigation Officer	N/A	£1000	New amount
Professional Standards – Ch/Insp	N/A	£1500	New amount
Professional Standards – Insp	N/A	£1250	New amount
SOU – DCs	N/A	£1250	New amount
SOU – DSs	N/A	£1500	New amount
Search Advisors	N/A	£1250	New amount
(from 1 <sup>st</sup> November 08 - replacing Search Managers)			

### SPP1 – Other Roles

These roles receive a payment for their significant additional responsibility that is not related to on-call.

Role	Previous Payment	New SPP Payment	Maximum Payment in 2009 (6 months at previous rate, 6 months at new rate)
CAIU – DC (not on call)	£750	£1000	£875
CAIU – DI (not on call)	£1000	£1000	No change
CMC Inspectors	£1000	£1000	No change
PBO	£1000 (year 1) £1250 (year 2) £1500 (year 3)	£1000 (year 1) £1250 (year 2) £1500 (year 3)	No change

### Eligibility for claiming an SPP1

To claim an SPP1 for any of these roles, you must be assessed as competent or above on your PDR due to be closed on 31 March 2009. You must complete a claim form and attach this to your PDR stating the number of weeks you have undertaken the role. **For on-call roles only you will also be required to record the number of times during the qualifying period that you have been on-call. This needs to be verified by your manager.** If you move during the claim period you must have a PDR signed off and a new one opened. You can receive a pro rata payment for the number of full weeks you have been performing one of the above roles, providing you have a signed off PDR evidencing competency.

The claim period for SPP1s is 1st April 2008 – 31st March 2009. Claims to be submitted to HR Business Solutions by 15th May 2009. Payment will be made in December 2009. **THIS HAS NOW CHANGED**

**\*\*\*\*As published on Latest News on 4/6/09, it is now anticipated that the majority of these claims will be paid in July 2009.\*\*\*\***

Click [here](#) for a claim form for SPP1

### **SPP1 – Practice Tutors, Student Assessors and Trainee CID Mentors**

#### **Practice Tutors**

**£750 (maximum 3 claims per year)**

£750 will be awarded to the Practice Tutor for each probationer to a maximum of three claims per year or 36 weeks tutoring. You should submit a form for each probationer tutored. Your completed form should be sent to your PDU Manager for verification and then to your local HRO. It is strongly advised that you keep a copy for your records.

Click [here](#) for a claim form for Practice Tutors

#### **Student Assessors**

**£750 (per student assessed)**

£750 will be awarded on a pro rata basis over 68 weeks (£11 per week) to the Student Assessor. You should complete the form for the number of complete weeks that you have had sole responsibility for assessing each student during the claim period. You should submit a form for each probationer assessed. Your completed form should be sent to your PDU Manager for verification and then to your local HRO. It is strongly advised that you keep a copy for your records.

Click [here](#) for a claim form for Student Assessors

#### **Trainee CID Mentors**

**£750 (per Trainee Detective)**

The maximum total payment of £750 will be awarded to the DC Mentor, for each Trainee Detective, to a maximum of three claims per annum. 40% (£300) of the payment can be claimed for the 4 week intensive mentoring period on completion of this period. The remaining 60% (£450) will be claimed on the completion of the Trainee Detective's PDP or at the end of that reference period.

You should submit a form for each Trainee Detective mentored. Your form should then be sent to the Qualifications & Assessment Unit for verification and then to your local HRO. It is strongly advised that you keep a copy for your records.

Click [here](#) for a claim form for Trainee CID Mentors

The claim period for Practice Tutors, Student Assessors and CID Mentors is 1st January 2009 – 31st December 2009. Claim forms to be submitted to HR Business Solutions by 6th November 2009. Payment will be made in December 2009. **THIS HAS NOW CHANGED**

**\*\*\*\*As published on Latest News on 4/6/09, the qualifying period for these claims is now 1st Jan 09 - 31st Mar 09. Claims should be submitted immediately to HR Business Solutions. Payment for this period will be made at the earliest opportunity and not before July 2009. This change brings into line all the SPP payments.\*\*\*\***

### **SPP2 – PDR related SPP**

Posts eligible for a PDR related payment:

- LPO
- PBO
- LPU Team Leader
- PLU Commanders

- LPU Citizen Focus PS/Neighbourhood Action PS/Priority Neighbourhood PS
- Custody Sergeants
- TSG – all ranks
- Dog Handlers – all ranks
- Dog Trainer
- Ops Room Inspectors
- Ops Room Sergeants
- OSI
- RPU – all ranks
- Area DC, DS, DI (not FIO, DSUs or locally created teams)
- Specialist Crime – all ranks
- ITU staff – Constables and Sergeants
- DSU PS
- Area Chief Inspectors

All officers in these posts are eligible for consideration for an SPP. However, due to the high numbers of officers filling these posts and the restrictions placed on us by PNB, only officers who have been assessed overall as '1' (Exceptional) in their completed PDR, which is agreed by the second line manager, will receive a payment.

### **SPP2 Payment Value**

The payment made will be dependent on the number of officers in these posts that achieve an exceptional rating. As the number of claims made determine the payment value for SPP2, there is no guarantee that late claims can be paid.

You must complete a claim form and attach this to your PDR stating the number of weeks you have undertaken the role. If you move during the reporting period you must have a PDR closed, signed off and a new one opened. You can receive a pro rata payment for the number of weeks you have been performing one of the eligible roles, providing you have a signed off PDR evidencing an overall rating of '1' (Exceptional) for SPP2.

The claim period for SPP2s is 1st April 2008 – 31st March 2009. Claims to be submitted to HR Business Solutions by 15th May 2009. Payment will be made in December 2009. **THIS HAS NOW CHANGED**

**\*\*\*\*As published on Latest News on 4/6/09, it is now anticipated that the majority of these claims will be paid in July 2009.\*\*\*\***

Click [here](#) for a claim form for SPP2

### **Additional Information**

The SPP scheme is subject to annual review. As such, current SPP eligibility and value should not be taken as an indication of future inclusion in the scheme.

Officers who are in posts that are eligible for payment (other than on-call only roles), but who are on restricted/recuperative duties as a result of maternity or injury on duty, will receive the full payment due. This will also apply to officers who have been off duty as a result of their disability, as defined under the Disability Discrimination Act 1995.

Officers who are sick (other than an injury on duty or disability related) for more than 4 weeks will have their SPP reduced to reflect this.

Part Time Officers will receive pro rata payments.

Officers may receive more than one SPP subject to a maximum of £5000.

#### New applications

Any new or existing posts that Officers/Managers wish to be reviewed and/or considered for 2009/10 will need to complete a BC4 and submit a request detailing how the post fits into the three criteria listed in the SPP definition. This needs to be sent to Charlotte Edwards (HRO – Workforce Planning).

#### Other Ways to Reward Staff

We recognise that the work of many staff justifies a reward. The attention of managers is drawn to Bonus Payments as a way of doing this where posts are not mentioned above, or for some other reason a SPP is not appropriate.

#### Queries

If you have any queries please phone extension 2108

