



<b><u>Title</u></b>	Competence Related Threshold Payments
<b><u>CCMT Sponsor</u></b>	Director of Resources
<b><u>Department/Area</u></b>	Human Resources
<b><u>Section/Sector</u></b>	Personnel

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### **1.0 Rationale**

- 1.1 The Police Negotiating Board Circular 2002/9 set out revised conditions of service for police officers, including the introduction of several financial enhancement packages related to performance. This document relates to **Competence Related Threshold Payments**.
- 1.2 These provide for federated ranks to have access to a competence related threshold payment currently of £1,032 a year, once they have served for a year at the maximum of their pay scale, and subject to them satisfying the requirements of the scheme.
- 1.3 The facility to pay competence related threshold payments commenced on 1 April 2003.

### **2.0 Intention**

- 2.1 The intention includes:
  - Explaining the use of guidance booklet and application
  - Clarifying eligibility requirements
  - Defining the authorisation process
  - Outlining payment arrangements
  - Communication, briefing and awareness considerations

### **3.0 General Principles**

- 3.1 Competence Related Threshold Payments may be paid to federated officers who have served for a year at the maximum of their pay scale, and who can demonstrate 'high professional competence'.
- 3.2 Payments are an additional increment and will be taxable and pensionable. The total amount will be divided for payment with

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salary in each pay period.

- 3.3 A central budget administered by HQ Finance will fund the Competence Related Threshold Payment scheme.
- 3.4 In defining these payments, the Police Negotiating Board (PNB) compiled a booklet entitled 'Competence related threshold payment scheme'. This contains comprehensive guidance about the scheme, including eligibility and application process. Each booklet includes an application form.

**4.0 Challenges & Representations**

- 4.5 Recommendations or suggestions for amendment to this policy should be forwarded to:

Head of Personnel.  
Thames Valley Police HQ  
Oxford Road  
Kidlington  
Oxfordshire  
OX5 2NX

**5.0 Guidance, Procedures & Tactics**

**5.1 Award of CRTP**

a) Competence related threshold payments are not automatic and the onus is on individual officers to make application and demonstrate 'high professional competence'. Those reaching the qualification threshold (one year at maximum of pay scale) can make application no earlier than 3 months before the eligibility date.

b) Seconded officers should make application through the organisations to which they are seconded. This will include NCS, NCIS, Centrex and other central service organisations. Headquarters Personnel will deal with exceptions where seconded officers are wholly administered through Thames Valley Police.

c) If an officer is appointed to an "acting" rank the competence payment will continue. However, if an officer is "temporarily" promoted, the payment will cease and the officer will migrate to the appropriate pay scale for the next rank without suffering any detriment.

**5.2 Suspension/Withdrawal of CRTP**

- a) Misconduct

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If an officer in receipt of CRTP is suspended from duty, then CRTP will cease from the date of suspension. If an officer is subject of formal Misconduct and/or criminal charges but not suspended from duty, CRTP will be suspended from the date of charge

If the investigation results in no further action being taken the payment should be reinstated from the date of original suspension. If the investigation results in a sanction no higher than a caution being imposed, consideration should be given to reinstatement from the original date of suspension. If the investigation results in a Tribunal hearing which imposes any sanction higher than a caution, then the Presiding Officer shall be invited to make a determination in respect of the CRTP.

If an officer receives a formal Written Warning, then consideration should be given to suspending CRTP for the 12 months period of the Written Warning

The decision to suspend payment in all the above circumstances will sit with the Personnel Manager, after appropriate consultation.

b) Poor attendance

If an officer's Bradford Score exceeds 300, a review will be carried out by the relevant HR Manager who, having considered all the circumstances, will decide whether CRTP is to be suspended. Payment normally will remain suspended until the Officer's score falls below 300 for at least two consecutive months

b) Poor performance

If an officer's overall rating on their PDR is "less than effective" and the role has been unchanged for the previous 12 months, then the Assessing and Determining Officers should make a recommendation on suspension of CRTP

c) Action under Efficiency Regulations

If formal proceedings are initiated under the Efficiency Regulations, and the first meeting results in an action plan being drawn up, the Countersigning Officer should advise the officer that failure to improve within the action plan timeframe may result in suspension of CRTP

d) Refusal of Special Priority Payment

If an officer is not recommended for SPP on the grounds of failing to display full competence and/or high commitment, the HR Manager shall ask the officer's Assessing and Determining Officers to review and make recommendations about suspension of CRTP

- 5.3 A guide to the application process, routing and timescales is included at Appendix A.

5.4 HR Managers will be responsible for administering the process and providing guidance

5.6 **Documentation of Decisions and Decision Making Process**

5.6.1 Application will be made on the approved form and routed to the BCU or Department Personnel manager upon completion. Two copies will be made, one for inclusion on the officer's personal file and one for despatch to HQ Personnel for performance monitoring and reporting.

5.6.2 The original application form will be returned to the applicant (eligible officer) and this will serve as written notification of the recommendation for payment or not.

5.6.3 To authorise payment (or withdrawal), HR Managers will complete a Police Variation Form (PER85) and forward direct to HQ Finance.

5.6.4 Payment variations will also be applicable to officers who are promoted, temporarily promoted or part-time; these will be reported by HR Managers using the PER85 (copied to HQ Personnel).

5.6.5 Officers subject to transfer or secondment retain their entitlement.

5.6.6 Payments will be monitored by HQ Finance who will provide an end of year summary for submission by Director of Resources to the Police Authority.

5.6.7 Competence related threshold payments depend upon evidence of 'high professional competence' submitted by eligible officers, assessment and comment of first line managers, and determination by second line managers.

5.6.8 Unsuccessful applications can be appealed to the officer's third line manager and must be submitted in writing. The outcome of the appeal is final and grounds for consideration are:

- The assessing officer or determining officer (first or second line manager) did not properly take account of the material presented; and
- The assessing officer took account of irrelevant or inaccurate factors

5.6.9 In addition, any officer whose application is unsuccessful must be supported with a development plan (included within PDR) to

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assist with future application. This is the responsibility of the Determining Officer and progress will be monitored by HR Managers.

- 5.6.10 If suspension of CRTP is being considered in any of the circumstances outlined in Section 5.5 above, the officer must be informed in writing and given the opportunity to consult with a "friend" and make representations. If CRTP is suspended, the officer had a right of appeal to his/her BCU Commander/Head of Department, whose decision is final. Suspension of CRTP must be supported by a development plan to assist with a future request for reinstatement of payment. Payment normally should only resume from the subsequent date of approval for reinstatement.
- 5.6.11 The decision making process and any subsequent action in relation to the grant or refusal of an application must be recorded fully on an officer's personal file.

**6.0 Communication**

**6.1 Links to Police National Legal Database Other.**

**6.2 Communications Strategy**

The policy will be available on the Force's Intranet site under the policy and procedures pages.

All police employees need to be made aware of this policy along with Personnel Managers and Line Managers.

**7.0 Compliance and Certification**

**7.1 Human Rights Certification**

**(i) Legal Basis**

Police Reform Act 2002 , PNB Circular 2002/9

**(ii) Human Rights Articles Engaged**

Article 14 - prohibition of Discrimination

Audited by Gillian Wyeth  
Audited on 16 January 2003

**(iii) Prohibition of Discrimination**

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There is the potential to engage Article 14 of the Convention. The enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status. Actions taken as a consequence of this policy will be applied fairly and impartially, having due regard for natural justice and human rights.

**7.2 Diversity Impact Assessment**

The policy author is currently carrying out a DIA on this policy.

**7.3 Data Protection**

Personal data and information obtained in connection with this policy should be processed in accordance with the Data Protection Act 1998. Those principles relating to the use of sensitive data also apply in respect of personal data e.g. age and ethnicity

**7.4 Freedom of Information Act**

There is no reason why this policy should not be made available to the public

**7.5 Protective Markings**

Not protectively marked.

**7.6 Health & Safety at Work**

There are no Health and Safety implications.

**8.0 Monitoring and Review**

**8.1 Links to Best Value/PPAF/Priorities/Performance Indicators**

There are no links to PNLD or Other Policies  
The policy has implications for the Resource Usage element of the Best Value programme in terms of competencies which must be displayed.

Dependant upon the role of the individual recipient of CRTP, the policy can impact on Domains 1, 2 and 3 of PPAF

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By requiring the demonstration and evidence of high professional competence within the application form, the policy encourages support across the elements of the Force Plan

**8.2 Review Process**

The policy document will be reviewed annually and the review will take into account the following criteria:-

- changes in legislation
- human rights challenges in domestic and Human Rights Courts
- number of complaints. Particular attention should be paid as to whether the complaint is against the fabric of the policy or against the individual application/ decision.
- representations by appropriate authorities
- representation made by staff associations and individuals

**FOR USE BY THE POLICY MANAGEMENT UNIT ONLY**

<u>Policy Authorisation</u>	
Policy signed off by:	
_____	_____
Director of Resources	Date

Application Process & Timescales

Person	Action	Timescale
<b>Applicant</b>	<ul style="list-style-type: none"> <li>▪ Obtain application form and guidance booklet from HR Manager</li> <li>▪ Complete application form and provide evidence to demonstrate competence against all of the 12 criteria</li> <li>▪ Submit completed application to the 'Assessing Officer' (your first line manager)</li> <li>▪ If successful - you will be notified in writing within 21 days (30 days in exceptional circumstances)</li> <li>▪ If unsuccessful – you may appeal in writing to the 'Appeals Officer' (your third line manager) within 21 days of being notified and you will receive written notification of the decision within a further 21 days</li> </ul>	Submit application no earlier than 3 months before eligibility date. If unsuccessful, further application cannot be made for 12 months
Assessing Officer (1 <sup>st</sup> Line Manager)	<ul style="list-style-type: none"> <li>▪ Confirm application properly completed</li> <li>▪ Ensure examples of competence are accurate and relevant</li> <li>▪ Consider officers attendance and conduct records</li> <li>▪ Complete assessment sections of application form and sign certificate</li> <li>▪ Forward to 'Determining Officer' (applicant's second line manager)</li> <li>▪ Note that unsuccessful candidates are entitled to oral feedback</li> </ul>	Assessing Officer <u>and</u> Determining Officer must complete the process within 21 days (or 30 days in exceptional circumstances). It is recommended that Assessing Officers should forward the application within 7 days of submission.
Determining Officer (2 <sup>nd</sup> Line Manager)	<ul style="list-style-type: none"> <li>▪ Review application and Assessing Officers comments</li> <li>▪ Quality assure content against other applications to ensure consistency</li> <li>▪ Confirm that evidence supports competence against <u>all</u> criteria</li> <li>▪ Complete and sign certificate</li> <li>▪ Prompt verbal notification to the applicant is recommended</li> <li>▪ If approved – forward to HR Manager to return application to applicant within 21 days (this will be sufficient written notification)</li> <li>▪ If rejected – compile a brief report to detail the reasons and forward to HR Manager to return to applicant (with application) within 21 days</li> </ul>	Applicant must be notified in writing of decision within 21 days of submission to Assessing Officer (or 30 days in exceptional circumstances). It is recommended that Determining Officers should forward the application to Personnel Managers within 14 days of original submission.

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<p>Appeals Officer (3<sup>rd</sup> Line Manager)</p>	<ul style="list-style-type: none"> <li>▪ Review appeal written submission and application form</li> <li>▪ Reconsider the decision</li> <li>▪ Notify applicant of decision in writing</li> <li>▪ Forward documentation to Personnel Manager</li> </ul>	<p>Applicant to be notified of decision within 21 days</p>
<p><b>HR Manager</b></p>	<ul style="list-style-type: none"> <li>▪ Support and advise Eligible, Assessing, Determining and Appeal Officers throughout the process</li> <li>▪ Maintain stock of guidance booklet and application forms</li> <li>▪ Collate list of eligible officers</li> <li>▪ Brief line managers about the scheme</li> <li>▪ Research sickness and discipline records for provision to Assessing Officer</li> <li>▪ Update performance data (see Appendix C for details)</li> <li>▪ Issue forms to officers upon request</li> <li>▪ Monitor progress of assessment, determination and appeal</li> <li>▪ Receive completed applications</li> <li>▪ Complete PER85 (Variation Form) for despatch to HQ Finance</li> <li>▪ Obtain two photocopies of application</li> <li>▪ Return original to applicant</li> <li>▪ First photocopy to applicants personal file</li> <li>▪ Second photocopy to HQ Personnel</li> <li>▪ Submit performance data returns to HQ Personnel</li> <li>▪ Continue to monitor process and individual performance</li> <li>▪ Initiate review if officer falls below the 'high professional competence' threshold</li> </ul>	<p>Applicant must be notified of decision (in writing) within 21 days. Return of application form will satisfy this requirement.</p>