



Title **Special Priority Payments Policy (2009)**
CCMT Sponsor **Director of Resources**
Department/Area **Human Resources**
Section/Sector **Human Resources Service Delivery (Reward and Benefits)**

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1.0 Rationale

- 1.1 Police Reform proposals contain a number of elements relating to police pay and conditions. This document relates to **Special Priority Payments (SPP)**.
- 1.2 The scheme was defined by the Police Negotiating Board (PNB) and became operative within Police Regulations 2003 on 1 April 2003. Regulation 34 and Annex U of the determinations set out the payment parameters.
- 1.3 The SPP scheme covers the calendar year. 2009 will be the seventh year that the scheme has been in operation.
- 1.4 Payments are made to qualifying officers in a single, non-pensionable lump sum.
- 1.5 The Force is required to spend a minimum of 2% of the base salary budget for federated ranks. The budget is calculated as 3/12 of the 2008-09 and 9/12 of the estimated 2009-10 salary budgets. For 2009, the Police Authority has approved expenditure based on a specific scheme equivalent to 41.7% of police officer establishment.
- 1.6 Payments are made annually in December (or November, at the discretion of the Chief Constable). Officers who meet the specific criteria have access to payments of between £500 and £3500. In exceptional cases, officers who are eligible for payment within several categories may receive payments in excess of £5,000.
- 1.7 Eligibility for officers to receive SPPs is determined annually by the Chief Constable and Police Authority and the scheme must be authorised by the Home Office.
- 1.8 In agreeing the qualifying posts, the Chief Constable and Police Authority have focused on the following criteria in respect of post and assignment:
 - Those carrying a significantly higher responsibility level than the norm for the rank
 - Those presenting particular difficulty in recruiting and retention
 - Those which have especially demanding working conditions or working environment
 - Emphasis has been given to officers undertaking front-line policing
- 1.9 Only officers from federated ranks (constable to chief inspector) may receive SPPs.
- 1.10 Details of the Thames Valley Police 2009 scheme and general guidance notes are contained in [Appendix A](#).
- 1.11 In recognition of their independent funding, Regional staffing and National responsibilities the SE CTU will be subject to a separate SPP scheme. Details of the SE CTU 2009 scheme and general guidance notes are contained in [Appendix B](#).

2.0 Intention

2.1 In accordance with the principles set out in the PNB agreement, the intention of this policy is to provide a fair and effective framework for managing the SPP scheme in the Thames Valley Police and defines:

- Eligibility, payment categories and amounts
- Authorisation procedures
- The payment process
- Communication, briefing and awareness considerations

3.0 General Principles

3.1 Competence and Commitment

Human Resources Business Partners (HRBP) should, on the grounds of not meeting the criteria at [section 1.8](#) above, consider for exclusion from payment of an SPP any officer subject to Regulation 13 procedures or action under the Police (Performance) Regulations 2008 will be.

3.2 Absence Management

HRBP should, on the grounds of not meeting the criteria at [section 1.8](#) above, consider for exclusion any officer with a Bradford Score (attendance record) exceeding 300 points. The final decision will sit with the HRBP who is in the best position to be aware of all the circumstances. The HRBP must take account of any extenuating circumstances, e.g. DDA, maternity related absence and injury on duty.

3.3 Part time officers

With the exception of the two authorised firearms categories, payments will be made pro-rata for part time officers.

3.4 End of posting

An officer ceasing to serve in a qualifying post or assignment, will be entitled to a pro-rata payment based on the number of qualifying days served (e.g. resignation from the Police Service, transfer to another Force, posting or temporarily relocation to a non-qualifying post). The general exceptions to eligibility will be in respect of officers who resign during Regulation 13 procedures or as a requirement following a finding of guilt at a misconduct hearing (see [section 3.1](#) above)

3.5 Recuperative & Restricted Duties - ill health

An officer on recuperative or restricted duties, who serves in a qualifying post or assignment, will be entitled to a pro-rata payment based on the number of qualifying days served. Where an officer is posted out of a post or assignment that attracts an SPP temporarily to undertake restricted duties in one that does not attract an SPP, the period in that role will not qualify for an SPP.

3.6 Maternity, Parental and Dependant Leave

An officer, as a result of a temporary and maternity related placement to a non-qualifying role or assignment, will continue to qualify for payment. The first thirteen weeks of maternity leave will qualify for payment. Unpaid leave will not qualify for SPP payment.

An officer's eligibility for payment will resume on return to duty into a qualifying role or assignment. Entitlement to a pro-rata payment is based on the number of qualifying days served.

3.7 Temporary Promotion

An officer on temporary promotion, who serves in a qualifying post or assignment, will be entitled to a pro-rata payment based on the number of qualifying days served

3.8 Acting Ranks

An officer in receipt of the SPP and performing acting duty in a non-qualifying post or assignment will continue to be entitled to payment for any qualifying period for acting rank allowance. When the officer is eligible for acting rank allowance, the SPP will cease unless the officer's post or assignment is entitled to that payment. An officer not in receipt of the SPP and performing acting duty in a qualifying post or assignment will be entitled to the payment whilst performing that acting duty. For an officer performing acting duty in a qualifying post or assignment that attracts different or additional SPP; the new criteria for eligibility for the SPP will apply.

3.9 Training

Officers attending training courses, who currently serve in a qualifying post or assignment, will retain their entitlement to the payment.

3.10 Ad Hoc duty

Officers providing ad hoc cover (e.g. mutual aid) in a qualifying post or assignment will not receive payment.

4.0 Guidance and Procedures

4.1 Details of the Thames Valley Police scheme are contained in [Appendix A](#).

4.2 Details of the SE CTU 2009 scheme are contained in [Appendix B](#).

5.0 Challenges & Representations

5.1 Special Priority Payments are not an entitlement. To receive payment, eligible officers who are serving in a qualifying post or assignment, must be able to demonstrate full competence and high commitment.

5.2 Officers unable to satisfy this requirement will be notified within 14 days and a professional development plan established via their PDR. The grounds for refusal must be documented by the HRBP and forwarded to the officer. A copy of this report must be enclosed on their personal file.

5.3 Unsuccessful applicants can appeal in writing to their BCU / OCU Commander or Head of Department. Appeals must be submitted within 21 days of the officer being informed that their application was unsuccessful.

5.4 Grounds for appeal are that the HRBP did not appropriately consider all the relevant facts or exclude irrelevant or inaccurate factors. The outcome of an appeal is final.

5.5 To ensure transparency and accountability any decisions made as a result of following this policy should be clearly documented.

5.6 Recommendations or suggestions for amendment to this policy should be sent to Human Resources Service Delivery (Reward and Benefits) via the mailbox [Special Priority Payments](#).

5.7 All challenges and representations should be made in writing to:
Head of Human Resources Service Delivery
Thames Valley Police

Human Resources Department
Oxford Spires Business Park
Langford Lane
Kidlington
Oxon
OX5 1NZ

6.0 Communication

6.1 Links to Police National Legal Databases / Other

This policy should also be read in conjunction with the guidance contained in:

[**Bonus Payments for Police Officers**](#)
[**Performance Development Review – Guidance for Assessing Officers**](#)
[**Police \(Performance\) Regulations 2008**](#)

6.2 Implementation Strategy

This policy will be published on the Policy Management Unit Intranet site and Knowzone. An entry will also be made in the Managers' Brief to advise all staff of the new policy and direct them via web links to this guidance.

6.3 The target audience comprises all police officers, members of the Human Resources community and Corporate Finance staff.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

The legal basis for this policy document is derived from:

- Police Reform Act
- Police Negotiating Board Agreement 9 May 2002
- Police Regulations 2002

(ii) Human Rights Articles Engaged

Article 14 Prohibition of Discrimination

(iii) Prohibition of Discrimination

Application of this policy could discriminate against police officers, either directly or indirectly.

Article 14 states 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.

Unless there is there is an infringement of another article, Article 14 will not apply as it is nor freestanding. However, actions and decisions taken as a consequence of this policy could be judged to be discriminatory in employment law if they are not applied fairly and impartially, having due regard for natural justice and human rights.

7.2 Diversity Impact Assessment

This policy has been assessed for its relevance against the six strands of diversity and has been rated as 'LOW' impact.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion or belief, age or disability.

7.4 Management of Police Information (MoPI)

This policy does not affect any of the key business areas s identified by Management of Police Information (MoPI).

7.5 Community Engagement Standards

This policy does not affect the public and has no community engagement implications.

7.6 Data Protection

Personal information processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.7 Freedom of Information Act

There is no reason why this policy cannot be made available to the public and can be published on the Thames Valley Police Freedom of Information Publication Scheme.

7.8 Protective Markings

This policy has been assessed as **NOT PROTECTIVELY MARKED**

7.9 Health & Safety at Work

There are no Health and Safety at Work implications.

8.0 Monitoring and Review

8.1 Review Process

The policy contributes to the following strategic objective:

- To improve the use of our resources.

This policy document will be reviewed annually. The review will take account of the following criteria:-

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office circulars
- Developments within ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant diversity data

This policy will next be reviewed in December 2009.

Guidance on the 2009 Special Priority Payment (SPP) Scheme**General Guidance**

- SPPs are an annual scheme and the presence of a category in this year's scheme does not guarantee that it will be in the following year's scheme.
- Officers should not budget for the SPP as a normal part of their salary but view it as a one off bonus.
- Officers must have attained a minimum of two years service in order to qualify. Officers who reach two years service during the year will receive any payment pro-rata.
- All categories are for the period 1st January 2009 - 31st December 2009
- Payment is made in the November pay as a single lump sum, taxable and non pensionable. In-year payments will only be endorsed in exceptional circumstances by the Head of Human Resources Service Delivery.
- SPPs are not an entitlement. To receive payment, eligible officers who are serving in a qualifying post or assignment, must be able to demonstrate full competence and high commitment throughout the year.
- Payments are made pro-rata for the number of calendar days that an officer spends in a qualifying post or assignment, e.g. an officer in a qualifying post from 1st July until 14th December will receive 167 days of the annual sum. If the officer is in the qualifying post from 1st January until 31st December, the payment is the full annual sum.
- Payment will be upon individual, counter-signed application to local Human Resources departments who will collate the details and then forward these to Corporate Finance in a single spreadsheet.
- An electronic application form will be published in autumn 2009 on the Policy Management Unit Intranet site and Knowzone. An entry will also be made in the Managers' Brief to advise all staff of the availability of the application form with web links to this guidance.
- Applications to be submitted to Human Resources departments at the end of October 2009.

Eligibility for Specific Categories

24/7 Category – uniformed officers (Constable to Inspector) who are posted to core reactive shifts and whose rotating shift pattern covers earlies, lates and rostered nightshifts finishing later than 0500.

Neighbourhood Specialist Officers (NSOs) – officers who have been appointed as dedicated NSOs. The middle amount applies to officers who are in their second year in the role. Where an officer moves into the second year in post during 2009, the payment will be pro rata. A further increase in the payment made to NSOs who move into their third year in the role. This will trigger the top level payment. Where an officer moves into the third year in post during 2009, the payment will be pro rata.

Custody Officers – officers whose principal full-time role is as a Custody Officer and who are NSPIS Custody trained.

DIs and DCIs – this payment acknowledges the unsocial hours and demands associated with the role and is in lieu of any standby allowance.

Standby Allowance – payable only to those officers who are required to be 'on-call' for one of the designated roles detailed below and is for the period 1st January - 31st December 2009. There is no other 'on-call' requirement. The allowance of £15 is payable for each night spent on call, irrespective of whether the officer is called out. Officers will need to maintain records of qualifying nights.

IPLDP trainers – Payable to IPLDP trainers only.

Negotiator Co-ordinator rota – Payable to officers covering the Force Negotiator's on call Co-ordinator rota.

SPP Scheme for 2009

Payments are to officers with a minimum of 2 years police service.
 All payments pro-rata for the number of days spent in the qualifying role.
 The [Application Form](#) will be available autumn 2009.

Area	Category	Amount
Whole of Berks East BCU, Berks West BCU and Bucks BCU officers posted within the following LPAs - Chiltern, Wycombe and South Bucks	24/7 officers	£2500
	PDU officers	£2500
	NSOs in 3 rd year in post	£3500
	NSOs in 2 nd year in post	£3250
	NSOs in 1 st year in post	£3000
	Custody Sergeants	£2500
	All other officers	£2000
All other parts of the Force	NSOs in 3 rd year in post	£1500
	NSOs in 2 nd year in post	£1250
	NSOs in 1 st year in post	£1000
	Custody Sergeants	£1500
	PDU officers	£1500
Standby allowance payable for designated roles only, anywhere in the Force (excluding DIs or DCIs).		£15 per night of on call
IPLDP Trainers		£1500
HBIs		£1000
DIs and DCIs		£2000
Firearms Cadre Membership		£1000
Authorised Firearms Officers (Standby)		£3500
Authorised Firearms Officers (Other)		£3000
Negotiator Coordinator		£1200

Designated roles

BCUs will have one DI/DCI on-call each night and Crime Support will have one DI/DCI Specialist Operations on-call each night.

THESE POSTS DO NOT QUALIFY FOR STANDBY ALLOWANCE

Designated 'on-call' roles that qualify for Standby Allowance are as follows:

<u>Force Cover (using BCU officers)</u> CBRN Silver x 1 CBRN Bronze x 1 STO x 2 CAIU x 2 Domestic Extremism (Op Rumble) x 1	<u>Each BCU</u> DS x 1 (Total 5) AIT x 1 (Total 5)
<u>Tactical Support</u> Counter Terrorism Wing x 1 Public Order Tactical Advisor x 1 Specialist Search and Recovery Team x 5 POLSA x 1 Firearms Tactical Adviser x 1	<u>Roads Policing</u> Base Inspector/Chief Inspector x 1 CIU officer x 2 FLO Coordinator x 1
<u>Crime Support Specialist Operations</u> <ul style="list-style-type: none"> - TSU x 1 - Hi-tech Crime x 1 - Witness Protection x 1 	<u>HQ Operations</u> Ops officers x 2
<u>Major Crime</u> <ul style="list-style-type: none"> - DS x 1 (weekend only) - DC x 8 (weekend only) - Intelligence Officer x 1 (7 days a week) 	<u>Police Federation</u> Federation officer (from Thame office) x 1
<u>Intelligence</u> <ul style="list-style-type: none"> - FIB x 1 - Authorities x 1 - SIDU (Sensitive Intelligence development unit) x 1 - Special Branch x 1 	
	Total: 50 roles

**Guidance on the
South East Counter Terrorist Unit (SECTU)
Special Priority Payment (SPP) Scheme 2009**

General Guidance

- SPPs are an annual scheme and the presence of a category in this year's scheme does not guarantee that it will be in the following year's scheme.
- Officers should not budget for the SPP as a normal part of their salary but view it as a one off bonus.
- Officers must have attained a minimum of two years service in order to qualify. Officers who reach two years service during the year will receive any payment pro-rata.
- All categories are for the period 1st January 2009 - 31st December 2009
- Payment is made in the November pay as a single lump sum, taxable and non pensionable. In-year payments will only be endorsed in exceptional circumstances by the Head of Human Resources Service Delivery.
- SPPs are not an entitlement. To receive payment, eligible officers who are serving in a qualifying post or assignment, must be able to demonstrate full competence and high commitment throughout the year.
- Officers eligible for a SECTU SPP are not eligible for any Thames Valley Police SPPs in Appendix A above.
- Only posts within SECTU that are funded by ACPO (TAM) or Thames Valley Police funded posts based at Thatcham are eligible for a SECTU SPP.
- Posts within the SECTU that are funded by Thames Valley Police and not based at Thatcham are not eligible for a SECTU SPP, but may be eligible for a Thames Valley Police SPP in Appendix A above.
- Payments are made pro-rata for the number of calendar days that an officer spends in a qualifying post or assignment, e.g. an officer in a qualifying post from 1st July until 14th December will receive 167 days of the annual sum. If the officer is in the qualifying post from 1st January until 31st December, the payment is the full annual sum.
- Payment will be upon individual, counter-signed application to the SECTU Head of Resources who will collate the details and then forward these to Corporate Finance in a single spreadsheet.
- An electronic application form will be published in autumn 2009 on the Policy Management Unit Intranet site and Knowzone. An entry will also be made in the Managers' Brief to advise all staff of the availability of the application form with web links to this guidance.

- Applications to be submitted to the Head of Resources, SECTU at the end of October 2009.

Categories for payment

All payments pro-rata for the number of days spent in the qualifying role.
The [CTU Application Form](#) will be available autumn 2009.

Category	Amount
SECTU Detective Chief Inspectors	£4000
SECTU Detective Inspectors	£3000
SECTU Detective Sergeants	£2000
SECTU Detective Constables	£2000

Please note that the SECTU SPP payments will be made *only* to posts funded by ACPO (TAM) or posts funded by Thames Valley Police that are based at Thatcham.

Posts that work within SECTU that are funded by Thames Valley Police but are not based at Thatcham are *not* eligible for the SECTU SPP and officers in those posts should refer to Appendix A above to check for their eligibility for any Thames Valley Police SPPs.