



<u>Policy Title</u>	Bonus Payments for Police Staff
<u>CCMT Sponsor</u>	Director of Resources
<u>Department/Area</u>	Human Resources
<u>Section/Sector</u>	Human Resources

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1.0 Rationale

1.1

This policy is intended to create additional benefits for police staff, creating the flexibility to award bonus payments against defined guidelines.

1.2

The facility to pay bonus payments commenced on 1 April 2004. The circumstances justifying payment for all categories must have occurred on or after 1 April 2004.

1.3

The amended rates and categories contained in this policy apply to events from 1 April 2008 onward.

1.4

This policy does not alter the ability to make honoraria payments, for example for undertaking additional responsibilities.

2.0 Intention

To define:

- Eligibility guidelines for bonus payments
- Award categories and amounts
- A simple authorisation procedure
- Payment process

3.0 General Principles

3.1

The categories of non-contractual bonus payments are set out in section 3.5 below.

3.2

Payments will be taxable but non pensionable.

3.3

Payments will be made by HQ Finance as a credit to the normal salary process and in the next suitable pay period following receipt of authorisation.

3.4

A central budget administered by HQ Finance will fund the bonus payment scheme.

3.5

Award categories are set out in the table below. This policy may be amended from time to time to include new categories of awards, the decision in this regard having been taken by Director of Resources.

NOT PROTECTIVELY MARKED

ROLE/FUNCTION	AMOUNT	NOTES
PCSO Tutoring	£150	Single payment per completed successful mentoring.
PEC Tutoring	£180	Notional 6 weeks at £30 available (max £180 per tutee) for tutoring as per local CRED agreement.
A1 Assessor Certification Award	£100	Single payment on certification where an element of added value beyond conventional working has been identified and the award is not a job requirement.
Fire Warden	£75	Single payment for qualifying and acting as a Fire Warden.
Economic Crimes Unit Tutor	£250	For mentoring to successful accreditation.
Source Management Unit staff	£400	Single annual retrospective payment
CBRN Training	£75	For completion of initial three day CBRN training.
	£100	Single annual payment for maintaining accreditation through attendance of required refresher training and exercise days each year.

3.6

For the avoidance of doubt, no more than one bonus payment can be made in respect of the same event(s) / incident(s).

3.7

Guidance and procedures for implementing and managing bonus payments are set out in section 4.0 of this document.

4.0 Guidance, Procedures & Tactics**4.1**

Evidence to support payment of an award must be documented on the Police Staff Bonus Payment Form. An electronic version of this form is available locally (please contact your HR Department for access details) and this should be used to initiate bonus payment requests. Recommendations for payment of bonuses must be endorsed by the line manager and forwarded to the HR Manager.

4.2

Human Resource Managers will receive applications and approve / not approve the application for payment. Following approval, the request will be forwarded to HQ Corporate Finance for payment. The central Pay & Reward Team (Human Resources Directorate) will maintain a record of approved bonus payments. This information will be collated from completed and processed applications forms forwarded from central finance.

NOT PROTECTIVELY MARKED

The general principle of this policy is that payments will be made subject to individual's meeting the eligibility criteria, unless there are exceptional circumstances.

Where applications for bonus payments are not approved, the Human Resources Manager should forward a copy of the application and rationale for the decision to the HR Pay & Reward Team.

4.3

Exceptions to 4.1 apply to the following categories of payment which will be centrally generated: CBRN payments generated by HQ Operations and A1 Assessor Award payments generated by the Accreditation and Quality Manager (Training and Development).

5.0 Challenges & Representations

5.1

Non-contractual bonus payments are discretionary. Decisions made by a Human Resource Manager to reject an application may be reviewed by the respective BCU Commander / Head of Department whose decision will be final.

5.2

Any recommendations or suggestions for amendment to this policy should be forwarded to:

Head of Human Resources
Thames Valley Police HQ,
Oxford Road,
Kidlington, Oxfordshire,
OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database Other

Although there are no direct links to the PNLD this policy does reflect some elements of the Police Officer Bonus Policy.

6.2 Implementation Strategy

This policy is available on the Intranet – Policy Management Unit site. All police staff, Personnel Managers and Line Managers must be made aware of this policy.

7.0 Compliance and Certification

7.1 Human Rights Certification

This policy has been audited for compliance with the Human Rights Act

(i) Legal Basis

There is no specific statute or legal basis for this policy; it is based on internal policy decisions taken by the Chief Constable's Management Team.

(ii) Human Rights Articles Engaged

This policy has the potential to engage:

- Article 8: as data is being collected for monitoring purposes.

(iii) Prohibition of Discrimination

Application of this policy could discriminate against individuals 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 an infringement of another article, Article 14 will not apply as it is not 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 against the six strands of Diversity and has been rated as 'LOW' relevance.

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, age or disability.

7.4 Management of Police Information (MoPI) Compliance

Information deemed 'for a policing purpose', or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with MoPI guidelines.

7.5 Community Engagement Strategy and Standards

This policy does not have the potential to engage any of the Force Community Engagement Standards.

7.6 Data Protection

Personal data and information processed in connection with this policy should be processed in accordance with the Data Protection Act 1998. It is acknowledged that "sensitive" personal data may be processed and this data will be protected in accordance with the requirements of the Act.

7.7 Freedom of Information Act

This policy will be publicly available under the Freedom of Information Act 2000. It may be published on the Freedom of Information Internet site.

7.8 Protective Markings

This policy has been assessed against the requirements of the Government Protective Marking Scheme and is **NOT PROTECTIVELY MARKED**.

7.9 Health & Safety at Work

There are no health and safety implications.

8.0 Monitoring and Review

8.1

Individuals involved in this process and in determining payment decisions should monitor the use and outcome of decisions to review the effectiveness of the policy and consistency of application.

8.2

A full review will be carried out by the policy author annually and will examine:

- 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 with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data

For use by the Policy Management Unit Only

Chief Officer Policy Authorisation

Policy signed off by:

Director of Resources:

Date: