



Title: Bonus Payments for Police Staff April 2021 - March 2022

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 This scheme was created to award police staff bonus payments of between £25 and £200 against defined categories.
- 1.3 The facility to pay bonuses commenced on 1 April 2004. The categories and rates contained in this policy apply to events from 1 April 2021 onwards to 31 March 2022 and are not retrospective.
- 1.4 This policy does not affect the ability for managers to nominate team members that meet the criteria for an award via 'Police Staff – Your Reward'.

2.0 Intention

- 2.1 The intention of this policy is to provide a fair and effective framework for managing the police staff bonus payments in the Thames Valley Police and defines:
 - Eligibility guidelines for bonus payments
 - Categories and amounts payable
 - Authorisation process
 - Payment process

3.0 General Principles

- 3.1 Payments will be taxable but non pensionable. There are restrictions on the number of times some of the categories can be received by an individual per year.
- 3.2 Payments will be made by Finance, as a credit to the normal salary process, in the next pay following receipt of authorisation.
- 3.3 A central budget administered by Finance will fund the Police Staff Bonus Payment scheme.
- 3.4 This policy may be amended from time to time to include new categories of awards, the decision in this regard having been taken by the Chief Constable's Management Team.

4.0 Guidance, Procedures & Tactics

- 4.1 Appendix A details eligibility for payment and indicates which categories will be processed on receipt of individual applications and the categories that will

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processed centrally (i.e. not requiring individual applications).

- 4.2 Retrospective claims from previous years' schemes shall be accepted only as far back as the previous financial year.
- 4.3 Application for payment is made by filling out an electronic form on the intranet. The link to the form can be found on the SSAMI home page under the "Information and Links" heading and on the staff portal at [Staff Portal](#). The electronic form must be fully completed by the applicant and their line manager. This procedure does not apply to categories that are processed centrally.
- 4.4 The Reward Team is responsible for the authorisation for payment of all bonus payment applications.

5.0 Challenges & Representations

- 5.1 Bonus payments are discretionary. However, decisions to reject an application may be made by the Business Partner (Reward) and will be reviewed on appeal by relevant member of the Chief Constable's Management Team (CCMT), whose decision will be final. Appeals must be submitted via the Business Partner (Reward).
- 5.2 Recommendations or suggestions for amendment to this policy should be sent to:
Business Partner (Reward)
People Directorate
Thames Valley Police
Oxford Spires Business Park
Kidlington
Oxfordshire
OX5 1NZ

Email: PoliceStaffBonusPayments@thamesvalley.police.uk

6.0 Communication

- 6.1 Links to Police National Legal Databases / Other
This policy should be linked to police staff pay guidance on the Staff Portal.
- 6.2 Implementation strategy
This policy shall be published on the Policies & Procedures section of the TVP intranet and the Staff Portal. 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. The target audience comprises all police staff.

7.0 Compliance and Certification

- 7.1 Human Rights Certification
 - (i) Legal Basis
Not applicable. This policy provides a benefit to police staff that is not based in legislation.
 - (ii) Human Rights Articles Engaged
Not applicable.

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(iii) Prohibition of Discrimination

Application of this policy could discriminate against police staff, 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 shall 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 Equality Impact Assessment

This policy has been assessed for its impact on protected characteristics.

7.3 Management of Police Information (MoPI)

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

7.4 Data Protection

Personal information processed in compliance with this policy shall be managed in accordance with the provisions of the Data Protection Act 2018.

7.5 Freedom of Information Act

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

7.6 Protective Markings

This policy shall be marked as Official.

7.7 Health & Safety at Work

There are considered to be no Health and Safety at Work implications.

8.0 Monitoring and Review

8.1 Review Process

This policy document shall be reviewed and revised at least annually. Each review shall take account the following:

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

This policy shall next be reviewed by September 2021.

Bonus Payment Scheme for Police Staff 1 April 2021 – 31 March 2022

Category	Amount £	Notes
Occasional Work of an Outstandingly Demanding, Unpleasant or Important Nature (WODUIN)	£50-£200	Payment only for cases deemed to be particularly unpleasant (such as badly decomposed bodies)
Family Liaison Officer – Major Crime	£50-£100	Up to a maximum of £100 per case; staff can claim up to 5 times per annum
CBRN training	£75 £100	Centrally processed. No individual applications required. £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 and for portacanting of respirators.
Fire Warden	£25	Centrally processed. No individual applications required Single annual payment for carrying out Fire Warden duties. Paid in April 2022 retrospectively.
First Aider	£100	Centrally processed. No individual applications required. Single annual payment. Paid in April 2022 retrospectively.
Tutor Trainee PCSOs	£150 per tutee	Payable to the assigned tutor responsible for signing off a tutee. Tutees have a 6-week tutor period (not payable for a short period of cover)

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Tutor Contact Management Centre Trainees	£150 per tutee	Payable to the assigned tutor responsible for signing off a tutee. Tutor period is as per local agreement. (not payable for a short period of cover)
Tutor Police Control Centre Trainees	£150 per tutee	Payable to the assigned tutor responsible for signing off a tutee. Tutor period is as per local agreement. (not payable for a short period of cover)