

**CUMBRIA POLICE AUTHORITY
PERSONNEL COMMITTEE**

27 February 2006

Agenda Item No 10

NEW PERSONNEL POLICIES

A Report by the Chief Constable

Background

This report informs members of the Police Authority Personnel Committee of those Personnel Policies approved and implemented between 1 September 2005 and 10 February 2006.

Recommendation

That members note the report.

Detail

In the period referred to above, 6 Personnel Policies were approved and implemented by the Constabulary. These were:

- **Refreshment Expenses (Police Officers)**

This Policy sets out the arrangements for the claiming and reimbursement of additional, reasonable refreshment expenses by Police Officers (excluding Chief Officers) where necessarily incurred in the performance of duty and where backed by a receipt. The Policy aims to clearly define the circumstances under which Police Officers may receive reimbursement for refreshment expenses so that they receive the proper reimbursements to which they are entitled.

- **Leave Policy**

Through this policy, the Constabulary aims to ensure that there is clarity, consistency and fairness in the provision of, and arrangements for, leave entitlements and the circumstances under which they can be taken. The policy encompasses both statutory and contractual entitlements, providing relevant information on the range of leave available. It aims to ensure reasonable staffing levels are maintained in order to efficiently and effectively meet the service needs of the organisation. This policy applies to police officers and members of police staff.

- **Bonus Scheme Policy (Police Officers)**

This Policy is to be used in the determination of a nomination for award where a Police Officer carries out occasional work of an outstandingly demanding, unpleasant or important nature. Bonus Payments will be awarded in denominations of £50. Two ways of awarding a Bonus Payment will be available:

- Area Commanders / Directors will be able to award appropriate Bonus Payments between £50 and £250,
- Chief Officers will be able to award Bonus Payments between £300 and £500.

Any payments awarded under the scheme will be charged to the appropriate Area / Departmental budget. Only one payment may be made to individuals in respect of any single piece of work.

- **Policy On The 30+ Retention Scheme (Police Officers)**

This Policy applies to all Police Officers except Chief Officers and is aimed at Police Officers who are about to retire from Cumbria Constabulary with maximum benefits under the Police Pension Scheme where Cumbria Constabulary would wish to reduce the consequent loss of experience and expertise to the service. Police Officers who successful apply to the Scheme will be re-engaged to Cumbria Constabulary at their former rank and pay level. For Police Officers above the rank of Chief Inspector, Cumbria Constabulary will be required to submit a Business Case to the Home Office for consideration and approval.

Application may be made by Police Officers on reaching 30 years' service or at any subsequent time up to compulsory retirement age, or where the Extension of Police Service Beyond Compulsory Age Limit is accessed, up to the maximum period of 5 years beyond compulsory age limit. The Scheme offers serving Police Officers with Cumbria Constabulary the opportunity to receive the tax-free lump sum under the Police Pension commutation provisions whilst being re-engaged at their former rank and pay level and retaining access to Special Priority Payments on the same basis as Police Officers.

The 30+ Retention Scheme is not suitable for all Police Officers and is particularly not suitable for those Police Officers who want to remain in service beyond 30 years and accrue further rights under the Police Pension Scheme and / or who seek promotion.

- **NVQ Policy**

This Policy sets out the Constabulary's aims and commitment to the NVQ process. Through its NVQ centre the Constabulary will be able to offer appropriate occupational qualifications to all members of police staff and all police officers, in line with the needs of the organisation. Initially the NVQ process will be limited to those in a training role and those involved in the IPLDP programme.

Applications to take part in a NVQ programme will be via the PD1 procedure and will be subject to approval by a line manager and authorisation by an area or departmental panel. The Centre Coordinator will ensure that potential candidates are matched against the most appropriate qualification and at a suitable level.

- **PDR Policy**

The PDR Policy has been reviewed in line with the published schedule and updated in advance of the next review period (Feb - Apr 2006).

Cumbria Constabulary recognises the need to implement an effective Performance Development Review (PDR) system, based on the Integrated Competency Framework (ICF), in order to ensure there is a consistent approach to PDR across the service. This Policy establishes the requirement for all Police Officers and Police Staff in Cumbria Constabulary to undertake an annual PDR based on the ICF.

It is the primary function of all Line Managers to manage the performance and development of each individual for whom they are responsible. Every manager is expected to actively support and be committed to the PDR process. Individuals should be made aware of their current performance, future potential, and development needs on a regular basis. This can assist in improving their performance. There should be no surprises for individuals when they are formally reviewed at the end of the reporting period.

In order for the PDR to be objective, individuals are assessed against the core competencies and development opportunities identified, thus ensuring all individuals are working towards continuous performance improvement.

The main purpose of PDR is to provide a focus for improving the Constabulary's performance. It is about connecting individual performance to corporate performance. Managers who provide regular feedback to teams and who recognise success will enable teams to better understand how their individual roles contribute to organisational goals.

The Policy applies to Police Officers, including the Special Constabulary, and members of Police Staff and follows national guidelines contained in Home Office Circular 14/03. Chief Officers, Police Officers on HPDS, and probationary Police Officers / Special Constables are subject to separate review methods

In addition, a **Dress Code Policy** was approved for implementation 3 April 2006. To ensure that all individuals are aware of the expectations of the Constabulary with regard to dress and equipment, the Dress Code Policy sets out the standards of acceptability within the workplace. Cumbria Constabulary is committed to providing a professional service to the public and to the maintenance of a professional and business-like working environment. Although certain individuals may not normally meet members of the public as part of their day-to-day working role, they may still encounter them in the workplace and as the quality of our service can constantly be reflected in the appearance of staff, great responsibility is placed on all individuals to ensure a positive image of the Constabulary is portrayed at all times. The over-riding principle is one of a neat, tidy and appropriate appearance. Implementation of the Policy was deferred in order to ensure that all necessary preparatory arrangements were put in place, eg provision of protective clothing etc.

All policies can be found as follows:

Public folders – Force - Strategic Management Handbook - Policy & Strategy - Force policy - Policy.

Michael Baxter
Chief Constable