

Police Federation
Of England and Wales



Ffederasiwn Heddlu
Lloegr a Chymru

Established by Act of Parliament

Federation House, Highbury Drive, Leatherhead, Surrey KT22 7UY
Telephone 01372 352022 Fax 01372 352078
Email GenSec@polfed.org www.polfed.org

FROM THE GENERAL SECRETARY'S OFFICE

IR/sg

7 March 2014

JBB CIRCULAR NO : 008/2014

**To: All JBBs
Joint Central Committee**

Dear Colleagues

**ASSIMILATION OF THE CONSTABLES' AND SERGEANTS' PAY SCALES -
PNB CIRCULAR 2013/14 (REVISED) AND PNB CIRCULAR 2014/2**

This JBB Circular is intended to provide a briefing on the changes to the Constables' and Sergeants' pay scales with effect from 1 April 2014 and should be read in conjunction with PNB Circular 2013/14(Revised) and PNB Circular 2014/2 (copies of which are attached for your information).

CONSTABLES

Background

Recommendation 55 of the Winsor Final Report said:

Pay points 6, 7, and 9 should be removed from the existing constables' pay scale in April 2014, 2015, and 2016 respectively. This will allow constables to move to the maximum more quickly and ensure that the current and new pay scales merge in 2016.

This recommendation was endorsed by the Police Negotiating Board (PNB) at its meeting of 24 July 2013, subject to there being no "leapfrogging". Leapfrogging in

this context is when officers with shorter service reach the top of the pay scale ahead of those with longer service.

Principles of Assimilation

There were various principles arising from the Winsor reports which had to be taken into account when reducing the constables' pay scale. These were:

- Recommendation 20 of the Winsor Part 1 Report said there should be an incremental progression freeze for two years. This was amended by the Police Arbitration Tribunal (PAT) to allow officers to progress as far as pay point 3 during the freeze. The progression freeze began on 1 April 2012 and ends on 31 March 2014;
- Reckonable service cannot be accrued during the incremental progression freeze. HOC 10/2012¹ explained the process for accruing reckonable service before and after the freeze. As an example, an officer who had completed six months' reckonable service on a pay point on 31 March 2012 would move to the next highest pay point on completion of a further six months' reckonable service starting on 1 April 2014; and
- Paragraph 7.1.214 of Winsor's Final Report said that officers who were on a pay point at the time at which it was removed – pay point 6 in 2014, pay point 7 in 2015 and pay point 9 in 2016 – should remain on that pay point until they were due to progress in the normal way (i.e. after a year's reckonable service) up to the next highest pay point.

Preventing Leapfrogging

Unfortunately, when we modelled the reduction to the constables' pay scale using the above principles we discovered that leapfrogging would occur and in some circumstances it would be extreme. For instance, an officer who joined in February 2008 would reach the top of the pay scale ahead of an officer who joined in March 2005.

In order to correct this anomaly the incremental dates of some officers will need to change in 2015. Details of the officers concerned are set out in PNB Circular 2013/14 (Revised). There is one inevitable side-effect of the change to incremental dates. That is, although officers will usually remain on their pay point until they have accrued one year's reckonable service (when they can then progress to the next highest pay point), officers whose incremental date changes in 2015 will move between pay points either sooner or later than at one year's reckonable service.

PNB Circular 2013/14 (Revised)

This circular sets out the assimilation process for reducing the constables' pay scale. It was originally issued in December 2013. However, it came to the attention of PFEW that it did not fully reflect the agreement reached at PNB to prevent leapfrogging. The circular has now been amended to provide more clarity and has been reissued as PNB Circular 2013/14 (Revised).

¹ <http://webarchive.nationalarchives.gov.uk/20130315044536/http://www.homeoffice.gov.uk/about-us/corporate-publications-strategy/home-office-circulars/circulars-2012/010-2012/>

Points to note within the Circular:

- i) Recommendation 55 of the Winsor Final Report refers to ensuring that “the current and new constables’ pay scales merge in 2016”, but this is slightly misleading. There will still be two separate pay scales and officers on the older, 11-point constables’ pay scale will not be moved on to the 8-point pay scale for new entrants, which was introduced in April 2013.

Instead, at the end of the assimilation process in April 2016, there will still be two separate constables’ pay scales. It could be said that the two pay scales “merge in 2016” because by that date both will be 8-points long (as the older, 11-point scale will be reduced to 8 points during the assimilation process) and they will both have the same top of scale salary. When all officers recruited onto the older constables’ pay scale have reached the top of that scale (which will be the same as the top of the pay scale for new entrants), there will in effect only be one pay scale for constables. This will happen in approximately 2020;

- ii) HOC 10/2012 details the method of accruing reckonable service immediately before and after the incremental progression freeze. Officers new in service are able to progress as far as pay point 3 during the freeze. However, as no reckonable service can be accrued during the progression freeze, the time spent on pay point 3 would not start to accrue as reckonable service until the end of the freeze on 1 April 2014. As a result, these officers cannot progress to pay point 4 until 1 April 2015;
- iii) Due to the change to some constables’ incremental dates, a group of officers will move twice in 2015; once on their usual incremental date and once on 1 October 2015, which will become their new incremental date. This applies to officers who joined between 1 January and 30 September 2005, 1 January and 31 March 2006 and 1 January and 31 March 2007;
- iv) Changes to incremental dates will need to stay in place until officers reach the top of the pay scale in order to prevent further anomalies arising;
- v) Changes to incremental dates are for pay purposes only. They do not affect annual leave accrual or the accrual of pensionable service; and
- vi) The PNB’s objective was to reduce the pay scale in a fair manner. This meant ensuring that no leapfrogging took place. However,
 - a. There will be some overtaking within the scale when officers resume their incremental progression at the end of the freeze. This will be rectified by the time officers reach the top of the pay scale so that no colleague with less service reaches the top of the pay scale ahead of them; and
 - b. Although there will be no leapfrogging there will be “catching up”. A large group of officers will reach the top of scale on 1 October 2016.

SERGEANTS

Changes to the Sergeants' Pay Scale

At its meeting of 11 April 2013 the PNB endorsed Recommendation 56 of the Winsor Final Report:

Pay point 0 of the current sergeants' pay scale should be removed from April 2014 to ensure that sergeants are always paid more than constables, consistent with the greater responsibilities of the job.

Under Winsor's proposals, officers promoted to pay point 0 before and during the incremental progression freeze could not accrue reckonable service on that pay point during the freeze. These officers would not be eligible to move to pay point 1 until they had accrued a year's reckonable service, which would be after 1 April 2014 for those promoted before the freeze and not until 1 April 2015 for those promoted during the freeze. However, any constable promoted to the rank of sergeant from 1 April 2014 would join the sergeants' pay scale on pay point 1, as pay point 0 would have been removed from that date.

In order to address this unfairness the PNB has agreed the following procedure. Pay point 0 of the sergeants' pay scale will be removed on 1 April 2014. Sergeants who are on pay point 0 when it is removed will move directly to pay point 1 on 1 April 2014. These officers will have a new incremental date of 1 April and will therefore move to pay point 2 on 1 April 2015, after completing one year's reckonable service.

All constables promoted to the rank of sergeant from 1 April 2014 will join the sergeants' pay scale at pay point 1, irrespective of their length of service as a constable.

FURTHER INFORMATION

I understand that the Home Office is drafting an FAQ document on the pay assimilation process, which I shall forward once it is issued.

I hope you find this Circular helpful.

Yours sincerely

A handwritten signature in blue ink that reads "Ian Rennie". The signature is written in a cursive style with a large initial 'I'.

IAN RENNIE
GENERAL SECRETARY

PNB Circular 2013/14 (Revised) (Advisory)

POLICE NEGOTIATING BOARD

Independent Secretary:
Bill Blase
Office of Manpower Economics
Victoria House
Southampton Row
LONDON WC1B 4AD

POLICE NEGOTIATING BOARD AGREEMENT

1. Agreement has been reached at meetings of the PNB on recommendations arising out of the Winsor Final Report on a revised constables' pay scale, a revised sergeants' pay scale, pay progression, public order allowance and casual overtime – specialist protection officers.

Details are set out in the attached memorandum.

2. This PNB circular remains advisory until specific approval of the Secretary of State for the Home Department has been given and does not confer authority* to implement the agreement. Once approval has been given, it will be promulgated in Home Office circular and in due course, the Secretary of State will make formal determinations.
3. Any enquiries about this circular should be addressed to the Independent Secretariat at the Office of Manpower Economics ☎ 020 7271 0472, to the Official Side Secretary ☎ 020 7187 7341 or the Staff Side Secretary ☎ 01372 352003/4. Enquiries to the Independent Secretariat relating to the interpretation of this circular should be made in writing.

7 March 2014

* PNB Circulars form a single numerical series. Those which in themselves provide authority to implement an agreement carry the serial number alone, while those which are advisory are designated as such after the serial number.

MEMORANDUM

The following agreements, reached in the Police Negotiating Board, are submitted for the approval of the Secretary of State for the Home Department.

Constables' pay scale (*recommendation 55*)

Pay points 6, 7 and 9 should be removed from the existing constables' pay scale in April 2014, 2015 and 2016 respectively. This will allow constables to move to the maximum more quickly and ensure that the current and new¹ constables' pay scales merge in 2016.

Please note that the pay scale for new entrant constables (which was introduced with effect from 1 April 2013) will not be affected by these changes.

Officers will usually remain on their pay point until they have spent one year's reckonable service² on that pay point (even if that pay point is subsequently removed), at which stage they can progress up the pay scale to the next highest pay point. However, to prevent 'leapfrogging', whereby an officer with shorter service is placed on a pay point that could result in them reaching the top of the scale before an officer with longer service, implementation will involve some adjustment to incremental dates. As a result of changes to incremental dates some officers will move between pay points either sooner or later than one year's reckonable service in 2015.

PNB has agreed the following assimilation procedure:

Constables' pay scale – assimilation procedure

1. The constables' pay scale of 11-points will be reduced by 3 points over 3 years from April 2014. When a pay point is removed officers will not automatically move to the next highest pay point, but will move instead in line with their incremental date.
2. With effect from 1 April 2014 pay point 6 will be removed to create a new 10-point pay scale.
3. With effect from 1 April 2015 pay point 7 will be removed to create a new 9-point scale.
4. With effect from 1 April 2016 pay point 9 will be removed to create a new 8-point pay scale, the top point of which will be reached in 7 years.
5. Anomalies would have arisen with these changes, whereby some officers would have reached the top of the pay scale after other officers recruited later than them, due to the inter-relationship between individuals' incremental dates, the effective dates of pay point removal and the method adopted of accruing reckonable service from April 2014 at the end of the suspension of incremental progression.³

¹ Pay scale for new entrant constables introduced with effect from 1 April 2013 (Home Office Circular 01/2013)

² Please note that some periods of unpaid leave may not count as reckonable service. These include career breaks, unpaid sick leave and some periods of unpaid maternity leave.

³ Incremental progression suspended for two-years from 1 April 2012 to 31 March 2014. Regulation 24, Annex F, Part 1A and Home Office Circular 10/2012 provide further information. There will be

6. To counteract these anomalies, changes to certain officers' incremental dates were agreed, all of which, for ease of reference, are reproduced below. No changes will be made to incremental progression dates in 2014. The incremental dates of officers listed below will, *for pay purposes only*, change in 2015 in accordance with the following table:

<u>Officers start date</u>	<u>Incremental date</u>
Pre- 1 October 2004 starters:	no change
Starters between 2 October 2004 and 31 December 2004:	change to 1 October from 2015
Starters between 1 January 2005 and 30 September 2005:	no change to incremental date until 1 October 2015. Officers then move to pay point 9 ⁴ (new pay point 7)
Starters between 2 October 2005 and 31 December 2005:	change to 1 October from 2015
Starters between 1 January 2006 and 31 March 2006:	no change to incremental date until 1 October 2015. Officers then move to pay point 8 ³ (new pay point 6)
Starters between 1 April 2006 and 30 September 2006:	change to 1 October from 2015
Starters between 2 October 2006 and 31 December 2006:	change to 1 October from 2015
Starters between 1 January 2007 and 31 March 2007:	no change to incremental date until 1 October 2015. Officers then move to pay point 8 ³ (new pay point 6)
Starters between 1 April 2007 and 30 September 2007:	change to 1 October from 2015
Post- 1 October 2007 starters:	no change

7. Anyone with a 1 October start date does not change. The above changes to incremental dates will need to remain in place until officers reach the top of the constables' scale, in order to avoid yet further anomalies arising.

8. All other officers move on to the next point in the scale in accordance with their normal incremental dates.

9. Officers who were eligible to progress to pay point 3 during the suspension of incremental progression could not accrue reckonable service on that pay point during the

some overtaking within the scale when officers resume their progression at the end of the suspension period, but this will be rectified by the time they reach the top of the pay scale.

⁴ This means that those who joined between 1 January and 30 September 2005 move twice in 2015: firstly on their current incremental date and again on 1 October, which will become their new incremental date. This also applies to officers who joined between 1 January and 31 March 2006 and 1 January and 31 March 2007.

suspension period. Consequently, these officers will move to pay point 4 on 1 April 2015.

Sergeants' pay scale (*recommendation 56*)

Pay point 0 of the current sergeants' pay scale will be removed from 1 April 2014 to ensure that sergeants are always paid more than constables, consistent with the greater responsibilities of the job. Sergeants on pay point 0 will move to pay point 1 of the pay scale on 1 April 2014.

Those sergeants who move from pay point 0 to pay point 1 on 1 April 2014 will have a new incremental date of 1 April. They will therefore move to pay point 2 on 1 April 2015.

Pay progression (*recommendation 84*)

PNB has agreed that, subject to the caveats set out below, pay progression for officers in the Federated Ranks should be subject to a satisfactory box marking in the annual appraisal. Those officers who receive a box marking of 'satisfactory contribution' or above should advance by one pay increment; those who receive an 'unsatisfactory contribution' box marking should remain on the same point for a further year. This should be introduced for sergeants, inspectors and chief inspectors in 2014/15 and for constables in 2015/16.

The caveats are:

- In reaching agreement PNB notes that recommendation 81 of the Winsor Final report deals with the training of line managers in the efficient and effective use of the PDR system. This recommendation is a matter for the College of Policing. However, the provision of this training, in advance of the introduction of the changes to the pay progression arrangements, will be critical to the successful implementation of the new arrangements;
- Recommendation 82 of the Winsor Final Report concerns the use of forced distribution and has been referred to the College of Policing to decide whether it should be used within the PDR system. PNB reached agreement on recommendation 84 on the basis that, should forced distribution be introduced to the PDR system, placing an officer in the bottom 10 per cent of the distribution would not result in the automatic denial of incremental progression;
- Implementation of the changes to the pay progression arrangements will be based on a national PDR model developed by the College of Policing; that the system operates on an assumption of competence unless there is evidence to the contrary; and that, in the absence of a PDR, progression will be automatic. The latter point is to ensure that an officer is not penalised as a result of a failure by their line manager to conduct the required PDR; and
- Any denial of progression will be based on unsatisfactory performance in relation to the standards required for the role. Denial of progression will only occur if an officer is subject to formal unsatisfactory performance procedures (UPPs) at the time of their appraisal. This is to ensure that a consistent approach and consistent standards are applied to unsatisfactory performance in respect to both UPPs and incremental progression.

Public order allowance (*recommendation 101*)

PNB agreed that recommendation 101, which concerned the creation of a public order allowance when the EPPA was removed, should not be introduced. Following the Home Secretary's decision to accept the Police Arbitration Tribunal's recommendation that the EPPA should not be implemented⁵, the Board agreed that a large part of the rationale for the proposed allowance had been removed. The Board agrees that, in these circumstances, matters of recognition of skills, qualifications and expertise are best taken forward within the framework of the overall development by the College of Policing of accreditation and qualifications.

Casual overtime – specialist protection officers (*recommendation 103*)

PNB agreed to reject recommendation 103. PNB notes that discussions are continuing within the Metropolitan Police Service and that a timetable for these discussions has been agreed together with a mechanism for escalating the matter to PNB in the event that local agreement cannot be reached.

⁵ Home Office circular 01/2013

POLICE NEGOTIATING BOARD

Independent Secretary:
Bill Blase
Office of Manpower Economics
Victoria House
Southampton Row
LONDON WC1B 4AD

POLICE NEGOTIATING BOARD AGREEMENT

1. The Police Negotiating Board has previously reached agreement on the implementation of changes to the pay scales for constables who joined the service prior to the 1 April 2013 and for sergeants (see also PNB circular 2013/14 revised). It was agreed that changes to the constables' pay scale would take place in three stages over two years from the 1 April 2014. Pay points 6, 7 and 9 will be removed in April 2014, 2015 and 2016 respectively. It was also agreed that pay point 0 on the sergeants' pay scale would be removed from the 1 April 2014. The purpose of this circular is to set out the changes which will come into effect from the 1 April 2014.

The new pay scales, alongside existing scales, are detailed in the attached memorandum.

2. This agreement will require amendment to the Determination at annex F made under the Police Regulations 2003 but specific approval of the agreement by the Home Office has previously been given.
3. Any enquiries about this circular should be addressed to the Independent Secretariat at the Office of Manpower Economics ☎ 020 7271 0472, to the Official Side Secretary ☎ 020 7187 7341 or the Staff Side Secretary ☎ 01372 352003/4. Enquiries to the Independent Secretariat relating to the interpretation of this circular should be made in writing.

7 March 2014

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MEMORANDUM

Agreement has been reached in PNB on changes to the constables' and sergeants' pay scales with effect from 1 April 2014. Details of the changes to the constables' and sergeants' pay scales are set out below together with the existing scales:

Pay point	Annual salary with effect from 1 September 2013 £	Pay point	With effect from 1 April 2014 £	Pay point	With effect from 1 April 2015 £	Pay point	With effect from 1 April 2016 £
On commencing service	£23,493		£23,493		£23,493		£23,493
On completion of initial training	£26,223		£26,223		£26,223		£26,223
2	£27,747(a)	2	£27,747(a)	2	£27,747(a)	2	£27,747(a)
3	£29,439	3	£29,439	3	£29,439	3	£29,439
4	£30,366	4	£30,366	4	£30,366	4	£30,366
5	£31,341	5	£31,341	5	£31,341	5	£31,341
6	£32,235						
7	£33,030	6	£33,030				
8	£34,092	7	£34,092	6	£34,092	6	£34,092
9	£36,153	8	£36,153	7	£36,153		
10	£36,885(b)	9	£36,885(b)	8	£36,885(b)	7	£36,885(b)

(a) All officers move to this salary point on completion of two years' service as a constable.

(b) Officers on this point in England and Wales who are in receipt of competence related threshold payment will continue to receive the payment in accordance with Regulation 24, Annex F, Part 9A

The constables' pay scale of 11 points will be reduced by 3 points over 2 years from 1 April 2014. When a pay point is removed officers will not automatically move to the next highest pay point but will move instead in line with their incremental date. Further details of the assimilation procedure and changes to incremental dates are set out in PNB Circular 2013/14 (revised) – which should be read in conjunction with this circular.

SERGEANTS' PAY

<u>Pay point</u>	<u>With effect from 1 September 2013</u>	<u>With effect from 1 April 2014</u>
<u>0</u>	£36,885(a)	
<u>1</u>	£38,145(b)	£38,145(a)
<u>2</u>	£39,426	£39,426
<u>3</u>	£40,266	£40,266
<u>4</u>	£41,451(c)	£41,451(b)

With effect from 1 September 2013

- (a) Entry point for members promoted from constables' pay point 9 or less
- (b) Entry point for members promoted from constables pay point 10
- (c) Officers on this point in England and Wales who are in receipt of a competence related threshold payment will continue to receive the payment in accordance with Regulation 24, Annex F, Part 9A

With effect from 1 April 2014

- (a) Entry point for members promoted from constable
- (b) Officers on this point in England and Wales who are in receipt of a competence related threshold payment will continue to receive the payment in accordance with Regulation 24, Annex F, Part 9A

As detailed in PNB circular 2013/14 (revised) pay point 0 of the current sergeants' pay scale will be removed from 1 April 2014 to ensure that sergeants are always paid more than constables, consistent with the greater responsibilities of the job. Sergeants on pay point 0 will move to pay point 1 of the pay scale on 1 April 2014. Those sergeants who move from pay point 0 to pay point 1 on 1 April 2014 will have a new incremental date of 1 April. They will therefore move to pay point 2 on 1 April 2015.