

Alignment of terms and conditions

**Alliance People
Harmonisation Programme**



**DORSET
POLICE**

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| Introduction

We have come together to transform and align police staff and some police officer terms and conditions across the Alliance as part of the People Harmonisation Programme. Our aim has always been to adopt the best practices in both forces, bringing the terms and conditions for all staff across the Alliance to the same level, supporting excellence in policing.

Existing terms and conditions differed for staff in each force when we began our Alliance journey in 2015. However, there has always been a commitment, as outlined in our People Strategy 2020-2025, to align the terms and conditions of both forces when the time was right.

This is a significant step forward and we have aimed to support our staff in the best way we can. You have told us that differing terms and conditions have been unhelpful, so we have been working together in consultation with our trades unions and staff associations to align them in a modern and collaborative way. Bringing together our terms and conditions will mainly affect police staff but there are a small number of policies that will affect police officers.

Our harmonised terms and conditions are aimed at supporting retention and attracting highly skilled people equipped to deliver modern policing and helping us to become employers of choice. Any considerations around whether to align pay and grading across the two Forces will be looked at in the future, outside of this programme of work. Where pay protection is currently in place for some members of staff, this will not be removed. Further details around the proposed changes can be found on our dedicated intranet site.

The trades unions and staff associations across both forces have been fully engaged throughout this programme of work. If you are police staff and a member of a trade union, your union may take the opportunity to enable you to vote on these proposals. Your union representative will be in touch with you with more details around how this might work.

If you have any questions, please speak with your line manager in the first instance. There is also a dedicated People Harmonisation email address, which can be used for general queries around this programme, and the team will endeavour to respond as soon as possible.

We recognise that the impact of the ongoing cost of living crisis means this is a difficult time for staff and officers. We hope this positive programme of work will deliver an improved set of terms and conditions for all staff and officers which are fair, modern and fit for purpose.



Sam De Reya
Dorset Police
Deputy Chief Constable



Jim Colwell
Devon & Cornwall Police
Deputy Chief Constable

| Policy Area - Leave

Annual Leave

Annual leave is an important part of the reward package which provides paid time off for individuals to rest and recuperate. Every individual is entitled to a certain amount of annual leave per year.

Existing provisions

Annual leave entitlements are dependent on pay scale and length of service. Employees with less than five years' continuous service are entitled to 23 - 32 days of annual leave, depending on their pay scale (pro rata for part time).

Those with more than five years' continuous service are entitled to 28 - 35 days of annual leave, depending on their pay scale (pro rata for part time). Dorset staff are also entitled to a Management Aids Day, detailed on below.

New provisions

The annual leave entitlement will be 25 days upon commencement of employment, increasing to 30 days after five years' continuous service (pro rata for part time). Protections will apply to some existing staff, as detailed in 'Annual Leave – Protection Type A' and 'Annual Leave – Protection Type B' below.

Management Aids Day

Existing provisions

Dorset staff are entitled to one days' leave known as the Management Aids Day. This is on a set date, usually around Christmas each year.

New provisions

The Management Aids Day will be withdrawn and the leave that employees were previously entitled to under the Management Aids Day provision will be added to the new annual leave entitlement.

For example, a member of staff that was previously entitled to 24 days of annual leave per year, plus one Management Aids Day, will be entitled to 25 days of annual leave. (pro rata for part time).

Annual Leave - Protection Type A

Existing provisions

Staff paid at or above Scale F with less than five years' continuous service are entitled to 25 - 32 days of annual leave per year, plus one Management Aids Day (pro rata for part time).

New provisions

Under the new provisions, this entitlement, will be protected (up to a maximum of 28 days per financial year, pro rata for part time) until five years' service has been reached and the entitlement rises to 30 days.

For example, a member of staff that was previously entitled to 25 days of annual leave per year, plus one Management Aids Day, will be entitled to 26 days of annual leave.

Annual Leave - Protection Type B

Existing provisions

Staff paid at or above Scale G with over five years' continuous service are entitled to 30 - 35 days of annual leave per year, plus one Management Aids Day (pro rata for part time).

New provisions

Under the new provisions, this entitlement, and the time previously provided under the Management Aids Day arrangements, will be protected for existing staff (up to a maximum of 31 days per financial year, pro rata for part time) for the duration of their employment under the Dorset Police terms and conditions of employment.

Buying Additional Leave

This provision allows staff to request to purchase additional leave with the cost being spread over the full financial year.

Existing provisions

Current provisions provide the ability to request up to 74 hours of unpaid leave (pro rata for part time), with the cost spread over an extended period.

New provisions

All staff will have the ability to request to purchase additional leave. The application process will be open for six weeks from 1 February each year and will allow the staff member to request up to 74 hours (pro rata for part time) of additional leave, with the cost spread out over the financial year.

Career Break Leave

A career break / extended leave break is an extended period of unpaid time away from work.

Existing provisions

Employees may apply for an extended leave break for a period of between 31 days and three years. Staff may return to their substantive role, which will have been 'back filled' during their absence.

New provisions

A career break is available for staff to request following completion of their probationary period, subject to eligibility. The length of the proposed career break must be a minimum of 31 days and no more than three years in duration. Staff may return to their substantive role.

Compassionate Leave

Compassionate leave is paid absence from work to deal with the death or serious illness of a close family member.

Existing provisions

Up to five days' compassionate leave (pro rata for part time) may be granted upon request to the department head / commander. An extension may be requested under exceptional circumstances only.

New provisions

The situations where compassionate leave is applicable have been extended to provide support to victims of domestic or sexual abuse. Up to five days' compassionate leave (pro rata for part time) may be granted upon request to the line manager. Where an extension is required, a reasonable amount of further time off will be considered by the department head / commander.

Employer Supported Policing Leave

Employer Supported Policing leave is paid time away from work, for staff who volunteer as Special Constables or Police Cadet Leaders.

Existing provisions

12 days per year (pro rata for part time) of Special Paid Leave is available to staff who are also Special Constables or Police Cadet Leaders, to carry out Special Constabulary or Police Cadet Leader duties or training. These hours are to be accrued at a rate of 7.4 hours (one day) per month (pro rata for part time), and on the proviso that an average of 16 hours of volunteering per month is completed per month in the previous three-month period.

New provisions

Up to 88.8 hours (pro rata for part time) may be granted, based on an accrual rate of 7.4 hours per month, subject to line manager approval. This is available on the proviso that, for Special Constables, an average of 16 hours of volunteering per month over the previous three-month period has been undertaken and, for Police Cadet Leaders, four hours of volunteering per month has been completed.

Public Service Leave

Public service leave allows employees to take paid time away from work to undertake certain public duties.

Member of a Local Authority

Existing provisions

No provision.

New provisions

Up to 37 hours of public service leave, with a further 37 hours being granted in exceptional circumstances (pro rata for part time) to members of staff who undertake the duties of a local authority.

School Governor

Existing provisions

Up to 18 days (133.2 hours) per year of paid special leave (pro rata for part time) may be granted to school governors.

New provisions

A reasonable amount of unpaid time off may be granted to members of staff who undertake the duties of a school governor.

Magistrates

Existing provisions

Police Staff Council Handbook provisions apply.

New provisions

Up to 37 hours, plus an additional 37 hours of public service leave (pro rata for part time) may be granted to members of staff who undertake the duties of a magistrate. Where further leave is required to retain the position (a minimum per month is set, equating to 13 full days or 26 half days per year), annual leave, flexitime, or TOIL may be requested.

Jury Service

Existing provisions

The required amount of paid time off for jury service will be recorded as duty time.

New provisions

The required amount of paid time off needed to undertake the jury service will be granted as public service leave.

Volunteer Reserve Forces and Rescue Services

Existing provisions

Up to 10 days (74 hours) per year (pro rata for part time) may be granted for duties or training.

New provisions

Up to 10 days per year (74 hours, pro rata for part time) will be granted to undertake reservist / rescue service training or duties. Consideration may be given to adjusting rosters to accommodate up to a further nine days per year (66.6 hours, pro rata for part time). Annual leave, TOIL, flexitime or unpaid leave may be requested to cover any remaining reservist / rescue service training or duties.

Retained Firefighters

Existing provisions

No provision.

New provisions

Unpaid time off can be requested to attend call outs and training, as required.

Time off for Force Sport and Other Representation

Time off for Force sport and other representation may be available for staff who are taking part in approved Force sport or who are attending AGMs / PSUK meetings.

Existing provisions

The provision of duty time off includes:

- Up to eight duty hours for each day of Force sport at national final level or national sport representation, plus up to half the travelling time where the activity extends beyond one day, totalling a maximum of three days.
- Up to eight duty hours for meetings of the PSUK or PSUK National Sections.

New provisions

Duty time off may be provided to allow members of the Force to take part in sports approved by Police Sport UK (PSUK).

- A maximum of three days for participating in Force sport at national final level or national sport representation.
- Half of the travelling time for Force sport at national final level or national sport representation where the sport / activity or travel extends beyond one day.
- Up to half a day for committee meetings and Force Sports Association Annual General Meetings.
- Up to one day for PSUK meetings or PSUK National Sections.

The above entitlements will be pro rata for part time staff.

Time off for Moving House

Existing provisions

One day of paid leave in any 12-month period may be granted to move house (pro rata for part time). Where further leave may be required, the employee must use annual leave, flexitime, etc., to supplement this. Where a housing emergency arises, there may be scope for the employee to take leave on compassionate grounds.

New provisions

This provision will be withdrawn. The forces provide a variety of supportive leave provisions which cover a broad range of situations. The provision of good annual leave entitlements and for some flexitime arrangements allow staff paid time off to deal with life choices and events.

Time off for Training

Time off for training is paid time away from work to undertake study or training that improves the staff member's effectiveness and performance within their role.

Existing provisions

Protected Learning Time and Study Leave Procedural Framework provisions apply. Staff may apply for up to 32 hours of protected learning time. Up to four hours of time for study is permitted in the week preceding one examination per year.

New provisions

A reasonable amount of paid time off may be requested to attend Force-funded study, i.e., training or a course. The provision under this policy also extends to provide paid time away from work to prepare for and take an exam (one day for pre-exam study per half day exam taken, plus reasonable time off for taking the exam, pro rata for part time). Alternative support may be available through the Sponsored Learning Panel (D&C) / Admit (Dorset) programmes.

Unpaid Leave

Individuals may request unpaid leave in certain circumstances which allows them to take unpaid time away from work.

Existing provisions

Up to 30 days of unpaid leave can be requested.

New provisions

Up to 31 days of unpaid leave per financial year may be granted by the line manager (pro rata for part time).

| Policy Area - Pay

Accelerated Increments

Where a member of staff has demonstrated excellent performance over a sustained period, their pay progression may be accelerated by one increment up to the maximum of their pay scale.

Existing provisions

Incremental pay progression may be accelerated by one increment in recognition of excellent performance – there is no limit on the number of increments that can be advanced within a financial year.

New provisions

Incremental pay progression may be accelerated by one increment per financial year in recognition of excellent performance.

First Aider Allowance

Where the Force has identified the need for a first aider and a member of staff volunteers to undertake this role in addition to their substantive role, they will be eligible for a first aider allowance.

Existing provisions

First aiders are provided through staff volunteering to undertake training and provide this support in addition to their normal role. An allowance of £16 per month is provided to these individuals.

New provisions

Where an employee volunteers to act as a first aider, achieves the required qualification and is available in the specified workplace, they will be entitled to £23.05 per month first aider allowance.

Honoraria

An honorarium recognises short-term factors that are not reflected in basic pay.

Existing provisions

Line managers have the discretion to recommend an honorarium payment when an employee is required to undertake some of the duties and responsibilities of a higher graded post over an extended period, or to recognise factors that are not reflected in the basic pay of an employee's role. The honorarium payment is subject to meeting specific criteria and a review should be conducted a maximum of six months following approval.

New provisions

Where approved, an honorarium payment is payable for up to six months, with a review conducted at the six-month point and, in exceptional circumstances, an extension provided for up to a further six months, following approval and subject to budgetary provision.

Market Supplements

Market supplements are payments which are designed to attract or retain employees, where vacancies for a particular role have been proven as difficult to fill.

Existing provisions

Market supplements can be approved for a maximum of 24 months.

New provisions

Market supplements can be approved for a maximum period of 24 months and may be renewed by re-application.

Pay Day

Existing provisions

Pay day is the last working day of the month.

New provisions

Pay day is the 28th of the month, or the last working day of the month if this is sooner than the 28th.

Pay Progression

Police staff pay and conditions allow for the payment of increments each year until the top of the employee's current pay scale is reached. This is in addition to any nationally negotiated pay increase.

Existing provisions

Increments are paid on 1 April each year.

New provisions

Increments will be paid on 1 April each year for all new appointments. Staff who are due to receive increments on 1 September will continue to do so until they reach the top of their pay scale or move to a different role.

Pay Protection

Pay protection applies in specific situations where a change beyond the employee's control results in a reduction in pay.

Existing provisions

Where pay protection is applicable, the pay protection period will be:

- Basic pay: 100% for two years, followed by 50% for one year.
- Allowances: 100% for six months, followed by 50% for three months.
- Entitlements: 100% for six months, followed by 50% for three months.

New provisions

Where pay protection is applicable, the pay protection period will be:

- Basic pay: 100% for two years, followed by 50% for one year.
- Allowances: 100% for six months, followed by 50% for three months.
- Entitlements: 100% for nine months.

Payment for Working Additional Hours

These provisions apply where staff work additional hours beyond their contractual hours of employment (also known as overtime).

Existing provisions

Staff paid at or below Scale F, Spinal Column Point F28 are paid overtime at the national rates. Staff paid at or above Scale G, Spinal Column Point G29 are paid national rates of overtime, based on the salary at Scale F, Spinal Column Point F28.

New provisions

All staff, regardless of their pay scale, will be eligible for additional hours payments at the rates set out in the Police Staff Council Handbook (subject to the provisions of the policy).

- Monday - Friday between 07:00 and 19:00: Plain time
- Monday - Friday between 19:00 and 07:00: Time and a half
- Saturday - Sunday: Time and a half
- Public holiday: Double time

Where a member of staff works part time hours, the Police Staff Council Handbook sets out the appropriate rates of pay.

Where an overtime payment is made to a member of staff paid at Pay Scale G, there will be no entitlement to compensation under provisions for working on a day not originally scheduled.

Payments for Standby Duty and Call-Outs

These provisions recognise that the nature of some roles require staff to be available to work outside of normal working hours - the standby allowance is paid where a member of staff is undertaking standby duty.

Existing provisions

The national Police Staff Council standby allowances operate. Call-outs are paid through the Force overtime arrangements.

New provisions

Where a member of staff is undertaking standby duty, they will be paid at a rate of £32.23 per period of standby duty. Where the employee is called to duty, they will be paid in accordance with the Payment for Working Additional Hours provisions.

Best Endeavours

Existing provisions

An allowance is provided on the basis that the individual will make their best endeavours to respond if contacted.

New provisions

This provision will be withdrawn. As part of a 24-hour service, in exceptional circumstances, it is expected that all staff will make their best endeavours to be available if contacted outside their working hours. As part of the transitional activity, the working arrangements which currently involve the best endeavours allowance will be reviewed in order to determine if the business requirements warrant the payment of the standby allowance as detailed previously.

Professional Subscriptions

Membership of professional bodies supports the requirements of some roles through access to research and development activities. Where membership to a professional body / institute is required as part of the essential criteria for an individual's role, this policy addresses the arrangements for the payment of these membership fees.

Existing provisions

No provision.

New provisions

Where membership to an approved professional body / institute is an essential requirement for an employee's role, their subscription fee will be paid by the Force. This will be applicable to one membership fee per financial year.

Redundancy Pay

Employees are eligible for a payment when they have been made redundant from the Force.

Existing provisions

Dorset Police enhances the statutory redundancy payment through a multiplier of 2.25.

New provisions

Redundancy payments are calculated as a number of weeks' pay dependant on age and length of service. The statutory redundancy payment will be multiplied by 2.25.

Safety Fire Warden Allowance

Where the Force has identified a need for a Safety Fire Warden and a member of staff volunteers to be a Safety Fire Warden in addition to their normal role, they will be eligible for an allowance.

Existing provisions

No additional payments are made to Safety Fire Wardens as these duties are undertaken by the Estates department.

New provisions

Where an employee volunteers to act as a Safety Fire Warden where this is not a part of their role, undertakes training, demonstrates their competence, and is available in the specified workplace, they will be entitled to £18.38 per month safety fire warden allowance.

Winfrith Allowance

The Winfrith allowance is a historic annual allowance which was introduced in 1989 to alleviate recruitment and retention issues at Dorset Police Headquarters.

Existing provisions

A monthly payment to be made when the home to Winfrith mileage exceeds five miles per single journey by the most direct route, with eligibility determined in 1989. This is not applicable to anyone in receipt of excess travel allowance.

New provisions

This provision will continue to operate for those staff who are already in receipt of this allowance. This allowance will not be issued to staff not already in receipt of this provision.



| Policy Area - Other

Set Working Hours

Set working hours apply where the needs of the business mean that staff cannot work flexitime. This can apply to full time staff as well as those working part time, compressed hours, annualised hours, or term time working.

Existing provisions

The set office hours for police staff are 8:40am to 5:00pm Monday to Thursday and 8:40am to 3:40pm Friday.

New provisions

Full time staff who are not working a shift pattern will normally involve working 7.4 hours (7 hours and 24 minutes) per day from Monday to Friday. Where flexitime does not apply, hours of work may be set so that staff work the same start / finish times every week.

Days and hours of work may vary from week to week and are set by line management. This may form into a shift pattern.

While a working pattern may be developed, non-workdays may be varied to address specific events or variations in demand.

Severe Weather

Severe weather arrangements apply in situations where an individual is unable to attend their normal workplace, an alternative workplace, or work from home due to severe weather conditions.

Existing provisions

Where an individual is unable to attend work, chooses not to work, or chooses to leave work early because of adverse weather, they must take flexitime, annual leave, or TOIL. Police staff on Scale G and above will not be eligible to utilise flexi leave.

New provisions

Where an individual is unable to attend their normal workplace, an alternative workplace, or work from home as a result of severe weather, they may be able to request to take flexitime, annual leave, or TOIL, as appropriate.

This provision allows for the bringing forward of annual leave from the following leave year's entitlement, where the entitlement for the current leave year is exhausted, also allowing for a debit to be incurred and made up the following month, where the individual works 'flexi' hours or TOIL.

Where an individual is unable to attend their normal place of work or work from home and attends an alternative police location where it is found that there is no work that can be performed, and all other options have been exhausted, they may be sent home from work as paid duty time worked.