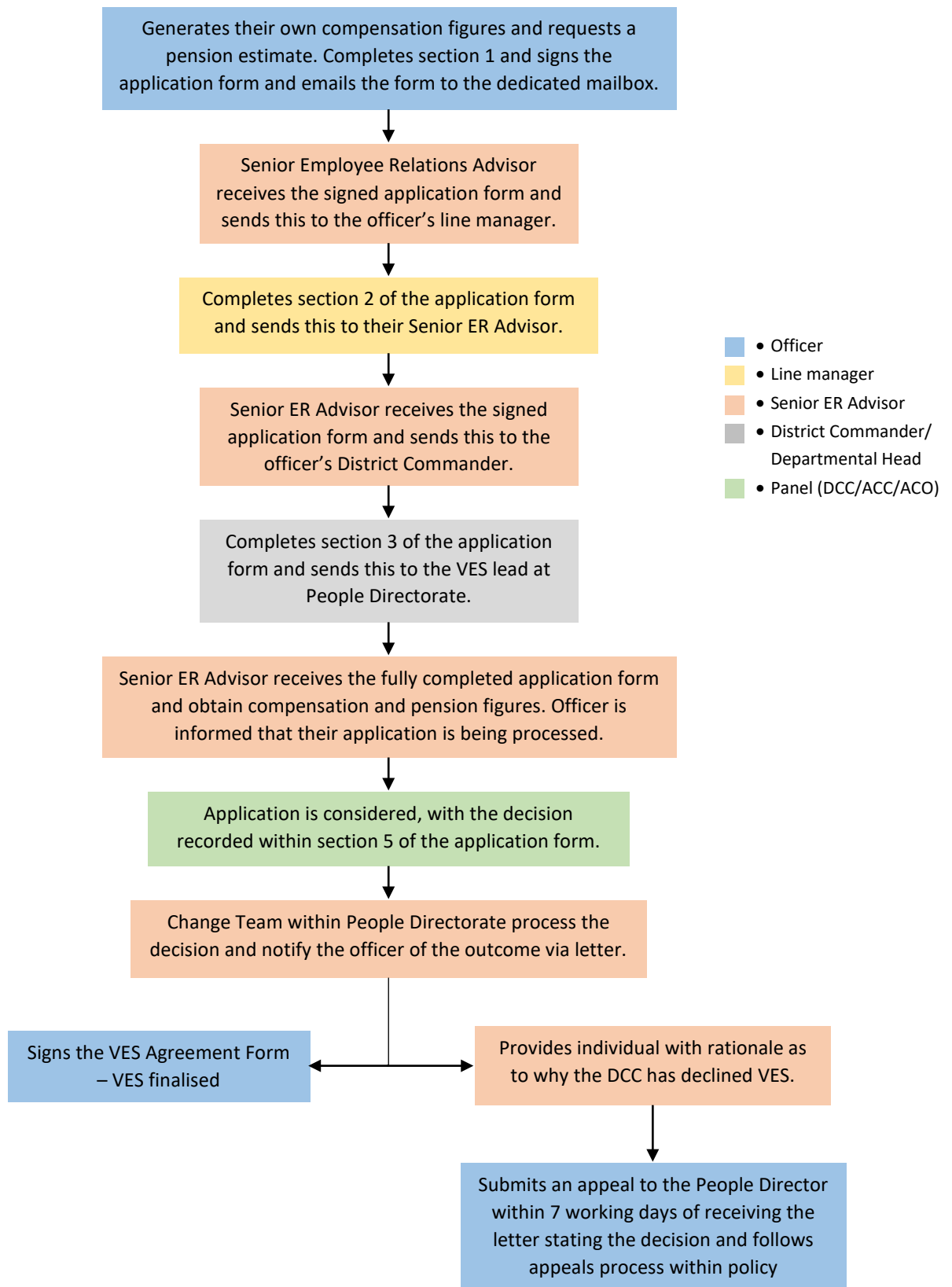


Voluntary Exit Scheme – Police Officers

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Flowchart



Policy Statement

Summary

Police Regulations allow Forces to introduce a Voluntary Exit Scheme (VES) to provide them with a process to manage the size and mix of the workforce.

Exit under the scheme (voluntary retirement) entitles an officer to a compensation lump sum, based on length of service, and a deferred pension which is payable according to the scheme membership, i.e.:

- PPS – age 50 with 25 years' service at the date of leaving, otherwise the deferred pension is payable at age 60.
- NPPS – age 60.
- CARE – state pension age.

The Chief Constable of West Yorkshire Police and Mayor of West Yorkshire have agreed that a VES should be available for targeted use, if and when decided by the Chief Officer Team (COT).

The COT will decide who may leave under the scheme.

The aim of this policy is to explain who is eligible and how and when they can apply, the selection criteria and process and appeals process.

Scope

This policy applies to police officers as determined by COT.

Principles

General

- Police officers who are members of any of the Police Pension Schemes are entitled to retire from the Force on reaching their pension age, with full pension rights.
- The Chief Officer Team will:
 - Make the decision when to open the VES and officers will only be able to apply when the Force invites applications, which may be in general or specific circumstances to meet workforce planning requirements; and
 - Decide on the terms and conditions of its implementation with reference to the different Force operating models required to meet policing needs alongside consideration of current and future resourcing and budgetary requirements.
- If and when the scheme is opened, COT will decide whether to allow applications for voluntary exit from officers of all ranks, or to limit it to

specific ranks due to organisational needs. This will be communicated at the time the scheme is opened for applications.

- Details of the scheme and how it will be implemented, in general or specific terms, will be communicated on the Force intranet and/or any other appropriate means.
 - The scheme is a voluntary one and is based on eligible officers applying to leave, but the decision to release an officer under the scheme is for the Force, and **not** for the individual, to make.
 - There will be clear and transparent objectives for the voluntary exit process and the selection criteria will comply with equality and employment legislation each time the scheme is opened.
 - The scheme will **not** be used as a substitute for managing unsatisfactory performance, nor attendance, nor misconduct processes.
 - When consideration is being given to voluntary exit under the scheme, estimates of the potential benefits for the officer will be obtained in confidence and without prejudice. Advice and guidance on how to calculate the level of the VES compensation sum can be found on the intranet. Further assistance can be obtained from the Pensions Department, and individuals can request a pension estimate via email.
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Criteria

- This policy applies to police officers (within the scope set by COT) with at least two years', but less than full pensionable, service subject to the below exclusions.
 - Officers cannot make an application to leave the Force under this scheme if:
 - They are subject to an allegation of misconduct which has not yet been determined under the Conduct Regulations;
 - They are required to attend a third stage hearing under Performance Regulations, and the meeting has not been held;
 - At a third stage meeting held in the previous 12 months their performance or attendance has been found to be unsatisfactory or constitute gross incompetence; or
 - Their conduct in the previous 12 months has been found to amount to misconduct or gross misconduct.
 - COT may decide that, for some other substantial reason, it would not be in the best interest of the Force to allow an officer to leave, including damage to the reputation of the organisation.
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Compensation Payments

Summary

The amount of lump sum payable is equal to:

- For officers below pension age, three weeks' pay for every year of service

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up to a maximum of 18 months, but subject to a maximum level high pay threshold (approximately £149,820); or

- For officers above pension age but less than 30 or 35 years' pensionable service, three weeks' pay for every year of service up to a maximum of six months' pay, but subject to a maximum level high pay threshold (approximately £149,820).

It should be noted that 'tapering' provisions apply for officers approaching their pension age, which limits the payment that can be made. Further information on how this will affect officers in this category will be provided after the application is submitted.

Part time working

- For the calculation for part time officers' compensation, length of service would be based on actual hours worked and pay would be the full time equivalent salary.
- The maximum compensation that an officer who has worked part time in the last three years could receive would be scaled back relative to the maximum for a full-time officer, taking into account the reckonable service of the part time officer.
- This is to ensure that part time officers do not receive disproportionately more than full-time officers.

Re-employment in the police

- Any compensation payment made under the VES will be required to be repaid on a pro-rata basis if the officer is subsequently re-engaged in a paid role within the police service (whether that be as a police officer or otherwise) within the lesser of:
 - Six months; and
 - The notional period of the compensation payment.

Early access to pension

- Officers who:
 - Have over two years' service;
 - Are over 55 years old; or
 - Are unable to receive payment of their pensions until they are eligible by reason of their age dependent on their pension scheme,can elect to take their pension early (subject to relevant deductions).
Note: This applies to inspectors, chief inspectors, superintendents and chief superintendents.
- Further information can be found online.
- If the compensation payment is not enough to meet the full cost of buying out the pension reduction, the Chief Constable and Mayor can decide to top up the compensation payment to meet the full cost of buying out the reduction or, if the Force does not pay, the officer may pay the difference

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themselves.

**No
compensation**

- No compensation payments are available to those who have built up full pensionable service (30 years for Police Pension Scheme 1987, 35 years for Police Pension Scheme 2006).
- This does not apply to those in the Police Pension Scheme 2015, where there is no concept of full pensionable service.

Selection Process

Principles

- In accordance with this policy, relevant officers will be invited to apply for the VES when the scheme is opened by COT.
- This does not imply any commitment by the Force that applications will be approved.

Considerations

- All applications will be considered, however there will be times when it is not appropriate or feasible for an individual or multiple applications to be approved.
- Where an individual application is being considered, the selection criteria will be used to ensure that the correct decision is being made in approving or rejecting an application. There is no pass or fail mark.
- Where multiple applications are being considered, a selection matrix will be used to compare officers to assess which are to be retained and which are selected for the VES depending on Force need. It must be objectively assessed and recorded. All applications will be considered on their own merits. There is no pass or fail mark.

Decision factors

- Any of the following factors can be taken into consideration, alongside predicted Force requirements, workforce planning and budgetary constraints, in reaching a decision on whether to approve an application for the VES:
- Skills, competencies and qualifications;
 - Capability and performance;
 - Conduct and disciplinary record;
 - Rank;
 - Geographical location;
 - Skills and training requirements;
 - Workforce mix;
 - Succession planning;
 - The reason why the officer has applied for the VES or any other individual

- circumstances; and
- The cost to the Force.

The scoring of certain factors may be weighted to ensure that the Force's needs are met.

Approval or non-approval

- Where it is agreed that a voluntary exit application is an appropriate consideration, the case will be referred to the Decision Panel which consists of the ACO and ACC People.
 - Having assessed an application, the Decision Panel will decide whether to approve the application or not.
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Notice period

- Exits under the scheme will be subject to three months' notice.
 - A shorter period may be appropriate with the agreement of both the Force and the applicant.
 - The notice period will commence from the date the officer signs the agreement to leave.
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Outstanding leave, TOIL etc.

- All outstanding leave, TOIL, VRLs etc. must be taken within the notice period.
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Applications

Principles

The VES process will consist of a number of stages:

- Opening of the application window for officers wishing to apply for voluntary exit under this scheme will be advertised by Workforce Planning.
- Officers within the determined group(s) of officers that the scheme is open to, and wishing to apply, must complete Part 1 of the application form and send an electronic signed copy to People Services. Prior to completing the form, the officer should also obtain an estimate of their compensation lump sum via the online Compensation Calculator, that will provide an indicative estimate of the lump sum amount.
- The line manager must be provided with a copy of the officer's application form by the individual.
- The line manager must complete Part 2 of the application form and return it to the District Commander.
- The District Commander must complete Part 3 of the application form and return it to the Senior Employee Relations Advisor.
- The Senior Employee Relations Advisor must obtain the compensation

lump sum and pension estimate from the Pensions Manager and inform the officer.

- The application will be considered by the Decision Panel and be approved or declined.
 - The officer must be informed of this decision by the Employee Relations Advisor.
 - The officer must sign the VES Agreement Form.
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Outcome

- Any approval of a VES application by the Decision Panel will be recorded on part 5 of the application form and formally confirmed in writing.
 - Where the Panel declines the voluntary exit application, the officer will be informed in writing of the reasons for this decision.
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Withdrawal

The application/Agreement can only be withdrawn under the following circumstances:

- By either party where both parties must agree in writing; or
 - By the Force due to cases of misconduct, UPP during the notice period, or exceptional business needs arising during the application process.
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Appeals

Principles

- If an individual considers that the selection criteria has been unfairly applied, they have the right of appeal.
 - The individual must notify the People Director within seven working days of the date of the letter informing them of the decision. They will then have a further seven days to provide detailed reasons for the appeal.
 - The appeal will be considered by the Deputy Chief Constable (DCC) and the individual will be notified of the appeal decision with 21 working days.
 - The grounds of appeal must meet one of the following:
 - Significant additional information has come to light which was not considered by the DCC; or
 - The process has not been followed fairly or correctly or in line with this policy.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Police Regulations 2003
 - Police Pensions (Amendment) Regulations 2012
 - Data Protection Act 2018
 - Home Office and National Chief Officer Guidance
 - Police Officer Voluntary Exit Scheme Guidance 2018
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