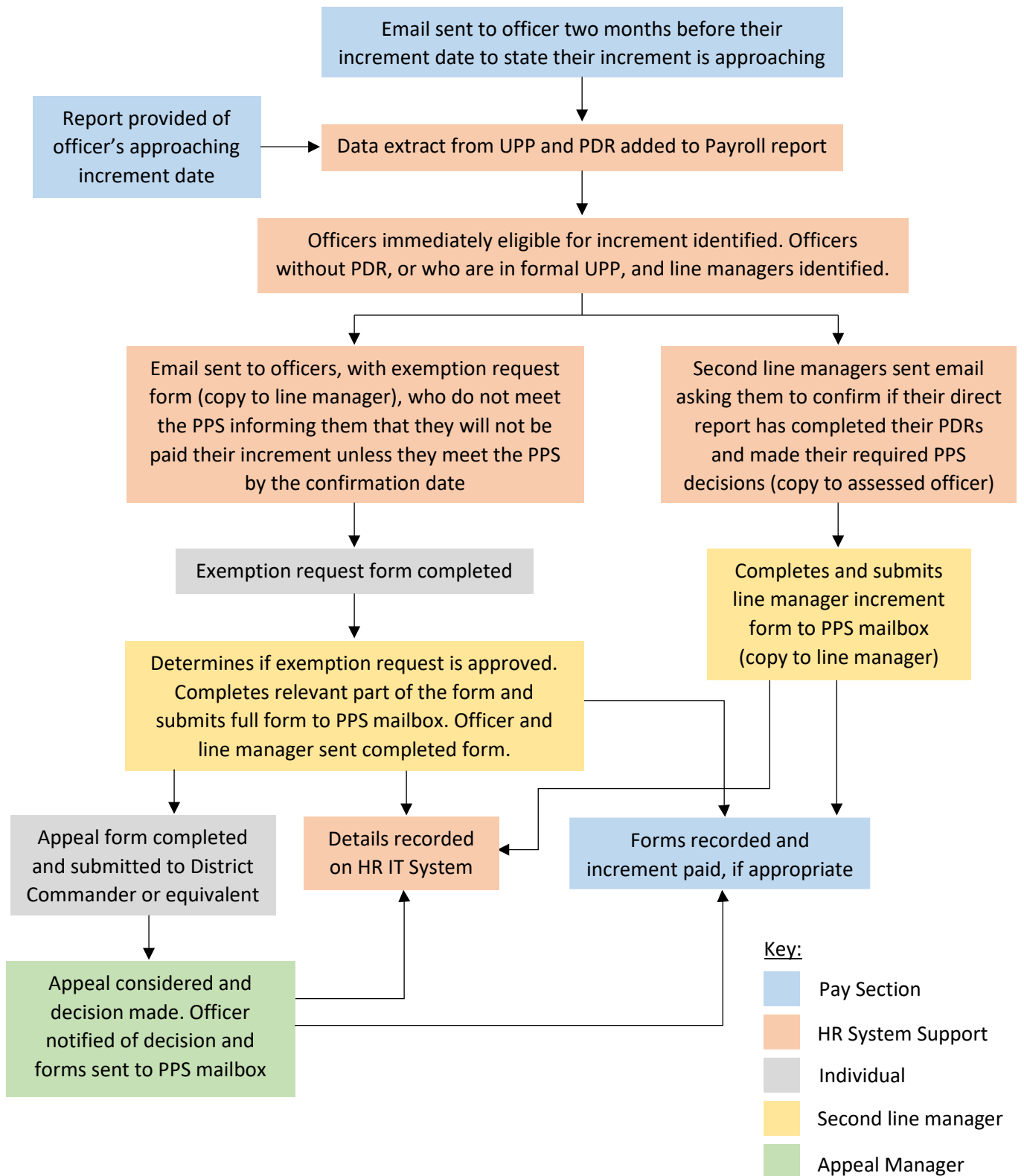


Pay Progression Standard (PPS)

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Flowchart



Policy Statement

Summary

This policy details how the Pay Progression Standard (PPS) for police officers, as set out in Annex F made under Regulation 24 of the Police Regulations 2003, will be implemented in West Yorkshire Police.

Incremental pay scale progression for police officers is not automatic and will depend on the officer meeting the PPS. Achieving the PPS is required, unless an exemption is granted, for an officer to progress up to the next spinal column point on the scale for their rank.

This policy aims to ensure compliance with the PPS and details the process for applying the PPS provisions in West Yorkshire Police.

Scope

This policy, and the PPS, applies to the incremental progression of all police officers in ranks up to and including Assistant Chief Constable from April 2023.

This policy **does not** apply to police staff, police officers in their probationary period or police officers who reach the top of the pay scale for their rank before the end of March 2023.

Principles and Key Provisions

General

- Subject to the provisions of this policy guidance:
 - Police constables progress through the pay scale for their rank on the anniversary of their appointment to West Yorkshire Police; and
 - Officers in sergeant, inspecting, superintending and Assistant Chief Constable ranks progress through the pay scale for their rank on the anniversary of their appointment to their current rank.

Note: The incremental progression date will vary from these dates if the officer's reckonable service period is changed whilst they are in their current rank, for example following unpaid leave or, for constables, if their incremental progression is delayed because of the Assessment and Recognition of Competence (ARC) provisions.
- Incremental progression through the pay scale is dependent upon confirmation that a police officer meets the Pay Progression Standard (PPS).
- Officers will be subject to an annual assessment to determine whether they meet the PPS.

Pay Progression Standard

- The following criteria will be used to determine if a police officer is to receive their incremental progression:
 - Have they had a PDR completed during the PPS assessment period? The grading of the PDR is not relevant to the progression; the officer only needs to have had a PDR completed in the specified period.
 - Is the officer in the formal stages of the Unsatisfactory Performance or Attendance Procedures detailed in the Police (Performance) Regulations 2020?
If the officer is subject to formal action under these regulations, incremental progression will be denied. The officer will be denied incremental progression for the full 12 months of the Written Improvement Notice (WIN) validity period, e.g. if a WIN was issued on the 12th October 2022 they would be denied incremental progression until at least the 12th October 2023. (See Late Compliance with PPS for further details).
 - Has the officer completed up to two training courses, if specified? An officer will be denied incremental progression if they have not completed the specified training activities in the designated period.
 - For line managers only, have they completed the required PDR reports for the individuals they directly line manage, and have they made the required PPS decisions for their direct reports?
Their incremental progression will be denied if they have not completed the required PDR reports.
- If an officer does not meet the PPS, they may still receive their increment if they are given an exemption under one or more of the reasons detailed in this policy.

Confirmation date

- The PPS confirmation date for West Yorkshire Police is the first of the month in which the officer's increment is due, so if an officer is due to receive their increment in April their confirmation date is 1st April.
- Payment of incremental progression will be based on an assessment of whether the officer has met the PPS during an assessment period.
- The assessment period is the 12 months leading up to the confirmation date.

Operating Arrangements**Training activities**

- The officer must be given at least 12 months' notice of the requirement to complete the specified training activities.
- The selected training activities **cannot** currently include Officer Safety Training or the Job Related Fitness Test.

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- The activities selected must be necessary, reasonable and realistic to the officer's role and will be specified by the Chief Constable, or another member of the Chief Officer Team, via a written communication which will be emailed to affected officers.
- District and department senior leadership teams (SLTs) do not have discretion to set the specified training activities for their officers unless the Chief Constable or, if delegated, another member of the Chief Officer Team specifies in writing that they have such discretion. Any such communication will also specify the operating arrangements for the discretion.
- The 12-month period for the officer to complete the training activity will commence on the date that they are emailed the requirement to complete the training activity.
- If an officer changes their role part way through the 12-month period for them to complete the training activity, the previous line manager must notify the new line manager of the officer's required training activities and dates for completion.
- Specified training activities can be role specific and if a training activity is no longer appropriate, for example following a change of role or after a decision by the Chief Constable or delegate, the officer will be notified via email of the change in training activities. Compliance with the previous training activity will be ignored from the PPS assessment if the 12-month completion period had not elapsed. A 12-month compliance period will then be set for any new training activities that are specified.

Notification of incremental progression

- Identification of whether officers meet the PPS will be partially automated.

Officers without PDR or officers in formal UPP

- At least a month before the confirmation date, officers will be notified via an email from the PPS mailbox if they presently do not meet the PPS. The email notification will be copied to the officer's line manager.
- The officer will then have until the confirmation date to meet the PPS.
- The officer must submit any request for an exemption to their line manager before the confirmation date.

Line managers

- If an officer is a line manager, their own line manager will be notified via an email from the PPS mailbox that the officer is due to receive an incremental progression. The officer's line manager will be asked if the officer has completed the PDRs for their direct reports and has made the required PPS decisions in the PPS assessment period.
- The assessing line manager is required to complete and submit, to the PPS mailbox, the Line Manager's Pay Progression Scheme form. The assessing line manager will provide a copy of the form to the assessed officer.

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- If the assessing line manager fails to complete and submit the form, the assessed officer will not receive their increment on the due date. If the form is completed and submitted late, and the assessing line manager confirms that the appraisee had completed the PDRs for their direct reports during the PPS assessment period, the assessed officer will receive their increment backdated to the original due date.
 - If the assessing line manager is unavailable, the assessed officer's second line manager must complete and submit the form.
 - The completed form will be used to determine if the officer meets the line manager criteria of the PPS.
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Exemptions

Exemption requests

- There may be a legitimate reason why the standard cannot be met by the officer and in this case an exemption would apply.
 - Unless otherwise stated below, officers who believe that they have not been able to meet one or more of the PPS criteria through no fault of their own must complete an Exemption Request form, detailing the grounds for their request.
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Exemptions

- There are 11 reasons why an exemption can be given. If any are met, an officer could receive an increment even if they do not meet the PPS.
- Exemptions are detailed below, with further information including, where appropriate, how the exemption will be implemented:

1. Failure to complete the PDR is due to line manager's omission

- The appraisee will need to demonstrate that they made reasonable efforts to encourage and chase up their line manager to complete their PDR and that they have also involved their second line manager.
- The second line manager will determine if the appraisee made reasonable efforts to encourage and chase up the line manager to complete their PDR and that they involved them.
- Evidence that the appraisee has sent repeated emails to the line manager and second line manager, prior to the confirmation date, about the failure to complete their PDR will usually be sufficient to justify application of this exemption.

2. An officer is subject to formal action in accordance with the Police (Performance) Regulations 2020, but performance is deemed unrepresentative

- If an officer is subject to formal action under Stage 1 of the Police (Performance) Regulations 2020 within six weeks of their confirmation

date, with no previous related informal plan, this performance or attendance issue will not be regarded as representative, and it will not prevent incremental progression.

- However, if the officer's formal action commenced more than six weeks before the confirmation date, or if the formal action was commenced in the six weeks before the confirmation date but the officer had a related informal performance or attendance issue before the six-week date, then the formal action will be regarded as representative, and it will mean that the officer does not receive their pay increment.
- The appraisee will be required to complete an exemption request form detailing that their inability to meet the PPS criteria was due to a formal action under the Police (Performance) Regulations 2020 being unrepresentative.

3. Officer deemed disabled although subject to UPP/UAP

- If an officer has self-declared that they have a disability and their line manager following liaison, as appropriate, with Employee Relations also considers that they have a disability, incremental progression will not be withheld if the officer under performance or unsatisfactory attendance is considered by their second line manager to be for reasons linked to their disability.
- The appraisee will be required to complete an exemption request form detailing that their inability to meet the PPS criteria was due to a disability.

4. Force unable to deliver training

- No officer will be penalised if the Force is unable to deliver the specified training within the necessary timescales and at a time that can be reasonably accommodated.
- The officer will need to demonstrate on the exemption request form that they made reasonable efforts to arrange and/or complete the training during the relevant 12-month period but it was not possible for the training to be delivered.
- Where failure to complete the training was due to a corporate Force decision to cease or delay the training, application of this exemption may be awarded automatically, with a request not being required. This would not exempt the officer from failing to meet the PPS criteria for another reason, such as not completing the PDRs for their direct reports.

5. Absence – non-sickness related

- An officer will not be denied incremental progression because a non-sickness related absence in the 12 months leading up to the confirmation date has prevented compliance with the PPS, e.g. maternity leave, adoption leave, shared parental leave, maternity support leave, adoption support leave, dependents' leave, parental bereavement leave, or suspended pending a disciplinary hearing etc. Also, incremental

progression will not be denied if an officer is placed on management restricted duties, and this prevented compliance with the PPS.

- The appraisee will need to detail on the exemption request form why their failure to meet the PPS was due to one or more of the specified reasons above.

6. Sickness absence

- An officer will not be denied incremental progression if their PDR is not completed in the 12-month period leading up to the confirmation date due to a sickness absence of 28 days or longer, or potentially due to a shorter sickness absence depending on its timing and duration.
- The appraisee will need to detail on the exemption request form why they believe that their failure to meet the PPS was due to sickness absence(s).

7. Temporary promotion

- Officers on temporary promotion will be exempted from all, or part of, the PPS if the circumstances of their temporary promotion make fulfilment of the PPS unreasonable.
- The appraisee will need to detail on the exemption request form why they believe that their failure to meet the PPS criteria was due to temporary promotion.
- The exemption does not apply to other periods spent performing duties in a higher rank, in an acting capacity.

8. Secondment

- Any officer on secondment to another police force in England and Wales in the 12-month period leading up to the confirmation date will not be denied incremental progression if the circumstances of the secondment prevented them from meeting the PPS. If the officer was seconded to another policing organisation for 28 days or longer in the 12 months leading up to the confirmation date their incremental progression will not be denied.
- Officers seconded to another policing organisation for 28 days or longer in the 12 months leading up to the confirmation date will automatically be awarded incremental progression, without the need to request.
- Officers seconded to other police forces in England and Wales must detail on the exemption request form why they believe that their secondment prevented them from meeting the PPS.

9. Other legitimate reason

- This is a general exemption to allow for unforeseen circumstances which do not fall into the categories outlined above. This can include the circumstances applying to officers temporarily acting up.
- The officer must complete the exemption request form and there must be justified and proportionate reasons determined, that are fully documented

by the line manager, and the legitimacy of the reason must be endorsed by the second line manager.

10. Line manager only – Absence, non-engagement of the direct report, UPP/ UAP in place

- A line manager will not be penalised where the sole reason for a PDR not being completed is because:
 - Of the sickness absence of the officer concerned; or
 - The officer (direct report) has not engaged with the PDR process; or
 - At the time of their confirmation date, the officer (direct report) was subject to formal action under the Police (Performance) Regulations.
- The assessed line manager must detail on the exemption request form why they believe that their failure to comply with PPS criteria was due to absence or non-engagement of the direct report or that the direct report was subject to formal action under the Police (Performance) Regulations.

11. Line manager only – Predecessor omission

- A line manager will not be penalised for the omissions of a predecessor. If a line manager takes over line management responsibility of an individual less than three months before the confirmation date, their incremental progression will not be denied if the appraisee's PDR was not completed.
- The appraisee must detail on the exemption request form why they believe that their failure to comply with the PPS criteria was due to the omission of their predecessor.

Exemption decision

- Following consideration of the exemption request, the appraisee's line manager will complete their part of the Exemption Request form detailing their comments and recommendation.
 - The form, including the officer and line manager sections, will be forwarded to the second line manager who will determine if the exemption request is approved.
 - The completed form will be emailed to the PPS mailbox. If an exemption is approved, Pay Section will arrange for the increment to be awarded. Payment of the increment will be backdated to the date of the officer's original incremental progression date.
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Appeals

Arrangements

- An officer can appeal if they consider that they have justifiable grounds relating to one or more of the following reasons:
 1. They have not met the PPS.
 2. An exemption request has been declined.

3. If they believe that the intended application of the PPS to them is not appropriate, either in whole or in part, and they ask for the condition relating to their assessment to be amended or withdrawn prior to the PPS assessment being made.
- The Appeal Manager is the District Commander, Director or equivalent unless they have been directly involved in the decision which is being appealed. If they have been directly involved, they must appoint a suitable manager who is independent of the decision which is being appealed.
 - For appeal reasons 1. and 2. listed above, the officer must submit their appeal within three calendar weeks of being notified that they did not pass the PPS assessment or that their exemption request was declined.
 - For appeal reason 3., the officer must submit their appeal no later than six weeks prior to the confirmation date.
 - Appeals that are submitted late will only be considered in exceptional circumstances, where the District Commander, Director or equivalent decides there are reasonable grounds for allowing late submission, for example if the officer was unable to submit their appeal on time due to long term sickness absence.
 - An officer must appeal using a Progression Standard Appeal form and must detail the grounds for their appeal on the form.
 - The form must be submitted to their District Commander, Director or equivalent.
 - The Appeal Manager may take any necessary action to investigate the appeal and to determine the outcome. The appealing officer may be represented by the Police Federation or Superintendents' Association, as appropriate.
 - The Appeal Manager must complete their part of the Pay Progression Standard Appeal form and notify the officer concerned, their line manager and second line manager of the outcome.
 - The completed appeal form, including the Appeal Manager's decision, must be emailed to the PPS mailbox.
 - If the appeal has been upheld, fully or in part, details of any amended conditions relating to the PPS assessment must be included on the form and notified to the officer and their first and second line managers.
 - If the Appeal Manager determines that the officer should be paid their increment, the increase will be backdated to the original incremental progression date.
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Failure to Meet and Late Compliance with PPS

Failure to meet PPS

- Officers who do not meet the PPS on the confirmation date, and are not given an exemption or who appeal unsuccessfully, will be denied incremental progression.
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Late compliance with PPS

- If an officer does not meet the PPS on the confirmation date, they may progress through the pay scale if the PPS is met at any point before the next confirmation date.
 - If an officer meets the PPS after the confirmation date they must then submit a Pay Progression Standard Late Compliance form to their line manager, who will be required to verify the officer's compliance with the PPS. The officer must state on the form the date that they consider they met the PPS.
 - The line manager must add their comments and recommendation to the form and forward it for decision to the second line manager who can confirm or overrule the line manager's recommendation.
 - An officer can submit an appeal if a PPS late compliance submission is declined, or if the date that they consider they met the PPS is not approved. This appeal will be dealt with as per Appeals, except that if the appeal is upheld and the Appeal Manager decides that the increment should be made, it will only be paid from the date that the officer is deemed to have met the PPS.
 - The completed Pay Progression Standard Late Compliance form will be emailed to the PPS mailbox. The increment will be paid from the date that the officer is determined to have met the PPS.
 - The officer's subsequent incremental progression date will be unaffected by the late payment of their increment. The increment date is not re-set and the officer will still be due an increment on the anniversary of the original increment date.
 - If a PDR or training activity is completed late, and this is used to give an officer an increment, this item cannot be used again to provide the evidence of the PPS for another increment. For example, the officer must have another PDR before they can incrementally progress in their next PPS assessment.
 - Upon successful completion of a Written Improvement Notice (WIN) an officer may complete a PPS Late Compliance Form and, if approved, they would receive an increment from the date when the WIN is no longer valid.
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Promotion

Provisions

- When promotion takes place prior to an officer's confirmation date, the PPS assessment will be reset in line with the officer's new pay anniversary date, and no in-year assessment will take place.

- In the case of an officer on temporary promotion, for pay purposes the pay anniversary may potentially change according to the length of the temporary promotion and the amount of previous reckonable service in the higher rank:
 - If the officer is on temporary promotion for the first time and this will not exceed 12 months, then no change to the PPS linked to the substantive rank will occur, and the confirmation date and assessment can remain in place; or
 - In the case of an officer who will be eligible for pay progression in the higher rank, their confirmation date will be reset accordingly to reflect their anticipated service in the higher rank.
 - However, if the circumstances of either a period of temporary promotion or a period of acting up do not allow determination of whether these circumstances apply or whether the current PPS requirements can be met, an exemption can be submitted by the officer.
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Recording and Reporting

Provisions

- Details of the application of the PPS process for officers will be recorded on the HR IT system so that records of increment payments, non-payments, exemption requests and appeal are maintained and data is available for reporting purposes.
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Additional Information

Compliance

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

- Police Regulations 2003
 - Police (Performance) Regulations 2020
 - Unsatisfactory Performance Procedure (UPP)
 - Data Protection Act 2018
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