

Career Progression Schemes

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Policy Statement

Summary

West Yorkshire Police (WYP) operates career progression pay schemes in certain police staff roles where the size and acquisition of skills, knowledge and qualifications required to perform a role effectively are so large and broad that it potentially spans several grades. A career progression scheme is a structured, development pathway through one or more grades that outlines a set of skills, knowledge, experience and qualifications that must be achieved in order to become fully effective and competent in performing a role.

The role profiles developed by managers and departments based on business needs reflects the milestones required to be achieved in order to progress through the scheme. This policy explains pay progression, considering if a role is suitable and the assessment of the progression and the appeals process.

Scope

This policy applies to all police staff in roles that are deemed suitable for a career progression scheme or are employed in roles covered by a career progression scheme.

Principles

General

- When a role is advertised it must state if it is a career progression scheme and what the span of grades the scheme covers.
- **All** individuals appointed to a role which is covered by a career progression scheme will be entitled to progress through the levels subject to meeting the relevant criteria of the scheme.
- On appointment to a role that has a career progression scheme, individuals will be given a copy of the relevant scheme and the appropriate development opportunities in order to progress through the scheme.
- Individuals may be appointed to a higher pay scale point if their qualifications, skills and experience are commensurate and in accordance with a career progression scheme, subject to appropriate approval. The Request to Pay a Higher Starting Salary Form must be completed
- It is expected that individuals should actively engage in taking up these opportunities to ensure personal development alongside progression through the scheme, and they are also expected to share the responsibility for identifying development needs and opportunities as they arise.
- Assessments will take place at regular intervals throughout the year as set out in the relevant career progression scheme to monitor progress and development.
- Individuals must have attained an overall performance in the role grading of Exceptional Contributor/Highest Potential, Consistent Performer/

Emerging Talent, High Performer, Solid Performer, Core Performer, Strong Performer or Early Promise/High Potential (or equivalent) from their last full PDR to accelerate through pay points or to the next grade.

- All individuals have the right to appeal if they feel their line manager believes they have not met the criteria to progress to the next pay grade.

Pay Progression

- Within a grade, normal annual increments must be awarded in accordance with Police Staff Conditions (PSC) unless an employee is subject to formal action under the Capability Procedure Performance policy. Accelerated progression within a grade may be made to recognise career progression in accordance with the relevant scheme or exceptional performance in a role in accordance with PSC.
- To the next grade, pay progression within a career progression scheme depends on the individual attaining all of the following in line with the specific criteria of the relevant scheme:
 - Meeting all essential requirements of the existing role;
 - Demonstrating the skills and abilities required;
 - Obtaining the required qualifications and/or experience;
 - Displaying evidence of satisfactory performance; and
 - Meeting targets and deadlines in a timely manner.
- Individuals moving to the next grade will normally be appointed to the bottom spinal point of the grade, unless there is an overlap of pay points in which case progress will be made to the next increasing pay point.
- Managers may appoint and/or accelerate an individual to a higher spinal point if they consider that the individual demonstrates experience or knowledge to justify this action. A rationale endorsed on an accelerated incremental progression request form (using the NDM) must be approved by the Head of Department and retained on the individual's personal file.
- It is not expected that employees will move up more than one grade at a time unless they can clearly demonstrate that they have already attained the relevant qualifications, experience and skills.

Responsibilities

Line Managers

Line managers are responsible where appropriate for:

- Creating career progression schemes and underpinning role profiles using the SMART principles for each level of the scheme, that can be evaluated in order to determine a Job Evaluation grade for the role at each level of the progression;
- Establishing the appropriate levels that are required to progress through the scheme, of:
 - Skills and abilities;
 - Knowledge and experience;
 - Competencies;
 - Qualifications; and

- Key milestones and deadlines.
 - Consulting with staff and Unions on creating, amending or revising a career progression scheme;
 - Completing an Introduction of a new Career Grade Progression Scheme Authorisation Form and an Equality and Human Rights Assessment (EHRA) Form and submitting to the Senior Employee Relations Advisor, Employee Relations Team for approval by the appropriate District or Departmental Senior Leadership Team (SLT); and
 - Providing relevant Line Manager sign off and comments for individual progression requests through a career progression scheme.
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**Employee
Relations
Advisors**

Employee Relations Advisors are responsible for:

- Reviewing existing career progression schemes to ensure they are:
 - Compliant with this policy;
 - Still relevant, current, effective and non-discriminatory;
 - Periodically reviewed based on the average duration of the scheme; and
 - Filing records of Career Progression schemes in the appropriate ER centrally held ER folder.
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**Senior
Employee
Relations
Advisor**

The Senior Employee Relations Advisor is responsible for:

- Receiving and progressing the Career Progression Authorisation form, ensuring that:
 - The role is suitable for a career progression scheme; and
 - Checking there is an appropriate role profile for each level of the scheme; and
 - Is policy compliant; and
 - Forwarding the form to the District or Departmental Senior Leadership for approval or otherwise.
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Assessment and Progression

Principles

- Progression will depend on the individual:
 - Meeting the relevant criteria specified in the appropriate career progression scheme; and
 - Demonstrating that the appropriate level of skill, knowledge, experience and qualification to work at the next level or grade has been attained.
- Individuals will be asked to provide examples or evidence of how they have met the requirements of the scheme and if their manager is satisfied to allow them to progress to the next level.
- To avoid any doubt, it must be possible at any time for all post holders to be employed on the optimum grade of the scheme otherwise it is not a career progression scheme.
- A decision to approve an individual's pay progression will be in accordance with the relevant career progression scheme and must be documented on

an accelerated incremental progression request form. It must include a summary of the evidence presented and discussed. Any recommendations for further development will be agreed by the individual and their line manager.

- Police Staff pay section must be notified of any progression through a career progression scheme including the effective date of the change and spinal column point that an individual is to be placed on.
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Appeals

Progression Not Approved

- Individuals must submit their appeal in writing to their second line manager stating the reasons for the appeal, no longer than 14 calendar days after receiving the decision.
 - The Head of Department or District Commander will consider the appeal within 28 days of the receipt and will write to confirm the decision and reasons why within 7 working days. A copy will be forwarded to the individual's first and second line manager and to People Services for inclusion on the individual's personal file.
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Additional Information

Compliance

This policy complies with the following legislation and policy:

- Equality, Diversity and Human Rights policy
 - Capability Procedure Performance policy
 - Data Protection Act 2018
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