

Recognition of Workload Payments

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Policy Statement

Summary

The Secretary of State has determined that, with effect from 01 July 2021, the determination under regulation 34 (Annex U – Allowances) is amended to introduce recognition of workload payments for police officers in superintending ranks.

This policy provides information as to how West Yorkshire Police (WYP) will apply these provisions. It sets out the process for applications to be made and the arrangements for consideration of these requests.

Scope

This policy applies to all police officers in the ranks of superintendent or chief superintendent.

Principles

Provisions

- A payment of up to £5000, to be known as a recognition of workload payment, may be made where it is determined that the demands placed on the officer exceed those usually placed on other officers of the same rank.
- It may only be determined that the demands placed on an officer exceed those usually placed on other officers of the same rank, if the officer's role involves at least one of the following factors:
 1. Unusually frequent antisocial working hours or high levels of 'out of hours' contact or disruption, and compensatory payment under the Police Regulations 2003 is not made or is considered insufficient compensation for the level of disruption;
 2. Command responsibilities with multiple public, not-for-profit or private sector stakeholders, crossing Force internal geographic boundaries;
 3. Command responsibilities outside Force boundaries, in the form of collaboration or national responsibilities;
 4. Accountability for areas of policing that attract considerable personal or career risk by virtue of their nature, level of public scrutiny or public profile;
 5. Lengthy and regular periods of travel to fulfil command responsibilities;
 6. A span of control or direct responsibility, where geographic size or officer and staff headcount is deemed exceptionally high, having regard to established local norms;
 7. Command of officers and staff from more than one Force and there are differing organisational cultures, policies, procedures and operating practices within the command;
 8. Exceptionally high operational demand of continuing intensity; or
 9. The management of a large change process.
- A recognition of workload payment can be made as follows:

- As a one-off payment upon recruitment;
 - As a one-off payment on achieving a specific qualification that is required to carry out the role;
 - Every three months as a lump sum in monthly salary payment;
 - On a monthly basis as part of monthly salary;
 - As a lump sum in salary 12 months after appointment; or
 - In instalments.
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Payment Condition and Award Process

Recognition of workload payments

- The ACC People, following discussion with Chief Officer Team (COT) colleagues, will determine whether to award a recognition of workload payment to any officer in the superintendent or chief superintendent ranks where they feel the demands placed on the officer exceed those usually placed on other officers of the same rank and they consider that at least one of the qualifying factors is met.
 - The ACC People, following discussion with COT colleagues, can decide to award a payment(s) if they consider it is appropriate, without the need for an officer application.
 - Also, officers in superintending ranks may apply for their role to be considered for a recognition of workload payment. Any such application must be made using the Recognition of Workload Payment application form and must set out the reasons why the officer considers that their role meets the criteria for payment.
 - The application is a paper based process. There are no meetings scheduled unless at the request of the decision maker.
 - Where an officer moves from one role which attracted the payment to a new role which also attracts the payment no new application is required. The payment will automatically be made at the level for the new role.
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Consideration and approval of applications

- Completed applications must be sent to the relevant Senior Employee Relations Advisor who will comment on the submission from a corporate perspective. This will include an assessment of the impact of making a payment to the post(s) in that role or at that location.
- The application will then be forwarded to the ACC People, who will determine if the application is approved. They will discuss the application with the functional ACC/ACO responsible for the applicant's district or department, as appropriate, before making their decision.
- The application, with the decision to the Senior Employee Relations Advisor and a letter detailing the decision, will be sent to the applying officer.
- Officers may appeal the decision of the ACC People if the application has been declined or if they are appealing the level of payment awarded.
- Appeals will be decided upon by the Deputy Chief Constable (DCC).

- Any appeal must be submitted in writing within 28 days of receiving the letter detailing the ACC People's decision.
 - The appeal must be submitted to the Senior Employee Relations Advisor who will arrange for it to be considered by the DCC.
 - The appeal must include detailed reasons and can only be made for one or more of the following three grounds:
 - That insufficient consideration has been given to one or more of the supporting factors put forward in the application;
 - That the process to determine the recognition of workload payment has been applied unfairly; or
 - That new factors are put forward in support of the application.
 - The DCC will return the appeal with their decision to the Senior Employee Relations Advisor and a letter detailing the decision will be sent to the appealing officer.
 - The appeal to the DCC will be final.
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Officers in Receipt of Demanding Post Payments

Principles

- The ACC People, following discussion with COT colleagues, may determine to make recognition of workload payments to officers who were in receipt of a demanding post payment up until the 30th June 2021, without the officer having to make a new application.
 - This is if they are satisfied that officer is entitled to a recognition of workload payment having taken account of the evidence provided for their demanding post payment application and the criteria for recognition of workload payments.
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Reduction or Withdrawal of Payment

Process

- Subject to any further change to Police Regulations or Determinations, any approved recognition of workload payment will continue unless:
 - The end of the payment period stipulated in Regulations or Determinations is reached;
 - The officer no longer undertakes the work that attracts the payment, for example because of posting to a different role;
 - The officer leaves West Yorkshire Police; or
 - The Chief Officer Team decide that the officer's duties no longer meet the criteria for a recognition of workload payment.
- The ACC People may decide to reduce the level of a recognition of workload if they consider that this is appropriate. When a payment is reduced, an officer can appeal the revised level of their payment. The appeal provisions detailed above would apply.

Payment Period

Principles

- Recognition of workload payments may only be made in relation to time served in eligible roles between 1 July 2021 and 30 June 2024.
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Additional Information

Compliance

This policy complies with the following legislation:

- Police Regulations 2003
 - Data Protection Act 2018
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