

Service Critical Skills 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 service critical skills payments for police officers.

This policy provides information as to how West Yorkshire Police (WYP) will apply these provisions.

Scope

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

Principles

Provisions

- A payment of up to £5000, to be known as a service critical skills payment, may be made where the “service critical skills” criteria detailed in this policy are determined to have been met.
- Such a payment can only be paid to an officer from the rank of constable to chief superintendent.
- Service critical skills payments can be paid where the specific policing role in question requires a skill set that is essential to the delivery of an effective policing service and either:
 - Those skills are in demonstrably short supply and financial incentivisation is considered necessary to attract or retain those skills; or
 - The role in question is “hard-to-fill” and financial incentivisation is considered necessary to either attract or retain those skills or to fill the role in question.
- A role is “hard-to-fill” if:
 - It has not been possible to fill it despite advertising or posting attempts and this has resulted in an ongoing and unacceptably high vacancy rate; or
 - Past levels of officer retention in the role have been poor or this situation can be reasonably predicted; or
 - For retention purposes, officers undertaking the role have been prevented from voluntarily applying for alternative roles.
- A vacancy is deemed to have been filled once a successful applicant is identified or a posting agreed. Delays in the actual posting taking place do not alone mean a role is “hard-to-fill”.
- All new and existing officers and those officers re-joining the service are eligible for the award of a service critical skills payment.
- A service critical skills 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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Consideration and Determination of Payments

Principles

- The ACC People, following discussion with Chief Officer Team (COT) colleagues, will determine whether to award a service critical skills payment if they feel that the service critical skills payment criteria have been met.
 - Workforce Planning will periodically review whether roles should be given a service critical skills payment. As part of the review, consultation will be undertaken with the Police Federation and Superintendents' Association.
 - A report will be submitted to the ACC People if Workforce Planning consider that a role/s meets the criteria for payment. This will include comments from the Police Federation and Superintendents' Association. The ACC People, following discussion with COT colleagues, will determine if a payment is to be made.
 - The ACC People, following discussion with COT, may determine to make a payment without a Workforce Planning recommendation if they consider that this appropriate.
 - Details of any payments to be made will be communicated to affected officers.
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Payment Review

Process

- Any service critical role payments that are awarded will be subject to review, which will be conducted annually, or more frequently if required. Payments may be increased, reduced or withdrawn if the ACC People considers that this is appropriate.
 - The ACC People will decide the outcome of a payment review following discussion with COT colleagues, as appropriate.
 - If a payment is to be withdrawn, any officers in the affected role will be given at least 30 calendar days' notice that the payment is to cease.
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Payment Period

Principles

- Service critical skills 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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