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Ref: NK/GP/6.7.4

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Dear

I write further to your request under the Freedom of Information Act received via e-mail on 29 February 2008.

I will respond to your questions as follows:

- (a) This Authority does not pay pensionable salaries in strict accordance with the provisions of PNB Circular 07/8. The Authority adheres to the Home Office Circular 35/2007 which stipulated that all officers be paid an increase in salary of 2.5% with effect from 1<sup>st</sup> December 2007.
- (b) There are currently three Chief Officers eligible for bonus payments under the PNB approved scheme. I enclose a copy of a report submitted to the Police Authority's Human Resources (previously Personnel) Committee which includes our current Bonus Scheme which is based on the national guidelines on Bonus Scheme for Chief Officers. No Chief Officer has ever applied for a bonus payment and has therefore never received a bonus payment.
- (c) All Chief Police Officers in Humberside (of which there are four) are provided with a car.
- (d) None of the Chief Police Officers receive private health cover.
- (e) Chief Police Officers receive other forms of financial assistance as contained within the Police Regulations 2003 which provides certain discretions which may be applied by the Police Authority on a case by case basis. A copy of current Humberside Police Chief Officers' Allowances and Conditions is attached to this letter.
- (f) Approval for the payment of other forms of financial assistance rests with the Authority's Human Resources Committee although approval can technically be approved by any Committee such there be an urgent need for this to be so.
- (g) A copy of Humberside Police Authority's publication scheme is available on the Authority's website at [www.humberside-pa.org.uk](http://www.humberside-pa.org.uk). Reference is normally made in any Chief Officer advertisements to a generous package (see attached a recent example for ACC appointment) and details will be forwarded to short-listed candidates.
- (h) No Equality Impact Assessments have been carried out in respect of any allowances so this information is 'Not Held'.

If you think we have not supplied information in accordance with our scheme or under general rights of access then you should write in the first instance, to Shahin Ismail, Chief

Executive, Humberside Police Authority, Pacific Exchange, 40 High Street, Hull, HU1 1PS. We aim to deal with your complaint within 15 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. We aim to complete an internal review and respond to you within 15 working days.

If after the initial review you remain unsatisfied, then you can complain to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, SK9 5AF. Telephone 01625 547700, Facsimile 524510

Yours Sincerely

Neil Kingston  
Assistant Chief Executive

Enc

## **CHIEF OFFICER BONUS SCHEME**

### **INTRODUCTION**

1. Members will be aware of the new pay agreement for Chief Officers, including the introduction of a Bonus Scheme for Chief Officers. This was reported to this Committee at its meeting on 10 May 2005 and the Humberside Police Authority Bonus Scheme for Chief Officers was agreed at the 12 July 2005 meeting.

### **BACKGROUND**

2. The Police Negotiating Board (PNB) agreed in February 2004 that a bonus scheme should be introduced for chief officers with payments starting from 1 April 2006, based on performance in 2005/06.
3. The reason behind the bonus scheme is to encourage the continuous improvement of police performance by rewarding those chief officers whose performance is considered exceptional. The Humberside Police Authority Scheme will allow for the payment of bonuses which will take account of chief officers PDRs and their contribution to force performance in achieving key objectives in national and local policing plans. This is based primarily on the PPAF assessments which comprise both Statutory and Local Performance Indicators and HMIC Baseline Assessment gradings.

### **BASIS OF THE CHIEF OFFICER BONUS SCHEME**

4. The Chief Officer Bonus Scheme adopted for use by Humberside Police Authority is attached for ease of reference at Appendix A. This scheme is largely based on the national framework which consists of PDR key personal objectives and the 'ACPO competencies' set out in the national competency framework for chief officers.
5. There should normally be four to six PDR key personal objectives but certainly no more than ten. These must be SMARTER and reflect national and local policing plan priorities and any work of a significant nature. The emphasis is focused on chief officer's personal contribution to improving the force's performance.
6. The key personal objectives must be defined in such a way that it will be obvious, at the end of the year whether they have been EXCEEDED, ACHIEVED or NOT ACHIEVED. This will be largely based on PPAF data where appropriate. One key personal objective must relate to crime reduction and one must relate to diversity.
7. The 12 ACPO competencies are set out in the national competency framework for chief officers. Each one needs to be assessed in relation to each chief officer by the reviewer and marked as EXCEEDED, ACHIEVED or NOT ACHIEVED.

8. These factors need to be brought together in an overall PDR assessment of A, B or C, taking account of any change in the postholder's key personal objectives over the bonus period.
9. The national guidelines underpinning the bonus scheme suggest that it is likely that only a relatively small minority of chief police officers will qualify for a bonus payment. The meaning of the term exceptional must be clearly understood to ensure the successful operation of the scheme.

### **POLICE AUTHORITY RESPONSIBILITIES**

10. It was agreed at the 10 May 2005 meeting that the operation of the Chief Officer Bonus Scheme be carried out by this Committee and the terms of reference of the Personnel Committee were amended accordingly.
11. Currently HMIC have lead responsibility for the Chief Constables PDR arrangements, both the setting of objectives and the end of year assessment. The Police Authority, through the Chairman, is involved in discussions with the HMIC, although there are proposals that from April 2007 there will be a handover of lead responsibility to police authorities. If these proposals progress, it will be necessary for this Committee to agree the Chief Constables objectives from 2007/08.
12. The Personnel Committee must agree with the overall PDR assessment for all chief officers included in the bonus scheme and will consider for payment those whose overall PDR rating is 'A'. The Committee must determine how much should be paid with the scheme suggesting no bonus should be less than 5% of pensionable pay.
13. The Chief Officer Bonus Scheme for Humberside Police Authority provides for non-pensionable bonus payments of up to:
  - 15% of pensionable pay for Chief Constables
  - 12.5% of pensionable pay for Deputy Chief Constables
  - 10% of pensionable pay for Assistant Chief Constables
14. In relation to the current Humberside ACPO team three are eligible to participate. As the bonus scheme is only available to Chief Police Officers the ACO (Support) is not eligible to participate.
15. The Police Authority's Personnel Committee will need to be clear about their decision on whether to pay a bonus (and how much) to individual chief officers. As the scheme makes clear, bonus payments will be calculated on average pensionable pay through the bonus period to reflect any pay rises part way through the period. Bonus payments themselves are non-pensionable and taxable and should be paid as a single lump sum.

### **RECOMMENDATIONS**

15. It is recommended that Members of the committee:
  - (i) Note and discuss the issues within this report, and

- (ii) At the next meeting receive details from the Chief Constable of any requests for a Bonus Payment under the terms of Humberside Police Authority's Scheme.

**John Bates**  
**Director of Performance**  
**and Resources**

Contact Officers: Neil Kingston Telephone ext 1300

Background Papers: National Guidelines (2005/06) on Bonus Schemes for Chief Officers

**HUMBERSIDE POLICE AUTHORITY**  
**CHIEF OFFICER BONUS SCHEME**

**1. INTRODUCTION**

- 1.1 This scheme is based on Police Negotiating Board Circular 05/3 and the guidelines contained therein. The guidelines themselves are based on the “key personal objectives” and the “ACPO competencies” elements of the chief officers’ Performance and Development Review (PDR) system as set out in the Home Office Circular 27/2003.
- 1.2 The guidelines and, consequently, this local scheme will be reviewed and revised as necessary when the Police Performance Assessment Framework (PPAF) system has been further developed. The intention is that from 2006 onwards, bonus schemes will operate by reference to PPAF assessments of Force performance as well as to PDRs.

**2. OBJECTIVES**

- 2.1 The objective of the scheme is to:

“Encourage the continuous improvement of police performance by rewarding those Chief Officers whose performance is exceptional”.

**3. DETAILS OF THE SCHEME**

- 3.1 In 2005/06, chief officer performance and competencies will be assessed through the PDR under 2 factors:
1. PDR key personal objectives will continue to be agreed at the beginning of the financial year in line with the Home Office Guidance on PDRs for Chief Officers. There will normally be between four and six key personal objectives and no more than ten. These objectives must reflect national and local policing plan and priorities and any national work of a significant nature. They must be SMARTER (Specific, Measurable, Achievable, Realistic, Time limited, Evaluated and Reviewed) objectives which capture the essence of what the reviewer expects the chief officer to achieve over the coming year, with a particular emphasis on the chief officer’s personal contribution to improving the Force’s performance. The key personal objectives must be defined in such a way that at the end of the year it will be obvious whether they have been achieved, exceeded or not achieved. One of these key personal objectives must relate to crime reduction and another must relate to diversity. All the key personal objectives must be quantifiable and assessment of whether they have been achieved, exceeded or not achieved must use PPAF data where appropriate.
  2. The twelve ACPO competencies set out in the national competency framework for chief police officers (Home Office Circular 27/2003). Each of these will need to be assessed in relation to each Chief Officer by the reviewer and marked as Exceeded, Achieved or Not Achieved.

3.2 At least one mid year review must take place of both the key personal objectives and the competencies, to ensure that the objectives are still relevant and therefore that decisions at the end of the year are based on proper consideration and appropriate evidence.

3.3 At the end of the year, the two factors will need to be brought together in an overall PDR assessment of A, B or C

**A** – A significant number of key personal objectives must be assessed as exceeded and no objectives must be assessed as not achieved and a significant number of competencies must be rated as exceeded and no competencies must be assessed as not achieved. The Crime Reduction and Diversity objectives must be exceeded.

**B** – All key personal objectives must be assessed as at least achieved and a significant number of competencies must be assessed as at least achieved.

**C** – Does not meet the requirements of A or B above

3.3 A decision will then be made whether a bonus should be paid to an individual. Generally speaking, no bonus should be less than 5% of pensionable pay. The ceiling for such bonus payments will be:

15% for Chief Constable

12.5% for Deputy Chief Constable

10% for Assistant Chief Constables

There must be a clear and recorded rationale for decisions on whether to pay bonus to individuals and, if so, by how much.

3.4 There will be no presumption that because an individual received a bonus in a previous year, he or she should receive one again as a matter of course. Each bonus must be earned afresh for the year in question.

3.5 Bonus payments will be calculated by reference to pensionable pay over the period that the individual is eligible to participate in the bonus scheme. The calculation will be based on average pensionable pay through the bonus period to reflect the impact of pay rises part way through the period. The bonus payments themselves are non-pensionable and taxable. They will be paid as a single lump sum.

3.6 Subject to the requirements of the Freedom of Information Act 2001, the overall PDR assessment and any bonus payment will be kept confidential to those members of the Police Authority involved in assessment and bonus decisions, the chief officer concerned, the Chief Executive and the regional HMI.

#### **4. ROLES AND RESPONSIBILITIES**

4.1 The assessment will be undertaken by the “reviewer” / line manager:

- For Assistant Chief Constables and the Deputy Chief Constable, this will be the Chief Constable

- For the Chief Constable, this will be the regional HMI in 2005/06 (note the Government's intention that the Police Authority will take on this role from 2006/07)

4.2 The Police Authority (through the Personnel Committee) will agree the overall PDR assessment for all chief officers included in the scheme. The Police Authority (through the Personnel Committee), having consulted the HMI, will consider those whose overall PDR rating is 'A' and who will receive a bonus payment. The Personnel Committee will then decide how much should be paid within the parameters set out above.

## **5. ELIGIBILITY**

- 5.1 The term "exceptional" in this scheme should be understood in the context of all chief police officers in the UK, not just those in the Humberside Force.
- 5.2 Chief Officers in post on 1 April 2004 may choose not to participate in the scheme, as may those chief officers who were in post on 1 April 2004 but were promoted or transferred to another ACPO rank before 1 April 2005.
- 5.3 Assistant Chief Constables will participate in the scheme once they have been at the top of their pay scale for at least six months. The same six month principle will apply to all promotions and to any Chief Officer who transfers into Humberside in the same rank. Similarly, the six month principle will apply to any officer carrying out a chief officer role in a temporary or acting up manner.
- 5.4 The principles of these guidelines will also apply to chief officers seconded out of force.

## **6. DISPUTES AND APPEALS**

- 6.1 If the chief officer is dissatisfied with his or her initial overall PDR assessment, they may make representations in writing to the Police Authority. There is no appeal against a decision not to award a bonus.

## **7. DATE OF PUBLICATION**

12 July 2005

## **8. BACKGROUND DOCUMENTS**

Police Negotiating Board Circular 05/3  
Home Office Circular 27/2003