

## POLICE STAFF COUNCIL (PSC)

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**To: Police and Crime Commissioner (copy Chief Exec & Treasurer)  
Chief Constables (copy Force Personnel/HR Manager/Payroll Manager)**

**cc: PSC Members  
Scotland and MPS (for information only)**

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8 August 2017

### JOINT CIRCULAR 94

#### POLICE STAFF COUNCIL PAY AND REWARD REVIEW – PART ONE

Dear Sir/Madam

As you will be aware, under part one of the Pay and Reward Review, the revised terms and conditions of service in the PSC Handbook were implemented on 1 April in line with PSC Joint Circular 92.

We set out below some further points of clarification and guidance on several of the terms and conditions of service in the Handbook and Guide, following requests from forces and trade union branches.

#### **Section 1: Working Time, Paragraph 2, Planning Working Patterns**

Many of the changes to the working time provisions in the Handbook were aimed at encouraging more effective planning of working patterns and improving the work-life balance of police staff. This includes the publication of rest days 12 months in advance and a new definition of Exigencies of Duty.

In light of these new provisions we can confirm that the following applies where forces are, either seeking to change published working patterns, or make ad hoc changes to individual rest-days 3 – 12 months in advance of any particular working day:

- Where forces propose a change to a published working pattern in a department or unit, this should be done in the normal way, via full consultation with the Trade Union Side in each force. The Police Staff Council expects full

consultation to provide for Trade Unions to consult their members via the normal channels;

- Where forces request that police staff move to a different shift within a published working pattern, the Police Staff Council expects full consultation to take place with the individual(s) and their Trade Union;
- Under these circumstances set out in the two above bullet points, staff will not be eligible for the premium payments set out in clause 10 of Section 2 Pay;
- Where forces would like police staff to vary their individual working arrangements within a published working pattern, by working on a day not originally published/scheduled, the following apply:
  - The force requests that the employee works on a day not originally published/scheduled;
  - The employee decides whether to agree, or not, to the request;
  - If the request is agreed, the provisions set out in clause 10 of Section 2 Pay then apply;
  - If the employee does not agree, volunteers may be sought elsewhere.

The provisions set out at Section 2, clause 10.2 apply to all cases where staff agree to work on a day not originally published/scheduled.

### **Section 2: Pay, Paragraph 10, Payment and other arrangements for an employee who works on a day not originally published/scheduled**

#### **10.2**

During negotiations over the revisions to the Police Staff Council Handbook, the 15 day upper limit on eligibility for payment for short notice requirements to work on a day not originally published/scheduled was removed, so the new clause 10.2 means that whenever a force would like police staff to vary their individual working arrangements within a published working pattern, by working on a day not originally published/scheduled, during the 12 month period prior to the day in question, and the employee agrees, the employee affected can claim under clause 10.2.

### **Section 2: Pay, Paragraph 12, Payments for working on a public holiday**

*An employee who works on a public holiday as part of a published work pattern, or at the request of their employer, shall, in addition to the normal pay for the day, be entitled to payment at plain time for the actual number of hours worked, plus time off in lieu equal to the actual number of hours worked.*

This paragraph has changed in the 2017 Handbook to allow all police staff to claim these payments for working on a bank holiday, not just shift workers as was previously the case. Please note the following change (bold and strikethrough) to this paragraph in the Guide (page six) which should reflect the wording in the Handbook:

- *The payments are now available to both shift workers and 9-5 workers*
- *Payment for the bank holiday will be as follows:*
  - ~~Pay for the actual number of hours worked;~~ **Normal pay for the day**
  - *An additional payment at basic salary rate for the actual number of hours worked;*
  - *Time off in lieu for the actual number of hours worked.*

### **Section 7: Travel and Subsistence, Paragraph 3, Car Allowances**

The Police Staff Council has agreed the following HMRC allowances to the Handbook, which should have been included at the time of the review:

- **Motorcycles:** 24p/mile
- **Bicycles:** 20p/mile

Yours sincerely



Ben Priestley  
Trade Union Side Secretary



David Algie  
Employers' Side Secretariat