

POLICE STAFF COUNCIL (PSC)

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To: Force Personnel/HR Manager/Payroll Manager

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

15 December 2016

JOINT CIRCULAR NO. 91

Dear Sir/Madam

POLICE STAFF COUNCIL PAY AND REWARD REVIEW: PART 1

Thank you for responding to our recent request for a review of the impact of your existing local collective agreements on the proposals for reform of the Police Staff Council Handbook.

This process has been necessary in order for trade union members to know exactly what they are voting for in the forthcoming union ballots. As part of the local consultation materials which will be provided to trade union members before they vote on the national proposals, forces together with their trade union branches, are asked to use the attached form to provide summary information to trade union members locally.

As you are aware, the revised Handbook, if accepted by trade union members in the forthcoming ballots, will replace the current version with effect from 1 April 2017. As a result, any reference in police staff contracts of employment to national terms and conditions will from that point on be to the revised Handbook.

The PSC Joint Secretaries remain available at any time during the review process to deal with any questions or differences of opinion which may arise at a local level.

Yours sincerely

Sarah Messenger
Employers' Side Secretary

Ben Priestley
Trade Union Secretary

POLICE STAFF COUNCIL (PSC) - PAY & REWARD REVIEW

LOCAL COLLECTIVE AGREEMENTS AND PROPOSALS TO REVISE PSC HANDBOOK

Your existing terms and conditions are set out in three places:

- National Police Staff Council Handbook of Terms and Conditions
- ThePolice local Handbook of Terms and Conditions
- Your contract of employment

This is because it is possible for the national Handbook to be amended by local collective agreement between forces and their trade unions.

The trade unions in this force are due to ballot members across England and Wales on proposals to revise the national Police Staff Council Handbook.

This form confirms which, if any, local collective agreements between this force and our trade unions will override any of the proposals to revise the national Police Staff Council Handbook of Terms and Conditions.

Please read this form carefully before you vote on the proposals to revise the national Police Staff Council Handbook, so that you understand exactly what you are voting for in this force. If you have any questions on what follows please speak to your local trade union branch to ensure that you have the full facts before you vote.

In this force, the following applies: (please delete as appropriate)

1. **There are no local collective agreements in this force which impact on any of the proposals to revise the national Police Staff Council Handbook of Terms and Conditions.** If this is the case, you should vote on the basis that **all** the proposed changes to the national Handbook will apply in this force if accepted by trade union members in the national ballot.

2. **The following element(s) of the proposals to revise the national Police Staff Council Handbook of Terms and Conditions will not be implemented in this force, because of a pre-existing local collective agreement(s).** If this is the case, you should vote on the basis that the following national proposals will **not** apply in this force if accepted by trade union members in the national ballot.

- *(Example) Section 1 Working Time*
 - *2. Planning Working Patterns*
 - *2.1 Police staff shall know twelve months in advance when their rest days will be (page 12)*

Signed:

Police Force
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Trade Unions
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