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**To: Force Personnel/HR Manager/Payroll Manager**

**Cc: Police and Crime Commissioners**

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12 January 2017

Dear colleague

**PSC - PAY AND REWARD REVIEW**

The review of the terms and conditions in the PSC Handbook (stage one of the Pay and Reward Review) has now been completed. In order for a national agreement to be reached on this the Trade Union Side (UNISON, GMB and UNITE) will undertake a national ballot of their members in those forces within the Police Staff Council. All three unions have different timetables for their ballot processes but each will last for a duration of three weeks. Ballot papers and the attached Trade Union Side bulletin already has or will be distributed to members shortly. The timetables for the ballots are as follows:

UNISON: 23rd January - 10th February

GMB: 3<sup>rd</sup> January - 28th January

UNITE: 6<sup>th</sup> January - 30th January

As part of this process the Employers' Side would encourage forces to review the impact of your existing local collective agreements on the proposals which will be necessary in order for trade union members to know what they are voting for and where possible enable staff to attend local Trade Union Side consultative briefings on the proposals. We have also provided a template letter (attached) that you may wish to circulate to police staff in your force issued from either your Chief Constable or HR Director during the ballot period. The purpose of the letter is to encourage staff to vote for the changes.

Provided there is a positive result for this national ballot then we expect implementation of the revised terms and conditions to apply from 1 April 2017.

If you require any further information on this then please contact us on: [police-staff@local.gov.uk](mailto:police-staff@local.gov.uk).

Thank you

Yours faithfully



**Sarah Messenger  
Employers' Side Secretary  
Police Staff Council**

# POLICE STAFF COUNCIL TRADE UNION SIDE



## VOTE YES FOR CHANGES TO TERMS AND CONDITIONS

The Trade Union Side of the Police Staff Council (UNISON, UNITE and GMB) recommends that you vote to accept proposals to revise the national terms and conditions set out in the Police Staff Council Handbook.

Police staff who work for most forces in England and Wales have their contractual terms and conditions negotiated by the Police Staff Council. These terms and conditions are set out in the Police Staff Council Handbook of Pay and Conditions. The employers have wanted changes to the Handbook since 2010. The trade unions agreed to enter negotiations in 2014 to see if we could produce a package of reforms which we could recommend.

If you are a trade union member working for a force which follows the Police Staff Council Handbook, you now have the chance to vote on this package. The three recognised trade unions recommend that you vote to accept.

This leaflet summarises the main proposals and is supported by more detailed information to which you will have access before you vote, including:

■ The Police Staff Council Handbook, showing clearly the proposed changes

■ A Guide to the revised Handbook which explains the proposed changes in more detail

■ A Guide to any of your force's existing local agreements with its trade unions which affect the national proposals

You are encouraged to read all these documents in order to fully understand the proposals before you vote. Local union branches will distribute these materials, and organise briefing sessions for you in force at which you will be able to ask any questions on the proposals.

### Why we are recommending you vote YES

■ The pay and conditions of police staff have been under threat since 2010 as a result of government cuts to police budgets. This threat has not gone away.

■ The unions have carefully negotiated a balanced package of reforms which protect the most important shift allowances, improve work-life balance and increase some key benefits

■ Importantly, the package also protects national collective bargaining, so that police staff can continue to benefit from national terms and conditions, which could come under threat in some forces if bargaining was left to local level.

■ In return the employers have proposed reductions to overtime rates and car mileage allowances

Continued overleaf

# Summary of proposed changes to national police staff council handbook

## Improvements:

- New right to know rest days 12 months in advance
- New right to know start and finish times with three months notice
- Changes to planned working patterns inside three months in future only permitted as a result of 'exigencies of duty'
- New definition of 'exigencies of duty' to protect staff interests
- Reduction in the qualifying period for staff to be paid for temporary higher responsibilities
- Lower threshold for the minimum period of overtime that can be reckoned for payment: from 30 minutes down to 15 minutes
- Removal of ability of forces to 'require' staff at short notice to:
  - alter start time by three hours or more
  - work on a day not originally planned
- Improved time off in lieu (TOIL) for working on a day not originally published
- TOIL not taken within three months to be automatically paid in next available payroll
- Improved TOIL for working on a public holiday
- New overnight allowance for mutual aid work etc
- Minimum annual leave increased from 22 days on appointment and 27 days after 5 years to 23 days on appointment and 28 days after 5 years. (N.b. if you already enjoy more annual leave than 22/27 days this will be unaffected and will continue)
- Maternity leave increased from 12 months to 15 months (all employees)
- Maternity pay increased from the equivalent of 12 weeks full pay to 18 weeks

full pay (for employees with one years service)

- Adoption pay increased from 6 weeks at 9/10<sup>ths</sup> of full pay to 18 weeks at full pay (for employees with one years service)

- Minimum compensation payments in the event of death or permanent disablement arising from assault increased from £35,000 to £60,000

## Reductions

- Overtime rate for working Monday to Friday 07.00 to 19.00 reduced from time and a half to plain time

- Overtime rate for working Sundays reduced from double time to time and a half

- All other overtime rates to remain unchanged

- Abolition of existing casual car user mileage allowances and replacement with single rates of:

- 45p/mile for first 10,000 miles

- 25p/mile thereafter

January 2017

Dear colleague

**Pay and Reward Review – Changes to Terms and Conditions in the PSC Handbook**

Police staff who work for most forces in England and Wales have their contractual terms and conditions negotiated by the Police Staff Council. These terms and conditions are set out in the Police Staff Council Handbook of Pay and Conditions.

If you are a member of a trade union you will have received, or will shortly receive, a ballot paper with a recommendation that you vote to accept proposals to revise the national terms and conditions set out in the Police Staff Council Handbook.

These proposals are a result of national negotiations between the Employers' Side and Trade Union Side on the Police Staff Council which have taken place since 2014. Proposals for new terms and conditions have been reached jointly and provide a balanced package of reform, achieved through collaborative work within the national bargaining machinery of the Police Staff Council.

As the proposals affect all police staff, not just shift workers, I therefore encourage all trade union members to consider the package and to participate in the ballot.

Thank you

Yours sincerely

