

All Ranks Pay Scales with effect from 1<sup>st</sup> December 2007

**CONSTABLES' PAY with effect from 1st December 2007**

Pay point	Annual salary  With effect from 1 December 2007  £
On commencing Service	21,534
On Completion of initial training	24,039
2	25,434 (a)
3	26,988
4	27,837
5	28,731
6	29,550
7	30,282
8	31,251
9	33,141
10	33,810 (b)

- (a) All officers move to this salary point on completion of two years' service as a constable.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment

**What happens on promotion**

By virtue of PNB Circular 08/3 it was agreed that with effect from the 1<sup>st</sup> May 2008, there would be introduced a £450 per annum guaranteed minimum increase in salary on promotion. This is applicable to those officers in receipt of a competence related threshold payment when promoted from the ranks of constable and inspector to sergeant and chief inspector respectively. This increase will be paid until the officer receives his/her first increment in the new rank.

## **SERGEANTS' PAY with effect from 1st December 2007**

<b>Pay Point</b>	<b>Annual salary With effect from 1 December 2007 £</b>
<b>0</b>	<b>33,810 (a)</b>
<b>1</b>	<b>34,968 (b)</b>
<b>2</b>	<b>36, 141</b>
<b>3</b>	<b>36,915</b>
<b>4</b>	<b>37,998 (c)</b>

- (a) Entry point for members promoted from constables' pay point 9 or less.
- (b) Entry point for members promoted from constables' pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.

### **What happens on promotion**

By virtue of PNB Circular 08/3 and Home Office Circular 1/2008 it was agreed that with effect from the 1<sup>st</sup> May 2008, there would be introduced a £450 per annum guaranteed minimum increase in salary on promotion. This is applicable to those officers in receipt of a competence related threshold payment when promoted from the ranks of constable and inspector to sergeant and chief inspector respectively. This increase will be paid until the officer receives his/her first increment in the new rank.

## **INSPECTORS' PAY with effect from 1st December 2007**

<b>Pay point</b>	<b>Annual salary (London salaries in brackets) £</b>
<b>0</b>	<b>43,320 (45,222)</b>
<b>1</b>	<b>44,544 (46,446)</b>
<b>2</b>	<b>45,765 (47,673)</b>
<b>3</b>	<b>46,986 (a) (48,903) (a)</b>

NB. London salaries apply only to members in the Metropolitan and City of London police forces

(a) Officers who have been on this point for a year will have access to the competence related threshold payment

### **What happens on promotion**

By virtue of PNB Circular 08/3 and Home Office Circular 1/2008 it was agreed that with effect from 1<sup>st</sup> May 2008, there would be introduced a £450 per annum guaranteed minimum increase in salary on promotion. This is applicable to those officers in receipt of a competence related threshold payment when promoted from the ranks of constable and inspector to sergeant and chief inspector respectively. This increase will be paid until the officer receives his/her first increment in the new rank.

### **CHIEF INSPECTORS' PAY with effect from 1st December 2007**

Pay point	Annual salary (London salaries in brackets) £
1	<b>47,949 (a) (49,863) (a)</b>
2	<b>48,915 (50,820)</b>
3	<b>49,923 (b) (51,831) (b)</b>

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for an officer appointed to the rank, unless the chief officer of police assigns the member to a higher point.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

**Annual salary with effect from 1st December 2007** (London salaries in brackets)

**50,742 (a) (52,641) (a)**

- (a) Officers on this point will have access to the competence related threshold payment.

### **What happens on promotion**

By virtue of PNB Circular 08/3 and Home Office Circular 1/2008 it was agreed that with effect from the 1<sup>st</sup> May 2008, there would be introduced a £450 per annum guaranteed minimum increase in salary on promotion. This is applicable to those officers in receipt of a competence related threshold payment when promoted from the ranks of constable and inspector to sergeant and chief inspector respectively. This increase will be paid until the officer receives his/her first increment in the new rank.

### **COMPETENCE RELATED THRESHOLD PAYMENT FOR CONSTABLES, SERGEANTS, INSPECTORS AND CHIEF INSPECTORS**

1) With effect from 1 April 2003 , a member in the rank of constable, sergeant, inspector or chief inspector whose service as reckoned under regulation 24 or , where applicable, section 97(3) of the Police Act, has entitled him for at least one year to be at the top of the scale applied to his rank as shown in Parts 2, 3, 4 and 5, and who makes an application in accordance with paragraph (3), shall receive a competence related threshold payment at the appropriate rate a year, provided that his determining officer has determined that he has demonstrated high professional competence under each of the following national standards:

- Professional competence and results
- Commitment to the job
- Relations with the public and colleagues
- Willingness to learn and adjust to new circumstances.

2) High professional competence is reached under a national standard by demonstrating competence against each of the following criteria listed under the standard to which they are related-

- Professional competence and results
  - effective organisation of work to meet the demands of the applicant's role;
  - commitment to Police Service values;
  - commitment to health and safety requirements; and

- compliance with the Code of Conduct.
  - Commitment to the job
    - commitment to achieving Force objectives;
    - commitment to personal and professional development; and
    - commitment to achieving high levels of attendance.
  - Relations with the public and colleagues
    - promoting equality, diversity and human rights in working practices;
    - contributing to the Force's response, recognising the needs of all relevant communities; and
    - working as part of a team.
  - Willingness to learn and adjust to new circumstances
    - making best use of available technology; and
    - demonstrating an openness to change.
- 3) The member in his application shall use the appended form, or a form to like effect. The member, except as provided in paragraph (12) or (13), shall include examples relating to performance over the two years prior to the date of the application. The completed form shall be submitted to the member's assessing officer. The assessing officer shall complete in the relevant sections of the form his assessment as to whether or not the examples contained in the application are indicative of high professional competence against each of the four national standards. The assessing officer shall then submit the form to the member's determining officer.
- 4) The member's determining officer shall consider the assessing officer's assessments and determine whether or not payment should be made under this Part of this determination.
- 5) The assessment and the determination shall be completed, and the applicant notified in writing of the decision, by no later than 21 days after receipt of the completed application by the assessing officer. In exceptional cases, this period may be extended to 30 days if either the assessing officer or determining officer requires more information.

- 6) Successful applicants, including those who are successful on appeal, shall receive the payment with effect from the date at which they become eligible or the date of application, whichever is the later. Unsuccessful applicants shall be entitled to receive written feedback on their application from the determining officer and oral feedback from their assessing officer, and shall be entitled to appeal the decision not to award the payment. If appealing, the member shall explain in writing the reasons for disputing the decision. The member's appeals officer shall undertake the review of the decision.

Grounds for appeal shall be restricted to one or both of the following:

- the assessing officer or determining officer did not properly take account of the material presented;
- the assessing officer or determining officer took account of irrelevant or inaccurate factors.

The appeals officer shall reconsider the decision in the light of the information provided. The outcome of the appeal shall be final. If necessary, the appeals officer may seek additional information from any party to the process. The applicant shall be notified of the decision in writing within 21 days of submitting the appeal.

- 7) Where a force identifies, under any formal management procedures, including any performance assessment process operated by the force, concerns with respect to the maintenance of high professional standards by a member in receipt of the payment, the member's entitlement to the payment shall be re-assessed. In these circumstances, the member, having been notified in writing of the causes for concern, may resubmit an application as outlined in paragraph (3) and it shall be considered as outlined in paragraphs (4) and (5), and the right of appeal as outlined in paragraph (6) shall apply.
- 8)
- a) Subject to (b) and (c), when a member in receipt of the payment is promoted to a higher rank, the payment shall be discontinued with effect from the date the promotion takes effect, except that, where, at any time on or after that date the annual rate of pay of a member in the higher rank is lower than the total of

- i. the member's annual rate of pay immediately before that date, and
- ii. the rate of the payment made under this Part

he shall be paid at the same rate as if he had not been promoted.

- b) A member who is reduced in rank otherwise than as mentioned in sub-paragraph (c) shall receive the payment from the date at which he returns to the lower rank
  - c) A member who was in receipt of the payment before promotion to a higher rank and has been reduced in rank as a result of formal action under the Police (Efficiency) Regulations 1999 or the Police (Conduct) Regulations 2004 shall not be entitled to the payment when returned to the lower rank, but may resubmit an application as outlined in paragraph (3) and the application shall be considered as outlined in paragraphs (4) and (5) and the right of appeal as outlined in paragraph (6) shall apply.
- 9) When a member in receipt of the payment is temporarily promoted to a higher rank, the payment shall be discontinued with effect from the date the temporary promotion takes effect until the period of temporary promotion ends, except that, where, at any time during the temporary promotion the annual rate of pay of a member in the higher rank is lower than the total of
- a) the member's annual rate of pay immediately before that date, and
  - b) the rate of the payment made under this Part

he shall be paid at the same rate as if he had not been promoted.

- 10) Subject to paragraph (7), where a member in receipt of the payment is seconded, he shall receive the payment from the date of his return to the seconding force.
- 11) The hourly rate of pay of a part-time member entitled to this payment shall be increased by a sum obtained by multiplying by 6/12520 the sum of £1002.
- 12) A member who, at the time of her application, is on maternity leave in accordance with Regulation 33(4) and any determination thereunder shall in her application cite examples relating to performance from the two year period ending with the start of her maternity leave.

13) A member who, at the time of his application, is absent from duty on account of injury or illness in accordance with Regulation 33(2) and any determination thereunder shall in his application cite examples relating to performance from the two year period ending with the start of his absence under that Regulation.

14) In this determination-

“appropriate rate” means:

From 1 <sup>st</sup> April 2003	£1002 per annum
From 1 <sup>st</sup> September 2004	£ 1032 per annum
From 1 <sup>st</sup> September 2005	£1062 per annum
From 1 <sup>st</sup> September 2006	£1095 per annum
From 1 <sup>st</sup> September 2007	£1122 per annum

“assessing officer” means the person who has the immediate supervisory responsibility for the member concerned;

“determining officer” means a person who has supervisory responsibility within the police force concerned and who is senior in rank or grade to the assessing officer;

“appeals officer” means the person who has, for the time being, supervisory responsibility for the person who is, in relation to the member concerned, the determining officer.

15) Where neither the assessing officer nor the determining officer nor the appeals officer as defined in paragraph (14) is a member of a police force, then the chief officer shall appoint a suitable member of the police force to be the appeals officer for the member concerned.

**Acting up / temporary rank is dealt with in PNB Circular 08/4 and**

**Home Office Circular 018/2008**



## **Acting up duties, Temporary Promotion, CRTP and pension arrangements**

1. The PNB strongly supports the use of acting up and temporary promotion as a developmental tool as a way of supporting an officer's development in the police service by providing first hand experience of performing the duties normally performed by a member of the force of a higher rank than his/her own. The PNB encourages authorities and forces to ensure:
  - Line managers draw on a fair and transparent selection process when selecting an officer to perform a period of acting up and temporary promotion.
  - Line managers hold formal discussions with an officer who may be selected to perform the duties normally performed by a member of the force of a higher rank than his/her own at the earliest opportunity when a short fall in the higher rank has been identified.
  - Line managers should also monitor all officers who are performing the duties normally performed by a member of the force of a higher rank than his/her own and where possible offer support to encourage development.
  - Forces should automatically review periods of acting up to see if temporary promotion might be more applicable (if it is not clear at the outset).
  - At the end of a period of acting up and/or temporary promotion line managers should have formal discussions with the officer to assess the developmental benefit to the officer from undertaking the period of acting up and/or temporary promotion and provide feedback on the officer's performance.

### **Acting up (temporary salary)**

2. The provisions for compensating police officers who have performed the duties normally performed by a member of the force of a higher rank than his own are currently set out in the Police Regulations and determinations 2003, Regulation 27, Annex I.
3. The PNB considers that acting up arrangements are designed to meet short term needs. Periods of acting up should be used for covering a vacant higher rank and should not be viewed as a long term arrangement.
4. The PNB has agreed to amend the current qualifying periods for the federated and superintending ranks. Therefore with effect from the date of this circular all officers (federated ranks and superintending ranks) will have to perform the duties normally performed by a member of the force of a higher rank than his own for 10 complete days cumulative (in the case of a part-time officer 80 complete hours and an officer with variable shift arrangements qualifying shifts amounting in total to 80 hours) in a 12

month period before they can receive a temporary salary. A period of 12 months begins on 1 April - as currently detailed in Annex I.

5. As set out in Annex I: where a member of a police force on his last scheduled working day in any year is required to perform the duties normally performed by a member of the force of a higher rank than his own and is paid in respect of that day a temporary salary and on the first scheduled working day of the following year continues for the complete day to perform such duties he shall be paid, in respect of that day and any further complete days which together form a continuous period, as if that day or days had formed part of the previous year.
6. The PNB supports the use of acting up for short periods of time to cover for shortages within higher ranks. In accordance with this principle the PNB has agreed to introduce a 56 day maximum period (2 calendar months) for all federated and superintending rank officers performing the duties normally performed by a member of the force of a higher rank than his own. The 56 day maximum period is calculated in accordance with paragraph 7 of this agreement and should not be exceeded. The 56 day maximum should only be breached if the individual is not qualified for promotion and/or during a rare occasion a chief constable is required to respond to an overwhelming operational emergency that requires an immediate application. For an explanation of 'qualified' see paragraphs 12 and 13. Forces should not artificially curtail a period of acting duties in order to avoid temporarily promoting an officer.
7. The 10 day qualifying period (whether or not continuous) set out in paragraph 4 above is included in the calculation of the 56 day maximum; (so that the remainder of the 56 day period must be continuous from day 11 to 56).

For the purposes of calculating the 56 day period continuity is preserved in the circumstances where a member of a police force who is required to perform the duties normally performed by a member of the force of a higher rank than his own is not at work as a result of a routine short term absence i.e. no more than 10 working days, e.g. rest days, sickness absence, annual leave.

8. A chief superintendent can be temporarily promoted to ACC/commander regardless of whether or not they have attended the Strategic Command Course, as is currently the case. Therefore, after 56 days they should be moved from acting duties to temporary promotion.
9. The PNB is aware that some officers have been acting up for long periods of time. Authorities/forces need to ensure that a shortage of available officers to undertake temporary promotion does not result in the need to rely on long-term acting arrangements to provide cover for the higher ranks. Forces should not routinely breach this guidance and should look to find ways of resolving any shortages in available officers able to undertake temporary promotion wherever possible.
10. A period of acting up service at the higher rank counts towards the substantive rank but not the higher rank if promoted at a later date.

## **Temporary promotion**

11. Temporary promotion should be used when a shortfall has been identified in a particular rank which is likely to be for a lengthy period of time. e.g. maternity leave cover, ill health absence, new projects/ workstreams etc. Temporary promotion does not have a defined cut off point and therefore can provide key experience of performing the duties of the higher rank over a longer time period than acting up.
12. The Police Promotion Regulations 1996 (as amended) cover arrangements for temporary promotion. Regulation 6 (as amended) states that a member of a police force who is required to perform the duties of a higher rank may, even if there is no vacancy for that rank, be promoted temporarily to it, but in the case of promotion to the rank of sergeant or inspector only if he or she has obtained both a pass in Part 1 of the qualifying assessment and either a pass in Part IIA of the qualifying assessment or have commenced the period of work based assessment under Part IIB. Temporary promotion arrangements for chief inspectors are covered at Regulation 27, Annex J of the Police Regulations and determinations 2003.
13. Police Regulations and determinations 2003, Regulation 27 Annex J (and Scottish and Northern Ireland equivalents) will be amended to ensure that all federated and superintending rank officers who perform duties of a higher rank for 56 days will, subject to passing the qualifying assessments as stated in the Police Promotion Regulations 1996 (as amended), be temporarily promoted to the higher rank and paid on the point the individual would be entitled to if permanently promoted. Notwithstanding, that if it is anticipated at the outset that the time spent in the higher rank will exceed 56 days the officer will be temporarily promoted at that time.

## **Acting up, temporary promotion and CRTP**

14. Officers who are on acting up should receive their CRTP.
15. Officers in receipt of CRTP who are then temporarily promoted do not receive the CRTP from the date the temporary promotion takes effect but the payment is reinstated when the officer returns to his/her substantive rank. This is covered in Police Regulations 2003, paragraph 9, part 9, Annex F

## **Acting up and temporary promotion and pensions**

16. The PNB recognises the need for pensionable pay to be defined in more detail in the Police Pensions Regulations than it is at present. A clearer distinction will be drawn in both the Police Regulations 2003 and the Police Pensions Regulations between acting up and temporary promotion. This and the following paragraphs apply to all officers, including those of ACPO rank.

### **17. *Temporary promotion***

Additional pay on temporary promotion will be pensionable in all cases however short the periods concerned. Where an officer is given temporary promotion after a period of acting up only the period of temporary promotion is pensionable.

**18. Acting up**

Additional salary received for periods of acting up (temporary salary) will not be pensionable except where an officer has been acting up for a continuous period of more than 56 days, in which case the officer's temporary salary on acting up will become pensionable starting at day 57.

19. The PNB has agreed that these changes, detailed in paragraphs 16 to 18 above, will come into effect as soon as the necessary amendments to the Police Pensions Regulations 1987 and 2006 have been made.

**SUPERINTENDENTS' PAY with effect from 1st December 2007**

Pay point	Salary p.a. £
1	57,681
2	60,060
3	62,439
4	£64,824
5	67,203

**SUPERINTENDENTS' PAY with effect from 1st December 2007**

Range 2 protected pay scale\* for Superintendents appointed to range 2

Pay point	Salary p.a. £
1	66,045
2	67,188
3	68,661
4	70,284

**\*Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

**Incremental Progression**

*Incremental progression through the scales will be according to the individual's PDR rating. Those rated as competent will receive one increment. Those rated as exceptional will receive a double increment. Those rated as not yet competent will receive no increment.*

Those on the penultimate point of their scale who are rated as exceptional will receive a one-off non-pensionable payment equivalent to the second increment in addition to proceeding to the top of the pay scale. This payment will be paid as a single lump sum.

**Central Service Posts**

Those members of temporary Chief Superintendent rank on central service prior to 1<sup>st</sup> September 1994, and still on central service after that date should, in common with those appointed onto central service from 1st September 1994, suffer no worsening in their pay when they return to their parent force.

**Performance-related Bonus**

*Those who have been at the top of their pay scale for at least twelve months will be eligible for a performance-related bonus, if they are rated as exceptional performers in their PDR. This bonus will amount to 5% of pensionable pay at the time of the performance review. It will be non-pensionable. It will be paid as a single lump sum.*

Former Superintendent Range 2s not promoted to Chief Superintendent, who have been at the maximum of the protected scale for at least twelve months, will also be eligible for this payment

**CHIEF SUPERINTENDENTS' PAY with effect from 1 December 2007**

Pay point	Salary p.a. £
1	68,880
2	70,839
3	72,807

## CHIEF OFFICERS RANKS PAY

### Pay Structure with effect 1st December 2007

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4XACs) West Midlands Greater Manchester	£168,006	£128,808 (MPS 8xDACs)
9.5	Strathclyde	£165,207	£128,808
8.0	West Yorkshire	£156,807	£125,448
6.5	Thames Valley	£148,410	£122,436
6.0	Merseyside Northumbria	£145,608	£120,129
5.5	Hampshire	£142,806	£117,816
5.0	Kent Lancashire Devon & Cornwall	£140,007	£115,503
4.5	South Yorkshire Essex Avon & Somerset Sussex South Wales	£137,211	£113,196
3.5	Nottinghamshire Lothian & Borders	£131,607	£108,573
3.0	Hertfordshire West Mercia Cheshire	£128,808	£106,266

Humberside  
Staffordshire  
Leicestershire  
Derbyshire

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2.5	Surrey	£126,006	£103,956
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Norfolk

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2.0	Cleveland	£123,207	£101,646
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Durham  
Cambridgeshire  
North Wales  
North Yorkshire  
Gwent  
Grampian  
Northamptonshire  
Suffolk  
Dorset  
Wiltshire  
Bedfordshire

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1.5	Gloucestershire	£120,405	£100,806
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Lincolnshire  
Cumbria  
Warwickshire  
Dyfed-Powys  
Tayside

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1.0	Central Scotland	£117,603	£100,806
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Dumfries

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& Galloway

Fife

Northern

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### **Metropolitan Police Service**

Commissioner - £240,813

Deputy Commissioner - £198,807

### **Police Service of Northern Ireland**

Chief Constable - £179,205

Deputy Chief Constable - £145,805

### **Assistant Chief Constables and Commanders**

1. £84,003

2. £86,805

3. £89,607

4. £92,403

5. £95,208

6. £98,004

### **City of London Commissioner and Assistant Commissioner**

Commissioner - £148,977

Assistant Commissioner - £122,880



