

# PAY & BENEFITS SUMMARY

Norfolk Police Authority and Norfolk Constabulary  
Updated and revised as of 31<sup>st</sup> December 2010



NORFOLK POLICE AUTHORITY

*Ensuring an Efficient and Effective Police Service*

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*This document was first published in April 2010 to provide clarity and transparency to a traditionally complex area involving a number of internal and external factors. It provides an overview of the Norfolk Constabulary & Police Authority pay & benefits in relation to Police Officers and Police Staff with links to further information where required.*

## INTRODUCTION

The Norfolk Police Authority (NPA) and Norfolk Constabulary (NC) are committed to ensuring that public finances are used wisely through the ongoing review of people and processes to minimise duplication and maximise productivity. Both the NPA and NC are also committed to ensuring that as employers they are able to attract and retain a high calibre workforce in order to best serve the people of Norfolk.

As part of our continuing drive for efficiencies and doing the same for less we are reviewing all aspects of our working practices. Currently 79.7% of the gross budget for 2010/2011 (£168.556m) is spent on staff costs. As part of the review process, the NPA and NC are undergoing an extensive Business Support Review and working more closely with Suffolk Constabulary with the aim of further streamlining processes and ultimately reducing overall staff costs where possible. At present there are 70 people at risk of redundancy throughout the NPA / NA of whom it is anticipated some 25 staff will be redeployed.

### Accompanying notes

- The figures within this document are correct as of 31st December 2010.
- This document can only be a general overview of pay and benefits given the complexity and diversity of variations in this area.
- Whilst this document discusses all staff in terms of the Police Rank structure and the police staff structure, there are a number of police staff who work as part of front line policing (for example as Crime Scene Investigators or PCSO's) and vice versa.



## POLICE RANK STRUCTURE

At a national level, all Police Rank pay scales and benefits are produced by the Police Negotiating Board (PNB) and agreed by the Home Secretary. It is possible for the Home Secretary to substitute a different pay level for police, (as done by Ms J. Smith in 2007/08) although this is an exception to the usual approach. The Norfolk Constabulary pays the majority of its officers according to this structure.

### Pay Points

Within each rank up to Assistant Chief Constable, each individual is paid according to a specific pay point, which dictates their length of service within that rank. Pay points are reviewed annually and take effect from 1 September each year\*. Promoted police ranks usually enter their new rank at the bottom of the pay scale; however, there are several exceptions to this, which can be found at: [http://www.ome.uk.com/Police\\_Negotiating\\_Board.aspx](http://www.ome.uk.com/Police_Negotiating_Board.aspx)

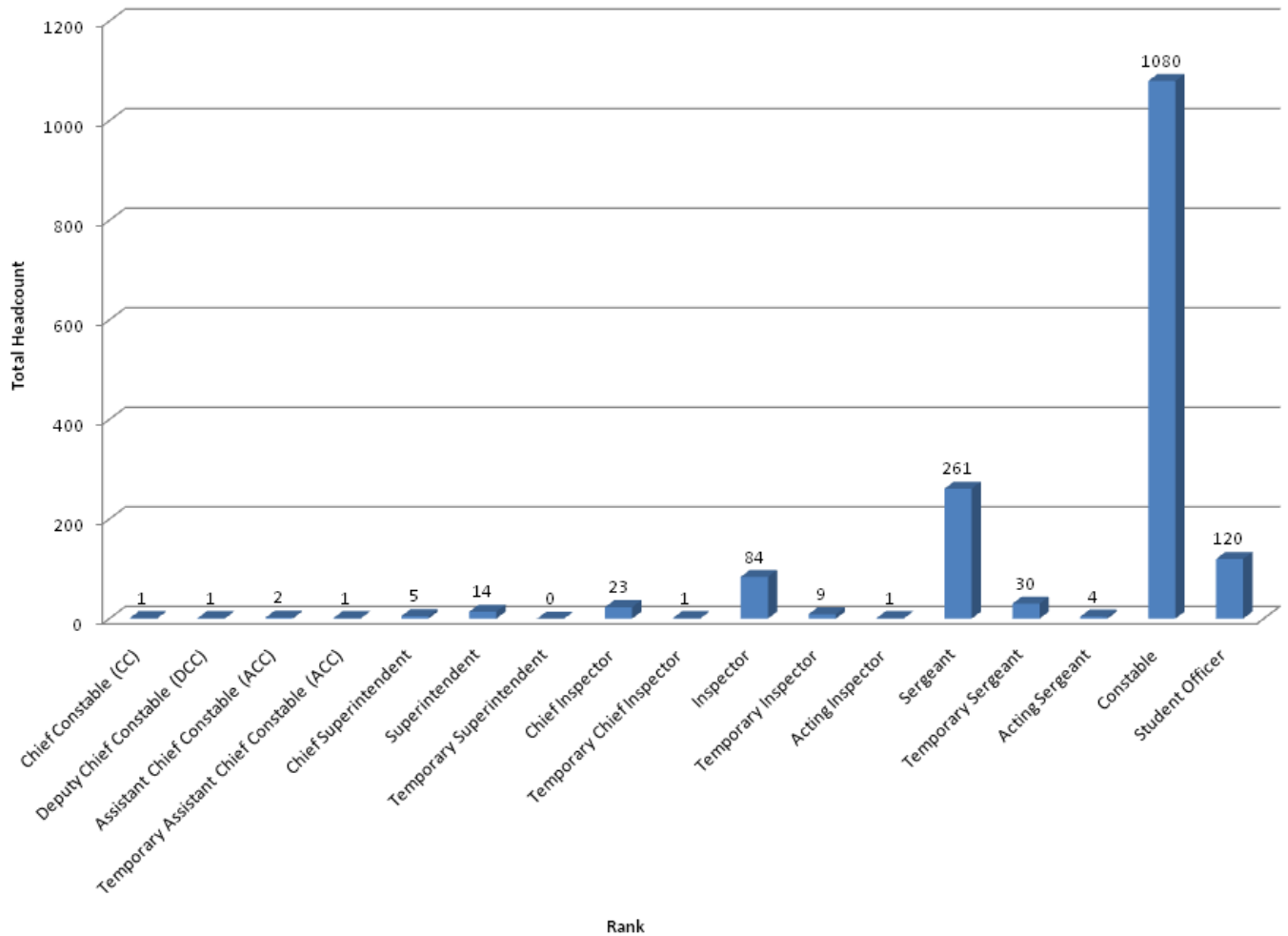
The Norfolk Constabulary Policing Rank Structure is shown within the table below which outlines the number of officers within each job role and the pay scale that applies to it.

\*Note: From 2011 there is a public sector pay freeze for salaries of £21,000 and above.

Rank	Total Headcount	FTE (1 Decimal Place)	Salary Range (With effect from 1st September 2010)	Package Value
Chief Constable (CC)	1	1	£136,092	£165,318
Deputy Chief Constable (DCC)	1	1	£112,278	£140,312
Assistant Chief Constable (ACC)	2	2	£90,726 - £105,849	£94,811 - £120,577
Temporary Assistant Chief Constable (ACC)	1	1	£90,726 - £105,849	£90,726 - £105,849
Chief Superintendent	5	5	£74,394 - £78,636*	*3 have a 5k salary addition for degree of difficulty.
Superintendent	14	14	£62,298 - £72,585	See specific considerations for Police Officers
Temporary Superintendent	0	0	£62,298 - £72,585	
Chief Inspector	23	23	£51,789 - £53,919	
Temporary Chief Inspector	1	1	£51,789 - £53,919	
Inspector	84	82.7	£46,788 - £50,751	
Temporary Inspector	9	9	£46,788 - £50,751	
Acting Inspector	1	1	£36,519 - £41,040	
Sergeant	261	257.4	£36,519 - £41,040	
Temporary Sergeant	30	29.8	£36,519 - £41,040	
Acting Sergeant	4	4	£27,471 - £36,519	
Constable	1080	1046	£27,471 - £36,519	
Student Officer	120	119.7	£23,259 - £25,692	
Grand Total	1637	1597.6		

Paid according to Weighting System	
Paid according to Pay Scale System	

## TABLE TO SHOW THE TOTAL HEADCOUNT FOR EACH POLICE RANK



### Police Rank Headcount Overview

- 91% of Police Ranked Officers are at the rank of sergeant and below.
- There is a ratio of over 4 Student Officers / Police Constables to every 1 Sergeant and a ratio of 12 Student Officers / Police Constables to every Inspector.
- 73% of all Police Ranked Officers are either Police Constables or Student Officers.

## SPECIFIC CONSIDERATIONS FOR POLICE OFFICERS

### **Deductions**

All pay and benefits are subject to national Income Tax rates and National Insurance contributions.

### **Pension**

All Police Officers who joined the service prior to 1 April 2006 automatically pay 11% of salary as a contribution to a final salary pension scheme. Those who joined after 1 April 2006 pay 9.5% of salary as a contribution to a final salary pension scheme\*. The NPA pays 24.2% of pensionable salary as a contribution. Entrants to the service before 1 April 2006 must work for 30 years to achieve a full pension. Entrants to the service on or after that date must work for 35 years to achieve a full pension.

\*Note: Pension contributions are currently under review as part of the Hutton and Winsor Reviews. The outcome of these should be known by the Summer of 2011.

### **Overtime**

Overtime payments are applicable up to and including the rank of Sergeant but, if the officer so wishes, time off may be taken during the following three months as an alternative to payment.

### **Competence-Related Threshold Payment (CRTP)**

CRTP payments are awarded to officers up to and including Chief Inspector rank who, having served one year at the top of their pay scale, are considered competent in the role against four prescribed national standards. CRTP is a flat payment of £1212 per annum for all eligible ranks, is reviewed on an annual basis and any changes will take effect from 1 September each year.

### **Special Priority Payment (SPP)**

SPP payments recognise and reward specific posts within the Constabulary – up to and including chief inspector rank - which require significantly high levels of responsibility, are difficult to recruit to and retain officers in, and/or bring with them especially demanding working conditions or environment. The list of qualifying posts is reviewed each year. Officers in qualifying posts must also meet conditions of professional competence and a minimum service length within the role. Payments for each role vary, and will range between £500 and £2000 per annum per officer in 2010.

### **Acting and Temporary Officers**

An officer undertaking acting duties will retain their own pay including any CRTP and SPP and is then paid an allowance to ensure the total pay is equal to the lowest rate of pay they would be entitled to if promoted. For example, an Acting Inspector is paid under the Sergeant's salary range but is paid an allowance to ensure the salary meets the lowest pay point of the Inspector rank. Temporary posts are paid according to the title to which they are working in a temporary capacity. For example a Temporary Superintendent will be paid using the Superintendent salary range.

## SPECIFIC CONSIDERATIONS FOR POLICE OFFICERS

### **Chief Constables and Deputy Chief Constables**

The ranks of CC and DCC can only be appointed on a fixed term contract for a maximum of up to 5 years. These contracts are extendable only with the consent of the Home Secretary and at the request of the Police Authority, for a further term or terms of up to three years. They are paid according to a national weighting system that is produced by the PNB and based on a number of factors. The weighting system is based on a scale from 1 to 10 (1 being the least weighting and 10 being the highest). Norfolk Constabulary has been given a weighting of 2.5 on this scale.

### **Bonuses & Additional Financial Support**

For the roles of CC, DCC and Assistant CC (ACC) there is an entitlement to apply consideration of a bonus scheme linked to basic salary. This annual performance bonus can be paid up to the following amounts:

- Up to 15% for Chief Constable
- Up to 12.5% for the Deputy Chief Constable
- Up to 10% for an ACC who has reached the top of the pay scale or an incremental rise of two pay points for those within the pay scale.

In addition to this the NPA has agreed a package of measures to enhance pay and benefits to attract and retain the right calibre of individual to the force.

### **Relocation Assistance**

Upon appointment and, if circumstances warrant a relocation, a scheme is applied to assist with relocation costs at the ranks of CC, DCC and ACC. An NPA bespoke relocation policy is available based on a constabulary protocol for police staff and officers below these ranks.

### **Rent / Housing Allowance**

Officers who joined the police service prior to 1990 were entitled to rent allowance. As from 1 April 1990 no new officers were entitled to receive rent allowance as outlined within PNB circular 89/14. Officers who received rent allowance prior to 1 April 1990 are protected and will remain on this rate until there is a change to their personal circumstances. The rent allowance scheme was replaced by a housing allowance scheme. As from 1 September 1994 no new officers are entitled to receive housing allowance and the benefit was not replaced by any similar provision for new entrants as outlined in PNB circular 94/1.

### **Vehicle Provision**

The Norfolk Constabulary currently have five ACPO Ranked Officers who have been allocated the provision of an operationally equipped vehicle up to an NPA prescribed value limit. Private use of the vehicle is subject to an Inland Revenue private mileage repayment scheme.

A number of Chief Superintendents and Superintendents are allocated an operational vehicle (currently a Ford Mondeo). It can be used for private mileage but is also subject to an Inland Revenue private mileage repayment scheme.

## POLICE STAFF PAY STRUCTURE

At a national level all police staff pay scales and benefits are produced by the Police Staff Council (PSC) and agreed by Staff Unions. The Norfolk Constabulary pays the majority of staff according to this structure. Pay points are reviewed annually and take effect from 1 September each year. The NPA / NC determine the appropriate value of posts in accordance with pay parity and other appropriate HR evaluation.

The table overleaf shows the total number of police staff roles within each grade and the pay scale that relates to that grade.

Within the police staff grading structure there are four main pay groups: scales 1-6, SO 1-3, M 1-6 and senior support / Hay Grades. There are several instances where specific roles transcend through one or more grades. The purpose of these grades (e.g. SO1/3 in the table) is to allow where the job role permits it, a person to stay in the same role and progress through one or more grades as part of a career progression programme.

### Pay Points

Within each pay scale there are a number of pay points, and the individual will progress to the next pay point within the scale on an annual basis. The Police Staff Council pay award scheme is reviewed annually and changes (if any) take effect from 1 September each year\*. More information can be found at: <http://www.lge.gov.uk/lge/core/page.do?pagelId=119267>

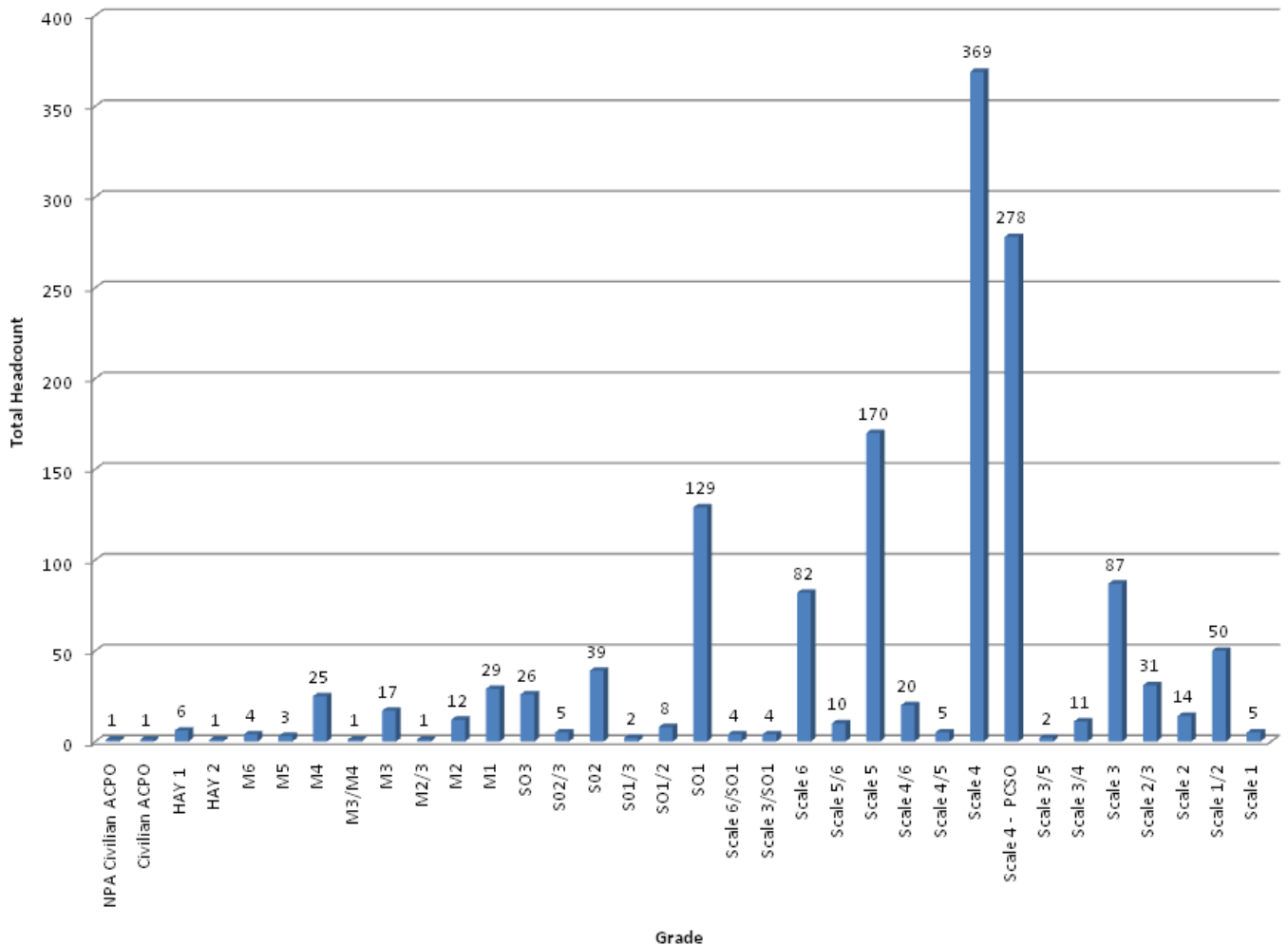
\*Note: From 2011 there is a public sector pay freeze for salaries of £21,000 and above.



## TABLE TO SHOW THE POLICE STAFF PAY STRUCTURE

Grading Structure	Head Count		Pay Scale	Package
	Total	FTE (1 Decimal Place)	Range	Value
NPA Civilian ACPO	1	1	£112,278	£112,278 (Fixed Term Contract)
Civilian ACPO	1	1	£90,726 - £105,849	£112,588
HAY 1	6	6	£63,591 - £77,706*	See specific considerations for Police Staff
HAY 2	1	1	£53,520 - £65,406	
M6	4	3.4	£47,619 - £51,402	
M5	3	3	£44,526 - £47,619	
M4	25	25	£41,697 - £44,526	
M3/M4	1	1	£38,862 - £44,526	
M3	17	16.5	£38,862 - £41,697	
M2/3	1	0.9	£36,030 - £41,697	
M2	12	12	£36,030 - £38,862	
M1	29	28.1	£33,033 - £36,030	
SO3	26	22.9	£31,437 - £33,033	
SO2/3	5	4.6	£28,947 - £33,033	
SO2	39	37	£28,947 - £30,633	
SO1/3	2	1.8	£26,394 - £33,033	
SO1/2	8	7.7	£26,394 - £30,633	
SO1	129	119.2	£26,394 - £28,107	
Scale 6/SO1	4	3.4	£23,799 - £28,107	
Scale 3/SO1	4	4	£16,938 - £28,107	
Scale 6	82	75.8	£23,799 - £25,449	
Scale 5/6	10	10	£21,099 - £25,449	
Scale 5	170	151.7	£21,099 - £23,046	
Scale 4/6	20	19.6	£18,471 - £25,449	
Scale 4/5	5	5	£18,471 - £23,046	
Scale 4	369	329	£18,471 - £20,484	
Scale 4 - PCSO	278	272	£18,471 - £20,484	
Scale 3/5	2	2	£16,938 - £23,046	
Scale 3/4	11	10	£16,938 - £20,484	
Scale 3	87	66.2	£16,938 - £18,093	
Scale 2/3	31	24.4	£15,774 - £18,093	
Scale 2	14	9.4	£15,774 - £16,551	
Scale 1/2	50	39.8	£14,529 - £16,551	
Scale 1	5	5	£14,529 - £15,774	
<b>Total</b>	<b>1454</b>	<b>1321.2</b>		

## TABLE TO SHOW THE TOTAL HEADCOUNT FOR POLICE STAFF AT EACH GRADE



### Police Staff Headcount Overview

- 87.5% of police staff are positioned at grade SO1 or below and earn between £14,529 and £28,107 per annum.
- There is a ratio of 13 staff below the managerial grade (M1) to every 1 management grade staff (M1 / Hay Grade / Civilian ACPO)
- 44% of all Police Staff hold a grade 4 level role with a salary between £18,471 and £20,484

## SPECIFIC CONSIDERATIONS FOR POLICE SUPPORT STAFF

### Deductions

All pay and benefits are subject to national Income Tax rates and National Insurance contributions.

### Pension

The NPA and Norfolk Constabulary pay into the Local Government Pension Scheme managed by the Norfolk Pension Fund. Differential contributions for employees are based on each individual's annual salary but it will be between 5.5 and 7.5% of pensionable pay\*. The rate an individual pays depends on which pay band they fall into.

In the case of part-time or term time, the rate is based on the full time equivalent pay for your job, although individuals only pay contributions on the pay that is actually earned.

Below are the pay bands that apply from April 2010:

Pay band	If your yearly pay is:	You pay a contribution rate of:
1	Up to £12,600	5.50%
2	More than £12,601 and up to £14,700	5.80%
3	More than £14,701 and up to £18,900	5.90%
4	More than £18,901 and up to £31,500	6.50%
5	More than £31,501 and up to £42,000	6.80%
6	More than £42,001 and up to £78,700	7.20%
7	More than £78,700	7.50%

The pay band ranges will be increased each April in line with the cost of living. Those manual workers paying the protected 5% rate at 31 March 2008 will pay the following rates

1 April 2009	5.50%
1 April 2010	6.5% or the rate from the standard table if lower
1 April 2011	The rate from the standard table

Note: Employees are able to opt out of this pension at any point

\*Note: Pension contributions are currently under review as part of the Hutton and Winsor Reviews. The outcome of these should be known by the Summer of 2011.

The NPA pays 15.4% of pensionable salary as a contribution. Further details on the Local Government Pension Scheme and the Norfolk Pension Fund can be found via the following link: [www.norfolkpensionfund.org](http://www.norfolkpensionfund.org)

## SPECIFIC CONSIDERATIONS FOR POLICE SUPPORT STAFF

### **Overtime**

Overtime Payments are applicable up to and including scale 6, however in special circumstances overtime for grades above this can be approved at Director level.

### **Bonuses & Additional Financial Support**

The NPA has the ability to offer performance related bonuses where it feels the role would significantly benefit from offering such an incentive. There is currently only one role where this exists contractually. It also can pay honoraria under appropriate circumstances, which can be deemed pensionable or non-pensionable pay.

### **Relocation Assistance**

A bespoke relocation policy is available based on a constabulary protocol for police staff and police officers below the ranks of CC, DCC and ACC.

### **Vehicle Provision**

The NPA and NC currently have two civilian roles that have an entitlement to a vehicle. Private use of the vehicle is subject to an Inland Revenue private mileage repayment scheme.

### **Vehicle Mileage Claims**

Depending on the travel requirements of the role, there are two types of vehicle user within the NC (essential and casual users). There are currently 48 essential car users. All other employees who are required to travel on an ad-hoc basis outside of their normal travel to and from work are paid using a casual user rate. These rates are agreed nationally and further information can be found at: <http://www.lge.gov.uk/lge/core/page.do?pagelId=5153684>



## TRAVEL ALLOWANCES FOR POLICE OFFICERS AND POLICE STAFF

### MOTOR VEHICLE ALLOWANCES – POLICE OFFICERS

Mileage rates with effect from 1 <sup>st</sup> October 2010	451 – 999cc	1000 – 1199cc	1200 – 1450cc
<b>Essential Users</b>			
Lump sum per annum	£795	£906	£1,170
Per mile – first 8,500 miles	33.6p	37.1p	46.4p
Per mile – after 8,500 miles	11.7p	12.2p	14.2p
Petrol element	7.433p	8.207p	8.953p
Amount of VAT per mile in petrol element	0.97p	1.07p	1.17p
<b>Casual Users</b>			
Per mile – first 8,500 miles	42.9p	47.7p	60.1p
Per mile – after 8,500 miles	11.7p	12.2p	14.2p
Petrol element	7.433p	8.207p	8.953p
Amount of VAT per mile in Petrol element	0.97p	1.07p	1.17p

### PUBLIC TRANSPORT RATE - TRAINING COURSES

Public transport rate with effect from 1 <sup>st</sup> October / April 2010	Per mile
Police Officers	43.5p
Police Staff	48.2p

Note: No allowance is provided for passengers.

### MOTOR VEHICLE ALLOWANCES – STAFF

Mileage rates with effect from 1 <sup>st</sup> April 2010	451 – 999cc	1000 – 1199cc	1200 – 1450cc
<b>Essential Users</b>			
Lump sum per annum	£846	£963	£1,239
Per mile – first 8,500 miles	36.9p	40.9p	50.5p
Per mile – after 8,500 miles	13.7p	14.4p	16.4p
Petrol element	9.406p	10.366p	11.288p
Amount of VAT per mile in petrol element	1.4p	1.543p	1.681p
<b>Casual Users</b>			
Per mile – first 8,500 miles	46.9p	52.2p	65.0p
Per mile – after 8,500 miles	13.7p	14.4p	16.4p
Petrol element	9.406p	10.366p	11.288p
Amount of VAT per mile in Petrol element	1.4p	1.543p	1.681p

### **Full Time Equivalent (FTE)**

Full time equivalent is a way to measure a worker's involvement in a project, or a student's enrolment at an educational institution. An FTE of 1.0 means that the person is equivalent to a full-time worker, while an FTE of 0.5 signals that the worker is only half-time.

### **Norfolk Constabulary (NC)**

A Constabulary is the body of constables for a given area prescribed by the Police Act 1996. The Norfolk Constabulary is the police service that operates within the Norfolk County Boundaries. The Chief Constable is legally responsible for the direction and control of all constables and staff within the police force.

### **Norfolk Police Authority (NPA)**

Police Authorities are independent bodies made up of a combination of 9 County Councillors and 8 independent local people who oversee the work of their local Constabulary. It has a range of financial and legal powers but its principal responsibility is to maintain an efficient and effective police service in Norfolk and in collaboration with others, surrounding areas. Under the Police Act 1996 it is the body corporate that is the employer for all staff (police officers are not employees) and is the owner of all property and assets. It is responsible for the appointment, performance appraisal, discipline and, if appropriate, removal of the CC, DCC and ACCs.

### **Pay Point**

A pay point is a specific point on a pay scale or pay range that relates to the same job role. For example there are five pay points within the sergeant pay scale.

### **Personal Development Review (PDR)**

A Personal Development Review is a way of measuring performance and ensuring individuals are able to develop and reach their potential. It involves all staff and officers in identifying their personal contribution to the development and delivery of the services objectives.

### **Police Negotiating Board (PNB)**

The Police Negotiating Board negotiates the pay and terms of conditions for all 175,000 UK police officers.

### **Police Staff Council (PSC)**

The Police Staff Council negotiates national agreements on pay and conditions of service for 75,000 police staff and PCSO's in England and Wales, excluding the Metropolitan Police.

### **Useful Web Links**

[www.norfolk-pa.gov.uk](http://www.norfolk-pa.gov.uk)

[www.norfolk.police.uk](http://www.norfolk.police.uk)

[www.norfolkpensionfund.org](http://www.norfolkpensionfund.org)

[www.lge.gov.uk](http://www.lge.gov.uk)

[www.ome.uk.com](http://www.ome.uk.com)