

# Guide to Negotiable Conditions of Service of Police Officers

## England & Wales

Fifth Edition  
(May 2002)

Police Negotiating Board

## INTRODUCTION

1. This Guide brings together all provisions of Police Regulations relating to the negotiable conditions of service of police officers in England and Wales and all the advice on those provisions which is contained in Home Office, Police Negotiating Board (PNB) and Police Council circulars.
2. The Guide does not deal with pensions matters. Otherwise, it deals with all matters (i.e. hours of duty, leave, pay, allowances and the issue, use and return of police clothing and personal equipment) which are covered by section 61(1) of the Police Act 1996 and so are a matter for negotiation in the PNB.
3. The constitution of the PNB was recently revised and issued under cover of PNB Circular 01/19. It should be noted that most of the business is conducted in three standing Committees of the Board: Chief Officers Committee; Superintendents Committee; Federated ranks Committee covers all ranks below superintendent. The full PNB meets on an ad hoc basis and with three months' notice on constitutional matters, Federated ranks Committee normally meets three or four times a year and Chief Officers and Superintendents Committees usually less frequently. The PNB does not operate a voting system in joint committee and there is either agreement or further discussions are arranged. In the last resort there is conciliation and failing that, arbitration.
4. All references in the Guide to 'Police Regulations' are references to the Police Regulations 1995 SI no. 215 and its amendments, unless otherwise stated. Home Office, PNB and Police Council circulars have been included in the Guide only if they clarify or expand upon the provisions of the Police Regulations. Where the provisions of a PNB or Police Council circular have subsequently been incorporated in a Home Office circular, only the Home Office circular has been included in the Guide.
5. This guide relates to England and Wales only.

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**SECTION A: DUTY, OVERTIME AND LEAVE**

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## SECTION A: DUTY, OVERTIME AND LEAVE

### 1. NORMAL DAILY PERIOD OF DUTY

#### 1.1 POLICE REGULATIONS: REGULATION 24 AND SCHEDULES 1 AND 3

*Note: These provisions apply only to ranks below the rank of inspector.*

Length of normal daily period of duty	Regulation 24(2) & (3)
Interval for refreshment	Regulation 24(3) &(4)
Modifications for	
- part time service	Schedule 1: paragraph 4
- variable shift arrangements	Schedule 3: paragraph 1

#### 1.2 HOME OFFICE CIRCULAR 21/97: INSPECTING RANKS' WORKING ARRANGEMENTS

**1.2.1** Inspectors and chief inspectors, no less than other members of police forces, need to be able to plan both for their work and their personal and family commitments. Consequently it is important that they should be given, so far as the exigencies of duty permit, reasonable notice of when they will be required to be on duty.

**1.2.2** For sound reasons to do with the health and welfare of the officer, the safety of others and effective working, no police officer should be required to work regular excessive hours, and, over a period of time, each officer should be allowed to take their full entitlement to days free from the requirements of duty. This is a particular consideration in the case of inspectors, chief inspectors and higher ranks, who are not paid overtime.

**1.2.3** The changes to conditions for members of the ranks of inspector and chief inspector introduced with effect from 1 September 1994 should not have altered, nor were they intended to alter, the average hours worked each week in posts filled by members of those ranks.

## SECTION A: DUTY, OVERTIME AND LEAVE

### **1.3 PNB CIRCULARS 98/12 (ADVISORY) AND 98/13 (ADVISORY): ARRANGEMENTS FOR PART-TIME WORKING AND JOB-SHARING**

**1.3.1** PNB Circulars 98/12 (Advisory) and 98/13 (Advisory) set out PNB agreements concerning part-time working and job-sharing arrangements for the police service. The scheme took effect from 1 September 1998. Amendment regulations were issued in October 2001

**1.3.2** Provision for part-time service shall be extended to members of all ranks below superintendent, and the scheduled working time, together with paid annual leave and paid public holiday leave shall total not less than 832 hours per year (an average of not less than 16 hours per week) for a part-time officer below the rank of superintendent.

**1.3.3** Current provisions enabling chief officer and superintendent ranks to work on a part-time basis, sharing the duties of a member of their rank with an officer in the same rank, shall also be available to ranks below superintendent. Any such shared appointment is subject to agreement with the chief constable and subject also to the normal provisions concerning transfers, recall to duty, promotion, etc.

**1.3.4** As a general rule obligations and benefits within regulations shall apply to part-time officers and job-sharers in the same way as they do to full-time officers. The requirements upon full-time officers concerning recalls to duty, compulsory overtime, transfer within force area, shift and unsocial hours working etc, apply in the same way to part-time officers. Pay, allowances and pensions provisions in most cases apply on a pro-rata basis although qualifying periods of a minimum number of hours exist for certain conditions (*e.g. entitlements to refreshment breaks and enhanced payments for working overtime*). Officers appointed to job-share shall be jointly subject to the provisions for officers serving part-time. They shall be jointly subject to all the obligations placed upon a full-time officer including liability to transfer, change of duties, etc. Unless otherwise stated, a reference in the following agreement to an officer working part-time means also a reference to an officer working on a job-share appointment.

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**1.3.5** An officer who has been appointed to part-time service or to job-share shall not be required to revert to full-time service without his or her consent.

**1.3.6** If one of the two “job-sharing” officers (the leaving job sharer) reverts to full-time service or ceases to be a police officer, the remaining officer (the remaining job-sharer) retains the rank in which he/she was appointed and shall remain as a part-time officer in that or another post with the same determined hours and work pattern (unless the remaining job-sharer otherwise agrees). The Force shall take all reasonable steps to find a new or alternative job-share partner within three months. In the event that no such new or alternative job-share partner is found within that period, the remaining job-sharer will continue to perform duty in a part-time appointment in a post to be agreed between the officer and the chief officer, or be permitted to revert to full-time service.

**1.3.7** An officer who is transferred from full-time to part-time service, or to a job-share appointment, shall, subject to there being a suitable vacancy, be permitted to return to full-time service within one month of the officer giving notice of his/her intention to return to full-time service. In any event, an officer in such circumstance shall return to full-time service within three months of giving notice.

**1.3.8 Reviews of determined hours:** In addition to the current provisions for annual reviews of determined hours at intervals of not more than 52 weeks, the regulations shall be amended to apply to all officers on part-time appointments or job-sharing. They shall also provide for additional reviews, which may be instigated by the member or the chief officer following or anticipating significant changes of duties or circumstances. Any resulting changes to scheduled working time and the resulting impact on pay and allowances shall take effect from the date of the instigation of the review or the date on which the significant change of duties or circumstances are to commence, whichever is the later.

**1.3.9** Currently the regulations provide for the situation where, following a review it is agreed there should be no change in hours, the position reverts to the agreed determined hours at the time of the member’s appointment. This shall be amended so that where no

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agreement is reached on a change to the member's determined hours, the member's normal period of duty will remain the same as that immediately preceding the review.

**1.3.10** The regulations for **part-time constables and sergeants** allow a wide variety of working patterns to be determined by Chief Constables after consultation, e.g., an average of 5 days per week as part days could be worked or some weeks could be worked full-time with others completely free of duty (subject to the requirement of all police officers to attend for duty at any time if required). Rosters showing planned duty days and planned starting and finishing times of shifts shall be published for part-time officers. Unless otherwise agreed by individual officers the rosters shall, as with full-time officers, be published at intervals not exceeding 12 months and not later than 1 month before an officer commences part-time service. In common with the arrangements for full-time officers, rosters shall provide an interval of at least 8 hours between shifts and not more than 7 days will expire between rest days.

**1.3.11** Officers in the Superintending and ACPO ranks are only able to work on a part-time basis if they share the duties of a member of their rank with an officer of the same rank. Thus the 24-hour responsibility of these ranks is still met in full and the combined active duty and standby/call-out hours of these officers will equate to the same hours worked by full-time officers in the superintending and ACPO ranks. They are jointly subject to all the obligations placed upon a full-time officer including liability to transfer, change of duties, etc.

## **2. THE FORCE DAY**

### **2.1 POLICE REGULATIONS:**

### **REGULATION 25**

Definition of "day"

Regulation 25(1)

Consultation with joint branch board

Regulation 25(2)

### **2.2 HOME OFFICE CIRCULAR 39/1985**

## SECTION A: DUTY, OVERTIME AND LEAVE

**2.2.1** It is open to the chief officer to define the force day as starting at different times for officers in different divisions or for officers engaged in different types of duty, if it appears to be in the best interests of the force to do so.

### **3. VARIABLE SHIFT ARRANGEMENTS**

#### **3.1 POLICE REGULATIONS REGULATION 26 AND SCHEDULE 3**

Eligibility	Regulation 26 (1) & (2)
Hours of duty	Regulation 26 (3)(a)
Annual leave	Regulation 26 (3)(b)

#### **3.2 PNB CIRCULAR 98/12 (ADVISORY), PARAGRAPHS 3 - ARRANGEMENTS FOR PART TIME WORKERS**

**3.2.1** Police Regulations, Regulation 26(1) (in England and Wales and equivalent regulations in Scotland and Northern Ireland) shall be amended to enable officers in part-time or job-share appointments to participate in variable shift working arrangements, such arrangements to be set down in a separate Schedule to the regulations, and to address the overtime entitlement of such officers. The current regulations for part-time working do not permit officers working on a part-time basis to work a variable shift arrangement. To cater for officers working on a part-time basis under a variable shift arrangement, Regulation 4 of Schedule 1 shall, in respect of the substituted paragraph 24(4D), be amended as follows:

Where in one day a member is on duty for a continuous period of 5 hours or more, time for refreshment shall, as far as the exigencies of duty permit, be allowed in accordance with the table below:

<b>Number of Hours</b>	<b>Refreshment Time</b>
Less than 6 hours	30 minutes

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6 hours or more, but less than 7 hours	35 minutes
7 hours or more, but less than 8 hours	40 minutes
8 hours or more, but less than 9 hours	45 minutes
9 hours or more, but less than 10 hours	50 minutes
10 hours or more	60 minutes

### 4. ROSTERING OF DUTIES

#### 4.1 POLICE REGULATIONS: REGULATION 27

*Note: These provisions apply only to ranks below inspector.*

Requirement to publish duty roster	Regulation 27(1) & (2)
Definition of “rostered rest day”	Regulation 27(1)(a)
Treatment of day off granted in lieu of a rostered rest day	Regulation 27(1)(b)
Details to be contained in duty roster	Regulation 27(3)
Intervals between:	
- tours of duty	Regulation 27(4)(a)
- rostered rest days	Regulation 27(4)(b)
Alterations to duty rosters	Regulation 27(5)
Modifications for:	
- part-time service	Schedule 1: paragraph 5
- variable shift arrangements	Schedule 3: paragraph 2

#### 4.2 HOME OFFICE CIRCULAR 39/1985

**4.2.1** Although the ultimate responsibility for publishing rosters rests with chief officers of police, the duty may be delegated, in accordance with existing practice. The Regulation should not be taken as requiring rosters to show the duties of individual officers by name. Some forces already prepare annual rosters showing the duties of groups of officers and, provided each officer knows to which group he/she belongs, such rosters will continue to meet the statutory requirement. Nor is there a requirement for the force roster to be published as a single document: depending on the needs of the force, they might be prepared

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and published at divisional, sub-divisional or even station level. The essential requirement is that every member of the force below the rank of inspector should be able to know from a published annual roster what his/her duties are likely to be for the period of 12 months from the date on which the roster comes into operation. Regulation 27(5) makes provision for rosters to be altered, owing to the exigencies of duty. Such alterations may be made under authority delegated by the chief constable.

### 4.3 PNB CIRCULAR 86/9

**4.3.1** Where alterations are made to an annual duty roster after its publication these changes must arise from the exigencies of duty (unless they are made at the officer's own request or have otherwise been agreed with the joint branch board). The term "exigencies of duty" should be interpreted as relating to situations where a pressing demand, need or requirement is perceived that is not reasonably avoidable and necessitates a change of roster. In this context the word "pressing" relates to the expected situation at the time when the duty is to be performed rather than the time when the duty roster is changed, i.e. the reasons for a change may be known many months in advance but still be pressing.

**4.3.2** Changes to rosters should only be made after full consideration of welfare, operational and practical circumstances rather than purely on financial grounds. Because rosters are produced annually a number of unforeseen reasons for changes may subsequently arise. It is clearly not possible to produce an exhaustive list of all of the potential reasons which may necessitate changes. However, by way of example, changes to rostered duties would be justified by unforeseen public order situations, court attendance and essential training. An officer should be told as soon as the requirement for the change is known and at the latest, by midnight on the calendar day before the changed period of duty commences.

**4.3.3 Late turn:** Officers should be given adequate notice as set out above before being changed to a full normal period of duty from 9 am to 5 pm when the exigencies of duty require attendance at morning court.

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**4.3.4 Night duty:** It is clearly not in the interest of police forces, or individual officers, that officers should be required to perform a full normal period of duty between 9 am and 5 pm having just concluded a period of night duty at 6 am/7 am that day. Exceptionally, where an officer requests such a change, and the appropriate supervising officer considers it desirable, approval may be given for such a change which may also be appropriate on “quick changeovers”. An officer should not normally be required to perform consecutive periods of night duty, late turn duty and 9 to 5 duty, to facilitate court attendance during a shift cycle of night duty, unless an officer requests such a change. Changes to the duty roster might be necessary where an officer is required to attend court on consecutive days during a shift cycle of night duty.

**4.3.5 General** It is recognised that it may not always be possible to follow the guidelines set out above, but the aim should be to allow an officer adequate time for rest and recuperation between duties. There is of course an absolute requirement at all times to follow the provisions of Police Regulations governing changes to rosters. In accordance with Regulation 27(5) all practical measures should be taken to avoid rosters being changed so that an interval of less than eight hours expires between one daily period of duty and the next.

### **4.4.1 PNB CIRCULAR 93/12 (ADVISORY)**

**4.4.1** The Staff Side of Committee C submitted a claim concerning re-rostering of rest days. They requested that regulations be amended to provide that where a day originally scheduled as a rest day is re-rostered so that it becomes a scheduled working day, then the re-rostered alternative rest day should be taken on the same day of the week. Thus a re-rostered rest day that was originally to have been taken, for example, on a Saturday, would be taken as a rest day on a future Saturday. The Staff Side argues that, particularly in the case of officers with family commitments, it is unfair for the rest days originally rostered to be taken at weekends to be substituted by rest days on weekdays.

**4.4.2** The Official Side recognises that rest days at weekends can be particularly valuable for some officers and therefore understand the thinking behind the Staff Side’s claim.

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Nevertheless, it is concerned that current regulations already impede the freedom of managers to deploy staff and is anxious not to introduce further constraints. Furthermore, it considers it essential when allocating re-rostered rest days that management can take into account the likely peaks in demand for staff resources. It considers it would be counter-productive always to re-roster a rest day to a future weekend if managers believe this is likely to be a time of peak demand. The Official Side is concerned that, if the Staff Side claim were to be accepted, otherwise avoidable expenditure (on overtime and cancelled rest days) might be incurred. It believes it is legitimate for managers to plan to try and avoid such expenditure.

**4.4.3** Despite the lack of agreement on this subject the two Sides of Committee C believe it is appropriate to draw the matter to the attention of chief constables. They advise that where chief constables (or supervising officers acting on their behalf) consider it reasonably practicable to do so, consideration should be given to the wishes of individual officers in allocating re-rostered rest days. Chief constables and joint branch boards may consider it appropriate to discuss in force joint consultative committees local practice on the allocation of re-rostered rest days. The aim would be to ensure the best possible match between the wishes of individual officers and the most cost effective utilisation of staff.

**4.4.4** The above guidance does not involve the introduction of any new entitlement within regulations and is thus issued as an advisory circular.

## **5. OVERTIME**

### **5.1 POLICE REGULATIONS:**

### **REGULATION 28**

*Note: These provisions apply only to ranks below inspector.*

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Definition	Regulation 28(1)
Qualifying period for and rate of compensation	Regulation 28(5), (6) & (7)(b)
Time off in lieu of payment	Regulation 28(4) & (5)
Calculation -	
- in respect of casual escort duty	Regulation 28(7) (a)
- in respect of recalls to duty	Regulation 28(7)(c)
- where rostered tour of duty is brought forward without due notice	Regulation 28(7)(d)
Modifications for:	
- part-time service	Schedule 1: paragraph 6
- variable shift arrangements	Schedule 3: paragraph 3

### 5.2 HOME OFFICE CIRCULAR 86/1989

**5.2.1** Regulation 28 (1)(c) makes provision for overtime compensation (in the form of payment or time off) where an officer is required to begin a tour of duty earlier than the rostered starting time during a force day when he has already completed his normal tour of duty and has not been given due notice of the requirement. Regulation 28(7)(b)(c)(d) provides that the time worked before the start of the rostered tour of duty is to be reckonable as overtime and is to be taken into account as part of that tour of duty. Regulation 28(8) defines “due notice”.

*Notes: The effect of this may be considered by taking as an example an officer in a force where the force day starts at 6 am, he is rostered for duty from 6 am to 2 pm and he is required, without due notice, to start at 4 am. The two hours from 4 am to 6 am will be payable at overtime rates (i.e. payments will be enhanced by one third). They will also count towards the tour of duty, so this effectively ends at 12 noon. If he goes off duty at that time, there will be no further compensation. But if he works on until 2 pm, the hours from 12 noon to 2 pm are to be regarded as overtime.*

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**5.2.2** Regulation 25(1) defines “day” as meaning (for the purposes of Part III of the Regulations) “a period of 24 hours commencing at such time or times as the chief officer shall fix”. This definition applies to the interpretation of these new provisions.

**5.2.3** The Police Negotiating Board take the view that, with regard to due notice:

- the officer should be given as much notice of the change of duty as possible;
- every effort should be made to ensure that notice is given before the end of the shift prior to the one that is to be altered.

**5.2.4** The Police Arbitration Tribunal made it clear that the circumstances covered by these new provisions do not constitute a recall to duty within the meaning of Regulation 28 (7)(c).

### **5.3 PNB CIRCULAR 98/13 (ADVISORY) PARAGRAPH 16: ARRANGEMENTS FOR PART-TIME WORKERS**

**5.3.1** Time off in lieu or overtime premia at the rates of time and one-third will be granted for hours worked in excess of scheduled working time where **both** more than eight hours is worked on a day and more than 40 hours are worked within the week in which the day falls. Where hours are worked in excess of scheduled working time but one or both of the two criteria (eight hours per day and 40 hours per week) is not met then payment will be made at plain time rates and a member will have the option of taking unpaid time off in lieu. As with full-time officers the choice between time off in lieu or payment will be made by the individual officer, subject in the case of time off in lieu to the exigencies of duty.

## **6. OFFICERS HELD IN RESERVE AWAY FROM THEIR NORMAL PLACE OF DUTY**

### **6.1 PNB CIRCULARS 86/15, 88/9 AND 95/8**

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**6.1.1 Definition of “held in reserve”** “Held in reserve” is defined by agreement to mean officers who are serving away from their normal place of duty and who are obliged to stay in a particular, specified place and are not allowed to return home. When officers are held in reserve away from their normal place of duty and are required to sleep in a specific location, all hours shall be counted as duty hours except for a period not exceeding eight hours in every 24, provided that in respect of that period:

- proper sleeping accommodation is provided; and
- the officers are stood down from immediate operational availability and, according to the particular circumstances, are allowed reasonable freedom of movement while remaining contactable in case an emergency requiring their recall should arise.

**6.1.2 Definition of “proper sleeping accommodation”** “Proper sleeping accommodation” is defined as provision of beds and bedding under cover, with access to washing and toilet facilities and with adequate heating and ventilation according to the season.

**6.1.3 Definition of a “higher standard of accommodation”** Where there has been time to upgrade accommodation prior to, or subsequent to, the time when it became known that the reserve duty was to be undertaken, the definition of “proper sleeping accommodation” given above shall be replaced by the following definition of a higher standard of accommodation:

“Provision of beds (which could be camp beds) and bedding under a roof; average of 50 square feet per officer (40 square feet where four or fewer officers are accommodated in the same room); not more than eight officers per shift per wash basin; not more than 10 officers per shift per toilet (WC - not urinal); not more than 15 officers per shift per shower head/bath; adequate heating/ventilation according to the season; and the rooms used for sleeping not also to be used simultaneously for recreation or other purposes. Chief constables would be advised:

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- that different shifts should be accommodated separately;
- that, wherever possible, the provision of large numbers of beds in a single room (such as an aircraft hangar) should be avoided but, when this is unavoidable, the provision of mobile screening should be considered to allow for smaller areas; and
- that there should be reasonable proximity between sleeping accommodation and washing/toilet facilities.”

**6.1.4** The PNB expects that common sense and reasonableness in the light of all surrounding and relevant circumstances will be exercised locally in applying the higher standard. A hardship allowance, equivalent to two hours' basic pay of an eight-years' service constable, shall be payable immediately where it would have been possible to provide the standard by the time the officers arrived at the accommodation but this was not achieved. Otherwise, if the standard is not achieved, the allowance shall be payable after 48 hours of the requirement for duty being known by the aided force.

**6.1.5** The standard of accommodation set out above is that to be used in assessing whether a hardship allowance is to be paid. It should not be regarded as the standard to be aimed at. The PNB anticipates that better facilities will be provided if this is reasonably practicable.

**6.1.6** The PNB recognises that the amount of notice provided to management of a requirement to hold officers in reserve, the anticipated duration of the requirement and the anticipated number of officers can all be significant features in determining the standard of accommodation that can reasonably be provided. Where a requirement can be anticipated well in advance (and the number of officers required can also be anticipated with a degree of confidence) then it is expected that reasonable efforts to provide additional facilities to those set out above will be made. These should include: drying facilities for wet clothes; adequate hot water supplies; storage facilities for clothing and equipment; curtains or other screening to darken sleeping accommodation; and where officers are on different duty rosters, the

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provision of recreation areas for off-duty officers. The ratio of officers per WC/wash basin/bath/shower head should also be improved if reasonably practicable.

**6.1.7 Method of determining payments for travelling time:** When an officer is on mutual aid throughout a period of 24 hours coinciding with his own force's "day", then payment will be for all hours except "sleeping time" not exceeding eight hours.

**6.1.8** When, in a period of 24 hours coinciding with his own force's "day" an officer is on mutual aid for only part of that period, then payment will be for all mutual aid hours except "sleeping time" not exceeding eight hours.

*Notes: "Mutual aid" hours include travelling time to the aided forces and back again.*

*"Sleeping time" is exempt from payment only if the conditions detailed in the first part of this circular are met.*

*"Sleeping time" should be continuous except that, within a period of 24 hours coinciding with the definition of a "day" used by an officer's force, there may be two part periods of "sleeping time", separated by a full tour of duty. In such cases, not more than eight hours in 24 is exempt from payment.*

## **7. OFFICERS DETAINED ON DUTY OVERNIGHT AWAY FROM HOME**

### **7.1 PNB CIRCULAR 95/1 (ADVISORY)**

**7.1.1** It has been drawn to the attention of the Side Secretaries of the PNB's Committee C that some uncertainty exists concerning officers who are required to attend court outside their own force area and are consequently absent from home overnight. It is the view of the Side

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Secretaries that any decision on an officer's duty hours in such circumstances is at the discretion of the chief constable, in the same way as it is for casual escort duty.

### **8. PUBLIC HOLIDAYS AND REST DAYS FOR RANKS BELOW INSPECTOR**

#### **8.1 POLICE REGULATIONS:**

#### **REGULATION 29**

Entitlement	Regulation 29(2)
Definition of "public holiday"	Regulations 4(1) & 29(9)(d)
Compensation for being required to work on:	
- a rostered rest day	Regulation 29(3), (4) & (5)
- a public holiday	Regulation 29(6)
Time off in lieu of payment for being required to work on a public holiday or a rest day	Regulation 29(7) & (8)
Compensation for	
- being required to work for less than four hours or being recalled to duty on a public holiday or a rest day;	Regulation 29(9)(f)
- travelling time on a public holiday or a rest day;	Regulation 29(9)(g)
- an officer who works on a public holiday or a rest day at his own request	Regulation 29(10)
Modifications for:	
- part-time service	Schedule 1: paragraph 7
- variable shift arrangements	Schedule 3: paragraph 4

#### **8.2 HOME OFFICE CIRCULAR 39/1985 - COMPENSATION FOR REQUIREMENT TO WORK ON A REST DAY**

**8.2.1** Regulation 29(10) provides that an officer shall not be treated as having been required to do duty on a rostered rest day or public holiday where the duty was done on that day at his

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own request. But where, because of the need for extra manpower on a specific day, officers who were rostered to be off duty are invited to volunteer to do duty on that day, the normal compensation arrangements for rest day or public holiday working will apply. Responding to a management request for volunteers should not be treated as a request by the officer concerned to do duty on the day in question.

### **8.3 HOME OFFICE CIRCULAR 63/1987: PUBLIC HOLIDAYS**

**8.3.1** Regulation 4(1) provides that, for the purposes of the Police Regulations, 26 December or 1 January are to be treated as public holidays where either of those dates falls on a Saturday or a Sunday.

### **8.4 HOME OFFICE CIRCULAR 27/1988 AND 40/94: COMPENSATION FOR RECALLS TO DUTY ON A PUBLIC HOLIDAY OR ROSTERED REST DAY**

**8.4.1** Regulation 29(9)(f) corrects an anomaly in the compensation provided for officers who are recalled to duty following an earlier period of duty on a public holiday or a rostered rest day. Regulation 28(7)(c) provides a minimum of four hours' overtime for an officer who is recalled to duty on a normal working day and Regulation 29(9)(f) provides for a minimum compensation of four hours at the appropriate rate for officers who are required to work on a public holiday or a rostered rest day. But an officer recalled to duty following an earlier period of duty on a public holiday or a rostered rest day has hitherto been entitled to compensation at the appropriate rate only in respect of the period actually worked as a result of the recall. In future there will be an entitlement to a minimum of four hours' compensation at the appropriate rate when an officer is recalled to duty in these circumstances.

**8.4.2 Public holidays and rest days** Regulation 29 gives effect to certain aspects of the Police Negotiating Board agreement set out in PNB Circular 94/1 (Advisory).

### **8.5 PNB CIRCULAR 98/12 PARAGRAPHS 10 AND 11: ARRANGEMENTS FOR PART-TIME WORKERS (ADVISORY)**

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**8.5.1** An officer's entitlement to annual increments in pay and increases in annual leave shall remain unchanged by any period of part-time service. This provision shall be deemed to have taken effect from 1 July 1992.

**8.5.2** Subject to paragraph 8.5.1, current provisions for calculating annual leave according to the number of days set down in Schedule 4 shall be retained but amended to include provisions for adjusting pay in respect of annual leave and public holiday leave for inspector and chief inspector rank officers on part-time service by reference to the appropriate factor, and for those engaged in job-share appointments by reference to half.

### **8.6 PNB CIRCULAR 85/9: REINSTATEMENT OF CANCELLED REST DAYS**

**8.6.1** When an officer's rest day is cancelled in anticipation of an operational need for which, in the event, he is not required to attend for duty:

- where the officer is told with more than seven days' (and less than 15 days') notice that he will not after all be required to work on his rest day, he will take the rest day with no compensation;
- where the officer is given less than eight days' notice, he can choose between taking the rest day with no compensation or working on the rest day with compensation in accordance with Police Regulations.

### **8.7 PNB CIRCULAR 86/2: REINSTATEMENT OF CANCELLED PUBLIC HOLIDAY LEAVE**

**8.7.1** When an officer's public holiday leave is cancelled in anticipation of an operational need for which, in the event, he is not required to attend for duty:

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- where the officer is told with more than seven days' notice that he will not after all be required to work on the public holiday, he will take the public holiday leave with no compensation;
- where the officer is given less than eight days' notice, he can choose between taking the public holiday leave with no compensation or working on the public holiday with compensation in accordance with Regulations.

### **9. PUBLIC HOLIDAYS AND REST DAYS FOR INSPECTORS AND CHIEF INSPECTORS**

#### **9.1 POLICE REGULATIONS: REGULATION 30**

Entitlement	Regulation 30(2) & (3)
Modification for part-time service	Schedule 1

### **10. PUBLIC HOLIDAYS AND MONTHLY LEAVE DAYS FOR RANKS ABOVE CHIEF INSPECTOR**

#### **10.1 POLICE REGULATIONS: REGULATION 31**

Entitlement to:

- |                            |                  |
|----------------------------|------------------|
| - leave on public holidays | Regulation 31(2) |
| - monthly leave days       | Regulation 31(2) |

Compensation for being required to work on:

- |  |                  |
|--|------------------|
| - a public holiday or monthly leave day (superintendents only) | Regulation 31(3) |
| - a public holiday (other ranks)                               | Regulation 31(4) |

Definition of "month"	Regulation 31(5)
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Modifications for part-time service

Schedule 1: paragraph 8

### **11. TRAVELLING TIME TREATED AS DUTY**

#### **11.1 POLICE REGULATIONS:**

#### **REGULATION 32**

Reckoning for overtime purposes

Regulation 32(1) & (2)

Payment of motor vehicle allowance

Regulation 32(3)

Reimbursement of travelling expenses

Regulation 32(4)

Modifications for:

- part-time service

Schedule 1: paragraph 9

- variable shift arrangements

Schedule 3: paragraph 5

### **12. MEETINGS OF POLICE FEDERATION TREATED AS DUTY**

#### **12.1 POLICE REGULATIONS:**

#### **REGULATION 33**

Attendance regarded as police duty

Regulation 33(1)

Attendance at additional meetings of branch

boards or branch board committees

Regulation 33(2)

Attendance at other meetings with the

Secretary of State's approval

Regulation 33(3)

### **13. ANNUAL LEAVE**

#### **13.1 POLICE REGULATIONS:**

#### **REGULATION 34 AND SCHEDULE 4**

General entitlement

Regulation 34(1)

To be additional to rest days and monthly leave days

Regulation 34(2)

Entitlement (federated ranks only) to take rest days

in a continuous period with annual leave

Regulation 34(2)

Specific entitlements for:

- chief officer and superintending ranks

Schedule 4: paragraph 1(1)

- federated ranks

Schedule 4: paras 1(2) and (3)

Calculation of entitlement in a year in which an officer is promoted, retires or completes a number of years' service entitling him or her

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to an increase in annual leave	Schedule 4: paragraph 2
Carry over of (federated and superintending ranks only)	Schedule 4: paragraph 3(a)
Anticipation of (federated and superintending ranks only)	Schedule 4: paragraph 3(b)
Entitlement to take in periods of varying length, including half days	Schedule 4: paragraph 4(1)
Restrictions (federated ranks only) on taking in half days	Schedule 4: paragraph 4(2)
Compensation for recalls to duty	Schedule 4: paragraph 5
Definitions of “leave year” and “relevant service”	Schedule 4: paragraph 6(1)
Reckoning of service of former members of an aerodrome constabulary	Schedule 4: paragraph 6(2)
Modifications for:	
- part-time service	Schedule 1: paragraph 10
(see also paragraph 1.3.1 of Section B - amendment regulations are awaited)	
- variable shift arrangements	Schedule 3: paragraph 6

### 13.2 POLICE COUNCIL CIRCULAR 4/74: SUMMER LEAVE

**13.2.1** While it is ultimately for the chief officer to decide, officers should, if possible, be able to take two weeks of their annual leave between 1 June and 30 September, if they so wish.

### 13.3 POLICE COUNCIL CIRCULAR 8/71: CARRY-OVER OF ANNUAL LEAVE AS A CONSEQUENCE OF INJURY

**13.3.1** Where annual leave is foregone as a consequence of injury sustained in the course of duty it is considered reasonable for the carry-over provisions in Police Regulations to apply. Clearly the merits of particular cases will vary widely; for example, according to the amount of both annual leave and sick leave which has been taken before the end of the leave year in which the entitlement to annual leave arises. For this reason, there is no wish (on PNB’s part) to limit the discretion of chief officers under the Regulation.

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### **13.4 RECALL FROM ANNUAL LEAVE – PNB CIRCULAR 01/10 (ADVISORY)**

**13.4.1** Officers recalled to duty or required to work on days scheduled for annual leave are able to elect for payment in lieu of the additional compensatory days or half days provided in Regulation 34, schedule 4, paragraph 5(1)(a) and (b). This applies to all ranks below Superintendent and the following provisions will be included in amendment regulations.

Where an officer has been recalled to duty from a period of annual leave for a period of 1 or 2 days (whether or not in the latter case those days formed a single period) s/he should be able to elect for 1 day's annual leave and 1 day's pay at double time in lieu of each day for which s/he was recalled; or

If recalled to duty for 3 or more days (whether or not forming a single period), 1 day's annual leave and 1 day's pay at double time in lieu of each of the first 2 days of recall, and 1 day's annual leave and ½ day's pay at double time in lieu of each such day for recall thereafter.

A day's pay to be defined as 8 hours, or the equivalent in respect of officers working alternative shift systems or part time.

## **14. TRANSFER LEAVE**

### **14.1 POLICE COUNCIL CIRCULAR 8/71**

**14.1.1** Chief constables are recommended to adopt the following arrangements:

- transfer leave should be granted in all cases where a member of a force is required by the chief officer to remove his or her home or quarters;
- where the removal is into unfurnished accommodation, three days should normally be granted, at the discretion of the chief officer, whether the member is married or unmarried;
- where the removal is into furnished accommodation or, in the case of unmarried members, into provided quarters the period should be of such

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reasonable number of days (not exceeding three) as the chief officer may decide;

- where the removal is to or from a remote area, additional days to those specified above should be granted as the chief officer may consider appropriate, to take account of the distances involved; and
- all the foregoing arrangements should apply equally to a member who is transferred from another police area, when the requisite period of leave should be granted by the chief officer of the “receiving force”, subject to any private arrangement to the contrary.

### **15. VOLUNTEER RESERVE FORCES: LEAVE ARRANGEMENTS**

#### **15.1 HOME OFFICE CIRCULAR 104/1988**

**15.1.1** Most police forces grant special leave on full pay to police officers attending annual camps and other forms of training, broadly in line with the scale suggested in Home Office Circular 24/1951. This scale, which is reproduced below, should continue to be used. Its detailed application in each force should continue to be a matter for decision locally in the light of the needs and circumstances of each force.

**15.1.2** The suggested scale is:

- i. where the annual leave entitlement is less than 24 days, sufficient special leave allowance may, subject to (iv) below, be granted to bring the total leave allowance (special and annual leave combined) up to 30 days;
- ii. where the annual leave entitlement is 24 days or more, a special leave allowance of six days may, subject to (iv) below, be granted;
- iii. so far as the exigencies of duty permit, members of the Volunteer Reserve Forces may be granted at discretion up to nine days a year at weekends for the purpose of attending weekend training camps;

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- iv. special leave with pay will not be granted in excess of the number of working days during which a member of a police force attends camp for the specified training.

### **16. APPLICATION OF THE WORKING TIME REGULATIONS 1998, as amended by the WORKING TIME AMENDMENT REGULATIONS 1999 – PNB CIRCULAR 2001/2 (Advisory)**

**16.1** The Working Time Regulations include in the interpretation of ‘working time’ under Regulation 2(1) provision for “any additional period which is to be treated as working time for the purpose of these Regulations under a relevant agreement”. It has been agreed that the following periods should be included in the national definition of police officers’ working time and applied to amendment regulations:

- (i) travel outside of normal rostered duty hours and not currently covered by Police Regulation 32, to and from duty at a place other than the normal place of duty, e.g. travel to and from court;
- (ii) travel to and from training courses other than at the normal place of duty.

**16.2 Definition of ‘night worker’** The Working Time Regulations define a night worker as a worker "who, as a normal course, works at least three hours of daily working time during night time". This was clarified in the Regulations as a person who "works as a normal course (without prejudice to the generality of that expression) if s/he works such hours on the majority of days on which s/he works." DTI guidance on this definition was confirmed and strengthened by a Northern Ireland High Court decision (*R. v. Attorney General for Northern Ireland ex parte Burns*).

16.2.1 The following definition of a ‘night worker’ has been adopted for the purposes of the police service:

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*that a police officer who regularly works shifts which include nights, irrespective of the shift pattern actually worked, should be a 'night worker' for the purposes of the Working Time Regulations.*

16.2.3 Any worker classified as a night worker must, under the terms of Regulation 7, be given the opportunity of a free health assessment before undertaking night work and be moved from night work where a doctor has advised that his/her health may be suffering. The PNB also agreed that it would be good practice for all police officers, regardless of whether they are 'night workers', to be given the opportunity of a free health assessment.

**16.3 Entitlement to Daily Rest** Regulation 10 provides for an entitlement to "a rest period of not less than eleven consecutive hours in each 24-hour period", which is at variance with the eight hours currently conferred by Police Regulations. The PNB agreed that regulations should be amended as follows to take account of this entitlement:

Regulation 27(4)(a) - 11 hours to be substituted for the current 8 hours; and consequent amendments to Schedule 1 (Modification for part-time service);

Regulation 27(4) - after "unless the joint branch board agrees otherwise": insert "subject to an equivalent period of compensatory rest".

**16.4 Compensation related to entitlement to annual leave** Regulation 14 of the Working Time Regulations provides that, on termination of employment during the course of a leave year, "where the proportion of leave taken by the worker is less than the proportion of the leave year which has expired, his employer shall make payment in lieu of leave". A police officer who, on termination of service has taken less than his/her annual leave entitlement under the Working Time Regulations, is entitled to payment in lieu of the untaken days.

**16.4.1** The right for payment of untaken annual leave under the provisions of the Working Time Regulations dates from 1st October 1998. For the period 1st October 1998 to 18 October 2000 this is limited to the minimum annual leave entitlement under the Working Time Regulations. Regulation 13 provides for a minimum period of paid annual leave and

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Regulation 14 provides that where employment is terminated in the course of a leave year, payment must be made in respect of annual leave which has accrued in that leave year but which has not yet been taken. From 19 October 2000 *onwards payment of remaining annual leave on termination of service* applies to the whole of the officer's annual leave entitlement in line with paragraph 4 of PNB Circular 01/2. The calculation date for payment of annual leave should be based on pay at last day of service and if pay was reduced due to sickness, payment of annual leave should be based on notional full pay.

**16.4.2** The Side Secretaries consider that sick leave does count in full for determining annual leave accrual. If an officer was off sick the annual leave entitlement for that year would be the officer's full entitlement without any reduction. The relevant entitlement under the Working Time regulations would not have been reduced by periods of unpaid sick leave.

**16.4.3** If an officer on termination of service has not been able to take his/her leave then the provisions of Regulation 14 should apply to all the officer's remaining annual leave entitlement, and is not limited to the annual leave entitlement under the Working Time Regulations. The formula in Regulation 14(3) should be used to make the calculation. The payment due shall be a sum equal to the amount that would be due to the worker under regulation 16 (viz. at the rate of a week's pay in respect of each week of leave calculated by reference to sections 221-224 of the Employment Rights Act 1996 as modified) with a day's pay for this purpose comprising, for a full time member, a week's pay divided by 5 and, for a part-time member, comprising a week's pay multiplied by the appropriate factor for that member and divided by 5, in respect of a period of leave determined according to the formula -

$$(A \times B) - C$$

where-

**A** is the period of leave to which the worker is entitled

**B** is the proportion of the worker's leave year which expired before the termination date, and

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C is the period of leave taken by the worker between the start of the leave year and the termination date.

### 17. SICK LEAVE

#### 17.1 POLICE REGULATIONS:

#### REGULATION 35

Certificated	Regulation 35(1)
Uncertificated	Regulation 35(1): proviso (a)
Arbitration arrangements	Regulation 35(1): proviso (b)
Quarantine	Regulation 35(2)
Pay during	Regulation 46
Modifications for part-time service	Schedule 1: paragraph 11

#### 17.2 HOME OFFICE CIRCULAR 52/1989: ARBITRATION ARRANGEMENTS

**17.2.1** Regulation 35(1)(b) gives effect to a Police Advisory Board recommendation that a procedure should be introduced to provide for arbitration in cases where there is a divergence of opinion between an officer's GP (or other medical adviser) and the Force Medical Officer about the officer's fitness for duty. The Regulation requires the police authority, within 28 days of the divergence of opinion coming to their attention, to arrange for a third medical practitioner, acceptable to both sides, to examine the officer and to report his conclusions in writing to both sides. The results of the arbitration are to be regarded as binding upon both sides. The agreement of the officer's GP (or other medical adviser) is required to the reference of the issue to a third medical practitioner but:

- in the event of a failure to agree on a suitable arbitrator, the police authority may appoint such arbitrator as it considers appropriate;
- if the officer's GP (or other medical adviser) does not agree to arbitration, the opinion of the Force Medical Officer will prevail.

**17.2.2** It should be noted that:

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- the term “general medical practitioner” covers not only GPs but also other medical experts, such as hospital consultants and other specialists;
- the officer will not himself be a party to the arbitration procedures: his interests will be represented by his GP (or other medical adviser);
- it will be for the police authority to identify a suitable arbitrator, in consultation with the two sides;
- the only time limit specified by the Regulation is that the police authority must, within 28 days of the divergence of opinion coming to their attention, make arrangements for arbitration. The examination by the third medical practitioner need not necessarily take place during the period but, as a matter of good practice, police authorities should arrange for it to take place within a specified period;
- it would not be practicable to set a time limit for the delivery of the arbitrator’s conclusion: in certain cases a period of observation may be required before a conclusion can be reached. Informal arrangements should, however, be made for the arbitrator to keep the two sides informed of developments if there is likely to be a substantial delay before he can reach a conclusion;
- since it falls to the police authority to arrange the arbitration, it follows that they will be required to meet the costs;
- the arbitration arrangements apply only when the officer’s GP (or other medical adviser) has issued a certificate of *unfitness* for duty. If the officer or his medical advisers consider that he is fit for duty but the Force Medical Officer does not, the Force Medical Officer’s opinion will prevail.

### 17.3 PNB CIRCULARS 82/4 AND 82/7: UNCERTIFICATED SICK LEAVE

#### 17.3.1 The grant of uncertificated sick leave is subject to the following conditions:

- the member concerned shall immediately notify his supervising officer that he is unfit for duty;
- the member concerned should provide further notification not later than the fourth day of absence;

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- if his absence continues after the seventh consecutive calendar day, he shall at once submit a medical certificate;
- on return to duty the member shall sign a statement (covering the duration of absence and his own description of his illness) in the presence of his supervising officer, in respect of absences of seven consecutive calendar days or less and of the first seven consecutive calendar days of longer absences;
- during the period of seven consecutive calendar days the member may be visited by a supervising officer; and
- the privilege may be withdrawn at any time from a member of the force.

### **18. ANTENATAL CARE AND MATERNITY LEAVE**

#### **18.1 POLICE REGULATIONS:**

#### **REGULATION 36, 36A AND 46A**

Pay during maternity leave	Regulation 46A
Leave for ante-natal care	Regulation 36
Maternity leave	Regulations 36A & 46A
Modification for part-time service	Schedule 1: Paragraph 16A

#### **18.2 PNB CIRCULAR 01/22: MATERNITY, MATERNITY SUPPORT, PARENTAL AND ADOPTION LEAVE AND TIME OFF FOR DEPENDANTS.**

**18.2.1** The PNB has agreed amendments to the Police Occupational Maternity Scheme, as set down in PNB circular 95/15, which is now obsolete. New provisions have been created for police officers to maternity support leave (which replaces paternity leave), adoption leave and time off for dependants. These entitlements take effect from 15 December 1999 unless stated otherwise. These provisions apply to full-time officers and those who are serving, or have served, part-time or in job shares.

**18.2.2** The Police Occupational Maternity Scheme provides that maternity leave can be taken by all policewomen for the whole or any part or parts of the period:

- i) commencing six months before the expected date of childbirth; and

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- ii) ending nine months after the expected date of childbirth.

**18.2.3** The scheme allows policewomen to choose for themselves when they will commence any period of maternity leave provided that a period of maternity leave commences no later than the expected date of childbirth. For those officers qualifying under paragraph 18.4 the first three months maternity leave will be paid.

**18.2.4** The entitlements to ante-natal care identical to those provided to other workers by Section 55 of the Employment Rights Act 1996 (as amended) shall be provided to all policewomen.

**18.2.5** All policewomen will be entitled (whether or not entitled to paid maternity leave) to reckon 18 weeks maternity leave as

- i) service in their rank for the purposes of pay determination under regulation 39 (England & Wales) and as relevant service under paragraph 6 (1) of Schedule 4 (England & Wales); and
- ii) part of any period of probation.

**18.2.6** PNB has agreed that policewomen who have served continuously for a period of not less than one year at the beginning of the eleventh week before the expected date of birth, will, in addition to reckoning the 18 weeks maternity leave period pursuant to paragraph 18.2.5 above, be entitled to reckon any part of the period beginning with the week of childbirth and ending 29 weeks from the week of childbirth as:

- i) service in their rank for the purposes of pay determination under regulation 39 (England & Wales) and as relevant service under paragraph 6(1) of Schedule 4 (England & Wales); and
- ii) part of any period of probation.

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### **18.3 ABILITY TO TAKE MATERNITY LEAVE IN MORE THAN ONE PERIOD (REGULATION 36A, POLICE REGULATIONS 1995 (as amended))**

**18.3.1** There is currently an anomaly in police regulations precluding officers from returning to duty within a period of maternity leave (e.g. to attend court hearings) after childbirth. The Home Office has agreed that it was intended that the regulations should allow for split periods of maternity leave both before and after childbirth. The correction will be made, to operate retrospectively to the date when regulation 36A came into effect (10 April 1996).

### **18.4 PAID MATERNITY LEAVE**

**18.4.1** In addition, the police occupational maternity scheme (regulation 46A England & Wales) provides an entitlement to be paid for the first three months of maternity leave in respect of each pregnancy (this may include split periods of maternity leave as referred to in paragraph 18.3 above) if the following requirements are met:

- i) the policewoman has served continuously for a period of not less than one year at the beginning of the eleventh week before the expected date of birth; and
- ii) remains pregnant or has given birth 15 weeks before the expected week of childbirth.

**18.4.2** Where any period of paid maternity leave coincides with statutory maternity pay periods, police maternity pay will be offset by statutory maternity payments. An officer receiving occupational maternity pay will return to work, following maternity leave, for at least one month. This requirement will be satisfied whether the officer works full or part-time and whether or not during that period she enjoys any period of annual or sick leave. An officer who fails to do so will be required to reimburse her Authority the occupational maternity pay (in excess of statutory maternity pay and net of all statutory deductions and pension contributions) except where the Authority waives their right to reimbursement.

### **18.5 NOTIFICATION**

**18.5.1** As soon as reasonably practicable and not later than 21 days before the expected date of

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childbirth an officer shall give notification of:

- i) the pregnancy;
- ii) the expected week of childbirth; and
- iii) the date on which she intends to commence maternity leave (this date may subsequently be brought forward by the officer to any point up to six months before the expected date of childbirth).

**18.5.2** There is an assumption that an officer will return to work 9 months after the expected date of childbirth. If this is not the case an officer will provide notification not less than 21 days in advance of her anticipated date of return. This period may be reduced with the agreement of the chief constable.

### **18.6 INTER-RELATIONSHIP WITH THE POLICE OCCUPATIONAL SICKNESS LEAVE AND PAY SCHEME**

**18.6.1** A pregnant policewoman will have the following entitlement:

- i) if sick before her maternity leave and otherwise meeting the requirements of the sick pay scheme, an entitlement to sickness pay until the date she would otherwise have commenced her intended maternity leave;
- ii) if sick following maternity leave and otherwise meeting the requirements of the sick pay scheme, an entitlement to sick pay and leave of absence in accordance with the normal rules of the sickness scheme.

**18.6.2** A policewoman who has commenced her maternity leave will not be entitled to sickness payments before her intended date of return to work. For the avoidance of doubt, the sick pay scheme does not exclude any entitlement to sick leave in respect of any injury, illness or incapacity for duty, which is solely or mainly due to pregnancy or childbirth or their after effects, in the period before the intended start of maternity leave or the period after the intended date of return to work.

### **18.7 DEATH OF A BABY AND STILL-BIRTH**

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**18.7.1** If a baby dies or is stillborn after 24 weeks pregnancy the scheme would apply. Where this occurs before 24 weeks, authorities should give sympathetic consideration to the circumstances and where necessary grant special leave or sick leave as appropriate on the basis of the individual circumstances. The decision should be advised by the needs of the officer and medical opinion.

### **18.8 PARENTAL LEAVE**

**18.8.1** Parental leave provisions equivalent to the Maternity and Parental Leave Regulations 1999 will apply to the police service. These Regulations provide that an officer who has continuously served for not less than one year at the time they want to take the leave and has or expects to have, responsibility for a child, is entitled to 13 weeks leave in respect of each child up to the age of five (except as otherwise provided under the Maternity and Parental Leave Regulations 1999), and in addition any other nominated carer where the chief officer is satisfied that that person is taking parental responsibility. This entitlement applies in respect of children born/adopted on or after 15 December 1994.

**18.8.2** The arrangements for taking parental leave and the timing of that leave shall be agreed between the officer and the chief constable but shall be no less favourable to the officer than as provided under the Maternity and Parental Leave Regulations 1999. Leave taken as parental leave will be reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service. An officer is entitled to buy back, for pension purposes, reckonable service in respect of any period taken as parental leave.

### **18.9 PATERNITY AND MATERNITY SUPPORT LEAVE**

<b>PATERNITY LEAVE POLICE REGULATIONS</b>	<b>REGULATION 37</b>
Entitlement	Regulation 37(1)
Definition of “maternity period”	Regulation 37(2)
Definition of “relevant part of maternity period”	Regulation 37(3)
Modifications for part-time service	Schedule 1: paragraph 13

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18.9.1 The current provision in Regulation 37 for 2 days paternity leave is replaced by an entitlement to 5 days paid maternity support leave to an officer who is the child's father or the partner or the nominated carer of an expectant mother at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. The leave entitlement for part-time or job sharing officers shall be calculated in the same way as their annual leave. Leave taken as maternity support leave will be reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service. This entitlement takes effect from 8 February 2001.

### **18.10 ADOPTION LEAVE**

**18.10.1** Paid adoption leave of 5 days shall be granted to the adoptive parents at or around the time of the adoption. The leave entitlement for part-time or job sharing officers shall be calculated in the same way as their annual leave. Leave taken as adoption leave will be reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service. This entitlement takes effect from 8 February 2001.

### **18.11 TIME OFF FOR DEPENDANTS**

**18.11.1** The time off for dependants' provisions in the Employment Relations Act 1999 applies to the police service. It is intended to cope with short-term difficulties, normally 1 or 2 days, and will be paid. Where this entitlement is insufficient forces are reminded of the compassionate leave arrangements as set out in Police Council Circular 9/75.

### **18.12 PNB CIRCULAR 86/10: UNPAID MATERNITY LEAVE - PENSIONABILITY**

**18.12.1** With effect from 27 February 1986, women police officers who return to duty from unpaid maternity leave should be able to count that leave as reckonable pensionable service, provided that the relevant employee pension contributions are paid within six months of the date of return to duty and they remain in the police service throughout that time.

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### 19. UNIVERSITY SCHOLARS

#### 19.1 POLICE REGULATIONS: REGULATION 38 AND SCHEDULE 5

Definition of “university scholar” Schedule 5: paragraph 1(1)

Definition of “university course” Schedule 5: paragraph 1(2)

Application of provisions relating to normal daily period  
of duty, overtime and leave Schedule 5: paragraph 2

#### 19.2 POLICE COUNCIL CIRCULAR 5/69 - UNIVERSITY SCHOLARS: PERFORMANCE OF ORDINARY POLICE DUTY

**19.2.1** A member of a force to whom the agreement relates shall not be required to resume ordinary police duty during university vacations. The Committee in making this agreement has considered the question of the return of seconded members to their parent forces for ordinary duty during university vacations and has reached the conclusion that this is a matter best left to the good sense of all concerned. There can, of course, be no question of taking other employment during vacation periods, since the seconded members remain members of police forces and therefore subject to the restrictions which that status imposes.

**19.2.2** They will also have entitlements to annual leave, according to their rank, of which advantage can be taken only outside university terms; and they will undoubtedly find it necessary to pursue their studies during vacation periods. At the same time they will probably welcome an opportunity of renewing contact with ordinary police duty at least once in each year of a secondment lasting as long as three years and it is the Committee’s hope that every encouragement will be given to them to do so by their chief officers of police, so that they may be helped to maintain their sense of identification with the service.

**19.2.3** In the event therefore the Committee, to remove any doubt on this score, has provided in the agreement that there shall be no obligation to perform ordinary duty during vacation periods, while intending that the performance of such duty on an occasional and entirely

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voluntary basis should be accepted as a normal feature of the arrangements now to be introduced.

**19.2.4** The Committee has considered also whether these arrangements ought to include a requirement that on completion of his university course a member who has enjoyed the advantages of the scheme should undertake to return to his force for a minimum period of years. It has recognised that there would be no legal means of enforcing such an undertaking. Moreover, the arrangements are intended to meet the wider needs of the service, rather than those of the seconding force alone. If therefore a member should wish to transfer to another force where a better opportunity might exist for the use of his university qualification and of the experience gained in achieving it, then in the Committee's opinion no obstacles ought to be placed in the way and in the longer term all police authorities and forces will profit from such a policy.

**19.2.5** It may, however, still be argued that an undertaking should be given against leaving the police service itself to follow a fresh career. Here too the undertaking would have no more than a moral force and the Committee has concluded that to require it in formal terms would be inappropriate. At the same time it has confidence that members of forces who are selected to attend university will have a strong sense of loyalty to the police service and that this is unlikely to be impaired by the advantages enjoyed during their secondment. The Committee is therefore content to express its belief that such members on their return from university will wish to pursue their original careers within the police service.

## **20. POLICE OFFICERS TRANSFERRING FROM THE BRITISH TRANSPORT POLICE TO HOME OFFICE FORCES**

### **20.1 PNB CIRCULARS 98/6 (ADVISORY) AND 00/15 (ADVISORY)**

**20.1.1** At a meeting of the Police Negotiating Board held on 30 April 1998 it was agreed that periods of service of officers with the British Transport Police should on transfer to a Home

## SECTION A: DUTY, OVERTIME AND LEAVE

Department Force count for pay and allowances purposes. PNB Circular 00/15 records agreement on an effective implementation date of 1 September 1994.

### **21 CAREER BREAK SCHEME – PNB CIRCULAR 00/16 (ADVISORY)**

**21.1** At a meeting of the Police Negotiating Board held on 19 October 2000 agreement was reached on the introduction of a national career break scheme set out in PNB Circular 00/16 (Advisory). The scheme took effect from 19 October 2000.

**21.2** Any officer is eligible to apply for a career break provided s/he has successfully completed their probationary period. The decision is for the Chief Constable and the officer should be notified within 28 days. Where the application is rejected, the decision should be transparent and written reasons for the rejection should, at the same time, be provided. The officer should have the right to appeal to the Police Authority against the Chief Constable's decision.

**21.3** Officers on a career break are not required to resign. The Chief Constable and the officer concerned must agree, before the start of the career break, the obligations and expectations on the officer and the force during the career break. This should include whether the officer should respond to incidents, the extent to which the restrictions under regulations 9 and 10 should apply the appropriateness of and arrangements for short-term returns and refresher training. Agreement should be reached in the light of individual circumstances.

**21.4** Career break period, or periods, to be agreed between the officer and the Chief Constable, subject to a maximum of five years. The Chief Constable has the discretion to agree a longer total period in exceptional circumstances but this should not extend beyond compulsory retirement age.

**21.5** Subject to the provisions below the officer will return to duty on the return date agreed between the officer and the chief officer. If an officer decides to return before the end of the agreed period of leave, s/he shall be permitted, subject to there being a suitable vacancy, to return to service with the same determined hours and work pattern within one month of

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giving notice of the wish to return. In any event the officer should return within three months of having given notice. An officer should not be required to return to duty from a career break before the agreed date without her/his consent.

**21.6** The commencement, return dates and the objectives should be agreed with the Chief Constable and may be reviewed at any time during the career break by agreement between the Chief Constable and the officer. Where a Chief Constable has reasonable grounds for believing that the agreed objectives and timescales of a career break may not be achievable, s/he may require that the officer attends a review. As the result of such a review, the Chief Constable may require that an officer returns to duty, after a minimum notice period of one month, provided that if the Chief Constable is minded to require an officer to return to duty the Chief Constable will allow the officer to make appropriate representations before a final decision is reached by the Chief Constable.

**21.7** Officers will not be paid during a career break and service will not count for the purposes of reckoning entitlement to pay and annual leave. Rank and pay point will be protected for the duration of the career break. Entitlement on return will be identical to that on commencement of a career break, subject to relevant changes in Regulations, PNB agreements or Home Office Circulars. Provision should be made for granting any remaining annual leave entitlement due to the officer before the commencement of the career break.

**21.8** Replacement allowance will not be paid during absence on a career break but entitlement on return will be identical to that on commencement of the career break, subject to relevant changes in Regulations.

**21.9** Before applying for a career break, an officer living in accommodation provided by the force should discuss with the Chief Constable his/her future in the property.

**21.10** Service during career breaks is not pensionable but on return from the career break an officer may buy back service at the normal officer contribution rate. The buy back provision will also apply to officers currently on career breaks who will be able to buy back any period that accrues from 19 October 2000. Officers on a career break will have protected

## SECTION A: DUTY, OVERTIME AND LEAVE

entitlement to all pension benefits at the point of commencement of the career break, including death benefits, enhanced ill-health pensions and injury benefits.

**21.11** Officers who become pregnant while on a career break are entitled to the same maternity benefits as officers not taking a career break. An officer on a career break who becomes pregnant should give notice as soon as reasonably practicable after she becomes pregnant of the probable date of birth of her child. The provisions of the maternity scheme will **then** take effect and the career break will be suspended (unless the officer, in giving notice of her pregnancy confirms that she does not wish to enjoy the provisions of the maternity leave scheme). Resumption of the career break in due course should be subject to further agreement between the Chief Constable and the officer.

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## SECTION B: PAY

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## SECTION B: PAY

### 1. RATES OF PAY

#### 1.1 POLICE REGULATION: REGULATION 39(1)

Secretary of State to determine rates of pay.

*Note: Increases to police pay from 1 September 2001 was set out in Home Office Circular 38/2001. The present rates are set out in Annex 1.*

#### 1.2 POLICE REGULATIONS: REGULATIONS 39, 42-45

Superintendents

- pay points PNB Circular 01/13

Inspectors & chief inspectors

- pay points PNB Circular 01/12

Sergeants

- pay points PNB Circular 01/12

Constables

- pay points PNB Circular 01/12

Transitional provisions for superintendents and chief superintendents

PNB Circulars 97/1

Chief officer ranks

- pay PNB Circular 01/15

- population bands relevant PNB Circular 01/15 and 97/2

Reckoning of:

- service in a higher rank Regulation 39(2)

- service including service in HM forces Regulation 39(2A)(a)

- service in a higher rank which ended with a reduction in rank Regulation 39(2A)(b)

- periods where a temporary salary was paid Regulation 39(2A)(c)

- unpaid leave Regulation 39(2A)(d)

- part-time service Regulation 39(2A)(e)

( see also paragraph 1.3.1 of Section B- amendment regulations are awaited)

Meaning of “continuous service” Regulation 39(2A)(a)

Reckoning of service with:

- the RUC Regulation 42

- MOD Police or Tilbury Police Regulation 43

## SECTION B: PAY

- an airport constabulary	Regulation 44
- an overseas police force	Regulation 45(2)
- British South Africa Police	Regulation 45(3)
- Guernsey Police, Jersey Police or Isle of Man Constabulary	Regulation 45(4)
During maternity leave	Regulation 46A
Modifications for part-time service	Schedule 1, paragraph 14 and 16A

### **1.3 ARRANGEMENTS FOR PART-TIME WORKERS - PARAGRAPHS 10, 12 AND 13 OF PNB CIRCULAR 98/12 (ADVISORY) AND ARRANGEMENTS FOR BACK PAY – PNB CIRCULAR 00/14 (ADVISORY)**

**1.3.1** An officer's entitlement to annual increments in pay and increases in annual leave shall remain unchanged by any period of part-time service. This provision shall be deemed to have taken effect from 1 July 1992. PNB Circular 00/14 (Advisory) allows officers who worked part-time to receive back pay arising from a recalculation of their incremental progression for any period of part-time service between 1 July 1992 and 1 September 1998.

**1.3.2** The annual salary of an officer working part-time or job-sharing in the rank of inspector or chief inspector shall be calculated by reference to the annual salary of a full-time officer in the same rank applying a fraction agreed between the member and the chief officer.

**1.3.3** The annual salary of all officers appointed to job-share shall be calculated at half the annual salary of an officer in the same rank serving full-time.

### **1.4 ARRANGEMENTS FOR PART-TIME WORKERS - PARAGRAPH 12 OF PNB CIRCULAR 98/13 (ADVISORY)**

**1.4.1** A part-time officer shall be paid an annual salary which is proportionate to that of a full-time officer pro-rata to scheduled working hours. For example an officer scheduled to work an average of 16 hours per week receives 40% of the annual salary of a full-time officer (16 divided by 40). Payment will be made on an hourly basis for officers in the ranks of constable or sergeant with one hour calculated by multiplying the annual salary by 6 over

## SECTION B: PAY

12520. The annual salary of an officer working part-time in the rank of inspector or chief inspector shall be calculated by reference to the salary of a full-time officer in the same rank applying a fraction agreed between the member and the chief officer. For job-sharing officers annual salary will be half the pay of a full-time officer.

### **1.5 PNB CIRCULAR 94/16 (ADVISORY): FEDERATED RANKS' PAY**

**1.5.1** The agreements detailed in PNB Circulars 94/1, 2 and 7 (Advisory) committed the PNB to issue guidance on which salary point a constable should be appointed to on completion of initial training and the criteria for the award of increments to (chief) inspectors with above average responsibility. Committee C has now agreed a form of guidance and this is shown below, together with guidance on the position of sergeants who cover inspector posts.

**1.5.2 Constables completing initial training:** Chief constables shall inform potential recruits to the police service the salary to be paid at the end of the initial training period.

**1.5.3** The Side Secretaries have agreed that it should be suggested to chief constables in England and Wales forces (other than the Metropolitan Police) that “completion of the initial training period” should be interpreted as following satisfactory completion of module seven of the Police Probationer Training Foundation Course, in effect generally between 30 and 32 weeks from entering the force; in respect of the Metropolitan Police and Scottish forces on satisfactory completion of 31 weeks of service; and in respect of the Royal Ulster Constabulary on satisfactory completion of the 26 week training period. However, it should be noted that home departments may issue further advice on this in due course.

**1.5.4 Inspectors with above average responsibilities:** Prior to appointing officers to the rank of chief inspector or transferring them to another chief inspector post, chief officers shall determine the role, responsibility and remuneration\* attached to the post and inform the officer accordingly. When determining salary levels, chief officers should take full account of one or more of the following criteria:

- whether as an integral part of their role, an officer supervises and/or undertakes the annual appraisal of other inspectors;

## SECTION B: PAY

- the number of police officers and civilians managed;
- the range and level of contacts;
- the complexity and importance of decision making;
- budgetary responsibilities;
- the exceptional policing difficulty of the area of responsibility.

\* Provided that no chief inspector shall upon transfer receive a lower salary.

### **1.6 PNB CIRCULAR 88/18 (ADVISORY): PROMOTION INCREASE**

**1.6.1** PNB Circular 88/18(Advisory) rectified a pay anomaly which applied to constables promoted to sergeant. This will ensure that constables promoted to sergeant after more than 12 years service will receive a promotion increase. The agreement, reproduced at Annex 1, was incorporated into the Police (Amendment) Regulations 2001.

### **1.7 PNB CIRCULAR 97/1 (ADVISORY) - GUIDANCE ON SUPERINTENDING RANKS' PAY**

**1.7.1** PNB Circular 97/1(Advisory), which was issued on 8 January 1997, outlines the revised pay structure for superintending ranks. From the 1 September 1996 two pay ranges, range 1 and range 2, replace the four ranges set out in PNB Circular 95/12. The revised ranges and salary rates replace all previous arrangements with effect from midnight on 8 January 1997. Although the PNB agreement has been ratified by the Home Departments, the agreement has yet to be incorporated into regulations.

**1.7.2 Applying the pay ranges to posts:** In each force it is expected that the chief constable/commissioner will allocate a majority of posts to range 1. Other than in exceptional circumstances no newly promoted superintendent will be placed directly onto range 2. It will normally be expected that superintendents will gain experience in range 1 posts before being appointed to a range 2 post.

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**1.7.3** Prior to appointing officers to posts chief officers should determine the role and responsibility of the post and decide the appropriate pay range for that post. When determining pay ranges for posts, chief officers should take account of the criteria set out below. The criteria are not shown in any particular order or priority; their relative importance will vary according to the nature of the post under consideration:

- level of officers supervised including whether post holder supervises officer of his/her own rank;
- complexity and importance of decision making;
- importance of post in a force and/or national context;
- background, training and experience needed for the post;
- serious crime levels and threat of public disorder;
- number of police officers and/or civilian staff managed;
- range and level of community contacts.

**1.7.4** There should be discussion and consultation between chief officers and local branches of the Superintendents' Associations in the exercise of allocating posts to ranges. In applying the new ranges chief officers will have regard to the maintenance of operational efficiency and effective use of resources.

**1.7.5 Temporary Holders of Posts:** There will be occasions when a range 2 post holder is engaged on other duties which prevent him/her carrying out their normal duty and the post needs to be filled temporarily in his/her absence. In such circumstances a superintendent on range 1 who is required to undertake temporarily the full responsibilities of a post usually allocated to range 2 shall, after completing a qualifying continuous period of more than seven days, be paid the salary applying to range 2 for the days in excess of the continuous seven day period.

**1.7.6 Central Service Posts:** It will be necessary for all posts for superintendents on

## SECTION B: PAY

central service attachments to be allocated to a pay range. This will be a matter for the appropriate authorities to determine using the criteria in these guidelines. That determination should be informed by consultation and discussion with the relevant national Superintendents' Association.

**1.7.7** Those officers of temporary chief superintendent rank on central service prior to 1 September 1994, and still on central service after that date shall, in common with those appointed onto central service from 1 September 1994, suffer no worsening in their pay when they return to their parent force.

**1.7.8** Substantive superintendents in central service range 2 posts will retain their range 2 entitlement on return to their parent force.

**1.7.9 Monitoring Arrangements:** The Police Negotiating Board will monitor the application of the new pay ranges.

## **2. TEMPORARY SALARY (PAYABLE TO OFFICERS “ACTING UP”)**

### **2.1 POLICE REGULATIONS:**

### **REGULATION 40**

Payment to:

- superintendents
- federated ranks

Regulation 40(1) and (2)  
Regulation 40(3) [Note: amended by  
Regulation 3 of Police Amendment Regulations 2001]

Loss of overtime entitlement on temporary salary

Regulation 40(3A)

Modifications:

- part-time service
- variable shift arrangements

Schedule 1, paragraph 15  
Schedule 3, paragraph 7

### **2.2 HOME OFFICE CIRCULAR 133/1968: TEMPORARY DUTY ALLOWANCE**

*Note: The earlier arrangements for the payment of temporary duty allowance have since been replaced by the provisions relating to the payment of temporary salary. However, the principles set out in the Home Office circulars of 1968 and 1970 are still relevant. The qualifying period of 14 days for members of the federated ranks may be made up of*

## SECTION B: PAY

*consecutive or separated periods of **actual** days of “acting up” duties but no allowance is payable in respect of them.*

### 2.3 HOME OFFICE CIRCULAR 1/1991

**2.3.1** Regulation 40(4) provides that where officers below the rank of superintendent are covering a higher rank for a **continuous** period beginning immediately before 1 April (or, if 1 April is a scheduled rest day, the first scheduled working day thereafter) they should continue to receive temporary salary payments for that period and should not, on 1 April be put back on normal pay for the 14-day qualifying period referred to in Regulation 40(3). It should be noted that in relation to any **subsequent** period of cover, the days served under the amending regulations do not count towards the 14-day qualifying period. A further 14 days have to be served at the higher rank before temporary salary payments are made.

### 2.4 HOME OFFICE CIRCULAR 154/1970: TEMPORARY DUTY ALLOWANCE

**2.4.1** The following guidelines may help in assessing eligibility for this allowance.

**2.4.2** An officer would act in a higher rank only on the specific instructions (preferably in writing) of the chief constable or, under his delegated authority, of a senior officer of divisional or sub-divisional commander’s status (unless exceptionally, for example in a sudden emergency, an officer might have to assume responsibility on his own initiative).

**2.4.3** Acting duty would be authorised when clearly necessary and where the full range of duties of the higher rank might have to be performed by an officer qualified to perform them and when no replacement officer of the higher rank can be made available. Neither the short-term absence of an officer nor, although present, his/her diversion to other duties, automatically requires acting duty by a junior officer.

**2.4.4** The need to replace in turn an officer authorised to act in the place of a senior officer would be considered on the merits of the case, with no automatic authorisation in ranks below. Only in very exceptional circumstances should it be necessary for an officer of the federated ranks to do acting duty in a rank more than one above his own but the Police Council agreement provides that in such cases there should not be a second qualifying period of acting duty. The Secretary of State is aware that there has been some misunderstanding on

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the score of eligibility for temporary duty allowance. The basic principle is that a chief officer will authorise its payment when in his or her judgement an officer is not available to perform their normal duties, those duties cannot await his return and the provision of a junior officer as substitute is clearly necessary.

### **2.5 PNB CIRCULAR 99/2 (ADVISORY) - REMUNERATION (A) IN SPECIFIC CIRCUMSTANCES FOR ASSISTANT CHIEF CONSTABLES (DESIGNATE) COVERING FOR A CHIEF CONSTABLE AND (B) FOR ASSISTANT CHIEF CONSTABLES NOMINATED AS THE DESIGNATED DEPUTY**

**2.5.1** Committee A has agreed that:

- (a) An assistant chief constable (designated) who has:
- covered a chief constable's post for a continuous period of six months, and
  - in the circumstances where the post has been vacant during the period due to retirement, death, resignation or suspension of the former post holder, shall be paid, with effect from the end of the six month period and until the cover ceases, at the rate of the former chief constable.
- (b) It should be made clear that the provisions of the Police Act 1996, concerning the nomination of designated deputies, and the agreed pay structure for ACPO ranks detailed in PNB Circular 97/10 (Advisory), entitle an assistant chief constable nominated as the designated deputy to receive, with immediate effect, the remuneration appropriate to that rank i.e. 80% of the chief constable's basic salary.

**2.5.2** As a consequence PNB Circular 93/9(Advisory), on compensation arrangements for assistant chief constables required to perform the duties of deputy chief constables, no longer applies.

### **2.6 PNB CIRCULAR 98/10 (ADVISORY) TEMPORARY SALARY: ARRANGEMENTS FOR CHIEF INSPECTORS ACTING UP IN SUPERINTENDENTS' POSTS**

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**2.6.1** Regulation 40 of the Police Regulations 1995 provides for temporary salary payments but does not take account of the new pay ranges for superintendents introduced in 1996 and detailed in PNB Circular 97/1 (Advisory). The following agreement reached in PNB provides further guidance on this matter to chief constables:

- i. Chief inspectors, after acting up in a superintendent's post for 14 complete days in any year, should be remunerated to reflect the increase in operational responsibility and paid for each further day in the post at pay point 1 on the Superintendent Range 1 scale, as currently provided for in Police Regulations.
- ii. After two consecutive months performing the duties of the higher rank, chief constables should temporarily promote the chief inspector to the higher rank, thus entitling the chief inspector to be remunerated according to the appropriate point of the pay range relevant to the post occupied by him/her on temporary promotion.

### **2.7 PNB CIRCULAR 94/16 (ADVISORY) TEMPORARY SALARY: SERGEANTS WHO COVER INSPECTOR POSTS**

**2.7.1** A sergeant covering an inspector's post under Regulation 40(3) shall, for the first 14 days of this period, continue to be paid as a sergeant and where required to work overtime or on rest days or public holidays shall continue to be eligible for rest day, public holiday and overtime enhancements. The rate of pay of sergeants in the Royal Ulster Constabulary in receipt of temporary salary shall be enhanced by the relevant proportion of the non-pensionable supplement payable to inspector ranks in the RUC.

### **2.8 PNB CIRCULAR 95/7 (ADVISORY): OVERTIME, REST DAY AND PUBLIC HOLIDAY WORKING FOR SERGEANTS ACTING AS INSPECTORS**

**2.8.1** A sergeant who has acted up in the inspector rank for 14 days and is thereafter required to act up in order to perform the duties of an inspector for a complete day, including any part of a rostered rest day with less than 15 days' notice or any part of a public holiday, should be compensated for performing duty on that rostered rest day or public holiday according to the provisions which apply to sergeants in respect of public holidays and rest days for ranks below inspector Regulation 29. The provisions concerning temporary salary, Regulation 40, will apply so that no temporary salary will be payable in respect of any duty performed on a rest day when

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less than 15 days' notice is given or a public holiday. There will be no entitlement to an allowance or time off in lieu under the provisions for overtime, Regulation 28, in respect of such duty when required to be performed for more than eight hours in any one force day. For the avoidance of doubt, this agreement shall:

- not affect, unless expressly stated above, the existing entitlements of sergeants acting up in the rank of inspector to temporary salary; and
- not affect the existing entitlement of a sergeant acting up in the rank of inspector to be granted a day's leave on being required to do duty on a public holiday with less than eight days notice or a rostered rest day with more than 14 days notice.

**2.8.2** This agreement applies to sergeants acting up as an inspector. It does not apply to sergeants who are temporarily promoted to the rank of inspector who shall at all times during a period of temporary promotion be paid solely in accordance with the provisions that apply to the rank of inspector.

### **2.9 PNB CIRCULAR 98/12 (ADVISORY), PARAGRAPHS 14: ARRANGEMENTS FOR PART-TIME WORKERS**

**2.9.1** An officer working part-time or job-sharing shall be required to perform the equivalent of the 14-day qualifying period for payment of temporary salary by completing full shifts totaling 112 hours, and having completed the 112 hour qualifying period shall be eligible for temporary salary payment in respect of complete rostered shifts in the higher rank post.

## **3. LONDON WEIGHTING**

### **3.1 POLICE REGULATIONS: REGULATION 41 AND SCHEDULE 5 (PARAGRAPH 3) MODIFICATIONS FOR PART-TIME SERVICE: SCHEDULE 1, PARAGRAPH 16**

- Notes:*
1. *The present rate is set out in Annex 2.*
  2. *For university scholars see paragraph 7 below.*

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### 4. DEDUCTIONS FROM PAY

#### 4.1 POLICE REGULATIONS: REGULATIONS 39(4) AND 47 AND SCHEDULE 7

Deduction of social security benefits and statutory sick pay	Regulation 47
Effects of disciplinary action on pay and allowances	Regulation 39(4)
Treatment of officers suspended under the Discipline Regulations	Schedule 7
Officers in custody following conviction by a court or absent from duty and whereabouts are unknown	Schedule 7: paras 1(1) and 1(2)
In other circumstances	Schedule 7: paragraph 2
Treatment of officers on return to duty after suspension	Schedule 7: paragraph 3
Payment of fines imposed under the Discipline Regulations	Schedule 7: paragraph 4
Modifications for part-time service	Schedule 1: paragraph 24

### 5. CALCULATION OF MONTHLY, WEEKLY AND DAILY PAY

#### 5.1 POLICE REGULATIONS: REGULATION 48

### 6. INTERVALS OF PAY

#### 6.1 POLICE REGULATIONS: REGULATION 49

#### 6.2 POLICE COUNCIL CIRCULAR 2/69

**6.2.1** Regulation 49(2) requires the police authority to have regard to the wishes of members of their force in the fixing of pay intervals.

**6.2.2** While the regulation could be interpreted conclusively only by the courts, in the absence of such a ruling the two Sides of the PNB consider that it does not oblige a police authority, in fixing intervals of pay, to have regard to the wishes of the members of their force to the exclusion of all other considerations - although it clearly places a particular emphasis on the members' wishes and requires adequate consultation so that they may be

## SECTION B: PAY

ascertained. At the same time, reasonable economy in public expenditure and administrative convenience is not to be ignored. It is not the purpose of the regulation to divert attention from these factors, but rather to ensure that the interests of the members of the force are also taken fully into account.

**6.2.3** The two Sides of the PNB consider that, where certain pay intervals are desired by a majority of the members of a force, a police authority which for no sufficient reason adopted different intervals in respect of those members would be acting against the intention of the regulation. On the other hand, where there is an evident balance of considerations and the police authority has carefully weighed the wishes of the members in reaching its decision, it would be unreasonable to say that the authority had not acted as the regulation requires, even though its eventual decision did not accord with the members' wishes. In the latter case, however, it would seem necessary for the authority to explain to the members why their wishes had been set aside and to introduce the new pay arrangements in such a way that personal hardship was avoided.

**6.2.4** In practice, however, such a situation is likely to be quite exceptional, since experience shows that members of forces have been very ready to co-operate in transferring to arrangements which are more convenient and less costly for their police authorities and, indeed, that they have taken the initiative in effecting such changes.

## 7. UNIVERSITY SCHOLARS

### 7.1 POLICE REGULATIONS: REGULATIONS 38 & 39 AND SCHEDULE 5

Pay	Regulation 39(5)
London weighting	Schedule 5: paragraph 3
Modification for part-time service	Schedule 1 paragraph 23

## SECTION C: HOUSING PAYMENTS

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**SECTION C: HOUSING PAYMENTS**

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## SECTION C: HOUSING PAYMENTS

*Note: Officers joining on or after 1 September 1994 no longer have an entitlement to accommodation free of rent or a housing allowance. The arrangements for officers in service at 31 August 1994 are detailed in Schedule 12, part II of the latest Police Regulations and more detail is given in Section 1 below. The remaining text in this section refers to those regulations and arrangements in place before 1 September 1994 which may still apply in some instances.*

### **1. HOUSING PAYMENTS FOR OFFICERS IN SERVICE AT 31 AUGUST 1994**

#### **1.1 POLICE (AMENDMENT) REGULATIONS 2000 SCHEDULE 13**

Interpretation	Paragraph 1
Qualifying member	
- previously provided with accommodation	Paragraph 2
- with housing emoluments	Paragraph 3
Rejoining member	
- previously provided with accommodation	Paragraph 4
- previously in receipt of housing payments	Paragraph 5
Members provided with house or quarters	Paragraph 6
Variation and termination of replacement allowances	Paragraph 7

#### **1.2 POLICE REGULATIONS 1987 (REVOKED): REGULATION 49 AS AMENDED**

Eligibility for:

- housing allowance	Regulation 49(1)
- standard-rate housing allowance	Regulation 49(2)
- discretionary standard-rate housing allowance	Regulation 49(2)(c)

Circumstances in which standard-rate housing

## SECTION C: HOUSING PAYMENTS

allowance is not payable	Regulation 49(3)
Calculation of standard-rate housing allowance for:	
- federated ranks	Regulation 49(5) & (6)
- superintendents	Regulation 49(7) & (6)
- ACCs and equivalent London ranks	Regulation 49(8) & (6)
- chief constables and equivalent London ranks	Regulation 49(9) & (6)
Half-rate housing allowance:	
- eligibility	Regulation 49(2)
- calculation for all ranks	Regulation 49(10)
Eligibility for additional housing allowance	Regulation 49(11)(11A) and (12)

### **1.3 HOME OFFICE CIRCULAR 24/1990 (PARAGRAPHS 3-21) AND HOME OFFICE CIRCULAR 65/92**

**1.3.1** Police Regulations 1987 Regulation 49(1) as amended provides that, subject to three provisos, and unless there is an entitlement to transitional rent allowance under Regulation 49B, every police officer who is not provided with rent-free accommodation must be paid a housing allowance, at either standard-rate or half-rate. The provisos are as follows:

- there may be an entitlement to a supplementary allowance under Regulation 50 as amended, even though the officer is living in provided quarters;
- an officer is not entitled to a housing allowance if he is on unpaid leave;
- an officer may not receive the allowance if he or she is living in accommodation provided free of rent to another member of a police force.

**1.3.2** It should, however, be noted, in relation to Regulation 49(1)(c) as amended, that an exception is made for an officer who resided on 31 March 1990 in accommodation provided to another member of a police force. He or she will continue to be entitled to his or her old rate of rent allowance under Regulations 49 or 49B as amended.

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**1.3.3** Police Regulations 1987, Regulation 49(2)(a) to (c) as amended specifies the circumstances in which, subject to paragraph (3), a **standard-rate** housing allowance is payable. These are the same as those for the payment of a maximum limit rent allowance under the former Regulation 49(2) as amended. Married officers are entitled to a standard-rate allowance provided their spouse is not a police officer or is a police officer on unpaid leave. Unmarried officers, or officers separated from their spouse, must be 30 years of age or more and have served for 5 years, as well as occupying as owner or tenant the accommodation in which they live. Sub-paragraph (c) repeats the former discretion of a police authority to pay a standard-rate allowance to other officers in certain specified circumstances. Regulation 49(2) as amended further provides for a **half-rate** allowance to be paid in all other cases.

**1.3.4** Police Regulations 1987, Regulation 49(3) as amended specifies certain exceptions to the criteria for payment of standard-rate housing allowance set out in Regulation 49(2) as amended. First, only half-rate allowance is payable to an officer who does not own the accommodation in which he lives and does not make any payment for it by way of rent or mortgage interest. Second, unlike the former maximum limit rent allowance, a standard-rate housing allowance is not payable when two police officers – e.g. a father and a son - reside in the same accommodation. (However, an officer in these circumstances who was receiving a maximum limit rent allowance on 31 March 1990 will continue to receive the same amount as a transitional rent allowance, by virtue of Regulation 49B(1) as amended.) The term “resides” indicates a degree of permanence: the provision is not intended to preclude an officer from putting another officer up for a few days or weeks.

**1.3.5 Calculation of new housing allowance:** Police Regulations 1987, Regulation 49(4) as amended provides for different levels of standard-rate housing allowance to be fixed for different ranks, as prescribed in paragraphs (5)-(9).

**1.3.6** Police Regulations 1987, Regulations 49(7)-(9) as amended provide that, for superintendents and above, the standard-rate housing allowance is to be the following percentage of the standard-rate for members of the federated ranks:

## SECTION C: HOUSING PAYMENTS

Superintendents	116%
ACCs, and equivalent London ranks	135%
Chief constables and equivalent London ranks	156%

**1.3.7** Police Regulations 1987, Regulation 49(10) as amended provides that the half-rate housing allowance is to be half the standard-rate housing allowance for the rank concerned.

**1.3.8 Additions to housing allowance:** Police Regulation 1987, Regulation 49(11) as amended provides for the payment of additional housing allowance, at the discretion of the police authority, to divorced officers or to married officers who are separated from their spouse, if they regularly make periodic payments to or for the benefit of their spouse or former spouse.

**1.3.9** In these circumstances if the officer works part-time Regulation 49 (11A) as amended reduces the amount paid to or for the benefit of the spouse or former spouse (end of 49(11) as amended) **pro rata to hours worked**. Special provision is needed because this amount, unlike the “amount by which his former allowance exceeds his present allowance” which appears just before it, is not expressed as or by reference to an allowance and is not therefore already reduced by virtue of 48A as amended.

### 1.4 DEFINITIONS

**1.4.1** Police Regulations 1987, Regulation 49(12) as amended provides definitions for certain expressions used in Regulation 49 as amended. These are self-explanatory. It should, however, be noted that the definitions of ‘rent allowance’ and ‘rates’ in Regulation 49 as amended, as originally enacted were as follows:

‘Rent allowance’ shall be either a maximum limit allowance or a flat-rate allowance.

‘Rates’ includes -

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- (i) any general rate within the meaning of the General Rate Act 1967 and in addition any rate mentioned in paragraphs 9(a), (b) and (c) of the definition of ‘excepted rate’ in section 115(1) of that Act (drainage, tithe, common and other rates of a similar character);
- (ii) any rate or charge for a supply of water for domestic purposes; and
- (iii) the reasonable costs of emptying a cess pit where the premises do not have mains drainage.

**1.4.2** The consequence of the definition of rates is important for the calculation of the allowance since it means that the requirements in Regulation 49(5) as amended to subtract such part of rent allowance as would be attributable to amounts payable in rates includes a requirement to subtract amounts attributable to water rates or charges under paragraph 1.4.1(ii) and (iii) above as well as domestic rates under (i).

## **2. TRANSITIONAL RENT ALLOWANCE FOR OFFICERS IN SERVICE AT 31 AUGUST 1994**

### **2.1 POLICE REGULATIONS 1987 (REVOKED): REGULATIONS 49B AND 49C AS AMENDED**

Eligibility for:

- transitional rent allowance Regulation 49B(1) & (2)
- transitional supplementary rent allowance Regulation 49B(3)

Definition of “the relevant period” for payment Regulation 49B(4)

Payment of half-rate transitional rent allowance due to a change in an officer’s personal circumstances Regulation 49B(5)

Arrangements for:

- police officers married to women police officers

## SECTION C: HOUSING PAYMENTS

- while the wife is on unpaid maternity leave Regulation 49B(5A)
- officers entitled to transitional rent allowance
  - on transfer to another force Regulation 49B(6)
- officers who were entitled to transitional rent allowance in Scotland or Northern Ireland,
  - on transfer to a force in England and Wales Regulation 49B(7)
- members of Regional Crime Squads or motorway patrol groups who are entitled to transitional rent allowance, on return to their own forces Regulation 49B(8)

Calculation of transitional rent allowance for officers in forces whose maximum limits of rent allowance would have been due for review in 1990

Regulation 49B(8A)

Arrangements for officers who on 31 March 1990 were:

- on central service or overseas service Regulation 49C(1 - 3)
- on unpaid leave Regulation 49C(1, 2, 4)
- as a result of a transfer, occupying provided accommodation pending the acquisition of a new home Regulation 49C(1, 2, 5)

### **2.2 HOME OFFICE CIRCULAR 24/1990 (PARAGRAPHS 23-48) AND HOME OFFICE CIRCULAR 72/1990 (PARAGRAPH 6)**

**2.2.1 Transitional rent allowance:** Police Regulations 1987, Regulation 49B(2) as amended provides that (subject to the following provisions of the regulation), such officers are entitled to be paid, for any part of the relevant period (as defined in Regulation 49B(4) as amended) when they would be eligible to receive a housing allowance, a transitional rent allowance instead. The transitional rent allowance is the annual rent allowance to which they were entitled on 31 March 1990. (Regulation 49D as amended also provides for them to retain, for a similar period, their entitlement to compensatory grant.)

**2.2.2** Police Regulations 1987, Regulation 49B(3) as amended provides that, where an officer was in receipt of a supplementary rent allowance on 31 March 1990, he will continue

## SECTION C: HOUSING PAYMENTS

to receive a transitional supplementary rent allowance at the same annual rate for any part of the relevant period (as defined in Regulation 49B(4) as amended) when he would otherwise be eligible to receive a supplementary housing allowance.

**2.2.3** Police Regulations 1987, Regulation 49B(4) as amended defines the “relevant period” for the purposes of Regulations 49B(2) and (3) and provides that an officer who rejoins, after having left the police service, is no longer entitled to benefit from the transitional rent allowance arrangements.

**2.2.4** The relevant period begins on 1 April 1990. It ends on the day before the value of the housing allowance (plus, if applicable, supplementary housing allowance) overtakes the value of the officer’s transitional rent allowance (plus, if applicable, supplementary transitional rent allowance or, if applicable, supplementary housing allowance) plus compensatory grant paid after 1 April 1990 in respect of the financial year ending on 5 April 1990.

**2.2.5** It should be noted that an officer who on 1 April is entitled to transitional rent allowance may after that date become entitled to a supplementary housing allowance. Where this happens, the relevant period does not end until the value of housing allowance plus supplementary housing allowance is equal to or greater than the value of transitional rent allowance plus (the same) supplementary housing allowance – i.e. the officer does not move on to the housing allowance system simply because his housing allowance entitlement would, if added to his supplementary housing allowance, exceed his transitional rent allowance.

**2.2.6** The reference to compensatory grant in Regulation 49B(4) as amended is to the compensatory grant paid in the financial years 1990-91 and 1991-92 on rent allowance received for the financial year 1989-90. It is possible for the housing allowance to catch up the amount an officer is actually receiving by way of transitional rent allowance and compensatory grant before the end of the relevant period. If this happens, an officer is free to move to the housing allowance in lieu, since he or she may not wish to take up their entitlement under Regulation 49B(2) as amended.

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**2.2.7** Police Regulations 1987, Regulation 49B(5) as amended provides for the case of an officer who was receiving a maximum limit rent allowance on 31 March 1990 but whose circumstances later changed to those in which only a half-rate housing allowance would be appropriate. In such a case the officer is entitled, instead of moving to the half-rate housing allowance, to a transitional rent allowance of half the amount of rent allowance which was payable to him on 31 March 1990.

**2.2.8** There is no corresponding provision for officers in receipt of a flat-rate rent allowance on 31 March 1990 who later become eligible for a standard-rate housing allowance. They will therefore continue to receive transitional rent allowance at the flat-rate which applied on 31 March 1990 unless the standard-rate housing allowance is larger than the flat-rate allowance plus its associated compensatory grant.

**2.2.9** Police Regulations 1987, Regulation 49B(5A) as amended provides that where a police officer in receipt of transitional rent allowance is married to a woman police officer who takes unpaid maternity leave, he will receive an enhanced allowance during her period of leave. This is regardless of whether the marriage took place before or after 1 April 1990. The enhanced allowance is to be at the rate of the maximum limit allowance which would have been payable to him on 31 March 1990.

**2.2.10 Transfers to other forces:** Police Regulations 1987, Regulation 49B(6) as amended provides that, where an officer with a transitional rent allowance moves to another force, he or she shall be treated as though the transitional rent allowance entitlement was the maximum limit of rent allowance (or, as appropriate, the flat-rate rent allowance) on 31 March 1990 for that rank in the force to which he or she has transferred. It is important to note here that, in order to encourage transfers between forces, particularly at the most senior levels, an officer who transfers forces **on promotion** is entitled to the rates of rent allowance applying in the new force on 31 March 1990 to the rank to which he or she has been promoted. Promotions within forces, however, do not affect transitional rent allowance, which therefore remains at its 31 March 1990 level.

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**2.2.11** Police Regulations 1987, Regulation 49B(7) as amended provides that, where an officer with a transitional rent allowance moves from a force in Scotland or Northern Ireland to a force in England and Wales, he or she is to be treated as though the provisions of Regulation 49B(6) as amended applied to him.

**2.2.12 Special cases:** Police Regulations 1987, Regulation 49C(1) as amended provides for the payment of transitional rent allowances at the appropriate time for officers who on 31 March 1990 are -

- on central service or serving overseas; or
- on unpaid leave; or
- occupying provided accommodation after moving house, pending the acquisition of a new home, as a result of a transfer within the force at the request of the chief officer or following transfer to a new force; or
- occupying provided accommodation, having been required, on joining a regional crime squad or motorway patrol group, to move from accommodation in respect of which a rent allowance was payable provided that the requirements of Regulation 49C(2) are met.

**2.2.13** Police Regulations 1987, Regulation 49C(2) as amended provides that such officers are eligible for a transitional rent allowance if -

- they were in receipt of a rent allowance immediately before taking up the appointment on central service or overseas, going on unpaid leave or moving home; and
- the rent allowance (and, where appropriate, supplementary rent allowance) which would otherwise have been payable on 31 March 1990 would have been

## SECTION C: HOUSING PAYMENTS

greater than the housing allowance to which he would be entitled after that date.

**2.2.14 Modifications of Police Regulations 1987, Regulation 49B as amended for officers on central or overseas service:** Police Regulations 1987, Regulation 49C(3) as amended modifies the provisions relating to transitional rent allowance set out in Regulation 49B as amended so as to fit the circumstances of officers on central or overseas service on 31 March 1990 who later return to their forces. The modifications are as follows.

- Police Regulations 1987, Regulation 49C(3)(a) as amended provides that, instead of the transitional rent allowances being at the rate of rent allowance which applied on 31 March 1990, the transitional rent allowance is to be at the annual rate which would have applied on that date had the officer concerned been (instead of on central or overseas services) still serving in his force and living in the accommodation which he occupied before taking up his central or overseas service appointment. A similar modification is made to Regulation 49B(3) as amended in respect of supplementary transitional rent allowance.
- Police Regulations 1987, Regulation 49C(3)(b) as amended provides for paragraph (3) of Regulation 49B as amended to be modified so as to entitle an officer returning from central or overseas service to supplementary transitional rent allowance if he would have been entitled to supplementary rent allowance on 31 March 1990 had he or she still been in his or her force on that date, occupying the accommodation in which they were living immediately before their central or overseas service appointment. (No similar modification is needed for transitional rent allowance itself.)
- Police Regulations 1987, Regulation 49C(3)(e) as amended modifies, for the same officers, the provision in Regulation 49B which deals with the change in circumstances whereby an officer entitled to transitional rent allowance from 1 April may find his entitlement reduced by a half. The effect is to replace

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references to the actual rate of allowance on 31 March 1990 by references to what the officer would have been entitled to had he been in his own force, not on central or overseas service, on 31 March 1990. And it is half of that which he or she gets if subsequently, owing to a change in personal circumstances, he or she becomes eligible only for a half-rate housing allowance.

- Modifications of Police Regulations 1987, Regulation 49B as amended for officers in provided accommodation pending a move of house and for certain officers in regional crime squads or motorway patrol groups.
- Police Regulations 1987, Regulation 49C(5) as amended modifies the provisions relating to transitional rent allowance set out in Regulation 49B as amended so as to fit the circumstances of those officers described in Regulation 49C(1)(c) and (d) as amended. In each case the modifications provide, along the lines of the corresponding provisions for officers on central or overseas service or on unpaid leave, for the officers to be treated as though they were in their former houses on 31 March 1990.

**2.2.15** There is, however, no parallel for these officers to the provision at Regulation 49C(3)(d) as amended for officers on central or overseas service. The effect is as described for officers on unpaid leave.

### **3. SUPPLEMENTARY HOUSING ALLOWANCE FOR OFFICERS IN SERVICE AT 31 AUGUST 1994**

#### **3.1 POLICE REGULATIONS 1987 (REVOKED): REGULATION 50 AS AMENDED**

Eligibility	Regulation 50(1)
Calculation of housing allowance for officers in receipt	Regulation 50(2)

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Calculation	Regulation 50(3)
Reduction or withdrawal	Regulation 50(4)

### 3.2 HOME OFFICE CIRCULAR 65/92

**3.2.1** The amendment to Regulation 50(3) as amended ensures that a part-time member who qualifies for supplementary housing allowance is paid this allowance at the same rate as a full-timer and the allowance is **not** reduced **pro rata** to hours worked.

### 3.3 POLICE COUNCIL CIRCULAR 1/67

**3.3.1** The agreement set out in Police Council Circular 1/67 was revised by amendment to Regulation 50(1) of the Police Regulations 1987 to allow members of forces, who for reasons of police duty are temporarily unable to remain in their normal places of residence, to continue to receive any rent allowance in respect of those places and to qualify for a supplementary rent allowance, unless provided with board and lodging free of charge. The agreement was expressly designed to facilitate the secondment of members, who have established their own homes, in order that they may attend residential training establishments either as students or instructors; or in order that they may undertake other duties outside the area of their parent force or, if within that area, at a place too remote from their homes to allow them to remain in normal residence during the period of their secondment.

## 4. TRANSITIONAL SUPPLEMENTARY RENT ALLOWANCE FOR OFFICERS IN SERVICE ON 31 AUGUST 1994

### 4.1 POLICE REGULATIONS 1987 (REVOKED): REGULATION 49B AS AMENDED

Eligibility	Regulation 49B(3)
Calculation	Regulation 49B(3)

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Calculation for officers in forces whose maximum limits of rent allowance would have been due for review in 1990 Regulation 49B(8A)

### **4.2 HOME OFFICE CIRCULAR 24/1990**

**4.2.1** Police Regulations 1987, Regulation 49B(3) as amended provides that, an officer in receipt of a supplementary rent allowance on 31 March 1990, will continue to receive a transitional supplementary rent allowance at the same annual rate for any part of the relevant period (as defined in Regulation 49B(4) as amended) when he or she would otherwise be eligible to receive a supplementary housing allowance.

**4.2.2** Police Regulations 1987, Regulation 49B(4) as amended defines the “relevant period” for the purposes of Regulations 49B(2) and (3) as amended. The relevant period begins on 1 April 1990. It ends on the day before the value of the housing allowance (plus, if applicable, supplementary housing allowance) overtakes the value of the officer’s transitional rent allowance (plus, if applicable, transitional supplementary rent allowance or, if applicable, supplementary housing allowance) plus compensatory grant paid after 1 April 1990 in respect of the financial year ending on 5 April 1990.

### **4.3 HOME OFFICE CIRCULAR 48/1990: UPDATING OF “RED CIRCLING” FOR MEMBERS OF FORCES WHOSE MAXIMUM LIMITS OF RENT ALLOWANCE WERE LAST REVIEWED IN 1988**

**4.3.1** The reference in paragraph (8A)(a) of Regulation 49B of the Police Regulations 1987 as amended to paragraph (2) ensures that the officer remains entitled to transitional rent allowance for as long as his 31 March 1990 level of rent allowance, as updated by paragraph (8A), remains ahead of the housing allowance. The reference to paragraph (3) makes analogous provision for transitional supplementary rent allowance where the supplementary rent allowance was paid under Regulation 50(3)(b) as amended (which provides for a weekly sum to be paid in excess of flat rate rent allowance - only the latter is uprated under the new paragraph (8A)).

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### **5. PROVIDED ACCOMMODATION, HOUSING ALLOWANCE AND TRANSITIONAL RENT ALLOWANCE FOR PART-TIME AND JOB-SHARE OFFICERS IN SERVICE AT 31 AUGUST 1994 WHO REMAIN ELIGIBLE FOR PAYMENT**

#### **5.1 PNB CIRCULAR 98/12 (ADVISORY)**

**5.1.1** Pro-rata housing payments shall be made to officers on part-time service or in job-share appointments who qualify for such payments.

#### **5.2 PNB CIRCULAR 98/13 (ADVISORY)**

**5.2.1** A part-time or job-sharing officer who prior to commencing part-time service was provided with accommodation may continue to reside in such accommodation if his or her Chief Constable consider that is “conducive to meeting the operational needs of the force”.

**5.2.2** Housing allowance and transitional rent allowance where applicable will be paid to constables and sergeants on a pro-rata basis proportionate to the hours normally worked by a full-time officer. Officers working on a part-time basis in the ranks of inspector and chief inspector will be paid housing allowance and transitional rent allowance on a pro-rata basis proportionate to the fraction agreed between the member and chief officer for pay purposes. Housing allowance or transitional rent allowance payments for officers on job-share appointments, where applicable, will be half that payable to a full-time officer.

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### **6. HOUSING ALLOWANCE, TRANSITIONAL RENT ALLOWANCE AND SUPPLEMENTARY HOUSING ALLOWANCE FOR MEMBERS OF REGIONAL CRIME SQUADS AND MOTORWAY PATROL GROUPS IN SERVICE ON 31 AUGUST 1994**

#### **6.1 POLICE REGULATIONS 1987 (REVOKED): REGULATIONS 49B, 49C, 51 AS AMENDED**

Calculation of housing allowance for officers who have moved home

on joining a Regional Crime Squad or motorway patrol group Regulation 51(2)

Entitlement to supplementary housing allowance Regulation 51(3)

Transitional rent allowance arrangements for members:

- entitled to transitional rent allowance, on return to their own forces Regulation 49B(8)
- occupying provided accommodation on 31 March 1990 because of moving home on assignment to such duties Regulation 49C(1, 2, 5)
- whose home force, or the force in whose area they were serving on 31 March 1990, was a force whose maximum limits of rent allowance would have been due for review in 1990. Regulation 49B(8A)

#### **6.2 HOME OFFICE CIRCULAR 24/1990: TRANSITIONAL RENT ALLOWANCE**

**6.2.1** Police Regulations 1987, Regulation 49B(8) as amended covers the case of officers who are members of a regional crime squad or a motorway patrol group on 31 March 1990 and, because of that, are receiving on that date a lower rent allowance than they would have received if they had stayed with their home forces. Their transitional rent allowance when they return to their force is to be the amount which they would have received on 31 March

## SECTION C: HOUSING PAYMENTS

1990 if they had been living in the home which they occupied before joining the regional crime squad or the motorway patrol group. (Where the rent allowance which they are receiving on 31 March 1990 as members of a regional crime squad or a motorway patrol group is higher than they would have received if they had stayed with their home force, they retain, by virtue of Regulation 49B(1) as amended, the higher amount as their transitional rent allowance when they return to their home force.)

**6.2.2** Police Regulations 1987, Regulation 49C(1) as amended provides for the payment of transitional rent allowance at the appropriate time for officers who on 31 March 1990 are occupying provided accommodation, having been required, on joining a regional crime squad or motorway patrol group, to move from accommodation in respect of which a rent allowance was payable provided that the requirements of Regulation 49C(2) as amended are met.

**6.2.3** Police Regulations 1987, Regulation 49C(2) as amended provides that such officers are eligible for a transitional rent allowance if they were in receipt of a rent allowance immediately before moving home; and the rent allowance (and, where appropriate, supplementary rent allowance) which would otherwise have been payable on 31 March 1990 would have been greater than the housing allowance to which he would be entitled after that date.

**6.2.4** Police Regulations 1987, Regulation 49C(5) as amended modifies the provisions relating to transitional rent allowance set out in Regulation 49B so as to fit the circumstances of those officers described in Regulation 49C(1)(d) as amended. The modifications provide, along the lines of the corresponding provisions for officers on central or overseas service or on unpaid leave, for the officers to be treated as though they were in their former houses on 31 March 1990.

**6.2.5** There is, however, no parallel for these officers to the provision at Regulation 49C(3)(d) as amended for officers on central or overseas service. The effect of this is that only the actual compensatory grant, if any, paid in respect of rent allowance paid before 5 April 1990 should be counted for the purposes of Regulations 49B(4)(b) and 49D(2)(b) as

## SECTION C: HOUSING PAYMENTS

amended. Compensatory grant on the transitional rent allowance (and supplementary transitional rent allowance, if applicable) will, however, be payable for the relevant period as defined in Regulation 49B(4) as amended.

### **7. HOUSING ALLOWANCE, TRANSITIONAL RENT ALLOWANCE AND SUPPLEMENTARY HOUSING ALLOWANCE FOR UNIVERSITY SCHOLARS IN SERVICE ON 31 AUGUST 1994**

#### **7.1 POLICE REGULATIONS 1987 (REVOKED): SCHEDULE 4 AS AMENDED**

Housing Allowance and transitional rent allowance	Schedule 4: paragraph 4(1)
Supplementary housing allowance	Schedule 4: paragraph 4(2)

### **8. COMPENSATORY GRANT FOR OFFICERS IN SERVICE ON 31 AUGUST 1994**

#### **8.1 POLICE REGULATIONS 1987 (REVOKED): REGULATIONS 49D & 52 AS AMENDED**

Eligibility	Regulation 49D(1) & 52(1)
Ending of entitlement	Regulation 49D(1) & (2)(c)
In respect of rent allowance paid before 5 April 1990	Regulation 49D(2)(b)
Calculation	Regulation 52(2)
Payment by installments	Regulation 52(3)
Calculation in a year when an officer dies or leaves the police	Regulation 52(4)
Further payment in a year when an officer dies or leaves the police	Regulation 52(4, 5)

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## SECTION D: OTHER ALLOWANCES AND EMOLUMENTS

### 1. RESTRICTIONS ON PAYMENT OF ALLOWANCES

#### 1.1 POLICE REGULATIONS: REGULATION 50(1)

No allowances to be paid unless provided for in  
Police Regulations or approved by Secretary of State

Regulation 50(1)

#### 1.2 PNB CIRCULAR 98/12 (ADVISORY) PARAGRAPH 15: ARRANGEMENTS FOR PART-TIME WORKERS

1.2.1 Officers on part-time service or in job-share appointments shall receive in full all elements of the removal allowance and the lump sum element of the motor vehicle allowance. Officers on part-time service or in job-share appointments shall receive plain clothes allowance calculated on a pro-rata basis in accordance with current regulations.

*Note: The Secretary of State has approved the payment by all forces of the allowances mentioned in paragraphs 2 to 5 below. Allowances which he has approved for payment by individual forces (e.g. allowances for members of tactical firearms teams) are not listed here.*

### 2. GRATUITY FOR SEARCHING OR FINGERPRINTING A DEAD BODY

#### 2.1 HOME OFFICE CIRCULAR LETTER OF 29 FEBRUARY 1972

2.1.1 For some years it has been the practice in the Metropolitan Police to pay a gratuity to officers required to search and fingerprint bodies in an advanced state of decomposition to help in their identification. Originally these gratuities were introduced as compensation to Thames Division officers who had to search putrid bodies recovered from the river after prolonged immersion. They have also been paid on two occasions on an ad hoc basis for a slightly different task, the searching and identification of corpses badly burned and mutilated in air crashes. The Police Council has recently recommended that other police authorities be empowered to adopt the Metropolitan Police practice and the Secretary of State is in agreement.

## **SECTION D: OTHER ALLOWANCES AND EMOLUMENTS**

**2.1.2** In the two cases of multiple deaths, a special rate of gratuity was assessed by the Secretary of State as police authority. Chief officers of police should decide whether the circumstances of an incident warrant a recommendation to the police authority that a gratuity be paid.

### **2.2 PNB CIRCULAR 86/3**

**2.2.1** PNB have been reviewing the application of the above gratuity and have decided to give the following advice:

- it was originally introduced to recognise the exceptionally unpleasant task of searching or fingerprinting badly decomposed bodies;
- the purpose of the gratuity remains to recognise exceptionally unpleasant experience in searching or fingerprinting dead bodies. In particular, it is appropriate to pay the gratuity where the dead body in question is mutilated (for example, after a bad accident), decomposed or extensively burnt;
- cases of difficulty in interpreting the application of the gratuity may be referred to the joint Secretaries for their assistance.

*Note: The present rates of these gratuities are set out in Annex 2.*

### **3. ALLOWANCES FOR INCIDENTAL EXPENSES AT RESIDENTIAL TRAINING COURSES**

#### **3.1 HOME OFFICE CIRCULARS 97/1972 AND 24/1973**

**3.1.1** The Secretary of State has noted the agreement in respect of an allowance for incidental out of pocket expenses to members attending training courses in residential establishments, other than initial courses at Police Training Centres and full-time courses at universities and similar centres. Under the terms of Regulation 50(1) he has approved the

## SECTION D: OTHER ALLOWANCES AND EMOLUMENTS

payment to such a member of an expenses allowance for each night in residence, subject to a maximum payment in any period of a week: except that the allowance shall not be payable where the course organisers do not make financial and other arrangements for sleeping accommodation and meals, as the course could not then be regarded as residential. The exclusion from entitlement to the allowance relates only to initial probationer training (i.e. the course at a police training centre attended by a recruit soon after he joins the police service) and not to any continuation training undertaken at a later stage but still within the period of probation. Members undertaking such continuation training are therefore eligible for payment of the allowance.

### 3.2 PNB CIRCULAR 90/9

**3.2.1** Police officers attending Module 4 of the probationer's training programme (i.e. the nationally agreed probationer training programme which currently operates in English and Welsh forces, excluding the Metropolitan Police) should not be paid the incidental out-of-pocket expenses allowance.

*Note: The present rates are set out in Annex 2.*

## 4. INSTRUCTORS ALLOWANCE

### 4.1 PNB CIRCULAR 83/3

**4.1.1** Full-time residential instructors (i.e. those living away from their normal home) at regional or force training centres shall receive an annual allowance equal to half the allowance payable to instructors of the same rank at District Training Centres. Where an officer serves as a residential instructor for only part of a year, the allowance shall be paid **pro-rata**. This allowance subsumes any existing special payments to residential instructors (e.g. local instructors allowance or commuted sums in lieu of overtime).

## SECTION D: OTHER ALLOWANCES AND EMOLUMENTS

### **5. HOME OFFICE CIRCULAR 25/2000: OUT OF FORCE INQUIRIES: RESIDENCE AWAY FROM HOME**

**5.1.** The out of forces allowance was abolished, with effect from 1 July 2000, by a Police Arbitration Tribunal decision.

### **6. REIMBURSEMENT OF EXPENSES INCURRED IN EXECUTION OF DUTY**

#### **6.1 POLICE REGULATIONS: REGULATION 50(2) AND (3)**

Power of police authorities to reimburse expenses incurred in execution of duty

Regulation 50(2)

Reimbursement of costs of first class travel for superintending and chief officer ranks

Regulation 50(3)

#### **6.2 HOME OFFICE CIRCULAR 33/1983: PLACE OF DUTY CHANGE: HOME TO DUTY TRAVELLING EXPENSES**

**6.2.1** The Secretary of State commends the agreement set out in paragraph B of PNB Circular 83/1 about the exercise by police authorities of their discretion under Regulation 50(2) to reimburse for a reasonable period additional expenses incurred as a consequence of a requirement to transfer to a new place of duty within the force area.

#### **6.3 POLICE COUNCIL AGREEMENT DATED 29 MAY 1969: UNIVERSITY SCHOLARS: TRAVELLING EXPENSES**

**6.3.1** Where an officer, other than one who has moved home or elected to be separated from his or her family for the purposes of the secondment, is obliged to incur expenditure in travelling between home and the place of study which is greater than the expenditure which would have been incurred in travelling between home and the place of duty if the officer had not been seconded, the police authority may reimburse such excess expenditure wholly or in part.

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### **6.4 PNB CIRCULAR 93/3: REIMBURSEMENT OF TRAVEL COSTS FOR RETURNING HOME AT WEEKENDS WHILE ATTENDING RESIDENTIAL TRAINING COURSES**

**6.4.1** Where an officer is directed to attend a residential training course, other than on initial probationary training, he or she shall, where the organisation of the course permits a return home at weekends, be reimbursed the cost of a return journey between the training centre and the officer's home.

**6.4.2** It has been agreed that all practical measures will be taken by forces and officers directed to courses to minimise the additional expenditure that will fall upon police authorities. To this end:

- where an officer travels to a course by public transport and it is practicable to do so then 'saver' or reduced rate tickets will be used in place of reimbursement at standard rate;
- where a journey is made in the officer's own vehicle then the reimbursement shall be calculated by reference to the shortest practicable route and in accordance with the public transport rate (as specified in Section D paragraph 12.4 of the PNB Guide to Negotiable Conditions of Service of Police Officers);
- wherever possible officers will share personal transport;
- where groups of officers from the same force attend the same training centre then transport provided by the force (e.g. hired or police minibuses) will be used if this will reduce the overall cost.

*Note: The above agreement does not affect that covering existing arrangements for probationer constables which continues and which, for ease of reference, is set out below.*

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*“Those receiving initial training as probationary constables shall be reimbursed the cost of the return journey at weekends, provided that the training centre is closed for a period beginning on a Friday and ending the next Monday or for any other period related to a public holiday and provided leave of absence is granted. The journey shall be to the constable’s home or any other place within the UK approved by the chief officer of his force. Reimbursement is subject to submission of an itemised claim, certifying that the claimed expenditure has been incurred. Where the journey is made by public transport, the reimbursement shall not exceed the cost of a standard class return by the shortest practicable route. Where the journey is made in the constable’s own vehicle, the reimbursement shall be calculated by reference to the shortest practicable route in accordance with the ‘public transport rate’ as determined from time to time for the payment of car allowance in the civil service\*.”*

**6.4.3** Probationer constables on initial training are not entitled to reimbursement of travel costs where the training centre remains open at weekends or on public holidays.

\* In fact, the civil service rate is no longer published by the Home Office. Local agreement may be reached on this; see Home Circular 95/1988, reproduced in paragraph 12.4 of section D.

### **6.5 HOME OFFICE CIRCULAR 176/69: UNIVERSITY SCHOLARS: REIMBURSEMENT OF CERTAIN EXPENSES OF UNIVERSITY COURSES**

**6.5.1** Police authorities are empowered by Regulation 50(2) to reimburse expenditure necessarily incurred as a direct result of attendance at university (e.g. matriculation, registration, course and examination fees, students’ union fees). The cost of necessary books may be reimbursed on such conditions as the authority may determine (e.g. purchase of second-hand books where possible; their retention by the student on completion of the course, on part-payment or free of charge, or their return to the authority).

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### 7. REMOVAL ALLOWANCE

#### 7.1 POLICE REGULATIONS: REGULATION 52 AND SCHEDULE 5

Officers required to move home due to the exigencies of duty or in the interests of efficiency	Regulation 52(1) & (2)
Officers joining a force in the rank of assistant chief constable or above	Regulation 52(1) & (2)
Officers transferring voluntarily from one force to another	Regulation 52(4)
Reimbursement of:	
- removal costs	Regulation 52(1)(a)
- expenses incurred in disposing of former home	Regulation 52(1)(b) & PNB Circular 91/4 (Advisory)
- expenses incurred in acquiring new home	Regulation 52(1)(c) & PNB Circular 91/4 (Advisory)
- payments in connection with former home following the move	Regulation 52(1)(d)
- expenses incurred when a request to move home is subsequently rescinded	Regulation 52(10)
Definition of:	
- 'relevant liabilities'	Regulation 52(3)
- 'owner'	Regulation 52(11)(a)
- 'expenses incurred in connection with the disposal or acquisition of property'	Regulation 52(11)(b)
Allowance in respect of expenses incidental to the move	Regulation 52(5)-(9) & PNB Circular 91/4 (Advisory)

The current maximum amount is set out in PNB Circular 01/5 (Advisory) and shown at Annex 2.

Removal allowance for university scholars Schedule 5: paragraph 4

Modifications for part-time service (see note below) Schedule 1: paragraph 17

*Note: The 1998 Part time and job sharing agreements provide for removal allowance to be paid in full to officers working part time or job sharing from 1 September 1998. (Amendment regulations are awaited.)*

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### 7.2 HOME OFFICE CIRCULAR 154/1970

**7.2.1 Vacation of provided dwellings on retirement:** The Police Council agreement on removal allowance introduced new discretionary arrangements with regard to removals from provided accommodation on retirement. The Secretary of State accepted the view of the Council that it would be appropriate for a police authority to exercise its discretion in cases of hardship. It should be noted that where a police authority decides to carry out a removal or to reimburse the cost in such cases there is no entitlement to removal allowance.

**7.2.2 Transfer between forces:** In the case of a voluntary transfer from one force to another, the receiving police authority has discretion under the provisions of paragraph (a) of Police Regulation 52(4) to carry out the removal or to reimburse the cost. The Police Council view, although not expressed in the formal agreement, is that police authorities should regard as standard practice acceptance by the receiving force of responsibility for the costs of removal, including incidental expenses as appropriate, in cases where an officer successfully applied for a specific advertised post. In cases where an officer sought transfer for his or her own private or domestic reasons, the authority might well adopt a different approach, even if the force were advertising in general terms for recruits.

**7.2.3 Transfers within a force on medical or compassionate grounds:** The Council also expressed views on transfers within a force on medical, family or compassionate grounds. The general criterion for acceptance of responsibility by the police authority for the cost, including incidental expenditure, must be whether the chief officer approves the transfer as in the interests of the efficiency of the force. The Secretary of State would not wish to question the liberal use of the discretion which the regulation affords a chief officer in genuine compassionate cases.

### 7.3 HOME OFFICE CIRCULAR 250/1971: REMOVALS ON FIRST APPOINTMENT TO A FORCE

**7.3.1** Regulation 52(2)(b) ensures that removal expenses, removal allowance and legal and other costs incurred in the sale or purchase of a house, would not be payable in respect of a removal which was in consequence of a constable's first posting to his or her normal place of

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duty after completion of initial training. A temporary posting of short duration, for example to a post near to the recruit's existing home owing to the need to await vacant quarters at the normal duty station, need not be regarded as the first posting in this context.

### **7.4 HOME OFFICE CIRCULAR 43/1973: REMOVALS CARRIED OUT IN TWO STAGES**

**7.4.1** Regulation 52 provides that owner-occupiers who move home due to the exigencies of police duty, or at the request of the chief officer of police in the interests of efficiency, shall be entitled to reimbursement of legal and other expenses on the sale of home and on the purchase of another dwelling at the new station. Although chief officers of police provide as much notice as possible of impending transfers, it may on occasion be necessary for the officer, with or without his or her family, to occupy police authority accommodation or privately rented accommodation at the new station as a temporary measure in the interval between sale and purchase of owner-occupied homes. Where temporary accommodation is obtained in these circumstances there may be some doubt whether the original owner-occupied dwelling can be regarded as the "former home" for the purpose of Regulation 52(1)(c)(i). Such residence in temporary accommodation should not prejudice an officer's entitlement to reimbursement of legal and other expenses on the subsequent purchase of an owner-occupied home. For the purposes of Regulation 52 it is accordingly suggested that in these circumstances the transfer should be regarded as one removal carried out in two stages with mutual agreement. The police authority may thus carry out or meet the cost of both stages of removal, but only one removal allowance would be paid. The chief officer of police and the police authority will no doubt wish to ensure that the officer gives an early indication of his or her intention to purchase a home at the new station and that, in the light of the particular circumstances of each case, the purchase is completed within a reasonable period, normally not exceeding six months, following the transfer.

### **7.5 HOME OFFICE CIRCULAR 62/1980: REMOVAL ALLOWANCE - DEATH IN SERVICE**

**7.5.1** The PNB agreement enables the police authority, in a case when a police officer living with his or her family in provided accommodation dies in service, to meet the cost of

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removing furniture to new accommodation within the force area. In a case where the deceased officer was a member of the City of London Police, the agreement applies to removal to new accommodation within the force area in which the provided accommodation was located. The agreement provides only for reimbursement of the actual costs of removal and confers no entitlement to the payment of a removal allowance.

### **7.6 POLICE COUNCIL CIRCULAR 6/73 AND LETTER OF 5 MAY 1976: INCIDENTAL EXPENDITURE**

**7.6.1** Expenditure incidental to a move which is necessarily incurred and which police authorities reimburse in accordance with the provisions of Regulation 52 may include, for example:

- alteration or replacement of curtains, fixtures and fittings, relaying of floor covering, conversion and installation of electrical appliances, etc; and
- losses incurred on school fees or uniforms, travel season tickets, etc.

**7.6.2** It is considered permissible to allow expenditure incurred under hire purchase agreements to qualify for reimbursement under this regulation. However, in recognition of the possibility of members of forces over-committing themselves, it is recommended that all reasonable steps be taken to expedite the payment of claims for incidental expenses, in order to avoid the need for hire purchase in the first place.

## **8. PLAIN CLOTHES ALLOWANCE**

### **8.1 POLICE REGULATIONS:**

### **REGULATION 53**

Annual allowance payable to superintending and federated ranks

Regulation 53(1)

Allowance payable at hourly rate to federated ranks

Regulation 53(2) & (3)

Reduced rate payable where an officer is put to substantially

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more or substantially less expense than normal through wearing his own clothes	Regulation 53(4)
Modifications for part-time service	Schedule 1: paragraph 18

*Note: The present rates are set out in Annex 2.*

### 9. DETECTIVE EXPENSES ALLOWANCE

<b>9.1 POLICE REGULATIONS:</b>	<b>REGULATION 54</b>
Entitlement	Regulation 54(1)
For superintending ranks	Regulation 54(2)
For federated ranks	Regulation 54(3)
Modifications for part-time service	Schedule 1: paragraph 19

#### 9.2 HOME OFFICE CIRCULAR 25/2000

9.2.1 With effect from 1 July 2000 the detective expenses allowance was abolished and actual expenses will be reimbursed by police forces.

### 10. REFRESHMENT, SUBSISTENCE AND LODGING ALLOWANCES

#### 10.1 POLICE REGULATIONS: REGULATION 55 AND SCHEDULE 8

Circumstances in which superintending and federated ranks qualify for:

- refreshment or subsistence allowance	Regulation 55(1) & (3)
- lodging allowance	Regulation 55(2)
Definition of 'usual place of duty'	Regulation 55(4)
Secretary of State to fix rates of these allowances	Regulation 55(5) &
Schedule 8: paragraph 1(1)	

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Scales of:

- refreshment allowances Schedule 8: paragraph 1(2)
- subsistence allowances Schedule 8: paragraph 1(3)

Payment of subsistence allowance where lodging allowance

is also payable for a period of 16 hours or less Schedule 8: paragraph 2

Payment of actual expenses where these are higher than the

prescribed rates of the allowances Schedule 8: paragraph 3

Payment of higher rates of allowance when a federated rank

accompanies a superintending or chief officer rank Schedule 8: paragraph 4

Payment of annual allowance to chief officer ranks Regulation 55(6)

Modifications for:

- part-time service Schedule 1: paragraph 20
- variable shift arrangements Schedule 3: paragraph 8

*Note: The present rates are set out in Annex 3.*

### 10.2 PROVISIONS FOR PAYMENT

**10.2.1** Regulation 55 and Schedule 8 of the Police Regulations 1995 deal with refreshment, subsistence and lodging allowances.

- Refreshment, subsistence or lodging allowance (as appropriate) will be payable if an officer incurs additional expenditure to obtain food or lodging in the circumstances described in the new paragraph 2 of Regulation 55 and certifies to that effect;
- the period of retention on duty required to qualify for payment of the appropriate allowance is currently 'not less than 2 hours';
- the term 'usual place of duty' is defined in Regulation 55(4).

**10.2.2** In negotiating the agreement the Police Negotiating Board recognised that common sense and reasonableness would have to be exercised by both sides at local level if the

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agreement were to operate satisfactorily. In applying the new provisions, therefore, it should be noted that -

- the payment of a refreshment or subsistence allowance (as appropriate) is conditional upon:
  - i) the officer being retained on duty, or being engaged on duty away from the normal place of duty, for the specified period;
  - ii) as a consequence of (i), being unable to take a meal in the normal way;
  - iii) as a consequence of (ii), incurring additional expense to obtain food; and
  - iv) certifying that (iii) was the case.

**10.2.3** Only if all these conditions are satisfied should the appropriate allowance be paid. Conversely, if they are satisfied, the officer has an **entitlement** to the allowance at the prescribed rate;

- the refreshment allowance is payable where the officer has fulfilled the conditions required to claim the allowance and if refreshment is taken either on duty or in the officer's own time after the end of his duty and, in either case, certifies that he has done so;
- the new rates of refreshment, subsistence and lodging allowances should be adequate to compensate the additional expenditure incurred by officers in most normal circumstances. Accordingly, the power of chief officers (under paragraph 3 of Schedule 8) to authorise payment of the actual expenses incurred, where these were higher than the appropriate allowance, should be exercised only in exceptional circumstances, where the actual expenses were abnormally high and the officer had no reasonable alternative but to incur such

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expenditure. Officers requesting payment of actual expenses in such circumstances should be required to submit a detailed report of the reasons for this and should be required to produce full receipts. Unless there are exceptional reasons, no payments above the standard rates of the allowances should be authorised retrospectively.

### 10.3 ARRANGEMENTS FOR PART-TIME WORKERS

**10.3.1** Provisions for part-time workers are amended by Schedule 1, paragraph 20 of the principal Regulations.

**10.3.2** The effect of the amendments on entitlements to refreshment, subsistence and lodging allowance is:-

- to ensure that not less than 10 hours and under 13 hours are worked before a part-time officer becomes entitled to a refreshment allowance on the basis of retention on duty (catering for the fact that a part-timer's 'normal period of duty' may be shorter than eight hours);
- to ensure that not less than 13 hours are worked before a part-timer becomes entitled to a subsistence allowance on the basis of retention on duty (catering for the fact that a part-timer's 'normal period of duty' may be shorter than eight hours);
- to ensure that not less than eight hours are worked before a part-timer becomes entitled to a lodging allowance;
- to spell out the fact that a part-timer, like a full timer, is entitled to count towards the eight, 10 and 13 hour thresholds several periods of less than eight hours worked on one force day.

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### 10.4 POLICE COUNCIL CIRCULAR 3/75

**10.4.1** Rates of subsistence, refreshment and lodging allowances for chief officers shall be at the discretion of the police authority, provided that the rates so determined are not less than those for superintendents.

### 10.5 PNB CIRCULAR 88/5 (ADVISORY)

**10.5.1** Where an officer was obliged to obtain lodgings in an area within a radius of five miles from Charing Cross (statue of King Charles I) an enhanced rate of lodging allowance shall apply.

## 11. ADVANCES TO COVER EXPENSES WHEN AWAY ON DUTY

### 11.1 POLICE REGULATIONS: REGULATION 56

*Note: This provision applies only to members of the federated ranks.*

Advances to be payable on request Regulation 56

## 12. MOTOR VEHICLE ALLOWANCES

### 12.1 POLICE REGULATIONS: REGULATION 57 AND SCHEDULE 9

Entitlement to essential or casual user's rate	Regulation 57(1) & (4)
Definition of "authorised use"	Schedule 9: paragraph 1
Restrictions on payment of:	
- vehicle to be properly insured	Regulation 57(2)
- officer to be prepared to carry passengers for purposes of police duty	Regulation 57(3)
Essential user's allowance:	
- calculation of entitlement	Schedule 9:

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	paragraph 2(1)-(3)& 4
- payment in installments	Schedule 9: paragraph 2(4)
- reduction in allowance when vehicle not in use for four weeks or more	Schedule 9: paragraph 2(5)
- payment for fractions of a year	Schedule 9: paragraph 2(6)
Casual user's allowance:	
- calculation of entitlement	Schedule 9: paragraphs 3 & 4
- not to exceed essential user's rate	Schedule 9: paragraph 3
Flat rate for chief officer ranks	Regulation 57 (4): proviso
Rates for motor cars with a cylinder capacity not exceeding 500 cc or for motor bicycles	Regulation 57(5)
Modifications for part-time service	Schedule 1 (Under the 1998 Part time and job sharing arrangements the lump sum element of the motor vehicle allowance is payable in full to officers working less than full time from 1 September 1998. Amendment regulations are awaited)

*Note: The present rates are set out in Annex 4.*

### 12.2 HOME OFFICE CIRCULAR 133/1968

**12.2.1** Regulation 57(2) requires that no motor vehicle allowance shall be payable unless the vehicle is covered by an insurance policy approved by the police authority. The Regulations do not include details of the type of insurance policy but the basic requirements specified in the Police Council agreement are as follows:

‘No member shall qualify to receive any payment under this agreement unless the current insurance policy for the vehicle concerned -

- gives comprehensive protection;
- covers the use of the vehicle on police duty and also the carrying of passengers in that connection; and
- indemnifies the police authority against claims by third parties (including

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claims concerning passengers) arising from the use of the vehicle on police duty, unless the company by which the policy was issued has already given a general undertaking in this regard to the police authority or the appropriate association of local authorities.’

**12.2.2** Regulation 57(3) makes the payment of the allowance contingent on a member’s willingness to carry passengers in the course of his or her duty or the duty of officers accompanying him. There is no provision for payment of a passenger supplement. Small vehicles are excepted from the requirement to carry passengers. Paragraph 4 of Schedule 9 indicates that it is for the chief officer of police, with the approval of the police authority, to determine the size of vehicle appropriate for the purposes of the duties in question. If a member uses a larger vehicle, the motor vehicle allowance will be limited to that approved for the vehicle considered appropriate by the authority.

### **12.3 HOME OFFICE CIRCULAR 35/1980**

**12.3.1** The flat-rate motor vehicle allowances paid to chief officers under Regulation 57(4) is to be at such annual rate as may be determined by the police authority on such **basis** as is approved by the Secretary of State. The effect of this amendment is that, once the basis of the allowance has been approved by the Secretary of State, the annual rate may be varied by the police authority without the need for further approval.

### **12.4 HOME OFFICE CIRCULAR 95/1988: MILEAGE ALLOWANCE - PUBLIC TRANSPORT RATE**

**12.4.1** The intention of the PNB agreement (see paragraph 12.6 of Section D) was that, where an officer’s normal duties do not make the availability of a car either essential or desirable, but on specific occasions the chief constable is prepared to sanction the use of the officer’s own car in the interests of the efficiency of the service, the officer should be designated as a casual user for the occasion in question and should be paid the casual user rate of mileage allowance for the journey concerned. Where, however, an officer (whether a designated user or not) chooses for his or her own reasons to use his or her own car for a journey which, in the view of the chief constable, could and should otherwise be undertaken by public

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transport, the officer should be reimbursed the cost of the public transport fare only. As Home Office Circular 49/1988 indicated, the Home Office will no longer publish in Home Office circulars changes in the civil service public transport rate. However, the Side Secretaries of the Police Negotiating Board have agreed that local agreement may be reached on the adoption of an appropriate rate for the purposes of determining the cost of travelling by public transport when the actual cost is difficult to establish.

### 12.5 PNB CIRCULAR 88/8

**12.5.1** Where an officer is designated as an essential or casual user, the essential or casual user's rate is paid for authorised journeys undertaken in the course of normal duties. Where an officer (whether a designated user or not) chooses **for his or her own reasons** to use his or her car for a journey which the chief constable confirms **could and should** otherwise be undertaken by public transport, then the officer should be reimbursed the cost of the **public transport fare** only. Where an officer's normal duties do not make the availability of a car either essential or desirable, but on specific occasions the chief constable is prepared to sanction the use of the officer's own car in the interests of the efficiency of the service, then the officer should receive the casual user's rate of allowance for the journey concerned. Police forces are reminded that there is an onus on management to pay car allowances only where necessary and accordingly they should take steps:

- to designate officers as essential or casual users only where it is deemed strictly to be **'essential'** or **'desirable'**;
- to ensure that an officer is authorised to use his car only if there is no force car available or if the officer is unable to share the car of another officer undertaking the same journey; and
- to review at regular intervals the designation of essential and casual users with the object of establishing whether that status is still required.

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### **12.6 PNB CIRCULAR 93/11: NEW MOTOR VEHICLE ALLOWANCE SCHEME**

**12.6.1** There will be three bands: 451-999cc; 1000-1199cc; and 1200-1450cc. The existing arrangement whereby the chief officer, with the approval of the police authority, determines which bands to authorise will continue, subject to the lowest band only being used for cars in that band. There will be two classes of user, classified as “essential” and “casual”.

**12.6.2** ‘Essential’ users will receive a lump sum of 30 per cent of depreciation, insurance and car tax and a mileage allowance which recovers the remaining 70 per cent of those standing charges over 8500 miles, together with the cost of running expenses, calculated as now.

**12.6.3** ‘Casual’ users will receive a mileage rate which reimburses depreciation, insurance and car tax evenly over 8500 miles, together with the cost of running expenses, calculated as now.

**12.6.4** The new rates will be reviewed each 1 April.

### **13. CAR LEASING SCHEMES**

#### **13.1 PNB CIRCULAR 90/3 (ADVISORY)**

**13.1.1** Where a police authority makes a car leasing scheme available to authorised car users and a police officer who is an authorised user chooses to take part in the scheme, he or she will be entitled to a motor vehicle allowance in accordance with the terms of the car leasing scheme and **not** to a motor vehicle allowance under the terms of Regulation 57 of the Police Regulations. Car leasing schemes must be purely voluntary and authorised car users must be free to claim a motor vehicle allowance under Regulation 57 instead of entering a car leasing scheme if they wish. Authorised car users who express an interest in a car leasing scheme shall be given an opportunity to examine the terms of the agreement involved before entering a commitment. Participation in a car leasing scheme should not be a condition of particular jobs.

*Note: This agreement was not included in Police Regulations, but was legalised by the Police and Magistrates Courts Act.*

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### 14. DOG HANDLERS ALLOWANCE

#### 14.1 POLICE REGULATIONS: REGULATION 58

Entitlement	Regulation 58(1)
Rates	PNB Circular 01/16 (Advisory) Home Office Circular 39/2001
Allowance payable:	
- to an officer who keeps more than one dog	Amendment Regulations 2001
- during periods of annual leave	Regulation 58(3)

*Note: The present rates are set out in Annex 2.*

### 15. ALLOWANCE IN RESPECT OF MEDICAL CHARGES

#### 15.1 POLICE REGULATIONS: REGULATION 59

Entitlement to reimbursement	Regulation 59
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#### 15.2 HOME OFFICE CIRCULAR 104/1988: DENTAL CHARGES: PRIVATE TREATMENT

**15.2.1** Charges for dental treatment as a private patient in cases where it is difficult to obtain emergency or minor treatment under NHS arrangements should continue to be reimbursed up to the maximum limit of the charge which would have been payable had treatment been given under NHS arrangements. *[Independent Secretariat note: Such charges are only payable in respect of injuries incurred in the execution of duty.]*

#### 15.3 HOME OFFICE CIRCULAR 27/1988: PROVISION OF SPECTACLES FOR POLICE OFFICERS

**15.3.1** Police grant will continue to be paid, subject to audit, on expenditure incurred by police authorities in providing 'approved pattern' spectacles containing single vision or

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bifocal plastic lenses or in reimbursing expenditure, up to the costs of providing such spectacles, incurred by officers who choose to wear contact lenses.

**15.3.2** Police authorities and chief officers will, however, wish to note that there is no longer any entitlement under Regulation 59 of the Police Regulations to the reimbursement of optical charges incurred by officers who need to wear spectacles but who are not required to wear ‘approved pattern’ spectacles. Any change in those arrangements would be a matter for negotiation in the Police Negotiating Board.

**15.3.3** This guidance replaces that in Home Office Circulars 50/1967 and 217/1971 which are cancelled.

### **15.4 HOME OFFICE CIRCULAR 52/1989: PROVISION OF SPECTACLES FOR POLICE OFFICERS: OPTICAL CHARGES**

**15.4.1** Regulations made under the Health and Medicines Act 1988 have now withdrawn from most categories of patient, with effect from 1 April 1989, the entitlement to free eyesight tests under the NHS. As a consequence, most patients must pay privately for eyesight tests at the rate charged by their optician. Charges for eyesight tests are not covered by the terms of Regulation 59 of the Police Regulations and will not, therefore, be reimbursable to police officers.

## **16. PERSONAL INJURY COMPENSATION**

### **16.1 PNB CIRCULAR 94/11 (ADVISORY)**

**16.1.1** At the sole discretion of individual police authorities, schemes may be introduced to cover payments to police officers permanently disabled as a result of an injury received in the execution of duty, but where the injury is not so serious as to necessitate the ill-health retirement of the officer. The decision whether to introduce such a scheme of payment and if so the circumstances covered (which may include injuries incurred whilst travelling abroad on police business) and the levels of any payment will be matters for the sole discretion of the

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individual police authority. The Home Office has confirmed that the Police and Magistrates Courts Act will enable police authorities to make such payments and, if they so wish, to do so through an insurance arrangement.

### 17. LONDON ALLOWANCE

#### 17.1 POLICE REGULATIONS:

#### REGULATION 60

Entitlement and rate

Regulation 60

Modifications for part-time service

Schedule 1: paragraph 21

*Note: The present rate is set out in Annex 2.*

### 18. COMMUTED OVERTIME ALLOWANCES

#### 18.1 POLICE REGULATIONS:

#### REGULATION 61

Circumstances in which it may be paid

Regulation 61

Rate of allowance and conditions on which it is paid

to be subject to Secretary of State's approval

Regulation 61

Modifications for variable shift arrangements

Schedule 3: paragraph 9

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### **18.2 HOME OFFICE CIRCULAR 214/1967**

**18.2.1** Members of the uniform branch are entitled to compensation under Regulation 28 in respect of extensions to their working hours in the course of normal duty. Whenever it is practicable compensation should be granted under this Regulation. The only circumstances which appear to preclude compensation under Regulation 28 for overtime work by such members when they are engaged on specialist duties arise when it is unduly difficult to keep an accurate record of hours worked and/or the nature of the overtime is less exacting, on an hour by hour comparison, than the normal duties of members of the uniform branch. In these exceptional cases the Secretary of State is still prepared to consider authorisation of commuted overtime allowances. However, to assist in this consideration it will be necessary in future to have the following information in respect of each application:-

- the weekly average of the number of excess hours which have been worked over the last convenient period of 12 months in the performance of the duties in question;
- an assessment of the overall nature of the work performed (by reference to the normal duties of members of the uniform branch) both in the course of such overtime and in the course of normal hours of duty; and
- as a result of this assessment a statement of a proportion of the normal overtime rate (time plus a third) which has been used for calculation of the amount of the proposed allowance.

### **18.3 HOME OFFICE CIRCULAR 205/1975**

**18.3.1** Whenever practicable compensation should be made under normal overtime arrangements and approval sought for a commuted overtime allowance only where the circumstances were such that normal overtime arrangements became artificial or difficult to apply.

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### 19. UNDERMANNING ALLOWANCES

#### 19.1 POLICE REGULATIONS: **Regulation 65**

Continuation of payment to members of certain forces  
before 1 September 1978

Regulation 65

Rates

Regulation 65

Modifications for part-time service

Schedule 1: paragraph 22

*Note: The rates of these allowances are set out in Annex 2.*

### 20. ALLOWANCES FOR UNIVERSITY SCHOLARS

#### 20.1 POLICE REGULATIONS: **REGULATION 64 & SCHEDULES 1 & 5**

General

Regulation 64

Removal allowance

Schedule 5: paragraph 4

Modifications for part-time service

Schedule 1: paragraph 23

### 21. SUSPENSION OF PAYMENT OF ALLOWANCES

#### 21.1 POLICE REGULATIONS: **REGULATIONS 62 & 63 & SCHEDULE 1 & 7**

Power of chief officers to suspend allowances for officers

on sick or maternity leave

Regulation 62

Payment of allowances when:

- an officer is suspended from duty

Schedule 7: paragraph 2

- suspended officer returns to duty

Schedule 7: paragraph 3

Modification for part-time service

Schedule 1: paragraph 24

**SECTION E: HOUSING, UNIFORM AND EQUIPMENT**

<b>CONTENTS</b>	<b>PAGE</b>
1. Provision of House or Quarters	E3
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**SECTION E: HOUSING, UNIFORM AND EQUIPMENT**

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## SECTION E: HOUSING, UNIFORM AND EQUIPMENT

### 1. PROVISION OF HOUSE OR QUARTERS

#### 1.1 POLICE REGULATIONS: SCHEDULE 12 PART II - SAVINGS

Qualifying member previously provided with accommodation	Paragraph 4
Re-joining member previously provided with accommodation	Paragraph 6
Members provided with house or quarters	Paragraph 8

*Note: The following sections of the old Police Regulations 1987, and amendments, may still be relevant to officers who joined before 1 September 1994.*

#### 1.2 POLICE REGULATIONS: REGULATION 72

Entitlement to house or quarters rent free	Regulation 72(1)
Entitlement of officers to whom the provisions of Regulation 50 (supplementary rent allowance) apply	Regulation 72(1): proviso(a)
Officers on unpaid leave	Regulation 72(1): proviso(b)
Officers married to another member of the same police force	Regulation 72(2)

#### 1.3 POLICE COUNCIL CIRCULAR 13/74

**1.3.1** Police authorities are advised that it is not appropriate to charge a rental for garages associated with a provided house or quarters.

#### 1.4 HOME OFFICE CIRCULAR 24/1990

**1.4.1** The amendments to Regulation 72 mean that provided accommodation will no longer be occupied free of water rates.

## SECTION E: HOUSING, UNIFORM AND EQUIPMENT

### **1.5 PNB CIRCULAR 94/6 (ADVISORY): GUIDANCE ON HOUSING EMOLUMENTS - CONTINUED PAYMENT AFTER DEATH OF SERVING POLICE OFFICER**

**1.5.1** PNB Circular 93/1 (Advisory) recorded the agreement that when a police officer dies in service, his/her dependent spouse should continue to receive emoluments in respect of housing for the first 13 weeks following the officer's death. We have received enquiries as to whether this agreement extends to dependent spouses living in police provided accommodation. Our advice is that in these circumstances they should be allowed to continue their occupancy rent-free for the first 13 weeks following the officer's death.

## **2. ISSUE, OWNERSHIP AND REPLACEMENT OF UNIFORM AND EQUIPMENT**

### **2.1 POLICE REGULATIONS: REGULATIONS 66-69 AND SCHEDULE 11**

Issue to:	- constables and sergeants	Regulation 66(1) & Schedule 11
	- inspectors and above	Regulation 66(2)
Reissue		Regulation 67
Ownership		Regulations 68 & 69
Replacement		Regulation 69

### **2.2 HOME OFFICE CIRCULAR 172/73**

**2.2.1** It is understood that there is a liability to VAT on the value of any item which police authorities may authorise police officers to retain either with or without payment where the market value is £10 or more. Any difficulties which arise should be taken up with the appropriate VAT office of Customs and Excise.

## SECTION E: HOUSING, UNIFORM AND EQUIPMENT

### 2.3 PNB CIRCULAR 82/10

- 2.3.1 A torch with bulb and batteries is considered to be an item of equipment and as such is to be issued and maintained as required by police authorities.

**SECTION E: HOUSING, UNIFORM AND EQUIPMENT**

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## ANNEXES

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1. Pay Scales with Effect from 1 September 2001	An.3
2. Rates of Allowances and Other Payments	An.13
3. Refreshment, Subsistence and Lodging Allowance	An.15
4. Motor Vehicle Allowance	An.17
5. List of all PNB Circulars	An.19

**ANNEXES**

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## ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001

*Note: The following tables are based on PNB Circulars 2001/12, 2001/13 and 2001/15 issued following the 2001 pay agreements. The PNB Circulars were ratified by Home Office Circulars 38/2001 and 39/2001. The Home Secretary has a statutory obligation to issue a pay determination following promulgation of the Police (Amendment) Regulations 2000 and the consequent removal of Schedule 6 from the principal regulations.*

### CONSTABLES' PAY

Completed years of service in the rank	Annual salary with effect from 1 September 2000	Annual salary with effect from 1 September 2001
On commencing service	17,133	17,733
On completion of initial training period	19,170	19,842
2	20,304 (a)	21,015 (a)
3	20,841	21,570
4	21,567	22,323
5	22,257	23,037
6	22,983	23,787
7	23,649	24,477
8	24,246 (b)	25,095 (b)
9	24,246	25,095
10	25,035	25,911
11	25,035	25,911
12	25,953	26,862
13	25,953	26,862
14	27,114 (c)	28,062 (c)
Single performance payments		
	27,903 (d)	28,881 (d)
	28,692	29,697

## ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001

- (a) All officers move to this salary point on completion of two years' service as a constable, subject to satisfactory appraisal. Progression thereafter is also dependent on satisfactory appraisal.
- (b) From this point onwards officers appraised as outstanding will earn a one-off non-pensionable performance payment of £816. To retain this payment from year to year the officer must continue to deliver outstanding performance.
- (c) Maximum base salary. Officers reaching this point, who are appraised as outstanding, will earn a non-pensionable performance payment of £816. If the officer maintains the same performance level in the succeeding year, he or she will get an additional payment of £816 and the first payment will be consolidated. To retain the non-consolidated payment in subsequent years the officer will need to continue to deliver outstanding performance.
- (d) Potential maximum pensionable pay.

Payments linked to outstanding performance will be introduced **when the appraisal system has been developed.**

**ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001**

**SERGEANTS' PAY**

Completed years of service in the rank	Annual salary with effect from 1 September 2000 £	Annual salary with effect from 1 September 2001 £
0	26,169 (a)	27,084 (a)
1	27,114 (b)	28,062 (b)
2	28,059 (c)	29,040 (c)
3	29,013	30,027
4	29,637	30,675
5	30,522 (d)	31,590 (d)
Single performance payments		
	31,407 (e)	32,505 (e)
	32,292	33,423

- (a) Entry point for officers promoted with less than 12 years reckonable service as a constable. Progression to subsequent points dependent upon satisfactory annual appraisal.
- (b) Entry point for officers promoted with 12 or more (but less than 14) years' reckonable service as a constable. Progression to subsequent points dependent upon satisfactory annual appraisal.

In 1988 agreement (PNB Circular 88/18) was reached in PNB to rectify a pay anomaly, this was included in the Amendment Regulations 2001. The agreement stated that:

*“With effect from 1 September 1988, an officer on promotion, or at anytime during service in the new rank, who otherwise would have received the same rate of pay had he/she not been promoted will be paid at the next incremental point for the new rank held to ensure a financial gain from the promotion; and then remain on that incremental point until length of service in the new rank dictates movement to the next incremental point “.*

- (c) Entry point for officers promoted with 14 or more years' reckonable service as a constable and for officers who have consolidated point (f) on the constables' scale. Progression to subsequent points dependent upon satisfactory annual appraisal.

## ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001

- (d) Maximum base salary. Officers reaching this point, who are appraised as outstanding, will earn a non-pensionable performance payment of £915. If the officer maintains the same performance level in the succeeding year, he or she will get an additional payment of £915 and the first payment will be consolidated. To retain the non-consolidated payment in subsequent years the officer will need to continue to deliver outstanding performance.
  
- (e) Potential maximum pensionable pay.

Payments linked to outstanding performance will be introduced **when the appraisal system has been developed.**

**ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001**

**INSPECTORS' AND CHIEF INSPECTORS' PAY**

Completed years of service in the rank	Annual salary with effect from 1 September 2000 (London salaries in brackets)	Annual salary with effect from 1 September 2001 (London salaries in brackets)
0	33,849 (35,397)	35,034 (36,636)
1	34,845 (36,390)	36,066 (37,665)
2	35,841 (37,386)	37,095 (38,694)
3	36,834 (38,385) (a)	38,124 (39,729) (a)
4	37,830 (39,384) (b)	39,153 (40,761) (b)
	38,610 (40,164) (b)	39,960 (41,571) (b)
	39,393 (40,944) (b)	40,773 (42,378) (b)
Single performance payments		
	40,176 (41,724) (c)	41,583 (43,185) (c)
	40,878 (42,426) (d)	42,309 (43,911) (d)

Base salary is point 0 to 4 of the above scale. Progression to point 4 is subject to satisfactory annual appraisal. Regardless of any above average responsibility payments made to an officer at point 3, base salary will be increased to point 4 on satisfactory annual appraisal.

- (a) From this point an officer with above average responsibility will be appointed to the rank of chief inspector and will be awarded up to two extra increments. Subject to satisfactory appraisal these increments will be consolidated into pensionable pay and will be retained. Increments may be awarded on more than one occasion to reflect increasing responsibilities up to a maximum of £40,773 (42,378).
- (b) From these points an officer appraised as outstanding will receive a non-pensionable payment. If the officer remains on the same salary point and maintains the same performance in the succeeding year, he or she will receive a further payment and the first payment will be consolidated into pensionable pay. To retain the non-consolidated payment in subsequent years the officer will need to continue to deliver outstanding performance. The payments will be £810 except that those awarded a second, unconsolidated appraisal payment at £41,583 (43,185) will receive £726.

## ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001

- (c) Potential maximum pensionable pay including consolidated outstanding appraisal payments.
- (d) Potential maximum pay including non-consolidated, non-pensionable outstanding appraisal payment.

Payments linked to outstanding performance will be introduced **when the appraisal system has been developed.**

**ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001**

**SUPERINTENDENTS' PAY**

Pay point	Range 1 £	Range 2 £
1	£47,649	
2	£49,140	
3	£50,637	
4	£52,131	
5	£53,790	
6	£55,581	£55,581
7		£56,547
8		£57,786
9		£59,151

When the rank of Chief Superintendent is reintroduced, the following pay scales will become effective as set out in PNB Circular 01/9 (Advisory)

**Superintendent**

<u>Pay point</u>	<u>Salary p.a.</u>
1.	£47,649
2.	£49,140
3.	£50,637
4.	£52,962
5.	£55,581

**Chief Superintendent**

<u>Pay point</u>	<u>Salary p.a.</u>
1.	£56,547
2.	£58,185
3.	£59,823

Paragraph 6 of PNB Circular 01/9 (Advisory) set out the assimilation arrangements to the new pay scales for existing Superintendent Range 1 and existing Superintendent Range 2 promoted to the new Chief Superintendent rank. The following table replicates paragraph 6 but with the salaries updated.

**ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001**

*Existing structure*

*Assimilation Point*

**Current Salary p.a**

**New Salary p.a.**

**Superintendents Range 1**

**Superintendent**

£47,649	.....	£47,649
£49,140	.....	£49,140
£50,637	.....	£50,637
£52,131	.....	£52,962
£53,790	.....	£55,581
£55,581	.....	£55,581

**Superintendent Range 2 (promoted to ) Chief Superintendent**

£55,581	.....	£56,547
£56,547	.....	£56,547
£57,786	.....	£58,185
£59,151	.....	£59,823

**CHIEF OFFICER RANKS**

**ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001**

	Officers Appointed for a Fixed Term £pa	Officers Not Appointed for a Fixed Term £pa
Assistant Chief Constables	68,760 - 78,930	65,484 – 75,171
Designated deputies [ACC(D)]	80% of the basic salary of their chief or £78,930, whichever is higher	80% of the basic salary of their chief or £75,171, whichever is higher
Chief Constables by population band:		
- up to 500,000	82,407 - 94,245	78,480 – 89,754
- 500,001 - 1,000,000	86,622 – 101,865	82,500 – 97,014
- 1,000,001- 2,000,000	94,245 - 109,482	89,754 – 104,268
- More than 2,000,000	104,295 - 117,699	99,438 – 112,224
Chief Constables of Greater Manchester, Strathclyde and West Midlands	108,066 – 121,962	103,044 – 116,286
RUC Chief Constable	122,556 – 131,718	116,559 - 125,283
Metropolitan Police: Commander	68,760 – 78,930	
Assistant Commissioner	109,482 – 122,556	65,484 – 75,171
Deputy Commissioner	128,793 – 138,423	–
Commissioner	158,544 – 170,400	–
City of London Commissioner	94,245 – 109,482	89,754 – 104,268
City of London Assistant Commissioner	80% of the basic salary of the commissioner or £78,930, whichever is higher	80% of the basic salary of the commissioner or £75,171, whichever is higher

**ANNEX 1: PAY SCALES EFFECTIVE FROM 1 SEPTEMBER 2001**

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## ANNEX 2: RATES OF ALLOWANCES AND OTHER PAYMENTS

At the time of publication, the following rates were applicable for allowances and other payments:

1. **LONDON WEIGHTING** (PNB Circular 01/16(Advisory) and Home Office Circular 39/2001) £1,773 per annum
  
2. **LONDON ALLOWANCE** (Regulation 60) £1,011 per annum  
  
 Officers appointed on or after 1 September 1994 and not in receipt of housing allowance £4,338 per annum  
 (Home Office Circular 24/2000 and Police Amendment Regulations 2001)
  
3. **BEDFORDSHIRE, ESSEX, HAMPSHIRE, HERTFORDSHIRE, KENT, SURREY, SUSSEX AND THAMES VALLEY ALLOWANCE** (PNB Circular 2001/4 (Advisory) and Police Amendment Regulations 2001)  
  
 For officers and rejoiners appointed on or after 1 September 1994 and not in receipt of housing allowance  
  
 Essex, Hertfordshire, Kent, Surrey and Thames Valley £2,000 per annum  
  
 Bedfordshire, Hampshire and Sussex £1,000 per annum
  
4. **ALLOWANCE FOR OFFICERS IN HERTFORDSHIRE, KENT AND SURREY IN RECEIPT OF HALF RATE HOUSING ALLOWANCE OR FLAT RATE TRANSITIONAL RENT ALLOWANCE** (PNB Circular 01/ 21 (Advisory) and Home Office Circular 39/2001)  
  
 For officers appointed prior to 1 September 1994 in receipt of half rate housing allowance or flat rate transitional rent allowance up to maximum of £2,000 per annum
  
5. **ALLOWANCE FOR OFFICERS IN THE METROPOLITAN POLICE SERVICE AND CITY OF LONDON POLICE** (PNB Circular 01/3 Advisory) Home Office Circular 14/2001)  
  
 For officers appointed prior to 1 September 1994 in receipt of half rate housing allowance or flat rate transitional rent allowance up to maximum of £1,000 per annum

## ANNEX 2: RATES OF ALLOWANCES AND OTHER PAYMENTS

**6. DETECTIVE EXPENSES ALLOWANCE**

(Regulations 54(2) and (3) and Police Amendment Regulations 2001)

Actual expenses to be reimbursed (Home Office Circular 25/2000)

**7. DOG HANDLERS ALLOWANCE**

(PNB Circular 01/16 & Home Office Circular 39/2001)

All ranks	£1,659 per annum
(In addition 25% of allowance paid in respect of each additional police dog) [Police Amendment Regulations 2001]	

**8. GRATUITY FOR SEARCHING OR FINGERPRINTING A DEAD BODY**

(PNB Circular 95/4)

Where the body is searched and fingerprints are taken by the same officer on the same occasion	£25.88
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Where the tasks of searching and fingerprinting are necessarily performed by different officers, or by the same officer on different occasions	£17.28
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**9. INCIDENTAL EXPENSES AT RESIDENTIAL TRAINING COURSES**

(PNB Circular 02/ 7)

Per night	£4.20
Maximum per week	£16.83*

\*except where an officer has to attend for a week's course of training on the preceding

Sunday night and will thus be in attendance for five nights.

**10. PLAIN CLOTHES ALLOWANCE** (PNB Circular 94/19)

Annual rate	£258
Hourly rate	12.9p

**11. REMOVAL ALLOWANCE** (PNB Circular 02/6 (Advisory))

Maximum	£1,608
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**12. UNDERMANNING ALLOWANCE** (Regulation 65)

Constables and sergeants	£72 per annum
Inspectors or Chief Inspectors	£50 per annum

## ANNEX 3: REFRESHMENT, SUBSISTENCE AND LODGING ALLOWANCE

The rates of refreshment, subsistence and lodging allowance from 1 April 2002 are as follows (PNB Circular 02/5)

	Superintendents	Federated ranks
<b>REFRESHMENT ALLOWANCE</b>		
(i) For one meal	£6.69	£6.24
(ii) For two meals	£9.78	£8.73

### SUBSISTENCE ALLOWANCE

Period of retention or engagement on duty –

(i) Over 5 hours but not exceeding 8 hours	£9.78	£8.73
(ii) Over 8 hours but not exceeding 12 hours	£14.07	£12.66
(iii) Over 12 hours but not exceeding 24 hours	£24.12	£20.85

(iv) Over 24 hours - at the rate under (iii) above for each complete period of 24 hours' retention or engagement, together with whichever is the appropriate amount under the preceding provisions of this table for any excess over the aggregate of each complete period.

### LODGING ALLOWANCE

For each night –

Outside central London *	£52.23	£46.02
Within central London *	£65.34	£57.54

- Defined in PNB Circular 88/5 as meaning the area within a radius of 5 miles from Charing Cross (statue of King Charles I).

**ANNEX 3: REFRESHMENT, SUBSISTENCE AND LODGING ALLOWANCE**

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## ANNEX 4: MOTOR VEHICLE ALLOWANCES

The rates of motor vehicle allowance from 1 April 2002 are as follows (PNB Circular 02/8)

Type of use	451- 999 cc	1000- 1199 cc	1200- 1450 cc
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### ESSENTIAL USERS

Lump sum per annum	£657	£735	£945
Per mile - first 8,500 miles	28.1p	31.2p	38.3p
Per mile - after 8,500 miles	10.1p	11.1p	12.4p
Petrol element	6.631p	7.073p	7.763p
Amount of VAT per mile in petrol element	0.988p	1.053p	1.156p

### CASUAL USERS

Per mile - first 8,500 miles	35.8p	39.9p	49.4p
Per mile - after 8,500 miles	10.1p	11.1p	12.4p
Petrol element	6.631p	7.073p	7.763p
Amount of VAT per mile in petrol element	0.988p	1.053p	1.156p

**ANNEX 4: MOTOR VEHICLE ALLOWANCES**

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## ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS

*Note: This is a full list of PNB Circulars dating back to 1979. Circulars or the parts of circulars which are no longer current are shown in italics*

YEAR /NUMBER	SUBJECT/S
2002/1	Amendment to PNB Constitution
2002/2	Electronic version of PNB Circulars
2002/3 (Advisory)	Change to chief officers' pensions
2002/4 (Advisory)	Extension of part time working to all ranks & pro rata payment of South East Allowance
2002/5	Refreshment, subsistence and lodging allowances
2002/6 (Advisory)	Removal allowance - incidental expenditure
2002/7	Incidental expenses allowance for those attending residential training courses
2002/8	Motor vehicle allowances
2002/9 (Advisory)	Police pay and conditions
2001/1 (Advisory)	Pay of Deputy Commissioner and Assistant Commissioners in the Metropolitan Police
2001/2 (Advisory)	Application of the Working Time Regulations 1998, as amended by the Working Time Amendment Regulations 1999
2001/3 (Advisory)	Metropolitan Police Service and City of London Police allowance for officers in receipt of half rate housing allowance or flat rate transitional rent allowance.
2001/4 (Advisory)	Bedfordshire, Essex, Hampshire, Hertfordshire, Kent, Surrey, Sussex and Thames Valley allowance
<i>2001/5 (Advisory)</i>	<i>Removal allowance -incidental expenditure</i>
<i>2001/6</i>	<i>Incidental expenses allowance for those attending residential training courses</i>
<i>2001/7</i>	<i>Refreshment, subsistence and lodging allowances</i>
<i>2001/8</i>	<i>Motor vehicle allowances</i>
2001/9 (Advisory)	Pay of officers of superintending ranks following the proposed re-introduction of the chief superintendent rank.
2001/10 (Advisory)	Compensation for officers recalled from annual leave
2001/11	PNB annual report
2001/12 (Advisory)	Pay of federated ranks, temporary non-pensionable supplement for inspectors and chief inspectors in the RUC
2001/13 (Advisory)	Pay of superintending ranks
2001/14 (Advisory)	Commissioner's pay
2001/15 (Advisory)	Pay of chief officer ranks

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
2001/16 (Advisory)	London weighting, RUC allowance and dog handlers allowance
2001/17 (Advisory)	Cadets pay
2001/18 (Advisory)	Queens jubilee
2001/19	Revised PNB constitution
2001/20	Police Arbitration Tribunal decision on Staff Side claim for a new regional allowance
2001/21 (Advisory)	Allowance for officers in Hertfordshire, Kent & Surrey in receipt of half rate housing allowance or flat rate transitional rent allowance
2001/22 (Advisory)	Maternity, maternity support, parental and adoption leave and time off for dependants
2001/23	Guidance on allocation of “additional” public holidays in Scotland
2001/24	Reintroduction of ranks of chief superintendent, deputy assistant commissioner and deputy chief constable
2001/25	Leave arrangements for NCIS officers serving overseas
2000/1 (Advisory)	New Chair and deputy Chair
2000/2 (Advisory)	Pay for officers of superintending rank – PAT decision
2000/3 (Advisory)	<i>London Weighting for cadets in the Metropolitan and City of London forces</i>
2000/4 (Advisory)	<i>Removal allowance -incidental expenditure</i>
2000/5	<i>Incidental expenses allowance for those attending residential training courses</i>
2000/6	<i>Refreshment, subsistence and lodging allowances</i>
2000/7	<i>Motor vehicle allowances</i>
2000/8 (Advisory)	Changes to conditions of service – PAT decision
2000/9 (Advisory)	London Weighting and London Allowance – PAT decision
2000/10 (Advisory)	<i>Pay of federated ranks, RUC allowance, temporary non-pensionable supplement for inspectors and chief inspectors in the RUC and dog handlers allowance</i>
2000/11 (Advisory)	<i>Pay of superintending ranks</i>
2000/12 (Advisory)	<i>Pay of chief officer ranks</i>
2000/13 (Advisory)	<i>London weighting</i>
2000/14 (Advisory)	Back pay for officers who worked part-time between 1/7/92 and 31/8/98.
2000/15 (Advisory)	Officers transferring from BTP to home department forces - effective date
2000/16 (Advisory)	Career break scheme

## ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS

YEAR /NUMBER	SUBJECT/S
2000/17	<i>Guide to negotiable conditions of service of police officers</i>
1999/1 (Advisory)	<i>Pay for officers of superintending rank – PAT decision</i>
1999/2 (Advisory)	Remuneration (a) in specific circumstances for assistant chief constables (designate) covering for a chief constable and (b) for assistant chief constables nominated as the designated deputy
1999/3 Amended	<i>Incidental expenses allowance for those attending residential training courses</i>
1999/4 (Advisory)	<i>Removal allowance -incidental expenditure</i>
1999/5 (Advisory)	<i>Millennium bank holiday</i>
1999/6	<i>Refreshment, subsistence and lodging allowances</i>
1999/7	<i>Motor vehicle allowances</i>
1999/8 (Advisory)	<i>Cadet's pay. Pay of federated ranks, RUC allowance, temporary non-pensionable supplement for inspectors and chief inspectors in the RUC</i>
1999/9 (Advisory)	<i>Pay of chief officer ranks</i>
1999/10 (Advisory)	<i>London weighting</i>
1999/11 (Advisory)	<i>Public holidays: Christmas 1999 and New Year 2000</i>
1999/12 (Advisory)	<i>Guide to negotiable conditions of service of police officers</i>
1998/1 (Advisory)	<i>Guide to negotiable conditions of service</i>
1998/2	<i>Refreshment, subsistence and lodging allowances</i>
1998/3	<i>Motor vehicle allowances</i>
1998/4 (Advisory)	<i>Removal allowance -incidental expenditure</i>
1998/5	<i>Incidental expenses allowance for those attending residential training courses</i>
1998/6 (Advisory)	Treatment of police officers transferring from the British Transport Police to Home Department Forces
1998/7 (Advisory)	<i>Pay of federated ranks</i>
1998/8 (Advisory)	<i>Pay of chief officers</i>
1998/9	<i>PNB: amended constitution</i>
1998/10	Pay arrangements for chief inspectors acting up in superintendent posts
1998/11 (Advisory)	<i>Public holidays 1998/99</i>
1998/12 (Advisory)	Part-time working and job-sharing
1998/13 (Advisory)	Part-time working and job-sharing

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1997/1 (Advisory)	Pay for officers of superintending rank
1997/2 (Advisory)	Pay and conditions of service of chief officer ranks
1997/3	Refreshment, subsistence and lodging allowances – change in reference date
1997/4	<i>Incidental expenses allowance for those attending residential training courses</i>
1997/5 (Advisory)	<i>Removal allowance -incidental expenditure</i>
1997/6	<i>Motor vehicle allowances</i>
1997/7 (Advisory)	Relocation of officers – house sale and purchase
1997/8 (Advisory)	Relocation of officers – house sale and purchase
1997/9 (Advisory)	<i>RUC allowance for superintendents</i> <i>Pay for officers of superintending ranks</i>
1997/10 (Advisory)	<i>Pay of chief officer ranks</i>
1997/11 (Advisory)	Delegation of power to extend sick pay in the Metropolitan Police – PAT decision
1997/12 (Advisory)	Relocation of officers - house sale and purchase
1997/13	<i>PNB : amended constitution</i>
1997/14	<i>London Weighting including cadets</i>
1996/1 (Advisory)	Appraisal related pay for chief officer ranks
1996/2 (Advisory)	<i>Removal allowance - incidental expenditure and London Weighting</i>
1996/3	<i>Motor vehicle and incidental expenses allowance for those attending residential training courses</i>
1996/4 (Advisory)	Cancellation of ill health and injury pensions, receipt of half pay or no pay during sickness absence, injury pensions officers with between 23 years 110 days and 25 years' service who are 25% or less disabled and short term auxiliaries in the RUC.
1996/5	<i>Refreshment, subsistence and lodging allowances</i>
1996/6 (Advisory)	<i>Starting rate for constables – ( replaced by 96/7)</i>
1996/7 (Advisory)	Starting rates for constables – PAT decision
1996/8 (Advisory)	<i>Federated ranks pay</i>
1996/9 (Advisory)	<i>RUC allowance for superintendents</i>
1996/10 (Advisory)	<i>Federated ranks pay</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1995/1 (Advisory)	Officers who are required to attend court outside their own force area and are consequently absent from home overnight
<i>1995/2 (Advisory)</i>	<i>Pay &amp; conditions of service of chief officers (replaced by 97/2)</i>
<i>1995/3 (Advisory)</i>	<i>London Weighting including cadets</i>
1995/4	Gratuity for searching and fingerprinting a dead body
<i>1995/5 (Advisory)</i>	<i>Removal allowance - incidental expenditure</i>
<i>1995/6</i>	<i>Incidental expenses allowance for those attending residential training courses</i>
1995/7 (Advisory)	Overtime, rest day and public holiday working for sergeants acting as inspectors
1995/8	Officers held in reserve away from their normal place of duty
<i>1995/9</i>	<i>Refreshment, subsistence and lodging allowances</i>
<i>1995/10</i>	<i>Motor vehicle allowances</i>
<i>1995/11 (Advisory)</i>	<i>Pay of federated ranks</i>
<i>1995/12 (Advisory)</i>	<i>Pay for officers of superintending rank; RUC allowance; temporary holders of posts; and temporary chief superintendents on central service</i>
<i>1995/13 (Advisory)</i>	<i>Relocation of officers (cancelled, replaced by 97/12)</i>
<i>1995/14 (Advisory)</i>	<i>Pay of chief officers</i>
1995/15 (Advisory)	Occupational maternity scheme
1994/1 (Advisory)	Pay structure for federated ranks
1994/2 (Advisory)	Pay structure for inspectors
1994/3 (Advisory)	Superintendents' pay - uprating mechanism and removal of detective duty allowance for superintendents
1994/4 (Advisory)	Chief officers' pay – general pay adjustments
<i>1994/5 (Advisory)</i>	<i>Removal allowance - incidental expenditure</i>
1994/6 (Advisory)	Guidance on housing emoluments – continued payment after death of serving police officer
1994/7 (Advisory)	Inspectors pay
<i>1994/8</i>	<i>Incidental expenses allowance for those attending residential training courses</i>
<i>1994/9</i>	<i>Refreshment, subsistence and lodging allowances</i>
1994/10 (Advisory)	Temporary non-pensionable supplement for Inspectors and Chief Inspectors in the RUC
1994/11 (Advisory)	Personal injury compensation

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
<i>1994/12 (Advisory)</i>	<i>Pay of superintendents</i>
<i>1994/13 (Advisory)</i>	<i>Pay of federated ranks</i>
<i>1994/14 (Advisory)</i>	<i>Pay of chief officers</i>
<i>1994/15</i>	<i>Motor vehicle allowances</i>
<i>1994/16 (Advisory)</i>	<i>Federated ranks' pay - constables completing initial training and inspectors with above average responsibilities</i>
<i>1994/17 (Advisory)</i>	<i>New conditions of working for inspectors and chief inspectors</i>
<i>1994/18 (Advisory)</i>	<i>OME change of address</i>
<i>1994/19</i>	<i>Plain clothes allowance</i>
<i>1994/20 (Advisory)</i>	<i>Superintendents' guidance</i>
<i>1994/21 (Advisory)</i>	<i>Chief Constables' pay addendum</i>
<i>1994/22 (Advisory)</i>	<i>Public holidays 1994/95</i>
<i>1994/23 (Advisory)</i>	<i>Guidance on superintending ranks' pay – superseded by 95/12</i>
<i>1993/1 (Advisory)</i>	<i>Housing emoluments - continued payment after death of serving police officer; and removal allowance - reimbursement of payments in connection with the former home following the move</i>
<i>1993/2 (Advisory)</i>	<i>Paternity leave</i>
<i>1993/3</i>	<i>Reimbursement of travel costs for returning home at weekends while attending residential training courses</i>
<i>1993/4</i>	<i>Incidental expenses allowance for those attending residential training courses</i>
<i>1993/5 (Advisory)</i>	<i>Removal allowance -incidental expenditure</i>
<i>1993/6</i>	<i>Foreign language allowance</i>
<i>1993/7 (Advisory)</i>	<i>Pay of chief officer, federated and superintending ranks, RUC allowance, dog handlers allowance, and cadet's pay.</i>
<i>1993/8</i>	<i>Allowances - refreshment, subsistence, lodging and plain clothes</i>
<i>1993/9 (Advisory)</i>	<i>Guidance on ACCs required to perform the duties of deputy chief constables - arrangements for compensation</i>
<i>1993/10 (Advisory)</i>	<i>Alternative shift systems - re-rostering of duties at more than 28 days' notice; time for refreshment; overtime; and temporary salary for police officers working alternative shift systems.</i>
<i>1993/11</i>	<i>New motor vehicle allowance scheme</i>
<i>1993/12 (Advisory)</i>	<i>Guidance on re-rostering of rest days</i>
<i>1993/13 (Advisory)</i>	<i>London Weighting including cadets</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1992/1 (Advisory)	Experiment in part-time working
1992/2	Foreign language
1992/3	Part-timers required to work on a day not scheduled for duty or recalled between two rostered tours of duty on days scheduled for duty
1992/4 (Advisory)	Equalisation of male and female pension and injury benefits and contributions and the provision of a lump sum death in service benefit for all officers
1992/5	<i>Motor vehicle allowances and incidental expenses allowance for those attending residential training courses</i>
1992/6 (Advisory)	<i>Removal allowance – incidental expenditure</i>
1992/7 (Advisory)	Alternative shift systems and leave arrangements
1992/8	<i>Guide to negotiable conditions</i>
1992/9	<i>Refreshment, subsistence and lodging allowances</i>
1992/10	<i>Plain clothes allowance</i>
1992/11 (Advisory)	<i>Pay for federated ranks, superintendents, RUC and dog handlers allowance</i>
1992/12 (Advisory)	Minimum retirement age parity and the introduction of fixed-term contracts for chief officer ranks, <i>Pay including RUC allowance</i>
1991/1 (Advisory)	Warned to be in readiness for duty.
1991/2 (Advisory)	<i>Motor vehicle allowances and incidental expenses allowance for those attending residential training courses</i>
1991/3 (Advisory)	<i>Motor vehicle allowances and incidental expenses allowance for those attending residential training courses</i>
1991/4 (Advisory)	Removal allowance
1991/5 (Advisory)	Advances of pay
1991/6	Gratuity for Searching Badly Decomposed Bodies
1991/7	<i>Motor vehicle allowances</i>
1991/8	<i>Refreshment, subsistence and lodging allowances</i>
1991/9	<i>New rate for the payment made to officers obliged to reside away from home as a consequence of undertaking enquiries outside their force</i>
1991/10 (Advisory)	<i>Pay for federated ranks, superintendents, RUC and dog handlers allowance</i>
1991/11	<i>Chief Officers' pay including RUC allowance</i>
1991/12 (Advisory)	<i>London Weighting including cadets</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1991/13	<i>Plain clothes allowance</i>
1991/14	<i>Cadets' salaries</i>
1990/1 (Advisory)	<i>Police cadets</i>
1990/2	<i>Motor vehicle allowances and incidental expenses allowance for those attending residential training courses</i>
1990/3 (Advisory)	Car leasing schemes
1990/4 (Advisory)	Reimbursement of National Health Service charges (PAT decision)
1990/5	<i>Out of force enquiries</i>
1990/6	<i>Plain clothes allowance</i>
1990/7 (Advisory)	Temporary salary <i>Pay of all ranks including pay, and board and lodging charges, for police cadets, RUC allowance, dog handlers allowance</i>
1990/8	<i>Refreshment, subsistence and lodging allowances</i>
1990/9	Payment of incidental out-of-pocket expenses allowances to probationers during residential training
1990/10	<i>Motor vehicle allowances</i>
1990/11	<i>Motor vehicle allowances</i>
1990/12 (Advisory)	London Weighting including cadets
1989/1 + addendums	Additional Voluntary Contribution (AVC) facility for the police pension scheme; and disposal of savings arising from Retail Price Index error
1989/2 (Advisory)	Provision of first class rail travel for Chief Police Officers
1989/3	<i>Motor vehicle allowances</i>
1989/4 (Advisory)	Detective expenses allowance for federated ranks
1989/5 (Advisory)	Scottish Police Officers - rent allowance and compensatory grant.
1989/6	<i>Language allowance - application</i>
1989/7 (Advisory)	<i>Pay restructuring for senior posts in the Metropolitan Police and the RUC</i>
1989/8	<i>Refreshment, subsistence and lodging allowances</i>
1989/9 A revised	<i>Pay for chief police officers and below, RUC allowance for chief police officers and below, dog handlers allowance</i>
1989/10 (Advisory)	Detective expenses allowance for superintending ranks
1989/11	<i>Plain clothes allowance</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1989/12 (Advisory)	Advancing the start of duty from the rostered time
<i>1989/13 (Advisory)</i>	<i>London Weighting</i>
1989/14 (Advisory)	Replacement of rent allowance
1988/1	Motor vehicle allowance paid to married and unmarried officers of the regional crime squad
<i>1988/2 (Advisory)</i>	Refreshment, subsistence and lodging allowances
<i>1988/3</i>	<i>Language allowance</i>
1988/4 (Advisory)	Changes to the police pension scheme required by the implementation of the Social Security Act 1986.
1988/5 (Advisory)	Subsistence, refreshment and lodging allowance - application
<i>1988/6</i>	<i>Motor vehicle allowances</i>
1988/7	Procedures for use in cases of local disputes
1988/8	Application of essential and casual user rates of motor vehicle allowances
1988/9	Definition of the term held in reserve
<i>1988/10</i>	<i>Incidental expenses allowance for those attending residential training courses</i>
<i>1988/11 (Advisory)</i>	<i>London Weighting</i>
<i>1988/12 (Advisory) + Addendum</i>	<i>Advancing the start of duty from the rostered time (superseded by 89/12)</i>
<i>1988/13</i>	<i>Refreshment, subsistence and lodging allowances</i>
<i>1988/14 (Advisory) (Revised)</i>	<i>Pay for chief superintendents and below, RUC allowance for chief superintendents and below, dog handlers allowance, police cadets in London</i>
<i>1988/15</i>	<i>Amended PNB constitution</i>
1988/16	Reinstatement of police widows pensions
1988/17 (Advisory)	Pay for chief police officers <i>RUC allowance for chief police officers</i>
1988/18 (Advisory)	Pay for newly promoted officers in the federated ranks
<i>1988/19 (Advisory)</i>	<i>London weighting and Police cadets: pay and board and lodging charges</i>
<i>1988/20</i>	<i>Language allowance</i>
<i>1988/21</i>	<i>Officers residing away from home as a consequence of undertaking inquiries outside their force</i>
1988/22 (Advisory)	First class rail travel for superintending ranks

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1987/1	RUC allowance for chief police officers
1987/2 (Advisory)	<i>Pay for chief officers</i>
1987/3 (Advisory)	<i>London Weighting and cadets</i>
1987/4	<i>Incidental expenses allowance for those attending residential training courses</i>
1987/5	<i>Motor vehicle allowances</i>
1987/6 (Advisory)	<i>Revised rate of supplementary rent allowance, revised provisions for subsistence, refreshment and lodging allowances, appeals procedure for unsuccessful applications by divorced or separated officers for additional rent allowance payments</i>
1987/7 (Advisory)	Revised arrangements for Christmas/New Year public holiday leave, <i>Removal allowance - extension of time limit and new rates for police cadets' travel allowance.</i>
1987/8	Appeals procedure for unsuccessful applications by divorced or separated officers for additional rent allowance payments
1987/9	<i>Refreshment, subsistence and lodging allowances</i>
1987/10 (Advisory)	<i>Pay for chief police officers and below, RUC allowance, dog handlers allowance</i>
1987/11 (Advisory)	Compensation payable for work on a rest day or public holiday
1987/12	Implementing the Statutory Maternity Pay Provisions of the Social Security Act 1987 <i>plain clothes allowance</i>
1986/1	<i>Out of force inquiries – residence away from home</i>
1986/2	Reinstatement of cancelled public holiday leave
1986/3	Gratuity for searching dead bodies - application
1986/4	<i>Motor vehicle allowances</i>
1986/5	<i>Incidental expenses allowance for those attending residential training courses</i>
1986/6	<i>Refreshment, subsistence and lodging allowances</i>
1986/7 (Advisory)	Annual leave
1986/8	<i>Motor vehicle allowances</i>
1986/9	Changes to rostered duties
1986/10 (Advisory)	Timing of paid maternity leave, counting of unpaid maternity leave for reckonable pensionable service, non-pensionability of other unpaid special leave

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
1986/11 (Advisory)	Preserved rate pensions of widows of police officers who retired from the service before 1 April 1956
<i>1986/12 (Advisory)</i>	<i>Pay for chief superintendents and below including cadets, RUC allowance, dog handlers allowance</i>
1986/13	Amendment to PNB Constitution - appointment of reserve members to the Police Arbitration Tribunal
<i>1986/14</i>	<i>Language allowance</i>
1986/15	Officers held in reserve away from their normal place of duty, and on the method of determining payments for travelling time
<i>1985/1 (Advisory)</i>	Rates for bicycle and typewriter allowances
<i>1985/2</i>	<i>Incidental expenses allowance for those attending residential training courses</i>
<i>1985/3 (Advisory)</i>	Rates of pay for chief police officers
1985/4 (Advisory)	Plain clothes allowance – application
<i>1985/5</i>	<i>Refreshment, subsistence and lodging allowances</i>
1985/6 (Advisory) (Rev)	Compensation for recall from annual leave
<i>1985/7</i>	<i>Motor vehicle allowances</i>
1985/8 (Advisory)	Pensionable supplement for members of superintending ranks in post in London on 1 September 1985  Public holidays and monthly leave days (time off in lieu) for superintending ranks
1985/9	Reinstatement of cancelled rest days
<i>1985/10</i>	<i>Motor vehicle allowances</i>
<i>1985/11</i>	RUC allowance for chief police officers
<i>1985/12 (Advisory)</i>	<i>Pay for chief officers</i>
<i>1985/13 (Advisory)</i>	London Weighting and police cadets
<i>1984/1 Revised</i>	<i>Motor vehicle allowances</i>
<i>1984/2</i>	<i>PNB amended constitution</i>
1984/3 (Advisory)	Cadets Boot Allowance (cessation)
<i>1984/4</i>	<i>Gratuity for searching badly decomposed corpses</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
	<i>Allowances - out of pocket expenses when attending a residential training course, subsistence, refreshment and lodging, and language</i>
<i>1984/5 (Advisory)</i>	<i>Superintending ranks - pay, RUC Allowance, and annual leave</i>
<i>1984/6 (Advisory)</i>	<i>Pay and board and lodging allowances for police cadets</i>
<i>1984/7</i>	<i>RUC allowance for chief police officers</i>
<i>1984/8 (Advisory)</i>	<i>Pay for chief inspectors and below, RUC and dog handlers allowance</i>
<i>1984/9 (Advisory)</i>	<i>Working on a rostered rest day and on a public holiday, rostering of duties, normal daily period of duty, casual overtime, definition of day</i>
<i>1984/10 (Advisory)</i>	<i>Calculation and payment of child's allowance and retirement of ACPO ranks</i>
<i>1984/11</i>	<i>Rates of allowances – women's stockings, language, and motor vehicle.</i>
<i>1983/1</i>	<i>Place of duty change - home to duty travel expenses Incidental expenses allowance for those on residential training courses</i>
<i>1983/2 (Advisory)</i>	<i>Motor Vehicle Allowances</i>
<i>1983/3</i>	<i>Instructors allowance Plain clothes, refreshment, subsistence and lodging allowances</i>
<i>1983/4</i>	<i>Consolidated document of live agreements and advice of the Police Council &amp; the PNB</i>
<i>1983/5 (Advisory)</i>	<i>Pay for superintendents, chief inspectors and below including cadets RUC and dog handlers allowance</i>
<i>1983/6 (Advisory)</i>	<i>PNB Constitution</i>
<i>1983/7 (Advisory)</i>	<i>Extension of the scope of the adult dependent relative's special pension</i>
<i>1983/8 (Advisory)</i>	<i>Pay for chief police officers and for the proposed rank of senior assistant chief constable in the RUC</i>
<i>1983/9 (Advisory) Revised</i>	<i>Increases to annual leave entitlement, London Weighting and cadets</i>
<i>1983/10</i>	<i>Officers held in reserve away from their normal place of duty</i>
<i>1983/11</i>	<i>Motor vehicle allowances</i>
<i>1982/1</i>	<i>Police Cadets: pay and board and lodging charges, London Weighting</i>
<i>1982/2</i>	<i>Award to relative or estate in respect of a member who dies whilst entitled to a deferred pension before the pension has been brought into payment Members who become disabled after retiring following completion of at least 25 years' pensionable service but before an ordinary pension comes into payment</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
	Police cadet injury awards
1982/3	<i>Reimbursement of travel costs for returning home at weekends while attending residential courses,</i> Allowances - removal, subsistence, refreshment and lodging
1982/4	New arrangements for sickness certification
1982/5	Payment when temporarily performing the duties of a higher rank.
1982/6	<i>Consolidated document of live agreements and advice of the Police Council &amp; the PNB</i>
1982/7	Police cadets - sickness certification, <i>Pay for federated ranks, dog handlers allowance</i>
1982/8	<i>Pay for officers of superintending rank</i>
1982/9	Cessation of RUC Allowance for chief constable & deputy <i>Pay for chief police officers</i>
1982/10	Provision of torches
1982/11	Pensions - limitation of child's award, personal injury compensation, introduction of the Statutory Sick Pay provisions of the Social Security and Housing Benefits Act 1982
1981/1	<i>Pay of police cadets and the annual board and lodging charge Allowances - women's stockings, typewriter, language</i>
1981/2	Changes to the arrangements for carrying over annual leave <i>Refreshment, subsistence and lodging allowance, plain clothes and incidental expenses allowance for those on residential training courses</i>
1981/3	Changes to the arrangements for carrying over of annual leave – superintendents
1981/4	Pay scales for ACPO ranks, London Allowance and RUC Allowance
1981/5	Motor vehicle allowances
1981/6	Arrangements for payment of temporary duty allowance <i>Revision to the 'Metropolitan System' for calculating rent allowances</i>
1980/1	Motor vehicle allowances
1980/2	Motor Mileage Year - definition <i>Supplementary Rent Allowance, Bicycle Allowance, Removal Allowance, Rent Allowance, Reimbursement of Charges for emptying cesspits</i>

**ANNEX 5: NUMERICAL LIST OF ALL PNB CIRCULARS**

<b>YEAR /NUMBER</b>	<b>SUBJECT/S</b>
<i>1980/3</i>	<i>Motor vehicle allowances</i>
<i>1980/4</i>	<i>Carry over of annual leave</i>
<i>1980/5</i>	<i>Refreshment, subsistence and lodging allowances</i>
<i>1980/6</i>	<i>Motor vehicle allowances</i>
<i>1980/7</i>	<i>London Allowance, RUC Allowance, pay for superintendents, rate of pay - promotion from chief inspector to superintendent, pay for chief inspectors and below, dog handlers allowance</i>
<i>1980/8</i>	<i>London Weighting</i>
<i>1979/1</i>	<i>Pay scales – federated ranks &amp; superintendents</i>
<i>1979/2</i>	<i>Pay scales – chief officers</i>
<i>1979/3</i>	<i>Refreshment, subsistence and lodging allowances</i>
<i>1979/4</i>	<i>Rates of pay for 22 year olds who join leave then rejoin Pay of police cadets</i>

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