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Employers' Secretary, Sarah Messenger

POLICE STAFF COUNCIL Employers' Side

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- To: Clerks to Police Authorities (copy enclosed for Treasurer)
(England and Wales excluding Metropolitan Police)**
- Chief Constables (copy enclosed for Force Personnel Manager)
(England and Wales excluding Metropolitan Police)**
- Metropolitan Police and Forces in Scotland (for information only)**
- c.c. PSC Employer Side Members**
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9 August 2005

CIRCULAR EMP/1/05

Employers' Side submission to the PSC Pay and Rewards Working Party

Dear Sir/Madam

1. Please find attached a copy of the Employers' Side submission to the PSC Pay and Rewards Working Party, which has now been formally presented to the Staff Side. Please note that the Trade Union Side will be circulating this document to their local representatives and you may wish to ensure that your local union representatives have received a copy, before entering into any discussions with them about its' contents.
2. This submission was prepared following input from all the bodies represented on the PSC Employers' Side including the APA, ACPO and the Home Office. It has also drawn heavily on the feedback given by forces that attended the regional seminars held in November of last year.
3. The joint working party will meet again on the 26th of September to begin more detailed discussions now that both the Employers' Side and the Staff Side have made formal submissions. In preparation for that meeting, further feedback and information from forces on the following questions would be very helpful.
 - **Recruitment and retention**
Has your force had any particular problems with recruitment and retention for police staff roles in the last 12 months? Please

identify what role(s), the number of posts and whether these remain a problem.

Would you value guidance from the PSC on dealing with recruitment and retention challenges? If yes, what areas would you like it to cover?

- **Annual leave**

Does your force have a local collective agreement, which provides for different annual leave entitlements to those already negotiated nationally?

If yes, what arrangements are in place?

Was any increase in annual leave that was negotiated locally offset against changes to other terms and conditions or working arrangements?

- **Performance**

Do you currently have any formal mechanism for managing the performance of police staff e.g. an equivalent to PDR's?

If yes, please provide basic details.

- **Low pay/ equal pay**

Please provide details of the number of police staff employees within your force who are currently paid on the bottom three points of the pay spine (points 1-3).

If available, please provide details of the gender/ethnicity profile of the employees on the bottom three pay points.

Please indicate the type of different roles within your force where individual employees are more likely to be paid on the bottom three pay points?

Has your force carried out an Equal Pay Audit?

If yes, what, if any, changes have you made since the Audit was completed?

Which job evaluation scheme do you use within your force?

- **Professionalising the service**

Please indicate the average number of days training (both in house and external) that police staff in your force received in the last year for which data is available.

Do you provide training opportunities in conjunction with other neighbouring forces or local public/private sector organisations?

If yes, please provide brief details.

- **Work life balance**

Would you value guidance from the PSC on a range of work/life balance initiatives?

If yes what areas would you like it to cover?

4. Whilst your responses to these specific questions will be very helpful, we are interested in any comments you may wish to make on the document as a whole. If you require any further information on this circular please do not hesitate to contact Emine Ali 0207 296 6746 or Graham Baird 0207 296 6722.

Yours faithfully

A handwritten signature in black ink that reads "Sarah Messenger". The signature is written in a cursive style with a large initial 'S'.

Sarah Messenger
Employers' Side Secretary