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## **POLICE STAFF COUNCIL**

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**To: Clerks to Police Authorities (copy enclosed for Treasurer)  
Chief Constables (copy enclosed for Force Personnel Manager)**

**Cc: PSC Members  
Forces in Scotland and MPS (for information only)**

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14 December 2005

**(REVISED) JOINT CIRCULAR NO. 38  
Now includes additional signatures from all constituent bodies of the PSC**

Dear Sir/Madam

**POLICE STAFF COUNCIL – Joint Working Agreement**

### **1. Introduction**

The Police Staff Council (PSC) of England and Wales negotiates the principal terms and conditions of employment of police staff employees of police authorities.

The PSC is committed to maintaining an effective and meaningful framework for national consultation and negotiation at the same time reinforcing the importance of close, effective and timely local consultations and negotiations as appropriate.

The PSC Employers and Trade Unions recognise that consultation involves managers and employee representatives jointly examining and discussing issues of mutual concern and seeking acceptable solutions to problems or mutual objectives through a genuine exchange of views and information. It is also recognised that effective consultation and communication, involving the sharing of information and joint working which involves the unions early enough to make a difference, leads to better quality decisions, effective change management, better understanding of organisational priorities, and improvements in employee job satisfaction and motivation.

It is hoped that collaboration and reaching decisions by consensus in an atmosphere of trust, openness, and a spirit of co-operation will create a dynamic, forward-looking relationship between the parties.

## **2. Principles of Agreement**

This agreement expresses the determination of the members of the PSC to work together to create a positive employment relations climate which supports the business objectives of the police service and in so doing fosters a constructive, productive and rewarding working environment for its employees.

This partnership agreement is between the parties to the Police Staff Council.

This agreement sets out the way in which the Employers and the Trade Unions will work together. There are some key principles which will underpin our commitment to joint working:

- The Employers and the Trade Unions are committed to working for the success of the Police Service and the mutual goals of delivering a demanding agenda while recognising workforce needs and concerns.
- The Trade Unions recognise the Employers' responsibility to plan, organise and manage the work of the Police Service to achieve national and local objectives.
- The Employers recognise that the Trade Unions' legitimate role is to represent the views of their members, through consultation and through negotiation as appropriate, for the maintenance and improvement of terms and conditions of employment and their work environment. In accordance with this, the Employers encourage employees to become a member of the relevant Trade Union. No pressure will be brought to bear on any employee on the ground of their membership or non-membership of a Trade Union.
- The Employers and the Trade Unions are committed to having a well-motivated, well-managed, highly trained and professional work force.
- The Trade Unions and the Employers reaffirm their commitment to providing appropriate and supportive working conditions for staff, employment security and a good quality of working life.
- The Employers and Trade Unions are committed to providing an anti-discriminatory working environment and one which values and respects individuals for their unique skills, cultures, personal styles, life experiences and differences.
- The recognition of the Trade Unions as key partners means that the Employers are committed to regular and timely two way communication with the Trade Unions and to the sharing of appropriate information.

Both sides will be open in their dealings and all parties will respect any confidentiality caveats placed upon shared information. In recognising our legitimate interests, we, the parties to this agreement, understand that there will be some occasions when we shall be unable to share information but this should be the exception rather than the rule.

- The Employers are committed to consulting early in the decision making process, ensuring that the unions are involved at a formative stage in policy/organisational developments and that the unions have adequate and reasonable time to respond to emerging ideas and proposals. Thus information will be provided in good time, formally or informally, as appropriate, at a local or national level to enable the Trade Unions to provide effective representation prior to decisions being taken. The Trade Unions undertake similarly to provide early information to the Employers where appropriate and possible.
- The Employers recognise the value of the contribution that the Trade Unions make to the work of the Police Service, and their right to be involved, informed and consulted. Early involvement and open, honest exchanges are of benefit to all parties. The Employers will ensure, wherever possible, that the unions receive prior notice before any major policy announcements, or the issuing of any HR policy, advice or guidance. Where appropriate, the Police staff Council will be notified of any such announcements.
- The Employers and the Trade Unions accept that joint working does not mean that there will be agreement on everything and that there may be occasions when either side will seek to pursue their own objectives in different ways.

### **3. Facilities**

The Employers are committed to facilitating the role of the Trade Unions to represent their members. The Employers recognise that joint working requires added commitment, time and resources from all parties, and will be supportive in the allocation of reasonable facilities to underpin this style of working. The Employers will ensure in consultation with the Trade Unions that the facility time allowed is sufficient for Trade Union representatives to provide effective representation for their members, subject to the operational requirements of the employing force. Within reason, the Employers will also ensure that elected Trade Union officials are supported, both in terms of paid facility time and in respect of workload relief, at a national and a local level. The Employers will also ensure that trade union members are allowed adequate time, paid where appropriate, to participate in relevant union meetings and conferences.

### **4. Training**

The Employers and the Trade Unions recognise that training for both managers and Trade Union representatives in a range of skills – for example,

joint working methods, communication and presentation skills and interpreting performance and financial data – is central to ensuring the effective operation of consultative arrangements. The Employers and the Trade Unions therefore commit to encouraging all parties at local level to implement joint training, as appropriate.

## 5. Negotiation

The commitment to joint working may impact upon issues which affect staff directly and which need to be dealt with by negotiation. Negotiation on matters which affect staff should take place with the Trade Unions at the earliest possible stage, but should comply, where possible, with the principles of joint working contained within this document.

Each of the parties to this agreement is committed to the principle of negotiation in respect of national pay and conditions of service for all staff within the Police Service, through the Police Staff Council. It is recognised that national conditions of service may be varied by local collective agreement.

## 6. Amending the Agreement

The Employers or the Trade Unions may propose amendments to this Agreement for agreement by all parties.

## 7. Reviewing the Agreement

**The Agreement will be reviewed in twelve months.**

## 8. Signatories:

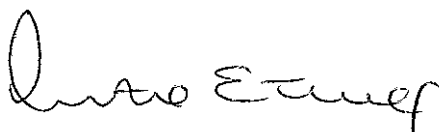
Malcolm Doherty - APA  
Employer Side Chair of the PSC



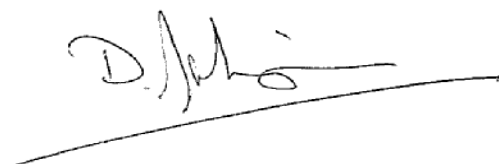
Caryl Nobbs - UNISON  
Trade Union Side/Joint Chair of the PSC



Christine Twigg - ACPO



Deborah Johnson - GMB



Jeremy Crump - Home Office

Phil Scott - TGWU

*Jeremy Crump*



Sarah Messenger  
Employer Side Secretary

Ben Priestley  
Trade Union Side Secretary

*Sarah Messenger Ben Priestley*