



Recognition Payment and Payments for Unpleasant Duties Policy

Policy Number	329
Policy Owner	Head of HR
Version	1.3
Last Review Date	November 2019
Next Review Date	November 2022
Date of approval	17/12/2019
Protective Marking	Official

This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
General Equality Duty Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important notice: During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Recognition Payment and Payment for Unpleasant Duties Policy

1. Policy statement

The procedures set out in this document apply to Police Officers and Police Staff (including those police staff employed by the Police and Crime Commissioner for Cleveland).

This policy must be applied fairly, equally, and consistently to all officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

2. Purpose

The purpose of this policy is to highlight to both police officers and police staff the processes to be used when requesting a recognition payment for exceptional work or payment for Unpleasant Duties that fall outside of their normal duties. The policy identifies clear responsibilities for individuals, line managers, and Heads of service areas so that when considering the making of such a payment the decision making process is transparent.

3. Underpinning procedures

Cleveland Police has adopted the Bonus Payment scheme as introduced by the Police Negotiating Board (PNB) Police Pay and Conditions Agreement, May 2002; as subsequently amended. In Cleveland such payments will be called recognition payments and payments for unpleasant duties.

Under the recognition payment and payment for unpleasant duties scheme, awards can be:

- Team recognition payment or payment for unpleasant duties of between £50 and £100 per person for outstandingly demanding, unpleasant or important work, or outstanding work for the public to police officers, or police staff;
- Individual recognition payments or payments for unpleasant duties can be between £50 and £500 for individuals.

Police regulations set out these definitions and the force will apply them to police staff to ensure consistency of approach.

This scheme is not for use to make payments to staff in hard to fill roles.

These payments will be taxable.

Applications for recognition payments or payments for unpleasant duties can be made by individuals, or nominations can be made by a sponsor. Senior police staff manager / Ch. Inspector or above for officers. All formal applications for recognition payments or payments for unpleasant duties will be made by completing an e-mail to supervision setting out the circumstances behind the request. This can include reference to the job number on the force systems so that additional information can be obtained if necessary. The applicant and sponsor must clearly identify if the work falls into the category of:

- a) Outstandingly demanding
- b) Unpleasant
- c) Important work OR
- d) Outstanding work for the public

and in order to reach a determination, sufficient information should be provided in the application which clearly explains why the work described is considered to be outstanding, unpleasant, demanding or of an important nature. This is particularly important if the work described is inside the nominee's current role, as it is anticipated that most payments will be made for duties and activities that fall outside of the person's normal role.

Once completed the e-mail must be endorsed by Supervision, who can add other relevant information or comment. This should be forwarded electronically to the service area's Chief Superintendent or the relevant Head of Department for their comment. Once commented upon then the information should be sent to the Chief Officer PA team who will ensure that the requests are listed for consideration at the next available JNCC meeting.

The JNCC will discuss once a quarter all applications received and make a determination on the amount of payment to be made. The JNCC comprises of representatives from Federation, UNISON, Superintendents Association and the Force Executive.

At the close of the JNCC meeting decisions and the documentation submitted will be sent to the SSC for People Services to place on the personal file and also for the Pay team to be advised of the payment. All documentation will be retained in case of HMRC or auditor's requests for supporting documentation are received – such documents will be held securely in accordance with Data protection and GDPR.

The decision of the JNCC for all payments is final. There is no right of appeal.

The Recognition Payment and payment for unpleasant duties scheme will be subject to audit both internally and externally and will be reviewed periodically.

Police Staff

It is recognised that police staff also may be eligible for consideration of such a payment, they are not covered by regulations but in order to provide consistency of approach they can also make an application for a payment. The

same process and principles apply and the recommendations for payment should relate to outstanding duties or unpleasant duties outside of the person's normal duties.

4. Compliance and monitoring

The Head of HR is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

This process will be reviewed to ensure that all aspects are being adhered to in accordance with the framework of this policy.

5. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	December 2018	New policy	██████████
0.2	July 19	Comments from operational commands / pay team included	██████████
0.3	July 19	Comments from CFO included	██████████
0.4	Oct 2019	Policy to be presented to the People and Wellbeing Board	██████████
0.5	19/11/19	Approved at P & W Board for approval at Executive Board	██████████
1.0	17/12/19	Policy approved and published	██████████
1.1	Feb 2020	Change of owner dept. name	██████████
1.2	Apr 2020	Addition of COVID 19 message	██████████
1.3	August 2021	Review date extended	██████████