



Office of the
Police and Crime
Commissioner
for Warwickshire

Discretionary Payments Policy

Policy Owner	Chief Executive
Version number	V1
Policy Implementation Date	1 st September 2024
Next Review Date Prior To	31 st August 2026
Security Classification	Official
Disclosable under Freedom of Information Act?	Yes
Risk Rating	Low
Equality Analysis	High / Medium / Low

1. Policy outline

This policy explains how the Police and Crime Commissioner (PCC) will locally apply the [Police Staff Council Handbook 2022](#) agreement (section 2.5) on honoraria (discretionary payments). The procedure applies to all directly employed staff of the Office of the Police and Crime Commissioner (OPCC) but does not cover contractors, police staff, volunteers or workers employed by an agency.

2. Purpose of policy

The purpose of the policy is to ensure a fair, consistent and timely means of managing the process of discretionary payments, and to ensure that any awards demonstrate good value for money.

3. Criteria for discretionary payments

In exceptional circumstances, discretionary payments can be made to OPCC staff to recognise factors that are not reflected in the basic pay of a staff member's job.

This may include recognition for:

- a. undertaking some of the duties and responsibilities of a higher graded post
- b. occasional work of an outstandingly unpleasant, demanding or important nature
- c. a piece of work, outside the normal duties of the post, or of an exceptional standard
- d. Covering an otherwise vacant post for a significant period in addition to normal duties

Applications for discretionary payments outside of these criteria, would not normally be considered.

Where a member of staff is required to undertake some of the duties of a higher graded post, the discretionary payment will be calculated by assessing the proportion of the duties and responsibilities of the higher graded post undertaken and the difference between the salary of the member of staff and the salary of the lowest pay point of the higher graded post.

The value of a discretionary payment under any of the other criteria is subjective and will be determined as part of the decision-making process. Any prospective awards must offer value for money and this will be considered fully.

If an award is ultimately made, the payment will be paid retrospectively, either as an addition to salary over a number of months, or as lump sum. It will be subject to tax and national insurance deductions.

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An application form is included as an appendix to this policy. This document must be completed fully as part of any application.

Application Process

Line managers should submit a completed application form to the Chief Executive, providing sufficient details to support and recommend an individual and/or team members for a discretionary payment.

A meeting between the Chief Executive, and the individual and/or the supporting line manager may be arranged to discuss the submission in further detail, if this is felt necessary.

All applications will be considered by a panel consisting of the Chief Executive (as Head of Paid service), Chief Finance Officer and the Head of Business Services, who may seek expert HR or legal support and advice regarding the application, if required. The panel will review the application fully. As part of the review process, the panel must be satisfied that the application complies with the terms of this policy, that HR and legal processes have been considered and complied with, and that the suggested value of the discretionary award offers value for money. The Chief Executive will have the final decision if there is no consensus by the Panel.

Where the request relates to the Deputy PCC or the Chief Executive, the Chief Executive will discuss the request with the PCC, who will be the final decision maker; once the Panel have considered the request and made recommendations (the Chief Executive would not take part in discussions about themselves). No individual will take part in any deliberations about a payment in respect of themselves.

Notification of the outcome will be sent to the line manager to disseminate to the individual concerned.

All applications will aim to be considered fully and a decision made within a period of 6 weeks from the receipt of the application.

Individuals will not have the right of appeal to any rejected or declined applications.

If the application for a payment is supported by the panel, the Chief Finance Officer will forward relevant details to the force HR teams to request payment on the next available payroll run.

4. Recording and Publication

All details regarding the application and decision will be retained on the personal file of the applicant.

Information about discretionary payments made may be released under the Freedom of Information Act, especially if it relates to political appointments and senior or statutory staff members.

5. Equality Statement

The PCC is committed to the principles of equality and diversity. No member of the public, member of staff, secondee, contractor, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation. If help is required to understand or to take action in respect of this policy please contact an appropriate person within the OPCC.

This policy has been assessed against the PCC's Equality Statement and objectives and determined to be unlikely to disproportionately affect someone with a protected characteristic.

6. Revision Record

Date of change	Nature of revision
October 2024	New Policy