

LGA, 18 Smith Square
London, SW1P 3HZ
Employers' Side Secretary, Naomi Cooke
e-mail: police-staff@local.gov.uk

POLICE STAFF COUNCIL (PSC)

Unison Centre, 130 Euston Road
London, NW1 2AY
Trade Union Side Secretary, Ben Priestley
e-mail: b.priestley@unison.co.uk

**To: Police and Crime Commissioner (copy for Chief Exec & Treasurer)
Chief Constables (copy for Force Personnel/HR Manager)**

**cc: PSC Members
Scotland and MPS (for information only)**

26 June 2018

JOINT CIRCULAR NO. 99

PAY AWARD 2017

Dear Sir/Madam

Further to PSC Joint Circular No 97 issued on 9 May, please find attached an amended version of the technical notes in relation to the non-consolidated payment (Appendix I). The revised notes take the following into account:

- The non-consolidated payment should be paid to all staff on sick leave, adoption leave, paternity leave, parental leave or special leave regardless of the duration of that leave and regardless of whether the leave was otherwise paid or unpaid on 1 September 2017

We apologise for any inconvenience this has caused.

Yours faithfully



Ben Priestley
Trade Union Side Secretary



David Algie
Employers' Side Secretariat

TECHNICAL ISSUES RELATED TO THE NON-CONSOLIDATED PAYMENT

1. The payment is subject to the normal tax and national insurance requirements and is pensionable;
2. The payment should only be paid to those employees who were in post on 1 September 2017. The payment should not be paid to any employees who had left employment before 1 September 2017 or employed after;
3. The payment should not be recovered from any employee who leaves employment between 1 September 2017 and 31 August 2018;
4. The payment should be paid on a pro-rated basis according to each force's established procedure for remunerating part-time employees;
5. The payment should be paid to employees on all spinal column points;
6. The payment should be paid to those on maternity leave whether in the paid or unpaid period at full rate (subject to appropriate pro-rating);
7. The payment should be paid to those on long term sickness absence, **regardless of the duration of the absence as at 1 September 2017 and regardless of whether the employee was on full, half or nil pay on that date;**
8. The payment should be paid at the relevant rate based on the current SCP at 1 September 2017 e.g. an employee on SCP 7 acting up to SCP 12 should get the payment that applies to SCP 12;
9. The payment should be paid to those who are on, adoption leave, paternity leave, parental leave or special leave, **regardless of the length of the leave and regardless of whether the leave is otherwise paid or unpaid;**
10. The payment should not be paid to employees on an unpaid career break at 1 September 2017;
11. The payment should be paid to those employees who are being paid above SCP 45;
12. The payment should be paid to those on pay protection;
13. If an employee has more than one contract, the payment should be paid pro-rata on each contract;
14. Subject to any other exclusions, the payment should be paid to all employees whose pay is set in accordance with the Police Staff Council pay arrangements, regardless of whether they are on permanent or temporary contracts.