

30 + PLUS - POLICE RETENTION

Administrative Guidance for Forces

1. INTRODUCTION	2
BACKGROUND	2
PURPOSE OF THIS DOCUMENT	2
2. STATEMENT OF 30 + PLUS	3
SUITABILITY AND ELIGIBILITY	3
PENSION IMPLICATIONS	5
3. PREPARING A 30 + PLUS APPLICATION	7
4. THE 30 + PLUS APPLICATION PROCESS	9
ROLES AND RESPONSIBILITIES IN THE APPLICATION PROCESS	11
5. THE 30 + PLUS SELECTION PROCESS	12
6. TERMS AND CONDITIONS OF 30 + PLUS APPOINTMENTS	14
7. RENEWING AND EXTENDING APPOINTMENTS	16
8. CONCLUDING A 30 + PLUS APPOINTMENT	17
9. FINANCE ARRANGEMENTS	19
10. RECORDING AND SCHEME MONITORING	21
ANNEX A – 30 + PLUS APPLICATION FORM.....	211
ANNEX B - OFFICER DECLARATION.....	27
ANNEX C - DIVERSITY MONITORING FORM.....	30
ANNEX D – GUIDANCE NOTES.....	31
SECTION B – TO BE COMPLETED BY LINE MANAGER.....	32
ANNEX E – COST ANALYSIS BREAKDOWN	35
ANNEX F – GUIDANCE NOTES FOR COST ANALYSIS	36
ANNEX G – TAX ARRANGEMENTS	38
ANNEX H – ANNUAL REVIEW FORM	39
<u>ANNEX I – QUARTERLY RETURN TO NPIA.....</u>	<u>40</u>

1. INTRODUCTION

Background

1.1 The Police Negotiating Board (PNB) Agreement of May 2002 included outline provisions for arrangements to give managers in the police service the scope to retain officers who are entitled to retire with maximum pension benefits where they wish to do so. The PNB defined the objectives of these arrangements as follows:

- To help ease possible recruitment shortfalls and help police numbers to rise to, and be sustained at, a higher level;
- To smooth out recruitment bulges and, by the same token, help to avoid corresponding retirement bulges in future;
- To help retain much needed skills and experience in the service.

1.2 Following the 2002 Agreement the PNB worked up a retention scheme – 30+, which was launched in December 2002. 30+ was piloted in an increasing number of selected forces between December 2002 and March 2004, and has been available to all forces in England and Wales since April 2004. As a result of the National Policing Improvement Agency's (NPIA) review of 30+, it has been confirmed by Ministers that it would be closed to new participants from 1st April 2010 and that it would be replaced by a new arrangement, 30 + PLUS. The position of officers participating in the 30+ as at 31st March 2010 will be unaffected by the introduction of 30+ PLUS. Such officers will continue under the 30+ agreement.

1.3 The 30 + PLUS arrangement will be available to retiring officers until 31st March 2013. The NPIA will be notified of participants on a quarterly basis to enable them to monitor the use of these arrangements. Progress with this will be assessed in July 2011 by the NPIA when it reviews the need for 30 + PLUS beyond 2013.

Purpose of this document

1.4 Participation in 30 + PLUS is governed mostly by administrative arrangements, although key provisions and entitlements, such as the power to abate (reduce) a participant's pension and their continued eligibility for an injury award, are derived directly from the Police Pensions Regulations 1987, the Police Pensions Regulations 2006 and the Police (Injury Benefit) Regulations 2006. This guidance, which has been prepared in consultation with the official side and staff side of the PNB, sets out the details of 30 + PLUS, including elements those which have a statutory basis and those which do not.

1.5 The purpose of this guidance is to ensure that forces are able to administer 30 + PLUS effectively with minimal need to refer to the National Policing Improvement Agency (NPIA) which took over responsibility for administration of these retention arrangements on 1st April 2007. This guidance provides information on 30 + PLUS and its administration, including:

- a statement of 30 + PLUS, which covers all the key facts officers should be aware of, and
- comprehensive guidance as a point of reference for administrators on the application and selection process, the terms and conditions of 30 + PLUS appointments, terminating an appointment and finance arrangements

1.6 Except where the context makes it clear that the criteria and procedures set out may be subject to local variation, forces should use this guidance as a statement of good practice which should be applied at all times. The NPIA should be consulted if there is any deviation from these recommendations to ensure consistent treatment of 30 + PLUS officers across forces in England and Wales. Also where local variations are agreed, it is recommended that these are clearly published within the individual Force policies, so they can be viewed and considered in advance by officers interested in joining 30 + PLUS.

1.7 This guidance is valid with effect from 1st April 2010 following the closure of 30+ for new applicants. If at any point it needs to be revised, this will be done in consultation with the PNB. A Chief Constable can determine that their Force will not introduce the 30 + PLUS arrangement as it is a matter for local determination.

2. STATEMENT OF 30 + PLUS

2.1 30 + PLUS is designed to assist police forces in the retention of operational officers with valuable skills and experience, who otherwise would retire having accrued maximum pension benefits (i.e. 40/60ths) after 30 or more years' pensionable service. 30 + PLUS allows continuation of service as an attested officer with early access to a lump sum, which is attractive to officers. However, its primary purpose is to assist forces in the retention of key skills and experience and to allow for a comprehensive transfer of such knowledge to less experienced officers in advance of the officer's full retirement from the service. It is for the Force to decide whether to utilise the 30 + PLUS arrangement.

2.2 The main points of 30 + PLUS are:

- It is open to all Federated ranks where the officer is eligible for an immediate maximum police pension and where a justifiable case can be made for their retention on 30 + PLUS.
- Each officer who wishes to participate has to apply for selection, which is at the discretion of management.
- Superintending levels can also participate in exceptional circumstances which have been approved by the force HR Director (at ACC level).
- Some conditions of service change following retirement and re-engagement on 30 + PLUS. In particular, officers are unable to re-join the Police Pension Scheme, are subject to annual review and a maximum 30 + PLUS appointment of four years in total.
- Participants must stay in retirement for at least one month before being re-engaged as a shorter period of retirement will result in tax charges for both the officer and the retaining Force.
- Officers on the scheme will be subject to full pension abatement and will not receive any pension in payment until after their 30 + PLUS appointment has finished.
- There will be no lump sum death grant payable in the event of death in service.

The benefits under 30 + PLUS for an officer are:

- Tax-free retirement lump sum under the police pension commutation provisions
- Re-engagement at former rank and pay level, however they would be treated as a new entrant in terms of allowances, such as replacement allowances which may no longer be payable.
- Salary paid without 11% reduction for Police Pension Scheme contributions.
- Option to build up additional pension benefits by contributing to a personal pension. This would be for the officer to arrange by contributing to a private personal pension.
- Access to Special Priority Payments and Competency Related Threshold Payments as well as other appropriate allowances, if eligible, on the same basis as other officers, although any payments will not lead to any increases in pension.
- Continued eligibility to apply for promotion, although any such promotion will not lead to any increase in pension when it comes into payment.
- Eligibility for an injury award (and other injury benefits) is retained taking into account previous service.

Suitability and Eligibility

2.3 30 + PLUS is aimed at officers who have retired or who are about to retire from the service with maximum pension benefits. This arrangement offers serving officers, who definitely want to take their tax-free pension lump sum, an additional employment opportunity to those available outside the service or as a member of police staff within the force. It is open to members of both the Police Pension Scheme 1987 (PPS) and the Police Pension Scheme 2006 (NPPS). However, in view of the fact that very few, if any, members of NPPS are likely to join 30 + PLUS within the currency of this guidance, the details of the arrangement will be in terms of PPS members and the Police Pensions Regulations 1987. Details of how a member of NPPS can qualify to be considered for 30 + PLUS are at paragraph 3.1 below. In all other respects 30 + PLUS would operate in the same way.

2.4 30 + PLUS is **not** suitable for

- those who want to stay on in the service beyond 30 years and improve the benefits under the Police Pension Scheme 1987 for themselves or their dependants linked to any further rises in their final police salary, or

- those who want to retain exactly the same conditions of service as before; or
- the retention of officers where there is a suitable promotion candidate available.

2.5 Participants retire with a tax-free lump sum, under the Police Pension Scheme commutation provisions. After a gap of at least one month they will be able to re-enter the force at their former rank & pay point, if selected for that rank. However their pension will be subject to full abatement whilst on 30 + PLUS and they will no longer be eligible for certain benefits such as rent/ housing allowances that may have previously applied prior to retiring. Participants will be required to sign an agreement which includes an acknowledgment of how the Police Regulations 2003, the Police Pensions Regulations 1987 and 2006, the Police (Conduct) Regulations, the Police (Performance) Regulations 2008 and the Police (Injury Benefit) Regulations 2006 will apply to them whilst on 30 + PLUS.

Selection Process

2.6 30 + PLUS is open to applicants from all Federated ranks, and also to Superintending ranks in exceptional circumstances, where the officer is entitled to retire with an immediate maximum pension and where a business case (including an Equality Impact Assessment as instructed in the forms) can be made for their retention. Appointment will take place after a minimum of one month in retirement. Participants will have to be sworn in again after a break in service. Re-vetting may also be needed depending on the status of an officer's security clearance. It may also depend on the length of an officer's break in service. It is recommended that an officer considering applying for the 30 + PLUS arrangement check the status of their security clearance as early as possible.

2.7 30 + PLUS depends, in the first place, on serving officers putting themselves forward for selection by submitting a written application at least three months before their expected date of retirement with a view to a decision being taken at least one month before that point. Applications may also be made by officers who have already retired with maximum pension benefits, with the understanding that if accepted onto 30 + PLUS their pension will be subject to a full abatement whilst they receive the appropriate level of pay for their role.

2.8 To be selected, officers should have been assessed as fully competent and committed to further service, and should be assessed by the FMA to be in satisfactory health for the purpose of the proposed appointment. In considering an officer's health, Forces must keep in mind their obligations under the Disability Discrimination Act, including the duty to make reasonable adjustments. Appointments are for up to a maximum term of four years, subject to an annual review of continued effectiveness and/or continued business need.

2.9 30 + PLUS applies only to those who are not liable to sanctions which would disrupt or undermine further service. Officers are not eligible for consideration at all if:

- they have live disciplinary sanctions which have not yet been withdrawn from their service record or are facing conduct proceedings for serious breaches (see Paragraph 3.1); or
- are subject to Unsatisfactory Performance or Attendance Procedures.

Similarly, any acceptance of an officer onto 30 + PLUS is conditional to none of the above becoming relevant before re-engagement. The position once an officer is re-engaged is covered in paragraphs 8.1 – 8.12.

Compulsory Retirement Ages

2.10 A 30 + PLUS officer's re-engagement may extend beyond their compulsory retirement age provided they apply for an extension of service under the same conditions as any officer who is not on the arrangement. Officers should be aware that by joining 30 + PLUS they do not have an acquired right to work up until the compulsory retirement age for their rank as they remain subject to the 4 year limit on 30 + PLUS appointments.

Annual Reviews

2.11 The officer's re-engagement is subject to annual review, which will assess their continuing effectiveness and commitment to remaining in service, as well as there being a continued business need for this post (see 2.12). Although the effectiveness and commitment will normally go together, there may be cases where an officer is still competent but starting to show a loss of interest in the job.

It is important that to maintain credibility of 30 + PLUS officers are not kept on beyond the point where they really want or are able to participate. Annual medical checks would not normally be required; however interim checks may be requested by the line manager and/or HR Manager if there is a concern regarding the officer's continued fitness to perform the role.

2.12 The line manager should also consider as part of the annual review, whether the business case for requiring the officer's retention still applies where there is a robust argument for that case, and why a successor is not yet ready to take over the role in question. They should indicate how much longer in terms of months/years it is expected that the officer will need to be retained (within the 4 year maximum). They should also provide an account of what further steps they intend to take in terms of succession planning issues. See also (2.13/2.14)

Termination of a 30 + PLUS Appointment

2.13 The power to terminate a 30 + PLUS appointment is derived from regulation A19 of the Police Pensions Regulations – compulsory retirement on grounds of the efficiency of the force. Because of the system of annual review, A19 would normally be used only to terminate a 30 + PLUS appointment on completion of such a review. However, A19 can be used at other times if the original business case for retaining the officer no longer applies. The force must be prepared to justify such a decision and enable the officer concerned to make representations to the force HR Director if they so wish.

2.14 The force may also terminate a period of re-engagement under regulation A18 of the Police Pensions Regulations on the grounds of age, regulation A20 of the Police Pensions Regulations on the grounds of ill-health, and also under the provisions of the Police (Conduct) Regulations and the Police (Performance) Regulations. By the same token, a participant has the option of giving one month's notice to terminate their 30 + PLUS appointment at any time during their period of 30 + PLUS service.

Pension Implications

Pension abatement

2.15 When an officer retires, prior to joining 30 + PLUS, they become eligible for a police pension (based on their service and contributions prior to retirement). However, in common with other public service pension schemes, their pension is subject to abatement (reduction) on resuming service in the same occupation they had before retirement. Under 30 + PLUS participants will be subject to full pension abatement, as they will resume service at the salary level for the rank they held before their retirement meaning that they will not receive pension payments until the end of their 30 + PLUS retention. Upon re-engagement the 11% pension contribution will not be deducted from the officer's salary, as they will no longer be eligible to contribute to the Police Pension Scheme (see 2.16). Therefore, if they receive promotion whilst on 30 + PLUS they will of course be eligible for the salary for the rank to which they are promoted, but it should be noted that their abated pension will not be increased in line with any such promotion, as this is fixed against their former service.

Second pension

2.16 With effect from 6 April 2006, when the NPPS was introduced and PPS was closed, participants are excluded by the Police Pensions Regulations 2006 from re-joining PPS or joining NPPS, either to resume accrual of rights under their current pension or to accrue rights to a second police pension. While no longer required to make an election under regulation G4 of the Police Pensions Regulations 1987 new participants in 30 + PLUS will be re-engaged on the condition that they acknowledge, by signing a declaration document, they are not able to build up further police pension scheme rights. A participant will be able to take out a private personal pension with a view to receiving additional benefits, although this would need to be organised by the individual officer.

Part-time service

2.17 The pay and conditions of officers participating in 30 + PLUS as part-timers are based on those they would have received, had they worked those part-time hours before retirement. Such officers would still be entitled to opt for a tax free lump sum based on their relevant service while a member of the Police Pension Scheme but as in (2.15 above) the pension payable will be fully abated whilst on the arrangement. Officers changing from full-time to part-time service once on 30 + PLUS will have their full-time salary reduced pro-rata in line with the revised number of hours they will be working.

Eligibility for special priority payments

2.18 If they are selected for a qualifying post in the force's special priority payment (SPP) scheme or qualify for a Competency Related Threshold Payment (CRTP), they will receive a payment on the same basis as other officers.

Survivor Benefits

2.19 Should an officer die while participating in 30 + PLUS, any qualifying surviving spouse, civil partner or child will be able to receive a surviving spouse or civil partner's pension or child's allowance based on the officer's maximum pension in the same way as if he or she had died in retirement. The only exception is where the participant dies as a result of an injury received without default in the execution of duty – see below.

Lump Sum Death Grants

2.20 Under 30 + PLUS there is no provision for a Lump Sum Death Grant either within the regulations or as a discretionary payment. Participants will however still be entitled to injury and death in the execution of duty gratuities (see 2.21 below).

Injury and Death in the Execution of Duty

2.21 Although not active members of the Police Pension Scheme, participants will be entitled to injury awards, including awards for death as a result of an injury on duty, as if they had at least 30 years' service uninterrupted by their retirement. Where a participant in 30 + PLUS dies as a result of an injury received without default in the execution of duty the normal provisions for survivor benefits (e.g. a surviving spouse or civil partner's special or augmented award) will apply. As these benefits are calculated on the basis of pensionable pay, the average pensionable pay will reflect any change in salary for the officer while serving under the 30 + PLUS arrangement.

3. PREPARING A 30 + PLUS APPLICATION

Eligibility

3.1 Joining 30 + PLUS is by application only. It is not an automatic right for officers approaching 30 years' pensionable service. Appointment is entirely at the **force HR Director's discretion (at ACC level)**.

Service	<p>An officer must have accrued maximum pension benefits, i.e. 40/60^{ths} of his or her average pensionable pay.</p> <p>An officer who has accrued maximum pension benefits but has had them reduced under a pension sharing order is still eligible to join 30 + PLUS since he or she cannot build up any more 60^{ths} of final pensionable pay.</p> <p>However, officers with 30 years' service but less than 30 years' <i>pensionable</i> service are not eligible. This includes officers who have retired with less than 30 years' pensionable service and officers with part-time service if their total pensionable service is less than 30 years, regardless of their total number of calendar years in the police.</p>
Age	<p>There is no age limit for 30 + PLUS applicants other than the compulsory retirement age which applies to the officer's rank and force..</p> <p>An officer's re-engagement may extend beyond the officer's compulsory retirement age provided a service extension is applied for and granted at the appropriate time.</p>
Rank	<p>Any officer from Federated ranks can apply for 30 + PLUS.</p> <p>Officers of Superintending ranks can also participate in exceptional circumstances, which have been approved by the Force HR Director (at ACC Level). Chief Superintendents are only eligible if not (temporarily) promoted or acting up during their 30 + PLUS appointment.</p>
Conduct	<p>For 30 + PLUS to be effective it is important that no applicants:</p> <ul style="list-style-type: none"> • have live disciplinary sanctions which have not yet been withdrawn from their service record or overturned following a review; or • are the subject of a report, complaint or allegation in respect of conduct which would constitute a serious breach and which has been referred to a misconduct hearing. <p>In this context a 'serious breach' is a breach which could result in reduction in rank, requirement to resign or dismissal.</p> <p>Restricting automatic disqualification to serious cases of misconduct as set out above provides forces with the discretion to look at less serious cases and complaints which have not been referred to a misconduct hearing in the light of all the circumstances. There could be good officers under investigation following a complaint, who should not be ruled out of consideration for 30 + PLUS. The decision as to whether an officer is re-engaged will ultimately rest with force management.</p>
Personal Efficiency	<p>An officer who is subject to unsatisfactory performance or attendance procedures can not be accepted on to 30 + PLUS. Any application would have to be held over until those procedures had been resolved so that it could be considered in the light of their outcome.</p>
Equality & Diversity	<p>Forces will need to be mindful of their obligations under the equality legislation, including in particular the Disability Discrimination Act 1995, in considering applications.</p>
NPPS Members	<p>30 + PLUS is also open to members of the Police Pension Scheme 2006 (NPPS) provided they:</p> <ul style="list-style-type: none"> • have built up maximum pension benefits of 35/70^{ths} of average pensionable pay and • are aged at least 55. <p>The general terms and conditions of 30 + PLUS apply equally to NPPS members.</p>

3.2 30 + PLUS depends, in the first place, on serving officers putting themselves forward for selection at least three months before the expected date of the officer's retirement. Forces should make suitable arrangements to draw officers' attention to 30 + PLUS and ensure those eligible have access to correct information about it. This may involve presenting the arrangement at pre-retirement meetings or making guidance available from other sources, such as the force intranet. Applications may also be made by officers who have retired with maximum pension benefits. Retired officers are subject to the same selection criteria as serving officers but will need to apply within one year of retiring.

3.3 Applicants should be encouraged to discuss their intentions with their line manager prior to applying, especially as support from their line manager is required for the application.

Considerations before Applying

3.4 Officers should be advised by their force's 30 + PLUS administrator(s) to carefully consider the implications of joining the arrangement and to seek professional independent financial advice prior to applying. 30 + PLUS is not suitable for every officer with a maximum pension, especially not those who simply wish to carry on serving 'as before'. The crucial fact is that officers on 30 + PLUS retire and re-join the service, which has implications on many levels, though most markedly on their PPS membership. The key considerations and issues are set out below.

Pension Implications

3.5 Upon joining 30 + PLUS, an officer is no longer an active member of the Police Pension Scheme but may contribute to a personal pension instead. The officer will therefore be required, as part of the application process, to sign a declaration confirming that they are aware of and have understood these implications of joining 30 + PLUS, and that they have been advised of the need to take independent financial advice if they are in **any** doubt. Forces may assist officers in finding an independent financial adviser (IFA) but this is at the force's discretion and they are under no pressure to do so. The Financial Services Authority (FSA), at www.moneyadeclear.fsa.gov.uk, may also assist officers in finding an IFA.

Promotion Prospects

3.6 Officers hopeful of promotion are advised to consider the possible benefits of waiting for promotion before retiring. 30 + PLUS is not suitable for officers who want to keep open the possibility of increasing their pension through further promotion. An officer's pension will not be increased to take into account an increased salary if this promotion takes place after retirement, i.e. whilst serving on 30 + PLUS. It is, on the other hand, suitable for an officer with prospects of promotion where it is clear that they would otherwise leave the service.

New basis for further service

3.7 An officer joining 30 + PLUS is taking a decision to make their further service subject to annual review and liable to compulsory retirement under regulation A19 if there is no further business case for retention. If they want to continue service without annual reviews, they will need to consider whether 30 + PLUS is suitable for them.

Replacement allowance

3.8 Officers with an entitlement to a replacement allowance such as housing or transitional rent and compensatory grant will need to bear in mind that this will be lost on retirement. Officers on 30 + PLUS will be treated as new entrants in regard to allowances.

Provided Accommodation (Police Housing)

3.9 Officers in any form of police accommodation should make further enquiries about the implications of joining 30 + PLUS based on individual accommodation circumstances before making a final decision to apply (see Paragraphs 9.17 – 9.19).

Medical and Security Checks

3.10 All officers applying should also be advised that before they are selected to participate in 30 + PLUS, they will be required to undergo an assessment by the Force Medical Adviser which may involve a medical examination, and that they may also need to be re-vetted.

4. 30 + PLUS APPLICATION PROCESS

The 30 + PLUS Application Form

4.1 A serving officer should apply in writing at least three months before their expected date of retirement. The expected retirement date is not necessarily the point at which an officer becomes eligible for maximum pension benefits but can be any date then or thereafter. The force's 30 + PLUS administrator and/or Human Resources department is expected to advise officers on the details of the local application procedure. Officers who have already retired may also apply within one year of retirement.

4.2 Application is by submission of a completed application form/business case including an equality impact assessment (Annex A), along with the comprehensive declaration form (Annex B) and an optional equality and diversity monitoring form (Annex C). Wording on the application form may be adapted to include local detail but its basic structure, contents and purpose should remain the same. It is strongly recommended that the wording of both other forms remains unaltered.

4.3 The application form incorporates sections that need to be completed by the officer themselves (Section A), their line manager (Section B) who can express approval at local level, and the BCU/Dept Branch Commander/HR Manager or equivalent (Section C) who can endorse the application from a more central perspective. All these sections must be completed prior to submission. More information, including instructions on how to complete each section, can be found in the Notes on Completing the Application Form (Annex D), which should be read carefully by all parties involved before completing the respective sections of the application form.

Rank-Dependent Application Processes

Constables and Sergeants

4.4 For the retention of constables and sergeants, a majority of the application form/business case needs to be completed, which includes a supporting statement from the applicant (section A of the application form), their line manager and (section B), their divisional HR manager (or equivalent) supporting statement (section C). Any section of the form that only needs completion for the retention of ranks above Sergeant are clearly marked and should be crossed through. This form should then be submitted to the force's 30 + PLUS administrator for the completion of section E and final evaluation and to effect the decision made.

Ranks above Sergeant

4.5 Because there are wider implications in retaining an officer of inspecting rank, a more detailed evaluation of the benefits of retention is required. Hence the application form requires each person involved in approving the application to complete some additional sections of the form (which are clearly indicated). The application form and business case must pull together all the selection criteria as outlined below and the Divisional HR Manager (or equivalent) must confirm this on the application form in section C before it is submitted along with all supporting materials to the Head of HR (or equivalent) for final evaluation and completion of section D on the application form. It should then be handed back to the force's 30 + PLUS administrator for completion of section E and giving effect to the decision made.

Superintending Ranks

4.6 The retention of Superintending ranks can also be considered in exceptional circumstances. However the reasons for retention should be based on a clear and pressing operational need and be approved by the Force HR Director (at ACC level). As the 30 + PLUS arrangement is intended primarily for the re-engagement of officers from Federated ranks, it is particularly important that a business case supporting an application from an officer of Superintendent rank is clear and robust.

Selection Criteria

4.7 Forces intending to re-engage an officer of **any rank** need to apply strict and consistent selection criteria in assessing the added value the retention of this officer would bring to the force. The criteria presented below outline the issues that must be addressed when formulating a 30 + PLUS application. These must be addressed in greater detail for ranks above Sergeant.

Skills & Experience

4.8 A 30 + PLUS application should set out how the retention of the officer's specific skills and experience meets a current business need, such as being essential to either the overall efficiency of the force or to specific projects. It should set out how it will help to meet key requirements, operational objectives and capability of the force. When evaluating an application, an assessment should be made of the potential impact if the officer were to retire and not be retained as proposed.

Role and Length of Appointment

4.9 A close analysis of the specific role, within which the applicant is to be re-engaged on 30 + PLUS, is likely to reveal indicators regarding the necessity and desirability for retaining this specific officer. This will also help in determining the required length of the 30 + PLUS appointment, as simply granting the maximum four years is rarely appropriate.

Wider Workforce Implications

4.10 While the opinion of the officer's line manager is critical for justifying the officer's retention in terms of their skills and experience, it is essential that there should in all cases be a force-wide perspective of the wider impact of retaining the officer under 30 + PLUS to ensure that the balance of the force's interest in terms of effectiveness and morale lies in retention. The force needs to consider the impact on:

- the operational effectiveness of the force;
- the promotion and career development opportunities of other officers;
- its policy on the recruitment of new officers and its diversity objectives

Likelihood of retirement

4.11 Unless the applicant has already retired, it should be discussed with the officer before the application is submitted whether they would retire in any event and, in the absence of 30 + PLUS, leave the service. This should form part of the process of ensuring that the officer understands the implications of participating in the arrangement. The judgement on whether the officer would retire at this point in any event will depend on:

- the officer wanting to take the lump sum now rather than later; and
- the officer's acceptance of the conditions attached to 30 + PLUS.

The business case must clearly indicate the officer's intentions concerning retirement and include an assessment of the case against the background of the usual retirement patterns in the force for that rank and area of duty. If the force is not satisfied that the officer would retire at this point in any event the application should not be supported.

Promotion

4.12 30 + PLUS is specifically aimed at officers who have retired or look to retire from the police service with maximum pension benefits, and is not suitable for officers with a specific interest in furthering their career through promotion or otherwise. Because leaving the pension scheme could be disadvantageous to someone who may well be promoted, the force should be confident that the officer is aware of the implications of joining 30 + PLUS.

Pension issues

4.13 30 + PLUS is not suitable for those who want to serve beyond 30 years and improve the benefits under the Police Pension Scheme for themselves or their dependants. The officer should be advised to seek independent financial advice on the pensions implications of going on 30 + PLUS, particularly if they are likely to be promoted (see above). The officer must sign a declaration, which forms part of the 30 + PLUS application form, confirming that they have understood the pensions implications and the need to seek financial advice as part of the application process.

Costs

4.14 There are higher costs associated with the retention of officers above the rank of sergeant under 30 + PLUS, since their lump sum payment is likely to be significant. This makes the issue of whether the officer would really be lost to the service unless they could retire and return under 30 + PLUS even more important. The force should be able to produce a detailed breakdown of the financial costs/savings involved in retaining an officer compared with the costs of promoting other officers and taking on a new recruit (Annex E and F), including a further explanation/justification if the retention involves a cost.

Roles and Responsibilities in the Application Process

The Applicant

4.15 The officer applying for retention on 30 + PLUS should be aware of the selection criteria that will be applied to their application and should address issues, such as their motivation for applying, appropriately in their supporting statement in section A of the 30 + PLUS application form. The applicant may also complete and submit the Diversity Monitoring Form (Annex C).

The Line Manager

4.16 The line manager's statement should comprise a clear outline of the role, within which the officer is to be retained, and how the way the officer's skills, experience and necessary competence help meet the force's key operational objectives through retention in this role. The local implications of the proposed retention should be presented in section B of the application form.

4.17 The line manager should separately confirm that the officer's performance is satisfactory and (according to force policy) attach the officer's most recent PDR or PDR summary if the applicant has not already done so. In the case of hard-to-fill roles, the line manager should confirm what measures have been taken to fill this role and the level of interest it received. Unless the applicant has already retired the line manager must also assess whether the officer would retire in any event and, in the absence of 30 + PLUS, leave the service. This should have been discussed with the officer in anticipation of the application as part of the process of ensuring that the officer understands the implications of participating in 30 + PLUS.

4.18 The retention of Superintending ranks can also be considered in exceptional circumstances. However the reasons for retention should be based on a clear and pressing operational need after taking force-wide and service requirements and succession planning into account.

The Divisional HR Manager/BCU Commander (or equivalent)

4.19 While the opinion of the officer's line manager is crucial for justifying the officer's retention in terms of their skills and experience, it is essential that there should in all cases be a force-wide perspective of the wider impact of retaining the officer under 30 + PLUS.

4.20 The HR Manager's statement should thus consider the wider workforce implications of the retention including the impact on equality and diversity matters, career development issues and succession planning for all affected officers. These implications should take the line manager's comments into consideration. This statement must be endorsed, though not necessarily completed, by the force's divisional HR Manager (or equivalent) in section C of the application form.

The role of the 30 + PLUS administrator

4.21 For applications from constables and sergeants the force's 30 + PLUS administrator coordinates the statements from the officer, their line manager and divisional HR manager with all supporting documentation, including a costs breakdown from the finance department, and makes a decision following the recommendations made in the application (see section 5). They will also be required to give effect to the decision made by the Head of HR (or equivalent) in regard to ranks above Sergeant. It is the responsibility of the 30 + PLUS administrator to submit information on the successful applicants to the NPIA on a quarterly basis (see section 10.3).

Force HR Director (at ACC level, or equivalent)

4.22 For inspecting ranks the final decision of retention lies with the Head of HR (or equivalent), who should be in a position to make their decision based on the application/business case presented to them. They should approve only those applications for appointment where they are fully satisfied, after considering the business case, that the operational advantages for the force of retention outweigh any disadvantages. The level of detail provided at this stage is at the discretion of the Head of HR. However, if the application is rejected at this level, a more detailed justification is needed in order that the decision can be properly reviewed if there is an appeal. In either case, the application is then passed back to the force's 30 + PLUS administrator for processing.

4.23 The retention of Superintending ranks can also be considered in exceptional circumstances, however the reasons for retention should be offered by the Force HR Director (at ACC level), who

should ensure that the case for this exceptional measure has been made. Where the business case is based on the policing needs for the Olympics, the HR Director may wish to consult with the Olympic Security Directorate (OSD) within the Home Office before reaching their decision and therefore time for such consideration should be factored in

5. THE 30 + PLUS SELECTION PROCESS

Approving an application

5.1 Final approval is in all cases subject to the applicant having been assessed as fully competent, in satisfactory health for their actual and potential duties (as assessed by the Force Medical Adviser), committed to further service and re-vetted.

Medical Assessment upon Re-engagement

5.2 All officers applying should also be advised that before participation can be confirmed they will be required to undergo an assessment by the Force Medical Adviser (FMA) which may involve a medical examination. This assessment will be to ensure that they remain in satisfactory health for the purpose of the appointment. Once again the Force must be mindful of its obligations under the DDA.

5.3 In considering whether an officer is in satisfactory health the FMA should have no concerns that the officer has a medical condition or a medical history which puts in doubt the officer's ability, after allowing for reasonable adjustment, to attend for duty and to perform effectively. Therefore, the FMA will need to know the range of duties the officer would be expected to carry out and for up to how many years the appointment could last. The decision of whether to retain the officer will ultimately be governed by the normal 30 + PLUS process and not made by the FMA.

Re-Vetting

5.4 Officers may also need to be re-vetted before being re-engaged on 30 + PLUS. In the past, all officers were subject to National Security vetting, which is not the same as vetting in its current form (Force Checks (intelligence, crime reports etc.), Counter Terrorism Check (CTC)). As these changes were only introduced relatively recently, forces must ensure that any 30 + PLUS applicant has been vetted under these new standards prior to re-engagement. Due to the time that such vetting may take, it would be prudent for the line manager to arrange for the relevant vetting forms to be submitted at the time of application for 30 + PLUS, rather than waiting for the decision, as this could delay their re-appointment if successful

Length of Appointment

5.5 The length of a 30 + PLUS appointment is at the discretion of the force and will be for a term no longer than the maximum four years, subject to compulsory annual review and dependent on continued effectiveness and business need.

5.6 The minimum period of a 30 + PLUS appointment is 12 months but, exceptionally, it can be for less, e.g. where the officer is needed to complete work on a specific project and management is satisfied that the officer would otherwise be lost to the force. Routinely agreeing shorter periods than 12 months would call the purpose of 30 + PLUS into question. On the other hand, greater flexibility is available in the case of extensions to a 30 + PLUS engagement (i.e. at annual review). These should normally be for at least 12 months but can be for less where it is appropriate and agreed by both parties.

Rejecting an application

5.7 It is the decision of the force HR Director (at ACC level) as to who is retained under 30 + PLUS. The assumption is that in the absence of this arrangement, the officer would retire. However, there are several other options available to an officer wishing to continue employment with the force. It is **not** the force's responsibility to find an alternative role for a police officer, but the following is provided for information and may be used as part of a force's wider retention strategy.

5.8 If unsuccessful, an officer has several options depending on their personal motivation, preference and circumstances. If the main reason for rejection was that managers were not satisfied that the officer would leave the service but for 30 + PLUS, the officer would be able to retire and re-apply afterwards. However, no guarantee can be given to the officer of success on such a re-application. The officer also has the option of simply continuing to serve without retiring. Although

this would significantly reduce the credibility of any early re-application, it should not debar an officer from having a future application considered.

5.9 If the reason for rejection was a force's lack of requirement for officers at the applicant's rank, consideration should be given to allowing the officer to be re-engaged on 30 + PLUS at a lower rank, as opposed to losing the officer altogether, though this would have an impact on the level of pay and allowances (see 6.3).

5.10 The officer may also be considered for re-engagement under 30 + PLUS in a different force. This would be done via secondment or transfer. This is at the discretion and with the agreement of both forces.

5.11 They may consider working as a member of police staff. This would also give the officer means of accruing benefits in another pension scheme. This would obviously not be under 30 + PLUS and the officer would have to apply for the position through open competition. There would be no pension abatement if the officer became a member of police staff.

Appeals

5.12 Although 30 + PLUS is not covered within the Police Pensions Regulations 1987, the force is required to set up a local appeal procedure. If an officer is not successful in their 30 + PLUS application and feels that the decision not to retain them was wrong, they can request a review by their force's HR Director (or equivalent). If the HR Director made the initial decision, the officer may request a review by the Chief Officer. In either event their decision will be final.

6. TERMS AND CONDITIONS OF 30 + PLUS APPOINTMENTS

6.1 An officer on 30 + PLUS should be reinstated at the same pay-point for their substantive rank and with the same eligibility as they had before their retirement to CRTP, SPP and to officers' allowances except for the replacement allowance. More details on pension, allowances and other financial arrangements whilst serving on 30 + PLUS can be found in section 7 below.

6.2 The force has the discretion to use the officer in areas where their skills and experience will bring the most added value to the force. This may result in the officer receiving different allowances from those they had before.

Returning at a lower Substantive Rank

6.3 Officers are able to return at a lower rank, although if this was the case, their pay and conditions would equate to the top of the scale for the lower rank and not that of their pre-retirement rank. In view of this, such an option should be considered very carefully by the officer.

(Temporary) Promotion and Acting-up whilst on 30 + PLUS

6.4 There is nothing to stop an officer coming back on 30 + PLUS and then seeking promotion. Although the officer will have confirmed that they have no specific interest in a higher pension as a result of promotion, they remain eligible for promotion, temporary promotion or 'acting-up' throughout their period of service on 30 + PLUS.

6.5 When (temporarily) promoted or acting up whilst on 30 + PLUS the officer must be made aware of the fact that though their salary will increase, their pension on retirement will not increase in line with this higher salary, as they will no longer be making pension contributions via the Police Pension Scheme and they will not be eligible for membership of the New Police Pension Scheme.

6.6 Chief Superintendents who are acting up or temporarily promoted from this rank are excluded from 30+ PLUS. Although Chief Superintendents are eligible to join 30 + PLUS (in exceptional circumstances), such an appointment cannot be used to retain a Chief Superintendent for the purpose of their acting up in an ACPO rank.

Overtime

6.7 Officers may also work overtime though it needs to be remembered that this will have no impact on the pension payable.

Redeployment

6.8 Provided the officer is performing to the required standard, they may, if appropriate, be offered the opportunity for redeployment elsewhere. An example of when this might be appropriate is if a 30 + PLUS officer's role is to be civilianised.

Part-Time Service

6.9 Officers may serve their 30 + PLUS appointment part-time, regardless of whether they worked part-time before retirement or not. A force may agree to a change in a 30 + PLUS officer's working hours provided a case is presented in support of this change. As a 30 + PLUS officer is retained for a specific role and purpose, which may require a specific amount of weekly working hours, any change of hours (for instance if an officer is considering going part-time), justification must be provided to show that the task, for which the officer has been retained, can be completed just as efficiently within the proposed working hours, as it is in the existing arrangement.

6.10 30 + PLUS Officers serving part-time should receive the same amount of pay as a normal part-time officer would under non-30 + PLUS conditions. Their pension would remain on full abatement whilst on the scheme. Hence, an officer should carefully consider the financial implications of serving part-time on 30 + PLUS as they may be financially worse off than if they retired fully and became eligible to receive their full pension.

Annual Leave

6.11 Officers must clear any outstanding TOIL, rest days and annual leave entitlement before retirement and re-engagement under 30 + PLUS. Upon re-engagement on 30 + PLUS the officer is entitled to receive the same amount of annual leave each year as they had been prior to retirement.

The officer's leave for the year of their retirement should be pro-rated; this will help to ensure that 30 + PLUS officers are neither better nor worse off than their non-30 + PLUS colleagues.

6.12 Where an officer has taken more than the appropriate proportion of their leave for that year prior to retirement the provisions of paragraph 6(d) of the determination at Annex O to the Police Regulations 2003 should be applied as in any other case of an officer retiring.

Parental Statutory Leave

6.13 30 + PLUS officers are eligible for maternity, adoption and maternity support leave. However, none of the leave pay will be pensionable as a 30 + PLUS officer is no longer an active member of a police pension scheme. Officers expecting to qualify for parental statutory leave should contact their force administrator, and seek independent advice if necessary, if in any doubt about moving to 30 + PLUS, since time spent in retirement prior to re-engagement under this arrangement counts as a break in service.

6.14 If a 30 + PLUS officer decides, for his or her own reasons, to leave 30 + PLUS and resume receiving a full pension instead of taking statutory leave he or she should be given the opportunity to re-join afterwards, though this remains at the discretion of the force and must be in compliance with all the above conditions and criteria for selection.

Survivor benefits on death in service

6.15 Should an officer die while participating in 30 + PLUS, any qualifying surviving spouse, civil partner or child will be able to receive a surviving spouse or civil partner's pension or child's allowance based on the officer's maximum pension in the same way as if he or she had died in retirement. In addition it should be noted that a gratuity may be paid to a dependent relative under regulation E2(1)(a)(ii) or to the officer's estate under regulation E3 following his or her death within two years of the date of retirement. This applies equally where an officer is participating on 30 + PLUS, as if he or she were in retirement. It is not considered that regulation E2(1)(a)(ii) needs amendment to apply to a participant in 30 + PLUS. There will be no lump sum death grant.

Injury and death in the execution of duty

6.16 Although not active members of the Police Pension Scheme, participants will be entitled to injury awards, including awards for death as a result of an injury on duty, as if they had at least 30 years' service uninterrupted by their retirement. An injury award under regulation 11 or a disablement gratuity under regulation 12 of the Police (Injury Benefit) Regulations 2006 will be related to the police officer's current pay, with pensionable pay and average pensionable pay calculated as if he or she were still able to make contributions to the Police Pension Scheme. An injury pension payable under regulation 11 will be reduced by three quarters of the officer's 40/60th pension, not any notional pension.

6.17 Where a participant in 30 + PLUS dies as a result of an injury received without default in the execution of duty the normal provisions for survivor benefits will apply, except for abatement of a death gratuity – see paragraph 6.18. The relevant provisions in the Police (Injury Benefit) Regulations 2006 are regulations 13 and 14, survivor's special and augmented awards; regulation 17 or 18, child's special allowance and gratuity; and regulations 20 or 21, adult dependent relative's special pension and death gratuity. (An award will not be payable under C1 or D1 of the Police Pensions Regulations 1987 unless an election is made under regulation E7 to opt for that instead.)

6.18 For the purposes of 30 + PLUS, the death gratuity will be subject to the same abatement provisions as if the officer had died in retirement. The fact that the officer has already received a pension lump-sum payment will be taken into account

7. RENEWING AND EXTENDING APPOINTMENTS

The Annual Review Process

7.1 Even though 30 + PLUS appointments can be granted for up to four years, any appointment is subject to an annual review process, during which the requirement to keep an officer engaged on the arrangement should be as closely examined as it would be on initial application.

7.2 Forces should have a formal and consistent procedure in place for re-visiting the initial application business case to assess the necessity and validity of keeping an officer engaged on 30 + PLUS. Forces should refer to the original justification for the retention of the officer and consider whether or not this is still valid. For instance, where the officer was retained for succession planning or in a hard-to-fill post, managers should consider whether that need has since been addressed. Where the officer was retained for a specific project, they should consider whether this project has now come to an end

7.3 If the original reasons no longer stand but there are new reasons for further retaining the officer, a new business case can be made for their re-deployment. However this will be subject to the same approvals process as with the original application, therefore line managers should be keeping a watching brief on the post requirements and begin to assess the future need for renewal in advance of the 12 month annual review to allow time for such a case to be approved.

7.4 Where the original reason for retention or the business case no longer stands and no new business case can be made, consideration should be given to terminating the officer's 30 + PLUS appointment, either through voluntary termination of an appointment by the officer or by management invoking regulation A19 of the Police Pensions Regulations 1987.

7.5 For any annual review process, regardless of the outcome, an annual review form should be completed, a template of which is attached at Annex H. This form serves as a record for any decisions taken and as evidence to back these up. It is particularly important to retain these records when Regulation A19 is to be applied in support of the use of this regulation in the event of any appeal.

Extending an appointment

7.6 Estimates of the required length of an appointment on 30 + PLUS, such as with hard-to-fill roles, should be based on the best knowledge at the time in relation to the role intended for the officer. When an officer's 'estimated' period of appointment comes to an end and there is still need for their skills within the force, their appointment may be extended further. However, this requires careful examination by the force administrators and should not be done by default. The manager should supply supporting recommendation(s), addressing for example why succession planning has been unsuccessful in resolving issues in regard to back-filling this post.

7.6 Where an officer was retained for a project or a similarly temporary post and this project has run over, it should be established that this was not caused by the officer's loss of interest or commitment to their post before granting an extension. If the officer is still performing as expected of a 30 + PLUS officer and the work was not compromised by any fault of their own, they may be granted an extension up to the new date the work is predicted to be completed by.

7.7 If the reasons for retention given in the original application no longer apply but a new case can be made for retaining the officer, a new business case must be drawn up with supporting documentation, submitted and be considered as with their original 30 + PLUS application.

8. CONCLUDING A 30 + PLUS APPOINTMENT

8.1 The force may terminate a period of re-engagement under Regulation A18 of the Police Pensions Regulations on the account of age, Regulation A19 of the Police Pensions Regulations on the grounds of efficiency of the force (further details of which are given below – see 8.3), Regulation A20 of the Police Pensions Regulations on the grounds of ill-health, the Police (Conduct) Regulations 2008 and the Police (Performance) Regulations 2008. By the same token, a participant has the option of giving one month's notice to terminate their 30 + PLUS appointment at any time.

Voluntary Termination of Appointment

8.2 An officer has the right under Regulation 14 of the Police Regulations 2003 (Determination D) to give one month's notice to terminate their 30 + PLUS appointment at any stage. Officers may also prefer to terminate their appointment voluntarily when it is clear from discussions that invoking Regulation A19 may be appropriate. (see 8.6 below).

Terminating Appointment under Regulation A19

8.3 The power to terminate a 30 + PLUS appointment was agreed by the PNB to be derived from Regulation A19 of the Police Pensions Regulations ("Compulsory retirement on grounds of efficiency of the force"). Paragraph 2 of this regulation states that "[i]f a police authority determine[s] that the retention in the force of a regular police officer would not be in the general interests of efficiency, [they] may be required to retire on such date as the police authority determine." Officers applying for 30 + PLUS sign a declaration explicitly accepting that this regulation may be used to discontinue their appointment. It should be noted that the term 'efficiency' must in all cases relate to Force efficiency, but it can also relate to the individual officer's continued efficiency.

8.4 A19 will normally be the most appropriate way of cutting short a 30 + PLUS placement where the reasons detailed in the business case for retaining the officer have ceased to apply. Forces should however be aware of the need to adopt a fair and appropriate procedure in considering whether to terminate service under regulation A19, and the risk of challenge by way of judicial review if they do not. Where consideration is being given to invoking A19 the officer should be informed of the reasons why such a decision is being contemplated and given an appropriate opportunity to make representations before any decision is reached. There should also be a right of appeal.

8.5 Due to the annual review system, A19 should normally be used to terminate a 30 + PLUS appointment where further retention is no longer deemed necessary. Where A19 is used at the annual review of an officer's 30 + PLUS appointment, the reasons given in this context may also serve as the reason for using A19 (as described above). If A19 is used outside of the annual review process, the reasons given should include a specific justification for terminating the placement at that point. Officers should be given one month's notice of termination following a decision under A19. The opportunity should also be given to the officer to leave the force voluntarily.

8.6 When a force is considering termination of a 30 + PLUS appointment, for example where there is no ongoing business need, they should discuss this with the officer as they may prefer to give notice to leave voluntarily rather than have the manager invoke A19. However it should be noted that applying regulation A19 should under no circumstances reflect badly on the officer and forces should ensure that termination of appointment through regulation A19 is deemed no less honourable than any other way of leaving the service. It should be remembered that it is meant to have been an achievement to be accepted onto 30 + PLUS in the first place.

Misconduct

8.7 If an officer is found guilty of misconduct, their continued participation in 30 + PLUS must be seriously re-evaluated, and is in any case at the discretion of the Chief Officer. Due process should be observed in considering a possible case of misconduct. Regulation A19 must not be used as a shortcut or substitute for the Police (Conduct) Regulations. However, if the outcome of conduct proceedings undermines the original business case for retention, A19 may be used.

Sickness

8.8 If a 30 + PLUS officer goes on short-term sick leave, the same procedures should apply as would for any non-30 + PLUS officer.

8.9 If a 30 + PLUS officer goes on long-term sick leave and it is clear that the officer will not return from sick leave before their next annual review, it may be appropriate for the officer to be required to retire under regulation A19 of the Police Pensions Regulations on the grounds that further retention can provide no foreseeable benefit to the force. This will depend on the circumstances each case including the nature of the illness/ injury and the length of time before the next annual review.

8.10 Where it is unclear when or if they will return, a full assessment should be conducted by the force's Occupational Health Unit in order to advise the force of the expected recovery time. A decision to further retain or retire this officer should be made in the light of this advice. If it remains unclear whether the officer will return and a case can be made for keeping the 30 + PLUS officer on long-term sick leave for the rest of review period with the officer entitled to the same benefits as any other officer on long-term sick leave. However, unless the prospect of recovery for further service has become clearer in the mean time, the officer's appointment should be concluded at their next annual review by applying regulation A19, unless A20 is more appropriate (see below). Again, this will depend on the circumstances in each case.

8.11 It should be noted that where there is the possibility that the officer is permanently disabled for regular full-time employment and is under the age of 55, the affect of the Pensions Increase Act must be considered and the appropriate index increases on pension must be applied.

8.12 If an officer whose placement on 30 + PLUS has been cut short for medical reasons subsequently recovers and wishes to rejoin 30 + PLUS, full consideration should be given to the officer's reinstatement under the same terms as before unless the force is not accepting any further applications from officers at the time. The officer's pension would once again be abated in full.

9. FINANCE ARRANGEMENTS

Pension upon Retirement

9.1 On retirement, officers leave the police pension scheme and receive a tax-free retirement lump sum under PPS commutation provisions. The requirement upon the officer to give notification of intention to commute in the period not earlier than four months before retirement must be followed, and the lump sum must be paid to the officer as soon as possible and within at least three months of their retirement. Although they will not be able to re-join the Police Pension Scheme or join the New Police Pension Scheme, they can build up additional benefits outside the Police Pension Scheme, for example by taking out a personal pension.

9.2 In the time between retirement and 30 + PLUS re-engagement, the officer's pension is paid as normal, i.e. as to any other retired officer. While participation in 30 + PLUS will make the officer's own pension subject to full abatement it will have no effect on the size of any possible survivor's pension or on the size of a pension payable to the officer's former spouse or civil partner under a pension sharing order.

Pay and Pension upon 30 + PLUS Re-engagement

9.3 It is important to bear in mind that 30 + PLUS allows officers to return to the same pay and conditions as pre-retirement levels, subject to any change in the allowances payable on re-engagement. However, it cannot be guaranteed that an officer will receive the same income as prior to retirement due to changes in taxation practices.

9.4 Officers re-engaged under 30 + PLUS do not receive their police pension from the point they re-enter the police force, as they will be paid a salary appropriate to the rank to which they return. Abating (reducing) a person's pension on return to work in the same employment as before retirement is an established feature across the public sector which protects the taxpayer from duplicate payments; it is not specific to the Police Pension Schemes or to 30 + PLUS.

9.5 Neither employer nor employee contributions are payable post-retirement. Under no circumstances should the 11% the officer was previously paying in employee contributions be withheld when they join 30 + PLUS.

Special Priority Payments (SPPs) and Competency Related Threshold Payments (CRTPs)

9.6 Officers re-engaged under 30 + PLUS will be eligible to receive both Special Priority Payments (SPPs) and Competency Related Threshold Payments (CRTPs) in the same way as before their retirement.

9.7 If they are selected for a qualifying post in the force's special priority payment (SPP) scheme, they will receive a payment on the same basis as other officers. The SPP is a non-pensionable lump sum paid at the end of the calendar year. The payment will not be less than £500 or more than £3,000 normally, although exceptionally payments of up to £5,000 may be made.

9.8 As these officers will have ceased to be members of the Police Pension Scheme upon their retirement, Competency Related Threshold Payments (CRTPs) will no longer be pensionable. If an officer is in receipt of a CRTP they will, provided they continue to meet the standards required, receive this payment. Officers should be aware that their pension is based on basic pay plus CRTP over the previous 12 months, or one of the two previous 12 month periods if the pay then was higher. An officer will need to have received a CRTP for at least 12 months in order for the full £1,095 to count as part of their overall pension calculation.

9.9 Any officer of Superintending rank retained under 30 + PLUS will be able to access the benefits/allowances of the Superintending ranks pay arrangements. None of these benefits/payments will be pensionable as the officer is no longer a member of the PPS.

Part-Time Service

9.10 The salary of officers participating in 30 + PLUS as part-timers is based on those they would have received, had they worked the part-time hours before retirement. Officers changing from full-time to part-time service or vice versa once on 30 + PLUS will be subject to the same full pension

abatement whilst on the arrangement and upon full retirement will receive the pension based on their former status before joining 30 + PLUS.

Tax Liabilities

9.11 Upon retirement an officer's pension is recorded as their primary source of income by the tax office. Upon commencing their 30 + PLUS appointment, their salary becomes their primary source of income and an officer's tax code must be changed in order to reflect this to prevent them being taxed incorrectly. Though it is entirely the officer's responsibility for contacting their tax office on this matter, forces should draw their attention to it since many may not be aware of the need to do so in the first place. An HMRC-approved note to circulate to officers upon acceptance to 30 + PLUS can be found at Annex G.

London/SE Allowance

9.12 A 30 + PLUS officer is to be treated as an officer re-joining the force and should be paid regional allowances, such as London and South-East Allowance, where eligible.

Provided Accommodation (Police Housing)

9.13 Provided the Police Authority is in agreement, officers can remain in police accommodation whilst serving on 30 + PLUS. Officers should be charged rent to reflect the termination of the entitlement under the Police Regulations to provided accommodation on their retirement; this should be (what the force deems to be) the market rent for the property or share of the property.

9.14 Any agreement to let an officer in police accommodation join 30 + PLUS should ensure that there is a clearly defined break in the terms of the occupancy. It will be for forces to determine how they propose to formalise this, e.g. a force may wish to propose that officers relinquish the property or let the officer stay on but on a formal tenancy basis/tenancy agreement and pay rent.

Shared Police Housing

9.15 If a police officer who retires in order to go on 30 + PLUS is living with another police officer who receives a replacement allowance,, the other officer may become entitled to receive the full rate of the allowance in accordance with Police Regulations.

Secondments

9.16 Regardless of whether the secondment takes place pre- or post-retirement, the sending force pays the officer's lump sum on retirement and 30 + PLUS salary. The receiving force reimburses the sending force for the officer's salary. For more information on the financing of seconded officers, please refer to the Home Office Circular on Recharging Arrangements for the Pension Costs of Seconded Police Officers and Officers in Funded Posts (HOC 28/2006). Serious consideration must be given to what will happen if/when the secondment ends: due process must be observed.

Transfers

9.17 If the transfer takes place before retirement, standard transfer procedure with regard to pensions responsibilities applies. If it takes place after retirement, all responsibility for pensions would transfer to the officer's 'new' force. The receiving force would pick up the cost of the officer's salary and would continue to pay their pension after they had left 30 + PLUS. Please note that certain elements of pay e.g. London allowance will **not** migrate if an officer transfers to a force with no equivalent.

10. RECORDING AND MONITORING

Records

10.1 Where an officer is retiring with the intention of re-engagement under 30 + PLUS the reasons for leaving should be recorded as "Normal Retirement". On re-engagement under 30 + PLUS, they should be classed as an officer "Returning to the force" or as "re-joining": it would be incorrect to record or indeed otherwise treat them as a new recruit. However, officers need to be re-attested upon their return as this will have been lost in retirement. Attendance, sickness and training records are carried over upon return from retirement.

10.2 Unless the officer is dismissed under the Performance or Conduct Regulations, the officer leaving 30 + PLUS should be recorded as "resignation (other)", **not** as retirement. This method includes retirement from 30 + PLUS under A19 in order to avoid double counting 30-year retirements.

Monitoring & Surveys

10.3 The NPIA must be notified by the 30 + PLUS administrator of new participants and officers who will no longer be retained, on a quarterly basis. This information should be sent electronically through the relevant page of the NPIA website (<http://www.npia.police.uk/en/9728.htm>) using the table in Annex I. The information sent should include rank, reasons for retention/departure and the date that the agreement begins/ends. This will not only enable force-internal monitoring and quality assurance for all 30 + PLUS applicants and officers but will also assist forces in minimising the administrative workload of an external review. The quarterly return will be due on,

- 30th June,
- 30th September,
- 31st December
- 31st March

10.4 The most recent annual review of the previous 30+ arrangement was conducted by the NPIA in March 2008, which assessed the necessity and validity of it continuing until 2010. Following that report, it was agreed by the PNB that an arrangement of this type should continue, however it was recognised that it should be amended to ensure it remained financially viable, which required revisions to the guidance documentation. The 30 + PLUS arrangements will be open to retiring officers until March 2013, during which time a further review will be conducted by the NPIA to assess its continued validity. The quarterly returns submitted by the 30 + PLUS administrator of each force will assist the NPIA with their review.

Diversity Monitoring Form

10.5 If the optional Diversity Monitoring Form (Annex C) is completed by the applicant it is to be retained securely by the 30 + PLUS administrator. The NPIA may request statistical data from 30 + PLUS administrators on diversity monitoring, particularly when the NPIA reviews the operation of these arrangements in 2011.

Annex A – 30 + PLUS Application Form

30 + PLUS POLICE RETENTION SCHEME APPLICATION FORM

This electronic form should be submitted at least three months before your intended date of retirement/no more than twelve months after your retirement in conjunction with the following forms:

- Agreement of Participation in 30 + PLUS (signed by the applicant)
- Occupational Health Service Questionnaire
- Equal Opportunities Monitoring Form (information provided will form no part of the application process; it is anonymous and will be detached from your application on receipt)¹

¹ Completion of this form is voluntary but the information will help ensure equality of opportunity.

Please read the entire form and notes on completion carefully before filling it in. After completing Section A, pass it to your line manager, attaching the above forms as well as a copy of your attendance records, postings history and Section 3 of your most recent PDR/appraisal.

SECTION A – to be completed by Applicant

Full name:

Current rank:

Is your rank substantive or temporary?

PIN/Warrant no.:

BCU/Dept.:

Work tel. no.:

Current role:

Current duties:

Date of birth:

Home address:

Please tick here if this is a police house: If yes, total number of officers in your household:

Intended date of retirement: / /

Length of pensionable service at retirement²: years months

Intended date of re-engagement on 30 + PLUS³: / /

Length of 30 + PLUS appointment requested⁴: years months

Is your recent PDR/appraisal satisfactory (as discussed with line manager)?

Yes No

Do you receive a Competence Related Threshold Payment (CRTP)?

² You must have 30 or more years pensionable service and hence be entitled to retire with maximum pension benefits (40/60ths) in order to be eligible for the 30 + PLUS scheme.

³ You must spend a minimum of one month and a maximum of one year in retirement.

⁴ 30 + PLUS appointments can be granted for one to four years and are subject to annual review. At the force's discretion, appointment extensions can be granted but an officer's total length of service on 30+ may not exceed four years.

Yes No

Do you receive a Special Priority Payment (SPP)?

Yes No

Do you receive housing or rent allowance?

Yes No

If Yes – please ensure you refer to and fully understand the guidance in regard to this.

If you have ever been denied any of the above payments, please explain the reason(s) for this below.

SUPPORTING SELF-STATEMENT

Please use this section to summarise your ability to perform your current role (including relevant skills, knowledge and training and your commitment to the police service, policing priorities, diversity, health and safety and achieving high levels of attendance). Please refer to the guidance notes on completing this section.

Please read and sign the Declaration of your agreement to the terms of 30 + PLUS (Annex B), before submitting your application for consideration.

SECTION B – to be completed by Applicant's Line Manager

I recommend/do not recommend (delete as appropriate) that this officer should be re-engaged under the 30 + PLUS arrangement, subject to an occupational health assessment and vetting.

Justification for retention (please refer to the guidance notes on completing this section):

Provide a clear outline of the role, within which the officer is to be retained:

Explain how the officer's skills, experience and necessary competence help to meet the force's key operational objectives through retention in this role

Has this post proved difficult to fill? Yes No

If Yes – Describe what measures have been taken to fill this role and the level of interest it received.

Also, provide details of measures that have now been put in place to find an eventual replacement, including details of any handover plan (such as mentoring of less experienced officers) agreed with 30 + PLUS applicant

Has the costs analysis form been completed and attached? Yes No

(Please refer to guidance in regard to which section of the cost analysis need completing dependent of the rank of the applicant)

Please confirm that the officer's performance is satisfactory and (according to force policy) attach the officer's most recent PDR or PDR summary if the applicant has not already done so.

PDR attached? Yes No Performance Satisfactory? Yes No

This question is only applicable if the officer has not yet retired:

Is it your assessment that the officer would retire in any event and, in the absence of 30 + PLUS, leave the service?

Yes No *(please ensure that this has been discussed fully with the officer in anticipation of the application, as part of the process of ensuring that the officer understands the implications of participating in 30 + PLUS)*

Is the applicant of a rank above Sergeant? Yes No

If YES – then please provide further comments below and before forwarding the application to the HR Manager (or equivalent) for approval.

If No – please ignore the next question.

For applications from officers above the rank of Sergeant, please complete the following section:

Note: There are higher costs associated with the retention of officers above the rank of sergeant under 30 + PLUS, since their lump sum payment is likely to be significant. This may make the retention of officers of higher ranks less value for money than constables and sergeants.

Therefore please complete and attach a detailed breakdown of the financial costs/savings involved (Annex D) in retaining this officer compared with the costs of promoting other officers and taking on a new recruit to back-fill.

Provide a further explanation/justification for the retention, having assessed these costs, here:

Officers of Superintendent ranks will also be considered in exceptional circumstances, with the reasons for retention agreed with the HR Director (at ACC level), prior to submitting this application for approval.

Signed:..... **Date:**

SECTION C – to be endorsed by BCU/Dept Branch Commander/ (Divisional) HR Manager/ equivalent

Please tick to confirm that the applicant is/will be eligible for maximum pension benefits:

Please tick to confirm that the applicant's absence/sick record has been attached:

Please tick to confirm that the applicant has satisfactory conduct/disciplinary records⁵:

Comments regarding the applicant's conduct/disciplinary record

I recommend/do not recommend (delete as appropriate) that this officer should be re-engaged under the 30 + PLUS arrangement, subject to an occupational health assessment and vetting, and confirm that the workforce planning and diversity implications of this retention have been carefully considered, along with the potential implications for the morale and career development prospects of other officers.

Has this recommendation taken an Equality Impact Assessment into account?
Yes No

Is the applicant of a rank above Sergeant?

Yes No

If YES – then please provide further comments below and then forward the application to the Head of HR (or equivalent) for approval.

If No – please forward this application to 30 + PLUS Administrator to finalise the process.

For applications from officers above the rank of Sergeant - Please tick the box to confirm that the further justification sections have been completed and have been submitted with relevant supporting evidence, including confirmation that that for Superintendent ranks the reasons for retention have been discussed and agreed with the force HR Director (at ACC level). Also confirm that the arguments presented therein have been taken into consideration when deciding whether to recommend this re-engagement., providing justification of your decision in the comments section below:

⁵ Officers will not be eligible for consideration if they have current disciplinary sanctions on file; or are facing conduct proceedings for serious breaches; or are subject to Unsatisfactory Performance Procedures.

Comments

Name: **Position:**

Signed:..... **Date:**

SECTION D – to be completed by Force HR Director or equivalent for inspecting and superintending ranks ONLY

I recommend/do not recommend (delete as appropriate) that this officer should be re-engaged under the 30 + PLUS arrangement subject to an occupational health assessment and vetting.

For applications from officers above the rank of Sergeant - Please tick the box to confirm that the further justification sections have been completed and have been submitted with relevant supporting evidence, including confirmation that that for Superintendent ranks the reasons for retention have been discussed and agreed with the HR Director (at ACC level) . Also confirm that the arguments presented therein have been taken into consideration when deciding whether to approve this application, providing justification for your decision in the comments section below:

Comments

Name: **Position:**

Signed:..... **Date:**

Once complete - please forward the application to the 30 + PLUS Administrator to finalise the process.

SECTION E – to be completed by 30 + PLUS administrator upon submission

Have the following been completed/attached and submitted correctly (please tick)?

Application Form (incl. supporting documents)

Extra sections/justifications completed for officers above rank of Sergeant

Declaration to Participate in 30 + PLUS signed by applicant

Occupational Health Service Questionnaire

Equal Opportunities Monitoring Form (optional)

Cost Breakdown (supplied by finance dept)	<input type="checkbox"/>
All levels of approval thus far completed	<input type="checkbox"/>
Date of Medical:	Result: Pass <input type="checkbox"/> Fail <input type="checkbox"/>
<input type="checkbox"/>	
Vetting Complete <input type="checkbox"/>	
Level of Clearance: BC/CTC/SC/DV/Other (delete as appropriate)	
Expiry Date: / /	
Officer retained? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total length of proposed 30 + PLUS appointment:	
Start date of 30 + PLUS appointment: / /	
End date of 30 + PLUS appointment: / /	

END OF FORM

**AGREEMENT TO PARTICIPATE IN THE 30 + PLUS RETENTION
ARRANGEMENT**
**Incorporating a notice of election under Police Pensions Regulation G4
(Modified for participants in 30 + PLUS)**

To Police Authority

DECLARATION – please read carefully

I would like to be considered for the 30 + PLUS Retention Arrangement. I have or will have completed 30 years' reckonable (pensionable) service and am or will be entitled to maximum pension benefits at retirement.

I understand that the following are conditions of **applying** to join the 30 + PLUS Retention Arrangement:

- Acceptance onto 30 + PLUS is not an automatic right and my application is subject to my acceptance of this agreement and its terms and conditions.
- To be selected, I must be re-vetted and assessed as fully competent and committed to further service, and that many factors partly or wholly unrelated to my performance as a police officer will be considered in the course of processing my application.
- My application is subject to an Occupational Health Assessment and that, to be selected, I must be assessed to be in satisfactory health for the purposes of the proposed appointment.
- I am aware of and understand the financial implications of my retirement and re-engagement on 30 + PLUS as well as the implications of ceasing to be an active member (i.e. one who no longer pays pension contributions) of the Police Pension Scheme, and that I have been advised of the need to take independent financial advice if I am in any doubt about these implications.
- In the event of my application being unsuccessful, I will have the right to request a review from the force's Head of Human Resources (or equivalent). In the event that this review does not find in my favour, I will have the right to appeal to the Chief Officer (or equivalent) of the force, whose decision will be final.

I understand that the following are conditions of **participating** in the 30 + PLUS Retention Arrangement:

- My term of re-engagement is subject to the provisions of the Police Regulations 2003, the Police Pensions Regulations 1987 and 2006, the Police (Conduct) Regulations 2008, the Police (Performance) Regulations 2008 and the Police (Injury Benefit) Regulations 2006. The application of certain provisions to me will have changed as a result of my re-engagement.
- I will be deemed to be an officer with 30 years' pensionable service who has not retired for the purposes of regulations A19 (compulsory retirement on grounds of efficiency of the force) and B4 (police officer's injury award).
- In order to join 30 + PLUS , I must retire for at least one month but no more than one year before re-engagement.
- I will be reinstated at the same rank and pay point I held immediately before retirement, unless otherwise agreed. Any allowances I received before retirement will no longer be payable, as for the purpose of allowances I will be treated as a new entrant and could potentially qualify for CRTP or SPP payments.

- The maximum length of appointment granted is up to four years and is subject to annual review. The force has discretion to extend appointments but the total length of time served on 30 + PLUS may not exceed four years.
- Due to this restriction it may not be possible for me to serve up until my compulsory retirement age. If, on the other hand, my 30 + PLUS appointment would take me beyond my compulsory retirement age, I must apply for a service extension under the same conditions as a regular officer.
- The power under regulation A19 may be used at any point during this appointment but will normally only be used in the context of my annual review if the decision is taken to not renew or extend my 30 + PLUS appointment. If A19 is used at a time other than my annual review, I will be given at least 28 days' notice.
- Likewise, if I wish to terminate this appointment I should, subject to the conditions set out in Regulation 16 and of the Police Regulations 2003 and Regulation 14 in Determination D of these Regulations, give at least 28 days' notice of my intention to leave.
- **I understand that I do not have the option to rejoin a Police Pension Scheme.**
- I shall not pay any further pension contributions during the period of my service as a participant in the 30 + PLUS Retention Arrangement or thereafter.
- I understand that while on the 30 + PLUS arrangement I will not receive any pension payments. My existing pension entitlements will come into full effect again when I cease to serve as a regular police officer under the 30 + PLUS Retention Arrangement.
- In the event of my death in service, my spouse will receive a pension as if I had died in retirement. However, my spouse will not receive a lump-sum death grant of twice my pensionable pay under Regulation E3A, as I will not be a member of the Police Pension Scheme.
- In the event of my death as a result of an injury received without my own default in the execution of duty, any survivor benefits due would instead be payable as appropriate under Regulation C2, C3, D2, D3, E1 or E2(1)(a)(i), unless an election was made under regulation E7 to opt for an award under C1 or D1.
- Any injury pension payable will be reduced by reference to my existing pension, not by reference to any notional pension I would have accrued if I had not made this election. Paragraphs 3(1) and 3(3) of Part V of Schedule B to the Police Pensions Regulations will apply in my case as if references to any other pension to be deducted from my injury pension are to the pension calculated by reference to my pensionable service reckonable by my 30 years' service before participation in the 30 + PLUS Retention Arrangement.

Please tick to confirm that if you have any concerns about the 30 + PLUS arrangement you, have sought independent financial and legal advice about the implications of joining

I have read, understood and hereby agree to abide by the above conditions and undertake to serve for year(s) subject to initial force agreement and annual review and subject to the force's powers to terminate service under regulations A18, A19 and A20 of the Police Pensions Regulations 1987, the Police (Conduct) Regulations 2008 and the Police (Performance) Regulations 2008 or notice by me in accordance with Regulation 14 of the Police Regulations 2003.

Name:

Signed:

Date:

Annex C – Diversity Monitoring Form

Diversity Monitoring Form

The information you provide will be treated in the strictest confidence and is for monitoring purposes only. It will be treated in accordance with the Data Protection Act 1998 and the data protection principles contained therein.

Ethnic Origin (please indicate by a tick in the appropriate box)		
White	Mixed	Black or Black British
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> African
<input type="checkbox"/> Any other White background	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other Black background
	<input type="checkbox"/> Any other mixed background	
Asian or Asian British	Other Ethnic groups	Not Stated
<input type="checkbox"/> Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Not Stated
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other ethnic group	<input type="checkbox"/> I do not wish to disclose my ethnic group
<input type="checkbox"/> Bangladeshi		
<input type="checkbox"/> Any other Asian background		

Gender: Male Female

Hours of Post: Full Time Part Time

Age:

Sexual orientation
Please select that which best describes your sexuality:

Heterosexual
 Lesbian
 Gay
 Bisexual
 Prefer not to say

Religious Belief
Please indicate your religious belief:

Atheism Buddhism
 Christianity Hinduism
 Islam Jainism
 Judaism Sikhism
 Other
 Prefer not to say

Marital Status

Single Married/Civil Partnership Divorced
 Other Prefer not to say

Disability Discrimination Act 2005
A person has a disability under the Disability Discrimination Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Long term means has lasted, or is expected to last, for 12 months. Do you consider yourself to be a disabled person?

Yes No Prefer not to say

If answering yes, please give details of your disability below:

GUIDANCE NOTES ON COMPLETING AND SUBMITTING A 30 + PLUS APPLICATION

CONSIDERATIONS BEFORE APPLYING

Officers are **strongly** advised to carefully consider the implications of joining 30 + PLUS and to seek professional independent financial and legal advice prior to applying. 30 + PLUS is not suitable for every officer with a maximum pension, especially not those who simply wish to carry on serving 'as before'. The crucial fact is that officers on 30 + PLUS retire and re-join the service, which has implications on many levels, though most markedly on their PPS membership. The key considerations and issues are set out below.

Pension Implications

Upon joining 30 + PLUS an officer is no longer an active member of the Police Pension Scheme, and although they may contribute to a personal pension instead, this may not provide as much value as further membership of the PPS. The officer will therefore be required, as part of the application process, to sign a declaration confirming that they are aware of and have understood these implications of joining 30 + PLUS, and that they have been advised of the need to take independent financial advice if they are in **any** doubt. Forces may assist officers in finding an independent financial adviser (IFA) but this is at the force's discretion and they are under no pressure to do so. The Financial Services Authority (FSA), at www.moneymadeclear.fsa.gov.uk, may also assist officers in finding an IFA.

Promotion Prospects

Officers hopeful of promotion are advised to consider the possible benefits of waiting for promotion before retiring. 30 + PLUS is not suitable for officers who want to keep open the possibility of increasing their pension through further promotion. An officer's pension will not be increased to take into account an increased salary if this promotion takes place after retirement, i.e. whilst serving on 30 + PLUS. The 30 + PLUS arrangement is, on the other hand, suitable for an officer with prospects of promotion where it is clear that they will leave the service regardless for the sake of the lump sum.

New basis for further service

An officer joining 30 + PLUS is taking a decision to make their further service subject to annual review and liable to compulsory retirement under regulation A19. If they want to continue service without such reviews until their respective compulsory retirement age (CRA) they will need to consider whether 30 + PLUS is suitable for them.

Replacement allowance

Officers with an entitlement to a replacement allowance such as housing or transitional rent and compensatory grant will need to bear in mind that this will be lost on retirement. Officers on 30 + PLUS will be treated as new entrants in regard to allowances.

Provided Accommodation (Police Housing) / Rent Allowance

Officers in any form of police accommodation need to bear in mind that entitlement to such accommodation will be lost on retirement and should make further enquiries about the implications of joining 30 + PLUS based on individual accommodation circumstances, before making a final decision to apply. Each force has the discretion to allow officers to remain in Police housing whilst on the arrangement, but if agreed, the officer will be charged rent for the accommodation. Information on local rent rates will be available from your Force 30 + PLUS administrator.

Medical and Security Checks

All officers applying should also be advised that before they are selected to participate in 30 + PLUS, they will be required to undergo an assessment by the Force Medical Adviser which may involve a medical examination, and that they may also need to be re-vetted.

RANK-DEPENDENT APPLICATION PROCESSES

Constables and Sergeants

For the retention of constables and sergeants, a majority of the application form/business case needs to be completed, which includes a supporting statement from the applicant (section A of the application form), their line manager and (section B), their divisional HR manager (or equivalent) supporting statement (section C). Any section of the form that only needs completion for the retention of ranks above Sergeant are clearly marked and should be crossed through. This form should then be submitted to the force's 30 + PLUS administrator for the completion of section E and final evaluation and to effect the decision made.

Ranks above Sergeant

Because there are wider implications in retaining an officer of inspecting or superintending rank, a more detailed evaluation of the benefits of retention is required. Hence, the application form, requires each person involved in the application process to complete some additional sections of the form, which are clearly indicated. Officers of Superintendent ranks can also be considered in exceptional circumstances and the reasons for retention can only be approved by the HR Director at ACC level. Where the business case for retention is in relation to the policing needs of the Olympics, the NPIA and the Home Office Olympic Security Directorate may be consulted before any agreement is made and therefore time for this should be factored in. The application business case must pull together all the selection criteria as outlined below and the Divisional HR Manager must confirm this on the application form in section C before it is submitted to the Head of HR (or equivalent). This along with all supporting materials is then submitted to the Head of HR (or equivalent) for final evaluation and completion of section D on the application form, before it is handed back to the force's 30 + PLUS administrator for completion of section E and giving effect to the decision made.

The application must be submitted to your force's 30 + PLUS administrator at least three months prior to your intended date of re-engagement on the arrangement.

Officers are not eligible for consideration if they have live disciplinary sanctions which have not yet been withdrawn from their service record or overturned following a review, are facing conduct proceedings for serious breaches, or are subject to unsatisfactory performance procedures.

COMPLETING THE FORM

SECTION A – to be completed by applicant

Officers applying for the 30 + PLUS Retention arrangement are assessed in terms of their past performance, competence and commitment to further service. Please note that officers will not be eligible for consideration if they have live disciplinary sanctions which have not yet been withdrawn from their service record or overturned following a review, are facing conduct proceedings for serious breaches, or are subject to unsatisfactory performance procedures.

Supporting statement

The officer applying for retention on 30 + PLUS should be aware of the selection criteria that will be applied to their application and should address issues, such as their motivation for applying, appropriately in their supporting statement in section A of the 30 + PLUS application form. This is especially important in assessing other options for the officer should retention not be possible on the arrangement for whatever reason.

SECTION B – to be completed by Line Manager

The line manager's business case and supporting statement should cover the following points:

- a clear outline of the role, within which the officer is to be retained,
- the way in which the officer's skills, experience and necessary competence help meet the force's key operational objectives through retention in this role.
- Confirm the officer's performance is satisfactory and (according to force policy) attach the officer's most recent PDR or PDR summary if the applicant has not already done so.
- In the case of hard-to-fill roles, the line manager should confirm what measures have been taken to fill this role and the level of interest it received. In addition, there must be an indication of the measures taken to find an eventual replacement and plans for any handover from the existing officer to eventual replacement.

- Unless the applicant has already retired the line manager must also assess whether the officer would retire in any event and, in the absence of 30 + PLUS, leave the service. This should have been discussed with the officer in anticipation of the application as part of the process of ensuring that the officer understands the implications of participating in 30 + PLUS.
- Cost breakdown (in consultation with the Force 30 + PLUS administrator and the Finance department) and further justification for re-appointment of all officers above the rank of Sergeant.
- The reasons for retaining someone of Superintendent ranks should also be discussed and agreed with the force HR Director at (ACC level) before submitting the application form for approval.

SECTION C – to be endorsed by BCU/Dept Branch Commander/ (Divisional) HR Manager/ equivalent

The HR Manager's statement should consider:

- the wider workforce implications of the retention
- career development issues and succession planning for all affected officers, especially in regard to applicants of ranks above Sergeant.
- These implications should take the line manager's comments into consideration.

This statement must be endorsed, though not necessarily completed, by the force's divisional HR Manager (or equivalent).

- An assessment of the impact the retention of the officer will have on equality and diversity within the Force, focussing on four key areas;
 - Does the retention of the officer adversely impact on a more diverse mix of ethnicity?
 - Would the retention of the officer disadvantage the representation of women officers in the Force?
 - What impact does retention of the officer have on the age balance within the Force?
 - Would the impact on diversity by retaining the officer be acceptable, and if not, how will it be mitigated?

SECTION D – to be completed by HR Director or equivalent (*for inspecting and superintending ranks ONLY*)

For inspecting or superintending ranks whilst the final decision of retention lies with the Head of HR (or equivalent), who should be in a position to make their decision based on the application/business case presented to them. For officers of Superintending ranks the reasons for retaining someone of this rank should also be discussed and agreed with the force HR Director (at ACC level) before approval is granted. This should have been obtained by the line manager before the application was submitted. They should approve only those applications for appointment where they are fully satisfied, after considering the application/business case, that the operational advantages for the force of retention outweigh any disadvantages. The length to which they go to justify their decision is at their discretion. However, if the application is rejected at this level, a more detailed justification may be necessary considering the potential appeal it may face.

SELECTION CRITERIA

Skills & Experience

A 30 + PLUS application should set out how the retention of the officer's specific skills and experience is essential either to the overall efficiency of the force or to specific projects, and how it will help to meet key requirements, operational objectives and capability of the force. When evaluating an application, an assessment should be made of the potential impact if the officer were to retire and not be retained as proposed.

Role and Length of Appointment

A close analysis of the specific role, within which the applicant is to be re-engaged on 30 + PLUS, is likely to reveal indicators regarding the necessity and desirability for retaining this specific officer. This will also help in determining the required length of 30 + PLUS appointment as simply granting the maximum of four years is never appropriate.

Wider Workforce Implications

While the opinion of the officer's line manager is critical for justifying the officer's retention in terms of their skills and experience, it is essential that there should in all cases be a force-wide perspective of the wider impact of retaining the officer under 30 + PLUS to ensure that the balance of the force's interest in terms of effectiveness and morale lies in retention. The force needs to consider the impact on:

- the operational effectiveness of the force;

- the promotion and career development opportunities of other officers;
- the recruitment and the ability of the force to improve its levels of diversity.

Likelihood of retirement

Unless the applicant has already retired, it should be discussed with the officer whether they would retire in any event and, in the absence of 30 + PLUS, leave the service before the application is submitted. This should form part of the process of ensuring that the officer understands the implications of participating in 30 + PLUS. The judgement on whether the officer would retire at this point in any event will depend on:

- the officer's reasons for wanting to take the lump sum now rather than later; and
- the officer's acceptance of the conditions attaching to 30 + PLUS.

A business case must clearly indicate the officer's intentions concerning retirement and include an assessment of the case against the background of the usual retirement patterns in the force for that rank and area of duty. If the force is not satisfied that the officer would retire at this point in any event the application should not be supported.

Promotion

30 + PLUS is specifically aimed at officers who have retired or look to retire from the police service with maximum pension benefits, and is not suitable for officers with a specific interest in furthering their career through promotion or otherwise. Because leaving the pension scheme could be disadvantageous to someone who may well be promoted, the force should be confident that the officer is aware of these implications of joining 30 + PLUS.

Pension issues

30 + PLUS is not suitable for those who want to serve beyond 30 years and accrue further rights under the Police Pension Scheme for themselves or their dependants. The officer should be advised to seek independent financial advice on the pensions implications of going on 30 + PLUS, particularly if they are likely to be promoted (see above). The officer must sign a declaration, which forms part of the application form, confirming that they have understood the pensions implications and the need to consider seeking financial advice as part of the application process.

Costs

There are higher costs associated with the retention of officers above the rank of sergeant under 30 + PLUS, since their lump sum payment is likely to be significant. This may make the retention of officers of higher ranks less value for money than constables and sergeants. The force should be able to produce a detailed breakdown of the financial costs/savings involved in retaining an officer compared with the costs of promoting other officers and taking on a new recruit, including a further explanation/justification if the retention involves a cost.

Once these issues have been considered, forces should send the completed business case to their Head of HR for approval and they should approve the appointment only where they are satisfied that there is an operational need for the officer, either because of a skills gap or because of a noticeable loss of effectiveness in performing specific and important Force tasks. The Head of HR should also carefully consider the workforce planning issues and the disadvantages in terms of blocking promotion etc. Approval should be given only if they are satisfied that the operational advantages in retention outweigh any workforce planning disadvantages involved.

30 + PLUS Application – Costings Breakdown

Rank:

Force:

Costs if Officer retires and is replaced by a recruit

A1 Recruit's/ Probationer's Pay	Basic Salary (in training & remainder)	£
	National Insurance (p%)	£
	Employer Pension Contrib.	£
	Allowances (e.g. London)	£
	Total	£
A2 Pay of Sergeant promoted from Constable	Basic Salary	£
	NI (p%)	£
	Employer Pension Contrib.	£
	Total	£
A3 Pay of Inspector promoted from Sergeant	Basic Salary	£
	NI (p%)	£
	Employer Pension Contrib.	£
	Total	£
A4 Pay of Chief Inspector promoted from Inspector	Basic Salary	£
	NI (p%)	£
	Employer Pension Contrib.	£
	Total	£
A5 Pay of Superintendent promoted from Chief Inspector	Basic Salary	£
	NI (p%)	£
	Employer Pension Contrib.	£
	Total	£
A6 Pay of Chief Superintendent promoted from Superintendent	Basic Salary	£
	NI (p%)	£
	Employer Pension Contrib.	£
	Total	£
A7 Recruits Training Costs		£
A8 Recruits Training Abstraction Costs (non-productive period of x weeks)		£
A9 Pension of Retired Officer		£
A10 TOTAL COST		£

Cost if Officer is re-engaged on 30 + PLUS

B1 Pay of Constable not promoted	Basic Salary	£
	NI (p%)	£
	Allowances	£
	Total	£
B2 Pay of Sergeant not promoted	Basic Salary	£
	NI (p%)	£
	Total	£
B3 Pay of Inspector not promoted	Basic Salary	£
	NI (p%)	£
	Total	£
B4 Pay of Chief Inspector not promoted	Basic Salary	£
	NI (p%)	£
	Total	£
B5 Pay of Superintendent not promoted	Basic Salary	£
	NI (p%)	£
	Total	£
B6 Pay of Chief Superintendent not promoted	Basic Salary	£
	NI (p%)	£
	Total	£
B7 TOTAL		£

Date:

C1 SAVING to the FORCE by retaining officer under 30 + PLUS	£
--	---

Note to Line Managers – please attach this form to the 30 + PLUS application form, before it is submitted for approval.

Notes on completing the 30 + PLUS costings template

Background

30 + PLUS is designed to assist **forces** in retaining valuable skills and experience that would be otherwise lost to retirement. Its primary purpose is **not** to benefit an individual officer. Hence, forces intending to re-engage an officer of any rank need to apply strict selection criteria which include consideration of skills and experience, wider implications, likelihood of retirement, promotion and CRAs, pension implications, and cost.

In order to aid forces in calculating the cost involved in a 30 + PLUS decision, this template and guidance have been issued.

Which sections do I need to complete?

This depends on the rank of the officer applying for a 30 + PLUS retention. Only sections up to and including the rank of the applicant should be completed. If the applicant is an Inspector, for instance, ranks above inspector would not be affected by their retention. Costings for officers of all ranks must complete sections A1, A7-10, B1, B7 and C1.

The following table lists the sections which need to be completed in addition to those just listed depending on the rank of the officer applying for a 30 + PLUS retention:

Constable	none
Sergeant	A2, B2
Inspector	A2-3, B2-3
Chief Inspector	A2-4, B2-4
Superintendent	A2-5, B2-5
Chief Superintendent	all

How do I complete each section?

Sections A1-6 and B1-6:

- 'Basic Salary' refers to all moneys paid to the officer in question for the proposed period of the 30 + PLUS appointment. For example, if an officer is applying for a two year 30 + PLUS appointment, then the 'basic salary' on this form is the sum of the salary paid in the first and second year including potential pay rises.
- National Insurance ('NI') varies depending on income, so please complete the form to reflect the different rates at different ranks by replacing the 'p' with a number, e.g. p% becomes 12%.
- The current 'Employer Pension Contribution' rate is presently set at 24.2%.
- The 'Total' cost reflects the sum of total salary paid, national insurance paid on his or her behalf, and the employer pension contributions paid towards his or her pension.

Additional Notes

- In **Section A1** 'Basic Salary' for a new recruit includes the pay received whilst in training and thereafter for the entire time of the proposed 30 + PLUS appointment. Include recruit's allowances where the 30 + PLUS applicant would not be eligible (e.g. London/SE Allowance).
- **Sections A2-6** shall be completed similarly with the difference that 'Basic Salary' here refers to any salary paid in the time of the proposed 30 + PLUS re-engagement (e.g. in the case of a two year re-engagement, this number will be the sum of the first and second year salary paid to the relevant officer including any potential pay rises).
- In **sections B1-6** 'basic salary' refers to the total salary payable to the officer for the duration of the 30 + PLUS appointment in question. These should be 'top of scale' to reflect the officers' pay who might have been promoted were it not for the retention of the 30 + PLUS officer who is effectively blocking these promotions.

- **Section C1** is the amount left by deducting the number in B7 from the number in A10

30 + PLUS - Tax Arrangements

Tax Codes

Background

Standard HMRC procedure is to apply the existing tax code from your salary, to your pension when you retire.

The normal expectation on retirement is that your pension would now be your primary source of income. Based on this presumption, any additional income will be placed on the basic rate BR tax code of 20%.

Left un-adjusted, this means that when you return to service under 30 + PLUS, your salary will default to a basic rate tax code. This is likely to result in an underpayment of tax, leaving you with a large tax bill.

Following an adjustment, a tax bill is still likely, but it should be far smaller than if left un-adjusted.

There must be a gap of a month between the officer's retirement/pension coming into payment and his or her re-employment by the force on 30+ PLUS. Under tax rules in force from April 2010 onwards, this is particularly important where the officer retires before age 55. If this does not happen in such cases, both the officer and the force will be liable for large tax charges payable on any pension benefit paid before age 55, including any commuted lump sum.

Solution

Call HMRC and request they re-apply your old tax code to your salary, and apply the BR tax code to your pension.

How do you do this?

Call the Tax Office who look after the Police on 029 20325048. State you are an officer on 30 + PLUS and wish to alter your tax arrangements. They will need your National Insurance number to identify you.

You will need to quote both your Salary and your Pension figures to them. These are available from Logica/Paymaster, but you must wait until you have received your first pension payment so that the HMRC can find you in their system.

There may be some delay in making the adjustment to your codes, but any overpayment/underpayment will be adjusted in the month the changes finally take effect.

30 + PLUS POLICE RETENTION ARRANGEMENT ANNUAL REVIEW REPORT

Full name:

Current rank¹:

PIN/Warrant no.:

BCU/Dept.:

Work tel. no.:

Date of birth:

Start date of 30 + PLUS appointment: / /

Intended date of 30 + PLUS appointment conclusion: / /

Total length of intended 30 + PLUS appointment: years months

Date of last annual 30 + PLUS appointment review (if applicable): / /

Does the original case for retaining this officer still apply? Yes No If not, can a new case for retention be made? Yes No

If so, please complete the justification statement sections of the 30 + PLUS application form and attach to this review, proposing the new role for the officer and detailing the new proposed length of appointment necessary. Also outline any amendments to costs proposed in the original application form. This will be subject to the same approval levels as required by the original application, so please forward to the appropriate person on completion of the line manager section.

Name:

Signature

Date:

END OF FORM

¹ Please indicate if this is a fixed rank or part of a temporary promotion

