

**NOT PROTECTIVELY MARKED**



**PAY AND ALLOWANCES**  
**FORCE REFERENCE DOCUMENT**

FRD Reference Number	P9
Quality Auditor	Human Resources
First Issued	16.1.01
Last Updated	
Version	1

**NOT PROTECTIVELY MARKED**

# **NOT PROTECTIVELY MARKED**

## **POLICY**

1. Northern Constabulary will adhere to the Police (Scotland) Regulations 1976 and the Police Support Staff Conditions of Service (Scotland) (PSSC) and amending Statutory Instruments in the payment of salaries and allowances.
2. Northern Constabulary will apply the legislation as laid down by Income and Corporation Taxes Act 1988 and the requirements of National Insurance Contributions Acts.

## **STANDARDS**

1. Human Resources will ensure that salary increments and pay scales are notified timeously to the Pay Department.
2. Human Resources will publish, in the Force Information Bulletin, the changes in allowances when received.
3. The Administration Service Unit will ensure distribution of PNB Circulars when received.
4. The Pay Department will publish when the new allowances/pay scales are to be applied and any instructions on claiming arrears.
5. Service Unit Managers will ensure that they take all reasonable steps to ensure that payments being authorised are within the Regulations and Support Staff Conditions.
6. Pay and Allowance Guidance will be published for interpretation and/or explanation on NOW.
7. The Pay and Allowance Guidance will be kept up to date by Human Resources and the Pay Department and a review will be undertaken annually.
8. The Pay Department is responsible for making regular checks on claims for overtime and other allowances and reporting failure to comply with the Standards and Guidance to the Reviewing Officers and the Service Unit Manager(s).
9. The Pay Department will ensure that all necessary returns are made to the Inland Revenue timeously.

**NOT PROTECTIVELY MARKED**

# **NOT PROTECTIVELY MARKED**

## **GUIDANCE**

### **1. GENERAL**

- 1.1 It is not the intention of any guidance published by the Force to usurp the original authority and agreement by the staff association on salaries, payments and allowances.
- 1.2 The intention is to ensure that there is clarity for both staff and managers when authorising, claiming and querying payments.
- 1.3 Where possible, the same Guidance Notes will cover the procedures for police officers and support staff.

### **2. PAY AND ALLOWANCES GUIDANCE NOTES**

- 2.1 For further detailed information and guidance on particular Police Regulations and/or support staff pay and allowances, refer to Pay and Allowance Guidance which can be found on NOW for the use of all staff.

### **3. ADDITIONAL SOURCES OF INFORMATION**

- 3.1 Interpretation of any terms and conditions will always be made using the original source document. The original documents are issued by and/or contained in:
  - (a) Publications issued by the Scottish Police Federation and UNISON;
  - (b) Police Support Staff Handbook;
  - (c) Regulations and Statutory Instruments;
  - (d) Home Office and Police Negotiating Board Circulars;
  - (e) Scottish Executive Circulars;
  - (f) NOW;
  - (g) Force Information Bulletins;

**NOT PROTECTIVELY MARKED**

## **NOT PROTECTIVELY MARKED**

- (h) Scottish Home and Health Department Circulars;
- (i) PC UK Circulars.

**The information contained in this document should not be considered exhaustive, the definitive reference being the relevant legislation or agreements.**

**NOT PROTECTIVELY MARKED**