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MINISTRY OF DEFENCE
STATEMENT OF CIVILIAN PERSONNEL POLICY

PERMANENT ALLOWANCES
MINISTRY OF DEFENCE POLICE

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Contact: People Service Centre (PSC)
- 93345 7772 (Mil)
- 0800 345 7772 (STD)
- +44 1225 829572 (Overseas)

MINISTRY OF DEFENCE POLICE (MDP) – PERMANENT ALLOWANCES

DESCRIPTION

This document describes the policies and rules that apply to MDP permanent pay related allowances. A permanent allowance is one which will be payable when qualifying criteria are met and will continue until circumstances or eligibility change. This document therefore includes the following:

- Policy, Rules & Guidance that apply to the payment of the Clyde Submarine Bases Allowance
- Policy, Rules & Guidance that apply to the payment of the Wethersfield Trainers Allowance
- Policy, Rules & Guidance that apply to the payment of housing emoluments to MDP officers.
- Policy, Rules & Guidance that apply when, as an employee, your Permanent Duty Station (PDS) falls within the London Metropolitan Police Area and you were recruited after 31 August 1994 and do not have a reserved right to receive a Housing Emolument.
- Policy, Rules & Guidance that apply when, as an employee, your Permanent Duty Station (PDS) falls within the Civil Service London Weighting areas.
- Policy, Rules & Guidance that apply when, as an employee, you were recruited after 31 August 1994 and you do not have a reserved right to receive a Housing Emolument and your Permanent Duty Station (PDS) falls within the following Home Department Police Force areas:
 - Bedfordshire,
 - Essex,
 - Hampshire,
 - Hertfordshire,
 - Kent,
 - Surrey,
 - Sussex and
 - Thames Valley (the South-East area).
- Policy, Rules & Guidance that apply to the payment of the Competence Related Threshold Payment.
- Information on the MDP Central Service Allowance
- Information on the MDP Home Kennelling Allowance

Allowances due when on overseas or external secondment are not included here and the International Policing and Secondments Office (IPSO) at MDPGA HQ can advise on allowances due during periods of overseas and external secondment. Contact number: 94667 4265 (Mil) or 01371 854265 (STD). Email: MDP-HQ IPSO Admin.

OVERVIEW

As an MDP officer, during your career you may be entitled to receive additional allowances in addition to your own salary. You may have served and continue to work in the Clyde Submarine Base Area and may have reserved rights to receive the Clyde Submarine Base Allowance. You may be entitled to one of a variety of housing emolument dependent on your circumstances. Entitlement is payable on the same basis as the allowance payable to the Home Department Police Force (HDPF) in which the officer's permanent station (**not accommodation**) is located and subject to the same conditions as laid down for HDPF officers and is non-pensionable. In cases of difficulty or doubt DBS Civilian HR will refer to MDP and Guarding Agency (MDPGA) HR Policy.

You may, during your career, work in London Metropolitan Police Area. This document also explains the various forms of allowances available to you for working within the London Weighting zones and within the MDP South-East area and if you are a Police Trainer at MDPGA HQ. As a police officer of the rank of Constable to Chief Inspector, you may qualify to receive the Competency Related Threshold Payment and this document sets out the scheme rules.

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

The Part 1 and Part 2 Assessment of this policy is due for review on 1 July 2010

WHO DOES THIS APPLY TO?

PERMANENT ALLOWANCES

This applies to all MDP officers.

Some allowances apply to different groups of officers. Eligibility is shown against each allowance where terms and conditions vary

CLYDE SUBMARINE BASE ALLOWANCE

This applies to all MDP officers who were working as police officers at the Clyde Submarine Base on 31 December 1989 and continue to do so with no break in service there.

WETHERSFIELD POLICE TRAINERS ALLOWANCE

This applies to MDP constables and sergeants who are also trainers at the Agency Training Centre, Wethersfield.

MDP HOUSING EMOLUMENTS

This applies to eligible MDP officers. MDP officers appointed prior to 31 August 1994 have reserved rights to receive a housing emolument or to receive rent free accommodation subject to meeting qualifying criteria. Police officers recruited directly into the MDP from another HDPF between this date and 30 April 2011 may also have an entitlement to receive a housing emolument or to be provided with rent free accommodation subject to being eligible when employed by the HDPF, suffering no break in police service and continuing to meet the qualifying criteria. Officers, with previous HDPF experience, recruited to the MDP on, or after, 1 May 2011 will have no entitlement to a new or retained housing emolument.

LONDON ALLOWANCE

This applies to all MDP officers who were recruited after 31 August 1994 and do not have a reserved right to receive a housing emolument.

LONDON WEIGHTING

This applies to all MDP officers

SOUTH-EAST ALLOWANCE

This applies to all MDP officers who were recruited after 31 August 1994 and do not have a reserved right to receive a housing emolument.

COMPETENCE RELATED THRESHOLD PAYMENT

This applies to MDP officers at the ranks of Constable to Chief Inspector who will have been at the top of their pay scale for a year.

MDP CENTRAL SERVICE ALLOWANCE

MDP officers seconded to the Home Office may be eligible to claim a Central Service Allowance as compensation for working long hours, domestic disruption, or in recognition of particular skills to the holders of certain Central service posts. Details of eligibility will be confirmed when the secondment is agreed.

MDP HOME KENNELING ALLOWANCE

To be paid to MDP officers who home kennel their police or specialist dog. It is to allow for compensation to be made to the officer for exercising and grooming their dog whilst off duty due to rest days, public holidays and annual leave.

TASK 1 – MINISTRY OF DEFENCE POLICE (MDP) – PERMANENT ALLOWANCES

FOR YOU AS AN EMPLOYEE OR AS A MANAGER

WHAT YOU NEED TO KNOW AND WHAT YOU NEED TO DO

Clyde Submarine Base allowance

1. Officers in post on 31 December 1989 will continue to receive the existing rate of Clyde Submarine Base Allowance. This will remain fixed on transfer between the named Establishments but entitlement to the applicable rate will be lost on transfer to an Establishment where the allowance is not payable. The allowance is non-pensionable. Officers posted to the stations concerned, on or after 1 January 1990, will have no entitlement to the allowance even if they have qualified for payment during a previous posting. It is retained on short spells of detached duty from the Base and may be retained on a mark-time basis by officers transferred from the base on PPI terms or Temporary Transfer terms.
2. Qualifying locations are: HMNB Faslane, RNAD Coulport and Defence Munitions Centre Glen Douglas.

Wethersfield Police Trainers Allowance

3. The Wethersfield Police Trainers Allowance is an annual allowance of £1260 that is paid to constables and sergeants employed on training duties at the Agency Training Centre (ATC) at Wethersfield. The allowance is paid monthly, is taxable and non-pensionable and does not reckon for overtime. The allowance will automatically stop on temporary promotion to inspector and will automatically stop on transfer from the ATC.
4. Line managers will be required to authorise payment by completing [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#).

TASK 2 – MINISTRY OF DEFENCE POLICE (MDP) – MDP HOUSING EMOLUMENTS

FOR YOU AS AN EMPLOYEE, SENIOR POLICE OFFICER OR MANAGER

WHAT YOU NEED TO KNOW

1. Police officers who were in service on 31 August 1994 may be entitled to receive a housing emolument. Entitlement depends on personal circumstances and eligibility.
2. The payment of housing emolument is based on the location of the Permanent Duty Station (PDS) and **not** the location of the property / accommodation. However, upon Temporary Transfer for the purposes of these regulations the new duty station will not be considered as the PDS. The rate payable is the same as the rate paid to a Home Department Police Force (HDPF) Officer in that same PDS location. Rates are set out at the end of this document.
3. It should be noted, that MDP officers are not entitled to receive, in any circumstances, the Compensatory Grant, which serves to compensate HDPF officers for the effects of the taxable status of the Rent Allowance.
4. Prior to 1 April 1990 officers were entitled to:
 - Rent Allowance (RA); or
 - Flat Rate (or half rate) Rent Allowance (FRRA); or
 - Be provided with rent free accommodation.
5. The amount of RA an officer could receive was capped to a maximum and called the Maximum Limit of Rent Allowance (MLRA).

Transitional arrangements for those serving at a PDS in Scotland (1 April 1989 – 31 March 1990)

6. On 1 April 1989, the Poll Tax was introduced in Scotland. Officers who joined the MDP between 1 April 1989 and 31 March 1990 and who were recruited to a Scottish PDS, were entitled to claim a transitional allowance equal to FRRA and further became eligible to receive the appropriate rate of Housing Allowance (HA) upon its introduction on 1 April 1990 further described below.
7. Additionally, MDP officers transferred into a Scottish PDS from elsewhere in the Force retained their entitlement to their previous rate of RA and then became eligible to receive the appropriate rate of HA on 1 April 1990, where this was greater, or alternatively, retained a Transitional Rent Allowance (TRA) in accordance with the conditions set out below.

8. MDP officers already serving at a station in Scotland on 1 April 1989 retained their entitlement to whatever rate of RA they had previously been entitled, and whilst remaining in Scotland, with a further reassessment upon the introduction of HA on 1 April 1990 and in accordance with the conditions described below.

Changes made on 1 April 1990

9. From 1 April 1990 RA was replaced with HA and officers who joined the MDP on or after this date (but prior to 1 September 1994), are entitled to;

- Standard Rate of Housing Allowance (SRHA); or
- Half-Rate of Housing allowance (HRHA); or
- Be provided with rent-free accommodation.

10. Officers to whom a RA was payable on 31 March 1990 would also be entitled to a HA if the value of their RA on 31 March 1990 was less than (or equal to) the value of the SRHA or HRHA. Such officers would, thereafter, only be entitled to receive HA in the future and entitlement to any form of RA ceases.

11. Equally, officers in receipt of a FRRA who later became eligible to receive MLRA, for example, by virtue of marrying or reaching age thirty, would become eligible to receive SHRA only and their entitlement to RA for the future, ceased.

12. Officers whose value of RA on the 31 March 1990 was greater than the value of the SRHA or HRHA would be entitled to a TRA. The TRA would equal the annual rate of RA to which the officer would be entitled on 31 March 1990. Such officers will receive this TRA from 1 April 1990 until a qualifying change to their circumstances.

Changes made on and after 1 September 1994

13. On 31 August 1994 HA was permanently frozen at the rates present at that time. Since 1 September 1994 new recruits to the MDP have not been eligible to receive the SRHA or TRA, or to be provided with rent free accommodation. Since 1 May 2011, officers who join the MDP from other forces, are no longer entitled to receive a housing emolument (see paragraphs 17 - 20 below).

14. Housing emoluments are not pensionable.

15. MDP officers who joined the force before 1 September 1994 are entitled to one of the following allowances:

- Transitional Rent Allowance (TRA)
- Standard Rate Housing Allowance (SRHA)
- Half Rate Housing Allowance (HRHA)
- Officially provided rent free accommodation.

16. Officers who were recruited into the police service after 1 September 1994 are not eligible to receive any HA or rent free accommodation. However such officers may be entitled to claim the MDP London Allowance or the MDP South East Allowance. Information on these two allowances can be found further in this document. Officers joining after this date may be entitled to Additional Housing Costs Allowance (AHCA) when transferring on PPI Terms to a more expensive housing area. For further information see [Policy, Rules & Guidance: Changing work location in the UK](#). Alternatively, details can be obtained from the [Moving Jobs](#) pages of the People Services website or by contacting the [People Service Centre \(PSC\)](#).

New Entrants from Other Forces (NEOFs) joining on, or after, 1 May 2011

17. Officers with previous police service prior to joining the MDP are not considered to be Transferees, as understood in other police forces, due to the natural break in employment and changes in Terms and Conditions caused by joining the MOD both as a Crown Civil Servant and a Police Officer.

18. 'NEOFs' joining the MDP on, or after 1 May 2011, will not be eligible to retain a previous housing emolument, or claim a new housing emolument, as a result of joining the MDP. Such officers may establish an eligibility to receive a relevant MDP allowance appropriate to the location of their permanent duty station within the MDP.

New Entrants from Other Forces (NEOFS) joining before 1 May 2011.

19. Officers previously referred to as 'Transferees' who joined the MDP from a HDPF **prior to May 2005, and who had continuous police service up to the point of entering service with the MDP, and who meet the TRA criteria as detailed below** may continue to receive a TRA. Prior to authorisation, such officers were required to provide evidence to support their previous entitlement to TRA and those meeting the criteria will have had their claims backdated to the date of transfer.

20. Officers previously referred to as 'Transferees' who joined the MDP **between 1 May 2005 and 30 April 2011**, and who had served with a previous HDPF prior to September 1994 and who had continuous police service since, and up to, the point of entering MDP service were entitled to claim HA subject to meeting the qualifying criteria.

Eligibility Criteria

Housing emoluments – Higher rate

21. Housing emoluments of SHRA or TRA up to the maximum of MLRA are paid to MDP officers if the following criteria are met:

- An officer is married to a person who is not a member of another police force or the MDP.

- An officer whose spouse is a member of another police force or the MDP and the spouse is on unpaid leave or the officer is not entitled to receive a police housing emolument by reason of being appointed after 31 August 1994.
- A single officer or an officer who has separated from their spouse, providing that:
 - The officer has attained the age of thirty; and
 - Has served in the MDP for five years.

In all cases, an officer must occupy as owner or tenant the accommodation in which they are living (see details below which set out the entitlement should this not be the case.) For the purposes of this allowance; officers lodging with or staying at the home of family or friends will not be considered to be tenants.

22. Housing emoluments at the higher rate may have also been paid in specified circumstances where an officer did not qualify to receive the higher rate by virtue of marital status, age or service, such as:

- When an officer had a dependent relative living with them, for whom they have financial responsibilities; or
- When an officer, who after joining the force, was separated or divorced from their spouse; or
- When an officer was a widow or widower.

23. Given the age of the allowances, eligible officers will have always by now attained the age of 30 and will have had 5 years service.

Housing emoluments – Lower rate

24. Housing emoluments of HRHA or TRA equivalent to FRRA are paid; if the following criteria is met:

- An officer is married to or co-habits with a member of the MDP or another police force where the spouse or partner was appointed before 1st September 1994. However where one officer has an entitlement to a higher rate of allowance by virtue of holding a higher rank than the other, they will be entitled to claim a “top-up” to their emolument so that the sum of the two claims is equal to the emolument to which the higher ranking officer would be otherwise entitled if they were not so co-habiting.
- An officer resides in accommodation which is shared with another member, or members of the MDP or another police force, who are also in receipt of a Housing Emolument.
- An officer does not own the accommodation in which they live and does not make any payment for it such as rent or mortgage payments.
- An officer is not a tenant of the accommodation occupied. For the purposes of this allowance, officers lodging with or staying at the home of family or friends are not considered to be tenants.

- If a full time officer has a partner or spouse who is a part time officer, or shares with a part-time officer, (who themselves have an entitlement to a housing emolument), then the full time officer is eligible for a compensatory allowance. This corrects the imbalance by topping up the allowance of the full time officer by the amount equivalent to that lost by the officer who works part time (see below for further information on the housing emolument payable to an officer who works part-time). This is calculated as follows:

$$(A+B) - (C+D)$$

Where,

A = half rate single officers allowance

B = half rate single officers allowance

C = half rate of a full time officer

D = pro rata rate of part time officer

Example:

A married couple are both MDP officers who are entitled to HA. One officer is permanently stationed at Portsmouth (Hampshire HDPF area) and the other at Aldermaston (Thames Valley HDPF area). The officer at Aldermaston commences part time working of 20 hours a week. Using the above formula

A = HRHA for Hampshire

B = HRHA for Thames Valley

C = HRHA for Hampshire

D = 0.5 x HRHA for Thames Valley

The part time officer would claim the pro-rata HRHA for Thames Valley and the full time officer would claim HRHA for Hampshire plus this compensatory allowance.

Part time officers

25. Housing emoluments will be paid on a pro-rata basis to reflect the part-time contracted hours and will be paid under the same rules as those governing the payment of these allowances to full time officers.

Example:

An officer who works 30 hours a week (out of 40 hours) would calculate their entitlement as follows:

$$\frac{30 \text{ hours}}{40 \text{ hours}} \times \text{rate of housing emolument that would be paid if the officer were full time}$$

26. With effect from 1 April 2008, when additional hours are worked and claimed as payment i.e. when Time Off In Lieu (TOIL) is not taken or the shifts are not re-rostered,

officers will be entitled to claim additional housing emolument. An hourly rate of housing emolument will be paid for each additional hour worked, up to the conditioned hours of a full time officer. The calculation will be consistent with the way in which additional pay is calculated.

Claims for additional housing emolument must be made using [HR Form 1948: Weekly Report of a Temporary Variation of Hours for Part-Time Workers/Job Sharers and Part-Time Shift Workers \(Including Absence of Less than One Day Due to Industrial Action\)](#) and submitted at the same time a claim is made for additional hours payment. Officers must annotate and separately sign their claim forms with the statement "*I confirm that I am entitled to receive additional housing emolument for the additional hours worked.*" DBS Civilian HR will calculate the monies due.

Additional housing emolument is not payable to part time officers in receipt of a lower rate of allowance as detailed in paragraph 24 above. Officers are to note that overtime **does not** attract additional housing emolument.

Sub-letting or Bed & Breakfast (B&B)

27. Officers in receipt of a housing emolument will have it reduced by half when the premises in question are a commercial hotel, B&B or similar business. This reduction will apply for the whole of the time the premises are so determined and will not be varied according to occupancy levels.

28. When an officer is entitled to receive a housing emolument and takes in a lodger or tenant, that emolument will be reduced by 25% for each tenant or lodger taken, up to a maximum of a 50% reduction to their entitlement for the period of the tenancy, or similar, agreement. In both of these circumstances, officers are reminded of their obligations to apply for authority to run such a business and to advise the Defence Vetting Agency of their new circumstances.

Mess (or similar) accommodation

29. It is a condition of entitlement to a housing emolument that the officer claiming is the owner occupier or tenant of the qualifying property. An occupant of a married quarter or mess will not have a tenancy agreement but will be occupying under licence. Where this type of accommodation is cited as the qualifying accommodation, and is not provided at nil cost to the occupant, the emolument to which the officer would be otherwise entitled will be reduced by half (unless a full commercial rent, as determined by Defence Estates, is charged when entitlement will not be reduced).

Transitional arrangements (paragraphs 27 - 29)

30. For those officers in receipt of an emolument prior to August 2007 this will continue to be paid until their circumstances change and they are required to make a revised

claim for housing emolument. Any revised claim must be in accordance with the above rules, such as, sub-letting, B&B, or mess accommodation. Officers who are affected by the above and who are in receipt of a lesser emolument than would be the case under the rules above may choose to submit a revised claim for housing emolument from a current date.

Additional Housing Allowance (AHA)

31. An AHA is only payable in cases where an officer is subjected to considerable extra financial burden resulting from a formal separation or divorce and providing always that the two parties are living apart. AHA may be authorised from the effective date of the divorce or separation. An AHA is payable:

- In addition to an existing HA and TRA that the officer may be entitled to receive for accommodation occupied after a separation or divorce. (Note: an officer cannot claim HA for the former matrimonial home). Even when an officer is provided with rent free accommodation by the department after the separation or divorce.

32. Although it is not obligatory for an officer to apply for AHA, failure to report a change in marital status may result in an officer receiving an overpayment of Housing Emolument which may have to be repaid. Such a failure may be considered a serious breach of the MDP (Conduct) Regulations.

33. Officers may not be granted an AHA if their former spouse receives a Housing Emolument as a member of the MDP or another police force. AHA may not be payable if the former matrimonial home was officially provided rent free accommodation in which the spouse and family have continued to reside free of charge. In this case, no allowance may be claimed until the officer's spouse vacates or occupation charges for the former accommodation are paid.

34. The value of AHA combined with any other HA or TRA must not exceed the rate of SRHA or TRA (MLRA) in the HDPF area concerned. The AHA must be reviewed annually and assessed by the individual's ACC/Portfolio Holder. The AHA would be equal to the lesser of the following amounts:

- The difference between the SRHA/TRA (or the notional rental value of the officially provided rent free accommodation*) before and after the separation or divorce;
- The amount paid by the officer to or for the benefit of the spouse or former spouse.

*The notional rental value will be assessed by Defence Estates and will include, if appropriate, any services provided such as heating, lighting and messing.

35. Once an officer ceases to pay maintenance, entitlement to AHA also ceases. When calculating AHA, maintenance paid to an estranged spouse will also include

payments for the maintenance of children. Calculations will need to be revised to exclude maintenance paid for a child who reaches the age of eighteen or finishes full time education, whichever is first. Evidence of payment of maintenance may be required. Any changes in payments must be reported as they occur.

36. If an officer's circumstances change, for example, if they subsequently live with another police officer who qualifies to receive a housing emolument, they will need to adjust their AHA. The entitlement for such co-habiting officers is for no more than one whole allowance between them, irrespective of former marital commitments.

37. The award of AHA is at the discretion of the individuals ACC/Portfolio Holder. Applications should include the following information:

- the date of the separation or divorce.
- the amount of maintenance being paid.
- the type of accommodation being occupied by the officer both before and after the separation or divorce.
- the SRHA/TRA received, or the notional rental value of the official free accommodation occupied, both before and after the separation or divorce.

Officers with a break in service

38. Officers who had a break in police service which ended after 31 August 1994 would not be eligible for a housing emolument on return unless the absence was a qualifying absence and due to one of the following reasons:

- A period of overseas police deployment that ended after 31 August 1994.
- A period of unpaid leave that ended after 31 August 1994.

39. Officers who had a qualifying absence would on return, be entitled to the same housing emolument as they had received prior to the absence and subject to meeting the other qualifying criteria. An officer who had been provided with accommodation prior to the absence would be entitled to the housing emolument that they would have been entitled to immediately prior to 1 Sept 94 if they had not been in private accommodation, unless they were provided with accommodation again following their absence and, subject to meeting the other qualifying criteria .

Officers who are on overseas deployment

40. Officers who are in receipt of a housing emolument and are deployed overseas would normally be eligible to continue to receive that emolument, or half rate emolument, dependent on the circumstances relating to that home whilst on deployment.

41. If the officer's home circumstances and expenditure remain similar and no additional income is received against that home, they may continue to claim their

emolument. For example, if the officer's family remain in the family home while the officer is on overseas deployment, or the home, for which the officer is claiming the emolument, remains empty.

42. If the officer's home circumstances change and expenditure reduces considerably, they would only be eligible to claim a half-rate of emolument. For example, if the officer rents out the property whilst deployed, they would only be eligible for a half-rate emolument.

43. Such emoluments will be paid under the normal regulations and would therefore be affected by other changes to personal circumstances.

44. When permanently posted overseas, for example, to the Sovereign Base Area, Cyprus, a MDP officer who is provided with free accommodation and utilities whilst overseas, under the terms of the [Policy, Rules & Guidance: Changing Work Location to or from Overseas](#) and who maintains a family home in the UK (provided it is not itself provided free of charge) should continue to receive the appropriate rate of housing emolument applicable to their last UK PDS and in accordance with current policy. Further information about changing work location to and from overseas can be found on the [Moving Jobs](#) area of the People Services website or by contacting the [People Service Centre \(PSC\)](#).

Changes to circumstances

45. It should be noted that should an officer transfer PDS, be promoted or otherwise change rank, their housing emolument payment will automatically cease and they will be required to submit a new claim for housing emolument.

46. The following paragraphs set out examples of changes to circumstances that will affect an officer's entitlement to receive a housing emolument. It is the officer's responsibility to notify changes of personal circumstances by the submission of a revised claim for housing emolument. Minor changes to circumstances that do not affect entitlement to housing emolument must be reported separately to the Senior Police Officer (SPO) or Head of Department who must make sure that the detail is forwarded for inclusion on the officer's personal file.

47. Changes to circumstances that will affect entitlement to AHA should also be separately notified to Head of HR, MDPGA.

Changes to Transitional Rent Allowance (TRA)

48. Level transfer within a HDPF area - when an officer in receipt of a TRA transfers to a new PDS within the same HDPF area, they will be entitled to receive the same rate of TRA provided there are no other changes in their circumstances.

49. Level transfer to a new HDPF area – when an officer in receipt of a TRA transfers to a new PDS in a new HDPF area, they will be entitled to receive the rate of TRA appropriate to the new HDPF area.

50. Promotion within the same HDPF area – when an officer is substantively promoted, and where the new rank would normally be entitled to receive a higher rate of TRA, they will be entitled to receive only the same rate of TRA previously in payment. However, if the value of HA (SRHA or HRRRA) for that rank in that area is greater than this, then they will be entitled to receive HA and **their entitlement to receive a TRA will cease** for the remainder of their MDP career. Temporary promotion will not affect the housing emolument to which an officer will be entitled.

51. Promotion to a new HDPF area - when an officer is substantively promoted and posted to a new HDPF area, and where the new rank would be entitled to receive a higher rate of TRA, they will be entitled to receive the higher rate. Temporary promotion will not affect the housing emolument to which an officer will be entitled.

52. Changes to sharing, co-habiting or marital status - when an officer is married or otherwise shares accommodation and there is a change in these circumstances, their entitlement to receive TRA may change in accordance with circumstances as described above.

53. Officers who are married to other police officers where both officers are in receipt of a TRA – Where one married officer partner leaves the service, the remaining spouse will be entitled to receive MLRA TRA. Similarly, where an officer, in receipt of TRA, is married to an officer who takes unpaid leave (for example unpaid maternity leave), the officer will receive MLRA TRA during the period of unpaid leave. Should the spouse subsequently leave the police service the provisions of paragraph 54 will apply.

54. Officers who are otherwise in receipt of a half rate of TRA will lose their reserved rights to TRA upon becoming entitled to receive a full rate of allowance where SRHA is greater than the half rate of allowance to which they were previously entitled. For example, they may be married to a police officer who has an entitlement to HA. If the spouse leaves the police service the officer will become entitled to claim SRHA thereafter.

Changes to part time working – when an officer commences or ceases to work part time their entitlement to TRA will change in accordance with circumstances as described above.

Changes to Housing Allowance (HA)

55. Level transfer within a HDPF area - when an officer in receipt of a HA (SRHA or HRHA) transfers to a new PDS within the same HDPF area, they will be entitled to claim the same rate of HA previously in payment provided there are no other changes in their circumstances.

56. Level transfer to a new HDPF area – when an officer in receipt of a HA (SHRA or HRHA) transfers to a new PDS in a new HDPF area, they will be entitled to receive the rate of HA appropriate to the new HDPF.

57. Promotion within the same HDPF area – when an officer in receipt of a HA is substantively promoted, and where the new rank would be entitled to receive a higher rate of HA, they will be entitled to receive the rate of allowance for the new rank. Temporary promotion will not affect the housing emolument to which an officer will be entitled.

58. Promotion to a new HDPF area - when an officer currently in receipt of a HA is substantively promoted within the existing HDPF area, and where the new rank is entitled to a higher rate, the officer will move onto the higher rate of HA for the new rank. Temporary promotion will not affect the housing emolument to which an officer will be entitled.

59. Changes to sharing, co-habiting or marital status - when an officer is married or otherwise shares accommodation and there is a change to these circumstances their entitlement to HA may change in accordance with circumstances as described above.

60. Changes to part time working – when an officer commences or ceases to work part time their entitlement to HA will change in accordance with circumstances as described above.

Delays in moving house (but not when a Delayed or Non-Movers Package has been approved)

61. If an officer moves house to a new HDPF area and there is a delay in moving home, an application should be made to recommence the temporary payment of the previously paid allowance. These claims are based on the rates of allowance where the old duty station is situated rather than the rates for the new duty station. Officers may continue to claim an emolument in respect of the old home, at the rate applicable to the previous duty station, while entitled to claim expenses and allowances associated with the search for, and the time during which they are waiting to occupy, a new home at the new duty station.

Delayed Movers Packages (DMP) and Non-Movers Packages (NMP)

62. In certain circumstances, it may be agreed that an officer, who would otherwise be expected to move house upon permanent transfer is not required to do so and is granted a DMP or NMP. In such cases the housing emolument rates that apply are for the new PDS HDPF area.

Other changes affecting accommodation and charges

63. When the circumstances surrounding an officer's accommodation, rank or PDS change (for example, they cease to be an owner occupier or move into officially provided rent free accommodation), their entitlement to a housing emolument will change in accordance with the principles set out above.

64. Claimants and their LM may find the following a useful aide to establishing Housing Emolument entitlement but which is not intended to replace the full detail of the policy guidance above.

1. If the claimant is occupying officially provided accommodation free of charge (Paras 4, 9 and 40-44 refer)		
Not occupying	Occupying	
2. IF THE CLAIM IS FOR TRA		
2.1 To check when the claimant was recruited into police and/or MDP service. (Paras 4, 6, 9, 17, 18, 19 and 20 refers)		
Date(s):		
2.2 To check if reserved rights were gained at the time that Rent Allowance was discontinued. An officer with an entitlement to Rent Allowance at the time that it was discontinued became entitled to Housing Allowance if it was the same or greater in value. (Paras 10 - 12 refers)		
Not Applicable	Or	Confirmed:
2.3 To check if the claimant was stationed in Scotland between 1 April 1989 and 31 March 1990. (Paras 6 – 8 refers)		
Not Applicable	Or	Confirmed
2.4 To check if reserved rights have not now or previously been lost. Circumstances when reserved rights may be lost are as follows:		
i) The claimant has had a break in police service.(Pars 9, 38 and 39 refers)		
Not Applicable	Or	Details:
ii) The claimant while eligible for a half rate of TRA became entitled to a full rate, and Standard Rate Housing Allowance (SRHA) is/was greater than the (half rate) of TRA to which they were previously entitled. (Paras 11 and 12 refer)		
iii) The claimant was promoted (Para 49 refers)		
3. IF THE CLAIM IS FOR HOUSING ALLOWANCE		
3.1 To check when the claimant was recruited into police and/or MDP		

service. (Paras 13, 15, 16 and 20 refer)		
Date(s):		
3.2 To check if entitlement to Housing Allowance has now or previously been lost. Circumstances when entitlement to Housing Allowance may be lost are as follows:		
i) An officer has had a break in police service. (Paras 38 and 39 refer)		
Not Applicable	Or	Details:
4. THE RATE		
Circumstances that will affect the rate		
4.1 The rank of the claimant (See rates of Housing Emolument)		
4.2 The Home Department Police Force Area for the claimant's Permanent Duty Station (PDS)? (See rates of Housing Emolument)		
[Note: For the purposes of claiming Housing Emolument, where an officer is the subject of a Temporary Posting by way of a formal posting notice, the new duty station will not be considered to be their PDS which will remain to be their previous PDS]. (Para 2 refers)		
4.3 If the claimant has recently been posted and they are temporarily claiming the rate appropriate to their previous PDS pending a move of home. (Para 60 refers)		
4.4 If the claimant is in receipt of a delayed or non-movers package.(Para 62 refers)		
4.5 If the claimant is not a tenant or owner-occupier.(Paras 21 and 24 refer)		
4.6 If the claimant is sharing accommodation with a police officer who also has an entitlement. (Para 24 refers)		
4.7 If the claimant is serving part-time. (Paras 25 – 26 refer)		
4.8 If the claimant is sharing accommodation with a police officer who also has an entitlement and that officer is serving part-time. (Para 24 refers)		
4.9 If the claimant is sub-letting their accommodation, running a B&B or similar		

business. (Paras 27, 28 and 30 refer)

4.10 If the claimant is in mess (or similar) accommodation for which they are charged. (Paras 29 – 30 refer)

4.11 If the claimant had or has an entitlement to TRA set at a rate less than MLRA or FRRRA for the area. (Para 12 refers)

4.12 If the claim is for AHA [check also that individuals Portfolio Holder has approved]. (Paras 31 - 37 refer)

4.13 If the claimant is serving overseas (Paras 40 – 44 refers)

FOR YOU AS AN EMPLOYEE, SENIOR POLICE OFFICER OR MANAGER

WHAT YOU NEED TO DO

1. Officers who are eligible to receive a housing emolument should submit a completed MOD Police Claim for Housing Emolument [HR Form 168 \(MDP483\): Claim for Housing Allowance](#). All such claims forms are to be completed as follows:

- The Claimant – is the officer claiming the housing emolument. Sections 1-6 inclusive are to be completed as appropriate and signed.
- Authorising Officer – is the Senior Police Officer (SPO) or other appropriate supervisor, who must be senior in rank to the claimant and not below the rank of inspector or equivalent. After checking the details completed by the claimant, Section 7 must be countersigned and the form sent to DBS Civilian HR for payment.
- The Authorising Officer should also send a copy of the form for retention on the personal file of the claimant.

2. An audit of a random selection of claims from across the Force will be periodically carried out and line managers will be required to assist in the process.

TASK 3 – MINISTRY OF DEFENCE POLICE (MDP) – MDP LONDON ALLOWANCE

FOR YOU AS AN EMPLOYEE

WHAT YOU NEED TO KNOW

General principles – London Metropolitan Area based employees

1. MDP London Allowance (MDP LA) is a personal allowance which is paid monthly with salary and is subject to tax and national insurance contributions.
2. The allowance is not pensionable nor reckonable for overtime purposes.
3. The allowance is payable to officers who were recruited after 31 August 1994 who do not have a reserved right to receive a housing emolument.
4. The allowance is only payable while an officer is permanently stationed in the London Metropolitan Police Area. However, upon Temporary Transfer to the London Metropolitan Police Area, for the purposes of these regulations, the new duty station will not be considered as the Permanent Duty Station.
5. The current rate of MDP LA is £3,327.00 per annum. The allowance will be subject to pro-rata arrangements for eligible part-time employees.
6. Mark-time provisions do not apply to the MDP LA, the entitlement for which immediately ceases upon permanent transfer.
7. Officers transferred into a station within the Metropolitan Police Area on PPI terms but who are accepted for a non-movers package, will not be eligible for the MDP LA for the duration of the non-movers package. Entitlement to the MDP LA will commence at the end of the period of the non-movers package subject to other conditions of eligibility being satisfied.
8. The MDP LA will only be paid to officers in lieu of AHCA. To be clear, entitled officers have no choice, the MDP LA will replace AHCA for entitled officers for the duration of their tour in the London Metropolitan Police Area.
9. Payment of the MDP LA will cease on the last day of service when an officer in receipt of the allowance, retires, resigns, or is dismissed from the MDP.

FOR YOU AS A LINE MANAGER

WHAT YOU NEED TO KNOW

1. You will need to be aware of where the PDS falls in relation to the London Metropolitan Police Area.
2. On posting an employee, you must take into account the MDP LA eligibility of the new and old posts, so that allowances are started and stopped correctly.
3. Line managers need take no action to stop payment of AHCA when payment of MDP LA commences.

WHAT YOU NEED TO DO

1. As the new line manager, you must complete [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#) in order to authorise payment of the MDP LA. You can also obtain a copy of HR Form 005 by contacting the [People Service Centre \(PSC\)](#).
2. You should be aware that payment will automatically cease upon permanent transfer, even where it is in the Metropolitan Police Area and so you will need to similarly raise a [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#) in order to re-instate payment if appropriate.

TIPS, HINTS AND FAQs

Q1. What other allowances might I receive in London?

- A.** You may be eligible to receive MDP London Weighting. Full details and eligibility criteria can be found in TASK 4.

Q2. What do I receive if I am on detached duty?

- A.** The MDP LA will continue to be paid to an officer transferred out of the London Metropolitan Police Area on detached duty including long-term detached duty and overseas as long as the officers PDS remains in that area.

The MDP LA is not payable to officers transferred into a station within the London Metropolitan Police Area on short term detached duty or Temporary Transfer.

Q3. What happens on a permanent transfer?

- A.** If you are posted into the London Metropolitan Police area – you will receive the MDP LA, provided you meet the eligibility criteria.

If you are posted out of the London Metropolitan Police Area – you will cease to be eligible for the MDP LA and there is no mark-time provision. AHCA may be payable, the conditions for which are detailed in the [Policy, Rules & Guidance: Changing Work Location in the UK](#). You should contact [People Service Centre \(PSC\)](#) for further advice.

Q4. What if the MDP is unable to offer me a posting in my previous PDS within the London Metropolitan Police Area on my return to the UK from overseas?

A. If this happens, and you were in receipt of the MDP LA immediately prior to taking up your post overseas, you are entitled to continue to receive MDP LA until such time as you are permanently posted elsewhere.

Q5. I want to work from home, does this change my entitlement?

A. There is no provision for an MDP post to be recognised at a private home address, however, if you are based in an office, you may work part-time at home at the discretion of management. Your eligibility for MDP LA remains the same.

Q6. What if I share accommodation with other officers who may be in receipt of a housing emolument or MDP LA?

A. Where two or more officers live in the same accommodation, the MDP LA will not be subject to abatement nor will receipt of the allowance by one or more such officers cause abatement of housing emolument or MDP LA payable to another of the officers sharing the accommodation.

Q7. What happens in periods of sick leave?

A. Where the MDP LA is awarded to an officer, payment will continue during periods of self-certified or certified sick leave; whether the officer receives full pay, half pay or pay at pension rate.

Q8. What happens to my allowance during other periods of paid absence?

A. The MDP LA will continue when an officer is on Annual Leave, Special Paid Leave (including Paternity, Adoption or Parental) or Paid Maternity Leave.

Q9. What about unpaid absences?

A. The MDP LA will be suspended for officers on Special Unpaid Leave or Unpaid Maternity Leave or during Extended Unpaid Leave.

Q10. What happens if I am suspended from duty?

A. MDP LA will continue to be paid while an officer is suspended on full pay.

TASK 4 – MINISTRY OF DEFENCE POLICE (MDP) – MDP LONDON WEIGHTING

FOR YOU AS AN EMPLOYEE

WHAT YOU NEED TO KNOW

General principles – London based employees

1. MDP London Weighting (MDP LW) is a personal allowance which is paid monthly with salary and is subject to tax and national insurance contributions.
2. MDP LW is pensionable
3. MDP LW is not reckonable for overtime purposes
4. MDP LW is an allowance payable to employees whose PDS falls within the London area. However, upon Temporary Transfer to the MDP LW area, for the purposes of these regulations, the new duty station will not be considered as the PDS.
 - MDP LW areas are defined as being within an 18 miles radius from the statue of King Charles I at Charing Cross.
5. The current rate of MDP LW with effect from 1st July 2009 is £2220 and will be £2277 with effect from 1st July 2010.
6. MDP LW is subject to pro-rata arrangements for eligible part-time officers.
7. Voluntary moves away from the LW area do not attract mark-time provision.
8. If an employee is being moved to a zero rated area for disciplinary and restoring efficiency purposes, then no mark-time provisions apply.

FOR YOU AS A LINE MANAGER

WHAT YOU NEED TO KNOW

1. You will need to be aware of where the PDS falls in relation to the MDP LW zone.
2. You will also need to, upon the posting of an employee, take into account the MDP LW eligibility of the new and old posts, so that allowances are started and stopped correctly.

3. PPI moves allow mark-time arrangements to apply to those officers whose previous PDS was within the MDP LW zone. Voluntary moves do not attract mark-time provision.
4. Line management are not required to take any action to make sure mark-time provision is applied as this will be calculated by DBS Civilian HR.
5. If an employee is being moved to a zero rated area for disciplinary and restoring efficiency purposes, then no mark-time provisions apply.

WHAT YOU NEED TO DO

1. As the new line manager, you must complete [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#) in order to authorise payment of the MDP LW. You can also obtain a copy of HR Form 005 by contacting the [People Service Centre \(PSC\)](#).
2. You should be aware that payment will automatically cease upon permanent transfer, even where it is in the Metropolitan Police Area and so you will need to similarly raise a [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#) in order to re-instate payment.

TIPS, HINTS AND FAQs

Q1. What other allowances might I receive in London?

- A.** You may be eligible to receive MDP LA. Full details and eligibility criteria can be found in TASKS 3

Q2. What do I receive if I am on detached duty or on secondment, for example, to the Foreign and Commonwealth Office?

- A.** If you are posted on detached duty (DD) or seconded from an MDP LW area to a zero-rated area, you retain the MDP LW for the duration of your DD commitment.

If you are posted on DD or seconded from a zero-rated area to the MDP LW area, you will not receive MDP LW.

Q3. What if I am on detached duty overseas (including Irish Republic)?

- A.** If your detached duty is overseas, you keep the rate of pay appropriate to your UK PDS, therefore, if your PDS is in the London Area you will retain MDP LW. After a period in excess of thirty days, you may become eligible to receive the appropriate rate of Cost of Living Allowance (COLA).

Q4. What happens on a permanent transfer?

- A.** If you are posted into the London area – you receive the MDP LW.
If you are transferred compulsorily to a zero rated area, your salary will mark-time on the MDP LW rate. MDP LW will be stopped with effect from the date the

transfer takes effect, subject to a “no detriment” provision, such as, mark-time, whereby the officer who is transferred should suffer no reduction in pensionable pay. Where pay on transfer is less than previous pay plus London Weighting, the excess is known as the mark-time element and will be eroded by subsequent pay increases or other allowances such as the MDP South-East Allowance (see TASK 5).

If you transfer voluntarily to a zero rated area, you will not receive MDP LW. Mark-time will not apply. These provisions also apply if you are transferred for reasons of discipline or Restoring Efficiency.

Q5. What happens if I am posted on PPI terms from the MDP LW area to a zero rated area where I become eligible for the MDP South-East Allowance?

A. Where the MDP South-East Allowance is greater in value than the MDP LW, then MDP South-East Allowance will be taken into account when calculating erosion of the mark-time element of MDP LW. For further information on the MDP South-East Allowance – see TASK 5.

Q6. What happens if I am transferred on promotion from the London Weighting area to a zero rated area?

A. MDP LW will be stopped with effect from the date the promotion takes effect. Your starting pay will be calculated, and MDP LW removed or changed as appropriate. If you transfer permanently to a zero rated area, you may mark-time on the rate of MDP LW issued at your old unit.

Q7. What happens if I am disciplined and consequently reduced in rank and permanently transferred from the MDP LW area to a zero rated area?

A. Your starting pay will be calculated first on transfer to the lower rank. MDP LW is not payable. No mark-time will apply.

Q8. What if I am otherwise reduced in rank and permanently transferred from the MDP LW area to a zero rated area?

A. Change in rank on compulsory transfer – these cases are dealt with on an individual basis and you should contact DBS Civilian HR for advice.

Q9. What if the MDP is unable to accommodate my return to my London PDS on return to UK from overseas?

A. If this happens, and you had served on PPI terms in the MDP LW area immediately before taking up your overseas post, you are entitled to receive MDP LW until such time as a permanent post is found. At this point, the normal rules set out above will apply.

Q10. I want to work from home, does this change my entitlement?

A. There is no provision for a MDP post to be recognised at a private home address, however, if you are based in an office, you may work part-time at home at the discretion of management. Your eligibility for MDP LW remains the same.

TASK 5 – MINISTRY OF DEFENCE POLICE (MDP) – MDP SOUTH-EAST ALLOWANCE

FOR YOU AS AN EMPLOYEE

WHAT YOU NEED TO KNOW

General principles – MDP South East Area based employees

1. MDP South-East Allowance (MDP SEA) is a personal allowance which is paid monthly with salary and is subject to tax and national insurance contributions.
2. The MDP SEA is neither pensionable nor reckonable for overtime purposes.
3. MDP SEA is payable to officers who were recruited after 31 August 1994 who do not have a reserved right to receive a housing emolument.
4. The MDP SEA is only payable while an officer is permanently stationed in the MDP South-East Area. However, upon Temporary Transfer to the MDP South-East area for the purposes of these regulations the new duty station will not be considered as the Permanent Duty Station (PDS).
5. In areas bordering the Metropolitan Police Area, namely, Essex, Hertfordshire, Kent, Surrey and Thames Valley an annual allowance of £2000 is paid. This is known as the MDP SEA higher rate.
6. In the remaining three areas in the South East, namely, Bedfordshire, Hampshire and Sussex, an annual allowance of £1000 is paid, this is known as the MDP SEA lower rate
7. MDP SEA will be subject to pro-rata arrangements for eligible part-time employees.
8. Mark-time provisions do not apply to the MDP SEA, the entitlement for which immediately ceases upon permanent transfer.
9. Officers transferred into a station within the MDP South-East area on PPI terms but who are accepted for a two year non-movers package, will not be eligible for the MDP SEA for the duration of the non-movers package. Entitlement to the MDP SEA will commence at the end of the period of the non-movers package subject to other conditions of eligibility being satisfied.
10. The MDP SEA will only be paid to officers in lieu of AHCA. To be clear, entitled officers have no choice, the MDP SEA will replace AHCA for entitled officers for the duration of their tour in the South-East area.

FOR YOU AS A LINE MANAGER

WHAT YOU NEED TO KNOW

1. You will need to be aware of where the PDS falls in relation to the MDP South-East area.
2. You will also need to, on posting an employee, take into account the MDP SEA eligibility of the new and old posts, so that allowances are started and stopped correctly.
3. Line managers need take no action to stop payment of AHCA when payment of MDP SEA commences.

WHAT YOU NEED TO DO

1. As the new line manager, you must complete [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#) in order to authorise payment of the MDP SEA. You can also obtain a copy of HR Form 005 by contacting the [People Service Centre \(PSC\)](#).
2. You should be aware that payment will automatically cease upon permanent transfer, even where it is in the MDP South-East area and so you will need to similarly raise a [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#) in order to re-instate payment if appropriate.

TIPS, HINTS AND FAQS

Q1. What other allowances might I receive in the MDP South-East area?

- A.** You may be eligible to receive MDP LW. Full details and eligibility criteria can be found in TASK 4.

Q2. What do I receive if I am on detached duty?

- A.** The MDP SEA will continue to be paid to an officer transferred out of the MDP South-East area on detached duty including long-term detached duty and overseas as long as the officers PDS remains in that area.

The MDP SEA is not payable to officers transferred into a station within the MDP South-East area on short term detached duty or Temporary Transfer.

Q3. What happens on a permanent transfer?

- A.** If you are posted into the MDP South-East area – you will receive the MDP SEA provided you meet the eligibility criteria.

If you are posted out of the MDP South-East area – you will cease to be eligible for the MDP SEA and there is no mark-time provision. AHCA may be payable, the conditions for which are detailed in the [Policy, Rules & Guidance: Changing Work Location in the UK](#). You should contact the [People Service Centre \(PSC\)](#) for further advice.

Q4. What if the MDP is unable to accommodate my return to my PDS within the MDP South East Area on return to the UK from overseas and I have not yet been permanently posted elsewhere?

A. If this happens, and you were in receipt of the MDP SEA immediately prior to taking up your post overseas, you are entitled to continue to receive MDP SEA until such time as you are permanently posted elsewhere.

Q5. I want to work from home, does this change my entitlement?

A. There is no provision for an MDP post to be recognised at a private home address, however, if you are based in an office, you may work part-time at home at the discretion of management. Your eligibility for MDP SEA remains the same.

Q6. What if I share accommodation with other officers who may be in receipt of a housing emolument or MDP SEA?

A. Where two or more officers live in the same accommodation the MDP SEA will not be subject to abatement nor will receipt of the allowance by one or more such officers cause abatement of housing emolument or MDP SEA payable to another of the officers sharing the accommodation.

Q7. What happens in periods of sick leave?

A. Where the MDP SEA is awarded to an officer, payment will continue during periods of self-certified or certified sick leave; whether the officer receives full pay, half pay or pay at pension rate.

Q8. What happens to my allowance during other periods of paid absence?

A. The MDP SEA will continue when an officer is on Annual Leave, Special Paid Leave (including Paternity, Adoption or Parental) or Paid Maternity Leave.

Q9. What about unpaid absences?

A. The MDP SEA will be suspended for officers on Special Unpaid Leave or Unpaid Maternity Leave or during Extended Special Unpaid Leave.

Q10. What happens if I am suspended from duty?

A. MDP SEA will continue to be paid while an officer is suspended on full pay.

Task 6 - Competence Related Threshold Payments

The MDP Competence Related Threshold Payment (CRTP) scheme is designed to recognise and reward experienced officers, from the rank of Constable to Chief Inspector, who are able to demonstrate high professional competence under certain competencies. Details on the scheme follow below.

GUIDANCE FOR THE MINISTRY OF DEFENCE POLICE COMPETENCE RELATED THRESHOLD PAYMENT SCHEME



COMPETENCE RELATED THRESHOLD PAYMENT SCHEME

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MINISTRY OF DEFENCE POLICE

COMPETENCE RELATED THRESHOLD PAYMENT SCHEME

PART I

Introduction

1. This policy must be read in conjunction with the MOD Police Performance Management Guidance Manual found in the MDP Performance Development Review Folder in the MDP Library on the MDPGA G Drive.

1a. The MDP Competence Related Threshold Payment Scheme (CRTP) is designed to:

- Recognise and reward experienced police officers who are able to demonstrate high professional competence and standards;
- Be rigorous to ensure that successful applicants meet the required standard;
- Be fair and consistent in application, to ensure that there is no discrimination;
- Be transparent and straightforward, avoiding bureaucracy and unnecessary burdens on managers; and
- Be consistent with and complementary to the current MDP PDR appraisal process.

Eligibility

2. The MDP CRTP Scheme is open to officers from Constable to Chief Inspector who have served a minimum of one year at the maximum of their substantive pay scale. Eligible officers will be able to submit their application for the payment no earlier than 3 months before the date at which they become eligible but payment will not begin until the officer has reached the first anniversary after reaching the maximum of the substantive pay scale. CRTP is not payable to an officer on temporary promotion (see also paragraph 29 below). Note; Officers are reminded of the need to make their claim in good time as payment will be effective from the date of application or from the date of the first anniversary after reaching the maximum of the pay scale whichever is the later.

Elements of the Scheme

3. It will be the responsibility of the eligible officer to make a formal application for payment under the Scheme, by completing a standard application form and submitting it to the line manager. The Scheme involves the following main elements:

- Individual applicants providing evidence in support of their application;
- An assessment of the application by the line manager against the performance indicators listed under “Professional Behaviour” and “Commitment to the Job” criteria;

- A review of the application and the line manager's assessment by the countersigning officer to determine whether the payment should be made;
- A paper-based appeal process available to officers whose applications are unsuccessful;
- Provision for maintaining standards once achieved.

4. Some fluctuations in performance are to be expected, and it is recognised that all officers will have some developmental needs. To qualify for the payment officers will be required to demonstrate that their application is indicative of a high standard against each of the qualifying criteria and that those standards can be maintained. See "Maintaining Standards" paragraphs 24-27.

Payment

5. The amount paid is the equivalent of 95% of the CRTP paid to Home Department Police Forces and CRTP will be up-rated in line with the annual police pay award. The new rate of CRTP will be contained within the Force Order detailing the annual pay award and in the associated DIN. The payment is pensionable, taxable and paid monthly in accordance with normal pay periods. The MDP Net Pay Deduction is applied.

6. If successful in the first CRTP application, payment will be effective from the first anniversary after the officer reached the maximum of their substantive pay scale or the date of application whichever is the later. To be clear, the effective date of payment will be that of the latter of the two dates. Payment will continue (i.e. there will be no need to reapply), but will be reviewed annually as part of the end of year PDR review process to confirm that performance over the previous 12 months meets the qualifying criteria of the Scheme. See 'Maintaining Standards' paragraphs 24-27.

Standards and criteria

7. The standards and criteria that underpin the MDP CRTP have been grouped under the following headings:

Professional Behaviour

- Compliance with MDP Professional Standards
- A commitment to Health & Safety

Commitment to the Job

- Achievement of PDR objectives & targets
- Effective performance against the Integrated Competency Framework that underpins the MDP PDR process
- A commitment to personal development
- A commitment to achieving high levels of attendance

Full details of the performance indicators and standards that support the MDP CRTP are provided at Annex A to this Guidance Manual.

Compliance with MDP Professional Standards - MDP (Conduct) Regulations 2004 and 2009 (Performance Indicator 1.1)

8. Given the sensitivity and confidential nature of misconduct cases, and the need to ensure consistency in the application process, officers who fall within the categories outlined below must ensure that the Determining Officer (see paragraph 19) is the Divisional Commander.

9. An officer's application should highlight if he/she has a finding or admission of guilt or misconduct in a misconduct hearing or meeting or has been in receipt of a written warning in the two years previous to the date on which the applicant is eligible. Failure to disclose such details in the application will automatically prevent the officer from receipt of the payment, and may be considered a breach of the MDP (Conduct) Regulations.

10. A finding or admission of misconduct at a misconduct meeting or hearing arranged under the provisions of the MDP (Conduct) Regulations 2009 will not automatically debar an officer from applying for or receiving CRTP. The misconduct will be considered alongside other criteria for receiving payment.

11. Immediately following a finding of guilt or written warning under the provisions of the MDP (Conduct) Regulations 2004, line managers must consider if CRTP is to be reviewed. If so, the officer must be invited to submit an application for review of CRTP. The misconduct will be considered alongside other criteria for receiving payment.

12. Officers who have live sanctions recorded against them under the provisions of the MDP (Conduct) Regulations 2004, and as a result, have already had their CRTP automatically removed will have been invited to apply for its re-instatement. They may further apply for its re-instatement during the PADR process if appropriate.

Circumstances when CRTP will cease

13. CRTP will cease under the following circumstances;

- Failure to maintain standards against each Performance Indicator as identified in the annual review process detailed in paragraph 25 below;
- Officer is temporarily or substantively promoted – see paragraph 31 for the mark time provision;
- Officer goes on unpaid leave.

Failed Applications

14. Officers who apply for the CRTP, but who do not satisfy the requirements of the Scheme can reapply only after a period of twelve months has elapsed since their last unsuccessful application and in conjunction with the end of the PDR year. In these circumstances, and if the subsequent application is successful, payment will

commence on the date the latest CRTP application is made by the applicant. Important note: All unsuccessful applications must still be forwarded to Defence Business Services (DBS) Civilian HR Wethersfield ((WFD) Hub) in accordance with the process described below.

PART II – APPLICATION PROCESS

The Responsibilities of the Applicant

15. Individual officers are responsible for submitting an application to access the CRTP. The applicant must:

- Submit the standard application form [HR Form 169 \(MDP\): Competence Related Threshold Payment \(CRTP\) Application Form](#) to the Assessing Officer, no more than 3 months before they become eligible for CRTP. They should attach copies of their PDR covering the 2 year period prior to the date they become eligible.
- Submit the review from [HR Form 170 \(MDP\): A Review of the Competence Related Threshold Payment \(CRTP\)](#) with their annual PDR to the Assessing Officer
- Not attach anything to the completed application form other than the information specifically requested. Similarly, applicants are not required to prepare portfolios of supporting evidence although, in certain circumstances, the Assessing Officer may request additional evidence (see paragraph 18)
- Complete the application form giving specific examples/evidence of achievement against each of the Performance Indicators listed. This evidence should relate to performance over the two years prior to the date of the application (see paragraph 33 in relation to Maternity Leave).
- Whilst on temporary promotion, officers will notionally move up their substantive pay scale and so officers on temporary promotion who then become eligible for the CRTP at their substantive rank may put forward an application for the payment at that time. If the application is successful the current temporary promotion policy will apply (see paragraph 29). Exceptionally, where on temporary promotion an officer does not apply for the CRTP he/she can do so immediately upon reversion and payment will be effective from the day after temporary promotion ceases.

The Responsibilities of the Assessing Officer (Applicants Line Manager)

17. The applicant will submit the completed application form to their immediate line manager who, for the purposes of the CRTP Scheme, will act as an 'Assessing Officer'. The role of the assessing officer is to:-

- Confirm that the officer is eligible;
- Ensure that the application form has been properly completed (including the Declaration);

- Assess the examples of competency contained in the application, and to complete, in the relevant sections of the form, an assessment as to whether or not the examples contained in the application are indicative of high professional competence against each of the relevant standards;
- Obtain and consider all relevant information on the officer's attendance (HRMS) and conduct records (Division/PSD);
- Ensure that applicants have access to any key supporting material if required.

18. The Assessing Officer will need to take the following actions:-

- Consider whether the applicant's evidence is relevant;
- Consider whether the applicant has provided sufficient information which is consistent with their PDR. If the applicant has not done so, the Assessing Officer must return the application form to them with feedback;
- Ask for additional information and/or evidence where necessary;
- Ensure that the applicant is given only one opportunity to resubmit their application whereupon it is to be re-assessed on the basis of the information given;
- Make a written assessment (on the form) against the CRTP standards and criteria;
- Where an applicant does not meet the criteria, provide them with written reasons, on the form, as to why all, or any of, the standards have not been met. The Assessing Officer must comment on areas of improvement and note when some or all of the development areas may have already been identified in the PDR process.
- Sign and date the application together with the applicant and pass the application to the 'Determining Officer'.
- After the Determining Officer has made their decision, the Assessing Officer must forward the completed Application Form to the DBS Civilian HR (WFD Hub). This action must be completed regardless of whether the decision is to approve or refuse a claim.
- They must ensure that the PDR and/or copies of the PDR are removed from [HR Form 169 \(MDP\): Competence Related Threshold Payment \(CRTP\) Application Form](#) and [HR Form 170 \(MDP\): A Review of the Competence Related Threshold Payment \(CRTP\)](#) and returned to the applicant or sent to Personal File as appropriate prior to sending the CRTP application to the DBS Civilian HR (WFD Hub) for payment action.
- Ensure that a copy of the CRTP application form is provided to the applicant and a copy forwarded to DBS Civilian HR for retention on the applicant's Personal File.

The Responsibilities of the Determining Officer

19. The application form, including the Assessing Officer's comments, will then be submitted for review and determination to the countersigning officer who, for the purposes of the CRTP Scheme, will act as a "Determining Officer" (see Paragraph 8-12 for applicants with misconduct record). The Determining Officer will:-

- Ensure that the Assessing Officer has commented against each of the relevant standards correctly and fairly and that they are consistent with the assessments in the PDR;
- Ensure consistency and fairness in, and between, the assessments of all Assessing Officers under their supervision;
- Ensure that there is no evidence of bias or discrimination in the application of the Scheme. Any concerns should be discussed and referred back to the Assessing Officer;
- If there is insufficient information the Determining Officer may seek additional information from either the Assessing Officer or the applicant;
- Complete Part 4 of the CRTP form;
- Return the completed application form to the Assessing Officer
- Unsuccessful applicants are entitled to feedback from the Determining Officer in accordance with paragraph 22.

The Responsibilities of the DBS Civilian HR (WFD Hub)

20. Once the Determining Officer has made their decision and written to the applicant to notify them, the Assessing Officer will send the application form to the DBS Civilian HR (WFD Hub) for payment action (approved cases) and to be recorded on the dedicated CRTP database in order to gather important management and Equality & Diversity information (all cases regardless of decision). The DBS Civilian HR (WFD Hub) will:

- Upon receipt of an approved CRTP application from an Assessing Officer instigate payment action through the DBS Civilian HR.
- When this is complete, and for all applications regardless of the decision, the details of the application will be recorded and then filed.

Timescales

21. Assessment and review/determination of applications will usually be completed and the applicant notified in writing of the decision no later than 21 days following receipt of the completed application from the Assessing Officer. In exceptional cases this period may be extended to 30 days if either the Assessing Officer or the Determining Officer requires more information.

Feedback to Applicants

22. Applicants will receive a copy of the completed [HR Form 169 \(MDP\): Competence Related Threshold Payment \(CRTP\) Application Form](#) or [HR Form 170 \(MDP\): A Review of the Competence Related Threshold Payment \(CRTP\)](#) and those who are unsuccessful in their application are entitled to receive written feedback from the Determining Officer. In addition, unsuccessful applicants are entitled to receive oral feedback from their Assessing Officer. All feedback should:

- Be positive, sensitive and constructive, and linked to the officer's professional and personal development;
- Set out concise reasons why the application failed to meet any or all of relevant skill areas; and
- Enable clear priorities for improvement to be identified, together with the mechanisms and support to achieve them.

Unsuccessful Applications - Appeal of Decision

23. Unsuccessful applicants will be entitled to appeal the decision not to award the payment. The applicant's third line manager (or the next higher ranking officer to the Determining Officer in the chain of command), known as the 'Appeals Officer', will undertake the review of the decision. The appeal will be made in writing by the applicant, stating briefly the reasons for disputing the decision. Grounds for appeal will be restricted to one or more of the following:

- The Assessing Officer or Determining Officer did not properly take account of the material presented; and
- The Assessing Officer or Determining Officer took account of irrelevant or inaccurate factors.

24. The Appeals Officer will reconsider the decision in the light of the information provided. The outcome of the appeal will be final. If necessary, the Appeals Officer may seek additional information from any party to the process. The applicant will be notified of the decision in writing within 21 days of submitting the appeal. It is important that a copy of the decision is passed to the DBS Civilian HR (WFD Hub) HQ, for monitoring purposes regardless of whether the application is approved, or not.

Maintaining Standards

25. It is a requirement for officers in receipt of the CRTP to maintain the level of performance necessary to qualify for the payment. As such, line management should support and encourage officers to maintain these standards through the MDP PDR process.

26. PDR/CRTP Review should be completed within six weeks of the end of the officer's reporting period. Line managers will be required to confirm that officers are continuing to meet the standards against the various performance indicators that support the CRTP Scheme and to authorise the continuing payment by completing the [HR Form 170 \(MDP\): A Review of the Competence Related Threshold Payment \(CRTP\)](#).

27. Where line managers have concerns with regard to the maintenance of high professional competence by an officer in receipt of the CRTP, a reassessment of suitability for on-going payment must be initiated. In these circumstances, the officer should be notified in writing of the areas for concern and invited to resubmit an application which will then be considered in line with the procedures outlined above. Where the decision is made to stop payment, the CRTP Reassessment Form must

be completed accordingly and a copy forwarded to the DBS Civilian HR (WFD Hub) for further action.

28. With the exception of some disciplinary related issues, reassessment would not normally be triggered by a single incident or event, but be based on broader concerns by management about the officer's overall performance against any of the Scheme criteria. However, the threat of the removal of this payment must not be used by managers as an alternative to normal management support or appropriate action under attendance management policies or the conduct regulations. Each case must be considered on its merits. Failure to maintain standards will result in line management action to stop payment.

PART III – RELATED ISSUES

Promoted Officers

29. Where an officer who is in receipt of the payment is promoted to a higher rank, the payment will be discontinued with effect from the date the promotion takes effect, subject to a 'no detriment' provision i.e. mark time whereby the officer who is promoted should suffer no reduction in their pensionable pay. This means that where pay on promotion is less than previous pay plus CRTP, the excess is known as the mark time element and will be eroded by subsequent pay increases.

Officers Temporarily Promoted

30. Where an officer who is in receipt of the payment is temporarily promoted to a higher rank, the payment will be discontinued with effect from the date the temporary promotion takes effect, subject to a 'no detriment' provision as detailed in paragraph 28. The payment will be reinstated when the officer reverts to their substantive rank.

31. Whilst on temporary promotion, officers will notionally move up their substantive pay scale. Officers on temporary promotion who then become eligible for the CRTP at their substantive rank should put forward an application for the payment. If the application is successful the current temporary promotion policy will apply (see paragraph 29). Exceptionally, where on temporary promotion an officer does not apply for the CRTP he/she can do so immediately upon reversion and payment will be effective from the day after temporary promotion ceases.

Officers Already on Mark Time Pay

32. When an officer is on mark time pay and is then awarded the CRTP, the CRTP will count towards the erosion of mark time pay.

Part-Time Officers

33. Part-time officers must not be treated less favourably than full-time officers in the assessment process. A part-time officer who is assessed as achieving high professional competence against each of the core police skills will receive the CRTP

on a pro-rata basis.

Officers on Maternity Leave

34. Where an eligible officer is absent from duties on maternity leave, she will be able to apply for the payment citing examples from the two-year period leading up to the time the leave period started. CRTP will continue to be paid while an officer is on paid leave.

Career Break and Periods of Unpaid Leave

35. If an officer is on a period of unpaid absence/leave e.g. Paternity Leave for longer than 6 months a re-assessment for CRTP should be made after their return to work and when a PDR is due. If successful, payment will be made effective from the date the Determining Officer authorises the CRTP application.

Sick Pay

36 CRTP will be paid in proportion to pensionable pay. For example, where officers go on to half pay the payment of CRTP will also be halved. Officers on nil pay will not receive any CRTP. For officers on sick leave but covered by an approved industrial injury and in receipt for example of 85% of pay will receive 85% of the CRTP.

SUSPENSION FROM DUTY

37. Where an officer in receipt of CRTP is suspended without pay, the payment of CRTP will also be suspended.

Internal postings

38. Any officer who has been assessed as satisfying the requirements of the Scheme and who is in receipt of the payment will, on transfer in the same rank at the same point in the pay scale, retain their entitlement to the payment.

New Entrants from Other Forces (NEOFS)

39. Any officer who has been assessed as satisfying the requirements of the scheme and who is in receipt of the payment will, on joining the MDP in the same rank at the same point on the pay scale, retain their entitlement to the payment. In the event that concerns are identified regarding the officer's maintenance of high professional competence this will trigger a re-assessment as provided in paragraphs 25 to 28.

Monitoring and review

40. The Police Negotiating Board expects that at least 75% of those eligible will

be successful in accessing the threshold payment. With this in mind, the MDP CRTP Scheme will be reviewed annually to ensure:

- That the MDPGA has appropriate and objective systems in place for the purpose of this Scheme; and
- Through sampling, discussion and monitoring statistical profiles, that Assessing Officers and Determining Officers have applied the national standards correctly, fairly and in line with national practice.

41. Where in exceptional cases this shows that there may be problems with the assessment process either generally across the Force or involving particular Assessing Officers or Determining Officers, the Force will take appropriate action to remedy the problems. Such action might include, for instance, further training in assessment techniques, or development activities.

42. In order to monitor the MDP CRTP Scheme, DBS Civilian HR (WFD Hub) will be required to record the details of all applications, successful and unsuccessful, as set out at Annex B. A copy of the records should be made available on request to The Agency Management Board and Her Majesty's Inspector of Constabulary.

Confidentiality

43. The contents of the application form and any other associated documents are PRIVATE. They should not be disclosed to anyone who is not involved in assessing or determining/reviewing applications, or the appeal or validation process.

1. PROFESSIONAL BEHAVIOUR	
PERFORMANCE INDICATOR	STANDARD
1.1 Compliance with MDP Professional Standards	IF AN OFFICER HAS BEEN FOUND GUILTY OR RECEIVED A WRITTEN WARNING IN RESPECT OF AN OFFENCE CONTRARY TO THE MDP (CONDUCT) REGULATIONS 2004, OR IF THERE HAS BEEN A FINDING OR ADMISSION OF MISCONDUCT AT A MISCONDUCT MEETING OR HEARING ARRANGED UNDER THE PROVISIONS OF THE MDP (CONDUCT) REGULATIONS 2009, THIS WILL NOT AUTOMATICALLY DEBAR AN OFFICER FROM APPLYING FOR OR RECEIVING CRTP. THE MISCONDUCT WILL BE CONSIDERED ALONGSIDE OTHER CRITERIA FOR RECEIVING PAYMENT SEE PARAGRAPHS 8 TO 12 FOR FURTHER GUIDANCE.
1.2. A commitment to health and safety requirements in relation to own duties	<ul style="list-style-type: none"> • Individual officers must comply with all relevant Health and Safety legislation including any Generic Risk Assessments pertaining to their role. Specifically, officers must not expose themselves, their colleagues or other persons to undue risk of injury through the way in which they undertake their role. Officers in operational roles that require Personal Safety Training (PST) must have up-to-date records. Failure to remain qualified for reasons beyond an officer's control will not disqualify them from receiving the CRTP. The reasons for this should be clearly annotated on the application form. Officers who are exempt of PST such as those on restricted duties must make this clear in the relevant section of the application form; • All line managers must discharge their responsibilities for the Health and Safety of their staff in line with the MDPGA's Safety, Health and Environmental Protection Organisation and Arrangements statement.

2. COMMITMENT TO THE JOB

PERFORMANCE INDICATOR	STANDARD
2.1. Achievement of the majority of personal PDR objectives and targets	<ul style="list-style-type: none">• The officer must have achieved at least 75% of their agreed PDR objectives and targets to a good standard.
2.2. Maintaining an effective level of performance against the 3 key areas of behaviour that are measured by the PDR process	<ul style="list-style-type: none">• The officer must have achieved a satisfactory (or better) level of performance against the three Areas of Behaviour that form the basis of the Integrated Competency Framework (ICF), which underpins the MDP PDR process. The Areas of Behaviour that will be assessed as part of the PDR process are as follows:<ul style="list-style-type: none"><u>Leadership</u><ul style="list-style-type: none">• Strategic Perspective• Openness to Change• Negotiation & Influencing• Maximising Potential<u>Working with Others</u><ul style="list-style-type: none">• Respect for Race & Diversity• Team Working• Community & Customer Focus• Effective Communication<u>Achieving Results.</u><ul style="list-style-type: none">• Problem Solving• Planning & Organising

	<ul style="list-style-type: none"> • Personal Responsibility • Resilience <p>Detailed guidance for officers and line managers on assessing performance against each of the above Behaviours is provided in the MDP Performance Management Manual. This guidance provides advice on how to decide whether a particular Behaviour is relevant to an individual officer's role/rank and also lists positive and negative performance indicators to assist with the assessment process.</p>
2.3. A commitment to achieving personal and professional development areas identified during the PDR process	<ul style="list-style-type: none"> • The officer must have demonstrated that they have taken action to address the professional development areas agreed at the mid year review.
2.4. A commitment to achieving high levels of attendance	<ul style="list-style-type: none"> • <u>New applications for the CRTP</u> - As a general rule the officer should not have taken more than 10 days sickness absence during the PDR year. In cases where it has been agreed that a long-term sickness absence has been directly caused by a work related matter, the period of absence may be discounted for the purposes of the CRTP assessment See Note 1. Similarly, sick absence that is discountable under the MOD Restoring Efficiency rules will not be counted for the purposes of the CRTP assessment. • <u>Officers already in receipt of the CRTP</u> - If an officer already in receipt of the CRTP exceeds 10 days sickness absence during the year being reported on payment of the CRTP should be stopped for the following year. Officers will be able to re-apply for the CRTP at the end of the next PDR year. In cases where it has been agreed by the PPA that an officer has a qualifying injury under the terms of section 14 of PCSPS, the period of absence can be discounted for the purposes of the CRTP assessment and payment of the CRTP should continue. Similarly, sick absence that is discountable under the MOD Restoring Efficiency rules will not be counted for the purposes of the CRTP assessment and payment of the CRTP should continue See Note 1.

Note 1: While Line Managers are not required to take formal discounting action at the time an absence occurs, they must consider, for the purposes of CRTP, if they would so discount were it not for the fact that the absence has not reached 14 days. Should they feel that they would discount for the purposes of considering taking action under the Restoring Efficiency process, if and when the 14 day point is reached, they should similarly disregard the absence.

**MDP COMPETENCE RELATED THRESHOLD PAYMENT (CRTP) SCHEME
 QUARTERLY RETURN FOR PERIOD
 SUBMITTED BY**

1. Number of applications made in period
2. Number of applications approved
3. Number of applications not recommended
4. Number of appeals against non recommendation
5. Number of successful appeals
6. Number of CRTP payments stopped within period
 (Please provide reasons for discontinuance on a separate sheet)
7. Breakdown of CRTP applications made by gender and age profiles:
 Number of males Number of females

Age Group	Number
25-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55+	

TASK 7 – MINISTRY OF DEFENCE POLICE (MDP) – MDP CENTRAL SERVICES ALLOWANCE

1. MDP officers seconded to the Home Office may be eligible to claim a Central Service Allowance. The allowance will be paid monthly with salary, is non-pensionable and does not reckon for the purposes of overtime. It will be subject to tax and NI contributions.
2. Details of eligibility will be confirmed when the secondment is agreed.
3. Current rates are as follows:

MDP CENTRAL SERVICE ALLOWANCE

Constable to Sergeant £3066 per annum
Inspector to Chief Superintendent £1860 per annum
Assistant Chief Constable £2022 per annum
Chief Constable £2744 per annum

MDP CENTRAL SERVICE ALLOWANCE “other than CENTREX”

Constable to Sergeant £1260 per annum
Inspector to Chief Superintendent £1400 per annum
Assistant Chief Constable £1590 per annum
Chief Constable £1900 per annum

4. Line managers will be required to authorise payment by completing [HR Form 005: Start or End of an Employee’s Entitlement to a Permanent Allowance](#).

TASK 8 – MINISTRY OF DEFENCE POLICE (MDP) – MDP HOME KENNELLING ALLOWANCE

1. The MDP Home Kennelling Allowance is to be paid to MDP officers who home kennel their police or specialist dog. It is to allow for compensation to be made to the officer for exercising and grooming their dog whilst off duty due to rest days, public holidays and annual leave.
2. The allowance is non-pensionable and is not reckonable for overtime purposes. The annual rate of the allowance will be published in a DIN and can be found on the Defence Intranet; the rates will be published also in a Force Order.
3. Where more than one dog is home kennelled the officer will be entitled to 25% of the full allowance for each additional dog. HKA will be paid monthly and will be paid during periods of annual leave also. The allowance will cease immediately when the dog is otherwise removed from the handler's care. For example, where the dog has been removed during periods of sick leave absence or suspension.
4. Line managers are required to authorise payment of this allowance by completing [HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance](#). When an officer ceases home kennelling the line manager must notify DBS Civilian HR.

RATES OF HOUSING EMOLUMENT

Standard Rate Housing Allowances

Home Department

Standard Rate Housing Constabulary Allowance (Constable to Chief Inspector)

	Effective Date	Annual Rate £	Monthly Rate £
Avon and Somerset	1.4.93	2374.75	197.90
Bedfordshire	1.4.94	2876.72	239.73
Cambridgeshire	1.4.94	2312.28	192.69
Cheshire	1.4.93	2953.50	246.13
Cleveland	1.4.94	2395.76	199.65
Cumbria	1.4.93	2381.48	198.46
Derbyshire	1.4.94	3601.67	300.14
Devon & Cornwall	1.4.94	3144.52	262.04
Dorset	1.4.94	2582.04	215.17
Durham	1.4.94	2072.08	172.67
Dyfed-Powys	1.4.94	2161.20	180.10
Essex	1.4.93	4275.61	356.30
Gloucestershire	1.4.94	3190.45	265.87
Greater Manchester	1.4.94	2372.92	197.74
Gwent	1.4.93	3006.52	250.54
Hampshire	1.4.93	3882.04	323.50
Hertfordshire	1.4.94	3379.08	281.59
Humberside	1.4.94	2631.72	219.31
Kent	1.4.93	3866.57	322.21
Lancashire	1.4.94	2096.43	174.70
Leicestershire	1.4.93	2909.51	242.46
Lincolnshire	1.4.94	2780.02	231.67
Merseyside	1.4.94	2133.17	177.76
Metropolitan	1.4.93	5126.70	427.23
Norfolk	1.4.94	3036.28	252.19
Northumbria	1.4.94	1775.68	147.97
North Wales	1.4.94	2360.98	196.75
North Yorkshire	1.4.94	2510.30	209.19
Nottinghamshire	1.4.94	2632.86	219.41
South Wales	1.4.93	3535.10	294.59
South Yorkshire	1.4.94	2344.84	195.40
Staffordshire	1.4.94	2270.79	189.23
Suffolk	1.4.94	3732.76	311.06
Surrey	1.4.94	3438.50	286.54
Sussex	1.4.94	2845.56	237.13
Thames Valley	1.4.94	4022.46	335.21
Warwickshire	1.4.93	3643.33	303.61
West Mercia	1.4.93	3174.91	264.58
West Midlands	1.4.94	2950.99	245.91

Home Department**Standard Rate Housing Constabulary Allowance (Constable to Chief Inspector)**

	Effective Date	Annual Rate £	Monthly Rate £
West Yorkshire	1.4.94	2690.89	224.24
Wiltshire	1.4.94	3769.22	314.10

Scotland & Northern Ireland**Home Department Constabulary****Standard Rate Housing Allowance (Constable to Chief Inspector)**

	Effective Date	Annual Rate £	Monthly rate £
Central Scotland	1.4.94	2197.87	183.15
Dumfries & Galloway	1.4.94	2878.00	239.83
Fife	1.4.94	2569.51	214.13
Grampian	1.4.94	3750.00	312.50
Lothian & Borders	1.4.93	3407.00	283.92
Northern	1.4.93	3054.81	254.57
Strathclyde	1.4.93	2795.00	232.91
Tayside	1.4.93	3077.00	256.42
Royal Ulster	1.4.94	3500.00	291.66

England & Wales**Home Department Constabulary****Standard Rate Housing Allowance Chief Supt/Supt**

	Effective Date	Annual Rate £	Monthly Rate £
Cambridgeshire	1.4.94	2682.24	223.52
Devon & Cornwall	1.4.94	3647.64	303.97
Essex	1.4.93	4959.70	413.31
Hampshire	1.4.93	4503.16	375.26
Metropolitan Police	1.4.93	5956.97	495.59
Thames Valley	1.4.94	4666.04	388.84
Wiltshire	1.4.94	4372.29	364.36
Staffordshire	1.4.94	2634.10	219.51
North Yorkshire	1.4.94	4372.14	364.35

Scotland

Fife	1.4.94	2980.63	248.39
Strathclyde	1.4.93	3242.39	270.20

**Home Department
Constabulary**

Standard Rate Housing Allowance

ACC

	Effective Date	Annual Rate £	Monthly Rate £
Essex	1.4.93	5772.05	481.00
Metropolitan Police	1.4.93	6921.04	576.75

**Home Department
Constabulary**

Standard Rate Housing Allowance

ACC Scotland

Strathclyde	1.4.93	3271.16	272.59
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**Home Department
Constabulary**

Standard Rate Housing Allowance

DCC

	Effective Date	Annual Rate £	Monthly Rate £
Essex	1.4.93	5772.05	481.00
Metropolitan	1.4.93	6921.04	576.75

**Home Department
Constabulary**

Standard Rate Housing Allowance

CC

	Effective Date	Annual Rate £	Monthly Rate £
Essex	1.4.93	6669.92	555.83
Metropolitan	1.4.93	7996.16	666.35

Maximum Limit Rent Housing Allowance

**Home Department
Constabulary**

**Maximum Limit Rent Allowance
(Constable to Chief Inspector)**

	Effective Date	Annual Rate £	Monthly Rate £
<u>England & Wales</u>			
Avon & Somerset	1.4.89	3164.04	263.67
Bedfordshire	1.4.90	3917.76	326.48
Cambridgeshire	1.4.90	3191.69	265.97
Cheshire	1.4.89	4039.36	336.61
Cleveland	1.4.90	3275.02	272.92
Cumbria	1.4.89	2869.20	239.10
Devon & Cornwall	1.4.90	4022.00	335.16
Dorset	1.4.90	3476.43	289.70
Durham	1.4.90	2667.00	222.25
Dyfed-Powys	1.4.90	2322.53	193.54
Essex	1.4.89	4876.63	405.64
Gloucestershire	1.4.90	4130.64	344.22
Greater Manchester	1.4.90	3571.00	297.58

**Home Department
Constabulary****Maximum Limit Rent Allowance
(Constable to Chief Inspector)**

	Effective Date	Annual Rate £	Monthly Rate £
<u>England & Wales</u>			
Gwent	1.12.89	3651.00	304.20
Hampshire	1.10.89	4329.00	360.75
Humberside		3452.64	287.72
Kent	1.4.89	4438.79	369.89
Lancashire	1.4.90	3145.20	262.10
Leicestershire	1.4.89	3350.00	279.17
Lincolnshire	1.4.90	3162.87	263.57
Merseyside	1.4.90	3239.00	269.93
Metropolitan	1.4.89	5863.65	488.63
Norfolk	1.4.90	3769.56	314.13
Northumbria	1.4.90	2425.75	202.15
North Wales	1.4.90	3153.84	262.82
North Yorkshire	1.4.90	3212.43	267.70
Nottinghamshire	1.4.90	3194.65	266.22
South Wales	1.4.89	3814.30	317.85
Staffordshire	1.4.90	3127.70	260.64
Suffolk	1.4.90	4220.04	351.67
Surrey	1.4.90	3911.52	325.96
Sussex	1.4.90	3703.00	308.58
Thames Valley	1.4.90	4686.18	390.51
Warwickshire	1.4.89	4199.45	349.95
West Mercia	1.4.89	3962.34	330.19
West Midlands	1.4.90	3410.42	284.20
West Yorkshire	1.4.90	3540.68	295.06
Wiltshire	1.4.90	4589.88	382.48

**Home Department
Constabulary****Maximum Rent Allowance
Constable to Chief Inspector**

	Effective Date	Annual Rate £	Monthly Rate £
<u>Scotland & Northern Ireland</u>			
Central Scotland	1.4.90	982.63	284.55
Dumfries & Galloway	1.10.89	3000.00	250.00
Fife	1.4.90	2977.61	248.13
Grampian	1.4.90	3936.34	328.02
Northern	16.5.89	3422.00	285.16
Strathclyde	16.5.89	3242.00	270.16
Tayside	16.5.89	3616.00	301.33
Royal Ulster Const	1.4.90	3621.60	301.80

**Home Department
Constabulary**

**Maximum Limit Rent Allowance
Chief Supt/Supt**

	Effective Date	Annual Rate £	Monthly Rate £
<u>England & Wales</u>			
Cambridgeshire	1.4.90	3702.38	308.53
Cumbria	1.4.89	3328.28	277.35
Devon & Cornwall	1.4.90	4666.33	388.86
Essex	1.4.89	5646.45	470.53
Hampshire	1.4.89	5021.76	418.48
Metropolitan	1.4.89	6802.00	566.83
North Yorkshire		3726.53	310.54
Thames Valley	1.4.90	5436.77	453.06
Wiltshire	1.4.90	5324.14	443.68
Staffordshire	1.4.90	3628.59	302.38

Scotland

Fife	1.4.90	4006.47	333.87
Strathclyde	16.5.89	3761.00	313.41

**Home Department
Constabulary**

**Maximum Limit Rent Allowance
ACC**

	Effective Date	Annual Rate £	Monthly Rate £
Metropolitan	1.4.89	7890.00	657.50

Scotland

Fife	1.4.90	4006.47	333.87
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**Home Department
Constabulary**

**Maximum Limit Rent Allowance
DCC**

	Effective Date	Annual Rate £	Monthly rate £
Metropolitan	1.4.89	7890.00	657.50

**Home Department
Constabulary**

**Maximum Limit Rent Allowance
CC**

	Effective Date	Annual Rate £	Monthly Rate £
Metropolitan	1.4.89	9153.00	762.75