

## **Competence Related Threshold Payment Scheme (CRPT) Guidance Notes**

### **Introduction**

This briefing note deals with the basics of the scheme and aims to provide assurance that we will deliver a process to enable timely payment to successful applicants.

Payments are made in accordance with the published rates.

It is pensionable and will continue to be paid year on year providing the necessary standard of performance is maintained. Individuals will not have to re-apply each year.

### **Threshold payments**

The implementation of the Threshold payments in Sussex will be as simple as possible aimed at enabling the maximum number of eligible federated officers to receive payment.

The process should encourage and not deter applications.

Sussex Police Federation representatives are fully involved in consultation with the Force over the detail of the scheme and their website is a useful source of information.

The Home Office has identified 75% as the minimum success rate in respect of applications and our expectation is that the percentage will be higher.

### **How it works**

All federated ranks who have been at the top of their pay scale for at least 12 months are eligible to apply.

Human Resources Dept at HQ will prepare a spreadsheet annually, listing those officers eligible to apply for the CRTP, and this information will be sent to HRDs on Divisions and in Departments.

Officers entitled to apply for payment will be able to verify their relevant date from their HR Dept who will have the information on the CRTP spreadsheet.

The Home Office have prepared a standard application form for use in the process and a number of these are still available in the Pay and Audit Office at HQ. However, the Federation pages of the Intranet contain an example of the application form and it can be printed and used by eligible officers.

## The application process

The officer concerned completes the front page of the application form which contains the **personal details** section.

There follows four (4) national standards and their criteria.

- (1) **Professional Competence and Results** (4 criteria)
- (2) **Commitment to the job** (3 criteria)
- (3) **Relations with Public and Colleagues** (3 criteria)
- (4) **Willingness to learn and adjust to new circumstances** (2 criteria)

Officers **must summarise** their achievements under **ALL** of the 12 criteria contained within the four (4) national standards.

**N.B.** To qualify for the payment, officers will be required to demonstrate that their application is indicative of **high professional competence** against each of the four (4) national standards. It is recognised that all officers have development needs and some fluctuations in performance are only to be expected.

Officers **should not** attach any additional pages to the form. Use only the space provided. If your Line Manager (Assessing Officer) or the Determining Officer require additional supporting information, they will ask you for it.

Sign and date the form (all signatures must be originals for audit purposes) and submit it to your immediate line manager (the Assessing Officer).

## The assessment process

Your immediate Line Manager ('Assessing Officer') will assess your application, complete, sign and date it and then pass it to the next level of management ('Determining Officer') for review and to determine whether or not payment should be made. This officer will also complete, sign and date the form and send it directly to the Pay and Audit Office at HQ. You are entitled to receive notification of the outcome of your application, in writing, no later than 21 days after receipt of the completed application form, by your Line Manager. (In exceptional cases this period may be extended to 30 days if either the Assessing Officer or Determining Officer requires more information).

Once your application form has been received in the Pay and Audit Office at HQ, you will be notified by them (via e\_mail): the month in which the Competence Payment will commence and the date it will be effective from. It is to be noted that Routine Order 16/06 refers to the non-backdating of the Competence Related Threshold Payments.