

PAY PROGRESSION (POLICE OFFICERS) POLICY
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NORFOLK
CONSTABULARY



SUFFOLK
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POLICE OFFICER PAY PROGRESSION

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PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

Index

1. Statement of Policy	3
2. Incremental Progression	3
3. The Pay Progression Standard Elements	4
All eligible officers	4
Line managers only	4
Exceptions	4
4. PPS Assessment Process	4
5. Withheld increments	5
6. Promotion, Temporary Promotion and Acting Up	6
7. Secondments	7
8. Exemptions	7
All Officers	7
Exemption 1: Line Manager's omission	7
Exemption 2: UPP or UAP deemed unrepresentative of the officer's performance for the preceding 12-month period	8
Exemption 3: UPP/UAP and Disability	8
Exemption 4: Extended Absence – Non-Sickness Related	8
Exemption 5: Extended Sickness absence	8
Exemption 6: Temporary Promotion	9
Exemption 7: Secondment	9
Exemption 8: Other Legitimate Reason	9
Exemptions – Line Managers Only	9
Exemption 9: Absence, non-engagement of the direct report, UPP/UAP in place	9
Exemption 10: Predecessor's omission	10
9. Where an exemption does not apply	10
10. Appeals	10
Appeal prior to PPS decision	10
Appeal on failure to meet PPS	11
UPP/UAP Appeals	11
11. Equality	11

Legal Basis

Legislation specific to the subject of this policy document:

- Regulation 24 (Pay) of Police Regulations 2003 (Annex F)

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [UK General Data Protection Regulation \(UKGDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)

Official

Version Number: 1.2

Page 2 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

- [College of Policing – Authorised Professional Practice](#)

1. Statement of Policy

- 1.1 The purpose of this policy is to set out how Norfolk and Suffolk Constabularies (together 'the Constabularies') will manage the Pay Progression Standard for police officers, as set out in Annex F made under Regulation 24 of the Police Regulations 2003.
- 1.2 The Deputy Chief Constable is the Senior Responsible Officer for strategic implementation of the Pay Progression Standard in the applicable force.
- 1.3 The Constabularies are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. This policy can be changed at any time following consultation with the Police Federation and Superintendents' Association. The Constabularies' policies may also be periodically updated to reflect changes in legislation including police regulations.
- 1.4 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.5 The policy promotes equality, eliminates unlawful discrimination and actively promotes good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 1.6 Managers have a specific responsibility to ensure the fair application of this policy and all officers and staff are responsible for supporting colleagues and ensuring its success.
- 1.7 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the HR Department in conjunction with the Central Policy Unit.
- 1.8 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers (HR Delivery).

2. Incremental Progression

- 2.1 The Pay Progression Standard (PPS) applies to all officers on an incremental pay scale, excluding:
 - officers who have achieved the top of their pay scale from 1st April 2023 (and beyond)
 - officers during their probation period, who are not required to meet the PPS in order to progress through the pay-scale.

Official

Version Number: 1.2

Page 3 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

- 2.2 Officers will progress through the pay scale on the anniversary of their appointment or promotion.
- 2.3 There is an assumption that the vast majority of officers will meet the PPS.

3. The Pay Progression Standard Elements

All eligible officers

- 3.1 All eligible officers must meet the following PPS elements on an annual basis to be awarded their next pay increment, unless an exemption applies:
 - completion of annual PDR in accordance with the existing force PDR process;
 - not subject to formal unsatisfactory performance or attendance procedures (UPP/UAP), inclusive of the validity period, at the time of their PPS confirmation date.
- 3.2 Any grading of PDR (Performance and Development Review) is acceptable as long as the officer is not under a formal UPP/UAP process.
- 3.3 The UPP/UAP process must have formally commenced for it to be counted and the officer be at Stage 1 or above. Informal action plans to address performance or attendance do not count as being on UPP or UAP.

Line managers only

- 3.4 In addition to the above elements, where an officer line manages other officers, they must also complete the PDRs and make PPS decisions for their direct reports, which are due to be completed/made during their own PPS assessment period. This includes line managers who are on temporary promotion or acting up.

Exceptions

- 3.5 No officer will be penalised unfairly for not meeting the PPS. To ensure the PPS is fairly applied, there are certain circumstances where an officer may be exempt from one or more elements of the PPS. For full information on exemptions please see section 8.

4. PPS Assessment Process

- 4.1 Application of the PPS and the associated decision making takes place at a local level by line managers, and by second-line managers if an exemption is considered to apply.
- 4.2 If an exemption is considered to apply, it is referred to the officer's second line manager for agreement and sign off. The second line manager can overrule a line manager if they do not believe an exemption applies.
- 4.3 All officers will have a set PPS confirmation date, this will be determined by the officer's appointment or promotion anniversary and scheduled to meet the

Official

Version Number: 1.2

Page 4 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

forces' payroll system requirements to ensure pay increments are paid on the appropriate date.

- 4.4 The PPS assessment period will be the 12-month period preceding the officer's PPS confirmation date.
- 4.5 Once it has been confirmed that the officer has met the PPS, their increment will be paid on the first pay date following their pay anniversary.
- 4.6 The administration of the PPS will be managed through an automated on-line system that all eligible officers, line managers and second line managers will be linked to.
- 4.7 An automated alert will be sent to both the officer and their line manager at least six weeks in advance of their officer's PPS confirmation date, to alert them to the need for discussion.
- 4.8 The line manager should arrange to have a discussion or meeting with their officers during the assessment window.
- 4.9 Line managers must undertake PDRs for all their officer direct reports by ensuring they are completed fully and confirm that these officers have met the PPS (or not), by the relevant confirmation dates, so that increments can be paid on the applicable date.
- 4.10 In accordance with the current PDR process, line managers should hold regular performance discussions with their officers throughout their annual assessment period, on the basis of 'no surprises' so that any areas for development or improvement are identified and remedial action taken at the earliest opportunity.
- 4.11 All officers must actively participate in the PDR process and engage with their line managers. Officers must make their line manager aware of any issues that may prevent them from completing their PDR and meeting the PPS.
- 4.12 Line managers should verbally confirm to their officers that they have met the PPS and approved their pay increment, or that an exemption is granted, and ensure that they update the system accordingly.
- 4.13 No pay increment will be granted until it is confirmed that the officer has met the PPS. If an officer does not meet the PPS on their PPS confirmation date, they progress through the pay scale if they meet the PPS at any point before the next PPS confirmation date.

5. Withheld increments

- 5.1 Normally a withheld increment is not backdated unless an appeal is upheld.
- 5.2 If an officer does not meet the PPS on their PPS confirmation date they can progress to their next increment if they meet the PPS at any point before their next confirmation date. In practice, this means that the officer subsequently

Official

Version Number: 1.2

Page 5 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

completes their PDR and/or is no longer subject to UPP/UAP, or their UPP/UAP validity period ends.

- 5.3 If the officer does not meet the PPS by their confirmation date, as stated at 4.13 above they will only receive their next increment when they do meet the standard. Going forward their pay anniversary will not change. With the exception of promotion, career breaks or extended unpaid leave, the officer's pay anniversary remains fixed.
- 5.4 Examples where backdating might apply is if the officer's line manager is unwell and unable to sign off the process in time or has moved role and the new line manager has not yet started. In these circumstances the second line manager would review the officer's PPS and confirm an increment should be paid and backdated. This would then be paid as part of the next month's pay.
- 5.5 If an officer is affected by the pensions' annual allowance there are possible tax consequences of backdated payments. This is more likely to affect officers at superintendent rank or above. Therefore, if an officer has not progressed to the next increment and they appeal and the back payment would potentially cause them to incur increased tax, pay progression may proceed on an interim basis until the outcome of the appeal is confirmed. If the appeal is unsuccessful, the pay will be adjusted accordingly.

6. Promotion, Temporary Promotion and Acting Up

- 6.1 When an officer is permanently promoted, their PPS confirmation date will be reset in line with their new pay anniversary date and no in-year assessment will be required, as it is assumed the officer is competent owing to their promotion.
- 6.2 In the case of temporary promotion the pay anniversary may potentially change as follows:
 - If the officer is on temporary promotion and this will not exceed 12 months there will be no change to their PPS confirmation date or pay anniversary.
 - In the case of an officer eligible for pay progression in the higher rank, where the temporary promotion is scheduled to exceed 12 months, their PPS confirmation date will be reset accordingly to reflect their anticipated service in the higher rank.
- 6.3 If the circumstances of the temporary promotion means it is not easy to determine whether the circumstances in 6.2 above may apply or whether the current PPS requirements can be met, an exemption, in accordance with exemption 6, should be applied.
- 6.4 In the case of acting up, this should be role specific and a period of acting up does not transfer to another role at the acting rank. In the unlikely scenario a period of acting up persists for a period of over one year, the incremental date for the officer will not change and incremental progression associated with temporary promotion will not be enacted.

Official

Version Number: 1.2

Page 6 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

- 6.5 Where appropriate, the additional requirement to 'have completed PDRs and made PPS decisions on behalf of those they directly manage' will apply to the officer who is temporarily promoted or is acting up, who has direct reports. If the outgoing line manager is unable to provide sufficient information concerning the relevant PPS assessment(s), the officer will not be penalised and an exemption may be applied in accordance with exemption 10.

7. Secondments

- 7.1 If an officer is seconded to another force, the PPS will continue to apply providing the seconded force is able to operate the PPS for the officer. The PPS will not normally apply to officers seconded to external organisations. The Workforce Planning Team will notify officers if the PPS will continue to apply on their secondment.
- 7.2 If circumstances do not allow for completion of the PPS process, or an officer is prevented from completing their PDR due to the impact or timing of the secondment, to prevent any unfairness, in light of those circumstances the officer should be exempted in accordance with exemption 7. Officers on secondment to ERSOU will be automatically covered by exemption 7.

8. Exemptions

- 8.1 As stated at 3.5 above, no officer will be penalised unfairly for not meeting the PPS. If there is a legitimate reason why an officer cannot meet the PPS an exemption may be applied.
- 8.2 If the line manager considers that an exemption applies and an increment should not be stopped, the second line manager will be required to sign this off.
- 8.3 The Chief Constables of the Constabularies have delegated authority for sign-off of all exemptions to the second line manager, except in the case of exemption 2 (see below for authority details).
- 8.4 The full list of exemptions that may be applied are as follows:

All Officers

Exemption 1: Line Manager's omission

- 8.5 If the line manager has not completed the officer's PDR by their PPS confirmation date, and this is the sole reason for them not meeting the PPS, an exemption will apply if the second line manager agrees that the line manager's omission is the reason the PDR is not completed, and the officer is not under formal UPP/UAP.

Official

Version Number: 1.2

Page 7 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

Exemption 2: UPP or UAP deemed unrepresentative of the officer's performance for the preceding 12-month period

- 8.6 If an officer has become subject to UPP/UAP in the six weeks prior to their PPS confirmation date, and if the Chief Officer deems this is unrepresentative of the officer's preceding 12 months' performance, this exemption may be applied and the officer's next increment awarded. This is at the sole discretion of the Chief Officer of the relevant Constabulary, and is delegated the lead of the UAP/UPP process for those UAP/UPP processes where this is not a Chief Officer.

Exemption 3: UPP/UAP and Disability

- 8.7 If an officer is subject to UPP or UAP at their PPS confirmation date and their under-performance or unsatisfactory attendance is, or could be, linked to a disability, this exemption will apply. Managers should seek advice from their HR Advisor on the officer's most up to date medical advice, to determine whether this exemption applies.

Exemption 4: Extended Absence – Non-Sickness Related

- 8.8 If an officer has not been able to complete their PDR because of extended non-sickness absence (e.g. maternity leave, adoption leave, shared parental leave, parental leave, fertility leave, compassionate leave, parental bereavement leave, suspension in relation to misconduct investigation etc), an exemption will apply.
- 8.9 Individual circumstances will vary and each case will need to be assessed on its own merits, taking into account the timing and duration of the absence. For an exemption to apply, the second line manager must agree that the timing and duration of the absence, and any other relevant circumstances, is sufficient to have prevented the officer from meeting the PPS. The exception to this is maternity leave, adoption leave and parental leave – in these cases the exemption will be automatically applied.

Exemption 5: Extended Sickness absence

- 8.10 If an officer has not been able to meet the PPS because of an extended period of sickness absence (of 28 days or more) an exemption may apply, taking account of its timing.
- 8.11 Each case will be assessed on its own merits. For this exemption to apply, the second line manager will need to agree that the timing of the extended absence, and any other relevant circumstances relating to the absence, has prevented the officer from meeting the PPS. The one exception to this is if the officer has been absent for the whole of the assessment period – in these cases the exemption will automatically apply.
- 8.12 Periods of absence of less than 28 days may be considered as 'extended' in certain circumstances, e.g. a developing, long term condition may not have involved continual absence but may result in absences which are significant when taken together.

Official

Version Number: 1.2

Page 8 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

8.13 Where appropriate the officer should arrange to complete their PDR on their return to work.

Exemption 6: Temporary Promotion

8.14 Officers on temporary promotion will receive an exemption if the circumstances of their temporary promotion make meeting the PPS unreasonable, e.g. a constable is temporarily promoted to sergeant for a 12-month period but due to unforeseen circumstances the temporary promotion ends prematurely, and the completion of the line manager responsibilities under PPS for their direct reports while on temporary promotion is not possible.

Exemption 7: Secondment

8.15 All officers seconded to ERSOU (Eastern Region Specialist Operations Unit) will be exempt from the PPS.

8.16 Officers seconded to another force also will receive an exemption, if the circumstances do not allow for completion of, or have prevented an officer from meeting all or part of the PPS due to the secondment.

8.17 Secondments to all other organisations, e.g. College of Policing, will be exempted as long as the second line manager is satisfied that timing and or duration of the secondment prevented the officer meeting the PPS.

Exemption 8: Other Legitimate Reason

8.18 This is a general exemption to allow for any unforeseen circumstances which do not fall into the categories above. This could include circumstances relating to acting up. Officers can be granted an exemption if there are justified and proportionate reasons that are fully documented by the line manager and the legitimacy of the reason endorsed by the second line manager.

8.19 The circumstances that will or have prevented compliance with the PPS must be notified by the officer on the automated system. This exemption will not apply in cases where an officer is subject to formal action under the UPP and/or UAP.

Exemptions – Line Managers Only

Exemption 9: Absence, non-engagement of the direct report, UPP/UAP in place

8.20 A line manager will receive an exemption if:

- the sole reason that the PDR of one or more of their direct reports is not completed is because:
 - of the sickness absence or other extended absence of the directly reporting officer; or
 - the direct report did not engage with the PDR process;

Official

Version Number: 1.2

Page 9 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

- the direct report was on formal UPP/UAP on the line manager's PPS confirmation date.

Exemption 10: Predecessor's omission

- 8.21 In relation to the completion of outstanding PDRs, if the previous line manager had insufficient time or opportunity to complete them, the current line manager will receive an exemption.
- 8.22 Each case will differ and must be considered in light of the relevant circumstances. If the officer's line manager considers that, in terms of timescale and the number of PDRs they have to complete, the situation is unreasonable, and this is agreed by the second line manager, this exemption will apply.

9. Where an exemption does not apply

- 9.1 If an officer has not met the PPS and their line manager does not consider that any of the exemptions apply, the officer will not be granted their next increment. The second line manager will be required to sign this off.
- 9.2 If the second line manager agrees with the first line manager, where the officer still believes that an exemption should be applied, they can appeal this decision.
- 9.3 If their appeal is upheld their pay would then be backdated to their anniversary date.

10. Appeals

- 10.1 An officer can make an appeal either prior to a PPS decision being made or if they fail to meet the PPS and a decision not to award an increment is made.

Appeal prior to PPS decision

- 10.2 If an officer believes that application of the PPS to them will be inappropriate, they can submit an appeal stating their reasons why they are appealing during the PPS assessment period. An appeal should be submitted to the HR Delivery inbox (hrdelivery@norfolk.police.uk) no later than six weeks prior to the officer's PPS confirmation date.
- 10.3 An appeal meeting will be arranged with the officer as soon as is practicable. The officer has the right to be accompanied by a Police Federation representative or a colleague. The meeting will be conducted by an impartial manager who has not been involved in the original decision and an HR professional will also attend to advise on procedural matters.
- 10.4 The outcome of the appeal will be notified to the officer and their line manager within three working days. If the appeal is upheld, the decision to disapply the PPS entirely to the officer, or the amended conditions relating to the PPS assessment will be confirmed to the officer and their line manager.

Official

Version Number: 1.2

Page 10 of 11

PAY PROGRESSION (POLICE OFFICERS) POLICY

Official

Appeal on failure to meet PPS

- 10.5 If an officer does not meet the PPS and a decision not to award an increment is made, the line manager will notify the officer as soon as possible. Formal notification in writing will be sent by the relevant HR Advisor confirming the decision and the reason(s) for this, and the officer's right to appeal.
- 10.6 Appeals should be submitted to the HR Delivery inbox (hrdelivery@norfolk.police.uk) within ten working days following the officer's receipt of formal notification that the PPS has not been met and their increment withheld.
- 10.7 An appeal meeting will then be arranged with the officer as soon as is practicable. The officer has the right to be accompanied by a Police Federation representative or a colleague. The meeting will be conducted by an impartial manager who has not been involved in the original decision and an HR professional will also attend to advise on procedural matters.
- 10.8 The outcome of the appeal will be notified to the officer and their line manager within three working days.
- 10.9 If the appeal is upheld, the officer's pay increment would be granted and backdated as appropriate.

UPP/UAP Appeals

- 10.10 Appeal procedures under UPP/UAP will continue to operate, which in turn may have an effect upon the achievement of the PPS, and which may result in backdating of pay progression, depending upon the circumstances.

11. Equality

- 11.1 The PPS will be applied with consistency and fairness. If there is a legitimate reason why an officer has been unable to meet the PPS through no fault of their own, an exemption will apply. With the exception of disability and pregnancy/maternity, all exemptions apply equally to all officers regardless of their protected characteristics under the Equality Act 2010.
- 11.2 The PPS has been equality risk assessed by the NPCC's National Reward Team and this policy has been equality impact assessed by Norfolk and Suffolk Constabularies.

Official

Version Number: 1.2

Page 11 of 11