

Business Cases for 30+ Applicants
NPIA information for Forces

Background

Forces intending to re-engage an officer above the rank of Sergeant will need to make a business case for submission to the Director of Resources for approval. In the case of ranks above Chief Inspector, the business case must also be submitted to the Home Office for approval (see Appendix 5).

The following criteria should be applied when submitting and approving business cases.

Issues to Consider

Skills & Experience

The business case should take account of the requirements of the force and set out how the specific skills and experience of the officer will help to meet key operational objectives. The 30+ scheme is designed to assist **forces** in retaining valuable skills and experience that would be otherwise lost to retirement. Its primary purpose is **not** to benefit an individual officer. (See Guidance Notes – Project Liberate principles).

An assessment should be made of the potential impact on the force in terms of operational capability if the officer were to retire and not be retained as proposed. For example, would there be a skills gap, and how serious and long-lasting would it be? If not, would there nevertheless be a noticeable reduction in the number of officers able to perform specific skilled tasks, and what would the impact of this be?

Wider Implications

In the business case, a force should consider and detail the wider impact of retaining the officer under 30+. While the opinion of the officer's line manager (section B on the application form) is critical for justifying the officer's retention in terms of their skills and experience, it is similarly important that promotion opportunities for other officers are not unduly hindered by the retention of an officer under 30+, as there are clear implications for both workforce planning and general force morale. An informed assessment of the impact of retaining the officer on the career development and morale of other officers should be made.

Likelihood of retirement

The 30+ scheme is a management tool intended to assist in the retention of officers who have left or would otherwise leave the service. Business cases should, in the case of officers who have not yet retired, clearly state that forces are confident that the officer would retire in the absence of, or if they were not accepted onto, the 30+ scheme. This may require discussions with the officer or their line manager. As a rule, applications from officers who would have continued in service in the absence of the scheme should not be accepted.

Promotion

The 30+ scheme is specifically aimed at officers who have retired or are about to retire from the police service after 30 years' service, and who have no specific interest in and/or prospect of further promotion.

Leaving the pension scheme could be highly disadvantageous to someone who may well be promoted. As there are potentially more opportunities for promotion for officers above the rank of sergeant whose compulsory retirement age is 60, the force should be confident that the officer is unlikely to be promoted and has no specific interest in promotion before looking to retain them under 30+.

Pensions issues

The scheme is not suitable for those who want to serve beyond 30 years and accrue further rights under the Police Pension Scheme for themselves or their dependants. The officer should be advised to seek independent financial advice on the pensions implications of going on 30+, particularly if they are likely to be promoted (see above [for the time being re. actual text]). The onus is on the force to establish the position on pension issues before submitting a business case to the Home Office. The officer must sign a declaration confirming that they have understood the need to seek financial advice as part of the application process.

Costs

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

Approval

The completed business case, which should deal with each of the above issues appropriately, should be sent to the Director of Resources for approval. The Director should approve the appointment only when satisfied that there is an operational need for the officer, either because of a skills gap or because of a noticeable loss of effectiveness in performing specific and important force tasks in accordance with Project Liberate principles.

The Director should also carefully consider the workforce planning issues and the disadvantages in terms of potentially blocking promotion, and so on. Approval should only be given they are satisfied that the operational advantages of a retention outweigh any disadvantages.

(The Director should submit the business case in the case of ranks above Chief Inspector to the NPIA for approval).

Monitoring

The NPIA closely monitors the effectiveness of the 30+ scheme. Forces are required to supply information on a regular basis about the number of applications requiring a business case and the role the business case played in the final decision on retention.

(Draft - July 2007)