

3.0 PROCEDURE

3.1 Eligibility

3.2 Any Officer below ACPO level who has 30 years pensionable service may apply for the scheme.

3.3 Applications should be completed no earlier than 6 months before the officer's intended date of retirement and/or no more than 12 months after retirement (available from Corporate Personnel).

3.4 Procedure and Selection Criteria

3.5 Officers are required to complete an application form which includes both an agreement to participate in the 30+ Scheme and an election to opt out of the Police Pension Scheme. The Officer should complete the relevant application form no earlier than 6 months before the officer's intended date of retirement and/or no more than 12 months after retirement (available from Corporate Personnel). The form requires support from the line manager, Personnel Manager/Officer and Divisional Commander/HQ Head of Department. The completed application form should be returned to Corporate Personnel at Headquarters where final ratification will be provided by The Head of Personnel Services or his/her nominated deputy.

3.6 Officers will need to complete a medical questionnaire and attach it in a sealed envelope to the form. This may require the Officer to have a medical examination in order to confirm that they are in satisfactory health.

3.7 In considering whether an officer is in satisfactory health the Occupational Health Advisor should ensure that any medical condition or medical history, following reasonable adjustments, will not detract from an officer's ability to attend for duty and perform effectively.

Officers will not be eligible for consideration where

- Conduct record is unacceptable
- Absence levels exceed the Force standard
- There are ongoing unsatisfactory performance issues

3.8 Primarily the 30+ Scheme is aimed at retaining officers of Sergeant and Constable rank. For Officers above the rank of Sergeant, an internal business case is required determining why the role is so specialised that the role cannot be performed by another officer. This should be attached to the application form. For Superintendents and Chief Superintendents who apply to join the scheme, the force must make a business case to the Home Office.

3.9 Where the role is highly specialised, a succession plan will be generated following the eventual retirement of the officer successful at joining the 30+ Scheme.

3.10 Status on Re-appointment

3.11 Officers will retire, and thereby be eligible for the tax free lump sum under the Police Pension Scheme. Re-appointment will take place after a minimum of 24 hours in retirement. A specific re-engagement date may not be guaranteed as the application process may take several weeks to complete.

3.12 Officers will have to be sworn in again after the break in service.

3.13 Officers will usually be re-engaged at their former rank and pay level and any replacement allowances lost on retirement will be made good from a partial pension payment.

3.14 Officers have access to Special Priority Payments and Competency Related threshold Payments, if eligible, on the same basis as other officers, although any payments will not lead to increases in pension.

3.15 Officers will not be eligible to re-join both current Police Pension Schemes either to resume accrual rights under their current pension or to accrue rights to a second pension.

3.16 All outstanding leave, rest days etc will have to be taken prior to re-joining. After re-engagement, the officer will receive the same amount of annual leave each year as they had been entitled to receive prior to retirement.

3.17 Officers appointed on 30+ are initially limited to a maximum of 4 years, subject to continuing effectiveness, satisfactory disciplinary record, operational resilience and commitment to remaining in service as well as an annual medical declaration. At the Force's discretion a further period of 3 years may be approved. In total the re-engagement may not exceed 7 years.

3.18 Appeal process

3.19 If the application is rejected the officer has the right of appeal to the Deputy Chief Constable. Consideration will be given to the reasons for refusal and the grounds on which the appeal is based. Appeals should be made in writing within 14 days of receipt of the decision.

3.20 Annual Reviews

3.21 The term of re-engagement is subject to an annual review which will take into consideration:

- Satisfactory performance and attendance levels
- Professional Standards check
- Satisfactory PDR review (line managers must submit in time for annual review)
- Medical declaration
- Operational resilience

Corporate Personnel will forward a renewal form and medical declaration to the Officer for completion approximately 3 months prior to renewal date. The Officer must acquire support from their line manager, Personnel Manager/Officer and Divisional Commander/HQ Head of Department regarding the Officer's suitability and the continued organisational need to retain the Officer.