

	<b>HANDBOOK IMPLEMENTATION PLAN FOLLOWING ACCEPTANCE OF CONDITIONS BY UNIONS</b>	<b>ACTION INVOLVING</b>
1	Assuming that the Unions agree to accept Management's proposals and put them to their members as a ballot it would be necessary to ensure that Police Staff are made aware of what has transpired to date, how they are likely to be affected and their role in the ballot process and why it is necessary. We would see this communication as being owned and driven by management with Union participation. Ideally briefing groups should be held but due to time constraints the fastest and next most effective method would be via Targeted messaging that fully explains the process and which includes a section on FAQs	Nigel Holt: HR
2	Union membership is balloted for acceptance and approval of the proposals made by management and the 'Agreement of intent'. Specific clarity to be made in regard to withdrawal of allowances and the impact on those affected. Management will not accept a less than majority vote in favour of continuing with the process	Unions
3	Following a successful ballot. Communication of the result will be made to Stakeholders (PA; PAHRC; JNC/JCC; Partnership Group; Command team; Finance; Union Memberships and a targeted communication will be made to all Police Staff. The latter communique will indicate the significance of the ballot and the steps in the process.. Both communiques will be agreed and approved by the Joint Handbook Negotiating Committee and will be sent under its auspice	Joint Handbook Negotiating Committee
4	Implementation Date will be on the 1st Day of the month following the Ballot. This will be the date from which the payment of weekend enhancements and the Protection period will commence. It is likely that the payment of weekend enhancements will be backdated as indications following discussions with Finance are that it would take 2 months lead time from it being notified of such payment to actual pay in salaries	HR; Payroll; Finance
5	Finance and Payroll to be given a 'Heads up' that weekend enhancements will be implemented and from what date. They will also be asked to diarise that a 4 year protection period on unearned allowances has simultaneously commenced. This will be by email and will also inform them that the PSC handbook and its terms and conditions are to be adopted	HR
6	BCU Personnel departments will be asked by HR to verify 'line by line' and by each individual name all the persons that will be entitled to weekend enhancements and to what extent i.e. 1 x weekend per month or 2 or 3 and so on schedules will be required to be authorised by Line management. They will also be asked to provide the latest information on staff being paid allowances and to determine also line by line if individuals are/are not working the required hours to qualify for such payment. Once in possession of the weekend enhancement details they will be submitted to finance as will details of the recovery of unearned allowance	Nigel Holt; HR; Unions; BCU Personnel Teams
7	BCU Personnel departments will be required to diarise the recovery of unearned allowances and place a record on the individual's personnel file. Personnel departments will be responsible for writing individual letters to staff informing them of their own situation. Letter templates agreed by the Joint Handbook Negotiating Committee will be made available and will advise on a number of scenarios: 1) where an Individual is not affected in any way. 2) where a weekend enhancement is to be paid and how it was calculated. 3) where a weekend enhancement is to be paid but is to be 'Netted off against an unearned allowance and the result of the netting off. If the result is favourable to the individual the amount they will receive but if unfavourable how the amount will be protected and recovered over the protection period. 4) where no weekend enhancement is to be paid but unearned allowances are to be recovered, the amount of the recovery how they are calculated why they are being recovered and over what period	Joint Handbook Negotiating Committee; HR; BCU Personnel Teams
8	An appeals process will be required and such process and who participates in it will be agreed by the Joint Handbook Negotiating Panel. The process will be made known to all Police Staff in the letter informing them of how they are/are not affected and giving any one of them the opportunity to appeal	Joint Handbook Negotiating Committee
9	Following the initial implementation process Phase 2 of the Handbook negotiations will commence. This will entail several major activities and will require the input and support from a number of sources. To this end it is recommended that a working group comprising representatives of relevant parties /areas be established to discuss and arrive at solutions as envisaged to mitigate the costs of implementation of the PSC Handbook. Other than the Joint Handbook Negotiating Committee other participants may need to be invited from Communications; Finance; BCU Personnel Teams; CMCD; Project Planning and any area where it is deemed appropriate for representation	JHNC; Payroll; Communications; Finance; CMCD line management; Relevant LM; HR; BCU Personnel Teams
10	Phase 2 will continue over a period of 24 months in a continuous effort to obtain efficiencies as described in the 'Agreement of intent'. The process will be transparent and proposals will be 'Tested' for acceptance and viability and every effort will be made to ensure that Police Staff and Line Management are kept informed on matters that could affect them. Hence the need for a Communications person on the team	JHNC; and relevant Stakeholders; PA; PAHRC; JNC/JCC; Partnership Group
11	Any proposed changes resulting from discussion will require authorisation from the the HR Director; the relevant BCU Commander and will have been supported by the line manager and a majority from within the working group.	HR Director; BCU Commanders; Line Management BCU Personnel Teams