



Established by Act of Parliament

ANNEX "A"

to the

Review of Honoraria Arrangements

Within The

Defence Police Federation

7th December 2021

INTRODUCTION

In January 2015, the Defence Police Federation undertook a review of all aspects of its Honoraria Scheme. The 2015 Review Team made numerous recommendations and submitted a Report to the National Executive Committee in April 2015. The final Report was then submitted to the 2015 Defence Police Federation Annual Conference where all the recommendations were accepted. This 2015 Report became the benchmark for the Defence Police Federation Honoraria Scheme.

At the Annual Conference 2019 it was recognised that a review of the Honoraria Scheme was inadvertently overdue and Annual Conference mandated that a comprehensive review be undertaken.

Following the appointment of a Review Team, a Report was subsequently submitted to the National Executive Committee in March 2020. Formal adoption of the Honoraria Report was received at the Annual Conference in December 2020 where all the Report's recommendations were accepted.

This Annex is concerned with developments since the adoption of the 2020 Report. These fall into four parts:

Part 1 – Is a formal record of an interpretation of Recommendation 11 of the 2020 Report and its subsequent amendment at the 2021 Annual Conference.

Part 2 – Looks at the desirability of extending the application of the current Defence Police Federation Honoraria Scheme to the members of the National Executive Committee and makes recommendations thereon.

Part 3 – Looks at the desirability of extending the application of the current Defence Police Federation Honoraria Scheme to the employed civilian staff of the Defence Police Federation and makes recommendations thereon.

Part 4 – Looks at the impact of reduced hours / partial retirement and makes recommendations thereon.

PART 1

PRACTICAL APPLICATION OF RECOMMENDATION 11 OF THE 2020 REPORT

In the Spring of 2021, a question was raised concerning the interpretation of Recommendation 11 of the 2020 Report and its application to a pending claim for a payment under the Honoraria Scheme.

Following a thorough and comprehensive review of the intention of Recommendation 11, the Chairman of CASOC presented a “Determination” to the National Chairman which concluded that there was an unintentional consequence in the drafting of Recommendation 11 which had resulted in an injustice in its application to one specific post holder who was entitled to apply for an Honoraria payment. The Determination laid out several options which could be adopted to correct this specific interpretation.

Following discussion within the National Executive Committee it was agreed to submit to Annual Conference 2021 an amendment to Recommendation 11. This amendment was accepted at Annual Conference 2021.

Recommendation 11 of the 2020 Review Report now reads:

***“Where an individual who is eligible to receive a cash award under the honoraria scheme also receives other miscellaneous cash payments from DPF funds (excluding **pay/salary or positional monetary enhancements specifically approved by the NEC, or normal travel & subsistence and associated payments**), the total of these miscellaneous payments should be deducted from any honoraria award before the balance of the honoraria award is paid.*”**

Where these other miscellaneous cash payments exceed the maximum honoraria amount, the individual will not be eligible to receive any payment under the honoraria scheme.”

PART 2

THE DESIRABILITY OF EXTENDING THE HONORARIA SCHEME TO INCLUDE MEMBERS OF THE NATIONAL EXECUTIVE COMMITTEE

Following the Annual Conference 2021, the National Officers requested that the Honoraria Review Team look to establish if it would be appropriate and desirable for the Defence Police Federation Honoraria Scheme be extended to include the elected members of the National Executive Committee.

For the purposes of clarity in this part of the Annex, “*elected members of the National Executive Committee*” refers to the Branch Representatives elected from the Northern Area and Southern Area to the National Executive Committee (in accordance with Rule 9 of the Defence Police Federation Rules and Constitution (2021 version)) and the two Senior Supervisory Grade Representatives elected to the National Executive Committee (in accordance with Rule 20).

The Review Team have considered this matter at great length and have concluded that as a matter of general principle the “*elected members of the National Executive Committee*” (as defined above) should **not** come within the ambit of the Defence Police Federation Honoraria Scheme.

The Review Team were cognizant that the “*elected members of the National Executive Committee*” are entitled to claim for travel and other expenses properly incurred in the execution of their Defence Police Federation/National Executive Committee duties and this is

a well-established custom but it is not thought appropriate that the *“elected members of the National Executive Committee”* fall into Group 1 of the Defence Police Federation Honoraria Scheme and be eligible to receive a payment under the Honoraria Scheme.

The Review Team were more than mindful that participation in the affairs of the Defence Police Federation and engagement on behalf of members by Branch Representatives is a strictly voluntary vocation. The Review Team do not believe that members who aspire to be Branch Representatives do so for any financial or other advantage. The Review Team believe that this is also the same for any appropriately qualified Branch Representative who seeks to serve on the National Executive Committee.

The National Executive Committee has occasionally discussed a “Mentoring” scheme for Branch Representatives and more especially for anyone who may aspire to serve on the National Executive Committee. The Review Team believe that anyone who aspires to serve on the National Executive Committee will do so with their eyes wide open as to the level of responsibility and commitment that this will require and the amount of work that it will potentially involve.

The Review Team also considered the impact that eligibility of the *“elected members of the National Executive Committee”* to receive an Honoraria payment would have on the wider membership perception of the Defence Police Federation generally and the National Executive Committee in particular. Whilst transparency and openness would be at the forefront of any eligibility, the Review Team believe that this would be an unnecessary own goal and would be a difficult “sell” to the membership.

Recommendation “A”

That as a general principle the “*elected members of the National Executive Committee*” as defined in Rules 9 and 20 of the Rules & Constitution of the Defence Police Federation (2021 version) should **not** come within the ambit of the Honoraria Scheme.

Having established the general principle that the “*elected members of the National Executive Committee*” should not be eligible for a payment under the Honoraria Scheme, the Review Team further considered whether there were any specific portfolios which should attract eligibility to claim an Honoraria payment as an exception to the general principle stated above.

The Review Team considered that there were four national portfolios which needed to be looked at in this regard. They were:

- i. CASOC
- ii. Pensions
- iii. Health & Safety
- iv. Firearms

The Review Team considered that the above portfolios were particularly onerous and thorough consideration should be given as to whether the holders of those portfolios should be treated as an exception to the general principle stated above.

It should be clearly noted that for the purposes of the deliberations of the Review Team and with a need for total transparency in this, as well as the other Parts of this Annex, one member of the Review Team is the Chairman of CASOC. The other member of the Review Team is the Southern Area Secretary who leads on the Pensions portfolio.

The Southern Area Secretary is entitled to make a claim for payment under the Honoraria Scheme in that capacity. As such there is no further or additional pecuniary advantage that can be gained if the Review Team decided to make the holder of the Pensions portfolio entitled to make a claim under the Honoraria Scheme.

The current Chairman of CASOC will be retiring from the Ministry of Defence Police on March 31st 2022 and in consequence will not only cease to be a Branch Representative but will also forfeit his seat on the National Executive Committee before this Annex and the Recommendations contained therein can be adopted (or otherwise) and come into effect. Again, if the Review Team concluded that the holder of the CASOC portfolio should be entitled to make a claim for payment under the Honoraria Scheme, the current portfolio holder would not be able to benefit under any recommendation to do so.

It was also further noted that the Pensions portfolio was held by the Southern Secretary as an “accident of history”. It would be perfectly possible for the Pensions portfolio to rest on the shoulders of another elected member of the National Executive Committee.

After detailed and full consideration of this particular aspect of the Annex, the Review Team concluded that there should be no exceptions to the general principle as detailed in Recommendation “A” above.

Recommendation “B”

That no “*elected members of the National Executive Committee*” as defined in Rules 9 and 20 of the Rules & Constitution of the Defence Police Federation (2021 version) shall be entitled to make a claim under the Honoraria Scheme by virtue of holding a specific portfolio.

For the avoidance of any doubt, the National Chairman and National Vice Chairman, whilst they are elected to the National Executive Committee, are not elected thereto by virtue of Rules 9 or 20 of the Rules & Constitution of the Defence Police Federation (2021 version). The National Chairman and National Vice Chairman are elected National Officers under completely different Rules and are, therefore, not subject to either Recommendation “A” or “B”.

Further, the National Chairman and the National Vice-Chairman are the subject of very specific Honoraria Scheme provision in the 2020 Honoraria Report and nothing in this Annex amends or changes that position in any way whatsoever.

PART 3

THE DESIRABILITY OF EXTENDING THE HONORARIA SCHEME TO INCLUDE DIRECTLY EMPLOYED CIVILIAN STAFF

Following the Annual Conference 2021, the National Officers requested that the Honoraria Review Team also look to establish if it would be appropriate and desirable for the Defence Police Federation Honoraria scheme to be extended to include the civilian support staff directly employed by the Defence Police Federation.

In examining this, the Review Team considered that the civilian support staff, on occasion, benefit from “one off” non-pensionable cash payments from Defence Police Federation funds at the discretion of and with the approval of the National Executive Committee. These payments are made on a “Tax paid” basis in the same way as payments under the Defence Police Federation Honoraria scheme.

These “one off” payments historically tend to occur at the end of the calendar year as a “Christmas Bonus” to recognise the work and unpaid additional hours required throughout the year to support the membership and ensure the smooth running of the Defence Police Federation. In July 2021, there was also a “one off” payment made in recognition of all the additional work that had been undertaken during the Covid pandemic and with regard to the organisation of the 2021 Annual Conference.

The Review Team took the view that although these “one off” payments were specifically approved by the National Executive Committee, they may be difficult to explain and justify to

the membership. It is believed, therefore, that it would be appropriate for the directly employed Defence Police Federation civilian staff to be included in Group 1 of the Defence Police Federation Honoraria Scheme and be eligible to receive a cash Honoraria payment.

By including the Defence Police Federation directly employed civilian staff in the Honoraria Scheme it would ensure that payments made are within an agreed process, are transparent, auditable and easily explained to the membership. This would fulfil the underlying foundations upon which the Defence Police Federation Honoraria Scheme is built and explained in both the 2015 Report and the 2020 Report.

The Review Team also considered that due to the administrative process involved in the production and ultimate consideration of this Annex that there would be an unjustified delay in its commencement. The Review Team took the view, after due reflection, that although the approval (or otherwise) of this Annex would not be until Annual Conference 2022, the directly employed Defence Police Federation civilian staff ought to be entitled to make a claim for payment through the independent Honoraria Committee with effect from April 1st 2021. In the opinion of the Review Team, this would be a justified backdating of the date at which their eligibility under the Honoraria Scheme would commence.

Recommendation “C”

That the directly employed Defence Police Federation civilian staff should be included in Group 1 of the Defence Police Federation Honoraria Scheme with effect from April 1st 2021 and be eligible to receive a cash Honoraria payment subject to the qualifying criteria being met.

The Review Team further considered what the qualifying criteria should be for the directly employed civilian staff. Following lengthy consideration by the Review Team, it was believed that the qualifying criteria applicable to the Defence Police Federation full time Officers and designated post holders would be wholly inappropriate if applied to the directly employed civilian staff.

Recommendation “D”

The criteria that should be met for a member of the Defence Police Federation civilian staff to receive a cash Honoraria payment are:

- (a) Using the Job Description and/or Role Profile (including any amendments thereto of whatever description) applicable to the individual civilian staff member concerned as the benchmark;

the Honoraria Committee will take note of the following circumstances as evidence of additional work and/or commitment to the Defence Police Federation, but should not treat this list as being exhaustive:

- (i) Any additional work undertaken outside of their normal and contractual hours whether that be as a one-off exercise or over a substantial period or for a specific project
 - (ii) Working outside of their accepted Job Description and/or Role Profile
 - (iii) Undertaking additional work, which of its very nature, is onerous, unusual or requires a level of work ethic that is considered to be over and above the “norm”
 - (iv) Working in circumstances that would be considered unusual
 - (v) Working under any other circumstances where a reasonable person would conclude that such work is worthy of reward
- (b) If the civilian staff member received any payment for additional hours worked this must be declared as part of the application process.

The Review Team then needed to establish the appropriate cash Honoraria payment taking into account the current “Maximum” payment which can be made to full time Defence Police Federation National Officers or designated post holders under the Defence Police Federation Honoraria Scheme is £4,000.

It was noted that there have been three occasions during the last five financial years (2016/17-2020/21) when the National Executive Committee have agreed and approved “one off” cash payments to members of the Defence Police Federation civilian staff. The average amount individual staff members received on each occasion was £2166.66 (nett).

The Review Team considered two options:

- a) Limit the maximum cash Honoraria payment to 50% of the maximum available to the full time Officers and designated post holders

Or

- b) Subject to evidence supplied by the civilian staff member, allow the Honoraria Committee the discretion to make an award up to the maximum available under the Honoraria Scheme.

Having carefully considered the two options, the Review Team felt that it would be most appropriate to apply the £4000 Honoraria Scheme limit to cash payments made to directly employed Defence Police Federation civilian staff allowing the Honoraria Committee to decide the award based on evidence provided by the individual member of staff.

It was felt that this option provides a uniformity of approach to the cash Honoraria payments ensuring that the Scheme remains simple, consistent, fair and easily explained and justified to the membership maintaining the underlying foundations of the Honoraria Scheme.

Recommendation “E”

That subject to evidence provided to the Honoraria Committee, the maximum cash payment available under the Defence Police Federation Honoraria Scheme to a directly employed member of the Defence Police Federation civilian staff member should be £4000

The cash payments made to Defence Police Federation full time National Officers and designated post holders under the Honoraria Scheme terms (*excluding miscellaneous payments and salary enhancements*) are made on a “tax paid” basis in order that the individual gains the maximum benefit of the Honoraria Scheme.

The Review Team considered whether these arrangements should also be extended to cash awards made under the Honoraria Scheme to directly employed members of the Defence Police Federation civilian staff.

As outlined earlier in this Annex, the directly employed Defence Police Federation civilian staff benefit from “one off” payments at the discretion of the National Executive Committee. These payments are made on a “tax paid” basis. It is believed, therefore, that any cash payment under the Honoraria Scheme made to directly employed Defence Police Federation civilian staff should also be made on a “tax paid” basis. This continues to provide a fair, consistent and simple method of administering a cash payment under the Honoraria Scheme and maintains the principles of the Honoraria Scheme.

All the above will standardise the approach to all cash payments (*excluding miscellaneous payments and salary enhancements*) under the Honoraria Scheme while maintaining the principles of being transparent and simple to justify and explain to the membership.

Recommendation “F”

That cash Honoraria payments (*excluding miscellaneous payments and salary enhancements*) made to directly employed Defence Police Federation civilian staff are made on a “tax paid” basis.

PART 4

THE EFFECTS OF REDUCED HOURS / PARTIAL RETIREMENT.

The Review Team have noted that it is becoming increasingly popular for people to consider alternative working practices where this can be accommodated by the business. The Ministry of Defence Police is no different and by extension neither should the Defence Police Federation.

The Review Team considered the implications of a Defence Police Federation full time National Officer, designated post holder or member of the directly employed civilian staff taking advantage of arrangements such as reduced hours contracts or partial retirement etc.

It was felt that if an individual has taken advantage of such arrangements thereby reducing the hours worked for the Defence Police Federation in the relevant role, then it would be appropriate for the maximum Honoraria payment available for the Honoraria Committee to award is also reduced by a corresponding percentage to reflect the reduced hours worked for the Defence Police Federation.

Recommendation “G”

That when a Defence Police Federation full time National Officer, designated post holder or member of the directly employed civilian staff reduce their contractual hours, from full time to some other arrangement, then the maximum cash payment available under the Honoraria Scheme should be reduced by a corresponding percentage.

CONCLUSIONS

The Review Team feels that should the Recommendations contained within this Annex be accepted and implemented in full, then the result will be an Honoraria Scheme that:

- (a) gives clear guidance as to the eligibility criteria and the maximum sum to be paid
- (b) extends the Honoraria Scheme to include the directly employed Defence Police Federation civilian staff
- (c) remains easy to explain and justify to the wider Defence Police Federation membership
- (d) re-affirms the foundation upon which the Honoraria Scheme is based ie. remains relevant, open, transparent and fit for purpose
- (e) clearly defines the qualifying criteria for an Honoraria payment for the directly employed Defence Police Federation civilian staff
- (f) clearly states the maximum sum payable under the Honoraria Scheme to the directly employed Defence Police Federation civilian staff
- (g) extends the Honoraria Scheme in a fair and equitable manner which strengthens the whole Scheme

Submitted for the consideration of the National Executive Committee and Annual Conference 2022.

Paul Hunter
Pensions Lead
Southern Area Secretary

Keith Harvey
Chairman of CASOC
National Executive Committee