



# West Midlands Police Federation

## Joint Branch Board

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### **INFORMATION FOR OFFICERS WHO HAVE BEEN NOTIFIED THAT THEIR CASE IS TO BE REVIEWED AT PAY PANEL DUE TO LONG TERM SICKNESS ABSENCE.**

If you have been off sick for some time and are made aware your case is to be heard at a police pay panel, there is bound to be a number of questions you may have. This document is to outline what to expect, what range of support may be available to you and to inform you of the actions you may be able to take to minimise any financial impact due to your continued absence.

#### *Sick Pay*

Police regulations provides that any police officer who is absent on sick leave will have full pay for six months and thereafter to half pay for a further six months in any one year period. The year is based on the first day of your sickness. Go back 1 full year from day 1 of your sickness and this will give you the period which pay is calculated on.

#### *Chief Constable's discretion to maintain Full-pay*

Regulations allows the Chief Constable's discretion to maintain on full-pay any officer who should be reduced to half-pay and to maintain on full-pay or half-pay any officer who should be reduced to zero-pay. The use of this discretion is laid out in PNB Circular 05/01 and prior to that PNB Circular 03/02. Your local managers and senior leadership team (SLT) will be invited by HR and Occupational Health Dept to complete forms for submission to the half pay panel. This will include their recommendations in relation to your pay. You should be made aware of the date of the panel where your case will be heard and also invited to submit, if you wish, a letter of circumstance. Within this letter, if appropriate, you can document why you feel you should be kept on full pay. Your submission should be made at the earliest opportunity and factors for consideration include, but are not limited to, that the incapacity is wholly attributed to an injury or illness that was clearly sustained or contracted in the execution of duty; that the illness has been identified as terminal and medical advice indicates that survival will not be beyond 12 months; that the case has been submitted to the Selected Medical Practitioner (SMP) to determine if there is a permanent disability; or that the absence is related to a disability as defined by the Equality Act 2010 requiring that reasonable adjustments be made. Your local Federation representative is able to assist in making any submission and subsequent appeal if required. You can find out your local rep from clicking [here](#)

#### *Return to Work*

If your situation is one which may be improving then you may wish to review whether a return to work at this stage would be appropriate. You can discuss this with your line manager, general practitioner, hospital consultant, or Occupational Health Unit (OHU). WMP, with the support of OHU, may arrange a structured return including putting in place any reasonable short-term arrangements to allow you to achieve a return to work. A managed return to work can include a number of elements which are locally agreed. Each case will be considered by the Force on its merits. The Federation is able to give guidance and support for any managed return to work if required. This can include accompanying you to appointments. If you need adjustments in work to enable you to manage your illness/condition whilst working you may benefit from contacting Remploy and Access to Work who can give support to people who are trying to sustain attendance at work whilst managing long term conditions/illnesses. You can find out more about Access to Work at <https://www.gov.uk/access-to-work/overview>.

## **West Midlands Police Federation Group Insurance Scheme**

If you are a subscribing member of WMP Federation Group Insurance Scheme then you may be entitled to a benefit for reduction in pay due to sickness.

### *Sick Pay Benefit*

If your pay is reduced by WMP under Police Regulation 28 then a sick pay benefit may be payable. The benefit is paid by cheque on a monthly basis for up to 26 weeks at a rate of £165 per week (£660 per month). The benefit ceases on return to work or if the member retires, resigns or is discharged from the police service.

### *Best Doctors®*

The Best Doctors service provides the peace of mind of a confidential second expert medical opinion if a scheme member, partner or their dependent children up to age 21 (25 if still in full time education) and living with them, are facing a worrying medical condition. Best Doctors work in conjunction with the patient and their treating doctor to ensure diagnosis and treatment are correct, providing an independent and comprehensive assessment. They work with a worldwide panel of specialists who have been selected by their peers as being the very best in their field. From one call to the Member Care Centre you will be assigned your own dedicated Case Manager, who will remain a constant throughout and guide you through the process. Best Doctors collect your medical records from your treating practitioner so that the expert consultant can review your case and provide a detailed report answering all of your questions, based on their comprehensive analysis of your medical documentation. Your Case Manager will send you the report and discuss the content with you. You can then share the report with your treating practitioner so that together you can make the most appropriate decisions about your treatment. Unlimited access to the Member Care Centre is included, providing a confidential telephone based helpline, which is available 24 hours a day, seven days a week, throughout the year. To access the service, simply call the dedicated Best Doctors Member Care Centre: 0800 085 6605 or visit: [www.askbestdoctors.com](http://www.askbestdoctors.com)

### *Red Arc Care Advisory Service*

An extension of the group critical illness policy, the Red Arc service helps members and their families cope with the practical and emotional effects resulting from the diagnosis of a serious illness. On submission of a claim you will automatically be contacted by a Red Arc personal registered nurse advisor, who will provide ongoing advice and support and, where appropriate, can arrange extra help such as a visit by a specialist nurse, counselling, or therapy. The personal nurse can also put the patient in contact with specialist charities, self-help groups and give advice on specialist equipment to aid function. This service is confidential and free of charge.

## **Department for Work & Pensions**

Depending on your circumstances you may be entitled to a number of benefits from the Department for Work & Pensions (DWP). It is the individual's responsibility to ensure that they have explored what benefits they are entitled to and to make any claim. Benefits may include, but are not limited to:

### *Statutory Sick Pay*

Statutory Sick Pay (SSP) is payable for up to 28 weeks. WMP will automatically pay SSP as part of your salary. However, it will not appear as a separate item on your payslip until a reduction to half-pay occurs. Although the duration calculations for SSP and Police Regulation 28 are different, in the norm SSP will cease about two weeks after a reduction to half-pay occurs. When SSP is coming to an end WMP will send you DWP Form SSP1 explaining why it is ending. This form may be required by DWP as evidence when claiming certain benefits. Details of this benefit may be found on the DWP website at [www.gov.uk/statutory-sick-pay/overview](http://www.gov.uk/statutory-sick-pay/overview).

### *Employment and Support Allowance*

Employment and Support Allowance (ESA) may be paid by the DWP to offer support if you are unable to work, including if you are in employment but your ability to work is limited by either ill-health or disability. You may not receive ESA if you are in receipt of Statutory Sick Pay or Statutory Maternity Pay. ESA has two elements and either or both can be claimed depending on your circumstances. Contribution-based ESA is

not means tested and relies on sufficient National Insurance having been paid. Income-related ESA is means tested and your family income and savings may affect what you will be able to receive. To make a claim telephone DWP direct on 0800 055 6688. Details of this benefit may be found on the DWP website at [www.gov.uk/employment-support-allowance/overview](http://www.gov.uk/employment-support-allowance/overview) or by telephoning DWP direct on 0845 608 8545.

### *Industrial Injuries Disability Benefit*

If you had an injury or accident which occurred while on-duty (which for this purpose may include travel to and from work depending on the circumstances) which results, now or at a later date, in a disablement of 14 per cent or more you may be able to claim Industrial Injury Disability Benefit (IIDB) from the DWP. It is essential that you report your injury or accident to your employer as soon as possible after the incident. You may make a claim even if you are unsure as to whether you qualify for the benefit and the DWP will then make an assessment of your disability and circumstances. To make a claim complete and submit DWP Form BI100A. Details of this benefit may be found on the DWP website at [www.gov.uk/industrial-injuries-disablement-benefit/overview](http://www.gov.uk/industrial-injuries-disablement-benefit/overview) or by telephoning DWP direct on 0845 758 5433.

### *Personal Independence Payment*

Personal Independence Payment (PIP) helps with some of the extra costs caused by long-term ill-health or a disability if you're aged 16 to 64. You could get a weekly allowance depending on how your condition affects you, not the condition itself. This benefit is tax free. You must have a long-term health condition or disability and have difficulties with activities related to 'daily living' and or mobility. In addition, you must have had these difficulties for 3 months and expect them to last for at least 9 months. If you're terminally ill (i.e. not expected to live more than 6 months), you don't need to have had these difficulties for 3 months. To make a claim you'll need an assessment to work out the level of help you get. Your award will be regularly reassessed to make sure you're getting the right support. Details of this benefit may be found on the DWP website at <https://www.gov.uk/pip/overview> or by calling DWP - Personal Independence Payment claims on 0800 917 2222

### **Other benefits and exclusions**

#### Flint House Police Rehabilitation Centre

If you are a contributing member to the Flint House Police Rehabilitation Centre then you may wish to consider if a visit to this centre may aid your recovery. Flint House is able to provide treatment for stress, PTSD and psychological issues as well as for any physical injury. You may wish to discuss the suitability of this service with any of your medical advisors. Details of this service may be found on the Flint House Police Rehabilitation Centre website at [www.flinthouse.co.uk](http://www.flinthouse.co.uk). Admission application forms may be obtained from WMP Benevolent Fund, Guardians House, 2111 Coventry Road, Sheldon, Birmingham B26 3EA. Telephone: 0121 700 1110. Email: [info@wmpben.co.uk](mailto:info@wmpben.co.uk)

#### Subscriptions

##### *Federation Subscriptions*

Rule 15 of the Police Federation Fund Rules (the Police Federation Regulations 1969 Part III, as amended) states: "Where a Member is on unpaid leave s/he will not be required to pay subscriptions, but shall remain a Qualifying Member, so long as s/he was a Qualifying Member at the beginning of the period of unpaid leave." Therefore, officers are required to pay Federation Subscriptions up to the point they are placed on zero-pay. Thereafter, they are not required to make payments during their unpaid sick leave in order to access the full range of services that the Federation offers. Payments to the West Midlands Police Federation Insurance Scheme and Flint House Police Rehabilitation Centre must be maintained throughout any sick leave irrespective of salary if members wish to receive the benefits. In addition there may be implications if members choose to stop payments and wish to restart at a later date. For further information please contact the Federation Office.