

DURHAM CONSTABULARY**Appendix B****REDUNDANCY SELECTION CRITERIA - SCORING FORM – POLICE STAFF**

Altogether Better Policing

<u>NAME</u>		<u>JOB TITLE</u>	
<u>START DATE WITH DURHAM POLICE</u>			
<u>COMMAND/DEPARTMENT</u>			

- Line Managers to complete Sections 1 and 2. Sections 3, 4 and 5 to be completed by HR.
- An appropriate HR representative will act as an independent moderator during the scoring exercise
- The period under review will be the 18 months prior to the date that the redundancy programme is agreed.
- To achieve the total score for an Employee, each of the criteria is weighted by a factor of 1, 2 or 3 to reflect the relevant importance. This weighting takes into account the organisation's requirements to meet its primary business needs and targets.
- Line Managers should ensure that care is taken when completing the criteria at Sections 1 and 2 to ensure that appropriately evidenced scores are awarded for individuals who may have absences related to maternity or disability.

SECTION 1 – APTITUDE, KNOWLEDGE AND PERFORMANCE

Description of individual	Score associated with criteria	Comments/evidence around score from line manager	Score Awarded
An individual who continually demonstrates versatility/initiative/innovation in their role and produces work to an exceptional standard	9 or 10		
An individual who has the knowledge and ability with regard to the role and who consistently performs to the required standard	7 or 8		
An individual who has the knowledge and ability to perform the main duties and responsibilities of the role but on occasion requires guidance	5 or 6		
An individual who is not yet conversant with the role and requires regular guidance from supervision and/or produces varying quality of work	3 or 4		
An individual who has been subject to an action plan related to under performance or has been subject to incapability procedure for under performance	2		
An individual who is currently subject to an action plan related to under performance or is subject to incapability procedure for under performance	1		

SECTION 2 – TEAMWORK AND ATTITUDE

Description of individual	Score associated with criteria	Comments/evidence around score from line manager	Score Awarded
An individual who continually displays a positive attitude and/or works co-operatively with team members and colleagues, contributing positively and constructively to the team/Command	5		
An individual who regularly displays a positive attitude and/or works co-operatively with team members and colleagues, contributing to the team/Command	4		
An individual who occasionally displays a positive attitude and/or actively contributes to the efficient working of the team/Command	3		
An individual who occasionally displays a negative attitude and/or does not regularly contribute to the team/Command	2		
An individual who is currently subject to management guidance in relation to their team working and/or attitude.	1		

SECTION 3 – ATTENDANCE - RECORD – OVER THE PAST 18 MONTHS

Pro rata calculations to be made in accordance with hours worked. This excludes disability related absence which was recorded at the time of the absence, maternity related absences including absence following a miscarriage

Description of Level of Sickness Absence	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
No sickness absence	6		
The individual has had 2 occasions or less, or 5 days (37 hours) or less of sickness absence	5		
The individual has had 3 or 4 occasions, or between 6 days (44.4 hours) and 12 days (88.8 hours) of sickness absence	4		
The individual has had 5 occasions or more or 13 days (96.2 hours) or more of sickness absence	3		
The individual has been subject to an informal Attendance Review meeting for reason of attendance, but has not been subject to formal capability procedures	2		
The individual is currently subject to the Capability Procedure for reason of attendance	1		

SECTION 4 - QUALIFICATIONS AS DEEMED NECESSARY UNDER JOB EVALUATION

Documentary evidence may be requested to support claim by individual if not already on record.

Description of Criteria Area	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
The individual possesses all the qualifications required for the role	3		
The individual possesses some qualifications required for the role and is working towards attaining others	2		
The individual does not possess any qualifications required for the role but is working towards attaining them.	1		
The individual does not possess required qualifications	0		

SECTION 5 – DISCIPLINARY RECORD

Description of Criteria Area	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
The individual has no 'live' warnings on file	3		
The individual has a 'live' First Written Warning	1		
The individual has a 'live' Final Written Warning	0		

SECTION 6 – COMPLETED YEARS SERVICE WITH DURHAM CONSTABULARY

Previous continuous service with an organisation covered by the redundancy payments (Local Government)(Modification)(Orders) will count towards redundancy payment only AND NOT for the purpose of completing this form.

Previous service with Durham Constabulary will only be counted for redundancy payment if the break in service lasted for less than 1 week (7 days). Previous service with Durham Constabulary will not be aggregated for redundancy purposes unless an individual has been on a career break, however, the duration of the career break will not be counted.

Completed Years Service	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
21 +	5		
16 – 20	4		
11 – 16	3		
6 – 10	2		
0 – 5	1		

Last in first out can be used in exceptional circumstances as a selection criterion as long as it is not used in isolation. Therefore date of appointment, in exceptional circumstances can be used.

SUMMARY OF SCORES

Criteria Score X Factor = Assessment Rating.

Section	CRITERIA	SCORE	FACTOR	OVERALL SCORE	COMMENTS
1	Aptitude, Knowledge and Performance		X 3		
2	Teamwork and Attitude		X3		
3	Attendance		X 3		
4	Qualifications		X 2		
5	Disciplinary Record		X 1		
6	Length of Service		X 1		
TOTAL					

LINE MANAGER

Signed..... Date.....

Print Name.....

VERIFYING MANAGER

Signed..... Date.....

Print Name.....

HR REPRESENTATIVE / INDEPENDENT MODERATOR

Signed..... Date.....

Print Name.....

DURHAM CONSTABULARYAppendix CDE-SELECTION CRITERIA - SCORING FORM – POLICE OFFICERS

Altogether Better Policing

NAME		JOB TITLE	
<u>Command</u>			

- Line Managers to complete Sections 1 and 2. Sections 3, 4 and 5 to be completed by HR.
- An appropriate HR representative will act as an independent moderator during the scoring exercise
- The period under review will be the 18 months prior to the date that the de-selection programme is agreed.
- To achieve the total score for an Officer, each of the criteria is weighted by a factor of 1, 2 or 3 to reflect the relevant importance. This weighting takes into account the organisation's requirements to meet its primary business needs and targets.
- Line Managers should ensure that care is taken when completing the criteria at Sections 1 and 2 to ensure that appropriately evidenced scores are awarded for individuals who may have absences related to maternity or disability.

SECTION 1 – APTITUDE, KNOWLEDGE AND PERFORMANCE

Description of Officer	Score associated with criteria	Comments/evidence around score from line manager	Score Awarded
An Officer who continually demonstrates versatility/initiative/innovation in their role and produces work to an exceptional standard.	9 or 10		
An Officer who has the knowledge and ability with regard to the role and who consistently performs to the required standard	7 or 8		
An Officer who has the knowledge and ability to perform the main duties and responsibilities of the role but on occasion requires guidance	5 or 6		
An Officer who is not yet conversant with the role and requires regular guidance from supervision and/or produces varying quality of work	3 or 4		
An officer who has been subject to an action plan related to under performance or has been subject to unsatisfactory performance procedure for under performance	2		
An officer who is currently subject to an action plan related to under performance or is subject to unsatisfactory performance procedure for under performance	1		

SECTION 2 – TEAMWORK AND ATTITUDE

Description of Officer	Score associated with criteria	Comments/evidence around score from line manager	Score Awarded
An Officer who continually displays a positive attitude and/or works co-operatively with team members and colleagues, contributing positively and constructively to the team/Command	5		
An Officer who regularly displays a positive attitude and/or works co-operatively with team members and colleagues, contributing to the team/Command	4		
An Officer who occasionally displays a positive attitude and/or actively contributes to the efficient working of the team/Command	3		
An Officer who occasionally displays a negative attitude and/or does not regularly contribute to the team/Command	2		
An Officer who is currently subject to management guidance in relation to their team working and/or attitude.	1		

SECTION 3 – ATTENDANCE RECORD – OVER THE PAST 18 MONTHS

Period under review: - From _____ To _____

Pro rata calculations to be made in accordance with hours worked. This excludes disability related absence which was recorded at the time of the absence, maternity related absences including absence following a miscarriage

If an Officer features in more than one category below they will be afforded the lower score.

Description of Level of Sickness Absence	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
No sickness absence	6		
The Officer has had 2 occasions or less, or 5 days (37 hours) or less of sickness absence	5		
The Officer has had 3 or 4 occasions, or between 6 days (44.4 hours) and 12 days (88.8 hours) of sickness absence	4		
The Officer has had 5 occasions or more or 13 days (96.2 hours) or more of sickness absence	3		
The Officer has been subject to an informal Attendance Support meeting for reason of attendance (excluding disability related absence) but has not been subject to formal capability procedures	2		
The Officer is currently subject to the Unsatisfactory Attendance/Performance Procedure for reason of attendance (excluding disability related absence)	1		

SECTION 4 - QUALIFICATIONS AS DEEMED NECESSARY FOR THE ROLE

Documentary evidence may be requested to support claim by individual if not already on record.

Description of Criteria Area	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
The Officer possesses all the qualifications required for the role	3		
The Officer possesses some qualifications required for the role and is working towards attaining others	2		
The Officer does not possess any qualifications required for the role but is working towards attaining them.	1		
The Officer does not possess required qualifications	0		

SECTION 5 – DISCIPLINARY RECORD

Description of Criteria Area	Score associated with description	Comments/Evidence around score from supervisor/line manager	Score awarded
The Officer has no 'live' warnings on file	3		
The Officer has a 'live' First Written Warning	1		
The Officer has a 'live' Final Written Warning	0		

SUMMARY OF SCORES

Criteria Score X Factor = Assessment Rating.

Section	CRITERIA	SCORE	FACTOR	OVERALL SCORE	COMMENTS
1	Aptitude, Knowledge and Performance		X 3		
2	Teamwork and Attitude		X3		
3	Attendance		X 3		
4	Qualifications		X 2		
5	Disciplinary Record		X 1		
TOTAL					

LINE MANAGER

Signed.....Date.....

Print Name.....

VERIFYING MANAGER

Signed.....Date.....

Print Name.....

HR REPRESENTATIVE / INDEPENDENT MODERATOR

Signed.....Date.....

Print Name.....