

Police and Crime Commissioner for Dyfed-Powys Human Resources Policies

All employees of the Police and Crime Commissioner (PCC) are subject to the collective agreements negotiated and agreed by the National Police Staff Council. In addition, there are local collective agreements negotiated with specified Trade Unions recognised by the Police and Crime Commissioner for collective bargaining purposes. These agreements are embodied in the Dyfed-Powys Police Pay and Conditions of Service Handbook for Police Staff.

The Office of the Police and Crime Commissioner (OPCC) for Dyfed-Powys will adhere to the people related policies of Dyfed-Powys Police, if listed below. However, for the listed policies it is recognised that policy detail will not always be obviously transferrable to the OPCC structures. This document seeks to establish the amendments required to enable the application of the Dyfed-Powys Police policies to the Dyfed-Powys OPCC.

As Dyfed-Powys Police review and amend their policies, they will notify the OPCC Chief Executive, who will ensure each relevant policy continues to be applicable to OPCC staff.

Unless otherwise stated, throughout all policies the following substitutions shall be made when applying proceedings to the OPCC: Dyfed-Powys Police / DPP / the Force	Office of the Police and Crime Commissioner for Dyfed-Powys (OPCC) EXCEPT when the reference is made in relation to the Dyfed-Powys Police branch of UNISON
Chief Constable	Police and Crime Commissioner
Police Staff and Volunteers	OPCC Staff and Volunteers
Chief Officer(s)	OPCC Executive Team – Chief Executive, Chief Finance Officer and Director of Commissioning and Partnerships
Head of Department	Chief Executive
Police Officer/Police Staff of at least the rank of superintendent or police staff equivalent	OPCC Senior Management Team – Business Manager, Head of Assurance, Head of Communications and Engagement and Head of Strategy and Policy

The following table sets out all policies applicable to the OPCC and the amendments required in line with the differences in governance structures. There may be occasions where the processes outlined within a policy may not be appropriate and therefore the relevant decision maker, in consultation with Unison, may adjust the process based on the individual circumstances of each case. When this occurs, the rationale will be fully documented within a decision log signed by the Commissioner and saved within the relevant case file.

People Services Policies

Policy	Persons identified within the DPP Policy	OPCC equivalent for the application of the policy	Other consequential amendments
Annual Leave Policy - Police Staff (Last updated 13/06/2022)	No amendments required	No amendments required	No further amends
Attendance Management Policy			
Bonus Payment Policy Procedure (Last updated 27/06/2024)	No amendments required	No amendments required	No further amends
Career Break Policy (Last updated 21/11/2023)	No amendments required	No amendments required	No further amends
Development and Assessment Profile (DAP) Policy Procedure (Last updated June 2024)	No amendments required	No amendments required	No further amends
Dignity in the Workplace Policy	No amendments required	No amendments required	No further amends

Policy	Persons identified within the DPP Policy	OPCC equivalent for the application of the policy	Other consequential amendments
(Last updated 01/01/2019)			
External Secondment Policy			
Fairness at Work Policy (Last updated 19/12/2022)	LPA Commander / Head of Department	Senior Manager	No further amends
Flexitime Policy (Last updated 28/02/2022)	No amendments required	No amendments required	No further amends
Leave for Personal Family reasons plus Other Special Leave Policy (Last updated 19/08/2022)	No amendments required	No amendments required	No further amends
Management of Change Policy (Last updated 02/12/2022)	No amendments required	No amendments required	No further amends
Management of Industrial Action Policy (Last updated 08/11/2013)	No amendments required	No amendments required	Single Equality Scheme is taken to mean the OPCC Strategic Equality Plan
Management of Police Staff Probationers (Last updated 19/11/2013)	Human Resources Manager	Chief Executive	Reference to Police Authority in flow chart (page 9) is taken to mean OPCC

Policy	Persons identified within the DPP Policy	OPCC equivalent for the application of the policy	Other consequential amendments
Maternity, Paternity and Adoption Support Leave Policy (Last updated 04/05/2022)	No amendments required	No amendments required	No further amends
Menopause Policy (Last updated 13/09/2021) Guidance	No amendments required	No amendments required	No further amends
No Smoking Policy (Last updated 01/11/2013)	No amendments required	No amendments required	No further amends
Pay and Conditions of Service Handbook for Police Staff	Director of Finance	Chief Finance Officer	Part 2, section 1, point 13.4 and Section 8, point 1.1 makes reference to Director of Resources – this will need to be updated by the Force and then a subsequent amendment made for OPCC structure.
Performance Management Policy			
Post-Entry Learning Policy Procedure (Last updated 18/01/2024)	No amendments required	No amendments required	No further amends
Recruitment and Selection Policy Procedure (Last updated 01/07/2024)	Department Lead Head of Department	Senior Manager Chief Executive	No further amends

Policy	Persons identified within the DPP Policy	OPCC equivalent for the application of the policy	Other consequential amendments
Redundancy Provisions – Police Staff (Last updated 08/03/2023)	Director of Finance Director of Resources	Chief Finance Officer Chief Executive	
Salary Overpayment Policy (Last updated 27/03/2014)	No amendments required	No amendments required	No further amends
Sexual Harassment in the Workplace (Last updated 08/12/2023)	No amendments required	No amendments required	No further amends
Shared Parental Leave Policy Procedure (Last updated 19/07/2024)	No amendments required	No amendments required	No further amends
Smarter Working Policy (Last updated 16/05/2022)	No amendments required	No amendments required	No further amends
The Management of Stress at Work Policy (Last updated 01/06/2015)	No amendments required	No amendments required	No further amends

Professional Standards Policies

Policy	Persons identified within the DPP Policy	OPCC equivalent for the application of the policy	Other consequential amendments
Anti-Fraud and Corruption Policy Protocol (Last updated May 2024)	No amendments required	No amendments required	No further amends
Business Interest and Secondary Employment Policy (Last updated 01/10/2015)	No amendments required	No amendments required	Where the policy states 'PDR' or 'Professional Development Review'; replace with 'DAP' and Development and Assessment Profile
Notifiable Association Policy (Last updated 22/05/2017)	Deputy Chief Constable (DCC)	Chief Executive	
Police Staff Misconduct Policy Procedure (Last updated 04/05/2022)	Appropriate Authority – Chief Constable, delegated to DCC, further delegated to <ul style="list-style-type: none"> Head of the Professional Standards Department (PSD) / Detective Superintendent PSD Senior Manager (who is considered to be 	Appropriate Authority - OPCC Chief Executive Officer, delegated to OPCC Senior Management Team	

	the police staff equivalent of a Chief Inspector)		
	Deputy Chief Constable	Member of OPCC Executive Team	
	Police Staff Senior Manager or an officer of Chief Inspector rank or above	OPCC Senior Management Team	
Substance Misuse Policy and Guidance (Last updated 18/06/2018)	Duty Inspector or identified departmental manager	OPCC Senior Management Team	
	At least the rank of Assistant Chief Constable	OPCC Exec Team	
Vetting Policy (Last updated 28/06/2018)	No amendments required	No amendments required	No further amends
Whistleblowing (Protected Disclosure) Policy (Last updated 17/01/2023)	No amendments required	No amendments required	No further amends

Equality, Diversity and Welsh Language Policies

Policy	Persons identified within the DPP Policy	OPCC equivalent for the application of the policy	Other consequential amendments
Trans Inclusion Policy Procedure Line Managers Guidance/Procedure Trans Recruitment and Post Employment Procedure (Last updated April 2024)	No amendments required	No amendments required	No further amends

Each policy has a corresponding EIA. To access corresponding EIAs, please contact the owner department or the Force Policy Officer.