



Devon & Cornwall Police

Force Policy & Procedure	Part Time and Flexible Working
Reference number	D152
Policy Version date	30 October 2012
Review Date	01 September 2014
Policy Ownership	Head of People Management & Learning
Portfolio Holder	Director of People and Leadership

1.0 Contents List [FOIA Open]

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2.0 Policy Statement [FOIA Open]

- 2.1 Devon & Cornwall Police is committed to maintaining effective operational capacity, allowing the Force to deliver service at a consistently high standard, whilst at the same time meeting the needs of a diverse workforce and improving potential for 'work-life balance'.
- 2.2 The Force is committed to providing opportunities for people to give of their best at work and at home and will consider a range of flexible working options to support the delivery of the Force aim, to provide a sustainable 'work-life balance' for officers and staff.

3.0 Introduction [FOIA Open]

- 3.1 The Force's 'people management' policies reflect the organisation's commitment to its officers and staff, and are underpinned by the highest standards of integrity. They provide a high-level set of principles, which are supported by procedures, working practices and guidance. By nature, however, it is not possible to cover every eventuality that may occur within the context of 'people management'. It may be necessary to vary the

approach to ensure matters are dealt with in the most efficient/appropriate way whilst maintaining equity and fairness. Any variance from the stated practice should be justifiable in these terms.

- 3.2 This policy supports legislation and guidelines contained within the (but not limited to):
- Employment Rights Act 1996
 - Equality Act 2010
 - Human Rights Act 1998
 - Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002
 - Flexible Working (Procedural Requirements) Regulations 2002
 - ACAS (Flexible Working) Arbitration Scheme Order 2004
 - Home Office Circular 31/2005 The Police Pensions (Part-Time Service) Regulations 2005
 - Apprenticeships, Skills, Children and Learning Act 2009
 - Home Office Circular 32/2003 Flexible Working in the Police Service
 - Home Office Circular 47/2001 The Police (Amendment) Regulations 2001
 - Home Office: Flexible Working Options: *A guide for officers, support staff and line managers in the police service*
 - Working Time Regulations 1998

4.0 Principles/Ethos of the Policy [FOIA Open]

- 4.1 The term 'flexible working' includes part time working, working from home, term-time working, working compressed hours, working shifts, flexitime, job sharing and annualised hours. (Appendix 1 Definitions) *Not all work patterns will be suitable for all roles.*
- 4.2 Police staff and police officers are governed by different regulations that may affect their flexible working options.
- 4.3 This policy is supported by a series of practical procedures (see Step by Step Guide – Flexible Working Applications) to assist with its effective/consistent implementation. The overriding principles of the policy are:
- 4.3.1 Individuals can request a flexible working pattern for any reason in an effort to aid their 'work-life balance' or to undertake additional studies or training. This does not affect an individual's statutory rights. Although there is no *right* to work a flexible work pattern there is a right to request to work flexibly. Applications for flexible working patterns will be *considered* for all roles unless the role has been objectively justified as being unsuitable for flexible working.
- 4.3.2 To apply applicants must:
- not be a student police officer asking to work less than 24 hours per week,
 - be an officer or staff member of Devon & Cornwall Police, and

- for police staff, must not have submitted an application in the past 12 months.
- 4.3.3 The Force will give serious consideration to all requests to adopt a flexible working pattern; however there is no automatic entitlement for this request to be granted.
- 4.3.4 Line managers will not unlawfully discriminate and therefore all applications for flexible working will be treated in a reasonable, fair and open manner.
- 4.3.5 All applications for flexible working patterns will be considered and responded to within 28 days. Where a delay is likely the individual will be kept informed of progress and likely timescales.
- 4.3.6 Applications will either be granted and confirmed in writing, or where there is need to discuss the application further, the individual will be invited to a meeting to discuss the request.
- 4.3.7 Individuals, if invited to attend such a meeting, have the right to be accompanied by a work colleague, trade union or Police Federation representative.
- 4.3.8 Police staff may not make any further applications in the 12 month period following the request.
- 4.3.9 Police Regulations allow for police officers to request to return to full-time duties at any time. This should take place within 3 months of the request being made.
However there is no automatic right to full time duties in the current role or section/unit and it may mean taking up another post (in the same rank), if there is nothing suitable within their current section/unit. **Please note:** the 3 month timescale for police officers is currently subject of review in line with Winsor recommendations.
- 4.3.10 Flexible working arrangements are subject to review. Operational needs may necessitate changes to working patterns or the nature/level of cover required, etc. Where this is the case, the line manager will discuss the circumstances with the individual and look to agree a more suitable pattern with appropriate notice.
- 4.3.11 Where applications are rejected the individual will be notified in writing of the grounds on which the application was refused.
- 4.3.12 Where an individual fails to attend a meeting on more than one occasion or fails to provide information required to properly assess an application, this will result in the line manager treating the application as withdrawn.
- 4.3.13 All individuals have the right to appeal any flexible working decision, within 14 days of the notice being received in writing.

Responsibility and Monitoring

- 4.4 The line manager (or manager handling the case) will be responsible for monitoring the process locally at each stage, ensuring it is handled effectively and that timescales are being adhered to, as well as ensuring all parties are kept informed of progress/the outcome of the process and that the appropriate documentation is forwarded to People Services Centre (Operations).
- 4.5 Applications for flexible working and the subsequent outcomes will be recorded on the individual's personal file.

5.0 Audit Compliance [FOIA Open]

- 5.1 This policy has been drafted in accordance with principles of Human Rights legislation, the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995, Policing Bureaucracy Gateway & Freedom of Information Act 2000. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

6.0 Review and Ownership [FOIA Open]

- 6.1 This policy is owned by the Head of People Management & Learning, with a review undertaken on a two yearly basis.

7.0 Useful Links [FOIA Open]

- 7.1 Practical procedures to assist with the effective and consistent implementation of the policy can be accessed via the following link Step by Step Guide - Flexible Working Applications.
- 7.2 For enquiries relating to this policy contact HR Operations (People Portfolio) on extension 302900 (internal) or 01392 225900 (external) or via e-mail by selecting HR Operations (D&C) – Admin

Appendix 1 - [FOIA – Open]

Definitions of Flexible Working

A flexible working pattern may be full-time or part-time; not all flexible working arrangements will be suitable for all roles and will be considered on an individual basis between the line manager and the individual with support from the People Services Centre.

1. [Part Time](#)
2. [Part Time Job Share](#)
3. [Phased Return to Work](#)
4. [Temporary Reduction in Hours](#)
5. [Flexi-time](#)
6. [Compressed Hours](#)
7. [Annualised Hours](#)
8. [Self-rostering](#)
9. [Fixed-shifts](#)
10. [Term Time Working](#)
11. [Variable Working Hours](#)
12. [Home Working](#)
13. [Working from Home \(occasional\)](#)
14. [Career Breaks and Unpaid Leave](#)

1. **Part-Time**

This applies to officers and staff who work less than full time hours (i.e. less than 37 hours for police staff and less than 40 hours for police officers). The variations include:

- Working fixed hours each day or each week
- Rotating hours or shifts
- Flexible hours according to demand

2. **Part Time Job Share**

A part time job share is typically a full time role covered by two individuals working part time. The hours worked do not necessarily need to be split 50:50, they can be discussed and arranged to suit the needs of the business area and the individuals.

3. **Phased Return to Work**

This could apply when an officer or member of staff is returning to work after a lengthy period absence (e.g. returning from a career break or maternity/adoption leave). This scheme allows a reduction in the number of days or hours, initially on a temporary basis before returning to full time or normal hours of work.

4. **Temporary Reduction in Hours**

This arrangement allows for a temporary reduction in working hours for a set period. For example, to help balance work and family life at a time of crisis or unforeseen circumstances.

5. **Flexi-Time**

Flexibility in starting and finishing times, whilst covering core times. This gives flexibility to cope with the peaks and troughs of work; balance family responsibilities; and the opportunity to accumulate hours which may be taken off at a later date (e.g. to attend children's school activities, doctors and dentist appointments, home deliveries etc.), within the guidelines of the scheme.

6. Compressed Hours

This arrangement enables officers and staff to carry out their basic work in fewer than five days a week or ten working days a fortnight. This may mean, for example, a 4-day week or a 9-day fortnight.

7. Annualised Hours

This scheme works on the basis of agreeing a fixed number of hours over the year and then balancing the hours out across the year. This allows managers to match resources more effectively to demand (e.g. covering periods of annual leave or high volumes of work).

8. Self Rostering

This arrangement means that staff have the ability to schedule their working day collectively to meet the requirements of staffing levels and skills mix.

9. Fixed Shifts

This scheme allows officers and staff to work the same shift pattern every week.

10. Term Time Working

This practice could involve staff working during school term time periods and either not working during the holidays, working reduced hours or a similar arrangement.

11. Variable Working Hours

This scheme entails staff working varying hours, rather than having set working hours. For example, designing a rota on a weekly basis.

12. Home Working

This arrangement involves staff working mainly from home or at a geographically separate site and communicating back to the central workplace via phone or email. **Please note:** Health & Safety and Security of Information requirements would apply.

13. Working from Home

This is an 'occasional' arrangement and not a permanent arrangement as with Home Working. **Please note:** Health & Safety and Security of Information requirements would apply.

14. Career Breaks and Unpaid Leave

Opportunities exist for police officers and police staff to take career breaks and/or unpaid leave for a specified length of time.