



PS 149 Flexible Working

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Registered Owner: Claire Salter - Head of People Services and Organisational Development

Author/Reviewer: Sue Peckham/Jasvir Ginda

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Functional owner

Signed: **Date:** September 2020

Name: Rachel Barber

Post: Deputy Chief Constable

Authorised (Head of Dept/FEG)

Signed: **Date:** September 2020

Name: Claire Salter

Post: Head of People Services and Organisational Development

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Statement of legislative compliance

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; GDPR 2018; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

Aims and objectives of the policy

Nottinghamshire Police and the Nottinghamshire Office of the Police and Crime Commissioner (OPCC) recognises that flexible working arrangements can be of benefit to the individual and the organisation, improving work-life balance, supporting their wellbeing and allowing the Force and OPCC to retain skilled people. This also supports Nottinghamshire Police to be an employer of choice.

The aim of the policy is to allow individuals the opportunity to request a flexible work arrangement that provides a good work-life balance and does not have a detrimental impact on the operational performance of the Force or OPCC.

Within the policy Nottinghamshire Police and the OPCC have gone beyond legislation in offering all police officers and police staff the opportunity to request a flexible working pattern to support the optimum work-life balance and continue to deliver excellence in policing to the communities of Nottinghamshire.

The policy applies to police officers, police staff and OPCC staff who:

- Have completed 26 weeks continuous service with Nottinghamshire Police or the OPCC at the date the application is made.
- Have not made another application to work flexibly during the previous 12 months, unless exceptional circumstances apply.

It is the intention of Nottinghamshire Police and the OPCC to ensure an open and honest dialogue with individuals however the spirit of the policy would not lend itself to multiple requests for individuals to adjust patterns during the year.

Policy statement

Key principles

- All requests for flexible working will be considered in a fair, timely and consistent manner.
- A request can be made once in a twelve month period, unless exceptional circumstances apply.
- All requests will be considered taking into consideration operational requirements and the needs of the individual.
- An individual whose request for flexible working is not approved will be provided with the business rationale for refusal.
- All requests will be assessed on their own merits.
- Pay, annual leave and bank holidays will be paid pro rata for hours worked.
- For police staff/OPCC staff a change in working arrangements will result in a permanent contractual change, unless a trial/temporary period has been agreed.
- Where a police officer reduces their hours whilst on probation, the period of probation will be extended to compensate.
- Police officers can return to work full time at any time. The Force will action the change within 2 months of the request to return to full time hours if there is a

suitable vacancy. The officer will be appointed to a full time post within 4 months of the written notice being received.

- Police officers working a reduced hour's pattern will have an annual review of their hours of duty, as part of the annual PDR process.
- If circumstances permit, a trial period for a flexible working pattern may be arranged. This can be for a 4-week period, up to a maximum of 3 months.
- If a redundancy situation arises whilst on a trial period the terms and conditions of the substantive post takes precedence.

Flexible options

- Part-time working
- Job Share
- Reduction in hours
- Term time working
- Variable shift arrangement
- Compressed hours
- Annual hours
- Agile working

Representation

All individuals are welcome to be accompanied to meetings regarding their flexible work request by a representative of a trade union/staff association or a work colleague, although there is no legal entitlement to representation.

Appeals

If an individual believes that there were insufficient grounds for rejecting an application for a flexible work pattern, they are encouraged to resolve this through dialogue. If after every attempt by the line manager and the individual that this remains unresolved then they may appeal in writing to the Superintendent/Head of Department/OPCC Chief Executive within 14 calendar days of receiving the decision in writing. The written appeal should outline the grounds for appeal and include copies of all the documentation used in determining the application outcome.

The Superintendent/Head of Department/OPCC Chief Executive or equivalent will notify the applicant in writing of the outcome of their appeal within a reasonable timeframe. It is anticipated that this is will be done within 14 calendar days of receipt of the notification. If there is going to be a delay in meeting the timeframes, the Superintendent /Head of Department will keep the individual updated.

SECTION 1 VERSION CONTROL

Version No	Date	Post Holder/Author	Post	Reason for Issue
v.1.0	Nov 2012	Sue Peckham	Senior HR Business Partner	New Procedure
V.1.2	July 2020	Jasvir Ginda	Policy & and Wellbeing Partner	Review and update