



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE



NOTTINGHAMSHIRE  
POLICE & CRIME  
COMMISSIONER



PD 159	Public Duties
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<b>Registered Owner:</b>	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; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

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### 1. Aims and objectives of the policy

Nottinghamshire Police and The Nottinghamshire Office of the Police & Crime Commissioner (NOPCC) recognises that individuals may wish to participate in public or civic duties. Nottinghamshire Police and the NOPCC has an obligation to allow reasonable time off to participate in public or civic duties. This support supports our commitment to be an employer of choice.

This policy and its supporting procedure clarify the circumstances under which individuals may request leave for public duties and the framework against which the Force will deal with such requests with a transparent, equitable, fair and consistent approach.

This policy is applicable to:

- All police officers of Nottinghamshire Police, except those above the rank of Chief Superintendent and those who are yet to complete their probation.
- All police staff.

There are some differences between police officer and police staff entitlements, where this is applicable it will be highlighted.

This policy should be read in conjunction with the Public Duties Procedure,

- To provide clarification to all police officers and police staff with regard to

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reasonable time off for public and civic duties.

- To ensure that Nottinghamshire Police and the NOPCC provide a consistent and reasonable approach to authorising time off for public or civic duties.

The key principles underpinning the policy are as follows.

## 2. Key principles

- Nottinghamshire Police and the Nottinghamshire Office of the Police & Crime Commissioner is committed to developing and maintaining a culture of partnership and mutual trust in which individuals are supported in achieving an effective work life balance.
- Reasonable time off should be based upon: the nature of the duties, the time required to carry them out, the amount of time the individual has already had off for public duties and the impact on the organisation.
- Requests for public duties leave will be considered on a case by case basis in a fair, transparent and equitable way reflective of recognised equality and diversity best practice.
- A request may be refused if it is considered unreasonable or if it would unreasonably impact on the service.
- Applications for unpaid additional leave will not be denied unreasonably.
- All references to hours or days in the policy and procedure should be pro rata for police officers or police staff who work less than full time hours. (A day for police officers is 8 hours, a day for police staff equates to 7.4 hours for full time personnel).

## 3. Policy statement

Individuals may have a reasonable amount of paid or unpaid time off as applicable if they are:

- A magistrate.
- A local councilor.
- A school governor.
- A member of any statutory tribunal.
- A member of the managing or governing body of an educational establishment.
- A member of a health authority.
- A member of the General Teaching Councils for England and Wales.
- A member of the Environmental Agency or the Scottish Environment Protection agency.
- A member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland).
- A member of Scottish Water or a Water Customer Consultation Panel.

## 4. Jury Service

Individuals who are required to attend jury service will, subject to the requirements of the Force, be permitted to take jury service leave. The Juror's Allowance Scheme pays jurors for the time they are required to attend, however, if the amount received in payment is less than the usual basic pay received, the Force or NOPCC will reimburse the difference on receipt of supporting

documentation from the Juror's Allowance Scheme. Any travelling or out of pocket expenses must be claimed direct from the court.

## **5. Magistrates Duty**

Leave may be granted, at the discretion of the line manager and is subject to the exigencies of the service, up to a maximum of 13 days paid leave in any 12 month period. This may be in full or half days. Any further leave would be unpaid. Police officers may not serve as Magistrates.

## **6. School Governors**

Individuals who serve as school governors are eligible for up to 20 hours paid leave in any one financial year (1 April – 31 March ) for the purpose of attending school governor meetings, inspections or training in relation to their duties, if required to attend in 'core business hours'. Any further time off required would be unpaid.

## **7. Public Service**

Other public duties are granted a maximum of 12 days paid leave unless payment is received from the Public Body in which case the time off will be unpaid. Clarification on whether specific public duties are recognised may be sought from People Services.

## **8. Volunteer Reservists**

This applies to volunteers to the Armed Forces and to officers who joined the Force with a military liability due to previous military service with the Armed Forces. This only applies to police officers and police staff seeking to serve with HM Forces, it does not relate to those

seeking to serve in such a capacity for the armed forces of another nation. In such cases, it is expected that the individual would normally resign from Nottinghamshire Police. Exceptional cases should be referred to the Head of People Services and Organisational Development.

For individual's who commenced with Nottinghamshire Police after January 2004 who are, or who becomes, a Volunteer Reservist (VR), 5 days paid leave of absence in a financial year will be granted to undertake reservist training. The timing must be agreed with the line manager.

Individuals who commenced with Nottinghamshire Police prior to January 2004 and who were authorised VRs prior to that date remain entitled to 10 days paid leave of absence in a financial year to undertake reservist training. The timing must be agreed with the line manager.

Individuals who commenced with Nottinghamshire Police prior to January 2004 and who became a VR after that date will be entitled to 5 days paid leave of absence to undertake reservist training. The timing must be agreed with the line manager.

Individual's called up for reservist duties will be granted unpaid time off. Whilst on reservist duties there is no effect on continuous service rights to incremental pay or additional holiday entitlement. Annual leave is not accrued whilst on reservist duties.

## **9. Attendance as a witness**

Time off with pay will be granted to attend court as a witness for the Crown, Police or defence provided that documentary proof of attendance and as much notice as possible is provided to the line manager.

Time off for individuals to attend to matters in a civil court will be unpaid, unless annual leave, time off in lieu or flexi time is approved by the line manager. Police officers required to give evidence in civil proceedings connected to police investigations will be classed as duty time.

Individuals required to attend court as the subject of the case in either a criminal or other case will be additional unpaid leave, unless annual leave, time off in lieu or flexi time is approved by the line manager.

#### 10. Special Constables

Members of police staff who are special constables will be granted up to 4 days (29.6 hours) paid leave in a financial year for the purpose of attending training events related to their duties as a special constable.

#### 11. Appeals

If an individual believes that they have not been allowed sufficient time off for public duties or time off has been refused unreasonably, PS 141 Dispute Resolution Policy should be invoked.

#### 12. Monitoring and Review

This policy will be monitored on a regular basis to consider any impact on different groups, the organisation and service delivery.

## Administration

Version Control	
Section changed	Details of change
1.0	New policy
1.2	Review of Policy to reflect employer of choice and include the OPCC

Registered Owner	
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