

 WARWICKSHIRE POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Flexible Working Policy
POLICY REFERENCE NUMBER	WP141
Version	2.0

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	PEOPLE SERVICES

INITIAL IMPLEMENTATION DATE	October 2024
NEXT REVIEW DATE:	October 2027
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

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1.0 Policy outline

The Warwickshire Police and the Office of the Police & Crime Commissioner (OPCC), Flexible Working Policy is in accordance with The Employment Rights Act 1996 (as amended by the Employment Relations (Flexible Working) Act 2023),, ACAS guidance, Flexible Working Regulations 2014 and Police Regulations 2003.

2.0 Purpose of policy

The purpose of the Policy is to ensure a fair, consistent and timely means of managing flexible working requests.

3.0 Definition

Flexible working is defined as a working arrangements which allow employees to vary the amount, timing, or location of their work usually to the benefit of the individual and the organisation.

4.0 Eligibility

Requests to work flexibly can be received directly in response to the recruitment process or from existing Officers or Staff under the internal flexible working procedure

Internal Flexible Working Procedure

Police Officers and Staff are eligible to request flexible working within their current role, from day one of having worked for Warwickshire Police or the OPCCr.

Flexible Working requests in response to recruitment adverts

Warwickshire Police and OPCC will advertise all jobs that have been identified as suitable for some form of flexible working arrangement, with the logo and strap line "Happy to talk Flexible Working"



Internal and external applicants who wish to work under a flexible arrangement with regards to an advertised vacancy are invited to apply to the recruitment advertisement which will clearly set out the type of flexible working attached to the role.

The recruitment shortlisting and selection standards will apply to flexible working requests in the same way as for standard pattern/full time workers with the exception of Job Share where the candidate selected must await confirmation that another candidate also indicating Job Share has conditionally accepted the remaining hours. Where a suitable partner cannot be found the HR Advisor will be notified to determine whether further recruitment attempts would be appropriate or whether the role should be offered on a full-time or other basis to all candidates who have successfully met the minimum selection standard.

5.0 Timescales

Requests from officers and staff for flexible working in their current role will be considered in a timely manner and will be completed within 2 months of first receiving the request form unless a longer timeframe is mutually agreed.

Individuals must submit requests for flexible working no later than 3 months prior to the date they wish the request to commence.

6.0 Considering the request

A meeting with the individual will be arranged to discuss the request, however in cases where the relevant Line Management and/or the Head of Business area can agree to the request in full, a meeting with the individual may not be required.

The individual may be accompanied to any meetings arranged, in relation to their Flexible Working request, by a Trade Union or Staff Association representative or work colleague.

7.0 Agreeing the request

For both Officers and Staff, any formal agreement to vary an individual's working pattern will only be honoured whilst they remain in the post, role and location for which the application was made.

Police Officers

An Officers' working hours, however, are attached to them as an individual, and therefore if an Officer works on a part time basis, they cannot be required to increase or decrease their hours without consent.

Notwithstanding this, Chief Officers retain the right to recall the Officer to duty, and the acceptance of a flexible working request does not exclude them from this requirement. Furthermore, if operational exigencies necessitate, adjustments may be required to the approved working pattern and hours.

Police Officers who work reduced hours and who were appointed as full time Officers (40 hours per week) can elect to return to full time hours at any time if they so wish. Where a suitable vacancy exists, the Officer will be able to return to full time duty within 1 month of receipt of a written request, or where this is not possible, within 3 months of receipt of their written notice.

Police officers are able to request a change in their working pattern at any time by completing a flexible working request. There are no limits to the number of times a police officer may request flexible working and there is no minimum number of hours which a part-time officer must work.

Where requests cannot be supported within the individuals' current team, the request can be considered across the wider Force area.

Police Staff

Employees may request a temporary or permanent change to their working pattern. Line managers may also agree to a trial period of up to 3 months for the revised arrangements to ensure they are mutually acceptable. There is a right to make a maximum of two formal Flexible Working requests in any 12 month period; however in line with Officers being able to submit requests at any time, additional requests made by staff would also be considered under this procedure.

Once a permanent change to an employee's working pattern has been accepted, they have no automatic right to revert back to their previous working pattern/hours, however requests made will be given due consideration.

8.0 Rejecting the application

There are 8 statutory business grounds under which organisations can refuse requests for flexible working.

A request for flexible working may be refused where there is a clear business reason, incorporating one or more of the following:-

- The burden of additional costs is unacceptable
- An inability to reorganise work amongst existing staff
- An inability to recruit additional staff
- A detrimental impact on quality (of service)
- A detrimental impact on performance
- Detrimental effect on ability to meet customer demand
- Insufficient work for the periods the employee proposes to work
- A planned structural change

9.0 Salary and allowances

All Police officers and staff who reduce their working hours will receive pro-rata pay, allowances, pension and leave. They will receive incremental increases in their rates of pay in the same manner as a person working full time and have access to promotion, training, appraisals and opportunities for overtime in the same way as full-time Police Officers or Staff.

10.0 Review

All flexible working arrangements may be reviewed by mutual consent where there has been a change in an individual's personal circumstances or the line manager feels that the arrangement is no longer sustainable due to one or more of the reasons set out in paragraph 8.

For Staff, if any changes are proposed as a result of the review process, these would be subject to the appropriate consultation process described in the Management of Change Policy and Guidance.

Reviews will take place every 12 months with Officers who work part time, in line with Police Regulations and where an individual's hours are no longer compatible with their current post, an alternative post will be identified or number of hours altered by mutual consent.

11.0 Appeal

Individuals will be offered the opportunity to appeal against a decision to reject a request for flexible working, within 14 calendar days of the decision being made.

12.0 Legal considerations

The Policy complies with Police Regulations and Determinations and provisions set out in the Employment Relations (Flexible Working) Act 2023, Employment Rights Act 1996 and regulations made under it.

13.0 Guidance and Procedures

- [ACAS Code of Practice on Requests for Flexible Working 2024](#)

- [College of Policing Flexible Working in the Police Service](#)
- [Police Regulations 2003](#)
- [Flexible Working Procedures](#)
- [Flexible Retirement Guidance](#)
- [Working Time Regulations](#)

A flowchart detailing the full procedure is contained within Appendix A.

14.0 Assessment and Analysis

The Equality Analysis (EA), Health and Safety Assessment (HAS) and Risk Assessment (RA) associated with this document are available on request.

15.0 Training

Management coaching or advice may be requested via HR

16.0 Consultation

Federation – Warwickshire
Unison – Warwickshire
HR Business Partners/Officers – ongoing consultation
Critical Friends Group

17.0 Document history

The history and rationale for change to policy will be recorded using the chart below:

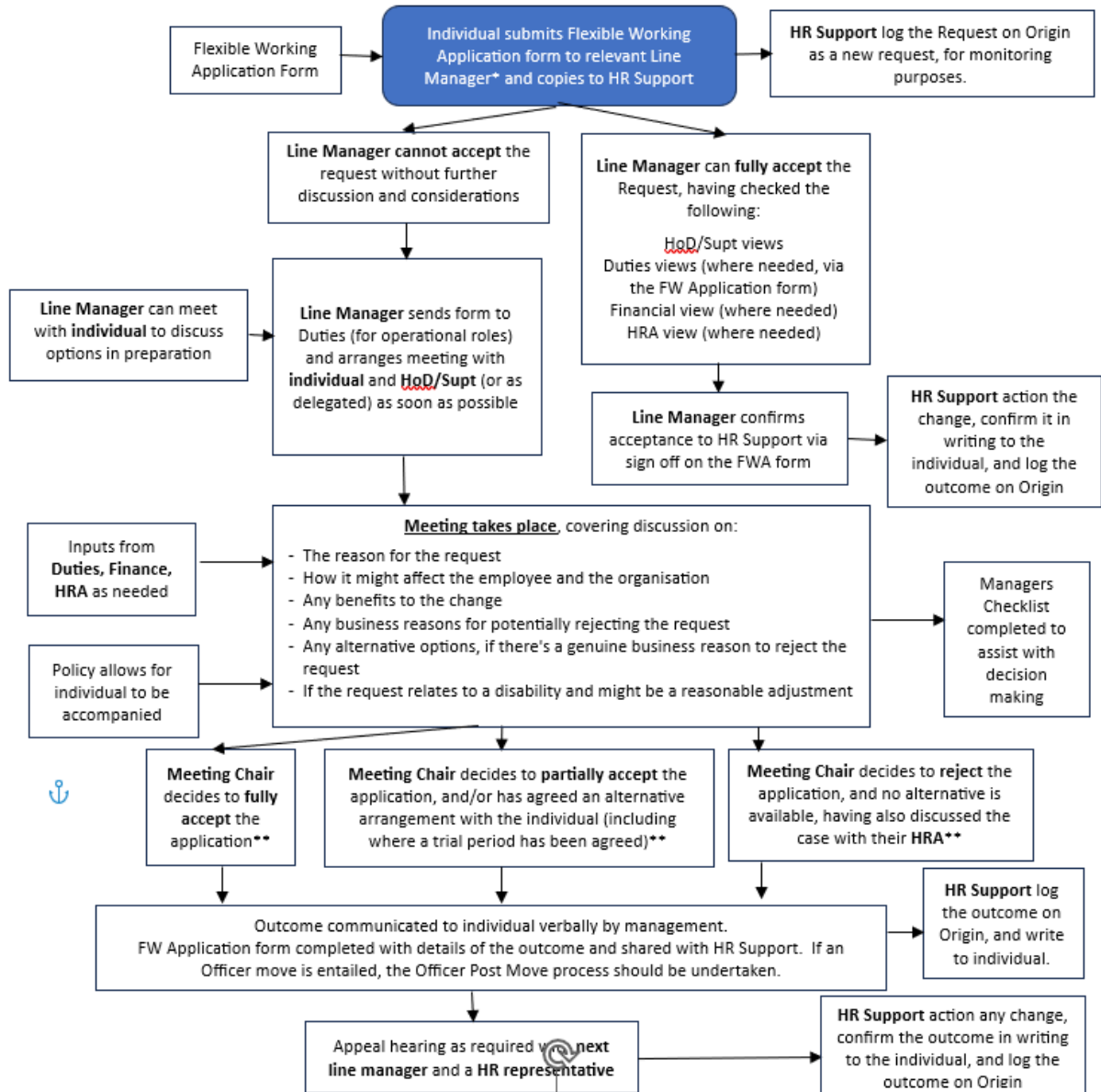
Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Nov 2014	Liz Fletcher/ Tina Smith	Harmonisation	JNCC 27/11/2014
March 2019	Bal Kular-Pearce	Review v2.0	JNCC 21/3/2019
Nov 2022	Elysia Harvey	Remove reference to The Alliance	Nov 2022

May 2024	Paula Perry	Legal changes and review of process. Procedure simplified and decision maker meets with the individual.	October 2024
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APPENDIX A

Flexible Working Request Procedure

*Unless a Request is submitted on the FWA Form, it is treated as informal and is not recorded.
Individuals can discuss possibly suitable options with management prior to submitting a formal request.*



* Inspector level or staff equivalent

Rejection can only be for one or more of the 8 allowable reasons (this is Statutory for Staff and due process for Officers), and consultation must take place with the individual prior to a decision taking place. If there is no business reason for rejecting a request, you must agree to it.

If you get **multiple requests** from your team, you should handle them fairly by:

- considering each request in the order you receive it
- following the same procedure for each request
- looking at what's possible, rather than matching previous decisions
- not prioritising requests based on people's personal situations – unless someone is requesting a reasonable adjustment related to their disability

Requests can be considered within **Management meetings once the meeting with the individual has taken place, and before a decision is made and communicated.