

# GWENT POLICE

## FLEXIBLE WORKING & PART-TIME WORKING PROCEDURE



### SUMMARY

**STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ IN PARTICULAR SECTION 1.2**

Flexible working provides an opportunity to achieve a balance between work requirements and home life. Enabling a work life balance is a good management practice as it can reduce absenteeism, increase effectiveness and morale, improve commitment and help retain skilled staff.

The Work and Families Act 2006 and the accompanying Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006 enables parents of a child under six (under 18 if the child is disabled) and carers of 'relatives' of any age to make a request for flexible working. The right has been extended from 6 April 2009 to include parents seeking flexible working to care for children up to the age of 17. Flexible working should provide parents with more opportunities than ever before to balance work and family life, whilst being compatible with, and beneficial to, operational efficiency.

Please note that there is no general right to demand to work flexibly. The right to apply to have a request to work flexibly considered is applicable to police staff and officers with 26 weeks continuous service. Police Officers do not strictly have the right to make requests to be considered under the statutory provisions. However, Gwent Police generally allow Police Officers with 26 weeks continuous service to make requests the same way as Police Staff.

Please note that this document is not intended to have contractual force and is for guidance only.

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.**

# INDEX

## **1.0 Guidance, Procedures**

- 1.1 Risk Assessments and Health & Safety Considerations
- 1.2 Specific Instructions, Tactics, Methods, Practices and Procedures, Roles and Responsibilities.

## **2.0 Procedure Statement & Intentions**

- 2.1 Principle & Scope of Procedure
- 2.2 Aims of Procedure

## **3.0 Introduction**

- 3.1 Origins / Background Information
- 3.2 The Legal Basis and Legitimate Aims

## **4.0 Implications of the Procedure**

- 4.1 Financial Implications
- 4.2 Human Resources / Training
- 4.3 Strategic Plan Links
- 4.4 Diversity
- 4.5 Consultation

## **5.0 Human Rights Consideration Certification**

- 5.1 Auditing for Potential Interference and Discrimination
- 5.2 Key Human Rights Principles
- 5.3 Rights, Publication, Audit and Inspection
- 5.4 Certificate of Compliance
- 5.5 Legal Vetting

## **6.0 Promotion and Distribution**

## **7.0 Monitoring / Review**

## **8.0 Procedure Identification Page**

## 1.0 Guidance, Procedures,

### 1.1 Risk Assessments and Health and Safety Considerations

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of this risk assessment will be provided to all police staff if requested or required.

### 1.2 Specific Instructions

1.2.1 Flexible and part-time working provides an opportunity to achieve a balance between work requirements and home life. Enabling a work life balance is a good management practice as it can reduce stress and absenteeism, increase effectiveness and morale, improve commitment and help retain skilled staff. Individual's that work flexibly can be long serving, highly productive and loyal members of staff.

1.2.2 Gwent Police is committed to facilitating flexible working and whenever possible accommodating an individual's requirements. When consideration is being given to a flexible working application, it is important to take into account the needs of the individual against operational demands. Individuals do not have an absolute right to work specific hours and/or days of their choosing; working patterns must be compatible with the operational requirements of the Force.

1.2.3 Where an application for flexible working is rejected, the rationale for this decision will have to be justified.

1.2.4 There should be a presumption that flexible working is possible in all ranks, roles and posts unless there are compelling operational reasons why it cannot be agreed. There should be no limit on the numbers or types of flexible working arrangements in any work area e.g. LPU, Response Hub etc. Flexible working should fit around policing needs rather than establishment numbers.

1.2.5 Individuals working a flexible arrangement will normally be required to carry out the same breadth of duties as any other member of staff occupying that post. An exception might be where it is agreed that individuals within a job share arrangement divide responsibilities for tasks. Consideration should be given by both the manager and the applicant as to how tasks will be carried out if the new working pattern is agreed.

1.2.6 Police Staff have the right to request flexible working under the 2006 Work and Families Act and are therefore covered by this employment legislation. Police Officers are 'Officer Holders under the Crown' and are therefore not covered by this legislation. However, for the purposes of considering flexible working applications, police officers and police staff will be considered in the same way

1.2.7 Police Officers working flexible or reduced hours are still serving police officers and can be required to stay on after their agreed hours if there is a need. Care should be taken to ensure that those working reduced hours are not the

only officers required to work additional hours but exigencies of duty may require that their rest days or free days are cancelled in the same way that full time officers are required to adjust their leave or shifts.

### **Eligibility**

1.2.8 The eligibility to apply to work flexibly is open to all individuals providing they have at least 26 weeks continuous service at the date an application is made.

An application can be made to care for either:

- A child under 17
- A disabled child who is under 18
- An adult who requires care

Employees or officers who do not fall into one of these specific categories may still apply and their application will be considered on merit.

### **Disability Discrimination Act 1995 (as amended by the Equality Act 2010)**

This Act applies to officers and staff with a long term physical or mental impairment that has a substantial, adverse impact on their ability to carry out normal day to day activities. The Act requires the Force to make reasonable adjustments where working arrangements or physical features place a disabled worker at a substantial disadvantage to persons who are not disabled. Allowing an officer or a member of police staff to work outside of the normal working pattern for that role, could be seen as an example of a reasonable adjustment. Advice should be sought from the HR Department when considering reasonable adjustments.

### **Religion or Belief Discrimination**

The Employment Equality (Religion or Belief) Regulations 2003 apply to officers and staff. The Act requires the Force to consider the implications of a person's religion or belief when allocating working hours.

### **Application Process**

1.2.9 Individuals considering flexible working could request one of the following options:

- Changes to their days, hours and times of work
- Part-time working

- Job sharing
- Fixed shift working
- Compressed hours
- Temporary reduction or change in working hours
- Home-working
- Term time only working

1.2.10 Applicants must be flexible in their approach to working times and patterns. If a request is agreed, it must be accepted that there may be occasions due to the exigencies of the service when you may be required to work additional or different hours. Similarly, line managers must be flexible in their approach in dealing with applications for flexible and part-time working.

1.2.11 Applicants must complete a Flexible Working Application Form which can be found in Appendix 1 and should send it to the appropriate manager as outlined below. The manager will discuss the application with the first line supervisor as appropriate.

**Response**

Inspector Response Hub  
C/Inspector Communications Suite  
Inspector - Custody  
Deputy Head of Admin of Justice

**Operational Support**

Inspector of relevant department

**Neighbourhood**

Inspector or Detective Inspector - LPU

**Crime**

Detective Inspector of department  
Senior Manager within department

**Professional Standards Department**

Detective Inspector

**Business Support**

Senior Manager within department

Applications from Inspector rank and above for Police Officers and supervisor rank and above for Police Staff, will be considered by the workstream leads or Head of Department.

1.2.12 Line managers must confirm receipt of the application in writing within 28 days of receipt of the application. If the applicant is not in work at the time the flexible working application is submitted or who will not be attending work (for example due to leave), the letter in Appendix 2 should be sent to the applicant to confirm receipt of the application. If the applicant is attending work, an e-mail outlining the same information contained in the letter will suffice to confirm receipt.

1.2.13 Each application for flexible working should be considered on its own merits. The applicant's request should be considered in the light of operational requirements, the requirements of the role and their own personal needs.

1.2.14 Managers should consider the following points when forming an opinion as to whether an application meets operational needs:

- Will there be additional costs incurred?
- Can we still meet customer demand?
- Can I re-organise work amongst existing staff?
- Will I be able to meet the minimum staffing levels?
- Can I recruit additional staff?
- Will the organisation, staff or individual be exposed to any risk?
- Will there be a detrimental impact on quality or performance?
- Does the application meet our peak demands?
- Are there any planned structural changes or proposed changes to the existing rota or working pattern?

1.2.15 If an application is straightforward and can be accommodated, the manager may decide that there is no need to hold a meeting with the applicant. The manager should inform the HR Advisor who should send the applicant the letter in Appendix 4 within 14 days of the decision being made.

1.2.16 If the application is more complicated, a meeting must be held by the manager with the applicant to discuss the proposed working pattern and will be provided with a reasonable amount of notice. The applicant should be given

written confirmation of the meeting. If the applicant is not in work or will not be attending work (for example due to leave etc), the letter in Appendix 3 should be sent to the applicant to confirm the details of the meeting. If the applicant is attending work, an e-mail will suffice. However, the e-mail must contain the same information as outlined in the letter confirming the details of the meeting and the right to be accompanied.

1.2.17 This meeting should take place within 28 days of receiving the valid application. If it is difficult to arrange a meeting within this timescale and valid reasons have been given, an extension should be agreed with the applicant. However meetings outside the 28 day period referred to should be held in exceptional circumstances.

1.2.18 The applicant has the right to be accompanied by a work colleague, trade union representative or Federation representative. A manager should seek advice prior to or be accompanied by a HR Advisor during the meeting.

1.2.19 During the meeting, the manager should establish the needs of the applicant and what support they have in place to care for the child or adult which will allow them to work. If the application is for reasons other than caring purposes, the manager should establish the reason for the application and what hours the applicant will be available to work.

1.2.20 If the manager is unable to agree the initial application, they should work with the applicant to try and identify a pattern which would suit both the needs of the organisation and those of the individual.

1.2.21 For police officers, if the applicant's request is not suitable for their current work area, an alternative role or work area could be considered. A further meeting with a manager from this work area would be required to ensure that the proposed working plan met their operational requirements. If this is agreed in principle, the officer would be required to complete the Internal Transfer Request Form for a decision to be made by the Assistant Chief Constable at the Resource Management Board meeting.

1.2.22 Once a decision has been made regarding the application, the manager should notify the HR Advisor of the outcome of the meeting. If approved, the HR Advisor will send the applicant the letter in Appendix 4 outlining the agreed working pattern within 14 days of the decision being made. If the application has been declined, the applicant will be sent the letter in Appendix 5 outlining the rationale for the refusal within 14 days of the decision being made.

1.2.23 If the application is declined, the applicant has the right to appeal. The appeal must be submitted in writing to the Head of People Services within 14 days of receiving their written notification.

1.2.24 The appeal meeting must be held within 14 days of receiving the applicant's appeal notice. The appeal will be heard by a manager nominated by the Head of People Services.

1.2.25 The applicant should be informed of the outcome of the meeting within 14 days after the date of this meeting. The applicant will be sent a copy of the letter outlined in Appendix 6 confirming the outcome of the meeting.

### **Trial period**

1.2.26 Flexible working applications will be reviewed within 6 months of the effective start date and on an annual basis thereafter. The trial period can be up to 12 months in relation to term time working agreements. This is to ensure that it meets the needs of the individual and those of the organisation. The Force reserves the right to review flexible working arrangements in line with changing organisational demands.

1.2.27 Where there is a concern that a flexible working arrangement may not suit organisational demands, the trial period will enable the manager to gather evidence as to whether the arrangement is working or not. If it is deemed that an arrangement is not meeting operational demands, the manager must provide strong evidence as to why this is the case. Set reviews must take place during the trial period which will also need to ensure that any appropriate actions can be taken, where possible, to remedy any issues. It is possible in rare cases that it is clear that the trial working pattern will not meet the needs of the organisation and the line manager must meet with the individual concerned to discuss the issues as soon as possible. If the difficulties can not be overcome, the trial period will end within a 2 week period and the line manager will discuss any other options which may assist the individual. Advice should also be sought from the HR Department. The applicant has the right to appeal this decision and the process should be followed as outlined in point 1.2.23 – 1.2.25.

1.2.28 There is no limit on the number of applications that can be submitted by both police officers and police staff in a 12 month period. An amendment to a flexible working arrangement can be submitted due to a change in personal circumstances. However, applicants should be mindful of the impact that a number of changes to a working pattern could have on their colleagues, performance and/or service delivery.

### **Monitoring**

4.1 The line manager will regularly review the work pattern with the individual and discuss any changes that may be necessary which will be balanced between the operational needs of the Force, the requirements of the individual and in the case of Police staff contractual implications.

4.2 It will be the responsibility of the relevant HR Advisor to instigate a review of the working arrangements for staff with reduced hours or flexible working agreements within their relevant area on an annual basis.

### **Further Information**

Further guidance on flexible working and part-time working is available in 'Flexible Working in the Police Service' published by the Home office in April 2007. Information is also available from the Gwent Police Flexible Working Support Network.

## **2.0 Procedure Statement & Intentions**

### **2.1 Principle & Scope of Procedure:**

Flexible working provides an opportunity to achieve a balance between work requirements and home life. Enabling a work life balance is a good management practice as it can reduce absenteeism, increase effectiveness and morale, improve commitment and help retain skilled staff. Individuals who work flexibly can be long serving, highly productive and loyal members of staff.

Gwent Police is committed to facilitating part-time and flexible working and whenever possible accommodating an individual's requirements. It must be remembered that it may not always be possible to meet the exact needs requested. Individuals do not have an absolute right to work specific hours and/or days of their choosing; working patterns must be compatible with the operational requirements of the Force.

Where an application for flexible working is rejected, the rationale for this decision will have to be justified as to why it cannot be accommodated.

Individuals working a flexible arrangement will normally be required to carry out the same breadth of duties as any other member of staff occupying that post. An exception might be where it is agreed that individuals within a job share arrangement divide responsibilities for tasks.

Individuals may request a flexible working arrangement / change to their terms and conditions of employment. Examples of possible flexible working arrangements include:

- Changes to their days, hours and times of work
- Part-time working
- Job sharing
- Fixed shift working
- Compressed hours
- Temporary reduction or change in working hours

- Home working
- Term time working

Each application received will be considered on its own merits.

## **2.2 Aims of Procedure**

Gwent Police is committed to equality of opportunity and ensuring the talents and resources of its personnel are fully utilised. Subject to operational requirements, the Force will seek to accommodate flexible working arrangements to the mutual benefit of the organisation and its employees.

The aim of this procedure is to enable Police Officers and Police Staff to continue in their chosen career but have the ability to work flexibly. All Police Officers and members of Police Staff (collectively referred to as police personnel in the remainder of this procedure) will be eligible to be considered for flexible working.

## **3. 0 Introduction**

### **3.1 Origins/Background Information**

The Work and Families Act 2006  
 Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006  
 Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000  
 Home Office Circulars 47/01 and 32/03  
 Police Negotiating Board Circulars 98/12, 98/13, 02/04, 02/18

### **3.2 The Legal Basis and Legitimate Aims**

Employment Rights Act 1996  
 Employment Act 2000  
 Sex Discrimination Act 1975  
 Race Relations Act 1976  
 Race Relations (Amendment) Act 2000  
 Human Rights Act 1998  
 Health and Safety at Work Act 1974  
 Trade Union and Labour Relations (Consolidation) Act 1992 – Section 188 (as amended)  
 Work and Families Act 2006  
 Flexible Working (Eligibility Complaints & Remedies (amendment) Regs 2006.

## 4.0 Implications of the Procedure

### 4.1 Financial Implications

There may be additional recruitment and training costs if there is a requirement to employ a job-share partner or replacement to cover available hours. However, the savings made in the retention of experienced staff by agreeing to flexible or part-time working will benefit Gwent Police.

### 4.2 Human Resources/Training

If an employee's request for flexible or part-time working is approved, there may be additional HR/Training issues involved in the recruitment of a job share partner or filling a vacancy as a result of a reduction in hours.

### 4.3 Strategic Plan Links

People are the principle means by which we can deliver our aim of becoming the safest place to live, work and visit.

### 4.4 Diversity

In the application of this procedure, consideration must be given to the possible social impact of this procedure on the community. An equality impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. Equality impact assessments must be undertaken before and after the application of this procedure.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met **in its entirety**.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made. All individuals using this procedure must be aware of the potential impact that this procedure has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act 1976
- Race Relations Amendment Act 2000
- Disability - Disability Discrimination Act 1995
- Gender – Sexual Discrimination Act 1975
- Equal Pay Act 1970
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

#### **4.5 Consultations**

Police Authority  
 ACPO  
 Workstream Leads /Departmental Heads  
 Police Federation  
 Superintendents Association  
 UNISON  
 Gwent Police Women’s Association  
 Gwent Black Police Association  
 Gwent Police Disability Support Network  
 Gwent Police Flexible Working Support Network  
 Gwent Police Gay Support Network  
 Freedom of Information Officer  
 Data Protection Officer  
 Information Security Manager  
 Senior Solicitor

### **5.0 Human Rights Consideration Certification**

#### **5.1 Auditing for potential interference and discrimination**

The articles of the Human Rights Act 1998 may be engaged are Articles 8, Article 9, Article 10, Article 11 and 14.

In the application of this procedure the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights.

## **5.2 Rights, Publication, Audit and Inspection**

Q1. What is the legal basis for your procedure?

Section 3.2

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure? Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals
4. The prevention of disorder or crime; and
5. The protection of the rights of others.

Q3. How are staff made aware of the clearly defined decision making processes?

Decision making processes will be outlined at section 1.2.

Q4. What are the minimum standards of documentation in relation to decision making?

As outlined at section 1.2.

Q5. How does your procedure provide guidance on the justification for actions and assessment as to whether the action is the least intrusive?

As outlined at section 1.2.

## **5.3 Rights, Publication, Audit and Inspection**

Q1. What right to make representation and appeal process are available?

An applicant has the right to appeal a decision to the Head of People Services.

Q2. Apart from the Gwent Police Publication Scheme how is the procedure made available to the public?

This procedure will be published on the Force intranet site.

Q3. What internal review and audit process is in place or is proposed?

This procedure has been drafted in accordance with the principles and rights contained within the Human Rights Act 1998. It will be reviewed and continuously assessed in the light of any relevant changes and developments in the application of the Act.

Q4. What external independent scrutiny is recommended?

Police Authority Diversity Committee, HMIC.

#### **5.4 Certification of Compliance**

Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

#### **5.5 Legal Vetting**

There are no issues in this procedure under ECHR which have not been resolved.

This procedure has been vetted.

#### **6.0 Promotion and Distribution**

Promotion of the procedure will be through inclusion on Force General Orders, Force Intranet facility and the Gwent Police Flexible Working Support Network.

#### **7.0 Monitoring / Review**

The Human Resources Department will monitor this procedure by consultation with applicants, line managers and Human Resource Advisors.

The principles of the Race Relations Amendment Act must be adhered to in that any recognisable adverse impact should be identified and appropriate action taken.

## 8.0 Procedure Identification Page

This procedure has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved.

**Procedure Title: Flexible Working & Part-time Working**

**Reference:** 102/13b issue 1

**Procedure Ownership:** Head of People Services

**Portfolio/Business Area Owner:** DCC

**Procedure Written By:** HR Advisor

**Department Responsible:** People Services

**Procedure Lead:** HR Manager

**Links to other Policies:** Fairness at Work, Equal Opportunities, Race Equality Scheme, Working Away From Police Premises Procedure, Career Break Procedure, Guide to Maternity Leave, Disability and Employment Matters, Flexible Retirement Procedure

**Procedure Implementation Date:** Procedure Approved 26<sup>th</sup> Nov 2010

**Review Date:** 2 years

## Appendix 1



## The right to request flexible and part time working

### Application Form

#### Note to the employee

This application form can be used by any officer/employee wishing to apply for flexible or part time working.

The timescales in which the application should be considered are outlined in the Force's Flexible Working and Part Time Working Procedure. You should therefore ensure that you submit your application to the appropriate person well in advance of the date you wish the request to take effect.

It will assist your manager to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions as otherwise your application may not be valid. When completing sections 3 & 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues. Once you have completed the form, you should immediately forward it to the manager as outlined in the Force's procedure (you might want to keep a copy for your own records). Your manager will then have 28 days after the day your application is received in which to arrange a meeting with you to discuss your request.

#### Note to the employer

In line with the Force's Flexible Working and Part Time Working Procedure, you have 28 days after the day you received this application in which to either agree to the request or arrange a meeting with your officer/employee to discuss their request.

You should confirm receipt of this application by either sending a copy of the letter as outlined in Appendix 2 of the procedure or by e-mail (please see point 1.2.12 of the procedure).

## 1. Personal Details

Name:

Staff and/or collar number:

Manager:

### To the employer

I would like to apply to work a flexible working pattern or part time hours that is different to my current working pattern. My reasons for this request are:

*Either*

- I have responsibility for the upbringing of either:
  - a child under 17 or
  - a disabled child under 18.
- I am:
  - The mother, father, adopter, guardian, special guardian or foster parent of the child; or
  - Married to, or the partner or civil partner of, the child's mother, father, adopter, guardian, special guardian or foster parent.
- I am making this request to help me care for the child.

*Or*

- I am, or expect to be, caring for an adult.
- I am:
  - The spouse, partner, civil partner or relative of the adult in need of care; or
  - Not the spouse, partner, civil partner or relative of that adult, but live at the same address.
- I am making this request to help me care for the adult in need of care.

*Or*

If your request does not meet the criteria as outlined above, please provide the reasons for your application – please use a separate sheet if necessary

I have worked continuously as an employee of the company for the last 26 weeks.

Date of any previous request to work flexibly:

**2a. Describe your current working pattern (days/hours/times worked):**

**2b. Describe the working pattern you would like to work in future (days/hours/times worked):**

**2c. I would like this working pattern to commence from:**

Date:

**3. Impact of the new working pattern**

I think this change in my working pattern will affect my employer and colleagues as follows:

**4. Accommodating the new working pattern**

I think the effect on my employer and colleagues can be dealt with as follows:

Signed:

Date:

**NOW PASS THIS APPLICATION TO THE MANAGER AS OUTLINED IN THE FORCE'S PROCEDURE FOR FLEXIBLE WORKING & PART TIME WORKING.**

## **APPENDIX 2**

DATE

NAME  
ADDRESS

Dear xxxxxx

**Re: Flexible Working Application**

I am writing to confirm that I have received your flexible working application on xxxxx. You will be informed of my decision within 28 days of receipt of your application.

If a meeting is required to discuss your application, I will arrange this for a mutually convenient date and time. You do have the right to be represented by a work colleague, Trade Union/Federation representative or Gwent Police Flexible Working Support Network Representative at this meeting.

I will contact you shortly following consideration of your flexible working application.

If you have any queries in the meantime, please do not hesitate to contact me.

Yours sincerely

Manager

### **APPENDIX 3**

DATE

NAME  
ADDRESS

Dear xxxxx

**Re: Flexible Working Application**

Having considered your flexible working application, I would like the opportunity to discuss your application with you. I would be grateful if you could attend a meeting on xxxxxx at xxxxxx. The venue will be xxxxxxxx.

You do have the right to be represented by a work colleague, Trade Union/Federation representative or Gwent Police Flexible Working Support Network Representative at this meeting.

If this date is not suitable for you or if you have any queries in the meantime, please do not hesitate to contact me.

Yours sincerely

Manager

## **APPENDIX 4**

DATE

NAME  
ADDRESS

Dear XXXXXX

**Re: Flexible Working Application**

I am writing to confirm that your flexible working application has been approved by XXXXX.

With effect from XXXX, you will work the following pattern:

***Insert agreed flexible working pattern***

Your flexible working agreement will be reviewed in 6 months time and on an annual basis thereafter. This is to ensure that it meets your personal needs and those of the organisation. However, if there is a clear detrimental impact on operational effectiveness or a change in your requirements, this will be reviewed earlier. The Force reserves the right to review your flexible working agreement in line with changing organisational demands.

**Shift workers only** It is important that in accepting this flexible working agreement, you are subject to the same Conditions of Service as full time Officers/staff, in relation to the exigencies of duty, whereby you will be expected, within reason, to attend outside of your determined hours and duty roster, if the need arises. This may involve for example, a change to your established shift pattern. This arrangement has been agreed in respect of your current role and the current needs of Gwent Police. Should your role or operational demands change then your flexible working agreement may need to be reviewed.

**Part-time only**

With effect from XXXX, you will work XXX hours per week and your pay will be adjusted accordingly.

Your pro rata annual leave entitlement will be XXXX for the holiday xx/xx. If you continue to work this pattern, your annual leave entitlement from 1<sup>st</sup> April xxxx will be xxxxx. For each Public/Bank Holiday you are entitled to receive X hours X minutes.

If a Bank Holiday falls on a free day or rest day, you will be entitled to X hours and X minutes which should be accommodated elsewhere on the rota. If a Bank Holiday falls on a rostered duty day but you are not working it, you will have to make up the shortfall – that is the length of that shift minus X hours and X minutes.

**(Police offices only)** If you were recruited as a full time officer and subsequently wish to increase your hours of work or return to full-time working in the future, you will need to place a request to do so in writing. This will be considered in accordance with circumstances at that time, in that the Force cannot guarantee it will be in the role you are currently performing. Gwent Police will ensure that you can return to full time hours within a 3 month period. In order to ensure that you are paid correctly please ensure that you provide adequate notice in writing of your intention to increase your working hours via your line manager.

**(Police staff only)** All other terms and conditions will remain the same.

I would be grateful if you could sign the attached copy of this letter and return it to me as your acceptance of the above.

If you have any queries, please do not hesitate to contact me on XXX

Yours sincerely

HR Advisor

## APPENDIX 5

DATE

NAME  
ADDRESS

Dear XXXX

**Re: Flexible Working Application**

Further to your meeting with XXX on XXX, I am writing to inform you that your flexible working application has not been approved.

The rationale for this decision is:

***Insert reasons for refusal***

You have the right to appeal against this decision. This should be submitted in writing to the Head of People Services within 14 days of receiving this letter.

If you have any queries, please do not hesitate to contact me on xxxx

Yours sincerely

HR Advisor

## APPENDIX 6

DATE

NAME  
ADDRESS

Dear XXXXX

**Re: Flexible Working Application – Appeal**

Further to your meeting with xxxxx on xxxx, I am writing to confirm that

a) the original decision has been upheld and your flexible working application has been declined. The rationale for this decision is:

***insert reason for refusal***

The Appeal Procedure is in lieu of the grievance procedure within this context and therefore there is no further right of appeal.

**Or**

b) your flexible working application has been approved.

With effect from XXXX, you will work the following pattern:

***Insert agreed flexible working pattern***

**Shift workers only** It is important that in accepting this flexible working agreement, you are subject to the same Conditions of Service as full time Officers/staff, in relation to the exigencies of duty, whereby you will be expected, within reason, to attend outside of your determined hours and duty roster, if the need arises. This may involve for example, a change to your established shift pattern. This arrangement has been agreed in respect of your current role and the current needs of Gwent Police. Should your role or operational demands change then your flexible working agreement may need to be reviewed.

### **Part-time only**

With effect from XXXX, you will work XXX hours per week and your pay will be adjusted accordingly.

Your pro rata annual leave entitlement will be XXXX for the holiday xx/xx. If you continue to work this pattern, your annual leave entitlement from 1<sup>st</sup> April xxxx will be xxxxx. For each Public/Bank Holiday you are entitled to receive X hours X minutes.

If a Bank Holiday falls on a free day or rest day, you will be entitled to X hours and X minutes which should be accommodated elsewhere on the rota. If a Bank Holiday falls on a rostered duty day but you are not working it, you will have to make up the shortfall – that is the length of that shift minus X hours and X minutes.

**(Police officers only)** If you were recruited as a full time officer and subsequently wish to increase your hours of work or return to full-time working in the future, you will need to place a request to do so in writing. This will be considered in accordance with circumstances at that time, in that the Force cannot guarantee it will be in the role you are currently performing. Gwent Police will ensure that you can return to full time hours within a 3 month period. In order to ensure that you are paid correctly please ensure that you provide adequate notice in writing of your intention to increase your working hours via your line manager.

**(Police staff only)** All other terms and conditions will remain the same.

I would be grateful if you could sign the attached copy of this letter and return it to me as your acceptance of the above.

If you have any queries, please do not hesitate to contact me on xxxxxx

Yours sincerely

HR Advisor