

WILTSHIRE POLICE & POLICE AND CRIME COMMISSIONER



Human Resources Policy Statement

(This covers all Wiltshire Police Officers and Police/OPCC Staff)

Date of Publication: July 2021
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POLICY STATEMENT

This policy sets out the overarching HR principles to be applied to all Police Officers (including specials) and members of staff within Wiltshire Police and Wiltshire Office of the Police and Crime Commissioner (OPCC).

Wiltshire Police and the OPCC are committed to achieving their policing priorities through its people seeking to achieve a status of an outstanding employers. We recognise that in order to provide a first-class service to the public, all Police Officers, Police and OPCC staff must be encouraged and supported to serve with integrity and professionalism.

Wiltshire Police and the OPCC accept and recognise their obligation to conduct their activities in full knowledge of, and compliance with, the requirements of applicable employment legislation/Police Regulations and Approved Codes of Practice. We will achieve this by seeking to adopt best practice in all people management procedures, encouraging innovation and the wise use of public resources to deliver a value for money service to colleagues.

Wiltshire Police and the OPCC are committed to attracting, recruiting and retaining a high caliber workforce that is reflective of the communities we serve.

The Human Resources Department provides professional advice, guidance and practical support in employment/regulatory matters to all levels of the business. The principal objectives of the Human Resources Policy is to ensure that:

- All Police Officers and police/OPCC staff are recruited, selected and deployed, based upon their attitude, skill, competency, and aptitude;
- Wiltshire Police develop and maintain fair, flexible, efficient and cost effective administrative and selection processes;
- All new appointments to the Wiltshire Police/OPCC will be subject to a probationary period. This period allows both Wiltshire Police and the probationer to establish the suitability of the role and the capability of the post holder;
- Management practices seek to promote and encourage the motivation, development and retention of the best people;
- Everyone is treated with fairness, respect and dignity, whatever their protected characteristics or their place in the hierarchy;
- Wiltshire Police is committed to a fair and orderly resolution of work-related issues and have established procedures and practices that support that commitment;
- All Police Officers and police/OPCC staff are trained to carry out their role safely and competently, in compliance with relevant legislation and guidance, and are supported to develop to their full potential;
- All Police Officers, Police Staff and members of the OPCC are made aware of the business continuity and organisational internal resilience plans within their department; this will be dependent on their specific job role;
- Communications between management, staff associations/Unison and their representatives are mutually accepted as open and honest to encourage partnership working and improve the service to the public wherever possible;
- The Human Resources Department will oversee the grading of police staff roles. The grade of a police staff role will be established through the Force's agreed Job Evaluation mechanism (currently Hay) and in line with the [Job Evaluation \(Police Staff\) Procedure](#).

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- Police Officers promotions will be made in line with the National Police Promotion Framework;
 - Wiltshire Police develop and maintain effective and efficient administrative processes and procedures relating to the monitoring and recording of the “employment” lifecycle
 - Wiltshire Police develops and maintains clear procedures in relation to Attendance, Performance and Misconduct management.
 - Equality Impact Assessments will be completed for each HR related procedure;
 - Individual line managers/supervisors are responsible for ensuring that this policy is applied within their own teams, divisions and departments, with appropriate support from the HR Department.
 - When we are less than perfect, we will listen, learn and strive to improve;
 - Individual's health, health and safety and welfare needs are always considered;
 - That the process to be followed when a member of Police Staff decides to leave Wiltshire Police, either through voluntary resignation or retirement, will be stated on the [People Services Portal Page \(HR Direct\)](#). Under the LGPS Regulations Wiltshire Police is required to formulate, publish and keep under review policies with regard to the arrangements relating to the discretionary powers adopted by the Force. These policies will be detailed in appendix 1 of this policy document.

Wiltshire Police has adopted the following areas of the [Police Staff Council Handbook \(PCSH\)](#): Working time, pay (except SAFF payments), sickness, maternity, appointments, travel and subsidies, payment in the event of death.

Health and Wellbeing

Wiltshire Police and OPCC operates an agile workforce allowing better work-life balance and flexibility. Staff who are not required for front line duties can flex their time between working from the office when required and from elsewhere at other times.

This flexibility seeks to also support those with family responsibilities (children/relatives requiring additional care) ensuring commitments in their personal and work life can be better achieved. Standard working hours for a full-time police officer are 40 hours per week. Standard working hours for a full-time member of police staff are 37 hours per week.

Under the Work and Families Act 2006 and the accompanying Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006, a parent of a child under sixteen (under 18 if the child is disabled) and carers of 'relatives' of any age have the right to make a request for flexible working (see [People Services Site](#) for details on how to apply).

Wiltshire Police and the OPCC have extended the right to request flexible working to all individuals with 26 weeks continuous service. Any applications for flexible working will be fully considered and if declined, a full, objective rationale as to the reason it is not deemed suitable will be provided. Flexible working is any work pattern adapted to suit both the needs of the organisations and the member of staff and is intended to help achieve a better work-life balance. The more common forms of flexible working are:

- Job share – more than one person sharing a single post
- Part-time – working fewer than standard hours either on a daily, weekly or monthly basis
- Compressed hours – working agreed hours over fewer days
- Annualised hours – set annual number of hours worked in any one year

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- Staggered hours – different starting and finishing times for staff in the same workplace. This
 - Could be down to team level
 - Flexitime – variable start and finish times negotiated locally

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 should be considered for all roles unless the role has been objectively justified as being unsuitable for flexible working.

Individuals working a flexible arrangement will have equal access to training and promotion opportunities regardless of their working arrangements.

Wiltshire Police and the OPCC operates a smoke free environment in accordance with the Health Act 2006. Smoking is not permitted by any visitor, contractor, detained person or member of the public whilst on Wiltshire Police premises or vehicles other than in designated smoking areas.

Resignation and Retirement

This policy is supported by a number of HR and Professional Standards procedures (contained within the Policy Library) and guidance contained on the [People Services Portal Site](#).

All HR procedure and guidance are written in compliance with prevailing legislation which, where relevant and necessary, is referenced within the procedure or guidance. Monitoring and review of HR procedure and guidance will be undertaken by the relevant HR Head of Department within a maximum of three years.

POLICY AIM

This policy sets out the overarching HR principles to be applied to all Police Officers and members of staff within Wiltshire Police and Wiltshire OPCC. It has been designed to reduce the overall number of HR policies and make access easier.

The key principles of this policy are to:

- ensure staff get opportunities to engage across the organisation and that feedback from this engagement is responded to appropriately;
- support staff commitment to Keeping People Safe and improving the safety and wellbeing of the people of Wiltshire;
- Support our Officers and Staff in regards to their own safety, health and wellbeing
- promote the requirement of line managers to effectively manage employee relations on a day-to-day basis.

APPLICABILITY

This policy applies to all Police Officers and staff across the organisation, including those within the OPCC.

LEGAL BASIS AND DRIVING FORCE

Employment Rights Act 1996

Equality Act 2010

Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

All [Human Resources Policies and Procedures](#), including:

- [Equal Opportunities Policies and Procedures](#)
- [Issue Resolution and Dignity at Work Policy and Procedure](#)
- [Job Evaluation \(Police Staff\) Procedure](#)
- [Managing Performance and Capability for Wiltshire Police & OPCC Staff Policy and Procedure](#)
- [Police Staff Discipline Procedure](#)
- [Police Performance Regulations](#)

[Human Resources Guidance \(HR Portal Site\)](#)

AUTHORISED PROFESSIONAL PRACTICE

[Professional Standards](#)

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded because of this policy, will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force [Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This policy will be assessed for suitability for public release when final draft adopted.

MONITORING AND REVIEW

This policy will be reviewed every three years in the light of any national policy or procedural change or due to changes to law or Force strategy or at such other times as may become necessary. Any review will take into consideration feedback/lessons learned from the application of the policy.

WHO TO CONTACT ABOUT THIS POLICY

The Head of HR – Strategy, Policy & Change is responsible for this policy. All queries relating to this policy should be directed to the People Services Centre or the Force Policy Officer.

Appendix 1

LGPS Regulations require the Force to formulate, publish and keep under review policies with regard to the arrangements relating to the discretionary powers adopted by the Force.

The Regulations and Force discretions are outlined below:

REGULATION	POLICY ON INDIVIDUAL DISCRETIONS
BCM12: Augmentation of membership of an active member (up to 10 years)	The Force will not exercise this discretion. .
BCM 13: Whether to grant additional pension to a member (up to £5,000pa)	The Force will not exercise this discretion in addition or as an alternative to augmentation.
BCM 18(1): Whether all or some benefits can be paid if an employee reduces hours/grade and continues to work ("flexible retirement")	The Force does not give blanket consent for staff in the LGPS aged between 60 and 74 years to flexibly retire and draw immediate payment of pension benefits. Requests will be referred to the Resources Directorate and assessed on their merits taking into account such factors as cost and service delivery.
BCM (3): Waiving actuarial reduction on flexible retirement.	The Force will not be responsible for waiving actuarial reduction in relation to Flexible retirement.
BCM30 (2): Whether to allow early payment of benefits at/after 55.	The Force does not give blanket consent for staff in the LGPS aged between 55 and 59 years to retire and draw immediate payment of pension benefits except in the cases redundancy. Requests will be referred to the Resources Directorate and assessed on their merits taking into account such factors as cost and service delivery.
BCM30 (3): Waiving actuarial reduction on early retirement.	The Force will not exercise this discretion
Admin 16(4)(b)(ii): Whether to extend 12-month period to combine previous LG service. Admin 83(8): Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.	The Force will allow an option to combine either previous LG service or non-LG pension rights for 12 months only in both of these discretions.
BCM 3 Determine rate of employees' contributions.	The Force will allocate employees to the appropriate contribution rate according to pay band at 1 April each year and adjust only where there is a contractual change during the year.

Admin 22(2): Whether to extend the period for a member to elect to pay contributions to cover unpaid leave of absence, maternity, paternity, or adoption leave beyond 30 days after returning to work or leaving.	The Force will allow the extension of the period in cases where the member was not notified of the right to pay contributions.
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DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: Human Resources
Policy Owner / Author: Suzie Thompson / Andrew Irving
Technical Author: Natalie Strong
Senior Officer/Manager Sponsor: Director of People and Change

Revision History:

Revision Date	Version	Summary of Changes
23.07.2021	1.0	Draft v0.5 published as substantive version 1.0
02.08.2021	1.0	Text on page 3 re flexible working expanded to provide more clarity.
04.11.2021	1.0	Bullet point added re business continuity and organisational internal resilience plans.

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Continuous Improvement Team	23.07.2021	1.0
JNCC (Not required for all policies)	19.07.2021	0.5

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: (state method here)		

Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the policy to the Force Policy Officer.	☐ Yes ☐ No Date:
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Consultation:

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
Naji DARWISH (OPCC), Megan KENZIE (Op Fortitude), Supt. Dave MINTY	05.07.2021	0.4
Mark ANDREWS and Sarah ENNIS (Police Federation),	05.07.2021	0.4
Cliff FULLER and Clare CROSS (UNISON),	05.07.2021	0.4

Implications of the Policy:

Training Requirements

No additional training requirements needed.

IT Infrastructure

No additional IT Infrastructure required.