



NOTTINGHAMSHIRE  
**POLICE**

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PD 613 Flexible Working  
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**SECTION 1 VERSION CONTROL**

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Nov 2012	Sue Peckham	Senior HR Business Partner	New procedure
1.1	Jan 2012	Sue Peckham	Senior HR Business Partner	Amendment to section 4.2.2 to include 52 wk review period for officers

**SECTION 2 BACKGROUND**

The procedure provides for a framework that details the process to apply for a flexible working pattern.

Nottinghamshire Police are fully committed to ensuring that individuals are treated fairly and with dignity and respect in their working environment.

The procedure should be read in conjunction with the Flexible Working Policy.

**SECTION 3 AIMS / OBJECTIVES**

The aim of the procedure is to provide:

- guidance to the manager on managing an application for a flexible work pattern.
- a clear procedure to be followed should an individual wish to apply for a flexible work pattern.
- an application form to support an application for flexible working pattern.

## **SECTION 4 DETAILS**

### **4.1 Eligibility**

- Police officers may apply after 26 weeks continuous service. A police officer on probation must work a minimum of 24 hours per week.
- Police staff may apply after 26 weeks continuous service.
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### **4.2 The application process**

#### **4.2.1 The Individual (applicant)**

- All requests for a flexible work pattern must be submitted on form G260 with an accompanying shift pattern form (G260a for Police Officers and G260b for Police Staff).
- The form must be signed and dated.
- Once completed, the form should be sent to the supervisor/line manager.

#### **4.2.2 The supervisor/line manager will:**

- Write to the applicant, acknowledge receipt of request and invite the applicant to a meeting to discuss their application within 28 calendar days of receipt of the application.
- Meet with the Chief Inspector or manager equivalent of the area/unit/dept to discuss the application taking into consideration 4.3 of this procedure.
- May contact HR to discuss any queries on the application.
- Notify the applicant in writing of the outcome of the meeting within 14 calendar days of the meetings.
- If the request is a reduction in working hours or a change to the applicant's work pattern and are approved, then advise HR Shared Services that the individual is changing their hours and work pattern. Request for police staff that a new contract be issued.
- HR Shared Services will write to the individual and confirm changes in terms and conditions.
- If the request is for an increase in hours, then the vacancy management process should be followed.
- If the changes are not approved, then notify the applicant in writing with the rationale for the decision.
- Advise the applicant of their right to appeal to the superintendent or manager equivalent of the department within 14 calendar days of receipt of the notification.
- For police officers the supervisor or line manager should review the flexible pattern at least every 52 weeks.

#### **4.2.3 The Applicant:**

- May write to the superintendent or manager equivalent to appeal against the decision of the supervisor/line manager.
- The appeal must contain the grounds for appeal and all the documentation used in determining the application outcome.
- There is no further right of appeal.

#### **4.2.4 The Superintendent or manager equivalent will:**

- Write to the applicant, to acknowledge receipt of their appeal, and invite the applicant to a meeting with them and a HR Advisor to discuss their appeal within 14 calendar days of receipt of the appeal.
- The superintendent or manager equivalent will notify the applicant in writing of the outcome of their appeal within 14 calendar days,
- If changes to the applicant's work pattern are approved, then advise HR Shared Services that the individual is changing their work pattern and request for police staff that a new contract be issued.

#### **4.3 Representation**

- All individuals are entitled to be accompanied to any meetings regarding their flexible work request by a representative of a trade union/staff association or work colleague.

#### **4.4 Assessment of request for flexible work patterns**

- All requests for a flexible work pattern will be considered on their merits.
- The line manager will liaise with the HR Advisor to ensure due consideration is given to all requests.
- A request for a flexible work pattern may be refused on one or more of eight specified business grounds, where refusal would bring or lead to:
  - Additional costs
  - Inability to reorganise/redistribute work amongst existing personnel
  - An effect on the ability to meet customer/service demand
  - Inability to recruit new personnel
  - A detrimental impact on quality
  - A detrimental impact on performance
  - Insufficiency of work during periods of work proposed by the individual
  - Planned structural changes

#### **4.5 Trial period**

- A trial period is an option that may be requested by the line manager or the applicant to test the suitability of the new working arrangement.
- The line manager will confirm the trial period in writing and confirm that the applicant's request for a flexible work pattern is dependent on the outcome of the trial.
- The line manager will provide written notification of the following:
  - The start and end dates of the trial period.
  - The temporary changes to the applicants work pattern and for police staff any changes in their terms and conditions of employment.
- The date the applicant will revert back to their work pattern and terms and conditions of employment that were applicable before the commencement of the trial period.

- The date and time of the meeting to discuss the trial period and the final outcome of the application. This will be within 14 calendar days of the end of the trial period.
- The trial period will usually be for a 4-6 week period with a maximum of 3 months.

## **SECTION 5 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 and other legislation relevant to policing.