



Volunteer Reservists Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Overarching Policies:

Working Arrangements and Flexibility Policy

Procedures:

Business Interest Procedure

Other Documents:

Process

1 Introduction

1.1 The Volunteer Reserve Forces (VRF) is made up of men and women who train in their spare time to serve alongside the Regular Forces during regular deployments and in times of increased demand. The VRF are:

- 1.1.1 The Royal Naval Reserve
- 1.1.2 The Royal Marines Reserve
- 1.1.3 The Army Reserve, formally the Territorial Army
- 1.1.4 The Royal Auxiliary Airforce

1.2 This procedure sets out the responsibilities for those who are already in the Reserve Forces and those wishing to join the Reserve Forces.

The VRF does not include military Cadet Force Adult Volunteer Instructors or military Cadets.

2 Definitions

There are two categories of Reservist Duty:

2.1 Regular Reservist (Reserves)

- 2.1.1 An individual with previous military service who remains under obligation to the military and is liable to be called out in times of national emergency but, additionally, can be called upon for peacekeeping, humanitarian and disaster relief operations. The length of time a Regular Reservist remains under these obligations will vary by individual. It is dependent on their length of military service and any specialist skills they possess. Each Reservist is given a time scale when they leave their service.
- 2.1.2 The Regular Reserve is divided into two categories, Sections A and D. They both entail similar liabilities as to reporting, training and call out, but Section A is compulsory whereas Section D is voluntary.

2.2 Voluntary Reservist (VR)

- 2.2.1 An individual who accepts an annual training commitment and a liability to call out for service with the VRF listed above.
- 2.2.2 There is a further category of reservist under Volunteer Reservist, High Readiness Reserve (HRR). Members of any of the reserve forces who have specialist skills and who accepted an increased liability for call out. The HRR will meet the need for skills that are in short supply in the regular and reserve forces.

3 **Membership Applications**

- 3.1 An upper limit of **2%** of NYP's Police Staff and Police Officers combined will be permitted to join the Reserves and VRF. Both figures will be subject to review in light of operational demands and to ensure operational effectiveness in the event of mobilisation.
- 3.2 Police Staff and Officers are required to submit applications via the Business Interest Procedure, authorisation will ultimately rest with the Head of PSD who has designated authority from the Deputy Chief Constable.
- 3.3 Any person who joins NYP, officer or staff must be advised they need to submit a Business Interest if they are a Reservist and wish to continue with this.
- 3.4 Neither Police Officers nor Police Staff are permitted to register as High Readiness Reservists.
- 3.5 Student Officers and Police Staff cannot join the VRF until they have successfully completed their probation.
- 3.6 Police Officers and Police Staff must be aware that his/her first duty is to NYP.
- 3.7 Police Officers and Police Staff who are authorised to become members of the Reserves/VRF will have this recorded on a central database. **Should the individual cease to be a member of the Reserves/ VRF they must notify their Line Manager, People Services Helpdesk and PSD Vetting Department immediately.****

- 3.8 All reservists must give the force as much notice as possible of their training commitments so that these can be taken into account operationally.
- 3.9 Should an application to join the Reserves/ VRF be refused then this will be communicated to the individual in writing.

4 Training Commitment & Leave

4.1 Police officers

The Force will allow you to take special paid leave (VRF) as follows:

If	Then
your annual leave entitlement is less than 24 days:	sufficient special leave allowance may, subject to the note below, be granted to bring the total leave allowance (special and annual leave combined) up to 30 days.
your annual leave entitlement is 24 days or more:	a special leave allowance of six days (pro rata according to working hours) may, subject to the note below, be granted.
Note referring to the above: Special leave with pay will only be granted in respect of working days when you attend camp. That is, it will not be granted where training days fall on your rest days.	
the exigencies of duty permit;	members of the VRFs may be granted, with discretion, up to nine weekend days a year for the purposes of attending weekend training camp.

4.2 Police staff

If you are a volunteer member of the non-regular Forces, you are entitled to six days paid leave (pro rata according to working hours) to attend the summer camp. This is additional to your normal annual leave entitlement.

Subject to exigencies of duty the rosters of operational staff members, who are in receipt of shift allowance, may be adjusted to accommodate up to nine weekend training days per year. This will involve an adjustment to re-allocate rest days at weekends, taking into account the requirements of the Working Time Regulations.

Individuals should request approval from their line manager outlining the dates of the summer camp and detailing which days are to be VRF leave as per the parameters above. Line Managers in conjunction with People Services will approve all special paid leave requests (VRF). The line manager will arrange for the VRF leave to be recorded on the Duties system and the individual should apply for any additional abstraction required via the annual leave procedure.

5 Mobilisation/ Call Out

- 5.1 It is the responsibility of the Reservist to notify their Line Manager and People Services immediately upon receipt of call out papers.
- 5.2 The Ministry of Defence (MoD) determines the pay for active service as a member of the reserve or VRF. Payment is made in the form of a Reservist Standard Award (RSA) designed to make good any loss of earnings, company benefits and pension contributions arising from mobilised service.
- 5.3 You will be granted special leave of absence without pay, from the date you are required to report up to and including the date you return to the force. This will preserve the continuity of your employment throughout your absence, including for pay and annual leave accrual purposes.
- 5.4 During the period of your service in HM Forces, you will receive military pay. If your military pay is less than your income from the force, you have the right to receive Reservists Standard Award to cover loss of earnings.
- 5.5 Should you still suffer financial hardship, you have the right to apply for Reservists Hardship Award. Both of these awards are payable by HM Forces.
- 5.6 If you apply for the above awards but the financial assistance you receive does not top up your military pay to your contractual pay, then you can apply to the Head of HR for help from the force as well.
- 5.7 Your application will be considered sympathetically provided you produce evidence of the military pay you receive, and the decisions made by the Reservists Standard Award and Reservists Hardship Award, including use of any appeals procedures where applicable.
- 5.8 Police officers and police staff will need to decide whether to remain on their existing substantive occupational pension scheme for the period of mobilisation and continue with their relevant pension contributions or join the Armed Forces pension scheme for the period of mobilisation. If the latter option is chosen, there is no break in service in the police officer's police pension scheme [although **no** pensionable service is accrued in the police officer scheme during the mobilisation period].
- 5.9 Individuals should think carefully about their pension options and seek a wide variety of advice before making a decision. This procedure cannot give detailed financial planning advice.
- 5.10 Any service performed in HM Forces as a result of call up will count towards total pensionable service.
- 5.11 Where military pay is greater than normal contractual pay individuals will need to;

Police officer	make your own arrangements for the usual percentage pension contribution to be paid over to the Force by standing order by arrangement with the Pensions Office.
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Police staff	make your own arrangements for the usual percentage pension contribution to be paid over to the North Yorkshire Local Government Pension Fund.
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- 5.12 Police Staff; if military pay is no greater than your normal contractual pay, the usual percentage pension fund payments will be deemed to have been paid.
- 5.13 Police Officers; the time spent on call up will be classified as qualifying for pension provided pension contributions are continued to be paid at the rate of between 10 – 12.5%, as outlined in the relevant Police Pension Regulations [as amended], according to salary.
- 5.14 Service in the Armed Forces provisions in Part A of the Police Pension Regulations 1987 [as amended] and the Servicemen provisions of Part 9 of the Police Pension Regulations 2006, allow **police officers** who become permanently disabled for police duties to be paid the ill health award which they would have received had the disablement occurred during a period of police service. Officers who have retired from the force before being called up to serve in HM Forces will not be able to continue paying pension contributions in order for them still to apply.
- 5.15 The Armed Forces has its own compensation scheme for injuries and death which are attributable to military service. This is separate to ordinary pension arrangements. Police officers who are mobilised **cannot** therefore make claims under the police injury benefits scheme.
- 5.16 For other normal deductions, separate arrangements must be made to pay directly through your bank or building society.
- 5.17 You will not accrue annual leave during call up. However, upon request, consideration will be given to carrying over any outstanding leave at the date of call up so that it can be taken on return to duty.

6 Exemption/ Deferral

- 6.1 Individuals who are members of the VRF are liable for mobilisation.
- 6.2 Line Managers in conjunction with People Services should only request a deferral or exemption if the reservist:

Step	Action
1	Possesses a high level of technical knowledge that cannot be replaced in the short term;
2	Is engaged on activities of a very sensitive nature; or
3	Is required as a key witness in a sensitive or high-profile court case.
4	Absence would cause an unacceptable level of damage to a particular operation
5	Would contribute to a critical number of police personnel already mobilised

- 6.3 The deferral or exemption should be escalated to the Safer Neighbourhood Commander / Head of Function and respective Executive Board portfolio lead. A deferral or exemption must be applied for within the 7-day required period.
- 6.4 The adjudication officer for the branch of HM Forces who have made the call up notice, will make the final decision on whether a deferral or exemption is appropriate.

7 Demobilisation

- 7.1 The force is committed to re-engaging anyone, who was last employed by them in the 4-week period prior to mobilisation. Reinstatement will, where possible, be in the same role and same terms and conditions. However, where this is not possible, the individual will be offered an equivalent position on the same terms and conditions of service.
- 7.2 An individual will be required to attend a medical with Occupational Health prior to their reinstatement with NYP.
- 7.3 In addition, background checks and enquiries will be made to cover your period of absence.
- 7.4 You are required to give notice of your intended return to the force by the;

Step	Action
1	3 rd Monday after the end of your service with HM Forces; and
2	provide a date of return within a period ending on the 6 th Monday after the end of that service.

- 7.5 Failure to provide the required notice of your return in accordance with the above will result in disciplinary action being taken against you.
- 7.6 Having supplied notice to return, the force will proceed by arranging a formal structured and documented meeting to take place with the Line Manager, People Services and the individual. This meeting will acknowledge and document the wishes of the individual, any discussions about the posting they left and the agreed way forward including timescales for regular contact, amongst other things.

8 Appeals Procedure

- 8.1 The appeal process for this procedure is the same as the Business Interest Procedure appeals process and is detailed below.
 - 8.1.1 Any member of Police Staff or Police Officer wishing to appeal against the Head of PSD’s determination shall have the right, within 10 days of receipt of appeal form, to appeal to the Deputy Chief Constable or Managing Director of Enable.
 - 8.1.2 Appeals lodged after the expiry of the 10-day period set out at in the previous paragraph may be considered. The decision as to whether to consider a late appeal lies with the Deputy Chief Constable.

The appeal process is the final opportunity to discuss the issue within the force.

Responsibilities

Operational Officers and Police Staff– Complete a business interest application form.

First Line Supervision – Complete the relevant sections under the application form and ensure the application is adhered to prior to any individual committing to become a Volunteer Reservist.

People Services – Will provide advice as necessary on the procedure’s interpretation and implementation. Will provide the required information at the relevant section of the application form.

Head of PSD – will provide a decision as to whether the application to become a Volunteer Reservist is approved.

Deputy Chief Constable – Will provide a decision on the appeal process.

Definition of Special Terms

VRF – Volunteer Reserve Forces

RARO - Regular Army Reserve of Officers

HRR - High Readiness Reserve