



Working Arrangements and Flexibility Policy

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Policy Statement

This policy statement is open to public viewing from the NYP Website.

1.0 SCOPE

1.1 This policy applies to Police Officers, Police Staff and where feasible, members of the Special Constabulary.

2.0 PURPOSE

2.1 The purpose of this policy is to service the business needs of North Yorkshire Police (NYP), in delivering its objectives and dispensing its statutory duties and in particular to:

2.1.1 Contribute to the efficiency and effectiveness of NYP by offering flexibility in working arrangements.

2.1.2 Assist in the retention of staff and the maintenance of good morale through a series of flexible working arrangements through which the individual can address work life balance issues.

2.1.3 Provide a framework for the implementation of procedures covered by Police Regulations and National Agreements.

2.1.4 Develop our well-being through innovative approaches to working arrangements.

2.2 It is also designed to assist in the implementation and delivery of other People Services policies and procedures.

3.0 PRINCIPLES

3.1 When implementing procedures and processes associated with working arrangements and flexibility, officers and members of staff will ensure:

3.1.1 Compliance with all Equal Opportunities, Data Protection, Employment and Health & Safety legislation including Working Time Regulations and that NYP Welfare & Diversity approaches are taken into account.

3.1.2 Compliance at all times with agreed and published working arrangements procedures and guidance.

3.1.3 That attendance at work is maximised and that the Force makes optimum use of staff resources.

3.2 Flexible working opportunities must:

3.2.1 be maximised in order to respond to the diverse needs of our workforce.

3.2.2 benefit both the organisation and the individual.

3.2.3 seek to address work/ life balance issues.

3.2.4 involve discussions with the individual concerned.

3.3 NYP aim to ensure that individuals responsible for the implementation of procedures associated with this policy will receive adequate support and training.

4.0 RESPONSIBILITY

4.1 Delivery

The responsibility for decisions relating to the delivery of principles and intent of this policy lies with the Executive Board, Senior Operations Commanders, Heads of Function and People Services Managers.

4.2 Arbitration

It is anticipated that the majority of disputed decisions will be dealt with through the relevant appeal procedure for the particular procedure or at local level in consultation with the relevant People Services team through the Grievance Procedure. However, in the event that a dispute cannot be resolved, the final arbiter shall be the Chief Constable / Chief Executive Officer, dependent on

employer. It is intended that any arbitration normally be completed within 28 calendar days of any such request.

4.3 Monitoring

It is the responsibility of the People Services function to ensure regular, on-going monitoring takes place to ensure transparency and consistency in the application and delivery of the policy and associated procedures.

4.4 Review

This policy should be the subject of an annual review, conducted by the People Services function in formal consultation with Staff Associations, UNISON and other interested parties.

Definition of Special Terms

North Yorkshire Police – collectively the Police Fire and Crime Commissioner and the Chief Constable in their respective corporate capacities as the employer of staff (or, in the case of the Chief Constable in so far as Police Officers are concerned, deemed or de jure employer).

North Yorkshire Police Personnel – Collectively, Police Service Personnel and Commissioner Staff as defined below.

Police Service Personnel – Police Officers under the direction and control of the Chief Constable and Police Staff in the employment of the Chief Constable.

Chief Constable's Staff – All staff in the employment of the Chief Constable of North Yorkshire Police.

Commissioner Staff – All staff in the employment of the Police, Fire and Crime Commissioner.

Police Staff – collectively, Commissioner and Chief Constable staff.

Work colleague (in the capacity of the right to be accompanied) – any member of North Yorkshire Police Personnel.

Linkages

Subsidiary Linked Procedures:

- Business Interests
- Flexible Working Procedure
- Extreme Weather Procedure
- Overtime and TOIL Procedure
- Standby Callout Procedure
- Annual Leave Procedure
- Career Break Procedure – Officers
- Career Break Procedure – Staff
- Additional Leave of Absence Procedure
- Compassionate Leave Procedure
- Emergency Leave Procedure
- Bank Holidays Procedure

Parental Leave Procedure
Maternity Leave Procedure – Staff
Maternity Leave Procedure - Officers
Adoption Leave Procedure
Maternity & Adoption Support Leave Procedure
Volunteer Reservists Procedure

Other Documents:

Working Arrangements
Time Away from Work