

 Warwickshire POLICE West Mercia POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Preferential Re-engagement Scheme (Police Staff)
REFERENCE NUMBER	A005
Version	1.1

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	PEOPLE SERVICES

IMPLEMENTATION DATE	March 2015
NEXT REVIEW DATE:	May 2020
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

Warwickshire Police and West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please e-mail contactus@westmercia.pnn.police.uk

1.0 POLICY OUTLINE

Warwickshire Police, West Mercia Police and the two Offices of the Police and Crime Commissioners (OPCC) recognise that individuals may wish or need to take an extended period away from work in order to balance their career with other commitments and responsibilities.

Warwickshire Police, West Mercia Police and the OPCCs, wish to support individuals, in these circumstances, however the individuals' role cannot be held open. A Preferential Re-engagement Scheme will enable eligible employees to resign from Warwickshire Police, West Mercia Police or the OPCCs, but receive preference over external candidates, when reapplying to the Alliance.

2.0 PURPOSE OF POLICY

This policy aims to provide Police Staff with an understanding of the Preferential Re-engagement Scheme.

2.1 Eligibility

Police and OPCC Staff who meet the eligibility criteria below, are entitled to request to be considered for the Preferential Re-engagement Scheme.

- Have successfully completed their probationary period and completed two years' continuous service.
- Have no disciplinary matters, in relation to conduct or performance outstanding against them or be under investigation for alleged misconduct.
- Have no disciplinary matters, in relation to attendance, unless a 'Preferential Re-engagement' is considered as a means to support a member of staff to address underlying issues affecting attendance.
- Demonstrate a commitment to continuing a career with Warwickshire Police, West Mercia Police or the OPCCs.
- Agree to repay any debt or loans owing to Warwickshire Police, West Mercia Police or the OPCCs, prior to leaving their employment.

This scheme is not applicable to Volunteers, agency or casual workers.

Repeated applications under the Preferential Re-engagement scheme will not normally be approved. However, if the reason relates to caring responsibilities then more than one application may be considered, if the combined length does not exceed 5 years.

2.2 Duration

The Preferential Re-engagement Scheme is intended for a minimum period of 1 year to a maximum period of 5 years. Any periods under one

year will not be considered under this Policy; however individuals should discuss any possible alternative options with their Line Management and HR.

If the request is supported, individuals may request to be considered for re-engagement at any time after the initial 1 year period, up to the maximum 5 year period, with a minimum 4 months notice.

2.3 Applying for the Preferential Re-engagement Scheme

Individuals should submit their request, to their Line Manager, at least 3 months in advance of the date on which they require to resign from Warwickshire Police, West Mercia Police or the OPCCs. The request must detail the adherence to the eligibility in Section 2.1 above, and detail the reason for the request. It should also detail the benefits to the organisation, if applicable.

Individuals must disclose on the request if they will be pursuing paid employment during the proposed period. Requests may be supported where the individual is seeking alternative employment but only where it is to financially support the individual for reasons as detailed in section 2.4.

2.4 Consideration of applications for the Scheme

The granting of the Preferential Re-engagement scheme is entirely discretionary and each request will be considered on its merits. The initial request will be made to Line Management, with the final decision considered by the Head of Business area (Superintendent or Police Staff equivalent).

The following reasons for request would be within the spirit of the Policy (the list is not exhaustive):

- To care for children or other dependants
- To pursue a course of study
- To pursue other areas of personal development (e.g. vocational/voluntary work etc..)
- To travel

2.5 Notification of Decision

Notification of the outcome of the request will be made as soon as reasonably practical following the final decision.

2.5.1 Approving a request

If a request is approved the details and the terms of the Preferential Re-engagement scheme will be confirmed to the individual. The individual

must then consider whether they wish to continue with their request, and subsequently resign from the organisation.

2.5.2 Refusal Of a request

If a preferential re-engagement is refused the reasons will be provided to the individual. The individual will have a right of appeal.

2.6 Conditions when commencing a Preferential Re-engagement

In order to accept the Preferential Re-engagement Scheme, and for it to commence, Police and OPCC Staff will have to resign from Warwickshire Police, West Mercia Police or the OPCCs.

Individuals will not be considered as employees; from the point the resignation becomes effective.

2.7 Re-engagement request

Individuals may request, with 4 months notice, to end the Preferential Re-engagement Scheme and to be considered for re-engagement, at any time after the initial 1 year period up to the maximum 5 year period, following resignation. Individuals will then be entitled to apply for vacancies and be considered prior to external candidates, for a 4 month period prior to the requested end of the Scheme.

If individuals fail to contact the organisation within the 5 year period, to seek re-engagement opportunities, the scheme will elapse and individuals will not be entitled to the preferential re-engagement benefits.

2.7.1 Successfully Re-engaged

Where individuals have been successful in obtaining re-engagement they will be re-engaged on the Terms and Conditions of employment for the new role into which they have applied, been offered and accepted. Any appointment is subject to normal recruitment checks including references, medical and vetting checks.

The break in service and previous service will not count as reckonable service and individuals will start their service again on their re-engagement, unless the provisions under Section 6 of the Warwickshire Police and West Mercia Police Conditions of Service Handbook 2017 (Police Staff) apply.

2.7.2 Unsuccessful at gaining re-engagement

Where individuals are not successful in obtaining re-engagement, during the 4 month period, prior to the end of the Preferential Re-engagement Scheme, then they will be unable to return to Warwickshire Police, West Mercia Police or the OPCCs under the terms of the scheme. (i.e. Individuals are only entitled to one, 4 month period, where they are considered prior to external candidates. Therefore if they are unsuccessful in securing re-engagement during the 4 month period the scheme would cease).

2.8 Pension

Individuals' pensions will cease at their resignation and they will be entitled to rejoin the pension scheme if they are successfully re-engaged. The break in service will not be counted as reckonable service.

It is the individual's responsibility to seek advice on Pension matters.

3. IMPLICATIONS OF THE POLICY

3.1 Legal Implications

There is no statutory entitlement for Police Staff to be 'preferentially re-engaged'. Employment legislation and Case Law has been carefully considered and the Policy has been designed to ensure there are no legal implications.

3.2 Training

Management will require coaching and support in the implementation of this Policy.

4. CONSULTATION

Unison – West Mercia Police: Consulted on 21.10.14, 4.11.14 & 15.12.14
Unison – Warwickshire Police: discussions 10.11.14 & consulted 15.12.14
Business Partners/Officers – consulted throughout the planning and proposal stages
Federation – Consulted Warwickshire and West Mercia Federation on 22.10.14
Critical Friends Group: January 2015
OPCC: 18 December 2014
Women's Network: (Penny Curtis) 13.1.15

5. DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Jan 2015	Tina Smith/Liz Fletcher HRO Policy and Employee Relations	Policy and Procedure designed to replace the current Career Break Policy and Procedure (in relation to Police Staff) in place, within both Warwickshire Police and West Mercia Police.	JNCC 29/01/2015
May 2017	Rachel Willis	Amendments due to new staff handbook – Para 2.7.1	09/05/2017

6. PROCEDURE

The Procedure is attached (in flowchart format)

7. ASSESSMENT AND ANALYSIS

The Equality Analysis (EA), Health and Safety Assessment (HAS) and Risk Assessment (RA) associated with this document are available on request.

