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

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| POLICY TITLE | Preferential Re-engagement Scheme (Police Staff) |
| REFERENCE NUMBER | WP152 |
| Version | 1.1 |

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|-------------------------|---------------------------------------|
| POLICY OWNERSHIP | |
| DIRECTORATE | BUSINESS SERVICES |
| BUSINESS AREA | PEOPLE AND ORGANISATIONAL DEVELOPMENT |

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|-----------------------------|----------------------|
| INITIAL IMPLEMENTATION DATE | November 2022 |
| NEXT REVIEW DATE: | November 2025 |
| RISK RATING | LOW |
| EQUALITY ANALYSIS | LOW |

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1.0 POLICY OUTLINE

Warwickshire Police and the Office of the Police and Crime Commissioner (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 and the OPCC, wish to support individuals, in these circumstances, however the individuals' role cannot be held open.

In addition, Warwickshire Police recognise the significant investment that has been made during a Police Staff apprenticeship. Where possible, it is the intention that successful apprentices are retained through succession planning within the organisation at the end of the fixed term apprenticeship contract.

A Preferential Re-engagement Scheme will enable eligible employees and police staff apprentices to resign/leave at the end of the fixed term apprenticeship contract, and receive preference over external candidates, when reapplying to Warwickshire Police or the OPCC in the future.

2.0 PURPOSE OF POLICY

This policy aims to provide Police Staff and Police Staff Apprentices 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.

Police Staff Apprentices, who are unable to secure another role within the organisation on completion of their fixed term apprenticeship contract and meet the eligibility criteria below, will be entitled to request to be considered for the Preferential Re-engagement Scheme.

- Have successfully completed their probationary period
- Have completed two years' continuous service, or successfully completed their apprenticeship qualification.
- 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 or the OPCC.
- Agree to repay any debt or loans owing to Warwickshire Police or the OPCC, 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

For individuals making a work-life balance related application, 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 Officer.

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.

Police Staff Apprentices may request to be considered for re-engagement at any time, up to the maximum 5 year period.

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/ end their fixed term apprenticeship contract from/with Warwickshire Police or the OPCC.

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 or the OPCC and for apprentices, have successfully completed their apprenticeship qualification.

Individuals will not be considered as employees from the point the resignation/ end of fixed term apprenticeship contract becomes effective.

2.7 Re-engagement request

Individuals who were approved for re-engagement under the work-life balance related criteria 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.

Individuals who were approved for re-engagement under the Police Staff Apprenticeship related criteria, may request re-engagement at any time up to the maximum 5 year period, following the end of their fixed term apprenticeship contract.

If an individual fails to contact the organisation within the 5 year period, to seek re-engagement opportunities, the scheme will elapse and they 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 appointed on the Terms and Conditions of employment for the new role which they have applied for, 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 Conditions of Service Handbook (Police Staff) apply.

2.7.2 Unsuccessful at gaining re-engagement

Where individuals are not successful in obtaining re-engagement prior to the end of the Preferential Re-engagement Scheme period, then they will be unable to return to Warwickshire Police or the OPCC under the terms of the scheme.

Individuals who were approved for re-engagement under the work-life balance related criteria 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' membership of the pension scheme will cease at their resignation/ end of fixed term apprenticeship contract 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.

3.0 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.

4.0 CONSULTATION

| <i>Business Lead Consulted</i> | <i>Date Consulted</i> |
|---------------------------------------|------------------------------|
| Tracey Cooper | November 2019 |

Unison: Consulted on
 Business Partners/Officers: Consulted throughout the planning and proposal stages
 Apprenticeship Project Board: Consulted throughout the planning and proposal stages
 Federation: Consulted on
 Critical Friends Group:
 OPCC:
 Women’s Network:

5.0 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 |
|-------------|--------------------------|--|----------------------------|
| Nov 2019 | R. Willis | Reverting to West Mercia Policy. Amendment to include police staff apprentices on successful completion of apprenticeship qualification and end of fixed term contract. Was A005 | JNCC 18/12/2019 |
| Nov 2022 | Elysia Harvey | Reference to The Alliance removed | Nov 2022 |

6.0 PROCEDURE

The Procedure is attached (in flowchart format)

7.0 ASSESSMENT AND ANALYSIS

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

8.0 MONITORING / EVALUATION

The monitoring and review of this policy is the responsibility of the policy owner.



