



Flexible Working Policy

Not Protectively Marked

Section A - Flexible Working Policy

A.1 Policy Statement

The policy deals with the operation of flexible work practices in the City of London Police. It is designed to provide a framework and principles for the management of staff, both police officers and civilian support staff, who wish to work non-standard hours

The policy provides benefits to both the Service and the individual and will comply with the requirements of the Employment Act 2002.

The aim of this policy is to support the needs of a diverse workforce whilst maintaining effective operational capability.

This policy will apply to all staff who wish to work flexibly. BCU Commanders, Business Managers and line managers have specific responsibilities under this policy.

It is the policy of the City of London Police to promote flexible working for all its workforce.

Managers and staff are encouraged to be proactive and think creatively about which working patterns best suit the needs of the individual whilst meeting the needs of the Service. The aim is to achieve a better balance between work and home life whilst improving service delivery, motivation and morale.

Within this policy flexible working patterns include, Part-time, Term-time, Annualised hours, Compressed hours, Flexi-time, Varied shifts, and Team based self rosters, however this list is not exhaustive.

All requests for flexible working hours must be considered within 28 days. Communication and negotiation is the key to agreeing a flexible working pattern. A refusal will only be justified if there is a valid business reason.

Section B - Race Equality Review

B.1 Impact on Racial Groups

No

B.2 Who is Affected?

None

B.3 Evidence of Discrimination or Damage to Good Race Relations

None

B.4 Justification for Policy

N/A

B.5 Changes Made Due to Race Equality Review

None

Section C - Disability Review

C.1 Impact on People with Disabilities

None

C.2 Who is Affected?

None

C.3 Evidence of Discrimination

None

C.4 Justification for Policy

N/A

C.5 Changes Made Due to Disability Review

None

Section D - Impact Assessment

D.1 Data Used to Assess this Policy

Pilot scheme run at Bishopsgate Division from July to December 2003 - Feedback from Divisional Management Team. Metropolitan Police Flexible Working Policy

D.1.1 How Consultation Was Carried Out

This policy was circulated to:-

Superintendents Association; Support Staff Unions; Diversity Inspector; Head of Corporate Support; Head of Personnel; Inspector Career Development; Business Managers; Police Federation

D.1.2 Summary of Responses

Ch. Supt Odell - Suggested the following changes to the document:-

- (a) Heads of Division/Departments – Change to BCU Commanders
- (b) Additional paragraph on Responsibilities added on initial SOP.
- (c) 'Organisation' changed to 'Force'.
- (d) Managers Guidance – Additional Paragraph 9.2 – ACPO (Support) responsibilities
- (e) Staff/Line Mangers Guide – Additional Paragraph 4 – BCU Commander responsibilities

D.1.3 Proposed Action as a Result

Document changed in line with Ch. Supt Odell's comments.

D.1.4 Diversity Team Response

Policy sent to Diversity Team on 2nd February, 2004. Diversity Team assessed policy as High. The Diversity Team were content with the internal consultation that had occurred. There were no recommendations for external consultation as this policy and SOPs will not affect external personnel.

Section E - Next Review

E.1 Date of Next Review

Two years from date of approval.