

Heddlu Dyfed-Powys Police



Working from Home POLICY AND PROCEDURE

Police Officers and Police Staff

Version: 1:4
Human Resources Department
Dated: May 2009

Heddlu Dyfed-Powys Police

Working from Home – Policy and Procedure

1. Introduction

- 1.1 Dyfed-Powys Police recognises that there may be a need for Police Officers or Police Staff to work from home. This policy and procedure is designed for line managers to refer to when considering whether the Force can agree to a member of Police Staff or Police Officer working from home for a particular reason or the individual wishes to work from home and this is agreed by their Line Manager under the flexible working provision of The Employment Acts 2002 and 2008. The procedures outlined in Appendix A and C comply with our obligations in that respect.
- 1.2 This policy and procedure applies to all levels and grades of police officers, police staff and Police Community Support Officers. For the purpose of ease of reference, these groups of workers are referred to as staff in the guidance.

2. Definition and Purpose

- 2.1 There are two types of home working; these are regular home working and occasional home working. Staff will be allowed to work from home provided they have prior approval from their Manager, either on a temporary or permanent basis. There is no limit on how many of their working hours Police Officers and Police staff may work at home. They will, however, be required to attend any meetings or training designated by their Line Manager at any location.
- 2.2 The purpose of this home working procedure is to clarify the circumstances and parameters under which some staff may work from home. At the recruitment stage posts should be designated as suitable for home working on a full time or part time basis and this should be made clear in the role profile for the post. Each post should be considered on its merits.
- 2.3 Individual requests for home working will also need to be reviewed on their own merits. As every job is different and every employee different, the Force cannot guarantee that it will agree to every request to work from home.

3. Benefits

The benefits to the Force and individuals of this policy will be:

- reduced travel to work time
- reduced carbon emissions
- less need for car parking availability

4. Reasons for Working from Home

- 4.1 Managers may authorise home working either on a temporary or permanent, full time or part time basis for the following reasons:
 - Operational or organisational need;

- Work life balance (i.e. flexible working via the provisions of The Employment Acts, 2002 and 2008);
 - The Disability of a Police Officer or member of Police Staff;
 - Staff completing a particular report / project with a deadline and requiring an uninterrupted work environment, which cannot be provided within the required timeframe;
 - Staff experiencing occasional difficulties with travel arrangements due to public strikes or severe adverse weather conditions; (see Adverse Weather Conditions Guidance);
 - Staff finding they have to cope with short term (i.e. a few days), unexpected caring difficulties, e.g. sick child or elderly parent at home i.e. situations outside the Time Off for Dependents Provisions which continue beyond the period when paid leave is appropriate.
 - There is no need for staff to physically attend work for all of their contracted hours.
- 4.2 The work itself must be able to be undertaken at home (for example, writing reports or papers, data inputting, co-ordination of policing operational matters, reading and proof reading). The absence should not cause other colleagues additional work or inconvenience, neither should it impact adversely on the provision of the service.

5. Factors to Consider

- 5.1 When a manager is considering whether a member of staff should occasionally or permanently work some or all of their hours from home, the following areas need to be assessed in discussion with the member of staff.
- Confidentiality and data protection – access to Force systems and the Information Security Policy;
 - The nature of the member of staff's work and suitability to work at home;
 - Operational and organisational need / demand;
 - The member of staff's ability to work from home and meet deadlines. The member of staff should be able to demonstrate;
 - Self discipline;
 - The ability to work without direct supervision;
 - Good organisational skills;
 - The ability to manage time effectively;
 - The ability to cope with the potentially conflicting demands of work and family to ensure work is undertaken;
 - The member of staff's ability to work with minimal supervision;
 - Environmental factors and the safe use of equipment;

- Health and safety consideration, which are summarised later in this guidance.

Where the request is due to childcare/carer responsibilities, the request is subject to the provisions of The Employment Acts, 2002 and 2008, i.e. a meeting should take place with the individual within 28 days to discuss the request. They have a right to be represented by a Union/Staff Association representative. A flow chart showing the timescales, including a right of appeal is given at Appendix E.

6. Procedure

6.1 Applications for home working should be submitted by the applicant using the format at Appendix A. The following consideration should apply:-

It is the responsibility of managers to consider applications for home working, which particularly involve caring responsibilities for children under the age of 16, disabled children under the age of 18 and carers responsibilities, with the intention of accommodating requests where possible with no detriment to operational efficiency. In many cases and with flexibility on both parts, a flexible working arrangement may actually enhance work delivery. However, requests, which cannot be accommodated, may be turned down provided that the process prescribed by law is followed and that objective business reasons are given. Managers may wish to consider:

Benefits	<ul style="list-style-type: none"> • How much would it cost to recruit and train a replacement if the staff member or officer left? • What benefits would the organisation get from such an arrangement? • How would the individual's work life balance be enhanced?
Costs	<ul style="list-style-type: none"> • Is there a need to recruit additional staff? • Is there any evidence to suggest any difficulties in recruitment? • What are the recruitment and training costs and implications?
Impact	<ul style="list-style-type: none"> • What is the effect on work organisation and planning?
	<ul style="list-style-type: none"> • What would the impact be on quality of service performance or productivity?
	<ul style="list-style-type: none"> • Are there management functions or specific tasks, which would necessarily prevent the post from being performed at home would not allow opportunities to acquire / use skills necessary for career progression / assessment or to maintain skill levels?
	<ul style="list-style-type: none"> • What would be the impact on the other staff in the section?

Problem Solving	<ul style="list-style-type: none"> • Can the job be redefined to make it easier to do at home?
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- 6.2 Staff and Managers may wish to use a “suitability questionnaire” to determine if a post is suitable for Home working (see Appendix B).
- 6.3 Should it not be possible to agree an application for home working, refusal should be based on the following grounds as defined within the legislation. The reasons for any refusal will be confirmed in writing.
- Burden of additional costs
 - Detrimental effect on ability to meet operational needs or customer demand
 - Inability to reorganise work among existing staff
 - Inability to recruit additional staff
 - Detrimental impact on quality or performance of the service
 - Does not allow opportunity for member of staff to use or acquire skills necessary for career progression / assessment or maintain skill levels
 - Insufficient work during the periods the employee proposes to work or provide adequate supervision
 - Planned structural changes
 - Where the security of the organisation may be compromised
 - Any other ground the Secretary of State may specify by regulations.
- 6.4 When authorising and managing working from home arrangement the following should apply:
- Working at home will be authorised by the manager for the purpose of carrying out specific tasks. The line manager will monitor and check the work undertaken by staff working from home Line Managers should ensure that regular meetings take place with Home workers to ensure effective communication which may be more difficult due to the geographical separation of the worker and Line Manager. These meetings may take place at the Home worker’s home.
 - Staff will be contactable throughout normal working hours by the line manager / supervisor and other staff – actual hours to be agreed between the Line Manager and Member of Staff at the commencement of the Home working Agreement.
 - Working hours should be recorded.
 - Working at home by staff should not create additional workloads for other staff or otherwise affect operational efficiency and effectiveness of the Force.
 - Line Managers should complete Appendix B and forward to IS&T for action.

7. Responsibility for Costs Incurred

- 7.1 Any staff who are authorised to work from home do so on the clear understanding that the following additional costs incurred through home working are to be borne in full by the member of staff concerned, this includes heating and lighting.
- All work equipment will be provided by the Force and a record kept of all equipment supplied.
 - The cost of telephone calls should be claimed by the individual based upon their BT statement.
 - No expenses will be paid for travel to what would otherwise be the individual's 'normal' place of work.
 - Travel expenses will be allowed for visits to other locations if they are more than the cost of travel to the 'normal' place of work.

8. Confidentiality

- 8.1 The Line Manager must authorise the type of work to be undertaken by staff when working from home. It is important to note that all staff who are authorised to work from home are permitted to do so only if the material being worked on will be safe, secure and complete confidentiality will be maintained at all times.
- 8.2 Information security issues are of the utmost importance and individuals who are working away from Police premises must take all reasonable steps to ensure that information security is not compromised. In particular, individuals must ensure that any protectively marked material must not be seen by partners, family members or friends at the individual's home, locked away when not being used and any electronic files are kept on an encrypted device. Individuals must be equally careful in this respect when travelling, e.g. on train journeys, at hotels, etc. Breaches of information security or confidentiality may lead to a disciplinary investigation.
- 8.3 Official papers, copies of e-mails and computer prints which require destruction must be destroyed and disposed of in accordance with Force procedure 'Management of Records including Disposal and Retention'. Unless an appropriate shredder is available at home protectively Marked paperwork must be brought to Police premises and placed in containers for subsequent secure destruction. Non Protectively Marked material may be torn into small pieces and mixed well with domestic rubbish. Other work waste such as floppy disks, CD's or DVD's must be returned to Police premises for disposal.
- 8.4 Police personnel will not receive applicants, representatives or members of the public as visitors to their home in connection with a work activity.

Pay and Sickness Absence

- 8.5 Staff who choose to undertake home working during unsocial hours rather than being contracted to do so will not be eligible for unsocial hours or weekend working payments or their associated time off in lieu arrangements.
- 8.6 If an individual is unable to carry out home working due to sickness absence, they must follow the normal sickness absence procedures and contact their Line Manager to report sick.

9. Health and Safety Considerations

- 9.1 Under the Health and Safety at Work Act, 1974, Dyfed-Powys Police is responsible for staff safety at work and this applies to home working. However, the member of staff also has an obligation to ensure that they take reasonable care not to harm themselves or others.
- 9.2 The Health, Safety and Welfare of staff is of paramount importance for the Force, therefore, before any member of staff is approved to work from home, the member of staff must ensure that their work place at home will be safe, secure and complies with all health and safety requirements particularly a Display Screen Assessment should be completed as per Appendix D. If this assurance cannot be given then home working will not be permitted.

10. Insurance

- 10.1 Police Officers and Police Staff should note that working from home may affect the home and contents insurance policy of the householder. It is the individual's responsibility to ensure that they are adequately covered including provision for the theft of or damage to any equipment provided by the Force.
- 10.2 It is important to note that failure to inform domestic insurers of Home Working may result in insurance cover being rendered invalid.

11. Working Time

- 11.1 Staff working from home have a great deal of autonomy regarding the structure of their working day. This can, on occasions, lead to a circumstance where staff could work excessive hours.
- 11.2 It is therefore important that staff monitor their time worked to ensure it does not become excessive and that they comply with the relevant working time regulations.

12. Expenses

- 12.1 When working occasionally at home, staff cannot claim for travel between the home working environment and their administrative / operational base, as this is regarded as ordinary commuting.
- 12.2 Where business mileage is incurred, this may be claimed from the home working environment or the administrative base, whichever is the lesser.

13. Trust

- 13.1 The operation of working at home arrangements relies on trust between the Force and the individual member of staff. It is implicit that the time recorded as working from home will actually be worked. Should any false claims be made for time worked, then this will be considered a serious breach of trust and dealt with accordingly under Police Regulations / the Police Staff disciplinary policy.

14. Use of Own Vehicle

If the employee working from home uses their own vehicle to travel to meetings at places other than their normal place of work, they may well need "business use" cover on their own vehicle insurance policy. It is the employee's responsibility to consult their own insurer and arrange and pay for any additional cover that the insurer specifies. Supervisors should ask for confirmation that "business use" cover / confirmation from the insurer of the adequacy of the

existing cover has been obtained before signing any mileage claims.

15. Appeals

15.1 Staff have the right to appeal to the Head of Human Resources against any refusal of the application and this appeal should be made, in writing, within 14 days of receipt of the written decision. The appeal should be sent to the Head of HR and should state the grounds for the appeal.

15.2 An appeal meeting will be convened within 14 days of receipt of notice of the appeal and the decision of that meeting will be conveyed to the member of staff in writing, within 14 days of the meeting. The member of staff who is entitled to be accompanied by a staff association / union representative or work colleague. The panel will comprise the Chair and an independent senior manager.

15.3 The time limits set out within this process can be extended by mutual agreement provided that this is recorded in writing, specifies which time limit is extended and by how long and is signed and dated by both parties.

16. Flow Chart

A flow chart showing the process and necessary timescales for response is attached at **Appendix B**.

17. Monitoring and Review

The Head of Human Resources will be responsible for the monitoring of requests for home working.

APPENDIX A

DYFED-POWYS POLICE

APPLICATION TO WORK AWAY FROM POLICE PREMISES

Note

This form is to be completed where an individual wishes to work regularly from home. For Police Staff this request is a request for flexible working under the Employment Acts 2002 and 2009 if it:

- a) Is a request from the parent or legal guardian of a child under the age of 16 years (or disabled children under the age of 18) and who have 26 weeks continuous service
- b) The reason for the request is due to Caring Responsibilities (the definition of Carer is given below*)

NAME

ROLE

DIVISION/DEPARTMENT

PAYROLL NUMBER

I wish to request home working for hours/days per week for the following reason

.....
.....

I understand that it is my responsibility to inform my mortgage lenders/owner of my home, home insurance providers and my local council (Council Tax) if my application is approved.

1. Describe your current working pattern (days/hours/times worked):

From 1st April, 2007 the right to request flexible working will also extends to carers in the same way as it applies to parents. Carers will be provided with the right if they care or expect to be caring for an adult who:

Is married to, or the partner or civil partner of the employee; or

Is a relative of the employee; or

Falls into neither category (i) or (ii), but lives at the same address as the employee.

Relative is to be defined as mother, father, adopter, guardian, parent-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, uncle, aunt or grandparents. Adoptive relationships, step-relatives and relationships of half blood (e.g. half-brother or half-sister will also be covered). There is no definition of 'care'.

NOT PROTECTIVELY MARKED

2. Describe your reasons for undertaking work at home, and if you require access to Force computer systems at your home, describe which ones:-

3. I would like this working pattern to commence from: (date)
(Please give X months notice)

I understand that I must attend any meeting designated by my Line Manager during working hours.

Signed:.....Date:.....

4. **Line Managers comments:** (To include benefits to organisation, why post is/is not suitable, how contact will be maintained with the individual). This must be discussed with the individual within 28 days of the request, if the request is submitted for childcare or caring reasons to comply with the requirements of The Employment Acts, 2002 and 2008. (See para 1.1 of the Home working Policy).

NOT PROTECTIVELY MARKED

5. I agree/do not agree that this applicant should be allowed to work regularly from home and have access to Force computer systems from his/her home. I have completed the Checklist (Appendix B) which is attached.

If not agreed please state which reason for refusal applies and the rationale. Please state also why you have not considered a pilot appropriate.

Signed:.....Date:.....

Name:.....(Please print)

Job Title:.....

NOT PROTECTIVELY MARKED

APPROVED/NOT APPROVED BY:-

Divisional Commander/Departmental Head, with reason:-

Signed:.....Date:.....

Name:.....(Please print)

Please copy this form to the Head of Human Resources via your Line Manager. Human Resources Manager to confirm approved/not approved and appeal rights, if request made due to childcare or carer requirements, i.e. under The Employment Acts, 2002 and 2008, and subsequent legislation. If Home working is approved a copy of Appendix B should be forwarded to IS&T re computer requirements.

NOT PROTECTIVELY MARKED

APPENDIX B

Dyfed Powys Police is committed to supporting employees achieve flexible working arrangements wherever possible.

The questions below are designated to assist the member of staff and line manager determine if a post is suitable for home working.

The employer/manager and employee will both need to complete the questionnaire separately. By circling the answer to the option that best describes the job, the numerical rating is then transferred onto a summary grid. If a question is not applicable to the job it should be left blank.

The scoring system is based on a rating of 1-5 (1 being the highest);

- 1-2 more likely to be suitable for flexible working arrangement
- 4-5 more likely to be unsuitable for flexible working arrangement (where there are only a few areas that have scored 4/5, there may be ways to find solutions, e.g. reallocation of work, delegation).

The results of both questionnaires will form a basis for discussion. It will help to clarify each other's perception of the post and provide a clearer understanding of why a particular job may or may not be suitable for flexible working arrangements.

Job Suitability Questionnaire

Employee details

Name:.....

Date:.....

Current post:.....

Please tick if you are the:

- Post holder
- Line Manager

Job description

Please provide a summary in your own words of the main tasks and responsibilities of this job.

Managing Others

1. Is the job holder managing other people? If so, how many?

- 1. None
- 2. One person
- 3. 2-4 people
- 4. 5 or more
- 5. More than 10

2. What percentage of the job holder's time is spent managing others apart from the rest of the workload?

- 1. None
- 2. 10%
- 3. 20%
- 4. 33%
- 5. Over 50%

Dependency on others

3. Who mainly controls the job holder's workload and priorities?

- 1. They do
- 2. The client
- 3. The supervisor/manager
- 4. Determined by business process

4. How frequently does the job holder need to liaise with manager/supervisor to report or for direction?

- 1. Weekly or less
- 2. Several times a week
- 3. Once a day
- 4. Continually throughout the day

5. **How frequently does the job holder need to liaise with colleagues.**

1. Weekly
2. Several times a week
3. Once a day
4. Continually throughout the day

Time management

6. **What percentage of the job holder's time is spent managing others apart from the rest of the workload?**

1. Majority is longer-term
2. Approximately one-third is immediate
3. About half is immediate
4. About three-quarters is immediate
5. Majority is immediate

7. **Does the post need to be covered when the job holder is absent?**

1. No
2. Yes, if more than a week
3. Yes, even after a few days
4. Yes always would need to be

8. **Who would do the job holder's work in their absence?**

1. A colleague
2. The supervisor/manager
3. No one or other (please state)

Duplicated skills

9. **Are other people in the section doing a similar function to the job holder?**

1. Yes, lot of people doing exactly the same job
2. Yes, a few people doing the same job
3. Yes, a few people doing a similar Job but with different clients & tasks
4. Nobody has a similar job

10. **How much of the work in this job can be done by someone else?**

1. All
2. Most
3. Some
4. None

Workplace dependent

11. **Is the equipment needed to do this job only available in the workplace?**

1. No, rarely uses such equipment
2. Yes, sometimes uses the
3. Yes, often uses the equipment

12. Does the job holder need access to files and other paperwork only held in the workplace?

1. Rarely
2. Sometimes
3. Often

Confidentiality

13. Is the work highly confidential / sensitive?

1. No
2. Yes

Workflow

14. Does the job holder have control over the flow of their work?

1. Yes, they have main control
2. Some control
3. Minimum control
4. No control

15. Is the job holder able to predict how busy they will be?

1. Always, the workflow is generally consistent
2. Most of the time
3. Sometimes
4. No, it varies a great deal

16. Does the job holder know when peak periods in this job are going to happen?

1. Always, busy periods are always at the same time
2. Usually
3. Some of the time
4. Rarely, unpredictable

Duplicated skills

17. When there is a peak period how long does it usually last?

1. A few hours
2. A couple of days
3. Up to a week
4. Several weeks or longer

Availability

18. Can the job holder be contacted by colleagues/manager when away from the workplace site?

1. Usually
2. Sometimes
3. Rarely
4. Never

19. What percentage of the job holder's time is spent in meetings?

1. Less than 10%
2. About a quarter
3. Above one-third
4. More than a half
5. Most of the time

20. Does the nature of the work mean they sometimes will be unable to be contacted?

1. Never
2. Rarely
3. Sometimes
4. Often

Customer relations

21. **Does the job holder have to respond to customer demand immediately or is it longer-term?**

- 1. Most longer-term
- 2. About a third immediate
- 3. About a half immediate
- 4. About three-quarters immediate
- 5. Most immediate

22. **Is the work with the customer short or longer-term?**

- 1. Always longer-term
- 2. Mostly longer-term
- 3. Mostly shorter-term
- 4. Always shorter-term

23. **Is the work undertaken for the same customers on a repeat business?**

- 1. No
- 2. Yes, occasionally
- 3. Yes, sometimes
- 4. Yes, usually

24. **Is it important for the job holder to know the customers well?**

- 1. Not essential
- 2. Sometimes
- 3. Definitely

25. **Does most of the communication with customers take place:**

- 1. Mostly in writing
- 2. Both in writing and verbally
- 3. Most verbally by phone
- 4. Mostly in person

Transfer the numerical scores for each question on to the grid by putting a tick in the appropriate box.

Question	Job Specification	Score					Comments / Action
		1	2	3	4	5	
1	Managing others						
2							
3	Dependency on others						
4							
5							
6	Time management						
7							
8							
9	Duplicated skills						
10							
11	Workplace dependent						
12							
13	Confidentiality						
14	Workflow						
15							
16							
17							
18	Availability						
19							
20							
21	Customer relations						
22							
23							
24							
25							

APPENDIX C

WORKING AWAY FROM POLICE PREMISES – CHECKLIST

This form must be completed by the Line Manager once approval has been given to Home Working.

NAME OF INDIVIDUAL:

THEIR ROLE:

DIVISION/DEPARTMENT:

PAYROLL NUMBER:

.....

1. Has a Display Screen Equipment assessment been undertaken and signed off to ensure that the proposed work area is safe and as risk free as possible?

YES/NO

(Comment below if applicable)

2. What office equipment will need to be provided by Dyfed-Powys Police?

NOT PROTECTIVELY MARKED

3. Please detail the approximately cost of additional equipment:

4. Please detail what computer packages would be required:

5. Ensure contact is made with the I.S. & T. Department regarding the potential I.T. issues and I.T. packages, equipment provision and follow-up maintenance for home working purposes and detail any observations made in this regard:

6. Has the individual obtained permission from their mortgage lender (if applicable) and home insurance company to undertake home working on a regular basis?

Signed:.....(Line Manager) Date:.....

Name:.....(Please print)

NOT PROTECTIVELY MARKED

APPENDIX D

Checklist on display screen equipment

(To be completed by applicant for home working before commencement)

	YES/NO*
Is the display screen readable?	YES/NO*
Is the image steady and flicker-free?	YES/NO*
Are there controls for image	YES/NO*
• Brightness	YES/NO*
• Contrast	YES/NO*
• Height/width	YES/NO*
Can you see any reflections/glare on the screen in the normal working position?	YES/NO*
Can you tilt and swivel the screen?	YES/NO*
If there is a document holder, is it adjustable?	YES/NO*
Is the keyboard moveable and tiltable?	YES/NO*
Does the keyboard have a matt surface to prevent reflective glare?	YES/NO*
Are the symbols on the keyboard legible from the working position?	YES/NO*
Is there space in front of the keyboard to rest the hands and wrists?	YES/NO*
When using the keyboard, are the user's arms roughly horizontal, with eyes at the same level as the top of the VDU?	YES/NO*
Is the work surface large enough to accommodate documents etc, as well as the display screen equipment?	YES/NO*
Is the chair adjustable and stable?	YES/NO*
Is a foot rest available to those who request one?	YES/NO*
Is the user's back straight, with relaxed shoulders?	YES/NO*
Are the levels of lighting, heating and noise near the workstation comfortable?	YES/NO*
Is the general combination of air movement, temperature and relative humidity comfortable?	YES/NO*
Is there enough room at the workstation to move about, use the drawers etc?	YES/NO*
Have you undertaken appropriate health and safety training regarding DSE use?	YES/NO*
Have the users been trained in use of the software packages they are expected to use?	YES/NO*
On request, are 'users' provided with eye tests?	YES/NO*
Where required, are spectacles provided by the employer to correct vision defects at the viewing distance(s) used for the display screen work?	YES/NO*
Who or what determines the pace of working at the DSE?	YES/NO*
Will you be able to take breaks away from the screen (this includes carrying out non-DSE tasks)?	YES/NO*
Assessment undertaken	
By	Date
Line Manager Comments	
.....	
.....	
Signed:	Date

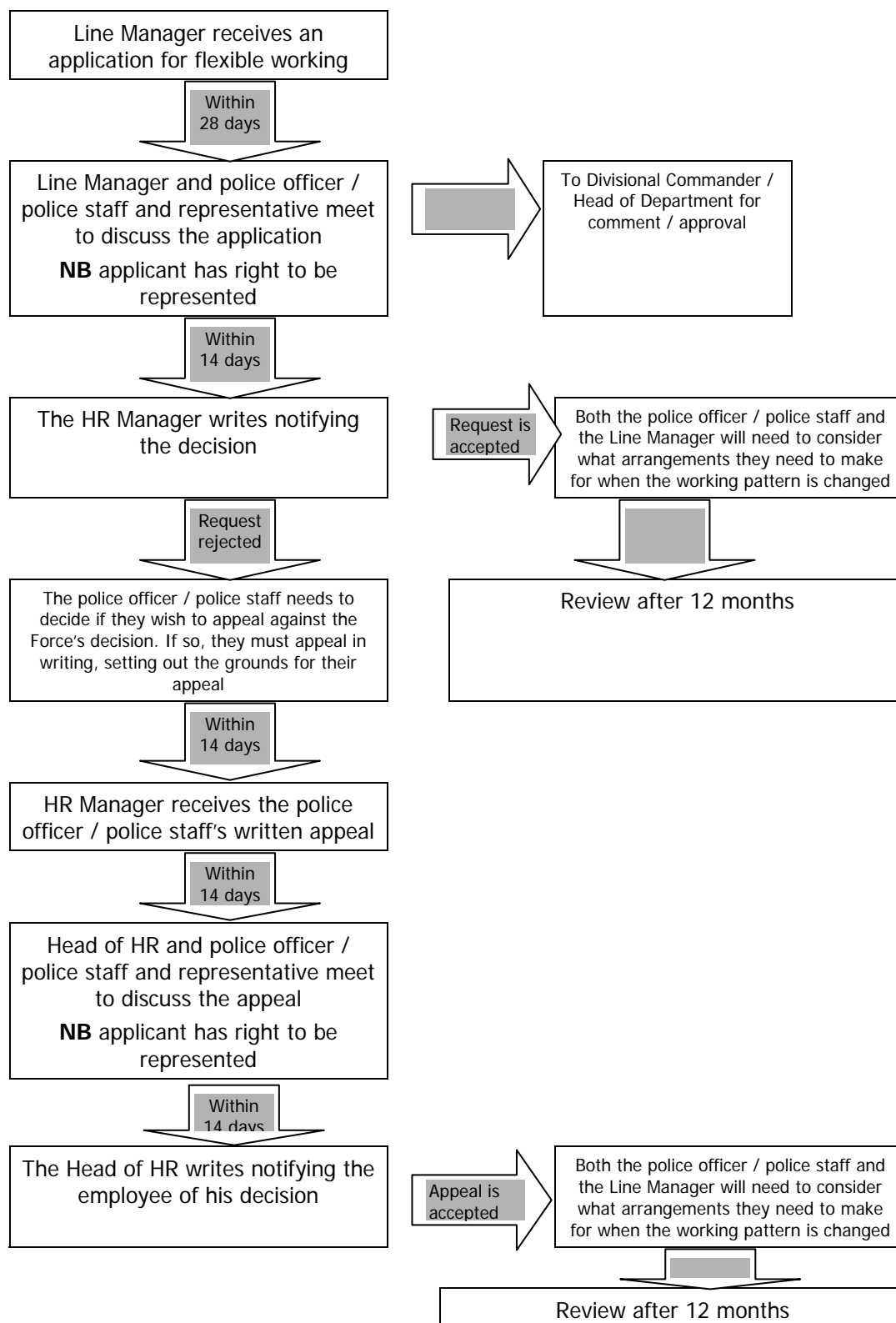
***Delete whichever is not applicable.**

NOT PROTECTIVELY MARKED

APPENDIX E

Summary Flow Chart of Process

How does the process work?



NB. The employer and employee can agree to extend any of these time limits. The Line Manager dealing with the request must record this agreement in writing specifying the period to which the extension relates and the date on which the extension is to end. A copy of the record must be sent to the employee.

APPENDIX F

FULL IMPACT ASSESSMENT (DPP)

Function/Policy Name: Working From Home

Policy Status: Draft for Approval at COG

Policy Owning Department: Human Resources

Head of Department: Tracy Hawthorne

Person completing Impact Assessment: Margaret Waller

Date Completed: 11/6/09

Contact Telephone Number: Ext 23057 Police HQ

You will have already completed Screening Assessment with regard to your policy / procedure / activity.

If your relevance score was Medium or High, you need to complete a Full Impact Assessment.

This template is designed to help you undertake and record that Full Assessment. Please use the Full Assessment Guidance notes to help you complete this document. If you have any questions, the force Diversity Officer can be contacted on Extension 23071

1 IDENTIFY THE MAIN AIMS OF THE POLICY

It is vital to begin the assessment process with a clear understanding of the policy that you are developing/assessing?

Please detail the main aims below:

To allow Police Staff and Police Officers to work at home where possible.

2 CONSIDER THE EVIDENCE

The information you have gathered will help you to make decisions about your policy, and to explain those decisions. The quality of the information used will affect the analysis of the impact of your policy. It is recommended that you seek advice from the Force Diversity Officer to ensure your analysis is valid.

Please detail what the evidence you have collated tells you about that policy or procedure:

The policy is necessary to ensure the fulfilling of requirements placed upon the Force by the Employment Acts 2002 and 2008 regarding Flexible Working.

3 ASSESS ANY LIKELY IMPACT

This stage lies at the heart of the impact assessment process. Your starting point will be any disparities or potential disparities you have identified during the above process. You now need to make a judgement as to whether these amount to adverse impact. This involves systematically evaluating the proposed policy against all of the information and evidence you have gathered and making a reasonable judgement as to whether the policy is likely to have significant negative consequences for a particular diverse group (or groups).

Outline the likely impact below:

There are likely to be positive implications for some groups of staff occupying posts where attendance at HQ or their administrative base is not necessary for the whole of their contracted hours and to encourage worklife balance especially with regard to childcare cover and disability issues.

4 CONSIDER ALTERNATIVES

If your assessment shows that the proposed policy is likely to have an adverse impact on a particular diverse group (or groups), that is, that it will have significant negative consequences for them, you must consider alternatives.

List potential alternatives, the decision taken, and explain the decision:

The impact on other groups ie those in work who are not in one of the above groups will need to be assessed before agreement to Home Working is granted.

5 CONSULTATION OUTCOMES

You will have planned and carried out a consultation process. This is a critical area of policy development and will affect the legitimacy of the policy and the trust of the community we serve.

Please list every person/group/organisation (both internal and external) you have consulted with and the outcomes and view obtained during that consultation:

Internal throughout the Force – every Head of Department and Staff associations and UNISON.

6 DECIDE WHETHER TO ADOPT THE POLICY

Having undertaken consultations and considered alternatives to the policy or alternative approaches to parts of the policy, consider whether this policy should now be adopted.

Is this policy being adopted: explain why and what alterations, if any you will make to the policy

Policy being adopted after consultation clearer requirements to assess the viability of a post for Home Working were added to ensure equitable consideration for each post and post holder.

7 MAKE MONITORING ARRANGEMENTS

This full assessment enables you to scrutinise the policy at its start. It is not possible to know how a policy affects communities until it is in operation. We therefore have to monitor the policy to assess its true impact. You should plan the monitoring arrangement while you are writing the policy.

Please detail the monitoring arrangements that will be established:

Head of HR to monitor requests rejected and accepted.

8 PUBLISHING ASSESSMENT RESULTS

Under the Specific Duty to produce and publish a Race Equality Scheme we have to make arrangements to publish the results of assessments and consultations undertaken on policies identified as relevant. Please refer to the Diversity Officer.

If you feel there is any reason why this Impact Assessment should not be published please detail here, including the reason why:

None.

DECLARATION

I am satisfied that this policy has been fully impact assessed.

I understand the Impact Assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsible for the completion and quality of this process.

Signed:	M A Waller
Job Title:	Human Resources Policy Manager
Dated:	11/6/09
Head of Department Signed:	T Hawthorne
Dated:	11/6/09

Please note this Full Impact Assessment will be scrutinised by the Force Diversity Officer.