



NOT PROTECTIVELY MARKED

# WEST MIDLANDS POLICE

## Force Policy Document

<b>POLICY TITLE:</b>	<b>Reservist Policy</b>
<b>POLICY REFERENCE NO:</b>	<b>HR/20</b>

### Executive Summary.

*This policy supports officers and staff who are Volunteer Reservists' with Her Majesty's Forces through their obligations as an Army, Royal Navy, Royal Air Force or Royal Marines Reservist.*

*Its aim is to give line managers and police staff (including police officers, specials and police staff) a clear understanding of the West Midlands Police Force Policy. All members of the public and communities we serve, all police officers, special constables and police staff shall receive equal and fair treatment regardless of, age, disability, gender, race, religion, belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.*

*Any enquiries in relation to this policy should be directed to Shared Services.*

*\*\*Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.*

### Intended Policy Audience.

*All Police Officers, Police Staff and Special Constables*

<b>Current Version And Effective Date.</b>	<b>V1.2</b>	<b>December 2014</b>
<b>Business Area Owner</b>	<b>Corporate HR</b>	
<b>Department Responsible</b>	<b>Corporate HR</b>	
<b>Policy Contact</b>	<b>Caroline Miller/Tina Fergus</b>	
<b>Policy Author</b>	<b>Caroline Miller</b>	
<b>Approved By</b>	<b>David Wilkin, Director of Resources</b>	
<b>Policy Initial Implementation Date</b>	<b>09/03/2015</b>	
<b>Review Date</b>	<b>09/03/2017</b>	
<b>Protective Marking</b>	<b>Not Protectively Marked</b>	
<b>Suitable For Publication – Freedom Of Information</b>	<b>Yes</b>	

### Supporting Documents

- *Government White Paper - Reserves in the Future Force 2020 (Jul 2013)*
- *The Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005 (Statutory Instrument 859)*
- *Reserve Forces Act, 1996.*
- *Reserve Forces (Safeguards of Employment) Act 1985 (SOE85).*
- *The Reserve Forces (Call-out and Recall (Exemptions etc)) Regulations 1997.*
- *Code of Ethics ([http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf))*

### Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

**Please Note.**

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.**

### **Force Diversity Vision Statement and Values**

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

### **Code of Ethics**

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see [http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf) for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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## 1. INTRODUCTION.

- 1.1. West Midlands Police knows the essential contribution that Reserve Forces make in delivering the nation's security and is committed to supporting **all** staff members who are volunteer reservists or ex-regulars.
- 1.2. This policy sets out the Forces position and explains guidance for line managers and staff members who are or want to become a volunteer reservist, managing time off for training commitments, pay and support for those that are mobilised, demobilised and return to work.
- 1.3. Line Managers should support these commitments where possible and work alongside staff members, ensuring that operational resilience is maintained at all times.

## 2. WHAT IS A RESERVIST.

- **Volunteer Reservists** – These are civilians who give up their time and train alongside the Regular Forces. They may be recruited into the roles of the Royal Naval Reserves, Royal Marines Reserves, Army Reserves, or Royal Auxiliary Air Force.
- **Ex-Regular Reservists** – These are former members of the Regular Forces who retain a liability to be called up. They meet two functions: some are available to provide specialist capability for a limited time after leaving regular service (up to 6 years), while others have a long term liability; all form a strategic reserve in case of national crisis. All male (not female) soldiers enlisted before 1 April 1997 have a statutory liability for service in the Long Term reserve until their 45<sup>th</sup> birthday. Men and Women who enlisted after 1 April 1997 and who serve for a total of 18 years have a liability until the age of 55. Long Term Reservists may be recalled under Section 68 of the Reserve Forces Act (1996), in case of imminent danger. Individuals become exempt after the age of 55, or when 18 years have passed since discharge for regular service in the Army or RAF and after 6 years since discharge from the Royal Navy or the Royal Marines.

## 3. HOW TO BECOME A RESERVIST.

- 3.1. Staff members who would like to join the Volunteer Reserve Forces (VRF) or renew their commitment, must seek permission from their line manager in the first instance and then complete a [Business Interest Application](#) and receive approval before accepting their position.
- 3.2. Once Professional Standards department have approved the Business Interest application, they will update Oracle HR and notify the individual of their decision. Staff members can then give permission to the MOD to write to Shared Service confirming the regiment, rank etc. Once the letter has been received from the Commanding Officer, Shared Services will then update Oracle HR and the personal file. This procedure is known as Employer Notification (EN), it encourages an open and honest relationship between the Volunteer Reservist and the Force.

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- 3.3. Ex-Regular Reservists as described in Section 2 should also notify their line manager if they maintain a statutory liability. Details of their liability should be sent to Shared Service to record on Oracle HR and their personal file.
- 3.4. No staff members are permitted to register as a High Readiness Reservist (HRR) which hold specific skills and can be deployed with 7 days' notice.
- 3.5. Any planned activities including training commitments with the unit must be communicated by the staff member to their line manager as soon as possible to ensure that RMU are fully aware of any abstractions. Please see Section 5 for further details.
- 3.6. If you resign from your position as a Reservist, you must inform your line manager and Shared Services on 8800 5100 so that your records can be updated accordingly.

### **4. RECORDING RESERVIST DETAILS.**

- 4.1. The Force sets an upper limit of 1% for police officers and 1% for police staff and police community support officers who can register as a Volunteer Reservist. Corporate HR will periodically review the upper limit set by the Force and notify Professional Standards accordingly.
- 4.2. This ensures that the Force is able to continue to maintain operational resilience and protect and serve its communities from harm and also support the nation's security.
- 4.3. All staff members have a responsibility to notify their line manager if they have left or intend to leave the VRF. This ensures that the Force maintains accurate records about the individual.

### **5. MANAGING TRAINING COMMITMENTS.**

- 5.1. The Force recognises the importance of training undertaken by Volunteer Reservists and that staff members can develop a wide range of skills and qualities that are both a benefit to the VRF and to the Force.
- 5.2. Volunteer Reservists are typically committed to an average of 24 – 40 days training per year depending upon the Service and specialism. Training tends to take place during evenings, weekends and in one or more continuous periods not exceeding 16 days combined.
- 5.3. Volunteer Reservists should notify their line manager of their annual training commitments at least 3 months before the start of the training year. If the training year takes place in the January then the Force should be notified by 1<sup>st</sup> October (for example). This allows line managers to facilitate work rosters and allow for appropriate planning and absences.
- 5.4. Where training commitments cannot be undertaken in off-duty time (which includes rest days, re-rostered rest days, non-working days) the Force will grant 10 days paid time off for annual camp and/or weekend training during a 12 month period and these arrangements are subject to exigencies of service.

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- 5.5. Once Volunteer Reservist Training leave is granted by the line manager staff members will need to complete a Special Leave application. Should further time off be required staff members should use annual leave, TOIL, flexi, unpaid leave or request to change to a rest day for example.
- 5.6. Additional paid leave is it at the discretion of the Senior Leadership team and is subject to the exigencies of police service. Individuals will need to use their own time to cover the rest of their Reservist training.
- 5.7. Line Managers should not rescind their decision to permit training in duty time unless there are exceptional circumstances. Approval must be obtained please speak to the Senior Leadership team before any decisions are made to withdraw the training.
- 5.8. Reservists who attend training camp must ensure that they rest for more than 11 hours between the end of their training camp and the start of their shift by either using the rest day allocated by their Commanding Officer of their regiment or using their TOIL, leave etc. Staff members may also request to change a rest day and will need to speak to their line manager to agree any changes.

## **6. MANAGING MOBILISATION.**

- 6.1. Mobilisation is the process of calling Volunteer Reservists into full time service alongside Regular Forces. Mobilisation across all the services can vary based on the respective requirements. The maximum period of the mobilisation depends on the scale of the operation and is typically no longer than 12 months. This 12 month period of mobilisation will include pre-deployment training, deployment and recuperation.
- 6.2. Call-out papers for mobilisation can be should be given to the line manager immediately. The MOD aims to give at least 28 days' notice for short notice contingent operations and between 3 and 9 months' notice (depending upon service), for enduring operations (although there is no statutory requirement for a warning period prior to mobilisation) where the Volunteer Reservist will be required to report for mobilisation.
- 6.3. The line manager will meet with the staff member and ensure that:
  - All mobilisation paperwork is completed, including pay, benefits and pension arrangements (see section 6.1).
  - Make a claim for financial assistance, should the department/LPU incur replacement costs etc. (see section 8.0)
  - Discuss any handover and work and return all equipment belonging to the Force.
  - Warrant cards are kept by police officers and specials during mobilisation; however, they should be kept in the UK if they are deployed abroad.
  - Staff members including Police Staff Community Support Officers should return their identification card to Shared Services which will be retained for the period of mobilisation.
  - Arrangements are made for Keeping in Touch with the individual throughout the whole mobilisation period and/or their designated family member should the Reservist request it.
  - During mobilisation should there be any changes to the Reservists status this must be communicated. Consultation will need to take place once the Reservist has returned from mobilisation and in line with the Organisational Change policy.

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### 6.1 PAY DURING MOBILISATION.

- 6.1.1 Salary during mobilisation will be paid for by the MOD. Volunteer Reservists will receive basic pay and any entitled allowances in accordance with their military rank and specialism.
- 6.1.2 The Force will cease all contractual pay, benefits and allowances during the period of mobilisation. The Reservist will take all their pay details to the Mobilisation centre. Any agreed continuation of pay will be through the MOD.
- 6.1.3 Police dog handlers will need to return the police dog during the period of mobilisation. There is no guarantee of the same police dog upon return.
- 6.1.4 Staff members are required to complete a special leave application and submit this to Shared Service who will record this leave as Unpaid Special leave 'Mobilisation'.
- 6.1.5 Should the staff members pay be less than the salary they receive from the Force, they will need to apply to the MOD for the difference to ensure they receive no loss of earnings, this is known as a Reservist Award. The Reservists may also claim certain benefits if the Force ceases to pay for these.

### 6.2 PENSION DURING MOBILISATION.

- 6.2.1 Should the staff member elect to remain a member of their occupational pension scheme and continue to pay their individual contributions during mobilisation they will need to notify Shared Service via the Special Leave application who will then inform Payroll. The Reservist's individual contributions can be deducted from pay and paid by the Armed Forces or the Reservist can make their own arrangements.
- 6.2.2 If we suspend the employer contributions, the MOD will make the employer contributions during the period of mobilisation as long as the staff member elects to remain a member of the Police scheme and continues to make their personal contributions. The contribution will be paid by the MOD. The single Service Adjudication Officer will need to be provided with the details of the employer or pension provider, account numbers and the amount of the contribution. See appendix 2.

### 6.3 SICKNESS DURING MOBILISATION.

- 6.3.1 Should the Volunteer Reservist become sick or injured during the period of mobilisation then they will be covered by the Armed Forces healthcare arrangements until they are demobilised. If the sickness or injury continues and this results in early demobilisation, they will remain covered by the Armed Forces up until the last day of paid military leave.
- 6.3.2 Once this period of pay has ended the staff member will be covered by the [Attendance Management policy](#).

### 6.4 ANNUAL LEAVE DURING MOBILISATION.

- 6.4.1 Staff members should be encouraged to take any outstanding annual leave before the period of mobilisation.
- 6.4.2 Please refer to the [Annual Leave policy](#) on carrying over annual leave.



## **6.5 CONTINUITY OF SERVICE DURING MOBILISATION.**

### **Reckonable Service**

- 6.5.1 Staff members will be granted special leave of absence without pay, from the date they are required to report up to and including the date they return to the Force.
- 6.5.2 Service during periods of mobilisation will be continuous and will count towards reckonable service.

### **Annual Leave**

- 6.5.3 Volunteer Reservists will not accrue annual leave with the Force during the period of mobilisation as they will accrue this with the Armed Forces.
- 6.5.4 For example, a Volunteer Reservist mobilised for 4 months will be entitled to accrue 8 months of annual leave entitlement with the Force during that annual leave year.

### **Sick Pay**

- 6.5.5 Volunteer Reservists will receive full pay from the Armed Forces throughout the period of mobilised service even during periods of illness. Once mobilised service is complete, staff members will be covered by the West Midlands Police attendance management policy.

### **Incremental Progression**

- 6.5.6 Normal incremental progression will continue during the period of mobilisation, and therefore staff members will be paid at the correct rate upon their return to the Force so their pay will be at the same point as if they had remained on pay throughout the mobilisation service.

## **7. APPLYING FOR EXEMPTION/DEFERRAL FROM CALL-OUT.**

- 7.1. The Reserve Forces Act (1996) provides rights to apply for an exemption or deferral and this can be requested by either the Volunteer Reservist or the Force.
- 7.2. The Force can make an application if it considers that the absence of the reservist would cause 'serious harm'. Applications should be made in writing following receipt of the Call-out Notice and up to 7 days following the reservist's reporting for duty date. If following the reporting date circumstances change the Force can make an application.
- 7.3. If the application is not made within 7 days of the reporting date, permission to make a late application must be obtained from the single Service Adjudication Officer who is appointed by the Ministry of Defence (MOD). Their contact details are contained within the Call Out Notice and can be provided by the Reservist.
- 7.4. Applications can be sent via email, post or by fax. All requests should be dealt with by the Head of the Department or LPU Commander.
- 7.5. The Head of the Department or LPU Commander will need to provide as much information about the Reservist who is being mobilised, such as, name, address, payroll number, National Insurance number, address of West Midlands Police, the role they perform, the effect the absence will have and the grounds of the exemption or deferral. This is then sent to the relevant single Service Adjudication Officer.

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- 7.6. Should the Force not agree with the decision by the Adjudication Officer, the Head of Department or LPU Commander can appeal for the application to be re-heard at an independent Reserve Forces Appeal Tribunal within 5 days of notification.
- 7.7. The Form of Appeal can be obtained from the Reserve Forces Appeals Tribunal by calling: 0161 8336130 or email: rfat@hmcts.gsi.gov.uk.
- 7.8. Details of where to send the applications for exemption or deferral can be found at Appendix 1.

## 8. FINANCIAL ASSISTANCE.

- 8.1. The Force can claim an Employers Financial Assistance Award in accordance with the Reserve Forces (Call Out and Recall) (Financial Assistance) Regulations 2005 if a Volunteer Reservist is being mobilised, to help cover costs of replacing them.

- 8.2. There are 3 types of award available:

### 8.3. One off Costs

- Agency fees, if a recruitment agency or employment agency is used to find a temporary replacement; or
- advertising costs

### 8.4. Recurring Costs

- Overtime costs, if other employees work overtime to cover the work of the reservist (by the amount that such costs exceed earnings of the reservist);
- Costs of temporary replacement (by the amount that such costs exceed earnings of the reservist);

### 8.5. Training Costs

- If a reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded).

- 8.6. Re-training costs may be reclaimed where the reservist needs to undertake training for the performance of his/her employment on return from mobilisation.

- 8.7. These might be one off costs such as advertising or recruitment agency costs or additional recurring costs such as overtime costs, if other staff members cover the work of a Volunteer Reservist. Overtime costs are capped at £110 a day.

- 8.8. Line Managers are encouraged to make a claim on behalf of the Force, details of which can be found in the mobilisation pack provided to the staff member. You will need to complete a claim form and provide the evidence as the form describes. Claims will then be considered by the single Service Adjudication Officer, details of which can be found at Appendix 1.

- 8.9. The last claims, other than a training award, must be made within four weeks of the last day of permanent service unless the Adjudication Officer agrees to an extended period. A claim for a training award must be made within 8 weeks of the reservist completing the relevant training and the training must be completed within 6 months of the reservist return to employment.

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8.10. For guidance on the provision of financial assistance please see appendix 2.

**9. DEMOBILISATION.**

9.1. Following the demobilisation process but before the reservist's last day in permanent service the Reservist is entitled to a period of Post-Operational Tour Leave (POTL) that they have accrued during mobilisation. During this period they will be continued to be paid by the MOD. Reservists are encouraged to take this leave but should they wish to return to work early they may do so only with the written permission of their Commanding Officer. The decision to return to work before the last day in permanent service will affect their pay from the MOD and may affect any financial assistance being paid to the employer and reservist.

**10. RETURN TO WORK.**

10.1. The Force has an obligation under Reserve Forces (Safeguarding of Employment) Act 1985 (SOE85) to reinstate the staff member once they have returned from mobilisation, where possible to their former role and on the same terms and conditions prior to mobilisation.

10.2. The Reservist must write to their Line Manager within 21 days within the period between the end of their permanent service and the third Monday after that date requesting reinstatement and confirm the date that they wish to return to work.

10.3. The Reservist must return to work no later than the 6th Monday after the last day of permanent service.

10.4. For example a Reservist returns back from mobilisation to the UK where he/she commences POTL, at this point the Reservist will need to make contact with their line manager regarding their return to work.

10.5. If the Reservist is off sick then they must write to their Line Manager as soon as reasonably possible after the 21<sup>st</sup> day.

10.6. The Reservist may be required to attend a medical with Occupational Health prior to their re-instatement with the Force.

10.7. The Reservist will be required to declare any incidents of any changes to their circumstances for example i.e. dishonesty, criminal nature etc. If the individual does not declare any changes to their circumstances upon their return they may be subject to misconduct or disciplinary proceedings.

10.8. The Force reserves the right to contact the MOD on an ad hoc basis to confirm an individual's status.

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**Police Officer**

- 10.9. A police officer's rank and pay point will be protected for the duration of the mobilisation.
- 10.10. Where possible, return to duty on the LPU/department location will be as at the commencement of the mobilisation, but this cannot be guaranteed as it will be in line with force requirements (post vacancies) at the time of return.

**Police Staff**

- 10.11. A staff member where possible will retain their previous grade and rate of pay, (updated with any national pay awards).
- 10.12. The Force will endeavour to identify employment of a broadly suitable similar nature and level, but this cannot be guaranteed, as it will be in line with force requirements (post vacancies) at the time of return.

**11. RESERVIST CHAMPIONS.**

- 11.1. To ensure that the staff member has a smooth integration back into the work place from a period of mobilisation, line managers should:
- Appoint a Reservist Champion/or contact who will provide additional support once they have returned from mobilisation ensuring that there is a smooth integration in the workplace.
  - Provide the staff member with an update in changes/developments that have occurred in the workplace during their period of mobilisation.
  - Provide specific training/refresher courses where necessary.
  - Encourage informal get together's with colleagues before or soon after they return to work.
  - Discuss any health concerns and if necessary refer to Occupational Health.

**12. AFTERCARE AND SUPPORT.**

- 12.1. There are number of After Care and Support services that are available are as follows:

SaBRE – Supporting Britain's Reservists & Employers

[www.sabre.mod.uk](http://www.sabre.mod.uk)

Telephone: 0800 389 5459

Veterans Contact Point – Armed Forces Centre  
The Horsa Building  
Bentley Road  
Nuneaton  
CV11 5LR [contactus@veteranscontactpoint.co.uk](mailto:contactus@veteranscontactpoint.co.uk)

Telephone No: 02476 343793

Mobile No: 07553 599737

- [The Royal British Legion](#)

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Please click on the above link

- [Royal Navy Community](#)

Please click on the above link.

- [Army Welfare Service](#)

Please click on the above link.

- [Forces Help RAF](#)

Please click on the above link.

- [Naval Families Federation](#)

Please click on the above link.

- [SSAFA](#)

Please click on the above link.

- [Service Personnel and Veterans Agency](#)

Please click on the above link.

- [Confederation of British Service and Ex-Service Organisations'](#)

Please click on the above link

- [Combat Stress](#)

Please click on the above link

Veterans and Reserves Mental Health Programme based at the Reserve Training and Mobilisation Centre (RTMC), Chilwell, Nottinghamshire.

Telephone: 0800 032 6258.

**13. EQUALITY IMPACT ASSESSMENT (EQIA).**

13.1. The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

*Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.*

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**14. HUMAN RIGHTS.**

14.1. This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

**15. FREEDOM OF INFORMATION (FOI).**

15.1. Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 1.2 of this policy has been GPMS marked as Not Protectively Marked.

15.2. Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number

**16. TRAINING.**

**17. PROMOTION / DISTRIBUTION & MARKETING.**

17.1. The following methods will be adopted to ensure full knowledge of the Policy:

- The policy will be published on the HR intranet site.
- The policy will be published on the Policy Portal
- A Message of The Day will be issued

**18. REVIEW.**

18.1. The policy business owner, Corporate HR maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

18.2. The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

18.3. A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

18.4. Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.

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CHIEF CONSTABLE

19. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
1.2	December 2014	New policy drafted in response of the White Paper 2020 'Valuable and Valued'.	Caroline Miller
1.2	09/03/2015	Policy signed by CC – now live. Have included signature and policy ref no.	56408 Couchman

### Adjudication Officers

Applications for exemption or deferral should be made either:

- The person specified in the Call-out notice.
- The Adjudication Officer at the Mobilisation Centre.
- The Adjudication Officer appointed for the service in which the Reservist will serve, at one of the addresses below:

#### Army

Army Adjudication Officer  
Army Reserves Manning and Career Management Operations (Mail Point 588)  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow  
G2 8EX  
Tel: 0141 2245123  
Fax: 0141 224 2689  
E-mail: [APC-CMOps-Mob-SO2@mod.uk](mailto:APC-CMOps-Mob-SO2@mod.uk)

#### Royal Navy/Royal Marines

Royal Navy/Royal Marines Adjudication Officer  
Fleet Headquarters  
Leach Building (MP 3-4)  
Whale Island  
Portsmouth  
Hampshire  
PO2 8BY  
Tel: 02392 623527  
Fax: 02392 625736  
E-mail: [NAVYLEGAL-RESERVESADJSO2@mod.uk](mailto:NAVYLEGAL-RESERVESADJSO2@mod.uk)

#### Royal Air Force

RAF Adjudication Officer  
C/O Imjin Barracks  
Innsworth  
Gloucester  
GL3 1HW  
Tel: 01 242 682545  
Fax: 01242 682510  
E-mail: [AIRA1-GCAdj@mod.uk](mailto:AIRA1-GCAdj@mod.uk)

#### Appeals

If you disagree with an Adjudication Officers decision, an appeal can be directed to:

The Secretary  
Reserve Forces Appeals Tribunal  
Alexandra House  
14-22 The Parsonage  
MANCHESTER  
M3 2JA  
Tel: 0161 8336130



## Financial Support Available to the Force

### Financial Assistance Additional Costs

Financial assistance is available to cover certain additional costs of replacing the reservist if they are mobilised. These include an award to cover the additional salary costs incurred that include, for example:

- a. overtime, if other employees are used to cover the work of the Reservist;
- b. salary costs of a temporary replacement, if they exceed the usual cost of the Reservist employee's salary.

The maximum amount that can be claimed for additional costs is currently set at £110 per day. The MOD will pay this award for every working day that the employee is mobilised, and this will normally be paid a month in arrears.

### Financial Assistance Non-recurring Costs

Certain one-off costs may be claimed including:

- a. Agency fees, if a recruitment or employment agency is used to find a replacement.
- b. Advertising costs to find a temporary replacement.

There is no maximum amount that can be claimed for such non-recurring costs, but claims must be supported with invoices and bills.

### Financial Assistance for re-training

Re-training costs can be re-claimed when an employee returns to work following mobilisation if the training is essential for the reservist to carry out their duties. In order to make a claim the Force will need to demonstrate that the reservist needs the training as a result of having been mobilised. There is no cap on the amount that can be re-claimed, but evidence of costs will need to be provided.

### Pension Contributions

A reservist who is called out is entitled to remain a member of their occupational pension scheme. If the employer suspends the employer contribution, the MOD will pay this contribution provided that the reservist elects to remain in the scheme and agrees to continue to pay their contribution.

### How to make a claim

If the reservist employee is mobilised, an information pack will be sent by the MOD or given to the reservist to forward to the Force. This will outline details of how to start the process to apply for financial assistance and the Adjudication Officer that should be contacted (see appendix 1 for contact details).

### Timings

The latest that a claim should be made, other than a training award, is within 4 weeks of the date of the reservist's last day of permanent service. The training award must be claimed within 8 weeks of the reservist completing the training, and the training must ordinarily be completed within 6 months of the date of the reservist's last day of permanent service. If training is not available at this time, notify the Adjudication Officer within the initial 6 month period, and then you may be authorised to claim within 12 months.

### Available to Reservists

#### Financial Support for Loss of Earnings and Benefits

If Force pay is higher than Reservist pay when mobilised, the reservist can claim the difference. The Reservist may also be able to claim the cost of replacing certain benefits in kind that the Force may suspend while mobilised. These include:

- a. Health insurance or medical care
- b. Life insurance paid by the Force
- c. Housing Allowance
- d. Other benefits provided by the Force

The overall amount that can be claimed for in both earnings and benefits is subject to a cap of £548 per day.

#### Financial Support – Claim for Certain Allowable Expenses

Any claim for allowable expenses must be in circumstances where the costs arise directly as a result from mobilisation and are not already being incurred.

These expenses do not count towards the cap and include:

- a. Cost for care of dependant children.
- b. Costs for care of a dependant relative.
- c. Costs for the care of a pet.
- d. Extra insurance for leaving your home empty.
- e. Essential maintenance on your home.

#### Pension and Compensation Benefits

When mobilised the reservist will be asked to opt for one of two pension arrangements:

- a. to can remain in your civilian occupational or personal pension scheme and continue paying your contributions
- b. or you can join an Armed Forces Pension Scheme.

### How to make a claim

When the reservist employee is mobilised, they will receive an information pack. This will outline details of how to start the process to apply for financial assistance through their Unit or Mobilisation Centre.