

RECUPERATIVE AND ADJUSTED DUTIES POLICE OFFICERS POLICY

Executive Summary

At West Midlands Police (WMP), we rely on the contribution of everyone to deliver a service that underpins our professional reputation, enhances public perception of our legitimacy and gives confidence to the communities we serve. It is therefore essential that we ensure that all colleagues are deployed effectively and their skills and experience are maximised.

As part of a Force-wide initiative, this policy has been created for police officers on recuperative duties (temporary restrictions following absence, injury or illness) and adjusted duties (permanent restrictions, subject to annual review).

Recuperative Duties is defined as duties falling short of full deployment, undertaken by a police officer following an injury, accident, illness or medical incident, during which the officer performs restricted duties to assist their recovery. They are intended to be structured, time limited, supportive and rehabilitative, up to a maximum period of 12 months.

Adjusted Duties is defined as duties falling short of full deployment, in respect of which workplace adjustments (including reasonable adjustments under the Equality Act 2010) have been made to overcome barriers to working. For an officer to be placed on adjusted duties, they must:

- a) be attending work on a regular basis;
- b) be working the full number of hours for which they are paid (in either a full time or part time role).

The policy therefore seeks to:

- Ensure that during a period of recuperation, and/or where permanent adjustments to duties are required, officers are fully supported in order to retain their skills and experience within the workplace with relevant welfare and wellbeing assistance.
- Provide officers with the ability to undertake meaningful work fully and effectively during recuperation and ensure that officers are deployed effectively in line with Force priorities and demands to ensure operational delivery.
- Ensure that recuperative postings are managed fairly, supportively and with a consistent approach in line with the requirements of the Equality Act 2010.
- Explain the procedural steps in managing recuperative postings.

Authorised Professional Practice (APP)

- This policy has been checked against APP and there is none in relation to the subject matter of this policy.

Policy Statements:

- This policy applies to all West Midlands Police officers and Special Constables regardless of rank.
- This policy does not apply to:
 - Police Staff
 - Volunteers
 - Apprentices (excluding student officers)
- The provisions within this policy apply to you if:
 - You require a period of recuperative duties,
 - The period of recuperation required is a minimum of 3 months, subject to ongoing review

- Your skills, knowledge and experience are suitable for a proposed temporary posting
- Your recuperative duties/restriction can be accommodated in an alternative role on a temporary basis.

OR

- You require adjusted duties, and
 - Your adjusted duties Winsor category (refer to appendix 2 for categories) cannot be supported in your substantive role.
- Recuperative duties are a time limited, supportive measure, to enable you to remain in the workplace following an injury, accident, or illness, or to return back to the workplace following a period of sickness.
 - The duration of the recuperative duties will depend on your individual circumstances, and will usually run for 3-6 months, with the ability for Occupational Health to extend the duration of any recuperative duties to 12 months in exceptional circumstances.

(NB it is acknowledged that following the COVID-19 pandemic and associated demand, NHS wait times have increased, resulting in treatment delays. There may be, therefore, exceptional circumstances whereby the 12-month period is extended further, or an adjusted duty categorisation is applied).

- Generally speaking, that recuperative postings in line with this policy will apply where the period of recuperation is likely to be 3 months or more. This is to provide a reasonable timeframe for the officer to settle into the recuperative posting and to familiarise themselves within the team, role and activities they will be performing.
- All postings falling within the parameters of this policy will be subject to Occupational Health advice.
- Recuperative postings will provide you with a meaningful role that delivers against the Force's and department's objectives and priorities whilst supporting your rehabilitation.
- Responsibility for identifying postings for officers requiring recuperative duties will be managed by WMP postings function within our Workforce Planning team in consultation with Employee Relations, Occupational Health and the Police Federation.
- Recuperative postings will be determined based on the requirements of your recuperation, operational demand and other relevant factors where possible e.g. location. We will work with you to discuss possible options but can't always guarantee your preference.
- Any reasonable adjustments required will be considered and will be supported within the recuperative posting.
- No compulsory change of shift pattern will be required to facilitate a recuperative posting and unless requested, the shift pattern of your substantive posting will remain.
- Any existing flexible working arrangements will be honoured for the duration of the recuperative posting.
- Due to the temporary nature of the posting, we will not identify recuperative postings which require a higher level of vetting or security clearance.

- Your basic pay will remain the same during your recuperative posting. Your allowances, e.g. unsocial hours will only remain payable if you are working during the relevant timeframe.
- If the recuperative posting is at a different location to your usual place of work, this will become your usual place of duty.
- Any recuperative duties postings will be temporary for the purpose of supporting your rehabilitation, and the expectation is therefore that you will return to your substantive posting once your recuperation concludes.
- Day to day support and line management will be provided by your temporary manager. However, your ongoing line management, wellbeing support, OH referrals, WMP conversations etc will be maintained by your substantive line manager.

PROCEDURE

- This process will be managed via Occupational Health (EOAPS system) and Shared Services (Oracle Fusion System) and relevant prompts will be sent to both your line manager and you

RECUPERATIVE DUTIES

- As part of usual attendance or welfare discussions, where appropriate the line manager will discuss the possibility of recuperative duties, and recuperative postings.
- Line Manager makes a referral to Occupational Health, within which they will request a discussion about a recuperative posting where the period of recuperative duties is likely to exceed 3 months.
- Occupational Health will undertake the assessment, provide advice regarding recuperative duties, including type, duration, restrictions and whether a recuperative posting is clinically appropriate. Occupational Health may seek medical advice from your GP or medical specialist where indicated and with your consent.
- Where the recuperation is likely to exceed 3 months, a schedule indicating the type of activities the officer can undertake during the recuperation phase will be provided to the posting team to ensure informed decisions are made. The officer will also have a copy of the schedule. The schedule will identify functional capability and will not include reference to medical conditions or confidential information.
- The management report will be shared with the line manager in the first instance, and only the relevant management information regarding the functional assessment to inform the posting decision will be shared with the Workforce Planning Team.
- Workforce Planning will liaise with the departments to confirm suitable recuperative posting.
- Workforce Planning will share details of the recuperative posting with the Substantive Line Manager.
- The substantive line manager will advise the officer of the posting, including the start date and anticipated end date. Whilst the posting doesn't attract a 28 day notice period, a reasonable period of notice will be given where possible.
- The substantive department will only be permitted to backfill the role on a temporary basis, unless there are specific and exceptional circumstances*. If this is the case, this will be discussed with you prior to your recuperative posting commenced.

**Exceptional circumstances may include where the recuperative posting is anticipated to be 12 months or more, and/or where the role is deemed as critical, with a specific training requirement. Scrutiny and oversight will be provided via the Workforce Planning Team.*

- Please see appendix one for the process flow chart.

ADJUSTED DUTIES

- Where posting permanently adjusted officers in line with this policy, this would only be considered where the officers allocated restriction category differs to that of the posting category, sometimes referred to as a mismatch.
- For example, if an officers winsor category is C, however the role they are posted to is a B, this will not be the most appropriate posting to facilitate the requirement of the restriction whilst also balancing operational need.
- Where a mismatch is identified, Workforce planning will review all vacancies at the appropriate winsor category.
- Where an appropriate adjusted duties posting is identified, this will become the officers new substantive posting.
- Once agreed, and subject to continued satisfactory performance in the role, adjusted duties arrangements could be long term, depending on the needs of the force and the officer, but will be subject to on-going review, with a management review being held on at least an annual basis or if there is a significant change in individual or organisational circumstances.

APPEALS/RAISE A CONCERN

APPEALS (RECUPERATIVE POSTINGS)

- There is no formal right of appeal against a recuperative posting as the posting will have been identified in consultation with a number of relevant stakeholders, specifically Occupational Health.
- However, if you have concerns relating to the fairness of the posting decision or there is specific information that the posting team were not aware of (e.g. medical information, flexible working requirements, dependent care consideration, travel time etc) you can send your concerns for review by the postings team.

Definitions/Acronyms:

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Adjusted Duties is defined as duties falling short of full deployment, in respect of which workplace adjustments (including reasonable adjustments under the Equality Act 2010) have been made to overcome barriers to working. For an officer to be placed on adjusted duties, they must:

a) be attending work on a regular basis;

b) be working the full number of hours for which they are paid (in either a full time or part time role).

Winsor category/Role category: Within WMP, all Police Officer roles have been assessed and allocated a Winsor categorisation from A to E (refer to Appendix 2 for categories), the purpose of which is to define the level of restriction that can be supported within in the role, measured against that of a fully deployable officer.

Personal category – The restriction category allocated to the officer, either on a temporary (recuperative) or permanent basis (adjusted), as assessed by Occupational Health.

Publication Instructions:

- Suitable for publication to public

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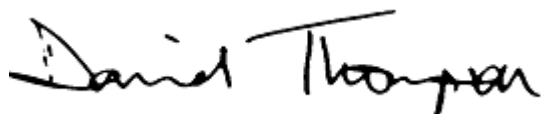
Policy Author: Amy Smith, Head of Employee Relations & Wellbeing & Sumita Sopariwala, Employee Relations Manager

Business Area Owner: Business Partnering

Department Responsible: Employee Relations

Any enquiries in relation to this policy should be made directly with the policy author shown above.

Force Executive Approval:



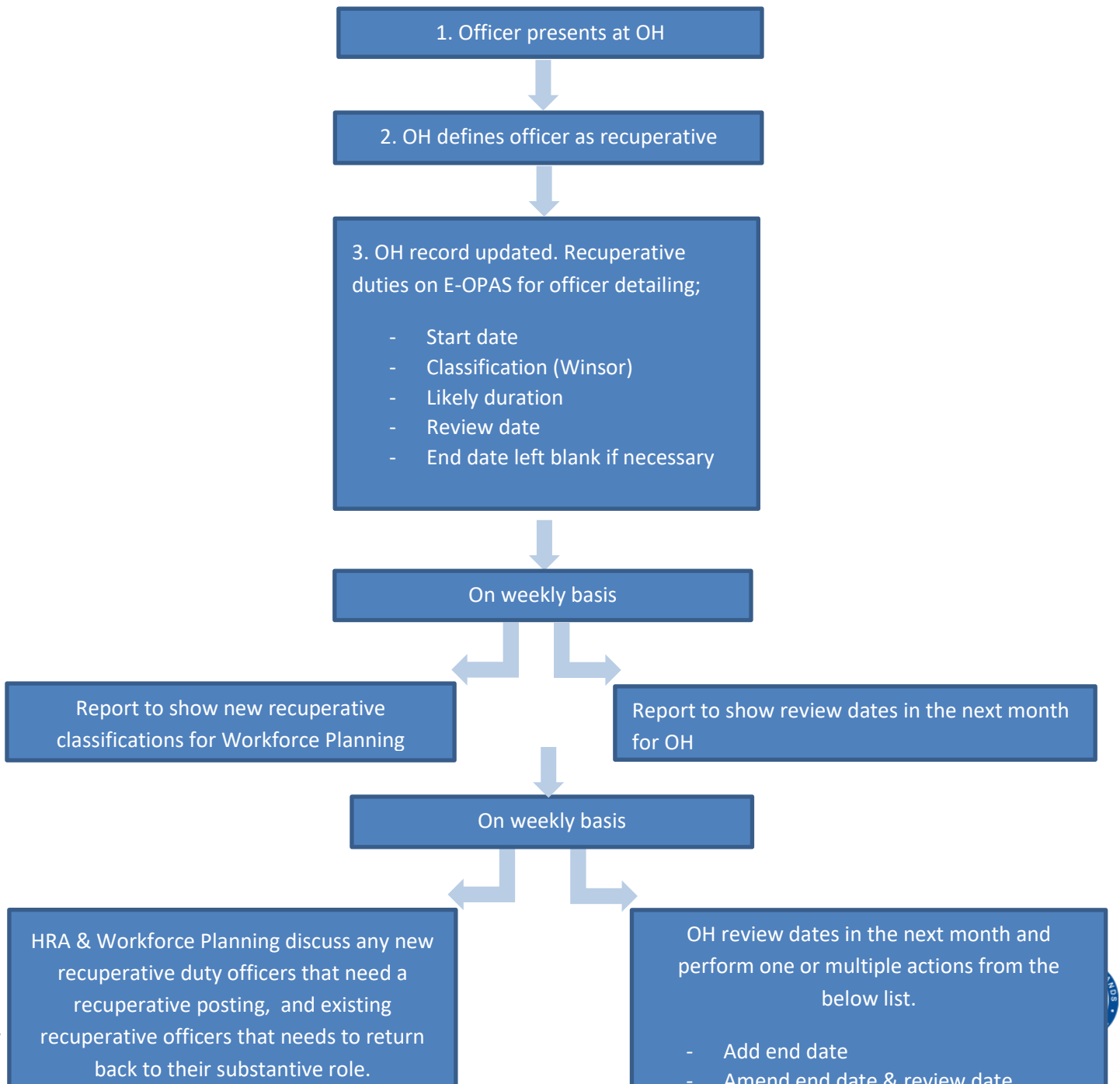
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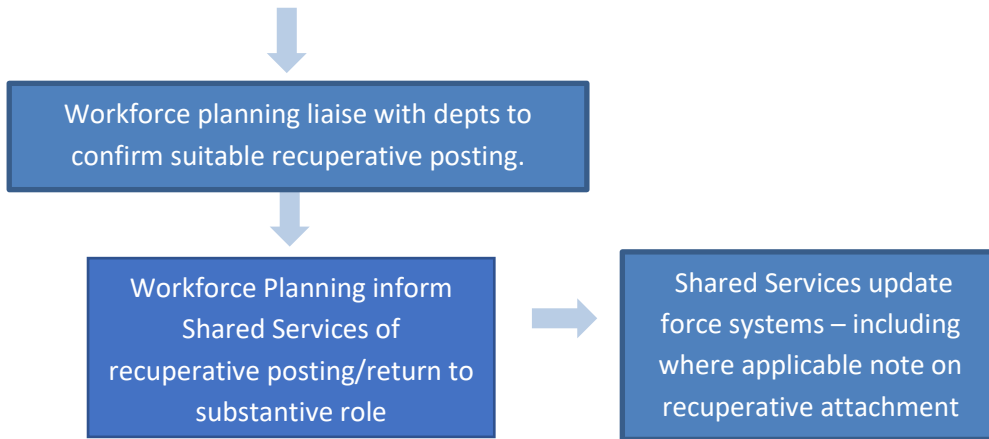


Version	Date Reviewed	No change / Minor Changes / Major Changes (<i>detail</i>)	Amended / Agreed by	New review date

Monitoring and Review

Appendix One: Recuperative duties process – police officers





Appendix 2 – WINDSOR ADJUSTED DUTIES CATEGORIES

A	Fully Fit
A1	As per A but no driving of Response vehicles
A2	As per A but no public order training
B	Full duties, but not able to work full shifts
B1	As per B, but no driving of Response vehicles
CVC	No verbal confrontation, but able to work full shifts
CPC	No physical confrontation, but able to work full shifts
C	No verbal/physical confrontation, but able to work full shifts
CVC1	No verbal confrontation, but able to work full shifts, plus NO driving of marked vehicles
CVC2	No verbal confrontation, but able to work full shifts, plus NO driving of any fleet vehicles
CPC1	No physical confrontation, but able to work full shifts, plus NO driving of marked vehicles
CPC2	No physical confrontation, but able to work full shifts, plus NO driving of any fleet vehicles
C1	No verbal/physical confrontation, but able to work full shifts, plus NO driving of marked vehicles
C1	No verbal/physical confrontation, but able to work full shifts, plus NO driving of any fleet vehicles
DVC1	No verbal confrontation and NOT able to work full shifts, plus NO driving of marked vehicles
DVC2	No verbal confrontation and NOT able to work full shifts, plus NO driving of any fleet vehicle



DPC1	No physical confrontation and NOT able to work full shifts, plus NO driving of marked vehicles
DPC2	No physical confrontation and NOT able to work full shifts, plus NO driving of any fleet vehicle
D1	No verbal/physical confrontation, NOT able to work full shifts, plus NO driving of marked vehicles
D2	No verbal/physical confrontation, NOT able to work full shifts, plus NO driving of any fleet vehicles
E	Non operational/confrontational - no public contact