

## TRAFFORD COUNCIL

**Report to:** Employment Committee  
**Date:** 14<sup>th</sup> September 2015  
**Report for:** Approval  
**Report of:** Acting Director of HR

### Report Title

**Employer Supported Policing – Proposed Policy and Scheme Launch**

### Summary

**This report provides an outline of the Employer Supported Policing scheme, including benefits and proposes that the Council implements a supporting policy and scheme launch.**

### Recommendations

**Employment Committee is recommended to approve the introduction of an Employer Supported Policing policy and note the proposal for launching the scheme.**

Contact person for access to background papers and further information:

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Background Papers:

Relationship to Policy Framework/Corporate Priorities	These proposals align with the council's Corporate Priorities in respect to 'Low Council Tax and Value for Money' and 'Safe Place to Live – Fighting Crime'.
Financial	Minimal financial impact – staff will be released for paid leave in most cases without backfill.
Legal Implications:	None
Equality/Diversity Implications	An Equality Impact Assessment is being undertaken in line with the Equality Framework.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	Staff will be released for paid leave in most cases without back-fill, though in some services cover

	may be required.
Risk Management Implications	None
Health & Wellbeing Implications	The introduction of such a scheme brings the benefit of improved staff morale and motivation, which in turn positively impact health and wellbeing.
Health and Safety Implications	None

## 1.0 BACKGROUND

1.1 Trafford Council has a Special Leave for Public Duties policy, which gives provision for staff to take paid leave for the following activities: Magisterial duties; Member of another Local Authority or Health Authority; School/College Governing Body, and; attending court. Most recently as part of the work of the Trafford Armed Forces Community Covenant, the Council introduced a Reservist policy. This policy includes provision for Reservists to take up to 10 days' special leave for training activity.

## 2.0 THE EMPLOYER SUPPORTED POLICING SCHEME

2.1 The Special Constabulary is a force of trained volunteers who work with and support their local police. 'Specials', as Special Constables are known, all volunteer a minimum of four hours a week to their local police force, forming a vital link between the regular (full-time) police and the local community. Once they have completed their training, they have the same powers as regular officers and wear a similar uniform.

2.2 Employer Supported Policing (ESP) is an effective partnership between employers, their staff, the police service and the community to support special constables in their duties to increase public safety and confidence.

2.3 The scheme seeks organisations and businesses to support staff undertaking the role of Special Constable. The scheme currently has 5 different options for the provision of support, allowing different organisations and businesses both large and small to select a level of support to which they can commit. The levels range from simply promoting recruitment of Special Constables through to full release for training and the additional monthly release of 8 hours for duties. However, the scheme is soon to change, moving away from a set of options, to the position where employers can determine themselves the level of support they wish to offer.

2.4 It is proposed that the Council provides support in respect to:

- Paid special leave for volunteering duties;

- Paid special leave for Special Constabulary training (initial and on-going);
- Having a published Special Constabulary policy supporting Special Constabulary duties and training and;
- Promoting the Special Constabulary to employees to encourage them to consider joining.

For Special Constables currently with Greater Manchester Police, the commitment to initial training is mostly at the weekends and evenings; however, there is also a requirement to attend a mid-week course and there will be an element of on-going training in future years.

It is therefore proposed that up to 10 days' paid special leave (pro-rata for part-time staff) per annum is provided for staff undertaking the role of Special Constable, providing a considerable contribution towards their volunteering and training commitments.

This provision mirrors that already in place for Reservists and a draft policy can be found at Appendix 1.

### **3.0 BENEFITS OF EMPLOYER SUPPORTED POLICING**

#### **3.1 To Staff/Specials**

- Professional development.
- Enhancing skills and training, valuable for career progression.
- Giving something back to the community.
- Fulfilment and improved relationship with employer – more flexibility for supporting time for volunteer work.

#### **3.2 To Trafford Council**

- Supporting our local community; Trafford staff working in Trafford.
- Staff development at little or no cost.
- Improved staff morale and motivation.
- Greater staff retention.

#### **3.3 To the Community**

- Increased direct engagement with local police.
- Increased reassurance due to more visible policing on the street.
- Increased public confidence.
- Greater resources for tackling crime and disorder, resulting in lower levels of crime and higher sense of security.

#### **3.4 To the Police**

- Improved recruitment and retention.

- Wider pool of resources available.
- Potential rise in public reassurance and confidence.
- Positive marketing opportunity.
- More integration with community and local businesses.

#### **4.0 SCHEME LAUNCH**

4.1 We will launch our policy and at the same time promote the Employer Supported Policing scheme to encourage staff to sign up to volunteer as Special Constables.

4.2 The launch can take place in October and can include:

- Road-shows where GMP promote the scheme at key administrative buildings.
- Should there be sufficient staff seriously interested in becoming a Special Constable, then GMP will arrange a bespoke session for Trafford staff in work's time, to give detailed information about the scheme. Anyone who wants to submit an application to become a Special Constable must first attend such a session (normally a public open evening).
- An article in the quarterly National Specials magazine, promoting the fact that the Council has signed up to the scheme. We are aware of 3 employees who are currently Special Constables, or are undertaking training and we could feature them if they are willing. The next edition is due to be published in late October.

#### **5.0 PROMOTING THE SCHEME TO PARTNERS**

5.1 It is proposed that once the Council has a scheme and supporting policy in place, we then, together with GMP, encourage other authorities and public sector partners within GM to adopt such a scheme so that we collectively support policing. We should also use our influence to engage Trafford businesses to consider putting a scheme in place.

#### **6.0 RECOMMENDATIONS**

Employment Committee is recommended to:

6.1 To note the benefits of Employer Supported Policing.

6.2 To approve the implementation of the policy and note the plans for the scheme launch.

**Employer Supported Policing Policy**  
For All Staff Employed By Trafford Council  
(Other than Teaching and Support Staff employed through the Governing Body of a School)

**1. Introduction**

Trafford Council is supportive of the Employer Supported Policing scheme as it recognises that having employees volunteering as Special Constables can make the community a safer place and supports the aims of our local police force. Staff undertaking a Special Constable role will also develop skills and experience that may be used within their role within the Council.

**2. Purpose**

This policy details what Employer Supported Policing is and the level of support the Council is committing to it.

It details the amount of paid special leave Council employees can take on an annual basis to volunteer as a Special Constable and how they request this leave.

**3. Scope**

This policy covers all employees of Trafford Council with the exception of Teaching and Support Staff employed by Schools.

This policy should be read in conjunction with the following Council document:

- Special Leave for Public Duties Policy.

**4. What is Employer Supported Policing?**

Employer Supported Policing (ESP) is an effective partnership between employers, their staff, the police service and the community to support special constables in their duties to increase public safety and confidence.

The Special Constabulary is a force of trained volunteers who work with and support their local police. 'Specials', as Special Constables are known, all volunteer a minimum of four hours a week to their local police force, forming a vital link between the regular (full-time) police and the local community. Once they have completed their training, they have the same powers as regular officers and wear a similar uniform.

The scheme seeks organisations and businesses to support staff undertaking the role of Special Constable with different levels of commitment.

## **5. Trafford Council's Commitment**

The Council is committed to providing support as follows:

- Paid special leave for volunteering duties;
- Paid special leave for Special Constabulary training (initial and on-going);
- Having a published Special Constabulary policy supporting Special Constabulary duties and training and;
- Promoting the Special Constabulary to employees to encourage them to consider joining.

## **6. Eligibility**

Employees are only eligible for support if they are training to become or are a qualified Special Constable. Leave can only be granted if the employee is meeting the minimum volunteering duties/shift requirements of the Special Constabulary. When an employee ceases to be a Special Constable, their eligibility for the leave ceases.

## **7. Time Off for Special Constable Duties**

Employees who volunteer as a Special Constable are granted up to 10 days' paid special leave per annum (pro-rata for part-time employees). This leave is in order for them to undertake Special Constabulary training (initial and on-going) and volunteering duties. This leave is only to be taken when a Special Constabulary shift coincides with an employee's normal working week and cannot be used to take time off in lieu for having worked a Special Constabulary shift outside of normal working hours.

### **7.1 Requesting Time Off**

Employees should request the leave using MiTrent, or, if they do not have access to MiTrent, they should use the 'Special Leave Request form', which can be accessed on the Intranet under Human Resources/The Place to Work. Employees must provide their manager with supporting documentary evidence that they are undertaking Special Constable training or duties.

Where more leave is required during the year to undertake Special Constable duties or training, which is during work time, employees can use their annual leave entitlement, flexi time and time off in lieu (where relevant) or request unpaid leave.

When requesting any type of leave to attend training or undertake duties, employees should give as much notice as possible, to allow appropriate planning for absences. Managers will try to accommodate requests, wherever possible, taking into account the operational needs of the service.