



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Employer Supported Policing Scheme

Cynllun Plismona a Gefnogir gan y Cyflogwr

**Os hoffech dderbyn gohebiaeth mewn perthynas â'ch
cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD
dynodedig**

Version	Date	Action
Version 1	July 2022	Draft Policy

1. Introduction

Volunteering gives employees the chance to build connections with their local communities and give back to society while working on projects they feel passionate about. They also gain the opportunity to develop key soft skills in areas such as coaching, leadership and organisational abilities. Further benefits have been found to include:

- Improved communication
- Increased confidence
- Improved morale, physical health and work-life balance
- Team working
- Creativity
- Resilience
- An overall sense of fulfilment

The purpose of volunteering as a Special Constable or Police Support Volunteer is to increase resilience, enhance skill sets and build relationships within the local community. As well as helping South Wales Police to address policing issues and enhance service delivery which in turn will support the people and communities of Neath Port Talbot.

Providing volunteering opportunities for employees as a Special Constable to undertake policing duties, will in turn help protect those who are most vulnerable within our communities whilst providing opportunities for our employees for them to expand their skill sets and undergo training that will aid them both in and out of the workplace. Examples of training provided by South Wales Police (SWP) include first aid training and conflict management. Case studies provided by SWP also demonstrate how ESP aids staff engagement, team building skills and work-life balance.

The Employer Supported Policing Scheme promotes the presence of a shared vision, inclusion of those with diverse backgrounds, equal opportunity, and supportive relationships between individuals. It will also help tackle crime within the community whilst providing anyone that volunteers with transferrable skills.

Being part of the Employer Supported Policing Scheme and supporting staff to volunteer will give employees skills that will assist them in their role within the Council and will also contribute to our

communities becoming safer. This will also add to the Council being an 'employer of choice' as it shows that we are supportive of volunteering opportunities and personal development.

2. Scope

This scheme applies to all employees of the County Borough Council other than those directly employed by the schools and those employed on Chief Officer's Conditions of Service.

3. Information on Special Constables and Police Support Volunteers?

Details on how to apply become a Special Constable, the requirements and details of the role are available here - <https://www.south-wales.police.uk/police-forces/south-wales-police/areas/careers/careers/volunteers-and-special-constables/special-constable/>

Details on how to apply to become a Police Support Volunteer, the requirements and details of the role is available here - <https://www.south-wales.police.uk/police-forces/south-wales-police/areas/careers/careers/volunteers-and-special-constables/police-support-volunteers-useful-information/>

4. Who can get involved?

Any employee can apply to become a Special Constable or a Police Support Volunteer (see 3 above). However in order to be part of the Employer Supported Policing Scheme and be eligible for the special leave associated with it, employees must be employed on a permanent contract or a temporary or fixed term contract of 12 months or more duration.

Employees wishing to be part of the Employer Supported Policing Scheme should complete the Volunteering Request Form in Appendix 1.

5. Time off

The Special Leave associated with the Employer Supported Policing Scheme which employees can apply for is up to 18 days

leave per calendar year to volunteer as a Special Constable and up to 10 days leave per calendar year as a Police Support Volunteer. All applications for special leave will be considered by Accountable Managers taking into account the nature of the employee's role and the needs of the service.

Any leave agreed will take into consideration any other leave taken for other public duties outlined within the Special Leave Scheme ([hyperlink this](#)). This means that only 18 days leave for public duties, including leave for policing duties, will be permitted in any one year.

The following arrangements must be made between the employee and their Accountable Manager in order to make special leave arrangements work for both the employee and the service.

- 1) An early discussion must take place between the employee and the Accountable Manager regarding how they will both manage the need for time off and agree, for example, how much notice would reasonably need to be given in order to arrange cover for when the employee is away from the workplace. An open discussion at the outset, acknowledging the needs of the both parties will help avoid difficulties at a later stage.
- 2) Employees requesting special leave will provide as much notice as reasonably practical and will seek to minimise service disruption.
- 3) Managers should seek to ensure, as far as reasonably practical, that work cover and / or workload reductions are provided when special leave is requested.
- 4) Employees requesting special leave will seek to minimise service disruption by being as flexible as possible in seeking time off in circumstances where the immediate or unexpected needs of the service make it difficult for colleagues or managers to provide cover for them.

6. Health & Safety

It is the employee's responsibility to ensure they are meeting all health and safety standards of the volunteering role.

7. Pay

Employees will continue to receive their normal contractual pay whilst volunteering as a Special Constable or Police Support Volunteer. The Council will not reimburse any expenses incurred as a result of volunteering.

If an employee is injured whilst volunteering and are unable to attend work at the Council, normal sick pay provisions will apply and employees should report their sickness in the usual way as per the Maximising Attendance at Work Policy. Any sickness will also be managed in line with the Maximising Attendance at Work Policy.

8. Employee Requests to Undertake Volunteering

Employees who wish to take part in the Employer Supported Policing Scheme should:

1. Speak to their line manager about the request in the first instance
2. Complete the volunteering application form in Appendix 1 and submit to the manager for formal authorisation
3. Once the application has been approved, the form should be emailed to Bethan Denny (b.denny@npt.gov.uk)

Approval for this volunteering opportunity will be subject to the needs of the Service. Neath Port Talbot Council will endeavour to support as many requests as possible however there may be times that this cannot be accommodated for the following reasons:

- A detrimental impact on quality
- A detrimental impact on performance
- A detrimental effect on ability to meet service demand
- An inability to reorganise work amongst existing staff
- An inability to recruit additional staff
- A planned structural change to the team/service area

Where a request is declined, the line manager will provide full details of the reason for this to the employee. Receiving a refusal does not prevent employees from requesting time off to volunteer in

the future. There is no right of appeal against a refusal to take part in the Employer Supported Policing Scheme.

9. Review & Raising Awareness

Whilst undertaking volunteering, employees are encouraged to raise awareness using our communication channels such as Yammer. Employees can also contact marketing@npt.gov.uk with insightful experiences, pictures, or feedback on how their volunteering has benefitted them, their role and/or team, their community including how it may have impacted on their personal development.

10. Recording Special Leave Days

Employees who are granted paid leave for volunteering as a Special Constable or Police Support Volunteer, must make the special leave request in the same way as they would make an annual leave request and this must be recorded on their annual leave record in the normal way. (Sample leave sheet attached as Appendix 2).

11. Review

This policy will be reviewed in 2 years or as a result of operational or legislative changes.



Employer Supported Policing Scheme – Request and Approval Form

Part 1 – Employee Request [to be completed by employee and forwarded to line manager]

Name			
Payroll Number			
Job Title			
Directorate			
Head of Service			
Do you wish to volunteer as a	Special Constable	YES/NO	
	Police Support Volunteer	YES/NO	
I confirm I have read and understand the rules and procedures of the Employer Supported Policing Scheme. I wish to make the following request to be eligible for paid leave as a Special Constable/Police Support Volunteer under the terms of that Scheme:			
Signed		Dated	

Part 2 - To be Completed by Line Manager and forwarded to Bethan Dennedy (b.dennedy@npt.gov.uk)

Do you approve of this request?	YES/NO
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<p>If NO, please give reasons for your refusal. Please refer to the potential business reasons below and provide a full explanation.</p> <p>A detrimental impact on quality A detrimental impact on performance A detrimental effect on ability to meet service demand An inability to reorganise work amongst existing staff An inability to recruit additional staff A planned structural change to the team/service area</p>	<p>Please now inform employee of the outcome and email form to Bethan Dennedy (b.dennedy@npt.gov.uk)</p>
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Signed	
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Dated	
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Part 2 – Line Manager Commentary

The line manager should provide a brief commentary as to how approval of this leave request could impact on the needs of the service and confirm that temporary or agency cover will not be required to cover the absence.

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Print Name		Signed		Date	
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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREG SIROL CASTELL-NEDD PORT TALBOT

ANNUAL LEAVE FORM/FFURFLEN GWYLIAU BLYNYDDOL

Name/Enw: _____ Location/Lleoliad: _____

Start Date/Dyddiad Dechreuad: _____ Date of Birth/Dyddiad geni: _____

Leave from and to/Gwyliau o a i: _____ Entitlement/Hawl: _____

LEAVE REQUESTED/CAIS GWYLIAU		DAYS TAKEN/DYDDIAU A GYMERWYD		BALANCE/GWEDDILL	APPROVED BY/AWDURDODWYD GAN
FROM/O	TO/I	FLEXI LEAVE/GWYLIAU HYBLYG	ANNUAL LEAVE/GWYLIAU BLYNYDDOL		

