



AGILE WORKING POLICY

1. Executive Summary

Our vision is to be recognised as a police service that is big enough to cope with everything that is asked of us, while showing we are small enough to care about the things that really matter to people. This is based on three strategic priorities:

- A service that works for local people
- Engaged communities
- Employer of choice

Within WMP, operational public service always comes first, and that must remain central to decision making in all regards, and specifically in line with this policy. We absolutely recognise, however, that ways of working have changed in recent years, and with improved technology, increased agility may be possible to assist individuals to do their best work, provide flexibility and support our aim of being an employer of choice.

We are committed to seeking to enable opportunities for agile working in accordance with community, public and business need. We therefore encourage departments to consider agile working arrangements where it is economically and operationally feasible to do so, and in a fair, equitable and transparent manner.

Inevitably some posts lend themselves more easily to agile working than others. There may be genuine and practical difficulties e.g. operational security or availability of technology, in adapting certain posts to agile working. In all instances the business needs of the relevant department or team will take precedence over any other factors in considering agile working arrangements.

The impact of agile working arrangements can also contribute to the development of a more sustainable society e.g. opportunities for reducing traffic congestion, air pollution and reduced travel costs can be realised.

2. Authorised Professional Practice (APP)

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

3. Scope

- This policy primarily applies to all Police Staff, regardless of rank or seniority.
- However, some of the principles and considerations as set out within the policy are still relevant to WMP officers.
- The policy does not apply to Special Constables, agency workers, consultants, contractors, volunteers, police cadets or casual workers.



- The specific provisions of this policy are not contractual, unless expressly stated, and can be amended from time to time.

4. Objectives

The purpose of this policy is:

- To assist in defining which roles are suitable for agile working and how suitability is determined and reviewed.
- To clarify, how and when agile working will operate and your obligations when enabled to participate in agile working.
- To balance the benefits of working more flexibly across the Force estate, with maintaining effective communication and productivity, whilst allowing you to work in a way that is mutually beneficial.

5. Definitions/Acronyms

What is agile working?

Agile working describes the ability for individuals to undertake their duties/role at an appropriate location, which differs to their designated place(s) of work, in order to complete their duties in the most effective and efficient manner to meet the needs of the force.

Who is an agile worker?

An agile worker is an individual who may perform their duties across a number of workplace locations, without any impact upon their team or on their ability to deliver their tasks. Workplaces could include: their designated workplace(s), alternative workplaces within our estate, in the field or from home.

HR – Human Resources

SLT – Senior Leadership Team

WMP – West Midlands Police

6. Policy Statements and Information

KEY PRINCIPLES

- Each department's SLT along with their HR Manager will review all Police Staff posts within their establishment to assess the scope of agile working within their department, considering people, space and technology as detailed under the headings below. The Head of HR will have oversight of all decisions to ensure consistency and fairness.
- For Police Officers, due to the operational nature of the officer role, it is unlikely that any officer posts will be designated as agile, however, some agility may be possible based on the duties undertaken by individual post holders. The process followed will broadly mirror that above.

People

- Focus on performance and outcomes.



- Trusting individuals to work effectively and flexibly, but with defined availability to the team and others in the identified core hours for your team.
- Agile working should not impact the level or quality of service to the public, customers and/or colleagues.
- Consideration must also be given to the nature and expectations of the role, beyond whether the duties can be undertaken in an agile manner. For supervisory and leadership roles, the expectation is that you will be visible within the Force.

Space

- Enabling a flexible and productive environment.
- Availability of desks, equipment and tools.
- Providing work stations on an agreed departmental ratio e.g. 6 desks:10 officers/staff (per shift) which are shared and not individually personalised.

Technology

- Assessing the availability of appropriate software and hardware to enable agile working.
- Accessibility of systems and information regardless of location.
- Easy to use and accessible desk booking system.
- We recognise that some specialist functions e.g. Forensics, covert capabilities may need different or separate arrangements due to the nature of their work and costs may be prohibitive in some areas.

Conditions

- We know that there will be times when being onsite is crucial, such as when you are in your probationary period or have started a new role. At these times we would require you to make the most of working in the office to familiarise yourself with the facilities and onsite support available.
- Once an assessment of your role has been completed, where you are assessed as an agile worker, you will be advised of the conditions of the agility, and may be given a ratio of office based to agile days in your working week e.g. 60:40 i.e. 3 days per week in your base station and two days elsewhere.
- There is a general expectation that you will be in the workplace at least 60% of your working week. Part-time workers will have their working week split proportionately as far as possible, without the need for split working days/shifts.
- We may also tell you which days you will be required to attend your place of work, to reduce overcrowding and ensure there is an even office presence on each working day. We may implement



a rolling schedule of office days and so you should be aware that you may be required to work at your place of work on any of your working days.

- There is no right of appeal if your role is not assessed as suitable for agile working by your SLT, or if you are required to come to the office on different days to those you would have chosen.
- It is noted that there may be exceptional circumstances for recruitment and retention whereby the % of time expected in the workplace is varied or waived e.g. specialist roles where the market is competitive and/or skills are scarce. In such cases, this will usually be identified at the point of recruitment.

AGILE WORKING GUIDANCE

- Agile working will not be available for those who need to be on site to do their jobs or where the introduction of agile working will have a detrimental impact upon individual and team performance.
- For staff, working in this way will not change your contractual terms and conditions of employment in respect of working hours or normal location of work; it's an informal arrangement that may be changed from time to time depending on business needs.
- Agile working is not the same as a flexible working agreement. If you need to make a more permanent change to your hours, location, place of work and/or hours of work/working pattern, you will need to request this separately through our [Flexible Working Policy](#).
- Agile working will be driven primarily by operational delivery needs and strategic objectives and not by an individual's personal circumstances or needs.
- You won't be entitled to any flexi, time owing or overtime if you choose to work unsociable hours or more hours than you are contracted to do as result of agile working (unless prior agreement has been received from your manager).
- If you currently work to a flexi scheme, the core hours will continue to apply when you are working agile, unless agreed otherwise with you line manager.
- Your parade station (officer) or contractual location of work (staff) will not change with agile working so your entitlement to claim travelling expenses will remain unchanged i.e. travel to/from your parade station/ contractual workplace won't be eligible for travel time/mileage claims whether you travel on your usual office day or not. Travel to any other workplace as required by the needs of the service or for training etc. will be subject to normal mileage/travel processes as outlined in the relevant procedure.
- If you need to come to your workplace on a day when you were not scheduled to be there e.g. due to a laptop or connectivity problem, you are expected to treat this as a normal working day in terms of your commute and your working hours.
- In normal circumstances, you will be required to undertake the full range of duties whilst working from an alternative location/from home, and agile working should not be combined with caring for children or other caring responsibilities during your working hours.



- Agile workers must ensure they do not undertake personal tasks or duties that would take them away from their work role during working hours.
- In exceptional circumstances, where appropriate to the role and with medical advice, agile working may be considered as a reasonable adjustment, however you will always be required to attend the workplace on request and your parade station/contractual work location will remain unchanged.
- We will not pay for the following and as an agile worker you will be responsible for:
 - Any additional costs incurred in terms of energy and other utilities at your home should you operate from this location.
 - Internet connection and rental charges.
 - Any additional costs in home insurance.
 - Furniture and equipment required to enable you to conduct duties at home except when this is required under [s20 of the Equality Act 2010](#).
- We will always try to support agile working if we can where your role is suitable. Please remember however that any agile working arrangement is subject to the ongoing agreement of management and sometimes will need to be changed or withdrawn at short or no notice, for business and/or operational reasons.

Equipment and Environment

- When in the office everyone will be expected to adhere to a clear desk policy; fixed and agile workers, with the exception of specific specialist equipment / provisions. Line Managers will be expected to ensure a clear desk policy to facilitate shared working spaces.
- If you are authorised to be an agile worker and choose to work remotely or at home, you will need to complete the Display Screen Equipment learning you have been assigned. You will also need to undertake a workstation self-assessment on the [eSAFETY](#) system to help you make sure that your place of work is safe, supportive, free from risk and that any access to confidential information or data is treated with care.
- It is acknowledged that you may not be able or wish to work in an agile way due to your own individual circumstances. Where this is the case please ensure that your line manager/SLT are aware of this at the earliest opportunity.
- If you work remotely or at home you must ensure you have a secure, private and appropriately lit and heated space to work in, with a reliable and secure internet connection.
- Laptops and mobility devices must be used in accordance with the relevant policies and agreements signed up to at the point of issue, with particular regard to security and protection of data.
- You must also ensure that you are fully aware of and compliant with the [Operational and Corporate Notes Policy](#)



- Both you and your line manager are responsible for ensuring you have read and can comply with the Force Risk Assessment for agile working, prior to any arrangements being agreed or commenced.
- Individuals who work agilely are required to report accidents and incidents to their line manager / organisation in the same way as they would should they be on organisational premises.

Wellbeing

- Whilst agile working can boost your wellbeing, you should be mindful of the following:
 - It can be easy to lose track of time and work more hours than you usually would when working remotely.
 - It is important to remember to take regular rest breaks and at least one break of 20 consecutive minutes if working for more than 6 hours. Make sure you take regular breaks away from your screens to rest your eyes, change your posture and stretch out.
 - You must clock in and out either on your laptop or mobile device each agile working day, to enable you to easily keep track of your working hours.
 - Make time to switch off, working in this way should not significantly change how many hours you usually work.
 - Agile working should not be used as a way of carrying on working when you are unwell. If you are ill, then you should take time off until you have recovered and follow our [Attendance Management Policy](#).
- We know that collaboration, connection and having a sense of belonging can help you stay well. We encourage you to think about what this means for you and to actively make time to connect with your colleagues. To find out what support we offer to support your wellbeing visit the [Health and Wellbeing Hub](#).

Insurance

- WMP insurance policies cover individuals working from home and other locations.
- All equipment and material provided by WMP in order to enable you to carry out your role agilely are covered by business liability insurance. WMP equipment held at your home address for the purposes of carrying out work duties is insured by WMP (with the exception of theft from unattended vehicles).
- You should inform your household insurer if you work from home and confirm to them that there is no liability on the household insurance for any WMP equipment stored at your home address. You should also inform your mortgage provider or landlord.



7. Relevant Legislation / Policies / Guidance

- [West Midlands Police Attendance Management Policy](#)
- [West Midlands Police Flexible Working Policy](#)
- [West Midlands Police Health and Wellbeing Hub](#)
- [West Midlands Police Operational and Corporate Notes Policy](#)
- [Equality Act 2010](#)

8. Equality Impact Assessment

	What impact has this policy had on the nine protected characteristics in relation to the three general duties? (If applicable)	How will this updated policy positively impact each of the nine protected characteristics in relation to the three general duties? If not, explain why it will not.
Age		This policy may reduce opportunities for social contact for older people who are statistically more likely to live alone. Younger people are more likely to share their home with family or friends and so may not have access to a suitable, private home working space. Reduced commuting time may assist with age related fatigue. Cost of providing reasonable adjustments in the workplace may mean that disabled workers do not have the same opportunity to participate in agile working. Positive impact on those whose condition benefits from a quieter working environment with limited social interaction.
Disability		Cost of providing reasonable adjustments in the workplace may mean that disabled workers do not have the same opportunity to participate in agile working. Positive impact on those whose condition benefits from a quieter working environment with limited social interaction. Positive impact of reduced commuting times allowing for longer rest between shifts and better management of fatigue.
Gender Reassignment		Ability to work from home may allow time for improved wellbeing and recuperation.
Pregnancy & Maternity		Increased agility and allocation of laptops mobility devices may allow pregnant and breast-feeding mothers a greater opportunity to work for longer during their



		pregnancy and to participate in KIT days whilst on maternity leave.
Marriage & Civil Partnership		Consider the impact of anyone in a hidden DV situation who may not want or be safe working from home.
Race		No impact identified.
Religion or Belief		May allow easier participation in prayers, fasting and cultural days with greater agility.
Sex		No impact identified.
Sexual Orientation		No impact identified.

9. Publication Instructions

Suitable for publication to public.

10. Document Control

Strategic Lead:	[Redacted] (Employee Relations Strategic Lead)
Policy Author(s):	[Redacted] (Employee Relations Manager)
Effective Date:	28 th February 2025
FET Approval:	Mr Gillett (Director of Commercial and People Services)
Version Number:	1.0
Review Date:	28 th February 2027

Any enquiries in relation to this policy should be made directly with the Strategic Lead.

All policies are subject to a formal consultation process which encompasses Legal, Professional Standards, Faith Groups, Trade Unions, Independent Advisory Groups and wider force groups and any other relevant parties. A record of consultation can be found on the Policy Portal.

It is responsibility of the Strategic Lead to ensure that all links within the policy are correct and accessible.

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author: