

POLICE OFFICER RE-ENGAGEMENT POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

RE-ENGAGEMENT (POLICE OFFICERS)

Owning Department: People Directorate

Department SPOC: HR Policy Manager

Risk Rating: Low

Legal Sign Off: 11/10/2022

JNCC: June 2022

Published Date: 29/04/2024 (v1.1)

Review Date: 13/10/2026

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Legal Basis

Legislation specific to the subject of this policy document:

- The Police Pensions Regulations 2015
- The Police Pensions Regulations 2006
- The Police Pensions Regulations 1987

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1. Statement of Policy

- 1.1 The purpose of this policy is to assist Norfolk and Suffolk Constabularies ("the Constabularies") in the re-engagement of those police officers with critical skills and experience, which would otherwise be lost through the officers' retirement.
- 1.2 The primary purpose of re-engagement is not to benefit an individual officer but to assist the Constabularies in achieving their local and Constabulary-wide objectives. Nor is it the intention to re-engage police officers to undertake work that is currently undertaken by police staff or which previously sat within police staff roles which are now redundant.

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- 1.3 The Constabularies are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. This policy can be changed at any time following consultation with the Police Federation and UNISON as applicable. The Constabularies' policies may also be periodically updated to reflect changes in legislation and police regulations.
- 1.4 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.5 The policy promotes equality, eliminates unlawful discrimination and actively promotes good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 1.6 Managers have a specific responsibility to ensure the fair application of this policy and all officers and staff are responsible for supporting colleagues and ensuring its success.
- 1.7 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the HR Department in conjunction with the Central Policy Unit.
- 1.8 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers, HR Delivery.

2. Introduction

- 2.1 This policy is intended to ensure the Constabularies can maintain operational effectiveness through re-engaging officers with critical skills and experience.
- 2.2 The re-engagement scheme, as set out in this policy, allows an officer who intends to retire with full pension, to access to their pension lump sum before resuming their service with the Constabularies on either a full time or part time basis.
- 2.3 The number of officers who have been re-engaged will be reviewed regularly and the number of officers permitted to be re-engaged will be determined by the overarching organisational requirement. The Constabularies reserve the right to close the re-engagement scheme to future applicants at any time.
- 2.4 Officers re-engaged under the scheme will continue to be subject to police regulations, including but not limited to, misconduct, unsatisfactory performance and unsatisfactory attendance and will be managed using the Constabularies' existing policies for this purpose.

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3. Eligibility

- 3.1 The re-engagement scheme is open to all officers in federated ranks, where the officer is currently working for either of the Constabularies and has reached or is coming up to reaching the required amount of pensionable service that would entitle the officer to retire on full police pension. The required amount of pensionable service will vary from officer to officer depending on which Police Pension Scheme(s) (PPS) they have been a member of, i.e. 1987 PPS, 2006 PPS, 2015 PPS, and will usually be a minimum of 30 years (although this may be 25 years for former members of 1987 PPS aged 50 or over).
- 3.2 In exceptional circumstances, the Chief Constable of the relevant Constabulary has discretion to approve requests for re-engagement from superintendent and chief officer ranks. Requests for re-engagement from superintendent and chief officer ranks will be considered separately to this policy. Officers at these ranks should contact the Chief Constable directly if they wish to be considered for re-engagement.
- 3.3 Officers who wish to be re-engaged by the Constabularies will need to apply prior to retirement and decisions will be made on a case by case basis. Re-engagement is entirely at the Constabularies' discretion.

4. Posting

- 4.1 Officers who are re-engaged will normally be posted to the role to which they held immediately prior to retirement, however the Constabularies have the discretion to post them to areas where their skills and experience will be best utilised and help to meet key requirements and objectives. Such postings will adhere to normal workforce planning and resource management practices, considering officers' personal circumstances.
- 4.2 Officers can apply to be re-engaged on a lower rank where there is an organisational requirement. In such cases, the officer's pay and conditions will be reduced to the top pay point of the rank on which they are to be re-engaged.
- 4.3 Officers who are re-engaged will not be required to complete a probation period.
- 4.4 Officers may further develop and enhance their skills beyond their initial re-engagement period and will be eligible for acting, temporary and substantive promotion and can apply for other future opportunities open to officers within the Constabularies.
- 4.5 Re-engaged officers may not be supported in applications for roles which don't utilise the skills and experience for which they were re-engaged.

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5. Pay and Pension Arrangements

Individuals wishing to be re-engaged are strongly advised to obtain independent financial advice in relation to the impact re-engagement will have on their pension and taxation situation.

- 5.1 On retirement, officers leave the Police Pension Scheme and usually receive a tax-free retirement lump sum. During the break between retirement and re-engagement (a minimum of one month, maximum of 3 months', break is required), the officer's pension will be paid as normal.
- 5.2 The officer's pay on re-engagement will be the same as it was prior to retirement, excluding allowances which are no longer payable for new recruits (except for those officers re-engaged on a lower rank – see paragraph 4.2).
- 5.3 Upon re-engagement, officers will be auto enrolled into the 2015 PPS and periods of service in the 2015 PPS will be aggregated to provide benefits under the 2015 PPS on future retirement.
- 5.4 Eligibility for an injury award (and other injury benefits) is retained.
- 5.5 Ill health retirement and death in service benefits are available for members of the 2015 PPS, but access to ill health retirement benefits will be based on 2015 PPS service only and after completion of 2 years' service.
- 5.6 There is no requirement for a medical to determine eligibility for ill health retirement on re-joining the 2015 PPS.

Abatement

- 5.7 On re-engagement, the officer's pension will normally be subject to full abatement, although each case will be considered on its facts. Abatement is the reduction or withdrawal of any police pension payment on return to service.
- 5.8 The decision on whether to abate pension lies with the Chief Constable. In assessing whether to apply abatement, equality considerations will be fully taken into account and monitoring of the application of abatement or non-abatement will be recorded.
- 5.9 In the event of full abatement, officers will not receive pension payments until they retire from the Constabulary permanently.
- 5.10 Re-engagement will have no effect on the size of any possible survivor's pension, or the size of a pension payable to the former officer's spouse or civil partner under a pension sharing order.

6. Annual Leave

- 6.1 All annual leave and other leave balances must be cleared ahead of retirement and re-engagement.

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- 6.2 Upon re-engagement, the officer's annual leave entitlements will be the same as those immediately prior to their retirement.

7. Part Time Working

- 7.1 Officers who work part time or have flexible working arrangements in place may apply for re-engagement.
- 7.2 Full time officers may apply to be re-engaged on a part-time basis. Any request by an officer to be re-engaged on a part-time basis should be discussed with their line manager and the officer will need to simultaneously complete a flexible working application. Please refer to the Flexible Working Policy for information.
- 7.3 The pay and conditions of officers re-engaged on a part-time basis will be based on the those they would have received had they worked those part-time hours prior to retirement.
- 7.4 Officers changing from full-time to part-time service will see their full-time salary reduced pro-rata in line with the revised number of hours they will be working. Any pension will normally be abated so that officers will only receive pay for the hours worked, not pay plus pension.

8. Application Process

- 8.1 Prior to applying for re-engagement, the officer should speak to their line manager about their motivation for applying and their continued commitment to the service.
- 8.2 The officer should then complete an application form outlining their reasons for wishing to be re-engaged and evidencing the skills, knowledge and experience they possess. Applications should be submitted at least 3 months prior to the officer's intended retirement date.
- 8.3 The application must be supported by their line manager, who should provide a supporting statement summarising the officer's ability to perform their current role and confirming their skills, knowledge and experience. The line manager should also be satisfied that the officer intended to retire in order to access their police pension lump sum.
- 8.4 Finally, the application must be supported by the Head of Department, who should outline the specific skills and experience held by the officer that are of value and how these will contribute to meeting local and Constabulary-wide objectives. This should include an assessment of the potential detrimental impact on the Constabularies should the officer retire and not be re-engaged.
- 8.5 The final decision will be made by the Deputy Chief Constable (DCC). Only applications that are supported by the line manager and Head of Department will be presented to the DCC for a final decision. Where the application is not supported, the officer will be provided with the reasons for this.

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8.6 The following will be considered in making decisions on whether or not to agree a request for re-engagement:

- Acceptable performance, discipline and attendance record.
- Resourcing implications as advised by the Head of People Services – financial viability of retention, career development of other officers, need to maintain operational resilience.

8.7 HR People Services will notify the officer, line manager and Head of Department of the outcome of the application in writing.

Medical

8.8 All officers will be required to undergo a medical assessment by Workplace Health, which may involve a medical examination, prior to being able to be re-engaged. The assessment will be to ensure that the officer is fit and remains in satisfactory health for the role for which they are being retained.

8.9 Officers will be required to complete a medical questionnaire, and upon receipt of this, Workplace Health will make an assessment based on the information disclosed about any prevailing medical conditions and the nature of the officer's role. It is from this information that a determination will be made as to whether an officer will be required to undergo an examination before a final decision can be made.

Vetting

8.10 Re-vetting may be required depending on the status of the officer's current security clearance.

9. Appeal

9.1 Officers who are not supported by their line manager or Head of Department, or whose application is declined by the DCC, may appeal the decision. The grounds for appeal must be submitted by the officer in writing to the person as notified in the written outcome confirmation, within ten days of receiving this.

9.2 Where the applicant was not supported by their line manager, the appeal will be heard by the Head of Department. Where the applicant was not supported by their Head of Department, the appeal will be heard by the Assistant Chief Constable. Where the applicant was not supported by the Deputy Chief Constable, the appeal will be heard by the Chief Constable.

9.3 The outcome of any appeal will be considered final and will bring the process to a close.

10. Re-engagement

10.1 HR People Services will notify the officer, their line manager and Head of Department of the outcome of the officer's application.

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- 10.2 HR People Services will confirm the officer's posting for their re-engagement and will liaise with the officer, future line manager and the People Customer Services (PCS) Team regarding their date of re-engagement. Officers are required to give notice of their retirement to their current line manager in the normal way. Please refer to the Retirement (Police Officer) Policy for information.
- 10.3 Officers are required to take a minimum of one month break in service between the date of their retirement and their date of their re-engagement. The maximum length of break officers can take between retirement and being re-engaged is 3 months. The line manager and the PCS should process the retirement in the normal way, but all documentation completed should be clearly marked 'Re-engagement Policy'. The retirement and re-engagement dates must be clearly indicated.
- 10.4 HR People Services will process the re-engagement and will arrange for the officer to be re-attested and issued with their new warrant card. The officer cannot return to work following their retirement until they have been attested.

11. Voluntary Termination of Re-engagement

- 11.1 An officer has the right under Regulation 14 of the Police Regulations 2003 to give one months' notice to terminate their re-engagement at any stage.

12. Monitoring

- 12.1 Regular monitoring of the number of officers re-engaged, plus the ongoing deployment and value of their skills to the Constabularies, will be undertaken by HR and reported to chief officers.