

Adjusted Duties officer process

Step 1:

A recuperative officer looks like they will be restricted for beyond 12 weeks and potentially permanently

- **Line manager refers for case review**

Decisions required

- ***are they Adjusted Duties?***
- ***are they likely to meet the definition of disability under the Equality Act?***
- ***what is their category of Adjusted?***

Step 2:

After the case review determine:

- ***can they continue to perform the role they are in satisfactorily?***
 - if yes, ER case worker asks their line manager to carry out personal risk assessment to ensure any specific needs are catered for, then no further action is required unless they are not performing to the level they are capable of (in which case start UPP)
 - if no, ER case worker starts them on informal UPP; and adds to them to the list of officers that require a more suitable job role (then go to step 3) or pursues ill health retirement

Step 3:

Finding a more suitable role:

- ER case worker to notify the Head of HR Business Services to put the officer and their restriction category onto the list of restricted officers on HR4HR (to be visible to the ER team, Team leader of the internal police officer recruitment team, HRBPs, business facing SHRAs & Head of HR Business Services)
- the internal police officer recruitment team to hold back adverts for roles suitable for officers on the restricted list for one week and circulate the jobs to HRBPs, ER team and business facing SHRAs
- ER case workers to notify the internal police officer recruitment team if they have a disabled officer who is potentially suitable for the role
- if the officer potentially suitable for the role is restricted but not disabled, the job will proceed to advert
- if the officer potentially suitable for the role is disabled it will not be advertised until it is determined if the disabled officer is capable of fulfilling the role
- ER case worker to notify the HRBP that "owns" the disabled officer
- HRBP or ER case worker to speak with the team advertising the role to see if it might be suitable (e.g. if the role is "Intelligence Officer", speak to the relevant DI or DCI) and notify the HRBP for that team of a potential "match"

- if restricted (not disabled) officers may be suited to a role, they must compete for it. However, their ER case worker will support them through the application process
- if disabled officers are suitable for a role, they must be considered for vacant roles prior to fully fit officers. The ER case worker should refer to the case to the Head of HR Business Services to inform the relevant people to consider disabled officers first (i.e. second or third line manager + HRBP)
- if there is more than 1 disabled officer capable of fulfilling the role an interview should be held (board files – NB application forms only, no PDRs - provided by HR Recruitment) and the best candidate gets the job
- if only one disabled officer is capable of fulfilling role, the Head of HR Business Services will ask the relevant dept/OCU/LPA to check the officer's capability to fulfil the role and, if they are capable, authorise them being slotted into the role (positive discrimination)
- Once the decision has been made to slot them into the role, the ER case worker/HRBP to put the posting details of the disabled officer on postings spreadsheet and send to the Resourcing team for PeopleSoft updates

NB see appendix A for the Recruitment Team SOP that covers step 3

Miscellaneous

- the officer may need to be supernumerary while a role is found for them. Often requests are made for assistance from such officers, so their services should be used whenever possible. Any lengthy supernumerary officer requires the Head of HR Business Services approval. Approval is also required if the dept/OCU/LPA wish to backfill the role.
- when prioritising who to find roles for, if the officer is close to retirement seek permission from the Head of HR Business Services to leave them where they are.
- on rare occasions a disabled officer suitable for a role may come to light once it is already advertised. If this is the case details of the other candidates to be passed to Head of HR Business Services to explain the circumstances and apologise for the late identification of the disabled officer.

HR Recruitment

Police Officer Internal Recruitment Adjusted Duties Officer Process

Action	Responsible
<ul style="list-style-type: none"> Send completed commission to Recruitment Team 	<ul style="list-style-type: none"> HR Advisor (Business Partnering)
<ul style="list-style-type: none"> Send Job Title, Location and Adjusted categories of post to HRBPs, ER teams, Snr HR Advisors and Jill Simpson on a weekly basis (Wednesday) for response by the following Wednesday. 	<ul style="list-style-type: none"> HR Advisor (Recruitment) HRBPs, ER Team and Snr HR Advisors
<ul style="list-style-type: none"> Inform HR Advisor (Recruitment) if an officer who meets the definition of disabled under the Equality Act is identified as being suitable for a post 	<ul style="list-style-type: none"> HRBPs, ER Team and Snr HR Advisors
<ul style="list-style-type: none"> If yes, recruitment to withdraw post and both HR parties involved (I.e. HR rep for the person & HR rep for the post) to liaise and arrange meeting between Adjusted Disabled Officer and potential new line manager to assess suitability ** 	<ul style="list-style-type: none"> Relevant HR parties
<ul style="list-style-type: none"> If no, continue with advert and normal recruitment process. Both short listing and interviewing to be sent to panels as normal (no priority to be given to officers who state they are categorised as Adjusted) 	<ul style="list-style-type: none"> HR Recruitment

** If more than 1 disabled officer identified as suitable for a role, HR Recruitment to provide board files (NB excluding PDRs).