

# DURHAM CONSTABULARY



*Altogether Better Policing*

## Police Treatment Centres Policy

<b>Application</b>	Police Officers Staff in designated roles and Special Constables
<b>Policy Owner</b>	Human Resources
<b>Version</b>	3
<b>Date of PUG approval</b>	11.02.10
<b>Last Review Date</b>	31.03.17
<b>Next Review Date</b>	31.03.20
<b>Protective Marking</b>	Official
<b>Publication Scheme Y/N</b>	Yes
<b>Durham Constabulary Freedom of Information Act Publication Scheme</b>	



## **1. POLICE TREATMENT CENTRES**

Registered Charity – Charity Commission Registration Number - 220956

## **2. PURPOSE AND SCOPE**

- 2.1 To support officers, special constables and eligible police staff seeking to access treatment to improve their health.
- 2.2 To support the Attendance Policy by minimising absence and improving fitness levels.
- 2.3 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose.

## **3. THE LEGAL BASIS AND LEGITIMATE AIMS**

- 3.1 The legal basis in which the policy is to operate can be found in:
  - Health & Safety at Work Act 1974
  - Police (Health & Safety) Act 1997
  - Police Act 1996
  - Access to Health Records Act 1990 & 1998
  - Data Protection Act 1998

## **4. POLICY STATEMENT**

- 4.1 Durham Constabulary is committed to the health, safety and welfare of all officers, staff and special constables and acknowledges its duty to provide every possible support and assistance to those who are eligible to access treatment via the facilities of the Police Treatment Centres.
- 4.2 The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, gender and sexual orientation.

## 5. **ELIGIBILITY**

### 5.1 **Police Officers**

- 5.1.1 All serving officers who hold “the office of Constable” have the option of donating to the Welfare Funds. Subscription to the Police Treatment Centres is part of this Funds package. Only those officers who contribute to the Welfare Funds are eligible to access the centre for treatment free of charge.
- 5.1.2 The Treatment Centre offers a twelve month “donation free” period to new recruit police officers provided that they “sign up” to donate to the charity during their first month of service.
- 5.1.3 Probationary officers may apply to the Centre for treatment if they give written commitment to joining the Fund and the Centre will consider offering treatment free of charge without any time restriction on admission.
- 5.1.4 Applicants who have completed their probationary period but have not subscribed to the Fund are eligible to commence subscription however there will be a twelve month time restriction on admission for treatment free of charge. During this twelve month period non-donors may be considered for treatment, however, this will incur a fee in accordance with the cost of treatment.
- 5.1.5 Applicants who have completed their probationary period and who elect not to contribute to the Funds can be considered for treatment but will be charged a fee in accordance with the cost of treatment.
- 5.1.6 Should any officer be required to pay for their treatment then this payment must be arranged by them in liaison with Police Treatment Centre.
- 5.1.7 The Police Treatment Centres publish a more detailed policy in relation to eligibility which covers transferees, officers on maternity leave or career breaks. Further details in relation to these circumstances can be obtained from the Police Treatment Centre.

### 5.2 **Police Staff and Special Constables**

- 5.2.1 PCSO's, Detention Officers and members of the Special Constabulary are eligible to subscribe to and access treatment via the Police Treatment Centre. Application forms are available from the Police Treatment Centre website.

## **6. FACILITIES**

- 6.1 There are two Police Treatment Centres based at St. Andrews, Harrogate and Castlebrae, Auchterarder. The centres offer both physiotherapy and psychological wellbeing individually tailored to the individual to recuperate and improve their health and well-being.
- 6.2 Further detailed information regarding the facilities at the Centres is available on the Centres' website at [www.thepolicetreatmentcentres.org](http://www.thepolicetreatmentcentres.org) or via the force intranet (see Personnel & Development - Wellbeing – Wellbeing page).
- 6.3 Flint House at Goring-on-Thames is the treatment centre funded by forces from the south of England and this centre can offer specialist drug and alcohol rehabilitation programmes. This treatment is not covered by Welfare Fund donations and incurs a charge payable by the individual (or funds secured by, or on behalf of, the individual).

## **7. APPLICATION PROCEDURE**

- 7.1 Eligible individuals should download an application form from the Police Treatment Centres website.
- 7.2 The application form should be completed by the individual's GP or physiotherapist. The Force Medical Advisor/OH Nurse are not permitted to complete the application form in the case of Durham Constabulary personnel. A fee may be charged by the GP or physiotherapist for this service. Any such fees will be borne by the applicant and there is no facility to reclaim this from Durham Constabulary.
- 7.3 There is no requirement for Durham Constabulary to handle the form once completed. The applicant must forward the application forms along with evidence of eligibility direct to the Police Treatment Centre who will contact the individual with their admission dates.
- 7.4 It is the individual's responsibility to ensure they consult with line managers at the earliest possible opportunity to ensure a suitable admission date is agreed. This discussion needs to consider the duty status of the individual at the time of admission and the needs of both the individual and the operational needs of the organisation.

## **8. DUTY STATUS**

- 8.1 Individuals who are unfit for duty and on certified sick leave will remain on sick leave during their visit to the Centre.
- 8.2 Individuals who are not on sick leave at the time of admission should apply for special leave, with pay by submitting a report to their Head of Command.
- 8.3 All applications for time off to attend the Police Treatment Centre are subject to appropriate authorisation.
- 8.4 Once allocated an admission date, the individual is responsible for reporting any changes/non-attendance to line management. If the date is to be rescheduled, the individual must consult with line management prior to confirming their attendance.
- 8.5 It is the responsibility of supervision to ensure Duty Management System (DMS) is updated with the duty code CONV in respect of Police Treatment Centre attendance.

## **9. APPEALS PROCEDURE**

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Police Treatment Centre have their own appeals procedure and individuals should contact them direct if they wish to lodge an appeal regarding eligibility, attendance dates, the treatment received or any other matter concerning their attendance.

The Deputy Chief Constable  
c/o Human Resources  
Police Headquarters  
Aykley Heads  
Durham  
DH1 5TT  
Telephone number:- 101  
Email [human.resources@durham.pnn.police.uk](mailto:human.resources@durham.pnn.police.uk)

**EQUALITY IMPACT ASSESSMENT (EIA)**

<b>POLICE TREATMENT CENTRE POLICY</b>											
<p>An equality impact assessment (EIA) form <b><u>must</u></b> be completed by the Policy/Function lead when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) and must show that when making decisions we:-</p> <ul style="list-style-type: none"> <li>• Give due regard to the impact it will have on protected groups</li> <li>• Undertake an assessment <b><u>prior to</u></b> any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and</li> <li>• Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups.</li> </ul> <p>The EIA must be completed <b><u>before</u></b> decisions are made, and remain a live document to be reviewed and continually updated during policy/procedure development or updating</p> <p><u>This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification</u></p>											
	<p><b>1) Purpose of the policy. Why do we need it and what will it achieve</b></p> <p>To support officers, special constables and eligible police staff seeking to access treatment to improve their health.</p>										
	<p><b>2) Explain briefly why the Policy/Procedure is being developed or reviewed?</b></p> <p>Policy updated to now include special constables and eligible police staff</p>										
	<p><b>3) What research/resources have been used or considered in the initial stages of this assessment?</b></p>										
	<p><b>4) Who has been consulted around the potential impact during the development/amendment of the policy/procedure</b></p> <table border="0"> <tr> <td>All support networks.</td> <td>Force Executive (AC0)</td> </tr> <tr> <td>HR Staff</td> <td>Independent Advisory Groups (IAG's)</td> </tr> <tr> <td>Staff associations</td> <td></td> </tr> <tr> <td>Legal Services</td> <td></td> </tr> <tr> <td>Heads of Command</td> <td></td> </tr> </table>	All support networks.	Force Executive (AC0)	HR Staff	Independent Advisory Groups (IAG's)	Staff associations		Legal Services		Heads of Command	
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<p><b>5) Following assessment of available information, has a positive or adverse impact been identified OR is the initiative equality neutral?</b></p> <p>A <b>Positive Impact</b> – will actively promote equality of opportunity or improve</p>											

<p>relations between one or more groups An <b>Adverse impact</b> – will cause some form of disadvantage or exclusion. <b>Neutral impact</b> is when there are no notable consequences for any diversity group</p> <p><b>Provide details on ALL decisions for ALL the protected characteristic groups below. Specify what actions, if any, will be taken as a result of the assessment, provide any findings and the reason any decisions were reached, and determine what changes may be necessary to either reduce any adverse impact or enhance any beneficial impact.</b> <b>If an adverse (negative) impact has been identified question 5 must be completed.</b></p>				
	<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Details</u>
Age	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Disability	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Transitioning from one sex to another (either thinking of, in the process of or have)	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Marriage and Civil Partnership	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Pregnancy and Maternity	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Race	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Religion or Faith	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Gender	x			Policy now widened to encompass more staff who may need support in the workplace to improve their health
Sexual	x			Policy now widened to encompass

**OFFICIAL**

	<b>Orientation</b>				more staff who may need support in the workplace to improve their health
	<b>6) If a negative impact has been identified, please provide further details stating what actions need to be undertaken as a result of the section 5). How any negative impact can be justified for this initiative.</b>				

	<b>Confirm the above Actions have been incorporated and the EIA is now ready for submission to HR PUG or other Strategic Group.</b>				
	<b>Signature...</b>				
	<b>Name</b> Sylvia Horsfield		<b>Date</b> 29 <sup>th</sup> June 2017		
	<b>7) – Ratify the Policy / Procedure at HR PUG or other Strategic Group</b>				
	<b>Meeting/Group:-</b>		HR PUG		
	<b>Chair of Meeting/Group:-</b>		Gary RIDLEY		