

We cannot pretend to have all the answers ourselves; we are a staff association not an employer, but your wellbeing remains a primary objective for us too. This document may well grow as new areas of support are identified but we hope that you find this guide useful.

# A Welfare and Support Guide



Land, Pete - Avon & Somerset BB

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Dear Member and Colleague

Are there any words that suitably describe the world we find ourselves living in right now? Even by the time you will have read hundreds more will have died as a result of a virus carried by a bat entering the human food chain through an infected pangolin in a Chinese Market in Wuhan.

Its hard to imagine that entire countries have had to impose lockdowns in a matter of weeks to protect its population and health systems from total collapse. The police service now faces an extremely challenging role as it as to ensure that people stay at home in order to protect our colleagues in the NHS and by quietly and efficiently doing so, save lives. It could not be a finer balancing act, could it? Policing by Consent vs Restriction on every-day life.

You are being asked to deliver the governments message whilst disregarding your own concerns for yourselves and your families. What is more, your normal duties increase the risk of contracting the virus. This does not go unnoticed, PPE is constantly arriving and being distributed, if we look after each other and only take what we need then there is plenty to go around.

Many officers are also not at work, not through choice, they are working from home in order to reduce the number of people in the workplace to a minimum or to protect themselves or an unborn child. Some are in isolation, they may have contracted the virus, have a family member with the virus. Some officers have received letters outlining their vulnerability or they have a vulnerable person who they must care for.

Beyond all these concerns, partners, husbands and wives are not working, comfortable existences have been shattered and, in many cases, an uncomfortable existence has been made impossible.

We will continue to work with the force to keep communication centrally focused; police officers deserve to be protected as best they can in every regard. We have the full support of the government and the public to manage the critical situation they are in.

We cannot pretend to have all the answers ourselves; we are a staff association not an employer, but your wellbeing remains a primary objective for us too. This document may well grow as new areas of support are identified but we hope that you find this guide useful.

Please make contact with your local Police Federation Office or Rep if you need assistance, the local branch email address is [info.avonsom@polfed.org](mailto:info.avonsom@polfed.org).

On behalf of the Police Federation of England & Wales may I pass on our thanks and recognition for your continued efforts and professionalism in unimaginably difficult times.

Best Wishes



Peter Land  
Avon and Somerset Branch  
Police Federation of England & Wales

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## COVID-19 FAQs on officer Terms and Conditions of service

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**Date:** 3<sup>rd</sup> April 2020

[Correct at time of writing: updates to be issued as necessary throughout the COVID crisis.](#)

### COVID-19 Terms and Conditions FAQs

The following FAQs are aimed at keeping you updated regarding measures Avon and Somerset Police may take to increase the workforce and manage existing officers. We know that in the current crisis forces are having to find ways to ensure they have as many officers deployed as possible.

We have used a National Guidance Document in order to ensure that what it is written here is consistent with the advice and information that we have received from your General Secretary Alex Duncan.

We have had a number of queries regarding whether measures that the force has undertaken with regard to terms and conditions are admissible under regulations. We have also had queries about the impact of new measures that simply are not explicitly provided for in regulations, but where guidance is rapidly being worked up.

The following is intended to help to flag up whether actions that Avon and Somerset are taking – even when these are unusual – are still within regulations. Where changes have been enacted that are subject to guidance, we have noted these too. In several cases we are seeking for the NPCC to clarify further give clarity: but as this hasn't happened yet, we have stated what we believe we should be stating as our position as a staff association, in the best interests of members.

If you have queries please send them to [info.avonsom@polfed.org](mailto:info.avonsom@polfed.org) and please mark the email subject as COVID-19. We will answer all that we can, and where necessary will raise centrally with the Police Federation of England & Wales, to the NPCC and Home Office.

As ever, further detail on existing regulations can be found at <https://www.polfed.org/about-us/police-regulations/>

We are aware that the NPCC are aiming to publish guidance on a number of topics, as soon as possible. Some of these are matters on which we have been engaging for some time.

These will include pensions – re-joiners; Reg 28; Specials Allowance; Rest days in lieu; Injury awards to officers – 'execution of duty'; emergency deployment of student officers and special constables; On call allowance; Overtime when acting up; Away from home allowance

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## Structure and contents

These FAQs cover 3 categories of officer: serving officers (existing members, beyond probation); probationers and trainees; rejoiners.

For each topic, we have sought to address, as appropriate:

- What forces are doing and why
- Can they do this under current regulations (or where appropriate broader UK legislation)? Are there any consequences members need to know?
- What is happening by way of agreements and guidance? (most recent versions are attached) What is PFEW position?

## Serving officers (beyond probation)

### 1. Officers planning to retire in 3-6 months asked to consider extending service

Officers who have not yet completed their maximum pensionable service can continue membership of their current scheme under normal terms. If an officer has already completed their retirement paperwork (for a retirement date in the future) they should consider contacting their pension administrator as soon as possible if they no longer intend to retire. However, it may be that, considering the further information below that they decide to retire anyway and apply to immediately rejoin.

The situation for officers who have completed their maximum pensionable service and continue in employment is less clear. However, if as expected, the requirement for a gap in service to conserve Protected Pension Ages (PPA) is temporarily suspended, then it would make more sense for such members to retire and rejoin immediately, especially as it also seems likely that Chief Constables will be exercising their discretion to not apply abatement during the current crisis. Adopting this approach and retiring would also allow officers to access their commuted lump sums. However, the relaxation of the service gap requirement and changes to the use of the abatement provisions described above are yet to be officially confirmed. We will let you know as soon as we receive confirmation and update these FAQs accordingly.

Discussions within Government about the situation in respect of auto-enrolment requirements are ongoing. It appears that at least as a temporary measure rejoiners will be offered membership of NPPS 2006 but without the ability to accrue further benefits.

However, we are led to understand that the intention is that rejoining officers will be offered retrospective membership of the 2015 CARE Scheme. This would provide members with death benefits, ill-health benefits and the opportunity to accrue further pension rights. We understand that discussions on this matter within Government are still ongoing, so this is not yet confirmed.

As soon as we know what the official position is, we will update you. In the meantime, members should consider very carefully any decision to opt out of membership.

## **2. Buy-back of Annual Leave**

Although some forces are saying they will do this, it cannot currently be done under current Reg 33 (unless an officer is retiring or resigning).

We are seeking for the Home Office to issue a Determination allowing this.

## **3. Self-isolation and pay**

Officers must be encouraged to do the right thing by self-isolating where necessary, without fear that their pay will be adversely affected, now or in the future.

Our position is that all periods of self-isolation should be treated as being separate from ordinary periods of sick leave and should not be included for the purposes of calculating entitlement to sick pay. The mechanism to achieve this lies in Police Regulation 28 and Annex K – sick pay, and Regulation 33 (11) – leave and Annex P – sick leave, with additional guidance set out in PNB circular 05/1 on the use of chief officer discretion. Time spent in isolation should be on full sick pay and it should not be included for the purposes of calculating future entitlement to sick pay.

Annex P provides for officers to self-certificate for up to seven days. If officers are self-isolating and cannot work for more than seven days, forces will need to make an exception to the normal requirement for medical evidence and officers themselves can obtain an isolation note through the [NHS website](#) or [NHS 111 online](#).

The NPCC have also stated the same position as ours at national level but have not yet provided communication of this. We will send out any confirmation as soon as published.

#### **4. Deaths due to COVID-19**

Some forces are saying these should be treated as death as a result of injury on duty, for pension purposes. We believe this is possible in regulations, and we are seeking that applied consistently. We are seeking for the Home Secretary to ensure this is applied consistently. In the meantime, where officers die of COVID-19, local Federations should seek for the Chief Constable to treat this as death as a result of injury on duty. Please also let us know of any COVID deaths at [info.avonsom.polfed.org](mailto:info.avonsom.polfed.org), we want to know what the Chief

Constable's decision is so that we can keep a record, and lobby on behalf of dependents.

#### **5. Treatment of officers in unexpected change of circumstances: Officers with weddings / civil partnerships cancelled**

Some officers had weddings / civil partnerships booked which have now been cancelled. Under the PPS 1987 the spouse or civil partner would have benefitted automatically for pension purposes, from that date. However, unmarried partners are not entitled to a pension on the death of a PPS 1987 member. Please also let us know of any such cases at [info@avonsom.polfed.org](mailto:info@avonsom.polfed.org).

We are raising this with the Home Office. In the meantime, officers should be reminded of the importance of ensuring that their nomination of beneficiary(ies) is up to date.

#### **6. Appeal to staff on career breaks, to return**

Police Regulation 33, Annex OO does not generally allow chief officers to require officers to return from their career break earlier than the agreed date without the officer's consent.

Some forces wish to ask officers currently on a career break to return to duty. Under these circumstances it would seem sensible to suspend the career break temporarily.



## 7. Cancellation of leave

Avon and Somerset have adopted a pragmatic and welfare centric approach in this regard. The current position is that an officer who wishes to cancel their leave will be allowed to do so, but line managers have a responsibility to talk with the officer first. We cannot emphasise enough the value of taking breaks from the workplace. This approach has been published on pocketbook. As you will see below, the regulations governing the management of leave have not changed, only the amount that can be carried over has.

See carry Over of Annual Leave, below.

## 8. Carry over of annual leave

The Government has amended the Working Time Regulations (WTR) 1998 to allow workers to carry over up to four weeks' annual leave into the next two holiday years, where it has not been reasonably practicable for them to take it as a result of the effects of coronavirus (this includes the effects on the worker, the employer, the wider economy or society).

It is likely that this would allow carry over if, for example, an employer did not allow leave to be taken during the crisis due to an increased workload. It is less likely that it would allow carry over of leave just because a worker was unable to go on holiday as planned due to travel restrictions. In that situation, it would arguably still be reasonably practicable for workers to take the annual leave within the leave year, even if they cannot use it to go away on holiday.

Police Regulation 33, Annex O – annual leave already gives chief officers discretion to allow more than five days' leave to be carried over in exceptional circumstances and when it is in the interests of efficiency to do so. Our position is that chief officers should use their discretion provided by Regulation 33, Annex O to enable officers who are prevented from taking their annual leave to carryover up to four weeks annual leave into the next two leave years.

## 9. Dependents' leave

As summarised in the Quick Reference Guide, Regulation 33, Annex T states that officers are entitled to reasonable paid time off in order to take action which is necessary:

- a) when a dependent falls ill, gives birth or is injured or assaulted;
- b) to arrange for care for an ill or injured dependent;

- c) where a dependent dies to arrange and attend funeral
- d) where care arrangements for a dependent are disrupted or terminated; or
- e) to deal with an unexpected incident involving an officer's child at school or nursery.

Dependent means a spouse, child, parent, someone who lives in the same house as the officer (but not a lodger etc.) or, in relation to (a) (b) and (d) any person who reasonably relies on the officer for assistance for instance an elderly neighbour or relative.

There is no definition in Annex T of what is reasonable time off. Our position is that officers should be granted paid time off for as long as necessary to deal with any emergency arising out of this crisis.

### **10. Parental bereavement and pay**

Parental bereavement leave is a new entitlement for bereaved parents to be absent from work, normally with pay at a statutory minimum rate, for up to two weeks. The new statutory right is available to the parents of a child who dies on or after 6 April 2020.

Our position is that officers should be granted up to two weeks leave and that such leave should be treated as a period of duty i.e. on full pay.

Agreement has been reached at the Police Consultative Forum that officers should benefit from parental bereavement leave and pay but this has not yet been translated into regulations and determinations. On 26 March 2020, the PCF asked the Home Office to issue a circular urgently.

### **11. Pregnant officers**

The Management of Health and Safety at Work Regulations 1999 cover the health and safety of new and expectant mothers who work in the police service.

Government guidance during the coronavirus (COVID-19) crisis is that all employees should work from home unless this is not possible. Where an employee is pregnant, the guidance is that they should be "particularly stringent" in following social distancing guidelines; they should work from home where possible and employers (this includes Forces) should support them to do so.

Where it is not possible for a pregnant employee to work from home, employers should consider their duties under health and safety legislation. The employer should carry out a risk assessment, taking into account the extent to which it is possible for the employee to follow the social distancing guidelines, for example by avoiding non-essential use of public transport and staying two metres away from others. Where a risk is identified, the employer must take steps to control, reduce or remove it, by:

- temporarily altering the employee's working conditions or hours of work; or (if that is not reasonable)
- offering them suitable alternative work; or (if none is available)
- suspending them from work on full pay for as long as necessary to avoid the risk.

All the above reflects the guidance already issued to Forces on the management of maternity and related issues set out in PNB circular 10/05. This includes what action is needed to protect the health, safety and welfare of the woman and her child. Whilst the guidance to Forces is aimed primarily at managing women in the Service, it is also important that Forces are aware of and sympathetic to the needs of new and expectant fathers or partners, particularly at this time.

In the final analysis, it is our position that a Force is responsible for the health safety and welfare of the woman and her child, and it must go through a formal risk assessment process and take all known relevant medical advice into account – this includes the Government advice above.

An officer's statutory maternity pay will be triggered if they are absent from work for a pregnancy-related reason, including a suspension on health and safety grounds, in the four-week period before their expected week of childbirth. To be clear, this does not mean that an officer's police maternity leave and pay will be triggered – this is explained in more detail in JBB circular 025-2017.

## **12. Postponement of Sergeants' legal examination and National investigators' examination (NIE)**

The NIE, fixed for 2 June 2020 has been postponed, and candidates registered for this exam have automatically been transferred to the next available date, currently 8 September 2020.

The sergeants' legal examination, due in March 2020, was postponed last month. No date has yet been re-scheduled, but the College has confirmed that this will not take place before the end of June 2020. There is a meeting of the National Police Promotion Framework Board on 16 April at which consequential impacts on officers will be discussed, such as

extensions to examination validity periods, possible extension of the step 4 (Temporary Promotion and Work-Based Assessment) period and when the next examination will be re-scheduled.

(<https://www.college.police.uk/News/College-news/Pages/Sergeants-exam.aspx>)

## Probationers

### 13. Assessment and selection

Currently, activity at Recruitment Assessment Centres has been postponed, and the College is working to provide an on-line alternative. They hope to do so within weeks. There is some uncertainty regarding the position of candidates who have completed the SEARCH process but not yet been offered a role; there are likely to be differences in approach between forces in terms of any accelerated approaches to this that they may introduce to deal with the current situation. Any concerns locally regarding fairness or safety should be raised with the Avon and Somerset Branch Office [info.avonsom@polfed.org](mailto:info.avonsom@polfed.org) with the subject reference COVID-19 as above) to consider raising on a national level if appropriate.

### 14. Attestation

Section 29 of the Police Act 1996 requires that every member of a police force or special constable shall be attested as a constable on appointment. Prior to attestation it is likely that a recruit is a member of the force but does not hold the office of constable. This raises questions regarding application of the statutory and regulatory provisions for individual recruits which come with that office, including injury benefits and awards, health and safety and equality legislation, and pension provisions. Lack of attestation carries potentially significant consequences for student officers in such forces who are also implementing the emergency deployment curriculum. This has been raised with NPCC. PFEW consider NPCC must issue a circular reiterating the statutory requirement.

## 15. New recruits – training changes

A revised, temporary initial learning curriculum designed to lead to ‘directed patrol’ status has been developed by the College to support safe and legal frontline policing during the period of emergency provision. This is anticipated to comprise a 7-8 week programme to bring student officers to the level of directed patrol status currently set for Special constables. The curriculum specifically provides that such officers will always patrol with another officer who is to be confirmed in rank and that such students will be ‘protected learners’ so, as such will not be judged on their performance during this time. It is very likely that further amendments will need to be made, or Home Office/Police Consultative Forum (PCF) circulars issued to deal with issues as they arise, including pay issues, protection regarding disciplinary proceedings and implications for probation status on reversion to the original entry route programme.

## 16. Operational policing training

Most of the College’s operational training courses have been postponed in light of the need to maintain social distancing. The College is looking to extend validity periods, for example in respect of firearms. PFEW has asked the College to engage with IOPC to ensure that they are content with any such arrangements.

## 17. Initial training

Forces are being encouraged to continue with the Uplift 20,000 programme. There are questions whether forces will have the infrastructure in place to fast-track the immediate induction of new recruits, such as sufficient equipment and tutors, and safety concerns. Many forces who have already introduced PEQF initial learning programmes are working with their partner Higher Education Institutions to provide learning other than in a face-to-face environment. However, any difficulties maintaining momentum on learning, including the new initial learning curriculum above, may have an impact on pay and probation arrangements and these issues are still to be considered and resolved. We are working to ensure that our members do not suffer any detrimental impact from the measures which are being taken.

## 18. Joint Related Fitness Testing

***In-Service Fitness Testing:*** The NPCC and the College of Policing has advised forces to suspend all in-service fitness testing.

Fitness testing is not in Police Regulations: The College of Policing sets standards and provides guidance but decisions regarding the implementation of officer fitness testing sit with individual forces. Although the NPCC cannot require forces to comply with its advice, forces should be aware that there is a health and safety risk to officers of undertaking fitness testing during the COVID-19 pandemic given that social distancing rules cannot be followed due to the nature of the test.

***Fitness Testing for New Recruits:*** The College of Policing has proposed that new recruit candidates should “self-declare” during the recruitment process that they can reach level 5:4 on the 15m Multi-Stage Fitness Test (MSFT). They advise that forces should re-test new recruits on entry (or as soon as practicable) and all new recruits must have undergone and been successful at the JRFT before they can undertake Personal Safety Training.

If a new recruit fails to reach the 5:4 standard upon taking the test they should have one further attempt three weeks from the first attempt. They will be subject to Regulation 13 should they not pass on their second attempt.

As for in service fitness testing, the College can only advise forces, and individual forces must decide whether or not to follow the College’s advice on fitness testing for new recruits. However, the following issues are important to note:

- As with all other serving officers, there is a health and safety risk to probationers of undertaking the JRFT whilst social distancing restrictions are in place. Forces would therefore need to consider whether or not the health and safety risks associated with embarking on PST without having first passed the JRFT outweigh the health and safety risks associated with taking the JRFT.
- Under Regulation 13 a probationer’s services may be dispensed with if the chief officer considers that s/he is not fit, physically or mentally, to perform the duties of the Office of Constable or is not likely to become an efficient or well conducted Constable. Failing the JRFT could be construed as evidence that the probationer is not physically fit to perform the duties of the office of Constable. However, there are significant concerns regarding the current validity of the JRFT, which have not yet been resolved by the College of Policing and NPCC. Because of the shortcomings of the current JRFT, the NPCC advised Chief Constables on 20th January 2020 that officers who fail the 15m MSFT should be given the opportunity

to undertake additional testing (in the form of the Chester Treadmill Police Walking Test and gas exchange analysis testing) prior to any formal sanction.

- The College's advice to forces about the recommended number of retakes, and the recommended time between retakes, for probationers who join during the Covid-19 pandemic is widely different to the College's published guidance for implementing the JRFT. The published guidance says that forces must provide supportive action if an officer fails the JRFT on the first attempt and should be allow a series of at least two retakes before any performance management procedures are started, with intervals of at least 6 weeks between each attempt.
- In terms of broader consequences for members, we are still unsure of the implications for membership of life insurance and pensions schemes for new recruits who join the service without having first completed a fitness test (they will still have had their medical examination). We are seeking clarification.

### 19.TOIL

The Quick Reference Guide summarises the provisions of Police Regulations 25, Annex G – overtime and Regulation 26, Annex H – rest days and public holidays.

Our position is that Forces should allow days in lieu to be taken wherever possible, as soon as possible.

If an officer has chosen to take time off in lieu of an allowance and the chief officer is unable, due to the exigencies of duty, grant the time off in lieu of payment within three months, then our position is that the time off in lieu of payment falls away and a right to payment arises and the allowance paid.

The Police Consultative Forum is looking to increase the timeframe for taking monthly leave days for inspecting and superintending ranks. Our position is that Forces should exercise some discretion pending an amendment to regulations and determinations so that officers do not lose out

## Rejoiners

### 20. Officers being asked to rejoin, after retiring (or leaving early).

Regulations allow for this, but for officers who retired before age 55 (and therefore have a Protected Pension Age) there are tax penalties that may apply upon rejoining. In order to preserve the PPA and therefore avoid tax penalties, this requires a break in service of at least one month, and in some instances six months. We have been told by the Home Office that the requirement for a gap in service in order to protect PPAs is to be suspended for rejoiners during the current crisis and that an announcement to this effect is imminent.

Another requirement of the one-month break in service provision is that abatement of pension can apply, and this has usually been applied (to ensure that total remuneration does not exceed the officer's pay immediately prior to retirement). However, we are also expecting a relaxation of this position. Chief Constables already have the discretion not to apply abatement and we are expecting guidance from the Home Office to provide that this discretion not to abate is universally exercised on a temporary basis during the current crisis. This would allow members to continue to receive their pension and also receive their salary. This would obviously increase their income and therefore mean that more income tax was payable. We await official confirmation from the Home Office, and we will update you as soon as we know the definitive position.

A further complication in relation to rejoiners is that automatic enrolment legislation requires forces to enroll officers into a pension scheme. Normally pension scheme membership brings three major benefits; death in service benefits, ill-health benefits; and pension accrual. Under current regs retired officers who return will join NPPS 2006 and will have to pay contributions (11%+) but will not accrue further benefits. However, there are ongoing discussions (between the Home Office and HM Treasury) which indicate that rejoiners will be offered retrospective membership of the 2015 CARE Scheme. This would provide members with death benefits, ill-health benefits and the opportunity to accrue further pension rights. As soon as we are appraised of the definitive position, we will update you. In the meantime, members should consider very carefully any decision to opt out of membership.

Changes to scheme eligibility for rejoiners (whether retired or early leavers) will require regulatory change, and we also expect confirmation that the Injury Benefit regulations will apply to rejoiners.



Previous rejoiners schemes (30+ and 30++) are now closed, and whilst some forces have continued to operate a similar arrangement this is not currently formally backed up in regulations and guidance.

This has been raised with the NPCC and the Home Office and we understand that full and comprehensive guidance is due to be circulated as a matter of urgency.

## **21.HMRC tax charges – removal of requirement for 1-6 month break for rejoiners**

Currently a retired rejoiner must adhere to the relevant break in service requirement to ensure that they do not attract additional taxation or penalties for breaching HMRC rules when they return to employment. This requirement is largely understood and implemented correctly by forces, though there have been instances where individuals have incurred additional tax liabilities and/or penalties by not adhering to the break in service requirement (whether by fault of the individual or force).

The Home Secretary announced on 26 March 2020 that the requirement for a break in service for those rejoining would be relaxed. However, we await details on how this relaxation will be implemented in order to ensure that retired rejoiners will not breach current HMRC rules and suffer tax penalties.

Guidance concerning the break in service requirement and the consideration of abatement is being compiled as part of the document that the Home Office will be issuing regarding rejoiners. We will let you know as soon as we receive official confirmation.



## Welfare Support



### Health Assured

The Avon and Somerset Employee Assistance offers a suite of wellbeing services, offering you and your family a structured way to work through physical or mental health issues and financial difficulties.

What our employee benefit programme offers

Health Assured have provided some information and resources on their website:

Whether you are an [employer](#) or if you are an [employee](#) information is available

There is a new COVID-19 blog post [here](#)

You can log in to your dedicated online portal [here](#) login is *asclogin* and the password is *wellbeing*

This is the support on offer

- Online and telephone counsellors are qualified face to face counsellors who deliver the sessions via a different medium
- The relationship between the client and counsellor is the same and there is no difference in quality or approach
- Online and telephone counselling provides more options to clients, easier to fit around schedules, and online still has visual interaction
- Clients have more anonymity
- Clients can access online or telephone counselling from the comfort of their own home or in an equally safe environment
- Online counselling has the eye contact and therapeutic relationship of F2F counselling with the accessibility benefits of structured telephone counselling
- Available through smartphones, laptops and tablets



Through our Branch we can afford subscribing police federation members access to this 24-hour, 365 days a year telephone support line for you and your family where you can speak directly to our trained staff regarding the issues that concern you.

[Download an information sheet here](#) or [Download the WSP leaflet](#)

The telephone staff have had training in police discipline and Post Incident Procedures.

They are certificated in mental health first aid and are there to listen to your concerns and help you to get the best support available. With your permission, they can evidence your needs and present them to your force or the Federation so that they can promptly obtain the support we recommend for you, such as neuro-linguistic programming (NLP) coaching, counselling or other therapies that may assist you in dealing with your current situation.

It is part of the acknowledgement of [mental health issues](#) affecting officers.

### **What does it include?**

Access to a 24/7 support line staffed by trained professionals and a full-time welfare support officer who will work alongside Federation representatives to support officers and their immediate families.

The programme was developed over an initial two-year pilot period to include enhanced support with the provision of NLP, coaching and counselling.

### **Who can access the WSP?**

- officers who have been involved in a death or serious injury incident at work that results in a Post Incident Investigation;
- officers who are suspended from duty;
- officers who have been served with Gross Misconduct papers; and
- officers who, following a consultation with their Federation Branch and the WSP, are deemed in need of being placed on the programme.

In addition, the WSP is also available for family members of officers entered onto the programme:

- immediate family members;
- partners;
- any person living in the same household with officer; and
- any dependants of an officer.



## **Avon and Somerset Benevolent Fund**

The [Avon and Somerset Benevolent Fund](#) exists to help those in difficulty. If someone is in real need of assistance, then the Fund can help by way of grant or a loan.

The Benevolent Fund can and does contribute to changing lives for the better, helping those whom for whatever reason, are unable to help themselves, and make life bearable again.

If you wish to seek assistance or join the fund the [Application Forms](#) can be found here.



We are the charity for serving and veteran police officers and staff, volunteers, and their families.

We are independent of the police service and are funded entirely by donations and fundraising - we receive no money from government or forces for our work.

You can access practical, emotional and financial support that is confidential and impartial by submitting a referral for you or someone you know.

Policing has a lasting impact on the physical and psychological welfare of police officers and staff, volunteers, and their families. This affects them during and after service. That's why we provide confidential care for life.

[Make a referral](#)



The Fund exists to provide support relating to education and development for the children of police officers, from subscribing forces, where a parent has died or retired on ill health grounds.

The Fund may help children not only of Police Officers who have died, but of those who have taken early retirement on ill-health grounds within the 22 subscribing forces.

[Am I eligible?](#)

## Financial



A Credit Union is a 'not for profit' financial institution owned and controlled by its members. They have a 'field of membership' which is based on either where you live or work – this determines who can become a member.

Police CU is part of the Serve and Protect family and was set up by the police, for the whole of the police family – serving and retired police officers/police staff and members of their households.



The free employee benefit aims to improve the financial resilience of our members, helping them to save straight from their pay. We are also there to help if our members ever need a loan – providing an ethical alternative to other financial providers.

We now also serve the wider protective services, including Prison Officers, Probation Officers and members of the Armed Forces.

With over 32,000 members across the Police, Prison Service and Armed Forces, we operate from regional branches covering the protective services in England and Wales. For more information on Police Credit Union, please [contact](#) us. The Police Credit Union also offer a [wellbeing call back service](#).

## Legal



We've acted for the Police Federation and its members for over 60 years. As a benefit of your Federation membership you've access to a comprehensive legal service. Our specialist lawyers have expert knowledge of issues facing police officers including:

- Crime & misconduct allegations
- Personal injury claims - on or off duty for you or your family
- Employment law
- Police pensions
- Family law - for police federation members or police personnel
- Wills, trusts & estates
- Property

If you need advice, then you should contact your Federation representative in the first instance who'll put you in contact with our nearest office.

Slater and Gordon also have a legal helpline available to you and your partner, offering free initial legal advice on personal legal matters. Call 0845 601 1907 to speak to one of our legal experts.

A simple will with Slater and Gordon is free of charge. You can start our will [here](#)

Creating your will can be done entirely online from the comfort of your own home. Simply:

1. Choose the will you require from the menu
2. Click 'Try before you buy' to start filling in your will
3. Answer the questions
4. Watch your will update automatically
5. If you decide you wish to purchase, click 'buy' and complete the payment process and add discount code AVO999 at the checkout
6. Once purchased, the obscuring text will be removed

In order to receive your will, you're required to register on our site and purchase your will using the online shopping system.

FORCE DISCOUNT CODE: AVO999

Complex wills



If you have complex requirements or would prefer to speak to an advisor, please contact the Slater and Gordon's wills team on 0845 601 1908. Complex or offline wills may incur a charge; however, discounts are available to Police Federation members. Speak to your will's advisor for more details.



## OSCAR KILO

Oscar Kilo is the home of the [National Police Wellbeing Service](#) over the last few weeks they have compiled a vast amount of advice which covers just about just about every rank and situation that might exist. Whether you are a leader or at home worried about a vulnerable person, there is something for you. Check out [The Corona Virus Hub](#) for advice tips to help you with your wellbeing.



# TAKING CARE OF ESSENTIAL WORKERS

## HOW CAN I HELP MYSELF?

We all have a personal duty to take care of ourselves and our health and wellbeing. People are different in the way they like to de-stress but there are some general pointers:

### Smile

Think about what you have found helpful in making you happy or relaxed (avoiding the harmful crutches such as the excessive use of alcohol or drugs)

### Family



Spend time with the family playing games or eating meals together

### Exercise

Take exercise, even if it is only in your front room



### Hobbies



Listen to music, read a book, pick up an old hobby

### Rest

Make sure you make time for some proper rest and relaxation



### Talk

Use others around you to talk to if you are feeling exhausted, worn out or worried. You may not want to share your thoughts with a partner but perhaps there is someone at work you trust.





OSCAR KILO



# COPING WITH CORONAVIRUS QUARANTINE

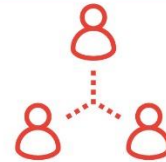
6  
TIPS

## Keep a routine

Even if you are at home and unable to meet others socially, it is important having a routine or structure to your day. Work out a timetable with a time to get up, rest, cook, clean and contact friends. Think about those things you always meant to do but never got around to doing, like sorting out the family photographs, writing your life history or picking up a neglected hobby. Sitting doing nothing creates time for to dwell on the unhappy things in life.

## Maintain social contact

Even though you are in quarantine you can still be in contact with friends and family or set up a home office where you can get on with an important project or develop a new idea.



## Avoid family arguments



If you are quarantined with your family, make sure that there is space for everyone to have personal time. Small irritations can become the cause of major arguments if not handled sensitively.

## Plan ahead



If you think you may be asked to go into quarantine, think about the things you will need that will be difficult to access if you are confined to the house. Are there books you would want to read or recipes you would like to cook or hobbies you would like to pursue?

## Don't watch too much news

Restrict the amount of time you spend watching the news. If you are spending more than an hour a day watching it you will find it difficult to think about anything else. By reducing the time you spend watching news about the virus, you increase the time you have to build your resilience and strength through using the time to learn new skills, take exercise or rest.

## Manage your fears

It is natural for people to be concerned about their health and wellbeing when in quarantine, but if these thoughts begin to take over it can be harmful. Try to distract yourself with a good film or box set, play games or phone a friend. Write down your worries on a piece of paper, read them and then put the paper into a box or envelope with the instruction you cannot worry about them again for at least six hours.



## Avon and Somerset Group Insurance Scheme (ASGIS)

**If you are subscribing member of the scheme** then you can access a number of products that are designed for your well-being as well as assurance.

- Life cover of £150,000 and 20% advance on terminal prognosis (child death grant £5,000)
- Critical illness cover £20,000 (child £5,000), partner £10,000
- RAC UK and European Motor Breakdown cover, member and partner
- Travel Insurance is 60 days per trip - please note there is no cover in cases of terminal diagnosis
- Best Doctors Scheme Family Cover
- **Care First Counselling service**
- Accident & Sickness scheme benefits
- Unsocial hours benefit — to compensate you for each scheduled unsocial hour lost through sickness (2 week excess)
- Knife & Gun assault — if subject to an assault involving a weapon resulting in injury and sickness absence, £2,500 Gun assault or £1500 knife assault (from Sept. 2017)
- HIV & Hepatitis B benefit - If you are unfortunate enough to contract either of these as a result of operational duties, a benefit of £40,000 can be claimed
- Temporary Total Disablement benefit of £35 a week extended to cover Post Traumatic Stress Disorder
- Planned hospitalisation benefit of £25 a night for a maximum of 30 nights, Accident/Emergency hospitalisation £40 a night
- Legal Expenses Cover up to £100,000
- Mobile Phone/Gadget Insurance
- Home Emergency Assistance
- Legal Document Service
- **GP Care on Demand (New)**

You can read the scheme booklet here <https://www.polfed.org/avonsom/media/1382/2020-avon-somerset-police-federation-scheme-booklet.pdf>



### GP Care on Demand

The GP Care on Demand service provides the subscribing member and their resident family with unlimited access to a GMC licensed practicing GP from the comfort of their home or workplace.

You can conveniently schedule a video consultation or request a telephone call back consultation from an experienced GP who'll take the time to support your individual needs.

Where appropriate, they will be able to issue an open private specialist referral letter or a private prescription. If it is identified you will benefit from a second medical opinion the doctor will support you by connecting to the Best Doctors® service which has a network of over 50,000 world leading specialists to review your case in full and help support some of the most important decisions you may have to make around your health.

Brought to you by Teladoc Health, a world leader in virtual care, you can use the GP service when you are abroad to access doctors who are practiced in supporting patients wherever they are in the world.

Key benefits:

- 24/7, 365 days a year, worldwide access
- Connect via the App, or simply call
- Discuss all aspects of your physical and mental wellbeing
- Unlimited consultations; you can use the service as much as you need
- Connect with a high-quality GP\* who has the time to listen and to help you

To arrange an appointment simply download the 'Care on demand' App\*\*

create an account and book a consult:

Apple Store: <https://apps.apple.com/gb/app/care-on-demand/id1481628208?ls=1>

Google Play: <https://play.google.com/store/apps/details?id=com.advancemedical.careondemand>

Use code: AVON2019

Or you can call: +44(0) 203 499 4891

No pre-existing medical condition exclusion or age limit applies.

\*Teladoc GP's are carefully selected and actively practicing medicine. They have over 6 years professional experience, undergo quarterly appraisals and continuous training.

\*\*As part of Care Quality Commission (CQC) regulations patients, when engaging the service for the first time, will be asked to go through a positive ID process.



GP Care on Demand is provided by Teladoc Health, Inc. Teladoc, Inc. is a telemedicine company that uses telephone and videoconferencing technology to provide on-demand remote medical care via mobile devices, the internet, video and phone.



## Care first Supporting your business 24 hours everyday

At some stage in their lives most people require advice and information on workplace and personal issues, but it can often be difficult to know where to start looking. The pressure of daily life can sometimes be stressful, but having access to the right advice and information can be helpful in combating such pressures.

As a member of the group insurance scheme you have access to an information and counselling helpline service which is available to you 24 hours a day. Expert advisors, trained by Citizens Advice are at hand to provide comprehensive answers and assistance on a wide range of issues which may affect your daily life.

The helpline provides you with instant support, advice and counselling. All Care First counsellors are accredited to the British Association for Counselling and Psychotherapy (BACP). The counsellors are available to provide support for any issues that you may wish to discuss, such as bereavement, relationships problems, stress and workloads. The service is confidential and impartial, and no one will be informed that you have contacted Care First, you don't even need to give your name if you don't want to.

The Care First online service provides a library of resources, developed and maintained by a team of professionals. The online resource offers immediate information, answers and advice for a wide range of personal issues such as

- finance management
- childcare and
- relationship advice
- as health guides and tips.

Resources for work related issues are also available, such as returning to work after illness, planning for retirement and working effectively.

Call: 0800 177 7894 to speak to a Care First counsellor

Or visit [the care first login](#) page to access the Lifestyle Online Service

Use log in details: AVONSOMERSET2011