

Lincolnshire Police

Policy Document



Hybrid working policy PD 264

Policy document information

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Policy sponsor:	Director of People Services
Policy owner:	Head of Human Resources
Author:	Head of Human Resources
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Version history

Version	Date	Reason for issue
1	Oct 2023	New Policy
2	July 2026	Policy review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)

- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

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

1. Policy aims (Purpose)

- 1.1. This policy is designed to provide a framework for all managers and staff to operate in a flexible manner whilst ensuring the outcomes required by the organisation continue to be delivered to the level required.

Lincolnshire Police recognises the need to develop modern working practices to enable the workforce to maximise their performance and productivity whilst also maintaining a healthy work-life balance and to continue to attract and retain high quality individuals.

The aim of this policy is to provide structure to the hybrid working approach, and provide guidance to managers and individuals to ensure consistency and fair application across the organisation, whilst accepting that “one size doesn’t fit all”. Managers should embrace the hybrid way of working and ensure their personal preference to have their teams in the workplace does not affect the fair application of hybrid working.

Hybrid working enables a blended approach to the organisation of work – being business focused whilst also empowering individuals and providing flexibility based on the nature of the work being done.

This document sets out the Force's approach to hybrid working in terms of the structure and flexibility that will be offered, the responsibilities placed on individuals, supervisors and senior leadership teams.

It is recognised that some roles will have technical, physical or security requirements, place specific or time critical components to the work that may restrict the option to work in a hybrid way. This policy will therefore not apply to all physically public facing roles for Police Officers and Police Staff employed by Lincolnshire Police. Public facing roles are roles which are regularly required to physically respond to and / or interact with the public and can be deployed to operational situations e.g. police officers in roles such as Response and Neighbourhood Policing Teams and police staff roles such as Town Enquiry Officers and PCSOs. However, it is understood that at certain times, it may be mutually beneficial for some of these officers / staff to be allowed occasional agile working. This could be dependent on the task required, the equipment already available and must be approved by the first line manager with the organisation's priorities taking precedence.

This enhanced flexibility must sit alongside the contractual requirement for Police Staff to have their primary location of work identified in their employment contract and for Police Officers to have a designated 'normal place of duty' which under police regulations must be a police location.

2. Policy statement (Key information)

2.1. Principles of the policy

Hybrid working is about balancing the organisational needs to maintain a high-quality service to the public and high levels of performance, whilst also supporting the aspirations of the workforce.

This policy supports the aims of the Force's Culture Strategy which includes our intention to "ensure the way in which the organisation works has a positive impact on our culture".

Although 'Hybrid Working' is principally about flexibility, it should not be confused with 'Flexible Working' which is a separate legal right for officers and staff. The opportunity to request flexible working is a statutory right for Police Staff and a right contained in Police Regulations for Police Officers and one that Lincolnshire Police will continue to value and uphold. There is a separate Flexible Working Procedure which individuals should follow for formal flexible working arrangements.

A key element of Hybrid working is the workstyle assigned to or adopted by individuals or groups of police officers and/or police staff employees. There are three workstyles which have been defined and adopted within Lincolnshire Police (with more detail in Appendix A):

- **Fixed** – where the role requires workers to be based at a particular police location and to have access to a dedicated workspace for all or most of their working time.
- **Field** – where the worker is required for most of their time to be in the community; with the role only requiring the worker to attend a Lincolnshire Police location to perform a small minority of their duties, for example to book on and off duty, to store and collect paperwork and/or equipment, to attend briefings, custody or to interview suspects, victims and witnesses.
- **Hybrid** – where the role can be performed as effectively remotely some, or the majority of the time, although it has been determined that there are benefits for the individual to attend their designated location on a regular basis. Within Lincolnshire Police, leadership, management and supervisory roles are vitally important for visibility as is the need to retain effective and cohesive team working.

Within Lincolnshire Police, it is confirmed that no role will be classed as entirely home working. Whilst this is the case for arrangements made under this policy, this should not be confused with our need as an organisation to make reasonable adjustments under the Equality Act 2010. Where hybrid working for an individual is recommended as a result of medical advice, this will always be considered in line with our legal obligations.

There will be no formal contractual change in respect of hybrid working, and therefore if there is an organisational requirement for hybrid working to cease for all or some roles, then individuals will be required to work from their normal place of work. It will be expected that individual's will work from the most suitable location to undertake their role / specific activity. This may be their contracted place of work, an alternative Lincolnshire Police Station, a partner agency property, or the individual's home. On occasion, this may include another suitable location for example on a train when travelling for work purposes, or a local meeting space. This will be agreed with each departmental head and will be managed within their expectations and requirements as all leaders are empowered to take responsibility for determining the working arrangements of their teams, balancing an individual's preferences with the need to deliver the service required. This policy does not supersede any conditions or guidance relating to those who have on-call duty arrangements.

Appendix A provides details on the operational protocols, procedures and parameters of the application of this policy.

Appendix B provides a high-level assessment of the various roles within Lincolnshire Police and the persona category they are allocated.

2.2 Motivators

The Force has invested in technology that supports the principles of hybrid working for example, Mobile Data Terminals (MDTs), laptops, mobile phones and applications that allow processes to be completed away from fixed locations.

- The benefits of adopting this approach for the individual include:
 - Improved work/life balance and general wellbeing
 - The opportunity to work in the way that is best for the job being undertaken
 - Retains team relationships and cohesion
- The benefits of adopting this approach for the organisation include:
 - Increased attraction and retention of staff

- Making the best, efficient use of our resources to deliver an excellent service to the public
- Reduced property related costs (effective utilisation of office space / reduced pressure on car parking, reduced carbon footprint / supports sustainability)

To remain a competitive employer, we need to be able to adapt to changing expectations and hybrid working can support the current / future generations entering the workforce, as well as expanding the pipeline of candidates considering a role within Lincolnshire Police where they may not live locally. There may be some specific roles where hybrid working arrangements are required in excess of those detailed within this policy in order to enable the attraction of applicants and retention of these roles. Where this is considered necessary, Heads of Departments should liaise in the first instance with their HR Advisor with the Director of People Services providing any approval to exceed the arrangements in this policy.

3. Other related documents and appendices

3.1. Appendices.

- Appendix A – Procedures and application of the Policy
- Appendix B – Role Assessment

Related documents.

- Force Policy PD 55 - Force Security Policy
- Force Policy PD 147 - Remote access operating procedure
- Flexible Working Procedure
- Flexi Time Scheme
- Health & Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

4. Monitoring and review

- 4.1 This policy will be monitored on an ongoing basis by the Head of HR and will be continually reviewed in line with legislative or organisational changes and to evaluate any impact in relation to equality and diversity.

5. Who to contact about this policy

- 5.1. This policy is owned by the Director of People Services. Any enquiries about this policy should be directed to the Head of HR (Rachel Betts; Rachel.Betts@lincs.police.uk; Contact no. 07798 864775)