

Armed Forces Reserve Training & Mobilisation Procedure

PROCEDURE REFERENCE NUMBER	HRPG60	
VERSION NUMBER	1	
KEY CHANGES FROM PREVIOUS VERSION	N/A	
AUTHOR	HR Business Partner Head of Veteran's Service	
CONSULTATION GROUPS	Policy Sub-Group Workforce Transformation Group Joint Partnership Committee	
IMPLEMENTATION DATE	1 June 2020	
AMENDMENT DATE(S)	N/A	
LAST REVIEW DATE	N/A	
NEXT REVIEW DATE	1 June 2022	
APPROVAL BY WORKFORCE TRANSFORMATION GROUP:	12 th May 2020 (Chair's Action)	
RATIFICATION BY FINANCE & PERFORMANCE COMMITTEE:	18 June 2020	
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PROCEDURE SUMMARY		
This document sets out the Trust's fair and equitable approach to the management of managing and acting on the mobilisation of armed force reservists who are employees of the Trust and the procedures in line with national guidance and partnership working.		
The Trust monitors the implementation of and compliance with this procedure in the following ways;		
This procedure is subject to review as per agreed review schedule of the Trust's HR procedures and as agreed by the Trust's Partnership Committee		
Services	Applicable	Comments
Trustwide	✓	

The Director responsible for monitoring and reviewing this procedure is the Executive Director of People & Culture

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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Assurance Statement

Essex University Partnership NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity.

The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

The management of this policy within the Trust will be applied and demonstrate the Trust's corporate values and behaviours. These values being:

- Open
- Compassionate
- Empowering

In demonstrating these behaviours and values, supporting the achievement of its strategic priorities to:

- To continuously improve service user experience and outcomes through the delivery of high quality, safe and innovative services.
- To be a high performing health and care organisation and in the top 25% of community and mental health Foundation Trusts.
- To be a valued system leader focused on integrated solutions that are shaped by the communities we serve.

1.0 INTRODUCTION

- 1.1. Essex Partnership University Trust (the Trust) employ staff who are members of the Reserve Forces and they recognise the valuable contribution that Reservists make to the UK Armed Forces, their communities and the civilian workplace.

2.0 PURPOSE & SCOPE

- 2.1 The Trust has pledged its support for members of, or those wishing to join the Reserve Forces and acknowledges the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to both the individual and their employer. This policy intends to define our obligations towards all employees who are members of the Reserve Forces.
- 2.2 The Trust will not disadvantage those Reservists who notify the Trust of their Reserve status or those Reservists who are made known to the Trust directly by the Ministry of Defence (MoD).
- 2.3 The Trust shall, subject to the provisions set out in Section 4, agree to release Reservists for attendance at Reserve Forces Training events where these take place on their normal working days.
- 2.4 The Trust shall, subject to the provisions set out in Section 5 agree to the release of all employees mobilised for Reservist duties.
- 2.5 The Trust will continue to treat the contracts of employment of employees mobilised for Reserve Service as operable throughout the period of such service and there will be no loss of continuous service or service related benefits. [Under The Reserve Forces Act (Safeguarding of Employment) Act 1985, an employee's service is terminated on mobilisation, but providing the employee follows the correct notification procedure under the Act, he or she can return to employment upon which their continuity of service will be restored].

3.0 RESERVE STATUS NOTIFICATION

- 3.1 Reservists are required to inform their employer that they are a member of the Reserve Forces and the specific force that they belong to. This is so that the Trust can provide the appropriate level of support to the Reservist. It also assists with resource planning during periods of leave e.g. training and/or mobilisation. The Trust also recognises the additional skills and experiences that being a Reservist can bring to the organisation and therefore it is useful for the Trust to have an understanding of where these particular skills and experiences exist.

Reservist employees are also required to grant permission for the Ministry of Defence (MoD) to write directly to their employer. This is known as 'Employer Notification' and ensures the Trust is made aware that the employee is a Reservist and the benefits, rights and obligations that apply.

The MoD will issue written confirmation to the employer informing them the employee is a Member of the Reserve Forces. The letter will provide detail of mobilisation obligations and rights as an employee; rights as an employer; and details of the financial assistance available if an employee is mobilised. Where possible, it will also provide details of any annual training commitments. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.

It is the responsibility of the Reservist to ensure their personal details are kept up to date e.g. if they change employer or leave their respective Reserve Force.

In any circumstance, the Reservist will not be disadvantaged as a result of notifying the Trust of their Reserve status.

4.0 TRAINING COMMITMENTS AND TIME OFF

- 4.1 The Trust recognises the importance of the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to their respective Reserve Force, the individual and the Trust.
- 4.2 Reservists are typically committed to 24-40 days training per year. Training tends to take place 1 evening per week, over various weekends throughout the year and one 2 week training period also known as 'annual camp'. Training commitments vary but in most cases include:
- Weekly training - most Reservists train at their local centre for around two-and-a-half hours, one evening a week.
 - Weekend training - all Reservists are expected to attend a number of training weekends which take place throughout the year.
 - Annual training - a 2 week annual training course sometimes referred to as 'annual camp'. This may take place at a training establishment, as an attachment to a Regular Unit, a training exercise or a combination of any of these. Training normally takes place within the UK, although each year some Reservists train overseas.

In the avoidance of doubt, Cadet Adult Volunteers will also fall under the military special leave provisions if they are required to attend 'annual camp'.

- 4.3 The Trust is committed to granting additional paid special leave of 10 working days or 75 working hours per financial year to Reservists specifically to enable them to attend their annual camp.
- 4.4 Additional unpaid leave will be granted for short periods of training provided adequate notice is given and where such training cannot be undertaken in off-duty time. Attendance at weekend training which cannot be undertaken during off-duty will be subject to the same arrangements.
- 4.5 Line Managers will facilitate work rosters to allow attendance at annual camp and other training commitments (e.g. weekly or weekend training sessions) unless there are exceptional circumstances.
- 4.6 Reservist employees should give as much notice as possible of training commitments to allow appropriate planning for absences. Permission once given will not be rescinded unless there are exceptional circumstances.

- 4.7 **Wellbeing** - Reserve Forces members will have access to a full package of health, wellbeing and psychological support through their Management Lead and/or the Staff Engagement Team.

5.0 MOBILISATION

- 5.1 Mobilisation is the process of calling Reservists into full time service with the Regular Forces, in order to make them available for military operations. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than 12 months.
- 5.2 The call-out papers for mobilisation are sent by post to the Trust or sometimes delivered in person by the Reservist to their line manager. The documentation will include the call-out date and the anticipated timeline. Whenever possible, the MoD aims to give at least 28 days' notice of the date that a Reservist will be required to report for mobilisation, although there is no statutory requirement for a warning period prior to mobilisation.
- 5.3 A period of mobilisation comprises three distinct phases:
- Medical and pre-deployment training;
 - Operational tour;
 - Post-operational tour leave

6.0 PRE-MOBILISATION

- Meet with Reservist to ensure all mobilisation paperwork completed (including pay, benefits & pension arrangements)
- Make a claim for financial assistance as appropriate (see Section 10)
- Discuss any handover of work and return of equipment
- Arrangements for keeping in touch
- Refer to checklists in Line Manager and Reservist Guidance document
- Inform HR of impending mobilisation and first day of permanent military service, contained in the call out notice, so HR/payroll can adjust pay and benefits accordingly.
- Request completion of declaration and mobilisation letter included with appendix 1 and 2.

7.0 DURING MOBILISATION

- Keep in touch with Reservist as arranged
- An employee who is a spouse or partner of active service personnel including Reservists is encouraged to contact their line manager, and or HR Adviser, in the event of mobilisation. The Trust endeavours to provide support during any transition of mobilisation/deployment, this support is also extended to post mobilisation. The type of support given may vary depending in the requirements of the employee. Where possible, the Trust will accommodate counselling provisions, flexibility with shift patters/working hours at key times during deployment. This may be at the time of deployment or a return from tour of duty.

8.0 POST-MOBILISATION

- Ensure both employer and reservist fulfill their return to work obligations (including reference to template letters)
- After care and support requirements
- Manager to complete and send return to work acknowledgment letter (Appendix 3)

9.0 AFTERCARE

9.1 A Reservist returning to work will benefit from a smooth re-integration into the workplace/team. The following should be considered as part of this process:

- The need to update on changes and developments in the Trust.
- The need to offer specific refresher training where it is sought/considered necessary.
- Where the job duties have changed since mobilisation a period of skills training may be required to assist with new aspects of the job.
- Whether the reservist can meet up with colleagues informally or socially before or after return to work to prevent any feeling of dislocation, if this is sought.
- Reasonable time off to seek therapeutic treatment if required.

10.0 PERFORMANCE REVIEW

10.1 Line managers who carry out appraisal or supervision meetings with a Reservist should be aware that Reserve Forces activities undertaken by an individual (either through training or mobilisation) bring essential skills into the workplace such as leadership, communication, team working and organisational ability, which ultimately lead to improved performance in the workplace.

11.0 FINANCIAL ASSISTANCE

11.1 Financial assistance for employers in the event of an employee who is a Reservist being mobilised is governed by the Reserve Forces (Call out and recall) (Financial Assistance) Regulations 2005. These cover additional costs above the normal earnings of the called-up Reservist associated with replacing that employee. There are 3 types of award available:

- One-off costs
- Agency fees, if a recruitment agency or employment agency is used to find a temporary replacement; or Advertising costs
- No financial cap on claims, but any claim must be supported by relevant documentation

12.0 RECURRING COSTS

- Overtime costs, if other employees work overtime to cover the work of the Reservist [by the amount that such costs exceed earnings of the Reservist]
- Costs of temporary replacement [by the amount that such costs exceed earnings of the Reservist]

12.1 The maximum claim available is £110 per day (£40,000 per annum). Claims can be made for every normal working day that the Reservist is away on service. An application for one-off costs and recurring costs must be made within 4 weeks of the end of full time Reservist service.

13.0 TRAINING AWARD

13.1 If a returning Reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded), then the Trust can make an application for the financial assistance.

14.0 FURTHER INFORMATION

Further sources of guidance and information can be obtained from the following:

- Defence Relationship Management

<https://www.gov.uk/government/groups/defence-relationship-management>

Helpline: – 0800 389 5459. This is a free telephone helpline open during office hours where advice and guidance can be obtained on training, mobilisation and employment issues.

- Royal Navy website www.royalnavy.mod.uk/the-fleet/maritime-reserves
- Army website: www.army.mod.uk/join/20233.aspx
- Royal Air Force website www.raf.mod.uk/rafreserves

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