



# **NCA Specials**

## Frequently Asked Questions

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### **Why have NCA Specials?**

Building on the success of the Special Constabulary in policing, the National Crime Agency enhances its workforce through the use of NCA Specials. This enables the Agency to harness the contribution of civic-minded individuals in its work to fight crime and protect the public, including in particular those with specialist expertise and skills that might not be available within traditional law enforcement but are of huge value in the fight against serious and organised crime. This represents an attractive volunteering opportunity for people who want to make a contribution to law enforcement, whilst bolstering the NCA's expertise across the breadth of its remit. Volunteering forms an important part of the Agency's stronger cooperation with the private sector; harnessing skills that exist, and are constantly refreshed, in other sectors.

### **What is the status of an NCA Special?**

NCA Specials are part time, unpaid NCA officers and are Crown servants by virtue of being employed by the NCA to exercise the functions of a Crown body; they are not civil servants. They are unpaid employees, working under a contract of employment, and under the direction and control of the NCA Director General, exercising authorised NCA functions personally.

### **How are NCA Specials recruited?**

NCA Specials will be recruited once an NCA department identifies a niche specialism, which is impracticable to fill through conventional employment arrangements. Having identified this, a consultation will take place between the relevant department and the NCA Specials and Volunteers Manager.

### **What security clearance do NCA Specials have?**

All NCA Specials will be security cleared to a minimum level of SC Enhanced; in some instances the security level will be set at a higher level. Like all NCA officers NCA Specials will be expected to obtain and maintain security clearance.

### **Why do NCA Specials have to sign a contract?**

A contract is necessary because NCA Specials are unpaid employees working under the direction and control of the NCA Director General, exercising authorised NCA functions. All NCA Specials will therefore be issued with a contract of employment.

### **Are NCA Specials subject of the same conduct / confidentiality regime as NCA officers?**

Yes. The Crime and Courts Act 2013 provisions on inspections and complaints cover NCA Specials as NCA officers. NCA Specials are first and foremost NCA officers and are therefore required to work in accordance with the NCA values and behaviours. They must ensure that their behaviour, both whilst on NCA premises or elsewhere, has no adverse effect on the NCA. If anything occurs which may attract an adverse reaction, the NCA Special must immediately advise their line manager of any such circumstances. If an NCA Special fails to demonstrate the NCA values and behaviours, or maintain the appropriate level of conduct, this may result in termination of employment in accordance with the notice provisions set out in the contract of employment. Any convictions must be declared (including motoring offences, but not parking tickets)

### **Can NCA Specials claim expenses?**

Yes. NCA Specials will be reimbursed in relation to reasonable out of pocket expenses (including subsistence allowance, accommodation and training) incurred wholly, exclusively and necessarily whilst on duty in the same way as any other NCA officer. There will be no reimbursement of expenses that can be considered to be a form of payment, or benefit in kind, as determined by HMRC.

### **How is a NCA Special's working time recorded?**

The hours may be varied according to the business needs of the NCA. Time spent on duty will be recorded in the NCA Specials Duty Sheet.

### **Does the Working Time Directive apply to NCA Specials?**

Yes. The Working Time Regulations 1998 apply to NCA Specials as Crown employees. NCA Specials are therefore entitled to rest periods and breaks or equivalent compensatory rest, and their average weekly working time (including time spent working for their regular employer) cannot exceed 48 hours unless they agreed to work longer. Hours worked for another employer, as well as for the NCA should therefore be recorded upon the NCA Specials duty sheet. Similarly NCA Specials should notify any current employer of the time spent working for the NCA. The recording of hours is however limited to the weekly periods when an NCA Special is undertaking NCA tasking *in addition* to their paid employment. If an individual is not undertaking their NCA duties there is no need to record the time they spend working in their 'day job'.

### **Can a NCA Special take annual leave?**

Yes. NCA Specials are entitled to take unpaid breaks from periods of duty. Unpaid leave can only be taken with prior agreement between the NCA Special and the line manager. NCA Specials are not entitled to take paid annual leave or to take paid bank holidays.

### **Are NCA Specials subject of performance review?**

Yes. The NCA line manager will supervise work undertaken in the course of allocated duties and will provide work objectives, appraise and summarise work and provide feedback in a shortened version of the performance appraisal system. The line manager and countersigning manager will liaise with the NCA Specials and Volunteers Manager regarding underperformance issues. NCA Specials will have the right of appeal against any decision to change or terminate the contract following a performance appraisal.

### **What training will the NCA Specials receive?**

NCA Specials will be provided with training necessary to undertake the duties, including a bespoke induction course. NCA Specials will be required to undertake all mandatory e-learning associated with their role.

### **I am interested in becoming an NCA Special, what do I need to do?**

Please submit your CV and covering letter to the NCA Specials mailbox, [NCA.Specials@nca.x.gsi.gov.uk](mailto:NCA.Specials@nca.x.gsi.gov.uk)

Please visit our NCA website or follow us on Facebook, Twitter or LinkedIn to keep up to date with this and other recruitment campaigns.