

# 23711 PROCEDURE – INSPECTING RANKS WORKING ARRANGEMENTS

**Version: 1**      **Last Updated: 14/01/09**      **Review Date: 23/04/09**

**ECHR**      **Potential Equality Impact Assessment: High**

## 1. About This Procedure

- 1.1. This procedure sets out how duty hours for Inspectors and Chief Inspectors will be established and recorded.
- 1.2. It seeks to ensure that there is compliance with the Working Time Regulations 1998, and that officers are able to maintain a healthy work/life balance.
- 1.3. This procedure is written in accordance with Police Regulations 2003 and Home Office Circular 21/1997.

## 2. Risk Assessments / Health & Safety Considerations

- 2.1. In accordance with Home Office Circular 21/97, for sound reasons to do with health and welfare of the officer and the safety of others, no police officer should be required to work regular excessive hours. In addition over a period of time, each officer should be allowed to take their full entitlement to days free of the requirements of duty. This is a particular consideration for Inspectors and Chief Inspectors who are not paid overtime.
- 2.2. This procedure should be read in conjunction with the Force Working Time Agreement. Specifically Inspecting' ranks, as for any other rank, are entitled to a rest/meal break away from their usual workstation and where possible this should be free from interruption. This should be a minimum of 30 minutes once a period of 6 hours is worked. Interruptions to rest/meal breaks should be the exception rather than the rule and exigencies of duty must not be used as a means of excluding Inspecting ranks from taking a meal break on a regular basis. Only where an officer is required to remain on call in the station or at other locations during meal breaks will this be classed as working time.

## 3. The Procedure

- 3.1. It is acknowledged that Inspectors and Chief Inspectors, as much as other members of the Force, need to be able to plan for both their work and their personal and family commitments. For this

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reason they are included on the Force duty rostering and recording system (CARM) with the ability to see their duties and have their working time recorded.

- 3.2. ACPO do not expect Inspectors and Chief Inspectors to have to work over and above 40 hours per week on a regular basis. Clearly there will be occasions when the demands of the service require an individual working well in excess of the required hours in a particular week and this is no more than a professional response to the demands placed upon the service the Force is required to deliver. However this should not be allowed, nor is expected, to become the norm.
- 3.3. There is no entitlement to compensation, either by pay or time off, for excess hours worked as there is no provision under Police Regulations 2003 for the Chief Constable to be able to do this. The background to this regulation is that in 1994 Inspectors' and Chief Inspectors salaries were increased as part of an agreement that removed any entitlement to overtime.
- 3.4. In accordance with Annex E of Regulation 22 of Police Regulations Inspectors and Chief Inspectors should, so far as the exigencies of duty permit, be allowed to take a day's leave on each public holiday and be granted rest days at the rate of two in respect of each week.
- 3.5. Any Inspector or Chief Inspector who works on a rostered rest day or public holiday is entitled to an additional day's leave as compensation. Police Regulations require that this day must be taken within 12 months unless the officer has been prevented by exigencies of duty from taking it. In the exceptional circumstance that this is the case the circumstance must be recorded to explain the retention beyond the 12 month period.
- 3.6. Individual officers must ensure that accurate records of their time worked is recorded on CARMs
- 3.7. Inspectors and Chief Inspectors do have flexibility to manage their working week. This includes the ability to take time off and manage hours flexibly but they are expected to make any deficit up to ensure they meet a minimum 40 hour week average (or lower if part time). For example if an Inspector got called out on a major incident and ended up working 18 hours, it is perfectly acceptable for that officer not to do a planned shift the following day. This also ensures the Inspector has been given compensatory rest in accordance with the working time agreement. The principle is that commonsense should be applied to situations that will arise from time to time. A bank is maintained on CARMs showing hours in excess of rostered hours on a rolling 5 month period, to assist

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Inspectors and Chief Inspectors to manage their time flexibly but as per paragraph 3.3 does not denote an entitlement.

- 3.8. Individual officers and line managers must regularly monitor their working hours through CARMs to ensure compliance with the Force working time agreement. Through regular review, cases where 48 working hours averaged over a rolling 20 week period are likely to be exceeded should be identified in advance. There is a standard enquiry on CARMs that shows this average at any time. In such cases the manager should put a strategy in place with the officer to reduce the average weekly hours. Such a strategy may include the use of leave days owing and compensatory hours.

## 4. Roles And Responsibilities

### 4.1. Inspectors/Chief Inspectors

- 4.1.1. Inspectors/Chief Inspectors will record their hours on a daily basis using CARM, where CARM has not yet been implemented they should use an AD97. Officers are required to notify their Resource Unit to ensure CARM is properly updated.
- 4.1.2. Inspectors/Chief Inspectors have a responsibility for monitoring their own working time and reviewing it at regular interviews to ensure they are within working time threshold.

### 4.2. Line Managers

- 4.2.1. Should not encourage excess working except where it is operationally necessary.
- 4.2.2. Line managers should regularly review the working hours of Inspector and Chief Inspectors and ensure appropriate action is taken in accordance with this procedure where an officer is working or is likely to work in excess of the average 48 hour week over a 20 week period.

### 4.3. Resource Management Teams

- 4.3.1. RMTs will work with officers to ensure their working time is properly recorded on CARM.
- 4.3.2. The RMT team will allocate an additional rest day for each rest day or bank holiday worked.

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- 4.3.3. RMT will provide monitoring data to the OCU/Dept senior management in respect of the working hours of Insp/Ch Insp. RMT will provide guidance to Inspectors and managers on how to check their average hours on CARMs.

## 5. Monitoring And Evaluation

- 5.1. The Head of Personnel is responsible for monitoring and reviewing the procedure.

## 6. Review

- 6.1. This procedure will be reviewed every two years.

## 7. Related Policies, Procedures And Information Sources

### 7.1. Related Policies

- 7.1.1. N/A.

### 7.2. Related Procedures

- 7.2.1. N/A.

### 7.3. Information Sources

- 7.3.1. Working Time Agreement for the Federated Ranks
- 7.3.2. Working Time Regulations 1998
- 7.3.3. Police Regulations 2003
- 7.3.4. Home Office Circular 21/1997
- 7.3.5. AD203 - Equality Impact Assessment

**Origin:** Personnel Department