

Police Federation
Of England and Wales



Ffederasiwn Heddlu
Lloegr a Chymru

Established by Act of Parliament

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FROM THE GENERAL SECRETARY'S OFFICE

JF/sg

16 May 2008

JBB CIRCULAR NO : 43/2008

To: All Joint Branch Board Secretaries

Dear Colleague

ON-CALL/STANDBY SURVEY

This circular is to draw your attention to a questionnaire that has been sent out today (**Friday 16 May**) by the Joint Sides of PNB to Directors of HR for all UK police forces.

The purpose of the questionnaire is to ascertain information on the use of on-call/standby arrangements within all UK forces, and has been jointly designed by PNB Official Side and Staff Side representatives. It is hoped the information provided will assist Staff Side in its claim for the introduction of an on-call allowance for officers.

At present the enclosed blank copy is for your information only, but once it has been completed by your force HR Director you will have an opportunity of providing your comments in the space provided at the end of the questionnaire before the force return it to the PNB Independent Secretary. The PNB letter to HR Directors that accompanies the questionnaire specifically provides for the completed questionnaire to be shared with the Federation's JBB Secretary for s/he to provide any additional comments.

The deadline for the return of the completed questionnaire is **Friday 6 June 2008**. It is planned to produce a final report about one week before the next PNB meeting on the 23 July.

Should you have any initial queries on the questionnaire or experience any difficulties receiving a copy of the completed questionnaire from the force, please do not hesitate to contact **Denis van Mechelen** in the Research Department on tel: 01372 352006 or email Denis.VanMechelen@polfed.org.

Represent · Influence · Negotiate

Thank you for your cooperation in this important matter.

Yours sincerely

A handwritten signature in black ink that reads "John Francis". The signature is written in a cursive style with a large, stylized initial "J" and "F".

JOHN FRANCIS
GENERAL SECRETARY

PNB JOINT QUESTIONNAIRE ON 'ON-CALL/STANDBY'

Thank you for taking part in this survey. The purpose of this questionnaire is to gather information on the use of 'on call/standby' amongst officers of federated ranks (constables to chief inspectors) and superintendent ranks. The information we collect will be essential in gaining a national view of the current on call/standby policies and arrangements and the extent to which they are utilised. This information will be summarised and provided to the Police Negotiating Board in July for discussion. **PLEASE READ THE WHOLE QUESTIONNAIRE CAREFULLY BEFORE COMPLETING.**

You will be asked a series of questions regarding the nature of any 'on-call/standby' policy/scheme, specifying where possible the different pay arrangements that may exist across roles. There are two sections to the questionnaire. Section 1 asks questions about any 'on call/standby' policy/scheme with formal payments, and section 2 about any informal 'on call/standby' arrangements that may be used by the force.

A copy of the blank form has been sent to the local Federation Joint Branch Board Secretary. However, you should provide them with the completed form so that s/he can provide any additional comments on local 'on call/standby' arrangements in the space provided at the end of the questionnaire. **When these comments have been added you should arrange for the form to be returned electronically to Bill Blase, the PNB Independent Secretary, tel. 0207 215 8101, email William.Blase@berr.gsi.gov.uk before Friday 6th June 2008.**

If you have any difficulties or queries about the questionnaire please contact either Laura Brasnett, Home Office, tel. 020 7035 3210, email laura.brasnett@homeoffice.gsi.gov.uk or Denis Van Mechelen, Police Federation of E&W, tel. 01372 352006, email Denis.VanMechelen@polfed.org

Definitions

For the purposes of this questionnaire 'on-call/standby' refers to a **predetermined requirement** for an officer to be available, **outside of their normal working hours**, to attend or undertake duty at a moment's notice. 'On-call/standby' will not be used to describe situations where officers are recalled to duty, due to urgent and unforeseen events.

Name of Force:

HR contact (responsible for completing the form).....

Job title.....

Telephone number

Federation JBB Secretary.....

Telephone number.....

1. Does your force have a formal 'on call/standby' policy/scheme for police officers?

Yes
No

[PLEASE ATTACH A COPY OF THE POLICY/SCHEME TO YOUR RETURN]

[IF YES, GO To Q2; IF NO, GO To Q7 in SECTION 2]

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5. a) What restrictions are placed on officers' outside/social activities while on 'on-call/standby'?

- Contactable by mobile phone or pager
- Immediately available to return to work within a reasonable time (within defined geographical area)
- Fit for duty (no alcohol or other substance)
- Access to own transport
- Other (please specify.....)

[Please tick all appropriate boxes]

b) Do the above restrictions vary at all by role?

Yes

No

c) If YES, please specify in what ways?

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6. a) Are officers expected to be 'on-call/standby' on any of the following days?

- Rest days
- Public holiday
- Annual leave
- Free day

[Please tick all appropriate boxes]

b) Do the restrictions listed earlier (in 5a) vary for 'on-call standby' duty undertaken on a rest day, public holiday, annual leave or free day?

If YES, please specify in what ways?

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c) Does the force compensate officers for 'on call/standby' undertaken on a rest day, public holiday, annual leave day or free day?

Yes

No

d) If YES, please specify for each rank in what ways.

	Constable	Sergeant	Inspector	Chief Inspector
Rest day				
Public Holiday				
Annual leave day				

11. How are officers recompensed by the force when required to attend or otherwise undertake 'on call/standby' duties?

On-call payment (please specify amount.....)
 Special Priority Payments
 Bonus Payments
 Overtime (please specify amount.....)
 Time off in lieu (TOIL)
 Other (please specify.....)

Y/N	Comments

12. a) What restrictions are placed on officers' outside/social activities while on 'on-call/standby'?

Contactable by mobile phone or pager
 Immediately available to return to work within a reasonable time (within defined geographical area)
 Fit for duty (no alcohol or other substance)
 Access to own transport
 Other (please specify.....)

[Please tick all appropriate boxes]

b) Do the above restrictions vary at all by role?

Yes
 No

c) If YES, please specify in what ways?

13 a) Are officers expected to be 'on-call/standby' on any of the following days?

Rest days
 Public holiday
 Annual leave
 Free day

[Please tick all appropriate boxes]

b) Do the restrictions listed earlier (in 12a) vary for 'on-call standby' duty undertaken on a rest day, public holiday, annual leave or free day?

If YES, please specify in what ways?

c) Does the force compensate officers for 'on call/standby' undertaken on a rest day, public holiday, annual leave day or free day for each rank?

Yes
 No

d) If YES, please specify for each rank in what ways.

	Constable	Sergeant	Inspector	Chief Inspector
Rest day				
Public Holiday				
Annual leave day				
Free day				

15. a) Are there any circumstances in which officers not on an 'on call/standby' list/rota would be required to undertake 'on-call/standby' duties on a **temporary** basis (i.e. occasional cover)?

Yes
No

b) If YES, please specify below the circumstances and possible roles.

16. How are officers **temporarily** 'on call/standby' recompensed by the force when required to undertake such duties?

On-call payment (please specify amount.....)
Overtime (please specify amount.....)
Time off in lieu (TOIL)
Other (please specify.....)

Y/N	Comments

THANKS FOR YOUR CO-OPERATION WITH THIS QUESTIONNAIRE.

ON COMPLETION PLEASE GIVE THE FORM TO THE LOCAL FEDERATION OFFICE SO THAT THEY CAN PROVIDE ANY ADDITIONAL COMMENTS. THEY SHOULD THEN RETURN THE FORM TO YOU SO THAT YOU CAN FORMALLY RETURN THE COMPLETED FORM ELECTRONICALLY TO Bill Blasé the PNB Independent Secretary - William.Blase@berr.gsi.gov.uk ; tel: 0207 215 8101 BY FRIDAY 6th JUNE.

SHOULD YOU HAVE ANY QUERIES REGARDING THE COMPLETION OF THIS FORM PLEASE CONTACT EITHER:

Laura Brasnett at the HOME OFFICE – Laura.Brasnett@homeoffice.gsi.gov.uk ; tel: 0207 035 3210

OR Denis van Mechelen at the POLICE FEDERATION OF E&W – Denis.VanMechelen@polfed.org; tel: 01372 352006

LOCAL FEDERATION JOINT BRANCH BOARD SECRETARY'S COMMENTS

Please provide any comments on the Force Return in the boxes below. When making comments on answers to specific questions, it would be helpful if you could identify the appropriate question number. Thank you.

SECTION 1: FORMAL 'ON-CALL/STANDBY' POLICY/SCHEME

SECTION 2: INFORMAL 'ON-CALL/STANDBY' ARRANGEMENTS

