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.
Thank you for your cooperation in this important matter.

Yours sincerely

[Signature]

JOHN FRANCIS
GENERAL SECRETARY
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 Brasnet, 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 [PLEASE ATTACH A COPY OF THE POLICY/SCHEME TO YOUR RETURN]
   No

[IF YES, GO TO Q2; IF NO, GO TO Q7 IN SECTION 2]
**SECTION 1: FORMAL ON CALL/STANDBY POLICY/SCHEME**

2. Please complete the following information about your force's 'on-call/standby' policy/scheme.

<table>
<thead>
<tr>
<th>Role</th>
<th>Rank</th>
<th>Number</th>
<th>On-call commitment</th>
<th>On-call sessions actually undertaken</th>
<th>Payment method (please specify amount and frequency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Payment regardless of on-call utilised</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Payment for on-call duty actually utilised - either phone call or recall to a workplace</td>
</tr>
</tbody>
</table>

[Please see examples of roles below - this list is not exhaustive so please include any other ranks covered by policy or scheme]

- Gold/silver
- Firearms
- Cadres
- Firearms
- Support
- Group
- Hostage
- Negotiator
- POLSA
- SIO Major
- Crime
- Road Policing (Fatal Collision, Forensic etc)
- Divisional/District
- Detective

Total number of officers on formal on-call/standby list
Total number of on-call sessions available in a month
Total number of on-call/standby sessions actually undertaken
Total number of times on-call/standby utilised - either called for advice or actual duty at a workplace
Total expected duration of each session - e.g. 8 hour or weekend shift
On-call/standby allowance (amount & frequency)
Special Priority Payment (please specify amount)
Other payment (please specify amount)
On-call/standby payment (amount per session)
Bonus payment (amount per session)
Overtime payment (please specify rate - time & third, time & half or double time)
Other e.g. TOIL, rest-day etc (Please specify at what rate such compensation is granted)
<table>
<thead>
<tr>
<th>Witness protection</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Handler</td>
<td></td>
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<tr>
<td>Full-time Federation officers</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments:
3. If Special Priority Payments are used to pay officers for 'on-call/standby', please state below what other criteria are used to determine payment (specialism, nature of work etc), and what proportion of the payment is specifically in recognition of officers' 'on-call/standby' commitment?

[Blank space for answer]

4. a) Approximately, how many officers in each rank undertook/attended 'on call/standby' duties over the last 12 months?

<table>
<thead>
<tr>
<th>Rank</th>
<th>Total Number of Officers on 'on-call/standby' in 2007-08*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constables</td>
<td></td>
</tr>
<tr>
<td>Sergeants</td>
<td></td>
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<tr>
<td>Inspectors</td>
<td></td>
</tr>
<tr>
<td>Chief inspectors</td>
<td></td>
</tr>
<tr>
<td>Superintendents</td>
<td></td>
</tr>
<tr>
<td>Chief superintendents</td>
<td></td>
</tr>
</tbody>
</table>


b) Please provide as full a record as possible of officers undertaking/attending 'on call/standby' duties over the 3-month period, 1st January to 31st March 2008.

[PLEASE NOTE: WHERE THE SAME OFFICER HAS UNDERTAKEN A NUMBER OF PERIODS OF 'ON CALL/STANDBY', PLEASE RECORD EACH INSTANCE SEPARATELY USING THE SAME OFFICER CODE]

Please insert additional rows if necessary and include any explanatory comments

<table>
<thead>
<tr>
<th>Officer's identity code</th>
<th>Rank</th>
<th>Performance Role - e.g Firearms, POLSA etc</th>
<th>Duration (in hours)</th>
<th>Time of day (i.e. morning/afternoon/evening/night/combination)</th>
<th>Comments</th>
</tr>
</thead>
</table>
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?

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?

- 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.

<table>
<thead>
<tr>
<th></th>
<th>Constable</th>
<th>Sergeant</th>
<th>Inspector</th>
<th>Chief Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rest day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holiday</td>
<td></td>
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<tr>
<td>Annual leave day</td>
<td></td>
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</tbody>
</table>
SECTION 2: INFORMAL ON CALL/STANDBY ARRANGEMENTS

7. If there is no formal 'on-call/standby' policy/scheme, are there any informal 'on-call/standby' arrangements in the force area?

Yes [ ]
No [ ]

[IF YES, GO TO Q8; IF NO, GO TO Q15]

8. Are these informal arrangements the same across the whole force area or do they differ locally?

Same across force area [ ]
Local variations [ ]

9. What are these 'on call/standby' arrangements, specifying where necessary any local variations?

[Blank space for text]

10. What roles and ranks are covered by these informal 'on call/standby' arrangements?

<table>
<thead>
<tr>
<th>Roles</th>
<th>Rank</th>
<th>Approx. number of officers covered by these arrangements</th>
<th>Other comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold/silver Firearms Cadres</td>
<td></td>
<td>On a list</td>
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<tr>
<td>Firearms Support Group</td>
<td></td>
<td>On a rota within a one month period</td>
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<tr>
<td>Hostage Negotiator</td>
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<td></td>
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<tr>
<td>POLSA</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SIO Major Crime</td>
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<tr>
<td>Road Policing (Fatal Collision, Forensic etc)</td>
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<tr>
<td>Divisional District Detective</td>
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<tr>
<td>Witness protection</td>
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<tr>
<td>Source Handler</td>
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<tr>
<td>Full-time Federation officers</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>Constable</th>
<th>Sergeant</th>
<th>Inspector</th>
<th>Chief Inspector</th>
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</thead>
<tbody>
<tr>
<td>Rest day</td>
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<tr>
<td>Public Holiday</td>
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<tr>
<td>Annual leave day</td>
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<tr>
<td>Free day</td>
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</tbody>
</table>
14. Please provide as full a record as possible of officers **undertaking/attending** 'on call/standby' duties over the 3-month period, 1\textsuperscript{st} January to 31\textsuperscript{st} March 2008.

[PLEASE NOTE: WHERE THE SAME OFFICER HAS UNDERTAKEN A NUMBER OF PERIODS OF 'ON CALL/STANDBY', PLEASE RECORD EACH INSTANCE SEPARATELY USING THE SAME OFFICER CODE]

Please insert additional rows if necessary and include any explanatory comments

<table>
<thead>
<tr>
<th>Officer's identity code</th>
<th>Rank</th>
<th>Performance Role e.g. Firearms, POLSA etc</th>
<th>Duration (in hours)</th>
<th>Time of day (i.e. morning/afternoon/evening/night/combination)</th>
<th>Type of Payment (e.g. SPPs, Bonus Payments, Overtime, other)</th>
<th>Amount Paid (if known)</th>
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Comments:
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?

<table>
<thead>
<tr>
<th>On-call payment (please specify amount)</th>
<th>Y/N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime (please specify amount)</td>
<td></td>
<td></td>
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<tr>
<td>Time off in lieu (TOIL)</td>
<td></td>
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<tr>
<td>Other (please specify)</td>
<td></td>
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</tr>
</tbody>
</table>

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 Blase 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/SCHME

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