

**STRATHCLYDE POLICE VARIABLE SHIFT ARRANGEMENT (VSA)
PROTOCOL FOR POLICE STAFF MEMBERS
IN AREA CONTROL ROOMS (ACR'S)**

**AGREEMENT BETWEEN THE CHIEF CONSTABLE
AND
UNISON STRATHCLYDE POLICE AND FIRE BRANCH**

The Strathclyde Police VSA is a 5 group, compressed week working pattern, which aligns resources to demand.

The following protocol will be applied as best practice in respect of the implementation of the Strathclyde Police VSA for members of Police Staff.

1. Duty Roster

As both members of Police Staff and Police Officers are employed in the ACR's, the duty roster will be published in accordance with Regulation 22 Annex E of the Police (Scotland) Regulations 2004.

After implementation of the VSA in the area control rooms, a roster shall be drawn up and published annually in September for implementation in January the following year.

The roster shall set out not later than one month before the date on which it starts for a period of at least three months following which date it comes into force, the rest days, public holidays, the times at which the members scheduled daily periods of duty (rostered shifts for members working variable shift arrangements and for flexible workers) are to begin and end and, for flexible workers, free days. Additionally if an officer is varied from what is a core shift then that variation will be made known 6 weeks in advance of the date the variation is to take place.

The means of publishing the roster will be through the Duty Management Function of SCOPE.

2. Core Shift Periods

ACR Core Hours

Shift	Day	Time
Early	Monday- Sunday	0630-1530
Late	Monday- Sunday	1400-0000
Night	Monday -Sunday	2200-0700

FOV Core Hours

These shift times include a one hour, unpaid meal break.

3. Variation to Core Hours

4.

For the purposes and provisions of the Working Time Regulations 1998 under this protocol a night shift worker shall be deemed to be one who works for three hours between the hours of midnight and 0700hrs. Under the regulations, a “night worker” is someone who regularly works night shift including those workers who regularly work nightshift as part of a rotating shift pattern. It follows that the prescribed limits involving night workers will be strictly adhered to. For the purposes of the Strathclyde VSA the Chief Constable and the Branch Secretary agree to the following exceptions to this rule:

- Officers will work a 10 hour late shifts from 1400 hrs to 0000 hrs.
- Officers will work a 9 hour night shifts from 2200 hrs to 0700 hrs.

The start times which shifts can be varied are set below:

Shift	Variable Start Times
Early	0630-0900
Late	1200-1800
Night	1800-2200

4. Annual Leave

Annual leave is to be administered in accordance with Police Staff Service and Conditions¹.

A record of annual leave will be created for each group in January of each year. This will enable all staff to plan annual leave. To ensure that ACR's are sufficiently staffed at all times, no more than 1/6th of a groups strength will be permitted to be on annual leave at any one time.

Current legislation², indicates staff must give at least twice the period of the leave to be taken. The Force may refuse the applicant permission to take leave requested within a period equivalent to the period of the leave requested.

Annual Leave Entitlement

In the completion of the Equality Impact Assessment it is recognised that the appropriate calculation of Annual Leave is in hours. Whilst this is a matter under consideration by the Force for all police staff, annual leave entitlements for 2010 will remain unaffected. 35 hours per week over 4 days - 4/5ths of 20 =16 (4 working weeks)

¹ Part 5a Section 61.

² The Working Time Regulations 1998 paragraph 15(4) (a).

At present Police officers are not subject to similar conditions and Force Communications senior management have instructed that until parity can be achieved between police staff and police officers in relation to this issue, then staff will continue to receive their full annual leave entitlement.

5. Public Holidays.

Public Holidays will be worked when required and remunerated in accordance with the VSA shift roster and Police Staff Service and Conditions.³

During the month of January each year, any shift worker who is rostered to be on duty on a public holiday over the next twelve months will be given the opportunity to state a preference for not working the rostered public holiday(s). The process for granting this request, or not, is outlined in Service and Conditions.⁴

In line with current budgetary constraints if staff elect to work on a public holiday they could still be required not to work on that date

6. Time off in Lieu (TOIL) and Re-Rostered Rest Days (RRRD).

Any requests for TOIL and RRRD's will be administered by the Operational Support Division Resource Managers. Requests should be made in line with those for annual leave i.e. twice the amount of notice of the period requested.

Requests to re-roster rest days should follow established practice under VSA, whereby rest days worked Sunday-Thursday can only be taken on a similar basis. Rest days cancelled/worked on a Friday and Saturday can be used either within a weekend or a weekday period.

Granting or refusal of requests for TOIL will be dependant on the Operational Baseline Level (OBL) in force for the date of the request.

With an 8 week review of available resources and 6 weeks notice of variations, staff should provide as much notice of a request for TOIL/RRRD's as reasonably practicable to allow for the request to be granted in line with operational commitments.

7. Shift Allowance and Weekend Enhancement.

Shift allowance will be paid in accordance with the guidelines in Police Staff Service and Conditions.⁵ This will be pro-rated for job share and part time staff.

³ Part5a section 62.

⁴ Para 5a section 62.1.1- 62.1.5

⁵ Part 4a Sect 41.5

Weekend Enhancement is a contractual allowance paid each month and is calculated by averaging the number of hours worked between Friday midnight and Sunday midnight during a shift cycle. Without applying variations this equates to 50 Hours of weekend hours worked over a 5 week period for full time employees, paid at a rate of 21.726* hours at plain time.

*This figure will be calculated on a pro rata basis for job share and part time staff

The effect of shift variations caused by application of the VSA cannot be fully calculated at this time. A review period of 6 months will be set during which the full allowance will be paid. Throughout, a robust examination of the number of variations will be carried out and where it is found that a member of police staff has suffered financial detriment due to the amount of variations, then further financial recompense will be made at that time.

8. Compliance

The above arrangements comply with the provisions of the Working Time Regulations 1998 and the Police (Health and Safety) Regulations 1999 and the Health and Safety at Work Act 1974 etc.

9. Review

It is understood that a Review Group to be called the Work Force Agreement Monitoring Group, to be chaired by the Assistant Chief Constable with responsibility for territorial policing, shall meet periodically to monitor and review best practice in the implementation of the Strathclyde Police Variable Shift Arrangements.

The Strathclyde Police Staff VSA will be reviewed after a period of 3 years.