10 Hour Variable Shift Agreement
South Wales Police
Joint Branch Board Agreement

10 Hour Shift Patterns

This Agreement is made between the Chief Constable, Police Federation and the Departments as authorised or listed and BCU's within South Wales Police.

This Agreement sets out the arrangements for a 10-Hour shift pattern, which will be available to all Neighbourhood Officers within South Wales Police providing policing cover, with the exception of those officers who have signed up to an alternative shift Agreement for operational purposes. Should any other department/area wish to adopt the patterns governed by this Agreement, this must be approved by the relevant Chief Officer, in collaboration with local Federation representatives and approval by Local Agreement.

Variable shift patterns other than those specified in the Agreements for 8, 10 and 12-hour shift patterns are not to be operated. Officers will not work a mixture of shifts (i.e., 8 and 10 hour shifts).

Once a formal shift Agreement is adopted, all officers in the sector, area or department must work that shift, unless there are specific reasons (e.g., welfare) preventing them from doing so. Only one shift pattern may be operated at any one time per sector, area or department, for 8, 10 or 12-hour patterns only.

Nothing in this Agreement affects the ability of the Chief Constable to alter duties for the exigencies of duty as per Regulation 22 of the Police Regulations 2003.

This Agreement will be effective from 1st October 2007 and where necessary payments for relevant acting up periods may be backdated to, but will not predate 1st April 2003 when the 12-hour shift pattern was implemented. Written notice will be given to all persons affected by the Agreement 28 days prior to the commencement of the shift Agreement.

1. In accordance with provisions of the Police Regulations, hours of duty shall be performed in one 10-hour complete tour.

2. The duty day will commence at 07:00 hours. A tour of duty, which starts before this time will attract additional payment in accordance with Police Regulations. An afternoon shift will start no earlier than 12.00pm

3. The 10-hour shift pattern will operate in accordance with the demands of the three types of sector i.e., Urban, Semi-Urban and Semi Rural. The following main principals will always apply:
   - Shift Patterns are limited to a maximum of 8-week cycle and there should be no hours carried forward. Please refer to point 18 for an explanation of how this will be managed.
   - A minimum of 50% of the shifts should be afternoon turns
- Officers may be required to start any time between 07:00 and 19:00 hours. Start times may vary by up to 3 hours forward or back from their set shift in order to meet unexpected demands. However this will not happen on the first day of a shift pattern due to the rules governing rest day working.
- For PSU duties/Special events only the start time will be subject to the policing imperative (i.e. officers may be required to start any time between 07:00 hours and 19:00)
- A maximum of 50% of all days off may be taken in 4-day blocks in all sectors
- Officers will be required to work 50% weekends during a shift pattern

4. All acting up allowances will be calculated and paid in hours

5. Annual leave and other leave entitlements will be calculated in hours

6. For the purposes of annual leave, the year will be broadly divided into three periods. The spring period will include the months of February, March, April and May. The summer period will include the months of June, July August and September and the winter period will include the months of October, November, December and January. During any one period, each officer will be restricted to a maximum of 100 hours annual leave, unless authorised by the Divisional Commander

7. Where an officer attends a force training course, not planned for delivery during their tour of duty, that officer will be rostered for an 8-hour tour. Any shortfall in hours will be re-rostered by the division or by mutual Agreement written off against time owed. This will amount to a maximum of 2 hours a day for each day worked. Any training course that is attended during a normal tour of duty will be rostered as a 10 hour shift.

8. When an officer is required to work on a Public Holiday they will work their normal shift pattern

9. In line with the above, where officers are not required to work on a Public Holiday, they will be assigned 8 hours off and will therefore owe the force 2 hours

10. Where an officer’s rest day falls upon a Public Holiday, the officer will have a day off, and will also be granted time off in lieu at the rate of 8 hours

11. Where an officer performs a duty on a temporary assignment at a station or department, other than their normal place of duty and not subject to a 10 hour working arrangement, he/she shall adopt the shift pattern at that location, for example an ‘aide’ or during recuperative duties (subject to medical advice or local agreement). Any rest days owing will be re rostered in accordance with Police Regulations and any annual leave will be dealt with as point 5 above.

12. Where an officer is undertaking PSU duties, officers working 10-hours will routinely work a 10-hour shift. If the PSU duty expires after 8 hours, officers working 10-hour shifts will return to their Division/Department for redeployment by local management. Where an officer is undertaking a mutual aide outside the force area, he/she will be rostered for an 8-hour tour of duty (unless otherwise stated). This will not affect existing mutual aide compensation regulations, (i.e., a minimum of 16 hours claim).

13. When officers are required to work for a ‘special event/occasion’ so designated by the Divisional Commander or Chief Officer, it will be carried out within their 10-hour tour of duty.

14. There shall be at least 11 hours between rostered tours of duty.

15. Where an officer is required to work into a rest day directly from a rostered tour of duty, compensation will be made at overtime rate of double time for the first two hours, thereafter Regulations shall apply i.e., minimum claim of 4 hours.

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16. Subject to the exigencies of duty, officers shall be entitled to refreshment time as outlined in Police Regulations, of 60 minutes. This will be taken in two periods and managed locally.

17. If an officer is required to work his/her rest day with less than 15 or 5 days notice, the officer shall be compensated in accordance with Police Regulations.

18. Where an officer is owed time off or owes the force time, this matter shall be reconciled within 3 months of the time being worked. It will not be permissible to carry a credit or debit beyond this period. Any non payable time owed to the officer will be taken as time off and such time will not be considered annual leave entitlement. A record of this time shall be kept on the force F25F form.

19. A Divisional Commander may request to change the local shift patterns under this Agreement, such a request must be approved by the ACC Operations, following consultation with local Federation representatives, in order to set up a recognised shift pattern. Officers will be given 3 months notice, once the changes have been approved.

20. A list of agreed shift patterns under this Agreement can be found in Appendix 1

21. The number of approved Force Shift Patterns will be maintained by the Operational Support Department.

22. Any alterations to this Agreement shall only be made with the consent of the Chief Constable and the Police Federation.

This Agreement is approved with effect from the date below and supersedes any existing local arrangements for 10-hour shift patterns.

This Agreement will be reviewed on an annual basis and therefore may be subject to change.

Signed ............................................................................................Chief Constable
Date ......................

Signed ..........................................................................................for Joint Branch Board
Date ......................

Signed ..........................................................................................for Joint Branch Board
Date ......................

Review date: ......................

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