

Environmental Crime restructure Proposals for extending service hours

Purpose of document

This document sets out a proposal for hours of operation and provides an indicative shift pattern.

Hours of operation

8am to 8pm Monday to Friday,
8am to 4pm at weekends.

Working hours

36 hours per week will be split between day, late, and weekend shifts.

Shift	Hours	Area	Minimum levels of cover	Likely staff cover	Implications for each officer
Day shift	8am – 4pm or 9am – 5pm (depending on service priorities)	Own ward	7 officers	7 or 8 officers per shift (4 officers working late shift each day, at least 2 officers on a day off in lieu of weekend shift, also an average of 1-2 officers on annual leave or away through sickness at any one time)	Day shift will be worked where officer is not working late shift or having a day off in lieu of weekend shift.
Late shift	12 – 8pm	Own ward from 12-5pm. Team area 5-8pm.	4 officers (2 per area)	4 officers per shift	Maximum 2 late shifts per week.
Weekend shift	8am – 4pm	Team area.	4 officers (2 per area)	5 officers per shift	One weekend shift every three weeks. 2 days off in lieu of weekend shift.

The current arrangement where one officer covers the whole borough for a week on a rota system to respond to urgent reports and issues will continue, although this will be 1 week in every 15.

Explanation of example shift pattern

Appendix 2a

The example shift pattern shows how the arrangements stated in the above table could translate into an actual rota.

Please note that the example shift pattern does not take into account annual leave or sickness as this is seasonal. Annual Leave will continue to be approved in line with the council's policy.

There are two example shift patterns:

1. June and July – normal working weeks.
2. April and May – includes bank holidays.

1. The rota operates on a three week rotating pattern, with a different pattern each week (ie pattern 1, pattern 2, and pattern 3). The three week pattern repeats at the end of each cycle. It demonstrates that:

- five officers are scheduled to work each weekend.
- each officer will work no more than every 1 in 3 weekends.
- each officer will receive two days off in lieu of working a weekend.
- four officers will work a late shift each weekday (two from each team).
- each officer will work no more than two late shifts per week.

2. The bank holiday schedule differs in that the patterns are rotated slightly differently on a one-off basis to ensure that the same officers do not work the weekend before (or after in the case of Good Friday) each bank holiday. The same principles of weekend, late shifts and days off as stated in point 1 continue to apply.

Potential options for flexible shift working

There is an expectation that all staff will undertake their fair share of late and weekend shifts. However there will be a degree of flexibility to take account of personal circumstances. The attached rotas are an example of how the shift patterns will operate. Options for flexible working include:

- Ability swap shifts to allow for childcare / other personal arrangements.
- Split shifts to enable work/life balance, for example to allow for child care requirements. Example 8am to 12pm and 5pm to 8pm.

Shift changes will only be allowed with prior consent of the Service Manager or Team Leader.

There will also be an option, depending on service need, to continue the existing arrangement where officers work later into the evening (ie beyond 8pm) on an occasional basis in return for time off in lieu to respond to late evening enforcement issues.

Unsociable hours supplement

Enforcement Officers will work unsociable hours (ie evenings and weekends) for a 10% supplement. For posts at P01 (spinal points 32 to 34) this equates to:

Appendix 2a

Sp PT	1/4/08 arbitration award	10% of 1/4/08 arbitration award	Including 10% supplement for unsociable hours
32	28515	2851.5	31366.5
33	29307	2930.7	32237.7
34	30090	3009	33099