

## MRT Proposed Duty System & Staffing Model

### Duty System

Under the duty system each 24 hour period (0800 – 0800) will consist of 2 linked elements

- 1 x 12 hour day element
- 1 x 12 hour night 'sleeping in period'

#### Day Element

The day element will cover the period from 0800 – 1000 (to be agreed) until 2000 - 2200 hours (to be agreed). Team members will be required to complete work as detailed in the Marine Rescue Team Work Routine Service Instruction during this core response period.

#### Night Element

The night element will cover the period from 2000 - 2200 (to be agreed) until 0800 – 1000 hours (to be agreed) and will be recorded as a period of sleeping-in duty as detailed in the Green Book.

During the night element, team members will be required to respond to operational marine incidents from the high quality accommodation provided. There will not be a requirement to complete community protection activities other than marine operational response during the sleeping-in duty period.

#### Working Pattern

Personnel within the Marine rescue team will continue to allocate shifts of work locally under the principles of team based Self Rostering. Time & Resource Management will oversee shift allocations and provide advice and guidance as necessary to local staffing managers.

The Team Leaders & Crew Leader will be responsible for the allocation of shift duties on a rolling basis.

Each team member will be required to complete a total of 182.5 shifts of duty (153 shifts after all leave is taken into account).

#### Remuneration

Personnel will be remunerated at the following grades for each role enhanced in line with the ACAS settlement reached in June 2010 to account for a 42 hour self rostering week.

Crew	Grade 6
Crew Leader	Grade 7
Team Leader	Grade 8

Weekend working will be part of the 7-day self rostering system and will be rewarded as part of the salary grades as detailed above.

For each period of sleeping-in duty performed team members will be paid the applicable sleeping-in duty payment as laid down in the appropriate NJC Pay and Allowances Circular. The current rate (Feb 2011) is £32.94. This allowance covers both the requirement to sleep in and up to 30 minutes of marine operational activity per night. Operational activity is defined as the period from booking mobile to an incident to closing down at base station.

Should operational activity exceed 30 minutes in any sleeping in shift then team members will be remunerated at time and a half at the appropriate rate of pay for the role they fulfill in complete blocks of 15 minutes above the initial 30 minutes included in the allowance payment.

Where a team member works a core response period during a bank holiday then they will be paid a double time for the hours worked. Sleeping-in duty periods that start or end during a bank holiday will not incur any additional payment.

#### Leave

All team members are entitled to 22 day's annual leave. Those employees with 5 years service or as agreed under previous consultations will be entitled to Long Service Leave of a further 5 days.

In addition all team members are entitled to a further 2.5 days extra statutory leave.

Team member who work a core response period during a bank holiday will be entitled to a day in lieu to be taken subject to team staffing exigencies within 12 month's of the date accrued.

#### Casual Overtime

Where necessary and at the request of the team leader, team members may be requested to remain on duty due to an operational incident during the night element that runs into a core response period that an individual is due to rostered off duty. In such instances personnel will be remunerated at time and a half at the appropriate rate of pay for the role they fulfill in blocks of 15 minutes.

Individuals can choose to accrue time in lieu (TIL) however this is subject to accruing sufficient TIL to take a complete core response period (12 hours) off duty. TIL will be accrued at the rate of time and a half in these instances.

Where operational requirements that commenced during the core response period run into the sleeping-in duty period the personnel will be remunerated as per the relevant section above for sleeping-in duty payments.

Additional Shift Availability

Marine Rescue personnel are free to volunteer (there will be no compulsion) to cover any shifts that arise due to staffing shortfalls. Employees who opt to work will be paid at flat rate.

Staffing Model

Cover Needed

Each shift will be staffed with 2 Crew and either a Team Leader or Crew Leader who will act as OIC

Table 1 – Totals Shift requirement for MRT

	No needed	Shifts per year	Total Shifts needed
Crew	2	365	730
Team Leader / Crew leader	1	365	365
Bank Holiday entitlement			24
			1119

This table illustrates that a total of 1119 shifts of duty will be required to be covered per annum.

Cover provided

Each team member is contracted to provide 42hours per week or 182.5 shifts each of 12 hours duration each year.

$$42\text{hrs} \times 52.143\text{week} = 2190\text{hrs per annum}$$

$$2190\text{hrs} / 12\text{hr} = 182.5 \text{ shifts of 12 hours}$$

Each team member has the maximum following entitlement of leave:

$$\begin{aligned} \text{Annual leave} &= 27 \text{ days (inc LSL)} \\ \text{Extra Statutory Leave} &= 2.5 \text{ days} \\ &= 29.5 \text{ days} \end{aligned}$$

Therefore each team member will be available before sickness for a total of  $182.5 - 29.5 = 153$  shifts

After applying the Authorities assumed 3% sickness level each team member will be available for a total of 148 shifts per annum

Therefore the total team staffing level required to cover 1119 shifts is:

$$1119 / 148 = \underline{7.56 \text{ team members.}}$$

The proposed staffing distribution of the MRU will incorporate 5 x Crew Members, 2 x Team leaders and 1 x Crew Leader. The crew leader will be competent to cover both roles within the MRT as necessary, not only providing additional resilience for each role, opportunities for off site training but also a career progression pathway for crew members.

Table 2 – Totals Shift availability in MRT

	No of posts	Shifts provide	Total Shifts Provided
Crew	5	148	740
Crew Leader	1	148	148
Team Leader	2	148	296
	8		1184

Table 2 illustrates that the proposed staffing distribution will cover all required shifts whilst proving resilience for an additional 65 shifts of duty across both roles within the team.