



“An Excellent Authority”

Service Instruction XXXX
Management of Watch Based Self
Rostering (Exchange of Duty Model)

Document Control
Description and Purpose

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Amendment History

Version	Date	Reasons for Change	Amended by

Risk Assessment (if applicable)

Date Completed	Review Date	Assessed by	Document location	Verified by(H&S)

Equalities Impact Assessment

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Civil Contingencies Impact Assessment (if applicable)

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Related Documents

Doc. Type	Ref. No.	Title	Document location

Contact

Department	Email	Telephone ext.

Target audience

Relevant legislation (if any)

Working Time Regulations

Instruction

Introduction

The purpose of this Service Instruction is to provide guidance on the management of the watch based self rostering system (based on exchange of duty principles).

Operating Parameters

The watch based self rostering model detailed in this Service Instruction provides a team based approach to staffing that allows individuals a degree of self-management when arranging their own workplace availability subject to:

- The 2/2/4 staffing model remaining in place as the de-fault pattern for determining staff availability, based on existing watch configurations.
- Sufficient staff holding the requisite skill sets always being available on a watch basis to meet the staffing and appliance availability requirements of the Service.
- The impact of requests for exchange of duties on the training requirements (as determined by the Authority) of the individuals seeking the exchange.
- Exchange of duty arrangements complying with the Working Time Regulations 1998.
- Arrangements for health, safety and welfare put in place by the Service being fully met.
- A 12 hour shift shall be followed by a period of 12 hours free from work, subject to the exigencies of the Service.
- Exchange of duties will be confined to the station level. Requests from individuals from different stations or work locations for an exchange of duty will not be approved.
- Exchange of duties is restricted to individuals operating at the same or equivalent role /level. Requests from individuals operating at different roles / levels will not be approved.
- Staffing budgets for stations operating a self rostering model not exceeding those applied to the de-fault 2/2/4 pattern.
- Watch based self rostering will operate at no additional cost to Service.

Removal of Watch Based Self Rostering Arrangements

The Service may exercise the option to terminate watch based self rostering arrangements, including in circumstances where:

- Appliance availability is not being maintained at the required level
- Station or watch based staffing budgets exceed prescribed targets

In such circumstances those staff conditioned to the watch based self rostering system would revert to the de-fault watch arrangements in operation at that time subject to the provision of a notice period of 8-weeks.

Watch Based Self Rostering (Exchange of Duties) Arrangements

Individuals who seek to vary their availability from the base 2/2/4 model must:

- a) Seek a voluntary exchange of duty with an individual from their own station and at their role. An exchange of duty application will only be considered on a role to role basis.

Additionally:

- b) Requests for exchange of duty must be submitted by the requester's line manager to Time and Resource Management (TRM) using the dedicated TRM mailbox (insert detail). An electronic application form has been provided for ease of application (provide link).
- c) Applications must be submitted by the Manager(s) affected by the proposed exchange(s) of duty.
- d) Applications must record the approval of all those Managers affected by the proposed exchange(s) of duty prior to submission.
- e) It is the responsibility of all the Managers whose watches are affected by the proposed exchange(s) of duty to ensure that any request complies with the requirements of this Service Instruction.
- f) All parties must await formal (email) confirmation from TRM that the request for an exchange of duties has been approved. TRM will provide general oversight and quality assurance with respect to all requests for exchange of duties.
- g) It should not be assumed by those seeking an exchange of duty that the request has been approved until formally notified as such by TRM (via email) and the subsequent amendment to Sopthlogic.

Rejection of Exchange of Duties requests

TRM will process all requests for exchanges of duty in accordance with the principles set out in paragraph 1 of this Service Instruction. Requests that do not accord with the principles will normally be rejected.

Hours of Duty

There should be at least two periods of twenty-four hours free from duty each week.

Arrangements under this service instruction should comply with the Working Time Regulations 1998, and Health, Welfare and Safety at Work legislation.

Instruction