



**LOCAL AGREEMENT BETWEEN GWENT POLICE AND  
GWENT POLICE FEDERATION**

**RECORDING OF HOURS WORKED BY INSPECTORS  
AND CHIEF INSPECTORS**

**APRIL 2015**



1. It is the responsibility of all officers of Inspector rank and above to record hours worked together with abstractions from duty.
2. Recording of hours worked and abstractions from duty, such as annual leave, will be recorded on a daily basis using the Police Inspector electronic timesheet .
3. When the form is complete an officer will submit it to their line manager as soon as practicable or in any case within seven working days of the period ending. Officers will do this by sending an e-mail to their line manager with the electronic timesheet attached.
4. Working excess hours (spontaneous). Officers of Inspector rank and above are **not** entitled to claim for spontaneous excess hours worked. They are expected to work for 40 hours on a weekly basis and to accrue 160 hours on a monthly basis. It is recognised that some officers will work in excess of 160 hours per month, much of which will be spontaneous or un-planned, to cater for unexpected occurrences. Where officers are required to work excess hours in respect of major enquiries on the first day then this will be classed as spontaneous, excess hours worked on major incidents after the first day will be classed as planned.
5. Working excess hours (planned). Under Police Regulations, officers of Inspector rank and above are **not** entitled to claim for excess hours worked and which are planned. However the following has been agreed as a local arrangement. Any planned work, which will be in excess of the normal tour of duty, and which will increase the daily total, **must** be authorised by the first line manager, who will take cognisance of the total hours worked by the officer. Welfare needs of the officer in relation to

his/her hours worked must be taken into consideration when authorising such planned overtime. It is the responsibility of officers to self-regulate their working hours to ensure that adequate amount of time is recovered in respect of those planned hours accrued and worked in the month in consultation with their line manager.

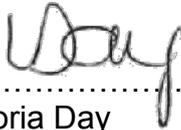
6. The planned excess hours worked must be recovered within a three-month period following it being worked, if it is not then it is lost and not recoverable. There is no 'cash value' to the planned excess hours worked and cannot be claimed as such. It is the responsibility of line managers to ensure that those officers are adhering to the recovery principle.
7. When considering the request of an officer to work planned excessive hours the authorising officer must take account of the Working Time Directive. A police officer who works in excess of 32 hours overtime per month is in danger of breaching the regulations i.e. working an average of a 48-hour week over a 26-week period. The electronic timesheet will show accumulated additional hours worked by an officer over monthly periods and will be the indicator of excess hours.
8. Working scheduled rest days. The working of scheduled rest days is a recoverable asset. Scheduled rest days will only be worked with the **express permission** of a line manager. Ordinarily the rest day to be worked will not be recovered prior to working the rest day. If a rest day is to be worked under the above criteria and which is to the benefit of the officers' circumstances, then it will be recovered within three months. Under no circumstances will the officer 'bank' the rest day to be taken at

times, which are resource dependent i.e. summer annual leave period / Christmas.

9. If an officer is instructed or has to work a rest day/ public holiday to fulfil organisational requirements then the officer may elect to take the rest day as per regulations, (Regulation 29a reinforced by PNB circular 94/17 [advisory], subject to the exigencies of duty and within a twelve month period.
10. The line manager will be responsible for examining all electronic timesheets in respect of officers under their management. If it becomes apparent that an officer is in danger of breaching the Work Time Directive then the manager will be responsible for advising the officer to take remedial action. The immediate line manager will be responsible for ensuring that scheduled rest days that are worked are recoverable in principle with 8 and 9 above.
11. Officers on call. Officers of Inspector rank and above will not record periods of time when they are 'on call'. The recording of time in respect of 'on call' will only apply if an officer is actually contacted in connection with their "on call" responsibilities or called out for that specific role.
12. This agreement will commence on 20<sup>th</sup> April 2015.

Signed by:   
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Jeff Farrar QPM  
Chief Constable

Signed by:   
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Jeff Mapps  
Chairman Joint Branch Board

Signed by:   
.....  
Victoria Day  
Secretary Joint Branch Board