



Not Protectively Marked

WEST MIDLANDS POLICE

Force Directive

FORCE DIRECTIVE:	Public Holidays 2016/17
OWNING LPU / Department	HR/11

The following Force Directive has been agreed and recorded through the strategic meetings of its executive Command Team members as a critical element of Corporate Governance and is key/legal supporting directive to the overall Force Policy as defined in the control box, below.

All users are requested to note, that the Force Directive may change year on year and in such circumstances a new directive will be published and promoted throughout the Force. All identified changes will be recorded in both the control and version control boxes of this document.

Executive Summary

This document sets out the days specified as public holidays for police officers and police staff during the period 2016/17.

Any enquiries in relation to this Order should be directed to Shared Services, Police Headquarters, on extension 8800 5100.

**Any enquiries in relation to this local directive should be made be made directly with that of the contact or LPU / Departmental owner shown below.

Intended Policy Audience

All employees of West Midlands Police.

Current Version And Effective Date of Force Directive.	Version 4	21st January 2016
Linked Force Policy	N/A	
Department / Unit responsible	Corporate HR	
Required Contact	Shared Services	
Author	Caroline Miller	
Review Date	12 months from date of implementation	
Protective Marking	Not protectively marked	
Suitable For Publication – Freedom of Information	Yes	

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Supporting Documents *(where applicable)*

- *Code of Ethics* (http://www.college.police.uk/docs/Code_of_Ethics.pdf)

Evidence Based Research – Force Directive.

Full supporting documentation and evidence of consultation in relation to this Force Directive including that of any version changes for implementation and review, is the responsibility of the owner of the document.

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see http://www.college.police.uk/docs/Code_of_Ethics.pdf for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organisation to do the right thing.

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1. INTRODUCTION

Public Holidays 2016/2017

Any query concerning this order should be referred in the first instance to Customer Services on 8800 5100.

For the purpose of this Directive a full time Police Officer will receive a public holiday leave allocation of 8 hours (or pro-rata for part-time officers) per PHL for the year in question.

1. Police Officers

1.1 The following days are specified as Public Holidays for police officers during the below periods:

Easter (dates for information – fall in 2015/16)

Friday 25th March 2016

Monday 28th March 2016

May Day

Monday 2nd May 2016

Spring

Monday 30th May 2016

Summer

Monday 29th August 2016

Christmas and New Year

Sunday 25th December 2016 – Christmas Day

Monday 26th December 2016 – Boxing Day

Tuesday 27th December 2016 – Christmas (substitute day for 25th Dec)

Sunday 1st January 2016 – New Year's Day

Monday 2nd January 2017 – New Year (substitute day for 1st Jan)

1.2 West Midlands Police have decided that the changes to the Police Regulations that allow Police Officers to nominate alternative public holidays will apply to Police Officers of all ranks (with the exception of Sunday 25th December 2016).

[Please click on this link for further information about Winsor.](#)

1.3 Where a Police Officer is required to perform duty on a Public Holiday, the following arrangements will apply.

(For Police Officers, it should be noted that the "day" finishes/commences at 7am)

1.4 Where a Public Holiday (as at 1.1 above) coincides with a rest day, then that day is classified as a Public Holiday and the rest day is re-rostered

1.5 Where duty is performed by constables or sergeants on a Public Holiday, then the "compensation" for that duty varies according to the notice that was given or the requirement to work, ~ as follows:

Where 8 or more days' notice was given, payment at double time for hours worked (with a minimum of 4 hours plus 1 hour travel time up to a total of 6 hours, then actual hours only).

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Where less than 8 days notice was given, payment at double time for hours worked (with minimum of 4 hours plus 1 hour travel time up to total of 6 hours, then actual hours only) PLUS a day off in lieu of the Public Holiday.

- 1.6 Details of payments due in respect of other overtime and all other allowances can be found on the Finance/Exchequer Services site on the Force Intranet

2. Police Staff

- 2.1 The following days are specified as Public Holidays for police staff during the below period:

For the purpose of this Directive a full time Police Staff member will receive a public holiday leave allocation of 7 hours 18 minutes (or pro-rata for part-time staff) per PHL for the year in question.

Easter (dates for information – fall in 2015/16)

Friday 25th March 2016

Monday 28th March 2016

May Day

Monday 2nd May 2016

Spring

Monday 30th May 2016

Summer

Monday 29th August 2016

Christmas and New Year

Monday 26th December 2016 – Boxing Day

Tuesday 27th December 2016 – Christmas (substitute day)

Monday 2nd January 2017 – New Year (substitute day)

Special arrangements have been put in place for shift workers who may be required to work on Christmas day. This will enable those staff to designate normal PHL pay arrangements as below, for either Sunday 25th December or Tuesday 27th December 2016. The same arrangements will apply for staff working on Sunday 1st January and Monday 2nd January 2017.

- 2.2 Where a member of the Police Staff is required to perform duty on a Public Holiday, the following arrangements apply. (For Police Staff, it should be noted that the “day” finishes/commences at midnight.
- 2.3 Where a Public Holiday coincides with a rest day, then that day is classified as a Public Holiday and the rest day is re-rostered.
- 2.4 Work on a Public Holiday as part of normal duty. Where a member of the Police Staff is required to work on a Public Holiday as part of their normal duty roster, then irrespective of their grade or spinal column point they will (in addition to the normal pay for the day) be entitled to payment at single time for all hours worked, with a minimum payment of 4 hours (unless less than 4 hours are normally worked). This also applies if working a Public Holiday on a Rest Day, as the Rest Day is re-rostered, making it a duty day.

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All staff required to work in this way will also receive time off in lieu of:

A full day (where 4 or more hours are worked) - Minimum allowance of 7 hours 18 minutes or actual hours worked if greater.

Half a day (where less than 4 hours are worked) - Minimum allowance of 4 hours.

Examples

- Staff member works 2 hours as part of a duty – entitled to 2 hours pay plus 4 hours TOIL.
- Staff member works 6 hours – entitled to 6 hours payment and 7 hours and 18 minutes TOIL.
- Staff member works 11 hours (0700-1900 with an hour break) - entitled to 11 hours pay plus TOIL.

2.5 Standby Overtime on a Public Holiday. Where a member of the Police Staff is on standby on a Public Holiday AND is called in to perform duty, they will receive payment at double time for all hours worked irrespective of their grade or spinal column point.

2.6 Retained on Duty in an Emergency. Where a member of the Police Staff who is working on a Public Holiday as at 2.4 above and is retained on duty in an emergency, or, not being on standby is called in an emergency, then irrespective of their grade or spinal column point they will receive payment at double time for all overtime worked.

2.7 Other Overtime on a Public Holiday. Where a member of the Police Staff performs overtime on a Public Holiday in circumstances other than those referred to above. Then if their spinal column point is point 24 or less, they will receive payment at double time for all hours worked. Staff whose spinal column point is above 24 will not receive payment.

2.8 Details of payments in respect of standby, overtime and all other allowances can be found on the Finance/Exchequer services site on the Force intranet.

2. EQUALITY IMPACT ASSESSMENT & HUMAN RIGHTS

This Force Directive has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010 and that of the Human Rights Act 1998. The local directive has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Force Directive.

3. FREEDOM OF INFORMATION (FOI)

3.1 Public disclosure of this Force Directive is authorised as determined by the owner and author of this document.

There are no exemptions to the disclosure of this policy (see below):-

Which exemptions apply and to which section of the Local Directive?	Whole document	Section number
No issues Version 1.3	n/a	n/a

4. TRAINING

4.1 Any training required to comply with this policy will be provided under the guidance of the Head of Human Resources.

5. PROMOTION / DISTRIBUTION & MARKETING

5.1 The following methods will be adopted to ensure full knowledge of the Policy:

- Policy document and associated documents on the Force Intranet (notice board) for the attention of all WMP officers and staff;
- Recording and audit entry on the Force policy library;
- Intranet marketing

6 REVIEW

6.1 The Policy business owner, the Corporate HR Department maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

6.2 The policy should be considered a living document and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

6.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

6.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

6.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

7 VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
V1.0	28.02.2013	New directive	Caroline Miller/Tina Fergus
V.1.1	01.03.2013	To CC Sims for approval	4566
v.1.2	28.03.2014	Updated bank holidays	Caroline Miller/Tina Fergus
v.1.3	15.01.2015	Updated 2015/16 Bank holidays	Caroline Miller/Tina Fergus
v.1.4	21.01.2016	Updated 2016/17 Bank holidays	Caroline Miller