



RECORDING OF ACTUAL HOURS WORKED BY INSPECTING RANKS

In accordance with Home Office Circular 21/97, for sound reasons to do with health and welfare of the officer and the safety of others, no police officer should be required to work regular excessive hours. In addition over a period of time, each officer should be allowed to take their full entitlement to days free of the requirements of duty. This is a particular consideration for Inspectors and Chief Inspectors who are not paid overtime.

An agreement from PNB in 1994 which saw the removal of payment of overtime to those in the Inspecting Ranks was not a charter for senior management to run roughshod over the hours worked by those ranks. In fact Home Office Circular 17/1994 addresses the concern expressed at the time by the Federation that their members should not be required to work regularly excessive hours. The circular states; "Both the Staff Side and the Official Side agreed that such an arrangement (long hours) would be contrary to the intention and spirit of the agreements". Home Office Circular 21/97 reiterates this situation when it states; "The changes to conditions for members of the ranks of Inspector and Chief Inspector introduced with effect from 1st September 1994 should not have altered, nor were they intended to alter, the average hours worked each week in posts filled by members of those ranks".

There is a legal requirement under the Working Time Directive for individuals and managers to keep an accurate record of the hours worked by them and their staff. **Members of the Inspecting ranks must record those hours worked accurately.** The keeping of records stipulation does not extend to the creation of a "Time Off Card" as there is no formal entitlement to compensation for extra hours worked on a like for like basis.

No Inspector or Chief Inspector should routinely work more than a 40 hour, 5 day week.

Balancing hours worked – the working time directive gives guidance that the maximum number of hours worked in any week should be 48 (calculated over a period of 17 weeks). Effectively, if Inspecting Ranks work in excess of 48 hours in one week then they should work fewer hours during the next or subsequent weeks to return the average to the legal maximum.

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