1. Please note: You must answer this question

Name of Force - Thames Valley Police

Numbers of Superintending Officers in force (not including officers seconded to external organisations e.g. NPIA/Home Office) - 38

2. What systems, policies and processes does your Force have and operate to monitor compliance with Police Regulations 2003 and Working Time Regulations 1998 by Superintending ranks?

Extract from TVP Policy: “5.2 Compliance. Line managers have specific responsibility to monitor compliance with this policy in respect of all personnel under their management and influence. It is essential therefore, that all managers and supervisors have a working knowledge of the requirements of this policy including the applicable restrictions and entitlements. It is also essential that all personnel are aware of the procedures for the recording of working time and applicable restrictions and entitlements. 5.3 Police Officers. Police officers must comply with the 48-hour limit unless they have signed the Workforce agreement. Even where officers have signed the workforce agreement line managers must still honour their duty of care by ensuring that officers are not exposed to unacceptable risk through the working of excessive hours. 5.9 Maximum Working Week for Police Officers, PCSOs and Police Staff. Line managers must take all reasonable steps to ensure that personnel do not normally work more that 48-hours a week averaged over a rolling 20-week period. The 48-hours must include all ‘working time’ including overtime, annual leave, public and bank holidays and sickness leave (for further explanation see paragraph 5.10 below). Managers at all levels must exercise a duty of care to ensure the health, safety and welfare of their staff at all times. Steps should be taken to reduce the number of hours worked should the 48-hour limit be reached and/or exceeded. This could include measures such as, taking rest days, time off in lieu and/or working shorter days/shifts. Managers must carefully monitor the hours worked by their staff and should follow the procedure listed at Appendix A. 5.11 Opt-Out Agreement for Police Officers, PCSOs and Police Staff. Personnel can agree to work more than 48-hours by signing an opt-out agreement. However, this option is not encouraged as the Force is committed to all personnel working sensible hours. 5.18 Record Keeping. All personnel have a responsibility for the accurate and timely recording of all of their working time. Police officers, PCSOs and Police staff should book on/off using DMS2. 5.19 Monitoring. Line managers are required to monitor hours worked using DMS2, SC22 and volunteer monthly time sheets to ensure the 48-hour limit is not being breached and confirm their staff are compliant with the WTR and this policy. Management of working time will be audited periodically as part of the Force Inspection Process.

3. What action does your Chief Officer team undertake if there are breaches of Police Regulations and/or Working Time Regulations identified in respect of the Superintending ranks?

Extract form policy: “Officers in excess of 50 hours working average will: • Not be permitted to work overtime (except where all other alternatives have been exhausted) • Be required to meet with their line manager who will prepare an action plan to reduce their working hours and report the causes of the excessive hours to departmental head • Ensure they are compliant with the force policy on reallocating rest days owed. Officers in excess of 55 hours working average will: • Not be permitted to work overtime (except in emergency situations approved by departmental head) • Be required to meet with their line manager who will identify periods of duty when the officer will remain at home recording duty as Working time relaxation (WTR) The officers line manager will prepare a longer term action plan to reduce their working hours and report the causes of the excessive hours to departmental head Officers in excess of 60 hours working average will: • Not be permitted to attend work (except in emergency situation approved by departmental head) • Record all duty time as Working time relaxation (WTR) • Be required to meet with their line manager who will prepare a longer
term action plan to reduce their working hours and report the causes of the excessive hours to
departmental head. The situation in each case should be reassessed on a weekly basis and will
require close cooperation between the officer’s line manager and duties team.”

4. Does your Force offer the opportunity to individual Superintendents to opt out from the
requirements of the Working Time Regulations in respect of compliance with the legal maximum 48
hour average working work over the 17 week period?

Yes

See above

5. If the answer to the previous question is yes, then: (If 'no' please move on to the next question)

No Response

6. There may be Superintendents in your force who have NOT opted out of the requirements of the
Working Time Regulations but HAVE exceeded the average 48 hour maximum working week at any
point over the designated reference period. Please record your answer giving the total number of
Superintendents that have exceeded the average 48 hour maximum working week using the time
bands below (Hours:Minutes). [NB: This question only refers to those Superintendents who have
NOT opted out of the Working Time Regulations so do not include those that have opted out and
accounted for in Question 5. If this does not apply to any Superintendents in your force move onto
the next question]

No Response

7. There may be Superintendents in your force that have breached the requirement to have 11 hours
between tours of duty. If this has happened at some point during the designated reference period
ending 27.3.11 please fill in the information below, if not please move on to the next question

No Response

8. Does your Force allow Superintendents to bank/retain monthly rest periods/public holidays that
are untaken, beyond 12 months?

No

Force policy was revised in 2006 to require RDIL to be taken within one year. No time limit
was set on taking RDIL outstanding at the time of the policy change RDIL.

9. Please provide the information with respect to rest days/public holidays. If this does not apply to
your force please move onto Question Ten

Total number of untaken monthly rest periods and public holidays for the superintending
ranks which are over 12 months old as of Sunday 27.3.11 - 964

How many are still available to be taken by the officers - 964

10. In respect of any such breaches of the Working Time Regulations described in any of the
questions above, what exemptions as provided within the Regulation 24 of the Working Time
Regulations 1998 were identified which rendered such a breach exempted. Please identify the total
number of breaches that an exemption was applied to. If there have been no breaches please leave
the answer field blank.

No Response