

Reference: 368576

Contact: Information Governance Team
foi.officer@greatermanchester-ca.gov.uk

Date: 5 December 2019

A Jay

William Monaghan
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Dear A Jay,

Freedom of Information Act 2000

Your request for information was received by us on 11 November 2019, regarding the following;

Does your service have a formal system that allows uniformed operational staff swap shifts. For example a firefighter who is due to work a Saturday can swap his work day with a firefighter who is rostered off?

if so, does your service record these swaps and keep a running tally of the swaps for the individuals?

What happens when one resigns or retires. Does your service have a way of dealing with any positive or negative balances for these swaps. For example the swap mentioned above what would happen if either of them then resigned or retired before the "pay back of the swap". Would the firefighter who got Saturday off have his final pay reduced because he never paid his day off back to the other firefighter? Or if the firefighter who worked the extra shift then retired or resigned. Would he receive a days pay for working the Saturday and the Firefighter that got the day off have to work a day to pay back the day off he got?

GMCA Response

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We do have a system whereby Firefighters can swap shifts with another Firefighter however this is not a formal process – this is a local agreement between the 2 individuals, we do change their roster line so we know who is on duty however we don't keep track of how many are done or who has worked for who. The swaps are signed off by the line manager and any issues relating to this are dealt with by the line manager.

If someone leave or is off over a swap we do not deduct any pay or make them work the shift back as these swaps do not count towards their contractual balance of shift, so there is no link to pay. If we are calculating someone's contract upon leaving the organisation these shifts are ignored as they are a local arrangement between the 2 individuals and do not form part on their contract.

If you have any queries or concerns then please do not hesitate to contact us, quoting your reference number: 368576

If you are not satisfied with this response you may ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

foi.greatermanchester-ca.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

If you need further clarification with regards to Freedom of Information you can go to the Information Commissioners website www.ICO.org.uk

Yours faithfully

William Monaghan

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