



**Gofynner am/
Please ask for:** Information Governance
and Compliance

Tel: 01443232000

E-bost/E-mail: DataProtection@southwales-fire.gov.uk

Our ref: 282_1920

Dyddiad/Date: 12/12/2019

RE: Request for Information held by SWFRS

Your request ref: 282_1920 has been dealt with under the Freedom of Information Act 2000.

You asked us:

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?

Our response:

I can confirm we have a 'Stand-In Policy' whereby it allows station based personnel to swap their shifts. Attached is a copy for your information. Both individuals must have the relevant skill sets and they must not work 24 hours.

Stand-in requests are approved and monitored at station level by the relevant Station Commander. It is the individuals' responsibility to ensure they work back any stand-in shift they have received from a colleague.

Pencaaiys Gwasanaeth Tân ac Achub De Cymru,
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180
www.decymru-tan.gov.uk

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn
ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

CODI YMWHYBYDDIAETH - LLEIHAU PERYGL

South Wales Fire and Rescue Service Headquarters,
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180
www.southwales-fire.gov.uk

We welcome correspondence in Welsh and English - we will respond
equally to both and will reply in your language of choice without delay.

RAISING AWARENESS - REDUCING RISK



If you have any queries regarding your Freedom of Information request, please contact us at Dataprotection@southwales-fire.gov.uk quoting the reference number above in any future communication.

If you are dissatisfied with the way that your information request has been handled, you can request an internal review by writing to:

Information Governance and Compliance Officer
South Wales Fire and Rescue Service
Forest View Business Park
Llantrisant
CF72 8LX

If you remain dissatisfied with the handling of your request, you have the right to appeal to the Information Commissioner at:

Information Commissioner's Office-Wales,
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH.

There is no charge for making an appeal.

Yours Faithfully

Information Governance and Compliance

Dataprotection@southwales-fire.gov.uk

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