

**CHANGES TO THE LOCAL SUPPORT STAFF HANDBOOK - PUBLIC HOLIDAY RECOMPENSE****Joint Report of the Chief Constable and Personnel Adviser**

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**1 PURPOSE OF THE REPORT**

The purpose of this report is to provide members with an update regarding a change to the content of the current local Support Staff Handbook.

**2 BACKGROUND**

The content of the local Support Staff Handbook was originally agreed by the Chief Constable and Police Authority in 1996, and contained information relating to support staff terms and conditions of employment. It was established in mid-2001 that a joint review of the Handbook would be appropriate, and a representative team was formed comprising Personnel Services' staff, Administrative Services Managers, a Police Authority representative, and Staff Association officials.

The exercise commenced with a review of the existing format and content. Obsolete information was removed, some clarification was added and the format of the document was rearranged to facilitate ease of reference. Group members worked to a philosophy that it would be desirable to support work-life balance considerations wherever possible, and began examining issues which could be addressed in support of that aim. Members were advised of the issues initially addressed at their meeting of 23 July 2003 (minute 76 - 2003/04).

**3 PUBLIC HOLIDAY RECOMPENSE**

This latest change to the support staff handbook is in relation to Public Holiday Recompense. When an employee is required to work on a public holiday as part of his/her rostered working week, in addition to the normal pay for that day, the employee is now entitled to elect one of the following alternative methods of compensation:

- i) Payment at a rate of single time plus time off in lieu equivalent to single time;
- ii) Payment at a rate of double time;
- iii) Time off in lieu equivalent to double time.

Public holidays which fall on a rest day will result in the employee receiving a day off in lieu.

Northumbria Police recognises public holidays as any such days which fall during an employee's normal working week. Support Staff who work reduced hours will be entitled to public holiday alternatives on a pro rata basis under these new terms.

Prior to this change, payment at single time was the only option available to most support staff. These arrangements bring support staff in line with police officers and Communications Section staff.

#### **4 EQUAL OPPORTUNITIES IMPLICATIONS**

No adverse equal opportunities implications have been identified and the rationale adopted supports the overall force aim of supporting diversity wherever possible and creating systems which support work-life balance.

#### **5 HUMAN RIGHTS IMPLICATIONS**

Although there are no direct Human Rights implications arising from this report, these changes may be said to support the force obligation to uphold the right to respect for private and family life.

#### **6 FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report as any increase in Support Staff costs will be met from existing devolved budgets.

#### **7 RECOMMENDATION**

Members are asked to note the content of this report.