



## Cleveland Police and Cleveland Federation Facility Time Agreement – Police Officers

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<b>Policy Owner</b>	Head of HR
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<b>This document has been assessed for:</b>	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

**Important notice:** During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

# **Facility Time Agreement**

## **1. Policy Statement**

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Police Federation representatives undertake an important role within the Force. This includes not only the provision of welfare support to Federation members e.g. working with members in dealing with individual conduct and performance matters, but also through supporting the organisation in its commitment to delivering an effective and efficient policing service to the people of Cleveland.

The procedures set out in this document apply to Police Officers and reflect Police Regulations.

This policy must be applied fairly, equally, and consistently to all Police Officers irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

## **2. Purpose**

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Cleveland Police and the Federation have a joint responsibility to ensure that agreed arrangements work to mutual advantage by specifying how reasonable time off for Federation duties and activities and for training will work.

## **3. Underpinning procedures**

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### **3.1 Legal Duties**

The duties and responsibilities of the Federation are embedded in the following legal statutes:

- The Police Act 1964 (Section 44);
- The Police Act 1972 (Section 1);
- The Police Federation Regulations 1969;
- The Police Federation (amendment) Regulations 1995 & 2004;
- The Police Regulations 2003;
- The Police (amendment) Regulations 2007.

### **3.2 Nomination of elected representatives**

Representatives will be nominated in accordance with the Police Federation Regulations.

In order to operate an effective agreement, Cleveland Police need to be informed of the names, locations, and responsibilities of representatives who have been duly elected by their membership or appointed by the Federations normal practices and procedures. Any changes must be communicated as soon as is reasonably practicable to the Head of Human Resources or a nominated Deputy.

### **3.3 Number of representatives**

In line with the Police Federation (Amendment) Regulations 2004 6 (2a), members shall be elected to the appropriate separate Board, representative of each federated rank (Constable, Sergeant, & Inspector) within the Force area. The Federation, in agreement with the Force also has elected representatives designated for the welfare of female Police Officers. All elected representatives undertake their federation duties in addition to their normal police duties.

Representatives are also elected to the posts of Joint Branch Board (JBB) Secretary, Deputy Secretary/Treasurer, and Chairman.

The details of all current elected representatives can be found at the Federation web site [Meet the team \(polfed.org\)](http://polfed.org)

### **3.4 Duty time for federation duties**

#### **3.4.1 JBB Secretary, Deputy Secretary/Treasurer, and Chairman**

The Officers holding the elected posts of JBB Secretary and Deputy Secretary/Treasurer shall be full time officials and have their whole duty time allocated to undertake federation duties. As such the Officers will be shown as whole time on the Force establishment and not posted to a Command or Service Unit. **The Officer holding the position of Chairman (by agreement of the Chief Constable), shall be seconded full time to the federation for the current period of election. This agreement is subject to review at the next set of federation elections.**

#### **3.4.2 Duty Time**

In accordance with the Police Federation Regulations Cleveland Police will give representatives statutory right to duty time for attendance at the following Federation activities:

- Separate Board meetings and Joint Branch Board meetings (JBB);
- Nominated representatives undertaking federation duties at a National and Regional level;
- Executive meetings;
- Annual conference;
- Training and development courses (where agreed between the JBB Secretary and the Force);
- Conduct cases, in accordance with the Conduct Regulations;

- Performance cases, in accordance with the Performance Regulations;
- Health and Safety Inspections and Meetings;
- Grievance cases, in accordance with Force policy;
- Employment Tribunal cases (ET).

**All duty time granted will be subject to the exigencies of the service.**

#### 3.4.3 Reasonable level of Statutory Duty Time

- Separate Board and JBB Meetings – Representatives shall be granted duty time for Separate Rank and Joint Branch Board Meetings up to 4 times a year in accordance with Regulation 23 of the Police Regulations 2003. This is subject to the Federation giving the Chief Constable a minimum of 4 weeks' notice of such meetings. If further Board meetings are planned beyond this for which duty time of any branch board member is requested this will be agreed between the JBB Secretary and the Force;
- Regional and National Representation – Some Branch board members may be elected to represent their respective rank at a regional or national level. Time off will be granted but subject to the exigencies of the business;
- Executive meetings – Representatives will be granted duty time for Executive meetings up to 4 times a year. If further branch board meetings are planned beyond this for which duty time of any branch board member is requested this will be agreed between the JBB Secretary and the Force;
- Annual conference – Duty time shall be granted to invited delegates from the appropriate ranks and managed by the JBB Secretary with the agreement of the Force;
- Performance and Conduct cases – Reasonable duty time will be granted to representatives to assist in both sets of cases when assigned to do so by the JBB Secretary and line managers will be informed, if appropriate;
- Grievances and Employment Tribunals – Reasonable duty time will be granted to representatives to assist in both sets of issues when assigned to do so by the JBB Secretary.

All duty time granted will be subject to the exigencies of the service.

#### 3.4.4 Public Reporting of Facility time

**These regulations require the reporting of facility time both cost and time approved on the Force external website and also on the appropriate Government web site. At present the costs only have to be published for**

**Police staff representatives and not officers – however the force does capture this data in case the legal obligation that was created in 2017 is amended to include servants of the crown in the future**

### **3.5 Requesting of duty time for Federation duties**

The request to carry out Federation duties within duty time should be made by individuals to their line manager at the earliest opportunity.

Both the JBB Secretary and the Force have agreed that the approval of requests will always be subject to the exigencies of the service.

Representatives should not leave their place of work to carry out federation duties without prior notification to their Line Manager.

### **3.6 Provision of facilities**

To assist representatives to carry out their Staff Association duties within the Force individuals will have access to the following facilities:

- Accommodation – Conference and meeting rooms can be booked through the normal channels in operation at any given work site;
- Communication – Reasonable use of the police ICT systems will be allowed for Federation officials to conduct their Staff Association duties;
- General Office Equipment – Such as photocopy machines, etc. May be used by Federation officials in connection with their duties;
- Notice Boards – May be used by Federation in order to display information relating to matters of general interest, recruitment, and facilities. Notice boards should also be regularly maintained.

The Cleveland Police Federation office is located at the following address:

Cleveland Police Federation  
46 Yarm Road  
Stockton on Tees  
TS18 3NG

### **3.7 Travelling Expenses**

All travelling expenses incurred by representatives on Federation business are administered and maintained through the Federation via the JBB Secretary.

### **3.8 Joint Consultation**

Cleveland Police recognise the importance of joint consultation/working in achieving harmonious employment relations. Federation representation will be

in accordance with the terms of reference of each individual committee, board, working party or other group.

It is understood that the Federation JBB Secretary or his/her nominated representative shall attend such meetings as:

- WPM– Workforce Planning Meeting – Tier Two;
- Health Group;
- Proactive scanning meetings
- People Intelligence Board
- Performance cases, in accordance with the Performance Regulations;
- Conduct cases, in accordance with the Conduct Regulations;
- Force Health and Safety meetings;
- The JNCC – Joint Negotiation Consultative Committee is attended by the Secretary, Deputy Secretary, Chairman, and also the Chairs and Secretaries from the Separate Branch Boards; and

any other meetings considered appropriate, in agreement with the Chief Constable.

### **3.9 Training of federation representatives**

All elected Federation representatives are eligible for training and development in line with their Federation responsibilities/portfolios. The JBB Secretary is responsible for identifying and selecting Federation representatives for the appropriate training and development courses, on behalf of the Cleveland branch.

Both Cleveland Police and the Federation agree that Federation duty time may be granted to representatives subject to the exigencies of duty for training jointly agreed as appropriate by the Force and the JBB.

The procedure for requesting of time for training shall be the same as that described above for requesting time to carry out Federation duties.

### **3.10 Check off arrangements**

The Federation shall be provided with meaningful data from the Force payroll system to help support the collection and distribution of all Federation administered subscriptions, payments, and deductions undertaken by the Federation on behalf of its members.

The Federation shall also be advised by People Services of those Police Officers commencing employment with the Force as well as those Police Officers exiting the organisation.

**Regulations laid before Parliament in March 2017 and effective from 18<sup>th</sup> March 2018 need to be discussed with Federation fully as this could affect the present check off agreement.**

### **3.11 Cleveland Police Benevolent Fund**

The Cleveland Police Benevolent Fund is administered on behalf of the Force by agreement with the JBB Secretary.

### **3.12 General understanding**

This policy is made on the understanding that it may alter from time to time following consultation and agreement between the parties to it. It will be monitored from time to time to ensure that it continues to provide an effective system of good employment relations within the Force.

## **4. Records**

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Where applicable People Services will administer any appropriate paperwork relating to this policy in accordance with the principles laid down in the Data Protection Act.

## **5. Appendices**

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There are no appendices associated with this document.

## **6. Compliance and monitoring**

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The Force expects every individual to act within approved policies and take appropriate professional advice as necessary.

Both parties should seek to resolve any problems in respect of this policy in the first instance on an informal basis.

The Head of HR will monitor the implementation of and compliance with this policy on an ongoing basis.

## **7. Version control**

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This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.10.10	New Policy	██████████
0.2	01.10.11	Updated Policy	██████████
1.0	Nov 2011	Final Version following approval	██████████
1.1	01.11.14	Policy review. No substantial changes required to policy.	██████████
1.2	10.02.17	Policy review. No substantial changes required , para 3.8 updated to reflect present meeting structure in force	██████████
1.3	10.02.17	Policy review. Changes required to policy reflect government regulations on facility time new para 3.4.4 and 3.10 updated to reflect this. Para 3.8 updated to reflect present meeting structure in force. Further review will be needed later in 2017 when National Federation restructure is determined which will affect all branches	██████████
1.4	19.3.19	Policy review date revised	██████████
1.5	03.07.19	Slight wording changes in section 3.4.1 and 3.4.4	██████████
1.6	Feb 2020	Change of owner dept. name	██████████
1.7	Apr 2020	Addition of COVID 19 message	██████████
1.8	Nov 2021	Extension to review date	██████████