



Cleveland Police and Cleveland Federation Facility Time Agreement – Police Officers

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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
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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 – Police Officers

1. Policy Statement

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.

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

Cleveland Police and The Police Federation should seek to resolve any problems in respect of this agreement in the first instance on an informal basis.

This agreement 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

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.

This agreement 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 Cleveland Police.

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3. Underpinning procedures

3.1 General Information

This section contains some general information between Cleveland Police and the Police Federation.

3.1.1 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.](#)

3.1.2 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 their nominated representative shall attend such meetings as:

- Joint Negotiation Consultative Committee (JNCC) is attended by the Secretary, Deputy Secretary, Chairman and also the Chairs and Secretaries of different branch boards
- Resource Management Group (RMG)
- Pay Appeals Meeting (PAM)
- Proactive Scanning meetings
- People and Wellbeing Delivery Assurance Board (PWDA)
- Ethics and Standards Board
- Executive Management Board
- Performance cases, in accordance with the Performance Regulations
- Conduct cases, in accordance with the Conduct Regulations
- Force Health and Safety meetings

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

3.1.3 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.

3.1.4 Cleveland Police Benevolent Fund

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

3.2 Police Federation Representatives

This section provides information on Federation representatives.

3.2.1 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.

3.2.2 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**
- **Chairman.**

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

3.2.3 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 in section 3.3.3 for requesting time to perform Federation duties.

3.2.4 Provision of Facilities

To assist representatives to perform 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

3.2.5 Travelling Expenses

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

3.3 Police Federation Duty Time

This section confirms duty time information for Police Federation Representatives.

3.3.1 Duty Time - Elected Officials

The Officers holding the elected posts below shall be full time officials and have their whole duty time allocated to undertake federation duties:

- **JBB Secretary**
- **Deputy Secretary/Treasurer**

These Officers will be shown as whole time on the Force establishment and not posted to a business area.

The Officer holding the position of **Chairman**, by agreement with the Chief Constable, shall be seconded full time to the Police Federation for the current period of election.

Please Note: This agreement is subject to review at the next set of Police Federation elections.

3.3.2 Duty Time – Representatives

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

Separate Board meetings and Joint Branch Board meetings (JBB)

- Granted for up to four times a year in accordance with Regulation 23 of the Police Regulations 2003.
- Federation would need to provide a minimum of four weeks' notice of such meetings.

- In the event that duty time is requested for further planned meetings with the branch board members, 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 subject to current demands of service.

Executive Meetings

- Representatives will be granted duty time for Executive meetings up to four times a year.
- In the event that duty time is requested for further planned meetings with the branch board members, this will be agreed between the JBB Secretary and the Force.

Annual Conferences

- Duty time shall be granted to invited individuals from the appropriate ranks and managed by the JBB Secretary with the agreement of the Force

Performance and Conduct Cases

- In accordance with Conduct and Performance Regulations, reasonable duty time will be granted for representatives to assist in these cases.
- The JBB secretary will assign a representative to a case.
- Line Managers will be informed if appropriate.

Grievance and Employment Tribunal (ET) Cases

- Reasonable duty time will be granted to representatives to assist in grievance and employment tribunal cases when assigned to do so by the JBB Secretary,
- Duty time for grievance cases will be in line with the Force grievance policy and procedures.

Other Activities

- Training and development courses (where agreed between the JBB Secretary and the Force).
- Health and Safety Inspections and Meetings.

Please Note: All duty time granted will be subject to the demands of service provision.

3.3.3 Requesting time off for Federation Duties

The request to perform 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 demands of the service.

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

3.3.4 Public recording of Facility Time

At present regulations require the reporting of facility time covering both cost and time approve for Police Staff only. This information is reported on the Force external website as well as on the appropriate Government website.

In agreement with Police Federation the Force also captures data in relation to both cost and time approved for Police Federation Officers, in the event that the legal obligation (created in 2017) is amended to include servants of the crown.

4. Records

Where applicable Human Resources will administer any appropriate paperwork and records relating to this agreement, in accordance with the principles of Data Protection Legislation.

5. Appendices

There are no appendices associated with this document.

6. Compliance and monitoring

The Head of HR is responsible for the accuracy and integrity of this document. This agreement will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this document, at leaver every three years, to ensure that all aspects are being adhered to in accordance with the framework of this agreement.

7. Version control

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	██████████
1.9	Oct 2022	Normal review of policy. Some formatting changes and addition of contents page. Other minimal changes.	██████████