

**Report of the Chief Constable to the Chair and Members
of the Policy & Resources / Corporate Development Panel
10th September 2009**

Executive & Presenting Officer: Mr Derek Bonnard, Deputy Chief Constable

Status: For information

The Management of Time Off in Lieu

1. Purpose

- 1.1 To update Members on the work being undertaken by the Force to reduce levels of time off in lieu (TIOL).

2. Recommendations

- 2.1 That Members note the contents of the report.

3 Reasons

- 3.1 Members of the Police Authority will know that the Force has been working during the course of the last year or so to reduce the levels of Time Off in Lieu (TOIL) held by Police Officers and Police Staff across Cleveland Police. This was prompted by concerns that changes to the International Financial Recording Standards (IFRS) may mean that a financial liability is incurred as a consequence of retaining large amounts of time off held by members of the Force as a consequence of working additional duty. To date a scrutiny of the policy and levels of time off held by members of the Force undertaken by the Operational Performance Team (OPT) has led to proposals to the Force to amend the policy and agree maximum levels of time off that can be retained. It is important to differentiate time off in lieu from annual leave which is of course a statutory requirement.
- 3.2 It has also been the case for a considerable period of time that time off in lieu suited both the flexible needs of the organisation and the individual themselves.

- 3.3 The target date for a reduction in time off in lieu across Cleveland Police to the proposed maximum levels has been set for 31 March 2010. In addition, a linked proposal is currently being consulted upon to amend the annual leave year period for Police Officers within the Force from the current arrangement which runs from 1st January to 31st December in any year to the more common national arrangement that also reflects the Police Staff annual leave year ie from 1st April to 31st March (the following year).
- 3.4 This change to the annual leave period would first of all harmonise the arrangements for all members of Cleveland Police but secondly, will provide a window (subject to flexibility) between 1st January 2010 and 31st March 2010 whereby excessive amounts of time off in lieu could be taken by members of the Force to reduce levels to those that have been agreed with Staff Associations. It is important to say also, that a 25% portion of annual leave would also be made available to Officer of the Force during this time, ie that no officer of the Force would be disadvantaged in any way.
- 3.5 A further report to the Police Authority on the subject of time off in lieu to meet the agreed objectives and reduce any financial liability to the Force will be provided at a future meeting of the Authority in line with the agreed schedule; this will be prior to the end of 2009 and will provide a detailed update on progress to date.

4 Implications

4.1 Financial

There are no financial implications arising from this report.

4.2 Diversity and Equal Opportunities

There are no diversity or equal opportunities implications arising from this report.

4.3 Human Rights Act

There are no Human Rights Act implications arising from this report.

4.4 Sustainability

There are no sustainability implications arising from this report.

4.5 Risk

There are no risk implications arising from this report.

5 Conclusions

- 5.1 The Force continues to work to reduce the levels of time off in lieu held by officers across the Force. Work is also progressing to align the annual leave years for police officers with that of police staff.
- 5.2 A further update on this work will be presented to the November Policy & Resources / Corporate Development Panel.

Sean Price
Chief Constable