

**Report of the Chief Constable to the Chair and Members  
of the Policy & Resources / Corporate Development Panel  
24<sup>th</sup> November 2009**

**Executive & Presenting Officer: Mr Sean White, Assistant Chief Constable  
(Territorial Operations)**

**Status: For information**

**The Management of Time Off in Lieu/Rest Days Owed**

**1. Purpose**

- 1.1 To update Members on the work being undertaken by the Force to reduce levels of time off in lieu (TOIL) and rest days owed.

**2. Recommendations**

- 2.1 That Members note the contents of the report.

**3. Reasons**

- 3.1 Previous reports to Members of the Police Authority have highlighted the approach taken by the Force in reducing the commitment in TOIL and rest days owed. This had been 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. An additional but nonetheless important consideration was to recognise that the working of additional duty, whilst at times an operational necessity, should be balanced against the welfare needs of the individual member of staff.
- 3.2 The Operational Performance Team (OPT) have to date conducted three audits to determine the level of exposure to this liability. These audits were undertaken in August 2008, March 2009 and September 2009. In order to provide a consolidated figure and ease of comparison, the rest day liability has

been converted to hours. The table below shows the total commitment at each of these dates.

	Total Hours as at:		
	August 2008	March 2009	Sept 2009
Hartlepool	8,593	14,266	8,995
Stockton	15,581	10,523	11,731
Middlesbrough	15,953	17,140	15,167
Redcar & Cleveland	15,532	11,787	11,369
CJU	7,067	6,462	6,209
Crime	6,676	7,943	8,703
Spec Ops and Comm's	21,342	19,989	20,120
<b>Total</b>	<b>90,744</b>	<b>88,107</b>	<b>82,292</b>

- 3.3 An annual reduction of 9.3% has been achieved to date, this equates to approximately 8,500 hours with average reductions in the last 6 months of approximately 1,000 hours per month.
- 3.4 The Head of Corporate Finance has identified individual Service Unit targets in order to achieve the desired reductions by 31<sup>st</sup> March 2010, with an overall Force target set at 58,000 hours. The audit produced by the OPT is used by Executive Officers at individual Service Unit Monthly Performance Reviews, to measure progress against target.
- 3.5 Although it is possible that the current rate of reduction might not be sufficient to meet the targets set, a potential relaxation in the timescale for compliance with IFRS to March 2011 will bring the reductions needed within reach. Suffice to say however, the planned reduction in TOIL will be proactively managed through the performance review processes of the Force.

## 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

The Force is at risk of not achieving the desired reduction in commitment by 31<sup>st</sup> March 2010. A change in target date would mitigate this risk.

**5. Conclusions**

5.1 The Force continues to work to reduce the levels of time off in lieu held by officers across the Force.

5.2 Further updates on this work will be presented to the Policy & Resources / Corporate Development Panel as required.

Sean Price  
Chief Constable