



**Police
Superintendents'
Association**

07.09.2018

Project Cadmium

Working Time Regulations Project

Rules

Commissioned by Chief Superintendent Dan Murphy

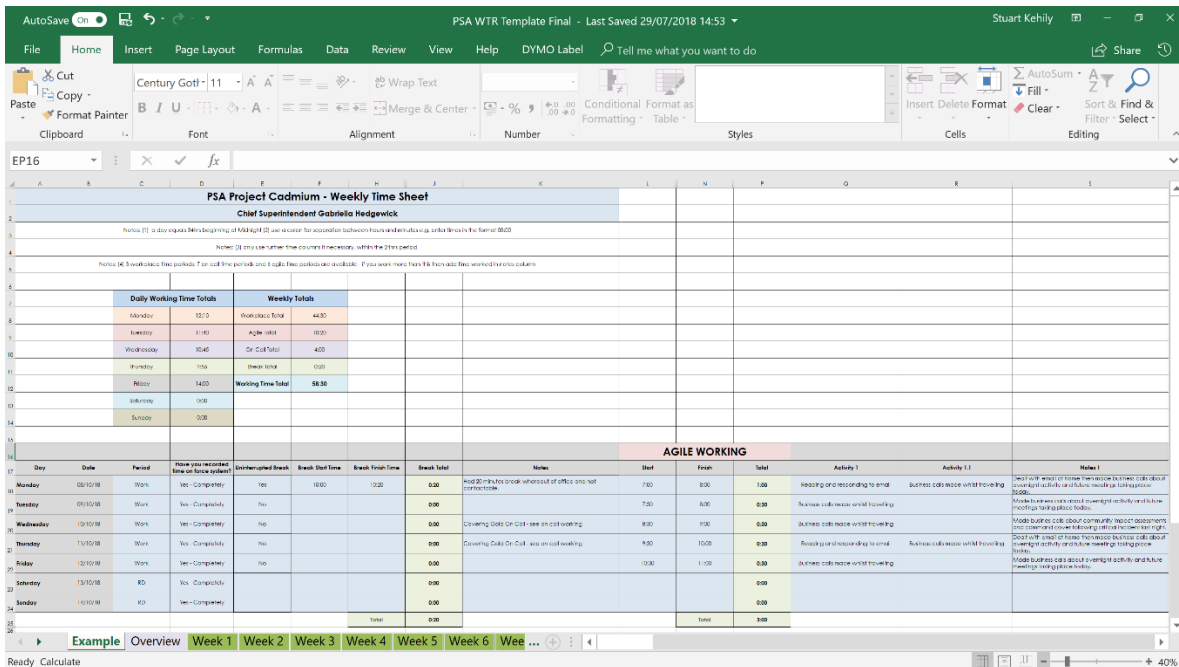
NATIONAL GENERAL SECRETARY – POLICE SUPERINTENDENTS ASSOCIATION

PROJECT CADMIUM

THE RULES

This document provides the necessary guidance for Project Cadmium data collection to ensure consistency and integrity in the process.

The template (an example accompanies this document) has been designed to reflect the type of working that Superintending ranks often perform: allowing for agile working, work within the workplace environment and for periods of on-call activity.



PSA Project Cadmium - Weekly Time Sheet
Chief Superintendent Gabriela Hedgewick

Daily Working Time Totals

Day	Start	End	Working Time
Monday	08:30	18:30	10:00
Tuesday	08:30	18:30	10:00
Wednesday	08:30	18:30	10:00
Thursday	08:30	18:30	10:00
Friday	08:30	18:30	10:00
Saturday	08:30	18:30	10:00
Sunday	08:30	18:30	10:00
Weekly Total			58.30

AGILE WORKING

Date	Period	How you recorded this (on-call/working)	Interpreted Break	Break Start Time	Break Finish Time	Break Total	Notes	Start	Finish	Total	Activity 1	Activity 1.1	Notes 1
Monday	08:30/18	Wk	Yes - Complete	10:00	10:20	0:20	Had 20 minutes break when out of office and not on-call	7:50	8:30	0:80	Meeting and responding to email	Business call: none whilst travelling	See cell J18 of this template for more information about how to record agile working time periods.
Tuesday	08:30/18	Wk	Yes - Complete			0:00		8:30	10:00	0:30	Business call: none whilst travelling	Business call: none whilst travelling	Made business call about a meeting on the morning of the day.
Wednesday	08:30/18	Wk	Yes - Complete			0:00	Covering OADR on call see on call working	8:30	10:00	0:30	Business call: none whilst travelling	Business call: none whilst travelling	Made business call about a meeting on the morning of the day.
Thursday	13:10/18	Wk	Yes - Complete			0:00	Covering OADR on call see on call working	8:30	10:00	0:30	Business call: none whilst travelling	Business call: none whilst travelling	Made business call about a meeting on the morning of the day.
Friday	08:30/18	Wk	Yes - Complete			0:00		10:00	1:00	0:30	Business call: none whilst travelling	Business call: none whilst travelling	Made business call about a meeting on the morning of the day.
Saturday	13:10/18	80	No - Complete			0:00				0:00			
Sunday	14:00/18	80	Yes - Complete			0:00				0:00			
Total										3:00			

There are three workplace time periods, six agile time periods and seven on-call time periods, where you can record your working time in line with the definitions of work type listed below. Should you need to record further time having used the available columns, use the notes section column K.

Column AP allows you to hyperlink to on-call recording, additional agile working, and at workplace recording columns.

ADDITIONAL TIME PERIODS

Additional Periods Required

*** Click here for additional on call periods ***

*** Click here for additional agile working periods ***



The Working Time Template has an overview worksheet and 21 further worksheets for each week for the duration of the data collection. You will need to provide data for the whole 21-week period.

It is extremely important to note that a day means a period of 24 hours in relation to your force working day. For example 0600-0600hrs or 0700-0700hrs.

If you are unsure of how to complete any entry column, project support is available via telephone 07484 600372 or email wtr@policessupers.com.

DEFINITIONS OF WORK TYPE

AGILE WORKING

This domain caters for any work activity which is outside of your normal business work activity and not conducted at the workplace. This is predominantly for periods of work outside of what you would term your core hours. E.g. working at home in the evening, conducting business calls whilst travelling to work, etc.

AT WORKPLACE

This domain caters for any working time where you are either in the workplace or attending an external venue, as part of your core hours and conducting your daily roles and responsibilities.

ON-CALL

This domain is for recording any on-call activity that is undertaken outside of your core hours.

If you are not on call but take calls outside of your normal core duty for that day then please enter such periods in the agile working columns.

DATA TEMPLATE COLLECTION

DAY & DATE OF DUTY – COLUMN A & B

The dates covering the 21-week reference period have been pre-entered and the cells locked so there is no need to enter either days or dates. This is to prevent inaccurate data being recorded and to prevent cell corruption.

Simply ensure you are entering data in the columns for the correct day and date shown

Day	Date
Monday	08/10/18
Tuesday	09/10/18
Wednesday	10/10/18

Thursday	11/10/18
Friday	12/10/18
Saturday	13/10/18
Sunday	14/10/18

PERIOD – COLUMN C

This cell has a drop-down pick list for you to select what is your activity period for the day. It has a range of options which you will be familiar with. If you do not find an appropriate selection from the list, then you should enter 'other' and provide a period descriptor in the notes column K.

Period
Work
Work
AL
Work
Work
RD
RD/IL

HAVE YOU RECORDED ON FORCE SYSTEM – COLUMN D

It is essential that you continue to record your working time on your in-force system as well as completing this Working Time collection template. Both need to be completed and mirror the data recorded.

Here you simply enter from the drop-down pick list the relevant statement outlining whether you did so or not. Ideally, you should be selecting 'Yes – Completely'. However, from our research with forces, we understand there are forces who do not have the ability to record this so there are other options.

Have you recorded time on force system?
Yes - Completely
Yes - Completely

Yes - Completely
Yes - Completely
Yes - Completely
Yes - Completely
Yes - Completely

UNINTERRUPTED BREAK – COLUMN E

The WTR – Regulation 12 is as below:

- (1) Where an adult worker’s daily working time is more than six hours, he is entitled to a rest break.
- (2) The details of the rest break to which an adult worker is entitled under paragraph (1), including its duration and the terms on which it is granted, shall be in accordance with any provisions for the purposes of this regulation which are contained in a collective agreement or a workforce agreement.
- (3) Subject to the provisions of any applicable collective agreement or workforce agreement, the rest break provided for in paragraph (1) is an uninterrupted period of not less than 20 minutes, and the worker is entitled to spend it away from his workstation if he has one.

Here you must say whether you have taken an uninterrupted break or not. Simply select a yes or no option from the drop-down pick list.

An uninterrupted break means exactly that: to have taken such a break, you must be completely uninterruptable. If someone can disturb you with a work-related matter this would not be such a break. If you are on-call for the period of your duty this would not be such a period. In these two examples, you would simply enter ‘No’ from the drop-down pick list.

Uninterrupted Break
No
No

BREAK START TIME & BREAK FINISH TIME – COLUMNS F & H

If you do have a break which is uninterruptable after 6 hours in line with the regulation, you need to then go to columns F and H to enter a start and finish time to allow for the break to be calculated and recorded. This time will be deducted from your working time for the day in question as the WTRs stipulate. If no uninterruptable break has been taken, do not enter any data.

Break Start Time	Break Finish Time
10:00	10:20

BREAK TOTAL – COLUMN J

This will show the total for the uninterrupted break period for a day. At cell J25 a cumulative total will be shown which records the seven days break total period.

Break Total
0:20

NOTES – COLUMN K

This section allows you to enter any notes that you wish to make regarding your commitments or duties for the day. The cell will wrap text to allow for freehand entries.

Notes
Had 20 minutes break where out of office and not contactable.
Covering Gold On Call - see on call working
Covering Gold On Call - see on call working

AGILE WORKING – COLOUR CODE HEADER LIGHT PINK

These columns allow for time recording for periods which are in accordance with the 'agile working' criteria outlined earlier on page 2 under the definitions of work type.

AT WORKPLACE – COLOUR CODE HEADER LIGHT ORANGE

These columns allow for time recording for periods which are in accordance with the 'at workplace' criteria outlined earlier on page 2 under the definitions of work type.

ON CALL – COLUMNS – COLOUR CODE HEADER PURPLE

These columns allow for time recording for periods which are in accordance with the 'on call' criteria outlined earlier on page 2 under the definitions of work type.

DUTY START – COLUMNS

This is where you enter the start time of your working time. All time entries should be entered in accordance with the 24hr clock and must have a colon between hours and minutes. E.g. 10:00

Start
7:00
7:30
8:30
9:30
10:30

The Working Time Regulations 1988 provide a definition of working time. The below is an extract from the Regulations: Regulation 2 (1)

“working time”, in relation to a worker, means—

- (a) any period during which he is working, at his employer’s disposal and carrying out his activity or duties,
- (b) any period during which he is receiving relevant training, and
- (c) any additional period which is to be treated as working time for the purpose of these Regulations under a relevant agreement;

and “work” shall be construed accordingly.

The PSA, for the purposes of Project Cadmium, define that Working Time for Superintending ranks is:

Included:

- **Work within the workplace** – some examples would include:
 - Working in your office
 - At HQ or other force location at a meeting
 - At an internal or external training event
 - At any external venue approved by line manager
 - Involved in a working lunch

- **Agile working away from the workplace** – some examples would include:
 - Business calls made whilst travelling to a members normal designated reporting station (N.B. This would not make this a journey for the purposes of claiming business mileage)
 - Reading and responding to email
 - Receiving and making work related telephone calls
 - Reading and creating documents
 - Reading and considering approval for authorities e.g. RIPA etc.
 - Other administrative tasks

- **Whilst on call** – some examples would include:
 - Making decisions and completing/considering associated documentation
 - Giving authorities and completing/considering associated documentation
 - When commanding an incident where resources are actively deployed
 - Reading and/or writing briefing documents
 - Writing strategic/tactical plan documents
 - Chairing telephone meetings
 - Travel to scenes/work places and time spent working at these locations
 - Dealing with welfare issues
 - Monitoring resourcing issues/levels
 - Considering and responding to media enquires

Excluded:

- The entire period of an on-call responsibility

DUTY FINISH – COLUMNS E.G N&V

This is where you enter a finish time for your period of work. If you enter further periods of work in that day they too will reflect the period worked in a total.

Finish
8:00
8:00
9:00
10:00
11:00

DAILY TOTALS – COLUMN D

This column simply totals your daily working time. At cells D8, D9, D10, D11, D12, D13 and D14, you will see an adjusted total that shows your working hours for the week, minus any uninterrupted break total that you have recorded in column J at cell J25.

Daily Working Time Totals	
Monday	12:10
Tuesday	11:40

WEEKLY TOTALS – COLUMN F

Your working time for the week in line with WTRs is shown in cell F12. This is the figure that gets recorded and transferred to the overview sheet which forms part of the reference period for calculating your working time. Your 'at workplace', 'agile working', 'on call' and 'break' totals are shown in F8, F9, F10 and F11 cells.

Weekly Totals	
Workplace Total	44:30
Agile Total	10:20
On Call Total	4:00
Break Total	0:20
Working Time Total	58:30

ACTIVITY COLUMNS & NOTES – E.G. – COLUMNS Q, R&S

With each agile working and on-call recording columns there are two activities drop down selections where you can select an activity which corresponds with your work. The column after the second drop down pick is a notes column, which allows you to enter free text to make any additional notes that you wish in connection with that recording period.

Activity 3	Activity 3.1	Notes 3
Reading and responding to email	Reading and creating documents	Emails dealt with and reading papers for meetings tomorrow.
Reading and responding to email	Reading and creating documents	Emails dealt with and other administrative tasks.
Other administrative tasks		Emails dealt with and other administrative tasks.
Reading and creating documents		Gold Strategy document completed. Op Wigmore.
Reading and responding to email	Other administrative tasks	Urgent emails for weekend issues to on call commanders and other administration with deadlines for end of the week.

Activity 5	Activity 5.1	Notes 5
Giving authorities and completing/considering associated documentation		Ratified spontaneous firearms operation at West Side. TFC Inspector Jones.
Giving authorities and completing/considering associated documentation	When commanding an incident where resources are actively deployed	Ratified Planned Firearms Operation seeking armed and dangerous offender, TFC Supt Keithley. Operation Seaward.

ON CALL – COLUMNS AX & AY

There are two columns available here, should you be responsible for more than one on-call responsibility (double-hatting). You should only use the second column, AY, if you have a second on call responsibility. If you do not, then please leave the second column AY blank.

Select your on-call responsibility type from the drop-down pick list.

On Call Responsibility	On Call Responsibility 2
Yes - Duty Supt	
Yes - Senior Detective	Yes - Major Crime
Yes - Gold	Yes - SFC
Yes - Negotiator	

ON CALL START & ON CALL FINISH – COLUMNS AZ & BA

Enter your on-call period using the 24hr clock and a colon to separate hours and minutes. E.g. 06:00 to 06:00

On Call Start	On Call Finish
6:00	6:00
6:00	18:00
6:00	2:00
6:00	6:00

OVERVIEW SHEET

The overview sheet shows the 21 weeks. It takes the total working time hours from each completed week period and automatically transfers them to give a view week by week of your hours and the total. Each week's data is colour coded:

- If under 40 hours – colour remains light purple
- If 40 hours exactly – colour shows green
- If between 40.01 hours and 47.59 hours colour shows yellow
- If over 48 hours colour shows red

Final calculations in line with the formula outlined within the WTRs will be conducted separately.

PSA Project Cadmium - WTR Overview

Chief Superintendent Gabriella Hedgewick

Week	Working Time Total	Workplace Time	Agile Total	On Call Total	Break Total	Time Total
1	0:00	0:00	0:00	0:00	0:00	0:00
2	0:00	0:00	0:00	0:00	0:00	0:00
3	0:00	0:00	0:00	0:00	0:00	0:00
4	0:00	0:00	0:00	0:00	0:00	0:00
5	0:00	0:00	0:00	0:00	0:00	0:00
6	0:00	0:00	0:00	0:00	0:00	0:00
7	0:00	0:00	0:00	0:00	0:00	0:00
8	0:00	0:00	0:00	0:00	0:00	0:00
9	0:00	0:00	0:00	0:00	0:00	0:00
10	0:00	0:00	0:00	0:00	0:00	0:00
11	0:00	0:00	0:00	0:00	0:00	0:00
12	0:00	0:00	0:00	0:00	0:00	0:00
13	0:00	0:00	0:00	0:00	0:00	0:00
14	0:00	0:00	0:00	0:00	0:00	0:00
15	0:00	0:00	0:00	0:00	0:00	0:00
16	0:00	0:00	0:00	0:00	0:00	0:00
17	0:00	0:00	0:00	0:00	0:00	0:00
Sub Total	0:00	0:00	0:00	0:00	0:00	0:00
18	0:00	0:00	0:00	0:00	0:00	0:00
19	0:00	0:00	0:00	0:00	0:00	0:00
20	0:00	0:00	0:00	0:00	0:00	0:00
21	0:00	0:00	0:00	0:00	0:00	0:00
Sub Total	0:00	0:00	0:00	0:00	0:00	0:00
Total	0:00	0:00	0:00	0:00	0:00	0:00