



HUMBERSIDE FIRE AND RESCUE SERVICE

Service Delivery

Full-Time Shift System Policy

Owner	Executive Director of Service Delivery
Responsible Person	Head of Emergency Response
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What we must do well



How we support our communities



We value and support the people we employ



We efficiently manage the Service

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1. INTRODUCTION

This Policy outlines the specific principles and framework for the Full-Time Shift System relating to operational staff.

Humberside Fire and Rescue Service (HFRS) is committed to providing the best possible service to its communities. The scope of operational activities incorporating response, operational risk, protection, prevention, safeguarding and inclusion require the provision of the appropriate resources and competent staff 24 hours a day, seven days a week. To meet this demand, an effective duty system is necessary that both enables service delivery, and supports the health, safety and wellbeing of operational staff.

Core Code of Ethics

Humberside Fire and Rescue Service (HFRS) has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

This policy and its application are to be read in conjunction with the associated Policy Delivery Guidance documents listed below along with all other associated documents. Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

AIM:

To implement a framework to ensure that the Shift System worked by Full-Time fire station based staff is fit for purpose, maximises efficiency and productivity of the working period, and maintains the minimum required of 100% availability. The Full-Time Shift System will also provide sufficient rest days and ensure the allocation of leave is distributed equitably for individual staff consistently across the Service.

HFRS will ensure that conditions relating to the duty system are in line with the National Joint Council (NJC) Scheme of Conditions of Service (Grey Book) whilst maintaining operational readiness (subject to the conditions of the Collective Agreement and associated Addendum).

OBJECTIVES:

The primary objective of the Full-Time Shift System Policy is to enable the HFRS mission statement of “Safer Communities, Safer Firefighters”. This is outlined in relevant documents including the Community Risk Management Plan, The Strategic Plan and the Core Code of Ethics.

The following are also applicable:

- Utilise effective long-term workforce planning to ensure, so far as is reasonably foreseeable, that base establishment levels are maintained across all watches.
- Prioritise a Service-wide perspective through the provision of a daily global surplus, to accommodate dynamic changes to crewing levels caused by both foreseen and unforeseen absences.
- Provide a clear set of rules and procedures to support Watch Management teams in managing and forecasting the required local and global availability well in advance.
- Promote the ownership of absence management and availability by Watch Management teams within the defined parameters of the Full-Time Shift System.
- Ensure rules and procedures are consistently adhered to across all four Districts by means of regular audits and scrutiny. Non-compliance will be challenged accordingly.
- Provide the necessary rest days and leave arrangements for all staff across the entire year and the means to rotate staff around peak demand periods annually.
- Make provision for all individual leave allocations to be programmed prior to the start of the calendar year.
- Coordinate the allocation of training courses by the relevant sections prior to the start of the calendar year.
- Provide a degree of flexibility for staff to move or exchange leave without compromising the primary objective or the quality of service delivery provided.
- Regularly review the Full-Time Shift System to evolve and adapt with changing times and demands, utilising evidence such as performance metrics and staff feedback to ensure it remains current and viable.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References
 - [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
 - [Working Time Regulations 1998](#)
- National Guidance
 - [National Joint Council \(NJC\) Scheme of Conditions of Service \(Grey Book\)](#)
- Local Guidance

- [Collective Agreement and Addendum to the Agreement](#)
- [Service Delivery Planning \(Station Routines\) Policy](#)
- [Fatigue Policy](#)
- [Full-Time Shift Based Leave Policy Delivery Guidance](#)
- [Time Off in Lieu Policy Delivery Guidance](#)
- [Detachments & Deployments Policy Delivery Guidance](#)
- [Course Leave Policy Delivery Guidance](#)
- [Uniformed Staff Overtime Policy Delivery Guidance](#)

5. SERVICE WIDE TRIAL

This policy is effective from 1 January 2024 until such a time that the parties to the collective agreement either agree to implement the trial Full-Time Shift System on a permanent basis or to a mutually acceptable, alternative duty system. This policy is underpinned by a separate Collective Agreement and an Addendum to the agreement which covers the trial period.

Throughout the trial, Service Management and/or the Representative Bodies (with the agreement of their membership) may end the trial by giving 60 days' notice to all parties involved.

When the trial ends, the default position will be to revert to the 2017 - 2,2,4 shift system with block leave arrangements.

6. PRINCIPAL COMPONENTS OF THE FULL-TIME SHIFT SYSTEM

The Full-Time Shift System adopted must be in line with the four principles identified within the Grey Book, Section 4 Part A3:

- Basic working hours should average 42 per week (inclusive of three hours of meal breaks in every 24 hours) for Full-Time employees. Hours of duty should be pro-rata for part-time employees.
- There should be at least two periods of 24 hours free from duty each week.
- It should comply with relevant United Kingdom and European Law, including the Working Time Regulations 1998, and Health, Safety and Welfare at Work Legislation ([Section 4. Associated Documents](#))
- It should have regard to the special circumstances of individual employees and be family friendly.

7. WORKING ARRANGEMENTS

Contractual Hours

- The Full-Time Shift System must achieve annual total hours worked of 2,184 per individual.

Consecutive Shifts

- The day shift and the night shift shall run consecutively during a 24-hour period.

- Consecutive Shifts shall first be the day shift immediately followed by the night shift.
- Consecutive shifts are not to be split into single shifts other than in exceptional circumstances.

Shift Start Times & Shift Duration

- The day shift shall start at 07:30 and finish at 16:30 (9 hours).
- The night shift shall start at 16:30 and finish at 07:30 (15 hours).

Annual Leave

- The amount of annual leave an individual is entitled to is in line with the NJC Schemes of Conditions of Service (Grey Book).
- The Full-Time Shift System will incorporate a Block Leave System which provides a 'Global Surplus' to cover all absences other than annual leave.
- All leave will be 'locked down' 8 days prior to each leave shift on a rolling basis.
- Annual leave should be taken in 24-hour blocks i.e., one day shift immediately followed by one night shift, with the exception of the third Long Service Leave (for those eligible).
- The arrangements for this are detailed in the [Full-Time Shift Based Leave Policy Delivery Guidance](#).

Detachments & Deployments

- Detachments and Deployments will be used to redistribute local surplus personnel to cover deficiencies in crewing elsewhere in the global system.
- The arrangements for this are detailed in the [Detachments & Deployments Policy Delivery Guidance](#).

Time Off In Lieu

- Time Off In Lieu (TOIL) arrangements will comply with the National Joint Council (NJC) Scheme of Conditions of Service (Grey Book) which states that TOIL may be granted subject to the exigencies of the Service.
- TOIL arrangements are detailed in the [Time Off In Lieu Policy Delivery Guidance](#).

Course Leave

- Course Leave arrangements are detailed in the [Course Leave Policy Delivery Guidance](#).

Overtime

- Pre-arranged or casual overtime arrangements are detailed in the [Uniformed Staff Overtime Policy Delivery Guidance](#).

**If you require any further information relating to this policy, please contact
Emergency Response**