

EST 36/4/7.

PART 3.*

OMNIBUS WEEKLY ORDER 50/1964

King's Beam House,
Mark Lane,
London, E.C.3.

27th November, 1964.

Conditioned hours of Waterguard staff employed outside the London Pay Area

A. INTRODUCTION

1. Following discussions with the Staff Side about the conditioned hours in the Waterguard, the Board have agreed, on the understanding of Staff Side co-operation in keeping costs either in extra staff or in overtime, to a minimum, that as from 1st December, 1964:—

- (a) Chief Preventive Officers employed outside the London Pay Area shall, for the purposes of Establishment Instructions, Vol. 2, Part X, be regarded as being conditioned to a notional attendance of 43 hours a week.
- (b) The conditioned hours of members of the Preventive Officer and Assistant Preventive Officer grades employed outside the London Pay Area shall be 86 hours during the 12 weekdays within each fortnight, and that overtime shall be paid for all authorised attendance credited in excess of that figure.

B. CHIEF PREVENTIVE OFFICERS

2. *Working hours.*—Wherever practicable, the working hours of Chief Preventive Officers are to be reduced to 43 a week.

C. PREVENTIVE OFFICERS AND ASSISTANT PREVENTIVE OFFICERS

3. *Modification of existing Schemes of Attendance.*—It is intended generally to give practical effect to the new conditions as soon as possible by local arrangements. The proposed changes should be discussed informally with local Staff representatives so that temporary arrangements may be introduced at the outset pending any formal review of local schemes. Wherever practicable, Waterguard Superintendents should arrange that no Preventive Officer or Assistant Preventive Officer attends

*This Part, dated 27th November, 1964, was issued in roneo to Collectors, Waterguard Superintendents and Chief Preventive Officers.

for normal work for more than 86 hours during the 12 weekdays within each fortnight unless the Chief Preventive Officer is satisfied that further attendance is essential.

4. *Daily hours of attendance.*—(a) Preventive Officer and Assistant Preventive Officer grades should be schemed to give either ten normal attendances of 8 hours and one normal attendance of 6 hours, or nine normal attendances of 8 hours, and two normal attendances of 7 hours, during the week-days within each fortnight, the shorter spells being fitted in as most convenient to suit local circumstances.

(b) Staff schemed to give normal week-day attendances of 8 hours on 5 days and 4 hours on one day (e.g., at Small Ports and on office duties) should be schemed to give either (i) normal attendances of 8 hours on four days, with normal attendances of 7 hours and 4 hours on the remaining two days, or (ii) normal attendances of 8 hours on five days, and 3 hours on the remaining day.

(c) At some Stations it may not be possible to scheme attendances of less than 8 hours' duration because, in the Revenue interest, it is essential that attendances should cover the whole of each week-day. In these cases where schemed attendance is necessarily given in excess of 86 hours per fortnight, the Chief Preventive Officer should add the following certificate in manuscript at the foot of the Employment Record Form C.201 "No reduction in Schemed 8 Hour Watches was possible in the first (second) (third) fortnight (O.W.O. 50/64(3), paragraph 4 (c))".

5. *Overtime.*—Revised rates of overtime based on the 86 hour fortnight will be payable from midnight 30th November/1st December. For the period commencing on 29th November, overtime will be payable at the separate rates for credited attendance in excess of the schemed conditioned hours of attendance in each part of the period. For the part prior to 1st December, 1964, the rates in Establishment Instructions, Part 2, Appendices B and F (44 hour week) should be used; thereafter the revised rates in the Appendix to Omnibus Weekly Order 40/1964, Part 4, will apply.

Extra attendance incurred under paragraph 4 (c) of this Omnibus Weekly Order need not be reported for covering authority by the Board.

6. *Officers conditioned to a 10 hour daily credit.*—These Officers should be credited with 10 hours on ten days and 8 hours on one day, or, 10 hours on nine days and 9 hours on two days within each fortnight.

7. *Use of Relief and Reserve Pool Staff.*—In order to implement the 86 hour fortnight, relief and Reserve Pool staff should be employed to the fullest extent consistent with normal relief commitments and, where available, should be used to overlap short attendances given by other officers.

8. *Absence from duty.*—The reduction in the standard fortnight of 86 hours in respect of Public or Privilege holiday or absence on sick or other leave on a day or half-day schemed for duty, should be the number of hours the Officer would otherwise have attended on that day in accordance with the approved Scheme of Attendance, as modified under paragraphs 3 and 4 of this Omnibus Weekly Order.

D. REVIEW OF ARRANGEMENTS

9. It is expected that in the practical application of these directions various points of detail will arise on which either local or central consultation may be desirable. Collectors will be requested shortly to report on the working of the local arrangements and on any cases of particular difficulty.

By Order of the Board,

A. W. TAYLOR.

G. IMMS.

K. B. PEPPER.

DOROTHY JOHNSTONE.