

Standby Scheme

1 November 2013

1. The nature of the appointment of certain employees makes it necessary for them to be prepared to carry out standby duties. Such employees will therefore, be contractually required to undertake standby duty if so requested by the Council and to carry out emergency work as and when the need arises.
2. Standby duties to specific rostered arrangements whereby employees are under an obligation outside their normal working hours (including Saturdays, Sundays and Public Holidays) to remain on call, to be available to be consulted and if necessary to be called out for emergency duty.
3. Employees whose posts are not graded above HC11 and who are required to undertake standby duty shall be paid on the following sessional basis to cover the duties and responsibilities involved.
 - 3.1 Where the occupied time during a standby session spent on telephone calls, and/or call out, and for documentation is 10% or less:
 - £27.25 per session (updated wef 1 April 2013)
 - 3.2 Where the occupied time during a standby session is longer than 10% of a session, such additional time will be paid at the appropriate overtime rate (see Overtime Policy). Each session will stand on its own for calculation purposes. Extra time of less than half an hour in any day shall not count for overtime. **Only complete half hours will be paid.**

Notes:

- These allowances are intended to cover the full range of duties associated with standby, including dealing with telephone calls, being called out and documentation.
- A session of standby duty on weekdays shall be from the end of the normal working day until the beginning of the normal working day the following morning e.g. 5pm-9am. At weekends and on public holidays, a session shall consist of 12 hours using notional starting times e.g. 9am-9pm on Saturday would be one session.
- Employees required to undertake standby duty on a fixed public holiday shall be granted, in addition to the appropriate allowance, compensatory leave.