



Human Resources
Goireasan Daonna

Standby Scheme Policy

Poileasaidh Sgeama Cùl-taic

Contents

Clàr-innse

Section 1:	Document Control	1
Section 2:	Introduction	2
Section 3:	Guidance	
	Standby Duties	
	Rest Breaks	3
	Notes	
Section 4:	Quick Links	4

Document Control

A. Version History

Version	Date	Author	Change
1.0	September 2021		Updated to new layout
0.1	27th May 2015	Partnership Working Forum / Resources Committee	Standard Policy format

B. Document Approval

Name	Title	Role
Elaine Barrie	Head of HR	Owner
Louise McGunnigle	HR Manager	Final Reviewer
HR Sub Group	TU Representation	Reviewer
Marie Mackenzie	HRBP	Author

Introduction

The Highland Council is committed to improving the job satisfaction, potential and performance of all our staff. To support this commitment, staff who are required to undertake standby as part of their role, will be supported and compensated in line with this policy.

Guidance

For further Guidance please refer to the Overtime Policy linked at the bottom of this Policy and on the [HR website](#).

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 requested by the Council and to carry out emergency work as and when the need arises.

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.

Standby Duties

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.

Standby session under 10%

Where the occupied time during a standby session spent on telephone calls, and/or call out, and for documentation is 10% or less:

- £35.54 per session (updated September 2024)

Standby session over 10%

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.**

Rest Breaks

In accordance with the Working Time Regulations (1998), there is a minimum rest period of 11 hours between the end of one working day or shift, and the beginning of the next. Rest breaks can vary, if there is a minimum rest break of 6 hours, with an average rest break of 11 hours over a week.

This guidance does not override legislative rest breaks for certain job roles e.g. Drivers.

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.

Quick Links

The Hyperlinks listed here will redirect you to the related guidance, letters, information and relevant organisations mentioned in this policy.

Working Time Regulations	Click Here
Overtime Policy	Click Here
Working Hours & Enhanced Hourly Rates	Click Here

