

# STANDBY AND CALLOUT POLICY

OCTOBER 2011



Version 2.0

## TABLE OF CONTENTS

Page

Introduction .....	2
1.0) Policy Aims .....	2
2.0) Scope .....	2
3.0) Related Policies .....	3
4.0) Definitions .....	3
5.0) Types of Standby .....	3
6.0) Callout .....	3
7.0) Policy Owner .....	3
8.0) Policy Authorisation .....	3
9.0) Policy Effective Date .....	4
10.0) Policy Review Date .....	4

## INTRODUCTION

For some of the Council's services it is necessary to ensure that the capacity exists to deal with emergencies for example:-

- situations which must be dealt with at short notice due to significant and immediate health and safety considerations;
- responding to a civil emergency when the Council's Emergency plan is activated;
- responding to intruder alarm calls or incidents at a Council building.

The Council recognises that a structured standby and call out arrangement must be in place in order to respond as part of the Council's statutory duties, and for the Council to respond effectively in dealing with emergencies that arise within the District.

### 1.0) POLICY AIMS

This policy aims to set out the Council's position:-

- on standby/call out for those employees required to assist with statutory duties that arise outside of normal working hours,
- on what is standby and what is a call out,
- on the different types of standby arrangements.

Through this policy and the related Standby and Call out procedures the Council wishes to achieve a fair and consistent approach to the operation of standby and call out for employees.

### 2.0) SCOPE

This policy applies to all Down District Council employees up to but not including Chief Officers.

The policy covers those periods when an employee, either as part of their contract of employment, or because they have volunteered, to be available to attend work outside of normal working hours.

It also covers employees who within the key tasks of their job description are required to assist with the implementation of the Council's Emergency Plan.

### 3.0) RELATED POLICIES

This policy and the Stand By and Call Out Procedures should be read in conjunction with the following:-

- Non Standard Working (02-2011)
- Single Status Agreement (11-2010)
- Travel and Subsistence Policy (06-2011)
- Procedure for Claiming Travel or Mileage (05-2011)
- Policy Statement: Working Time Regulations issued 27 October 2010

### 4.0) DEFINITIONS

**Standby** – an employee is available to attend for work if required.

**Call Out** – an employee is called out and returns to work.

### 5.0) TYPES OF STANDBY

There will be 3 categories of standby arrangements:-

- **Regular Standby** – for providing cover outside of normal working hours to meet the Council's legislative requirements within specific Directorates.
- **Emergency Standby** – to ensure employees are available to respond to the Council's Emergency or Business Continuity plans in the event of either of these plans being invoked by the Council's Crisis Management Team.
- **Ad Hoc Standby** – to provide cover at specific times, for example supporting a Council event, additional cover during Bank Holidays etc.

Payment details for standby are as stated in the Single Status Agreement (November 2010) and as explained in the Standby and Call out Procedures.

### 6.0) CALLOUT

Call out payments will be made to employees who:-

- are required to return to work as a consequence of being on a standby duty rota, **or**
- have been called out on an ad hoc basis because they are available, for example in assisting with the Council's Emergency or Business Continuity plans or in responding to an intruder alarm call.

Payment details for call out are as stated in the Single Status Agreement (November 2010) and as explained in the Standby and Call out Procedures.

### 7.0) POLICY OWNER

Human Resources, telephone contact number 028 4461 0805

### 8.0) POLICY AUTHORISATION

SMT 4 August 2011  
LJCC 8 September 2011  
SMT 27 October 2011  
SPRC 7 November 2011



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## **9.0) POLICY EFFECTIVE DATE**

1 December 2011

## **10.0) POLICY REVIEW DATE**

2 years from date of implementation or sooner if required