



## **Red Circle Procedure**

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

### **Procedure Statement**

North Yorkshire Police (NYP) is committed to the concept of achieving a healthy workforce through promoting a good work/life balance.

Research shows that allowing staff a degree of control over their working time can reduce stress and anxiety and improve staff satisfaction.

This procedure is intended to formalise good management practice by creating an environment where certain days and/or specific shifts may be “Red Circled” – e.g. “locked off” to facilitate a personal need or requirement, subject to exigencies of service.

### **Other Documents:**

#### **PSC Handbook, Local Terms and Conditions or Police Regulations**

Good Management Practice)

This procedure is intended to formalise good management practice by providing a process for relevant staff to “Red Circle” e.g. “fix” “protect” or “lock off” up to two Rest Days a year and up to two rostered duties a year.

Subject to exigencies of service, all personnel to whom this procedure applies, will be permitted to protect up to two Rest Days and up to two rostered shifts per financial year by way of formal application detailed below.

This process is intended to allow staff to manage their time in such a way as to reduce the likelihood of changes to duty clashing with personally important dates

For operational reasons, this procedure will NOT apply to the following dates:

- Any Public Holiday
- Halloween
- Mischief Night
- Bonfire Night
- Remembrance Sunday
- New Years' Eve

Other days may also be added to the above list depending on operational need. This may be a force or local decision, for certain events such as York Races, during periods of mutual aid or public unrest.

Examples of “personally important dates” suitable for “red circling” might include:

- family events (such as weddings, birthdays, or christenings)
- personal events (such as graduation ceremonies, ticketed performances, or sports events)
- planned days (events requiring long journeys or the involvement of others)
- just days planned in advance for personal reasons

The list is illustrative and not exhaustive.

All police officers and those police staff who are either in receipt of shift allowance or work over a seven day rotational basis are eligible for this benefit.

#### **Process**

1. Staff may make a request via email to “protect” or “red circle” from possible change up to two Rest Days a year and up to two rostered shifts a year each. No more than this will be accepted under the procedure, although this does not preclude local management from treating staff fairly and equitably.
2. In all cases, staff will give three months’ notice to Line Managers, in writing on email. The request should indicate the duties immediately before and immediately after the ‘red circle’ day as well as the ‘red circle’ day.
3. Any request, once approved by the Line Manager, will be forwarded to the **RMU Headquarters** mailbox to be recorded formally by the RMU on Origin. This will provide a time and date audit to prevent dispute in the future.
4. Managers should always check Origin for “red circle” days before considering any changes to duties. A maximum quota of 20% of the team / unit strength will be granted ‘Red Circle’ status at any one time, therefore retaining resources to be used as a priority over their protected colleagues.

#### **Red Circle Procedure**

5. Any “red circle” request with less than three months’ notice will be outside of this procedure and will not be considered, as resourcing has been finalised for the forthcoming three month period.
6. The “red circling” of rest days is subject to exigencies, but it would be expected that once approved, only unforeseen events would require the agreement to be breached by management with the authority of a Chief Officer and in consultation with Federation and UNISON. Managers are encouraged to ensure that this is the case, in order to maintain the integrity of the procedure and to reduce the opportunity for dispute with staff.
7. The “red circling” of rostered shifts, to prevent changes to start or finish times will be honoured on two occasions in the financial year. However, staff should note that any casual overtime will be regarded as an exigency of service.
8. If individuals are required to work because of unforeseen events then compensation under the PSC Handbook, Local Terms and Conditions or Police Regulations will still apply.
9. “Red circled” rest days that are subsequently cancelled with more than 15 days’ notice due to exigencies will be re-rostered in accordance with Police Regulations. They will not be “banked”. They too will no longer be regarded as part of the “red circle” entitlement.

## **Responsibilities**

### **Police Officers /Police Staff**

Should application be requested under the provisions of this procedure, the process should be followed and abided by.

### **First Line Supervision**

Line managers will consider requests for red circled rest days or rostered days, appropriately and in line with this procedure. They will confirm details to the appropriate Duties team.

### **Resource Management Unit**

The RMU staff in receipt of authorised emails will reflect the red circled dates on the Force Duties System. Tasking and Logistics will ensure a list of operational key dates to avoid is published for supervisors to refer to.

### **Definition of Special Terms**

Red Circle” e.g. “fix” “protect,” or “lock off”