

**Service**

**Policy**

**Penrith Day Crewing (PDC)**

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| Approved By | SLT |
| Approved Date | 21st July 2022 |
| Policy Applies To | Penrith Day Crewing System Personnel |

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| --- | --- |
|  | Name and Job Title |
| Responsible Area Manager | Area Manager – Service Delivery |
| Responsible Group Manager | Group Manager Response |
| Person responsible for monitoring day-to-day compliance | Watch Manager Service Support |
| Person responsible for reviewing the policy | Group Manager Response |

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| --- | --- |
| Version Control | |
| Version Number | 1 |
| Status | Live |
| Date | 01/08/2022 |
| Planned Review Date | 01/08/2023 |

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# Introduction

* 1. This Service Policy sets out the application of a ‘Penrith Day Crewing’ (PDC) duty system within Cumbria Fire & Rescue Service (CFRS). The duty system adheres to the principles within Section 4 Part A, Hours of Duty and Duty Systems paragraph 3 (1) to (4) of the Grey Book.

# [Policy](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

* 1. The Policy sets out the guidance in the following areas:
* Duty System
* Crewing Principles
* Annual Leave & Public Holiday Entitlement

1. Duty System

3.1 The Penrith Day Crewing (PDC) system will be maintained using wholetime firefighters based at Cumbria Fire Service Headquarters in Penrith. These firefighters will support functional departments and service delivery activities.

3.2 The firefighters will work across two watches (Black and Gold). Watches will work opposite each other following the rota as per Appendix A.

3.3 On Wednesdays both watches will be rostered for duty, one watch will be assigned to C27P1. A flexible approach will be taken with available resources used to support an operational response by providing cover where required.

3.4 The system will be supported where necessary Monday to Friday by the Watch Manager Service support. The supervisory managers will undertake line management responsibilities for their watch as per Appendix A and B.

3.5 Minimum establishment level for the Penrith Day Crewing Rota:

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| --- | --- | --- |
| **Station** | **2 x Watch Establishment** | **Minimum/Maximum Crewing Level** |
| Penrith Day Crew (PDC) | 1 x CM and 4 x Firefighters on each | 4 - 6 |
| 1 x WM Monday – Friday (Service Delivery Support) | | |

3.6 The PDC will operate between the hours of 07:30-18:00 Monday to Sunday inclusive of Public Holidays.

3.7 The personnel on the PDC rota will be rostered to ensure that the appliance is an immediately available emergency resource between the hours of 07:30-18:00. The availability on the rota will be managed by the Watch Manager B (WMB) Service Delivery Support with support from the crew managers.

3.8 The PDC rota system availability, leave, TOIL and PH’s will be managed using Gartan Roster.

3.9 The hours of part-time personnel will be pro-rata.

3.10 The personnel on this duty system will perform duties within their role map, this will generally fall into two types of duty:

* ‘Functional duties’ within their assigned department.
* Attending operational incidents carrying out community safety activities, training & development, and fulfilling all other requirements of the station framework. This will be referred to as ‘Service Delivery’.

**NB the split between the 2 types of duty will be pre planned and agreed locally by the relevant managers considering current team and functional - priorities, workloads, service objectives and development needs of teams and individuals.**

3.11 The working day is 10.5 hours, including 1.5 hours of meal breaks and up to 1 hour for physical training.

3.12 An employee who remains on duty at an operational incident beyond the finish time of their normal working day will be recompensed in accordance with existing arrangements - Part B, Section 29 & 30 of the Grey Book casual overtime.

1. Crewing Principles
2. The rota runs on two-week cycle, 5-day week 52.5 hours and 3-day week 31.5 hours with a total 84 positive hours over the cycle.

4.2 Both crews shall be rostered on duty every Wednesday. One crew will undertake service delivery, the other crew will initially cover any absences within the operational establishment within CFRS and if sufficient numbers permit will be used to support any operational response from Penrith Fire Station.

4.3 Shifts will rotate on a weekly basis.

4.4 As set out within the Station Framework (Appendix B) crews will complete station routines as necessary to maintain operational response. The Station Framework is to be used as a guide and a flexible approach should be taken by the management team when planning work, ensuring that both service delivery and functional duties are completed as required.

4.5 The system will allow flexibility for the supervisory manager to carry out service delivery and functional duties at times which best meet the needs of the community, service and individuals so long as acceptable performance is maintained throughout.

4.6 Overtime payments will be made where the normal working day extends beyond 10.5hrs, these hours will be paid as per agreements set out in the Scheme of Conditions of Service 2004.

5. Annual Leave

5.1 Annual Leave and Public Holiday entitlement will be managed by the local managers, following these principles.

* + 1. People on the PDC system will be entitled to 32 days annual leave per calendar year, or 36 days if they qualify for long service leave. Each annual leave day will be considered Scale B leave as defined in Part C, Section 2 of the Grey Book.
    2. Leave will be preprogramed and entered on Gartan by no later than 1st January for that year, with any subsequent changes to annual leave days requiring authorisation by the Watch Manager.
    3. 3 people may be on annual leave at any one time, across both watches, provided it does not take the crewing below 4 for the duration of the shift. Other types of absence occurring at this time will be managed by the Crew and Watch Manager in line with the crewing principles set out above.
    4. Changes will not be authorised if it clashes with other absences entered after the preprogramed leave was originally entered, such as meetings, out of county trips or training events.
    5. Staff working this duty system are able to arrange ‘stand ins’ by other members of this system, if authorised by the watch manager.

# APPENDIX A – Penrith Day Crewing Rota

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **Gold** |  |  | **Service Delivery** |  |  |  | **Service Delivery** |
| **Black** |  |  |  |  | **Service Delivery** |  |  |
|  |  |  |  |  |  |  |  |
| **Week 2** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **Gold** |  |  |  |  | **Service Delivery** |  |  |
| **Black** |  |  | **Service Delivery** |  |  |  | **Service Delivery** |

# APPENDIX B – Penrith Station Framework

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|  | Service Delivery Days | Functional Days |
| 7:30-8:00 | Parade roll call; Detail riders - OIC; Driver, BA Team Leader; BA Wearer and / ECO; Crew brief / BA Checks / Appliance Inventory Checks / PPE checks. | Parade roll call; Detail riders - OIC; Driver, BA Team Leader; BA wearer and / ECO; Crew brief / BA Checks / Appliance Inventory Checks / PPE checks. |
| 8:00-17:30 | Core MOS / Station Risk Training / Exercises and other specific training requirements identified in the Station Training Risk Profile and quarterly framework / Periodic Inspection & Testing / Community Safety Activities / Station Routines/ Personal Development/ Physical fitness training | Functional requirements / Physical fitness training |
| 17:30-18:00 | Administration / Station Standards / Personal Hygiene / Appliance Cleaning and handover / PPE cleaning | Administration / Station Standards / Personal Hygiene / Appliance Cleaning and handover / PPE cleaning |