



Management of Overtime Policy (Surrey and Sussex) (1209/2024)

Abstract

This policy covers the management of overtime for both police officers and police staff across the Forces.

Policy

1. Introduction

1.1 Surrey Police and Sussex Police (hereafter referred to as the Forces) will pay overtime to police officers and police staff when necessary.

2. Scope

2.1 The principles included in the policy and procedure apply to police staff and police officer overtime. The mechanisms employed to capture police staff and police officer overtime will currently differ.

3. Statement

3.1 The Forces will ensure proper management of public money by enforcing stringent operating procedures to manage overtime and achieve value for public money.

Procedure

1. Introduction

1.1 The Forces have embedded a system which is fair in the allocation of finance but contributes to the Division / Department's desire to be proactive whilst balancing those demands with unforeseen overtime spending.

1.2 Overtime expenditure will be periodically reported to the Chief Officers and Police and Crime Commissioner (PCC) in each Force.

1.3 Overtime must:

- only be worked when necessary;
- be worked in line with Police Regulations (officers);
- be authorised prior to being incurred (noting 1.5 below);
- be recorded accurately;
- be monitored by individuals and their managers to ensure a safe work life balance is achieved;

- be worked on a requester pays basis;
- be submitted for payment preferably within one calendar month from the date incurred; and
- be paid promptly.

1.4 Divisions / Departments must monitor monthly overtime by activity and expenditure versus budget. An Overtime Necessity Checklist and Overtime Calculator have been provided to assist decision making.

1.5 In EVERY case, should a police officer / police staff member need to do overtime, the overtime will be authorised in advance by a supervisor responsible for the budget code. It is acknowledged that it is not always possible for that to take place. Arrangements need to be established to allow another individual to authorise overtime, for example the duty Inspector. The Division / Department will nominate someone to be the guardian of overtime for the Division / Department in the absence of local supervisors.

2. Supervisors

2.1 The successful management of the overtime budget relies on the professional management ability of all supervisors supported by an accurate and timely information system. The accountability for overtime consumption rests with police officers / police staff at the level nominated by the budget holder (who must be at least one rank higher or police staff equivalent above the claimant) who will be referred to in this document as the responsible person. Permission to work overtime is given by authorising officers.

3. Budget Holders Responsibilities

3.1 The budget holder will be responsible for the effective management and control of the overtime budget. They may delegate responsibility for part of their budget, but the accountability remains with them. It is therefore essential that the responsible persons / budget holders introduce local practices which encourage the rigorous examination of each need for overtime and intervention procedures to reduce the amount of overtime spent on issues which could be passed on to another officer to resolve. Additionally, it is important that the responsible person / budget holder is aware of the availability of funds before the overtime is carried out.

3.2 Budget holders will put in place a system to ensure that all their teams' overtime is submitted promptly and is checked, approved by a supervisor, and submitted electronically to meet payroll cut off dates. Sussex budget holders will be required to manage SAP errors, ensuring that old errors are cleared promptly to avoid delays in overtime payments and to ensure overtime is paid in the financial year it was incurred in.

3.3 The establishment of the Division / Department internal budget allocation rests with the budget holder. Overtime expenditure may be kept at Divisional / Departmental level such as Bank Holiday overtime. Other payments such as Police Support Unit (PSU), Search and local code operations will be paid for from the Divisional Budget. It is therefore essential that budget holders put in place local procedures to ensure that all overtime is properly coded as errors are time consuming to correct.

3.4 Overtime reports will be provided to Senior Management Teams (SMTs) by the Finance Service at the end of each reporting month. This will need to be reviewed by the Deputy Chief Constables (DCCs) as part of the monthly oversight requirement for overtime monitoring. The responsible person / budget holders will be required to account for the expenditure in their area. Future expenditure plans will be reviewed and known events factored into the overtime forecast, the quality of this information is critical to achieving a controlled expenditure position.

4. Supporting Documents

4.1 Sussex only: Unsocial Hours Policy: Remuneration for working Unsocial Hours (Shifts and Weekends), Overtime, Temporary Duty and Public (Bank) Holidays - Police Staff (426)

Surrey only: Overtime, Public (Bank) Holidays, Rest Day Working / Unsocial Hours, and Temporary Duty Allowance and Overnight (Away from home) Guidance - Police Staff

Protocols on Overtime Ownership

Police Officer Overtime, Rest Day, and Public Holiday Working

Team: Finance Service