

**MELTON BOROUGH COUNCIL**

**Standby Policy**

**1. Scope**

This applies to staff on call for Dangerous Buildings and Staff on call for homelessness cases.\*

(Please note there are different arrangements for the Council's corporate Standby Officer.)

**2. Conditions and Payment**

Employees who are contractually required to carry out standby duties on a rota for dangerous buildings or homelessness cases will receive the following payments:

- 55p hour for hours between 6pm and 7am and weekends and bank holidays.

The amount will be increased in line with national (NJC) annual pay increases.

It is a condition of service and contractual requirement that employees must be available and capable at all times when on call to deal with an incident including where necessary driving to the location within a reasonable timescale.

**3. Call Out/Disturbance Allowance**

Employees called out to deal with emergency situations 'out of hours', will be paid a plain time hourly rate for time taken to deal with the emergency. Mileage will be paid from home to the location when called out. Travelling time is allowed to be claimed up to a maximum of 30 minutes.

Where an employee is on call over a Public or Bank Holiday and are called out then they shall be entitled to the following:-

- i) Plain time for all time worked within their normal working hours plus at some later date:

A half day off – if time worked on the public holiday is less than 4 hours.

A full day off – if the time worked on the public holiday is 4 hours or more.

- ii) Double time in complete recompense for all hours worked outside of that employees normal working hours.

Note:

Concessionary and statutory days will be treated as normal working days.  
Normal working hours include for this purpose 7am to 6pm Monday to Friday.

### **Health & Safety**

- A Duty Officer shall not attend alone a site where he has reason to believe that he may be putting him/herself at risk of violence or injury.
- Where there is a property and the Duty Officer suspects there may be difficulties then he shall ask the Duty Operative from Jeakins Weir Limited to meet him and arrange to attend the site together
- The Duty Officer shall be provided with Personal Protective Equipment which s/he is responsible for ensuring s/he uses.

ie Steel toe cap boots/shoes, Florescent waterproof jacket, hard hat, gloves and goggles

- A Duty Officer must only use suitably qualified tradesmen to carry out repairs for which they are qualified to do.
- When being called out to attend site the Duty Officer shall ensure that he works in accordance with the Councils Lone Work Policy (see file).
- The Duty Officer shall ensure that a family member or another operative knows his whereabouts whilst out on site.

\*Management Team have the authority to add further staff to this list where they agree it is a similar standby agreement.