



# Relief Policy

<b>Document Reference</b>	POL039
<b>Document Status</b>	Approved
<b>Version:</b>	V5.0

## DOCUMENT CHANGE HISTORY

<b>Initiated by</b>	<b>Date</b>	<b>Author (s)</b>
Building Better Rotas	September 2018	Relief Policy task and finish group
<b>Version</b>	<b>Date</b>	<b>Comments (i.e. viewed, or reviewed, amended approved by person or committee)</b>
Draft V0.1-V0.14	September 2018	Amended by Michael Whitcombe and formatted. Reviewed by UNISON Block Release Reps and Regional Officers. Reviewed by Trust and sent for further comment to Relief Policy Task and finish group.
Draft V0.15	03 October 2018	Reviewed at SPF
Draft V0.16	11 October 2018	Formatted, Monitoring Table and Equality Impact Assessment Completed
Draft V0.17	15 October 2018	Revision to mileage clause.

Document reference - Title

Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
Draft V0.18	19 October 2018	Revision with comments from UNISON Activists
Draft V0.19	5 November 2018	Revision following meeting on 30 October 2018 and formatting
Approved V1	6 November 2018	Approved by Lindsey Stafford-Scott, Director of People & Culture
Approved V2	19 December 2018	Joint SPF Chairs revisions to Section 7 following feedback to add clarity.
Draft V2.1	02 July 2019	Revision by BBR WG to section 11, Public holiday working, to add definition of a public holiday shift for clarity.
Draft V2.2	17 February 2020	Reviewed by HR Policy Sub-Group
Draft V2.3	26 February 2020	Sent to SPF and ELT
V3.0	12 March 2020	Approved by ELT
V3.1	01 June 2021	Further review by Ops and Unison following direction from the Execs.
V3.2	08 June 2021	Sent to Heads of Ops
V3.3	18 January 2022	Reviewed by Unison & HR Policy Group
V4.0	20 January 2022	Approved by ELT
V4.1	3 March 2022	Review and Re-write by the Relief TAFG
V4.2	28 June 2022	Sent to Unison regional branch for review
V4.3	7 October 2022	Agreed amendment to section 5.3
V4.4	7 October 2022	Sent to CRG
V5.0	14 November 2022	Approved by CRG

## POL039 – Relief Policy

<b>Document Reference</b>	Directorate: Workforce
<b>Recommended at Date</b>	SPF 22 September 2022
<b>Approved at Date</b>	CRG 14 November 2022
<b>Review date of approved document</b>	November 2025
<b>Equality Analysis</b>	13 September 2022
<b>Linked procedural documents</b>	Working Time Policy NHS Terms and Conditions
<b>Dissemination requirements</b>	All Trust Employees via internet
<b>Part of Trust's publication scheme</b>	Yes

The East of England Ambulance Service NHS Trust (the Trust) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, trade union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between people from different groups and people with protected characteristics. All Trust policies can be provided in alternative formats if required. Please contact the Human Resources Department if you require an alternative format.

EEAST: POL039 – Relief Policy  
November 2022, V5.0

## Contents

## Page

1.	Introduction	5
2.	Travel	6
3.	Eligible Mileage	6
4.	Scheduling	7
5.	Allocation of relief shifts	7
6.	Shifts into rest days and annual leave	9
7.	Change of relief rota duty	10
8.	Annual Leave pertaining to relief weeks	12
9.	Rolling hours	12
10.	Unsocial hours	13
11.	Public Holiday Work	14
12.	PPE Equipment	14
13.	Definitions	14

## Appendices

Appendix 1	Monitoring Table	21
Appendix 2	Equality Impact Assessment	23
Appendix 3	AOC	26

## 1. Introduction

- 1.1. Relief staff are an important part of maintaining appropriate resource cover and consequently performance and patient safety within the Trust. The Trust have staff employed on a full-time relief basis and staff who have an element of relief within their core rota.
- 1.2. The purpose of this policy is to ensure that East of England Ambulance Service NHS Trust (EEAST) has a consistent and equitable policy for the management of operational, AOC and support staff relief working, taking into account the needs of patient care across the whole of EEAST.
- 1.3. This policy ensures that EEAST adheres to all statutory requirements, NHS National Terms and Conditions and Trust Policies to ensure that the optimum working life balance can be maintained given the need of patient care.
- 1.4. This policy applies to all staff when working permanent relief and for all staff who work a core line with a relief element built into it.
- 1.5. The policy will only apply when working relief shifts.
- 1.6. Managers, HR and UNISON representatives are committed to working in partnership and being responsible for providing advice and guidance to employees on the application of this policy. As jointly agreed with UNISON frequently asked questions guidance document will sit alongside this policy and will be regularly updated in partnership.
- 1.7. If issues arise from the application of this policy that remain unresolved locally (Local Partnership Forum) (LPF) they should be escalated to Staff Partnership Forum (SPF).

## 2. Travel

- 2.1. The Base Station for all staff shall be the closest station within their AGM area to their home unless varied by mutual agreement, except for PTS which due to contractual variation the base station will be as defined in their contract of employment. Please see section 13 for full detail.
- 2.2. Excess travel is travel from a staff member's base location to an alternative place of work, excess mileage is the difference between the normal home to base return mileage versus home to alternate place of work return mileage.
- 2.3. When on relief, staff will not be expected to travel in excess of 25 miles from their base station. Where it is not possible to reach a station within 25 miles staff may be planned to a station within the 25 miles of their base outside of their AGM area if the individuals agree.
- 2.4. Travel time and distance will be calculated using AA route finder and the average route.

## 3. Eligible Mileage

- 3.1. Staff will be reimbursed for miles travelled in the performance of their core duties, excluding overtime which are in excess of the home to base station (see Section 13).
- 3.2. Whilst this policy is non-contractual it does supersede any contracts that predate this policy which make reference to relief staff not being able to claim excess mileage. Please note this only relates to contracts where excess mileage is not paid.

**Mileage claimable will be as follows**

- 3.3. Mileage from home to place worked minus the mileage from home to base station.

For example home is Middleton and base is Swaffham (your nearest station), the normal return mileage for this journey is 24 miles.

You work in Wisbech, the return mileage from Middleton (home) to Wisbech (place worked) is 32 miles so you can claim  $32 - 24 = 8$  miles.

## 4. Scheduling

- 4.1. A **minimum** of Nine weeks' notice of relief shifts on a rolling basis will be given. However, a greater period of notice is strongly encouraged wherever possible to assist in the facilitation of work/life balance.
- 4.2. For the purposes of planning the Trust would expect that staff are normally planned to their nearest location whenever possible.

**For permanent relief staff:**

- 4.3. Fixed rest days shall be allocated in advance as part of your core fixed rest day rota. Additional rest days will be applied as part of 9 week planning cycle. These additional rest days can be changed, when required. Rest days should be consecutive and therefore not split.
- 4.4. The Trust will not change fixed rest days unless by mutual agreement
- 4.5. For the purposes of planning any days which have hours deducted as annual leave will count as hours worked.

## 5. Allocation of relief shifts

- 5.1. Shifts will be allocated in a fair and equitable way, including consideration of unsocial hours and the requirement for a minimum of 11.5 hours off between planned shift finished and next planned shift start, this includes an equal split of night/day shifts unless mutually agreed.

Relief shifts will be allocated using the principles outlined below.

### 5.2. Relief shift priority order

#### 5.2.1. Core rota staff:

- i. Within your own rota.
- ii. At your own station taking into account the type, unsocial hours element and duration of shifts worked on your own rota.
- iii. At a station within your AGM area taking into account mileage restrictions, and the type, unsocial hours element and duration of shifts worked on your own rota.
- iv. At a station outside of your AGM area taking into account mileage restrictions, and the type, unsocial hours element and duration of shifts worked on your own rota.
- v. At a station within your AGM area taking into account mileage restrictions, but differing from the type, unsocial hours element and duration worked on your own rota.
- vi. At a station outside of your AGM area taking into account mileage restrictions, but differing from the type, unsocial hours element and duration of shifts worked on your own rota.

**5.2.2. Permanent relief staff:**

- i. At your agreed/base station taking into account all elements of fair and equitable distribution including consideration of unsocial hours.
- ii. At station(s) within AGM area taking into account mileage restrictions
- iii. At station(s) outside of AGM area taking into account mileage restrictions

**5.3. Consecutive relief shifts- revert to previous position**

Staff can be allocated a maximum of **four shifts in a row** and **may** be allocated single / stranded shifts or single / stranded rest days in order to meet contractual requirements. There will still be two uninterrupted rest days within the week.

**5.4. Weekend relief shifts**

**5.4.1. Applicable to those whilst working relief in a core rota and those on permanent relief**

Taking into account only relief week working, no more than 2 consecutive impacted weekends will be allocated on a rolling basis unless mutually agreed (i.e. you will not have a pre-planned shift finishing later than midnight on the Friday night and no planned shift starting until after 0530 on a Monday morning). This will mean a forced consistency of 1 weekend off in 3.

5.4.2. For core rota staff this means weekends during relief weeks only. So, if in your first relief week you work at the weekend and then on your second relief week you again work the weekend this section means that the third time you have a relief week you will be given the weekend off. This is regardless of how many consecutive relief weeks fall in a

given rota, the relief weeks are viewed aside from the scheduled weeks and roll into the next relief section.

## **6. General principles for planning of shifts, annual leave and rest days.**

- 6.1. For all staff when working on relief no planned finish beyond 00:00 will be rostered into a rest day or annual leave day unless their rota pattern contains later finishing shifts.
- 6.2. When a night shift is taken as annual leave the 00:00 will not apply. If for example you are booked to work 4x night shifts 18:00 to 06:00 and you take your last night off, you will still be expected to finish at 06:00 on your third night.
- 6.3. The day / period after a final night shift will be classed as a “Rest after Nights” and not a rest day for the purpose of planning or this policy. See definitions of a night shift.
- 6.4. A minimum of two rest days must follow the last duty. This does not include the rest after nights.
- 6.5. There must not be any planned stranded (i.e. individual) shifts or rest days unless by mutual agreement or where leave is used.
- 6.6. The above may not be possible when short notice leave is booked, although where possible this should be considered.
- 6.7. Changes should not be made to an individual’s next shift back if they are on rest days as this would necessitate contacting them in a rest period, unless it is unavoidable. (see 7.2)

- 6.8. Following a night duty, if no consecutive night shift is planned there will be a rest after nights and two full rest days prior to a day shift to avoid a quick turnaround.

## 7. Change of relief rota duty

Enforced shift changes should be minimised, however where these are necessary there is a minimum of 24 hours' notice of change of shift required.

- 7.1. Staff should not be contacted on rest days for the purposes of planning unless it pertains to an unavoidable change to their next shift, but this should be avoided where possible.
- 7.2. Local management teams will endeavour to minimise changes to shifts once they've been scheduled. However, certain circumstances require changes to be made to scheduled shifts (e.g. a member of core staff returning fit for duty). The following provides some guidance as to the actions needed by Local management teams and staff members to ensure that staff are aware of their shifts in good time to attend for duty:
- Local management teams will endeavour to notify staff of any change.
  - Core rota staff going into their relief week must check GRS prior to finishing their last shift of the core rota. Facilities including the EPCR system are available to facilitate this.
  - Change made at least 72 hours before duty.

Local management teams to update GRS, staff to view GRS every 72 hours. Staff are not expected to check shifts on their rest days. If a shift is changed whilst the staff member is on a rest day and it is the first shift back, contact must be made to

the employee and confirmation sought before the change is made.

- Change made between 24 and 72 hours before duty.

Local management teams to update GRS and contact staff with details of new shift in accordance with 7.2. Contact must be made with the employee and confirmation sought before the change is made.

Staff must not be contacted on annual leave. Staff who don't want to be contact on rest days can opt out and will not be contacted.

### **7.3. Mutually agreed short notice change to shift times.**

7.4. Where staff agree to change their shift within 24 hours of the scheduled work period, such staff should receive an unforeseen change payment of £15 if they mutually agree to do so. The payment is not applicable to shifts which staff agree to work as overtime, or that they swap with other staff members.

7.5. Please note this is applicable to shift start and finish time and/or location. It does **not** apply to a change of vehicle type for example being asked to move from an RRV to DSA.

## **8. Annual Leave pertaining to relief weeks.**

8.1. Where annual leave is granted relating to duties which have been planned, the time off will be calculated as being the actual duty hours as planned.

8.2. Where annual leave is applied for in relation to a period where the planning has not yet taken place the time off will be calculated on the basis of a standard day (7.5 hours), unless your rota specifies an alternative shift duration. (Please see appendix 3 for AOC)

- 8.3. For core rota staff taking a complete relief week (Monday – Sunday) holiday hours will be the value of the specific relief week applied for.
- 8.4. For permanent relief staff a complete week equates to 37.5 hours (WTE).

## 9. Rolling hours

### 9.1. *Permanent relief staff*

Hours will be calculated on rolling basis using the same 13-week period as the USH calculation. The maximum accumulated shortfall or excess will not exceed +/- 23 hours. The rolling hours total must pass through zero at least once in every 13-week period. The responsibility for monitoring rolling hours will lay with line management and will not be expected to result in any over / underpayment.

#### Core Staff with Relief Element

Hours will be calculated as above on a rolling basis using a reference period of the duration of their rota.

## 10. Unsocial hours

### 10.1. Annex 5a

#### 10.1.1. *Core rota staff*

- 10.1.1.1. If the core rota has unsocial hours of 25%, then staff will receive 25% regardless of shifts worked in the relief week.
- 10.1.1.2. If the core rota has unsocial hours of 21% or less, then staff will follow a 13-week review process where the relief shift

allocation has the potential to change the unsocial hours percentage value, to a higher percentage band.

**10.1.2. *Permanent relief staff***

10.1.2.1. Subject to 13-week review or 25% in line with the core rota patterns within the area worked. Where permanent relief staff have an agreed alternative arrangement, they should only be paid the unsocial hours reflecting that arrangement. If for example they have a fixed pattern of known shifts this can be assessed in the same way as a rota is and the USH attributed appropriately or if it is variable, then a standard 13-week review would still be the most appropriate and accurate way in which to assess the correct payment.

**10.2. NHS National Terms and Conditions Section 2**

10.2.1 New entrants after 1st September 2018, those voluntarily moving to Section 2 of the National Terms and Conditions of Service Handbook, and those who change roles, including promotion will have their unsocial payments assessed and paid as described within that section. (Please seek HR advice for guidance on any change to roles that would not necessitate a move to Section 2 payments).

There may be exceptions, such as non-voluntary movements ie medical redeployment and secondments.

**11. Public holiday working**

11.1 A public holiday shift is defined as a shift that **starts** on a public holiday therefore between 00:00 – 23:59 on the date of the specific public holiday.

- 11.2 No more than 5 from 8 public holidays will be allocated on a rolling basis unless mutually agreed. For core rota staff this means public holidays during relief weeks.

## 12. PPE and Equipment

- 12.1 When staff are allocated relief duty they are required to be fully equipped (i.e. PPE and uniform) to commence duty at the start of the shift at the allocated station.

## 13. Definitions

### ***Base station***

#### ***Staff employed prior to 1<sup>st</sup> November 2021***

Base station is the nearest Trust Station within their allocated AGM area to their home address. This may be varied by ***mutual*** agreement.

#### ***Staff employed from 1<sup>st</sup> November 2021***

Base station is the nearest Trust Station within their allocated AGM area to their home address, (where there is a funded position available). In the event your nearest Trust station is at full establishment you will be based at the next nearest station with a funded position. This may be varied by ***mutual*** agreement. This needs to be made clear to individuals at the point of offer.

All new starters will initially be based at the nearest hub. Please refer to Transfer process, if necessary.

For PTS due to contractual variation the base station will remain as defined in their contract of employment.

***AGM Areas***

There are 19 AGM areas within the Trust further details in FAQ.

***Agreed station area***

This is the AGM area in which a member of staff is working, staff may agree with mutual consent work at stations outside of their AGM area, however the principles of scheduling will apply in order as per section 5.

***Permanent relief staff***

Staff who have not been allocated a core rota (or line) and are required to work within an agreed area when on duty for the Trust.

***Core rota staff***

Staff who have been allocated a core rota (or line) and for the majority of their working time will be at a fixed location on set shifts. Core rota staff will be required to have a relief element built into their core rota for which this policy will apply during that period of relief work.

***Night shift***

A night shift is a period of at least seven hours, which includes the period from midnight to 5am. (AFC Section 27.20).

***AOC Staff***

AGM area rules will not apply to AOC staff, staff would not normally be expected to carry out relief shifts at another AOC location unless by mutual agreement.

## POL039 – Relief Policy

### **Varied by Mutual Agreement**

All aspects of this policy may be varied by mutual agreement, where a variation occurs it is always the employees right to default to the underlying principles as set out in this policy.

## POL039 – Relief Policy

### *Type of shift*

Day (D), Late (L) or Night (N).

### *Example Rest Day Rota*

For info an example relief rest day rota for staff outside of core rota

	Mon	Tue	Wed	Thu	Fri	Sat	Sun				
<b>Week 1</b>	Fixed Rest	Fixed Rest	D	D	D	N	N		<b>57.5</b>		
<b>Week 2</b>	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex	<b>37.5</b>	23	
<b>Week 3</b>	D	N	N	RAN	Rest	Fixed Rest	Fixed Rest		<b>34.5</b>		
<b>Week 4</b>	D	D	Fixed Rest	Fixed Rest	D	D	N		<b>57.5</b>		
<b>Week 5</b>	N	RAN	Fixed Rest	Fixed Rest	Rest	D	D		<b>34.5</b>		
<b>Week 6</b>	N	N	N	RAN	Rest	Fixed Rest	Fixed Rest		<b>34.5</b>		
<b>Week 7</b>	Fixed Rest	Fixed Rest	D	D	N	N	N		<b>57.5</b>		
<b>Week 8</b>	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex	<b>37.5</b>	34.5	

EEAST: POL039 – Relief Policy

November 2022, V5.0

POL039 – Relief Policy

<b>Week 9</b>	N	N	RAN	Rest	Rest	Fixed Rest	Fixed Rest		<b>23</b>		
<b>Week 10</b>	Fixed Rest	Fixed Rest	D	D	D	N	N		<b>57.5</b>		
<b>Week 11</b>	RAN	Rest	Rest	Fixed Rest	Fixed Rest	D	D		<b>23</b>	23	
<b>Week 12</b>	D	N	N	RAN	Rest	Fixed Rest	Fixed Rest		<b>34.5</b>		
<b>Week 13</b>	Fixed Rest	Fixed Rest	D	D	D	N	N		<b>57.5</b>		
<b>Week 14</b>	Flex week	Flex	<b>37.5</b>	34.5							
<b>Week 15</b>	N	N	RAN	Rest	Rest	Fixed Rest	Fixed Rest		<b>23</b>		
<b>Week 16</b>	Fixed Rest	Fixed Rest	D	D	D	N	N		<b>57.5</b>		
<b>Week 17</b>	RAN	Fixed Rest	Fixed Rest	D	D	D	D		<b>46</b>	46	
<b>Week 18</b>	Rest	Rest	D	D	D	Fixed Rest	Fixed Rest		<b>34.5</b>		
<b>Week 19</b>	Fixed Rest	Fixed Rest	Rest	D	D	N	N		<b>46</b>		

POL039 – Relief Policy

<b>Week 20</b>	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex	<b>37.5</b>	34.5	
<b>Week 21</b>	D	N	N	RAN	Rest	Fixed Rest	Fixed Rest		<b>34.5</b>		
<b>Week 22</b>	Fixed Rest	Fixed Rest	D	D	N	N	N		<b>57.5</b>		
<b>Week 23</b>	RAN	Rest	Fixed Rest	Fixed Rest	D	D	D		<b>34.5</b>	34.5	
<b>Week 24</b>	N	N	RAN	Rest	Rest	Fixed Rest	Fixed Rest		<b>23</b>		
<b>Week 25</b>	Fixed Rest	Fixed Rest	D	D	N	N	N		<b>57.5</b>		
<b>Week 26</b>	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex week	Flex	<b>37.5</b>	34.5	
							<b>Max total hours</b>		<b>1073</b>	<b>Avg hours</b>	<b>41.26923</b>
	8	9	4	4	1	8	8				

## Appendix 1

### Monitoring Table

What	Who	How	Frequency	Evidence	Reporting Arrangements	Acting on recommendations	Change in practice and lessons to be shared
What key elements that need monitoring	Role or group who will lead on this aspect of monitoring?	What tool will be used to monitor/ check/ observe/ asses/ inspect/ authenticate that everything is working according to this key element	How often is monitoring needed How often should a report be completed? How should a report be shared?	What type of evidence will be presented	Who or what committee will the completed report go to and how will this be monitored. How will each report be interrogated to identify the required actions and how thoroughly should this be documented in e.g. meeting minutes	Which committee, department or lead will undertake subsequent recommendations and action planning for any or all deficiencies and recommendations within reasonable timeframes?	How will system or practice changes be implemented lessons learned and how will these be shared.

					<p><i>The lead or committee is expected to read and interrogate any report to identify deficiencies in the system and act upon them</i></p>	<p><i>Required actions will be identified and completed in a specified timeframe.</i></p>	<p><i>Required changes to practice will be identified and actioned within a specific time frame. A lead member of the team will be identified to take each change forward where appropriate. Lessons will be shared with all the relevant stakeholders.</i></p>
--	--	--	--	--	---	---	---

## Appendix 2

## Equality Impact Assessment



EIA Cover Sheet																			
Name of process/policy	Relief Policy																		
Is the process new or existing? If existing, state policy reference number	V3.0																		
Person responsible for process/policy	Director of People & Culture																		
Directorate and department/section	Human Resources																		
Name of assessment lead or EIA assessment team members	Equality Impact Assessment panel members																		
Has consultation taken place? Was consultation internal or external? (please state below):	Internal																		
The assessment is being made on:	<table border="1"> <tbody> <tr> <td>Guidelines</td> <td></td> </tr> <tr> <td>Written policy involving staff and patients</td> <td>X</td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td>Other (please state) Toolkit</td> <td></td> </tr> <tr> <td>Frequently asked questions</td> <td></td> </tr> </tbody> </table>	Guidelines		Written policy involving staff and patients	X	Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state) Toolkit		Frequently asked questions	
Guidelines																			
Written policy involving staff and patients	X																		
Strategy																			
Changes in practice																			
Department changes																			
Project plan																			
Action plan																			
Other (please state) Toolkit																			
Frequently asked questions																			

<b>Equality Analysis</b>																					
<p>What is the aim of the policy/procedure/practice/event?</p> <p>To ensure that East of England Ambulance Service NHS Trust (EEAST) has a consistent and equitable policy for the management of operational relief working, taking into account the needs of patient care across the whole of EEAST.</p> <p>To ensure that EEAST adheres to all statutory requirements, NHS National Terms and Conditions and Trust Policies to ensure that the optimum working life balance can be maintained given the need of patient care.</p>																					
<p>Who does the policy/procedure/practice/event impact on?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Race</b></td> <td style="width: 5%; text-align: center;">✓</td> <td style="width: 25%;"><b>Religion/belief</b></td> <td style="width: 5%; text-align: center;">✓</td> <td style="width: 25%;"><b>Marriage/Civil Partnership</b></td> <td style="width: 5%; text-align: center;">✓</td> </tr> <tr> <td><b>Gender</b></td> <td style="text-align: center;">✓</td> <td><b>Disability</b></td> <td style="text-align: center;">✓</td> <td><b>Sexual orientation</b></td> <td style="text-align: center;">✓</td> </tr> <tr> <td><b>Age</b></td> <td style="text-align: center;">✓</td> <td><b>Gender re-assignment</b></td> <td style="text-align: center;">✓</td> <td><b>Pregnancy/maternity</b></td> <td style="text-align: center;">✓</td> </tr> </table>				<b>Race</b>	✓	<b>Religion/belief</b>	✓	<b>Marriage/Civil Partnership</b>	✓	<b>Gender</b>	✓	<b>Disability</b>	✓	<b>Sexual orientation</b>	✓	<b>Age</b>	✓	<b>Gender re-assignment</b>	✓	<b>Pregnancy/maternity</b>	✓
<b>Race</b>	✓	<b>Religion/belief</b>	✓	<b>Marriage/Civil Partnership</b>	✓																
<b>Gender</b>	✓	<b>Disability</b>	✓	<b>Sexual orientation</b>	✓																
<b>Age</b>	✓	<b>Gender re-assignment</b>	✓	<b>Pregnancy/maternity</b>	✓																
<p>Who is responsible for monitoring the policy/procedure/practice/event?</p> <p>Human Resources</p>																					
<p>What information is currently available on the impact of this policy/procedure/practice/event?</p> <p>Previous impact statements</p>																					
<p>Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? Yes/No</p> <p>No.</p>																					

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:

- |               |                             |                                   |
|---------------|-----------------------------|-----------------------------------|
| <b>Race</b>   | <b>Religion/belief</b>      | <b>Marriage/Civil Partnership</b> |
| <b>Gender</b> | <b>Disability</b>           | <b>Sexual orientation</b>         |
| <b>Age</b>    | <b>Gender re-assignment</b> | <b>Pregnancy/maternity</b>        |

Please provide evidence:  
Fair for all

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples: **NO**

- |               |                          |                             |                          |                                   |                          |
|---------------|--------------------------|-----------------------------|--------------------------|-----------------------------------|--------------------------|
| <b>Race</b>   | <input type="checkbox"/> | <b>Religion/belief</b>      | <input type="checkbox"/> | <b>Marriage/Civil Partnership</b> | <input type="checkbox"/> |
| <b>Gender</b> | <input type="checkbox"/> | <b>Disability</b>           | <input type="checkbox"/> | <b>Sexual orientation</b>         | <input type="checkbox"/> |
| <b>Age</b>    | <input type="checkbox"/> | <b>Gender re-assignment</b> | <input type="checkbox"/> | <b>Pregnancy/maternity</b>        | <input type="checkbox"/> |

Please provide evidence:  
Fair for all

**Action Plan/Plans - SMART**

- Specific
- Measurable
- Achievable
- Relevant
- Time Limited

**Evaluation Monitoring Plan/how will this be monitored?**

Who

How

By

Reported to

**Appendix 3 – AOC**

The following variances apply to specific areas of the policy due to variances in planning between control and operations.

**6.3 - Rest after Nights 6.5 - Stranded Shifts**

Within the Norwich AOC rota there is an individual week of relief, followed by four planned night shifts starting on a Monday. This makes it challenging to ensure staff can complete their contractual hours while adhering to section 6.3 and 6.5. There may be occasions where staff on this rota are given one rest day after a RAN during this week or a stranded shift in line with current practice prior to the implementation of this policy. The AOC are currently undergoing a rota review to resolve the problem and upon completion, this caveat will no longer be in place. The rota review and redesign is due to be concluded in Quarter 4 22/23. If it isn't complete, this section will be removed and the policy apply in its entirety.

**8.2 - Annual leave pertaining to relief weeks**

If an unplanned relief week is requested as AL for specific days, a shift will be 'planned' in which matches the minimum length of shift that they would have received on their relief week in line with their rota.

For example, if a person only works 12 hours shifts, one day of annual leave on a relief week would cost 11.25 hours (in line with unpaid breaks) and for someone working 10 hour shifts it would cost 9.37. This is up to the cost of the entire relief week.8.4 - Annual leave pertaining to relief weeks (perm relief staff)

For permanent relief staff, a complete week will be designated on GRS to remain in line with contractual hours due differing length of breaks required by law.

E.g. Full time member of staff on permanent relief doing 12 hour shifts would be a 12 week rota, where 8 weeks would be 33.75 hours and 4 weeks would be 45 hours.

The AOC are currently undergoing a rota review to resolve the problem and upon completion, this caveat will no longer be in place. The rota review and redesign is due to be concluded in Quarter 4 22/23. If it isn't complete, this section will be removed and the policy apply in its entirety.