

Control staff overtime and leave in lieu of overtime (LILO) policy

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 Owner: **Assistant Director, People Services**
 Responsible work team: **Policy, Pay and Reward**

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1 Introduction

- 1.1 This policy sets out the Brigade's arrangements for voluntary overtime and leave in lieu of overtime (LILO). This applies to control staff.
- 1.2 This policy should be applied in line with the Brigade's values:
 - Service – We put the public first.
 - Courage – We step up to the challenge.
 - Learning – We listen so that we can improve.
 - Teamwork – We work together and include everyone.
 - Equity – We treat everyone fairly according to their needs.
 - Integrity – We act with honesty.

2 Overtime

- 2.1 Overtime occurs when due to work necessities, the Brigade requests you to work additional hours in excess of your normal contracted hours of work, in activities directly related to your role/job description. The aim is to keep the amount of overtime hours required to a minimum.

3 Application of overtime

- 3.1 Subject to the direction of the assistant commissioner, deputy assistant commissioner or senior control commander, control commanders may authorise the working of voluntary overtime in the following circumstances:
 - When the watch, after allocation of leave, is understaffed through sickness, training, secondments, and detached duties.
 - Attendance at selection and assessment centre processes (not the employee's own assessment), whilst off duty, i.e., as an interviewer/assessor.
 - Attendance for medical examinations with the Brigade's medical adviser (OHS) (whilst off duty, but not when absent through sickness).
 - Those other occasions the Brigade considers appropriate as authorised by the deputy assistant commissioner or senior control commanders, for example in the event of a catastrophic incident in order to maintain business continuity.
- 3.2 This policy does not affect the existing agreement where at change of watch there may be a requirement for a member or members of the off-going watch to remain on duty for up to an hour due to extenuating circumstances or the exigencies of the service, for example, spate conditions, travelling delays for oncoming staff or staff working from fall-back.
- 3.3 Overtime to cover deficiencies will only be granted for core shifts ie 08:00-20:00, 08:00-16:00, 14:00-22:00 and 20:00-08:00. Overtime will be available outside these hours for special events or incidents.
- 3.4 Extension of core shifts, up to a maximum of 15 hours, will be permitted.
- 3.5 Extension of overtime shifts will not be permitted.
- 3.6 In line with the Working Time Regulations, overtime is subject to a maximum total working time of 48 hours per week, averaged over a 17 week reference period. There is provision for

employees to work longer by individually opting out of Working Time Regulations. The opt out form is on Hotwire in Templates and Resources – Leave and working arrangements.

4 Leave in lieu of overtime (LILO)

4.1 LILO may be claimed for the following activities:

- Overtime
- Brigade management meetings
- Mess manager duties
- Other LFB activities
- Trade Union activities (refer to 4.2)

LILO will be accrued at time and a half for overtime and for Brigade management meetings. For all other activities LILO will be accrued on a time for time basis (single rate)

4.2 LILO, but not paid overtime, may be claimed by trade union representatives when undertaking trade union duties off duty, and where this has been approved in advance by either the deputy assistant commissioner Control or a senior control commander. LILO can be claimed for the duration of the meeting, plus actual travel time to and from home up to a maximum of 1.5 hrs each way. Travel expenses will be reimbursed at the public transport rate and receipts must be provided in support of the claim, or, if no receipt is provided, re-imburement will be at the relevant Oyster rate.

5 Processes

Eligibility

- 5.1 All control staff are eligible to perform overtime (subject to paragraph 5.6 below), except those staff who are working reduced hours on medical grounds or those who are subject to mentoring or development plans.
- 5.2 Control commander, or their delegated deputies, will be responsible for ensuring equality of opportunity and a consistent and fair application in the allocation and selection procedure for overtime.
- 5.3 A control officer position will be offered to all control officers on the first eligible watch before being offered to ranks on that watch. It will then be offered to control officers on the next available watch before the ranks on that watch.
- 5.4 You should have 8 hours rest between your shifts, deviations from this will be under exceptional circumstances only, for example in the event of a catastrophic incident, and must be authorised by a substantive control commander or duty BCSM.
- 5.5 Each watch will maintain a list of those members of staff eligible and available to perform voluntary overtime, and their preferred contact details (appropriately secured to maintain confidentiality). The list will also indicate the supervisory ranks that are prepared to perform overtime. The records for all watches are to be held at a central, accessible location, available for inspection by those managers specified in paragraph 3.1 above.
- 5.6 The Brigade reserves the right to restrict access to overtime where it is reasonably deemed necessary to do so. This might include for example due to concerns for the staff members current health and wellbeing. In such instances employees will be provided details by their manager of

why their request is being refused and have an opportunity to discuss this further. Managers can seek advice from People Services.

- 5.7 Where you are unhappy about the justification for restricting access, you will be entitled to grieve this using Policy number 394 – Complaints (Grievance) policy.

Criteria

- 5.8 Offers of overtime will be made taking the following criteria into account:
- The member of staff shall not work full consecutive shifts.
 - The member of staff is not absent (through sickness, holiday, etc) on that particular shift.
 - The member of staff is qualified (by role/skill) to fill the requirement.
 - The member of staff has not reported for duty immediately following sick leave. A normal rostered duty must first have passed.

6 Rate of reimbursement

- 6.1 Part-time employees will be entitled to enhanced overtime rates only at those times and in those circumstances that full-time employees would qualify, for example, working in excess of 37.3 hours a week for job share staff (shift duty based, 35 hours for those staff working only day duties). The hourly rate is calculated by the salary divided by 1945 (52.14 x 37.3).
- 6.2 Reimbursement of performed overtime shall be based on the following overtime premia based on the time at which the shift/duty commences:
- Monday – Friday – time plus one half
 - Saturday – Sunday – double time
 - Public holidays – double time (except for those staff in post on 1 January 1975 who chose at that time to retain the existing agreement which allows staff to claim time plus one half payment, plus an additional day off in lieu).
- 6.3 When you are undertaking pre-arranged overtime, you are not entitled to claim travel expenses for your journeys to/from overtime shifts and are not entitled to claim overtime or LILO in respect of travel time.

7 Recording, claiming and payment process

- 7.1 Overtime records must be maintained by each watch, in accordance with the following procedure.
- Each occasion of overtime is to be recorded on StARS.
 - At the end of each calendar month, the deputy assistant commissioner or senior control commander will authorise overtime payments using the StARS authorisation tool, for each member of staff concerned.
- 7.2 The recording and taking of LILO will be undertaken using StARS. Certified forms 328 are only to be used in exceptional circumstances and following authorisation by senior managers should be forwarded to reach Payroll Services no later than the designated deadline in the following month for payment in that month's payroll.

8 Cancellation of overtime

- 8.1 A member of staff that has volunteered to perform overtime must give their manager (or the duty control commander) at least 24 hours' notice if they wish to cancel their commitment. Conversely the Brigade will provide 24 hours' notice of its intention to cancel any requirements and commitments.

9 Records

- 9.1 Please send records by email to RecordsServices@london-fire.gov.uk. Records will be kept on your electronic personal record file (e-PRF) and retained in accordance with Policy number 788 - Electronic personal record files (e-PRF). Personal data shall be processed in accordance with Policy number 351 – Data protection and privacy policy.

10 Help and support

- 10.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk or Payroll by email to payforms@london-fire.gov.uk. Please contact a Professional Standards Adviser in the Professional Standards Unit (PSU) on extension 31880 or by email to PSU@london-fire.gov.uk regarding a complaint (grievance).
- 10.2 This policy may also be available on request in other alternative accessible formats as set out in Policy number 290 – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to communications.team@london-fire.gov.uk to discuss your needs and options.
- 10.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the Staff Suggestion Scheme on Hotwire as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements

Appendix 1 – Overtime table for control staff

Overtime Table for Control Staff

Please note - For Control staff, overtime is paid according to the day/date the shift commences and for the whole shift
e.g. Overtime on a Friday night shift is paid at time and a half for the whole shift. Overtime commencing on a Sunday night shift is paid at double time for the whole shift. This also applies to PH duties (rostered and PAO).

Normal duty hours for shifts:

Day: 08:00 to 20:00

Night: 20:00 to 08:00

Early short 08:00 to 16:00

Late short: 14:00 to 22:00

	Shifts commencing on:	a Normal Week Day (day, early or late short, or night)	a Normal Weekend (day, early or late short, or night)	a PH Day (day, early or late short, or night) includes Christmas / Boxing Day (where it falls on a week day or weekend)	New Years' Eve - late short or night shift (where it falls on a week day or weekend)	New Years' Eve - day shift or early short where it falls on a Week Day	New Years' Eve - day shift or early short where it falls on a Weekend	New Years' Day - day or early short shift (where it falls on a week day or weekend)	New Years' Day late short or night shift where it falls on a Week Day	New Years' Day late short or night Shift where it falls on a Weekend	Additional Govt. Public Holidays (day, early or late short, or night) are paid like Sat/Sun (applies where Christmas/ Boxing day/ New Years Day falls on a Weekend).
Applicable to Full - time and Job share staff	Working Duty (Rostered) on a Public Holiday	not applicable	not applicable	Rostered PH payment due (paid via StARS as actual hours x 0.5 enhancement)	Rostered PH payment due (paid via StARS as actual hours x 0.5 enhancement)	No entitlement to Rostered PH payment	No entitlement to Rostered PH payment	Rostered PH payment due (paid via StARS as actual hours x 0.5 enhancement)	No entitlement to Rostered PH payment	No entitlement to Rostered PH payment	No entitlement to Rostered PH payment
Applicable to Full-time staff	Overtime Duty/ Pre-Arranged Overtime enhancement	1½	2	2	2	1½	2	2	1½	2	2
Applicable to Job Share staff	Overtime Duty/ Pre-Arranged Overtime enhancement.	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).	2 (plus Shift Pay regardless of weekly hours worked).	2 (plus Shift Pay regardless of weekly hours worked).	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).	2 (plus shift pay regardless of hours worked,	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).	1 (plus LWA & Shift Pay up to 37.3 hours a week, then enhanced to 1½).

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	24/4/24	SDIA	L - 12/6/23	HSWIA	13/6/23	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Reviewed as current, minor changes made throughout.	01/04/2010
Throughout	Principal controller replaced with principal operations manager in line with current job title.	03/11/2010
Throughout	Human Resources updated to Human Resources and Development throughout in accordance with Top Management Review.	24/02/2011
Page 5	Table replaced with updated table to reflect new shift pattern arrangements within Control.	28/02/2012
Page 1	Updated the owner from Head of Operations and Mobilising to Head of Mobilising.	09/07/2012
Throughout	Various minor amendment to reflect other policy changes and procedural changes for recording overtime.	20/05/2013
Page 6	This policy has been updated with a new SIA date.	04/06/2013
Page 6	Subjects list and Freedom of Information Act exemptions tables updated.	03/02/2015
Throughout	Reviewed as current, no changes made.	10/05/2016
Throughout Appendix 1	This policy has been reviewed as current with major changes made throughout following trade union consultation. Policy title has been amended to include extra duty leave (EDL) as well as overtime. Minor changes made to Appendix 1. Please re-read through the content to familiarise yourself with the content.	18/12/2018
Throughout	Principal Operations Manager replaced with Assistant Commissioner in line with departmental changes. Addition of new overtime criteria, restrictions and allocation guidelines.	03/12/2019
Page 2, para 3.1	'Authority' replaced with 'Brigade' due to the abolition of LFEP.	17/08/2020
Throughout	EDL changed to LILO and Senior operations manager replaced with Senior control commander.	11/09/2020

Page/para nos.	Brief description of change	Date
Page 3 paras 5.6 and 5.7	Paragraphs added with reference to the circumstances in which eligibility for overtime might be refused.	19/12/2022
Page 4	Paragraphs removed with reference to permissions for overtime being refused on application or withdrawn subsequently from any member of staff who has been absent on sick leave for 21 duty shifts pro rata or more in any rolling 3-year period which are not recorded as being due to service with the Brigade.	19/12/2022
Page 6	SDIA and HSWIA updated.	16/06/2023
Page 2 Page 3	Addition of deputy assistant commissioner. Removal of probationer restrictions, addition of mentoring and development plan restrictions.	30/06/2023
Throughout Page 5, para 9 and 10	Reviewed as current with minor updates. Records and Help and support details added.	07/11/2023
Page 2, para 4.1 Page 2 & 4	LILO increased to time and a half for control shift duties and attending control management meetings. Travel time removed for control management meetings. Assistant Commissioner replaced with Deputy Assistant Commissioner.	04/12/2023
Page 3, para 5.7 Page 5, para 10.1	Updated reference to PN394 Complaints (Grievance) policy. Professional Standards Unit details added.	19/02/2024
Page 2 para 1.2 Page 4 para 9.1 Page 4 para 10.2	Values included. Data protection details added. Access to alternative policy format details added.	05/04/2024
Page 3, para 3.6	Working time directive 48 hours opt out form (overtime) referenced and Hotwire link added.	15/04/2024
Page 4, para 9.1 and 10.3	Records Services and Staff Suggestion scheme details added.	31/05/2024

Subject list

You can find this policy under the following subjects.

Control room	
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Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification