

**Newcastle-under-Lyme Borough Council**

**Terms and Conditions applying to employees assisting with  
Civil Emergency Response**

1. Where necessary, in exceptional circumstances, employees may be asked to undertake duties that are different from their usual roles, in order to assist the council to meet its obligations in the provision of civil emergency response to the public and the council's partner organisations.
2. In doing this, however, employees will not be expected to compromise their own health and safety or that of others.
3. In addition to general awareness training, relevant training will be provided for those employees who may carry out particular roles e.g. Rest Centre Assistant, Rest Centre Manager, Loggist, Forward Control Officer, Emergency Control Centre (ECC) Support Assistant.
4. One of the council's obligations during a civil emergency situation can include the setting up and staffing of rest centres. The likelihood of this requirement is small and in the event that a rest centre is required, it is likely that the council will only be required to provide it for up to 48 hours. However, as there is a possibility of this, the council is required to identify appropriate facilities and to ensure adequate members of staff are trained to manage and operate a rest centre.
5. Heads of Service will be approached to identify volunteers from their service to assist the council in its civil emergency response. It is envisaged that this approach would provide sufficient numbers of employees to run the centre efficiently. However, in the event that an insufficient number of volunteers are identified, some employees may be required to provide assistance. In such exceptional circumstances, employees will not be required to carry out duties considered to be of a higher level than those reflected in the grade of their substantive post.
6. Both managers and employees are expected to take a flexible approach to both maintaining normal service provision to an acceptable level (Business Continuity) and assisting the council to meet its response obligations during a civil emergency situation. However, the general principle for this would be that any temporary changes in the duties carried out by employees would be on a 'no detriment' basis.
7. Specific roles have been identified and job evaluated as follows:

Forward Control Officer	-	Grade 7
Rest Centre Manager	-	Grade 6
Loggist	-	Grade 5
Rest Centre Assistant	-	Grade 4
ECC Support Assistant	-	Grade 5

Employees assigned to the above roles will be paid either:

their normal rate of pay, if the grade of their substantive post is either the same or higher than the evaluated grade of the position to which they are assigned;

or:

a rate of pay based on the evaluated grade of the position, if this is higher than the grade of their substantive post.

8. Employees assigned to temporary civil emergency roles will not normally be expected to work more than their normal contracted hours. However, some flexibility may be required regarding daily start/finish times. These would be agreed with individual employees depending on their particular circumstances/personal commitments.

Enhancements to basic pay for:

- Saturday/Sunday working
- Night work
- Payment for work on public and extra statutory holidays, discretionary days and conditional days

will be paid in accordance with the relevant paragraphs of Section 3 of the 2005 (Single Status) Collective Agreement (Enhancements to Basic Pay).

9. In the event that employees are required to work additional hours to their contracted hours, the usual arrangement regarding overtime payments will apply, based on the evaluated grade of the temporary position and in accordance with the relevant parts of Section 4 of the 2005 (Single Status) Collective Agreement (Overtime Working).
10. Employees who work during a night (i.e. between 11pm and 6am) will not be required to attend work in their substantive role during the day when night working has been completed.
11. All the relevant provisions of the European Working Time Regulations in relation to rest breaks/maximum number of hours worked etc will be adhered to at all times.