

TITLE

OPERATIONAL SUPPORT GRADES: IMPLEMENTATION GUIDANCE

Q136264

PROCESS

8600 Pay & Related Conditions of Service

**IMPLEMENTATION
DATE**

1 July 1997 *

EXPIRY DATE

31 Mar 1998

CONTAINS MANDATORY INSTRUCTIONS

For Action

Governing gvs.,
heads of management services/personnel,
personnel business link teams and Pay
Section.

Monitored by

Line management.

For information

Area managers, Heads of groups and
services.

On authority of

Executive Committee

Contact point

Bob Greaves, Pay and Industrial Relations Group, Rm 810, Cleland House,
Tel 0171 217-6616.

Other processes affected

None

NOTES

* This implementation date is when the Operational Support Grade starts and when from the existing grades of prison auxiliary, night patrol and stores grades take up duty.

This instruction contains other key dates which form part of the implementation procedures.

Issued

08/05/1997

OPERATIONAL SUPPORT GRADE

Policy and output

This Instruction details the mandatory requirements to introduce the Operational Support Grade (OSG) from 1 July 1997 for those staff opting from the existing grades of prison auxiliary, night patrol, storeman and assistant storemen. It follows advice already issued in NTS 13/1997 and Ian Boon's E-mail message of 4 April 1997.

2. This new grade is the result of detailed negotiation during the 1996 pay round with the Prison Officer's Association and the acceptance by their membership of the offer made on 13 November 1996 detailed to governors in Ian Boon's E-mail message of 28 November 1996. The offer, as accepted, is the only agreement on the OSG conditions of service, pay and duties. Any proposals to use OSGs on duties not identified in the agreement must be referred to PIRG in accordance with paragraph 25 (also reproduced in Annex B, Schedule 3, paragraph 6).

Impact assessment

3. The duties of the new grade are based on those currently undertaken by prison auxiliaries, night patrols, storemen and assistant storemen and some duties of prison officers which do not require the full range of skills and training of prison officers.

4. Cover of night duties will require careful reassessment and reprofiling for the OSG since their conditioned hours are 39 net. It was agreed that a meal break taken at night would be included in the shift hours because staff are prevented from leaving their place of work. There will be no other payments for meal breaks unless exceptionally meal breaks are prevented by the line manager and cannot be rescheduled, in which case the period will be paid.

5. Training Services have been advised of the new grade and will incorporate details of the pay and conditions of service into their Personnel Modules. It is envisaged that all the training needs can be met locally, or by using existing training modules provided by Training Services. Training, effective handover and supervision of OSGs taking over unfamiliar work is essential. Training needs should be identified in the individual's Personal and Career Development Plan.

Mandatory actions

6. *Mandatory actions for governors and all staff involved in Personnel and Pay functions are set out in the Annexes attached as follows:*

Annex A Transitional arrangements for existing staff to regrade to OSG from 1 July 1997 or after.

Annex B Letter of appointment for new recruits to the OSG.

To assist in implementation, there must be a single point locally to which all queries can be addressed. That point must be responsible for referring any queries that cannot be answered locally to the contact point for this Instruction.

Monitoring

7. Governing governors must ensure that the mandatory actions are carried out correctly. Records of action taken on individuals regarding to OSG (see Annex A) must be retained on individual personal files in order that they are available for inspection by Area Managers, Operational Directors, Personnel Business Link, Standards Audit Unit or Internal Audit.
8. OSGs must be included in the SPAR system.

Resource implications

9. S & T have been informed of the possible additional requirements for uniforms and boots/shoes. The Uniform Sub-Committee will consider suitable epaulettes/insignia for the grade at the next meeting planned for 2 May 1997.

Advice and information

10. Until 1 July 1997, advice and information should be sought from the contact point. Thereafter all enquiries should be addressed to the appropriate Personnel Business Link Teams and Pay Section.
11. The Prison Officers' Association, Home Office Pay Service, Bootle, the Payroll Partnership, Governors and other interested parties have been consulted about this Instruction.



DAVID SCOTT
Director of Personnel

OPERATIONAL SUPPORT GRADE: TRANSITIONAL ARRANGEMENTS

The following mandatory procedures are to be followed for those staff opting to become an OSG:

On 1 July 1997

- i) From 5 May, the regrade form, Annex A. 3 together with Annex A. 4 is to be given to every prison auxiliary, night patrol, storeman and assistant storeman. A suggested draft covering letter, Annex A. 2, is included from the governor to the member of staff. A copy of the OSG conditions of service, pay and duties must be made available if requested.
- ii) Members of staff should be informed that the regrade form needs to be returned by 23 May 1997 at the latest.
- iii) All regrade forms must be checked for accuracy, in particular that the annual salary has been entered correctly. This is essential since the present annual salary will be used to assimilate to the new OSG pay.
- iv) Notification to Home Office Pay Service, Bootle, by 2 June 1997 in accordance with the Appendix.
- v) Records of action taken on individuals regrading to OSG have to be maintained locally.

From 1 July 1997

Eligible staff can exercise their right to opt into the new grade at any time but up to 3 months notice of the date of regrading may be required by management for pay changes and necessary reprofiling to be completed. Home Office Pay Service, Bootle, will require at least 1 month's notice.

OPERATIONAL SUPPORT GRADE

IMPORTANT MESSAGE FROM THE GOVERNOR

The new Operational Support Grade will come into effect from **1 July 1997**. All staff in the existing grades of prison auxiliary, night patrol, storeman and assistant storeman have the right to exercise an option to become an OSG from 1 July 1997 or at any time after.

If you wish to exercise that option, you need to complete the attached regrade form and return it to _____, from whom a copy of the conditions of service, pay and allowances and duties on the OSG can be obtained on request.

So far as possible, where you have been recruited to work continuous night duty, managers should meet your preferences in allowing you to continue these duties. Where a change is proposed from continuous night duty to a mixture of shifts, three months notice of the change should be given. Equally, although all OSGs may be required to share in night duties, it is not intended that people recruited to work in the daytime should find themselves compelled to work continuous nights.

If you do not opt to become an OSG, you will remain in your present grade on the respective pay and conditions of service. Future recruitment will only be to the OSG and existing grades will therefore phase out over time.

Governor

PAY ASSIMILATION AND ALLOWANCES
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Pay assimilation

Assimilation tables are attached. These should be used as follows:

Read across the columns to achieve your assimilation from the existing pay points to the new pay points.

Progression is then by annual increments on the anniversary of joining the OSG until you reach the Maximum. All staff can progress to the maximum of the scale.

As this is a new grade, existing incremental dates are not retained.

Allowances

The following allowances will be paid in addition to basic salary where appropriate:

London Weighting Addition (LWA) and Prison Service London Supplement (PSLS) will be paid. Current rates are:

	INNER	INTERMEDIATE	OUTER
LWA	£1,776	£1,015	£736
PSLS	£508	£330	£264
TOTAL	£2,284	£1,345	£1,000

Inconvenience of Locality Allowance (ILA) will be paid at those establishments where the allowance is applicable.

On call, On call radio pager and Stand-by Allowance will only be paid where authorised by the Governor. The rates are in accordance with NTS 123/1995, Annex H.

NO OTHER ALLOWANCES ARE PAYABLE
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ASSIMILATION TABLES

ANNEX A. 4

NIGHT PATROL (NP)

Old scale point	Existing salary	New OSG salary	New scale point
		£12,900	Maximum
NP 6	£10,395 >>	£12,581	Min + 6
NP 5	£10,027 >>	£12,272	Min + 5
NP 4	£ 9,861 >>	£12,015	Min + 4
NP 3	£ 9,703 >>	£11,757	Min + 3
NP 2	£ 9,563 >>	£11,500	Min + 2
NP 1	£ 9,359 >>	£11,242	Min + 1
		£10,915	Minimum

STOREMAN (ST) AND ASSISTANT STOREMAN (AS)

Old scale point	Existing salary	New OSG salary	New scale point
ST 3	£11,048 >>	£12,900	Maximum
ST 2	£10,477 >>	£12,581	Min + 6
ST 1	£10,101 >>	£12,272	Min + 5
AS 3	£10,215 >>	£12,015	Min + 4
AS 2	£ 9,721 >>	£11,757	Min + 3
AS 1	£ 9,413 >>	£11,500	Min + 2
		£11,242	Min + 1
		£10,915	Minimum

PRISON AUXILIARY (PA)

Old scale point	Existing salary	New OSG salary	New scale point
		£12,900	Maximum
PA 6	£ 9,812 >>	£12,581	Min + 6
PA 5	£ 9,453 >>	£12,272	Min + 5
PA 4	£ 9,322 >>	£12,015	Min + 4
PA 3	£ 9,166 >>	£11,757	Min + 3
PA 2	£ 9,025 >>	£11,500	Min + 2
PA 1	£ 8,814 >>	£11,242	Min + 1
		£10,915	Minimum

ANNEX A - APPENDIX

OPERATIONAL SUPPORT GRADE: NOTIFICATION TO HOME OFFICE PAY SERVICE BOOTLE

The following are mandatory procedures for notifying Home Office Pay Service of optants and new recruits

using form PAY 251 F.

The new grade code for the OSG is 90641 The grade will be classed as a Prison Service Unified Grade (PUGS) for accounting purposes.

Form PAY 251 F should be completed, using the optancy form details as follows:

ESSENTIAL LINES THAT MUST BE COMPLETED:

1	Enter usual pay authority.
2	Enter pay reference and check letters.
3	M.
4	A4.
5	1/7/97.
20	39 0 N
24	PUGS LEDGER HEADING
29	90641.
30	Enter OSG salary.
31	U.
32	1/7/98.
99	11.

SECTION D - REMARKS MUST BE COMPLETED AS FOLLOWS:

-- ' OSG regrade.

Detail existing grade and basic annual pay rate £ __, __

Detail pay rate on assimilation to OSG £ __, __

Cease all allowances except:

ILA £ __
LWA £ __, __
PSLS £ __, __

Important notes

- i) If the payee is part-time, lines 21 and 22 will need to be completed. If this has an impact on FOCUS cost codes, line 23 will also need to be completed and line 99 amended accordingly.
- ii) For new recruits or future regrades, line 5 will be the date of joining or regrading, and line 32 will be one year on. Section D - remarks will be completed in accordance with standard procedures.
- iii) A sample PAY 251 F can be obtained on request from the contact point.

OPERATIONAL SUPPORT GRADE: RECRUITMENT - LETTER OF APPOINTMENT

When recruiting to the OSG, the following procedures are mandatory:

i) A standard letter of appointment must be issued, together with 3 Schedules:

Schedule 1 - Conditions of service.

Schedule 2 - Pay and Allowances

Schedule 3 - Duties.

ii) Details for advertising posts to the OSG to be obtained from Schedules 1 and 2.

iii) Notification to Home Office Pay Service, Bootle, will then be in accordance with the Appendix to Annex A.

APPOINTMENT LETTER FOR AN ESTABLISHED OPERATIONAL SUPPORT GRADE

Dear

I am writing to offer you formally an appointment as an established operational support grade (OSG) in the Prison Service from

CONDITIONS OF SERVICE, PAY AND DUTIES

The particular conditions of service, pay and duties which will apply to your grade are set out in Schedules 1, 2 and 3 attached. The Appendix details other conditions of service that apply to all civil servants. A copy of the Prison Service Staff Handbook will be issued to you on joining, and any significant changes will be notified to you by means of Notices to Staff, Prison Service Instructions, Briefing Documents, Mailbox Messages etc. Members of the Prison Service are expected to maintain high standards of conduct and job performance.

PROBATIONARY PERIOD

You will be on probation for one year from . The purpose of probation is to test your suitability for permanent appointment. Your appointment will be confirmed if you meet fully the requirements of the grade. Your attendance, including sick record, and conduct must also have been good. During probation your performance, conduct and attendance will be assessed by your line manager. If you complete probation successfully, you will receive a letter confirming your appointment.

If your work, attendance or conduct are not satisfactory, your appointment may be terminated at any time during the probation period. Exceptionally, the period may be extended.

If you are unsure what is required of you in the post to which you are assigned, you should talk to your line manager, who should also be able to answer any questions you may have about the standards of behaviour expected of a civil servant. Welfare officers are also available to assist if you have a problem which you wish to discuss in confidence.

PENSION SCHEME

Established appointments, both full time and part time, are pensionable from the outset under the Principal Civil Service Pension Scheme, details of which are included in the Appendix to this letter.

If you have any pension benefits from a previous pension scheme which you would wish to transfer, you must make an application to do so to Superannuation Section within 12 months of the effective date of your appointment.

ACCEPTANCE OF THIS OFFER

If you are willing to accept employment on the basis of the terms referred to in this letter, the Appendix and Schedules 1, 2 and 3, will you please sign one copy and return it to me. You should retain the other copy for your own information.

Yours sincerely

I am willing to accept this offer with the terms referred to in this letter.

Signed: _____

Dated: _____

APPENDIX TO LETTER OF APPOINTMENT

1. The following terms and conditions also apply to your appointment in the Civil Service. It should be understood, however, that in consequence of the constitutional position of the Crown its employees hold their appointments at the pleasure of the Crown.

SICK ABSENCE

2. Sick absence on full pay, less any social security benefit received, may be allowed for up to six months in any period of 12 months - thereafter on half pay, subject to a maximum of 12 months paid sick absence in any period of four years or less. Any Statutory Sick Pay (SSP) due will be paid within the maximum of full pay. But if your attendance is unsatisfactory because of frequent or continuous sick absence your suitability for continued employment may have to be reviewed.

3. Where an officer is employed on a part-time basis and/or attendance is not required on each working day - sick absence allowance will be in accordance with Section 11 of the Prison Service Staff Handbook.

4. If you have received (or claimed but not received) a benefit from DSS or unemployment benefit during the period beginning 57 days before your entry to the Civil Service you will have received a letter from the DSS to this effect. If you have not already handed this letter to your employing Department you should do so immediately.

SUPERANNUATION BENEFITS

5. Unless you opt otherwise, superannuation benefits are provided under the Principal Civil Service Pension Scheme (PCSPS) which is contracted out of the additional pension element to the State scheme. Civil Service pay is set at levels to take account of benefits provided under the PCSPS and therefore, no deduction for pension is made from salary, except for widow's or widower's benefits.

6. The Rules of the PCSPS are available for reference through your Head of Management Services/Personnel. A summary of the benefits of the Scheme is given in the enclosed booklet "Your Pension Benefits Explained", which is for your personal retention. The booklet provides a straightforward guide to the main provisions of the PCSPS. It does not cover every aspect: the full details are contained only in the Rules, which are the legal basis of the Scheme, and in the event of any unintentional difference, the Rules will prevail.

7. A pension and lump sum are payable to a member of the PCSPS who retires, at or after the minimum retiring age (normally age 60), irrespective of qualifying service. The pension is calculated by multiplying one-eightieth of pensionable pay by the length of reckonable service and the lump sum is 3 times that amount. (Pensionable pay is the basic salary (or wages) including London Weighting and pensionable emoluments, in whichever of the last 3 years of reckonable service gives the highest figure). The maximum lump sum is 3 times this amount. Further pension and lump sum up to a maximum of 45/80ths of pensionable pay may, however, be earned by service after the minimum retiring age.

8. For those members of the PCSPS who resign voluntarily before the minimum retiring age with 2 or more years' qualifying service, the pension and lump sum earned by service are brought into payment at the minimum retiring age; alternatively, if aged 50 or over, the benefits may be paid earlier after actuarial reduction subject to the reduced pension being greater than the members guaranteed minimum pension. A woman who resigns at any time after 5 April immediately preceding the date of which she attains the age of 60 will be awarded a preserved pension and lump sum payable at 60, irrespective of whether or not she has completed the qualifying period of 2 years. Regardless of length of reckonable service it may be possible to transfer the accrued pension benefits under the new PCSPS to a new employers' pension scheme or another form of pension arrangement.

9. Members of the PCSPS, whether married or single, are required to contribute 1½ per cent of salary towards widows' or widowers' benefits. Contributions are refunded in certain circumstances, if civil servants are unmarried at the time their service ends, subject to there having been no change in their marital status from the date of leaving until age 60. In return for the contributions paid, the surviving spouse of a retired civil servant is paid a pension generally equal to half the rate of his or her pension. If a civil servant dies in service, the widow's or widower's pension is generally equal to one-half of what would have been the civil servant's pension if he or she had retired on ill-health grounds. A children's pension is payable in respect of any eligible child of the civil servant at the time of his or her death.

10. For all members of the Scheme who die in service, a gross lump sum death benefit equal to two years' pensionable pay may be paid.

11. The Scheme includes, subject to certain conditions, arrangements for increasing pension benefits by the purchase of additional years of reckonable service and/or by the payment of additional voluntary contributions; for allocating part of a retirement pension in favour of a spouse or dependant; and for transferring pension rights from an earlier employment into the PCSPS.

12. For those members of the PCSPS who retire early for reasons of ill-health and have at least 5 years' qualifying service, an enhanced pension and lump sum is brought into immediate payment. For those with at least 2 but less than 5 years' qualifying service the pension and lump sum earned by service is brought into immediate payment.

NOTICE

13. In consequence of the constitutional position of the Crown, the Crown's employees cannot demand a period of notice as of right when their appointments are terminated. Normally, however, unless you are dismissed on disciplinary grounds and providing you have served continuously for one month or more the following minimum periods of notice will apply.

a Monthly paid staff

Less than 4 years' continuous service - 5 weeks

b Weekly paid staff

i Less than 2 years' continuous service - 2 weeks

ii 2 years or more, but less than 3 years' continuous service - 3 weeks

iii 3 years or more, but less than 4 years' continuous service - 4 weeks.

c For all staff with 4 years or more service the minimum period of notice shall not be less than one week for each year of continuous employment plus one week, to a maximum of 13 weeks.

14. If for any reason other than disciplinary dismissal the minimum period of notice cannot be given you will receive pay in lieu of the unexpired period of notice.

15. If you are retired prematurely, you may be eligible for a longer period of notice, details of which are in Section 26 of the Prison Service Staff Handbook.

16. If you decide to leave the Service you are expected to give:

a Monthly paid staff

Not less than one month's notice. This should normally expire only on the last day of a calendar month.

b Weekly paid staff

Not less than one week's notice (or any longer period which existing staff rules may specify).

TRADE UNION MEMBERSHIP

17. Management regards it as being very much in the civil servant's own interests to belong to a trade union which can support an officer in reasonable claims and represent points of view of all kinds of questions affecting welfare and terms and conditions of service, and staff are strongly encouraged to join the appropriate trade union.

GRIEVANCES

18. If you have any grievances relating to your employment your line manager is the person to approach. The initial approach should be made informally; thereafter you may submit a written statement of your grievance. Should you still feel dissatisfied you may personally bring your grievance to the notice of your Personnel Management Division or Staff Welfare Officer or you are free to raise it with your trade union who may take action on your behalf. Details of the steps to be taken should you consider that the cause for complaint has not been dealt with satisfactorily, in spite of the approaches to the above officers, are given in Section 21 of the Prison Service Staff Handbook.

CONDUCT AND DISCIPLINE

19. The rules on conduct and discipline which currently apply to your appointment are set out in Sections 19 and 20 respectively of the Prison Service Staff Handbook and the Code of Conduct and Discipline.

OPERATIONAL SUPPORT GRADE: SCHEDULE 1
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CONDITIONS OF SERVICE

Introduction

1. All members of the Operational Support Grade are subject to the general conditions of service applicable to non-industrial civil servants as set out in the Civil Service Management Code effective

from 1 April 1996 together with the previous issues of the Management Code, the Civil Service Pay and Conditions of Service Code, and the Prison Service Staff Handbook, as amended by relevant Notices to Staff, Instructions etc. They must comply with the Prison Act 1952, Prison Rules (YOI Rules), Standing Orders and such other manuals and instructions as may from time to time be issued. They are subject to the Code of Conduct and Discipline in the Prison Service.

Age on entry and retirement

2. The minimum age on entry to the OSG is 20 years. The minimum age for retirement will be at age 60 years, but continuation in service until the age of 65 years may be possible subject to continued fitness and efficiency, which will be reviewed as an individual approaches age 60 years, and annually thereafter.

Mobility status

3. The OSG is locally recruited and a non-mobile grade.

Conditioned hours

4. The working week is the period of seven days beginning at midnight on Saturday. The weekly hours are an average 39 hours over the shift cycle, net of meal breaks (see paragraph 12).

Rest days

5. Each week at least two days shall be free of duty. Wherever possible, and consistent with the efficient deployment of staff, the work profile will be met by shift systems which schedule alternate weekends free of duty. This does not preclude, in particular circumstances where the work profile requires, the routine working of more, fewer or no weekends.

Overtime working

6. The pay of OSGs assumes a commitment to shift, night, weekend and public and privilege holiday working without further premium payment. Every effort will be made to avoid excess hours working, beyond the average 39 hours over the shift cycle. The work should be profiled, making normal provision for sickness, annual leave and training.

7. Where excess hours are required to be worked, they will be undertaken by volunteers as far as possible. Where overtime requirements cannot be met by volunteers and staff are required to work overtime, at least 48 hours notice will be given, except in operational emergencies. Overtime will only be required to be worked in order to meet operational emergencies or minimum staffing levels.

8. Where overtime is worked it will be recompensed either by pay at one and a fifth x the plain time rate or by time off in lieu (TOIL). TOIL will be the equivalent hours to those actually worked over the average 39 hours. In granting TOIL the officer's preference should be sought and, whenever possible complied with, providing the needs of the work are met.

Shifts

9. - day shifts will be worked between 06.00 and 22.00 hrs.
- the maximum length of a shift is 12.5 hrs, net of meal breaks. The minimum length 4 hours. Split shifts will not form part of working arrangements.
- scheduled shifts should remain as predictable as possible but may be converted with a minimum 48 hours notice (though longer notice should be given wherever possible) or

with shorter notice to meet the Minimum Staffing Level or an operational emergency.

- shifts may be exchanged between staff subject to agreement by the manager.
- staff changing shift systems or other working arrangements should have their weekend rest days protected.

Notice of the working detail

10. The aim will be to publish the detail at least one week in advance. Except for emergency attendance or to meet the Minimum Staffing Level, at least 48 hours notice shall be given of a change to the published shifts.

Additional attendances

11. Only where an OSG is called back to duty with less than 48 hours notice for unscheduled additional attendances will travelling expenses necessarily incurred and travelling time (at plain time rate) be paid.

Meal breaks

12. Meal breaks will normally be taken at the time usually associated with each meal and be an uninterrupted period of at least 30 minutes. The midday meal break will normally be 60 minutes. Except for night meal breaks which will be included in shift hours because staff are prevented from leaving their place of work, there will be no payments for meal breaks, unless exceptionally meal breaks are prevented by the line manager and cannot be rescheduled, in which case the period will be paid.

Annual leave and Public and Privilege Holidays

13. Arrangements for the recording and taking of annual leave for shift workers are detailed in Notice to Staff 4/1996. The OSG is in Band A of the banding for annual leave purposes in the Civil Service, which based on a 5 day working week is:

	Weeks
On entry	4 weeks 2 days
After 1 year	5 weeks
After 20 years	6 weeks

In addition 11 days annual leave (expressed in hours) will be added in recognition of an OSG's liability to work Public and Privilege Holidays.

14. Staff are entitled to a minimum of 3 blocks of leave in a year (one of two weeks, 2 of 1 week) which shall be rostered in advance to ensure equity. The remaining leave is casual leave. Staff working alternate weekends are entitled to a minimum of 4 weekend shifts as leave. Those working a two weekend in three shift system are entitled to a minimum of 8 weekend shifts as leave.

Uniform

15. Uniform is provided free. Until the first outfit of uniform is received, an allowance of 2% of basic pensionable pay will be paid.

16. Boots/shoes are also provided free, but an allowance is payable in lieu to cover the purchase of

boots/shoes privately. Details of this allowance together with rates are published each year by Supply and Transport.

Part-time staff

17. These conditions of service apply equally to part-time staff. This schedule should be read with Home Office Notice 45/1992.

OPERATIONAL SUPPORT GRADE: SCHEDULE 2

PAY AND ALLOWANCES

Pay

SALARY	SCALE POINT	NOTES
£12,900	Maximum	i) New entrants to the OSG will normally start on the Minimum of the scale. ii) The salary is paid monthly in arrears by credit transfer. iii) Progression up the pay scale is on the anniversary of becoming an OSG.
£12,581	Min + 6	
£12,272	Min + 5	
£12,015	Min + 4	
£11,757	Min + 3	
£11,500	Min + 2	
£11,242	Min + 1	
£10,915	Minimum	

Allowances

The following allowances will be paid in addition to basic salary where appropriate:

London Weighting Addition (LWA) and Prison Service London Supplement (PSLS) will be paid. Current rates are:

	INNER	INTERMEDIATE	OUTER
LWA	£1,776	£1,015	£736
PSLS	£508	£330	£264
TOTAL	£2,284	£1,345	£1,000

Inconvenience of Locality Allowance (ILA) will be paid at those establishments where the allowance is applicable.

On call, On call radio pager and Stand-by Allowance will only be paid where authorised by the Governor. The rates in accordance with NTS 123/1995, Annex H.

NO OTHER ALLOWANCES ARE PAYABLE

OPERATIONAL SUPPORT GRADE: SCHEDULE 3

DUTIES

Introduction

1. Whilst the duties listed are appropriate for the Operational Support Grade in all establishments, their deployment on particular work must take into account the required prison officer staffing levels to meet security, control and health and safety needs. This will provide for the efficient use of prison officers and OSGs, without duplication.
2. In deciding whether an OSG will undertake a piece of work, governors will need to take into account:
 - whether the work is inextricably linked to other work which is of such an operational nature that it will be more efficient to utilise an officer (rather than an officer and an OSG).
 - whether, for wider operational reasons, the profile for officers produces peaks that can best be linked to work which might otherwise be undertaken by an officer or an OSG.
 - whether the work is consistent with the list of duties for OSGs.
 - what proportions of officer and OS grades are required to effectively carry out the functions, for example where the job requires the direction or supervision of an officer grade.

The duties

3. Definitions cannot be all-embracing because of the different categories of prison (and prisoners) and the wide variety of work undertaken in the Service. The list aims to give sufficient detail for application at each establishment. Unless specifically excluded by a note such as "not i/c" or "under the supervision of" it should be assumed that the work can be done without restriction in any establishment, subject to proper training or instruction, and the notes above.
- 4.1 General gate duties: (not i/c in Cat A/B establishments where OSGs will work as part of a gate/entry team with an officer grade i/c, commonly a SO), including the use of electronic and manual gates, portals, x-ray and metal detector equipment and the routine searching of visitors and staff.
 - OSGs will not do random or targeted searching of any person on their own initiative. Such searching can only be done under the supervision of an officer or governor grade.
 - the level of direct supervision given to OSGs on gate duties in any establishment may vary according to time of day or night and volume of traffic through the pedestrian entrance/into the visitors complex etc.
- 4.2 Visitors:
 - Checking in visitors (including recognition and use of identification equipment);
 - Receiving/searching property and visitors (as per gate);

Supervision of visitors putting belongings into lockers;
Manning external visitor centres with similar duties.

NB. OSGs are authorised to prevent entry to a prison. Local instructions will need to specify circumstances in which visitors may be turned away or whether and from whom additional authority should be sought in particular cases.

4.3 ECR, but not i/c.

4.4 Communications Room, but not i/c in Cat B establishments.

NB. The term Communications Room is used widely to refer to quite different functions. In some it only involves the operation of a telephone and radio net. In others the facilities and operational requirements are not far short of an ECR. The latter is most likely to be in, though not exclusively, a Cat B establishment, hence the qualification. The level of supervision required in a communications room in any establishment may differ according to the time of day or night.

4.5 Patrolling perimeter and grounds; may also include assisting at fixed points, internal gates, alarm bells at inmate movement times.

4.6 Supervising small and selected inmate work party in, for example stores, mess, kitchen, red bands, admin orderlies.

4.7 Use of SDBA:

- subject to health and safety and training requirements; this includes removal techniques to save lives, but not the planned use of force for control purposes.

4.8 C & R breakaway techniques.

4.9 Escorting contractors and vehicles.

4.10 Searching buildings, excluding prisoner accommodation.

4.11 Searching inmate property, including X-Ray searching of property but excluding property still in cells.

4.12 Rub-down searching of prisoners (opposite sex considerations as per officers).

4.13 Seamstress duties.

4.14 Canteen and kit exchange.

4.15 Stores duties.

4.16 Drivers and Navigators.

4.17 Messengers and Records Office.

4.18 Switchboard operators.

4.19 Routine administrative work, only where appropriate to other duties, for example:

- correspondence, mail distribution and checking, including obtaining inmate signatures for private cash etc;
- monitoring telephones/tapes;
- LIDS inputs and DBA work.

4.20 Fire Officer duties (subject to skills/experience or training).

4.21 Night patrol duties.

NB. The same considerations will apply as now in relation to the OSGs doing night patrol work and the number of officer grades required because of their wider operational skills. Where other work listed above is done at night, eg ECR, an OSG may be appropriate subject to overall operational considerations.

Use of force

5. OSGs have no authority to take part in the planned use of force for control purposes. They may use reasonable force in self defence, to save life or to intervene where a crime is being committed in the immediate vicinity eg an assault. (See 4.7 and 4.8 above).

6. Where a governor wishes to use a member of the OSG on duties not covered or described in this document, the proposal should be referred to PIRG for advice before proceeding. PIRG will consult with the POA NEC on any proposed duties which fall outside this agreement.

OPTIONS TO MEET A SHORTFALL OF OSG STAFF

- 1. Move partly flexible work.**
- 2. Postpone flexible work.**
- 3. Seek voluntary shift conversion.**
- 4. Require compulsory shift conversion if shift is available.**
- 5. Seek voluntary shift extension (overtime).**
- 6. Seek voluntary rest day call-in (overtime).**
- 7. MSL not met - require additional hours (overtime).**
- 8. Require emergency attendance if faced with a threatened or actual emergency.**

DUTIES NOT CONSISTENT WITH THE ROLE OF OPERATIONAL SUPPORT GRADES

Duties which are not consistent with the role of the Operational Support Grade are those which require higher levels of security training, the planned use of force (C&R) and the higher levels of inter-personal skills, for which prison officers are specifically trained. These include:

- planned use of Control and Restraint methods for control purposes (including response to an incident in another part of the prison).
- strip searching of prisoners, including in reception.
- detention of a visitor in an establishment (unless a citizen's arrest is made) - and hence searching of visitors on exit, which is normally only routine in Cat A establishments, will require an officer to supervise.
- personal officer, SWIP and group work with inmates.
- unlock/locking duties on wings; though OSGs may be required to assist in an extreme emergency (eg fire).
- supervision of unselected inmates in work parties and other areas of activity.
- particularly sensitive security roles with Cat A or E list inmates or in Cat A establishments (eg i/c ECR).