Flexible Working Hours
STATEMENT OF PURPOSE

This revision of the existing PSO 8410 – Flexible Working Hours (FWH), is required so as to comply with the requirements of an Internal Audit in 2002 and a subsequent follow-up Audit in 2003. The main change is to explain more specifically managers’ responsibilities towards their staff on FWH. There has been no actual change to the policy.

DESIRED OUTCOME

To comply with the Internal Audit recommendations that (1) when staff leave or transfer within the department FWH records are sent through the personnel section to allow any pay adjustment to be carried; and (2) to allow full and proper records to be retained and monitored for all staff working to the FWH agreement. As these are designated as ‘High’ there is no option other than to accept the revised PSO to eliminate any major weakness in controls which could expose the Prison Service to high risk of loss or exposure in terms of fraud, impropriety, poor value for money, or failure to achieve Prison Service objectives.

MANDATORY ACTIONS

3.1 The Prison Service FWH Core Agreement, outlined in Annex A, will operate with immediate effect in headquarters groups in London, i.e. staff working flexitime may begin work at any time between 0700 hours and 1000 hours.

3.2 The arrangements set out in Annex A must be used as the model for Prisons, Prison Service Colleges and HQ Group outposts, subject to local operational needs and the limitations of any local systems.

3.3 Local management must seek to reach agreement on the operation of FWH for eligible staff with their local trade union representatives.

3.4 Where a scheme cannot be agreed at local level, the Area/Operational Manager or Head of Group must be consulted. Pay and Employee Relations Group (PERG) is available for advice and to assist in resolving any areas of difficulty, in consultation with the Prison Service Trade Union Side (PSTUS) as necessary.

3.5 All eligible staff and their managers working flexible working hours must have access to this document. All relevant new staff must receive an explanation of the operation of FWH as part of their induction process as detailed in PSO 8450.

3.6 Sites using a computerised FWH system must ensure that an effective back-up system is in place should a failure of the system occur. The system must be properly developed and tested to ensure all the requirements of the FWH PSO are met.
**RESOURCE IMPLICATIONS**

There is no cost or resource implication. There are no implications for LIDS or IIS systems.

<table>
<thead>
<tr>
<th>IMPLEMENTATION DATE:</th>
<th>4 July 2005</th>
</tr>
</thead>
</table>

(signed)

Gareth Hadley  
Director of Personnel

Further advice or information on this PSO or the systems contained within it can be sought from:  
Pay and Employee Relations Group  
Telephone: 0207 217 1066
CONTENTS

ANNEX A - FLEXIBLE WORKING HOURS: PRISON SERVICE FLEXIBLE WORKING HOURS CORE AGREEMENT

ANNEX B - TABLE OF “STANDARD DAYS” AND “STANDARD HOURS” EQUIVALENTS

ANNEX C - ADDITIONAL GUIDANCE NOTES

ANNEX D - HOME OFFICE NOTICE 217/1980, CHAPTER 6 FLEXIBLE WORKING HOURS AND CERTAIN CONDITIONS OF SERVICE.
ANNEX A

FLEXIBLE WORKING HOURS: PRISON SERVICE FLEXIBLE WORKING HOURS (FWH)
CORE AGREEMENT

1 What are flexible working hours?

1.1 Flexible working hours allows for flexibility in the hours of attendance for some grades of staff provided that:

a The needs of the office come first. This means that the work must be carried out efficiently and effectively and that sufficient staffing must be on duty to meet the needs of the work. Local circumstances will determine the degree of flexibility local management can allow.

b Over a four-week period, called the “Accounting Period”, staff must work their “Standard Hours.” If they work more or less than the Standard Hours staff may “carry-over” the excess or deficit. This is described in paragraph 9.2. Standard Hours will normally be the conditioned hours of the grade, i.e. 144 for most staff in London and 148 hours elsewhere. In London this is normally 7 hours 12 minutes a day, excluding lunch, or 36 hours for a five-day week. Outside London it will normally be 7 hours 24 minutes a day, excluding lunch, or 37 hours for a five-day week. The table in Annex B shows how standard hours will add up during the Accounting Period.

c Between 1000 hours and 1530 hours everyone must be present in the office, unless at lunch, on leave or absent for some other acceptable reason. This period is known as “Core Time”. See paragraph 6.1 below about lunch breaks.

2 Who is eligible for the scheme?

2.1 All groups of staff (including job sharers) in the following grades and groups:

- Administrative
- Professional and technological
- Psychological
- Secretarial
- Office support
- Grade E Managers, and below, not receiving Required Hours Allowance (RHA)

2.2 For job sharers and part-timers, Standard Hours means an individual’s normal, part-time weekly conditioned hours. Part time staff, including job sharers, will:

a Normally be expected to attend on the same days each week unless they are taking FWH or annual leave.

b If they work full days but less than 5 days a week, have the same locally agreed core time and flexible starting and flexible finishing times as full time staff in the same establishment or group.

c If they attend for part of each working day, have locally and individually agreed core time, starting and finishing times.
3 What do FWH mean to the working day?

3.1 The FWH scheme splits the working day into five periods. Each period is known as a band.

1: 0700 } Earliest flexible start time
    1000 } Latest start time

2: 1000 } Core time
    1130 } Core time

3: 1130 } Earliest flexible lunch period start time
    1500 } Latest lunch period return time

4: 1500 } Core time
    1530 } Core time

5: 1530 } Earliest flexible departure time
    1900 } Latest departure time

4 When can staff start work?

4.1 At any time from 0700 hours onwards but not later than 1000 hours, which is the start of Core time. Within these limits the starting time may vary from day to day. However, if the work needs cover earlier than 1000 hours then, in consultation with line management, arrangements must be agreed to ensure that the work of the section is properly covered.

5 When can staff finish work?

5.1 All staff must be present during Core time. Cover must be provided for the whole period between 1000 hours and 1530 hours. Apart from this staff may vary the length of the working day to suit themselves. They must ensure that Standard Hours are completed by the end of the Accounting Period (but see paragraphs 9.1-10.3 below).

5.2 Finishing times may vary from day to day within these limits in the same way as starting times. However, if the work needs to be covered after 1530 hours then, following consultation with staff aimed at reaching agreement, arrangements must be made to ensure that this cover is provided. Staff may be required to stay on for whatever reasonable further period is necessary.

6 When can staff go to lunch and how long can they have?

6.1 FWH operates on the basis of net Standard Hours, i.e. excluding lunch breaks, so staff will not be restricted to a fixed lunch break of one hour. The length of the lunch break may be varied from day to day but must not be longer than 2 hours. Staff must take a lunch break of at least 30 minutes each day (unless a half-day’s leave is taken) and must sign out (or key out) when they go to lunch and again when they return. Normally, staff may go to lunch at any time from 1130 hours onwards but must return by 1500 hours at the latest.

   6.2.1 Staff, in consultation with line management, must make arrangements to ensure that there is always adequate cover during the lunch break.
What happens if staff are absent on sick/annual leave or working away from the office on official business?

7.1 For periods of absence due to sickness, disability leave (as described in PSO 8402 paragraph 1.6.1), annual leave or official business, credit time normally at the rate of 7 hours 12 minutes (London) or 7 hours 24 minutes (elsewhere) for each day of absence is allowed. These absences should be recorded on the FWH update sheets and authorised by the line manager. Where an absence on official business exceeds 7 hours 12 (or 7 hours 24 minutes for staff based outside of London) a credit for reckonable time is permitted.

Are there other occasions when credit time may be allowed for absences?

8.1 The following can be eligible for credit time:

a. Casual absences from work such as visits to the doctor, dentist, hospital, opticians, ante natal classes etc. (staff must try to reduce the period of absence as far as they can by arranging suitable appointment times i.e. early or late in the working day).

b. Unavoidable delay in arriving at work due to transport disruption or other exceptional circumstances and for early departure for similar reasons. Line managers must consider the circumstances of each case and they must ensure that staff participating in FWH and staff who do not participate in the scheme are treated equally. A credit may be given for an absence which occurs either wholly or partly outside core time provided the line manager is satisfied the member of staff would normally have been at work for the period in question.

c. Special leave for domestic purposes; external training; further education.

d. Trade union activities, including duties as union safety representative.

e. Attendance at trade union annual general meetings by trade union members. Credit will be allowed for the time taken to reach the meeting and a credit of up to 1½ hours for time spent at the meeting. (A reduced credit would be appropriate if staff left the meeting within 1½ hours).

f. The arrangements which apply to accredited trade union representatives are the subject of separate guidance.

8.2 In all cases when flexi-credit is considered, line managers must satisfy themselves that the time has been spent in the eligible activity, e.g. at the doctors. Where an individual works regular hours, a credit should be granted to the value of the hours usually worked. Where hours of work vary daily, the credit hours should be credited up to the average working day for full time staff, i.e. 7.12 hours in London (including Croydon), 7.24 hours outside London.

8.3 If an individual is absent from work for a period of time within the working day to attend, for example, the doctors, they should be credited with the hours spent away from the place of work, e.g. leave work at 1400 hours and return at 1600 hours - credit with 2 hours.

8.4 If hours of work are compressed, e.g. 36 hours over 4 days, or part time, then the average day for the purposes of flexi -credit should be based on the average daily hours. e.g. 36 hours over 4 days: 36÷4 = 9 hours, or the number of hours an individual would normally have worked on that particular day.
8.5 All absences must be recorded on the FWH update sheet and authorised by the line manager.

9 What if staff have not worked their Standard Hours exactly at the end of the Accounting Period?

9.1 Within certain limits it does not matter whether staff work too many or too few hours within one 4 week Accounting Period. Full time staff may carry over time to the next accounting period as follows:

- a credit of up to a maximum of 3 days i.e. 21 hours 36 minutes (London) 22 hours 12 minutes (elsewhere);

- or

- b a debit not exceeding 2 days i.e. 14 hours 24 minutes (London) 14 hours 48 minutes (elsewhere).

9.2 For job sharers or part-time staff the maximum number of credit or debit hours that may be carried over will be based upon the full Accounting Period of 20 days, irrespective of the number of days actually worked each week. FWH credit leave and credit carry-over allowance will be $\frac{1}{20}$ of the conditioned hours for the accounting period x 3. The debit carry-over $\frac{1}{20}$ of the conditioned hours x 2. For example, if the conditioned hours are 80 hours in each Accounting Period the credit and debit carry-over would be:

- Flexible Working Hours credit leave or carry over
  \[= \frac{1}{20} \times 80 \times 3 = 12 \text{ hours}\]

- Debit carry-over
  \[= \frac{1}{20} \times 80 \times 2 = 8 \text{ hours}\]

9.3 Towards the end of each Accounting Period staff must ensure that they have not accumulated an excess credit or debit.

10 What happens if staff have an excess of credit or debit time?

Excess Credit

10.1 Staff may not normally carry forward more than the maximum credit and any excess will be deducted at the end of the Accounting Period. However, in exceptional cases if the excess results from circumstances beyond the individual's control, for example, pressure of work or sick leave, Line Managers will agree to its being carried over in full.

Excess Debit

10.2 Staff may not normally carry forward more than the maximum deficit. The carry-over of a greater deficit than the maximum is a breach of the scheme. This can lead to disciplinary measures (which may include stoppage of pay for the excess deficit). However, in certain circumstances staff may not be able to reduce the deficit balance to the maximum allowed, for example if absent due to ill-health towards the end of the Accounting Period. In these circumstances the Line Manager may agree to the extra deficit being carried forward. These occasions should be rare, bearing in mind that Standard Hours are credited for each day of sick leave.
10.3 When authority is given for a greater credit or debit than the maximum allowed, the credit or debit should be brought back within normal limits as soon as is reasonable. Unless there are exceptional circumstances, the normal limits should apply again at the end of the next Accounting Period.

11 Are there any arrangements for time off under the FWH scheme?

11.1 Time off is subject to the approval of the line manager, who will take the needs of the office into account. Staff may take the equivalent of 3 days off in any one Accounting Period without it being counted against annual leave entitlements. This is in addition to the carry-over provisions outlined in paragraphs 10.1-10.3. In the case of job sharers and part-time staff the FWH leave allowance is calculated in the same way as the credit carry-over described in paragraph 9.2. Staff must arrange their attendance during the rest of the Accounting Period to make sure that they have worked the approximate Standard Hours by the end of the period - subject to the maximum carry-over described in paragraph 9.1.

11.2 Under FWH arrangements time may be taken off:
   a in lieu of hours attended in excess of Standard Hours;
   or
   b in anticipation of hours to be made up during the same Accounting Period or (subject to the maximum debit carry-over) in the following Accounting Period.

12 How can staff keep track of the number of hours worked?

12.1 If electronic FWH equipment has been installed staff will be able to interrogate the system to obtain details of the accumulated hours worked during the Accounting Period and the credit or debit balance. Management reserve the right to vary, alter or replace the system of electronic recording from time to time.

12.2 If no electronic equipment is installed staff will need to record hours of attendance manually on a form according to line managers’ instructions. Reference to this form will enable staff to compare the hours worked against Standard Hours and managers to manage/monitor staff attendance.

13 What if staff work overtime or incur travelling time?

13.1 Guidance on the application of the overtime and travelling time rules to FWH working is detailed in Home Office Notice 217/1980 (Chapter 6), a copy of which is Annex D to this order.

14 What if staff are transferred?

14.1 When staff transfer, line managers must provide the Personnel Department with a certificate in the following form:

   “At the end of [date of last day in establishment/college] [name] had a credit/debit of [hours: minutes].”

   (Signature)
   [Name and Job Title]

14.2 This must be sent to the Personnel Department to be forwarded to the receiving department.
15 What if staff leave the service?

15.1 If staff leave the service with a credit or debit their pay will normally be adjusted accordingly.

16 Monitoring arrangements

16.1 The success of the scheme depends largely on good relations between staff and their supervisors. With good sense and good will the scheme provides benefits for both management and staff. It is the responsibility of line managers to monitor and supervise the attendance of their staff. Nothing in this agreement alters that. Individual FWH records should be examined frequently and at irregular intervals.

17 Line Managers Responsibilities

17.1 All current eligible staff must be made aware of PSO 8410 Flexible Working Hours and any locally agreed deviations.

17.2 All eligible new staff must have access to a copy of PSO 8410 Flexible Working Hours on induction.

17.3 Line managers must request a balance notification from the previous department for a member of staff who has transferred in.

17.4 Line managers must review flexi documentation at least monthly to ensure that staff adhere to the provisions of the local flexible working hours agreement.

17.5 Where line managers have agreed to exceptions to the local flexible working hours agreement, these must be recorded with accompanying justification, for audit purposes.

17.6 When a member of staff leaves the service, the line manager must provide the Personnel Department with written notification of the balance of FWH (as detailed in section 14.1) to enable adjustment of salary.

17.7 When a member of staff transfers, the line manager must provide the Personnel Department written notification of the balance of FWH (as detailed in section 14.1) to be forwarded to the receiving department.

17.8 Line managers are responsible for ensuring the setting up and removal of staff members from a computerised FWH system.

18 Abuse of the scheme

18.1 Line managers must make clear to all staff the action that would follow the discovery of abuse of the scheme (e.g. not clocking out at lunchtime). This means making clear:

a that abuse of FWH is a breach of the scheme. Staff who deliberately abuse or persistently breach the scheme may be suspended temporarily from the scheme. If the abuse is persistent or serious they may be withdrawn altogether with the agreement of the relevant personnel management unit.

b that disciplinary action can be taken. This would depend on the circumstances in each case.

18.2 Further guidance on disciplinary measures is contained in the Prison Service Code of Discipline.
## TABLE OF STANDARD DAYS AND STANDARD HOURS EQUIVALENTS

<table>
<thead>
<tr>
<th>Standard Days</th>
<th>Standard London Hours For 36 hours wk</th>
<th>Mins</th>
<th>Standard Elsewhere Hours For 37 hours wk</th>
<th>Mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>½</td>
<td>3</td>
<td>36</td>
<td>3</td>
<td>42</td>
</tr>
<tr>
<td>1</td>
<td>7</td>
<td>12</td>
<td>7</td>
<td>24</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>24</td>
<td>14</td>
<td>48</td>
</tr>
<tr>
<td>3</td>
<td>21</td>
<td>36</td>
<td>22</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>28</td>
<td>48</td>
<td>29</td>
<td>36</td>
</tr>
<tr>
<td>5</td>
<td>36</td>
<td>00</td>
<td>37</td>
<td>00</td>
</tr>
<tr>
<td>6</td>
<td>43</td>
<td>12</td>
<td>44</td>
<td>24</td>
</tr>
<tr>
<td>7</td>
<td>50</td>
<td>24</td>
<td>51</td>
<td>48</td>
</tr>
<tr>
<td>8</td>
<td>57</td>
<td>36</td>
<td>59</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>64</td>
<td>48</td>
<td>66</td>
<td>36</td>
</tr>
<tr>
<td>10</td>
<td>72</td>
<td>00</td>
<td>74</td>
<td>00</td>
</tr>
<tr>
<td>11</td>
<td>79</td>
<td>12</td>
<td>81</td>
<td>24</td>
</tr>
<tr>
<td>12</td>
<td>86</td>
<td>24</td>
<td>88</td>
<td>48</td>
</tr>
<tr>
<td>13</td>
<td>93</td>
<td>36</td>
<td>96</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td>100</td>
<td>48</td>
<td>103</td>
<td>36</td>
</tr>
<tr>
<td>15</td>
<td>108</td>
<td>00</td>
<td>111</td>
<td>00</td>
</tr>
<tr>
<td>16</td>
<td>115</td>
<td>12</td>
<td>118</td>
<td>24</td>
</tr>
<tr>
<td>17</td>
<td>122</td>
<td>24</td>
<td>125</td>
<td>48</td>
</tr>
<tr>
<td>18</td>
<td>129</td>
<td>36</td>
<td>133</td>
<td>12</td>
</tr>
<tr>
<td>19</td>
<td>136</td>
<td>48</td>
<td>140</td>
<td>36</td>
</tr>
<tr>
<td>20</td>
<td>144</td>
<td>00</td>
<td>148</td>
<td>00</td>
</tr>
</tbody>
</table>
ADDITIONAL GUIDANCE NOTES

Compliance & Consultation

This PSO applies to all prison establishments and headquarters groups/units. The core scheme that is used for staff in London headquarters locations has already been agreed with the PSTUS. All local amendments to the Core FWH Scheme must be subject to consultation between local management and the relevant local trade unions.

Doctor, Dentist (and Similar) Appointments

Staff must try and arrange appointments at either the start or end of the working day, wherever possible. Flexi-updates will be allowed for the period of time the member of staff was absent from work. Line managers might want to ask to see the appointment card or letter.

Other Absences

There will be other instances where staff have been delayed arriving at work through no fault of their own – e.g. transport delays, broken down car – or where particularly severe weather has prevented them from attending at all. In these circumstances, provided line managers are satisfied with the explanation, a flexi-credit will be given.

Eligibility to Work FWH

All staff in the grades listed in paragraph 2.1 of Annex A of this PSO are eligible to work FWH.

All FWH schemes are subject to local operational needs. For example: if certain work or functions must be covered at certain times (within the scope of the earliest start and latest finish times) this can be arranged either by agreement between staff and managers in the area concerned, or by setting minimum staffing levels for those parts of the working day. If minimum staffing levels are set they must be reasonable and based on the work to be covered. They must not be used as an excuse to limit the ability of staff to work FWH.

For eligible staff in singleton posts, the same principles apply.

If disagreements arise which cannot be resolved in discussion with the staff concerned, management will try to reach a workable compromise with the trade union(s) representing those staff. If it is not possible to reach agreement locally, the Governor should try and progress issues by involving the Area Manager and/or Pay & Employee Relations Group.
Monitoring

It is the job of line managers to ensure that their staff are working when they should be. They must therefore monitor the use of FWH schemes by staff. Monitoring must ensure staff do not carry-over excess credits or debits at the end of each flexi-month. Paragraph 12.2 of Annex A sets out the Prison Service’s rules on monitoring.

General

Staff working FWH should be treated the same as staff who work conditioned hours. One example is whether or not to authorise flexi-leave; these decisions must be considered using the same criteria as requests for annual leave. Similarly, managers must consider in appropriate circumstances whether staff should be granted special leave in accordance with section 13 of the Staff Handbook rather than being required to use their flexi-credit.
HOME OFFICE NOTICE 217/1980

CHAPTER 6: FLEXIBLE WORKING HOURS AND CERTAIN CONDITIONS OF SERVICE

6.1 It is one of the basic principles of FWH that it should not place staff in any more or less favourable position than non-FWH staff in relation to their conditions of service. However, FWH arrangements can sometimes give rise to misunderstandings in this respect and the application of certain conditions of service to staff who work FWH is therefore explained below.

OVERTIME, LONG HOURS GRATUITY AND OTHER PREMIUM PAYMENTS

6.2 There is a clear distinction between extra hours worked by staff on FWH to suit themselves, as part of the normal FWH arrangements, and additional attendance outside core time which may attract overtime or other premium payments or time off in lieu where appropriate. It is a national rule that all overtime for which payment is to be made must be authorised and that claims for overtime, long hours gratuity or other premium payments must be properly supported by a record of hours worked. Overtime for staff on FWH must therefore be authorised and supervised in the normal way and work for which overtime, long hours gratuity or other premium payments is being claimed should be recorded completely separately from FWH. Before starting to work overtime, staff must “key out” or enter on their time sheets the time at which normal working ended.

6.3 It follows that:

a. Hours credited to the FWH total may NOT attract payment of overtime, long hours gratuity etc. as an alternative to credit leave; and

b. Extra attendance which is authorised as overtime may not be added to the FWH total, whether or not such attendance qualifies for additional payment under paragraphs 2254 and 2273 of the Civil Service Pay and Conditions of Service Code.

6.4 Because overtime is worked at the request of management, and is recorded separately from FWH, it follows that staff are able to work overtime and still accumulate the number of debit hours on their FWH record up to the normal limit.

LATE DUTY, NIGHT DUTY AND LATE MEALS ALLOWANCES

6.5 Existing arrangements for the payment of late duty, night duty and late meals allowances should be maintained for FWH staff. However, both late duty and night duty allowances are intended to compensate for unsociable attendance to meet the needs of the work, and if FWH staff work beyond 2000 hours at night as a matter of personal choice, neither the late duty nor the night duty allowance may be paid. Similarly, if the late working is a matter of personal choice, the late meals allowance is not payable.

DETACHED DUTY

6.6 In accordance with paragraph 398 of the Civil Service Pay and Conditions of Service Code, an officer on detached duty should be conditioned to the hours of the office to which he is posted (which may or may not have FWH arrangements).
TRAVELLING TIME PAYMENTS

6.7 "Travelling time" is time spent on official travel outside conditioned hours. Time spent on official travel within conditioned hours is counted as work and paid for accordingly - i.e. it is not paid for as travelling time. Compensation for travelling time for people who work FWH should be given in accordance with the relevant provisions of the Civil Service Pay and Conditions of Service Code. To ensure consistency with the national rules, the following arrangements apply to staff working FWH.

Notional Conditioned Hours

6.8 In order to calculate travelling time, the notional conditioned hours for one day need to be defined. For staff who normally work a 5-day week, they are one fifth of weekly conditioned hours. Thus, for staff working a 5-day week in grades conditioned to "office hours" of 41/42 gross, the notional conditioned hours for one day are 8 hours 12 minutes in London and 8 hours 24 minutes elsewhere. For staff with a different length of working week, or in grades with different conditioned hours, the calculation should be adjusted accordingly.

FWH Credit

6.9 On a day on which official travel is undertaken, FWH records should be credited with the total time actually worked*. If this is less than the standard day, additional credit should be given for the time spent travelling, provided that the total credit does not exceed the standard day.

Calculation of Travelling Time

6.10 The travelling time is calculated by deducting from the total time away from home (adjusted where appropriate to take account of the normal home/office journey) whichever is the greater of either the notional conditioned hours or the total of the time actually worked and the time taken for lunch. The examples below illustrate the different calculations.

* Unless the officer has been authorised to work overtime, in accordance with paragraphs 6.2 and 6.3

Example 1 (in which the notional conditioned hours are 8 hours 24 minutes and the officer spent the whole day at the detached duty station):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total time away from home</td>
<td>11 hours</td>
</tr>
<tr>
<td>Normal daily home/office journey x 2</td>
<td>1 hour</td>
</tr>
<tr>
<td>Time worked</td>
<td>7 hours</td>
</tr>
<tr>
<td>Lunch</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Total</td>
<td>7 hours 45 minutes</td>
</tr>
</tbody>
</table>

Travelling time will be:

11 hours, less 1 hour, less 8 hours 24 minutes = 1 hour 36 minutes

Time will be credited to FWH record: 7 hours 24 minutes
Example 2 (in which the notional conditioned hours are 8 hours 24 minutes and the officer spent the whole day at the detached duty station):

<table>
<thead>
<tr>
<th>Total time away from home</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal daily home/office journey x 2</td>
<td>1 hour</td>
</tr>
<tr>
<td>Time worked</td>
<td>8 hours</td>
</tr>
<tr>
<td>Lunch</td>
<td>1 hour 15 minutes</td>
</tr>
<tr>
<td>Total</td>
<td>9 hours 15 minutes</td>
</tr>
</tbody>
</table>

Travelling time will be:

12 hours, less 1 hour, less 9 hours 15 minutes = 1 hour 45 minutes

Time to be credited to FWH record: 8 hours

Travelling Time and Attendance at Training Courses etc.

6.11 Paragraph 246B of the Civil Service Pay and Conditions of Service Code states that, for the purpose of calculating the travelling time of staff attending internal and short full-time and part-time external courses, “an officer may be considered to have completed his conditioned hours provided that the hours of the course are not more than 1 hour less per day than his conditioned hours”. This applies equally to FWH and non-FWH staff and a day’s attendance at such a course should attract a standard day’s credit to the FWH record.