

**POLICE NEGOTIATING BOARD**

Independent Secretary:  
Gordon Smith  
Scottish Government  
GWR, St Andrew's House  
Edinburgh  
EH1 3DG

**POLICE NEGOTIATING BOARD AGREEMENT**

1. The Official and Staff Sides of the PNB have reached agreement on a guidance document to supplement PNB Circular 2014/25. Details are set out in the attached memorandum.
2. This PNB agreement has been approved by Scottish Ministers. The Scottish Police Authority now has the authority to implement this agreement\*. In due course the relevant Minister will make formal determinations.
3. Any enquiries about this circular should be addressed to the Independent Secretariat at the Scottish Government ☎ 0131 244 5048, to the Official Side Secretary ☎ 020 7187 7341 or the Staff Side Secretary ☎ 0300 303 0027. Enquiries to the Independent Secretariat relating to the interpretation of this circular should be made in writing.

11 June 2019

\* PNB Circulars form a single numerical series. Those which in themselves provide authority to implement an agreement carry the serial number alone, while those which are advisory are designated as such after the serial number.

## MEMORANDUM

---

The Official and Staff Sides of PNB have agreed,

- to introduce the concept of a 'casual place of duty' and agreement of the definitions for the three duty statuses (**Effective from 1 July 2018**) as below;

Casual place of duty	"Casual place of duty" means any police station or other premises not being the constable's usual place of duty where the chief constable has determined that the constable is on duty for no more than one day.
Temporary place of duty	"Temporary place of duty" means any police station or other premises not being the constable's usual place of duty at which the chief constable has determined that the constable is temporarily on duty for two or more consecutive days of duty. A temporary place of duty shall become the usual place of duty after a period of two years.
Usual place of duty	"Usual place of duty" means the police station or premises at which the constable performs the majority of his or her duties or the police station or premises to which the constable has been nominally stationed, where the constable's ordinary duties are routinely performed in more than one location.
<b>Notes:</b> Where an officer requests a transfer to a specific new usual place of duty for welfare or personal reasons the officer will not be entitled to additional travel expenses.  Where an officer is deployed away from their usual place of duty and requires to be accommodated away from home (for example the attendance at a training course) the officer shall be entitled to travelling expenses. These expenses being the cost of one return journey from the officer's home to the place of deployment, less the usual commute, for each return journey undertaken.	

This agreement supplements PNB Circular 2014/25 in respect of which the sides have further agreed;

- other than in the circumstances detailed below (**which take effect from 1 July 2018**) that additional travelling expenses should not result in payment being due where the new journey is within 35 miles of the officer's home (**Effective from 1 September 2014**).

- where relevant travelling time applies, it should be a fixed amount of time each way and not the actual travel time incurred up to a prescribed limit (**Effective from 1 July 2018**).

<b>Day</b>	<b>Example</b>	<b>Entitlement</b>
Day 1	Officer deployed to a police station or other premises not being the usual place of duty for no more than one day.	This is a casual place of duty and the officer is entitled to additional travel expenses for every additional mile travelled beyond the usual commute.
Day 2 → Day 28	Officer deployed to a police station or other premises not being the usual place of duty for a minimum of 2 consecutive days and not exceeding 28 calendar days.	A casual place of duty now becomes a temporary place of duty and the officer is entitled to additional travel expenses for every additional mile travelled beyond the usual commute up to a maximum distance of 55 miles from the officer's home each way. Where the temporary place of duty is more than 55 miles from the officer's home, accommodation will be offered.
Day 29 → 2 years	Officer deployed to a police station or other premises not being the usual place of duty for a minimum of 29 consecutive calendar days and not exceeding 2 years (where it has been agreed that the officer can elect to travel as opposed to receiving temporary accommodation). NB. This does not preclude the ability for an officer to be deployed to a casual place of duty during this period.	This is a temporary place of duty and, from day 29 onwards, the officer will be entitled to additional travel expenses only where the travelling distance each way exceeds 35 miles or the usual commute (whichever is greater) up to a maximum distance of 55 miles from the officer's home each way. A temporary place of duty shall become the usual place of duty after a period of two years.
Day 1 → 2 years	Officer permanently posted to a police station or other premises involving a long distance commute (where it has been agreed that the officer can elect to travel as opposed to being required to relocate).	This is a new usual place of duty and the officer is entitled to additional travel expenses only where the travelling distance each way exceeds 35 miles or the previous commute (whichever is greater) up to a maximum distance of 55 miles from the officer's home each way. Additional travel expenses for a new usual place of duty will be paid up to a maximum of two years.