



## Northamptonshire Fire and Rescue Service

Please ask for: Service Information Team Leader  
Tel: 01604 797000  
Our ref:  
Your ref: N/A  
Date: 06 December 2019

If you have any difficulty in obtaining the above telephone number please email [enquiries@northantsfire.gov.uk](mailto:enquiries@northantsfire.gov.uk).

### **Re: Request for information (our ref: NFRS2019-115-127)**

I am writing in response to your request for information under the Freedom of Information Act 2000, received 09 November 2019. Our response is provided below:

*Q1 Does your Service have a formal system that allows uniformed operational staff to swap shifts? For example a firefighter who is due to work a Saturday can swap his work day with a firefighter who is rostered off?*

Northamptonshire Fire and Rescue Service (NFRS) policy states that should an individual wish to exchange a duty shift with a colleague on an opposing watch band, this can be arranged, providing the replacement has the required skill sets and agrees to the exchange. The date on which the exchange will be repaid should be agreed between the two personnel and the exchange must be authorised and managed by the line manager.

*Q2 If so, does your Service record these swaps and keep a running tally of the swaps for the individuals?*

This is recorded on an internal system and managed by the line manager.

*Q3 What happens when one resigns or retires? Does your Service have a way of dealing with any positive or negative balances for these swaps?*

NFRS policy states that any payments in lieu of any lieu days accrued in the previous twelve months but not taken shall be made in cases of termination of employment.

If I can be of any further assistance please do not hesitate to contact me quoting reference NFRS2019-115-127.

Yours sincerely

Service Information Team Leader

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Northamptonshire Fire and Rescue Service  
Moulton Logistics Centre  
Moulton Way  
Northampton, NN3 6XJ  
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t. 01604 797000  
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If you are unhappy with the response, you can ask the Service to review it. To do this, please email [enquiries@northantsfire.gov.uk](mailto:enquiries@northantsfire.gov.uk) or alternatively write to the address below:

Service Information Manager  
Northamptonshire Fire and Rescue Service  
Moulton Logistics Centre  
Moulton Way  
Northampton  
NN3 6XJ

If our internal review does not resolve the issue to your complete satisfaction, you have the right to apply to the Information Commissioner for a decision at the following address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF