



**West Midlands Police Federation
New Shift Pattern
Check list**

Please complete the checklist below to ensure that Federation requirements have been complied with. This document must be attached to the written agreement on completion along with all other correspondence.

LPU/ Dept.	Completed	Signed & dated
Has consultation taken place at LPU/ Dept. level with elected Federation representatives?		
Has a Risk assessment been written, which includes need for 'Safe Staffing Levels'?		
Has an Equality Impact Assessment (EQIA) been written for the shift pattern/		
Has the shift pattern been approved by the Operational Policies and Procedures committee?		
Has the risk assessment been agreed by the Federation Health & Safety Leader?		
Has the EQIA been agreed by the Federation Personnel & Training Leader?		
Has the LPU/ Dept. entered into a written shift pattern agreement with the JBB Secretary?		
Has 90 days notice been given by the LPU/ Dept. to Federated members regarding shift alterations?		

All Requirements met.

Signed.....

Date.....