

STAFFING COMMITTEE

DATE OF MEETING: 11 FEBRUARY 2021

TITLE OF REPORT: PAY POLICY STATEMENT FINANCIAL YEAR 2021-22 INCLUDING OVERVIEW OF OVERTIME RATES, CURRENT VACANCIES AND PROGRESS WITH MARKET SUPPLEMENT REVIEW

Report of: Joint Chief Executive

1. PURPOSE OF REPORT

- 1.1 To seek approval to the Council's Pay Policy for 2021/22.
- 1.2 Further to the request at Staffing Committee in February 2020, we have also included a benchmarking comparison of over time rates, against other Councils.

2. OFFICER RECOMMENDATION

- 2.1 That the Pay Policy 2021/2022, attached as Appendix 1, be recommended to Council for approval.
- 2.2 That no change is made to the current overtime system; however, it is recommended that staff are reminded that they must always receive prior-written authorisation from their line manager, for any overtime worked.
- 2.3 That the delay of the review of Market Supplements is noted, due to the pandemic. The outcome of this review will be reported to the next Staffing Committee
- 2.4 That the staff numbers and vacancies provided in Appendix 3 are noted.

3. BACKGROUND INFORMATION

- 3.1 Section 38(1) of the Localism Act 2011 requires councils to produce a Pay Policy each financial year. The legislation stipulates that the policy must be approved by the full Council before 31 March in the preceding financial year. To comply with the legislation, therefore, councils have to approve their Pay Policies for 2021/22 by 31 March 2021.
- 3.2 The draft Pay Policy for 2021/22 is attached to this report as Appendix 1. The draft policy is broadly unchanged from 2020/21. Chief Officers pay is negotiated under Joint Negotiating Council for Chief Officers and Chief Executives. At the time of preparing this report, no decision has been made by NJC or Unison regarding a 2021/22 pay award.

4 CONSIDERATIONS

- 4.1 Staffing Committee were advised of the intention to carry out a full review of Market Supplements of officers, in February 2020. This work had begun however, was put on hold, whilst the Council responded to the Covid-19 Pandemic.
- 4.2 More recently all job descriptions for staff receiving market supplements have been reviewed and sent for Job Evaluation. Initial results of Job Evaluation have been received and officers are working with the evaluator to understand the outcomes. Staffing Committee is asked to note the delay to the market supplement review and the intention to bring a report on the outcomes to the next Staffing Committee.
- 4.3 At February 2020 Staffing Committee, Members also requested that benchmark information be provided to enable a comparison of Hart District Council overtime payments with that of other authorities. Appendix 2 shows the detailed benchmarking information.
- 4.4 It should be noted the Hart District Council's overtime payment rates are based on the NJC 'Green Book' and as such is written into the contracts of its employees. If the Council were to seek to change this approach, all employment contracts would need to be altered.
- 4.5 In implementing the Overtime policy, it is key to remember that the policy requires:
- All overtime to be authorised in advance by the appropriate Manager.
 - Only staff on SCP 28 or less may claim overtime unless a specific agreement to pay overtime to staff above this SCP point is made for exceptional reasons.
 - Staff cannot be paid overtime if they have not completed the equivalent of 37 hours per week during their, normal working hours during the last month.
- 4.6 The benchmark against other Councils can be seen in Appendix 2, there is a range of rates, however many Councils pay the same rates as Hart. With this in mind, it is recommended that there are no changes to existing policies as our rates are broadly in line with other authorities.
- 4.7 Appendix 3 details recruitments since April 2020. There have been 19 new starters since April 2020 (a further 2 roles, Senior Finance BP and Elections and Information Manager to have started by 1 April 2021). 7 current vacancies are in the shortlisting or offer stage, Appendix 3 shows the roles that this relates to.
- 4.8 There is a robust vacancy control system in place, vacant posts can only be filled with sign off from both the Head of Paid Service and Section 151 Officer to ensure financial control.

4.9 The majority of the recruitments since April 2020 have filled existing vacancies, either budgeted for, or due to staff leaving. As a result, the number of Full Time Equivalent Employees (FTE) remains broadly unchanged, on 20 January 2021 the FTE was 129.4 (the total headcount was 142).

4.10 For the year 2020/21, the salary budget was forecast at £4,992,392

5. FINANCIAL IMPLICATIONS

5.1 There are limited financial implications arising from this report, no pay award has been factored into the 2021-22 budget.

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APPENDICES:

Appendix 1 – Pay Policy Statement 2021/22

Appendix 2 – Overtime benchmarking report

Appendix 3 – Recruitment since April 2020

Appendix 2 – Overtime benchmarking report

1. Hart District Council's overtime provisions come directly from the NJC terms and conditions (Green Book).
2. All overtime must be authorised in advance by the appropriate Manager.
3. Only staff on SCP 28 or less may claim overtime unless a specific agreement to pay overtime to staff above this SCP point is made for exceptional reasons.
4. Staff will not be paid for overtime if they have not completed the equivalent of 37 hours per week during their, normal working hours during the last month. Where overtime is authorised, it will be paid at the following rates:
 - 4.1. Overtime worked on any day other than a Sunday or a general or public holiday-payment at time and a half
 - 4.2. Overtime worked on a Sunday –payment at double time.
 - 4.3. Overtime worked on a general or public holiday–payment at normal rate for that day, plus payment at plain time for all actual hours worked within the normal working hours for that day. The employee will also be granted either a half day off with pay (where the hours worked were less than half the normal working hours on that day), or a full day off with pay (where the hours worked were more than half the normal working hours on that day).

Benchmarking Table:

Council	Weekday rate	Saturday rate	Sunday rate	Bank holiday rate	Only for certain grade/SCP
Hart District Council	Time and a half		Double	<p>Normal rate for that day, plus payment at plain time for all actual hours worked within the normal working hours for that day.</p> <p>The employee will also be granted either a half day off with pay (where the hours worked were less than half the normal working hours on that day), or a full day off with pay.</p>	Yes
Chichester District Council	Plain time		Time and a third	Time and a third	No

Waverly Borough Council	Time and a half	Time and a half	Double		No
Rushmoor Borough Council	Time, time and a half or double time rates when relevant -				-
Guildford Borough Council	Time and a half	Time and a half	Double	<p>Paid at time and accompanied by time off in lieu (half day if you've worked 4 hours or less, full day if more than 4 hours).</p> <p>Bank Holiday overtime hours worked outside normal working hours will be paid at double time with no time off in lieu.</p>	Yes
Mole Valley District Council	Time and a half			Double and Time off in lieu will be granted for working Bank Holidays	-

Appendix 3 – Recruitment since April 2020

Role	Start date
Finance Business Partner	Apr-20
Ranger-Woodlands	Apr-20
Committee and Member Services Officer	May-20
Committee & Member Services Officer	May-20
Housing Projects Officer	Jul-20
Head of Corporate Services	Aug-20
Trainee Countryside Ranger	Sep-20
Visitor Services (Maternity Cover)	Sep-20
Finance Manager & Deputy Sect 151 Officer	Sep-20
Committee Services/ Exec Support Manager	Sep-20
Biodiversity Officer	Sep-20
Community Safety Coordinator	Oct-20
Hr Business Partner	Nov-20
Business Support Officer	Nov-20
Communications and Engagement Officer - Garden Community	Nov-20
Waste and Recycling Officer	Nov-20
Project Support Officer (Garden Community)	Nov-20
Community Safety Officer	Nov-20
Corporate Projects Officer	Dec-20
Environmental Health Officer	Jan-21

Recruitment in progress

Role	Start date
Senior Finance Business Partner	Feb-21
PA to the Heads of Service (fixed term)	Shortlisting
Business Support Officers x 3	TBC
Elections and Information Manager	Apr-21
Senior Enforcement Officer	Shortlisting
Civil Enforcement Officer	Shortlisting
Processing Officer	Shortlisting