

A meeting of the **EMPLOYMENT COMMITTEE** will be held in **THE CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 7TH FEBRUARY 2024** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting of the Committee held on 22nd November 2023.

Contact Officer: A Roberts - 388015

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

Contact Officer: Democratic Services - 388169

3. WORKFORCE STRATEGY INTRODUCTION AND PILLAR 1 (Pages 9 - 20)

To consider and comment on a report by the Strategic HR Manager on the Introduction and first "pillar" of the Workforce Strategy – Attraction and Retention.

Contact Officer: N Bane - 388422

4. WORKFORCE INFORMATION REPORT (QUARTER 3) (Pages 21 - 46)

To consider an update on HR matters impacting on the performance of the organisation.

Contact Officer: N Bane - 388422

5. PAY POLICY STATEMENT 2024/2025 (Pages 47 - 54)

To consider and comment on the Council's Pay Policy Statement 2024/2025.

Contact Officer: N Bane - 388422

6. NEW POLICY - DOMESTIC ABUSE STAFF SUPPORT POLICY (Pages 55 - 68)

To consider and comment on the draft Domestic Abuse Staff Support Policy.

Contact Officer: N Bane - 388422

7. POLICY UPDATES - FLEXIBLE WORKING SCHEME AND PENSIONS DISCRETION POLICY (Pages 69 - 100)

To consider and comment on a report by the Strategic HR Manager on the outcome of reviews of the Flexible Working Scheme and the Pensions Discretion Policy.

Contact Officer: N Bane - 388422

8. REPRESENTATIVES OF EMPLOYEES

At the request of representatives of employees to consider a range of issues.

9. EXTRA-ORDINARY MEETING - 17TH APRIL 2024

To note that an extra-ordinary meeting of the Committee will be held on 17th April 2024 to consider a report on the progress and delivery of the Workforce Strategy in relation to Pillar 2 "Engagement".

Contact Officer: Democratic Services - 388169

30th day of January 2024

Michelle Sacks

Chief Executive and Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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Please contact Anthony Roberts ,Democratic Services, Tel: 01480 388169 / email Anthony.Roberts@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT COMMITTEE held in THE CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Wednesday, 22nd November 2023

PRESENT: Councillor P A Jordan – Chair.

Councillors A Blackwell, S Cawley, C M Gleadow,
M A Hassall, D N Keane, J E Kerr and R J West.

APOLOGIES: None.

IN ATTENDANCE: C Easter – Employee Representatives Group.

19 MINUTES

Subject to the deletion of the words “In response to a question by Councillor” from the end of paragraph three of Minute No 14, the Minutes of the meeting of the Committee held on 20th September 2023 were approved as a correct record and signed by the Chair.

20 MEMBERS' INTERESTS

No declarations of interests were received.

21 WORKFORCE INFORMATION REPORT - QUARTER TWO 2023-24

The Committee received and noted a report on Human Resources matters impacting on the performance of the Council during the period 1st July to 30th September 2023. The report included the latest position and trends relating to employee numbers, salary costs and sickness absence. A copy of the report is appended in the Minute Book.

The Committee was informed that the total number of employees at the end of the last quarter was higher than at the end of the previous quarter and that the total spend on pay costs for employees in 2023/24 was forecasted to be £528,000 lower than the year's budget. However, the expected overspend on contractors and agency staff meant there was likely to be an overall overspend of £285,000 against the staffing budget.

The report indicated that three employees had retired in the quarter. Members recognised the employees' achievements and asked that their congratulations be passed on.

Following a comment by Councillor Hassall on the positive trend in staff turnover, the Strategic HR Manager added that some sections had higher rates, but this was expected. A gap analysis on salaries would be carried out when the new rates had been introduced. Having noted that the Planning section was experiencing lower turnover rates than previously, but that recruitment remained

a challenge, the Chief Executive outlined the measures being introduced to improve the situation, including the launch of a campaign in early January to attract those considering a move by demonstrating the investment and support the Council was putting into the service and value it had. The outcome of the campaign would be assessed for use in other areas.

The Chair expressed support for the reported developments in relation to apprenticeships and the Vice-Chair asked about action taken in respect of long-term sickness. The Strategic HR Manager outlined the resources and support that the Council dedicated to the latter.

Councillor Cawley commented on the fact that One Leisure posts currently being advertised were being offered on fixed-term contracts. In response the Strategic HR Manager informed the Committee that this was being done temporarily while a review was being undertaken. Following a further question by Councillor Cawley, the Strategic HR Manager outlined the steps being taken to establish employee networks.

Councillor Keane drew attention to the amount of time employees had taken off for Union duties. In answer to detailed questions, the Strategic HR Manager reported that the total of 111 hours involved four employees, that legislation required the Council to allow representatives reasonable time to perform their roles and this was part of the agreement reached with the Union. The arrangement had been the subject of benchmarking and was consistent with other local authorities. The time had been used for training and as the representatives had only recently been appointed it would not be at the same level in future years. Councillor Keane stressed the importance of reporting this information and requested that future reports contained figures for Union and Employee Representatives Group activities. It was then

RESOLVED

- a) that the contents of the report be noted, and
- b) that the Council place on record its recognition of and gratitude for the excellent contribution made by the employees who had recently retired from employment in the local government service and pass on its best wishes for a long and happy retirement.

22 WORKFORCE STRATEGY

The Chief Operating Officer, John Taylor, introduced the Committee to the development of the Workforce Strategy. The Strategy was required to address the challenges the Council faced by ensuring it had high quality employees. It would do this by developing and engaging with its workforce, which would lead to better retention of employees and career development.

HR Manager – Projects, Nicola Harpham, outlined the actions that had been completed to date, including the completion of a staff survey. The survey revealed that employees wanted to be involved in the project and they valued transparency and good communication. Themes that had emerged included pay, communication, the recruitment process, career progression and the use of up-

to-date technology. Having invited Members to take part in the project, she informed them of the key project milestones.

Members endorsed the focus on communications but warned against raising expectations. Regarding pay, they were informed that employees were realistic and that other benefits were being looked at. Workshops on the Strategy allowed conversations on these and other subjects such as motivation to take place.

In response to a question by Councillor Hassall, the Chief Operating Officer stated that pilot work would be carried out with a view to introducing more formalised succession planning, which would improve retention rates.

Having noted the importance of identifying champions, the Chief Executive advised that without the Strategy the Council's ability to deliver its services would be affected.

Caroline Easter confirmed that the Employee Representatives Group had been involved and was satisfied with the way the project was proceeding.

23 HR POLICY UPDATE

By means of a report by the Strategic HR Manager (a copy of which is appended in the Minute Book) the Committee was acquainted with the outcome of reviews of the following policies:

- IR35 Off Payroll Working Regulations: Status Determination Disagreement Process;
- Disciplinary Policy and Procedure;
- Sickness Absence and Attendance Policy;
- Volunteer Policy; and
- Redundancy Policy.

In response to a question by Councillor West, the Strategic HR Manager informed the Committee that the Council had several measures in place in relation to menopause and that she would investigate obtaining Menopause Friendly Accreditation. Following further questions the Strategic HR Manager also agreed to clarify whether references to calendar days in the Disciplinary Policy and Procedure included weekends and explained that the trial period contained in the Redundancy Policy was prescribed in legislation. Finally, she confirmed that the Council was working towards providing support for volunteering. Whereupon, it was

RESOLVED

that the Policies appended to the report now submitted be endorsed:

- IR35 Off Payroll Working Regulations: Status Determination Disagreement Process;
- Disciplinary Policy and Procedure;
- Sickness Absence and Attendance Policy;
- Volunteer Policy; and
- Redundancy Policy.

24 REPRESENTATIVES OF EMPLOYEES

No matters were identified for consideration.

Chair

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Workforce Strategy – Introduction and Pillar 1
(Attraction and Retention)

Meeting/Date: Employment Committee – 07 February 2024

Executive Portfolio: Cllr Lara Davenport Ray (LDR)

Report by: Strategic HR Manager (NB)

Ward(s) affected: N/A

Executive Summary:

As presented at the November 2023 Employment Committee we have commenced work on the Workforce Strategy and are pleased to bring to Members the introduction and first “pillar” of the Strategy – Attraction and Retention. The remaining two pillars will be brought to subsequent meetings as will the action plan which will show all of the detailed steps planned to achieve the strategy.

Employees from across HDC have been given the opportunity to feed into the strategy with over 100 employees attending engagement sessions either online or face to face. External research has also ensured that we are capturing best practice and industry standard approaches.

Overall, this strategy is working to achieve one of the actions under priority three of the Corporate Plan that is focused on ‘Delivering good quality, high value-for money services with good control and compliance with statutory obligations’.

Recommendation(s):

The Committee is asked to consider and endorse the Strategy.

1.0 PURPOSE OF THE REPORT

- 1.1 The report draws Committee attention to the Workforce Strategy and ask for endorsement to implement the use of it.

2.0 WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Under Priority 3, ‘Deliver good quality, high value-for-money services with good control and compliance for statutory obligations’, of HDC’s Corporate Plan one of the identified actions was to “Deliver a renewed Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and to ensure that we can continue to attract, retain and nurture talent.”
- 2.2 To achieve this action a project was started to understand what the workforce strategy needed to be and then to engage with our workforce to ensure that the strategy is truly collaborative and reflective of our staff views.
- 2.3 As presented at the November 2023 Employment Committee there have been a number of engagement activities in launching the project with the most recent area being completed the engagement on the first “pillar” of the strategy Attraction and Retention. The feedback from these sessions and from our external research has provided the data to create the priorities of the first pillar of the strategy which is being presented to Committee.

3.0 KEY IMPACTS / RISKS

- 3.1 The world of work is changing at a faster rate than ever before and HDC needs to be ready for these changes. This strategy will give us the framework and direction to ensure we are ready to meet the challenges of now and in the future. The strategy will impact across our entire workforce and whilst not all actions will impact everyone, everyone will be impacted by some. This is why we have dedicated time to our engagement work to ensure we have captured as much feedback and ideas as possible, and whilst it may not be possible to implement all of the ideas either immediately, or at all, we will ensure feedback is given on the reasons for this.

4.0 WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 The implementation for the strategy is in a three stage approach, as we will launch each “pillar” following each engagement piece.
- 4.2 The timetable for this means that Pillar 2, Engagement, will come to Employment Committee in April 2024, and Pillar 3, Wellbeing, will be presented in June 2024. Alongside the full strategy we will also present the supporting action plan to Employment Committee in June. This action plan will show what we expect to do as a Council to achieve the strategy.
- 4.3 Whilst the action plan is being worked on it does not mean Officers are not already either working on or launching some of the priorities that are being recommended.

- 4.4 These areas include improving our recruitment webpages and launching targeted recruitment campaigns where the need exists. This work is a direct step towards developing a strong position in the employment market and attracting the best candidates to the Council.
- 4.5 Officers are also currently working on a management development training plan which is due to be launched this year and Officers are working on a succession planning model which will be trialled later this year with a plan to roll out across the whole council. This will help deliver positive actions to support the need to retain and develop the workforce.
- 4.6 Other actions will take longer due to the nature, such as creating an Employee Value Proposition as this is a large project with a number of activities associated to it.

5.0 LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES *(See Corporate Plan)*

- 5.1 This is a direct action of the Corporate Plan under Priority 3: Delivery good quality, high value-for-money services with good control and compliance for statutory obligations

6.0 CONSULTATION

- 6.1 All staff have been given the opportunity to provide feedback and ideas into what we do well in attraction and retention and what we need to do as a council to ensure we are fit for our workforce now and in the future, over 100 employees attended these sessions which were held across the majority of HDC sites and were held online and in person.
- 6.2 In addition, we have also engaged with the Senior Leadership Team, UNISON and ERG to gain their feedback and we have held a session for this Committee to provide any input.

7.0 REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 Adoption of the strategy will ensure we are working towards what our employees need now and what they will need in the future and we will be achieving one of the actions to support the Corporate Plan.

8.0 LIST OF APPENDICES INCLUDED

Appendix 1 – Workforce Strategy Introduction and Pillar 1

CONTACT OFFICER

Name/Job Title: Nicki Bane
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Workforce Strategy



I am pleased to introduce the first part of our Workforce Strategy for Huntingdonshire District Council.

A workforce strategy is about collaboratively working together to define the organisation we want and need to be - not only now but for our future.

With that said, this strategy has been developed with you, our staff. Developing a workforce that feels connected to and can meet the current and future needs of our residents is vital if we are to achieve the ambitious outcomes set out in our Corporate Plan.



Our iCare values provide an excellent foundation for us to build upon but this strategy goes a step further. It sets out how we will address the workforce challenges we face.

People's needs and expectations of work are changing. Our aim is to build a workforce where there are opportunities for development and growth, and where every staff member feels valued, included, and appropriately rewarded.

As the world evolves, so do the needs and expectations of our workforce. The recent pandemic has accelerated this transformation, opening up new possibilities and ways of working. Looking to the future, we must ensure we have the right resources and skills to equip us for the challenges it may bring.

We are committed to supporting the well-being of staff as well as attracting, retaining, and growing our workforce, particularly in hard-to-recruit areas. Our focus is on creating compelling career pathways that benefit not only our staff but also contribute to the broader well-being of our community.

It is a privilege to lead a workforce with such a diverse range of skills and experience who provide such important services to Huntingdonshire residents every day. Whether you are an existing member of staff or thinking of joining us, thank you for taking the time to consider our Workforce Strategy.

Michelle Sacks, Chief Executive Huntingdonshire District Council

What is the Workforce Strategy?

At the heart of our council's success is our ability to attract, develop, and retain a talented workforce who truly connect with, and deliver, our priorities and values. This is what a Workforce Strategy delivers.

The Workforce Strategy provides a framework for how we are going to achieve the vision set out in the Corporate Plan. It sets the roadmap we will follow and the broad areas that are our priorities for delivery. Like all good strategies, it does not prescribe the detailed actions we will take. It will be regularly reviewed to ensure it is still fit for purpose and will change if the evidence supports new approaches being introduced.

We are renewing our Workforce Strategy to prepare the council for the changing skills needed in its future workforce and to ensure that we can continue to attract, retain, and nurture talent. This strategy will encompass the well-being, happiness, and inclusion of our staff. Whilst looking to offer varied and fulfilling careers that are adaptable in an ever-evolving work environment. We know that to have the best talent we need to invest in our employees; so we will look to develop and grow our talent where possible



Why do we need one?

A talented and aligned workforce is crucial for bringing our priorities to life and ensuring the organisation delivers on its outcomes.

Getting it right delivers significant benefits:

- ✓ **Higher quality services for our customers, greater staff engagement and retention, and lower levels of stress.**
- ✓ **Value for money services through ensuring our workforce is the right size, as direct people costs make up circa 40% of the council's expenditure, the cost of getting it wrong can be significant.**
- ✓ **Assurance that organisational priorities can be delivered with a workforce aligned to the operating model.**
- ✓ **A competitive advantage by having a skilled and innovative workforce.**

Developing the strategy

At the heart of the Workforce Strategy are our staff which is why we have involved them at every step of the way. So far this has involved:

- Regularly engaging with Employee Rep groups and a number of staff who are acting as our Workforce Strategy Champions
- Testing our initial thoughts on the content of the Workforce Strategy and running interactive workshops with over 100 staff attending from across the Council to shape the ideas we recommend
- Undertaking external research to understand industry best practice and take learnings that we can bring to Huntingdonshire District Council.



Key areas to focus on

The workforce strategy has been broken down into 3 key areas or “Pillars” that cover the core areas that needs to be focused on to be an employer of choice. This part of the strategy explains the key priorities under Attraction and retention.

Recruitment

- A large focus on the work we do, will be on recruitment as we move to attract top talent into the business. To do this we need to develop a strong Employee Value Proposition (EVP), this will help us to sell the organisation. An EVP simply put is the value, through benefits, rewards and culture, that we can offer to potential new employees in return for their talent, skills and experience.
- To help build a workforce for the future and to fill any potential skills gaps there should be a plan to grow our own talent through apprenticeships and training posts.
- Once the right people have been in sourced there needs to be an effective onboarding and induction programme, this will help to retain the talent that has been found.

Learning and Development

A key part of retaining our staff will be:

- Ensuring that they are trained to effectively undertake their roles with key competencies being covered, this will be through formal courses and informal on the job training.
- Creating career pathways will also help to develop our staff and give a route to progression opportunities within the council.
- A focus on diversity and inclusion across the organisation ensuring that we embrace all employees and their differences.

Reward

This is ensuring that Huntingdonshire District Council has:

- A competitive rewards package for our employees, including pay, benefits such as pension, high street discounts and by proving financial guidance & support to those who want it.
- Support to our employees and ensuring that we have flexible ways of working in a hybrid world.
- A focus on performance output rather than attendance.

Future ways of working

With a decreasing pot of government funding, rising costs and inflation and greater pressure on our services we will need to find ways to save money or generate income in order to continue providing high-quality services. As a result of this, the council will not be able to continue to work in the same way and we will have to work out how to do more with less.

A key element of our Corporate Plan sets out that Do, Enable, Influence is a key strategic response to these challenges for the Council. We will play more of an enabling role and will make more use of partnership working and empower people to reduce demand for traditional public services.

DO. Using all our services and ways of working to best serve Huntingdonshire.

ENABLE. Huntingdonshire residents and businesses to thrive by listening and working with them.

INFLUENCE. Partner organisations and stakeholders by creating a shared vision that benefits Huntingdonshire.

The results of feedback, ideas and input from across the workforce has told us that we need to be:

Customer Focused – ensuring residents, contractors, members, and colleagues receive the best customer service at all times and are treated with respect.

Understanding of Council values and priorities – we all need to be very clear about the direction of the organisation and understand how they contribute to achieving our priorities.

Flexible, adaptable, and innovative – to deal with a changing environment as well as finding innovative ways to deliver services considering the need to drive down demand and make the best use of technology.

Able to deliver effective hybrid working – supporting managers and employees working in a hybrid world.

Outcome focused and high performing – whatever we do will need to have identifiable outcomes and meet the needs of our residents. We will need to work to the best of their ability and give 100%.

Well led and managed – with managers who demonstrate visible, fair, and pro-active leadership ensuring that our staff are supported, and where poor performance is identified it is managed effectively.

Working in a safe, healthy, and supportive environment – ensuring that we are safe at all times and work in a healthy and supportive environment enabling them to be at their best.

Engaged, motivated and resilient – we all need to feel well informed, clear on the direction of the organisation and resilient to meet the challenges that lay ahead.

Next steps

1

We will provide continuous communication back to the organisation, including a 'what are we going to do' page and appropriate comms to all staff.

2

Follow the relevant governance procedures to ensure that the strategy and subsequent action plan are delivered.

3

Ensure we monitor impact, with the following as initial metrics:

- Feedback: from managers and staff via briefings
- Staff survey(s)
- Employment Committee Data reporting:
 - Staff turnover
 - Staff sickness
 - Success of Recruitment campaigns
 - Staff with Performance Development Reviews and Plans in place Staff
- Satisfaction rates from Engagement Surveys.

Workforce Report

Quarter Three 2023-24

Executive Summary

This report looks at the workforce profile of Huntingdonshire District Council during the third Quarter of the financial year, 01 October 2023 to 31 December 2023.

The key findings from the workforce profile report are:

- The permanent/fixed term employed workforce headcount is 650 and the full-time equivalent (FTE) total is 591.2 as of 31 December 2023. This is higher than at the end of the previous Quarter where the headcount was 629 and the FTE 571.5. These figures do not include our variable or contingent workforce.
- Forecasted spend on pay costs for employees is estimated to be £686,950. lower than expected against a budget of £27,848,427 In contrast to this there is an estimated overspend of £1,027,604 on contractors and agency staff against an expected spend of £306,015. Netting out at an overspend of circa £340,000 against staffing budget when the underspend and the existing budget are taken into account.
- Turnover has decreased to 13.4% from the 13.7% reported in the previous Quarter with the top reason for leaving being job change the next being other reasons. The areas with the highest turnover in this Quarter are Planning, Operations and Corporate Services.
- Due to the nature of the work within Operations it is expected to see their turnover being higher than other departments. Planning remains high but this is as a result of the annualised figures. Corporate services is a small and diverse team and having 2 leavers in the area has impacted the % dramatically.
- Turnover continues its downward trend and is now below the national averages. This is in line with expectations as we see a shrinking jobs market due to the current economic climate.
- The number of roles advertised in the quarter has decreased compared to the previous quarter, with 41 roles advertised compared to 65 the previous quarter. The number of offers made decreased from 80 in the previous Quarter to the 59 in the current Quarter. The most difficult areas to recruit to within HDC are Planning and Leisure.

- The updated careers website successfully launched in October. The website promotes HDC as an employer of choice and now includes a 'staff stories' page which highlights the positive experiences of our colleagues and showcases that we truly are a flexible employer that values and invests in our staff.
- There have been a number of engagement activities within the quarter including the engagement sessions for the workforce strategy first pillar, nominations for the iCare awards and welcoming 4 industrial placement students from Cambridge Regional College.
- The annual average sickness figure has decreased to 7.8 days lost per FTE from 8.2 days per FTE reported for the previous Quarter and has also decreased compared to the same Quarter last year (Q3 2022/23 8.4 days lost).
- Sickness has come down in the quarter, although this is partially driven by the change in headcount. It can be seen that short term sickness has increased with the top reason for absence colds, which is expected at the time of year. Sickness continues to be managed closely as can be seen in the case work stats.
- The HR caseload increased in this Quarter compared to previous one. 67.6% of the active cases managed in the Quarter related to sickness absence management. 77.4% of cases were managed informally.
- Included in this quarters report is the annual gender pay gap report, this does show a move from last years results but this is mostly driven by female leavers in senior positions, but the results are still strong in comparison to the national average.
- The work that has commenced on the workforce strategy is moving towards an important commitment, an action within the Corporate Plan, and is focused on our future needs for our workforce. This work will support all aspects of HDC employment going forward.

Authors: Strategic HR Manager and HR Manager
 Contributors: Finance Business Partner, HR Advisor; Resource and Talent Development Manager; L&D Business Partner; Health & Safety Manager
 Date: 18 January 2024

CONTENTS

1.0	Employee Profile.....	5
1.1	Headcount and FTE	5
1.2	Workforce by Contract Type.....	5
1.3	Paybill	6
1.4	High earners.....	7
1.5	Leavers	7
1.6	Turnover	8
1.7	Recruitment Metrics	8
1.8	RECRUITMENT CHALLENGES/SUCCESSSES	10
1.9	Employee Engagement.....	10
1.10	Time off for Trade Union Duties.....	11
2.0	Sickness Absence	13
2.1	Trend of Working Days Lost Across HDC.....	13
2.2	Trend of Working Days Lost Across HDC by Quarter.....	14
2.3	Reasons For Sickness Absence	14
2.4	Sickness Absence Breakdown.....	15
2.5	Sickness Absence Reporting by Service	15
3.0	HR Caseload.....	16
3.1	Breakdown of HR cases by Type	16
4.0	Equalities Data	18
4.1	Workforce by Age and Grade	18
4.2	Workforce by Gender	18
4.3	Employees by Grade and Gender	19
4.4	Workforce by Ethnicity.....	19
4.5	Disability Data	19
4.6	Gender Pay Gap.....	19

5.0 Accident / Incident Reports23
4.1 OPERATIONS SERVICES.....23
4.2 OFFICE-BASED PREMISES24

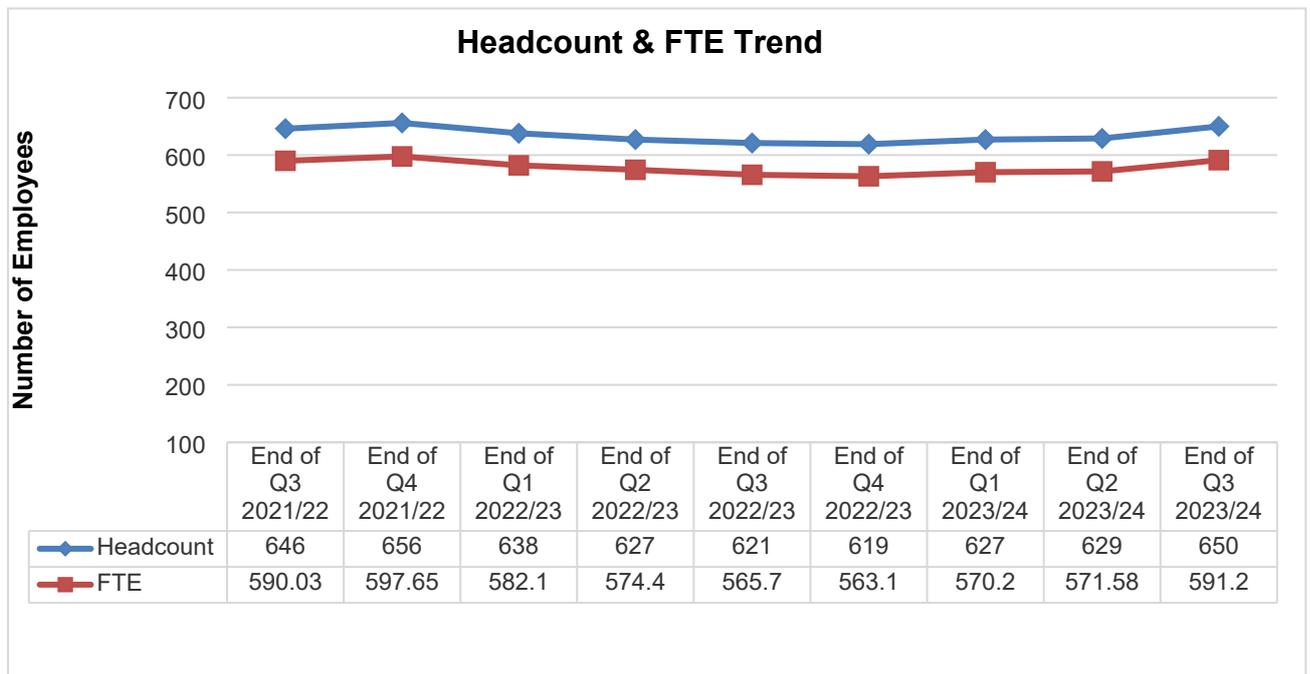
1.0 EMPLOYEE PROFILE

Definition: Headcount is the number of employees working within the Council, counting primary roles only.

A **full time equivalent** (referred to as FTE) is a measure of an employee's workload to make the position comparable across the workforce based on a 37-hour full-time working week. For example, an FTE of 0.5 indicates that the employee works half of a full-time working week (18.5 hours).

1.1 HEADCOUNT AND FTE

At the end of Quarter One (31 December 2023), the total number of permanent and Fixed term employees employed by Huntingdonshire District Council was 650 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 591.2



1.2 WORKFORCE BY CONTRACT TYPE

Data on Variable employees (zero hours basis contracts) is included in the below table. However, data on Variables are not included in the other areas of the workforce reporting. Variables are typically employed in multiple positions across Leisure services; though a small number of Variables are employed in Operations, Recovery Services, ICT. At the end of Q3 HDC had 437 individuals employed in 911 posts. This is a decrease from quarter two. This decrease is partly driven through a data cleansing exercise and variables that have not worked for a number of months have been removed from the HR system.

Below table numbers may vary as includes employees with multiple contracts/ positions.

Employment Type	Quarter Three	Quarter Two
Fixed Term	46	41
Permanent	586	574
Secondment/Acting Up	23	18
Grand Total	657	633
Variable employees	437 (911)	448 (975)

1.3 PAYBILL

The following table shows the Council's budget, forecasted spend on pay costs (including National Insurance and pension contributions) for all employees but excluding hired staff (contractors and agency staff). Forecasted spend on pay costs for employees is estimated to be £686,950.27 lower than budget. In contrast to this there is an estimated overspend of £1,027,604 on contractors and agency staff compared to a budget of £326,015. Netting out at an overspend of £340,654 against staffing budget when the underspend and the existing budget are taken into account.

Year	Budget (£)	Actual (£)	Forecast (£)
2015/16	22,555,973	20,779,737	
2016/17	22,526,917	21,903,947	
2017/18	24,591,631	23,536,053	
2018/19	25,230,515	23,192,646	
2019/20	24,871,268	23,941,696	
2020/21	25,679,601	24,240,402	
2021/22	25,377,310	25,421,307	
2022/23	27,848,427		27,161,477

We have been asked to provide a further summary of the spend on agency staff, as we have detailed there is an overspend in the budgeted amounts but generally agency staff are called in to cover unplanned events such as sickness absence. The areas that use agency the most are our operational teams, where we see approximately 70% of the cost, with the highest being areas Street Cleansing and Waste Management. The use of agency in these areas is to ensure that service delivery maintained. The operations team are currently reviewing their use of agency staff to establish if things can be managed differently going forward to reduce the reliance on these workers.

1.4 HIGH EARNERS

Definition: High earners are classified as employees who are paid at £50,000 or above. This information is already published annually in line with the Government's commitment to improve transparency across the public sector and the target hasn't changed since it was introduced. The Councils pay policy distinguishes authorisation of salaries over £75,000 per annum.

At the end of Quarter Three 52 employees were paid at FTE salaries of £50,000 or above, representing 8% of the total workforce. 1.5% of the workforce are paid salaries over £75,000. The total number of employees classed as high earners is has decreased since the previous Quarter (53).

1.5 LEAVERS

During Quarter Three, 19 full-time/part-time employees on permanent or fixed-term contracts left the organisation, which is higher than the total leaving in the previous Quarter (18).

8 of the leavers from Q3, resigned to take up other posts with either commercial or public sector employers, this is a slight increase from the 7 in last quarters report. There were 2 individuals who retired that had a combined Service with local government of 39 years.

Leaving Reason	Fixed Term	Permanent	Total
Voluntary Resignation	2	13	15
Retirement	0	2	2
Dismissal – Misconduct	0	1	1
Dismissal – Ill Health	0	1	1
Total	2	17	19

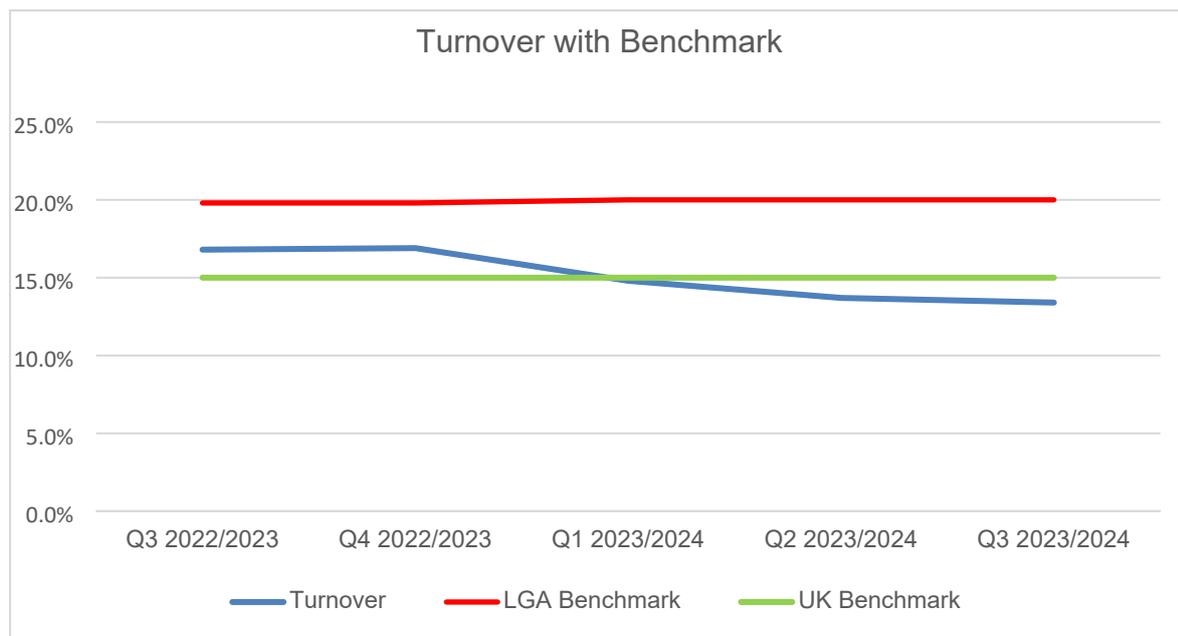
The table below show the above leavers service and whether they left voluntarily or not.

Service	Involuntary	Voluntary	Total	Turnover by Service*
Planning	0	2	2	4.44%
Operations	2	4	6	4.30%
Corporate Services	0	2	2	3.39%
COO Division	0	4	4	2.88%
3C-ICT	0	2	2	2.44%
Leisure and Health	0	2	2	1.94%
Strategic Insights and Delivery	0	1	1	1.65%
Total	2	17	19	

* Turnover calculated by leavers against service size (head count, based on average size of the service across the quarter)

1.6 TURNOVER

In the 12 months to 31 December 2023, 86 employees left the Council. As a proportion of the average number of permanent/Fixed Term employees over this period, the overall annual turnover rate for employees is 13.4%, which is lower than the previous quarter.



Turnover continues to decrease this is in line with what we are seeing in the current employment market where the number of vacancies decreased, this is a continuing trend which is expected to continue in the current financial climate.

1.7 RECRUITMENT METRICS

Recruitment activity has decreased from last quarter which is what you'd expect given the particularly busy nature of Q2.

Of the 59 offers made 10 were existing HDC staff, promoted or moving into other positions around the council. The HR team will continue to support the business with creating opportunities to grow and develop our workforce, careers, and mobility around services.

Advertised Roles	Q3 22/23	Q4 22/23	Q1 23/24	Q2 23/24	Q3 23/24
	30	48	39	65	41

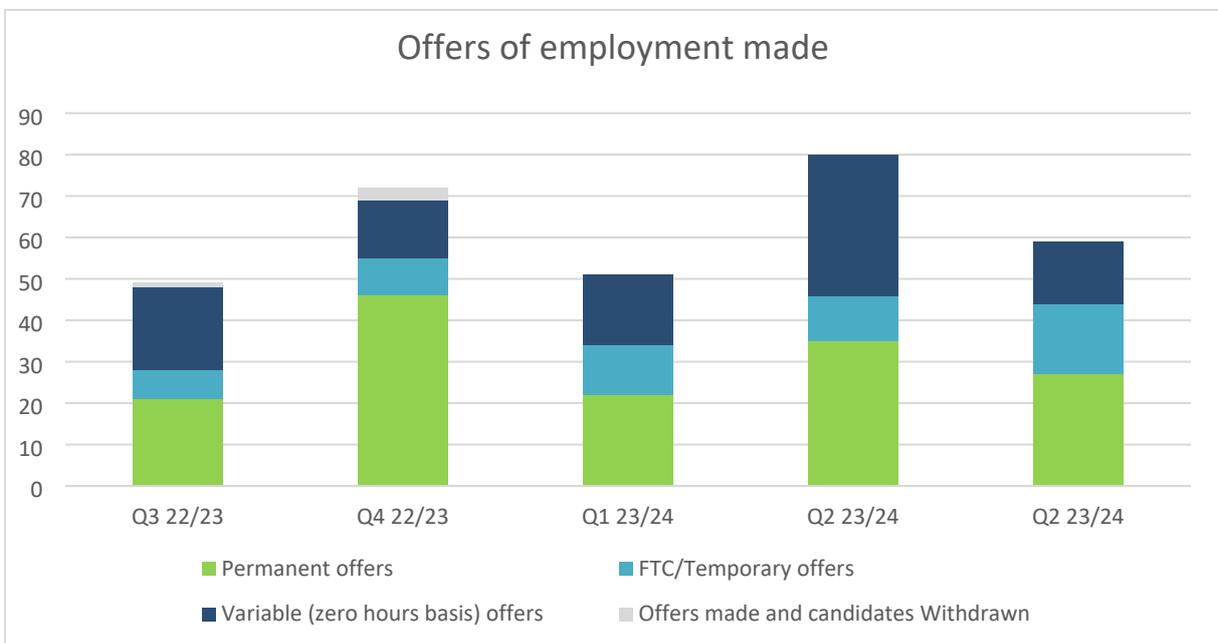
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Advertised Roles per business area	Q3 22/23	Q4 22/23	Q1 23/24	Q2 23/24	Q3 23/24
ICT	3	2	4	5	5
Corporate Services (HR, Finance, Facilities, Dem Services)	5	3	6	6	4
COO (Development/Planning, Community, Revs & Bens, Customer Services)	12	3	6	11	5
Strategic Housing & Growth	3	2	0	1	0
One Leisure	6	18	7	11	12
Recovery Services (Car parking; Countryside, Parks & Open Spaces)	5	0	9	9	0
Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	11	17	3	22	12
Executive/Transformation/Communications	0	3	4	0	3

Number of candidates applied	Q3 22/23	Q4 22/23	Q1 23/24	Q2 23/24	Q3 23/24
	183	296	356	341	322

The most popular source of recruitment for candidates offered employment are:

- The HDC website
- Internal applicants
- External website (Indeed/LinkedIn/Facebook)



1.8 RECRUITMENT CHALLENGES/SUCCESSSES

We have now launched our improved careers website to promote HDC as an employer of choice which now includes a 'staff stories' page which highlights the positive experiences of our colleagues. Following a successful trial of an online application form, this has also been launched which improves the experience of our candidates. The data shows a significant improvement in our reach of candidates with a 75.95% increase from Q3 22/23 to Q3 23/24.

Following challenges with recruitment within our Planning Team, work has been underway to develop a microsite dedicated to career opportunities in Planning. It's an incredibly exciting time to join HDC particularly given the Huntingdonshire Futures, the Climate Strategy and the Local Plan and the new microsite will showcase why we are the place to work, more than any other council. We have commissioned a video creator who came onsite for a day in December to film colleagues as well as on location at St Neots East to capture what career opportunities HDC can offer. We plan to launch the campaign and microsite in January 2024 and will provide an update in Q4.

1.9 EMPLOYEE ENGAGEMENT

Activities that have taken place in the last quarter to help support employee engagement and aid in retention the following activities have taken place:

- We commenced with our Workforce Strategy engagement sessions, focussing on the first pillar of Attraction and retention. There were over 100 employees who attended across the sessions where they have provided invaluable input for the creation of the strategy.
- We have welcomed 4 Industrial Placement students from Cambridge Regional College (CRC), including 2 returners from last year. These placements allow college students the opportunity to gain valuable work experience while bringing new ideas to HDC and allowing us to be showcased at CRC as a potential place of work for their students in the future
- We once again opened up our nomination window for our annual iCare awards and we were thrilled that we smashed the number of nominations from last year with over 100 nominations being made across the organisation showcasing the exceptional work our teams do. The awards ceremony is being held on the 24th of January.
- In partnership with Reed and the DWP we have been able to invite eligible employees to take part in a mid-life MOT programme that provides a physical and financial check for staff. To date 8 employees have signed up to take advantage of this offer.

- The Level 5 Leadership and Management apprenticeship cohort was launched on 4th September this cohort is an open cohort working together with a cohort from Lambeth Council. The Level 7 Leadership and Management apprenticeship launched on 18th October with 7 staff keen to get started.

Planned future activities are:

- We will continue to engage with our staff on the workforce strategy, holding engagement groups for pillars 2 and 3, Engagement and Wellbeing.
- For the next level apprenticeship courses to start and our level 3 cohort in Leadership and management to complete their apprenticeships. Following the success of this level there is work underway to see when and how we can offer another cohort.
- Continue to work with managers and individuals to explore apprenticeship opportunities and to provide up to date apprenticeship information when required.

Apprenticeships

From the beginning of October through to the end of December 2023 Learning and Development have signed up 12 new apprenticeships; 11 are existing employees and 1 is a new apprentice contract. Unfortunately, one of the Level 5 apprentices made the difficult decision to drop out due to ill health. One of the Level 3 Leadership and Management cohort have left HDC after gaining a distinction for their apprenticeship. During December most of the Level 3 cohort are undertaking their End Point Assessment and the results will be confirmed during the next quarter.

The figures shown in the table below are as at the end of December 2023.

Q	Live apprenticeships	Level 3	Level 4	Level 5	Level 6	Level 7	Signing up
Q3	56	29	7	10	1	9	12

1.10 TIME OFF FOR TRADE UNION DUTIES

Following the agreement of the Time off for Trade Union Duties this report will capture the facilities time for Stewards. The details in quarter 3 are:

Period	Training Hours	Official Duties Hours
--------	----------------	-----------------------

Q1	111	22
Q2	0	41
Q3	37	25.5
Q4		

The training hours are reflective of new Steward training.

As requested ERG hours will now be presented, however due to the timing of the request this will not be fully captured until the June report. Details of Q3 held are:

Period	Training Hours	Official Duties Hours
Q1		
Q2		
Q3	0	44.5
Q4		

In line with UNISON, ERG reps are granted reasonable time to complete their duties, but it is a statutory requirement to capture and report only trade union official's time.

2.0 SICKNESS ABSENCE

Definition: Long term sickness is classified as a continuous period of absence of 28 or more calendar days. All other periods of absence are defined as **short term**.

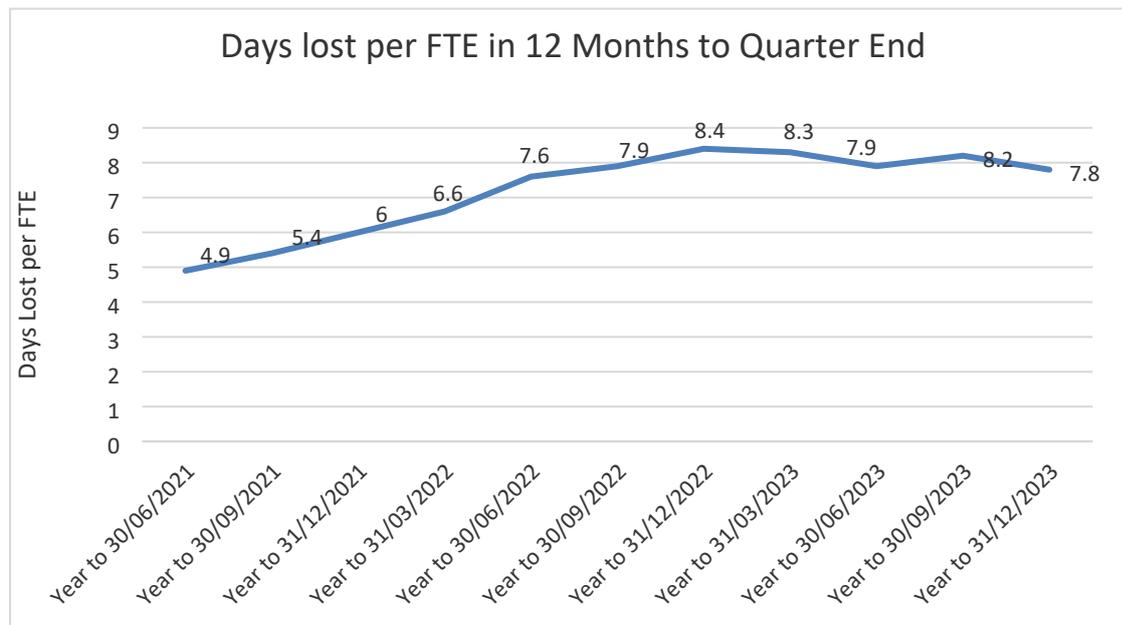
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

Trigger points for management action under HDC policy are as follows:

- 3 or more periods of absence in a rolling 3-month period
- 6 or more periods of absence in a rolling 12-month period
- 8 working days or more in a rolling 12-month period
- Long term absence of 28 calendar days or more
- Pattern of absence (e.g., regular Friday and/or Monday; repeated absences linked to holidays)

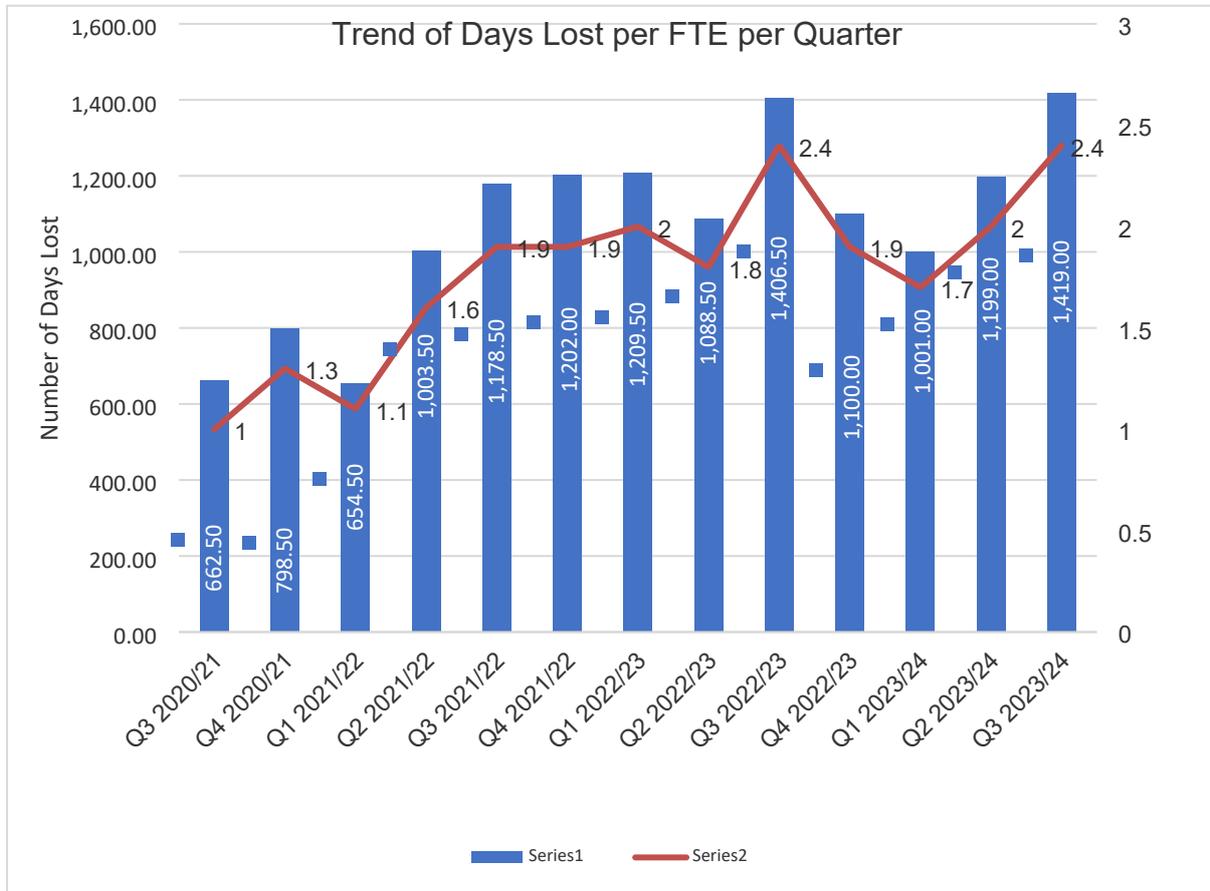
2.1 TREND OF WORKING DAYS LOST ACROSS HDC

The graph shows the trend in sickness absence per FTE employee over a rolling period to the end of each Quarter since June 2021. It shows that sickness absence to the end of Quarter Three has decreased, to 7.8 days per FTE.



2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Three (1419) this is higher than in the previous Quarter; as is the days lost per FTE (2.4) for sickness absence.



179 employees were absent due to sickness in Quarter Three which is 27.8%* of all those employed during the period (excluding those with variable/casual posts only).

(*percentage is based on average headcount during Quarter)

2.3 REASONS FOR SICKNESS ABSENCE

Please see the top 5 reasons for sickness absence by category below: -

Absence Reason	Days Lost	Employees	Percentage
Cough cold flu influenza eye ear nose and throat problems (including infections)	199.5		14.1%
Musculoskeletal problems inc back and neck	196		13.8%
Stress Anxiety Depression (Personal)	190		13.4%

Injury fracture	139	9.8%
Surgery/Operation	139	9.8%

2.4 SICKNESS ABSENCE BREAKDOWN

Days lost due to long-term sickness has increased in Q3, from the previous Quarter. The % of absence increased due to the reduction in headcount.

Quarter	Total days of long-term sickness	Total Working days lost (Short term sickness)	% of total absence long-term	% of total absence short-term
Q2 2022/23	647 (11)	441.5	59.40%	40.60%
Q3 2022/23	771 (15)	635.5	54.82%	45.18%
Q4 2022/23	348 (8)	752	31.6%	68.4%
Q1 2023/24	590 (11)	411	58.9%	41.1%
Q2 2023/24	820 (20)	379	68.3%	31.7%
Q3 2023/24	878 (24)	541	61.8%	38.2%

*Brackets denotes number of employees absent.

2.5 SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows the sickness by service. It can be seen it has decreased from last quarter in 7 services, and increased in 2, compared to the last quarter.

Service	Number Employees absent in Quarter 3	Total days sick Q3	Total days sick Q2	
Chief Operating Officer	41	378.5	353.5	↑
Corporate Services	15	37	61	↓
Digital & ICT Services	29	224.5	134.5	↑
Executive	0	0	1	↓
Growth	1	2	12	↓
Leisure and Health	24	99	30	↑

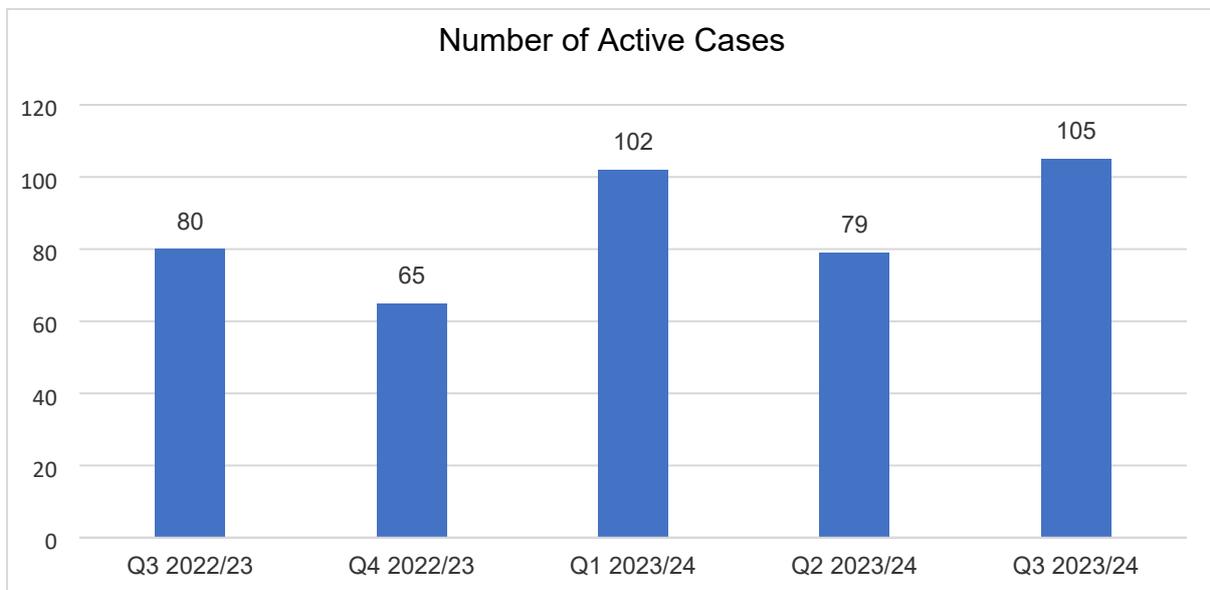
Operations	41	426	465	↓
Planning	13	22	16	↑
Strategic Insights & Delivery	15	230	126	↑
OVERALL	179 (27.8% of HDC employees*)	1419	1199	↑

*percentage is based on average head count during Quarter.

3.0 HR CASELOAD

The HR Team's caseload is recorded to provide an indicator of the type of HR issues that the organisation has been dealing with over the last 12 months.

3.1 BREAKDOWN OF HR CASES BY TYPE



During Quarter Three, there were 105 cases in progress, of which 22 were dealt with under formal procedures. The Overall total was higher than in the previous Quarter, with cases for the previous Quarter also shown below for comparison purposes.

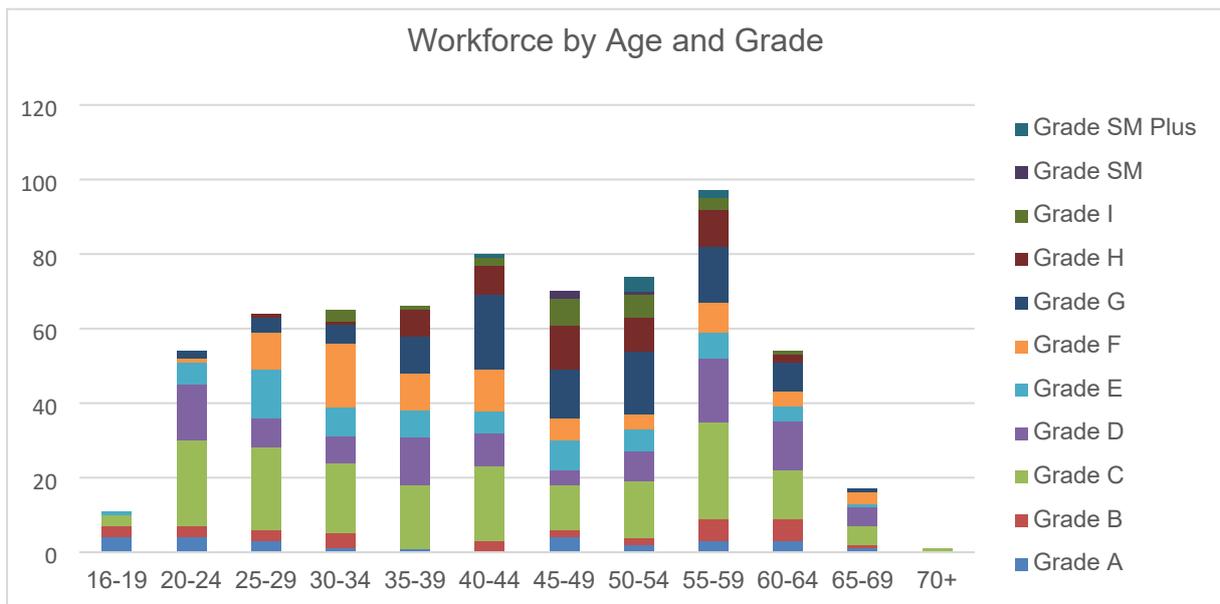
Type of Case	Informal Cases	Formal Cases	Total Q3	Previous Quarter
Appeals	0	0	0	0
Capability – Sickness	55	16	71	45
Capability – Performance	2	0	2	1
Consultations (including TUPE)	0	0	0	0
Bullying and Harassment	1	0	1	1
Disciplinary	11	2	13	8
Employment Tribunals	0	1	1	0
Flexible Working Requests	8	0	8	12
Grievance	1	2	3	5
Probation	1	0	1	2
Subject Access Request	0	1	1	0
Other	4	0	4	5
Total	83	22	105	79

4.0 EQUALITIES DATA

Equality Data may be presented using percentages and not specific numbers as in some cases the sharing of specific numbers would mean that a small group of people could be easily identified.

4.1 WORKFORCE BY AGE AND GRADE

The number of employees by 5-year age band is depicted below by pay grade. Please note that where an employee has two jobs on different grades, they have been counted within their age band against both grades.

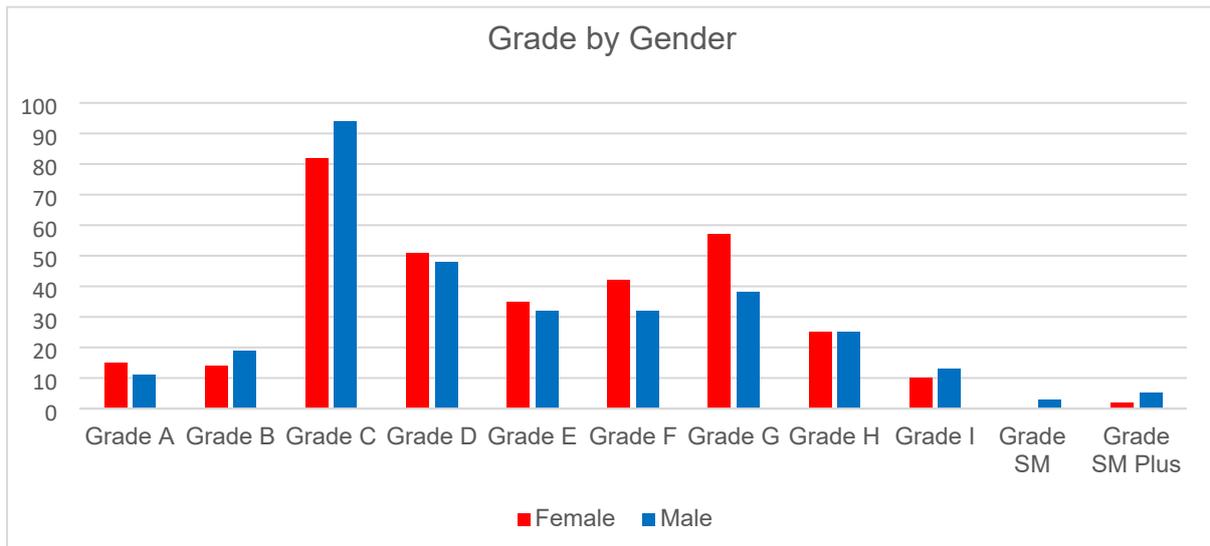


For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.

4.2 WORKFORCE BY GENDER



4.3 EMPLOYEES BY GRADE AND GENDER



4.4 WORKFORCE BY ETHNICITY

Ethnicity	% of workforce
Asian	1.85%
Black	1.54%
Mixed	1.23%
Other	0.77%
White	81.69%
Not Declared	12.92%

4.5 DISABILITY DATA

Disability Status	% of work force
No	72.15%
Yes	10.92%
Not Declared	15.38%
Not Known	1.54%

4.6 GENDER PAY GAP

Employers with 250 or more employees must publish figures externally comparing average pay by gender across the organisation. This data is produced and published annually, as per the regulations. The below report published in line with the regulations, relates to data as at 31 March 2023. This data will not be repeated in Q1,2 and 4 reports.



Huntingdonshire

DISTRICT COUNCIL

Gender Pay Gap Report – March 2023

Introduction

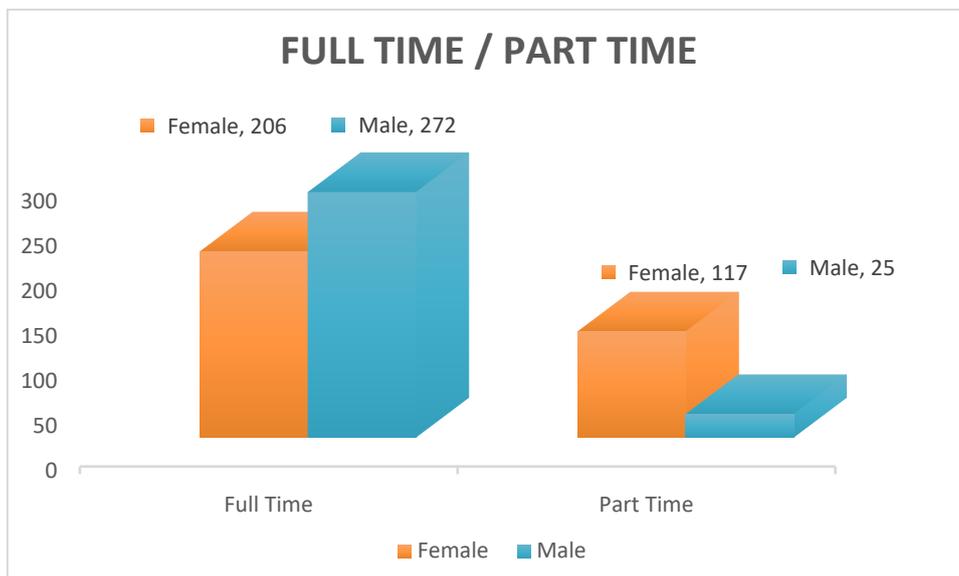
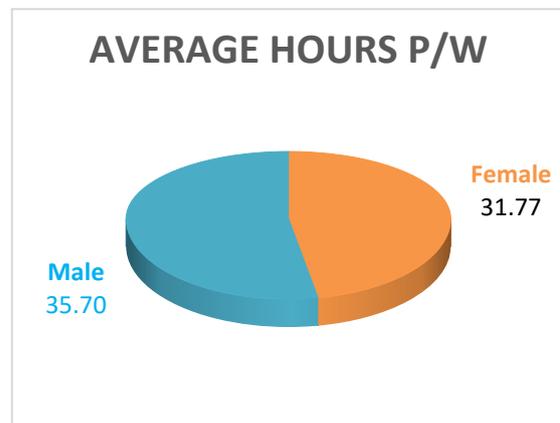
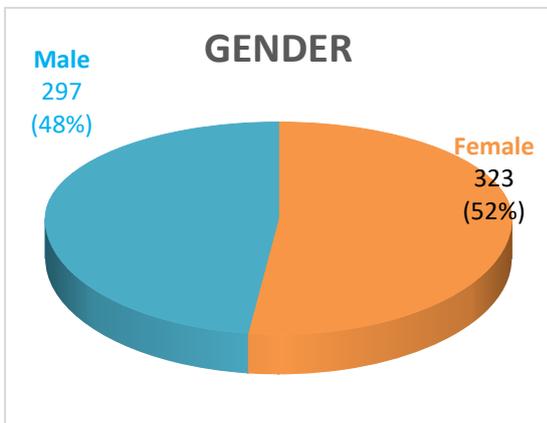
The Gender Pay Gap legislation requires all employers with 250 or more employees to publish their gender pay gap information annually. For Local Government, this is based on employees employed as of 31st March 2023.

The gender pay gap shows the difference in average earnings between men and women and is based on average hourly earnings. The calculations are based on differences between the average hourly earnings of men and women, as a proportion of average hourly earnings for men.

A positive pay gap figure shows that women are earning less per hour than men, on average, whereas a negative figure shows women are earning more per hour on average than men.

Workforce Information

Total employee headcount on our snapshot date of 31st March 2023 was 620.



Gender Pay Gap Results – March 2023

Mean Pay Gap

(Average hourly rates and percentage difference)



Office for National Statistics:

Details published by the ONS for April 2023 show that the national pay gap was 7.7%, and specifically for Local Government was 6.9%. Average hourly pay for women in Local Government was £13.56 and for men was £14.57.

Median Pay Gap

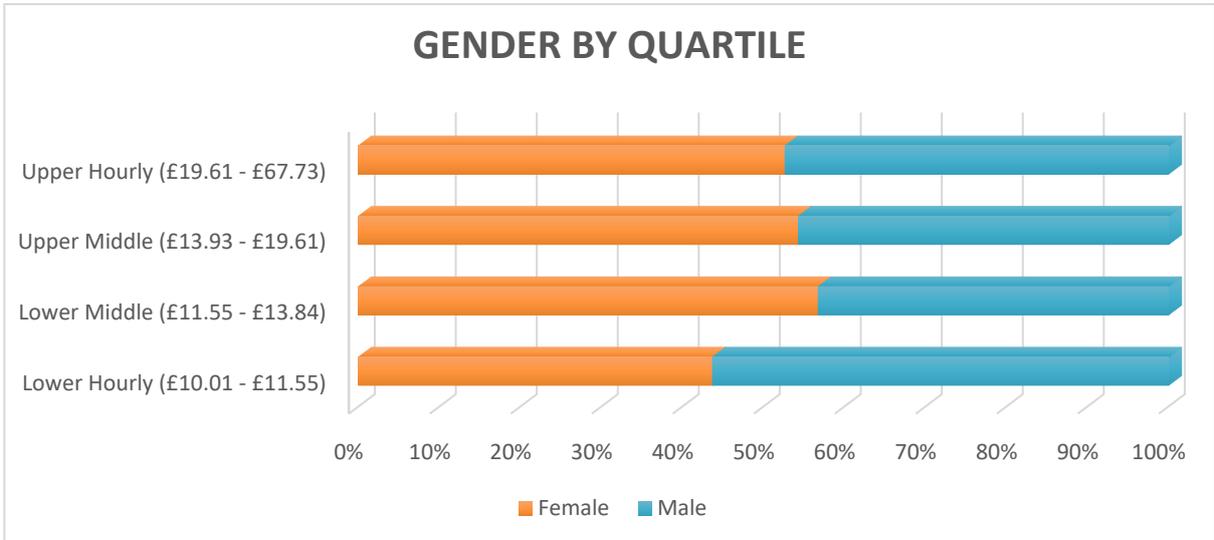
(Middle hourly rates and percentage difference)



Pay Quartiles

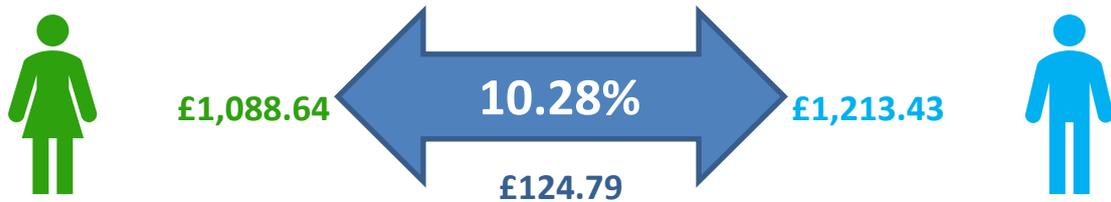
Quartile & Pay Band	Female	Male	Total
Lower Hourly (£10.01 - £11.55)	66	85	151
Lower Middle (£11.55 - £13.84)	84	64	151
Upper Middle (£13.93 - £19.61)	82	69	151

Upper Hourly (£19.61 - £67.73)	79	71	150
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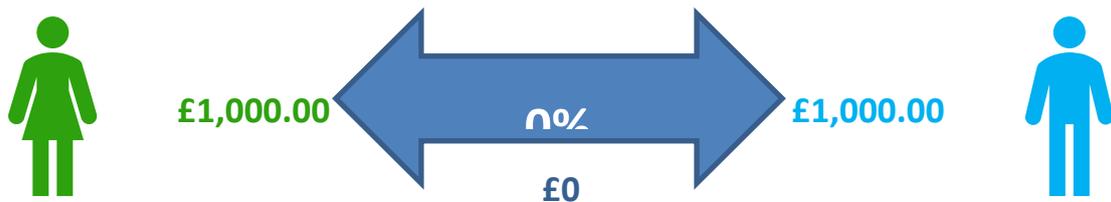
Mean Bonus Pay Gap

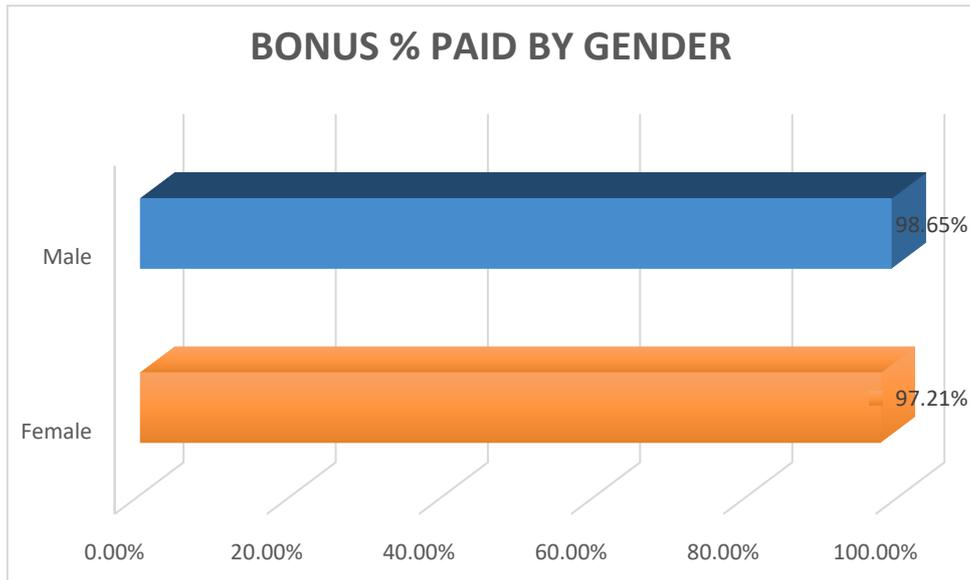
(Average Bonus paid and percentage difference)



Median Bonus Pay Gap

(Middle Bonus paid and percentage difference)





The Council awarded a one-off payment of £1,000 to all eligible employees in March 2023.

5.0 ACCIDENT / INCIDENT REPORTS

This section reports on the number and nature of accidents and incidents occurring in owned, managed and occupied premises or associated with work activities undertaken by the Council's employees, during the period 1st October to 31st December 2023.

Definition: Accidents reported to the Incident Control Centre under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are referred to as RIDDOR accidents.

4.1 OPERATIONS SERVICES

There were no RIDDOR accidents reported.

There were Five non-RIDDOR accidents relating to employees recorded.

The table below summarises these by nature:

Type	Category	No of cases		
		Q1	Q2	Q3
Non-RIDDOR accident	Struck by a moving vehicle	0	0	1
Non-RIDDOR accident	Slips, trips or falls on same level	2	2	3
Non-RIDDOR accident	Struck by moving, including flying/falling, object	2	0	1

Non-RIDDOR accident	Strike against something fixed or stationary	1	0	0
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4.2 OFFICE-BASED PREMISES

There were no RIDDOR accidents reported.

There were no non-RIDDOR accidents relating to employees recorded.

There was one non-RIDDOR accident relating to a non-employee recorded.

The table below summarises these by nature and severity:

Type	Category	Severity	No of cases		
			Q1	Q2	Q3
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First aid	1	0	0
Non-RIDDOR accident	Slips, trips or falls on same level	First aid	0	1	1

4.3 ONE LEISURE AND ONE LEISURE ACTIVE LIFESTYLES

There were no RIDDOR accidents reported.

There were two non-RIDDOR accident relating to an employee recorded.

The following table summarises these by nature and severity:

Type	Category	Severity	No of cases		
			Q1	Q2	Q3
Non-RIDDOR accident	Slips, trips or falls on same level	Taken to Hospital	1	0	0
Non-RIDDOR accident	Strike against something fixed or stationary	Hospital Recommended	1	0	0

Non-RIDDOR accident	Struck by moving, including flying/falling, object	First Aid	2	1	0
Non-RIDDOR accident	Slips, trips or falls on same level	First Aid	1	0	0
Non-RIDDOR accident	Other kind of accident	First Aid	0	0	1
Non-RIDDOR accident	Exposure to fire or heat	First Aid	0	0	1

A total of thirty-eight accidents were recorded involving non-employees. There were no RIDDOR reportable accidents involving non-employees recorded. There were five recommendations to seek further medical attention and three ambulances were called.

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2024/2025

Meeting/Date: Employment Committee – 7 February 2024,
Full Council - 21 February 2024

Executive Portfolio: Cllr Lara Davenport Ray (LDR)

Report by: Strategic HR Manager (NB)

Ward(s) affected: N/A

Executive Summary:

The Localism Act 2011, requires for each local authority to produce and publish an annual Pay Policy Statement. The purpose of the Pay Policy Statement is to ensure transparency and accountability with regards to our approach to setting pay.

The Statement must be agreed by Full Council and published on our Website by 31st March 2024. It must set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest-paid employees and the relationship between the remuneration of chief officers and of other employees. Including the ratio of pay of the top earner and that of the median earner.

The Pay Policy Statement attached sets out the Council's current policies and standard practices and should satisfy the requirements of the Localism Act 2011. Much of the information required is already published by the Council on its website.

Once adopted, the Pay Policy Statement will be publicised on the Council's website along with the data on senior salaries that is already published (under the Code of Recommended Practice for Local Authorities on Data Transparency 2011) through the Annual accounts.

Recommendation(s):

The Committee is asked to consider and endorse forwarding the Pay Policy Statement for 2024/25 to full council.

1. PURPOSE OF THE REPORT

- 1.1 The report draws Employment Committee's attention to the Annual Pay Policy Statement for 2024/25.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Localism Act 2011 requires each local authority to produce an annual Pay Policy Statement. The purpose of the Pay Policy Statement is to ensure transparency and accountability with regards to our approach to setting pay.
- 2.2 Employment Cttee are asked to review and agree the Pay Policy statement, which can then be taken to full council, before publication on our website by 31 March 2023.

3. KEY IMPACTS / RISKS

- 3.1 It is a statutory requirement for the council to publish this Annual Pay Policy statement.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 Employment Committee to review 7 February, Full Council to review 21 February. Publication on HDC Website by 31 March 2024.

5. LIST OF APPENDICES INCLUDED

Appendix 1 –2024/25 Pay Policy Statement HDC

CONTACT OFFICER

Name/Job Title: Nicki Bane, Strategic HR Manager
Tel No: 01480 388422
Email: nicki.bane@huntingdonshire.gov.uk

PAY POLICY STATEMENT 2024 - 2025

1. Introduction and scope

- 1.1. This Pay Policy Statement is produced in accordance with the Localism Act 2011 and sets out Huntingdonshire District Council's approach, to ensure transparency and accountability with regards to setting pay.
- 1.2. The Pay Policy Statement identifies:
 - The method by which salaries and severance payments are determined.
 - The detail and level of remuneration of the council's most senior managers, that is the Managing Director and the Senior Leadership Team, which accords with the requirements of the Localism Act 2011.
 - The detail and level of remuneration for the lowest level of post.
 - The ratio of pay of the top earner and that of the median earner.
- 1.3. The localism Act refers to posts of Chief Executive, Chief Officer and Deputy Chief Officer (those that report to a Chief Officer). Whilst the Council does not employ any post with the designation Chief Officer or Deputy Chief Officer, it is considered for the purposes of this legislation that the definition relates to posts of Managing Director as Head of Paid Service; Directors: Assistant Directors; and Heads of Service.
- 1.4. This policy applies to those employed on Huntingdonshire District Council's terms and conditions of employment, whose remuneration (including rates of pay and terms and conditions) are determined by and within the control of the authority. It therefore doesn't apply to staff that transferred to the Council under TUPE as they retain their previous terms, conditions, and policies.
- 1.5. This updated Pay Policy Statement will be published on the Council's website as soon as possible following Full Council Approval and by 31 March 2024.
- 1.6. This Statement will be reviewed annually and amended as necessary to reflect the prevailing legislation at the time. The information and data in this Statement is current as of 30 January 2024. This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2025.

2. Remuneration

- 2.1. When determining the pay and remuneration of all employees, Huntingdonshire District Council will comply with the Equality Act 2010.

Appendix 1.

- 2.2. The salary scale is determined by the Job-evaluated grade and any salary progression is subject to exceptional performance and subject to affordability as outlined in the Councils Pay Policy.
- 2.3. The Council may apply a locally agreed cost of living pay award to the salaries.
- 2.4. The Council does not pay bonuses or offer any benefits in kind.

3. Senior Management Pay

3.1. Chief Executive

The Chief Executive Officer is the Council's Head of Paid Service. This salary is currently paid in line with the Council's pay scales grade MD (£136,244 - £153,635). Under current arrangements, any change to the pay level of the role of MD needs to be agreed by the Leader. The salary will attract a cost of living increase.

Head of Paid Service appointments are approved by Full Council following the recommendation of such an appointment by a panel which must include the relevant Executive Councillor and appointment salary for this post will be within the pay grade MD.

The Managing Director (Head of Paid Service) is additionally the Council's Returning Officer and Electoral Registration Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the Council. Election fees are paid for these additional duties and they are paid separately to salary.

The fees for UK Parliamentary, Police and Crime Commissioner and national referendums are set by the Government and so does not constitute a cost to the Council. The fees for the County Council election are set by the County Council and the fees for the Combined Authority Mayoral election are set by the Combined Authority. Fees for UK Parliamentary and District elections are pensionable. Fees for local elections are paid in accordance with a scale of fees and charges as agreed by Cambridgeshire Chief Executives.

Other Officers, including Senior Officers in the scope of this policy, may receive additional payment for specific election duties.

3.2 Other Senior Managers Pay

The Council's pay scales for these posts are locally agreed and as follows:

Directors

The salary scale is AD within the range £89,284 - £100,879

Assistant Directors:

The salary is a spot salary on SM plus grade £82,659

Heads of Service

The salary scale is SM within the range of £68,412 - £77,688

Section 151 Officer and Monitoring Officer

A Statutory Responsibility Allowance is paid to the Council's Section 151 Officer and the Deputy Section 151 Officer. The Section 151 Officer is paid an annual allowance of £5,000 in addition to their salary for these responsibilities and the Deputy Section 151 Officer is paid an annual allowance of £2,500.

The role of Monitoring Officer is undertaken by the joint Head of Legal, shared with Cambridge City Council and South Cambridgeshire District Council under the 3C shared services arrangement.

4. Remuneration of other employees

- 4.1 Terms and Conditions are in accordance with local agreements and the NJC conditions of service for Local Government Services, with the exception of section 5.2, 5.4 part 2.
- 4.2 The pay spine used by the Council is locally agreed and any cost of living, discussed locally will be applied to the pay scales. Pay progression within grades, for employees is based on exceptional performance and affordability in line with the Council's Pay policy.
- 4.3 All posts are evaluated using the Inbucon evaluation scheme. Apprentices are paid above the statutory minimum National Apprenticeship Wage.
- 4.4 Attraction and Retention - Salaries on appointment to all posts are determined in accordance with the Council's Pay Policy. New appointments will normally be made at the minimum point of the relevant grade, although appointing managers have discretion to vary where necessary to secure the best candidate and in line with relevant council policy.
- 4.5 Pay supplements – The council may in exceptional circumstances and if specific criteria are met, use Market Supplements to make additional Payments to reflect the market rate, for those roles where evidence exists of recruitment and retention issues. This policy applies to all roles and requires Director approval and is reviewed regularly to ensure compliance with relevant legislation and in accordance with the Council's Pay Policy.
- 4.6 All temporary appointments, acting up arrangements, secondments and honorarium payments are approved in accordance with the Council's policies and procedures. Such payments are only made on

an exception basis on the submission of a business case and at the discretion of the appropriate Chief Officer.

4.7 Business Mileage costs are aligned to the HMRC benchmark Rates.

4.8 Pay protection – in line with the Council’s redundancy policy and to mitigate redundancy for employees at risk who accept a post that is one grade lower than their current grade, pay protection will apply for a period of one year (6 months at the full difference between the old pay and new pay and 6 months at 50% of the difference between the old pay and new pay).

5. **Lowest paid employees**

5.1 For the purposes of the Pay Policy Statement, the Council’s pay scales define the lowest paid employees as those whose salary falls within the lowest grade A, spinal column 4, with a salary of £20,306. Apprentices are not included within the definition of lowest paid employees.

6. **Pay multiples**

6.1 The idea of publishing the ratio of the pay of an organisation’s top earner to that of its median earner (the person in the middle of all earners) has been recommended to support the principles of Fair Pay (Will Hutton 2011) and for transparency.

6.2 The council’s Median Salary is based on the salary which is the numerical ‘mid-point’ when the organisations salaries are arranged from top to bottom in order of size. It is based purely on the actual salary assigned to the post (assuming the post is worked at 1 Full Time Equivalent). Salaries of vacant posts, Variable members of staff, contractors, and other non-employees are not used for the purposes of this calculation.

6.3 As at January 2024, the Council’s full time equivalent **Median Pay**, was £25,655 (equating to spinal column point 16 on the Council’s pay scale).

6.4 **Pay Ratio** The ratio of pay of the top earner in 2023/24 Chief Executive Officer and that of the median earner is 1 to 5.3. It is the Council’s policy that the salary of the Chief Executive Officer will be no greater than 8x the median earner of the Council’s workforce.

7 **Pension provisions**

7.1 The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months’ duration. Details are set out on the LGPS website.

7.2 No additional pension payment to the Local Government Pension Scheme is made to Chief Officers.

7.3 Employees have a right to belong to the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The employer contribution rates is fixed at 17.3%.

8 Severance provisions for all employees including Chief Officers

8.1 HDC Severance payments are made in accordance with the Council's Redundancy Policy as approved by Employment Panel in August 2014 and applicable legislation and are the same for all staff unless they are protected by TUPE.

8.2 Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where an employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.

8.3 Settlement agreements will only be used in exceptional circumstance where they represent best value for the Council.

9 Publication of pay data

9.1 In accordance with the requirements of the Local Government Transparency Code 2015 and the Localism Act 2011. Details of the remuneration paid to all members of the Council Leadership Team can be found in the Councils annual statement of accounts.

9.2 In line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which became effective 31st March 2017, the Council's publishes its Gender Pay Gap reporting annually on the Councils website. The next report will be finalised and published in line with regulations by 30 March 2024.

9.3 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2025/26 and will be submitted to Full Council for approval by 31 March 2025.

9.4 Should it be necessary to amend this Pay Statement again during the year that it applies, an appropriate resolution will be made by Full Council.

Summary:

Date	January 2024
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Appendix 1.

Related Legislation	Localism Act 2011
Replaces	Pay Policy Statement 2024/2025
Policy Author	Nicki Bane, Strategic HR Manager
Applies to	All employees of Huntingdonshire District Council

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: New Policy - Domestic Abuse Staff Support Policy (Employees)

Meeting/Date: Employment Committee – 07 February 2023

Executive Portfolio: Cllr Lara Davenport Ray (LDR)

Report by: Strategic HR Manager (NB)

Ward(s) affected: N/A

Executive Summary:

The Domestic Abuse Act 2021 was signed into law on the 29th April 2021. As HDC is a tier 2 local authority we are required to co-operate with the lead local authority (Cambridgeshire County Council) so far as reasonably practicable to aid them in fulfilling the news duties place upon them because of the act. Seeking Domestic Abuse Housing Alliance (DAHA) accreditation and improving our overall response to domestic abuse forms part of this work. As part of this work we are proposing to implement the Domestic Abuse Staff Support Policy (Employees).

This policy will provide a framework to support victims of domestic abuse and demonstrates the support that HDC have in place and will provide for all employees.

Policy is attached for your information.

Recommendation(s):

The Committee is asked to consider and endorse the new policy.

1. PURPOSE OF THE REPORT

- 1.1 The report draws Committee attention to the new policy and ask for endorsement to implement the use of it.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Domestic Abuse Act 2021 was signed into law on the 29th April 2021 and is aimed at providing further protections to the millions of people who experience domestic abuse, as well as strengthen measures to tackle perpetrators. As a tier 2 local authority we are required to co-operate with the lead local authority (Cambridgeshire County Council) so far as reasonably practicable to aid them in fulfilling the news duties place upon them because of the act. Seeking Domestic Abuse Housing Alliance (DAHA) accreditation and improving our overall response to domestic abuse forms part of this work.
- 2.2 A part of this work is creating a policy to support our employees and managers to understand the support and processes in place if needed. There will also be a residents support policy available, but this will not come to Employment Committee. By achieving the accreditation HDC will demonstrate their commitment to support Domestic Abuse victims. Alongside the policy we also have a dedicated intranet pages, we will be providing training to all staff and we have a team of Domestic Abuse Champions trained to support people.

3. KEY IMPACTS / RISKS

- 3.1 This policy will show our support to victims of domestic abuse and will help towards gaining the DAHA accreditation.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 The policy will be added to our employment policy section of the intranet and highlighted to managers and employees. We will also share the details of the Domestic Abuse Champions to employees.

5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

(See Corporate Plan)

- 5.1 To have an engaged and motivated workforce, as part of being a more efficient and effective council – through updated, clear employment policies.

6. CONSULTATION

- 6.1 Senior Leadership Team, UNISON and ERG have been briefed and given the opportunity to review the proposed policy and support it.

7. REASONS FOR THE RECOMMENDED DECISIONS

7.1 Adoption of the policy will support HDC's work in gaining DAHA accreditation and will show our commitment to supporting victims of Domestic Abuse.

8. LIST OF APPENDICES INCLUDED

8.1 Appendix 1 – Domestic Abuse Staff Support Policy (Employees)

CONTACT OFFICER

Name/Job Title: Nicki Bane
Tel No: 01480 388422
Email: nicki.bane@huntingdonshire.gov.uk

Domestic Abuse Staff Support Policy (Employees)

1.0

Version Control			
Version	Author	Date	Changes
1.0	Paul Bigger	January 2024	New Policy

Name of Policy	Domestic Abuse Staff Support Policy (Employees)
Person/posts responsible	Housing Needs and Resources Manager
Date approved/adopted	February 2024
Approved by	Employment Committee
Review Date	February 2026

1.0 Policy statement and introduction

1.1 Huntingdonshire District Council (HDC) commits to ensuring that we will deal with all staff affected by domestic abuse in a sensitive manner and in a non-judgmental way. This applies to everyone who is experiencing or has experienced domestic abuse.

1.2 Employees have the right to raise the issue with HDC effectively and empathetically. We will treat it in confidence. However, there are some limited circumstances where confidentiality cannot be assured, as outlined in section 4.0 of this policy.

1.3 This policy sets out ways HDC will support people affected by domestic abuse. HDC has a Corporate Safeguarding Children, young People and Adults at Risk of Harm Policy which provides an overarching framework for all safeguarding matters.

1.4 HDC wants to create a safe space for all employees, to feel confident in disclosing abuse. We want managers to be alert to the signs of abuse and be confident in how to respond to that situation.

1.5 HDC recognises that domestic abuse is a hugely destructive problem, and it is a workplace issue with very serious and practical considerations for employers. High profile cases of domestic abuse victims murdered in their place of work show just how serious the consequences of domestic abuse can be and that violence can also take place on work premises.

1.6 A Trade Union Congress (TUC) Survey showed that between 36% and 75% of those experiencing domestic abuse are targeted at work. For others, the workplace can be a safe space and provide a route away from harm. A job can provide economic independence that helps victim's plan a route out to rebuild their lives. Colleagues and managers can often be the only other people outside the home that victim's talk to each day. Therefore, they are uniquely placed to help spot signs of abuse.

1.7 It should be noted that people causing harm could use workplace resources to threaten, harass or abuse current or former partners. Work colleagues may also be affected and face direct threats or intimidation from people causing harm. They may have to cover for workers who are experiencing domestic abuse and may be aware that abuse is taking place but not know how to help. The connection between the workplace and domestic abuse is often interlinked.

2.0 Definition of domestic abuse

2.1 Domestic Abuse refers to abusive behaviours which take place between two people aged over 16 who are personally connected to each other. This includes people who are, or have previously been married, in civil partnerships or in relationships; or have a child together; or are relatives.

2.2 The 2021 Domestic Abuse Act states that abuse can be a single incident, but is often a pattern of behaviours, and it takes many forms:

- Physical

- Emotional
- Psychological
- Sexual
- Financial

This definition also includes honour-based abuse, female genital mutilation and forced marriage.

2.3 Men, women, and children can all experience domestic abuse although women are disproportionately affected by domestic abuse. The people causing harm can also be of any gender, although the majority of people causing harm are men. It takes place at all levels of society regardless of social class, race, religion, gender identity, sexuality, or disability and those who experience abuse are often affected by it long after they have left their partner.

2.4 There are a wide range of activities and behaviours that amount to domestic abuse which are often dangerous and can be life threatening. Some examples are:

2.4.1 Controlling behaviour

This is a range of acts designed to make a person subordinate and/or dependent by isolation them from sources of support, exploiting their resources and capacity for personal gain depriving them of the means needed for independence, resistance, and escape, and regulating their everyday behaviour.

2.4.2 Coercive behaviour

This is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

2.4.3 Harassment

This is a crime involving behaviour that takes place more than once and the perpetrators actions must have an unwanted effect on the victim.

Under the Protection from Harassment Act 1997, it is an offence for a person to pursue a course of conduct that amounts to harassment of another person, and that they know (or ought to know) amounts to harassment.

The Act defines harassment and states: "References to harassing a person include alarming the person or causing the person distress". A 'course of conduct' in the case of harassment of a single person must involve conduct on at least two occasions.

2.4.4 Stalking

There is no specific legal definition of stalking. However, it is helpful to know that in cases of stalking there is a pattern of unwanted, fixated, and obsessive behaviour which is intrusive. It can include harassment that amounts to stalking or stalking that causes fear of violence or serious alarm or distress.

3.0 The Aims of this Policy and Guidance

3.1 Through the Application of this policy HDC aims to:

- Support our employees and contribute to tackling domestic abuse.
- Create a safe space for all employees, to feel confident in disclosing abuse.
- Set out steps that are easy to follow and help employees choose the best free resources for them.
- Provide signposting to external organisations that offer advice and support to employers and employees.
- Help managers to be alert to the signs of abuse and be confident in how to respond to that situation.
- Ensure that all managers can access guidance on how to support and assist employees asking for support in relation to domestic abuse and aware of how to support and advise employees who may be perpetrators of domestic abuse.
- Offer guidance on steps to take, measures to put in place and how to respond when employees disclose abuse.

3.2 It is the victim's choice who they feel comfortable talking to but they can speak in confidence to their Line Manager, a member of the HR team, a Mental Health First Aider, the Lead Officer for Domestic Abuse as well as one of the Domestic Abuse Support Champions who have a confidential email where you may request support, domesticabusesupport@huntingdonshire.gov.uk.

3.3 The Domestic Abuse Support Champions can provide initial support and signpost to resources and can help with any disclosure conversations victims would like to have with colleagues.

4.0 Confidentiality

4.1 Where an employee discusses with their Line Manager, an alternative Line Manager, a member of the HR team, a Mental Health First Aider, the Lead Officer for Domestic Abuse, or a Domestic Abuse Support Champion that they are experiencing domestic abuse, confidentiality will usually be maintained as far as it is possible. The information is only recorded with HR if the employee wants it to be.

4.2 There are, however, some circumstances in which confidentiality cannot be assured. These circumstances occur where:

- Children/adults are at risk of serious harm.
- There are concerns about children or vulnerable adults.
- A high risk to safety has been identified.
- We need to act to protect the safety of members of the public, including other colleagues.

4.3 The employee who information has been disclosed to needs to be satisfied that appropriate steps are being taken to protect any dependent children or vulnerable adults. If they are not satisfied, they should urgently contact one of HDCs designated Safeguarding leads to ensure appropriate safeguarding referrals are made.

4.4 If a person causing harm may be placing their partner or family member(s) in genuine danger, then this may be reported to the Police. This will be subject to prior discussion with the employee, wherever it is reasonably practicable to do so. Personal data will be stored in accordance with GDPR guidelines.

4.5 HDC have a duty to maintain a secure environment for all staff and this could be made easier if colleagues are aware of potential risks. However, it is essential that an agreement is in place with the individual concerned about what information to tell colleagues. Disclosure to team members is normally delivered by the team manager who must also remind staff that this information is confidential. Any unauthorised breaches of this could be subject to disciplinary action being taken.

4.6 The consequences of breaching confidentiality could have serious effects for the person experiencing domestic abuse. Statistics have shown that the risk of more serious assaults, permanent injury and murder taking place increases significantly when a victim decides to leave home or immediately after. Therefore, it is important to not underestimate the danger or assume that the fear of abuse is exaggerated.

5.0 Other Related Policies

5.1 Other related policies include:

- Domestic Abuse Residents Policy.
- Safeguarding Children, young People and Adults at Risk of Harm Policy.
- Whistleblowing Policy.
- Leave arrangements policy.

6.0 Legal Obligations

6.1 HDC understands that all its employees have the right to feel safe within their working environment. HDC recognises its other legal responsibilities in promoting the health, safety, and wellbeing of its employees in line with the following:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety Regulations 1996.
- Serious Crime Act 2015
- Human Rights Act 1998
- Crime and Disorder Act 1998
- Domestic Violence, Crime and Victims Act 2004

6.2 An effective workplace domestic abuse policy and associated guidance helps HDC to ensure that employers are complying with these laws. This extends to people working from home.

7.0 Support for employees

7.1 HDC will provide support to employees who are or have experienced domestic abuse or who are supporting a friend or a family member who has experienced domestic abuse. Those providing support should address the issues sympathetically ensuring that the employee is aware that support and assistance is available where requested.

7.2 HDC will create an environment which supports disclosure and reassures employees that they will be listened to and supported. Employees should also be aware that, typically, an individual who is experiencing domestic abuse will experience abuse for a considerable time before feeling able to disclose.

7.3 Our managers are expected to signpost and encourage employees to access the sources of support available to them. These may include accessing counselling, referrals to appropriate domestic abuse services and discussing any safeguarding concerns.

7.4 Other support options that will be considered on a case-by-case basis are:

- Temporary or permanent changes to working times and patterns, this would be agreed with the victim's manager and may affect pay.
- Changes to specific duties, for example, to avoid potential contact with an abuser.
- Measures to ensure a safe working environment, for example, changing a telephone number to avoid harassing phone calls.

7.5 HDC recognises that employees may request to take time off from work to make arrangements or attend relevant appointments as a result of domestic abuse, these requests will be treated sympathetically. The appointments could include, but are not limited to:

- Appointments with support agencies,
- Arranging rehousing,
- Meetings with criminal justice agencies, e.g., the Police, solicitors. Meetings can be held in the Councils offices where necessary.
- Making alternative childcare arrangements, including meetings with schools.

Where appropriate, we will support these requests which can be processed a number of different ways, in line with HDC's flexible working scheme and leave arrangements policy. Where appropriate this could include HDC supporting with compassionate leave for domestic abuse to address and deal with issues such as those given above, taken in line with the leave arrangements policy.

7.6 HDC recognises that home is not always a safe place for everyone and for those experiencing domestic abuse, working from home can be more than a shift to video calls, it can mean removal of work as a safe space and escape from their abuser. HDC will respond by considering how they keep in touch with the employee and meet their duty of care remotely. For example, regular contact may be increased.

7.7 If an employee discloses that their partner has access to their finances or is exerting economic pressure upon them, HDC can support the employee by changing the account details their salary gets paid to.

7.8 All advice, information and support will remain confidential. No information or documentation will be disclosed without the express consent of the employee, unless there is a risk of immediate harm or threat of life, in which case a referral to the appropriate child or adult safeguarding hub of the relevant district may be necessary.

7.9 In cases where a safeguarding concern has been identified or an incident of domestic abuse with the employee may conflict with their role or responsibilities, HR must be informed.

8.0 Perpetrators of domestic abuse

8.1 HDC will treat all employees who disclose causing domestic abuse sensitively and fairly. Advice should be sought from the HR team in all circumstances.

8.2 Where an employee discloses that their behaviour may be causing harm to someone they are connected with (under the definitions of the Domestic Abuse Act, see section 2.0), the employee will be supported to access help to change these behaviours via signposting to appropriate specialist services and will be validated for their disclosure.

8.3 Where an employee makes a disclosure of committing domestic abuse, a risk assessment must be completed, considering:

- The nature of the disclosure.
- Job role and the impact of the employees' actions on their duties and responsibilities.
- Any safeguarding issues that arise.
- The employees work location.
- The impact on the victim or his/her dependents.
- Whether the employee has voluntarily sought help to deal with the issue.

8.4 All advice, information and support provided by managers and the HR team will remain confidential. No information or documentation will be disclosed without the express consent of the employee unless:

- There is an immediate risk of harm or threat to life, in which case a referral to the appropriate child or adult safeguard hub of the relevant district may be necessary.
- A disciplinary process has been initiated, in which information will be shared in line with the disciplinary policy.

8.5 A perpetrator of domestic abuse may be subject to disciplinary action if this action is seen to impact their role within HDC, which, if proved, may lead to dismissal.

9.0 Spotting the signs

9.1 Abuse is often associated with physical violence, but it takes many forms. HDC recognises that it is important to raise awareness and educate our employees to enable them to spot it.

9.2 By identifying that an employee is experiencing difficulties at an early stage, appropriate support and help can be offered which in turn could mean that the employee is able to deal with their situation far more effectively.

9.3 HDC recognises the changes and signs to look for in an employee include, but are not limited to:

Work productivity

- Change in an employee's working patterns, for example frequent absences, lateness or needing to leave work or a meeting early.
- Reduced quality and quantity of work, missing deadlines, a drop in the usual standards.
- Change in the use of the phones or email, for example, receiving a large number of personal calls or texts, avoiding calls or a strong reaction to calls, texts and emails. During working from home this could present as being difficult to get hold of or regularly having a partner in the room during meetings.
- Spending an increased number of hours at work for no reason or being anxious to get back to the office after lockdown.
- Frequent visits to work by the employees' partner, which may indicate coercive control.

Changes in behaviour or demeanour

- Conduct out of character with previous behaviour.
- Changes in behaviour, for example becoming very quiet, anxious, nervous, frightened, tearful, aggressive, distracted, depressed or a new reticence to engage in conversation.
- Being isolated from colleagues.
- Secretive about their home life or give reasons not to turn the camera on when meeting online.
- Worried about leaving children at home.

Physical indicators

- Visible bruising or single or repeated injury with unlikely explanations.
- Change in the pattern or amount of makeup used.
- Change in the manner of dress, for example clothes that do not suit the climate which may be used to hide injuries.
- Substance use/misuse.
- Fatigue/sleep disorders.

Other indicators

- Partner or ex-partner stalking employee in or around the workplace or on social media.
- Partner or ex-partner exerting unusual amount of control or demands over work schedule.
- Isolation from family/friends/colleagues.

9.4 HDC recognises that indicators such as those above which suggest that something might be wrong, can be symptomatic of other issues such as ill-health. We should not assume that these signs relate to domestic abuse, however we recognise that if there is a supportive atmosphere in the workplace, whether in the office or through online team activity, then it is more likely that employees are going to feel comfortable disclosing abuse.

9.5 HDC recognises that employees should have a sensitive and non-judgmental approach when dealing with other employees who have experienced domestic abuse.

9.6 HDC recognises that considering the possibility that an employee can be subject to domestic abuse at work is an important part of our thorough employers' response.

10.0 Raising Awareness

10.1 HDC is committed to not tolerating abuse against anyone. It is essential that the working environment promotes the view that such abuse is unacceptable. It will not be condoned, nor should it be made the subject of jokes or graphics.

10.2 HDC will aim to raise awareness through the following measures:

- Preparation and distribution of information publicising the issue and the Council's Domestic Abuse policies.
- A dedicated Lead Officer for Domestic Abuse who will attend partnership meetings such as VAWG and DASV to share best practise and ensure they and the DA Champions are up-to date with current DA Legislation and training.
- A network of Domestic Abuse Support Champions across HDC who are available for confidential discussions and can provide support and information relating to Domestic Abuse services.
- A dedicated Domestic Abuse Support page on HDCs Intranet.
- A dedicated Domestic Abuse page on HDCs website.
- Domestic Abuse training for all employees
- Participating in national Domestic Abuse awareness campaigns.
- Sharing relevant and useful information with employees from specialist domestic abuse services such as DASV and VAWG.

11.0 Duties/Responsibilities

11.1 It is possible that a line manager may become aware that an employee is experiencing domestic abuse through associated issues such as attendance at work or poor performance. Therefore, HDC recognise that they have a crucial role to play in enabling employees experiencing domestic abuse to seek help.

11.1.1 The line manager can assist in the following ways below:

- Identify employees experiencing difficulties because of domestic abuse. For example, using regular one to one meetings, or by fostering an open management culture that enables team members to disclose sensitive issues.
- Provide support in the first instance. This includes giving specific advice on the options available, but also recognising the limitations of their role (managers are not professional counsellors or experts).
- Protect confidentiality in all instances (refer to section 5 Confidentiality).
- Refer the individual to the appropriate internal or external source of help and support.
- Be aware of what support is available and explore these options with the employee (refer to section 13, Support Agencies). However, if the employee does not want you to

contact other agencies, you must follow their wishes, unless there is a safeguarding concern.

- Ensure that the safety of all employees in the team is protected.
- Enable the affected employee to remain productive and at work during a difficult period in their domestic life. This may include using the organisation's leave arrangements policies and procedures.
- Ensure that they provide a non-judgemental, believing, and supportive environment.
- Ensure that they are respecting the employee's boundaries and privacy.
- Not to deal with the abuse itself but to make it clear (through policy and its associated guidance) that employees will be supported and to outline what help is available.
- Where appropriate, ensure that a Risk Assessment is completed/updated for the employee. Support can be given by the Health and Safety Advisor & HR.
- If the employee does not want the manager to contact other agencies, the manager must follow their wishes, unless there is a safeguarding concern (refer to section 5.0, confidentiality).

11.2 All employees of HDC have a responsibility to support victims of Domestic Abuse.

11.3 Employees are responsible for seeking further advice and guidance where they are unclear about the application of any aspect of this policy or associated guidance. We will respond to everyone's circumstances on a case-by-case basis, and support via a co-ordinated response as needed.

12.0 Training

12.1 HDC has a corporate Tiered Domestic Abuse Training Plan in place for different roles within the organisation. The purpose of the Training Plan is:

- To help meet HDC's commitment to raising awareness of and tackling domestic abuse in any form.
- To enable all HDC employees to have the awareness, confidence, and support to enable them to recognise and respond appropriately to incidents of domestic abuse involving customers (and/or colleagues in their personal lives).
- To encourage and promote the development of Domestic Abuse Support Champions within HDC who can help raise awareness and act as a reference point for colleagues seeking advice.

13.0 Equal opportunities

13.1 HDC is fully committed to taking effective action to eliminate discrimination and to advance equality of opportunity and foster good relations in all that we do as an employer, a service provider and community leader.

13.2 We believe that all people are entitled to be treated with dignity and respect. We are determined to ensure that both our employees and everyone entitled to use our services receive fair and equitable treatment.

13.3 One way that we can do this is by ensuring that those who do not use English as a first language (including if they are a user of British Sign Language), still have equal access to services through the provision of interpretation and translation services.

13.4 We are committed to working with our partners and communities to promote good relations and to combat prejudice, discrimination, and harassment.

13.5 In addition, in terms of supporting people experiencing domestic abuse, HDC recognises that a person's intersectional needs will impact on their experiences and the support required. HDC promotes a range of resources and information via the intranet, which can support employees and have a network of Domestic Abuse Support Champions across to offer specialist advice.

14.0 Support Agencies

14.1 If you or someone else is in immediate danger you should call 999.

14.2 Other key organisations that you might find helpful:

- You can contact the National Domestic Violence Helpline on 08082000247 if you're experiencing domestic abuse. You can talk confidentially to someone about your situation and to find out what your options are.
- If you are a man experiencing domestic abuse, you can contact the Men's Advice Line on 08088010327
- If you are in a same-sex relationship you can call the National LGBT+ Domestic Violence Helpline on 08009995428
- Call the police on 101 (if it is not an emergency) or 999 in an emergency if your personal safety is threatened.
- If you are concerned because you think you might be hurting someone or demonstrating abusive behaviour, help and advice is available by contacting 08088024040 or visiting the Respect website.

14.3 In addition, there are number of web pages contain information about local and national support agencies who may be able to offer support to people experiencing or perpetrating abuse. Links to these can be found on the dedicated Domestic Abuse intranet and internet sites.

14.4 Trade union are also able to provide support to their members suffering from domestic abuse. The recognised trade union at HDC is UNISON, their contact details are listed below:

- UNISON - 01223 699258, or by email unison@cambridgeshire.gov.uk

14.5 HDC also offers several internal support services as detailed below:

- Employee Assistance Programme, (EAP), includes counselling by calling **088 028 0199**.
- Mental Health First Aiders are also available to support the ongoing wellbeing of staff.
- Specialist advice is also available where required from an Occupational Health Service.
- Employee Representative Group.

14.6 You can also speak to the HR, the HDC's Lead Officer for Domestic Abuse, any of the Domestic Abuse Support Champions and any of the Designated Safeguarding Officers. Names and contact details of the Domestic Abuse Support Champions and the Designated Safeguarding Officers are detailed on the intranet site.

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: HR Policy Update
Meeting/Date: Employment Committee – 07 February 2024
Executive Portfolio: Cllr Lara Davenport Ray (LDR)
Report by: Strategic HR Manager (NB)
Ward(s) affected: N/A

Executive Summary:

As noted in the November 2022 committee meeting HR are undertaking a programme of reviewing and refreshing our current policies to ensure that they are accurate, legally compliant and reflect current practice within HDC. We are therefore bringing the next set of policies we have reviewed to you.

The policies reviewed in this period are:

- Flexible working scheme
- Pensions discretion policy

Summary of the changes:

Policy	Amendments
Flexible working scheme	Policy amended to reflect statutory changes in flexible working rules, and updated to reflect current working practices.
Pensions discretion policy	Reviewed to update with current figures, added a change of discretion to allow for shared cost AVC's. By making this change of discretion it will allow for HDC to offer salary sacrifice additional voluntary contributions. This will allow staff to save more towards retirement whilst saving tax and NI on the contributions.

Full copies of the policies are included in the appendices for your information.

Recommendation(s):

The Committee is asked to consider and endorse the updated policies.

1.0 PURPOSE OF THE REPORT

- 1.1 The report draws Committee attention to the revised policies and that we are seeking endorsement to use the new format and the changed pension discretion.

2.0 WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The main reason for these policies being updated is to ensure that we have legally compliant, up to date and in line with current processes policies that are accessible for all to use.
- 2.2 The amended pension discretion will allow for additional benefits to be offered to staff.
- 2.3 It also ensures we have correct version control on the document to reflect any changes as we move forward.
- 2.4 Finally, this will ensure that all policies going forward will reflect the correct employee representative groups.

3.0 KEY IMPACTS / RISKS

- 3.1 Having up to date policies that are regularly reviewed ensure that we are legally compliant and that our processes are robust by following them, reducing any risks of potential future claims.

4.0 WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 The updated policies will replace the current policies on our employment policy section of the intranet.
- 4.2 Shared costs AVC will be launched in line with procurement timelines.

5.0 LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

(See Corporate Plan)

- 5.1 To have an engaged and motivated workforce, as part of being a more efficient and effective council – through updated, clear employment policies.

6.0 CONSULTATION

- 6.1 Senior Leadership Team, the Employee Representative Group and UNISON have been briefed and given the opportunity to review the proposed policy changes and support them.

7.0 REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 Adoption of the revised policies will ensure that HDC is legally compliant and has a clear trail of policy amendments.

LIST OF APPENDICES INCLUDED

Appendix 1 – Flexible working scheme
Appendix 2 – Pensions Discretion Policy

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Appendix 1.

Flexible Working Scheme

Version 1.1

Version Control			
Version	Author	Date	Changes
1.1	Lisa Morris	February 2024	Added front cover for version control. Added new legal requirements effective from 1 April 2024: Day one right to request flexible working, ability to make 2 requests within 12 months, employees not needing to explain what effect changes would have on organisation and timescale for response. Added clarification where needed changed Staff Council to ERG, SMT to Senior Leadership Team and Heads of Service to Service Managers.

Name of Policy:	Flexible Working Scheme
Person/posts responsible:	Strategic HR Manager
Date approved/adopted:	February 2024
Approved by:	Employment Committee
Review Date:	February 2026

Flexible Working Scheme

1.0 Introduction

- 1.1 Huntingdonshire District Council (HDC) utilises flexible working practices as part of its commitment to helping employees achieve work/life balance and improve business efficiency.
- 1.2 This document summarises the flexible working arrangements that operate within HDC and the procedure that should be followed by employees and managers when making and considering flexible working requests.

2.0 Aims

- 2.1 HDC believes that flexible working can increase employees' motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

By adopting flexible working practices, HDC aims to:

- ensure flexibility in service delivery;
- proactively respond to 'family friendly' legislation;
- support employees that request time off to train;
- enhance its reputation as an 'employer of choice'.

3.0 Principles

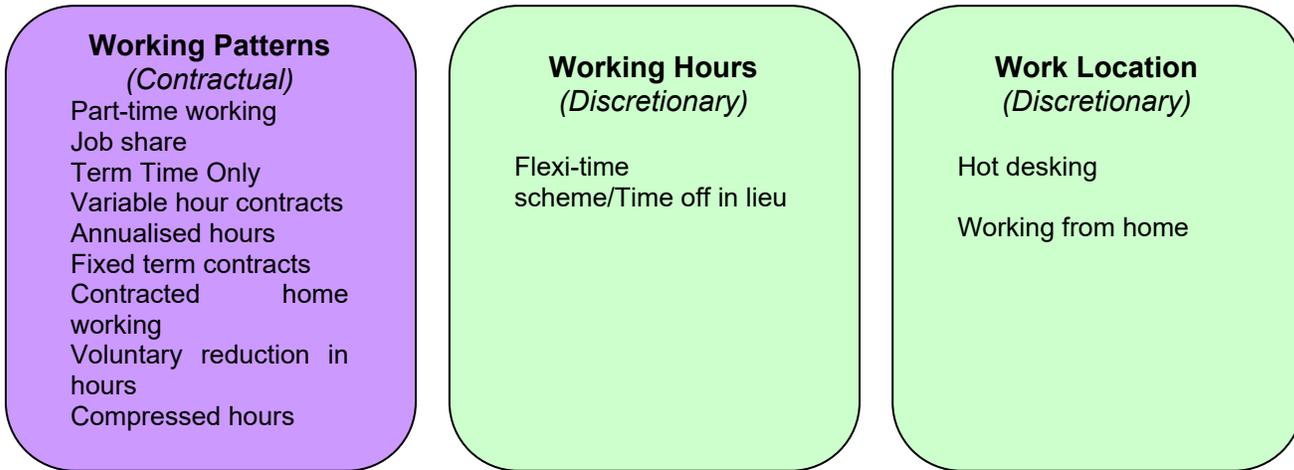
- 3.1 The following basic principles apply to the Council's approach to flexible working:
 - there is an expectation that all employees will be prepared to work flexibly;
 - the Council will agree to requests that are in the interests of the service as well as the employee;
 - flexible working can apply to many employees and services within the Council, though the exact arrangements agreed will depend on the job role, service requirements and the individual employee;
 - the Council reserves the right to decline requests that do not assist the effective delivery of services;
 - all flexible working arrangements will be subject to regular review, at least annually to ensure they continue to meet the needs of the service;
 - your manager may ask you to work flexibly.

A flexible working arrangement may be explored as a possible reasonable adjustment for an employee.

4.0 Types of flexible working arrangements

A request for flexible working could include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked, a request to job share or a request to perform some or all of the work from an alternative location.

The table below will assist managers and employees in their discussions about flexible working. It states clearly what working arrangements are discretionary and only restricted if there is a change in service needs, and which of those require an amendment to contract:



4.1 Flexible working patterns- Contractual

HDC positively encourages the use of flexible contracts as detailed below.

Part Time Working	<p>Part-time working is where an employee is contracted to work less than full time hours per week.</p> <p>A standard full time week at HDC is 37 hours. Offering part time positions allows services to attract skilled and experienced employees who are unable to work full time. HDC ensures that part-time employees are treated no differently from full-time employees, i.e. part-time employees</p> <ul style="list-style-type: none"> - receive the same rate of pay per hour for the job as full-time employees; - enjoy all terms and conditions of full-time employees on a pro-rata basis; and - are given equal training and development opportunities.
Job Share	<p>This is a contractual arrangement where two part-time employees share the responsibilities for one position. This allows employees with a different range of skills, experience and knowledge to work together to undertake one job role. In</p>

	<p>these cases the employment of each partner is dependent upon the employment of the other partner and communication between the job-share partners is of paramount importance. Employees undertaking this arrangement will receive a specific job share contract which will detail their obligations. Further guidance on job-share contracts can be viewed in appendix B.</p>
Term Time	<p>This is a contractual arrangement, whereby an employee works only during term time.</p> <p>Salary is paid for the 38 weeks worked, plus an agreed number of weeks annual leave, which has to be taken during school holiday periods. The total number of weeks pay each year is divided by 12 and paid in equal monthly payments, which is known as 'equated pay'.</p>
Variable Hours	<p>A variable hours' contract is when a person works on an 'as and when' required basis, to suit the needs of the service and their personal needs while offering no obligation on either party to offer or accept the work.</p>
Annualised Hours	<p>This arrangement allows an employee to work a contracted number of hours per year, rather than per week. The hours worked per week, therefore, can vary according to the needs of the service and the needs of the employee. Annual salary is divided by 12 and paid in equal monthly payments.</p> <p>Although there are few examples of 'annualised hours' within the Council, the use of such contracts is encouraged where they would help to reduce working hours OR to reduce/control overtime OR to cope with seasonal variations/foreseen surges of activity.</p>
Fixed Term	<p>A fixed-term contract is a contract where the specific end date is known in advance. These contracts, which have a specific meaning in law, enable managers to cope with variations in demand and cover time-limited vacancies.</p>
Contracted Homeworking	<p>Contracted home working is a formal arrangement (reflected in the terms of the employee's contract), which require employees to provide a suitable area within their homes as a dedicated workspace.</p>
Voluntary Reduction in Hours	<p>This is a temporary arrangement, which allows an employee to voluntarily work a reduced number of hours for an agreed period, with a return to the original hours at the end of the temporary arrangement. Salary, pension, holiday and other benefits are pro-rated during this time. A temporary reduction in hours allows employees to accommodate a specific event in their life, e.g. a course study or relative's illness, but to return to the security of a full-time position.</p>

	Annual leave and Redundancy pay may be affected and employees may need to seek advice from pensions before making any decision to reduce their contractual hours.
Compressed hours: e.g. 4 days a week or a 9-day fortnight	These arrangements allow an employee to do a full time or part time job in compressed hours, e.g. a full time employee will work 37 hours in four days or 74 hours in nine days. Note, for part-time employees this is only feasible if regular hours are worked each day.

4.2 **Flexible working hours – Discretionary**

The following flexible working arrangements do not require a change of employment contract.

Flexi-Time Scheme/Time off in lieu	<p>These are both systems of taking back hours worked over the normal contracted hours, which can provide mutual benefits for the Council and its employees by:</p> <ul style="list-style-type: none"> - providing cover outside standard Council office opening hours and thereby reducing the need for overtime payments; and - giving employee greater freedom to organise their working lives to suit personal needs.
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4.3 **Flexible work location- Discretionary**

HDC recognises that for some tasks varying the location of work if properly planned and implemented, allow employees to work more efficiently i.e. through improved use of time, accommodation and technology. Where work tasks are not location dependant, HDC positively supports the establishment of the following arrangements.

Hot Desking	<p>These arrangements involve an employee working away from their main (contractual) office base or team location. For example an employee may log on to an available PC desk at another HDC office or a different office area within the same building. Typically, this would suit employees who have a meeting in another building than their main office base, and whose work can be conducted from different sites, provided that they remain contactable.</p> <p>Hot desking arrangements may be adopted by whole teams/sections in order to maximise the use of accommodation and flexibilities for employees. It is recognised that there will be teams where because of specific</p>
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	software requirements or other issues, only some desks are available for hot desking.
Home working	<p>An employee works from home as and when agreed with their Line Manager. The employee's work base remains as their contractual base for the purposes of travel and mileage claims. The employee will be contactable by colleagues.</p> <p>Home working is a discretionary arrangement that requires no variation to an employee's contract and is based on the needs of the service. Employees can be required to return to their contractual work base as and when required in line with Service need.</p>

5.0 Flexi-Time Scheme

Flexi-time is a system that permits employees with a degree of freedom to determine, in agreement with their managers, their working hours at the beginning and end of a day or shift. In adopting this approach, however, the service to the public and general level of efficiency of the service as a whole is paramount, i.e. in agreeing flexible working hours the requirements of the job/service take precedence over the requirements of the individual employee. In addition the working time regulations need to be adhered to and a copy of the working time regulations guidance is available on the HR Intranet page.

5.1 Debit/Credit Time

Employees are permitted to 2 working days maximum (pro rata for part time employees) of credit or debit hours (14.8 hours maximum). The accounting period for flexitime is a 4 week period, 2 days (14.8 hours maximum) flexi time can be taken in an accounting period, a flexi day is an employees contracted hours for that day. A record of employees working time needs to be maintained on the flexi recording form, (available on Intranet), or via iTrent. For employees working over 6 hours a day a 20 minute rest break must be taken and deducted from the flexi form. There is no exception or flexibility on the hours that can be in credit/debit and flexi is accrued at plain time.

Credit hours can be used to reduce the hours worked during the next accounting period either by adjusting your working hours or taking a flexi-day. An employee needs to have the available credit to take a days flexi leave.

When employees leave HDC it is their responsibility to ensure that their account balances, i.e. credit hours are taken and debit hours are worked up, debit hours owed to the Council will be deducted from annual leave/final salary and credit hours not taken will be not be paid. In addition any requests for payment for flexi will also not be paid.

Where debit flexi-time is consistently not cleared the employee will be given one month in which to reduce the balance down to 0. Remaining in a 2 day deficit is not acceptable.

Where debit is not cleared and an additional time period had not been agreed by the Service Manager, the debit hours will be taken from annual leave.

Persistent flexi-time debit and failure to complete timesheets and/or keep the form centrally for managers to review will be managed through the Disciplinary Policy.

5.2 **Employees Covered**

All employees below SM Pay Grade i.e. Service Manager, are eligible for flexitime except where any of the below apply:

- fixed shift patterns/rota systems operate,
- fixed working hours are agreed with an employee/group of employees, e.g. operations division;
- an employee performs time-dependent duties,
- it is stated in the contract of employment,
- Compressed hours agreement

5.3 **Flexible Hours**

Employees must work designated hours' and complete their contractual hours as agreed by management over an agreed period. Hours may be set at different times for different teams, as determined by the nature of the service provided, e.g. public facing services may have different core hours than back office support services, for example Pathfinder House will have different opening times to other establishments. Your contractual working hours need to be worked in line with the needs of the service.

6.0 **TOIL- Time off in lieu**

- 6.1 When employees work beyond their contracted hours they can take time off from work as 'time off in lieu' (TOIL), this is to be agreed in advance by the Service Manager. TOIL is available to all employees for hours worked on average above 37 hours per week where there is no other means of recognising that additional hours have been worked and this has been agreed. Working above 37 hours and taking TOIL is not expected to be regular occurrence.
- 6.2 TOIL should be taken as soon as possible after any extra hours have been worked, e.g. if it has been necessary to attend an evening meeting, arranging to come in late the following day is an appropriate use of TOIL and is to be agreed with the appropriate manager.
- 6.3 Normally TOIL hours should be accrued **before** time off from work is taken. However Service Managers have the discretion to agree for the TOIL to be taken in anticipation of the hours being made up by the employee, for example having the morning off before an evening meeting.
- 6.4 The parameters for TOIL are as follows:
- TOIL can be used for exceptional hours worked outside of the normal working day
 - TOIL can **only** be authorised by Service Managers , who will agree in advance the length of TOIL and the timescale this is to be taken in (up to a maximum of 3 months from which it is approved).
 - TOIL is at plain time and for the hours worked only

- TOIL can only be taken if the time has been agreed

In general only one whole day's TOIL should be allowed in any 4-week period. TOIL should be planned in the same way as any other time off and should be agreed in advance.

7.0 Compressed Hours

- 7.1 Although compressed hours can take different forms this section has mainly focussed on the use of 9 day fortnight as one of the more familiar working patterns to give an example of how this would work.

A 9-day fortnight could be considered for any employee with fixed hours depending on the needs of the service that they work in. For employees working a 9-day fortnight the flexi scheme does not apply.

- 7.2 It is important for the employee to agree a non-working day in advance with their manager, i.e. a set day each fortnight or if more flexibility is required agree in advance month by month. Managers need to take into consideration business requirements and the working hours of the rest of the team to ensure that service delivery does not suffer detrimentally.

If service commitments are such that an employee is unable to take their agreed non-working day, they should swap days in agreement with their manager.

- 7.3 A full time worker, who works a 9-day fortnight, works 74 hours over 9 days rather than 10. This means that the average hours per day are 8 hours and 13 minutes or an employee who works 37 hours over 4 days instead of 5 works 9 hours 15 minutes per day.

A part-time worker, who works a 9-day fortnight and is contracted for 20 hours per week, works 40 hours over 9 days rather than 10 days. This means that the average hours per day are 4 hours and 26 minutes. This scheme is only feasible for part-time staff who work regular hours each working day.

Full-time workers who work a 9-day fortnight are still entitled to the same number of days annual leave as they would have had as a 10-day worker. When an annual leave day is taken a full-time employee will need to deduct 8 hours and 13 minutes (the new average hours per day) from their annual leave entitlement. For those using iTrent the system will calculate this using the provided work pattern. An annual leave calculator is also available on the HR Intranet page.

- 7.4 The recording process to record working hours does not change for 9-day fortnight workers, and actual working hours must be recorded.

Providing an employee normally works on a bank holiday, they are entitled to eight days statutory holiday each year (or the number of bank holidays that year). If a Bank Holiday falls on a non-working day, 9-day fortnight workers can have a day off in lieu in agreement with their line manager.

8.0 Recording Working Time

All working time must be accurately recorded daily. Employees should check with their managers on the process adhered to by their service.

8.1 Meal Break

Employees must take a minimum of at least one 20 minute unpaid continuous 'in-work' rest break in each 6 hour period of work, which must be provided for the purposes of taking a meal break. The Council expects employees to take a meal break; not taking a break should be the exception and should not be used as a way of accruing flexitime.

Lunchtime opening/closing arrangements should be agreed locally by the appropriate manager to ensure that there is minimal deterioration in the service to the public whilst providing an opportunity for the required meal break for employees.

Employees aged 16 and 17 are entitled to an unpaid rest break every 4.5 hours and this should be a minimum of 30 minutes. Further information is available in the Working Time Regulations Guidelines.

Where legislation demands different requirements for a particular role/task then this will be adhered to.

8.2 Recording Absence

Each full day's absence (e.g. annual leave, sick leave,) will credit an employee the average hours worked on their normal working day, e.g.

- a full time employee working a 5 day week will record each day's absence as a credit of 7 hours 24 minutes (each half-day's absence as a credit of 3 hours 42 minutes);
- a full time employee working a 9 day fortnight will record each day's absence as a credit of 8 hours 13 minutes (each half-day's absence as a credit of 4 hours 7 minutes).

For part-time employees absence will be calculated using the employee's normal working hours for that day.

Arrangements for attending work, including sickness absence, annual leave and other leave apply in the same way to employees working at home and employees working at HDC sites.

Time at a day's training course/conference is classed as a normal working day i.e. 7.24 hours for a full time employee. A part time member of staff who works 4.5 hours a day would also class the time at the course as their normal working hours i.e. 4.5 hours or where they attend for a full days course 7.24 hours.

8.3 Monitoring of working time

It is the responsibility of the line manager to monitor employees working time and to actively manage this and to ensure that their working hours are recorded and flexitime used appropriately. Any issues in relation to working time should be addressed informally first at the regular one to one meetings.

Refusal to use the system for recording working hours or deliberate falsification of working time records, will be dealt with as a disciplinary issue, in accordance with the disciplinary rules and procedure.

Abuse of the system can be raised by employees through the Council's Whistleblowing Policy and Guidelines.

9.0 Considerations when working flexibly

9.1 Information Technology

Flexible working not only involves the better use of employee time and office space, but the more effective use of IT, which should enable employees to work at any desk, stay in touch and have access to the relevant information. HDC's IT Strategy underpins and supports the Council's approach to flexible working.

The Council expects managers to consider the IT systems and equipment required to support flexible working practices and to ensure that these are sufficient for their purposes. Any proposed changes to workstyles must be made in discussion with the relevant manager/s responsible for IT provision, in order to minimise disruption and maximise the use of appropriate IT equipment. At times where access to the network is unavailable employees are expected to attend the council's offices or to cover other work.

Any costs associated with changing IT provisions should be funded by the service except where a short term loan has been agreed with ICT.

All employees are responsible for the security of the Council's information regardless of where they are working – full details are given in the Information Security Policy and online training is available.

9.2 Communication

To enable flexible working HDC recognises that local protocols will need to be established in relation to communication, i.e. how the team/unit/section/individual are going to "work together". Managers, therefore, in discussion with affected employees, must establish a set of rules regarding how, what and when employees will communicate. The manager also needs to ensure that there is clear communication regarding their expectations and how output will be measured.

9.3 **Health and Safety**

HDC is responsible for ensuring the health and safety of its employees when they are carrying out work activities. This responsibility applies wherever and whenever an employee is working e.g. when travelling as part of their working day (excluding commute to and from work) and/or when working at their office base, home and/or any other 'work' location.

10.0 **Employee Requests for Flexible Working**

The Flexible Working Regulations allow all employees to make a flexible working request (regardless of the length of service). Employees can make only two flexible working requests in any 12-month period. The timescales given below are prescribed by the flexible working regulations.

Employees have a right to make a flexible working request however they do not have an automatic right to work flexibly – all requests will be considered in terms of their impact on service delivery.

10.1 **Application (Flexible Working Form Appendix A)**

The application form only needs to be completed where the employee is requesting a change to their working practices.

To make a flexible working request an employee must complete the flexible working form. This asks the employee to provide specific details of the flexible working pattern that is being requested. An employee must consider whether the request is realistic e.g. it is not workable for a receptionist to request to work from home.

10.2 **Meeting to discuss the application**

The line manager will arrange to meet with the employee to discuss his/her flexible working application - this constitutes a formal meeting under the flexible working regulations.

Where the employee wishes for a work colleague or representative to be present at the meeting, the employee needs to let their line manager know that they will be accompanied/represented at this meeting 3 days in advance as a HR representative may also be present to support the manager.

The purpose of this meeting is to discuss the proposed new working pattern and fully consider if/how it might be accommodated. Where there are difficulties accommodating an employee's desired work arrangement alternative suitable working arrangements must be discussed.

The line manager may not need to meet with the employee if they agree to the application immediately – agreement will still be confirmed to the employee in writing with the details of any review dates.

10.3 **Decision**

The manager must provide the employee with a decision as soon as is reasonably practicable and within 2 months of the date of the initial application. If necessary the line manager can agree with the employee an extension of this time limit – an extension must be agreed in writing.

10.4 **Agreeing to a request**

Where the decision is to agree to the arrangement the manager will confirm the changes and their effective date.

Some flexible working arrangements will result in a permanent contractual change e.g. where an employee has reduced their contracted hours. In this scenario the employee does not have an automatic right to revert to the previous working hours.

Some flexible working arrangements will result in a discretionary (non-contractual) arrangements. HDC reserves the right to review and amend any discretionary flexible arrangements where these no longer meet the needs of the service, irrespective of how long these arrangements have been in place.

Where the manager has agreed to a flexible working arrangement that affects an employee's contracted hours, contract type or pay they must return the flexible working form to HumanResources@huntingdonshire.gov.uk It is also important for the employee to be aware of the impact the flexible working arrangement may have on their annual leave, i.e. this may be pro rata.

10.5 **Refusing a request**

A manager can turn down a flexible working request only where one of the following grounds applies (these are prescribed by the flexible working regulations):

- burden of additional costs would be too great;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods the employee proposes to work;
- planned structural changes;
- proposed training or study would not improve the effectiveness of the employee in their role; and/or
- proposed training or study would not improve the performance of the organisation.

The manager must provide sufficient explanation as to why one or more of these grounds apply. The explanation should include the key facts and evidence considered when making this decision. These should be accurate and clearly relevant to the business ground.

10.6 **Appeals**

Where a flexible working request has been turned down the employee must be given the right to appeal against a decision to refuse a request for flexible working. The employee must put their appeal in writing to the relevant Service Manager, within 7 calendar days of receiving the manager's written decision, clearly stating the grounds for the appeal.

An appeal meeting will be arranged within 14 days of the receipt of the appeal, chaired by the Service Manager. If necessary the Service Manager can agree with the employee an extension of this time limit – an extension must be agreed in writing. The employee has a right to be represented by an Employee Representative Group member, trade union representative or work colleague.

An appeal meeting may not be necessary, where the appropriate Service Manager (within the 14 day period) upholds the appeal and writes to the employee to confirm the decision to agree to the proposals. The letter will confirm the effective start date for the variation to the employment contract.

At the appeal meeting the Service Manager/ supported by a HR representative will review the employee's original application and the manager's reason for rejection. Both parties will have the opportunity to discuss their respective positions. Possible alternative arrangements should be considered to resolve the matter.

The Service Manager/ will make a decision to uphold or reject the employees appeal. They will confirm the decision in writing to the employee within 7 Calendar days of the appeal meeting. Where the decision is to uphold the appeal and to agree to the amended work arrangements, written confirmation of the changes and the effective date will be stated in the flexible working form. Where the decision is to not uphold the appeal and to turn down the employees request the written confirmation will set out the grounds on which this decision is based.

The decision of the appeal meeting is final i.e. there is no further right of appeal.

10.7 **Withdrawal of application**

The Council will treat an application as withdrawn (and confirm this position in writing) where the employee has:

- indicated orally or in writing that they are withdrawing the application;
- Failed to attend a meeting more than once; or
- Unreasonably refuses to provide the employer with information required to assess the application.

11.0 Review of Flexible Working Arrangements

Any type of flexible working arrangement needs to be appropriate to current service delivery. All arrangements should be reviewed in line with any agreement to make sure that they are still appropriate to the needs of the service. When considering agreeing to a new discretionary flexible

working arrangement, it should be explained to the employee that this will be subject to review in line with service needs and confirmed in writing.

11.1 **Ending/amending a flexible working arrangement**

If it becomes necessary to either end or amend a flexible working arrangement, following a review or in response to a change in service need, then the steps below should be followed:

1. There needs to be a genuine business reason for ending/amending the arrangement i.e. the manager is able to show that the existing working pattern is not appropriate to the current service need e.g. the arrangement means that there are not enough people to provide a service to customers on a certain day of the week.
2. The manager will discuss the issue with the employee. Instead of ending a flexible working arrangement, it may be possible to agree an amendment. The aim of a discussion is to agree an amendment that is acceptable to the employee and which also meets the needs of the service, e.g. to change which day of the week a person working a 9 day fortnight takes as a non-working day or changing the pattern or frequency of home working days. As part of the discussion the manager and employee should agree when the amended arrangement will apply.
3. Even after a discussion has taken place, it may not be possible to agree an amendment to the current arrangement. Alternatively the service needs may mean that an arrangement needs to be ended rather than amended. In these scenarios the manager will give the employee written notice to end the discretionary flexible working arrangement. The employee will be given 1 month notice of the end of the arrangement to allow him/her reasonable time to make alternative arrangements. In exceptional cases e.g. changing childcare arrangements, then a longer period of notice should be agreed between the employee and their manager.
4. Where the arrangements are contractual a formal consultation may be required.

There is no right of appeal against the end of a discretionary flexible working arrangement i.e. an employee cannot appeal because they are unhappy with the decision to end the arrangement.

Appendix A

Job Share Arrangements

HDC supports the use of job share contracts as a flexible working arrangement where these meet the needs of the employee and support effective service delivery.

1.0 Introduction of job sharing

The proposal to introduce job sharing into a post can arise in the following ways:

- If a vacancy occurs for a post then the vacancy will be advertised in accordance with the normal procedure, as a post suitable for job sharing.
- An existing post holder may apply for a job share arrangement in respect of their post.
- A joint application may be made by existing employees to job share.

The Service Manager shall agree the division of tasks and working hours to meet the full requirement of the post. No post or parts of posts will be deleted as a result of job sharing.

2.0 Job Share requests

Any advert for posts which are suitable for job share will state that applications for job share are welcome.

An existing post holder may apply for a job share arrangement - each request will be considered on its individual merits.

Where an existing postholder applies for a job share arrangement the recruitment and selection procedure will be used to find a job share partner.

If it is not possible to recruit a job share partner after advert the Service Manager will consider whether it is possible to implement acceptable internal cover arrangements or other alternatives which would allow the employee to reduce their hours of work.

If no suitable arrangements can be made the employee will be informed that it is not possible to agree to the job share request.

3.0 Terms and conditions of employment

Terms and conditions of employment which apply to full-time employees will apply to job sharers on a pro-rata basis.

Each partner to job share will hold an individual contract of employment. It will be an express term of the job share contract that the hours and duties of the contract may be varied by the Council after consultation with the employee. The postholder's job title will be that given to the established post. The job description will be that prepared for the established post subject to any specific duties allocated to each partner as a result of job sharing arrangements.

Hours to be worked will be individually stated for each partner, the total hours will not exceed those of the established post. If a handover period is necessary, it should be achieved within the normal working hours of the job.

Annual leave entitlement for each job sharer will be calculated pro-rata to the hours worked. Paid leave in respect of bank holidays and extra statutory days will also be divided pro-rata.

Sick pay will be paid pro-rata to the hours worked in accordance with the employees terms and condition of employment.

No overtime payments will be made until the standard 37 hours have been worked, any overtime payments need to be agreed in advance by a Service Manager.

Day release and in-house training opportunities will be provided for job sharers. Time off will be pro-rata to hours worked.

4.0 Pensions

Enquiries should be directed to LGSS Pensions. Existing employees considering job sharing are strongly advised to check their pension position before committing themselves to working fewer hours per week.

5.0 When one job share partner leaves

If one of the job share partners leaves the job share arrangement the vacant hours will be offered to the remaining job share partner in the first instance. If the existing job share partner does not want to take on the vacant hours the job share vacancy will be advertised in accordance with the normal procedure, but as a specific job share.

If it is not possible to recruit a suitable job share partner the department will consider whether it is possible to allow the remaining employee to remain working reduced hours.

If no suitable alternative arrangements can be implemented the Council will seek to redeploy the remaining job share partner to another part time vacancy.

If all the above steps are unsuccessful then the vacant hours will be again offered to the post holder. If these are not accepted then the post will be advertised on a full-time basis with job sharers invited to apply.

If a full-time appointment is made to the vacancy, further efforts will be made to find suitable alternative employment for the remaining partner. If at the end of this period no suitable alternative employment has been found then termination of employment for 'some other substantial reason' may be considered.

Flexible working form

This form should be used to submit changes to working hours and pattern.

Employee personal details – to be completed by the employee

Employee name:	
Service:	
Job title:	

If you are completing a statutory flexible working request, please ensure you have read the guidance available in the policy, online and/or spoken to your HR Business Partner (humanresources@huntingdonshire.gov.uk).

All employees have the right to submit 2 flexible working requests within a 12 month period All applications based on the service demands and team priorities.

Date of request		
Please confirm the date of any previous statutory requests:		
Is this a permanent or temporary change to your hours and/or work pattern?	PERMANENT	TEMPORARY
		Please confirm the end date:
What date is the change effective from?		

Section A – Change to contracted hours including work pattern changes (employee to complete)

Please highlight the type of hours change requested	Change to contracted hours <input type="checkbox"/>
	Change to working pattern <input type="checkbox"/>
	Term time only <input type="checkbox"/>
	Job share <input type="checkbox"/>
	Annualised hours <input type="checkbox"/>
	Compressed hours <input type="checkbox"/>
	Other <input type="checkbox"/> (please specify):
What are the CURRENT contracted hours?	
What are the NEW contracted hours?	

What is the reason for the request?

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Current Working Pattern

Work pattern: Please highlight the NEW working days of the week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Work pattern (hours): Please complete the NEW hours to be worked each day							
Work pattern (time): Please complete the NEW working times to be worked each day							

NEW Work pattern (employee to complete)

Work pattern: Please highlight the NEW working days of the week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Work pattern (hours): Please complete the NEW hours to be worked each day							
Work pattern (time): Please complete the NEW working times to be worked each day							

Section B - Manager response

Line Managers should fully consider the request in line with the policy, a response is due within a reasonably practicable time framework or at the latest within 2 months of the date of the application (allowing for any appeal process, where applicable). An extension to this time limit needs to be agreed in writing with the employee if you cannot respond within this timescale. To document the response/decision please complete the below section, make any amendments to the above form in discussion with the employee, and share the confirmed outcome with the employee and HR.

Is there budget available for this increase to hours?	YES	NO
Please confirm the authorisation for this change.	I am the budget holder and budget is available for this increase to hours	I have confirmation from the budget holder there is budget available for this increase to hours

Manager response (please select)	I agree to the original flexible working request <input type="checkbox"/>
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	<p>Your original flexible working request could not be accommodated but I am able to agree to the alternative pattern we have discussed (please see below)</p> <input type="checkbox"/>
	<p>I am not able to accommodate your flexible working request for the following business reason(s):</p> <p>The burden of additional costs <input type="checkbox"/> Planned structural changes <input type="checkbox"/></p> <p>Inability to recruit additional staff <input type="checkbox"/> Insufficient work during the suggested period <input type="checkbox"/></p> <p>Detrimental effect on quality <input type="checkbox"/> Detrimental effect on the ability to meet demand <input type="checkbox"/></p> <p>Detrimental effect on performance <input type="checkbox"/> Inability to re-organise work among existing staff <input type="checkbox"/></p>
	<p>Please detail reasons why you reached this decision:</p>

Agreed Work pattern

Work pattern: Please highlight the NEW working days of the week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Work pattern (hours): Please complete the NEW hours to be worked each day							
Work pattern (time): Please complete the NEW working times to be worked each day							

Manager name:		Job title:	
Signature:		Date:	

Employee Declaration

Employee signature:		Date:	
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On completion of this form please email a copy to humanresources@huntingdonshire.gov.uk

Please see the Councils Privacy Notice - [Click here](#)

Pensions Discretion Policy

1.1

Version Control			
Version	Author	Date	Changes
1.1	Nicki Bane	December 2023	Front cover added. Change of recommendation added for shared cost AVC's. Pension figures amended to reflect current amounts.

Name of Policy	Pensions Discretion Policy
Person/posts responsible	Strategic HR Manager
Date approved/adopted	Reviewed December 2023 for Approval in February 2024
Approved by	Employment Committee
Review Date	February 2025

LGPS Employer Discretions Policy

Employer Discretions (Required)

Regulation 60 (2) of The Local Government Pension Scheme Regulations 2013 requires Huntingdonshire District Council (the "Council") to publish a written statement on the following decisions no later than 31 December 2023.

The regulations require the Council to keep its statement under review.

1. Discretion 1 – Granting Additional Pension

Regulation 31 of the LGPS Regulations 2013

- 1.1 Whether, and in what circumstances, the Council would grant additional annual pension (at whole cost to themselves as the Employer) of up to £7,579 (figure as at 1 April 2023) to an active Scheme member or to a member who had within the preceding 6 months had their employment terminated on the grounds of redundancy or business efficiency.

Recommendation 2014:

Not to award additional pension. Reason - cost.

2. Discretion 2 – Funding of Additional Pension

Regulation 16(2) (e) and 16 (4)(d) of the LGPS Regulations 2013

- 2.1 Whether, and in what circumstances, the Council would agree to fund in whole or part the purchase of additional annual pension of up to £7,579 (figure at 1 April 2023) for an active member by making Shared Cost Additional Pension Contributions (SCAPCs) either by regular payments (16(2)(e)) or lump sum (16(4)) on a voluntary basis, i.e. other than as required by regulation 15(5) of The LGPS Regulations 2013.

Recommendation 2014:

Not to make such voluntary contributions. Reason - additional cost.

Note: This discretion does not apply where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a SCAPC to cover the amount of pension 'lost' during that period of absence. That is because, in those cases, the employer must contribute 2/3rds of the cost to a SCAPC; there is no discretion [regulation 15(5) of the LGPS Regulations 2013].

3. Discretion 3 – Flexible Retirement

Regulation 30 (6) of the LGPS Regulations 2013

- 3.1 Whether, and in what circumstances, to consent to the immediate payment of retirement benefits for active members aged 55 or over who reduce their working hours and/or grade and elect for such immediate payment of benefits under Regulation 30(6) ; this is known as flexible retirement.

Whether, in addition to the benefits the member has accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw

- all, part or none of the pension benefits they accrued after 31 March 2008 and before 1 April 2014, and / or
- all, part or none of the pension benefits they accrued after 31 March 2014

Note: If flexible retirement is agreed for a Scheme member aged 55 or over but under 60 who is subject to the 85 year rule protections and who, at the date of flexible retirement, has either met the 85 year rule or would have met the rule before age 60, there would be a strain on fund cost to be met by, and paid to the Pension Fund by, the Council in respect of the pension benefits covered by the protections that are paid following flexible retirement.

Recommendation 2014

On a temporary basis, not to consent to this discretion where there will be an additional cost to the Council.

Further consideration to be given to the development of a formal “flexible retirement policy” in the interests of retaining skills/knowledge. However, any such policy would be on case-by-case basis.

4. Discretion 4 – ‘Switching on’ 85 Year Rule Protection

Paragraph 1(1)(c) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014

- 4.1 Whether to ‘switch on’ 85 year rule protection for those members electing to take payment of benefits before age 60 other than on flexible retirement.
- 4.2 This discretion is required as a result of the scheme changes whereby a member may now retire from age 55 without requiring employer consent for payment of benefits; it is a way for the Council to manage whether they are to be subject to strain costs when a member chooses to retire earlier than age 60, i.e. if the decision were to be to ‘switch on’ the protection, a strain cost for the Council would result. It does not apply in cases of flexible retirement since that type of retirement already includes a requirement for employer consent.

Recommendation 2014:

Each case will be considered on its merits.

By the Council having the option to “switching on” the 85 year rule gives the Council an avenue to manage staff retention.

5a. Discretion 5 – Waiving all or part of an Actuarial Reduction

A: Regulation 30(8) of the LGPS Regulations 2013

- 5.1 Whether to waive on any grounds, in whole or in part, an actuarial reduction for active members voluntarily retiring on or after age 55 but before their normal pension age who elect to immediately draw benefits, and for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 but before their normal pension age.

Consideration:

The Council needs to make decisions in respect of

1. Whether to agree to waiving of reductions, and if so in full or part, and in what circumstances
2. Subject to the decision on (1), if the recommended compassionate grounds basis (see note below) is sufficiently robust.

Subject to the above decision, in the longer term, the Council may need to think about sustainability of agreeing early retirement from age 55 (i.e. given the increasing gap between aged 55 and future normal pension ages).

“Compassionate Grounds” Definition:

There is no definition in the regulations of “compassionate grounds” hence it is for the Council to determine a reasonable and workable definition.

Recommended Definition: *“Compassionate grounds are defined as where an active employee or deferred beneficiary needs to care full time for a close relative, spouse, partner or other dependant who, through illness, requires full time care for the rest of their life expectancy which is anticipated to be in excess of 12 months from the date of the agreed medical advice.”*

Recommendation 2014:

It is recommended that if the decision is made to waive reductions on compassionate grounds, that:

- Each case will be considered on its merits.
- A review of such applications takes place each year to assess the financial impact and sustainability of this discretion going forward.

5b. Discretion 5 – Waiving all or part of an Actuarial Reduction
B: Paragraph 2(1) of the LGPS (TPS&A) Regulations 2014 (similar discretion)

- 5.2 Whether to waive on compassionate grounds the full amount of an actuarial reduction for those who have 85 year rule protection, but have not satisfied the 85 year rule upon voluntarily retiring from active membership, electing for payment of deferred benefits or suspended tier 3 ill health pensions where the election to draw benefits (other than on ill health grounds) is effective on or after age 55 but before the member’s normal pension age.

Discretion to be agreed in line with 5A.

Recommendation 2014:

Where a member of the LGPS 2014 who is

- voluntarily retiring from active membership,
- electing for payment of deferred benefits or
- electing for payment of suspended tier 3 ill health pensions, where the election to draw benefits is other than on ill health grounds

has 85 year rule protection but has not satisfied the 85 year rule at the date of their retirement, the early payment reductions will be waived:

- each case will be considered on its merits.
- and

- if the request satisfies the Council's compassionate grounds definition.

Compassionate grounds are defined as where an active employee or deferred beneficiary needs to care full time for a close relative, spouse, partner or other dependant who, through illness, requires full time care for the rest of their life expectancy which is anticipated to be in excess of 12 months from the date of the agreed medical advice.

Employer Discretions (Recommended)

The LGPS Regulations 2013 also state a whole list of minor discretions that an Employer may need to exercise. Notably there are five additional discretions which the national discretions guidance suggests would be appropriate to have a written policy on.

These are listed below.

6. Discretion 6

- 6.1 Whether, how much, and in what circumstances to contribute to a shared-cost Additional Voluntary Contribution (SCAVC) arrangement entered into on or after 1 April 2014 [regulation 17 of the LGPS Regulations 2013] and whether, how much, and in what circumstances to continue to contribute to any shared cost Additional Voluntary Contribution (SCAVC) arrangement that the employer had entered into before 1 April 2014.

[Regulation 15(1)(d) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, regulation 25(3) of the LGPS (Administration) Regulations 2008 and regulation 15(3) of the LGPS (Benefits, Membership and Contributions) Regulations 2007].

Recommendation Pre 01.04.2014:

The Council did not contribute to any shared cost AVC. Confirm this as a discretion decision.

Recommendation 2014:

The Council do not contribute to any shared cost AVC.

Recommendation 2023:

The Council will offer a HMRC approved salary sacrifice shared costs AVC scheme. Pensionable pay and salary sacrifice

HMRC approved salary sacrifice arrangements where an employee has their contractual pay reduced by an agreed amount (supported by a variation to their contract) in return for a tax assessable benefit in kind, from which income tax liability is then removed, remain pensionable under the 2014 Scheme (where the benefit in 17 Payroll Guide version 4.1 July 2020 kind is specified in the employee's contract of employment as being a pensionable emolument).

The exception is any salary sacrificed for a car or any other vehicle, which cannot be pensionable.

7. Discretion 7

- 7.1 Whether, with the agreement of the Pension Fund administering authority, to permit a Scheme member to elect to transfer other pension rights into the LGPS if he / she has not made such an election within 12 months of joining the LGPS [*regulation 100(6) of the LGPS Regulations 2013*].

Recommendation 2014:

The new Pensions policy (section 6) requires employees to make an election within 12 months. No reason foreseen to publish otherwise as systems and policy in place to advise employees of time limit and accepting a late application could result in additional cost to the Council.

However, late applications will be considered on a case-by-case basis providing there is no additional cost to the Council.

Note: Unlike under the 2008 Scheme, where the discretion to allow a late election rested solely with the employer, under the 2014 Scheme both the employer and the Pension Fund administering authority (CCC) have to agree to the acceptance of a late election. If one agrees, and the other does not, the late election cannot be accepted.

8. Discretion 8

- 8.1 Whether to extend the 12 month time limit within which a Scheme member who has a deferred LGPS benefit in England or Wales following the cessation of employment (or cessation of a concurrent employment) may elect not to have the deferred benefits aggregated with their new LGPS employment (or ongoing concurrent LGPS employment) if the member has not made an election to retain separate benefits within 12 months of commencing membership of the LGPS in the new employment (or within 12 months of ceasing the concurrent membership) [*regulations 22(7) and (8) of the LGPS Regulations 2013*].

Recommendation 2014:

The Pensions policy (section 6) requires employees to make election within 12 months. No reason foreseen to publish otherwise as systems and policy in place to advise employees of time limit.

However, late applications will be considered on a case-by-case basis providing there is no additional cost to the Council.

9. Discretion 9

- 9.1 How the pension contribution band to which an employee is to be allocated on joining the Scheme, and at each subsequent April, will be determined and the circumstances in which the employer will, in addition to the review each April, review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pay in the course of a Scheme year (1 April to 31 March) [*regulations 9 and 10 of the LGPS Regulations 2013*].

Recommendation 2014:

The Pensions policy (section 2) explains how employee's contribution bands are assessed.

10. Discretion 10

10.1 Whether or not, when calculating assumed pensionable pay when a member is:

- on reduced contractual pay or no pay on due to sickness or injury, or
- absent during ordinary maternity, paternity or adoption leave or during paid additional maternity, paternity or adoption leave, or
- absent on reserve forces service leave, or
- retires with a Tier 1 or Tier 2 ill health pension, or
- dies in service

to include in the calculation the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred. A 'regular lump sum payment' is a payment for which the member's employer determines there is a reasonable expectation that such a payment would be paid on a regular basis.

[Regulations 21(4)(a)(iv), 21(4)(b)(iv) and 21(5) of the LGPS Regulations 2013].

Explanation of Impact:

Example 1 (Absence – all reasons stated above)

Member on reduced or no pay. Member can finish up with a bigger pension accrual than if the member had not been absent and had, instead, been at work.

Member receives a £1,200 annual performance payment in May 2014 and goes onto reduced contractual pay for the period 1 November 2014 to 31 December 2014, returning to full pay from 1 January 2015.

The £1,200 has already been included in the member's pensionable pay cumulatives for 2014/15. If it was included in assumed pensionable pay for November and December 2014, 2/12 of £1,200 (i.e. £200) would be added into the cumulative pensionable pay. If the member had not been sick, that £200 would not have been included in pensionable pay (as the member was not next due to get a lump sum annual performance payment until May 2015).

Example 2 (Ill Health Retirement/Death in Service)

It might seem reasonable to add back any 'regular lump sum payment' received by the member in the 12 months preceding ill health retirement or death in service into the assumed pensionable pay to be used to work out the amount of enhanced pension for a member who retires with a Tier 1 or Tier 2 ill health pension, or used to work out the survivor pension and / or death grant for a member who dies in service.

However, what if the member is, say, only 40 at the time of the ill health retirement / death in service? Is it likely that the employer would have paid such a lump sum to the member every year between age 40 and the member's Normal pension Age? That, in essence, would be implied as being the case if the employer were to add the lump sum back into the assumed pensionable pay figure to be used to calculate the amount of ill health enhanced pension and / or survivor pension.

Recommendation 2014:

Any decision as to whether or not to include in the calculation of a scheme member's assumed pensionable pay the amount of any 'regular lump sum payment' received by

the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred would need to be fair, equitable and justifiable.

It is recommended that the Council

1. Does not include lump sum payment for periods of absence.
2. Gives consideration to including regular lump sum payments for ill health retirement and death in service, with the primary criteria being whether it could reasonably be expected that the member would have been likely to receive that regular payment for the foreseeable future.
3. Recommended that all decisions are approved by the Head of Resources and guidance is taken from LGSS Pensions.

11. Existing Employer Discretions

11.1 Forfeiture of Pension Rights

Where an employee has committed an offence that was gravely injurious the State or liable to lead to serious loss of confidence in the public service, the employer (or former employer) may request a forfeiture certificate directing former pension rights to be forfeited.

Recommendation: The Council will consider each case on its merits.

11.2 Recovery or retention where former member has misconduct obligation

Where an individual leaves their employment in consequence of a criminal, negligent or fraudulent act or omission and a monetary obligation is due to the employer, that employer may seek to recover or retain the monetary obligation out of the pension fund.

Recommendation: The Council will consider each case on its merits.

11.3 Tier 3 Ill Health Retirement

Determine whether person in receipt of Tier 3 ill health pension has started gainful employment R37 (3) & (4)

Whether to recover any overpaid Tier 3 pension following commencement of gainful employment R 37 (3)

Determine whether person in receipt of Tier 3 ill health pension has started gainful employment (*Regulation 37(3) and (4)*)

Recommendation:

The Council will consider each case on its merits.

Whether to recover any overpaid Tier 3 pension following commencement of gainful employment (*regulation 37(3)*)

Recommendation:

Assumption should be that recovery will be made in each case as the member is required to notify the Council of any employment, however cases will be considered on their merits.

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