

A meeting of the **EMPLOYMENT COMMITTEE** will be held in **THE CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 12 FEBRUARY 2020** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 3 - 6)

To approve as a correct record the Minutes of the meeting of the Committee held on 4th September 2019.

Contact Officer: A Roberts - 388015

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda Item.

Contact Officer: Democratic Services - 388169

3. WORKFORCE INFORMATION REPORT (QUARTER 3) (Pages 7 - 20)

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

Contact Officer: A Whatmore - 388005.

4. PAY POLICY STATEMENT 2020/21 (Pages 21 - 26)

To consider and comment on the Council's Pay Policy Statement 2020/21.

Contact Officer: A Whatmore - 388005

5. STAFF COUNCIL

At the request of Staff Council representatives to consider a range of issues.

Contact Officer: G McDowell - 388386

4 day of February 2020



Head of Paid Service

Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests

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

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The District Council permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings.

Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

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.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT COMMITTEE held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 4th September 2019

PRESENT: Councillor R J West – Chairman.

Councillors Mrs A Dickinson, D N Keane and D M Tysoe.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs P A Jordan, T D Sanderson, Mrs J Tavener and D Terry.

14 AGENDA ITEM 6 - ESTABLISHMENT OF EMPLOYMENT COMPANY

Having noted that this item would be replaced by more comprehensive details of the proposals and the arrangements for feeding Members' views into the decision-making process, it was

RESOLVED

that this item be not determined.

15 MINUTES

The Minutes of the meeting of the Committee held on 22nd May 2019 were approved as a correct record and signed by the Chairman.

16 MEMBERS' INTERESTS

No declarations of interests were received.

17 EMPLOYEE SURVEY 2019

By means of a presentation by Mr D Buckridge, Business Intelligence and Performance Manager, and Mrs E Charter, Performance and Data Analyst, the Committee was acquainted with the headline results from the Employee Survey 2019. Members were informed that 471 responses had been received to the Survey, which equated to 75% of the workforce. This compared with 395 (63%) responses in 2018.

The rate of response to each question and the direction of change were presented. Reference was made to employees' views on the Senior Leadership Team, their experience of working for the Council, the ICARE values, stress and communication. While the positive rating in respect of some questions had declined since 2018, the position had improved compared with when the Survey was first undertaken. Finally, reference was made to the actions that would be taken in response to the Survey findings.

Members commented on the high rate of responses to the Survey and the fact that the rate had again increased. They then discussed the frequency with which the Survey was carried out. On the one hand it was argued that if it took place every two years, there would be adequate time fully to address all of the issues raised. Alternatively, it was suggested that the Council should focus on a smaller number of priorities or hold “pulse” surveys to gauge trends in specific areas. In addition, it was suggested that in-depth qualitative data and analysis by section should be produced. In response, it was confirmed that this information would be made available to sections together with mean data to avoid any potential demoralising effect that comparisons with other sections might have. Importantly, it was noted that different trends had been seen across all sections, with no one section showing adverse trends in a majority of areas.

Staff Council representatives expressed support for the proposal to focus on fewer, more significant actions. They also drew attention to the fact that considerable effort had been made to enable and encourage front-line employees to respond to the Survey.

Having noted that the Human Resources section would be responsible for identifying and overseeing implementation of the actions arising from the Survey, it was

RESOLVED

that the Employee Survey 2019 headline results be noted.

18 USE OF CONSULTANTS, HIRED STAFF AND TEMPORARY STAFF

Consideration was given to a report by the Head of Resources (a copy of which is appended in the Minute Book) containing the annual monitoring information on the use of interim staff. Members were informed that compared with the previous year there had been a net increase of £230k in the cost of interim staff. All expenditure was within budget.

Members recognised that in some areas such as the preparation of the Local Plan, there was little choice but to use interim staff. The report contained justifications for this kind of spending. It was confirmed that overall savings in permanent staff costs equated to the amount spent on interim staff.

In response to a comment by the Staff Council representatives, the Committee was informed that the Council might employ external resources when the Council did not have the required internal expertise, that the decision would depend on the level of skills needed and that mechanisms existed to control such procurement. Having noted that the format of the report would be reviewed for future years, it was

RESOLVED

that the contents of the report be noted.

19 WORKFORCE INFORMATION REPORT (QUARTER 1)

The Committee received and noted a report on Human Resources matters impacting on the performance of the Council during the period 1st April to 30th June 2019. 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 report indicated that two employees had retired in the quarter. Members recognised the employees' achievements and conveyed their congratulations to them.

The Committee was informed that the workforce headcount was slightly higher than at the end of the previous quarter and that the total spend on pay for employees in 2019/20 was forecast to be £1.1m less than the year's budget. Members' attention was particularly drawn to the fact that 84% of the workforce had no instances of sickness absence during the quarter and 13 employees had experienced long-term sickness compared with 17 in the previous quarter.

Members discussed the positive trends being experienced in relation to sickness with the result that rates were at the lowest levels since 2014. They then concurred with a suggestion from Staff Council representatives that in future contextual information on temporary employees should be provided in relation to the budget position on pay for employees. Whereupon, it was

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 contributions made by the two employees who have recently retired from their employment in the local government service and convey its best wishes to them for long and happy retirements.

20 TERMS OF REFERENCE AND CONSTITUTION OF THE STAFF COUNCIL

Pursuant to Minute No 19/12, the Committee gave consideration to proposed Staff Council Terms of Reference and Constitution, which had been further updated since the last meeting to reflect the current membership. Copies of the documents are appended in the Minute Book.

Members were informed that Staff Council would focus on employees and employee protection. Comment was made that while some of the provisions of the documents were not likely to be needed, they might be necessary on rare occasions. Staff Council's intention to adopt a positive approach was supported. Having noted that Staff Council would endeavour to improve its communication practices and would collaborate with HR on the results of the Employee Survey, it was

RESOLVED

that Terms of Reference and Constitution of the Staff Council as appended in the Minute Book be endorsed.

21 STAFF COUNCIL

Staff Council representatives expressed concern that they had not been consulted in accordance with the Terms of Reference on the subject of Minute No 14 ante prior to the meeting. The Head of Resources undertook to confirm that consultation would take place.

Having clarified that as at the date of the previous meeting, they had not expressed a view on the 2018/19 pay proposals, Staff Council representatives outlined their intention to carry out a survey of employees. It was suggested that Staff Council should exercise care to avoid both survey fatigue and creating unrealistic expectations in relations to pay.

Chairman

Workforce Report

Quarter Three 2019-20

This report looks at the workforce profile of Huntingdonshire District Council during the third Quarter of the financial year, **1 October – 31 December 2019**.

The key findings from the workforce profile report are:

- The workforce had a headcount of **631** and an FTE (full-time equivalent) count of **577.8** at 31 December 2019. The total number of employees is down from 644 at the end of the previous Quarter, as is the FTE count which had been 588.5 at 30 September 2019.
- Spend on pay costs for employees in 2019/20 is forecast to be around **£1m** less than budgeted for the year.
- The annual average sickness figure has increased from the previous Quarter to 6.7 days lost per FTE but remains lower compared to levels in previous years and is under Corporate plan target of 9 days per FTE.
- The total number of days lost in Quarter Three was higher than in the previous Quarter, with both short term and long-term sickness rising. But reflects the typical trend of lower absences in summer months.
- **72%** of the workforce had no sickness absence during Quarter Three.
- **26** employees had long-term sickness in Quarter Three. This has more than doubled from **12** in the previous Quarter.
- The HR caseload increased in Quarter Three, with an increase in more complex casework. **Over half** of active casework related to absence either long-term or short-term sickness absences.
- Details of the number and nature of recent accidents and incidents affecting employees and non-employees can be found in section 4.

Authors: Business Intelligence and Performance Manager / Strategic HR Manager
Date: January 2020

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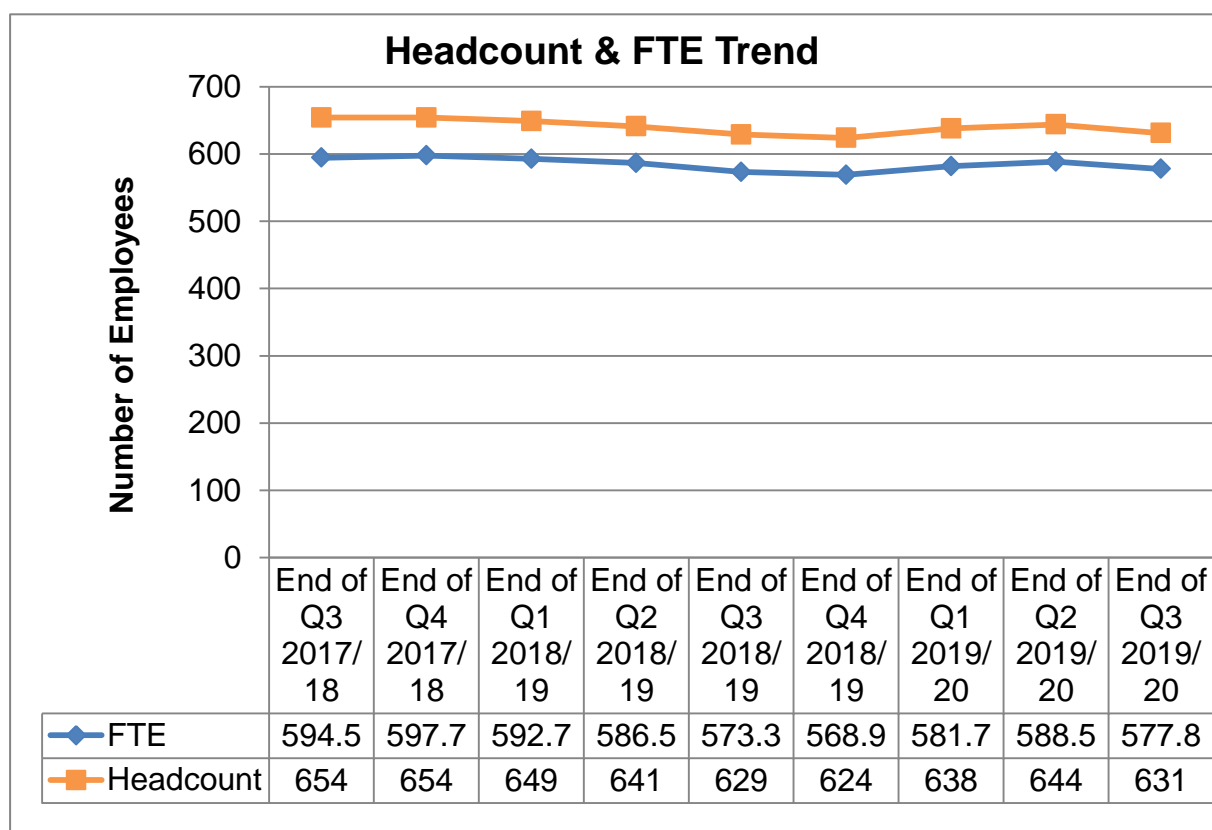
1.0 EMPLOYEE PROFILE

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 Three (31 December 2019), the total number of employees employed by Huntingdonshire District Council was 631 (excluding those employed on a variable or casual hours basis) with the number of full-time equivalent posts at 577.8.



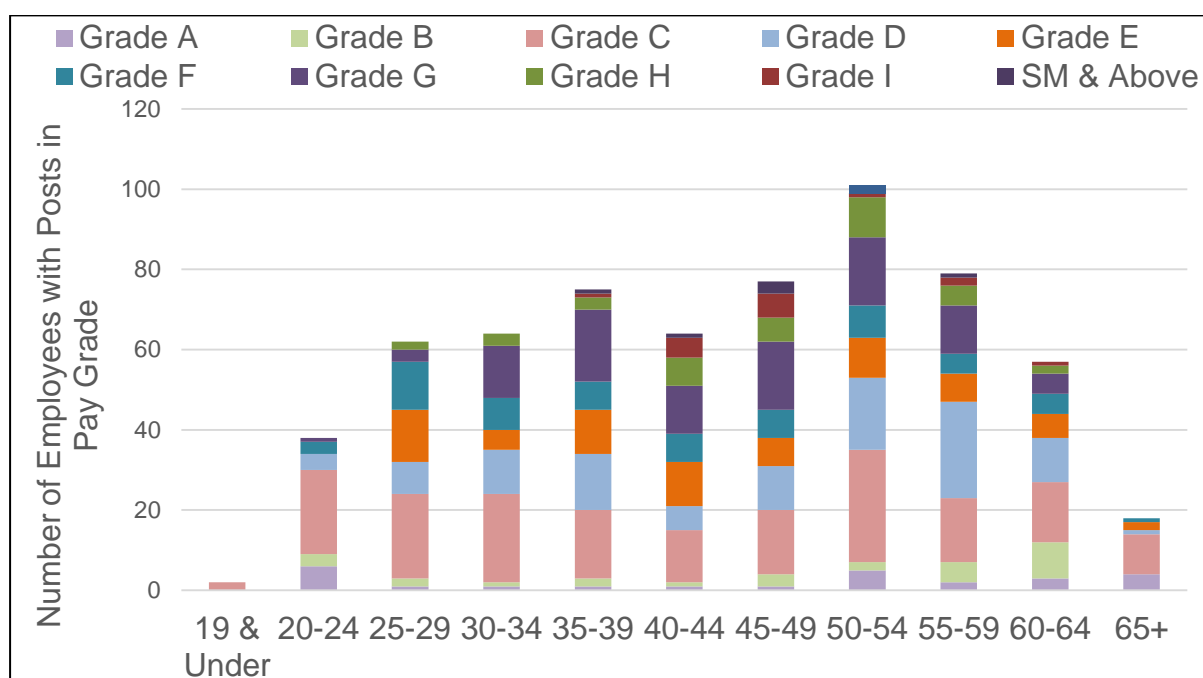
1.2 PAYBILL

The following table shows the Council's budget, actual and forecast spend on pay costs (including National Insurance and pension contributions) for all employees but excluding hired staff (contractors and agency staff). The forecast spend for the year is currently within 5% of the budget, based on projections by managers at the end of December 2019.

Year:	Budget (£)	Actual (£)	Forecast (£)
2014/15	23,218,072	21,321,729	
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		23,828,414

1.3 WORKFORCE BY AGE AND PAY 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 salaries.

1.4 HIGH EARNERS

Definition: High earners are classified as employees who are paid at £50,000 or above. This information is published in line with the Government's commitment to improve transparency across the public sector.

At the end of Quarter Three, 22 employees were paid at FTE salaries of £50,000 or above. The total number of employees classed as high earners is lower than the 27 employed at the end of the previous Quarter following the implementation of the new

senior leadership team structure, during the three months from October to December.

1.5 GENDER PAY GAP

Employers with 250 or more employees must publish figures comparing average pay by gender across the organisation. The Council's pay gap data as at 31 March 2019 is listed below:

- Women's **mean** hourly rate is **4.8% lower** than men's (the latest average reported for [local government](#) is **6.1% lower** than men's)
- Women's **median** hourly rate is **0.0% higher** than men's (the latest local government average reported is **4.0% lower** than men's)
- **48.6%** of the **top** quartile (highest paid) are women, **57.7%** of the **upper middle** quartile were women, **54.3%** of the **lower middle** quartile were women and **53.6%** of the **lower quartile** (lowest paid) were women
- Women's **bonuses** were 0.7% lower (mean) and 0% lower (median) than men's, with 17.17% of women and 15.22% of men receiving bonus pay. Bonus payments relate to performance related incremental awards for exceptional performance, where individuals are at the top of their scale point a non-consolidated bonus is awarded.
- Comparison with the previous year is shown in the tables below:

*No bonus payments in 2018

Proportion of males and females in each quartile band								
	2018	2019	2018	2019	2018	2019	2018	2019
	Lower Quartile	Lower Quartile	Lower Middle Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Middle Quartile	Upper Quartile	Upper Quartile
Male	45.0%	46.4%	48.2%	45.7%	45.3%	42.3%	51.4%	51.4%
Female	55.0%	53.6%	51.8%	54.3%	54.7%	57.7%	48.6%	48.6%

1.6 LEAVERS

During Quarter Three, 36 full-time/part-time employees on permanent or fixed-term contracts left the organisation, which is more than double the total leaving in Quarter Two (17). There were 22 voluntary resignations by employees on permanent contracts from October to December, compared to 13 in the previous Quarter.

Leaving Reason	Service	Total
Death in Service	Community	1
TUPE Transfer	Leisure & Health	3
Settlement/Compromise Agreement	Digital & ICT Services	2
Compulsory Redundancy	Community	1
	Corporate Team	1
Retirement Aged 65 or Over	Operations	1
	Revenues & Benefits	1
End of Fixed Term Contract	Leisure & Health	1
Voluntary Redundancy	Development	1
Ceasing on or after 60 but before 65	Revenues & Benefits	1
Voluntary Resignation – New Job Offer	Leisure & Health	4
	Development	3
	Customer Services	2
	Revenues & Benefits	2
	Operations	2
	Digital & ICT Services	1
	Resources	1
Voluntary Resignation – Work Life Balance	Corporate Resources	1
	Customer Services	1
	Revenues & Benefits	1
Voluntary Resignation – Better Reward Package	Operations	1
Voluntary Resignation – Health Reasons	Operations	1
Voluntary Resignation – Other / Not Specified	Customer Services	1
	Digital & ICT Services	1
	Leisure & Health	1
Grand Total		36

Note: the services listed include some relating to the previous service structure to accommodate those leaving posts that are no longer included in the new structure.

1.7 TURNOVER

In the 12 months to 31 December 2019, 80 permanent employees left the Council. As a proportion of the average number of permanent employees over this period, the overall turnover rate for permanent employees is 13.4%, which is slightly higher than the rate reported last Quarter. Monster.co.uk estimates typical UK employee average turnover at 15%, this is typically lower in public services.

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**.

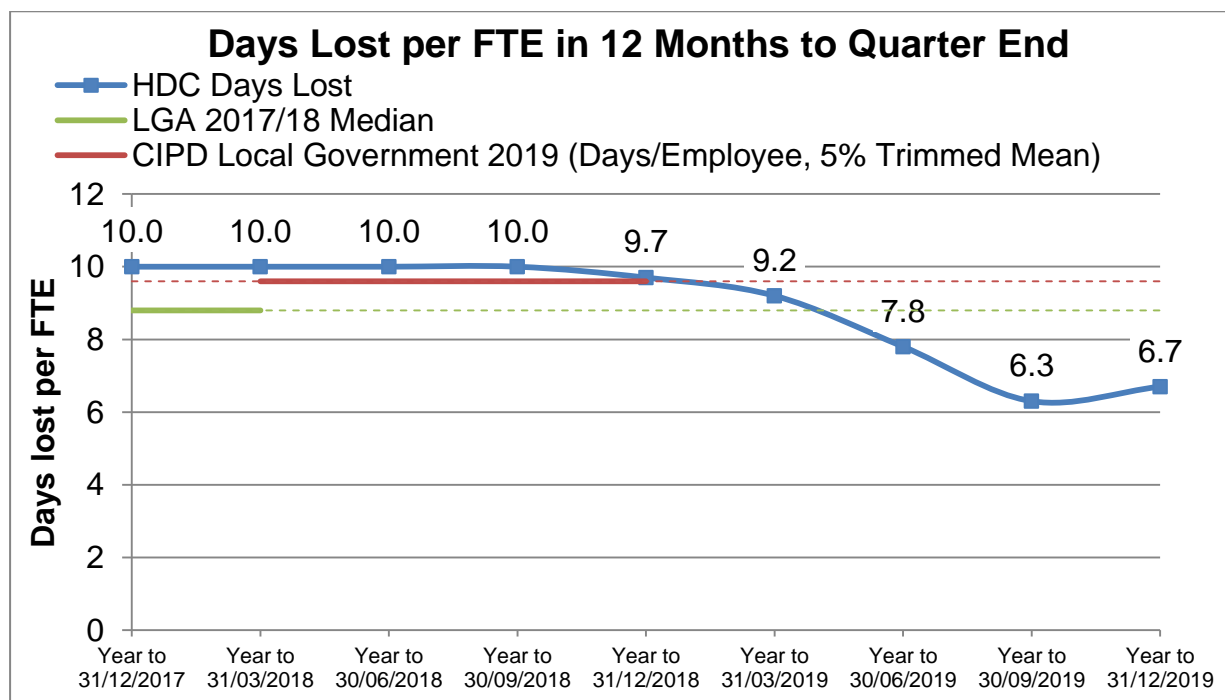
The absence data is calculated per FTE as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

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)

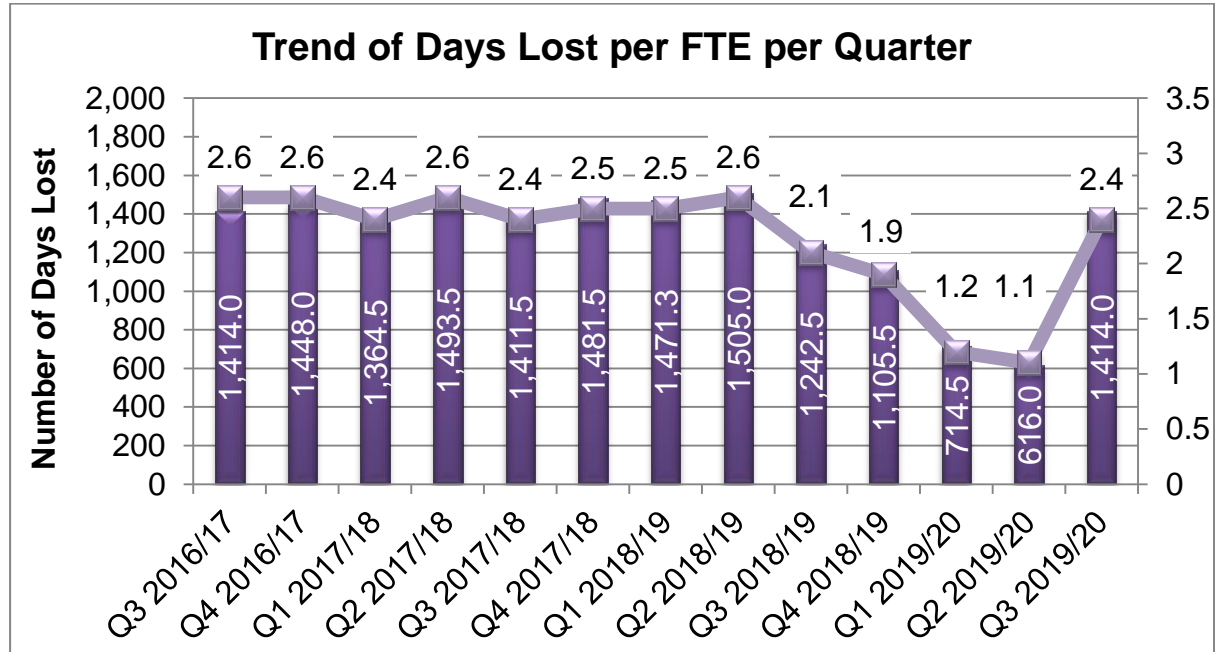
2.1 TREND OF WORKING DAYS LOST ACROSS HDC OVER ROLLING 12 MONTH PERIODS

The graph shows the trend in sickness absence per full-time equivalent (FTE) employee over a rolling 12-month period, calculated to the end of each Quarter since December 2016. It shows sickness absence over the previous quarter increased slightly to 6.7 days per FTE. this remains low compared to results over recent years.



2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Three is higher than in the previous Quarter and the days lost per FTE has also increased. This increase is a typical trend for Quarter Three, with higher sickness levels than recorded in summer months.



The number of days lost in Quarter Three equates to the workload of just over 22 FTEs based on the 64 working days in the period from 1 October to 31 December.

2.3 REASONS FOR SICKNESS ABSENCE

Please see sickness reporting by category below:-

Sickness reason given:	Quarter Three 2019/20		
	Employees	Days lost	%
3rd party accidents	1	1	0%
Anxiety, mental health & depression or Stress	19	491	35%
Asthma, chest, heart, cardiac	8	93	7%
Benign & malignant tumours or cancers	2	19	1%
Burns, poisoning, frostbite, hypothermia	0	0	0%
Cough, cold, eye, ENT, infections/viruses	93	253.5	18%
Endocrine/glandular - diabetes, thyroid	1	28	2%
Gastro - abdominal pain, vomiting	40	110.5	8%
Genito urinary & gynaecological	8	69	5%
Headache, migraine, dental, oral	22	87	6%
Injury, fracture	11	104	7%
Musculoskeletal, including back & neck	11	115	8%
Pregnancy related	3	43	3%

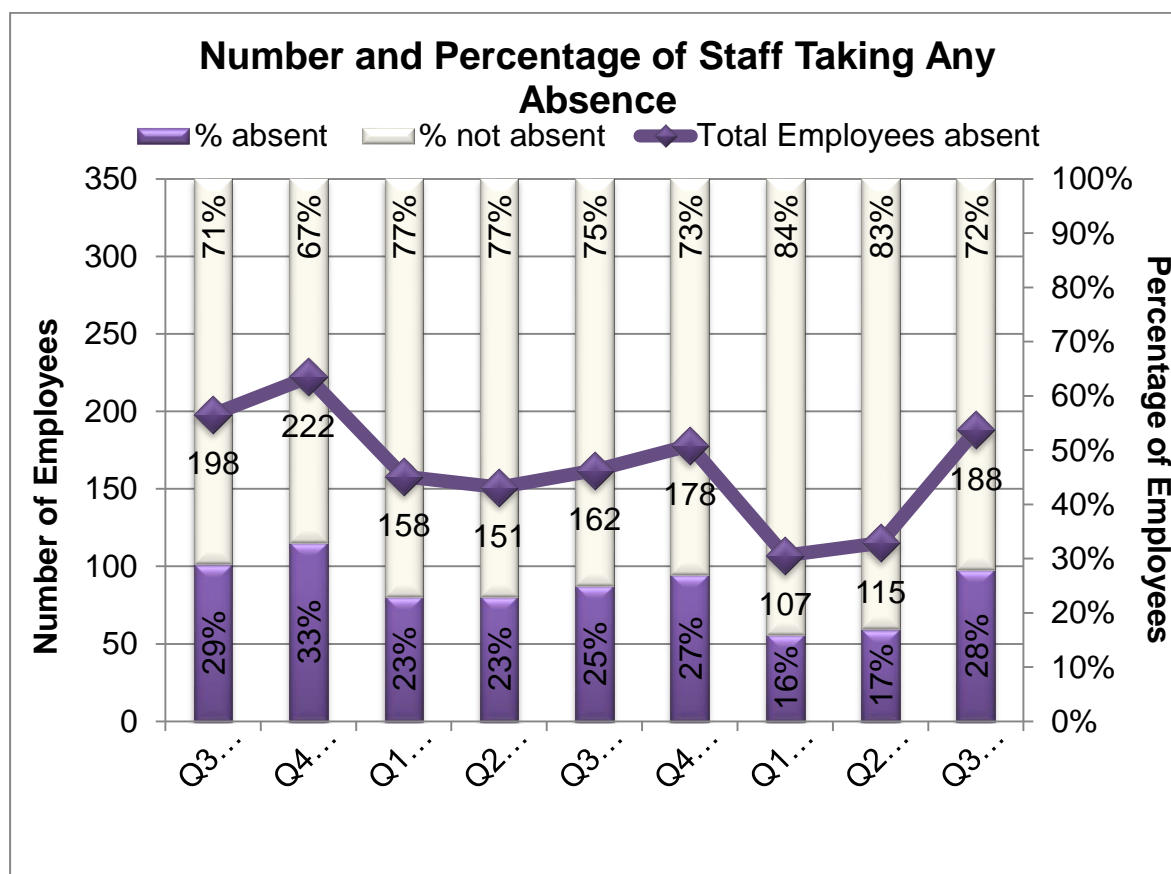
There has been an overall increase in days lost comparing the same quarter data to last year, with an increase in days lost due to either 'Stress' or 'Anxiety, mental health and depression'. However, days lost due to 'Asthma, chest, heart, cardiac', 'Benign & malignant tumours or cancers' and 'Injury, fracture' are all significantly lower than in 2018/19. The investment in mental health awareness and support, may have led to more honest reporting of these types of absences, which previously may have been disguised under other absences. It is also reflects the general population of the UK, with increasing number of mental health cases.

During Quarter Three, 19 employees were absent due to either 'Stress' or 'Anxiety, mental health and depression' for a total of 491 working days lost. 441 (90%) of these were 'long-term' absences of 28 calendar days or more.

Reason for Absence	No of Days Absence	% of Days Absence	No of People
Personal Reasons	294	60%	12
Work Related	78	16%	3
Both Work and Personal Reasons	119	24%	4
Total	491	100%	19

2.4 NUMBER OF EMPLOYEES WITH ANY DAYS OF SICKNESS ABSENCE IN QUARTER

188 employees were absent due to sickness in Quarter Three, which is 28% of all those employed during the period (excluding those with variable/casual posts only).



2.5 LONG-TERM SICKNESS ABSENCE BREAKDOWN

Quarter	Employees taking long-term sick leave	Total days of long-term sickness	% of total absence long-term
Q3 2017/18	25 (13% of those sick)	854	61%
Q4 2017/18	22 (10%)	719	49%
Q1 2018/19	30 (19%)	1,015.8	69%
Q2 2018/19	33 (22%)	1136	75%
Q3 2018/19	26 (16%)	816	66%
Q4 2018/19	17 (10%)	503	45%
Q1 2019/20	13 (12%)	391.50	55%
Q2 2019/20	12 (10%)	310	50%
Q3 2019/20	26 (14%)	833	59%

Days lost due to long-term sickness more than doubled when compared to the previous Quarter, however, that is against a quarter which had the lowest level recorded since these figures were first calculated in 2009. 26 employees represent approx. 4% of the Council's workforce.

Dealing with long-term sickness cases remains a high priority for managers and HR work closely with the managers to advise on sickness cases. Of the 26 employees with long-term sickness during the Quarter, 14 remained absent on 31 December.

2.6 SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows that sickness has increased overall in all services. The number of days recorded for the previous Quarter are listed in brackets in the second column. Please note that the services categories have changed to reflect the new management structure.

Service	Total days sick	Days Lost/FTE	Employees absent in Quarter
Chief Operating Officer	356 (235.5) ↑	2.3	55 (31% of all in service)
CLT/Exec Support/Transformation	5 (2) ↑	0.3	2 (11%)
Corporate Resources	37 (27.5) ↑	1.0	6 (14%)
Digital & ICT Services	90 (61.5) ↑	1.2	23 (28%)
Housing Strategy and Growth	53 (1.5) ↑	2.7	5 (20%)
Leisure and Health	174 (94) ↑	1.8	24 (19%)
Operations	699 (208) ↑	3.8	73 (38%)
OVERALL	1414 (630) ↑	2.4	188 (28% of all HDC employees)

Service	Total days sick – short-term	Days Lost/FTE – short-term	Employees absent in Quarter – short-
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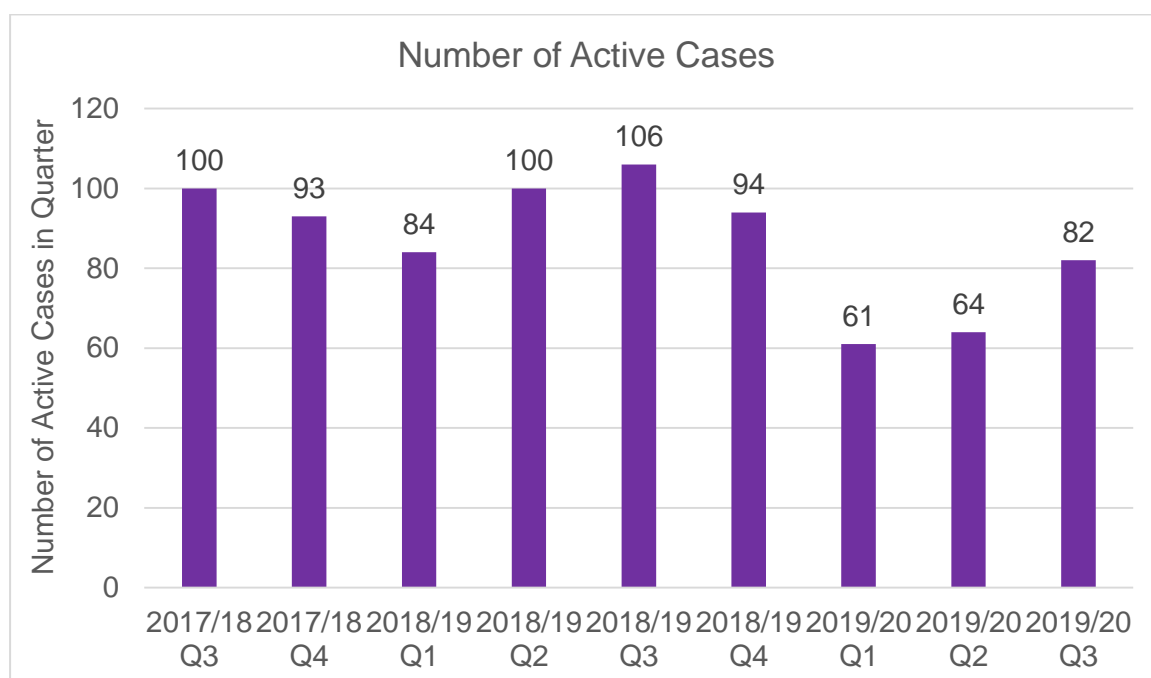
			term sickness
Chief Operating Officer	160 (134.5) ↑	1.0	51 (28% of all in service)
CLT/Exec Support/Transformation	5 (2) ↑	0.3	2 (11%)
Corporate Resources	23 (7.5) ↑	0.6	5 (11%)
Digital & ICT Services	65 (58.5) ↑	0.8	23 (28%)
Housing Strategy and Growth	13 (1.5) ↑	0.7	4 (16%)
Leisure and Health	57 (28) ↑	0.6	21 (17%)
Operations	258 (72) ↑	1.4	63 (32%)
OVERALL	581 (304) ↑	1.0	169 (25% of all HDC employees)

Service	Total days sick – long-term	Days Lost/FTE – long-term	Employees absent in Quarter – long-term sickness
Chief Operating Officer	196 (101) ↑	1.3	5 (3% of all in service)
CLT/Exec Support/Transformation	0 (0) ↔	0.0	0 (0%)
Corporate Resources	14 (20) ↓	0.4	1 (2%)
Digital & ICT Services	25 (3) ↑	0.3	1 (1%)
Housing Strategy and Growth	40 (0) ↑	2.1	1 (4%)
Leisure and Health	117 (66) ↑	1.2	3 (2%)
Operations	441 (136) ↑	2.4	15 (8%)
OVERALL	833 (326) ↑	1.4	26 (4% of all HDC employees)

Note: Numbers of employees shown as absent in the short-term and long-term tables do not necessarily add up to totals shown in the first table because some individuals had both long-term and short-term absences. Figures for days lost/FTE may not add up to totals due to rounding.

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 time.



3.1 BREAKDOWN OF HR CASES BY TYPE FOR THE QUARTER

During Quarter Three, there were 82 cases in progress, of which 30 were dealt with under formal procedures. The 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	Previous Quarter
Appeals	0	1	1	0
Capability – Long Term Sickness	10	5	15	13
Capability – Short Term Sickness	25	5	30	17
Capability – Performance	2	3	5	7
Consultations (including TUPE)	6	1	7	3
Bullying and Harassment (Dignity at Work)	0	1	1	0
Disciplinary	7	3	10	12
Employment Tribunals	0	5	5	5
Grievance	2	4	6	7
Probation	0	0	0	0
Manager Advice / Support	0	2	2	0
Subject Access Request	0	0	0	0
Total	52	30	82	64

4.0 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.

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 was one RIDDOR accident in the period 1 October 2019 to 31 December 2019 and there was one non-RIDDOR accident relating to employees reported during the period.

The table below summarises these by nature and severity:

Type	Category	Severity	No of cases
RIDDOR accident	Injured while handling, lifting or carrying	Over 7 days	1
Non-RIDDOR accident	Slips, trips or falls on same level	No first aid	1

There was one accident relating to non-employees reported during the period.

Type	Category	Severity	No of cases
Non-RIDDOR accident	Slips, trips or falls on same level	Attended A&E	1

4.2 OFFICE-BASED PREMISES AND ONE LEISURE ACTIVE LIFESTYLES TEAM ACTIVITIES

There were no RIDDOR accidents in the period 1 October 2019 to 31 December 2019. There were no accidents relating to employees reported during the period. There were no accidents relating to non-employees reported during the period.

4.3 ONE LEISURE

There were no RIDDOR accidents in the period 1 October 2019 to 31 December 2019.

A total of two accidents relating to employees were reported during the period. The following table summarises these by nature and severity:

Type	Category	Severity	No of cases
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Non-RIDDOR accident	Struck by moving, including flying/falling, object	First aid	1
	Exposure to, or contact with, a harmful substance	GP Recommended	1

A total of 84 accidents relating to non-employees at One Leisure sites were recorded during the period, with four of these reported. The table below summarises these by nature and severity:

Type	Category	Severity	No of cases
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First aid	2
	Injured while handling, lifting or carrying	Incident/no injury	2

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2020/21

Meeting/Date: Employment Committee – 12 February 2020, Full Council 26 February 2020

Executive Portfolio: Councillor David Keane, Executive Councillor for Corporate Services

Report by: Aileen Whatmore, Strategic HR Manager

Ward(s) affected: N/A

Executive Summary:

The Localism Act 2011 requires each local authority to produce an annual Pay Policy Statement. The Statement must be agreed by Full Council by 31st March 2020. 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.

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.

RECOMMENDED

Members of the Committee are asked to approve the Pay Policy Statement for 2020/21.

Contact Officer: Aileen Whatmore

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PAY POLICY STATEMENT 2020 - 2021

1 Introduction and scope

This Pay Policy Statement is produced in accordance with the Localism Act 2011 and sets out Huntingdonshire District Council's position in relation to pay for its Senior Managers and lowest paid employees to demonstrate openness, accountability and value for money.

For Huntingdonshire District Council 'Chief Officer' applies to the Managing Director as Head of Paid Service, Directors, Assistant Directors, Heads of Service, the Monitoring Officer and Section 151 Officer.

This policy applies to those employed on Huntingdonshire District Council's terms and conditions of employment. It excludes TUPE'd employees as they remain on their existing terms and conditions.

This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2020.

2 Remuneration

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

Chief Officers

Salaries on appointment to all posts are determined in accordance with the Council's Pay Policy.

Chief Executive/Managing Director

The Managing Director is the Council's Head of Paid Service. This salary is currently paid in line with the Council's pay scales grade MD £122,272 - £137,880. 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 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 Managing Director is the Council's Returning Officer.

The fees for UK Parliamentary, European 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, European 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.

Directors, Assistant Directors and Heads of Service

The salary scale is determined by the job-evaluated grade and any salary progression is subject to exceptional performance subject to affordability as outlined in the Councils Pay Policy.

The Council will apply a locally agreed cost of living pay award to the salaries. Terms and Conditions are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services with the exception of section 5.2 and 5.4, of part 2.

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

Directors

The salary scale is AD within the range £80,127 - £90,533.

Assistant Directors:

The salary is a spot salary on SM plus grade £74,181

Heads of Service

The salary scale is SM within the range of £61,396 to £69,721.

Section 151 Officer and Monitoring Officer

The post of the Council's Chief Finance (Section 151) Officer is paid an annual allowance of £5,000 in addition to their salary for these responsibilities.

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.

3 Remuneration of other employees

Terms and Conditions are in accordance with the NJC conditions of service for Local Government Services, with the exception of section 5.2, 5.4 part 2.

The pay spine used by the Council is locally agreed. Cost of Living is negotiated locally and therefore, the Council will apply any cost of living pay awards to the revised pay scales. Pay progression for employees is based on exceptional performance and affordability in line with the Council's Pay policy.

All posts are evaluated using the Inbucon evaluation scheme. Apprentices are paid above the statutory minimum National Apprenticeship Wage.

In the year up to 31 March 2020 our lowest scale point sits just above the National Living Wage and there is no differentiation between ages.

Attraction and Retention

The Council may in exceptional circumstances and if a specific criteria is met pay additional payments to those roles where it has been identified that there is a difficulty to attract and retain staff. Any Market Rate Supplement that is paid to those specifically identified posts will require Director approval and subject to a review after a year in accordance with the Council's Pay Policy.

Business Mileage

Mileage costs are aligned to the HMRC benchmark rates.

Pay protection

In line with the Council's redundancy policy and in order 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 full pay, 6 months half pay).

Lowest paid employees

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 which as at 1st January 2020 had a salary of £15,998. Apprentices are not included within the definition of lowest paid employees.

Pay multiples

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.

For the year 2020/21, the ratio of pay of the Managing Director to that of the median salary was 1:5:8 and to that of the mean salary is 1:4:9. It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median earner of the Council's workforce.

These multipliers are monitored each year.

4 Pay Comparisons

Details of the remuneration paid to all members of the Council Leadership Team can be found in the Council's annual statement of accounts.

5. Pension provisions

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.

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

6. Severance provisions for all employees including Chief Officers

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

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.

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

7 Publication of pay data

In accordance with the requirements of the Local Government Transparency Code 2015 and the Localism Act 2011, this policy, along with the publication of Senior salaries can be found on the Council's website.

In line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which became effective 31st March 2017, the Council's Gender Pay Gap report can be found on the Council's website.

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 2021/22 and will be submitted to Full Council for approval by 31 March 2021.

Should it be necessary to amend this 2020/21 Statement again during the year that it applies, an appropriate resolution will be made by Full Council.

January 2020