

A meeting of the **EMPLOYMENT COMMITTEE** will be held as a **REMOTE MEETING** on **WEDNESDAY, 10TH FEBRUARY 2021** at **6:00 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 16th September 2020.

Contact Officer: A Roberts

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

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

4. PAY POLICY STATEMENT 2021/22 (Pages 21 - 28)

To consider and comment on the Council's Pay Policy Statement 2021/22.

Contact Officer: A Whatmore

5. LEAVE ARRANGEMENTS POLICY (Pages 29 - 46)

To consider and comment on a report by the Strategic HR Manager on a revised Leave Arrangements Policy.

Contact Officer: A Whatmore

6. STAFF COUNCIL

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

Contact Officer: Staff Council

2 day of February 2021



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

Please contact Anthony Roberts ,Democratic Services, Tel: 01223 935946 / 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](#), together with a link to the Broadcast of the meeting.

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 as a REMOTE MEETING on Wednesday, 16th September 2020

PRESENT: Councillor R J West – Chairman.

Councillors Mrs P A Jordan, D N Keane, C J Maslen, J M Palmer, Mrs J Tavener and D M Tysoe.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor D Terry.

4 MINUTES

The Minutes of the meetings of the Committee held on 12th February and 17th June 2020 were approved as correct records.

5 MEMBERS' INTERESTS

No declarations of interests were received.

6 WORKFORCE REPORT QUARTER ONE 2020-21

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 2020. 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 workforce headcount at the end of the last quarter was the same as at the end of the previous quarter and that the total spend on pay costs for employees in 2020/21 was forecast to be £0.9m less than the year's budget. The latter could partly be attributed to the fact that recruitment had been put on hold, but it also was the result of other factors such as pensions. Councillor Maslen enquired whether recruitment usually took place within departments or centrally. It was reported that it depended on the post and that the Council had recently appointed a recruiter to help fill strategic and hard to fill roles.

Members' attention was drawn to the fact that 91% of the workforce had no instances of sickness absence during the last quarter, while 18 employees had experienced long-term sickness compared with 28 in the previous quarter. While the availability of comparative data was limited, it appeared that Council had lower rates of absence than other local authorities. However, trends in mental health and musculoskeletal related absence would be closely monitored.

The Strategic HR Manager reported that owing to other Covid related demands and an inability to hold meetings, it had not been possible to devote much time to casework. This was particularly the case where unions were involved.

In response to a question by Councillor Jordan on trends in stress, anxiety and depression, it was reported that these reasons for absence could be complex and often arose from other issues. The aim was to find a way to get these individuals back to work as soon as possible. The Council had made significant investments in mental health provisions and monitored trends against a number of factors. After a related question by Councillor Keane, it was agreed that in future the report would contain a greater level of analysis relating to absence.

Regarding the sections of the report on high earners and the figures for average pay by gender, it was stated that reporting requirements in respect of the latter had been suspended. The Committee discussed the definition of high earners. Given that it had not changed for a number of years, the Strategic HR Manager was requested to consider whether the threshold should be increased.

The report indicated that four employees had retired in the quarter. Members recognised the employees' achievements and conveyed their congratulations to them. For other leavers, a new questionnaire had been introduced to provide greater insight into the reasons why employees left the Council and for use in recruitment. The Committee endorsed a suggestion by Councillor Tysoe that in future the data on leavers should differentiate by age ranges and department. It was considered that this would have the added advantage of identifying potential reasons for changes in performance. 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 contributions made by the four 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.

7 STAFF SURVEY

With the aid of a report by the Strategic HR Manager (a copy of which is appended in the Minute Book) the Committee considered proposals for a changed approach to the annual staff survey. The change was required because a significant number of employees in Operations and Leisure services were not able to respond online and some had been furloughed. It was, however, suggested that steps should be taken to obtain employees views and concerns via small, targeted consultations. This suggestion was endorsed.

Following a comment from Councillor Tysoe, the Committee was informed that shorter surveys had been carried out on employees' feelings about working from home and being redeployed in response to the pandemic. Policies and guidance would be developed to reflect new working arrangements.

In response to a further question by Councillor Jordan, Members noted that the previous representatives had resigned from their roles on the Staff Council. A new approach to the way Staff Council worked was being devised. Members would be provided with details once they had been finalised.

RESOLVED

that the contents of the report be noted.

8 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 £201k in the cost of interim staff. All expenditure was within budget.

Having been informed of the legal context surrounding the use of interim employees, Members were acquainted with the reasons for the increase in expenditure. The key projects that had required additional expert external input were the development of market town master plans and future high street funding bids and strategic investments.

Councillor Tysoe made the observation that for the Committee to be able to comment meaningfully on the report, more detailed information was required. In response, Councillor Keane, as Executive Councillor for Corporate Services, undertook to discuss with the Chief Finance Officer the information that was required for future reports. Whereupon, it was

RESOLVED

that the contents of the report be noted.

Chairman

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Workforce Report

Quarter Three 2020-21

This report looks at the workforce profile of Huntingdonshire District Council during the third Quarter of the financial year, **1 October – 31 December 2020**.

The key findings from the workforce profile report are:

- The workforce had a headcount of **650** and an FTE (full-time equivalent) total of **596.8** as of 31 December 2020. The total number of employees is higher than at the end of the previous Quarter and there has also been a corresponding increase in the FTE total from 578.9 as of 30 September 2020.
- Spend on pay costs for employees in 2020/21 is forecast to be around **£1.4m** less than budgeted for the year. This doesn't account for agency spend, where this is used to backfill posts or temporary fill gaps in resource.
- The annual average sickness figure has decreased to 5.8 days lost per FTE from 6.9 days per FTE reported for the previous Quarter, but still remains lower compared to levels in previous years. Note: absences linked to Covid-19 – which includes staff unable to work from home, who isolated or shielded – are not counted or recorded within sickness absence records.
- The total number of sickness absence days lost in Quarter Three was lower than in the previous Quarter, with reduction in both short term and long-term absences compared to the previous Quarter.
- Just **12.9%** of the workforce (84 employees) had any sickness absence during Quarter Three. This could be linked to the majority of the non-operational workforce working remotely at home, which could have improved absence levels as individuals not 100% well would not have had to travel to work or share an office and may continue working.
- **15** employees had long-term sickness (absences of 28 days or longer) in Quarter Three. This has not changed since the previous Quarter.
- The HR caseload reduced in Quarter Three and is 30% lower than in the same quarter in the previous year. **70%** of the active cases managed in Q3 continue to be related to either long-term or short-term sickness absences. 68% of all cases are managed informally, while 32% are dealt with under formal procedures and policies.

Authors: HR Advisor and Strategic HR Manager
Date: 1 February 2021

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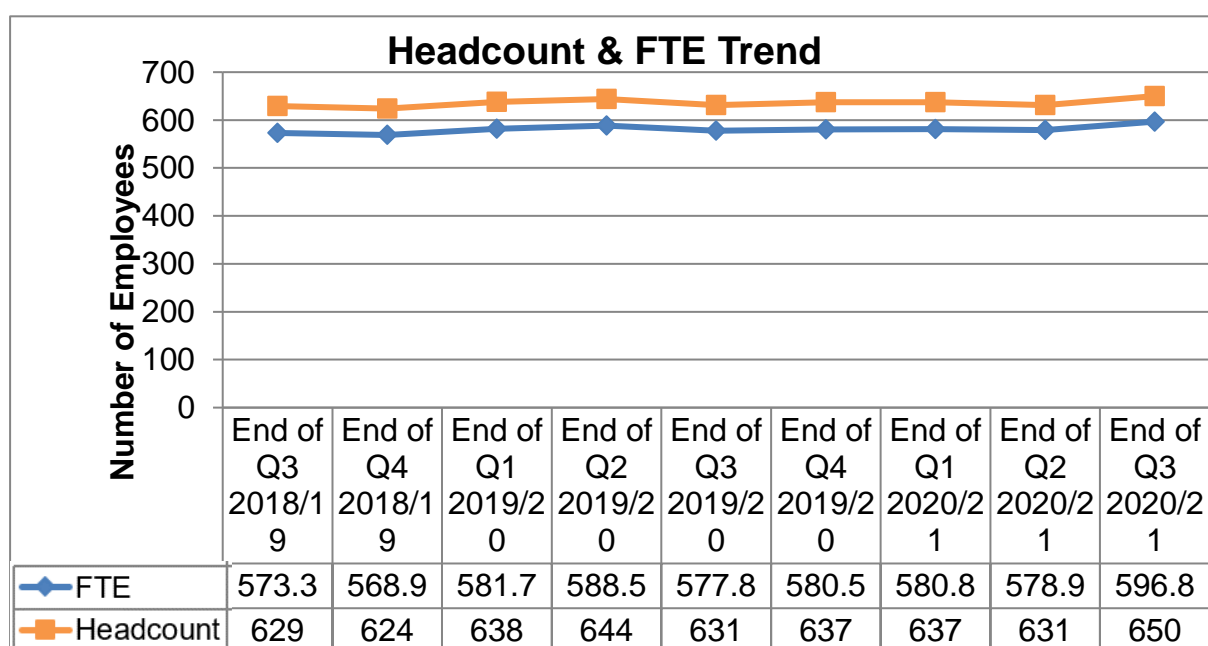
1.0 EMPLOYEE PROFILE

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 2020), the total number of employees employed by Huntingdonshire District Council was 650 (excluding those employed on a variable or casual hours basis) with the number of full-time equivalent posts at 596.8.



1.2 PAYBILL

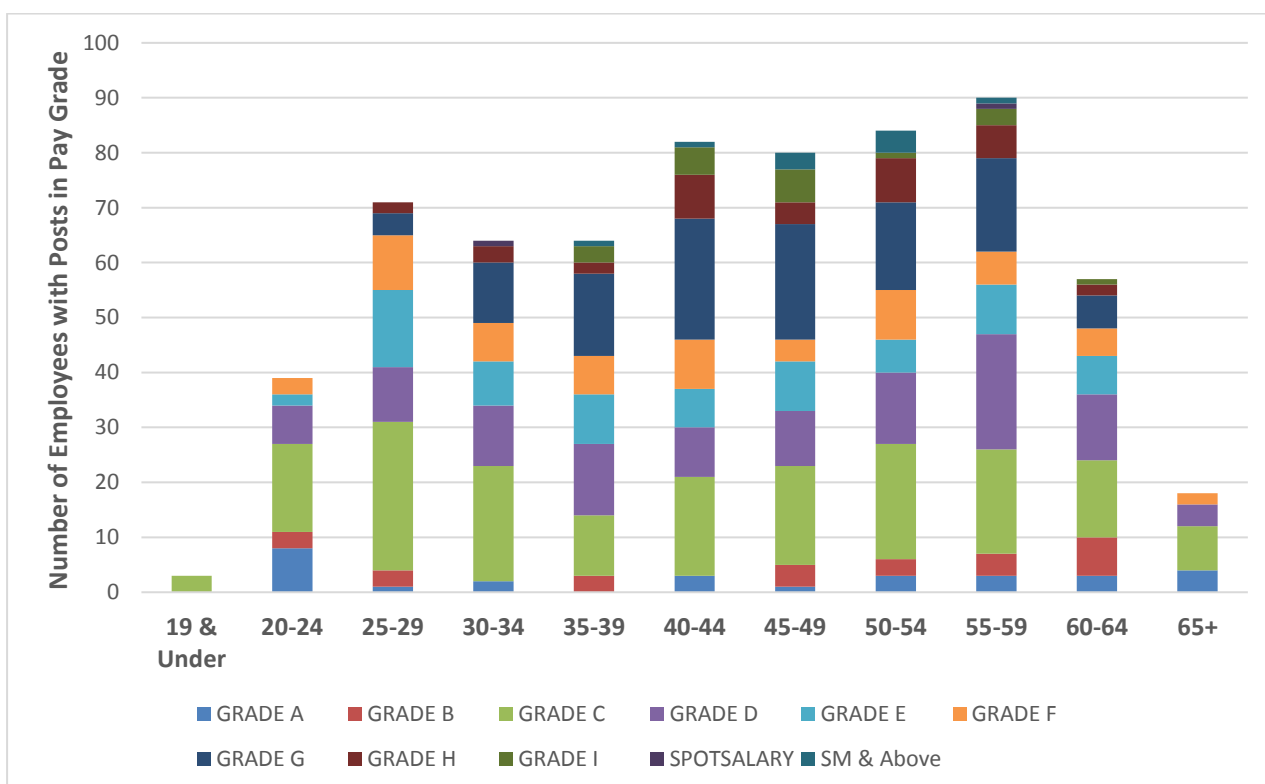
The following table shows the Council's budget, actual and forecast spend on pay costs (including National Insurance and pension contributions) for all employees but excluding hired staff (contractors and agency staff). The forecast spend for the year is currently more than 5% below this year's budget, based on budget forecasting projections by managers as at the end of December 2020.

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	23,941,696	
2020/21	25,679,601		24,240,403

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 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.

At the end of Quarter Three, 29 employees were paid at FTE salaries of £50,000 or above. The total number of employees classed as high earners has increased from 27 at the end of the previous Quarter, however, still only represents 4.5% of the workforce. The definition of high earners is set by the governments transparency agenda and this is reported in line with those requirements.

1.5 GENDER PAY GAP

Employers with 250 or more employees must publish figures comparing average pay by gender across the organisation. This data is normally produced and published annually in line with regulations. The obligation to produce and publish Gender Pay Gap data on 31 March 2020 was suspended due to Covid-19 and employers are not required to report until 2021. An update will be provided when new data is available at Q4 or if not available in time the following Q1.

1.6 LEAVERS

During Quarter Three, 14 full-time/part-time employees on permanent or fixed-term contracts left the organisation, which is lower than the total leaving in the previous Quarter (24). There were 7 voluntary resignations by employees on permanent contracts from October to December, compared to 13 in the previous Quarter.

Leaving Reason	Permanent	Temporary Fixed Term Contract	Total
Death in Service	1	0	1
TUPE Transfer	2	0	2
Voluntary Retirement	2	0	2
Voluntary Resignation – New Job Offer	2	1	3
Voluntary Resignation – Work Life Balance	4	0	4
Voluntary Resignation – Relocation	1	1	2
Grand Total	12	2	14

The tables below show the above leavers by age band/service and whether they left voluntarily or not. While the turnover rate for leavers aged 66+ is highest % across the age bands, the total workforce aged 66+ is only 2.76% employed at end of Q3.

Age Band	Voluntary	Involuntary	Total	Turnover
<40	5	0	5	2%
40-44	1	0	1	1.2%
45-49	1	0	1	1.25%
50-54	0	2	2	2.4%
55-59	1	0	1	1.1%
60-65	1	1	2	3.5%
66+	2	0	2	11.1%
Grand Total	11	3	14	2.15%

Service	Voluntary	Involuntary	Total	Turnover*
Chief Operating Officer	4	0	4	2.5%
CLT/Exec Support/Transformation	0	0	0	0%
Corporate Resources	0	0	0	0%
Digital & ICT Services	1	2	3	3.7%
Housing Strategy and Growth	0	0	0	0%
Leisure and Health	4	0	4	3.3%
Operations	2	1	3	1.7%
Grand Total	11	3	14	2.15%

The HR team have introduced a new online Leaver Questionnaire (20 August 2020) which is hoped will provide more qualitative and quantitative information on reasons for people leaving. In the last quarter, the HR team has introduced following up on questionnaires sent out; which has seen a better response rate to the previous quarter, with 38% of the Q3 total leavers completing the questionnaire, however, more work is needed to get sufficient trend data for further reporting.

1.7 TURNOVER

In the 12 months to 31 December 2020, 77 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 12%, which is lower than the 15.8% calculated for the 12 months to 30 September 2020. It is typical in Q3 for the turnover rate to reduce, we have seen this in the previous 2 years (Q3 2019/20 and Q3 2018/19) compared to the same year Q2 data.

EELGA (East of England Local Government Association) has shared local benchmark data from other Local authorities across the region. Across the 19 Authorities (that participated) the average benchmark was 14.68%, however, when comparing the definition of Turnover and reducing the benchmark pool to those 8 authorities that take the same approach as HDC to calculating employee Turnover, the average across those 8 authorities is 15.02%.

1.8 RECRUITMENT METRICS

Metrics on Recruitment have only been included in the workforce report since Q2 2020/21, once sufficient quarters are reported we will be able to include trend data on some of these metrics.

Recruitment Metric	Notes	Figures
Advertised Roles in Qtr. 3	Across all service areas	29

Advertised Roles per business area	Digital & ICT	7
	Corporate Resource	5
	Leisure & Health	1
	Operations	5
	Chief Operating Officer	2
	Planning (includes Dev Mgt and Growth Services)	8
	Transformation	1
Grade of roles advertised	B	4
	C	6
	D	2
	E	3
	F	5
	G	4
	H	3
Total offers made in Qtr. 3	I	2
	14 permanent Offers, 4 Fixed Term contract offers and 1 Variable (Casual) Offer. Some of the advertised roles went live end of Q3 and were still live at end of Q3 reporting. 4 roles were not filled; 3 there were no candidates identified to offer and 1 declined the offer/withdrew.	19
Most popular Recruitment source of candidate - shortlisted for interview	Indeed	26%
	Recruitment Agency	23%
	HDC website	15%
Most Popular Recruitment source - candidates offered	External Job Board	37%
	Agency	21%
	Internal	16%
Average time from Date Job Advertised to closing date	Calendar Days. Note this may not be the full days vacant on establishment but is the date when hiring manager starts recruitment activity.	19 days
Average time from Date Job Advertised to shortlisting completed (since 19 August 2020)		22 days
Average time from Date Job Advertised to offer		32 days
Average time from Date Job Advertised to employment start date		55 days

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**.

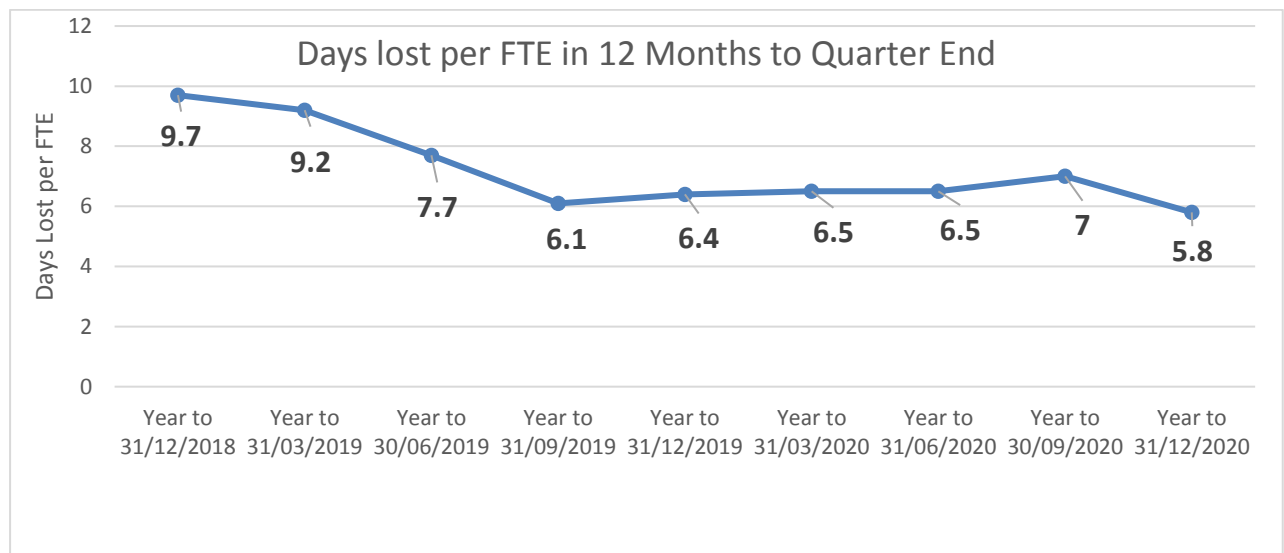
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

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 OVER ROLLING 12 MONTH PERIODS

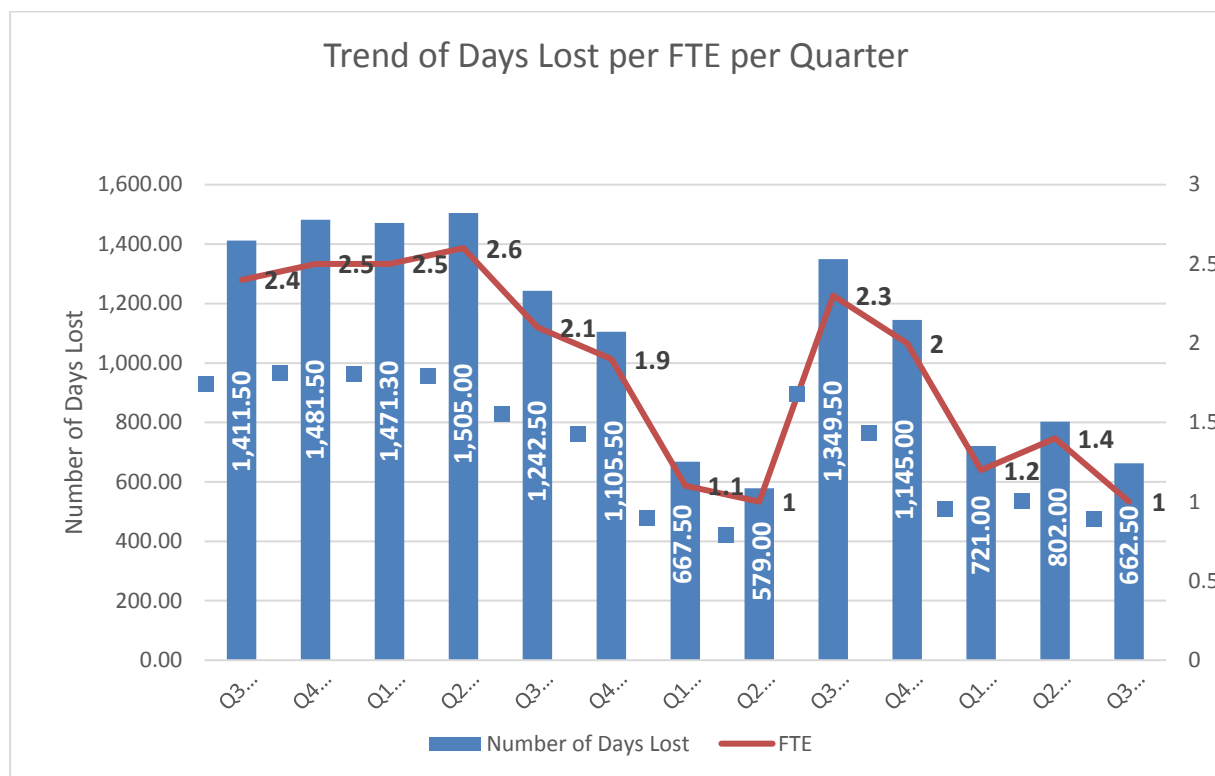
The graph shows the trend in sickness absence per FTE employee over a rolling 12-month period to the end of each Quarter since December 2018. It shows that sickness absence to the end of Quarter Three has decreased, to 5.8 days per FTE. This remains low compared to results over recent years. It should be noted that absences due to Covid are not included in this data.



2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Three is lower than in the previous Quarter as is the days lost per FTE at 1.0 for sickness absence. Covid absences not included in sickness absences (which include those Isolating unable to work from

home, or shielding and unable to work from home) for the previous quarter was an additional 0.4 FTE



The number of days lost in Quarter Three equates to the workload of just over 10 FTEs based on the 66 working days in the period from 1 October to 31 December.

2.3 REASONS FOR SICKNESS ABSENCE

Please see sickness reporting by category below: -

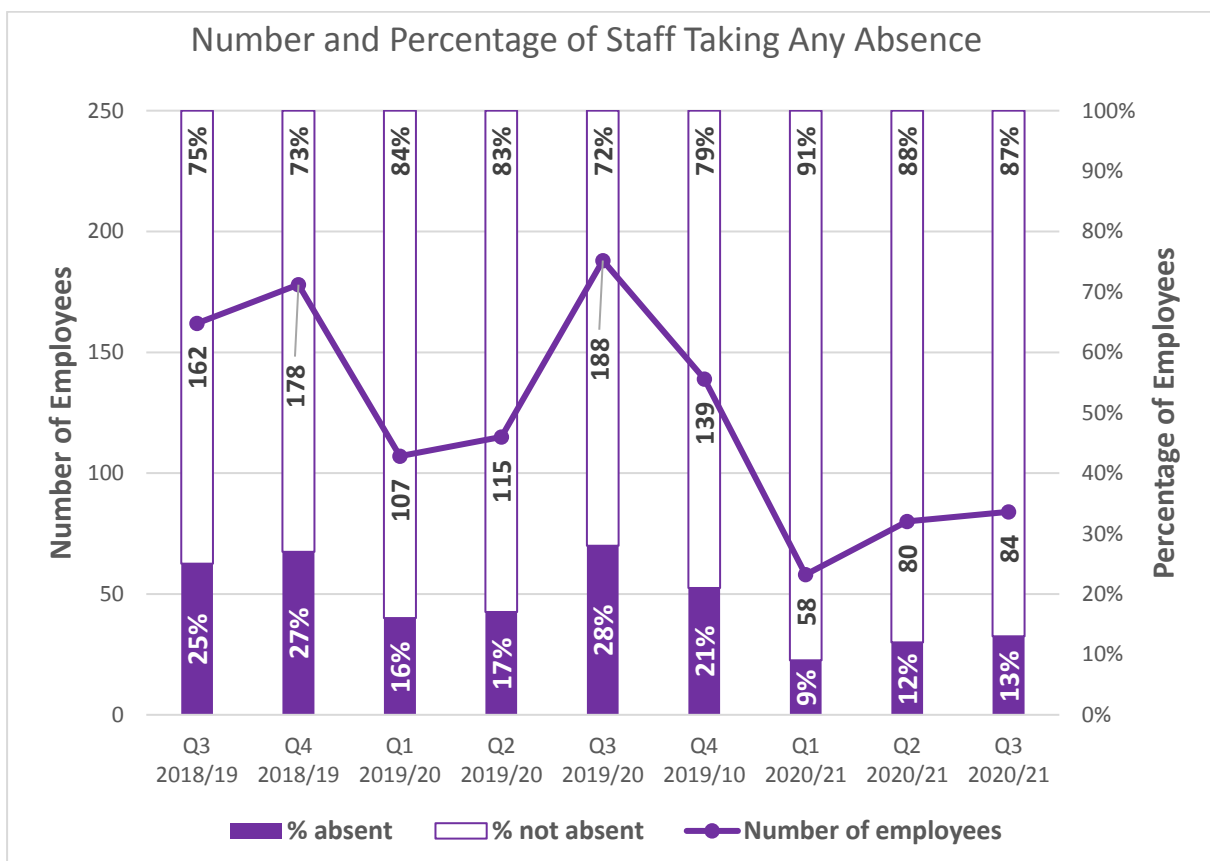
Sickness reason given:	Quarter Three 2020/21		
	Employees	Days lost	%
3rd party accidents	1	3	0.5
Asthma, chest, heart, cardiac	3	99	15
Benign & malignant tumors or cancers	5	28	4
Burns, poisoning, frostbite, hypothermia	0	0	0
Cough, cold, eye, ENT, infections/viruses	9	30	4.5
Endocrine/glandular - diabetes, thyroid	0	0	0
Gastro - abdominal pain, vomiting	23	35	5
Genito urinary & gynaecological	5	31	5
Headache, migraine, dental, oral	15	21	3
Injury, fracture	3	24	4
Musculoskeletal, including back & neck	11	157	23.5
Pregnancy related	1	1	0.5
Stress, Anxiety, Depression	13	233.5	35

There has been a reduction in sickness absence days lost for most categories of absence, with only Gastro; Genito Urinary & Gynaecological and pregnancy related absences marginally increasing from the previous Quarter. Though a reduction in working days lost, compared to the last Quarter, the highest two reporting absence trends continue to remain Stress, Anxiety, Depression followed by Musculoskeletal, including back and neck - these absences tend to be longer term absences and therefore the total working days lost are greater.

Reason for Stress related Absence	No of Days Absence	% of Days Absence	No of People
Personal Reasons	167	71.5%	7
Work Related	15	6.5%	2
Both Work and Personal Reasons	51.5	22%	4
Total	233.5	100%	13

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

Only 84 employees were absent due to sickness in Quarter Three, which is 12.9% 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
Q2 2018/19	33 (22% of those sick)	1136	75%
Q3 2018/19	26 (16%)	816	66%
Q4 2018/19	17 (10%)	503	45%
Q1 2019/20	13 (12%)	391.5	55%
Q2 2019/20	12 (10%)	310	50%
Q3 2019/20	26 (14%)	833	59%
Q4 2019/20	28 (20%)	724.1	63%
Q1 2020/21	18 (31%)	551.4	76%
Q2 2020/21	15 (19%)	517.3	65%
Q3 2020/21	15 (18%)	412	62%

Days lost due to long-term sickness fell when compared to the previous Quarter, but long-term absence continues to account for almost two-thirds of all days lost in Quarter Three. 15 employees represent 2.3% of the Council's workforce during this period.

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 15 employees with long-term sickness in the Quarter, 4 individuals remained absent as at end of the Quarter, 31 December 2020.

2.6 SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows that sickness has decreased overall in nearly all services compared to the previous Quarter. However, short-term and long-term sickness increased in three services. The number of days recorded for the previous Quarter are listed in brackets in the second column.

Service	Total days sick		Days Lost/FTE	Employees absent in Quarter
Chief Operating Officer	139.5 (56)	↑	0.8	23
CLT/Exec Support/Transformation	0 (45)	↓	0	0
Corporate Resources	85 (1.5)	↑	1.4	3
Digital & ICT Services	68 (21)	↑	0.8	10
Housing Strategy and Growth	47.5 (78)	↓	1.4	4
Leisure and Health	36.5 (68.2)	↓	0.3	9
Operations	286 (531.6)	↓	1.6	35
OVERALL	662.5 (802)	↓	1.0	84 (12.9% of all HDC employees)

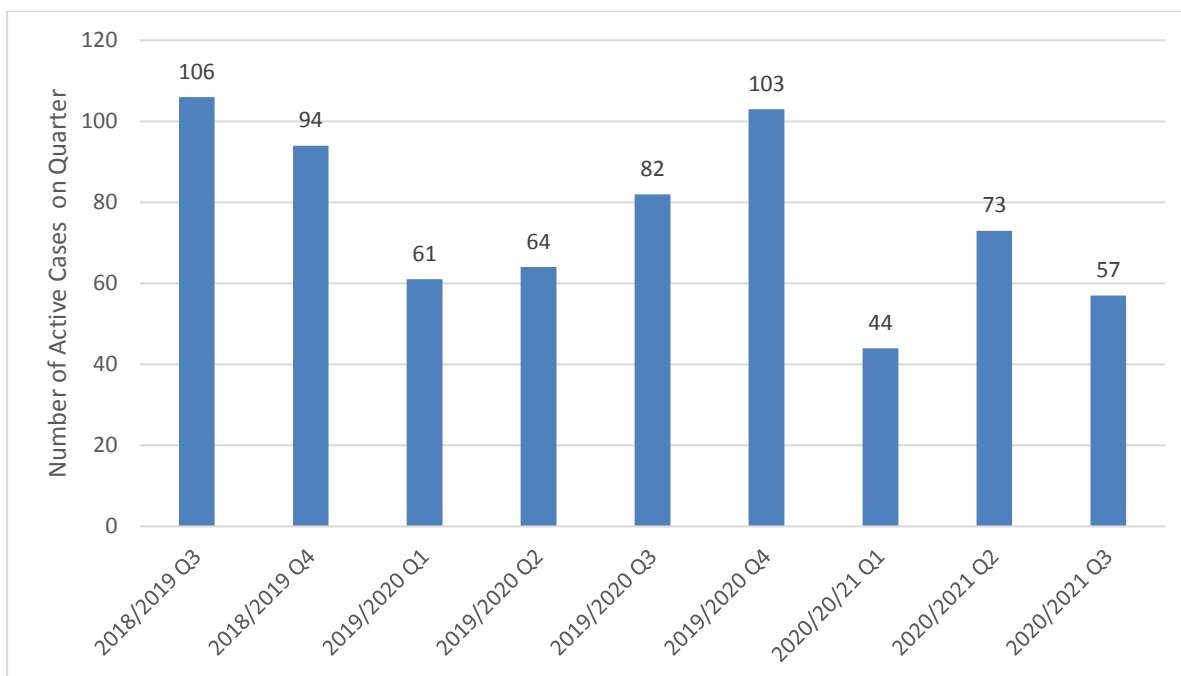
Service	Total days sick – short-term		Days Lost/FTE – short-term	Employees absent in Quarter – short-term sickness
Chief Operating Officer	41.5 (39)	↑	0.2	20 (12% of all in service)
CLT/Exec Support/Transformation	0 (1)	↓	0	0 (0%)
Corporate Resources	19 (1.5)	↑	0.3	2 (3.33%)
Digital & ICT Services	48 (14.7)	↑	0.5	9 (11.1%)
Housing Strategy and Growth	4.5 (13)	↓	0.13	3 (9%)
Leisure and Health	19.5 (23.3)	↓	0.16	7 (5.7%)
Operations	118 (192.1)	↓	0.6	28 (16.18%)
OVERALL	250.5 (284.6)	↓	0.39	69 (10% 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	98 (16.9)	↑	0.6	3 (1.8% of all in service)
CLT/Exec Support/Transformation	0 (44)	↓	0	0 (0%)
Corporate Resources	66 (0)	↑	1.1	1 (1.6%)
Digital & ICT Services	20 (7)	↑	0.2	1 (1.2%)
Housing Strategy and Growth	43 (65)	↓	1.3	1 (3%)
Leisure and Health	17 (44.9)	↓	0.14	2 (1.6%)
Operations	168 (339.5)	↓	0.9	7 (4%)
OVERALL	412 (517.3)	↓	0.63	15 (2.3% 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 57 cases in progress, of which 18 were dealt with under formal procedures. The total was lower 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	0	0	0
Capability – Long Term Sickness	12	3	15	10
Capability – Short Term Sickness	18	7	25	42
Capability – Performance	2	1	3	5
Consultations (including TUPE)	2	1	3	5
Bullying and Harassment (Dignity at Work)	0	3	3	0
Disciplinary	2	2	4	6
Employment Tribunals	0	0	0	0
Grievance	2	1	3	2
Probation	0	0	0	1
Subject Access Request	0	0	0	0
Other	1	0	1	2
Total	39	18	57	73

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2021/22

Meeting/Date: Employment Committee – 10 February 2021,
Full Council 24 February 2021

Executive Portfolio: Cllr David Keane (DK)

Report by: Strategic HR Manager (AW)

Ward(s) affected: N/A

Executive Summary:

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.

The Statement must be agreed by Full Council and published on our Website by 31st March 2021. 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 recommend the Council to approve the Pay Policy Statement for 2021/22.

1. PURPOSE OF THE REPORT

- 1.1 The report draws Employment committee's attention to the Annual Pay Policy Statement for 2021/22.

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 2021.

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 10 February, Full Council to review 24 February. Publication on HDC Website by 31 March 2021.

5. LIST OF APPENDICES INCLUDED

Appendix 1 – 2021-2022 Pay Policy Statement

CONTACT OFFICER

Name/Job Title: Aileen Whatmore, Strategic HR Manager
Tel No: 07596 333940
Email: aileen.whatmore@huntingdonshire.gov.uk

PAY POLICY STATEMENT 2021-2022

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 2021.
- 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 at 25 January 2021. This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2021.

2. Remuneration

- 2.1. When determining the pay and remuneration of all employees, Huntingdonshire District Council will comply with the Equality Act 2010.
- 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 Council's 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/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 (£124,717 - £140,637). 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, 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.

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 £81,729 - £92,344

Assistant Directors:

The salary is a spot salary on SM plus grade £75,665

Heads of Service

The salary scale is SM within the range of £62,624 - £71,115

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.

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, negotiated 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 is 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 applies to all roles, 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 Councils 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 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 at full pay, 6 months at half 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 £16,823. 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.

As at January 2021, the Council's full time equivalent **Median Pay**, was £23,483 (equating to spinal column point 16 on the Council's pay scale).

6.3 Pay Ratio The ratio of pay of the top earner in 2020/21 Interim Director Delivery who was employed on a day rate equivalent to salary of £176,800 per annum, to that of the median earner is 1 to 9.4, this is within the 1:20 ratio recommended by the Hutton Review. This is a temporary post supporting the recovery activities of the authority following Covid, but required a PAYE arrangement to ensure off payroll working regulations were not breached. This post sits outside the council normal pay scales and will end once the defined scope of the role concludes.

The ratio of pay of the next top earner Managing Director and that of the median earner is 1 to 5.8. It is the Council's policy that the salary of the Managing Director 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 Local government pension scheme Subject to qualifying conditions, 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 7.5 per cent of pensionable pay depending on full time equivalent salary levels

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. Exit payments will be capped at £95k in line with the redundancy pay cap regulations introduced November 2020.

The Council will review the proposed changes to legislation regarding pensions, related to public sector exit payments once the regulations have been issued and make the necessary amendments to policies.

8.3 Settlement agreements will only be used in exceptional circumstances 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 latest Gender Pay Gap report can be found on the Councils website. The obligation to produce and publish Gender Pay Gap data on 31 March 2020 was suspended due to Covid-19 and employers are not required to report until 2021.
- 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 2022/23 and will be submitted to Full Council for approval by 31 March 2022.
- 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 2021
Related Legislation	Localism Act 2011
Replaces	Pay Policy Statement 2020/21
Policy Author	Aileen Whatmore, Strategic HR Manager
Applies to	All employees of Huntingdonshire District Council

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Leave Arrangements Policy

Meeting/Date: Employment Committee – 10 February 2021

Executive Portfolio: Cllr David Keane (DK)

Report by: Strategic HR Manager (AW)

Ward(s) affected: N/A

Executive Summary:

The current Leave Arrangements Policy, previously approved June 2015 by Employment committee, needed reviewing to ensure compliance with changing regulations and bring provisions around compassionate leave in line with other employers.

The main reason for the review of this policy was the introduction of Jack's law that came into effect on 6 April 2020, which gave parents a right to Statutory Parental leave. The amended policy has been reviewed and is supported by Senior Leadership Team and Staff Council.

Summary of changes

- 1) **Annual Leave:** Authorisation to carry over Annual leave changed to manager instead of Head of Service
- 2) **NEW parental Bereavement leave** - a legal right to paid bereavement leave (up to 2 weeks) for parents at Statutory Rate of Pay £151.20 per week. In line with our other Statutory 2 weeks' pay offered by the council we would like to pay 1 week 90% pay and 1 week at Stat pay rate (this reflects other two-week stat payments we make).
- 3) **Compassionate leave** expanded to include time off for serious illness of a close relative, partner or dependent and not just Bereavement. Also increasing paid leave from 3 paid days to 5 paid days. (which is the median paid bereavement leave in UK – source CIPD). Removing discretion of Head of Service to pay beyond 3 days.
- 4) **Introducing Phased return from Compassionate leave (in exception);** In certain circumstances **a full return to work** may not be possible for an employee following the death of an immediate relative – for example, when the employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee. Working on a part-time or reduced hours basis, or alternative duties may be considered (where practicable), subject to line managers approval; and would be for an agreed maximum number of days and managed in

line with flexible working/part-time working policy, as such employees would be paid only for hours they worked.

These proposed changes to compassionate leave and phased return, are more in line with other organisations and promotes a sensitive and caring employer; also, a better provision may avoid need for paid sick leave.

The Committee is asked to note that in addition to this policy change, Senior leadership team is looking at an exception policy for this year, which will allow special dispensation regarding the carry-over of annual leave to those who have been impacted through work due to covid. This is in line with the amended regulations (The Working Time (Coronavirus)(Amendment) Regulations 2020).

Recommendation(s):

The Committee is asked to consider and comment on the Leave Arrangements Policy.

1. PURPOSE OF THE REPORT

- 1.1 The report draws Committee attention to Revised Leave Arrangements Policy, that we are seeking endorsement from Committee to introduce.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The main reason for the review of this policy was the introduction of Jack's law that came into effect on 6 April 2020, which gave parents a right to Statutory Parental leave. The amended policy has been reviewed and is supported by Senior Leadership Team and Staff Council.
- 2.2 These proposed changes to compassionate leave and phased return, are more in line with other organisations and promotes a sensitive and caring employer; also, a better provision may avoid need for paid sick leave.

3. OPTIONS CONSIDERED/ANALYSIS

Benchmark Research was undertaken by HR team into other employers' practice around Leave and Compassionate Leave.

4. KEY IMPACTS / RISKS

The policy changes bring our policy in line with statutory requirements.

5. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

The updated policy will replace the current policy in our employment policies section on Intranet and the forms will be uploaded. Payroll and HR teams will be briefed on the changes to help guide managers and staff.

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

Engaged and Motivated Workforce, as part of Being a More Efficient & Effective council – through updated, clear employment policies.

7. CONSULTATION

Senior Leadership team and Staff Council have been briefed and been given opportunity to review the policy proposed changes and support the changes.

8. LIST OF APPENDICES INCLUDED

Appendix 1 – Leave Arrangements Policy Update Dec 2020

CONTACT OFFICER

Name/Job Title: Aileen Whatmore, Strategic HR Manager
Tel No: 07596 333940
Email: aileen.whatmore@huntingdonshire.gov.uk

Leave Arrangement Policy

1.0 Policy Statement

- 1.1 We recognise the importance of employee wellbeing and that employees need to balance their home and work life. To assist with this, we offer a number of different types of leave that afford flexibility in a range of circumstances.
- 1.2 This policy intends to provide guidance for employees and managers on all types of leave arrangements including:

2.0	Annual Leave
3.0	Bank Holidays
4.0	Unpaid Leave
5.0	Time off for Dependents
6.0	Employment Break/Sabbaticals
7.0	Unpaid Leave, Considerations for Employees
8.0	Compassionate Leave and Parental Bereavement Leave
9.0	Adverse Weather
10.0	Jury Service
11.0	Public Duties
12.0	Reservist
13.0	Election Duties

There are separate policies for guidance on leave through Flexible working, Maternity, Paternity, Adoption; Shared parental leave and Unpaid Parental Leave.

- 1.3 In line with our organisational values, we expect employees and managers to be accountable for their individual responsibilities under this policy, and through respect for each other we can manage the provision of leave fairly taking into account individual circumstances and organisational needs.

2.0 Annual Leave

2.1 Annual leave entitlements

The entitlement to annual leave for all posts up to Corporate Director, increases with service.

	Length of service	Annual leave entitlement, full time equivalent – days/ hours leave per year
Employees up to Corporate	Less than 5 years local government continuous service	24 days (177.6 hours)

Directors/Managing Director	Entitlement to annual leave will increase on the 5 th anniversary of an employee's start date	30 days (222 hours)
Managing Director and Corporate Directors		34 days (251.6 hours)

- 2.2 The annual leave year runs from 1st April to 31st March.
- 2.3 Annual leave in the HR system may be allocated in hours and minutes rather than days, a standard 7.4 hours is applied to a days entitlement, except for employees who work in CCTV who's standard FTE is greater than the council norm and is calculated on 8.8 hours.
- 2.4 Annual leave entitlement is pro rata for part time employees and for staff that work annualised hours, annual leave entitlement will be pro rata'd based on the average weekly hours of the contract
- 2.5 The annual leave calculator is available on the HR page or by clicking the link below:
<http://teams/hr/HR/Documents/Forms/Annual%20Leave.aspx>

2.6 **First Aiders**

Designated first aiders, will receive 2 extra days leave per year (pro rata for part time employees). Where an employee becomes a first aider part way through the leave year, the entitlement would need to be pro-rata for the months completed within the year.

2.7 **Booking annual leave**

Employees are responsible for keeping an up to date record of annual leave taken and leave remaining in a given year via the HR system or by card where this is not available.

Staff that work compressed hours (which is full time hours over fewer days), are required to book their normal working day as leave, eg if on compressed hours I work a 9 day fortnight and my working day is 8.2 hours instead of normal full time equivalent of 7.4, I would need to book 8.2 whenever I took holiday.

Managers must authorise all leave in advance, and employees should try to provide as much notice as possible, especially where the leave is for a longer period. Local arrangements are in place, in some areas, which detail how far in advance annual leave needs to be booked and any specific local rules around the taking of annual leave. Where travel arrangements are booked prior to authorisation, HDC will not recompense any costs incurred.

HDC recognises the importance of employees taking rest periods from work, and so would only in exceptional circumstances, and with good business reason, withdraw authorisation of leave already granted. This will be discussed with the affected employee on an individual basis.

2.8 **Carrying over annual leave**

All annual leave should be taken within the leave year. However, in exceptional circumstances, if an employee was unable to take all of their annual leave within the leave

year due to business reasons, a manager may authorise in advance the carry forward of maximum of 5 days' leave (pro-rata hours for part time employees) into the next leave year.

2.9 Annual leave on termination

Employees should take any outstanding leave (pro rata to the end date) prior to their last date of employment.

Any leave accrued up to last day of employment and not taken will be paid in your final salary and if you have taken holiday in excess of your accrued entitlement, this will be deducted from final salary. For annualised hours contracts, the leave entitlement on termination will be calculated based on the hours actually worked during the leave period and up to their last day of employment.

3.0 Bank holidays

3.1 There are generally 8 bank holidays in each year (though on occasion the government may grant extra bank holidays).

3.2 Part time employees, staff who work on shift / rota's or on a flexible working pattern will have a pro rata bank holiday allowance that is allocated at the beginning of the annual leave year and added to the holiday leave entitlement.

For those who have a bank holiday entitlement added to their annual leave, if a bank holiday falls on a day that you were due to work and you are not required to work – the employee will book and take the bank holiday off (and a normal flat rate salary is paid), the employee must deduct the amount of hours he/she should have worked from the annual leave and bank holiday total entitlement.

4.0 Unpaid Leave

4.1 The council identifies the following types of Unpaid leave an employee may wish to request:

- Unpaid leave (up to 2 weeks)
- Time off for Dependents (statutory right)
- Employment Breaks (1 to 12 months)
- Unpaid Compassionate Leave

4.2. Unpaid Leave

In situations where short periods of unpaid leave is required by individuals, leave may be requested by employees and managers will consider individual needs against operational requirements. Unpaid leave can be used for short term leave i.e. up to a period of 2 weeks. During periods of unpaid leave all council policies and procedures and contractual rights continue to apply, e.g. an employee will retain their ID card and will be able to access their normal work base and periods of approved unpaid leave will count when calculating local government continuous service.

4.3 Notification – requesting and approving short periods of Unpaid leave

Employees should submit unpaid leave requests in writing to their Managers via Unpaid Leave Form Formatted and managers should send approved requests by email to transactions@huntingdonshire.gov.uk as soon as they can and at least by the payroll deadline of the month to avoid under or over payments.

5.0 Time Off for Dependants

5.1 As an employee you're allowed 'reasonable' time off to deal with an emergency involving a dependant. For example (not exhaustive);

1. To provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
2. To make arrangements for the provision of care for a dependant who is ill or injured.
4. To deal with the unexpected disruption of arrangements for the care of a dependant.

5.2 A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.

5.3 There is no set amount of time for 'time off for dependents' each request will be considered on the situation. You should tell your manager as soon as possible how much time you'll need.

5.4 Time off for dependents is for emergency situations only, where you did not know about the situation before or where other types of leave could not have been planned for. In those situations, please consider Parental Leave policy or compassionate leave (below).

5.5 Notification – requesting and approving Time off for Dependents

Employees should submit requests in writing to their Managers via 'Unpaid Leave Form Formatted' and managers should send approved requests by email to transactions@huntingdonshire.gov.uk as soon as they can and at least by the payroll deadline of the month to avoid under or over payments.

6.0 Employment Breaks/Sabbaticals

6.1 HDC recognises that there are times when employees may wish to take a longer period of time away from work and the Council provides **employment breaks** (sometimes called a sabbatical) to enable employees to take time out for any reason other than to pursue other employment. Examples may include: extended holiday; to go travelling; To fulfil domestic commitments (e.g. bringing up children or caring for a dependant); To undertake voluntary work; and / or To pursue non-work related training / further education.

6.2 Employment Breaks - Qualifying conditions

To be eligible employees must have been employed on a permanent contract, for at least 12 months and at the time of requesting not be subject to disciplinary or formal performance procedures.

6.3 Requesting & approving Employment Break:

Employees must put their request in writing to their manager using the 'Unpaid Leave form formatted'; outlining the period of leave requested and the reasoning, and providing the same notice as in their contract of employment i.e. at least one month, up to a period of three months.

All employment breaks are subject to a line manager's authorisation. Managers should use their discretion when agreeing to an employment break, considering the needs of the service at the time of the application; the needs of the employee; the ability to recruit a temporary replacement or manage without a replacement and the number of employment breaks already taken, by the individual, together with the anticipated duration of the break.

Managers must ensure when considering requests that the maximum entitlement to employment break, is not exceeded i.e. 12 months in a 5 year period. Managers should check with HR if they are unsure, what previous breaks may have been taken.

Managers should send (Unpaid Leave Form Formatted) by email to transactions@huntingdonshire.gov.uk as soon as they can and at least by the payroll deadline of the month in which the employment break is to commence. A member of the HR department will confirm the employment break with the employee in writing.

6.4 Length of Employment Break

Employment breaks can be agreed for a minimum of one month and up to a maximum of 12 months. An employee may take a maximum employment break of 12 months for every 5 years continuous employment with HDC. This means that an employee could take a number of months unpaid break each year, *provided that* the total of the breaks does not exceed 12 months in a 5 year period.

6.5 Contractual Rights during an Employment Break

Employment breaks are unpaid. An employee's salary scalepoint, annual leave and bank holiday entitlement, sick leave, occupational maternity leave and redundancy entitlement are frozen until an employee returns from an employment break. An employment break cannot be recognised for performance related pay reviews.

During an employment break an individual remains an employee of HDC and all other terms and conditions of employment (as stated in the employee's contract of employment) will continue to apply. For example:

- You cannot take up paid employment with another organisation without prior agreement from a manager.
- You may be able to work in a self-employed capacity or undertake some relief work for HDC (on an appropriate relief contract) – employees should discuss this with their manager before the commencement of the employment break.
- All HDC policies and procedures e.g. continuous service, disciplinary policy and procedure, code of conduct, grievance procedure and the requirement to maintain confidentiality will apply during the employment break.
- The employees notice period to terminate employment.
- The employee will retain their ID although this may be suspended for the duration of the employment break.

The period of the employment break does not count as a break in service and will be regarded as continuous employment for statutory purposes under the Employment Rights Act 1996, as amended. However, as outlined above some contractual rights are frozen for the duration of the employment break.

6.6 Conditions during the Employment Break

Employees will be expected to fulfil certain requirements and maintain their right to return to work, the purpose of which is to maintain their skills, knowledge and expertise in an up to date state, thus ultimately enabling a smooth transition back into employment.

An employee may be required to maintain their professional subscriptions/membership where this is required for employment purposes.

An employee will be required to provide a contact address and notify HDC of any changes to their circumstances.

An agreement between the manager and employee will be made on how they will be kept updated, if possible, on any developments within HDC.

6.7 Right to return following an Employment Break

At the end of an employment break and employee will have the right to return to their original post or one on a similar grade, depending on the circumstances at the time.

If an employee wishes to return at an earlier date than that originally agreed, he/she must provide their manager with at least one month's notice of the intention to return early. Where sufficient notice is not provided HDC reserves the right to delay the return to the date originally agreed.

If an employee does not return to work on the agreed return date, without good reason or notice, he/she will be considered to be absent without leave (AWOL) and this will be dealt according to the relevant policy.

6.8 Redundancy during an Employment Break

If a job role gets identified as at risk of redundancy during an employee's employment break, the Council will follow its normal redundancy and consultation obligations.

7.0 Unpaid Leave Considerations for Employees
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7.1 For any periods of unpaid leave, resulting in a reduction in salary, employees should consider the following:

7.2 Payments/Deductions

An employee should discuss with the Payroll team, the effect that any period of unpaid leave will have on other payments/deductions made via salary. For employees in receipt of Car Loans, they must ensure that arrangements are made to continue with any monthly loan payments.

7.3 Pensions Contributions - Local Government Pension Scheme (LGPS)

The Period of unpaid leave will not count for pension purposes unless you elect to pay Additional Pension Contributions (APC's), to purchase the amount of pension lost during that period of absence. Where an employee elects to purchase an APC within 30 days of returning to work, then the cost is split between you and the employer, with the Council paying 2/3rds of the cost. If an employee elects to buy an APC after this 30 day period the full cost must be met by the employee.

Employees should contact the Pension's Service to arrange the purchase of an APC and for further information on the impacts of unpaid leave on their pension.

8.0 Compassionate Leave

8.1 Compassionate Leave – Bereavement

To support our employees at one of the most difficult times, HDC provides up to 5 days full paid compassionate leave in relation to the death of a spouse; civil partner; partner; son; daughter; parent; guardian; grandparent; sibling; or close relative.

This paid time off includes the time needed to make preparations or attend a funeral. These provisions support consistency across HDC. Managers should consider the precedent that is set by giving compassionate leave above these provisions and where this is being considered HR advice should be sought.

8.2.1 Parental bereavement leave

The right to Statutory Bereavement Leave will apply to the biological parent; adoptive parent (if the child was living with them); person who lived with the child and had responsibility for them, for at least 4 weeks before they died; 'intended parent' – due to become the legal parent through surrogacy; Partner of the child's parent, if they live with the child and child's parent in an enduring family relationship.

Parents have a right to take 2 weeks' Statutory Parental Bereavement Leave for each child who has died (under the age of 18) or who was stillborn after 24 weeks' of pregnancy.

Parental Bereavement Leave can be taken as 2 weeks together (a week being the same number of days you normally work in a week), or 2 separate weeks of leave and can be taken in any period up to 56 weeks from the date of death or stillbirth. To request Parental Bereavement leave an individual will check they meet the eligibility due to relationship to the child or baby and will discuss with their manager the dates of the leave required and will confirm for processing the date of the death or stillbirth.

8.2.2 Parental Bereavement Pay

1 week 90% of average weekly earnings and 1 week at appropriate Statutory pay rate.

8.3 Managers may approve period of Paid compassionate leave, as well as Statutory Parental Bereavement leave where necessary.

8.4 Return to work following compassionate leave

In certain circumstances an immediate full return to work may not be possible for an employee, following the death of an immediate relative – for example, when the employee’s grief is likely to impact on their ability to properly perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee. In this situation a request to work temporarily on a part-time or reduced hours basis, or alternative duties may be considered (where practicable), subject to line managers approval; and would be for an agreed maximum period of time and managed in line with flexible working/part-time working policy, as such employees would be paid only for hours they worked, and options like taking annual leave to top up pay may be considered.

8.5 Compassionate leave – Unpaid

Where paid compassionate leave is exhausted and/or not appropriate unpaid compassionate leave may be granted.

Compassionate leave required in relation to a sick or injured dependent may be accommodated by a temporary alteration of working arrangements. Where this is not possible and Time off for dependents leave is not appropriate a manager may grant a reasonable amount of unpaid leave in line with service needs.

8.6 Notification Procedures – Compassionate Leave

Managers should complete Compassionate Leave & Parental Bereavement Leave form formatted and send to transactions@huntingdonshire.gov.uk

9.0 Adverse Weather

9.1 In incidents of adverse weather employees who are able to attend work safely should do so. However, the Council does not expect any employee to put themselves at risk by travelling to work in adverse weather. Employees should telephone their manager or another appropriate manager as soon as possible if they cannot attend their normal place of work. Where possible employees should work flexibly during periods of severe weather e.g. work from home or another HDC location.

9.2 During adverse weather conditions employees should consider their means of travel and potential for shared transport. Employees should regularly check for updates and discuss any concerns with their manager. The Council will consider the needs of employees to leave early to avoid getting stranded on the way home and/or to take extra time to complete journeys.

9.3 Employees who cannot attend work, or who are unable to work from home, should take a day’s flexi leave, annual leave or unpaid leave. There is no automatic right of payment for lost time due to adverse weather conditions, however, employees who have been instructed not to attend work due to adverse weather will receive pay as normal for that day. Instruction to stay at home will follow a corporate decision.

- 9.4 Where there are increased absence levels in critical service areas, the Council may ask individuals who are able to get to work, to cover different roles or to complete additional hours in order to maintain Council services.

10.0 Jury Service

- 10.1 Jury service is a public duty that an individual is legally required to undertake. . If you are called for jury service you must tell your manager immediately. Notice from the appropriate court will summons an individual to attend as a juror.
- 10.2 The Council will provide paid time off for an employee to undertake jury service. The Court Service will reimburse an individual for travelling/subsistence expenses and other 'financial' loss, which includes loss of earnings, loss of benefits and additional childcare/dependant carer costs.
- 10.2 An employee must claim loss of earnings from the court. Once this has been completed a copy of the statement is to be provided to the Payroll department for the deduction from salary to be made. The employee may keep any travel and subsistence allowances paid by the court

11.0 Public Duties

- 11.1 The Council encourages employees to play an active part in the life of the community. However, before committing to undertake public duties an employee must seek the approval of their manager and give a clear indication of what level of commitment is likely to be required.

In accordance with the Employment Rights Act HDC defines public duties as those where an employee acts as a:

- Justice of the peace
- Member of a local authority
- Member of the police and crime panel
- Member of a relevant education body (e.g. school governor)
- Member of the General Teaching Councils for England and Wales
- Member of the Environment Agency
- Member of a relevant health body (e.g. NHS Trust or PCT)
- Member of a statutory tribunal
- Member of a board of prison visitors or a visiting committee
- Member of the Service Authority for the National Criminal Intelligence Service or the Service Authority for the National Crime Squad

Factors for managers to take into account when considering requests will include:

- How much time off is required for the general performance of the public duties
- Whether there would be potential benefits for the people of Huntingdonshire
- Effect of the absence and the needs of the service

- 11.2 Where an employee holds a public office or public position then they are entitled to reasonable unpaid time off during working hours up to a maximum of 16 days per year (pro rata for part time employees). Requests for time off should be made at least one week in advance and if safety or staffing levels are compromised by the leave, it may be necessary to reduce the agreed amount of time.
- 11.3 In addition HDC recognises retained Fire Fighters operation duties as a public duty. When work is commenced with a Fire Authority, the working hours should be agreed outside of HDC working time, wherever possible. In exceptional circumstances where unpaid time off is needed this is to be agreed with your manager in advance. Every effort should be made to plan the hours to allow enough time to finish the fire duties before starting work, with consideration to Working time Regulations and appropriate rest breaks.

12.0 Reservists

- 12.1 Reservists are individuals who volunteer their services, in their spare time, to train to serve alongside the regular armed forces (the Territorial Army is now known as the Army reserve). A reservist is expected to meet minimum training requirements as follows:
- Weekly training (2¹/₂ hours each week during the evening)
 - Occasional training days (weekends spread through the year)
 - Continuous training period (undertaken on an annual basis over a continuous period of 15 days)
- HDC provides reservists with additional unpaid time off to undertake these training commitments up to a maximum of 16 days per leave year.
- 12.2 Mobilisation is the process of calling reservists into full-time service with the regular armed forces to undertake military operations. Mobilisation can last for several months, depending on the operation. An employee should notify their manager in case of mobilisation, as the employer's consent is required. There is no specified warning period prior to mobilisation however the reservist and the employer should generally have at least two weeks' notice. A reservist would not receive pay for the period of mobilisation.
- 12.3 Employers may seek exemption from, or deferral of, mobilisation if the loss of the employee will cause serious harm to HDC. An employee's mobilisation may result in additional costs, however, HDC can apply for financial assistance to meet these costs. The Reserve Forces (Safeguard of Employment) Act provides a mobilised reservist with the right to be re- employed by their former employer after demobilisation and provides dismissal protection for reservists.

13.0 Election Duties

- 13.1 Employees must have permission from their line manager to take time off to undertake election duties. Time off is with full pay and there is not a requirement to take annual leave for these purposes.

Appendix 1: Summary Types of leave

Type of leave	Definition	Entitlement	Paid/Unpaid
Annual Leave	As per 2.1	24/30/34 days	Paid
Bank Holidays	As per 3.0	8 days pro rata	Paid
Unpaid Leave	Where it is necessary or desirable to extend a period of absence beyond the parameters available within other policies covering paid time off work and subject to operational approval.	Up to 2 weeks	Unpaid
Time Off For Dependant	Where it is necessary to help someone who depends on them in an unexpected event or emergency.		Unpaid
Employment Break	This allows an employee time off work, which could be for a number of reasons; travelling, family commitments, volunteering or studying as examples.	Minimum 1 mth Maximum 12 mths	Unpaid
Compassionate Leave	Serious illness or bereavement of close relative, partners, dependants.	Up to 5 days	Paid
Compassionate Leave Unpaid	Compassionate leave beyond the 5 days paid leave		Unpaid
Parental Bereavement Leave	Statutory leave if a child dies before they turn 18, or if a pregnancy results in a stillbirth after 24 weeks.	2 weeks	Paid <u>Statutory Pay</u>

Employee Details			
Employee Number		Employee Name	
Post Title		Department	
Category Unpaid Leave (Please select)			
Unpaid leave		Time off for dependents	
Employment Break (1-12 months)		Other (please type in reason for unpaid leave)	
Details of Unpaid Leave			
Unpaid Leave Start Date		Unpaid Leave End Date	
Reason for Unpaid Leave			
Any other comments/notes Employee wishes to share ‘			
In submitting this form the employee, has read and understands the Leave policy and agrees that the period of leave requested, will be unpaid and deducted from the next available pay period.			
Date of application for unpaid leave			
Approval			
Manager approval	Yes / No		
If no, please provide reason for not approving			
Manager Name			
Date			

Please email this form to transactions@huntingdonshire.gov.uk

Appendix 3: HDC Paid Compassionate Leave & Parental Bereavement Leave Form



Employee Details			
Employee Number		Employee Name	
Post Title		Department	
Compassionate Leave Type (tick all that apply)			
Paid Compassionate Leave (Please complete section Paid Compassionate Leave)			
Unpaid Compassionate Leave (please complete section Unpaid Compassionate Leave)			
Paid Parental Bereavement leave (Please complete section Paid Parental Bereavement Leave)			
Relationship to deceased (tick)			
Spouse, Civil Partner, Partner		Biological, Adopted Son/Daughter. Or child of live in Partner	
Parent/guardian		Sibling	
Grandparent		Close relative	
Other			
Paid Compassionate Leave			
Dates of Compassionate Leave		Number of working days to be paid	
Unpaid Compassionate Leave			
Dates of Unpaid Compassionate leave		Number of working days to be deducted from pay	
Parental Bereavement Leave			
2 Continuous weeks	Yes/No	2 Split weeks	Yes/No
Dates of Parental Bereavement leave		Date of Childs' Death or Stillbirth	
Approval			
Manager Name		Date	

Send a completed copy of this form to transactions@huntingdonshire.gov.uk

Name of Policy	Leave Arrangement Policy
Person/posts responsible	Strategic HR Manager
Date reviewed	December 2020
Date approved	