



A meeting of the **EMPLOYMENT COMMITTEE** will be held in **THE CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 9TH FEBRUARY 2022** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

**1. MINUTES** (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting of the Committee held on 24th November 2021.

**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. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Committee.

**Contact Officer: Democratic Services - 388169**

**4. WORKFORCE INFORMATION REPORT - QUARTER THREE 2021-22** (Pages 9 - 28)

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

**Contact Officer: A Whatmore - 388005.**

**5. PAY POLICY STATEMENT 2022-23** (Pages 29 - 36)

To consider and comment on the Council's Pay Policy Statement 2022/23.

**Contact Officer: A Whatmore - 388005**

**6. EMPLOYEE REWARD UPDATE (Pages 37 - 42)**

To consider and comment on a report by the Strategic HR Manager on employee reward.

**Contact Officer: A Whatmore - 388005.**

**7. EMPLOYEE REPRESENTATIVES GROUP**

At the request of Employee Representatives to consider a range of issues.

**Contact Officer:**

1st day of February 2022



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](#)

**Filming, Photography and Recording at Council Meetings**

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.

This page is intentionally left blank

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT COMMITTEE held in the the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 24th November 2021

PRESENT: Councillor R J West – Chairman.

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

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

### 10 MINUTES

The Minutes of the meeting of the Committee held on 15th September 2021 were approved as a correct record and signed by the Chairman.

### 11 MEMBERS' INTERESTS

No declarations of interests were received.

### 12 WORKFORCE INFORMATION REPORT QUARTER TWO 2021-22

The Committee received and noted a report on Human Resources matters impacting on the performance of the Council during the period 1st July to 30 September 2021. The report included the latest position and trends relating to employee numbers, salary costs and sickness absence. A copy of the report is appended in the Minute Book.

The Committee was informed that the total number of employees at the end of the last quarter was lower than at the end of the previous quarter and that the total spend on pay costs for employees in 2021/22 was forecast to be £174k higher than the year's budget.

In response to a question by Councillor Jordan, the Strategic HR Manager outlined measures services were taking in response to the level of individuals leaving the Council, including back filling and adopting alternative ways of working. Following a further related question, the Strategic HR Manager confirmed that the Planning, Corporate Resources and ICT sections had experienced the highest levels of leavers. All leavers were sent a questionnaire requesting their views on working for the Council and their reasons for leaving. Leavers also were offered personal interviews. The results were analysed and used to inform future decision-making. The Council's position compared with other local authorities was discussed.

During further discussion on recruitment and retention it was established that the level of leavers was partly the result of unique factors such as internal structure changes and partly caused by the pandemic and market demand for particular roles. Various initiatives were being employed to fill vacant posts and introduce new ways of working to ensure services were delivered.

Regarding future demand for services, the Committee was informed that detailed planning took place using Council Tax data and projections for new dwellings. Members commended the refuse collectors for the speed at which they completed their rounds.

The report indicated that five employees had retired in the quarter. Members recognised the employees' achievements and conveyed their congratulations to them. 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 five 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.

### **13 IR35 STATUS DETERMINATION DISAGREEMENT PROCESS**

With the aid of a report by the Strategic HR Manager (a copy of which is appended in the Minute Book) the Committee considered a new procedure to determine disputes relating to the status of employees under on/off payroll working rules. The procedure was required by updated Regulations, which were introduced in April 2021 and would ensure the Council complied with the new Regulations. Having reviewed the Terms of the proposed procedure, it was

RESOLVED

that the IR35 Status Determination Disagreement Process be endorsed.

### **14 EMPLOYMENT REFERENCES POLICY**

Consideration was given to a report by the Strategic HR Manager to which was attached a proposed new Policy on receiving and giving employment references. A copy of the report is appended in the Minute Book. In response to a question by a Member, it was confirmed that the Council would only provide factual information. It was then

RESOLVED

that the Reference Policy be endorsed.

### **15 EMPLOYEE REPRESENTATIVES GROUP**

No matters had been identified for consideration.

Chairman

This page is intentionally left blank



# Workforce Report

## Quarter Three 2021-22

This report looks at the workforce profile of Huntingdonshire District Council during the first Quarter of the financial year, **1 October 2021 to 31 December 2021**.

The key findings from the workforce profile report are:

- The permanent/fixed term employed workforce had a headcount of **646** and an FTE (full-time equivalent) total of **590.03** as of 31 December 2021. The total number of employees is higher than at the end of the previous Quarter however there has been a decrease in the FTE total from 592.2 as of 30 September 2021, which means fewer full-time employees. These figures do not include our Variable or contingent workforce.
- Forecasted spend on all pay costs for employees is currently estimated to be around £230,000 lower than budget, based on financial forecasting done by service managers, as at end of Q3.
- The annual average sickness figure has increased to **6.0 days lost** per FTE from 5.4 days per FTE reported for the previous Quarter Q2 and has also increased compared to the same Quarter last year (Q3 2020/21 5.8 days lost). However, is typical to be higher than other reported quarters in the year and still low in comparison to absence levels we have seen in previous years. Note: in line with all other relevant quarters previously reported the absences linked to Covid-19 – which includes staff unable to work from home, who isolated – have not been counted. However, any sickness absences related to Covid-19 is included.
- The total number of sickness absence days lost in Quarter Three is higher than in the previous Quarter, with increase in short term but reduction in long-term absences compared to the previous Quarter.
- **28%** of the workforce (181 employees) had any sickness absence during Quarter Three.
- The highest reported absence category in Q3 was Cold/Flu this is typical for this time of year. HDC invested in providing frontline operational staff with flu jabs, to try to mitigate the impacts on service delivery from anticipated flu outbreaks and the absences from these services due to cold/flu was just under 40% of the total cold related absences reported in this period.

- 9 employees had long-term sickness (absences of 28 days or longer) in Quarter Three, this is down from the last quarter (10 employees) and lower than reported for Q3 last year (15 employees).
- The HR caseload increased in Q3 compared to Q2 by around 15%. **56%** of the active cases managed in Q3 relate to either long-term or short-term sickness absences. 67% of all cases were managed informally, while 33% were dealt with under formal procedures and policies.

Authors: Strategic HR Manager

Contributors: Finance Business Partner, HR Advisor; Recruitment Business Partner

Date: 28 January 2022

# CONTENTS

<b>1.0</b>	<b>Employee Profile</b>	<b>4</b>
1.1	Headcount and FTE	4
1.2	Workforce by Contract Type	4
1.3	Paybill	5
1.4	High earners	5
1.5	Leavers	6
1.6	Turnover	7
1.7	Recruitment	8
<b>2.0</b>	<b>Sickness Absence</b>	<b>12</b>
2.1	Trend of Working days lost Rolling 12 month	12
2.2	Trend of Working days lost across by Quarter	12
2.3	Reasons for Sickness Absence	13
2.4	Number of employees with Sickness Absence (Quarter)	14
2.5	Long-term sickness absence breakdown	15
2.6	Sickness absence reporting by Service	15
<b>2.7</b>	<b>Long term/Short Term absence Trends</b>	<b>16</b>
<b>3.0</b>	<b>HR Caseload</b>	<b>17</b>
<b>3.1</b>	<b>Breakdown of HR cases by type</b>	<b>17</b>
<b>4.0</b>	<b>Equalities Data</b>	<b>18</b>
4.1	Workforce by Age and Pay Grade	18
4.2	Gender pay gap	18
4.3	Workforce by Gender	19
4.4	Age by Gender	19
4.5	Employees by Grade by Gender	19
4.6	Workforce by Ethnicity	20
4.7	Disability Data	20

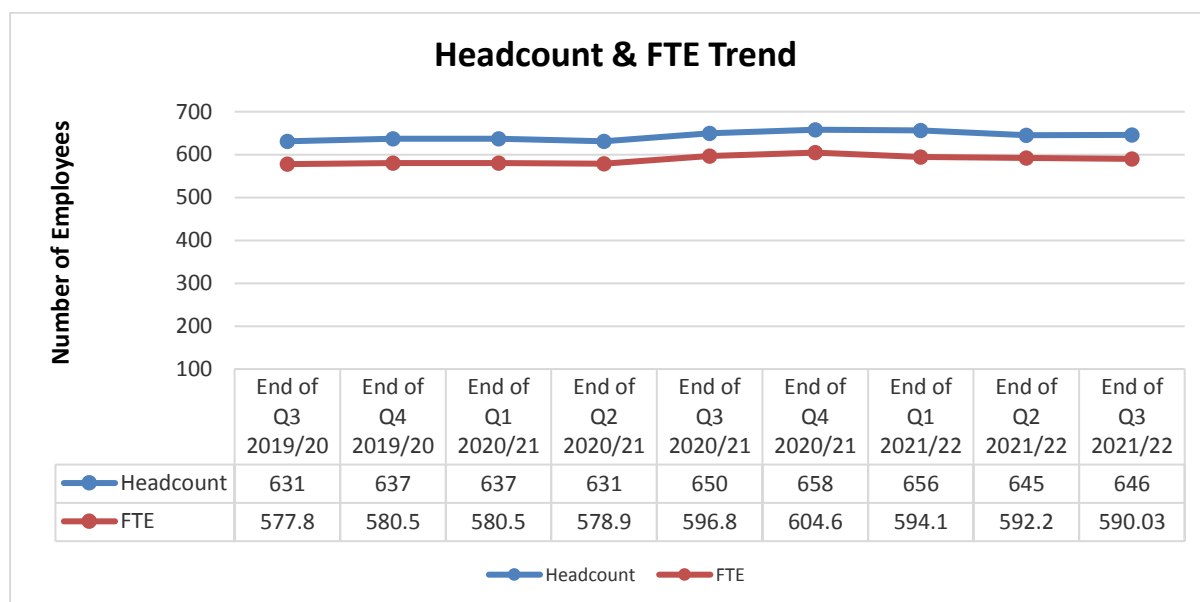
## 1.0 EMPLOYEE PROFILE

**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 2021), the total number of permanent and Fixed term employees employed by Huntingdonshire District Council was 646 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 590.03.



### 1.2 WORKFORCE BY CONTRACT TYPE

Data on Variable employees (zero hours basis contracts) is included in the below table. However, data on Variables are not included in the other areas of the workforce reporting. Variables are typically employed in multiple positions across Leisure services; though a small number of Variables are employed in Operations, Recovery Services, ICT. At the end of Q3 HDC had 392 individuals employed in 870 posts. Variables who have not worked in 6-month period are removed from our books.

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

Employment Type	Count of Type
Fixed Term	63
Permanent	581
Secondment	15
<b>Grand Total</b>	<b>659</b>
Variable employees	392

### 1.3 PAYBILL

The following table shows the Council's budget, forecasted spend on pay costs (including National Insurance and pension contributions) for all employees but excludes hired staff (contractors and agency staff). Forecasted spend on pay costs for employees by end of financial year, is estimated to be £230,000 lower than budget, which is a reduction from the forecast last quarter. The Spend on agency/contractors is forecast to absorb this underspend; and will further be funded from grant funding and reserves.

Year	Budget (£)	Actual (£)	Forecast (£)
2015/16	22,555,973	20,779,737	
2016/17	22,526,917	21,903,947	
2017/18	24,591,631	23,536,053	
2018/19	25,230,515	23,192,646	
2019/20	24,871,268	23,941,696	
2020/21	25,679,601	24,240,402	
2021/22	25,377,310		25,146,859.19

### 1.4 HIGH EARNERS

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

At the end of Quarter Three 30 employees were paid at FTE salaries of £50,000 or above, representing 4.6% of the total workforce. Just over 1% of the workforce are paid salaries over £75,000. The total number of employees classed as high earners has decreased from 31 at the end of the previous Quarter.

## 1.5 LEAVERS

During Quarter Three, **30** 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 (51).

The table below sets out the length of service of all leavers in Q3 except for Kickstart placements. 7 of the 30 leavers in Q3 were Kickstart placements ending at the end of their funded 6 months placement.



17 of the leavers from Q3, resigned to take up other posts with either commercial or public sector employers, with 89% of those resigning for other posts going to private sector and 11% remaining in public sector employment. The 2 leavers who retired had a combined Service with local government, of 73 years.

Leaving Reason	Fixed Term	Permanent	Total
Leaver - Dismissal - Ill Health		1	1
Leaver - End of Contract	7		7
Leaver - Retirement		2	2
Leaver - Voluntary Resignation	3	17	20
<b>Total</b>	<b>10</b>	<b>20</b>	<b>30</b>

The tables below show the above leavers by age band and then service and whether they left voluntarily or not. Turnover was highest in age band up to 40 years, but 7 of the leavers were end of Kickstart placements (scheme targeted at 16-24 year olds).

Age Band	Voluntary	Involuntary	Total	Turnover
<40	9	8	17	2.63%
40-44	4	0	4	0.62%
45-49	2	0	2	0.31%
50-54	1	0	1	0.15%
55-59	5	0	5	0.77%
60-64	1	0	1	0.15%
<b>Grand Total</b>	<b>30</b>	<b>0</b>	<b>30</b>	

Service	Voluntary	Involuntary	Total	Turnover by service*
3CICT	4	0	4	4.8%
Chief Operating Officer	7	0	7	3.8%
CLT/Exec Support/Transformation	1	0	1	9%
Corporate Resources	1	0	1	1.8%
Leisure & Health	1	0	1	0.84%
Operations	8	5	13	9.15%
Recovery Services	0	3	3	6.6%
<b>Grand Total</b>	<b>0</b>	<b>30</b>	<b>30</b>	

\* Turnover calculated by leavers against service size.

In the last quarter, 16 completed leavers questionnaires were received, representing 100% of voluntary leavers. The top reasons for voluntary leavers leaving the organisation can be grouped as follows: Job Change (56%); Salary/Benefits (56%); Working Relationships (13%); Opportunity for Career Development (13%); Relocating (13%) and Family Reasons (6%). In terms of the feedback - the top-rated response for leavers questionnaires about what they most liked about working for HDC related to flexibility, the opportunities to learn but also the autonomy given and trust put in them being positive. In response to the question what they least liked about working for HDC the answers which came up more than once were Pay (4/16); lack of reward/recognition (3/16); unnecessary processes creating bureaucracy (3/16).

We have seen the return to HDC employment of 3 leavers within the last 6 months, in Q3.

## 1.6 TURNOVER

In the 12 months to 31<sup>st</sup> December 2021, 159 employees left the Council. As a proportion of the average number of permanent employees over this period, the

overall annual turnover rate for employees is 24.3%, which is higher than previous quarter.

This figure is the overall turnover rate, which includes all leavers – retiring, leaving through redundancy and dismissals (including end of contracts). However, if the turnover was based on purely voluntary leavers such as resignations or early retirement (representing departures that are unpredictable and can have adverse impact on the organisation) the ‘true’ annual turnover rate would be 16.4%.

EELGA (East of England Local Government Association) shares benchmark data from other Local authorities across the region. The last reporting was deferred due to covid, so the data still relates to 2020. 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%. CIPD (HR professional body) report that Turnover levels can vary widely between occupations and industries and can vary from region to region - with higher turnover levels typically found in retail, leisure, call centres.

## **1.7 RECRUITMENT METRICS**

Recruitment activity looks to have dropped from last quarter, however, the advertised roles included roles with multiple positions (Leisure and Waste) and typically recruitment activity slows in Q3 for around 3-4 weeks to account for Christmas break. People Management the CIPD publication, recently reported online (Jan 2022) that vacancy levels nationally have reached another record high; with the general outlook for the economy being encouraging, experts say competition for talent will remain fierce with fewer candidates looking for each job.

Of the 43 offers made 7 were existing HDC staff (5 from Kickstart programme), promoted or moving into other positions around the council. HR team will continue to support the business with creating opportunities to grow and develop our workforce; careers and mobility around services. These things will benefit the organisation in attracting and retaining talent; increasing collaboration and allowing us to better meet skills shortage challenges.

We continue to find posts in Commercial Estates and Development management challenging to fill.

The focus for 2022 needs to be on retention of staff as vacant posts are going to be harder and could be more costly to fill and will impact on the existing business and team workloads. Our management positions become critical in engaging with staff regarding performance and potential; and taking steps that where we can (and where appropriate) we retain those staff considering leaving.

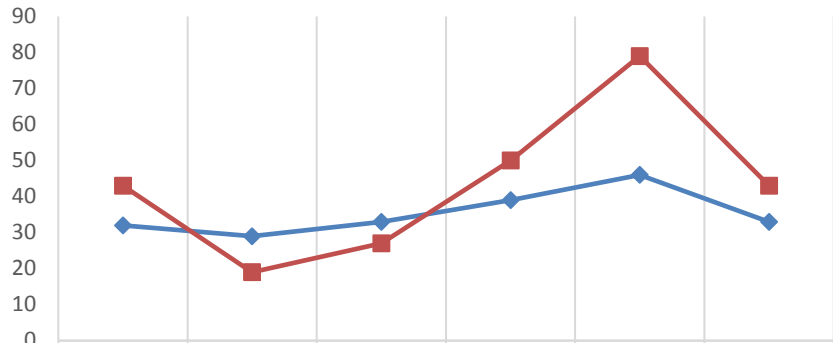


Recruitment Metrics		Q2 20/21	Q3 20/21	Q4 20/21	Q1 21/22	Q2 21/22	Q3 21/22
Advertised Roles	Advertised Roles	32	29	33	39	46	33
Offers of employment made	Total Offers made:	43	19	27	50	79	43
	Permanent offers			20	27	26	16
	FTC/Temporary offers			7	9	16	4
	Variable (zero hours basis) offers			0	12	37	23
	Offers made and candidates Withdrawn			1	2	5	3
Advertised Roles per business area	ICT	11	7	6	7	13	6
	Corporate Services (HR, Finance, Facilities, Dem Services)	3	5	4	9	4	3
	COO (Development/Planning, Community, Revs & Bens)	3	10	6	4	8	9
	Strategic Housing & Growth	0	0	3	1	0	4
	One Leisure	5	1	3	21	7	5
	Recovery Services (Car parking; Countryside, Parks & Open Spaces)	0	0	2	4	4	1
	Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	9	5	8	8	8	5
	Executive/Transformations/Communications	1	1	1	0	2	0
Grade of roles advertised	A	0	0	0	0	1	1
	B	2	4	0	0	5	1
	C	9	6	11	21	14	8
	D	3	2	3	9	5	3
	E	3	3	3	3	2	7
	F	3	5	3	8	7	4
	G	10	4	6	7	8	6
	H	0	3	3	4	1	2
	I	2	2	3	2	1	1
	SM	0	0	0	0	0	0
	AD	0	0	1	0	1	0
	Director	0	0	0	0	0	0

Most popular source of recruitment - candidate shortlisted for interview	First	Indeed	Indeed	HDC Website	HDC Website	HDC Website	Internal
	Second	Agency	Agency	Indeed	Indeed	Internal	HDC Website
	Third	HDC Website	HDC Website	Agency	Agency	Agency	Agency
Most Popular source of recruitment - candidate offered	First	Indeed		Internal	Internal	HDC Website	Internal
	Second	Internal		HDC Website	HDC Website	Internal	HDC Website
	Third	HDC Website		Agency	Agency	Agency	Agency
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.	16	19	14.5	18	14	16
Average time from Date Job Advertised to shortlisting completed		20	22	15	20	15	18
Average time from Date Job Advertised to offer		32	32	26	36	28	32
Average time from Date Job Advertised to employment start date		55	55	52.5	62	52	54

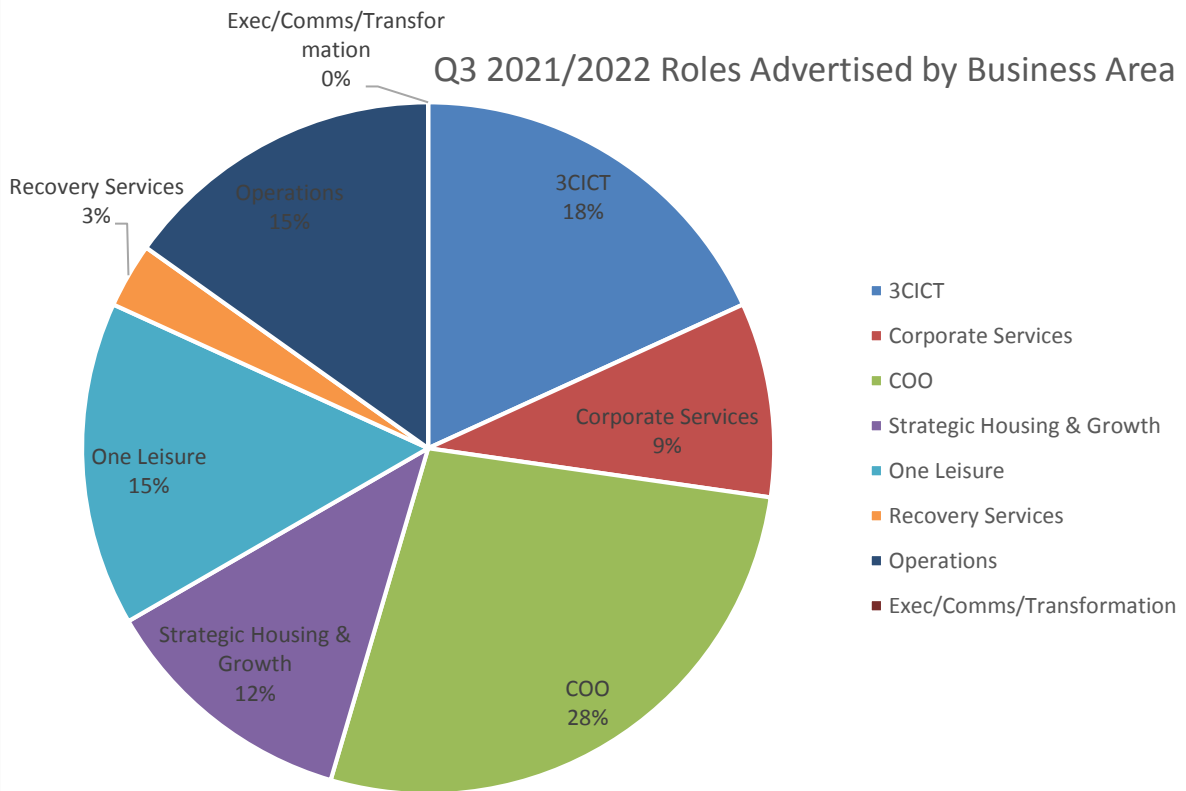
## RECRUITMENT ACTIVITY

◆ Advertised Roles     ■ Offers of employment made



	Q2 2020/2021	Q3 2020/2021	Q4 2020/2021	Q1 2021/2022	Q2 2021/2022	Q3 2021/2022
◆ Advertised Roles	32	29	33	39	46	33
■ Offers of employment made	43	19	27	50	79	43

Q3 2021/2022 Roles Advertised by Business Area



## 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**.

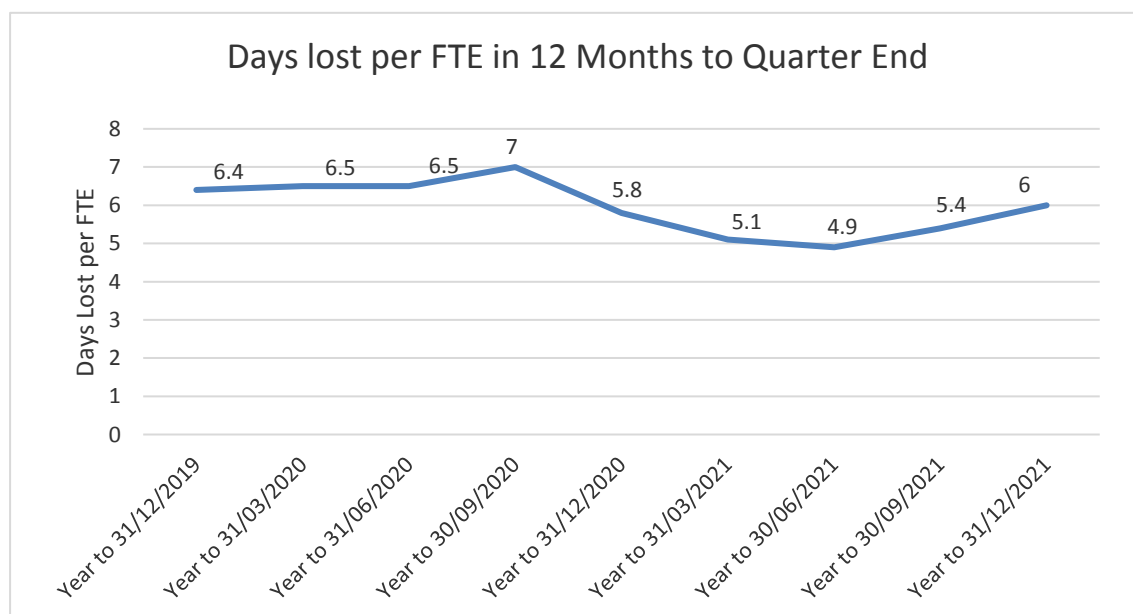
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

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

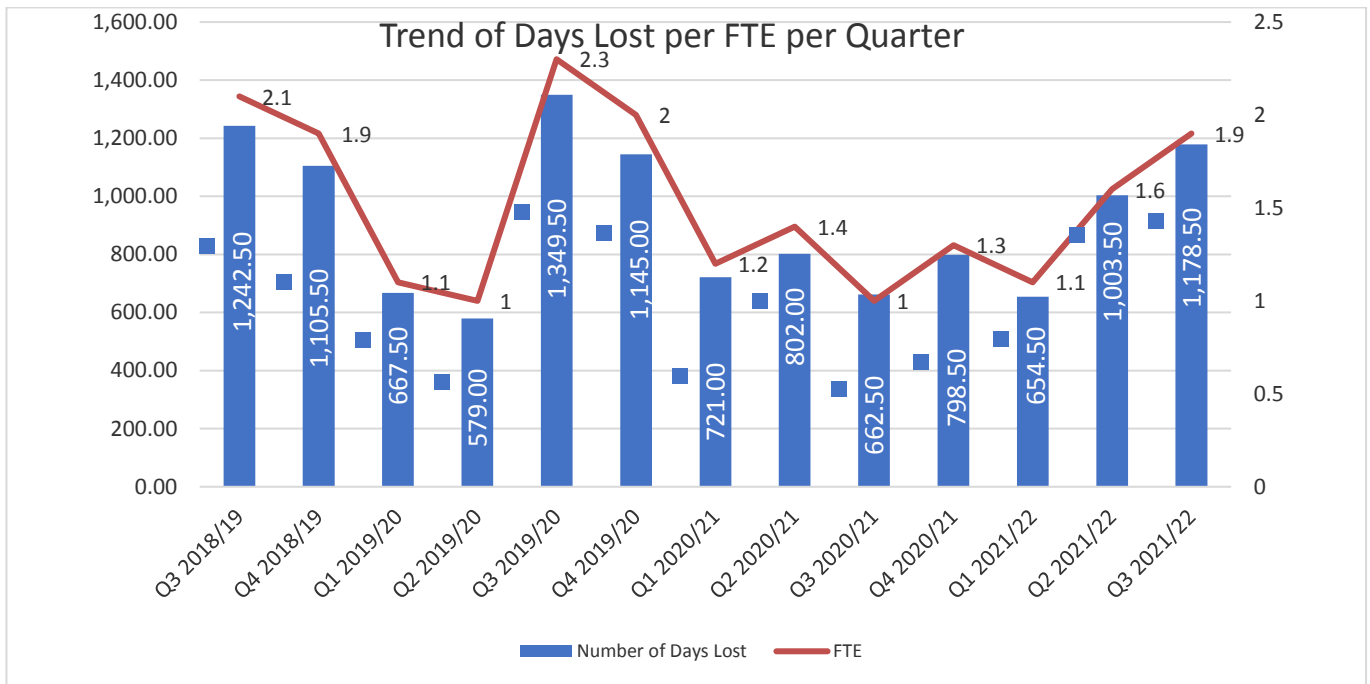
The graph shows the trend in sickness absence per FTE employee over a rolling 12-month period to the end of each Quarter since December 2019. It shows that sickness absence to the end of Quarter Three has increased, to 6.0 days per FTE, but remains lower compared to results over recent year.



## 2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Three (1178.5) is higher than in the previous Quarter; as is the days lost per FTE (1.9) for sickness absence. Covid sickness absences are included within sickness absences (however, those Isolating

unable to work from home or shielding and unable to work from home are not included).



## 2.3 REASONS FOR SICKNESS ABSENCE

Please see sickness reporting by category below: -

Absence Reason	Quarter 3 2021/2022		
	Days Lost	Employees	Percentage
3rd party accidents	11	1	0.91%
Accident at Work	15	1	1.24%
Asthma chest respiratory heart cardiac circulatory	79.5	11	6.58%
Benign and malignant tumours or cancers	2	1	0.17%
Blood Disorders	2	1	0.17%
Cough cold flu influenza eye ear nose and throat problems (including infec	232	86	19.7%
Covid-19	189	36	16.03%
Endocrine / glandular - diabetes thyroid metabolic	39	2	3.23%
Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis	83.5	23	6.92%

Genito urinary and gynaecological	22	3	1.82%
Headache migraine dental oral	66.5	26	5.51%
Injury fracture	100	5	8.28%
Musculoskeletal problems inc back and neck	126	11	10.63%
Stress Anxiety Depression	211	10	17.47%

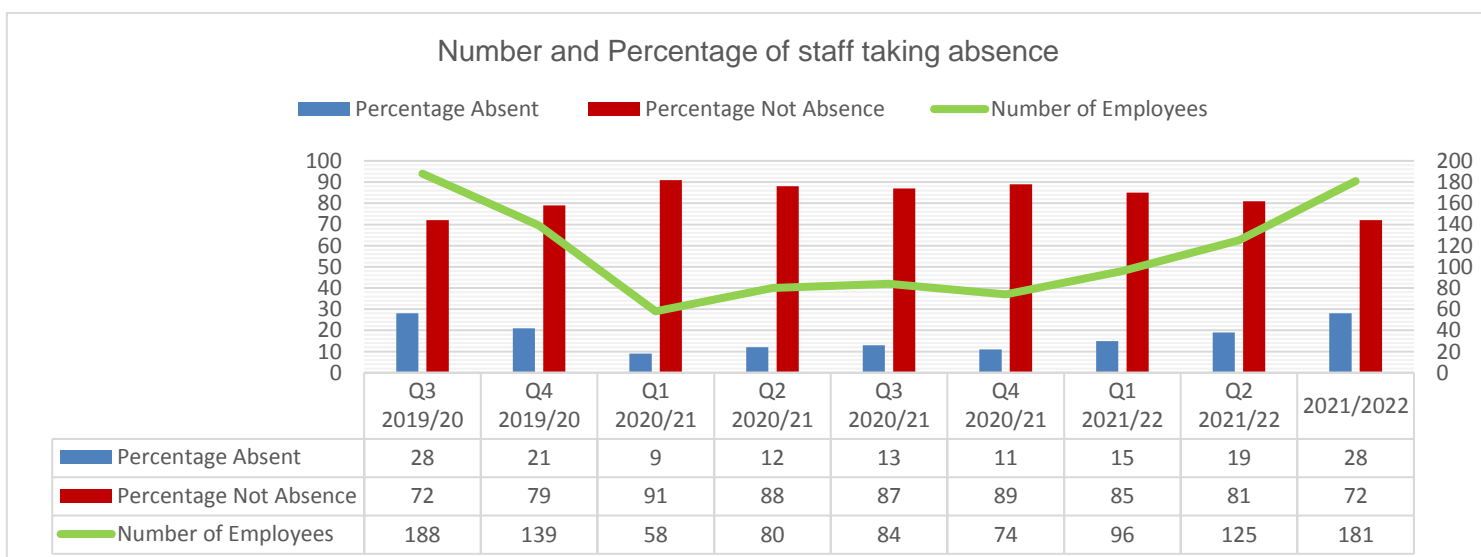
Absences have increased across 7 categories since the last quarter but reduced significantly in Musculoskeletal related absences which was the highest reported absence category last quarter.

The highest reporting absence trends over Q3, is Cold/Flu which is consistent with the time of year. HDC provided flu jabs to all frontline staff to limit the impact of flu outbreaks. Stress, Anxiety, Depression remains in top related absences and Covid related sickness was 3<sup>rd</sup> highest in Q3.

Reason for Stress related Absence	Days Lost	No of People	Percentage of days absent
Stress Anxiety Depression (Personal)	41	3	19.43%
Stress Anxiety Depression (Work and Personal)	86	4	40.75%
Stress Anxiety Depression (Work)	84	4	39.8%
<b>Total</b>	<b>211</b>	<b>10</b>	

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

181 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). Q3 is typically a higher reporting absence period, due to seasonal colds etc



## 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
Q4 2018/19	17 (10% of those sick)	503	45%
Q2 2019/20	13 (12%)	391.5	55%
Q3 2019/20	12 (10%)	310	50%
Q3 2019/20	26 (14%)	833	59%
Q4 2019/20	28 (20%)	724.1	63%
Q2 2020/21	18 (31%)	551.4	76%
Q3 2020/21	15 (19%)	517.3	65%
Q3 2020/21	15 (18%)	412	62%
Q4 2020/21	15 (18%)	541	68%
Q2 2021/22	6 (6%)	259	40%
Q3 2021/22	9 (4.9%)	375	31.8%

Days lost due to long-term sickness has decreased in Q3, from the previous Quarter.

## 2.6 SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows that sickness (overall) has increased from last quarter and in 4 services, with reduction in absences across 3 of the services, compared to Q2.

Service	Number Employees absent in Quarter 3	Total days sick Q3	Total days sick Q2	
Chief Operating Officer	52	350.5	229.5	↑
CLT/Exec Support/Transformation	3	7	7	→
Corporate Resources	7	34	11	↑
Digital & ICT Services	29	104	127	↓
Growth	3	22	26	↓
Leisure and Health	21	87	44	↑
Operations	52	404.5	519	↓
Recovery	14	169.5	40	↑
<b>OVERALL</b>	<b>181 (28% of HDC employees)</b>	<b>1178.5</b>	<b>1003.5</b>	<b>↑</b>

The following two tables provide the split by service for long term and short-term sickness absences. The number of days recorded for the previous quarter are listed in brackets in the second column.

Service	Total days sick – short-term	Employees absent in Quarter – short-term sickness
---------	------------------------------	---

Chief Operating Officer	208.5 (169.5) ↑	49
CLT/Exec Support/Transformation	7 (7) →	3
Corporate Resources	34 (11) ↑	9
Digital & ICT Services	104 (73) ↑	31
Growth	22 (26) ↓	3
Leisure and Health	87 (44) ↑	21
Operations	265.5 (162) ↑	49
Recovery	75.5 (40) ↑	12
<b>OVERALL</b>	<b>803.5 (532.5) ↑</b>	<b>177 (27.3% of all HDC employees)</b>

Service	Total days sick – long-term	Employees absent in Quarter – long-term sickness
Chief Operating Officer	142 (60) ↑	4
CLT/Exec Support/Transformation	0 (0) →	0
Corporate Resources	0 (0) →	0
Digital & ICT Services	0 (54) ↓	0
Growth	0 (0) →	0
Leisure and Health	0 (0) →	0
Operations	139 (357) ↓	3
Recovery	94 (0) ↑	2
<b>OVERALL</b>	<b>375 (471) ↓</b>	<b>9 (1.3% of all HDC employees)</b>

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.

## 2.7 LONG TERM/SHORT TERM ABSENCE TRENDS

This Table shows an increase in working days lost due to Short Term absences but reduction in Long-Term sickness compared to Q2 HR and managers continue to monitor absences and short-term absences are more likely to hit triggers through absence management process.

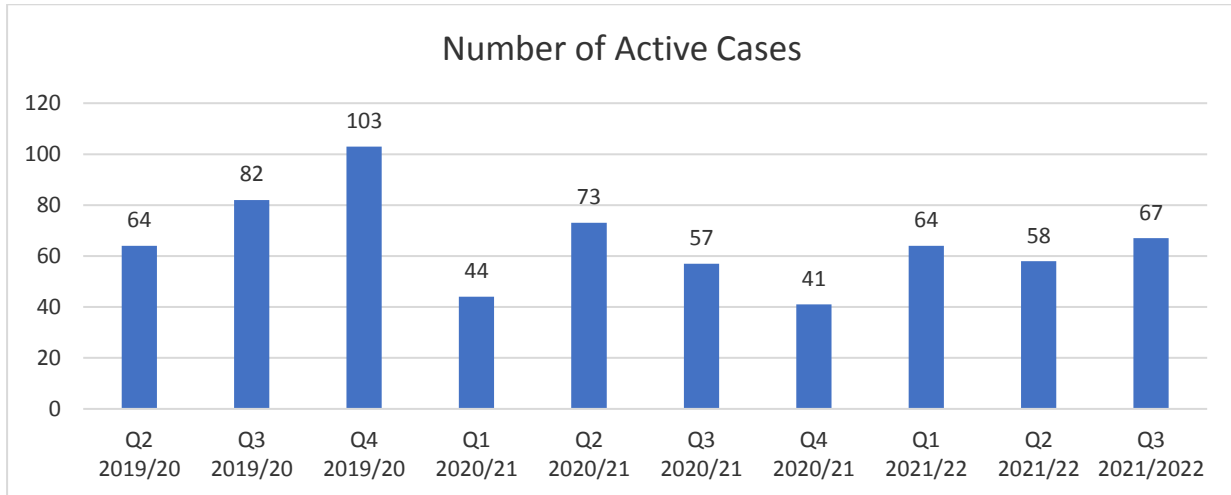
Quarter	Total Working days lost (Short term sickness)	Total working days lost (Long term sickness)
Q3 2020/21	285	517
Q4 2020/21	257.5	541
Q1 2020/21	395.5	259
Q2 2021/22	532.5	471
Q3 2021/22	803.5	375



### 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 67 cases in progress, of which 22 (33%) were dealt with under formal procedures. The Overall total was higher than in the previous Quarter, with cases for the previous Quarter also shown below for comparison purposes. Some more complex case work will continue across quarters to manage.

Type of Case	Informal Cases	Formal Cases	Total Q3	Previous Quarter
Appeals	0	1	1	2
Capability – Long Term Sickness	8	2	10	9
Capability – Short Term Sickness	21	8	29	21
Capability – Performance	6	0	6	2
Consultations (including TUPE)	2	0	2	3
Bullying and Harassment	4	2	6	6
Disciplinary	0	7	7	7
Employment Tribunals	0	1	1	2
Grievance	0	1	1	2
Probation	3	0	3	2
Subject Access Request	0	0	0	2
Other	1	0	1	0
<b>Total</b>	<b>45</b>	<b>22</b>	<b>67</b>	<b>58</b>

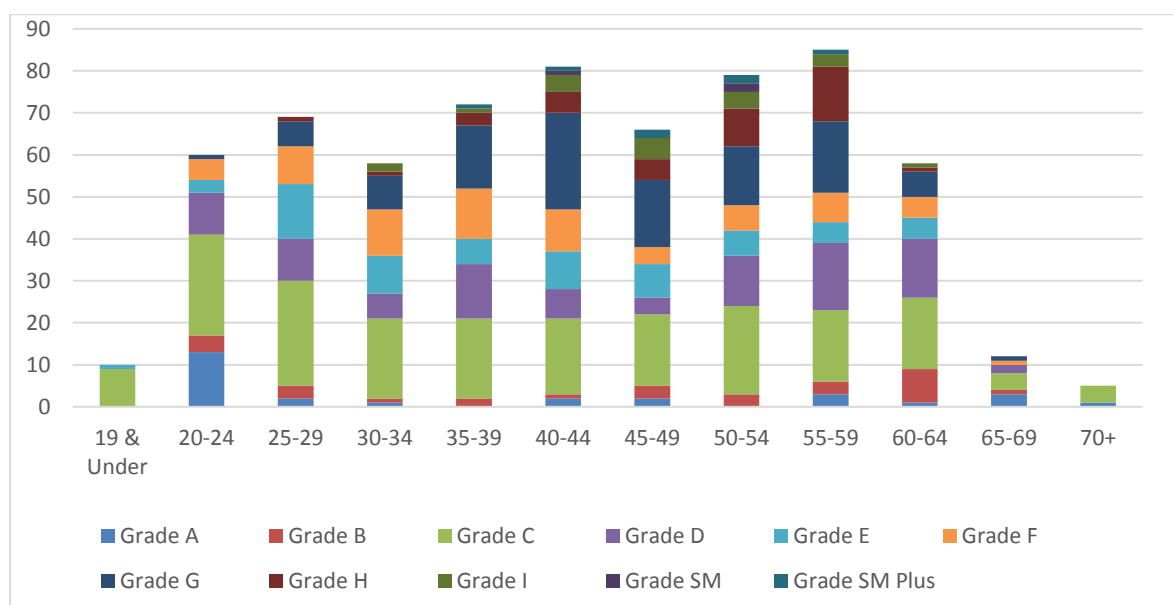
## 4.0 EQUALITIES DATA

As part of our commitment to promoting Equality; Diversity and Inclusion in employment, we have added more Equalities data through our workforce reporting, (trend data where applicable will be captured over time).

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

### 4.1 WORKFORCE BY AGE AND 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. 63% of the workforce are younger than 50 years of age.



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

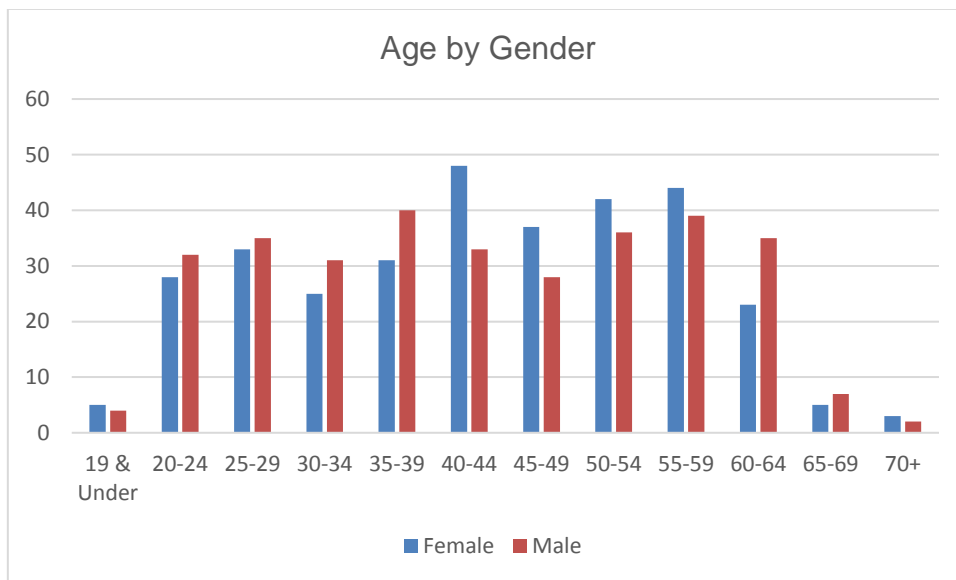
### 4.2 GENDER PAY GAP

Employers with 250 or more employees must publish figures comparing average pay by gender across the organisation. This data is produced and published annually, in line with regulations and the most recent report was included in the Q4 workforce reporting (June 2021). An update will be provided when new data is available Q4 2021/22.

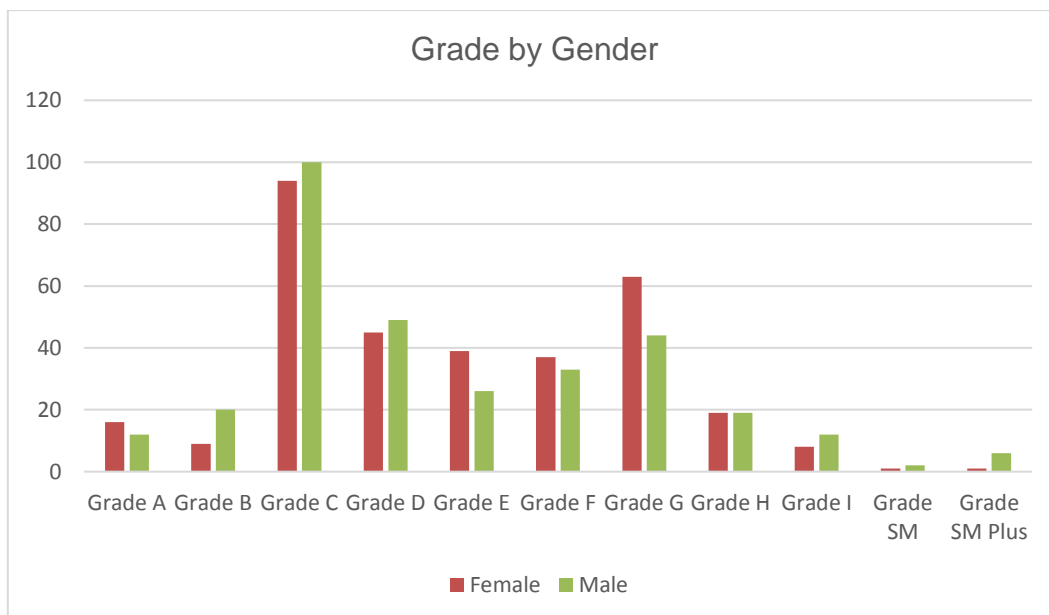
### 4.3 WORKFORCE BY GENDER



### 4.4 AGE BY GENDER



### 4.5 EMPLOYEES BY GRADE BY GENDER



#### 4.6 WORKFORCE BY ETHNICITY

<b>Ethnicity</b>	<b>% of workforce</b>
Asian	1.86%
Black	0.31%
Mixed	0.46%
Other	0.77%
White	65.79%
Workforce Stated	69.2%
Not Declared	30.80%

#### 4.7 DISABILITY DATA

<b>Disability Status</b>	<b>% of work force</b>
No	15.48%
Yes	2.79%
Not Declared	81.73%

##### \*Not Declared

Like most similar employers, the Council does not have data that is 100% up to date – with some of the workforce either preferring not to state or simply not responding. We recognize this can make it difficult to draw conclusions that are statistically robust. There has been a small shift in data collected since last quarter, but HR team will engage with the workforce around importance of this data and deal with reluctance to share, so we will be in better position for our Public Sector Equality Reporting later this year.

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Pay Policy Statement 2022/2023

**Meeting/Date:** Employment Committee – 9 February 2022,  
Full Council - 23 February 2022

**Executive Portfolio:** Cllr David Keane (DK)

**Report by:** Strategic HR Manager (AW)

**Ward(s) affected:** N/A

---

### **Executive Summary:**

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

The Statement must be agreed by Full Council and published on our Website by 31st March 2022. 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 endorse the Pay Policy Statement for 2022/23.

## **1. PURPOSE OF THE REPORT**

- 1.1 The report draws Employment Committee's attention to the Annual Pay Policy Statement for 2022/23.

## **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 2022.

## **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 9 February, Full Council to review 23 February. Publication on HDC Website by 31 March 2022.

## **5. LIST OF APPENDICES INCLUDED**

Appendix 1 –2022 Pay Policy Statement HDC

## **CONTACT OFFICER**

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

## PAY POLICY STATEMENT 2022 - 2023

### 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 2022.
- 1.6. This Statement will be reviewed annually and amended as necessary to reflect the prevailing legislation at the time. The information and data in this Statement is current as of 30 January 2022. This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2022.

### 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 (£127,211 - £143,450). Under current arrangements, any change to the pay level of the role of MD needs to be agreed by the Leader. The salary will attract a cost of living increase.

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

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

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

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

#### **3.2 Other Senior Managers Pay**

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

##### Directors

The salary scale is AD within the range £83,364 - £94,191

##### Assistant Directors:

The salary is a spot salary on SM plus grade £77,178

##### Heads of Service

The salary scale is SM within the range of £63,876 - £72,537

##### Section 151 Officer and Monitoring Officer

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



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

#### **4 Remuneration of other employees**

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

4.2 The pay spine used by the Council is locally agreed and any cost of living, 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. Kickstart placements, which will run up to June 2022 are paid National Minimum Wage, in line with the rate of pay for their age group (as per the funding under this scheme).

4.4 Attraction and Retention - Salaries on appointment to all posts are determined in accordance with the Council's Pay Policy. New appointments will normally be made at the minimum point of the relevant grade, although appointing managers have discretion to vary where necessary to secure the best candidate and in line with relevant council policy.

4.5 Pay supplements – The council may in exceptional circumstances and if specific criteria are met, use Market Supplements to make additional Payments to reflect the market rate, for those roles where evidence exists of recruitment and retention issues. This policy applies to all roles and requires Director approval and is reviewed regularly to ensure compliance with relevant legislation and in accordance with the Council's Pay Policy.

4.6 All temporary appointments, acting up arrangements, secondments and honorarium payments are approved in accordance with the 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 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). Where a business case demonstrates a benefit to the council, and to mitigate against potential redundancies, the council may consider the application of pay protection two grades lower than current grade and pay protection in this instance will apply for 6 months (3 months full pay and 3 months 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 £17,190. Apprentices and Kickstart placements 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 2022, the Council's full time equivalent **Median Pay**, was £23,953 (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 2021/22 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 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 11.4 per cent of pensionable pay depending on full time equivalent salary levels. The employer contribution rates is fixed at 17.3%.

## **8 Severance provisions for all employees including Chief Officers**

- 8.1 HDC Severance payments are made in accordance with the Council's Redundancy Policy as approved by Employment Panel in August 2014 and applicable legislation and are the same for all staff unless they are protected by TUPE.
- 8.2 Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where an employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.
- 8.3 Settlement agreements will only be used in exceptional 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 31<sup>st</sup> March 2017, the Council's publishes its Gender Pay Gap reporting annually on the Council's website. The next report will be finalised and published in line with regulations by 30 March 2022.
- 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 2023/24 and will be submitted to Full Council for approval by 31 March 2023.
- 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 2022
Related Legislation	Localism Act 2011
Replaces	Pay Policy Statement 2021/2022
Policy Author	Aileen Whatmore, Strategic HR Manager
Applies to	All employees of Huntingdonshire District Council

This page is intentionally left blank

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Employee Reward Update

**Meeting/Date:** Employment Committee – 9 February 2022

**Executive Portfolio:** Cllr David Keane (DK)

**Report by:** Strategic HR Manager (SHRM)

---

### **Executive Summary:**

This report briefs Employment committee and seeks comments on ideas to improve the employee Benefit and Reward offering made to staff of HDC.

Attracting future employee talent to the Council along with retaining a healthy turnover of staff will enable the corporate objective for an efficient and effective council.

Employment committee consider a workforce report quarterly, which shows our employee Turnover has grown; the employment/recruitment marketplace is increasingly competitive with record volume of vacancies and impacts of the Great Resignation as reported in last quarters workforce report; impacting all organisations including HDC.

Focusing on improving our employee Benefit/Rewards gives us a greater opportunity to compete as an employer of choice to our existing and future workforce.

This paper updates Employment Committee on the planned activity of work around employee Reward and Benefits and seeks their feedback and endorsement. Some of the changes will require amendments to policies, which will be actioned once employment cttee have had the opportunity to comment. The Council's Senior Leadership team have fed back on the proposals and are supportive of the ideas included in this paper. Employee Reps Group will be engaged on scoping (where applicable); implementation and roll out.

### **Recommendation(s):**

The Committee is asked to comment on the ideas set out in this paper and to endorse the update of any relevant policies such as Leave Policy.

## **1. PURPOSE OF THE REPORT**

- 1.1 Attracting future employee talent to the Council along with retaining a healthy turnover of staff will enable the corporate objective for an efficient and effective council.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 With pay becoming more challenging; the benefit offering we make to staff will enable attraction and retention of talent. A modern organisation will offer choice in its benefits, enabling staff with different circumstances and preferences choice on benefits that suits their circumstances more. Our ability to fully flex benefits is constrained by our legal requirement to offer Local Government Pension Scheme with the fixed employer contribution; and the future MTFS position. However, we can look to do more around low-cost benefit models to make more use of what we already offer and to continue to offer something new and of value to staff.

## **3. OPTIONS CONSIDERED/ANALYSIS**

### **3.1 Articulating the current offer:**

We do more to highlight to existing staff and potential candidates the value of the reward package already offered (see Appendix 1), so the first piece of work will be to pull the current benefit offer into a more engaging summary. Our Employee reps Group have suggested we create a benefit/Reward statement to share with staff, which highlights the value of their total Reward package, to minimise impacts on resourcing this we will look to create a single statement rather than an individualised version.

### **3.2 Development of New Ideas:**

We know from research that the areas that employees value at work are Flexibility, Autonomy; the ability to develop and to give something back. We have the potential to develop on all these areas and can engage with workforce through service managers and Employee Reps Group.

The proposed ideas set out below in this paper, have come from research and benchmarking what other employers are offering.

#### **3.2.1 New Benefit Portal:**

There are number of suppliers who will offer Public sector employees' access to discounts or benefits. It is subscription and paid by the employee, but the offer is available due to being public sector employee. ERG have reviewed an organisation, but there are also Portal's and our local partner councils have implemented, so we can tap into their experience. Working with ERG the HR team will look to review the best option and implement.

#### **3.2.2 Buying/Selling Annual Leave:**

We don't currently offer staff the ability to buy or sell holiday. Where schemes like this run it is offered once a year and capped at up to 5 days (pro rata'd for part time) to retain adequate breaks from work, and deductions or payments are made as 1/11<sup>th</sup> payment through payroll. The leave policy will need amending, and we'd look to open the window 1 March 2022 reference 22/23 Leave year.

**Employees Buying Holiday:** Will be offered to the whole organisation. Discretion to approve will be managers, with consideration to number of people requesting; whether the service can accommodate the additional leave. The Leave policy will need updating to allow for this. The opportunity for staff to Buy holiday could be hugely popular with some individuals and could alleviate budget (in posts where the organisation is not paying to backfill).

**Employees Selling Holiday:** There is a budget implication for offering this across the whole workforce, so proposal to Sell holiday is limited to areas/or roles that pay to backfill staff when leave is taken and do not qualify for flexi leave (Leisure/Operations) across those areas the cost to the council would be at least neutral as we are paying someone to cover the leave. It would be an elective scheme, so those that value holiday wouldn't request to sell, but for those who are using just because they must take it or lose it (situation not unique to covid and precarious travel situation) the opportunity to increase their take home pay may be beneficial. This would apply to Waste, CCTV, Grounds, Street Cleansing; Leisure (Roles on rota).

In addition to the policy amends, we'll need to engage with managers and staff to roll this out and work with payroll to implement processing.

### **3.2.3 Volunteering days.**

Giving something back, increasingly this is being recognised as important to employees, and additionally will create further benefits through developing workforce skills; creating networks and potential to create opportunities to collaborate if targeted to local initiatives/programmes.

More detailed work will be required to scope a proposal which will provide greater clarity and guidance on how this would work, how we can align and measure corporate benefits; and how employees can apply, and these requests will be considered. Example of type of scheme may include offering 'x days' special paid leave for volunteering activities (suggestion from SLT to link to Hunts Forum); and paid and unpaid leave for voluntary public duties.

### **3.2.4 Develop on our Wellbeing Offer**

Prior to lockdown we had lots of activities supporting healthy workforce. We should look to create a network of staff perhaps re-engage 'Health Champions' to work on ways to promote health and wellbeing and find solutions that meet hybrid ways of working.

### **3.2.5 Work shadowing / Career Development**

Creating opportunities for employees to shadow a service or senior manager for a week. Similar to the volunteering days more work is required to scope a proposal which looks at how opportunities can be identified, how individuals apply and are considered, and how this is measured.

## **4. KEY IMPACTS / RISKS**

- 4.1 These proposals aim to mitigate the risks around employee retention and attraction. The impacts of the proposal will be minimal on budgets but will impact on the work of the HR team, however, it can be planned into the BAU workload with priority to action the ideas which are already scoped 3.1, 3.2.2 and then look at the other areas with view to implementing over next 6-12 months.

## **5. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 5.1 Amends to Leave policy to reflect buying and selling annual leave can be shared with ERG and employment cttee by email. HR team can then look to engage with service managers, ERG and employees and offer the opportunity to buy and sell leave from 22/23 holiday year, which starts 1 April 2022.
- 5.2 Reward statement and changes to our web pages and intranet to engage more on the current offer, can be actioned in the next 3 months.
- 5.3 The remaining ideas can be reviewed and where required scoped further, with view to implementing within next 6 to 12 months. Subject to sign off once fully scoped.

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

- 6.1 Having an engaged workforce which values working for the council will enable a more efficient and effective Council.

## **7. CONSULTATION**

- 7.1 Employee Reps Group have been briefed that we are looking at proposals to improve the Employee Value Proposition. Senior Leadership Team have reviewed and support the taking forward of these ideas.

## **8. RESOURCE IMPLICATIONS**

- 8.1 The HR team will need to create capacity to deliver this, this will be planned in as part of its service planning activity.



## **9. LIST OF APPENDICES INCLUDED**

Appendix 1 – Current Benefit Offering

### **CONTACT OFFICER**

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

Appendix 1:

The current benefits offered to staff include:

- Annual leave (increases with continuous service)
- Flexi & Hybrid working (role permitting)
- Employee Assistance Programme (free confidential helpline available 24x7 – includes financial guidance, wellbeing as well as workplace and family counselling)
- Mental Health First Aiders & Counselling service
- Discounted Gym membership and Training Shed membership
- Book Boon and other developmental opportunities
- Team Rewards (Subject to budget)
- Performance Based Incremental progression (subject to budget and performance)
- Pension - Local Government Pension Scheme with life Assurance
- Discounted digital parking permit
- Occupational health programme
- Cycle to work scheme
- Long Service Award