



A meeting of the **EMPLOYMENT COMMITTEE** will be held in the **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 8TH FEBRUARY 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 6)

To approve as a correct record the Minutes of the meeting of the Committee held on 23rd November 2022.

Contact Officer: A Roberts - 388015

2. MEMBERS' INTERESTS

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

Contact Officer: Democratic Services - 388169

3. WORKFORCE REPORT QUARTER THREE 2022-23 (Pages 7 - 26)

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

Contact Officer: N Bane - 388422

4. PAY POLICY STATEMENT 2023/2024 (Pages 27 - 34)

To consider and comment on the Council's Pay Policy Statement 2023/2024.

Contact Officer: N Bane - 388422

5. NEW POLICY - TIME OFF FOR TRADE UNION DUTIES (Pages 35 - 44)

To consider and comment on the draft Time Off for Trade Union Duties Policy.

Contact Officer: N Bane - 388422

6. REPRESENTATIVES OF EMPLOYEES

At the request of representatives of the employees to consider any issues.

31st day of January 2023



Head of Paid Service

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

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

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

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

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

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

Emergency Procedure

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT COMMITTEE held in THE CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Wednesday, 23 November 2022

PRESENT: Councillor P A Jordan – Chair.

Councillors A M Blackwell, S Cawley, C M Gleadow, M A Hassall, D N Keane and B A Mickelburgh.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor R J West.

10 MINUTES

The Minutes of the meeting of the Committee held on 22nd June 2022 were approved as a correct record and signed by the Chair.

11 MEMBERS' INTERESTS

No declarations of interests were received.

12 WORKFORCE REPORT QUARTER TWO 2022-23

The Committee received and noted a report on Human Resources matters impacting on the performance of the Council during the period 1st July to 30th September 2022. 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 2022/23 was forecasted to be £1,320,175 lower than the year's budget. Regarding the number of employees, in response to a request by Councillor Hassall, the Strategic HR Manger agreed to compile information of the head count since 2014.

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

On the difficulties being experienced recruiting new employees, Members noted that these were particularly felt in the Planning and ICT sections. Following discussion on the merits of different forms of reward and other factors such as job security, the Chair enquired about the four-day-week trial being undertaken at South Cambridgeshire District Council. Having been advised that the trial was part of a global initiative, it was reported that no information had been shared to date, but progress would be monitored. Committee was further advised that the forthcoming Staff Survey would provide evidence on which to base future recruitment strategies. The results of the survey would be presented to the

Committee at a future meeting. Members also requested sight of the questions asked.

On a related subject, the Committee discussed achievement recognition through the iCare awards, the use of performance measures as part of the Annual Review process for all employees and the previous use of other forms of performance related feedback.

In response to questions by Vice-Chair and the Chair, the Strategic HR Manager reported that higher absence levels were the result of an increase in long-term absence and that analysis would be undertaken of the causes of the increase in skeletal problems. Regarding the latter, it was confirmed that assessments of working arrangements were necessary for the those who worked from home. Following a further question by Councillor Gleadow, the Strategic HR Manager outlined the measures that had been adopted to reduce stress, including direct support through the Employee Assistance Programme and the appointment of Mental Health First Aiders. At the conclusion of their deliberations on this item Members considered areas they might usefully investigate, including homeworking arrangements and polices and health and safety. 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 two employees who have recently retired from their employment in the local government service and convey its best wishes to them for long and happy retirements.

13 HR POLICY UPDATE COMMENCING 2022

By means of a report by the Strategic HR Manager (a copy of which is appended in the Minute Book) the Committee was acquainted with the outcome of reviews of a number of policies. The reviews were the first stage in a programme to review and refresh the Council's polices to ensure they were accurate, legally compliant and reflected correct practice. Having noted that all policies would be subject to review and that consultation with UNISON and the Employee Reference Group took place as part of the process, it was

RESOLVED

that the Redundancy, Absence Without Authorised Leave, Disciplinary, Volunteers Policies and the Sickness Absence Policy and Procedure be endorsed.

14 EMPLOYEE REPRESENTATIVES GROUP

No matters had been identified for consideration.

Chair

Workforce Report

Quarter Three 2022-23

Executive Summary

This report looks at the workforce profile of Huntingdonshire District Council during the third Quarter of the financial year, 1 October 2022 to 31 December 2022.

The key findings from the workforce profile report are:

- The permanent/fixed term employed workforce headcount is 621 and the full-time equivalent (FTE) total is 565.7 as of 31 December 2022. This is lower than at the end of the previous Quarter where the headcount was 627 and the FTE 574.4. These figures do not include our variable or contingent workforce.
- Forecasted spend on pay costs for employees is estimated to be £1,525,434 lower than budget. In contrast to this there is an estimated overspend of £1,502,728 on contractors and agency staff compared to a budget of £299,198. Netting out at an overspend of £22,706 against staffing budget when the underspend and the existing budget are taken into account.
- Turnover has decreased to 18.5 % from the 20.2% reported in the previous Quarter with the top reasons for leaving being pay, job change, commute/transportation and family reasons. At this time our turnover figures are inflated by the kickstart programme which took place during COVID and with the last “kickstarters” leaving at the end of September 2022. The areas with the highest turnover in this Quarter are Strategic Insights and Delivery (Recovery), 3C-ICT and Corporate Services.
- Strategic Insights and Delivery (recovery) team was the host service for a number of Kickstart placements which will overall impact their figures. The highest reason for people leaving was pay which we believe is reflective of the current economic environment.
- As with previous quarters the turnover figures have reduced again, and we are now below the currently published NJC benchmark of 19%, as we move past the peak turnover period of March 2022 we expect our rates to decrease further.
- The number of roles advertised in the quarter was lower than the previous quarter, with 30 roles advertised compared to 45 the previous quarter. The number of offers made decreased from 54 in the previous Quarter to the 49 in the current Quarter. The most difficult areas to recruit to within HDC are Planning, One Leisure and HR.

- We are continuing our trial of accepting CV's and covering letters by way of application and encouraging hiring managers to be agile in their approach – reviewing, shortlisting and interviewing during the campaign to reduce the risk of losing talent to other searches.
- We continue to look for ways to engage and support employees and this quarter we have successfully launched a benefits platform to all employees, provided flu jabs to employees that wanted them and planned the launch of an all employee “temperature” check survey in January 2023. The questions included in the “temperature” check survey are contained in appendix one of this document. HDC has also welcomed 5 Industrial placement students in this quarter.
- The annual average sickness figure has increased to 8.4 days lost per FTE from 7.9 days per FTE reported for the previous Quarter and has also increased compared to the same Quarter last year (Q3 2021/22 6 days lost).
- Sickness rates are increasing but when looking at the data this is being driven by higher than anticipated long term absence. These absences are being monitored and managed by managers with the support of HR. As can be seen absence cases have increased in HR meaning short term absence is also being managed.
- Coughs and cold are the second highest reason for absence this quarter which is expected due to the time of year. Musculoskeletal remains in the top 5 reasons for absence this quarter however from reviewing the full data it can be seen that the majority of absences relate to employees within our operational teams.
- The HR caseload increased in this Quarter compared to previous one. Just less than half of the active cases managed in the Quarter relate to sickness absence management. Three quarters of all cases were managed informally. This increase in caseload is reflective of the increase in sickness absence and the support managers are provided regarding their absent employees.
- Employers with 250 or more employees must publish figures externally comparing average pay by gender across the organisation. This data is produced and published annually, and within this report the snapshot as 31 March 2022 is included. This report shows the positive position HDC is in with regards to Gender pay gap as our 2022 mean gender pay gap is negative 1.37 per cent. The UK average gender pay gap in favour of men is 7.9 per cent (source Office for National Statistics).
- All of these factors will inform our forthcoming workforce strategy, which will be evidence based, responding to the needs of the organisation and our residents, but also the desires and needs of our current and future workforce. The results of the staff survey and other engagement will help to inform the strategy, which will be brought forward in the next financial year.

Authors: Strategic HR Manager and HR Manager
Contributors: Finance Business Partner, HR Advisor; Resource and Talent
Development Manager; Health & Safety Manager
Date: 13 January 2023

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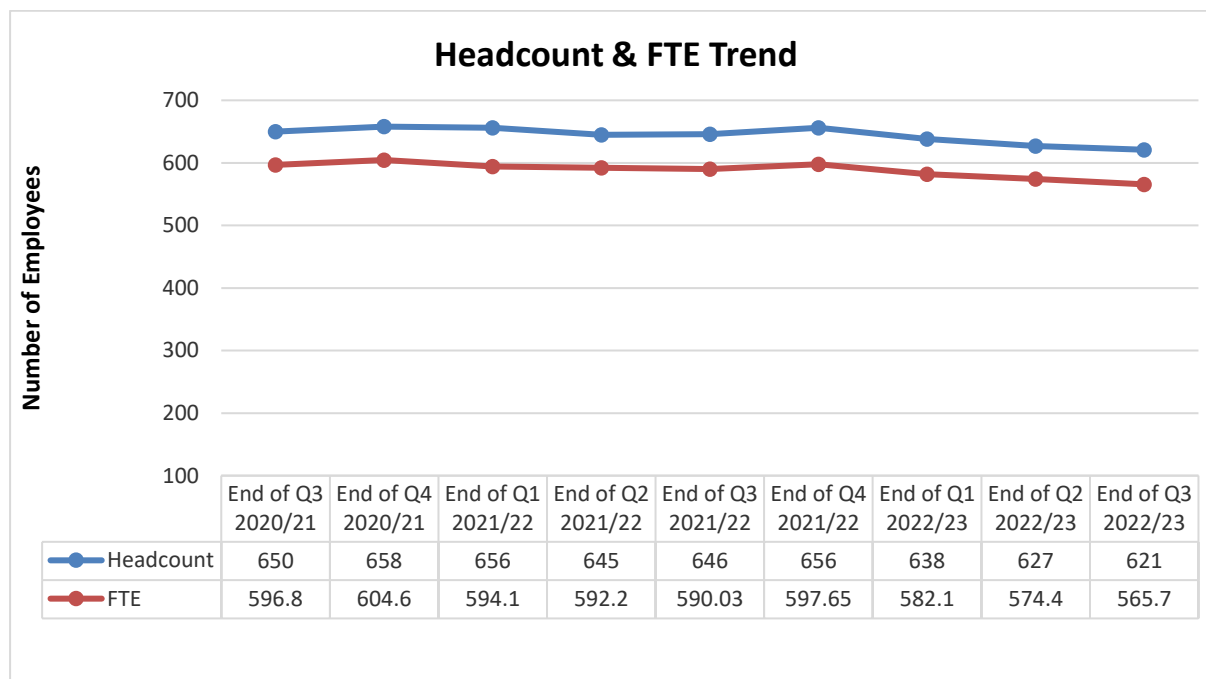
1.0 EMPLOYEE PROFILE

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 full-time working week (18.5 hours).

1.1 HEADCOUNT AND FTE

At the end of Quarter Three (31 December 2022), the total number of permanent and Fixed term employees employed by Huntingdonshire District Council was 621 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 565.7.



During the quarter two employment committee meeting it was requested for previous headcount data to be provided. The table below details the end of year headcount back to 2014.

As at Date	Headcount	FTE
31 December 2014	659	563.78
13 December 2015	604	554
31 December 2016	593	545.5
31 December 2017	654	594.5
31 December 2018	629	573.3
31 December 2019	631	577.8
31 December 2020	650	596.8
31 December 2021	646	590.03
31 December 2022	621	565.7

In this period the total headcount has varied and seen a reduction of 38 heads but the full-time equivalent remains at similar levels.

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 439 individuals employed in 967 posts. This is an increase in individuals but a decrease in posts from quarter two.

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

Employment Type	Quarter Three	Quarter Two
Fixed Term	26	27
Permanent	585	587
Secondment/Acting Up	17	19
Grand Total	628	633
Variable employees	439 (967 Posts)	438 (980 Posts)

1.3 PAYBILL

The following table shows the Council's budget, forecasted spend on pay costs (including National Insurance and pension contributions) for all employees but excluding hired staff (contractors and agency staff). Forecasted spend on pay costs for employees is estimated to be £1,525,433.69 lower than budget. In contrast to this there is an estimated overspend of £1,502,728 on contractors and agency staff compared to a budget of £299,198. Netting out at an overspend of £22,705.69 against staffing budget when the underspend and the existing budget are taken into account.

Year	Budget (£)	Actual (£)	Forecast (£)
2015/16	22,555,973	20,779,737	
2016/17	22,526,917	21,903,947	
2017/18	24,591,631	23,536,053	
2018/19	25,230,515	23,192,646	
2019/20	24,871,268	23,941,696	
2020/21	25,679,601	24,240,402	
2021/22	25,377,310	25,421,307	
2022/23	27,330,175		25,804,741

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 32 employees were paid at FTE salaries of £50,000 or above, representing 5% 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 is has stayed the same from the previous Quarter (32).

1.5 LEAVERS

During Quarter Three, 20 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 (25).

1 of the 20 leavers in Q3 were Kickstart placements ending at the end of their funded 6 months contract. The kickstart scheme is now closed so will be no further leavers from this area. 11 of the leavers from Q2, resigned to take up other posts with either commercial or public sector employers, this is significant increase from the 7 in last quarters report. There was 1 individual who retired that had a Service with local government of 32 years.

Leaving Reason	Fixed Term	Permanent	Total
Leaver - End of Contract	1	0	1
Leaver - Retirement	0	1	1
Leaver - Voluntary Resignation	3	15	18
Total			

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

Service	Involuntary	Voluntary	Total	Turnover by Service *
Strategic Insights and Delivery (Recovery)	1	2	3	7.83%
3C-ICT	0	5	5	6.61%
Corporate Services	0	3	3	6.19%
Planning	0	1	1	2.42%
COO Division	0	3	3	2.39%
Leisure and Health	0	2	2	2.38%
Operations	0	3	3	2.23%
Total	1	19	20	

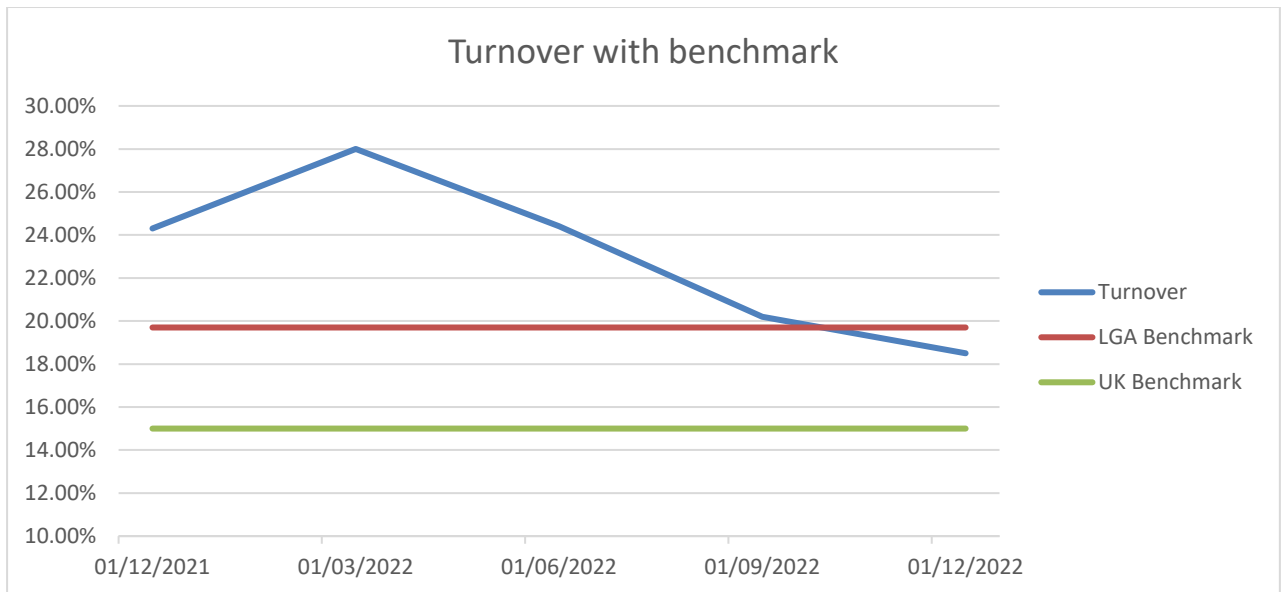
* Turnover calculated by leavers against service size (FTE).

Feedback from completed exit interviews show the top reasons for voluntary leavers leaving the organisation are pay, job change, commute/transportation and family reasons. In terms of the feedback - the top-rated response for leavers questionnaires about what they most liked about working for HDC related to people they worked with/colleagues/their team. In response to the question what they least liked about working for HDC the answers which came up were the workload/work pressures and pay.

1.6 TURNOVER

In the 12 months to 31 December 2022, 108 employees left the Council. As a proportion of the average number of permanent/Fixed Term employees over this period, the overall annual turnover rate for employees is 18.5%, which is lower than the previous quarter. During the last 12 months, 12 of the leavers (as at end of Q3) included fixed term Kickstart placements, a scheme that we supported which offered funded work placements for a 6-month period.

As can be seen from the graph below there was a steady rise in turnover in 2021 with the figures peaking in March 2022 reaching 28%. Since that point the turnover figures have been reducing. As can be seen by the two benchmarking lines we are currently now below the most recent LGA benchmarking of turnover of 19.8% but higher than the UK average of 15%.



As included in the previous quarters report there are still a number of external factors that have impacted our turnover rates and with pay being the highest factor in people leaving we can see that the economic climate is still playing a part. It is worth noting that since March 2022 turnover has steadily decreased and we expect to see this trend to continue.

1.7 RECRUITMENT METRICS

Recruitment activity has decreased from last quarter. This is in line with it being the Christmas holiday period during the last quarter.

Of the 49 offers made 13 were existing HDC staff, promoted or moving into other positions around the council. The HR team will continue to support the business with creating opportunities to grow and develop our workforce, careers, and mobility around services. These things will benefit the organisation in attracting and retaining talent; increasing collaboration, succession planning and allowing us to better meet skills shortage challenges.

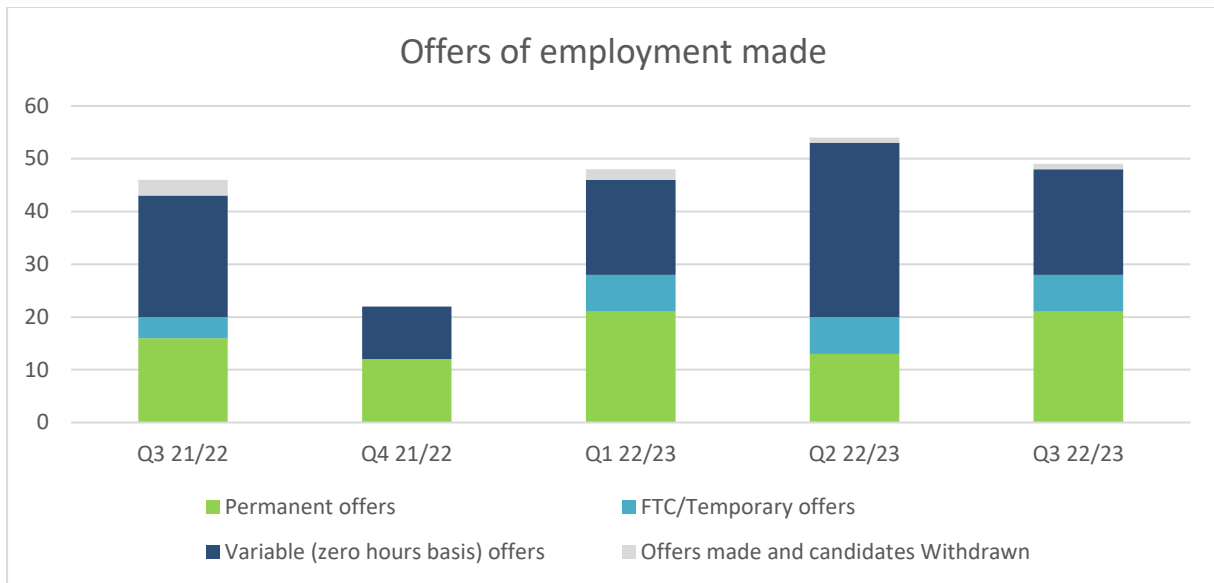
Advertised Roles	Q3 21/22	Q4 21/22	Q1 22/23	Q2 22/23	Q3 22/23
	33	38	55	45	30

Advertised Roles per business area	Q3 21/22	Q4 21/22	Q1 22/23	Q2 22/23	Q3 22/23
ICT	6	4	8	3	5
Corporate Services (HR, Finance, Facilities, Dem Services)	3	2	2	5	11
COO (Development/Planning, Community, Revs & Bens, Customer Services)	9	18	10	12	7
Strategic Housing & Growth	4	1	0	3	0
One Leisure	5	8	23	6	4
Recovery Services (Car parking; Countryside, Parks & Open Spaces)	1	1	3	5	0
Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	5	4	6	11	0
Executive/Transformation/Communications	0	0	2	0	3

Time taken between advertising a role and start date		Q3 21/22	Q4 21/22	Q1 22/23	Q2 22/23	Q3 22/23
Average time from Date Job Advertised to shortlisting completed	Calendar Days. Note this may not be the full days vacant on establishment but is the date when hiring manager starts recruitment activity.	18	17	18	20	19
Average time from Date Job Advertised to offer		32	30	33	33	28
Average time from Date Job Advertised to employment start date		54	56	61	64	58

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

- Internal applicants
- The HDC website
- Indeed



1.8 RECRUITMENT CHALLENGES

Challenges for recruitment in quarter three continue in the same themes as in quarter two where we have seen a number of failed campaigns which required roles to be readvertised/closing dates extended or roles to be reviewed due to either low application rate or losing candidates to competing offers.

As a team recruitment continue to look at ways to make HDC more attractive during the recruitment process, and also focusing where possible on more agile recruitment campaigns.

We have started initial conversations with City and South Cambs District Councils around ways in which we can collaborate in producing social media content to highlight career opportunities and benefits within local government.

To proactively engage with untapped talent pools, we are engaging with local organisations who support Refugees looking for work as well as an organisation which supports people who have acquired a disability or medical condition who are looking to get back into work.

The most difficult to recruit to areas and recent recruitment activity is as detailed below:

Senior Network & Infrastructure Officer – We have revised advert copy and recommended utilising our paid job boards to generate more interest.

Team Leader – One Leisure – The job description has been reviewed to ensure responsibilities and salary of role align. Recommendations of amendments to consider provided to the One Leisure Team.

HR and Systems Administrator – Following a failed campaign the role was reviewed and the decision made to split into two part time positions. One with a

focus on administration support and one with a focus on HR System Analysis, thus opening up the vacancy to a different market by being more accessible with part time hours.

1.9 EMPLOYEE ENGAGEMENT

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

- Vivup was launched 12 December 2022 which offers all employees discounts and life style benefits via an online benefits platform. Within the first week we had nearly 300 colleagues sign up.
- Flu Jabs were offered to all employees with 100 taking up the benefit.
- Nominations for the iCare awards were made during the period with 93 nominations received from across the whole of HDC and the awards ceremony for the awards due to be held in January 2023.
- To continue our work on our “grow your own” strategy, we have been working with Cambridge Regional College to support their Industry Placements scheme and have successfully recruited five students across One Leisure and ICT. This scheme gives students an opportunity to gain work experience in an area of the service which compliments their studies. In turn, this gives HDC an opportunity to showcase us as an organisation and the breath of career opportunities on offer.

Planned future activities are to:

- We will hold a temperature check employee survey in January 2023 to understand current thoughts and feelings of our colleagues, the results of which will used to inform the future workforce strategy.
- Launching the second year of the holiday buy and sell scheme for colleagues.
- We are currently exploring level 5 Leadership and Management apprenticeship to commence later in the year to complement the on-going level 3 one.

Learning & development

Since May 2022 L&D have re-launched apprenticeships at Huntingdonshire District Council and received 43 enquiries regarding apprenticeship opportunities. There are currently 34 live apprenticeships within the council, the majority are existing employees, three new employees have been recruited as apprentices. There are four existing employees in the process of signing up to undertake apprenticeships before the end of January 2023. There has been one completion and one taking final exams for their End Point Assessment.

Enquiries	Live apprenticeships	Level 3	Level 4	Level 6	Level 7	Signing up
43	34	28	4	1	1	4

2.0 SICKNESS ABSENCE

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

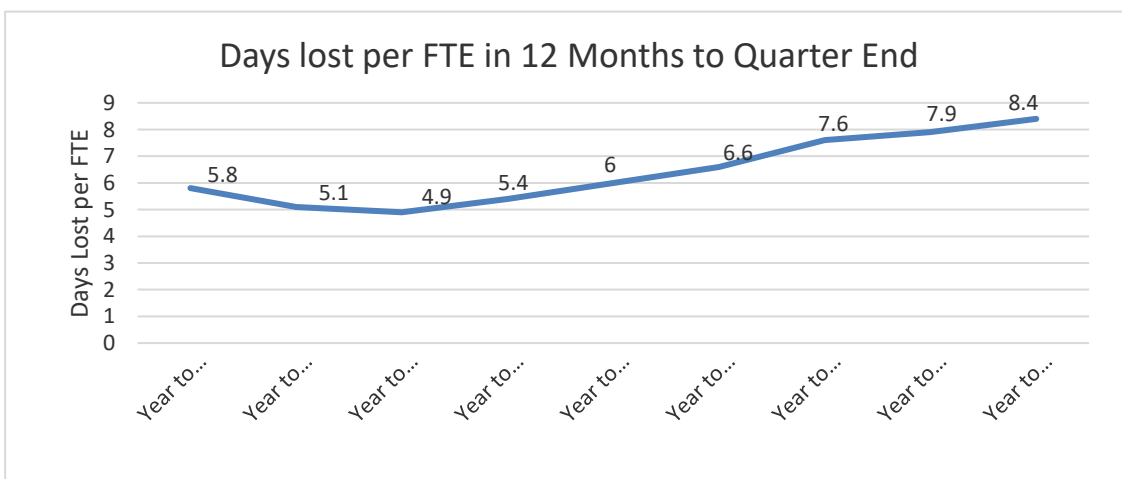
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

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

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

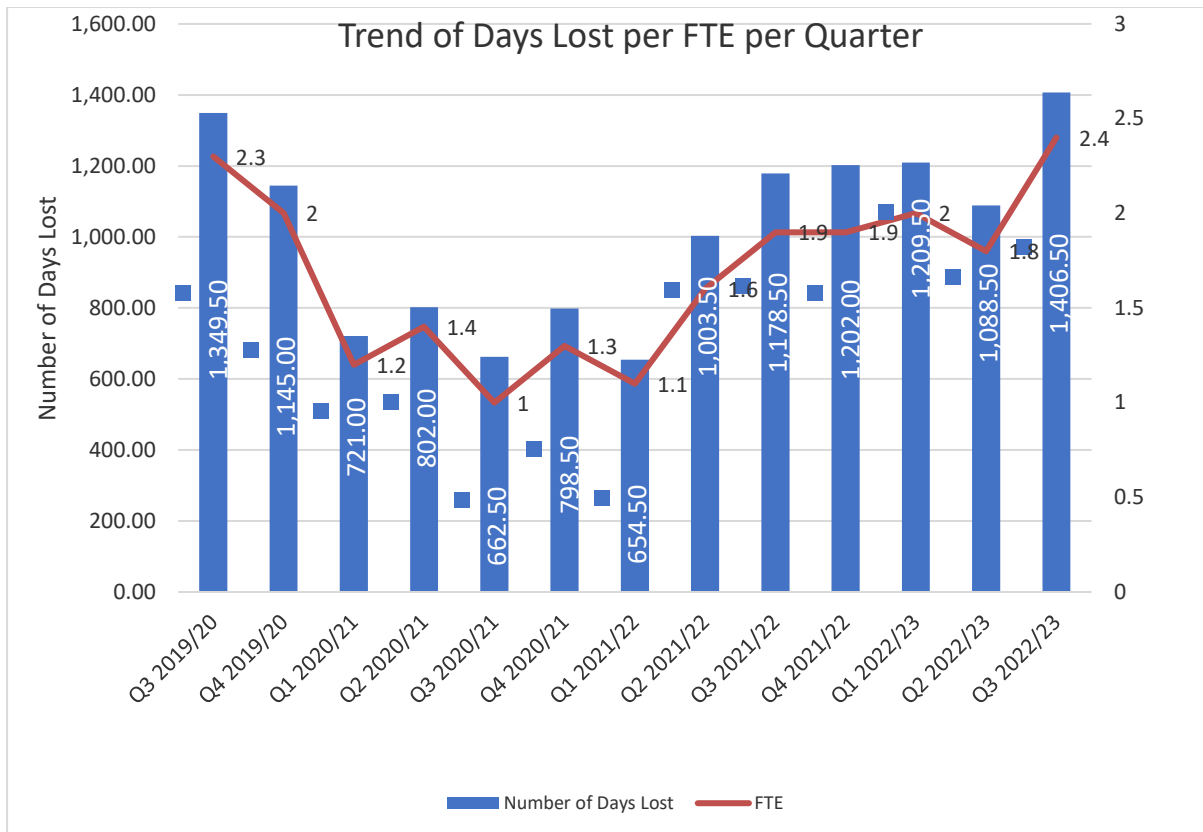
2.1 TREND OF WORKING DAYS LOST ACROSS HDC

The graph shows the trend in sickness absence per FTE employee over a rolling period to the end of each Quarter since December 2020. It shows that sickness absence to the end of Quarter Three has increased, to 8.4 days per FTE.



2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Three (1406.5) this is higher than in the previous Quarter; as is the days lost per FTE (2.4) for sickness absence.



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

2.3 REASONS FOR SICKNESS ABSENCE

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

Absence Reason	Days Lost	Employees	Percentage
Asthma chest respiratory heart cardiac circulatory	178	12	12.66%
Cough cold flu influenza eye ear nose and throat problems (including infections)	173.5	70	12.34%
Stress Anxiety Depression (Personal)	167	9	11.87%
Musculoskeletal problems including back and neck	146	8	10.38%
Injury fracture	142	9	10.10%

Musculoskeletal remains in the top 5 reasons for absence, these are predominately within our operational teams and as such are not linked to home working.

2.4 SICKNESS ABSENCE BREAKDOWN

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

Quarter	Total days of long-term sickness	Total Working days lost (Short term sickness)	% of total absence long-term	% of total absence short-term
Q2 2021/22	471 (10)	532.5	46.90%	53.10%
Q3 2021/22	375 (9)	803.5	31.80%	68.20%
Q4 2021/22	556 (11)	646	46.20%	53.80%
Q1 2022/23	517 (10)	692.5	42.70%	57.30%
Q2 2022/23	647 (11)	441.5	59.40%	40.60%
Q3 2022/23	771 (15)	635.5	54.82%	45.18%

*Brackets denotes number of employees absent.

2.5 SICKNESS ABSENCE REPORTING BY SERVICE

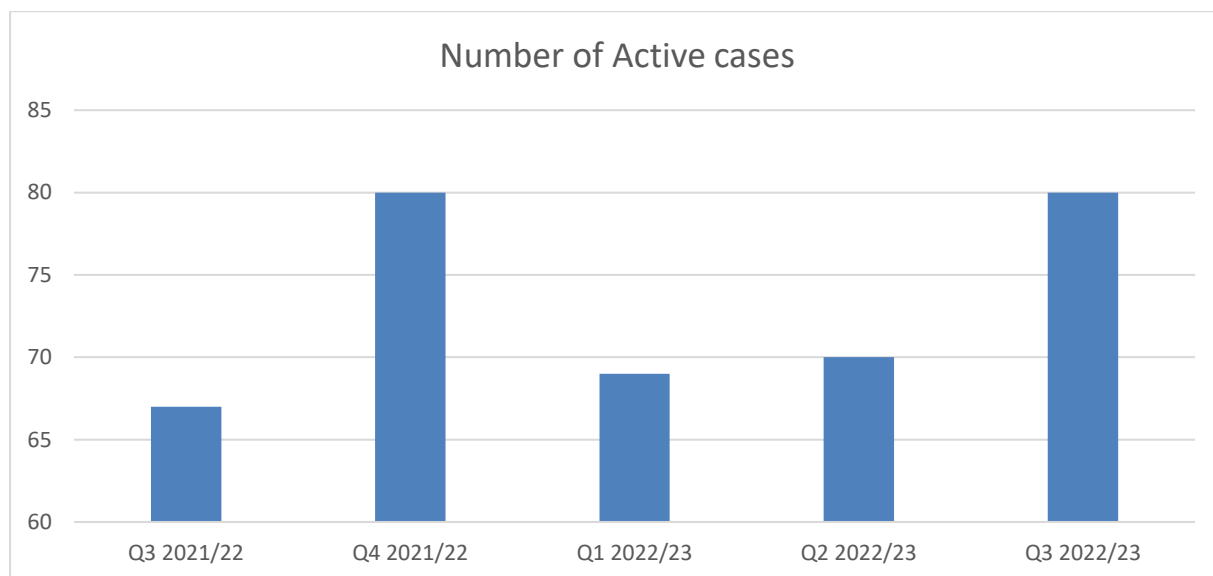
The table below shows the sickness by service. It can be seen it has decreased from last quarter in 3 services, and increased in 6, compared to the last quarter.

Service	Number Employees absent in Quarter 1	Total days sick Q3	Total days sick Q2	
Chief Operating Officer	50	733.5	415	↑
CLT/Exec Support	1	6	3	↑
Corporate Services	11	34	7	↑
Digital & ICT Services	21	49.5	87	↓
Growth	2	11	0	↑
Leisure and Health	24	129	45	↑
Operations	46	390.5	453	↓
Planning	13	40	31	↑
Strategic Insights and Delivery (Recovery)	6	13	47.5	↓
OVERALL	174 (28% of HDC employees)	1406.5	1088.5	↑

3.0 HR CASELOAD

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

3.1 BREAKDOWN OF HR CASES BY TYPE



During Quarter Three, there were 80 cases in progress, of which 20 were dealt with under formal procedures. The Overall total was higher than in the previous Quarter, with cases for the previous Quarter also shown below for comparison purposes.

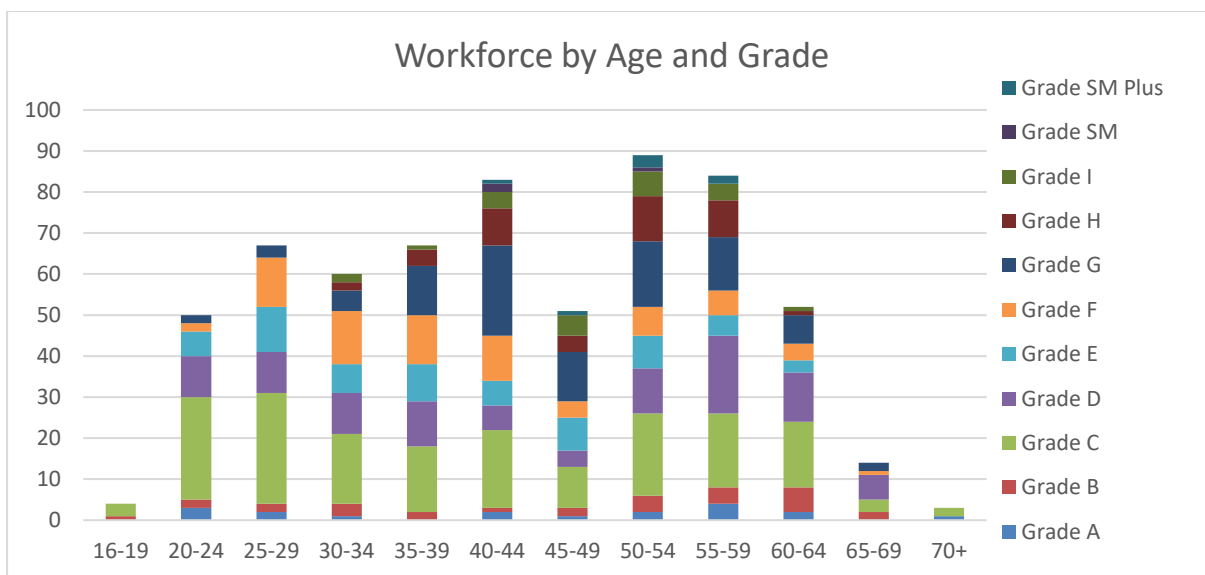
Type of Case	Informal Cases	Formal Cases	Total Q2	Previous Quarter
Appeals	0	1	1	0
Capability – Long Term Sickness	13	3	16	14
Capability – Short Term Sickness	28	10	38	34
Capability – Performance	5	3	8	5
Consultations (including TUPE)	0	0	0	4
Bullying and Harassment	0	0	0	1
Disciplinary	7	2	9	5
Employment Tribunals	0	0	0	1
Grievance	3	0	3	3
Probation	1	0	1	2
Subject Access Request	0	0	0	0
Other	3	1	4	1
Total	60	20	80	70

4.0 EQUALITIES DATA

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

4.1 WORKFORCE BY AGE AND GRADE

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

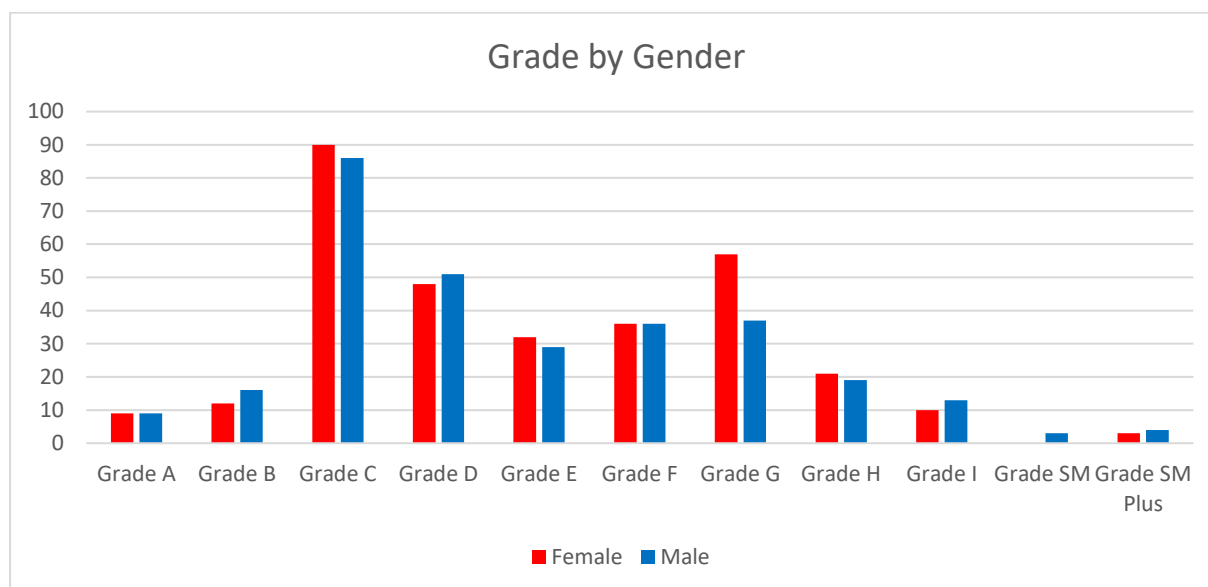


For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.

4.2 WORKFORCE BY GENDER



4.3 EMPLOYEES BY GRADE AND GENDER



4.4 WORKFORCE BY ETHNICITY

Ethnicity	% of work force
Asian or Asian British	2.25%
Black or Black British	0.81%
Mixed	0.97%
Other Ethnic Groups	0.64%
White	74.24%
Not declared	21.10%

4.5 DISABILITY DATA

Disability Status	% of work force
No	62.80%
Not Declared	26.73%
Yes	10.47%

4.6 GENDER PAY GAP

Employers with 250 or more employees must publish figures externally comparing average pay by gender across the organisation. This data is produced and published annually, as per the regulations. The below report published in line with the regulations, relates to data as at 31 March 2022. This data will not be repeated in Q1,2 and 4 reports.

GENDER PAY GAP REPORTING - 31 MARCH 2022

The gender pay gap is the difference between the average pay of men compared to the average pay of women within an organisation, across all levels of the business. We look at both the mean (average) and median (middle) for pay gap reporting.

The mean is the difference in the average hourly pay (excluding overtime) of females compared to males; (calculated by adding all female pay rates together and dividing by the total number of females and then doing the same for males in the organisation).

The median difference is the difference in hourly pay between the middle paid male employee and middle paid female employee (the person at the mid-point if you were to line all employees up, by gender; from low to high pay).

The proportion of females to males in the organisation has changed by only 1 per cent since the last gender pay gap report, with 52 per cent females to 48 per cent males.

PAY

- Our 2022 **mean** gender pay gap is **negative 1.37 per cent**. The UK average gender pay gap in favour of men is 7.9 per cent (source Office for National Statistics).
- The **median** gender pay gap is **negative 9.25 per cent**; meaning that the median rate of pay for women is greater than the median rate of the men.
- Top salary quartile has 44.3 per cent males and 55.7 per cent females
- Upper middle salary quartile has 45.9 per cent males and 54.1 per cent females
- Lower middle salary quartile has 48.9 per cent males and 51.1 per cent females
- Lower salary quartile has 51.5 per cent males and 48.5 per cent females

Bonus Payments

- Women's bonus pay is 41.3 per cent higher (mean) and 58.4 per cent higher (median).
- 12.8 per cent of men and 8.6 per cent of women received some form of the following bonus pay in the relevant period:
 - Performance Bonus - fixed gross amount of £200.00 applied to all eligible employees
 - Long Service Award – fixed net amount of £200.00 applied to all eligible employees. The gross amounts can vary according to an individual's personal statutory deductions, however, the pay gap calculation based on actual fixed net amount received would be 0.0 per cent different.

Temperature check survey

This is your opportunity to have your say about working for Huntingdonshire District Council. Please note this is not the full employee survey you may be used to but more of a “temperature check” of how things are at the moment for you. This feedback will also help us to form our Workforce Strategy for the Council

Rate the below between 1 and 5 where 5 = strongly agree, 4 = Agree, 3= Neutral, 2 = Disagree, 1 = Strongly Disagree

1. I am happy at work
2. I have the tools and resources to do my job well
3. I feel well supported by my manager in doing my job
4. I feel well supported by my team in doing my job
5. I feel valued for the work I do
6. I am treated fairly at work
7. This job allows me to grow professionally and personally
8. This job allows me to have a healthy balance between my work and personal life
9. There is open and constructive two-way communication with my manager
10. Morale at HDC is high at present
11. HDC lives the iCare values
12. I am proud to work for HDC
13. I will still be working at HDC in 1 year
14. I would recommend working at HDC to my family and Friends
15. Please rank the following in order of importance to you at work:
 - Flexibility in hours
 - Flexibility in work location (e.g. home working, alternative HDC sites)
 - Working conditions
 - Recognition – informal (e.g. thank you for a job well done)
 - Recognition - formal (e.g. awards/rewards)
 - Learning and Development opportunities
 - Job security
 - Career development opportunities
 - Respect
 - Communication
16. Any further comments on what you value at work please share below:

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2023/2024

Meeting/Date: Employment Committee – 8 February 2023,
Full Council - 22 February 2023

Executive Portfolio: Cllr Martin Hassall (MH)

Report by: Strategic HR Manager (NB)

Ward(s) affected: N/A

Executive Summary:

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

The Statement must be agreed by Full Council and published on our Website by 31st March 2023. 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 approve the Pay Policy Statement for 2023/24

1. PURPOSE OF THE REPORT

- 1.1 The report draws Employment Committee's attention to the Annual Pay Policy Statement for 2023/24.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

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

3. KEY IMPACTS / RISKS

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

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 Employment Committee to review 9 February, Full Council to review 22 February. Publication on HDC Website by 31 March 2023.

5. LIST OF APPENDICES INCLUDED

Appendix 1 –2023/24 Pay Policy Statement HDC

CONTACT OFFICER

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

PAY POLICY STATEMENT 2023 - 2024

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 2023.
- 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 2023. This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2024.

2. Remuneration

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

Appendix 1.

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

2.3. The Council may apply a locally agreed cost of living pay award to the salaries.

2.4. The Council does not pay bonuses or offer any benefits in kind.

3. Senior Management Pay

3.1. Chief Executive/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 (£129,756 - £146,319). 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 £85,032 - £96,075

Assistant Directors:

The salary is a spot salary on SM plus grade £78,722

Heads of Service

The salary scale is SM within the range of £65,154 - £73,988

Section 151 Officer and Monitoring Officer

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

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

4 Remuneration of other employees

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

than their current grade, pay protection will apply for a period of one year (6 months at 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 £18,329. 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 2023, the Council's full time equivalent **Median Pay**, was £24,433 (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 2022/23 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 Council's annual statement of accounts.

9.2 In line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which became effective 31st March 2017, the Council's publishes its Gender Pay Gap reporting annually on the Council's website. The next report will be finalised and published in line with regulations by 30 March 2023.

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 2024/25 and will be submitted to Full Council for approval by 31 March 2024.

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 2023
Related Legislation	Localism Act 2011
Replaces	Pay Policy Statement 2022/2023
Policy Author	Nicki Bane, Strategic HR Manager
Applies to	All employees of Huntingdonshire District Council

Appendix 1.

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: New Policy - Time off for Trade Union Duties
Meeting/Date: Employment Committee – 06 February 2023
Executive Portfolio: Cllr Martin Hassall (MH)
Report by: Strategic HR Manager (NB)
Ward(s) affected: N/A

Executive Summary:

Following the signing of the voluntary recognition agreement with UNISON in the summer of 2022, it is now a requirement for HDC under The Trade Union (Facility Time Publication Requirements) Regulations 2017 (SI 2017/328) to report annually on paid time off provided to trade union representatives for trade union duties and activities. To facilitate this requirement a policy has been produced to support the process and to ensure that relevant individuals are aware of the time off that is allowed for Trade Union duties and what those duties are. This will then allow for HDC to complete statutory reporting in a timely and accurate manner.

Policy is attached for your information.

Recommendation(s):

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

2.1 PURPOSE OF THE REPORT

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

2.2 WHY IS THIS REPORT NECESSARY/BACKGROUND

- a. The reason for this policy is to ensure that HDC and UNISON have an agreed approach regarding time off for Trade Union Activities and to ensure that we meet the statutory reporting requirements regarding Time off for Trade Unions duties

2.3 KEY IMPACTS / RISKS

- a. It is a statutory requirement for HDC to report time off for Trade Union Duties and with having a policy in place it will ensure that expectations are set and our reporting is correct.

2.4 WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- a. The policy will be added to our employment policy section of the intranet and highlighted to relevant managers.

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

[*\(See Corporate Plan\)*](#)

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

2.6 CONSULTATION

- a. Senior Leadership Team and UNISON have been briefed and given the opportunity to review the proposed policy changes and support them.

2.7 REASONS FOR THE RECOMMENDED DECISIONS

- a. Adoption of the policy will ensure that HDC is legally compliant in its reporting and has a clear guidance for all involved.

2.8 LIST OF APPENDICES INCLUDED

Appendix 1 – Time Off for Trade Union Duties Policy

CONTACT OFFICER

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

Time off for Trade Union Duties

Version 1

Version Control			
Version	Author	Date	Changes
1	Nicki Bane	November 2022	New Policy

Name of Policy:	Time off for Trade Union Duties
Person/posts responsible:	Strategic HR Manager/UNISON reps
Date approved/adopted:	February 2023
Approved by:	Employee Committee
Review Date:	February 2024

1. Policy statement

- 1.1 This policy outlines the process for UNISON officials to take time off for recognised trade union duties and how this time will be captured and recorded for statutory monitoring purposes.

2. Scope of policy

- 2.1 The provisions of this agreement shall apply to accredited representatives of the union, who have been duly elected or appointed in accordance with the rules of the union.
- 2.2 The union agrees to inform Huntingdonshire District Council (HDC) in writing of the names of all elected representatives at the earliest possible opportunity and provide notification of any subsequent changes. Persons whose names have been notified HDC shall be the sole representatives of the UNISON membership.

3. Principles

- 3.1 Accredited representatives will be permitted paid time off during working hours to carry out duties that are concerned with any aspect of consultation and representation of individual members, including:
- Terms and conditions of employment, including physical working conditions, hours of work, pay, holidays, sickness and other leave arrangements, learning and training, equality and diversity, and operation of digital equipment.
 - Engagement, termination, transfer or suspension of employment, including recruitment and selection policies, human resource planning, redundancy and dismissal arrangements;
 - Allocation of work or the duties of employment as between employees or groups of employees, including job grading, job evaluation, job descriptions, flexible working practices and work-life balance;
 - Matters of discipline, including disciplinary procedures, arrangements for representing or accompanying employees at internal interviews, arrangements for appearing on behalf of trade union members, or as witnesses, before agreed outside appeal bodies or employment tribunals;
 - Trade union membership, including representational arrangements and induction of new workers;
 - Facilities for union representatives' accommodation, including provision of equipment, names of new workers to the union;
 - Machinery for negotiation or consultation and other procedures; including grievances disputes, joint consultation, communicating with members and other trade union branch officers.

3.2 As part of fulfilling these duties, paid time off shall be permitted to:

- Prepare for negotiations, including attending relevant meetings;
- Inform members of progress and outcomes;
- Prepare for meetings with the employer about matters for which the union has only representational rights.

3.3 In addition, reasonable levels of paid time shall be permitted for wider activities of reps as part of their union, including:

- Branch, area or regional meetings of the union where the business of the union is under discussion;
- Meetings of official policy making bodies such as the executive committee or annual conference;
- Meetings with full time officers to discuss issues relevant to the workplace;
- Recruitment of new members;
- Distributing union literature.

4. Time off for Health and Safety Representatives

4.1 HDC will observe the legal duty to permit accredited health and safety representatives such time off with pay as necessary for the purposes of:

- Engaging in consultation over making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures;
- Investigating potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents) and to examine the causes of accidents at the workplace;
- Investigating complaints by any employee he represents relating to that employee's health, safety or welfare at work;
- Making representations to the employer on matters arising out of such investigations;
- Making representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- Representing the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority, including receiving information and attending meetings as part of such consultations;

4.2 In addition, reasonable levels of paid time shall be permitted for wider activities of health and safety reps as part of their union, as per decision 3.3 above.

5. Time off for Union Learning Representatives

- 5.1 Accredited Union Learning Representatives shall be entitled to take reasonable paid time off for the following specific purposes:
- Analysing learning or training needs;
 - Providing information and advice about learning or training matters;
 - Arranging learning or training;
 - Promoting the value of learning or training;
 - Consulting the employer in relation to such activities;
 - Preparation in relation to such activities.
- 5.2 In addition, reasonable levels of paid time shall be permitted for wider activities of union learning reps as part of their union, as per decision 3.3 above.
- 5.3 Accredited Union Learning Representatives shall be entitled to take reasonable paid time off for the following specific purposes:
- Analysing learning or training needs;
 - Providing information and advice about learning or training matters;
 - Arranging learning or training;
 - Promoting the value of learning or training;
 - Consulting the employer in relation to such activities;
 - Preparation in relation to such activities.
- 5.4 In addition, reasonable levels of paid time shall be permitted for wider activities of union learning reps as part of their union, as per decision 3.3 above.

6. Training

- 6.1 Reasonable time off with pay will be granted to attend training courses approved by the TUC or UNISON for all accredited reps.
- 6.2 HDC recognises that newly appointed union reps should receive initial basic training as soon as possible after their appointment and updates to training will be necessary at suitable intervals, but particularly where the rep takes on special responsibilities, changes occur in legislation and recommended practices, or in response to major organisational changes.

7. Level of time off permitted

- 7.1 Accredited representatives will be given reasonable paid time off during normal working hours to carry out the functions related to their representational responsibilities.

8. Payment for time off

- 8.1 Where paid time off is granted, the union rep will receive the amount they would have earned had they worked during the time taken or, where earnings vary with the work

done, an amount calculated by reference to the average hourly earnings for the work they are employed to do. This amount will include average bonus or overtime payments where these are contractual.

- 8.2 Travelling and subsistence costs will be reimbursed to accredited representatives for periods of work approved in accordance with this agreement.
- 8.3 Where representatives attend meetings called by management, management will always try to ensure that the meetings take place while the appropriate representatives are on duty, either by adjusting dates of meetings or amending rotas with the agreement of the individual concerned.
- 8.4 However, when representatives, other than those with full-time secondment, attend meetings called by management during their normal working hours which extend beyond normal finishing time, they will be paid at plain time rates for the additional hours worked, except that, where earnings vary with the work done, the amount will be calculated by reference to the average hourly earnings for the work they are employed to do, including average bonus or contractual overtime payments.
- 8.5 If a meeting is to take place on the representative's day off or while the representative is not on duty, an equivalent amount of time off in lieu will be given at a time agreeable to both parties, subject to the contingencies of the service.
- 8.6 Part-time employees who are required to attend recognised training courses as detailed above will be paid for the whole of their attendance time, even if it exceeds their normal working hours.

9. Time off procedure

- 9.1 Before taking time off, the accredited representatives must obtain the permission of their manager, informing the manager in writing of the general purpose of the time off, the intended location, the expected timing and duration of time off required, as soon as practically possible.
- 9.2 Representatives will be required to complete and submit facility time-recording sheets on a regular basis to the relevant Branch Secretary/Senior Representative, who will forward the recording sheets to the Strategic HR Manager.
- 9.3 UNISON will give adequate advance notice of training course dates in writing to relevant line-managers alongside any calendar of major union meetings, such as regional meetings or annual conferences that representatives would seek to attend.

10. Time off following transfers of Employment

- 10.1 Where a transfer of staff takes place through contracting out or internally to wholly owned subsidiaries, proportionate time off arrangements will be retained to allow representation of affected staff.
- 10.2 Reps shall be permitted to continue representing affected staff until new arrangements among transferred staff have been established for representation.

11. Workload Adjustments

- 11.1 During the approved absence of reps under this policy, HDC will endeavour to make appropriate workload arrangements, in line with the ACAS code which recommends:
- The allocation of duties to other employees;
 - Rearranging work to a different time
 - A reduction in workloads.
- 11.2 It is acknowledged that forward planning will not always allow adequate cover for demands on reps at short notice. Therefore, managers will be resourced to enable them to respond to such situations and clear procedures set in each workplace for short term demands.
- 11.3 Where major projects require sustained time off for workplace reps, fully funded backfill shall apply for the duration of the project.

12. Trade Union Facilities

- 12.1 HDC agrees to provide defined facilities to union representatives to enable them to discharge their duties, including provision of:
- A Unison official shall be granted reasonable access to the workplace for the purpose of advising, assisting and/or representing his/her members, should Unison wish to invite a full-time officer they should inform HDC in advance:
 - Union Representatives, who are employed by HDC will be issued with, where not standard for the role, a HDC email address and full access to the intranet.
 - Access to meeting rooms, secure storage and notice boards for union reps to undertake their duties;
 - Access to, and use of, a notice board at each of the main sites as a way of communicating to branch members;
 - Meetings of Union members may be held on HDC's premises outside working hours (but within normal opening hours of the building) and there shall be no restriction on the frequency or duration of such meetings, within the ability of facilities staff to provide support. Such meetings will be open to all staff members who are Unison members.
 - Where it is necessary for the Union to hold meetings with members during working hours, it should try to agree the arrangements with management at the earliest opportunity. UNISON shall provide HDC with a timetable of regular Union meetings or give at least three working days' notice of the intention to hold a meeting. Where these meetings will involve a large number of employees, management and the union must agree on a time that will minimise the effect on the council's services. Authority for this must be sought from the Strategic HR Manager.
 - Where necessary for the purposes of informing and consulting the workforce, meetings of members may be organised by the Union on HDC's premises outside working hours, but within normal opening hours of the building. Such meetings will be open to all employees.

13. No Detriment and Confidentiality

- 13.1 Individuals will not be discriminated against during the course of their employment for membership of a trade union or activities as a union representative.

- 13.2 In line with the ACAS code HDC will respect the confidential and sensitive nature of communications between union representatives and unions members.
- 13.3 HDC shall provide transparency about the organisation's monitoring and storage of electronic communications There shall be no monitoring of union emails other than in a highly exceptional circumstance, as defined by the Information Commissioner. If HDC believes such exceptional circumstances apply, its reasons shall be set out to union reps for their consideration.

14. Disputes

- 14.1 HDC and UNISON agree to make every effort to resolve disputes in relation to time off for trade union duties and activities.
- 14.2 However, it is recognised that it is not possible to be prescriptive about all duties, activities and the time required to carry them out, therefore disputes may arise in interpretation of this agreement.
- 14.3 It is agreed that requests for time off will not be unreasonably refused. But where permission to take time off is withheld, an explanation for the reason(s) will be given by the appropriate representative of management.
- 14.4 If UNISON is dissatisfied with the decision, the matter may be referred to the Strategic HR Manager.
- 14.5 If agreement cannot be reached, the matter may be referred to ACAS.

15. Reporting

- 15.1 Reporting and collection of facility time data will be limited solely to those details required under section 13 (3) of the Trade Union Act;
- 15.2 HDC will ensure confidentiality for union reps in publication of paybill information by avoiding the naming of individual reps and applying the provisions of section 4 (3) of the Trade Union (Facility Time Publication Requirements) Regulations 2017 for substituting notional hourly rates for actual hourly rates where an individual might be identified if the actual hourly rates were published.

16. Review

This policy will be reviewed annually between HDC and UNISON and will remain in place for the duration of the Trade Union agreement.