



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, 11 FEBRUARY 2026** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES AND SUBSTITUTES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting of the Committee held on 22nd October 2025.

Contact Officer: L Adams
01480 388234

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: L Adams
01480 388234

3. WORKFORCE INFORMATION REPORT (QUARTER 2) (Pages 11 - 28)

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

Contact Officer: L Harfield
01480 388569

4. WORKFORCE INFORMATION REPORT (QUARTER 3) (Pages 29 - 46)

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

Contact Officer: L Harfield
01480 388569

5. WORKFORCE STRATEGY UPDATE (Pages 47 - 58)

By means of a presentation, the Panel will receive an update on the Workforce Strategy.

Contact Officer: K Hans
01480 388329

6. GENDER PAY GAP REPORT MARCH 2025 (Pages 59 - 62)

To consider and comment on a report by the Head of HR containing details of the Gender Pay Gap as required by legislation.

Contact Officer: L Harfield
01480 388569

7. PAY POLICY STATEMENT 2026/2027 (Pages 63 - 70)

To consider and comment on the Council's Pay Policy Statement 2026/2027.

Contact Officer: L Harfield
01480 388569

8. REPRESENTATIVES OF EMPLOYEES

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

Contact Officer:

2 day of February 2026

Michelle Sacks

Chief Executive and Head of Paid Service

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

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

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

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

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

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

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Agenda Item 1

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, 22 October 2025.

PRESENT: Councillor A Blackwell – Chair.

Councillors S Cawley, L Davenport-Ray, S A Howell, P A Jordan, P Kadewere, D N Keane and C Lowe.

12. MINUTES

The Minutes of the meeting of the Committee held on 23rd July 2025 were approved as a correct record and signed by the Chair.

13. MEMBERS' INTERESTS

No declarations were received.

14. WORKFORCE INFORMATION REPORT (QUARTER 1)

The Committee received and noted a report on Human Resources (HR) matters impacting on the performance of the Council during the period 1st April 2025 until 30th June 2025. 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 heard that the workforce totalled 696 people, the fulltime equivalent working out at 638.96 Officers, which was an increase from the previous Quarter. The Quarter ended with an underspend of £1.188 million and an overspend of £1.126 on Contractor and Agency costs.

It was confirmed that 25 individuals left the Council in Quarter 1 which was a slight increase from the previous Quarter when 21 employees left. The overall turnover was 17.6%. There were 3 retirements with a combined service period of 27 years. There had been a decrease in recruitment with 51 roles advertised as opposed to 81 in the previous Quarter. Sickness had increased from 8.3 days FTE to 8.4, however long-term sickness had decreased from 22 to 21 employees.

After a question from Councillor Cawley relating to long-term sickness, referencing anxiety and other mental health issues, Members were informed that Managers were utilising the My Conversation forms in the monthly 1:2:1 sessions with their staff and these discussions surrounded support, wellbeing and workloads. Managers were also receiving training in how to support their staff from an earlier point in the process which should positively impact the

amount of sick days taken.

Further information regarding Health and Safety, particularly Near Misses was requested by the Committee, believing tracking these will help people to learn and prevent incidents from happening. Members were advised that there was a discussion with the Health and Safety Manager who was putting an Action Plan together to promote this. The Committee invited the Health and Safety Manager to attend a future meeting so they could discuss this further with him.

Councillor Lowe asked if there was a plan to expand the Apprenticeship Scheme beyond the current roles. The Committee heard the Apprenticeships were driven by requests from Management and they were restricted in what they could offer as the uptake had been so high that the levy had been exhausted.

Councillor Davenport-Ray asked for further detail regarding the challenges faced whilst recruiting for specific roles within the One Leisure Team. It was confirmed that the roles were middle-management level roles in One Leisure and the candidates' skill set for the role were not a match. This was currently on hold and a review was being undertaken to reevaluate the roles in the new structure.

After a question from Councillor Keane, it was heard that the programme for Flu vaccinations was rolled out to Officers in October with good uptake from staff and was promoted in the Road Show week.

It was asked if Neurodiversity had been included in the Management training. It was confirmed that Neurodiversity was being threaded through every course they have to ensure colleagues with neurodiversity were being fully supported.

It was

RESOLVED

that the contents of the report be noted.

15. WORKFORCE STRATEGY UPDATE

By means of a presentation (a copy of which is appended in the Minute Book) Kiran Hans, HR Coordinator – Project Delivery, provided the Committee with an update on the Workforce Strategy. Reference was made to examples of training and development activities, such as the Management and Leadership programme.

Managers had been divided into different cohorts so they could learn from each other. The training included providing further insight into neurodiversity, recruitment and onboarding, Customer Excellence and the 1-2-1 form- My Conversation. The Wellbeing module was also being introduced to this training.

Attention was drawn to the Active Lifestyles Team and the sessions on Escape Pain Management they provided to staff, particularly

around knee, back, neck and shoulder pain. Health kiosks were located in Pathfinder House and Eastfield House as part of the Know Your Numbers programme which allowed staff to measure their blood pressure.

Councillor Jordan praised the efforts of the Team and shared the positive feedback she received from an Officer who was appreciative of all the incentives and the information shared at the events. She made special note of the Succession Plan and was pleased that it was a clear and positive way forward.

Councillor Davenport-Ray asked if there were any plans to target the employees who had not entered into the pension scheme. The Panel heard that opting into the pension scheme was always promoted on the Road Shows and bringing in pension advisors was expected to increase the uptake. The Employee Representative Group (ERG) also encouraged their colleagues to opt in.

Councillor Cawley sought further insight into how International Men's Day was being marked. It was confirmed that there would be a Panel event which would discuss wellbeing and challenges along with stalls where staff could receive further information.

After a question relating to the Staff Survey, it was confirmed that the analysis from this could be shared at the next meeting of the Committee.

Councillor Lowe enquired about employees' views on returning to the office and if the increase in the days in correlated with the terms of the Workforce Strategy. It was noted that more staff were present in the office now than in the previous year.

Councillor Kadewere sought further information about the Succession Plan and about the Support Groups available to employees. Regarding the Succession plan, the Panel heard that a process and flowchart had been developed which would guide Managers in identifying critical roles within their Teams. It was then stated that the Support Groups were based on what the staff wanted and needed, such as a Menopause Group where information could be shared and accessed. There was mention of a potential Mental Health Support Group in the future.

The Panel also heard that someone from the Kidney Research UK had attended a Road Show at Pathfinder House to raise awareness and that there would be a talk on the 14th November for World Diabetes Day which was an issue raised by an Officer.

It was

RESOLVED

that the information presented be received and noted.

16. WORKFORCE EQUALITY REPORT WITH ACTION PLAN UPDATE

The Committee gave consideration to a report by the Strategic HR Manager (a copy of which is appended in the Minute Book), which contained the annual summary of the profile of the workforce according to their protected characteristics as required by the Equality Act 2010. It covered the period to October 2025.

The report showed that the staff profile had been reviewed against the census data to evaluate how representative the figures were and this would feed into updating the Action Plan for areas of improvement. It was acknowledged that even for areas that appeared reflective of the census data, actions had still been identified for improvement. Regarding gender identity, the split was reflective of the census data and the local demographic. Work had been completed to establish regular Wellbeing Cafes which covered menopause, and Menopause Awareness Day had been marked for an event. The work also focused on promoting more Men's initiatives such as Men's International Day and more Mental Health Awareness schemes. Regarding Disability, the Council had hired more staff that had shared having a disability compared to the census data. The Council would take steps to achieve a higher declaration rate in the coming year.

It was confirmed there was an outstanding Action relating to using a standardised dyslexia friendly font for correspondence and emails. It was confirmed this Action would be completed in the coming year.

The Panel heard that steps would also be taken into achieving a higher declaration rate for ethnicity which had decreased to 9% from the previous year's 13%. Members were advised that the Anti Racism Charter would be reviewed to identify further Actions.

Councillor Cawley asked how this data would influence Policy and how it would inform the Actions. It was stated that the work surrounding the Equality, Diversity and Inclusion Network which was being set up would include reviewing the Policies to assist in influencing policy. The Network would also include ERG Representation and would be involved in engagement.

Having noted the link between the data presented and the Workforce Strategy Action Plan, it was

RESOLVED

that the contents of the report be noted.

17. HR POLICY UPDATES

By means of a report by the Strategic HR Manager (a copy of which is appended in the Minute Book) the Committee was acquainted with the outcome of reviews of the Hybrid Working and Disciplinary policies.

Councillor Cawley suggested that a definition should be added for Hybrid working effectiveness, such as measuring productivity. Reference was made to the use of discretion and it was further

suggested that changes to office days should be discussed in advance with HR or Managers to ensure fairness to all colleagues. It was queried who would be reviewing the Hybrid Policy moving forward and the Panel were advised this would be reviewed under the Policy Review and by the Corporate Leadership Team (CLT) in six months.

Councillor Davenport-Ray suggested that the Policy should be adopted and then brought back to the Panel for further review after a year.

Councillor Cawley suggested that a distinction should be made between serious misconduct and gross misconduct. Examples of each would be beneficial.

Councillor Lowe enquired what support was available to employees during the disciplinary process. The Committee was advised that the ERG had expanded and all Representatives had been trained in supporting employees throughout the process.

Further clarification was sought regarding mitigating circumstances and whether these were taken into account. It was confirmed that mitigation was considered throughout the process. The question was asked of an employee during the initial investigation interview to ascertain if there were circumstances which should be taken into account.

After a further question, it was confirmed that the Code of Conduct was available on the Council's Intranet for all employees to access and there was an acknowledgement box to tick confirming this had been read and understood by employees. Employees who did not have access to the Intranet had hard copies on site and Managers have explained this via Tool Box Talks..

A question was raised relating to the Policy around password protection of sensitive information. The Panel heard that this was overseen by the Information Governance Team who worked with staff directly on this.

It was

RESOLVED

that, subject to the comments outlined above the Hybrid Working and the Disciplinary Policies be endorsed.

18. REPRESENTATIVES OF EMPLOYEES

Ben Clifton-Atfield attended his first meeting as an Employee Representative. He informed Members that the ERG had received positive feedback about the HR team at the Road Shows.

He was appreciative that ERG feedback regarding the Hybrid Working Policy had been taken into account.

Chair

Workforce Report

Quarter Two 2025-26

Report Highlights

Report Section	Measure	Trend	Q1 2025/26	Q2 2025/26
1.1	<u>Headcount</u>	⬇️	696	689
1.1	<u>FTE</u>	⬇️	638.96	635.84
1.2	<u>Variable Employees</u>	⬆️	396	429
1.4	<u>High Earners</u>	⬆️	61	65
1.5	<u>Leavers</u>	⬆️	25	33
1.6	<u>Turnover</u>	⬇️	17.6%	16.8%
1.7	<u>Employment Offers Made</u>	⬇️	71	61
2.0	<u>Sickness Days Lost per FTE</u>	⬆️	8.4	8.8
2.3	<u>Sickness Absence – Long-Term</u>	⬆️	55.56%	60.96%
3.0	<u>HR Caseload</u>	⬆️	96	99
3.1	<u>HR Caseload – Sickness Absence Management</u>	⬆️	51%	62%
			Q1 Forecast	Q2 Forecast
1.3	<u>Pay bill – Total</u>	⬆️	£35.9m	£36.3m
1.3	<u>Pay bill – Employees</u>	=	£34.2m	£34.2m
1.3	<u>Pay bill – Contract & Agency Staff</u>	⬆️	£1.7m	£2.1m

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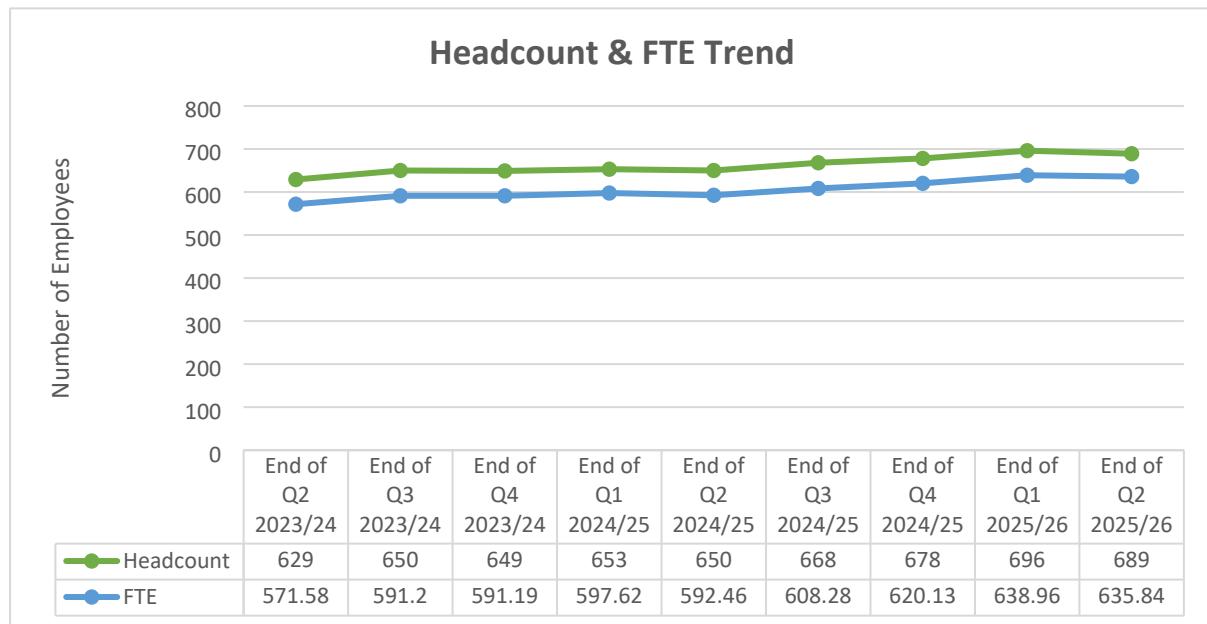
1.0 EMPLOYEE PROFILE

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

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 Two (30 September 2025), the total number of permanent and fixed term employees employed by Huntingdonshire District Council was 689 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 635.84

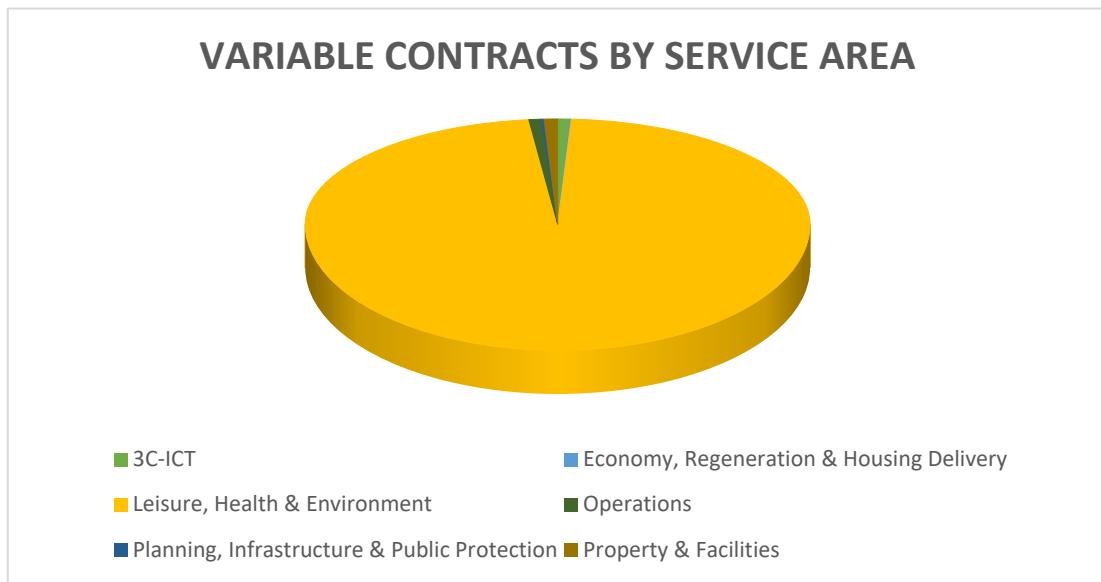


1.2 WORKFORCE BY CONTRACT TYPE

Data on Variable employees 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, and ICT. At the end of Q2, HDC had 429 individuals employed in 895 posts. This is an increase from Q1.

The numbers in the table below may vary as they include employees with multiple contracts/ positions.

Employment Type	Q1 2025/26	Q2 2025/26
Fixed Term	39	39
Permanent	640	636
Apprentice	3	3
Secondment/Acting Up	14	11
Grand Total	696	689
Variable employees	396 (840)	429 (895)



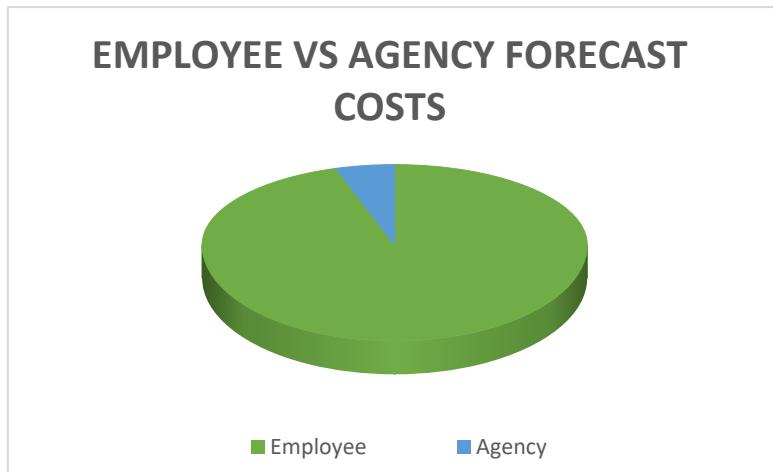
1.3 PAYBILL

The following table shows the employee pay costs over several years. At this stage of 2025/26 the forecast shows a projected overspend on all employee costs (staff, contractors and agency workers) of £281k. This arises from an underspend on employee salaries of £1.21m, but an overspend of £1.49m on contractors and agency workers against an agency budget of £630,982.

The majority of our agency spend is centred towards our ICT, Development Management and Operational Services teams.

Year	Employee Paybill Budget (£)	Employee Paybill Actual (£)	Employee Paybill Forecast (£)
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	26,467,958	
2023/24	27,848,427	27,157,627	

2024/25	30,414,246	32,360,000	
2025/26	35,988,670		36,269,055



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 Two, there were 65 employees paid at FTE salaries of £50,000 or above, representing 9.4% of the total workforce. 1.3% of the workforce are paid salaries over £75,000. The total number of employees classed as high earners has increased since the previous Quarter (61).

1.5 LEAVERS

During Q2, there were 33 employees on permanent or fixed-term contracts who left the organisation, which is an increase on the total leaving in the previous Quarter (25).

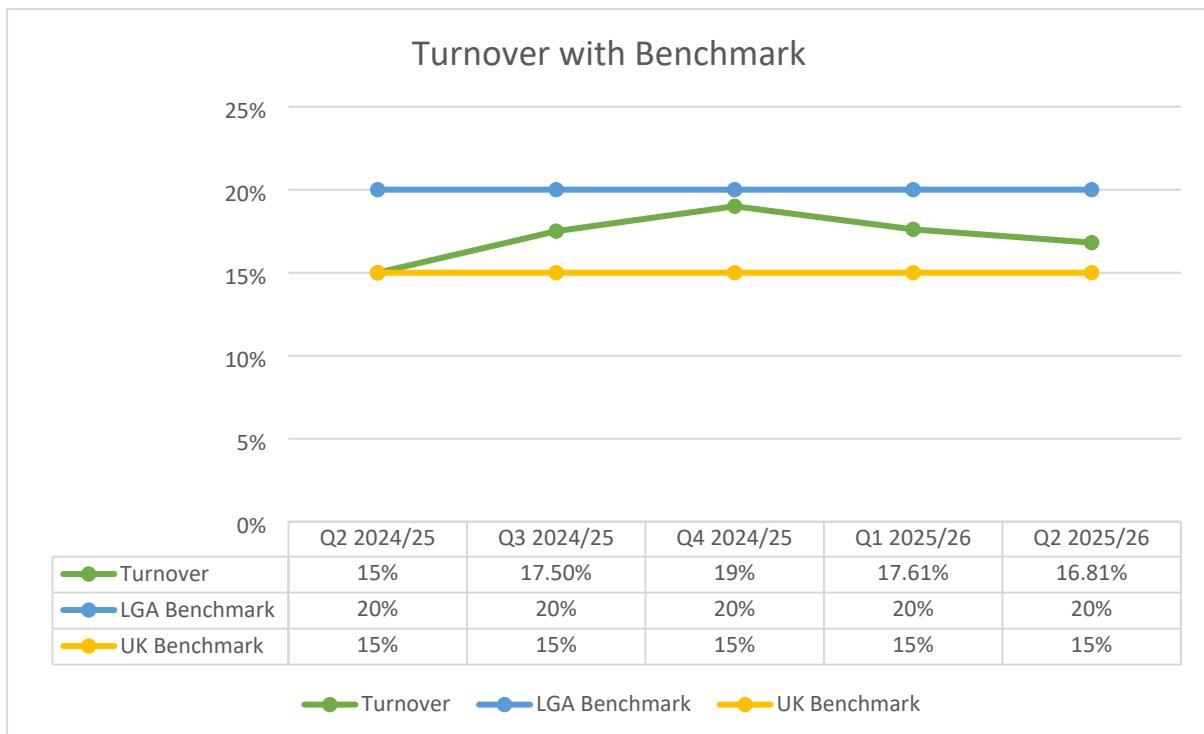
11 of the leavers from Q2, resigned to take up other posts with either commercial or public sector employers, this is an increase from last quarters report (8). We had 2 retirements during this quarter with a combined service of 33 years.

Leaving Reason	Permanent	Fixed-term
Dismissal Capability		
Dismissal Ill Health	1	
Dismissal Misconduct	3	

End of Contract		1
Failed Probation	2	
Redundancy	1	
Retirement	2	
Other	1	
Voluntary Resignation	16	6
Total	26	7

1.6 TURNOVER

In the 12 months to 30th September 2025, 114 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 16.8%, which is lower than the previous quarter and remains below the LGA benchmark. Data from exit interviews is analysed to see where additional support may assist with staff retention.



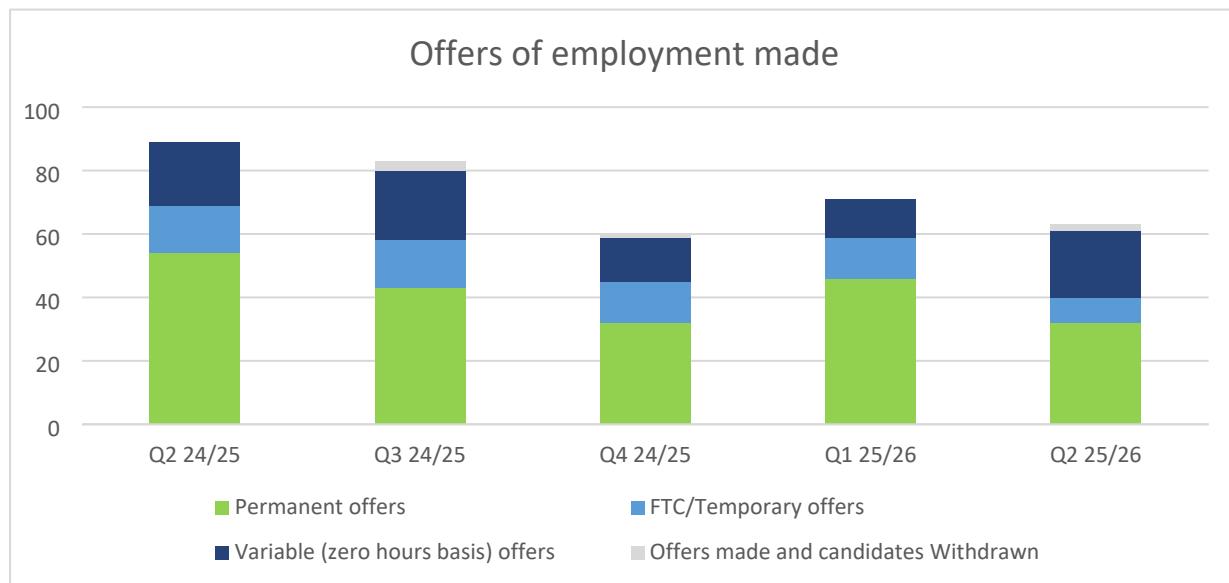
1.7 RECRUITMENT METRICS

Of the 61 offers made through core recruitment activities, 10 were existing HDC staff, promoted or moving into other positions around the council. The HR team will continue to support the business with creating opportunities to grow and develop our workforce, careers, and mobility around services.

In terms of recruitment metrics, the council advertised 59 roles in Q2 25-26, an increase from 51 in the previous quarter. Notably, the number of applications received was 1032, representing a 60% increase from the previous quarter.

Advertised Roles	Q2 24/25	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26
	83	47	81	51	59
Advertised Roles per business area	Q2 24/25	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26
ICT	1	5	6	0	7
Corporate Services (HR, Finance, Facilities, Dem Services)	10	2	6	3	5
COO (Development/Planning, Community, Revs & Bens, Customer Services)	17	3	11	3	7
Strategic Housing & Growth	4	3	3	0	2
One Leisure	21	25	32	23	13
Recovery Services (Car parking; Countryside, Parks & Open Spaces)	6	5	6	5	5
Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	17	3	15	12	17
Executive/Transformation/Communications	7	1	2	5	3

Number of candidates applied	Q2 24/25	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26
	1129	763	994	644	1032



1.8 RECRUITMENT CHALLENGES/SUCCESSES

There has been a significant increase in recruitment activities and engagement compared to previous quarters. The council advertised 59 positions, up from 51 in the previous quarter, leading to a substantial rise in applications, with a total of 1,032 received marking a 60% increase from Quarter One.

A total of 61 offers were made during this quarter, of which 10 were internal promotions or transitions of existing staff. This reflects HDC's commitment to workforce development and career mobility within its services.

The recruitment landscape showed varied performance across different service areas. 3CICT saw an increase in advertised roles from zero to seven, while One Leisure experienced a decrease from 23 to 13 advertised positions. Other areas, such as Operations, maintained a consistent number of advertisements, indicating stability in recruitment efforts.

32 permanent offers were made compared to 46 in the previous quarter. Temporary and variable offers also saw a decline, which is expected given the decrease in the number of roles advertised last quarter.

LinkedIn continues to support our talent acquisition activity. We have achieved 12,640+ views and 1,372 total apply clicks resulting in 6 hires, double the number from the previous quarter. This is very encouraging, and we will continue to use all the tools at our disposal to grow our LinkedIn network.

There were unfilled roles this quarter, including two Swimming Teacher positions in One Leisure, one Development Management Officer in Planning and a Mechanic role in Operations. After unsuccessful recruitment campaigns, the service areas affected took the opportunity to review the recruitment and campaign materials and both the Mechanic and Development Management Officer roles were successfully recruited. Whilst two offers were made to Swimming Teacher candidates, both withdrew with no explanation. The UK is experiencing a shortage of qualified instructors due to increased demand for swimming lessons, particularly following the pandemic but we continue in our efforts to attract candidates via our website and social media.

Overall, the data highlights the ongoing efforts by the HR team to enhance recruitment strategies and support the council's commitment to workforce development, while also identifying areas for improvement to address recruitment challenges in the upcoming quarters.

1.9 LEARNING & DEVELOPMENT AND EMPLOYEE ENGAGEMENT

Current focus areas within L&D that have taken place in the last quarter to help support employee engagement and aid in retention the following activities have taken place:

The Leadership Development Programme launched in March 2025 is in full swing with the successful delivery of all of the eight course titles running throughout this financial year, the programme is fully supported by the Corporate Leadership Team (CLT) the programme is designed for all people managers across the council.

A snapshot of feedback received from the courses so far:

- Good engaging course, useful to reflect on team and how to manage more effectively.
- Useful, practical activities and a good method to mix groups with an open atmosphere.
- Session was really helpful and pleased we have created an ALS.
- Trainer was brilliant, friendly and approachable, with a good sense of humour, and very knowledgeable.

L&D are supporting managers and individuals across the service to explore apprenticeship opportunities for existing staff as well as new apprenticeship contracts to the council.

Apprenticeships

- The apprenticeship programme continues to develop and support internal staff within HDC. By the end of Quarter 2 (30 September 2025) 2 new apprenticeships and 1 transferred from another authority.
- The figures shown in the table below are as at the end of September 2025.

	Level 3	Level 4	Level 5	Level 6	Level 7	Total
New and transferred apprenticeships	0	2	0	0	1	3
Ongoing	7	8	2	1	5	23

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**.

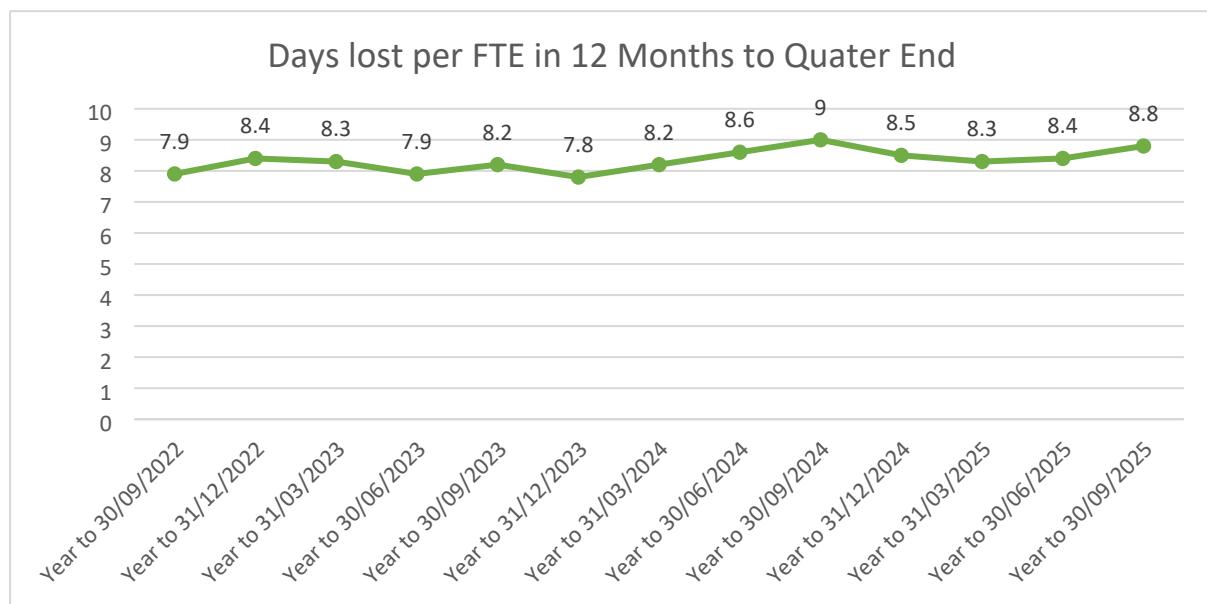
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

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
- Patterns 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 September 2022. It shows that sickness absence to the end of Q2 has increased to 8.8 days per FTE which is a slight increase from 8.4 days per FTE last quarter.



2.2 REASONS FOR SICKNESS ABSENCE

The top 5 reasons for sickness absence by category below: -



2.3 SICKNESS ABSENCE BREAKDOWN

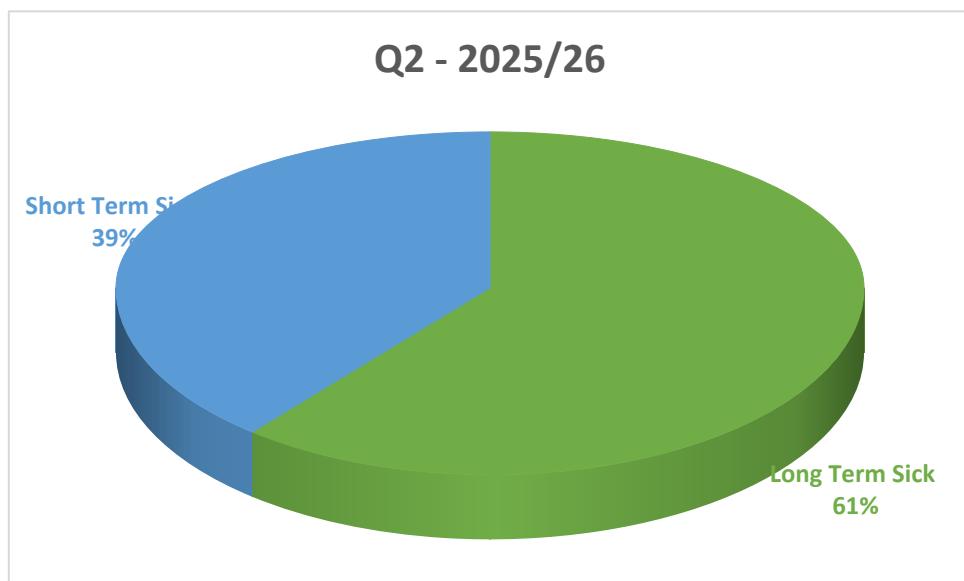
Days lost due to long-term sickness has increased slightly in Q2 compared to the previous Quarter.

We are continuing to see an increase in cases attributed to Stress, Anxiety and Depression (personal) and Medical Operation Procedure and Recovery which in part, is still attributed to long waiting lists following the COVID pandemic. The HR Operations Team are working directly with managers to support managers to reduce their sickness. We have also re-tendered our Occupational Health provider to one that provides a Doctor-led service to increase level of medical advice that we are able to source for employees.

Quarter	Total days of long-term sickness	Total Working days lost (Short term sickness)	% of total absence long-term	% of total absence short-term
Q1 2023/24	590 (11)	411	58.90%	41.10%
Q2 2023/24	820 (20)	379	68.30%	31.70%
Q3 2023/24	878 (24)	541	61.80%	38.20%
Q4 2023/24	859 (29)	472	64.50%	35.50%

Q1 2024/25	859 (22)	449.5	65.60%	34.40%
Q2 2024/25	823 (18)	566.01	59.30%	40.70%
Q3 2024/25	525 (17)	663.29	44.10%	55.90%
Q4 2024/25	716 (22)	599	54.45%	45.55%
Q1 2025/26	750 (21)	600	55.56%	44.44%
Q2 2025/26	962 (22)	616	60.96%	39.04%

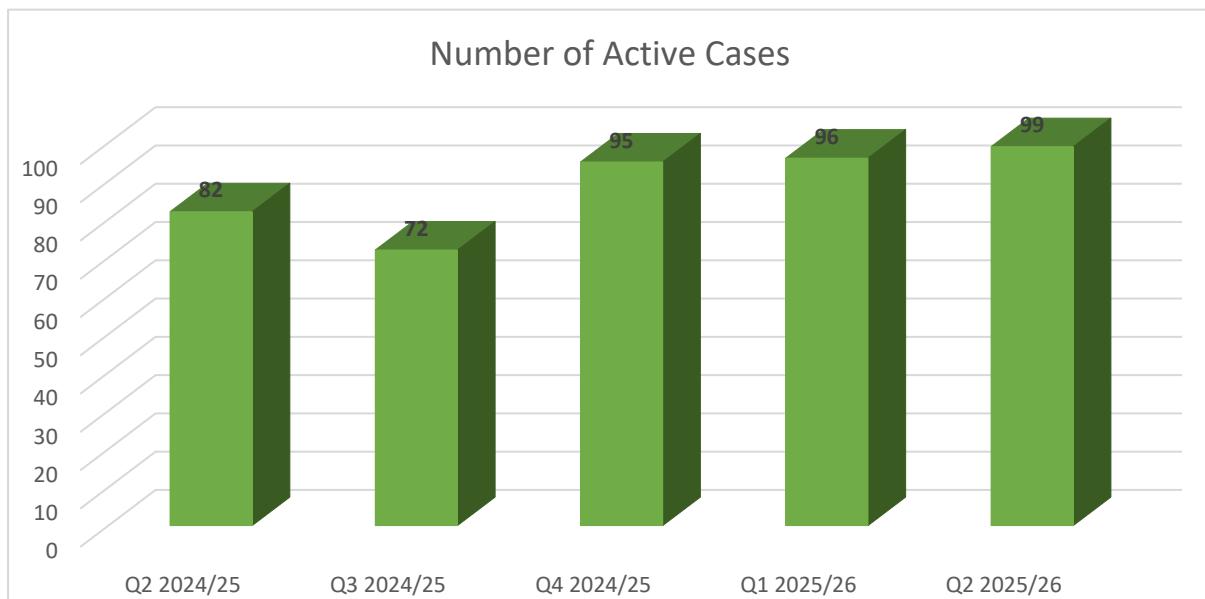
*Brackets denotes number of employees absent.



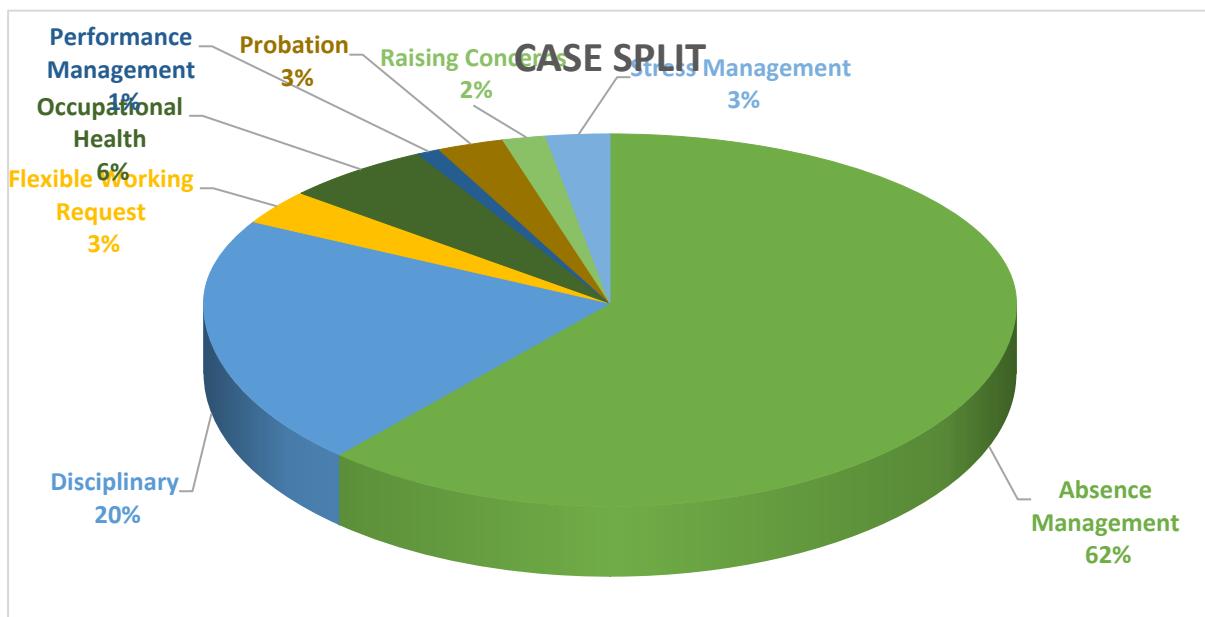
3.0 HR CASELOAD

The 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 Q2 there were 99 cases in progress, of which 27 were dealt with under formal procedures. Absence management continues to be the highest split of casework which is reflective of the sickness absence rates.

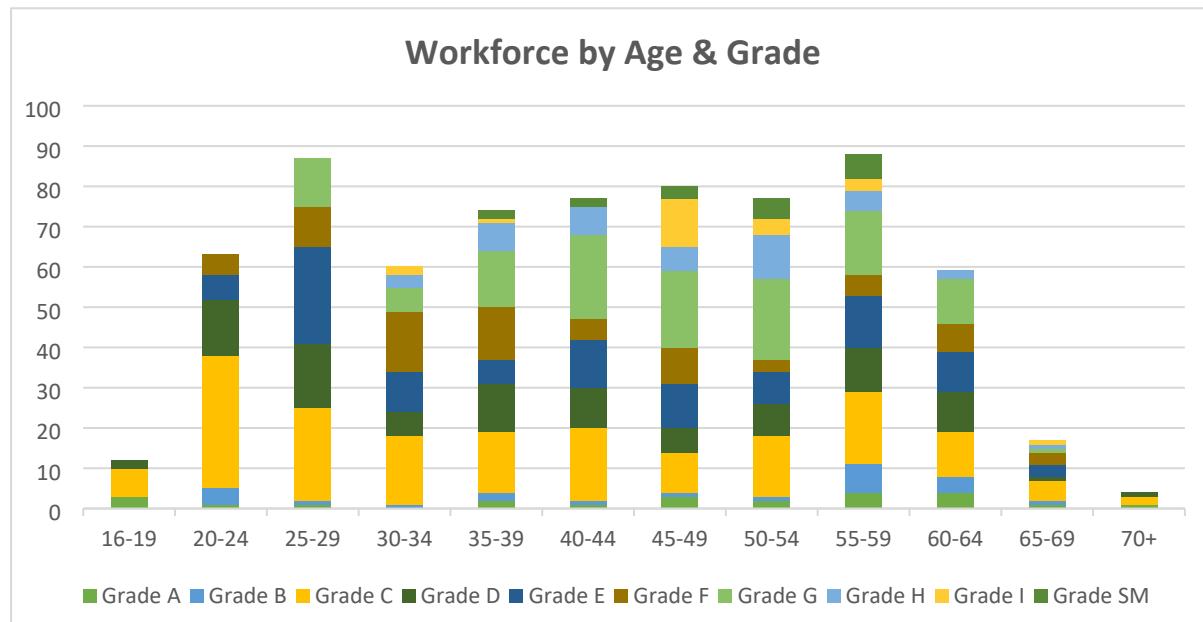


4.0 EQUALITIES DATA

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.

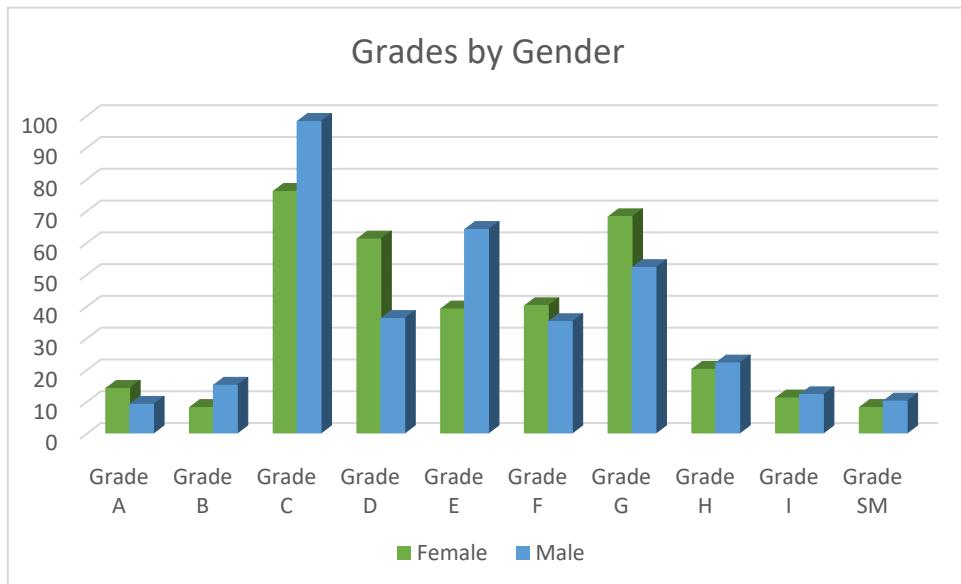


For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.

4.2 WORKFORCE GENDER



4.3 EMPLOYEES BY GRADE AND GENDER



4.4 WORKFORCE BY ETHNICITY

Ethnicity	% of workforce
Asian	2.29%
Black	1.58%
Mixed	1.29%
Not Stated	8.74%
Other Ethnic Groups	0.29%
White	85.82%

4.5 DISABILITY DATA

Disability Status	% of work force
No	76.79%
Not Known	12.18%
Yes	11.03%

5.0 ACCIDENT / INCIDENT REPORTS

This section reports on the number and nature of accidents and incidents occurring in owned, managed and occupied premises or associated with work activities undertaken by the Council's employees, during the Q2 period 1 July to 30 September 2025.

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

5.1 OPERATIONS SERVICES

There were no RIDDOR accidents reported.

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

The table below summarises these by nature and severity:

Category	Severity	Q2
Contact with moving machinery	First Aid	1
Struck by moving, including flying/falling, object	First Aid	2
Strike against something fixed or stationary	No First Aid First Aid Taken to Hospital	1 1 1
Injured while handling, lifting or carrying	No First Aid First Aid	
Slips, trips or falls on same level	No First Aid First Aid Doctor Advised	2
Fall from a height - Kerb	First Aid	

5.2 OFFICE-BASED PREMISES

There were no RIDDOR accidents reported.

There were six non-RIDDOR accident relating to employees recorded.

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

The table below summarises these by nature and severity:

Category	Severity	Q2
Struck by moving, including flying/falling, object	No First Aid First Aid	1
Fall from a height - Kerb	No First Aid	1
Exposure to, or contact with, a harmful substance – Hand Sanitiser	Taken to Hospital	1
Other kind of accident	First Aid Taken to Hospital	1 1
incident/no injury	First Aid	1

5.3 ONE LEISURE, ACTIVE LIFESTYLES, PARKS and COUNTRYSIDE

There were no RIDDOR accidents reported.

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

The table below summarises these by nature and severity:

Category	Severity	Q2
Struck by moving, including flying/falling, object	First Aid	
Strike against something fixed or stationary	First Aid	1

Exposure to, or contact with, a harmful substance – hot water	First Aid	1
---	-----------	---

A total of seventy-four accidents were recorded involving non-employees in Q2. There were no RIDDOR reportable accidents involving non-employees recorded and there were seven recommendations to seek further medical attention.

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Workforce Report

Quarter Three 2025-26

Report Highlights

Report Section	Measure	Trend	Q2 2025/26	Q3 2025/26
1.1	Headcount	⬇️	689	688
1.1	FTE	⬆️	635.84	636.25
1.2	Variable Employees	⬆️	429	439
1.4	High Earners	⬇️	65	62
1.5	Leavers	⬇️	33	31
1.6	Turnover	⬇️	16.8%	16.1%
1.7	Employment Offers Made	⬆️	61	98
2.0	Sickness Days Lost per FTE	⬆️	8.8	9.6
2.3	Sickness Absence – Long-Term	⬆️	60.96%	58.84%
3.0	HR Caseload	⬇️	99	85
3.1	HR Caseload – Sickness Absence Management	⬇️	62%	55%
			Q2 Forecast	Q3 Forecast
1.3	Pay bill – Total	=	£36.3m	£36.3m
1.3	Pay bill – Employees	⬇️	£34.2m	£33.7m
1.3	Pay bill – Contract & Agency Staff	⬆️	£2.1m	£2.6m

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1.5	Leavers	5
1.6	Turnover	6
1.7	Recruitment Metrics	6
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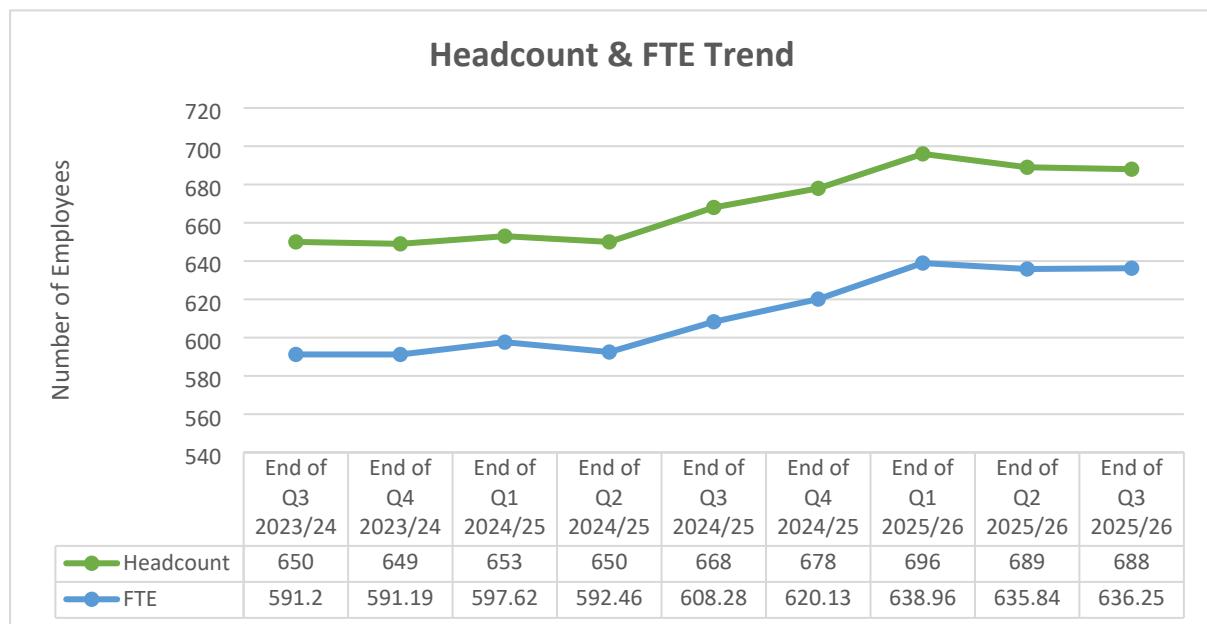
1.0 EMPLOYEE PROFILE

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

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 (31st December 2025), the total number of permanent and fixed term employees employed by Huntingdonshire District Council was 688 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 636.25

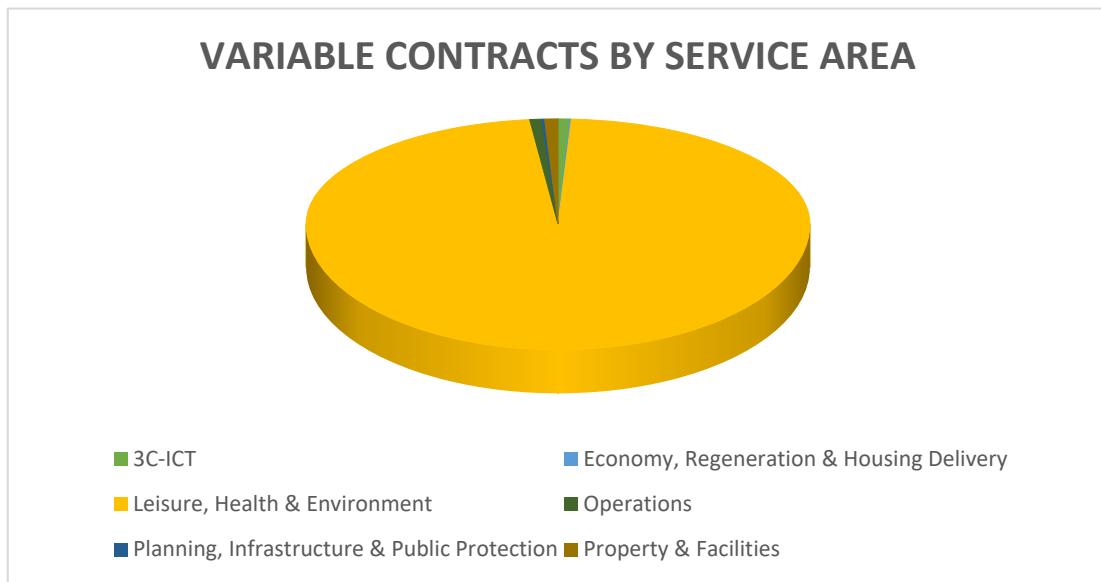


1.2 WORKFORCE BY CONTRACT TYPE

Data on Variable employees 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, and ICT. At the end of Q3, HDC had 439 individuals employed in 885 posts. This is an increase from Q2

The numbers in the table below may vary as they include employees with multiple contracts/ positions.

Employment Type	Q2 2025/26	Q3 2025/26
Fixed Term	39	38
Permanent	636	635
Apprentice	3	3
Secondment/Acting Up	11	13
Grand Total	689	688
Variable employees	429 (895)	439 (885)

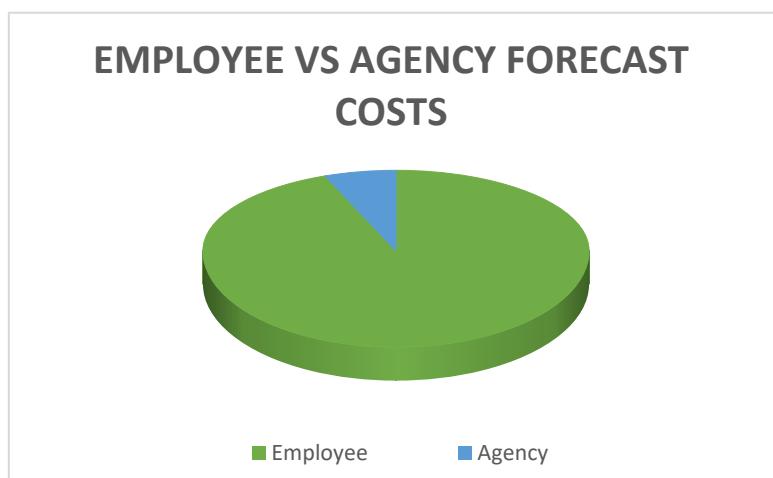


1.3 PAYBILL

The following table shows the employee pay costs over several years. At this stage of 2025/26 the forecast shows a projected overspend on all employee costs (staff, contractors and agency workers) of £259k. This arises from an underspend on employee salaries of £1.65m, but an overspend of £1.9m on contractors and agency workers against an agency budget of £630,982. This forecasted overspend has reduced since last quarter. Although the budget for contractors and agency workers was increased in the last budget to support the Operations Team, an increase in agency costs and higher sickness levels amongst staff has had an impact on agency spend.

The majority of our agency spend is centred towards our ICT and Development Management teams. A number of the Development Management vacancies has arisen due to a restructure in part of the team which meant that some of the posts were 'on hold' from permanent recruitment in the run up to this process. Agency staff have been used to support the service during this period and whilst we now recruit to the roles permanently.

Year	Employee Paybill Budget (£)	Employee Paybill Actual (£)	Employee Paybill Forecast (£)
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	26,467,958	
2023/24	27,848,427	27,157,627	
2024/25	30,414,246	32,360,000	
2025/26	35,988,670		36,247,285



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, there were 62 employees paid at FTE salaries of £50,000 or above, representing 9% of the total workforce. 1.2% of the workforce are paid salaries over £75,000. The total number of employees classed as high earners has decreased since the previous Quarter (65).

1.5 LEAVERS

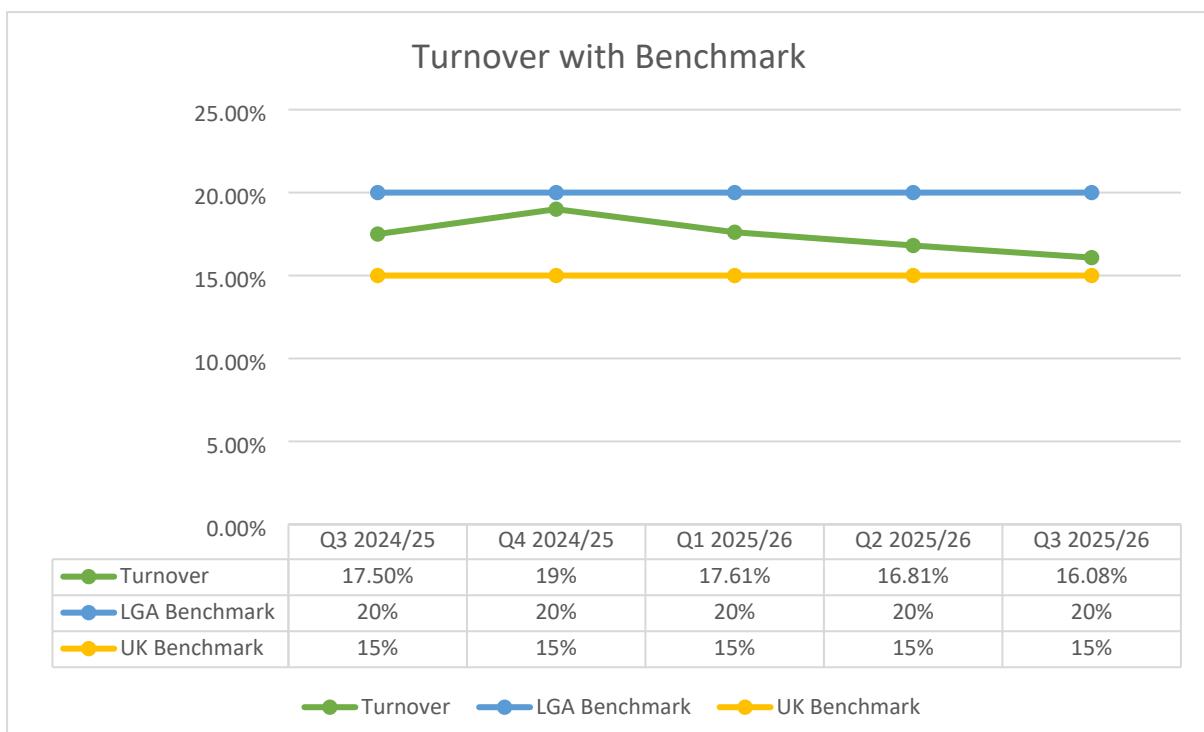
During Q3, there were 31 employees on permanent or fixed-term contracts who left the organisation, which is a decrease on the total leaving in the previous Quarter (33).

16 of the leavers from Q3, resigned to take up other posts with either commercial or public sector employers, this an increase from last quarters report (11). We had 2 retirements during this quarter with a combined service of 16 years.

Leaving Reason	Permanent	Fixed-term
Dismissal Capability	1	
Dismissal Other	1	
Settlement Agreement	1	
End of Contract		3
Retirement	2	
TUPE Transfer	1	
Voluntary Resignation	20	2
Total	26	5

1.6 TURNOVER

In the 12 months to 31st December 2025, 112 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 16.1%, which is lower than the previous quarter and is very encouragingly moving closer to the UK benchmark.



1.7 RECRUITMENT METRICS

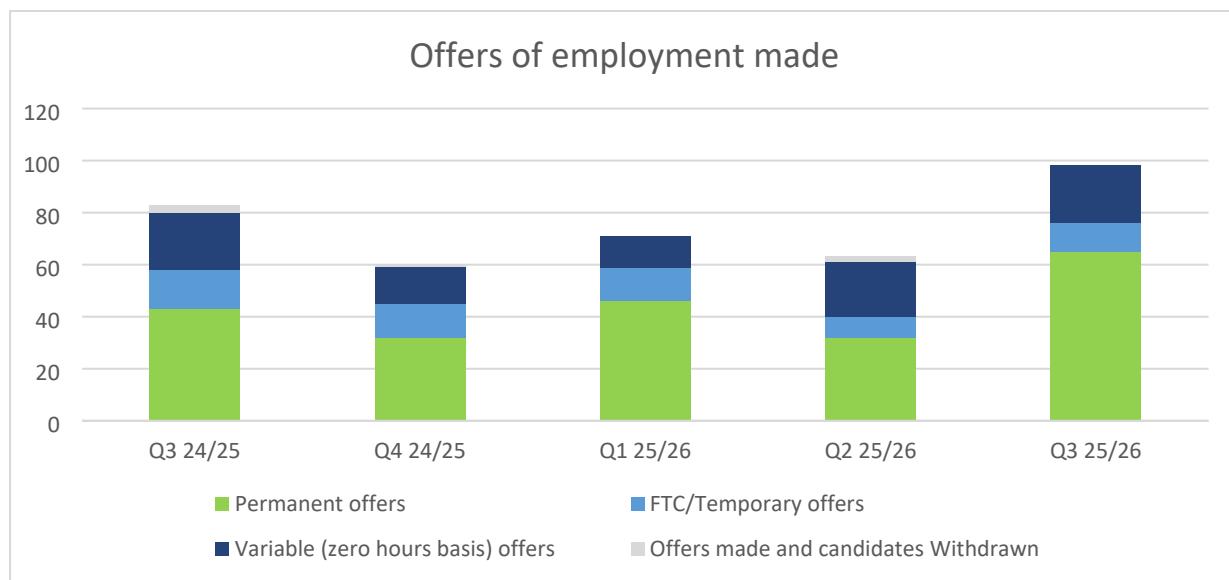
Of the 98 offers made through core recruitment activities, 24 were existing HDC staff, promoted or moving into other positions around the council. The HR team will continue to support the business with creating opportunities to grow and develop our workforce, careers, and mobility around services.

In terms of recruitment metrics, the council advertised 72 roles in Q3 25-26, an increase from 59 in the previous quarter.

Advertised Roles	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26	Q3 25/26
	47	81	51	59	72

Advertised Roles per business area	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26	Q3 25/26
3CICT	5	6	0	7	5
Corporate Services (HR, Finance, Facilities, Dem Services)	2	6	3	5	4
COO (Development/Planning, Community, Revs & Bens, Customer Services)	3	11	3	7	9
Strategic Housing & Growth	3	3	0	2	3
One Leisure	25	32	23	13	15
Recovery Services (Car parking; Countryside, Parks & Open Spaces)	5	6	5	5	1
Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	3	15	12	17	31
Executive/Transformation/Communications	1	2	5	3	4

Number of candidates applied	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26	Q3 25/26
	763	994	644	1032	712



1.8 RECRUITMENT CHALLENGES/SUCCESSES

In the third quarter of the 25/26, we experienced notable successes in recruitment while also facing significant challenges. A total of 72 roles were advertised, reflecting a substantial increase from the previous quarter. The number of applications received reached 712, which is significantly less than the previous quarter. This decline can primarily be attributed to the number of specialist roles advertised during this period including several planning roles, a mechanic role and swimming teachers. Specialist positions often require specific skills, qualifications, or experience, which inherently limits the pool of potential candidates. As a result, we anticipate fewer applications for these roles compared to more general positions.

The recruitment metrics show a positive trend with 98 offers made, including 24 promotions for existing staff, highlighting effective internal mobility and development opportunities.

LinkedIn continues to support our talent acquisition activity. We have achieved 149,000+impressions, 13,232+ views and 1,124 total apply clicks resulting in 3 hires. In addition, our followers have grown by 269. This is very encouraging, and we will continue to use all the tools at our disposal to grow our LinkedIn network.

Despite several successful hires, key roles remain unfilled due to various challenges:

- **Principal Development Management Officer**
- **Mechanic (Technician)**
- **Development Management Technical Support Officer**
- **Communications Executive - Campaigns and Digital**
- **Weekend Street Cleanser/Driver**
- **Level 2 Swimming Teacher**

The difficulty in filling these positions is due to various factors within the candidate market. The demand for skilled professionals in areas such as development management and technical support is high, leading to increased competition among employers. Additionally, roles that require specific technical skills or qualifications, like the Mechanic and Level 2 Swimming Teacher, face a narrower pool of qualified candidates.

Whilst we have made significant strides in recruitment, addressing the challenges of filling key roles is crucial. We are working with our communication team to develop a recruitment strategy to be deployed in early 2026 which will focus on our difficult to fill posts.

1.9 LEARNING & DEVELOPMENT AND EMPLOYEE ENGAGEMENT

Current focus areas within L&D that have taken place in the last quarter to help support employee engagement and aid in retention:

Learning & Development (L&D) continue to work closely with Cambridge Regional College (CRC), with a view to hosting at least two long-term work experience placements with us during next year. Planning ahead and working on work experience placements for next year already, and new links with local educational settings are proving worthwhile with several placements in the pipeline across the business.

L&D continues to support managers and individuals to explore apprenticeship opportunities for existing staff as well as new apprenticeship contracts to the council.

During Q2 and Q3 there have been a number of apprenticeship completions for various levels of a cross section of programmes, and the achievement of distinctions is high which shows great determination amongst our staff.

These are the apprenticeships:

- Internal audit practitioner Level 4
- Cyber Security Technologist Defend & Respond Level 4
- Countryside ranger, Level 4
- Leadership Management L3
- Operations or departmental manager, Level 5
- Digital and Technology Solutions Specialist L7

Apprenticeships

- The figures shown in the table below are as at the end of December 2025. There have been no new or transferred apprenticeships during this quarter due to the exhaustion of the levy and reduced demand this quarter, however, the Apprenticeship Levy is currently replenishing so that new apprenticeships can be started in 2026.

	Level 3	Level 4	Level 5	Level 6	Level 7	Total
New and transferred apprenticeships	0	0	0	0	0	0
Ongoing	7	10	2	1	6	26

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**.

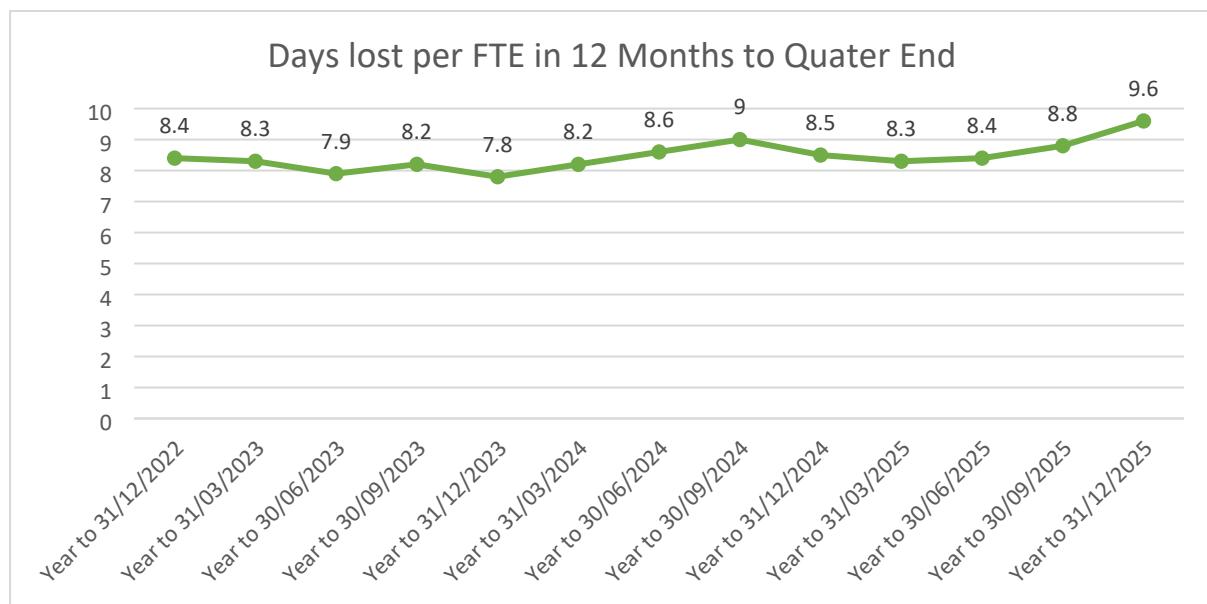
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

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
- Patterns of absence
(e.g., regular Friday and/or Monday; repeated absences linked to holidays)

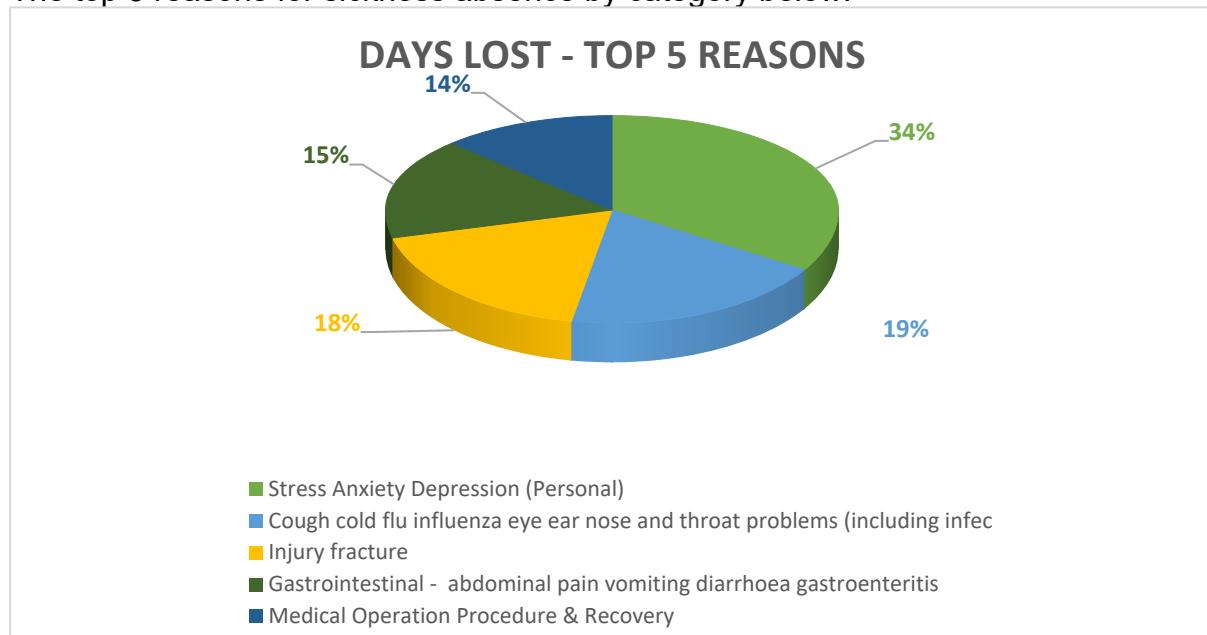
2.1 TREND OF WORKING DAYS LOST ACROSS HDC

The graph shows the trend in sickness absence per FTE employee over a rolling period to the end of each Quarter since September 2022. It shows that sickness absence to the end of Q3 has increased to 9.6 days per FTE which is an increase from 8.8 days per FTE last quarter.



2.2 REASONS FOR SICKNESS ABSENCE

The top 5 reasons for sickness absence by category below: -



2.3 SICKNESS ABSENCE BREAKDOWN

We continue to observe the same trends in the top five reasons for absence, particularly relating to stress, anxiety and depression (personal), as well as medical operations, procedures, and recovery periods.

A number of staff have relatives with serious health conditions which has contributed to the increase in personal stress absence. We are managing these cases sensitively and supporting with the help of the Employee Assistance Programme. We are expecting several members of staff on long term sick to return to work during Q4. Another consistent theme raised during absence management meetings is that staff are still experiencing prolonged waiting times for medical appointments and procedures.

The increase in sickness levels reflects the national picture, with the CIPD (Chartered Institute of Personnel and Development) report published in September 2025 reports a 15 year high in staff sickness across the UK and indicates that Public Sector workers are absent for an average of 13.2 days per year. This national upward trend is expected to continue into the next year.

The HR Team is working proactively with managers to support the effective management of staff absences and to address this upward trend and actions include:

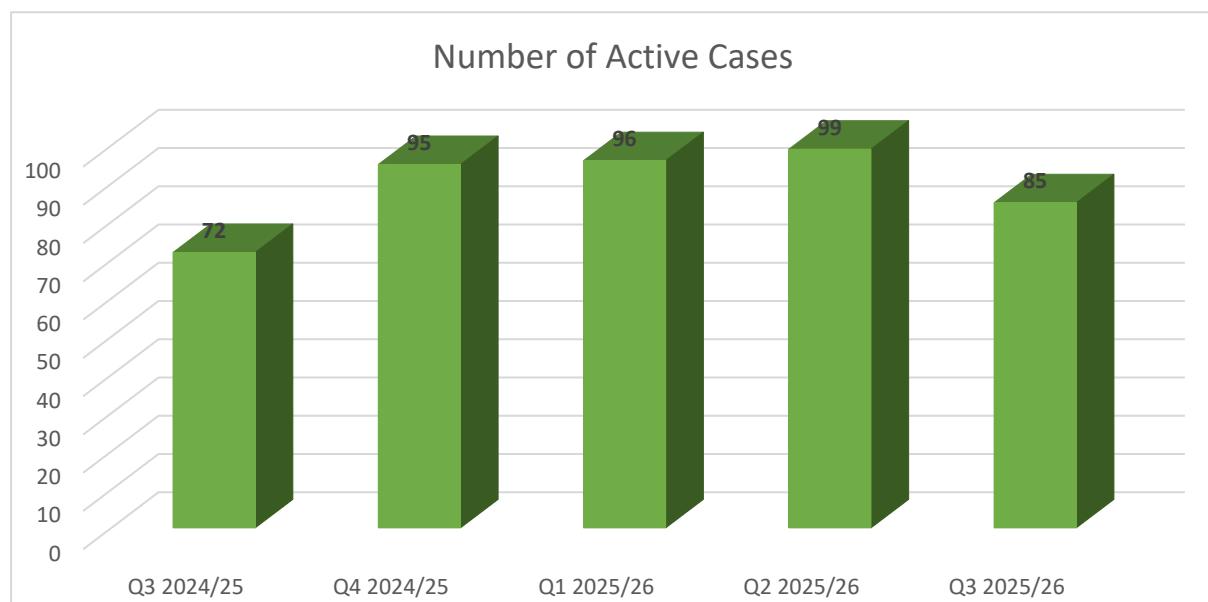
- Retendering our Occupational Health provision to a doctor-led service
- The reviewing long term sick cases monthly and expediting return to work meetings
- HR Business Partners are meeting with managers monthly to discuss sickness absence
- Creation of a cross-service managers' working group to identify new initiatives for the Workforce Strategy team to investigate

Aligned to the Wellbeing Pillar, the Workforce Strategy Team continues to collaborate with both the inhouse Leisure, Active Lifestyles and external health partners to source appropriate support to aid staff health, wellbeing and help in their return to work and to provide early interventions aimed at reducing absence. Initiatives have included Health Kiosks, Escape Pain sessions, Tai Chi, blood pressure monitoring through know your numbers week, bringing in external partners e.g. Kidney Research UK, raising awareness around Diabetes, cervical cancer screening plus more. The next phase of the Wellbeing Strategy will explore options such as physiotherapy/Chiropractor and Doctor line provision through Health Cash back schemes.

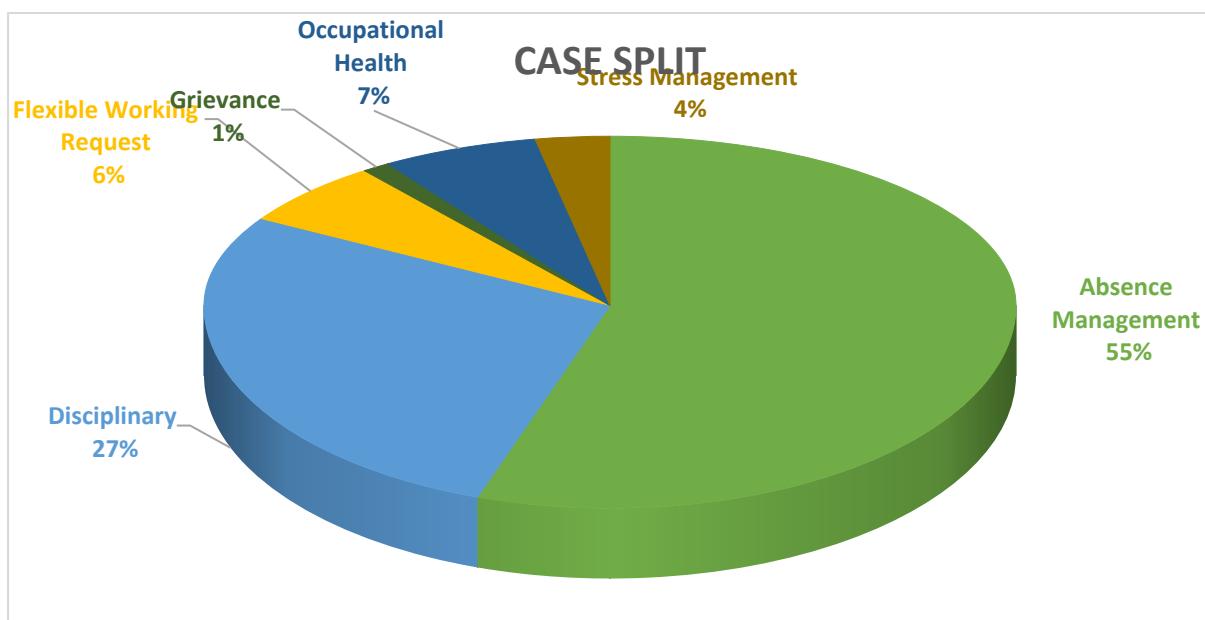
3.0 HR CASELOAD

The 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 Q3 there were 85 cases in progress, of which 19 were dealt with under formal procedures. Absence management continues to be the highest split of casework which is reflective of the sickness absence rates.

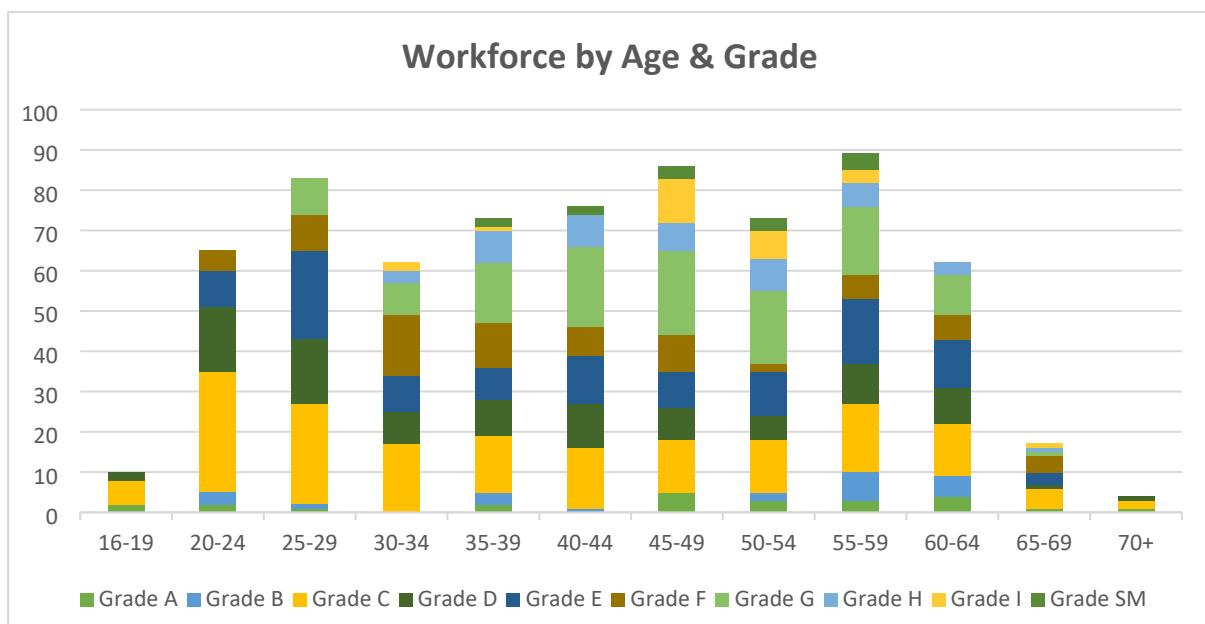


4.0 EQUALITIES DATA

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.

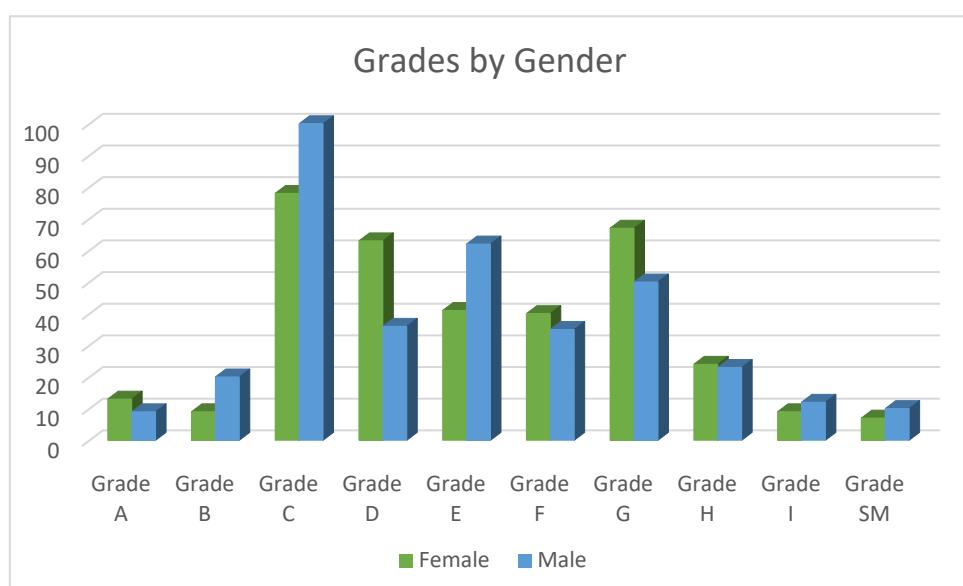


For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.

4.2 WORKFORCE GENDER



4.3 EMPLOYEES BY GRADE AND GENDER



4.4 WORKFORCE BY ETHNICITY

Ethnicity	% of workforce
Asian	2.29%
Black	1.57%
Mixed	1.14%
Not Stated	8.57%
Other Ethnic Groups	0.29%
White	86.14%

4.5 DISABILITY DATA

Disability Status	% of work force
No	77.00%
Not Known	12.29%
Yes	10.71%

5.0 ACCIDENT / INCIDENT REPORTS

This section reports on the number and nature of accidents and incidents occurring in owned, managed and occupied premises or associated with work activities undertaken by the Council's employees, during the period 1st July to 31st December 2025.

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

5.1 OPERATIONS SERVICES

There were no RIDDOR accidents reported.

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

The table below summarises these by nature and severity:

Category	Severity	Q3
Contact with moving machinery	First Aid	
Struck by moving, including flying/falling, object	First Aid	
Strike against something fixed or stationary	No First Aid First Aid Taken to Hospital	3
Injured while handling, lifting or carrying	No First Aid First Aid	2 3
Slips, trips or falls on same level	No First Aid First Aid Doctor Advised	1 1
Fall from a height - Kerb	First Aid	1

5.2 OFFICE-BASED PREMISES

There were no RIDDOR accidents reported.

There was one non-RIDDOR accident relating to employees recorded.

The table below summarises these by nature and severity:

Category	Severity	Q3
Struck by moving, including flying/falling, object	No First Aid First Aid	1
Fall from a height - Kerb	No First Aid	
Exposure to, or contact with, a harmful substance – Hand Sanitiser	Taken to Hospital	
Other kind of accident	First Aid Taken to Hospital	
incident/no injury	First Aid	

5.3 ONE LEISURE, ACTIVE LIFESTYLES, PARKS and COUNTRYSIDE

There were no RIDDOR accidents reported.

There were three non-RIDDOR accident relating to an employee recorded

The table below summarises these by nature and severity:

Category	Severity	Q3
Struck by moving, including flying/falling, object	First Aid	2
Strike against something fixed or stationary	First Aid	
Exposure to, or contact with, a harmful substance – hot water	First Aid	1

A total of twenty-seven accidents were recorded involving non-employees in Q3.

There were no RIDDOR reportable accidents involving non-employees recorded.

There were nine recommendations to seek further medical attention.

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Workforce Strategy Update

Kiran Hans





Recent Activity

- Leadership Development Programme
- Electric and Hybrid Vehicles
- Incremental progression process
- Hybrid working policy implemented



Recent Activity

- My money matters - Additional Voluntary contributions session
- Equality, Diversity and Inclusion network launched
- Occupational Health Retender
- VIVUP (discounts platform renewal)
- Anglian Water – support for staff

Equality, Diversity and Inclusion Network

First meeting



Engagement and Wellbeing Activity:

- ▶ Pumpkin Decorating Competition
- ▶ Menopause Awareness Talk
- ▶ I am remarkable sessions
- ▶ International Men's Day
- ▶ Diabetes Awareness Talk and Walk

Engagement Activity - October to November



Engagement and Wellbeing Activity continued:

- ▶ Xmas decorating Competition
- ▶ Eddie the Elf
- ▶ Xmas Quiz
- ▶ Brew Monday

Engagement Activity - December to January



Upcoming Dates:



Random Acts of Kindness - 17th February



International Women's Day - 11th March



Comic Relief bake off - 18 March



Impact and Presence workshop - 25 March



GamCare support session 19th March



5th set of roadshows in diary w/c 23 March

Next 5 Priorities:

- Review Healthcare insurance/cash back plans
- Reward – renewal VIVUP
- Social Wellbeing
- Use of Technology
- Continuous Improvement Culture

Progress on Actions:

November 24 Committee	February 25 Committee	July 25 Committee	October 25 Committee	February 26 Committee
9 Completed	11 Completed	18 Completed	22 Completed	30 Completed
15 in progress	19 in progress	18 in progress	17 in progress	13 in progress
25 to start	19 to start	13 to start	10 to start	6 to start

Any Questions



Gender Pay Gap Report – March 2025

Introduction

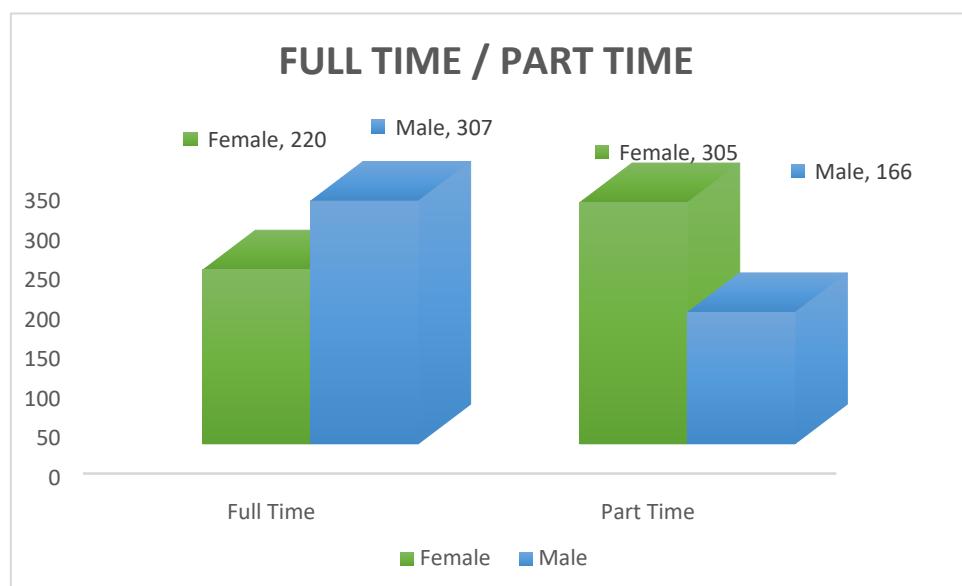
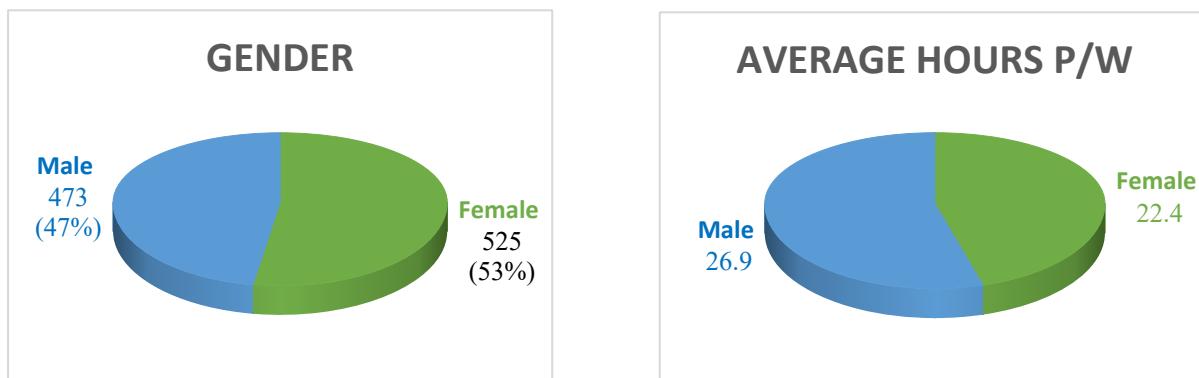
The Gender Pay Gap legislation requires all employers with 250 or more employees to publish their gender pay gap information annually. For Local Government, this is based on employees employed as of 31st March 2025.

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

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

Workforce Information

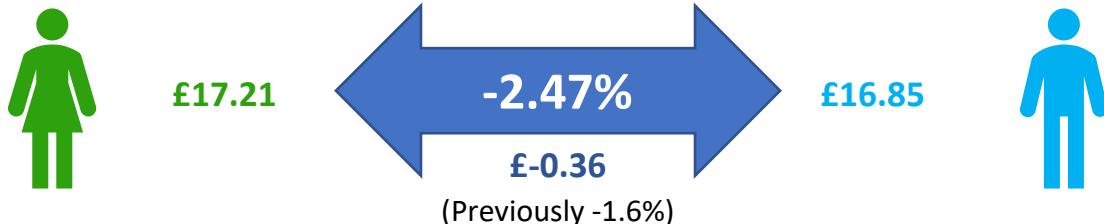
Total employee headcount on our snapshot date of 31st March 2025 was 998.



Gender Pay Gap Results – March 2025

Mean Pay Gap

(Average hourly rates and percentage difference)

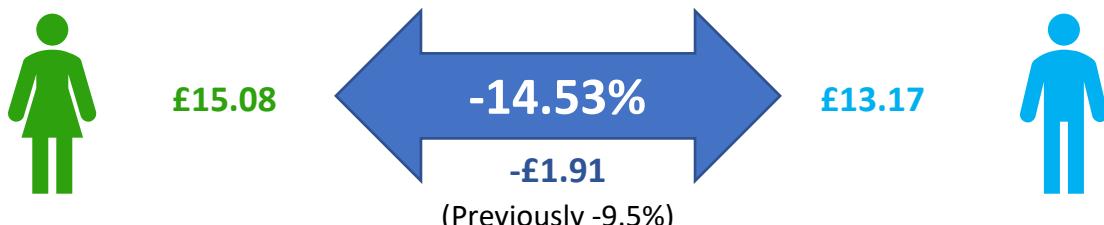


Office for National Statistics:

Details published by the ONS for April 2025 show that the national pay gap was 6.9%, and specifically for Local Government was 7.9%. Average hourly pay for women in Local Government was £15.36 and for men was £16.67.

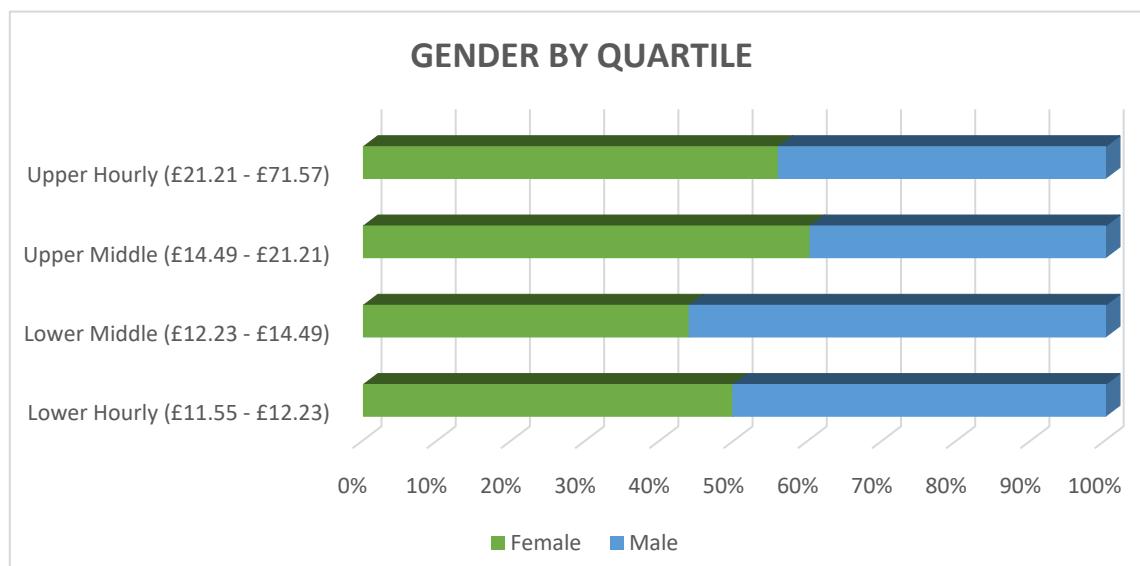
Median Pay Gap

(Middle hourly rates and percentage difference)



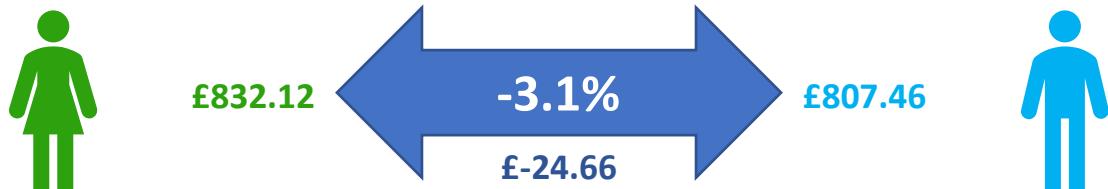
Pay Quartiles

Quartile & Pay Band	Female	Male	Total
Lower Hourly (£11.55 - £12.23)	110	111	221
Lower Middle (£12.23 - £14.49)	97	124	221
Upper Middle (£14.49 - £21.21)	133	88	221
Upper Hourly (£21.21 - £71.57)	123	97	220



Mean Bonus Pay Gap

(Average Bonus paid and percentage difference)



Median Bonus Pay Gap

(Middle Bonus paid and percentage difference)



BONUS % PAID BY GENDER



Female

0.0% 2.0% 4.0% 6.0% 8.0% 10.0%

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2026/2027

Meeting/Date: Employment Committee – 11 February 2026,
Full Council - 25 February 2026

Executive Portfolio: Cllr Lara Davenport-Ray (LDR)

Report by: Head of HR (LH)

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 2026. 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 2026/27.

1. PURPOSE OF THE REPORT

1.1 The report draws Employment Committee's attention to the Annual Pay Policy Statement for 2026/27.

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 The Employment Committee 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 2026.

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 11 February, Full Council to review 25 February. Publication on HDC Website by 31 March 2026.

5. LIST OF APPENDICES INCLUDED

Appendix 1 –2026/27 Pay Policy Statement HDC

CONTACT OFFICER

Name/Job Title: Leanne Harfield, Head of HR
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Email: leanne.harfield@huntingdonshire.gov.uk

PAY POLICY STATEMENT 2026 - 2027**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 (known as Chief Executive within Huntingdonshire District Council) and the Corporate 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 Chief Executive as Head of Paid Service; Directors; and Heads of Service.
- 1.4. This policy applies to those employed on Huntingdonshire District Council's terms and conditions of employment, whose renumeration (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 2026.
- 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 2026. This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2027.

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 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.

3. Senior Management Pay

3.1. Chief Executive Officer

The Chief Executive Officer is the Council's Head of Paid Service. This salary is currently paid in line with the Council's pay scales grade MD (£142,591 - £160,538). Under current arrangements, any change to the pay level of the role of CEO 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 Chief Executive Officer (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.

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 £94,128 - £106,094

Deputy Chief Executive

An annual Responsibility Allowance of £7,000 is paid to the Deputy Chief Executive

Heads of Service

The salary scale is SM within the range of £72,588 - £82,161 and SM Plus fixed scale point of £87,291

Appendix 1.

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 and the Monitoring Officer and Deputy Monitoring Officer. The Section 151 Officer and Monitoring Officer are paid an annual allowance of £5,000 in addition to their salary for these responsibilities and the Deputy Section 151 Officer and Deputy Monitoring Officer are paid an annual allowance of £2,500.

4 Remuneration of other employees

- 4.1 The pay spine used by the Council is locally agreed and any cost of living, as agreed by the NJC national pay bargaining process, 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.
- 4.2 All posts are evaluated using the Inbucon evaluation scheme.
Apprentices are paid above the statutory minimum National Apprenticeship Wage.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 Business Mileage costs are aligned to the HMRC benchmark Rates.
- 4.7 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).

Appendix 1.

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 £24,311. 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 organisation's 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 of 30 January 2025, the Council's full time equivalent **Median Pay**, was £30,051 (equating to spinal column point 17 on the Council's pay scale).

6.3 **Pay Ratio** The ratio of pay of the top earner in 2025/26, Chief Executive Officer, and that of the median earner is 1 to 4.75. It is the Council's policy that the salary of the CEO 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 rate 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.

Appendix 1.

- 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 2026.
- 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 2027/28 and will be submitted to Full Council for approval by 31 March 2027.
- 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 2026
Related Legislation	Localism Act 2011
Replaces	Pay Policy Statement 2025/2026
Policy Author	Leanne Harfield, Head of HR
Applies to	All employees of Huntingdonshire District Council

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