

NORTHAMPTON BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Your attendance is requested at a meeting to be held at
The Jeffrey Room, St. Giles Square, Northampton, NN1 1DE.
on Tuesday, 26 March 2013
at 6:00 pm.

**D Kennedy
Chief Executive**

AGENDA

- 1. Apologies**
- 2. Minutes**
To approve the minutes of the meeting held on 29 January 2013 (copy herewith).
- 3. Declarations of Interest**
- 4. Deputations / Public Addresses**
- 5. Matters of Urgency which by reason of special circumstances the chair is of the opinion should be considered**
- 6. Revised Terms and Conditions of Service for Craft Employees**
- 7. Exclusion of Public and Press**

THE CHAIR TO MOVE:

“THAT THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THERE IS LIKELY TO BE DISCLOSURE TO THEM OF SUCH CATEGORIES OF EXEMPT INFORMATION AS DEFINED BY SECTION 100(1) OF THE LOCAL GOVERNMENT ACT 1972 AS LISTED AGAINST SUCH ITEMS OF BUSINESS BY REFERENCE TO THE APPROPRIATE PARAGRAPH OF SCHEDULE 12A TO SUCH ACT.”

Public Participation

Members of the public may address the Committee on any non-procedural matter listed on this agenda. Addresses shall not last longer than three minutes. Committee members may then ask questions of the speaker. No prior notice is required prior to the commencement of the meeting of a request to address the Committee.

NORTHAMPTON BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Tuesday, 29 January 2013

PRESENT: Councillor Patel (Chair); Councillor Parekh (Deputy Chair);
Councillors Aziz, Beardsworth, Begum, I. Choudary, Golby and
Oldham.

1. APOLOGIES

There were no apologies.

2. MINUTES

The minutes of the meeting held on 11 September 2012 were approved and signed by the Chair.

3. DECLARATIONS OF INTEREST

There were none.

4. DEPUTATIONS / PUBLIC ADDRESSES

There were none.

5. MATTERS OF URGENCY WHICH BY REASON OF SPECIAL CIRCUMSTANCES THE CHAIR IS OF THE OPINION SHOULD BE CONSIDERED

There were none.

6. REVISED EMPLOYMENT POLICIES OF COUNCIL EMPLOYEES

The Head of Business Change presented a report proposing changes to employment policies affecting payments and benefits (essential car user allowances, the payment of professional fees and the introduction of car parking charges) for Council employees in order to achieve the savings target set for the salaries budget. The effects of the proposals were set out in the report, which also contained a full impact assessment.

Negotiations with recognised trade unions had taken place between November 2012 and January 2013 and the final proposals had been discussed at a meeting with the trade unions on 22 January 2013. It was noted that the trade unions were not minded to accept the proposals. The trade unions accepted that management had undertaken minimal consultation on the proposals and the trade unions would be balloting their members for their views.

In answer to Members' questions the Chief Executive and the Head of Business Change provided information, as summarised below:

- The proposed changes were not contractual ones;
- The removal of essential car users' allowance would achieve the savings required to the staff budget in 2013/14;
- Discussions would continue in 2013/14 regarding the introduction of car parking charges. The charges currently proposed provided discounted parking for employees;
- There had been minimal feedback on the proposal to remove the payment of professional fees for employees. Some local authorities had already taken this action and there had been no resulting impact on those local authorities. If employees paid their own professional fees they could claim this against tax;
- Essential car users would be re-designated as casual users who were required to have their cars available for work. They would continue to receive mileage allowances, which would be paid at the APAX rates, i.e. actual reimbursement of miles travelled without tax being required to be paid on the mileage. Lump sum payments for cars are believed to have been introduced around 1948, when few people had cars but were now considered to be an anachronism. Few concerns had been raised on this issue at the current time;
- The provision of electric cars for Council use had been considered but was not a feasible option at this time. The situation would continue to be looked into;
- Management had sought to produce proposals which would have as little financial impact as possible on employees and there would be tax advantages for some employees as set out above.

RESOLVED:

1. That the removal of the Essential Car User allowance payment for all employees be approved. Employees who receive this allowance would receive 3 months' notice of its withdrawal as stated in their statement of particulars, with notice being given on the 1 February 2013.
2. That the removal of the payment of Professional Fees for all employees, to be introduced from 1 April 2014. be approved.
3. That it be noted that further work will be undertaken with regard to the introduction of a car parking rate for all staff during 2013/14 with the aim of introducing this from 1 April 2014

7. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Approval was sought for proposed changes to polling districts and polling places in Northampton, as set out in the report, as amended following the results of the consultation on the proposals which had been published on 28 January 2013. The comments received as part of the consultation, plus the Returning Officers' responses to those comments, were tabled at the meeting.

The changes were proposed as a result of the publication of the Local Government Boundary Commission for England's Final Recommendations for County Council Divisions in Northamptonshire, Council's decision on 3 December 2012 to create two

new Parish Councils in the Borough and an evaluation of polling places and stations after the last election. The proposals would reduce the number of polling districts from 135 to 95, the number of polling places by 17 and the number of polling stations by almost 30%. It was also intended to reduce the number of schools used, as they often choose to close fully on polling days, and also to use nursery schools in preference to primary schools.

It was noted that with regard to some of the suggestions made through the consultation, alternative suitable locations had not been identified where respondents had requested that alternative locations be used. Officers would continue to look at potential locations in those areas suggested.

The timing of the Boundary Commission recommendations, the Community Governance Review and the PCC election plus the need to have the new polling districts and stations in place in time for preparations to be made for the County Council elections in May had meant the timescale for producing the report had been tight, hence the tabling of the consultation comments and responses at the meeting.

All Members would be sent copies of maps showing the locations of the new polling districts and polling stations. In addition, polling cards produced for the County Council elections in May would have a sentence on them in red print stating that “your polling station may have changed.”

RESOLVED:

1. That the outcome of the public consultation on the proposals, published on 28 January 2013, be noted.
2. That the proposed changes to the polling districts and polling places within the Borough set out in the report, as amended by the following changes resulting from the public consultation, be agreed in order that preparations can be made for the Northamptonshire County Council election to be conducted on the new county division boundaries:
 - The polling station at Parklands Nursery School and Children’s Centre to remain and be used by electors living in the new polling district of NPLB;
 - The current polling district NKGA not to be combined with polling district NKGB and the polling station to remain as a mobile located in the Pioneer public house car park;
 - The current polling district SNEHC to use a polling station at Blackymore Community Centre, rather than at East Hunsbury Primary School;
 - The new polling district SNEHE to use a polling station at the Abbey Centre, rather than Grangewood Club.
3. That the ability to amend the polling districts, polling places and polling stations as required for operational purposes be delegated to the Returning Officer.

The meeting concluded at 6:25 pm

Appendix 1:

Terms and Conditions
of Service for Craft
Employees



GENERAL PURPOSES COMMITTEE REPORT

Report Title	Revised Terms and Conditions of Service for Craft Employees
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AGENDA STATUS: PUBLIC

Committee Meeting Date:	26/03/13
Directorate:	Resources
Accountable Cabinet Member:	Cllr Botwood

1. Purpose

- 1.1 This report seeks approval for the application of Northampton Borough Council's current pay and conditions of service to employees of the Council covered by the Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book).

2. Recommendations

- 2.1 Approve and adopt the proposals to change conditions of the existing Craft workforce to the NBC conditions of service which were approved by the General Purposes Committee in October 2010, attached at Appendix 1
- 2.2 Delegate to the Chief Executive as the Council's Head of Paid Service the power to take any direct or incidental actions required to implement the revised terms and conditions and any other issues arising from this report.
- 2.3 Approve and adopt the pay protection arrangements of one year to run from 1 May 2013 until 31 April 2014.

3. Issues and Choices

3.1 Report Background

- 3.1.1 In January 2011 the Council implemented a pay and grading structure for all employees of NBC with the exception of those employees employed under Chief Officers' conditions of service and the Craft workers employed under the Joint Negotiating Committee for Local Authority Craft and Associated Employees. The changes were introduced to meet the legal requirement for Equal Pay within the Council's workforce. Equal Pay was achieved for Chief Officer's group some time ago when the Hay job evaluation scheme was introduced.
- 3.1.2 The Craft Unions had negotiated a separate local agreement in 2008 which did not take account of the potential equal pay issues. As it transpired this agreement was not fully implemented as the training provisions proved to be more costly than first anticipated so none of the provisions were implemented and a protected position was maintained. A first attempt to negotiate an equality proofed pay scheme for craft workers in 2011 failed after several months of negotiations and given that other equal pay issues had a higher priority this position remained unchanged.
- 3.1.3 In summer 2012 a risk assessment was undertaken and Counsel's opinion sought on the risk of further equal pay claims using the craft workforce as comparators. Counsel's view was that this all male workforce were being paid at rates of pay which included a consolidated bonus arrangement which represented a high risk.
- 3.1.4 In addition to the equal pay risk, because it had not been possible to identify and/or agree an appropriate training programme/scheme, the earlier agreement had not been implemented as intended and consequently some craft employees were unable to access training to improve their performance and therefore pay. So within the current pay arrangements for the existing workforce there is inequity which needs to be addressed.
- 3.1.5 In Autumn 2012 the Council recommenced negotiations with the intention of reaching agreement to introduce Northampton Borough Council's Pay and Conditions Scheme to the craft workforce and to equality proof their jobs through applying the National Job Evaluation Scheme. These negotiations have been ongoing, again for several months.

3.2 Issues

- 3.2.1 The craft workforce is employed under separate national conditions to the majority of employees who are employed under the National Conditions' of Service for Local Government Services. This meant that the Craft Trade Unions did not accept at a National level that their jobs could be subject to job evaluation and common local conditions. There has been disagreement between the trade unions locally about how jobs would be measured. Job profiles were drawn up and evaluations proposed by the management side members of the local evaluation panel.

3.2.2 One trade union, after consultation with its membership, intends to formally appeal these evaluations. This is within the correct procedure and an appeal panel has been arranged to hear the appeals and determine the final grades and salaries for the craft jobs. The outcomes may not be acceptable to some or all of the trade unions involved in the negotiations.

3.2.3 The craft jobs have been divided into four job groups meaning four different grades, pending appeal these are:

- Tradesman – Grade 4
- Multi task tradesman – Grade 5
- Multi task Electrician – Grade 6
- Multi task Gas installer – Grade 6

There are real benefits to the business to develop as many employees as possible to the multi task level. So in the first year of implementation training will be available (within an affordable plan) to enable employees to progress.

3.2.4 Other aspects of the craft conditions of service also differ from those applying to the rest of NBC workforce including Standby and Call Out and overtime rates which may present obstacles to reaching a collective agreement and trade unions may ballot for industrial action.

3.2.5 It is proposed to offer this workforce the same terms of change as the rest of the workforce that is one year of protected pay. Employees will be entitled to an automatic progression increment in the first April following implementation and then will be subject to the Council's performance progression scheme. Details of the progression scheme for this workforce are likely to be related to productivity and they will be the subject of further consultation with the Unions following implementation.

3.3 Choices (Options)

3.3.1 The Council face a high level of risk through not implementing a pay review, which identifies potential equal pay issues. There is not an option to do nothing, and given the previous failed attempt to reach an agreement with the Craft workforce implementation should happen as soon as it is feasible to do so.

3.3.2 It should be noted that the Council has been in negotiations with the Trade Unions since Autumn 2012. The Council has responded to all the specific points raised by the unions however there is no leeway in the negotiations other than to apply conditions which apply across the rest of the workforce. The Council and the Trade Unions maybe still some way off reaching agreement, although it is still the authority's wish to reach a collective agreement, it may not be possible to do so.

3.3.3 In order to achieve certainty in respect of a date of implementation it is proposed that if the Council fails to reach a collective agreement in March 2013 then the following two step approach be implemented: -

- i) To approach the workforce directly and seek mutual agreement to the new contractual terms. This offer would be time limited two weeks and changes for those accepting the offer will be from 1st May 2013.
- ii) Where agreement cannot be reached to consider implementing the required changes unilaterally through the termination of current contracts and offers for re-engagement on the new terms. A formal 30-day consultation process, compliant within Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended) will be implemented. Consultation responses will be fully considered and, if the Council's decision is to dismiss and offer re-engagement, the council will issue notices of dismissal giving each employee up to 12 weeks' statutory notice.

3.3.4 The trade unions and a number of their members may oppose the approach of termination and offers for re-engagement on the new contract. It may result in industrial action and/or legal action for unfair dismissal by affected staff. However, this approach would ensure implementation on a prescribed date; and would finally remove all of the equal pay issues from the Council.

4. Implications (including financial implications)

4.1 Policy

4.1.1 The proposals do not have an impact on current policy

4.2 Resources and Risk

4.2.1 The financial implications for the change are £43,243 in year 1 and £136,069 in year 2. The resources have been identified from within the HRA there are no costs to the General Fund. These costs may change depending on the outcome of the appeal.

4.2.2 The implementation of the proposals mean that 54% of the workforce are gainers on implementation and 46% are losers. If, during the protected period, employees engage in the training and move to the higher grade the position at the end of the protected period will be up to 82% gainers and 18% losers. Loss levels at that point maybe somewhere between £1000 and £5,500 per annum for some individuals. Appeals and early assessment may bring forward some of the costs indicated as 2014/15 in to the 2013/14 year.

4.3 Legal

4.3.1 The craft workforce represent a body of comparators for equal pay claims and because of the issue of the consolidated bonus arrangements there is a high risk that such claims would be successful.

4.3.2 There may be legal action for unfair dismissal or breach of contract by those employees who do not accept the proposed changes.

4.4 Equality

4.4.1 These proposals are driven by the equal pay issues. No other equality issues are identified.

4.5 Consultees (Internal and External)

4.5.1 Signatory Trade Unions GMB, UCATT, UNISON and UNITE have been consulted. UNISON and UNITE have not chosen to attend meetings although all meeting dates have been notified and documentation has been circulated to Regional and local officials. GMB and UCATT having the greater membership have engaged in the negotiations.

4.5.2 UCATT have the view that job evaluation has not been accepted nationally through Red Book negotiations and therefore should not apply to their members although they have agreed to equality proofing the pay arrangements and they are aware that the only method the Council can use for this is job evaluation. GMB are open to job evaluation and are progressing an appeal with their membership using current procedures.

4.5.3 The Directorate and the Maintenance service have participated in the negotiations to ensure that business issues have been addressed.

4.6 Other Implications

4.6.1 Industrial action may be a consequence of a ballot by the Unions but it is not known what form this might take. A better assessment of this risk may be available when the committee meets and the outcome of the appeals are known.

5. Background Papers

5.1 Appendix 1 indicates the proposed scheme of conditions for the craft work force which mirrors that applicable to the rest of the NBC workforce. Meeting minutes and documentation and communications with the unions are confidential information kept within the HR service.

Catherine Wilson,
Head of Business Change
Ext: 7103



NORTHAMPTON BOROUGH COUNCIL

TERMS AND CONDITIONS OF SERVICE

Craft Employees April 2013

This document, together with the policies and procedures below, overwrites previous Council, Directorate and other service level agreements that refer to the pay and conditions of the Council for employees covered by the JNC for Local Authority Craft and Associated Employees (Red Book)

Additional Procedures:

- Market Supplement Policy
- Pay Progression Policy

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DRAFT

1. PRINCIPLES

1.1 The conditions of service will operate within a set of guiding principles, which will also inform local agreements:

- a) High quality services delivered by a well trained and motivated workforce.
- b) High quality services delivered courteously, timely and efficiently.
- c) Meets the needs of employees at different life stages and supports life long learning and development.
- d) Meets the guiding principles of the National Agreement for equality, quality, flexibility and stable industrial relations.
- e) Improves the recruitment and retention of employees with the right skills, organised in the right ways.
- f) Clear, consistent, simple and easy to administer conditions of service.
- g) Improve aspects of equality and diversity by removing barriers to work and improving representation and opportunities for contribution.
- h) Works within and recognises financial and service constraints.

1.2 Continued compliance with the Code of Practice on Equal Pay will be achieved through annual monitoring on the basis of gender, ethnicity, disability, age and part time and fixed term workers.

2. SCOPE

2.1 This agreement applies to all employees covered by the Joint Negotiating Committee for Local Authority Craft and Associated Employees commonly known as 'The Red Book'.

2.2 Employee groups specifically not covered by this agreement are:

- Chief Executive
- Directors and Heads of Service
- Employees covered by the NJC for Local Government Services

This agreement differs from that applying to 'Green Book' employees insofar as the grading structure is limited to a range of three levels of craft jobs. Any future change in these jobs shall comply with Council's job equality measures and standard grading structure in place at the time.

3. PAY & GRADING

- 3.1 This section of the agreement sets out the Council's arrangements for the pay and grading of posts within the craft sector of the organisation.
- 3.2 The council will continue to apply any cost of living award that is nationally negotiated and agreed by the JNC for Local Authority Craft and Associated Employees (Red Book). The Council's pay spine, including any locally determined spinal column points, will be increased in line with those pay awards agreed nationally. Spinal column points 22 to 37 will be applicable to qualified craft employees.
- 3.3 The Council's Craft worker grading structure is as follows:

JOB TITLE	LEVEL	JE SCORE	GRADE	SALARY RANGE £
Apprentice	Craft 1	N/A	N/A	Trainee Scheme
Single skill trade	Craft 2	394	4	£19621 - £22958
Multi-task trade	Craft 3	440	5	£22598 - £27052
Multi-task Electrician and Gas Fitter	Craft 4	489	6	£27052 - £30851

The three skilled trade roles are equality tested using the NJC scheme applying to other employees of NBC. Apprentice rates will be determined through the Apprentice Training Scheme.

All craft employees are required to have a trade/skill competence suitable for the work for which they are employed. All employees are required to participate in training schemes covering statutory, policy and awareness issues provided by the employer to improve and broaden skills and other competencies.

All employees are encouraged to take jobs from inception to completion ensuring best use is made of all resources, including their time. This will include such tasks as requisitioning materials and plant, pre measuring the work, liaising with supervisory staff and others over the delivery of goods and programming of works.

Employees in the multi task roles are expected to undertake the complimentary works associated with their jobs, as per the table below:

Core Trade	Multi Task Skills
Plumbing	Blockages, Bath Frames, Bath Panels, Splash Backs, Tiling, Shower Panels/Doors, Patch Plastering, Flooring Repair, Ease and Adjust Door, Shower Rails, Painting, Damp Protection, Guttering, Stacks, Drainage, Tank Stands, Immersion Heaters Electrics
Carpentry	Kitchen Plumbing, Patch Plastering, Tiling, Splash Backs, Painting, Damp Protection, Flooring Repair, Renew W.C. Seat, Secure Property Windows and Doors, Locksmith, Fencing, Fascias, Roofing, Fence Posts, Gates, Gate Posts, Loft Hatch Openings
Plastering	Tiling, Painting, Decorating
Brickwork	Fencing, Fence Posts, Plastering, Painting, Ground works, Paving, Gate Posts, Tiling, Damp Protection, Fire Place Openings, Flues
Roofing	Pitched Roof, Flat Roof, Felting, Lead, Pointing, Gutters, Fascias, Brickwork,
Electricians	Core Drilling, Patch Plastering, Pointing, Immersion Heaters, Drain/Refill Cylinders, Basic Plumbing Repairs
Gas	Core Drilling, Patch Plastering, Pointing, Cylinders, Brick Up Openings, Part P Electrics, Make Safe Plumbing, Cold Water Pipework, Hot Water Pipework, Immersion Heaters, Central Htg/Appliance Installations
Any Trade	Full Recognised Qualification in a Secondary Trade

Pay Progression

- 3.4 Pay progression through increments in each grade will be subject to the Pay Progression Policy where the performance requirements of Craft jobs are defined.
- 3.5 For those staff moving up into a new grade, their first incremental pay progression will be from April 2014. Subsequent progression is governed by the Pay Progression Policy

Starting Pay On Appointment

- 3.6 The starting salary for all appointments (new recruits, employees who transfer within the organisation and employees promoted) is the first point of the new grade. In exceptional circumstances the Head of Human Resources will approve a starting salary above the minimum where it is necessary to meet an existing salary and the candidate can

demonstrate a level of skills and experience that is comparable to existing employees who have progressed through the grade. The approval and reason for it will be recorded on the employee's personal file. Starting salaries will form part of the annual equality audit. Employees who transfer (including redundancy transfers) to an equivalent graded post will transfer over on their existing spinal column point. Employees who move to a lower grade post will move to the spinal column point closest to their existing salary. As grades overlap employees who are promoted to the next grade will receive at least one increment above their current salary.

Market Supplements

- 3.7 The new pay arrangements aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. In these circumstances market premiums can be paid in order to attract suitable candidates. The Council's policy on Market Supplements is available on the Intranet.

Grade Progression

- 3.8 Each level in the craft structure is a separately evaluated role. For example, a tradesman and multi-task tradesman each have separate evaluation score which recognises the differences in knowledge and skills that the higher level requires. Recruitment can be directly into any job evaluated level grade as long as the knowledge and skill level requirements are met.

Periods of Notice

- 3.9 Periods of notice for resignations are as follows
- Grades 4 and 5 - 1 Calendar Month
 - Grade6 - 2 Calendar Months

4. Moving Into the New Pay Structure

- 4.1 The principle is to most closely match the former earnings. Employees are designated as trade or multi task trade at the point of assimilations. Employees may appeal the designation at the point of assimilation. During the period of protection opportunities will be provided for employees designated Trade to acquire skills enabling them to move to the multitask grade at the end of the protection yeat.

- Employees whose current annual salary is within the grade range will move across to the spinal column point within the new grade which most closely matches their existing salary.
- Employees whose current annual salary is below the first point of the new grade will be moved to the first point of the new grade
- Employees whose current annual salary is above the top of the appropriate grade will be assimilated at the top of the grade.
- Employees on will move to the performance progression policy from April 2015. An automatic increment will be paid to eligible employees on 1st April 2014.

Protection

- 4.2 The period of protection will be twelve months from 1 April 2013 to 31st March 2014. The earnings level to be protected is that which applies immediately prior to the implementation date, and includes all basic and regular contractual allowances but excludes any casual earnings such as casual overtime, stand-by and call out, temporary acting-up allowances or honoraria (these are replaced by alternate schemes).
- 4.3 If pensionable earnings are reduced as a result of this agreement, employees will be advised to contact the pension help line for further information.

5. STANDARD WORKING AND PAY DEFINITIONS

- 5.1 The standard working week is 37 hours. The working week of individual employees may vary from the standard of 37 hours provided that the individual average over a pre-determined reference period does not exceed that standard working week over the same period.
- 5.2 The period for averaging working hours will be the reference period determined by the Working Time Regulations or such other pre-determined operational period up to a maximum of one year, commencing on the 1st January each year. For starters and leavers the part of the reference period or year actually worked is the period used for averaging the first period of employment.
- 5.3 All employees are covered by the detailed requirements of the Working Time Regulations. These regulations specify the minimum standards with regard to:-
- Unpaid rest breaks and how they must be taken
 - Daily and weekly rest periods
 - Night work
 - Maximum working week.
 - Keeping records

Non-compliance with these regulations *and* the associated Council Collective Agreements is a breach of Health and Safety legislation.

- 5.4 Employees' basic pay is the spinal column point reached on progression and is the basis from which calculations on premium payments will be made. The annual salary is the basic pay plus any shift payment or contractual overtime or Sunday allowance. For the purposes of calculation this is also known as normal pay. Monthly pay is normal annual pay divided by 12.
- 5.5 Normal pay is paid for periods of sickness, holiday and all forms of approved paid leave of absence, maternity leave and redundancy payments.
- 5.6 Excluded from the calculation for normal pay are casual additional hours, overtime payments and irregular non-standard payments such as on-call, standby.
- 5.7 All payments made within the definition of normal pay are pensionable.
- 5.8 For starters and leavers who do not complete a calendar month at the beginning or end of their service, payment is made on the basis of the number of completed hours in that part month at normal pay rate (see 4.4 above).
- 5.9 Working hours not attracting premium payments are defined as hours worked on Monday to Saturday, fixed or varied within a fourteen-hour period set between the hours of 05.00 to 12 midnight. The start and finish times for the fourteen-hour period may be different for different services. *For the craft service these are defined as hours worked Monday to Friday between 8.00am to 6pm and Saturday between 8am and 1.00pm.* A core service time may also be established within the fourteen-hour period or, subject to health and safety considerations, the working day may extend up to the fourteen-hour limit. Hours' ranges apply to Sundays but hours worked on a Sunday as part of a normal working week attracts a payment of x 0.5.
- 5.10 Flexi time is standard working and extends to a fourteen-hour day over five days within which a core attendance time will be fixed and for which no shift payment is made.

6. NON - STANDARD WORKING

Overtime Working

- 6.1 Any overtime arrangements must comply with the requirements of the Working Time Regulations in respect of the maximum working week; daily and weekly rest periods.
- 6.2 Overtime premium rates are payable to employees on or up to SCP 32 within Grade 5 for work over 37 hours per week. This excludes shift workers or ad hoc irregular working where hours average 37 per week over the roster period; excepting when the hours worked exceed the average.
- 6.3 Overtime premium rates are time plus one half for Monday to Saturday and double time on a Sunday. The basis for calculating the hourly rate is the basic salary as defined in section 4.4 above. (Any other forms of payment e.g. shift allowance are excluded from the calculation).

- 6.4 The local arrangement provides for the payment of enhanced overtime rates up to the overtime limits specified (SCP 32 within Grade 5). Locally, and subject to mutual agreement, any overtime worked by employees above or below that limit may be banked (at plain time rates) in accordance with time banking scheme arrangements to be taken as holiday as an alternative to payment.
- 6.5 Overtime payments are in full settlement of the overtime worked and do not attract other forms of premium payments.
- 6.6 New rotas and non-standard working patterns may be agreed with employees and their representatives at local level. Payment rates must stay within the terms of NBC conditions of service unless changes are negotiated centrally to apply across the Council.

Stand By and Call Out

- 6.7 The following are definitions to determine whether employees are eligible for a Standby and/or Call Out Payment.
- a) Standby:**
- Employees who are on rostered standby duty to provide services out of hours;
- or**
- Employees who are on rostered standby duty to provide support, advice and guidance out of hours, where appropriate in liaison with other agencies and services and must
- Remain available at all times during the standby period;
 - Be directly contactable;
 - Remain fit and capable to return to work to undertake duties required;
 - Be immediately available to return to work;
 - Be able to arrive at work within 30 minutes of being notified.
- b) Key Holder**
- Employees who are key holders and are requested to return to work on an ad hoc basis out of hours, if available to do so, to enable access to Council buildings in an emergency.
- c) On-Call**
- Employees requested, on an ad hoc basis, if they are available to do so, to provide direction over the telephone to enable the maintenance of services and systems out of hours in an emergency.
- d) Call Out**
- Employees who are required to return to work as a consequence of being on a standby duty roster or on an ad hoc basis as a key holder or on-call.

- 6.8 Rostered standby requirements will attract allowances separate and additional to basic salary. Key Holder and On-Call duties are not eligible for standby payments.
- 6.9 Overnight standby will be the period from the end of the normal working day to the commencement of the next working day. For standby periods where normal work does not recommence the next day e.g. public holidays or weekends then the standby period will be two sessions per standby period (i.e. 24 hours).
- 6.10 Standby arrangements will be based on the following principles:
- a) Where a formal standby roster is required this will be planned well in advance to minimise disruption to employees.
 - b) Employees on rostered standby duty must adhere to the requirements set out in paragraph 15.12 (a) above.
 - c) Standby payments will not be made to employees not available for work or off sick.
 - d) Formal recording must be maintained for the period of each call out or telephone call and, where required, the completion of call out tasks must be notified to the manager.
 - e) Standby payments will be fully recompensed in respect of an employee:
 - being available to return to work out of hours throughout a period of rostered standby duty.
 - responding to telephone contacts made in respect of a rostered standby duty covering one or more calls amounting to one hour response time.
- 6.11 Standby payments will be £30 per session. A session is the end of the working day until the start of the next working day. Twenty four hours over Saturday, Sunday and Bank holidays will count as two session (12 hours per session). A full week standby including the weekend amounts of nine sessions.
- 6.12 Call Out payments will be made to:
- a) Employees on rostered standby duty who are required to return to work to provide services.
 - b) Employees on rostered standby duty who are required to provide support, advice and guidance out of hours and who do so for response times in excess of one hour.
 - c) Employees who are designated key holders and are called out, out of normal hours.
 - d) Employees on-call responding to an ad hoc approach out of hours for one or more calls in excess of one hour
- 6.13 A minimum payment of two hours at plain time rate will be made for the first call-out. Travel time payment of up to 30 minutes for each call out will be paid. Travel time will be accumulated and paid to the nearest quarter hour (rounding up/down rules).
- 6.14 Payment above the two hour minimum will be based on an employee's basic hourly rate plus 0.5 on Monday to Saturday and double time on Sunday. These rates apply to both part time and full time employees up to SCP 32 within Grade 5. Plain time rates will apply to employees on Grade 6 and above.

- 6.15 Where the time spent at work breaches the statutory unpaid rest period entitlements defined in the Working Time Regulations, the line manager will provide compensatory, unpaid time off.

7 CHANGING WORKING HOURS

- 7.1 Changes to working hours are best mutually agreed with the employee or arrived at by collective agreement. Other changes, which mean the need for the work has ceased or diminished, may involve redundancy and this will need to be discussed within the context of those policies. Achieving changes to working hours or arrangements through mutual consent or collective agreement will maintain morale and gain commitment for the service improvement.

8 RELIEF / CASUAL ARRANGEMENTS

- 8.1 Casual workers are entitled to the evaluated rate for the job unless they are not required to cover the full duties of the job. If this is the case then a casual worker job evaluated rate must be established. The casual worker is entitled to any allowances arising from non-standard working in the same circumstances as an established employee.

9. PUBLIC AND ANNUAL HOLIDAYS

Annual Holidays

- 9.1 All employees are entitled to a minimum of 26 days annual leave (or pro rata thereof) each completed year. This entitlement rises to 31 days per year (or pro rata thereof) after completion of 5 years' service. The holiday year will be from April to March.
- 9.2 If any employee does not take their full entitlement of annual leave it cannot be carried over to the next year unless the Council has prevented the leave from being taken because of work requirements. If this is the case the employee can carry up to five days leave over to the next leave year, with the agreement of the Head of Service. Managers will make sure that employees get proper breaks by monitoring annual leave. The working time regulations require that minimum of 28 days holiday is taken each year (this allowance includes 8 days public holiday).
- 9.3 In exceptional circumstances and with the approval of the Director the Council can buy back up to 5 days holiday from an employee as long as the minimum holiday entitlement has been taken. Payment will be made at the hourly rate of the employee based on a 37-hour week (or pro rata thereof) and will be subject to usual deductions.

- 9.4 Holiday requests should be booked in advance and can only be taken with the approval of managers, in accordance with the needs of the service. Holiday requests will not be unreasonably refused.
- 9.5 Casual workers are entitled to a pro-rata entitlement to annual leave according to the hours worked in any one-month accounting period. The leave must be taken as paid leave on the same arrangements that apply to established employees.
- 9.6 Further rules in respect of annual leave are available on the Council's Intranet or from the Human Resources Team.

Public Holidays

- 9.7 The Council will be closed on the following eight days, so these will be counted as public holidays and a day off for most employees:

- Good Friday
- Easter Monday
- May Day Monday
- Spring Bank Holiday Monday
- August Bank Holiday Monday
- Christmas Day
- Boxing Day
- New Year's Day

Employees required to work on a public or extra statutory day shall, in addition to the normal pay for that day, be paid at plain time for all hours worked within their normal working hours for that day. Alternatively time off with pay shall be allowed as follows:

- Less than half normal hours worked - half day
- More than half normal hours worked - full day

Faith Days

- 9.8 All employees are entitled to a celebration or faith day to allow them to join in their own religious or cultural celebrations. Managers will give automatic approval. Where circumstances allow (i.e. the Council building/service is open or home work is possible) this day can be swapped for one of the Public holidays, alternatively annual leave, TOIL or banked hours can be used.

Banked Hours Scheme

- 9.9 With the agreement of the service manager any *approved* extra hours worked as TOIL or overtime can be saved and "banked" to be taken as time off in the future. Up to five days a year may be banked. This scheme applies to those employees who are unable to work flexi-

time because of service requirements. Taking banked hours is subject to the same terms of approval and carry over as annual leave.

Special Leave Arrangements

9.10 The Council has policies to provide leave in special circumstances. Details on these may be obtained from the Council's Intranet or the Human Resources Team. Schemes are as overleaf: -

- Compassionate/Bereavement Leave
- Dependency/Domestic Leave
- Unpaid Leave
- Pre-retirement special leave
- Interview leave
- Maternity Leave
- Paternity Leave
- Maternity Support Leave
- Parental Leave
- Adoption Leave
- Leave for service in non-regular forces
- Leave for special constables
- Leave for Witness or Jury Service
- Time off for Public Duties
- Attendance on Professional Bodies
- Study Leave

10. CAR ALLOWANCES

10.1 The Council uses the Inland Revenue mileage rate scheme for employees required to use their car on Council business.

12. JOB EVALUATION AND APPEALS

12.1 Craft jobs have been equality tested against the Council job evaluation scheme. The job evaluation score allocated to each level may be appealed by a representative body of the workforce i.e. Trade Union or group of employees. Once a particular level is appealed no further appeals will be considered. If the requirements of the job changes then the job may be submitted for the evaluations to be re-tested.