



East
Northamptonshire
Council

Personnel Sub-Committee 20 July 2015

Staff Benefits Policy

Purpose of report

This report provides an overview of the review of the staff benefits policy.

Attachments

Appendix A – Staff Benefits Policy
Appendix B – Equality Impact Assessment

1.0 Background

- 1.1 In 2012 an audit of the Council's HR policies was undertaken. The following issues were identified:
- There were a lot (over 50)
 - Some were out of date and in old formats
 - There was a considerable amount of repetition
 - It wasn't always easy for staff to know which policy to refer to
 - Some aspects of "policy" were on EUNICE but not actually in a policy format, so were difficult to find and easy to miss
 - Some policies had too much process and procedure within them

2.0 The plan

- 2.1 Having listened to comments from CMT, Members, staff, managers and UNISON, it was agreed by CMT that all of the policies would be reviewed, consolidated and re-issued.
- 2.2 The following actions were identified by HR:
- The number of policies would be reduced
 - All of the content would be checked and updated
 - All of the policies would be put in the new format
 - All aspects of policy would be included in the correct policy format
 - Repetition would be reduced to the bare minimum
 - Policies would be simplified and shortened as much as possible (without endangering their purpose)
 - Procedures and processes would be taken out of the policies (as much as possible), and where necessary would become separate guidance documents that can be updated and improved more easily
- 2.3 In an attempt to make it easier to find the relevant aspect of policy, and in order to reduce repetition, it was agreed by HR and CMT to create 4 new policies:
1. Family and work life balance - agreed by PSC in June 2013
 2. Staff management (including grievances, whistleblowing, capability and disciplinary) – agreed by PSC in October 2013
 3. Recruitment and training – agreed by PSC in June 2014
 4. Staff benefits - attached

3.0 Staff benefits policy

- 3.1 The new recruitment and training policy is attached at Appendix A. It is a collation of a variety of previous policies and documents including:

- Car loan scheme
- Crisis loan scheme (new) – codification of current practice
- Salary Advances (new) – codification of current practice
- Equal pay policy
- Honorariums (new) – codification of current practice
- Gifts and hospitality
- Annual leave entitlement
- Job Evaluation
- Out of hours policy
- Payment of TOIL and overtime (new) – codification of current practice
- Purchasing annual leave
- Reward and recognition scheme
- Expenses (new) – codification of current practice, to include car allowances
- Continuous service (new) – codification of current practice and rules

3.2 This policy includes some areas, such as payment of expenses and overtime, where general practices already existed but had never been written down. In these areas the documentation or codification of these rules makes it clearer for all staff and managers to understand what the rules and expectations are.

3.3 This policy has been out for consultation with staff (via Xchange) and UNISON, and has been agreed by CMT.

4.0 Financial implications

4.1 There are no direct financial implications of this policy.

5.0 Legal implications

5.1 The implementation of this policy will help to ensure that ENC is meeting its legal obligations.

6.0 Risk implications

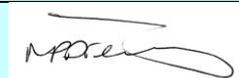
6.1 The review of this policy should reduce risks of legal challenge and is an outstanding audit requirement.

7.0 Equality implications

7.1 An equality impact assessment was conducted as part of the review (see Appendix B).

8.0 Recommendations

8.1 The Sub-Committee is recommended to approve this policy.

Legal	Power: Local Government Act 1972				
	Other considerations:				
Background Papers: None					
Person Originating Report: Aime Armstrong – HR Manager ☎ (01832) 742214 ✉ aarmstrong@east-northamptonshire.gov.uk					
Date: 13 May 2015					
CFO 09.07.2015		DMO 09.07.2015		CX	