



Personnel Sub-Committee

Minutes of a meeting held on 22 March 2011 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)

Wendy Brackenbury
Philip Hardcastle
Sylvia Hughes

David Oliver
Katy Everitt
Aime Armstrong
Keith Osborne

Chief Executive (DO)
Head of Resources and Organisational Development (KE)
Human Resources Manager (AA)
Democratic Services Manager (KO)

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 1 February 2011 were approved.

2.0 APOLOGIES FOR ABSENCE

2.1 Councillor Steven North (Leader of the council) sent his apologies.

3.0 DECLARATIONS OF INTEREST/QUESTIONS

3.1 There were no declarations by, or questions from, members.

4.0 XCHANGE

4.1 Members received and noted the minutes of the Xchange Group held on 18 January 2011.

5.0 WORKFORCE INFORMATION

5.1 The sub-committee reviewed data about staff sickness, turnover and the number of staff employed. It noted that total sickness levels were now below the private sector average and considerably below the public sector average.

5.2 It was reported that the information would be sent electronically to all other councillors.

KO

6.0 ESTABLISHMENT UPDATE

- 6.1 The sub-committee received a report on savings arising from holding posts vacant and the management restructuring in 2010. The contents were noted. .
- 6.2 Members agreed that Aime Armstrong and Rosanne Fleming would review the format and content of the report to remove historical data that was no longer relevant and produce a revised version for future meetings..

**AA/
RF**

7.0 NATIONAL PAY AWARD UPDATE

- 7.1 The sub-committee was advised that the option of a pay freeze for those earning over £21,000 and a £250 pay rise for those below that figure had been communicated to staff. The offer had been accepted by UNISON and would be implemented from 1 April.
- 7.2 Members endorsed the action taken.

8.0 BROADBAND ALLOWANCES

- 8.1 Members were advised of the steps taken to remove broadband payments to staff. These allowances were initially introduced where dial up services had been insufficient, or officers had no home internet access for personal use. However, some 95% of households who had access to the internet now connected via broadband. CMT had therefore decided it was no longer appropriate to pay the allowance and, with effect from 1 April 2011, broadband reimbursement would no longer be paid to any members of staff.
- 8.2 A saving of £5,591 would be made.

9.0 OUT OF HOURS POLICY

- 9.1 Consideration was given to a new out of hours policy, to replace the current varied arrangements in place. This followed the outcome of a project group set up to review stand by and call out arrangements across the council and identify future options for these arrangements which were cost effective, fit for purpose and consistent.
- 9.2 The new policy set a rate of £70.50 for any member of staff responding to an out of hours incident, including ICT and Building Control. The 'on call' period for Environmental Services had been identified as Friday, Saturday, Sunday and any bank or statutory holidays. In these circumstances, named officers on a rota would be paid the above daily rate regardless of whether they were called out.
- 9.3 Extensive consultation had taken place with affected staff and agreement reached with UNISON. The new arrangements would generate savings of some £15,000 per annum.

RESOLVED:

That the new Out of Hours policy (as set out in appendix 1 to these minutes) be approved and implemented from 1 April 2011.

AA

(Reason - to reduce costs and have a fair and consistent policy applied across the council.)

10.0 QUALIFICATION PAYMENTS

- 10.1 The sub-committee considered changes to the current policy relating to staff qualification courses. It was proposed that the council would no longer automatically fully fund an approved qualification course. Instead, the Head of Service, with their line manager, would decide whether the course would be fully funded, or whether a contribution (in time and/or money) would be made towards it, or whether no contribution would be made. An interest free loan may be made to help meet course fees if not fully funded.
- 10.2 It was also proposed that employees who left the council during or within two years of completing a course, would be required to repay fees – or a proportion thereof – even if they joined another council. At present, the repayment provisions only applied if employees left to work outside local government.
- 10.3 The changes would only apply to staff having a qualification course approved after 1 April 2011.

RESOLVED:

That the amended policy relating to payments for staff qualifications (as set out in appendix 2 to these minutes) be approved.

AA

(Reason - to save the council money whilst ensuring staff are supported in their development.)

11.0 CREATING ENC APPRENTICESHIPS

- 11.1 Authority was sought to create a new East Northamptonshire Council (ENC) apprenticeship scheme. Two potential posts had been identified – one in customer services and the other in IT. The HR Manager had been working with the National Apprenticeship Scheme to set up the two apprenticeships. A pay scheme for apprentices was currently being negotiated with UNISON but the total would be within the approved budget. The training costs of the apprenticeship framework would be paid for directly by the government.
- 11.2 It was hoped that the two apprentices would be in post in April 2011.

RESOLVED:

That approval be given to the creation of an ENC apprenticeship scheme.

AA

(Reason – to reduce costs and provide training opportunities for local residents.)

12.0 URGENT ITEM – SECTION 100B(4)(b), LOCAL GOVERNMENT ACT 1972

- 12.1 The chairman announced that he had agreed to an additional, urgent item on payroll arrangements because of the need to address the matter in the current cycle of meetings and ensure that arrangements were in place as quickly as possible.

13.0 PAYROLL ARRANGEMENTS

- 13.1 The HR Manager reported that the Payroll Officer was leaving the council and this now provided the opportunity for the payroll function to be examined with a

view to introducing a different approach and achieve savings in due course. **AA**
Various options had been considered and the proposed solution was to enter into a shared service arrangement with Corby Borough Council, building on the EnCor shared finance service. It had not been possible to prepare a detailed paper for the sub-committee's consideration but it was proposed that this be submitted to the Policy and Resources Committee on 11 April. Members concurred with this suggestion.

14.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

15.1 UPDATE ON STAFF PROPOSAL

15.1 Further to minute 10.1 of the last meeting, the Head of Resources and OD reported that consultation was taking place with affected postholders.

16.0 STAFF PROPOSALS

16.1 Proposal SP3

RESOLVED:

That formal consultation be commenced about possible changes relating to the staffing proposal at agenda item 14 and a further report be made to the sub-committee in due course. **KE**

16.2 Proposal SP4

RESOLVED:

That formal consultation be commenced about possible changes relating to the staffing proposal at agenda item 15 and a further report be made to the sub-committee in due course. **KE**

16.3 Proposal SP5

RESOLVED:

That formal consultation be commenced about possible changes relating to the staffing proposal at agenda item 16 and a further report be made to the sub-committee in due course. **KE/
TW**

17.0 CHAIRMAN'S REMARKS

17.1 The chairman thanked the officers and members of the sub-committee for their work over the last 12 months.

Chairman



East
Northamptonshire
Council

Out of hours policy



Ensuring a consistent approach to
stand by and callouts.

Document Version Control

Author (Post holder title)	HR Advisor
Type of document (strategy/policy/procedure)	Policy and Procedure
Version Number	0.1
Document File Name	Out of Hours Policy and Procedure
Issue date	
Approval date and by who (SMT / committee)	
Document held by (name/section)	Organisational Development
For internal publication only or external also?	Internal only
Document stored on Council website or Eunice?	Eunice
Next review date	

Change History

Issue	Date	Comments
0.1	19/11/08	

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
CMT	
XChange	
Unison	
Personnel Sub-Committee	
Individuals	

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Links to other documents

Document	Link

Additional Comments to note

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1.0 Introduction

1.1. This Policy and Procedure sets out how East Northamptonshire Council will manage call outs that fall outside of normal office hours.

1.2. It does not cover emergency incidents when the emergency plan is activated.

2.0 Statement of Intent

2.1. This policy and procedure outlines the Council's approach to managing an out of hours service to:

- Ensure employees are able to respond to incidents which, due to their nature, cannot wait until the next working day
- Ensure payments made for undertaking out of hours work are applied consistently and fairly across the Council.

3.0 Scope

3.1. This policy and procedure generally applies to certain employees within Environmental Services, Building Control and ICT services, other services may be included due to operational need.

4.0 Outcomes

4.1. The outcomes to be delivered by this policy and procedure and the links to the Council's corporate outcomes are as follows:

Policy and procedure outcomes	Links to corporate outcomes
<ul style="list-style-type: none">• Fairness and consistency in applying Out of Hours payment• Ensure customer and Council needs are met at all times• Ensure compliance with the Working Time Directive• Ensure compliance with statutory obligations	<ul style="list-style-type: none">• Effective Management• Members and staff with the right knowledge, skills and behaviours

5.0 Out of Hours Night Service

- 5.1 The Council has a “first filter” arrangement that covers all Council services. This is accessed through a telephone number given out by the Council switchboard outside of normal working hours.
- 5.2 The first filter facility work to scripts provided by the Council and sets out the parameters for escalating out of hour incidents to the relevant duty officer.
- 5.3 This service operates whenever the Council offices are closed.
- 5.4 Managers are responsible for ensuring that the Out of Hours service has accurate names and telephone numbers for their employees who are on call out rotas and lists.
- 5.5 Heads of service will maintain an on call rota when it is necessary to ensure a response from the Council.
- 5.6 If a call is received via the 'first filter' arrangement at a time when there is no on call rota in place, attempts will be made to find an available employee to deal with the matter.
- 5.7 When an employee is 'on call', they must be fit for work, contactable and prepared to deal with or attend an incident.
- 5.8 If an employee is contacted when they are not 'on call' then they are not required to deal with the matter if they are unavailable or not suitably fit for work.
- 5.9 The requirement to be included in the 'on call' rota will be included in job descriptions and employment contracts.
- 5.10 It is the responsibility of the Head of Service to ensure that the 'first filter' organisation have up to date contact numbers.
- 5.11 Heads of Service are responsible for ensuring that staff are aware of, and adhere to, the Lone Working Policy.

6.0 Payments and Time off in Lieu

- 6.1 A corporate approach has been adopted across the Council regarding payments and has been broken down into 2 payments: on call and call out.
- 6.2 When an employee is on call, a payment of £70.50 will be made to the employee for each 24 hour period they are on call irrespective of whether the employee is called out or not.
- 6.3 If an employee deals with a significant incident or situation when they are not on call they will receive a call out payment of £70.50.
- 6.4 These payments will be reviewed annually by the Corporate Management Team.
- 6.5 Claims for payments should be completed monthly (Annexe 1), authorised by the Head of Service and forwarded to Payroll by the 10th of the month.
- 6.6 Time off in lieu will be given for time spent dealing with incidents or situations that

occur out of hours in accordance with the National Agreement on Pay and Conditions of Service (the green book). This time will be agreed with the Head of Service and recorded on the individuals time sheet.

7.0 Working Hours

7.1 Where an employee is called out to undertake work, care must be taken that appropriate breaks are taken and that the employee does not exceed the Working Time Regulations. This will be covered by the use of toil as appropriate.

8.0 Environmental Services

8.1 Environmental Services out of hours service covers the following:

- Response to significant environmental health issues, incidents and complaints;
- Programmed out of hours complaint investigation visits;
- Requests for assistance from emergency services.

8.2 The 'on call' period has been identified as Friday, Saturday and Sunday evenings/nights and any Bank and Statutory Holidays.

8.3 A list of officers who have volunteered, if able, to respond to major critical incidents that occur Monday to Thursday will be held by the Out of Hours Service.

9.0 Building Control

9.1 Building Control Officers are required to be available to deal with dangerous structures.

9.2 Generally call outs for this service are rare, if a call out is made a payment of £70.50 will be made.

9.3 If there is a severe weather warning with risks to buildings due to high winds an on call cover may be applied. The Head of Planning Services with the Building Control Manager will be responsible for identifying high risk periods.

10.0 ICT Services

10.1 The payment arrangement applies to members of the technical team who are notified if there is a problem that needs to be rectified as a matter of urgency due to operational requirements out of hours. The Head of ICT will authorise this payment.

10.2 The on call arrangement will apply where out of hours support is likely to be required, for example, if Wellingborough Borough Council is open when East Northamptonshire Council is closed over Christmas and ICT staff are required to be on stand by.

11.0 Monitoring of Policy and Procedure

11.1 This policy and procedure will be reviewed once every 3 years except for the first year when a review will be undertaken after 12 months.



ANNEXE 1

Please return to payroll by the 10th of the month for payment to be paid the following month

ON CALL/CALL OUT CLAIM FORM

MONTH.....

NAME.....

PAYROLL NUMBER...9../.....

Nature of Call Out: (brief detail please)

		For Payroll Use Only		
Days worked	Date	Code 79*	Code 67*	Code 36*
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Bank holiday's				
Total	-----			

I hereby certify that the duties shown above have been carried out.

Signed.....	Date.....
-------------	-----------

General Ledger code: [] [] [] [] [] [] [] [] / [] [] [] [] [] []

Name	
Authorised	Date

APPENDIX 2 – QUALIFICATIONS

Scheme of Financial Assistance (Qualification Courses) To be read in conjunction with Development and Training Policy

- 1.1 All employees attending an approved qualification course will receive their normal salary. Where the course takes place outside of the employees normal working hours no additional salary or wage payments will be made neither will time off in lieu be given. For example if an employee undertakes a Masters degree which requires attendance two evenings a week at University, the employee will not be given any overtime payments, or time off in lieu for attendance at their course.
- 1.2 The Head of Service in consultation with their line manager will decide whether:
 1. The Council will fully fund the course
 2. The Council will make a contribution (either in time and/or money) towards the cost of the course
 3. The Council will make no contribution
- 1.3 When making this decision various factors will be taken into consideration including:
 1. The cost of the qualification course
 2. The operational requirement for the qualification
 3. The amount of funding previously made to the applicant
- 1.4 An interest free study loan may be made to help meet course fees if not fully funded.
- 1.5 The loan will be repayable by equal monthly instalments, deducted from the officer's salary and these shall commence in the first full month after the advance has been made (i.e. if an advance is made on the 2nd April, the first instalment will be due from May's salary).
- 1.6 If the value of the loan is in excess of £5000 per year it becomes a taxable benefit. The Payroll Officer will be able to provide further information
- 1.7 Employee's entitlement to their loan under the scheme shall terminate and any balance outstanding shall become immediately due;
 - a) if they fail to comply with any aspect of the scheme
 - b) on cessation of their employment with the Council
 - c) if they become bankrupt
 - d) if any instalment or part thereof remains unpaid for 14 days for more
 - e) if they discontinue with the course without valid reason
- 1.8 In the event of redundancy an individual agreement will be reached for repayment of the loan.
- 1.9 Applications for an interest free study loan should be made on the form at Appendix 3.
- 1.10 An employee leaving the council during, or within 2 years of completing a course, will be required to repay fees paid by the council in accordance with section 11 of the policy.



EAST NORTHAMPTONSHIRE COUNCIL

Application for Training - Qualification Courses

• YOUR DETAILS

Name: _____

Post No: _____ Post Title: _____

Service Area: _____

• COURSE DETAILS

Course Title: _____

Name and Address of College/Institute: *(in full ie no initials)* _____

Length of Course: _____ Academic Year: _____

- Day Release Evening Day/Evening
 Other* *if "Other", please specify _____

• EXPENSES

Course Fees	£	Exam Fees	£	Travelling Expenses	£
Subsistence	£	Books etc	£	Student Membership*	£

* If student membership of a professional body is a pre-requisite to taking the course.

Signature of Applicant : _____ Date: _____

**Please attach a photocopy of supporting information to this form.
Please DO NOT attach booking form – it is your own responsibility to book the course.**

• AUTHORISATION

Head of Service

I confirm that the above training has been identified on the employees personal development plan and is in line with corporate objectives.

The Council will fully fund, partially fund, not fund (delete as applicable) the course.
If partially funded please state the amount the Council will contribute

Signed: _____ Date: _____

Organisational Development

Signed: _____ Date: _____

**EAST NORTHAMPTONSHIRE COUNCIL
POST ENTRY TRAINING
Form of Undertaking for Financial Assistance**

Name: _____

Post No: _____ **Post Title:** _____

Examination: _____

Stage: _____

1. In consideration of East Northamptonshire Council granting to me financial assistance in respect of a course of study for the purpose of preparing for the above examination and in accordance with paragraph 5 of the National Joint Council for Local Authorities' Administrative, Professional, Technical and Clerical Services Scheme of Conditions of Service applying for the time being, I hereby undertake and agree that
 - (a) If I do at any time during the period of the said course and the period of two years immediately following the sitting of the said examination, leave the service of the Council, either voluntarily or by dismissal I will forthwith on demand, refund to the Council the total amount of financial assistance (including fees paid on my behalf direct to the educational institution) granted to me as aforesaid by the Council or such percentage thereof as may be specified.
 - (b) I authorise the Council to deduct the total amount of the said financial assistance from any salary which may be owing to me.

2. I further agree that, if at any time during the period of the course in respect of which I am granted financial assistance as aforesaid, I do not sit for an examination within a reasonable period, or fail to show satisfactory progress in my studies, or discontinue the course without valid reason, I will refund on demand to the Council the whole or part of the financial assistance granted as may be determined by the Council.

Signed: _____

In the presence of:

Witness: _____

Address: _____

_____ **Post Code:** _____

Occupation: _____



On completion of this form please forward this with the approved Application for Training to Human Resources

Study Loan Application

Name:

Post Number:

Job Title:

Particulars of qualification

Course Title

Name and Address of College/Institution

Length of Course

Cost of course

Details of Loan

Have you any existing loan with ENC (including car loan) Y/N

Amount of loan required: £

Period of repayment: months

I have read and I am willing to accept and abide by the conditions contained in the Scheme of Financial Assistance (Qualification Courses)

I authorise East Northamptonshire Council to make deductions from my salary as repayment of this loan. In the event that my employment with the Council ends before the loan is repaid, then I authorise the Council to deduct the balance from my final salary payment.

Signed: Date:

Approval of Head of Service
I confirm that this application is approved and that the details contained in their application are to the best of my knowledge correct.

Head of Service Signature:

Date: