



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

DATE:	Monday, 24 February 2020
TIME:	7.30 pm
VENUE:	Council Chamber - Council Offices, Thorpe Road, Weeley, CO16 9AJ

MEMBERSHIP:

Councillor Chapman (Chairman)	Councillor Clifton
Councillor Griffiths (Vice-Chairman)	Councillor S Honeywood
Councillor Broderick	Councillor Morrison
Councillor Calver	Councillor M Stephenson
Councillor Chittock	

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Meeting papers can be provided, on request, in large print, in Braille, or on disc, tape, or in other languages.

For further details and general enquiries about this meeting, contact Katie Sullivan on 01255686585.

DATE OF PUBLICATION: Thursday, 13 February 2020

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Last Meeting (Pages 1 - 8)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on 23 October 2019.

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests or Personal Interest, and the nature of it, in relation to any item on the agenda.

4 Questions on Notice pursuant to Council Procedure Rule 38

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District **and** which falls within the terms of reference of the Committee.

5 Senior Restructuring - Verbal Update

The Committee will receive a brief verbal update on the processes and timetable for the Senior Restructuring process, following the retirement of the Deputy Chief Executive.

6 Report of the Head of Finance, Revenues and Benefits & Section 151 Officer - A.1 - Formal Confirmation of Council Tax Amounts for 2020/21 following the Notification of the Precepts from the Major Precepting Authorities (Pages 9 - 14)

To seek confirmation of the final Council Tax amounts for 2020/21 including the precepts issued for 2020/21 by Essex County Council, Essex Police and Essex Fire & Rescue Services.

7 Report of the Head of People, Performance and Projects - A.2 - Pay Policy Statement 2020/21 and Pay Assimilation (Pages 15 - 28)

To submit the annual Pay Policy Statement 2020/21 in accordance with Section 38(1) of the Localism Act 2011.

8 Report of the Head of People, Performance and Projects - A.3 - Employee Engagement and Health & Well-being Update Report (Pages 29 - 34)

To update the Committee on the Council's current activities that relate to Employee Engagement and Health & Well-being.

9 Report of the Head of People, Performance and Projects - A.4 - Staffing Statistics (Pages 35 - 42)

To provide Councillors with an overview of the current staffing statistics, including staff numbers, gender, age, ethnicity and disability profiles.

10 Report of the Head of People, Performance and Projects - A.5 - The Parental Bereavement (Leave and Pay) Act 2018 (Pages 43 - 46)

To update the Committee on The Parental Bereavement (Leave and Pay) Act 2018 which comes into effect on 6th April 2020.

11 Exclusion of Press and Public

The Committee is asked to consider the following resolution:

“That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 12 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.”

12 Exempt Minute of the Meeting of the Human Resources and Council Tax Committee held on 23 October 2019 (Pages 47 - 48)

To confirm and sign as a correct record the exempt minute of the meeting of the Committee held on 23 October 2019.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee is to be held in the Council Offices, Thorpe Road, Weeley, CO16 9AJ at 7.30 pm on Wednesday, 1 April 2020.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

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Your calmness and assistance is greatly appreciated.

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES AND COUNCIL TAX
COMMITTEE,
HELD ON WEDNESDAY, 23RD OCTOBER, 2019 AT 7.30 PM
IN THE COUNCIL CHAMBER - COUNCIL OFFICES, THORPE ROAD, WEELEY,
CO16 9AJ**

Present:	Councillors Chapman (Chairman), Griffiths (Vice-Chairman), Amos, Calver, Clifton, King, Morrison and M Stephenson
In Attendance:	Martyn Knappett (Deputy Chief Executive (Corporate Services)), Anastasia Simpson (Head of People, Performance and Projects), Carol Magnus (Organisational Development Manager), Ian Ford (Committee Services Manager & Deputy Monitoring Officer), Katie Wilkins (Human Resources and Business Manager) and Leanne Thornton (Safer Communities Manager)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Broderick (with Councillor King substituting), Chittock (with no substitute) and S Honeywood (with Councillor Amos substituting).

2. MINUTES OF THE LAST MEETING

It was moved by Councillor Griffiths, seconded by Councillor Amos and:-

RESOLVED that the minutes of the meeting of the Human Resources and Council Tax Committee, held on Wednesday 20 February 2019, be approved as a correct record and be signed by the Chairman.

3. DECLARATIONS OF INTEREST

For the record and as a point of information, Councillor Griffiths reminded the Committee that he was a member of the GMB union and a Shop Steward but not at Tendring District Council.

4. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

There were none on this occasion.

5. APPRENTICESHIPS AND CAREER TRACK

The Committee received a verbal update from the Organisational Development Manager (Carol Magnus) regarding Apprenticeships and Career Track. The information presented to the Committee included apprenticeship statistics, learning programmes, marketing and promotional activities, recent external appraisals and detail of apprentices that had secured permanent employment or had gone on to university following the completion of their learning programme.

Members raised questions which were responded to by the Organisational Development Manager, as appropriate.

The Committee noted the foregoing.

**6. REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES) - A.1 -
LEARNING AND DEVELOPMENT AND INVESTORS IN PEOPLE UPDATE**

There was submitted a report by the Deputy Chief Executive (Corporate Services) (A.1) presented to the Committee by the Organisational Development Manager (Carol Magnus) which provided it with an update on Learning and Development activity during 2018/19 and the Investors in People Gold Assessment.

Learning and Development Activity

It was reported that throughout the financial year 2018/19 a number of new courses had been centrally organised as part of the Organisation Development function. One of the main areas for attention had been that of giving more junior or less experienced staff skills training on note-taking, report writing and handling conflict.

Priorities during this period had included increasing the Authority's understanding of, and support for, mental health related issues which had culminated in the organisation signing the Time To Change Pledge in January 2019. A significant focus had been on preparing staff to work more flexibly and with greater autonomy. Two programmes had been key to this: InDependence and Managing Remote Teams. All courses had been delivered by external providers working very closely with the Organisational Development Manager and the HR Operations Manager on design, development and content. The InDependence programme had been designed and developed by the Organisational Development Manager with input from an organisation psychologist. The workshops had then been delivered by a team of six internal managers who had been trained in how to deliver the programme. Initial feedback reaction to this programme had been positive and a further evaluation was being developed to assess how the learning had enhanced practice within the workplace.

The Committee was also made aware that the staff sponsorship programme continued to be well-used and the principle of 'grow our own' was well-established. Currently there were two staff studying a degree to become planners, one was undertaking a degree in IT. All staff in receipt of sponsorships were meeting or exceeding the minimum requirements of their course and a number were on target to achieve distinctions. Recently three staff had completed degrees and all had gained a First. Those subjects were Environmental Health, Planning and Building Surveying.

In addition, via the new Apprenticeship route five staff were currently undertaking degrees - one in Management, two in Building Surveying and two in IT.

Members noted that additional development of staff for their specific technical areas of expertise as part of ongoing continuous professional development was identified and organised by their respective departmental managers.

In addition, the organisation's e-learning platform had been completely re-designed and updated. A 'soft' roll out was currently underway.

Investors in People

Members recalled that in December 2015 the Council had been assessed against the Investor in People Gold standard and had achieved IIP Gold accreditation. Since that time the Council had had to undertake a process of moving across from the Generation 5 to Generation 6 IIP standards. That process had included a review of the benchmarking evidence and the new standards and award process were substantially different.

In summary the new standard was as follows:

- (1) High Performing;
- (2) Advanced;
- (3) Established; and
- (4) Developed.

The Committee was made aware that the Council needed to ensure that the majority of evidence presented as part of the Re-Assessment process was in the Advanced category in order to maintain Gold Status.

Members were informed that in December 2018 the Council had been formally assessed against the new Standards. This had been a more exacting process than the previous system as it included not only interviews but also results from an all staff survey.

In Spring 2019 it had been confirmed that this Council had retained its Gold Status. This was an excellent achievement against a tough benchmark and was a demonstrable sign that the Council continued to develop and support its staff at all levels. The Council had then received a report on the findings. This had been extremely positive overall and on 26th March 2019 the Leader of the Council had announced at Cabinet that the organisation had been assessed and had retained its Gold Award.

The Committee was informed that as with any good report it had also provided recommendations for next steps, many of which were already in hand. They included:-

- *Further work to develop great leaders, e.g. aspiring leaders and 3rd /4th tier managers*
- *Address slippage in 1:1s and team meetings*
- *Staying ahead of the change curve having a clear vision for economic growth and prosperity*
- *Consider another IIP survey in December 2019 to confirm improvements and outcomes, following Transformation*
- *Embed succession planning at Tier 1 and 2 levels*
- *Develop communications plan for all Council activities*
- *Celebrating achievements and PR*
- *Make the most of every possible opportunity regarding the Transformation Programme work streams – people, channel shift, digitisation, accommodation*
- *Continually review how the organisation recognises and rewards people.*

Members raised questions which were responded to by the Head of People, Performance and Projects (Anastasia Simpson) and the Organisational Development Manager (Carol Magnus).

Having considered the contents of the report:-

It was moved by Councillor Calver, seconded by Councillor Griffiths and:-

RESOLVED, that the contents of the report be noted, with the Committee's thanks and appreciation.

7. **REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES) - A.2 - STAFF HANDBOOK**

There was submitted a report by the Deputy Chief Executive (Corporate Services) (A.2), presented to the Committee by the Head of People, Performance and Projects (Anastasia Simpson) which informed it that a number of minor amendments had been made to the Staff Handbook in order to reflect structural changes within the organisation and to incorporate updates to other key corporate policies and legislation.

Members were informed that the purpose of the Staff Handbook was to provide an employee with a guide to both the Council and the terms and conditions affecting their contract of employment. It comprised five main parts:

- Terms and Conditions
- Remuneration and Benefits
- Core Policies and Procedures
- Policies and Guidelines
- Career Development

It was felt that the updated Staff Handbook would ensure that the Council maintained its high standard of employment practices and remains an employer of choice.

The Committee was advised that though the production and upkeep of the Staff Handbook was delegated to the Head of People, Performance & Projects in conjunction with the Deputy Chief Executive it had been considered that the new Members of the Committee might find the presentation of this document useful, in terms of their introduction to staffing matters within the Council. A copy of the Staff Handbook was before Members as an Appendix to the Officer's report.

Members raised questions which were responded by the Deputy Chief Executive (Martyn Knappett) and the Head of People, Performance and Projects (Anastasia Simpson).

Having considered the contents of both the report and the Staff Handbook:-

It was moved by Councillor Griffiths, seconded by Councillor M Stephenson and:-

RESOLVED, that -

- (a) the contents of both the report and the Staff Handbook be noted; and

- (b) in view of the concerns expressed as to hours potentially worked the Head of People, Performance and Projects be requested to review Section 36 (Election Duties) of the Staff Handbook.

8. REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES) - A.3 - SAFEGUARDING POLICY AND PROCEDURES

There was submitted a report by the Deputy Chief Executive (Corporate Services) (A.3) presented to the Committee by the Community Safety Manager (Leanne Thornton) which submitted to the Committee the revised 'Safeguarding Policy and Procedures'.

The Committee was informed that the existing Safeguarding Policy had last been reviewed in November 2017. Since then there had been significant changes across the safeguarding agenda and the Safeguarding Policy and Procedures had therefore been significantly updated in line with the Southend, Essex & Thurrock (SET) Safeguarding Guidelines for both Children and Adults.

In addition at the back of the revised policy there were procedures so staff knew when there was an immediate Safeguarding risk and when the risk was not immediate and also a procedure for allegations against staff. Also included was a new Safeguarding Reporting Form so staff could download the form and send it through for triage if they had a concern but did not want to raise an incident to Essex County Council direct without it being noted internally first.

Members were advised that in reviewing and updating the Policy, it was important that the Council could demonstrate a commitment to how it thought and acted in relation to safeguarding concerns and incidents in the workplace but also ensure that employees were supported when they raised a Safeguarding Concern. By adding in the new reporting form and quick guide all staff and Members should know how and when to raise a concern.

Members raised questions which were responded to by Officers.

Having considered the contents of both the report and the revised Safeguarding Policy and Procedures attached as an appendix to the Officer's report:-

It was moved by Councillor Griffiths, seconded by Councillor M Stephenson and:-

RESOLVED that the Deputy Chief Executive be requested to investigate the appropriateness and practicalities of introducing DBS checks for all Members of Tendring District Council (such as the budgetary and legal ramifications) and that the outcome of such investigations be reported to a future meeting of the Council (having first been submitted to the Standards Committee for its recommendations) for its consideration and determination.

It was then moved by Councillor Griffiths, seconded by Councillor Clifton and:-

RESOLVED that –

- (a) the updated Safeguarding Policy and Procedures be formally adopted; and

- (b) the Head of People, Performance and Projects be authorised to amend the Policy in order to incorporate legislative changes or best practice updates.

9. REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES) - A.4 - STAFFING STATISTICS REPORT

There was submitted a report by the Deputy Chief Executive (Corporate Services) (A.4) presented to the Committee by the Human Resources and Business Manager (Katie Wilkins), which provided the Committee with updated and current staffing statistics including:

- (1) Number of Staff Employed – Full-Time and Part-Time;
- (2) Gender Profile (including Gender Pay Gap figures);
- (3) Age Profile;
- (4) Disability Profile;
- (5) Ethnicity Profile; and
- (6) Sickness Absence (information was included on the management procedures and preventative action taken together with the sources of support available for staff).

Officers responded to questions raised by Members on various topics and where an answer was not immediately available, the Human Resources and Business Manager undertook to respond to Members as soon as possible after the meeting.

Following discussion it was **RESOLVED** that the contents of the report be noted.

10. REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES) - A.5 - HUMAN RESOURCES SUB-COMMITTEE PANEL: APPOINTMENT OF THE NAMED SUB-COMMITTEE MEMBER AND THE NAMED SUBSTITUTE SUB-COMMITTEE MEMBER FROM AN OPPOSITION GROUP

There was submitted a report by the Deputy Chief Executive (Corporate Resources) (A.5) presented to the Committee by the Deputy Chief Executive (Martyn Knappett) which sought to enable the Committee to appoint a named member and a named substitute member from an opposition group to serve on the Human Resources Sub-Committee Panel.

Members were informed that the former Human Resources Committee, at its meeting held on 15 November 2016 (Minute 14 referred), had considered a joint report by the Chief Executive and the Monitoring Officer, which provided that Committee with details of changes to the Officer Employment Procedure Rules.

The Officers' report had recommended that a Sub-Committee Panel of the Committee be constituted to form part of the recruitment, dismissal and disciplinary process for the appointment of Senior Officers. This included the Chief Executive and other Statutory Chief Officers (Section 151 and Monitoring Officer posts), Chief Officer posts (Corporate Directors) and all Deputy Chief Officers (Heads of Service).

That report had also recommended that the Panel would undertake the final interview of those applicants for Senior Officer posts who had successfully been shortlisted and had undertaken the necessary technical interviews and assessments. The Panel would be a formally constituted sub-committee of the Committee, established by the Council. It was

proposed that the Panel should comprise of three members. At least one was required by legislation to be a member of the Cabinet, (to be appointed by the Leader of the Council at the appropriate time) however, it was suggested that this could be the relevant Portfolio Holder for the service concerned. The Panel should also include the Chairman (or failing him/her the Vice-Chairman) of the Committee and a named Committee member from an opposition group (full Council would appoint the named individual).

After due consideration of the whole report the Committee had, inter alia,:-

“RECOMMENDED TO COUNCIL that:

- (a) a sub-committee of Human Resources Committee be formed to act as a Panel and to discharge the functions as set out in the report;*
- (b) the terms of reference of the Human Resources Committee be amended to include the function of the sub-committee Panel;*
- (c) the requirements of political balance be dispensed with for the sub-committee Panel;*
- (d) a named committee member (and a named substitute committee member) from an opposition group be appointed;”*

Full Council had considered the Committee’s recommendations at its meeting held on 29 November 2016 (Minute 101 refers) and had, inter alia, **RESOLVED**:-

“(b) that the recommendations to Council, as contained in Minute 14 of the Human Resources Committee of 15 November 2016, be approved, subject to Councillor Calver and Councillor Bray being appointed as the named committee member and the named substitute committee member from an opposition group respectively.”

The Committee was advised that, following the District Council Elections held in May this year it was now required to re-appoint the named committee member and the named substitute committee member from an opposition group.

Members were made aware that in making those appointments the Committee would be permitted to choose from the following four opposition group members of the Committee:-

Councillor Garry Calver
Councillor Paul Clifton
Councillor Pam Morrison
Councillor Mark Stephenson

It was moved by Councillor Morrison, seconded by Councillor M Stephenson and:-

RESOLVED, that Councillor Calver be appointed as the named committee member from an opposition group on the Human Resources Sub-Committee Panel.

It was then moved by Councillor Chapman, seconded by Councillor Clifton and:-

RESOLVED, that Councillor Morrison be appointed as the named substitute committee member from an opposition group on the Human Resources Sub-Committee Panel.

11. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor Griffiths, seconded by Councillor Chapman and:-

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of Agenda Item 12 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.

**12. REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES) - B.1 - A
MARKET FORCES REPORT FOR A POST WITHIN LEGAL SERVICES**

RESOLVED that the Human Resources and Council Tax Committee agrees that the Market Forces Supplement be applied to the specified post within Legal Services, for a period of two years, in line with the Council's approved Market Forces Policy, at which point a further review will be undertaken.

The meeting was declared closed at 9.00 pm

Chairman

HUMAN RESOURCES AND COUNCIL TAX COMMITTEE 24 FEBRUARY 2020

REPORT OF HEAD OF FINANCE, REVENUES AND BENEFITS

A.1 FORMAL CONFIRMATION OF COUNCIL TAX AMOUNTS FOR 2020/21 FOLLOWING THE NOTIFICATION OF THE PRECEPTS FROM THE MAJOR PRECEPTING AUTHORITIES

(Report prepared by Richard Bull)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To set out and seek confirmation of the final Council Tax amounts for 2020/21 including the precepts issued for 2020/21 by Essex County Council, Essex Police and Essex Fire.

EXECUTIVE SUMMARY

At its meeting on the 11 February 2020, Council considered the Executive's Budget and Council Tax proposals for 2020/21 and as part of this process the Council Tax for District and Parish / Town Council Services was approved.

Once the precepts are received from the major precepting authorities, the Human Resources and Council Tax Committee has the delegated responsibility to agree the total Council Tax for 2020/21. The total Council Tax for the year is made up of the District and Parish / Town Council amounts approved by Council on 11 February 2020 and the corresponding amounts agreed by the major precepting authorities. Legislation requires this formal confirmation even though the process is dictated by legislative formulae and there is no actual judgement or choice to be made.

The precepts from the major precepting authorities for 2020/21 result in the final Council Tax amounts, as set out in **Appendix C**, for formal confirmation by the Committee.

RECOMMENDATION(S)

(a) That the precepts issued by Essex County Council, Essex Police and Essex Fire set out in Appendix A attached to this report are noted.

(b) That the amounts of Council Tax for 2020/21 shown at Appendix C for each of the categories of dwellings are confirmed.

PART 2 – SUPPORTING INFORMATION

CONFIRMATION OF COUNCIL TAX AMOUNTS 2020/21 - AGGREGATION OF PRECEPTS

Although the calculation of the Council's Council Tax Requirement is a function of the full Council and may not be delegated, the final confirmation of the Council Tax amounts is delegated to the Human Resources and Council Tax Committee. Legislation requires this formal confirmation even though the process is dictated by legislative formulae and there is no actual judgement or choice to be made.

In respect of the Council Tax for District and Parish / Town Councils' Services for 2020/21,

these were approved by Full Council on 11 February 2020 and are set out in **Appendix B**.

The Council Tax amounts expressed as Council Tax Band D equivalents for each of the major precepting authorities are as follows:

Precepting Authority	Council Tax Amount	Increase
Essex County Council	£1,321.11	3.99%
Essex Fire Services*	£73.89	1.99%
Essex Police Services*	£198.63	2.94%

When added to the amounts relating to the District and Parish / Town Council Services as approved by Council on 11 February 2020, the average Band D Tax totals **£1,808.54** for 2020/21. **Appendix A** sets out the full precept details.

Appendix C sets out for confirmation the 2020/21 Council Tax amounts including the precepts from the major precepting authorities by property band for the unparished and parished areas of the district.

*At the time of preparing this report, the precepts from Essex Fire and Police Services had not been formally issued. If there is any change from the amounts shown above, updated appendices will be provided to the Committee.

BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

Appendix A - Precepts on the Collection Fund

Appendix B - District and Parish/Town Council Tax Amounts 2020/21 (as approved by Council on 11 February 2020)

Appendix C - County, Fire, Police, District and Parish/Town Council Tax Amounts 2020/21

PRECEPTS ON THE COLLECTION FUND

2019/20			2020/21		
47,455.2		Council Tax Base	48,392.0		
Amount	Council Tax		Amount	Council Tax	Change in Tax
£'000	£		£'000	£	%
13,557	285.67	Total Net Budget	14,582	301.33	
(4,892)	(103.08)	Less Government Support/Business Rates	(4,867)	(100.57)	
8,665	182.59	Net District Council Expenditure	9,715	200.76	
(710)	(14.95)	Less Collection Fund (surplus)/deficit	(1,361)	(28.12)	
7,955	167.64	District Council Services	8,354	172.64	2.98%
7,431	156.60	District General Expenses	7,765	160.47	2.47%
524	11.04	District Special Expenses	589	12.17	10.24%
7,955	167.64	Council Tax Requirement (TDC)	8,354	172.64	2.98%
1,874	39.49	Parish Council Services	2,046	42.27	7.04%
9,829	207.13	Council Tax Requirement (incl. parishes)	10,400	214.91	3.76%
60,289	1,270.44	County Council Services	63,931	1,321.11	3.99%
3,438	72.45	Essex Fire Services	3,576	73.89	1.99%
9,157	192.96	Essex Police Services	9,612	198.63	2.94%
82,713	1,742.98	Total Average District Tax	87,519	1,808.54	3.76%

Band	Essex County Council £	Essex Fire Services £	Essex Police Services £
A	880.74	49.26	132.42
B	1,027.53	57.47	154.49
C	1,174.32	65.68	176.56
D	1,321.11	73.89	198.63
E	1,614.69	90.31	242.77
F	1,908.27	106.73	286.91
G	2,201.85	123.15	331.05
H	2,642.22	147.78	397.26

DISTRICT AND PARISH/TOWN COUNCIL TAX AMOUNTS 2020/21

Band	A	B	C	D	E	F	G	H
Multiplier	(6/9)	(7/9)	(8/9)	(9/9)	(11/9)	(13/9)	(15/9)	(18/9)
Parished or Unparished Area								
Unparished Area:								
Clacton	121.14	141.33	161.52	181.71	222.09	262.47	302.85	363.42
Parishes of :								
Alresford	178.19	207.89	237.59	267.29	326.69	386.09	445.48	534.58
Ardleigh	134.25	156.62	179.00	201.37	246.12	290.87	335.62	402.74
Beaumont-cum-Moze	128.28	149.66	171.04	192.42	235.18	277.94	320.70	384.84
Great Bentley	176.91	206.40	235.88	265.37	324.34	383.31	442.28	530.74
Little Bentley	125.63	146.56	167.50	188.44	230.32	272.19	314.07	376.88
Bradfield	189.85	221.50	253.14	284.78	348.06	411.35	474.63	569.56
Brightlingsea	149.17	174.03	198.89	223.75	273.47	323.19	372.92	447.50
Great Bromley	144.74	168.86	192.99	217.11	265.36	313.60	361.85	434.22
Little Bromley	118.27	137.98	157.69	177.40	216.82	256.24	295.67	354.80
Little Clacton	158.75	185.20	211.66	238.12	291.04	343.95	396.87	476.24
Elmstead	141.94	165.60	189.25	212.91	260.22	307.54	354.85	425.82
Frating	135.17	157.70	180.23	202.76	247.82	292.88	337.93	405.52
Frinton and Walton	168.07	196.08	224.09	252.10	308.12	364.14	420.17	504.20
Harwich	142.97	166.80	190.63	214.46	262.12	309.78	357.43	428.92
Lawford	161.74	188.70	215.65	242.61	296.52	350.44	404.35	485.22
Manningtree	135.86	158.50	181.15	203.79	249.08	294.36	339.65	407.58
Mistley	155.51	181.43	207.35	233.27	285.11	336.95	388.78	466.54
Great Oakley	147.90	172.55	197.20	221.85	271.15	320.45	369.75	443.70
Little Oakley	136.75	159.55	182.34	205.13	250.71	296.30	341.88	410.26
Ramsey and Parkeston	172.71	201.50	230.28	259.07	316.64	374.21	431.78	518.14
St Osyth	155.72	181.67	207.63	233.58	285.49	337.39	389.30	467.16
Tendring	137.45	160.36	183.27	206.18	252.00	297.82	343.63	412.36
Thorpe-le-Soken	151.97	177.30	202.63	227.96	278.62	329.28	379.93	455.92
Thorrington	136.05	158.72	181.40	204.07	249.42	294.77	340.12	408.14
Weeley	149.48	174.39	199.31	224.22	274.05	323.87	373.70	448.44
Wix	153.51	179.10	204.68	230.27	281.44	332.61	383.78	460.54
Wrabness	125.71	146.67	167.62	188.57	230.47	272.38	314.28	377.14

COUNTY, FIRE, POLICE, DISTRICT AND PARISH/TOWN COUNCIL TAX AMOUNTS 2020/21

Band	A	B	C	D	E	F	G	H
Multiplier	(6/9)	(7/9)	(8/9)	(9/9)	(11/9)	(13/9)	(15/9)	(18/9)
Parished or Unparished Area								
Unparished Area:								
Clacton	1,183.56	1,380.82	1,578.08	1,775.34	2,169.86	2,564.38	2,958.90	3,550.68
Parishes of:								
Alresford	1,240.61	1,447.38	1,654.15	1,860.92	2,274.46	2,688.00	3,101.53	3,721.84
Ardleigh	1,196.67	1,396.11	1,595.56	1,795.00	2,193.89	2,592.78	2,991.67	3,590.00
Beaumont-cum-Moze	1,190.70	1,389.15	1,587.60	1,786.05	2,182.95	2,579.85	2,976.75	3,572.10
Great Bentley	1,239.33	1,445.89	1,652.44	1,859.00	2,272.11	2,685.22	3,098.33	3,718.00
Little Bentley	1,188.05	1,386.05	1,584.06	1,782.07	2,178.09	2,574.10	2,970.12	3,564.14
Bradfield	1,252.27	1,460.99	1,669.70	1,878.41	2,295.83	2,713.26	3,130.68	3,756.82
Brightlingsea	1,211.59	1,413.52	1,615.45	1,817.38	2,221.24	2,625.10	3,028.97	3,634.76
Great Bromley	1,207.16	1,408.35	1,609.55	1,810.74	2,213.13	2,615.51	3,017.90	3,621.48
Little Bromley	1,180.69	1,377.47	1,574.25	1,771.03	2,164.59	2,558.15	2,951.72	3,542.06
Little Clacton	1,221.17	1,424.69	1,628.22	1,831.75	2,238.81	2,645.86	3,052.92	3,663.50
Elmstead	1,204.36	1,405.09	1,605.81	1,806.54	2,207.99	2,609.45	3,010.90	3,613.08
Frating	1,197.59	1,397.19	1,596.79	1,796.39	2,195.59	2,594.79	2,993.98	3,592.78
Frinton and Walton	1,230.49	1,435.57	1,640.65	1,845.73	2,255.89	2,666.05	3,076.22	3,691.46
Harwich	1,205.39	1,406.29	1,607.19	1,808.09	2,209.89	2,611.69	3,013.48	3,616.18
Lawford	1,224.16	1,428.19	1,632.21	1,836.24	2,244.29	2,652.35	3,060.40	3,672.48
Manningtree	1,198.28	1,397.99	1,597.71	1,797.42	2,196.85	2,596.27	2,995.70	3,594.84
Mistley	1,217.93	1,420.92	1,623.91	1,826.90	2,232.88	2,638.86	3,044.83	3,653.80
Great Oakley	1,210.32	1,412.04	1,613.76	1,815.48	2,218.92	2,622.36	3,025.80	3,630.96
Little Oakley	1,199.17	1,399.04	1,598.90	1,798.76	2,198.48	2,598.21	2,997.93	3,597.52
Ramsey and Parkeston	1,235.13	1,440.99	1,646.84	1,852.70	2,264.41	2,676.12	3,087.83	3,705.40
St Osyth	1,218.14	1,421.16	1,624.19	1,827.21	2,233.26	2,639.30	3,045.35	3,654.42
Tendring	1,199.87	1,399.85	1,599.83	1,799.81	2,199.77	2,599.73	2,999.68	3,599.62
Thorpe-le-Soken	1,214.39	1,416.79	1,619.19	1,821.59	2,226.39	2,631.19	3,035.98	3,643.18
Thorrington	1,198.47	1,398.21	1,597.96	1,797.70	2,197.19	2,596.68	2,996.17	3,595.40
Weeley	1,211.90	1,413.88	1,615.87	1,817.85	2,221.82	2,625.78	3,029.75	3,635.70
Wix	1,215.93	1,418.59	1,621.24	1,823.90	2,229.21	2,634.52	3,039.83	3,647.80
Wrabness	1,188.13	1,386.16	1,584.18	1,782.20	2,178.24	2,574.29	2,970.33	3,564.40

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HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

24 FEBRUARY 2020

REPORT OF HEAD OF PEOPLE, PERFORMANCE AND PROJECTS

A.2 PAY POLICY STATEMENT 2020/21 (Report prepared by Anastasia Simpson)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To present the Pay Policy Statement for 2020/21.
EXECUTIVE SUMMARY
<p>The Localism Act 2011 Section 38 (1) requires the District Council to prepare a pay policy statement each year. The pay policy statement must articulate the Council's approach to a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.</p> <p>The matters that must be included in the statutory Pay Policy Statement are as follows:</p> <ul style="list-style-type: none">• A local authority's policy on the level and elements of remuneration for each Chief Officer.• A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition).• A local authority's policy on the relationship between the remuneration of its Chief Officers and other Officers.• A local authority's policy on other aspects of Chief Officers' remuneration: remuneration on recruitment increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency. <p>This statement will be published on the Council's website following each review and approval by Full Council.</p> <p>The Pay Policy Statement 2020/21 has been designed to give an overview of the Council's framework regarding pay and rewards for staff within the Council. This framework is based on the principle of fairness and that rewards should be proportional to the weight of each role and each individual's performance. The framework aims to ensure the ability of the Council to recruit talented individuals whilst reassuring the citizens of Tendring that their money is being used efficiently.</p> <p>A major pay assimilation exercise was carried out by the Council in 2018/19, to move across to the new nationally agreed pay bands for 2019/20, this resulted in multiple inflationary variations across the pay scale. This exercise was successfully completed following negotiations between the Council and Regional union officials.</p>
RECOMMENDATION(S)
IT IS RECOMMENDED TO FULL COUNCIL
(a) That the Pay Policy Statement 2020/21 set out at Appendix A be adopted.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
The Council's annual consideration and formal approval of a Pay Policy Statement is part of the Council's governance arrangements and provides transparency for the citizens of Tendring.
FINANCE, OTHER RESOURCES AND RISK
The Council has a statutory and contractual obligation to adopt the NJC pay spine. Negotiations for the inflationary award for 2020/21 were suspended in 2019 due to the General Election. Currently the national unions are requesting a 10% inflationary award, the majority of Councils across the region are budgeting for a 2% inflationary award, including Tendring. On 23 January 2020, the National Employers wrote to local authorities confirming that discussions had recommenced however it was very unlikely that a deal would be agreed for implementation by 1 April 2020. It was also noted that the deal anticipated for 2020/21 is likely to be a one year deal, not a multiple year deal as seen in previous years.
LEGAL
The Council has an obligation to implement the NJC pay spine alongside the approval and publication of an annual Pay Policy Statement in accordance with the provisions of the Localism Act 2011 (Section 38).
OTHER IMPLICATIONS
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below. Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation / Public Engagement. The pay spine for 2020/21 has yet to be agreed. The Council still has a statutory duty to produce and publish an updated annual Pay Policy with effect from the 1 st April 2020.

PART 3 – SUPPORTING INFORMATION

BACKGROUND – PAY ASSIMILATION 2019/20
In April 2019 all employees moved across to a new national pay spine (which ensured compliance with the anticipated increase in the legal national minimum wage by 2020).
The Conditions of Employment with Tendring District Council in the main, conform to those established for local government generally by the NJC, commonly known as the 'Green Book'. Agreements reached by the NJC are 'collective agreements' and if they are incorporated into employees' contracts of employment, then the changes take effect automatically. The new spine in 2019 replaced entirely the pay spine and accordingly employees assimilated across from their current SCP to the new corresponding SCP in April 2019.
<u>Other Key Changes implemented in April 2019</u>
<ul style="list-style-type: none">• A bottom rate of £9.00 per hour (£17,364) on new Spinal Column Point (SCP) 1 (equivalent to old SCP's 6 & 7).• 'Pairing off' old SCP's 6-17 incl. to create new SCP's 1-6 incl.• Equal steps of 2.0% between each new SCP's 1 to 22 incl. (equivalent to old SCP's 6-28 incl.)

- By creating equal steps between these pay points, new SCP's 10, 13, 16, 18 and 21 are generated to which no old SCP's will assimilate.
- On new SCP's 23 and above (equivalent to old SCP's 29 and above), 2.0% increase on 2018 rate.

PAY POLICY STATEMENT 2020/21 - BACKGROUND

Introduction

In the 2020/21 Pay Policy Statement there are a few minor updates, particularly relating to Allowances. Allowances are subject to the inflationary award across the Council. In 2019 it was found that the allowances for the roles of Monitoring Officer and Section 151 Officer have not previously been subject to any inflationary award, which appears to be an oversight at the time of the Fundamental Service Reviews. Therefore the Pay Statement 2020/21 ensures that these allowances, going forward from 1 April 2020, are now subject to the NJC national inflationary increases, in the same way as all other allowances.

The Pay Policy Statement 2020/21 introduces a new allowance for the Deputy Chief Executive duties, this is to ensure that the Council maintains resilience when the Chief Executive is undertaking duties external to the Council.

Across the Council there are very few subsistence claims made by Officers (16 during 2019), however it is proposed to move to HMRC subsistence allowances, which aligns with the Council's mileage payments. This also has some additional benefits as P11Ds are not required and staff will not have to pay tax on claims within the HMRC guidelines. At the current time if a member of staff is working outside of the District and claims breakfast at the rate of £6.88 (NJC maximum rate) as this is above the £5 HMRC rate of reimbursement, then they are liable to pay tax. The HMRC guidelines allow for employees to claim based on time away from the work location as follows:

5 hours - £5
 10 hours - £10
 15 hours - £25

Mandatory gender pay reporting was introduced in April 2017, following the introduction of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The Off-Payroll changes to working in the public sector (IR35) which were fully implemented in 2017 continue to have little impact on the Council in relation to resourcing specialist skills.

Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

To meet the requirements of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Council has a statutory duty to publish a snapshot of data including the following:

- The mean gender pay gap
- The median gender pay gap
- The mean bonus gender pay gap
- The median bonus gender pay gap
- The proportion of males and females receiving a bonus payment
- The proportion of males and females in each quartile band

This information is published annually on the Council's website as well as a designated government website. Three of the above questions, are not applicable, as the Council does

not operate bonus schemes for any Officers. The challenge within Tendring District Council and across Great Britain is to eliminate any gender pay gap. If any gaps are determined, as the Council interprets data, an action plan will be prepared.

Early data collation for 2020, indicates the following across the Council:

Mean Difference Across Gender

The difference between the male and female mean hourly rate is £0.63. The male mean hourly rate is 5.00% higher than the female mean hourly rate.

Median Difference Across Gender

The difference between the male and female median hourly rate is. £0.63 The female median hourly rate is 6.09% higher than the male median hourly rate.

The difference in mean hourly rates is primarily a result of the apprentices employed at the organisation. 75% of apprentices are female, this therefore reduces the mean female hourly rate. Evidence of this factor can also be seen in the median hourly rate difference where the female hourly rate is greater than male hourly rate.

During 2020 the Council will be working with EELGA to determine alternatives to EPayCheck which is used as the Council's benchmarking tool. With effect from April 2020 EELGA have confirmed that the current system is to be disbanded.

UNISON has been consulted on the above.

BACKGROUND PAPERS FOR THE DECISION

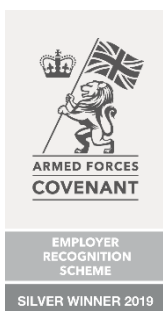
None

APPENDICES

APPENDIX A - PAY POLICY STATEMENT 2020/21

Tendring District Council Pay and Reward Policy

2020/21



Introduction

Section 38(1) of the Localism Act 2011 requires local authorities to produce an annual pay policy statement. The provisions within the Act do not seek to change the right of each local authority to have autonomy on pay decisions, however it emphasises the need to deliver value for money for local taxpayers.

This statement is approved by Full Council and published on the Council's website at the earliest opportunity.

Tendring District Council recognises, in the context of managing public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees, dedicated to the service of the public; but at the same time needs to avoid being unnecessarily excessive. The Council's vision includes the provision to adopt a reward strategy that is modern, sustainable, fair and transparent and rewards people appropriately for their contribution to the Council.

The Council follows the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015, published by the Department for Communities and Local Government in February 2015, and the Local Transparency Guidance issued on 30 November 2015 by the Local Government Association.

Part of the Code includes publishing information relating to senior salaries within a local authority. A full list of senior salaries and also monthly expenditure on pay across all pay bands is available and published on the Council's website www.tendringdc.gov.uk.

The Council's Statement of Accounts includes details of all Chief Officers pay.

The HR Committee has responsibility for the terms and conditions of service for all staff and ensures that remuneration is set within the wider pay context giving due consideration to the relationship between the highest and lowest paid in the organisation.

The matters that must be included in the statutory Pay Policy Statement are as follows:

- A local authority's policy on the level and elements of remuneration for each Chief Officer (for Tendring District Council this includes the Chief Executive, Corporate Directors/Head of Department, Monitoring Officer and the Section 151 Officer).
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest- paid employees" and its reasons for adopting that definition).
- A local authority's policy on the relationship between the remuneration of its Chief Officers and other Officers.
- A local authority's policy on other aspects of Chief Officers' remuneration: remuneration on recruitment increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.
-

Purpose of the Statement

The Pay Policy Statement 2020/21 has been designed to give an overview of the Council's framework regarding pay and rewards for staff within the Council. The framework aims to ensure the ability of the Council to recruit talented individuals whilst reassuring the citizens of Tendring that their money is being used efficiently.

Tendring District Council needs to have high calibre leaders within the organisation to deliver high quality public services, especially in difficult fiscal conditions. At the same time taxpayers are right to demand value for money from public resources and an assurance that their money is not being wasted on excessive senior salaries. The primary aim of the Pay Policy is to set a framework to attract, retain and motivate staff so that the organisation can perform at its best. Research shows that individuals are attracted, retained and engaged by a range of both financial and non-financial rewards so a coherent link between reward and the overall approach to people management leads to the best possible outcome.

Managing Remuneration

Tendring District Council has a fair, equitable and transparent approach to remuneration, following equal pay legislation. This includes incremental progression based on length of service and more proactively on:

- Achieving annual performance levels
- Development progression against defined frameworks (Career Progression for many posts)

The Council also benchmarks and reviews salary profiles within the job market and has access to the Epaycheck system provided by the East of England Employer's Organisation. *The Employer's organisation has recently confirmed that the EPayCheck system is going to be withdrawn during 2020, viable alternatives are currently being sought.*

The Council has adopted the National Pay Grades as set by the National Joint Council (NJC) and is subject to the national negotiations regarding pay and conditions of service (commonly known as the 'Green Book'). Within the pay structure there are 22 Pay Bands and 81 Incremental Pay Points.

Apprentices, however, are not included as they have a contract for learning and training with the Council, rather than an employment contract and are paid according to the government approved apprenticeship pay rates.

The values of the SCPs are updated by the national pay awards and the Council is notified of any changes by the National Joint Council for Local Government.

Employees who are new to the Council and Local Government are usually appointed at the first point of the salary banding, apart from in exceptional circumstances.

National Single Status and the NJC Job Evaluation Scheme have been adopted by the Council with locally agreed conventions, which at the time of adoption were

negotiated and agreed with local union officials. Training has been provided by the Regional Employers (EELGA) to ensure that there are a sufficient number of managers and union officials within the organisation who have the skills to implement and apply job evaluation within the Council. This job evaluation scheme is recognised by employers and trade unions nationally and the scheme allows for robust measurement against set criteria resulting in fair and objective evaluations.

Chief Officers are not subject to the NJC Job Evaluation Scheme. Chief Officers within the organisation have their pay set following benchmarking and pay rates which are set to attract and retain key employees. The agreement of pay is subject to Equal Pay legislation. *During 2020 Chief Officers are going to move away from incremental progression to career graded posts, whereby on an annual basis performance according to the competency criteria within the job description has to be met, following assessment, to allow for any incremental progression. This process will include a panel evaluation process and moderation.*

The highest paid employee is the Chief Executive who is on a salary scale of £112,000 to £131,461.00 per annum.

With effect from 1 April 2020 an allowance for the role of Deputy Chief Executive will be introduced. This allowance is payable if/when the Chief Executive requires a Deputy Chief Executive to cover particular roles and functions in their absence. The current rate of this allowance is £3,000 per annum.

The allowances for the Statutory Officers roles (Monitoring Officer and Section 151 Officer) will be index linked to the NJC inflationary awards, from 1 April 2020.

Car mileage payments for all employees are paid at the Inland Revenue Rate. This is currently 45p per mile (for the first 10,000 miles). Use of the Inland Revenue rate enables the Council to have a fair and consistent rate of reimbursement for business mileage across the Council.

There are local rates in force for individuals who use their motorcycles or bicycles on official business and to encourage Officers to car share on business journeys the Council has also adopted the additional 5p per passenger per mile, in accordance with Inland Revenue guidance.

Other allowances payable within the Council included the following:

- Committee Attendance
- Overtime Payments
- Standby Payments
- Callout Payments
- First Aider Payments

The Council introduced an *updated Allowances Policy* in April 2018 to recognise that the Council provides services to residents that sometimes require a response outside of standard working hours.

The new policy has been designed on the basis of the following:

- That staff are paid in a consistent way throughout the organisation.
- To compensate staff that provide a contractual out of hour's standby service to meet the Council's statutory duties.
- To ensure that payment structures are fair and sustainable for the future.
- The Council wants to be a responsible employer to meet the health, safety and well-being needs of staff by encouraging the use of TOIL for recovery from working additional hours through the night.

Within Tendring District Council there are three distinct categories of service provision:

- 1) Services that have 24 hour, 7 day a week scheduled provision.
- 2) Services that are delivered predominantly during standard office hours, that also provide a standby service outside of these hours. Standby is used to address calls that require attention which cannot wait until standard opening hours.
- 3) Services that are delivered during standard office hours, that may very occasionally, need to provide an extra response on an ad hoc basis.

In addition, the Council has a statutory requirement to maintain an Emergency Response service for the district. Officers who support this service are called First Call Officers.

Following consultation with UNISON, managers and employees, the following overtime arrangements were introduced from 1 April 2018:

- Staff up to SCP 49 (the top of Grade 11) will be able to be paid overtime. Overtime will only be paid if the time off is not an option for operational service delivery. Overtime must be authorised in advance by the relevant Corporate Director.
- Overtime will be paid at plain rate only for Category 2 and 3 services.
- Category 1 services will be able to be paid enhanced rates of overtime for evenings, weekends and bank holidays for those staff who have worked 37 hours any one week.

The Council does not currently operate any bonus schemes.

With effect from 1 April 2020 the Council will be changing subsistence rates to HMRC rates of reimbursement, this is to ensure alignment with mileage. Any payment is made on production of actual receipts and payments are only allowable when an Officer is working outside of the District.

The current rates of reimbursement are as follows:

*Working outside of the District for more than 5 Hours - £5
Working outside of the District for more than 10 Hours - £10
Working outside of the District for more than 15 Hours - £25*

In a personal capacity as (Deputy/Local/Acting) Returning Officer, the holder of the post of Chief Executive, is separately remunerated in respect of his statutory duties at Parliamentary, European Parliamentary, Referendums, County, Police and Crime Commissioner and District and Parish Council Elections. Fees for conducting Parliamentary, European Parliamentary Elections, Police and Crime Commissioner Elections and National Referendum are determined by way of a Statutory Instrument. In respect of acting as Deputy Returning Officer at elections of County Councillors, reference is made to the Scale of Fees and Expenses payable at Elections of County Councillors determined by Essex County Council. The fee for undertaking the role of returning Officer in respect of District and Parish Council Elections is by reference to the Scale of Fees and Expenses payable to the Returning Officer at elections of District and Parish Councillors.

The fees received by the holder of the post of Chief Executive in 2019/20, in respect of these duties was £14,680.79 due to the whole Council elections to Tendring District Council, the 26 Parish and Town Councils across the District, the countermanded and rescheduled Poll for St Osyth District Ward, the repeated election for Great Oakley Parish Council, the European Parliamentary elections, the Clacton East County Council Division By-election and the United Kingdom Parliamentary Election for the Clacton Constituency.

The Council is an admitted body of the Local Government Pension Scheme and the Pension Scheme for the Council is administered by Essex County Council.

Transparency within Tendring District Council

Existing legislation already requires the Council to publish statements regarding remuneration and each year in the Council's Statement of Accounts includes a detailed analysis of the pay, benefits and pension entitlements for all Chief Officers within the Council. The Council will continue to publish this information on an annual basis and it is readily available to view on the Council's website www.tendringdc.gov.uk. This information also includes a structure of the Council's Senior Officers.

In 2019/20 the remuneration for the lowest paid member of staff within the Council was £17,364 (based on £9.00 per hour) per annum and the most senior officer within the Council was paid £131,461 per annum. This is a multiple of 7.58, which is lower than half of the pay multiple detailed as the cap for Local Government pay as detailed in the Hutton Review of Fair Pay in the Public Sector. It should be noted that this multiple has reduced by 3 points in comparison to the Pay Statement 2014/15. The Council aims to keep this multiple under review to ensure that it is kept at an appropriate level. The current median pay for Chief Officers is £71,170 (this is based on full time equivalent annual salary, excluding election fees). The median pay for other staff other than Chief Officers is £30,939 per annum. It should be noted that these figures are likely to change during 2020/21 due to the current senior restructuring proposals.

The Council publishes on the Tendring District Council website a monthly report of salaries paid, by pay band and the number of staff within each pay band - www.tendringdc.gov.uk.

Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

Since 2018 the Council has been obliged to introduce mandatory gender pay reporting, to meet the requirements of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The Council has to publish data including the following:

- The mean gender pay gap
- The median gender pay gap
- The mean bonus gender pay gap
- The median bonus gender pay gap
- The proportion of males and females receiving a bonus payment
- The proportion of males and females in each quartile band

This information is published on the Council's website as well as a designated government website. Three of the above questions, will not be applicable, as the Council does not operate bonus schemes for any Officers.

The challenge within Tendring District Council and across Great Britain is to eliminate any gender pay gap. If any gaps are determined, as the Council interprets data, an action plan will be prepared.

In preparation for the publication of the data in March 2020 the Council has been undertaking an analysis of gender pay data which includes an analysis by gender across four pay quartiles. Early results indicate the following:

Mean Difference Across Gender

The difference between the male and female mean hourly rate is £0.63. The male mean hourly rate is 5.00% higher than the female mean hourly rate.

Median Difference Across Gender

The difference between the male and female median hourly rate is £0.63. The female median hourly rate is 6.09% higher than the male median hourly rate.

The difference in mean hourly rates is primarily a result of the apprentices employed at the organisation. 75% of apprentices are female, this therefore reduces the mean female hourly rate. Evidence of this factor can also be seen in the median hourly rate difference where the female hourly rate is greater than male hourly rate.

Off- Payroll working in the public sector (IR35)

From time to time, due to the requirement for particular specialist skills or due to peaks in workloads, the Council uses agency workers or consultants, for short term assignments. With effect from 1st April 2017, HMRC updated the requirements and regulations for off payroll workers within the public sector. From April 2017, individuals working through their own company in the public sector will no longer be responsible for deciding whether the intermediaries' legislation applies and then paying the

relevant tax and NICs. This responsibility will instead move to the public sector employer.

The Council has undertaken and reviewed the current status of workers with individual agencies and HMRC.

Severance Payments

The Council has adopted policies regarding severance payments. Full details can be found in the following;

- Organisational Change and Redundancy Policy
- Flexible Retirement Policy

In the case of the Organisational Change and Redundancy Policy the authority has to ensure that the policy is workable, affordable and reasonable having regard to foreseeable costs.

In terms of severance, all policies and payments are the same for the “lowest paid employee” and the Chief Officers of the Council.

Tendring District Council needs to ensure sufficient flexibility to allow for responding to unforeseen circumstances and there may be occasions when the Council has to take a pragmatic approach to severance. Any enhanced severance agreements will not be entered into without the advice of the External Auditor and will adhere to current legislation.

Other Rewards

The Council has both financial and non-financial rewards for staff; these are to reflect the different expectations and priorities of staff.

These other rewards include the following:

- Access to the Local Government Pension Scheme for all staff
- Training Support
- Being tax efficient and at nil cost to the Council - Salary Sacrifice Schemes including Childcare Vouchers, Car Purchase Scheme (Ultra Low emission cars) and a Cycle to Work Scheme
- Health Schemes – the Council has been able to offer a number of Weight Management courses, Quit smoking clubs and Health Checks for employees in partnership with ACE and PROVIDE and at nil cost to the Council
- Occupational health and a *fully funded Employee Assistance Programme*
- Additional career development opportunities – secondments, special projects, flexible working and recognition through awards such as the Celebration of Success and STARS Event
- Free car parking
- Flexi time scheme

- Providing discounts at local shops and cafes for employees
- Additional days annual leave granted after 5 years of continuous service with Tendring District Council

There are no rewards that only benefit Chief Officers within the Council.

Review of the Pay Policy Statement

The Localism Act stipulates that the Council's Pay Policy Statement should be kept under regular review on an annual basis. This includes a publication of the salaries of the most senior employees within the organisation compared to the lowest paid employees. This includes using pay multiples.

The Policy is approved by the Human Resources Committee and presented to Full Council.

The Human Resources Committee will take responsibility for the role of the Council's Remuneration Panel. In fulfilling this role the Committee will ensure that decisions will be based on the following:

- Support the achievement of the Council's aims
- Take account of wider public sector pay policy and good practice
- Are proportionate, fair and equitable and support equal pay principles
- Take account of appropriate pay differentials
- Attract, retain and motivate Officers of the right quality and talent
- Take account of the resources required in transitioning to any revised arrangements

Other Policies

The Council has a number of policies that could have a financial benefit and should be read in conjunction with this Pay Policy Statement including the following:

- Disturbance Allowances Policy
- Organisational Change and Redundancy Policy
- Market Forces Policy
- Flexible Retirement Policy
- Acting Up Policy
- Relocation Policy
- Long Service and Retirement Gifts Policy

All of the above policies apply equally to all employees of Tendring District Council.

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HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

24 FEBRUARY 2020

REPORT OF HEAD OF PEOPLE, PERFORMANCE AND PROJECTS

A.3 EMPLOYEE ENGAGEMENT AND HEALTH & WELLBEING UPDATE REPORT

(Report prepared by Katie Wilkins & Anastasia Simpson)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To update Human Resources and Council Tax Committee on the Council's current activities that relate to Employee Engagement and Health & Wellbeing.
EXECUTIVE SUMMARY
<p>There is much evidence to suggest that an 'engaged' workforce describes employees who are healthier, happier, more fulfilled or more motivated. Employee engagement is the extent to which employees feel passionate about their jobs, are committed to the organisation in which they work and put discretionary effort into their work (CIPD, 2019).</p> <p>Research reveals that high levels of engagement are clearly linked with higher levels of performance, customer satisfaction, productivity, innovation, staff retention and efficiency.</p> <p>The Council regularly undertakes an independent and confidential staff survey, which is partly funded by the Local Government Association to establish current levels of employee engagement. The last reported findings from the survey compiled by Dr Martin Reddington, demonstrate the following:-</p> <ul style="list-style-type: none">• From an employee perspective, Tendring District Council continues to have a committed workforce, investing time, energies and concentration to get the job done well, and feeling a sense of pride in doing so.• Reported levels of organisational engagement have increased – this is the sense of loyalty and advocacy that employees feel towards the Council.• The Council relies on good will and high levels of motivation and performance from staff, in terms of 'going the extra mile' and 'engagement' with organisational objectives and values.• The perception of Tendring District Council as an 'employer' continues to improve. <p>This is further evidenced from the staff survey which was conducted as a part of the Investors in People (IIP) Gold Assessment in January 2019, the final Assessment Report states:-</p> <p><i>"It was apparent from the assessment TDC employees, many of whom are long serving, think TDC is a great place to work.</i></p> <p><i>They have embraced the Investors in People principles and continue to strive for further improvement. This will continue to be achieved by maintaining a culture of openness and trust where staff are regularly asked for opinions, ideas and suggestions for improvement."</i></p> <p>To gain further insight into how staff feel about working for the Council, a TEDD Lite Survey will be undertaken, again managed by Martin Reddington Associates, during Feb/March 2020.</p> <p>The results will help us assess progress during 2019/20 and identify and prioritise actions where more improvements can be made. The focus of the survey will be to establish:-</p> <ul style="list-style-type: none">• What is good about working for the Council?

- What is not so good? What could still be improved?
- What makes an employee go the extra mile at work?
- What gets in the way of them doing a good job?

Understanding the importance of an engaged workforce, and the reported link between this and the health and wellbeing of its employees, the Council is committed to a proactive approach towards workplace health and wellbeing. Good health and wellbeing can be a core enabler of employee engagement and organisational performance (CIPD, 2019).

Research suggests that adopting a positive culture around employee engagement and wellbeing is likely to contribute to reduced turnover of staff, reduced levels of sickness absence/presentism and encourages the Council to be 'an employer of choice.'

RECOMMENDATION(S)

It is recommended that the content of this report be noted.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Encouraging employee engagement and supporting employee well-being, contributes to our corporate values as detailed in the Corporate Plan 2020-24

- Councillors and staff uphold personal integrity, honesty and respect for others
- Innovative, flexible, professional staff committed to delivering excellence
- Recognising the diversity and equality of individuals.

FINANCE, OTHER RESOURCES AND RISK

No specific risks have been identified. Finance is within existing budgets.

LEGAL

The Council has a legal duty of care to employees to ensure its staff receive the correct training for their role and to ensure health and safety at work, as set out in the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and other related legislation.

OTHER IMPLICATIONS

N/A

PART 3 – SUPPORTING INFORMATION

BACKGROUND

Evidence suggests that supporting employee's health and wellbeing is likely to boost commitment, motivation and other aspects of engagement. On this basis, the organisation has worked hard to create a framework to achieve this.

Raising the profile of Mental Health

The authority is committed to promoting the positive mental wellbeing of its employees and to supporting any employees who may experience mental ill-health, including working in partnership with a number of 3rd parties to provide staff with a range of resources and training a number of Mental Health First Aider's and Livewell Champions amongst the workforce.

In addition, we have delivered a number of training programmes and initiatives across the authority as detailed below:-

- Training for Managers on how to support an employee with Mental Health conditions (*Mental Health First Aid England*)
- Training for all staff on how to support co-workers with Mental Health conditions (*Mental Health First Aid England*)
- Stress Management Workshops (*Health in Mind*)
- Sleep Hygiene Workshops (*Health in Mind*)
- Introduction to Mindfulness (*Adult Community Learning*)
- Mental Health and Suicide Prevention Awareness (*Provide*)
- Time to Talk Coffee mornings for all staff and attended by our Mental Health First Aiders and Remploy (*Time to Change*).

Promoting Healthy Lifestyles

The Council is also committed to promoting Healthy Lifestyles across the authority and again in partnership with a number external organisations, we are able to offer and promote the following services:-

- Corporate Gym Membership
- Staff Pilates Classes
- Lunchtime Walks
- Walk to Work week
- Cycle to Work Scheme
- Lloyds Pharmacy (Flu Vaccination Clinic)
- Anglia Community Enterprise (ACE) (*NHS Community Health Services, such as health checks, My Weight Matters*);
- Talks about Menopause for both men and women (Essex Police)
- Free Eye Checks for users of DSE and a current arrangement with Spec Savers for all manual workers to have a free eye test.

Financial Wellbeing

TDC understands the importance of Financial Wellbeing for our employees. Based on research carried out by Neyber around two thirds of UK employees currently experience money worries. This not only affects their personal life but it also impacts their professional life. Over half of UK employees said that money worries affect their behaviour and ability to perform in the workplace. To help support employees in this area we have signed up to a programme for staff to be able to access financial support from Neyber.

Neyber is an award-winning financial wellbeing provider that helps UK employees be better with their money. They work with employers to support financial wellbeing in the workplace with access to affordable, salary-deducted loans, a range of savings and investment products and access to financial education.

Employee Assistance Programme

The Council's Employee Assistance Programme (EAP) is available to all employees and Members. This service is delivered by Workplace Options, an independent, provider of employee support services. Their staff are specialists in fields such as wellbeing, family matters, relationship issues, debt management, consumer rights, and much more.

The EAP is paid for by TDC at a current cost of £4.95 per employee/Member. The service is available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone, email and online.

The EAP can provide practical information, fact sheets and packs, resource information on support services in the local area and even short-term face to face or telephonic counselling. The EAP website also offers extensive resources including articles, interactive tools and regular online seminars.

Confidentiality is the foundation of the service and Workplace Options is bound by professional standards regarding confidentiality and the disclosure of details of individuals who have contacted them.

The EAP also provides Manager Assist for anyone in a management, team leader or supervisory role to provide information and guidance on people management issues or any subject which is impacting upon them, an individual or their teams.

Remploy

The confidential service delivered by Remploy, is funded by the Department for Work and Pensions and is available, at no charge, to any employees with depression, anxiety, stress or other mental health issues affecting their work.

Their specialist advisers provide:

- Tailored work-focused mental health support for nine months
- Suitable coping strategies
- A support plan to keep them in, or return to work
- Ideas for workplace adjustments to help them fulfil their role
- Practical advice to support those with a mental health condition.

TDC have signed up to an Embedded Service via Remploy, which allows us to signpost staff to the service on a monthly basis. Remploy works as an advocate for the employees offering them support and signposting them to other organisations and has worked closely with HR and Managers to support staff back into the workplace.

Employee Wellbeing Week

Encompassing all of the factors in Health & Wellbeing and working in partnership with a number of 3rd parties, the Human Resources Team delivered a very successful Employee Wellbeing week in June 2019, each day focusing on a different element of Health and Wellbeing as follows:-

<p>Day 1 - Physical Wellbeing</p> <ul style="list-style-type: none"> • My Weight Matters • Livewell (Healthy Living) • ACE (Health Checks) • Provide (Health Advice) • Cervical Screening Resources • Specsavers (Golden Ticket) • Heathshield (Health Plan) • Simply Health (Health Plan) • Essex Police (Menopause & Andropause) 	<p>Day 2 - Exercise Day</p> <ul style="list-style-type: none"> • Walk to work • CLC Exercise Classes <ul style="list-style-type: none"> - Spin - Body Balance • Corporate Gym Membership • Discounted Healthy Breakfast/Lunch • Sleep Hygiene (Health in Mind)
<p>Day 3 - Financial Wellbeing</p> <ul style="list-style-type: none"> • Neyber (Financial Support) • Pension (Advice) • Ellisons (Will Writing) • Unison (Union Membership) • Citizens Advice Bureau (Financial Advice) 	<p>Day 4 - Mental Health</p> <ul style="list-style-type: none"> • Health in Mind (Stress Management) • Employee Assistance Programme • Adult Community College – Wellbeing Courses/Resources • Lifehouse Spa

<ul style="list-style-type: none"> • Coffey Brooks (Mortgages, Investments, Pensions) • Zenith (Salary Sacrifice Scheme) 	<ul style="list-style-type: none"> • Time to Talk Coffee Morning (MHFA) • Remploy (Mental Health Support) • Dementia Friends Sessions
<p>Day 5 - Food & Nutrition</p> <ul style="list-style-type: none"> • ACE (Heathy Eating Demo) • Tuck in (Health Eating Advice) • Bluebird Tea rooms (Practical Healthy Cooking Demo) • Virgin (Healthy Family Advice) • Dietician 	

Rewarding our Staff

The Council has both financial and non-financial rewards for staff; these are to reflect the different expectations and priorities of staff.

These other rewards include the following:

- Local Government Pension Scheme for all staff
- Training Support
- Salary Sacrifice Schemes including
 - Car Purchase Scheme (Ultra Low emission cars)
 - Cycle to Work Scheme
- Additional career development opportunities –
 - Secondments,
 - Special projects
 - Funded Higher Education
- Recognition through the Celebration of Success and STARS Event
- Flexible working
- Home working
- Free car parking
- Flexi time scheme
- Discounts scheme with local and national organisations
- Additional days annual leave granted after 5 years of continuous service
- Long service awards

Finally, the Council is able to demonstrate that it is a supportive and proactive employer through being holder of the following awards:-

- **Disability Confident Leader Status**

TDC were proud to be one of the first local authorities to gain their Level 3 Disability Confident Leader status in November 2017 and are taking an active leadership role in encouraging and helping other employers on their journey to becoming Disability Confident, while continuing to support current and new employees in the workplace.

- **Investors in People Gold Award (IiP)**

In 2019 TDC was delighted to again be awarded Gold accreditation against the Investors in People Standard, demonstrating continued strong commitment to high performance through good people management.

- **Silver Armed Forces Award**

The Defence Employer Recognition Scheme encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the Armed Forces Covenant. TDC in 2019 were proud to be a Silver Award winner, demonstrating their commitment to support the Armed Forces Community.

- **Inclusive Employer**

TDC is committed to a policy of equality of opportunity and to encourage inclusion and diversity among its workforce. The Council takes positive steps to ensure that all current and prospective employees and service users are not discriminated against, either directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation, creed/religion, ethnic or national origin.

BACKGROUND PAPERS FOR THE DECISION
N/A
APPENDICES
N/A

Agenda Item 9

HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

24 FEBRUARY 2020

REPORT OF HEAD OF PEOPLE, PERFORMANCE AND PROJECTS

A.4 STAFF STATISTICS REPORT

(Report prepared by Katie Wilkins)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To provide Members of the Human Resources Committee with an update on current staffing statistics.
EXECUTIVE SUMMARY
<p>The analysis of workforce data provides Members with statistics relating to the staff employed within the Council, and how this compares to the Tendring district and national averages. This is a standard report that is provided to the HR Committee as part of each meeting.</p> <p>Tendring District Council currently has 477 FTE (full time equivalent) employees. The FTE figure equates to 785 employees in total (including Casual Staff and Career Track Learners) this is made up of 357 full time, and 428 part time staff.</p>
RECOMMENDATION(S)
<p>It is recommended that the content of this report be noted.</p>

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
Current staffing statistics demonstrate that Tendring employs above the local average for both disability and ethnicity. Flexible working opportunities have also ensured that the gender balance of the workforce is in line with the district trend. Such positive profiles demonstrate our intention to ' <i>recognise the diversity and equality of individuals</i> ' as detailed in our ' <i>Values</i> ' within the Corporate Plan.
FINANCE, OTHER RESOURCES AND RISK
There are no direct financial implications.
LEGAL
It is good practice for the Council to regularly monitor its workforce, and ensure compliance with both the Employment Legislation and the Equalities Act 2010.
OTHER IMPLICATIONS
None.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

Human Resources works with a software package called Teamspirit. This database allows us to capture the Council's employee's personal data, to enable regular monitoring of the workforce profile. As Teamspirit is also used by the Council's Payroll Services, the information is integrated between both employment and payroll functions. The database monitors the workforce as a whole, capturing data on all 'employees' which includes Career Track Learners and those staff on Casual employment contracts.

Workforce Statistics

The Council's workforce of 785 staff (*of which, 502 are fully contracted staff, 19 are Career Track Learners in full time employment, and 264 staff are employed on a casual basis*), has a high number of Tendring residents, with 92% of staff living in the District. This demonstrates that the Council is seen as a positive employer among local residents. Staff, who work within the community that they live, will also have a personal interest in the services provided by the Council.

Of those employed, 425 are female (54%) and 360 male (46%), this indicates that the Council's employment practices are supportive of families and work life balance. The latest data published in the Nomis Official Labour Market Statistics 2018/19 report states that 82% of the male population and 71.1 % of the female population in Tendring are 'Economically Active'.

Of the total 785 staff Tendring currently employs, the gender balance of the 357 members of full time staff is; 180 males (50%) and 177 females (50%) and 180 males (42%) and 248 females (58%) for the remaining 428 part time staff.

Under new legislation that came into effect in April 2017, UK employers with over 250 employees are required to publish their gender pay gap. The gender pay gap is a mathematical indicator of the gender balance within an organisation. It measures the difference between the average earnings of all male and female employees, irrespective of their role or seniority.

The Council's gender pay gap figures have been calculated in line with the regulations set out in the gender pay gap reporting legislation. We are pleased to report that the figures produced for 2018/19 demonstrate that our gender pay gap remains significantly lower than the reported UK average of 16.5%. For the same period, Tendring's figures show the male mean* hourly rate is 2.45% higher than the female mean hourly rate (£0.30) and the female median* hourly rate is 8.9% (£0.87) higher than the male median hourly rate.

**The mean or average is determined by adding all the data points in a population and then dividing the total by the number of points.*

**The median is determined by arranging all of the observations in order, from smallest to largest value, and the median is the middle value.*

Indicative Figures for 2019/20 are as follows:-

The male mean hourly rate is 5.00% (£0.63) higher than the female mean hourly rate.

The female median hourly rate is 6.09% (£0.63) higher than the male median hourly rate.

The difference in mean hourly rates is primarily a result of the apprentices employed at the organisation. 75% of apprentices are female, this therefore reduces the mean female hourly rate. Evidence of this factor

can also be seen in the median hourly rate difference where the female hourly rate is greater than male hourly rate

The analysis of our gender pay gap figures tells us the following:-

- The ratio of male to female employees within each reporting quartile (of which there are four) is representative of the overall male to female ratio for the organisation.
- There is no material disparity at each pay level within the organisation.

Age Profile

As we are measuring a complete workforce, we are able to see a wider spectrum of ages across the organisation, with the employee age range being from 16 to 81. The highest ratio of staff is falling within the 51 to 60 age bracket and the next highest age range being 21 to 30 years. However, this is closely followed by the age range 41 to 50 years. This indicates that the Council is retaining staff at all ages.

A summary of the above age profiles, by department, can be found in Appendix C.

Disability Profile

Of the 502 fully contracted staff (*excluding apprentices*), 21 have self-declared that they have a disability.

The Council is one of the only organisations in the Tendring district to be awarded *Disability Confident Leader Status, (*awarded to the authority in 2017*). This requires an employer to be Disability Confident as recognised by their peers, local community and disabled people. As a 'Disability Confident Leader' Tendring has made a commitment to support other employers in the district to become 'Disability Confident'.

**Disability Confident encompasses a number of voluntary commitments to encourage employers to recruit, retain and develop disabled staff, such as offering work experience opportunities and implementing a flexible recruitment process. This replaced the Two Ticks Disability accreditation, which the Council was awarded since 1998.*

Ethnicity Profile

Of those staff who have declared their ethnicity, 7 declared they were of an ethnic origin other than 'White British'. The 2011 Census statistics show that in Tendring 2.4% of residents declared themselves as being from a minority ethnic group. Therefore, the Council fairly represents the community with the diversity within its workforce.

Sickness Absence

The reported absence figure for the Council in 2018/19 was 10.55 days. Long term absence was reported at 8.42 days and short term absence 2.13 days, which shows the rate to be just above the reported national level in local government for the same period (*Xpert HR's sickness absence rates and costs survey 2018, details an average number of days' absence per employee, per annum, for local government of 9.7 days*).

The latest reported sickness absence data for the Public Sector, in the CIPD's Health And Well-Being At Work Report 2019, demonstrates on average, public sector employees had 8.4 days of absence over the last year. The Council's current absence figure of 8.15 days per employee falls just below this and demonstrates a downward trend in staff absence. This figure is broken down into 6.03 days long term and 2.12 days short term absence.

The Chartered Institute of Personnel and Development (CIPD) recommend that organisations adopt the following approach when effectively managing absence:-

- Identify and tackle the root causes of ill health;
- Build a more robust framework to promote good mental health;
- Strengthen the capability of line managers;
- Ensure a holistic approach; physical, mental, emotional, lifestyle and financial.

Sickness absence continues to be actively managed; the majority of the Council's 4th Tier Managers have undertaken both 'Absence Management' and 'Managing Mental Health' training. The Council also supports its employees' general health and well-being, including: offering a fully funded Employee Assistance Programme (*which offers a holistic approach as identified above*) greater flexible working options, corporate gym membership and access to an Occupational Health Specialist.

The authority is also committed to promoting the positive mental well-being of its employees and to supporting any employees who may experience mental ill-health. The organisation has worked hard to create a framework to achieve this, including working in partnership with a number of 3rd parties (*bulleted below*) to provide staff with a range of resources, training a number of Mental Health First Aider's and Livewell Champions amongst the workforce, educating our line managers to feel confident and competent to have conversations with staff and signpost to specialist sources of support (if necessary), and raising awareness amongst the general workforce. This work has been underpinned by the recent signing of the Time to Change Pledge, the scheme recognises those employers who are committed to changing the way we think and act about mental health in the workplace.

- Provide (*a 'Community Interest Company' with a focus on health*);
- Health in Mind (*provides access to a wide range of talking therapy treatments for adults with common mental health problems in and around Colchester and Tendring*);
- Anglia Community Enterprise (ACE) (*NHS Community Health Services, such as health checks, My Weight Matters*);
- Remploy (*funded by the Department for Work and Pensions, available to any employee with a mental health issue which may be affecting their work*);
- Lloyds Pharmacy (Flu Vaccination Clinic)
- Regional Employers (*seeking best practice for managing absence*).

BACKGROUND PAPERS FOR THE DECISION

Profile of Tendring May 2016
 Teamspirit report
 Nomis Official Labour Market Statistics Report 2018/19
 Xpert HR's sickness absence rates and costs survey 2018
 CIPD Well-being at Work Report 2019 (Public Sector Summary)
 CIPD Report: Not Just A Number: Lessons From The First Year Of Gender Pay Gap Reporting

APPENDICES

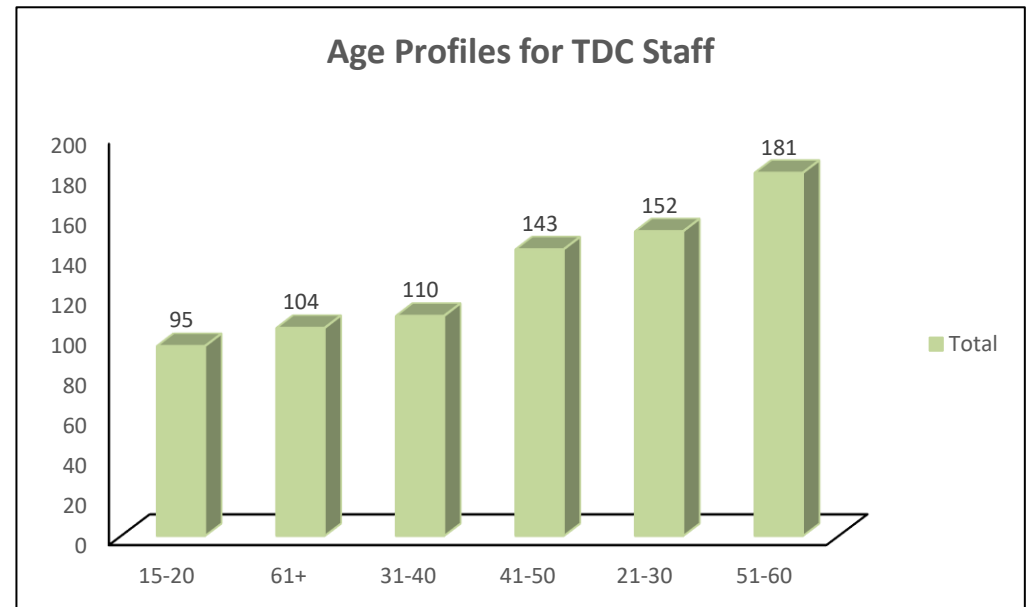
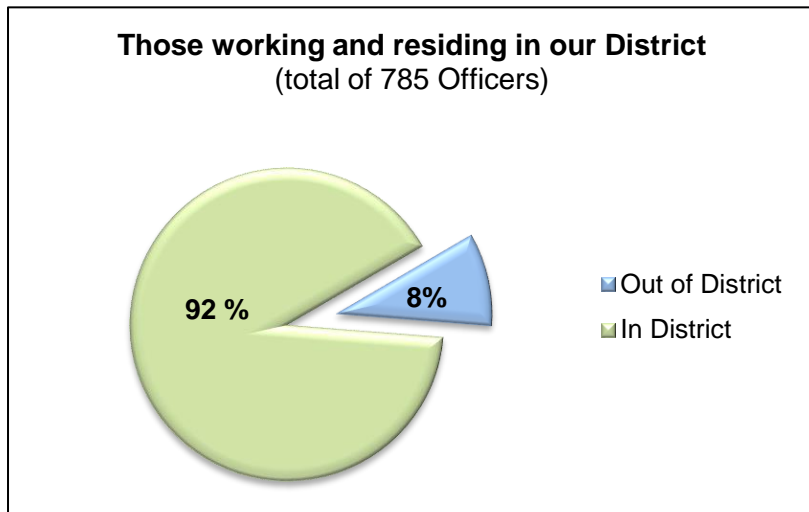
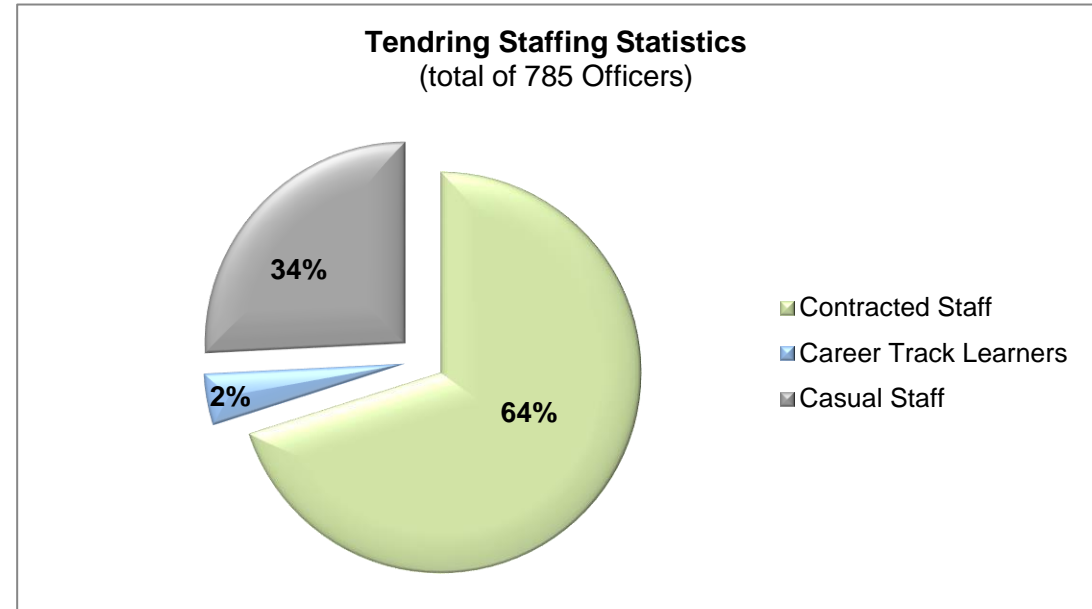
Appendix A – Staffing Data
Appendix B - A Summary of Highest Ratio Age Profiles by Department
Appendix C – Infogram

Number of Employees (including Career Track Learners)

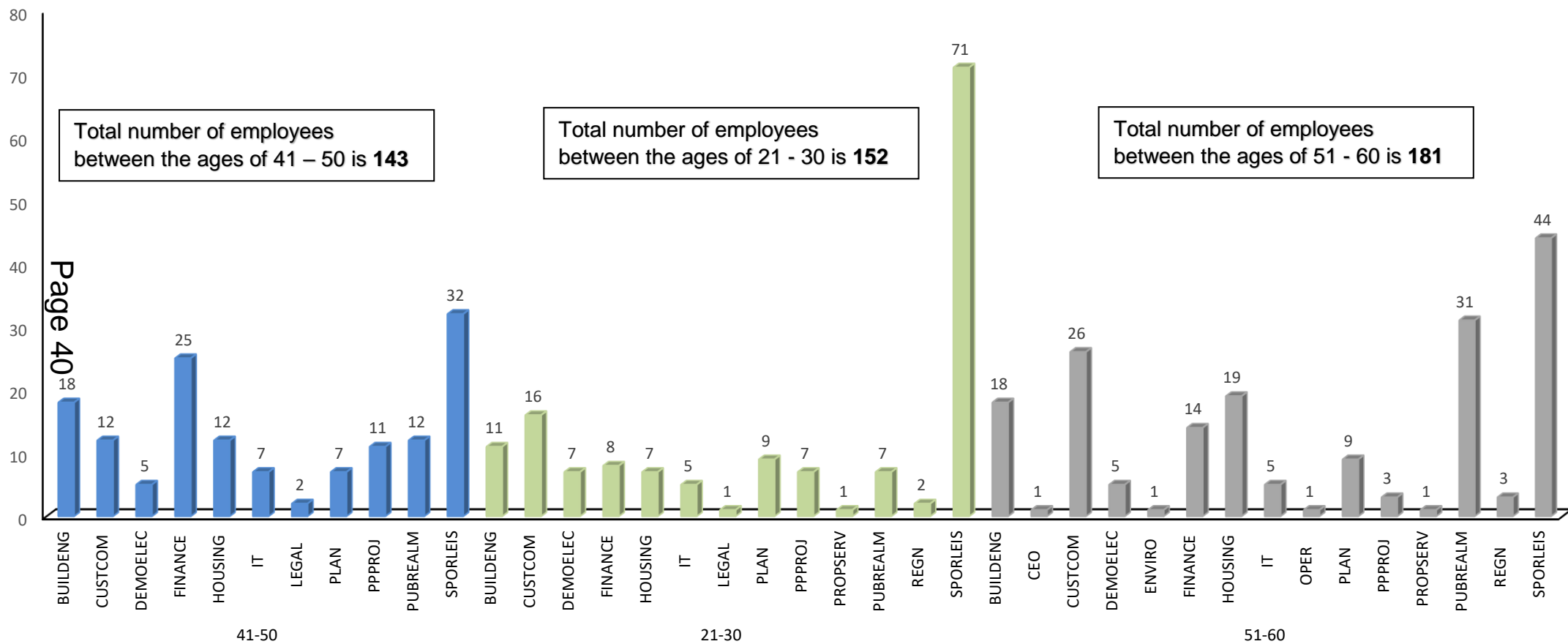
Total workforce	785	
Female	425	54%
Male	360	46%

Full Time	357	
Female	177	50%
Male	180	50%

Part Time	328	
Female	248	58%
Male	180	42%



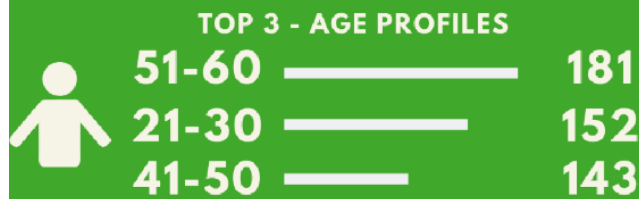
Highest Ratio Age Profiles (41-50, 21-30, 51-60) for TDC Staff Broken Down by Department



TENDRING DISTRICT COUNCIL STAFFING STATISTICS

TENDRING DISTRICT COUNCIL - 785 EMPLOYEES

CAREER TRACK APPRENTICES	FULLY CONTRACTED	CASUAL
19	502	264



SICKNESS ABSENCE

Current Figure 8.15 Days Per Employee

6.03 DAYS LONG TERM

2.12 DAYS SHORT TERM



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HUMAN RESOURCES & COUNCIL TAX COMMITTEE

24 FEBRUARY 2020

REPORT OF HEAD OF PEOPLE, PERFORMANCE AND PROJECTS

A.5 THE PARENTAL BEREAVEMENT (LEAVE AND PAY) ACT 2018

(Report prepared by Pauline Lifton & Anastasia Simpson)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To update Human Resources & Council Tax Committee on The Parental Bereavement (Leave and Pay) Act 2018 which comes into effect on 6th April 2020.

EXECUTIVE SUMMARY

From 6th April 2020, Statutory Parental Bereavement Leave (SPBL) will be available to all employees who are 'bereaved parents' (which means they were the primary carer for a child who has died under the age of 18).

Two week's statutory leave will be available for all employees from Day 1 (there is no minimum service needed).

Statutory Parental Bereavement Pay (SPBP) will be available to employee's with 26 weeks continuous employment with their employer (*at the week before the week in which the child dies; as long as they are still employed by the employer on the day on which their child dies*) and where their normal weekly earnings in the 8 weeks up to the week before the child's death are not less than the lower earnings limit for National Insurance contributions purposes.

This entitlement will also be available to adults with parental responsibilities for children, who are not their birth parents, i.e. for adoptive parents, those who are fostering to adopt, legal guardians and most foster parents (*except those in short-term fostering arrangements*).

It also applies to parents who have suffered a stillbirth 24 weeks or more into pregnancy.

Where more than one child dies, the parent will have a statutory entitlement to leave and pay in respect of each child.

The leave must be taken in units of 1 week (*it cannot be taken as individual days*) – so it can be taken as a single block of 2 weeks, or 2 separate blocks of 1 week at different times.

The leave can be taken at any time up to 56 weeks from the date of the death of the child. (*This timescale is deliberate as, for example, it would allow an employee to take leave at the first anniversary of the child's death; and the bereavement leave can be added onto to the end of a 52 week maternity leave*).

Bereavement leave can be taken straight away after the death of the child. If this leave is not taken straight away (*or all of it is not taken straight away*), then employee's will be required to give 1 weeks' notice to their employer that they will be taking this leave.

RECOMMENDATION(S)

It is recommended that:

(a) the content of this report be noted as a statutory requirement.

(b) the People, Performance and Projects Team be requested to update internal policies and procedures to include this statutory entitlement.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

This update in employment legislation contributes to upholding the values as outlined in our Corporate Plan 2020-2024, as follows:-

- Innovative, flexible, professional staff committed to delivering excellence
- Recognising the diversity and equality of individuals.

The following Council Policies will need to be updated to meet this statutory requirement. They are:

- Leave Policy
- Time off for Dependents/Parental Leave Policy
- Maternity/Paternity Policy

In addition the Staff Handbook will also be updated to reflect the change in law.

FINANCE, OTHER RESOURCES AND RISK

The Council has a statutory obligation to adopt The Parental Bereavement (Leave and Pay) Act 2018. As this is a statutory payment the council can reclaim 92% of any payments made in relation to this act.

LEGAL

The Council has an obligation to implement The Parental Bereavement (Leave and Pay) Act 2018 as part of the terms and conditions of employment.

OTHER IMPLICATIONS

None.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The new Parental Bereavement Leave and Pay Act 2018 (*also known as Jack's Law*) received Royal Assent in September 2018 and becomes law on 6th April 2020. The law is in memory of Jack Herd, whose mother campaigned on the issue following the tragic death of her son aged 23 months.

BACKGROUND PAPERS FOR THE DECISION
N/A
APPENDICES
N/A

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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