



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

DATE: Thursday, 25 February 2021

TIME: 7.30 pm

VENUE: Meeting to be held pursuant to Statutory Instrument 2020/392. Live stream will be available via <https://www.tendringdc.gov.uk/livemeetings>

MEMBERSHIP:

| | |
|---|--------------------------------|
| Councillor Chapman (Chairman) | Councillor King |
| Councillor Griffiths (Vice-Chairman) | Councillor Knowles |
| Councillor Amos | Councillor Morrison |
| Councillor Calver | Councillor M Stephenson |
| Councillor Chittock | |

Most Council meetings are open to the public and press.

Agendas and Minutes are published on the Council's website www.tendringdc.gov.uk. Agendas are available to view five working days prior to the meeting date and the Council aims to publish Minutes within five working days of the meeting. 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 Emma Haward Email democraticservices@tendringdc.gov.uk or Telephone on 01255 686 007.

DATE OF PUBLICATION: Wednesday, 17 February 2021

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 - 2)

To confirm as a correct record, the minutes of the last meeting of the Committee, held on 26 November 2020.

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 Covid-19 and Staffing Matters Update

The Committee will receive from the Human Resources & Business Manager an oral update on the Council's operational response to the Covid-19 pandemic and the related staffing matters.

6 Report of the Assistant Director (Finance & IT) & Section 151 Officer - A.1 - Formal Confirmation of Council Tax Amounts for 2021/22 following the Notification of the Precepts from the Major Precepting Authorities (Pages 3 - 8)

To seek confirmation of the final Council Tax amounts for 2021/22 including the precepts issued for 2021/22 by Essex County Council, Essex Police and Essex Fire & Rescue Services.

7 Report of the Assistant Director (Partnerships) - A.2 - Pay Policy Statement 2021/22 (Pages 9 - 22)

To present the Pay Policy Statement for 2021/22.

8 Report of Assistant Director (Partnerships) - A.3 - Workforce Update Report (Pages 23 - 30)

To provide Members of the Human Resources Committee with an update on current staffing statistics.

9 **Exclusion of Press and Public**

The Committee is asked to consider passing 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 10 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.”

10 **Exempt Minute of the Meeting of the Human Resources and Council Tax Committee held on 26 November 2020 (Pages 31 - 34)**

To confirm as a correct record the exempt minute of the meeting of the Committee held on 26 November 2020.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee is to be at 7.30 pm on Wednesday, 21 April 2021.

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES AND COUNCIL TAX
COMMITTEE,
HELD ON THURSDAY, 26TH NOVEMBER, 2020 AT 7.33 PM
THE MEETING WAS HELD IN ACCORDANCE WITH STATUTORY INSTRUMENT
2020/392.**

| | |
|-----------------------|--|
| Present: | Councillors Chapman (Chairman), Griffiths (Vice-Chairman), Calver, Chittock, Morrison, Placey and M Stephenson |
| In Attendance: | Ian Davidson (Chief Executive), Damian Williams (Corporate Director (Operations and Delivery)), Anastasia Simpson (Assistant Director (Partnerships)), Linda Trembath (Senior Solicitor (Litigation and Governance) & Deputy Monitoring Officer), Ian Ford (Committee Services Manager), Keith Durran (Democratic Services Officer), Karen Harde (IT Training Officer) and Hattie Dawson-Dragisic (Apprentice (Democratic Services & Elections)) |

35. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Amos (with no substitute), Clifton (with Councillor Placey substituting) and King (with no substitute).

36. MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the meeting of the Human Resources & Council Tax Committee held on Wednesday 21 October 2020 be approved as a correct record.

37. DECLARATIONS OF INTEREST

Councillor Griffiths declared for the public record that he was a member of the GMB Union and a Shop Steward but that he had no involvement with Tendring District Council in that capacity.

38. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

No Questions on Notice had been submitted on this occasion.

39. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor M E Stephenson, seconded by Councillor Griffiths 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 Items 6 and 7 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 2, 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.

40. EXEMPT MINUTE OF THE MEETING HELD ON WEDNESDAY 21 OCTOBER 2020

It was **RESOLVED** that the exempt minute of the meeting of the Human Resources & Council Tax Committee held on Wednesday 21 October 2020 be approved as a correct record.

41. REPORT OF THE CHIEF EXECUTIVE - B.1 - MARKET FORCES REPORT FOR A POST WITHIN LEGAL SERVICES

It was **RESOLVED** that –

- (a) that the Market Forces Supplement be applied to the post of Planning Lawyer and to other posts within Legal Services which are required to be held by qualified solicitors with a current Solicitors Regulation Authority practising certificate; and
- (b) the Supplement be applied 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 7.46 pm

Chairman

**HUMAN RESOURCES AND COUNCIL TAX COMMITTEE
25 FEBRUARY 2021
REPORT OF ASSISTANT DIRECTOR FINANCE AND IT**

A.1 FORMAL CONFIRMATION OF COUNCIL TAX AMOUNTS FOR 2021/22 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 2021/22 including the precepts issued for 2021/22 by Essex County Council, Essex Police and Essex Fire.

EXECUTIVE SUMMARY

At its meeting on the 16 February 2021, Council considered the Executive's Budget and Council Tax proposals for 2021/22 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 2021/22. The total Council Tax for the year is made up of the District and Parish / Town Council amounts approved by Council on 16 February 2021 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 2021/22 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 2021/22 shown at Appendix C for each of the categories of dwellings are confirmed.

PART 2 – SUPPORTING INFORMATION

CONFIRMATION OF COUNCIL TAX AMOUNTS 2021/22 - 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 2021/22, these were approved by Full Council on 16 February 2021 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* | £1,340.91 | 1.50% |
| Essex Fire Services | £73.89 | 0.00% |
| Essex Police Services | £208.53 | 4.98% |

When added to the amounts relating to the District and Parish / Town Council Services as approved by Council on 16 February 2021, the average Band D Tax totals **£1,844.34** for 2021/22. **Appendix A** sets out the full precept details.

Appendix C sets out for confirmation the 2021/22 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, Essex County Council has not yet formally approved its Council tax for 2021/22. If there is any change from the amount 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 2021/22 (as approved by Council on 16 February 2021)

Appendix C - County, Fire, Police, District and Parish/Town Council Tax Amounts 2021/22

PRECEPTS ON THE COLLECTION FUND

| 2020/21 | | | 2021/22 | | |
|---------------|-----------------|---|---------------|-----------------|---------------|
| 48,392.0 | | Council Tax Base | 48,435.6 | | |
| Amount | Council Tax | | Amount | Council Tax | Change in Tax |
| £'000 | £ | | £'000 | £ | % |
| 14,582 | 301.33 | Total Net Budget | 8,517 | 175.84 | |
| (4,867) | (100.57) | Less Government Support/Business Rates | (5,931) | (122.45) | |
| 9,715 | 200.76 | Net District Council Expenditure | 2,586 | 53.39 | |
| (1,361) | (28.12) | Less Collection Fund (surplus)/deficit | 6,018 | 124.25 | |
| 8,354 | 172.64 | District Council Services | 8,604 | 177.64 | 2.90% |
| 7,765 | 160.47 | District General Expenses | 8,043 | 166.05 | 3.48% |
| 589 | 12.17 | District Special Expenses | 561 | 11.59 | -4.77% |
| 8,354 | 172.64 | Council Tax Requirement (TDC) | 8,604 | 177.64 | 2.90% |
| 2,046 | 42.27 | Parish Council Services | 2,101 | 43.37 | 2.60% |
| 10,400 | 214.91 | Council Tax Requirement (incl. parishes) | 10,705 | 221.01 | 2.84% |
| 63,931 | 1,321.11 | County Council Services | 64,948 | 1,340.91 | 1.50% |
| 3,576 | 73.89 | Essex Fire Services | 3,579 | 73.89 | 0.00% |
| 9,612 | 198.63 | Essex Police Services | 10,100 | 208.53 | 4.98% |
| 87,519 | 1,808.54 | Total Average District Tax | 89,332 | 1,844.34 | 1.98% |

| Band | Essex County Council £ | Essex Fire Services £ | Essex Police Services £ |
|------|---------------------------------|--------------------------------|----------------------------------|
| A | 893.94 | 49.26 | 139.02 |
| B | 1,042.93 | 57.47 | 162.19 |
| C | 1,191.92 | 65.68 | 185.36 |
| D | 1,340.91 | 73.89 | 208.53 |
| E | 1,638.89 | 90.31 | 254.87 |
| F | 1,936.87 | 106.73 | 301.21 |
| G | 2,234.85 | 123.15 | 347.55 |
| H | 2,681.82 | 147.78 | 417.06 |

DISTRICT AND PARISH/TOWN COUNCIL TAX AMOUNTS 2021/22

| 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 | 124.33 | 145.06 | 165.78 | 186.50 | 227.94 | 269.39 | 310.83 | 373.00 |
| Parishes of : | | | | | | | | |
| Alresford | 179.40 | 209.30 | 239.20 | 269.10 | 328.90 | 388.70 | 448.50 | 538.20 |
| Ardleigh | 137.97 | 160.96 | 183.96 | 206.95 | 252.94 | 298.93 | 344.92 | 413.90 |
| Beaumont-cum-Moze | 132.54 | 154.63 | 176.72 | 198.81 | 242.99 | 287.17 | 331.35 | 397.62 |
| Great Bentley | 182.03 | 212.37 | 242.71 | 273.05 | 333.73 | 394.41 | 455.08 | 546.10 |
| Little Bentley | 129.43 | 151.00 | 172.57 | 194.14 | 237.28 | 280.42 | 323.57 | 388.28 |
| Bradfield | 193.09 | 225.27 | 257.45 | 289.63 | 353.99 | 418.35 | 482.72 | 579.26 |
| Brightlingsea | 154.13 | 179.82 | 205.51 | 231.20 | 282.58 | 333.96 | 385.33 | 462.40 |
| Great Bromley | 148.49 | 173.24 | 197.99 | 222.74 | 272.24 | 321.74 | 371.23 | 445.48 |
| Little Bromley | 122.21 | 142.57 | 162.94 | 183.31 | 224.05 | 264.78 | 305.52 | 366.62 |
| Little Clacton | 162.01 | 189.02 | 216.02 | 243.02 | 297.02 | 351.03 | 405.03 | 486.04 |
| Elmstead | 146.73 | 171.19 | 195.64 | 220.10 | 269.01 | 317.92 | 366.83 | 440.20 |
| Frating | 139.19 | 162.39 | 185.59 | 208.79 | 255.19 | 301.59 | 347.98 | 417.58 |
| Frinton and Walton | 173.23 | 202.11 | 230.98 | 259.85 | 317.59 | 375.34 | 433.08 | 519.70 |
| Harwich | 146.27 | 170.65 | 195.03 | 219.41 | 268.17 | 316.93 | 365.68 | 438.82 |
| Lawford | 156.61 | 182.72 | 208.82 | 234.92 | 287.12 | 339.33 | 391.53 | 469.84 |
| Manningtree | 145.70 | 169.98 | 194.27 | 218.55 | 267.12 | 315.68 | 364.25 | 437.10 |
| Mistley | 170.88 | 199.36 | 227.84 | 256.32 | 313.28 | 370.24 | 427.20 | 512.64 |
| Great Oakley | 158.41 | 184.81 | 211.21 | 237.61 | 290.41 | 343.21 | 396.02 | 475.22 |
| Little Oakley | 142.08 | 165.76 | 189.44 | 213.12 | 260.48 | 307.84 | 355.20 | 426.24 |
| Ramsey and Parkeston | 178.33 | 208.05 | 237.77 | 267.49 | 326.93 | 386.37 | 445.82 | 534.98 |
| St Osyth | 161.84 | 188.81 | 215.79 | 242.76 | 296.71 | 350.65 | 404.60 | 485.52 |
| Tendring | 141.05 | 164.55 | 188.06 | 211.57 | 258.59 | 305.60 | 352.62 | 423.14 |
| Thorpe-le-Soken | 156.35 | 182.41 | 208.47 | 234.53 | 286.65 | 338.77 | 390.88 | 469.06 |
| Thorrington | 138.90 | 162.05 | 185.20 | 208.35 | 254.65 | 300.95 | 347.25 | 416.70 |
| Weeley | 150.49 | 175.58 | 200.66 | 225.74 | 275.90 | 326.07 | 376.23 | 451.48 |
| Wix | 157.24 | 183.45 | 209.65 | 235.86 | 288.27 | 340.69 | 393.10 | 471.72 |
| Wrabness | 129.81 | 151.44 | 173.08 | 194.71 | 237.98 | 281.25 | 324.52 | 389.42 |

COUNTY, FIRE, POLICE, DISTRICT AND PARISH/TOWN COUNCIL TAX AMOUNTS 2021/22

| 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 | 1,206.55 | 1,407.65 | 1,608.74 | 1,809.83 | 2,212.01 | 2,614.20 | 3,016.38 | 3,619.66 |
| Parishes of: | | | | | | | | |
| Alresford | 1,261.62 | 1,471.89 | 1,682.16 | 1,892.43 | 2,312.97 | 2,733.51 | 3,154.05 | 3,784.86 |
| Ardleigh | 1,220.19 | 1,423.55 | 1,626.92 | 1,830.28 | 2,237.01 | 2,643.74 | 3,050.47 | 3,660.56 |
| Beaumont-cum-Moze | 1,214.76 | 1,417.22 | 1,619.68 | 1,822.14 | 2,227.06 | 2,631.98 | 3,036.90 | 3,644.28 |
| Great Bentley | 1,264.25 | 1,474.96 | 1,685.67 | 1,896.38 | 2,317.80 | 2,739.22 | 3,160.63 | 3,792.76 |
| Little Bentley | 1,211.65 | 1,413.59 | 1,615.53 | 1,817.47 | 2,221.35 | 2,625.23 | 3,029.12 | 3,634.94 |
| Bradfield | 1,275.31 | 1,487.86 | 1,700.41 | 1,912.96 | 2,338.06 | 2,763.16 | 3,188.27 | 3,825.92 |
| Brightlingsea | 1,236.35 | 1,442.41 | 1,648.47 | 1,854.53 | 2,266.65 | 2,678.77 | 3,090.88 | 3,709.06 |
| Great Bromley | 1,230.71 | 1,435.83 | 1,640.95 | 1,846.07 | 2,256.31 | 2,666.55 | 3,076.78 | 3,692.14 |
| Little Bromley | 1,204.43 | 1,405.16 | 1,605.90 | 1,806.64 | 2,208.12 | 2,609.59 | 3,011.07 | 3,613.28 |
| Little Clacton | 1,244.23 | 1,451.61 | 1,658.98 | 1,866.35 | 2,281.09 | 2,695.84 | 3,110.58 | 3,732.70 |
| Elmstead | 1,228.95 | 1,433.78 | 1,638.60 | 1,843.43 | 2,253.08 | 2,662.73 | 3,072.38 | 3,686.86 |
| Frating | 1,221.41 | 1,424.98 | 1,628.55 | 1,832.12 | 2,239.26 | 2,646.40 | 3,053.53 | 3,664.24 |
| Frinton and Walton | 1,255.45 | 1,464.70 | 1,673.94 | 1,883.18 | 2,301.66 | 2,720.15 | 3,138.63 | 3,766.36 |
| Harwich | 1,228.49 | 1,433.24 | 1,637.99 | 1,842.74 | 2,252.24 | 2,661.74 | 3,071.23 | 3,685.48 |
| Lawford | 1,238.83 | 1,445.31 | 1,651.78 | 1,858.25 | 2,271.19 | 2,684.14 | 3,097.08 | 3,716.50 |
| Manningtree | 1,227.92 | 1,432.57 | 1,637.23 | 1,841.88 | 2,251.19 | 2,660.49 | 3,069.80 | 3,683.76 |
| Mistley | 1,253.10 | 1,461.95 | 1,670.80 | 1,879.65 | 2,297.35 | 2,715.05 | 3,132.75 | 3,759.30 |
| Great Oakley | 1,240.63 | 1,447.40 | 1,654.17 | 1,860.94 | 2,274.48 | 2,688.02 | 3,101.57 | 3,721.88 |
| Little Oakley | 1,224.30 | 1,428.35 | 1,632.40 | 1,836.45 | 2,244.55 | 2,652.65 | 3,060.75 | 3,672.90 |
| Ramsey and Parkeston | 1,260.55 | 1,470.64 | 1,680.73 | 1,890.82 | 2,311.00 | 2,731.18 | 3,151.37 | 3,781.64 |
| St Osyth | 1,244.06 | 1,451.40 | 1,658.75 | 1,866.09 | 2,280.78 | 2,695.46 | 3,110.15 | 3,732.18 |
| Tendring | 1,223.27 | 1,427.14 | 1,631.02 | 1,834.90 | 2,242.66 | 2,650.41 | 3,058.17 | 3,669.80 |
| Thorpe-le-Soken | 1,238.57 | 1,445.00 | 1,651.43 | 1,857.86 | 2,270.72 | 2,683.58 | 3,096.43 | 3,715.72 |
| Thorrington | 1,221.12 | 1,424.64 | 1,628.16 | 1,831.68 | 2,238.72 | 2,645.76 | 3,052.80 | 3,663.36 |
| Weeley | 1,232.71 | 1,438.17 | 1,643.62 | 1,849.07 | 2,259.97 | 2,670.88 | 3,081.78 | 3,698.14 |
| Wix | 1,239.46 | 1,446.04 | 1,652.61 | 1,859.19 | 2,272.34 | 2,685.50 | 3,098.65 | 3,718.38 |
| Wrabness | 1,212.03 | 1,414.03 | 1,616.04 | 1,818.04 | 2,222.05 | 2,626.06 | 3,030.07 | 3,636.08 |

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HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

25 FEBRUARY 2021

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.2 PAY POLICY STATEMENT 2021/22

(Report prepared by Katie Wilkins)

PART 1 – KEY INFORMATION

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|---|
| PURPOSE OF THE REPORT |
| To present the Pay Policy Statement for 2021/22. |
| 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 2021/22 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 ensuring value for money for the residents of Tendring.</p> |
| RECOMMENDATION(S) |
| <p>That the Human Resources & Council Tax Committee recommends to Full Council:-</p> <p>That the Pay Policy Statement 2021/22, as set out in the Appendix to item A.2 of the Report of the Assistant Director (Partnerships), be adopted.</p> |

PART 2 – IMPLICATIONS OF THE DECISION

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|---|
| 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 residents of Tendring. |
| FINANCE, OTHER RESOURCES AND RISK |
| The Council has a statutory and contractual obligation to adopt the NJC pay spine. Inflationary Pay Award Following negotiations with National Employers and National Unions, the inflationary pay award for 2020/21 was agreed at 2.75% across the pay spine. Pay negotiations for 2021/22 have commenced. Local Government are not currently subject to Government national arrangements and therefore the Government's pay freeze in the public sector does not necessarily apply. National Employers are currently gathering information to determine what percentage pay award has been assumed by other authorities across the region. Tendring has assumed a 1.5% budget requirement. Reform of Local Government Exit Payments The statutory provisions governing exit payments to local government workers are in the process of reform. |
| 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 Council has a statutory duty to produce and publish an updated annual Pay Policy with effect from the 1 st April each year. |

PART 3 – SUPPORTING INFORMATION

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|---|
| PAY POLICY STATEMENT 2021/22 - BACKGROUND |
| 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 Pay Policy for 2021/22 provides information on the Council's pay spine and remuneration arrangements. Namely, those outlined as part of the Senior Management Review undertaken in 2020, Off-Payroll Working Regulations (IR35) and Allowances.

The Pay Policy 2021/22 also includes Gender Pay Gap Reporting figures, in line with the 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.

Three of the above requirements will not be applicable, as the Council does not operate bonus schemes for Officers.

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

The Gender Pay Gap Reporting Figures included in the 2021/22 Pay Policy are as follows:

Mean difference across Gender

The difference between the male and female mean hourly rate is £0.34. The male mean hourly rate is 2.55% higher than the female mean hourly rate.

Median difference across Gender

The difference between the male and female median hourly rate is £0.45. The female median hourly rate is 4.07% higher than the male median hourly rate.

The difference in median is likely because there is a minor over-representation of females in quartiles three and four, with a slight over-representation of males in quartile two. Any disparity in each quartile band is to the value of 1%.

UNISON has been consulted on these proposals.

BACKGROUND PAPERS FOR THE DECISION

None

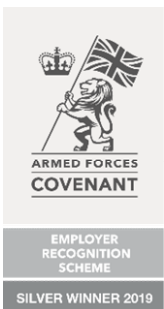
APPENDICES

APPENDIX - PAY POLICY STATEMENT 2021/22

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Tendring District Council Pay and Reward Policy

2021/22



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 of an adequate level in order to secure and retain high quality employees dedicated to the service of the public, whilst ensuring value for money to the public purse. The Council's vision includes the provision to adopt a reward strategy that is modern, sustainable, fair and transparent and rewards its workforce 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 officers remuneration within a local authority. A full list of senior remuneration and monthly salaries information 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/Assistant Directors, 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 2021/22 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 ensuring value for money for the residents of Tendring.

Tendring District Council requires high calibre leaders within the organisation to deliver high quality public services, especially in difficult fiscal conditions. Taxpayers should be assured of value for money, with public resources not used inefficiently on excessive senior salaries. The primary aim of the Pay Policy is to set a framework to attract, retain and motivate staff to ensure 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).

Determination of Grade and Salary for chief officers and lowest paid Employees

The Council's pay policy is influenced by a number of factors which include market information, market forces and budgetary position. Pay ranges are revisited from time to time to ensure they remain appropriate when benchmarked against external independent appropriate compensation surveys, applicable to each role.

The Council has adopted the National Pay Grades, as set out 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 current pay structure there are 22 Pay Bands and 81 Incremental Pay Points.

Apprentices 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 pay is subject to benchmarking, with pay rates set to attract and retain key employees. The agreement of pay is subject to Equal Pay legislation.

As part of the Senior Management Review undertaken in 2020, it was agreed that Chief Officers would move away from incremental progression to career graded posts, whereby performance is assessed and reviewed annually according to the competency criteria within the job description. This process includes a panel evaluation process and moderation.

The highest paid employee is the Chief Executive who is on a salary scale of £112,000 to £135,076 per annum.

With effect from 1 April 2020, an allowance for the role of Deputy Chief Executive was 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 Officer roles (Monitoring Officer and Section 151 Officer) are index linked to the NJC inflationary awards.

Car mileage, motorcycle and bicycle payments for all employees are paid at the Inland Revenue Rate. This is currently £0.45/mile (for the first 10,000 miles) for car mileage, £0.24/mile for motorcycles, and £0.20/mile for bicycles.

Use of the Inland Revenue Rate enables the Council to have a fair and consistent rate of reimbursement for business mileage across the Council.

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
- Disturbance Payments
- First Aider Payments

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

The principles of this policy are as follows:

- That staff are paid in a consistent way throughout the organisation;
- To compensate staff providing 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 and safety and well-being needs of staff by encouraging the use of TOIL for recovery from supporting service delivery outside of standard working hours.

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, but 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 delivered during standard office hours, occasionally needing 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 43 (the top of Grade 11) can claim 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 may be paid enhanced rates of overtime for evenings, weekends and bank holidays for those staff having already worked 37 hours any one week.

The Council does not currently operate any bonus schemes.

With effect from 1 April 2020, the Council adjusted subsistence rates to mirror HMRC rates of reimbursement and to ensure alignment with mileage payments. 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 2020/21, in respect of these duties was £824.25 in relation to a payment outstanding from the General Election in 2019.

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 each year. 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 2020/21 the remuneration for the lowest paid member of staff within the Council was £17,842 (based on £9.24 per hour) per annum and the most senior officer within the Council was paid £135,076 per annum. This is a multiple of 7.57, 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.

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 £71,861 (this is based on full time equivalent annual salary, excluding election fees). The median pay for other staff other than Chief Officers is £25,790 per annum.

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

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

Since 2018, the Council has been required to publish mandatory gender pay gap reporting in order to meet the requirements of the Equality Act 2010 (Specific Duties

and Public Authorities) Regulations 2017. The Council has a requirement 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.

Three of the above requirements will not be applicable, as the Council does not operate bonus schemes for 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 2021, the Council has been undertaking an analysis of gender pay data, which includes an analysis by gender across four pay quartiles. Results show the following:

Mean difference across Gender

The difference between the male and female mean hourly rate is £0.34. The male mean hourly rate is 2.55% higher than the female mean hourly rate.

Median difference across Gender

The difference between the male and female median hourly rate is £0.45. The female median hourly rate is 4.07% higher than the male median hourly rate.

The difference in median is likely because there is a minor over-representation of females in quartiles three and four, with a slight over-representation of males in quartile two. Any disparity in each quartile band is to the value of 1%.

This information is published on the Council's website as well as a designated Government website.

Off-Payroll working in the Public Sector (IR35)

Due to the requirement for particular specialist skills or due to peaks in workloads, the Council occasionally engages the services of 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 are no longer responsible for determining the application of intermediaries' legislation and paying the relevant tax and NICs. This responsibility was moved to the public sector employer.

The Council has undertaken and reviewed the current status of all 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 looks to ensure that the policy is workable, affordable and reasonable having regard to foreseeable costs.

For 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 in order to respond 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.

Reform of Local Government Exit Payments

The statutory provisions governing exit payments to local government workers are in the process of reform.

Other Rewards

The Council has both financial and non-financial rewards for staff; in order 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.

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:

- Supporting the achievement of the Council's aims;
- Taking account of wider public sector pay policy and good practice;
- Are proportionate, fair and equitable and support equal pay principles;
- Taking account of appropriate pay differentials;
- Attracting, retaining and motivating Officers of the right quality and talent;
- Taking 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:

- 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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Agenda Item 8

HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

25 FEBRUARY 2021

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.3 WORKFORCE UPDATE 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>Staffing Statistics</p> <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 Human Resources Committee as part of each meeting.</p> <p>Tendring District Council currently has 493 full time equivalent (FTE) employees. The FTE figure equates to 779 employees in total (including casual workers and Career Track learners) this is made up of 372 full time, and 407 part time staff.</p> |
| RECOMMENDATION(S) |
| <p>It is recommended:-</p> <p>That the contents 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 |
| <p>The Council must ensure compliance with Employment Legislation, the Equalities Act 2010, the newly introduced Coronavirus Act 2020 and Working Time (Coronavirus) (Amendment) Regulations 2020.</p> <p>The Council has a legal duty of care to employees to ensure their 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.</p> |

The Constitution provides for agreement of key personnel policies, to the Corporate Director, Operations & Delivery in consultation with the Assistant Director, Partnerships.

OTHER IMPLICATIONS

None.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

Human Resources work with a software package called Teamspirit. This database allows us to capture 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 779 staff (*of which, 522 are fully contracted staff, 19 are Career Track Learners in full time employment, and 238 staff are employed on a casual basis*).

Of those employed, 429 are female (55%) and 350 male (45%), 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 2019/20 report states that 76.4% of the male population and 64.4% of the female population in Tendring are 'Economically Active'.

Of the total 779 staff Tendring currently employs, the gender balance of the 372 members of full time staff is; 184 males (49%) and 188 females (51%) and 166 males (41%) and 241 females (59%) for the remaining 407 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 2020/21 demonstrate that our gender pay gap remains significantly lower than the reported UK average in 2020 of 15.5%.

Tendring's figures for 2020/21 are as follows:-

The male mean* hourly rate is 2.55% (£0.34) higher than the female mean hourly rate.

The female median* hourly rate is 4.07% (£0.45) 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.*

The difference in median is likely because there is a minor over-representation of females in quartiles three and four, with a slight over-representation of males in quartile two. Any disparity in each quartile band is to the value of 1%.

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 82. 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 B.

Disability Profile

Of the 522 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.*

Officers are currently collating required evidence for Tendring's reaccreditation process, which is timetabled for the 31st March 2021.

Ethnicity Profile

Of those staff who have declared their ethnicity, 8 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 2019/20 was 7.7 days. Long term absence was reported at 5.83 days and short term absence 1.87 days, which shows the rate to be slightly above the reported national level in local government for the same period (*Xpert HR's sickness absence rates and costs survey 2020, details an average number of days' absence per employee, per annum, for local government of 7.4 days*).

The Council's current absence figure of 8.28 days per employee demonstrates a slight upward trend in staff absence. This figure is broken down into 6.70 days long term and 1.59 days short term absence.

This is not unexpected given the current Coronavirus pandemic. The overall COVID absence rate (recorded on Friday 29 Jan) was 3.2% amongst our permanent workforce, however the actual absence rate (*those unable to work from home*) was 1.9%.

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 (*educating our line managers to feel confident and competent to have conversations with staff and signpost to specialist sources of support*).

The Council's Absence Management procedures have recently been reviewed and updated, and a comprehensive training programme is currently being delivered to those with supervisory/line management responsibilities to effectively embed the new procedures.

Employees' general health and well-being is supported through, a fully funded Employee Assistance Programme (*which offers a holistic approach as identified above*), greater flexible working options, Corporate Gym Membership, flu vaccinations 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 and raising awareness amongst the general workforce. This work has been underpinned by the 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*);
- Regional Employers (*seeking best practice for managing absence*).

In recent months, in light of the current Coronavirus pandemic, the authority has focussed its efforts on the delivery of an online suite of well-being initiatives for employees, including but not limited to;

- Together@Tendring Publication (*includes healthy eating recipes, articles and tips on moving and exercises at work*)
- Improving Access to Psychological Therapies (IAPT) Webinars (*How to Sleep Better, Relaxation Skills and How to Cope with Stress*)
- Recovery and Resilience E-Learning

- Staff Well-being Survey
- Staff Fitness Classes (yoga, pilates, aerobics, zumba, via Zoom)
- Vine HR - Mindfulness and Wellbeing Remote Workshop(s)
- Promotion of national initiatives (including free classes at leisure centres), World National Suicide Awareness day and Public Health England's 'Every Mind Matters' campaign
- Online health checks and positive lifestyle support (e.g. *smoking cessation, limiting your alcohol intake*) via Provide
- Family well-being initiatives (*various*).

BACKGROUND PAPERS FOR THE DECISION

Profile of Tendring May 2019/20

Teamspirit report

Nomis Official Labour Market Statistics Report 2019/20

XpertHR's sickness absence rates and costs survey 2020

CIPD Well-being at Work Report 2019 (Public Sector Summary)

APPENDICES

Appendix A – Staffing Data

Appendix B - A Summary of Highest Ratio Age Profiles by Department

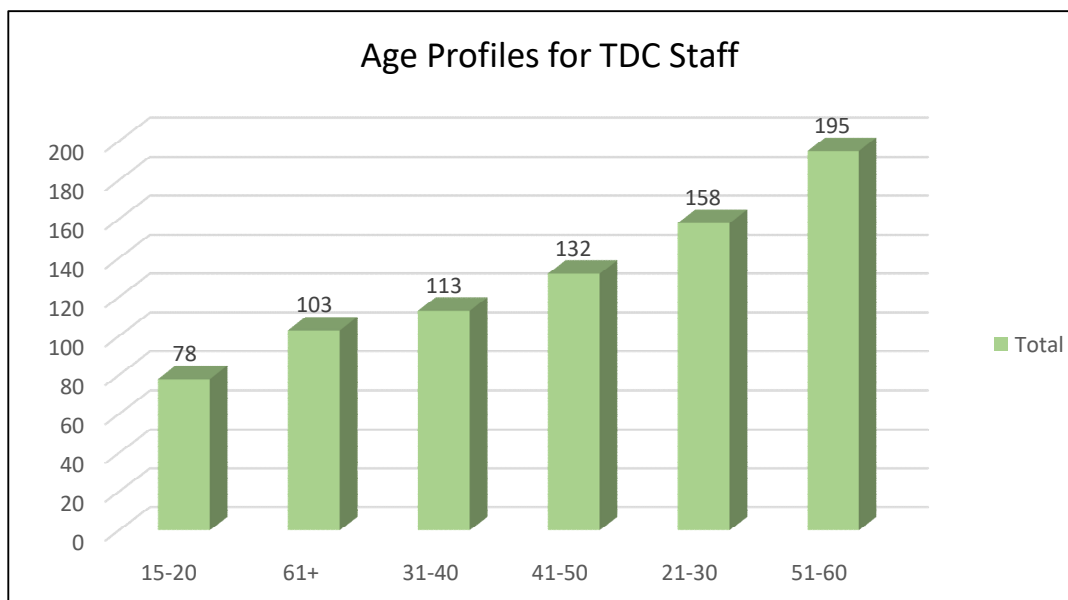
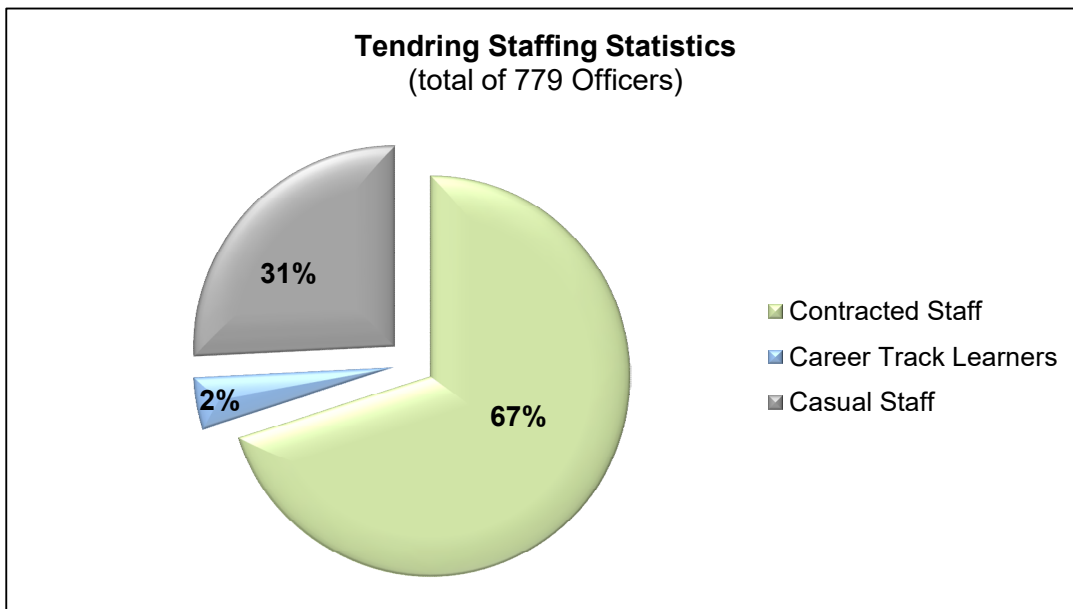
Appendix C – Infogram

Number of Employees (including Career Track Learners)

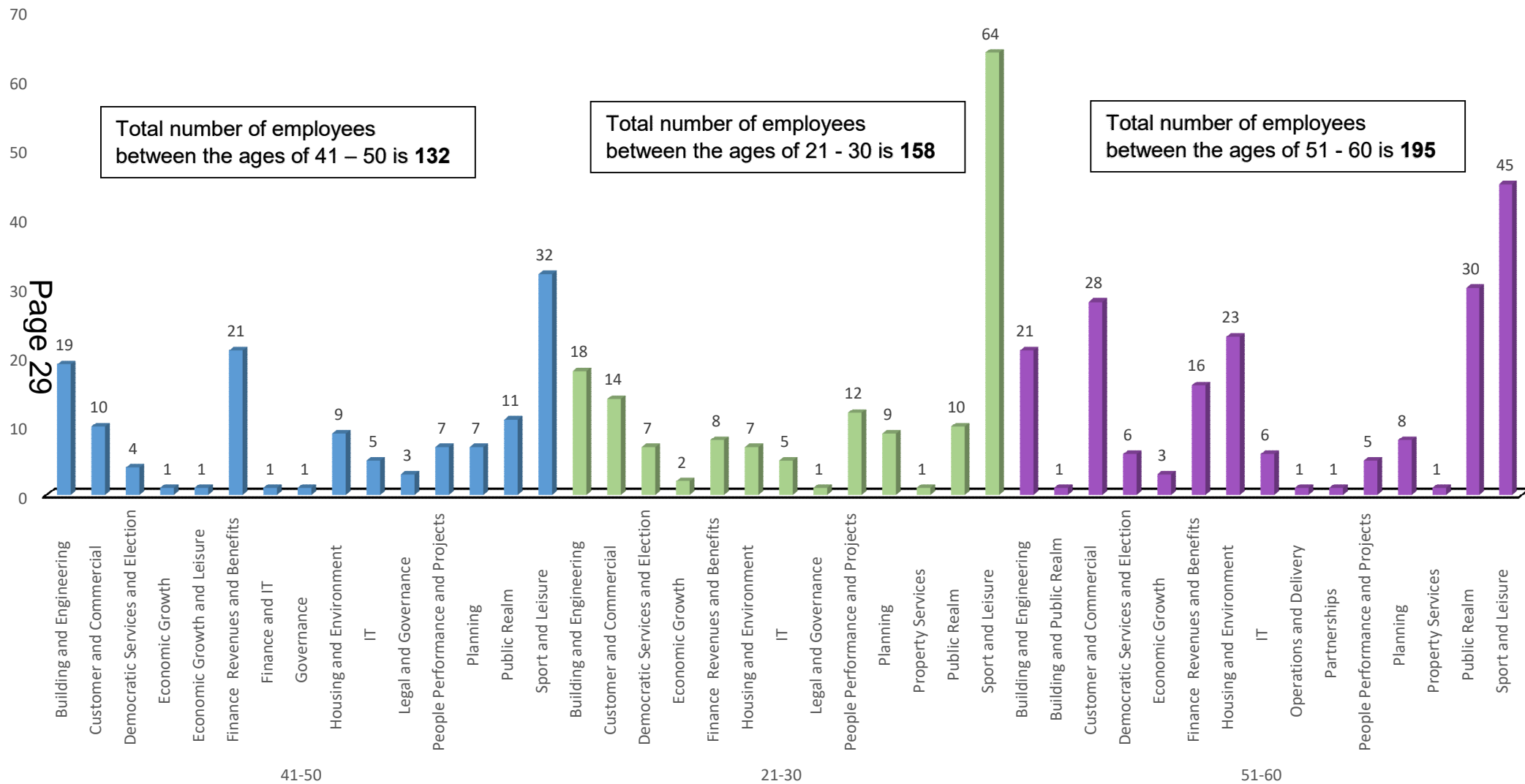
| | | |
|------------------------|-----|------------|
| Total workforce | 779 | |
| Female | 429 | 55% |
| Male | 350 | 45% |

| | | |
|------------------|-----|------------|
| Full Time | 372 | |
| Female | 188 | 51% |
| Male | 184 | 49% |

| | | |
|------------------|-----|------------|
| Part Time | 407 | |
| Female | 241 | 59% |
| Male | 166 | 41% |



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 - 779 EMPLOYEES

| CAREER TRACK APPRENTICES | FULLY CONTRACTED | CASUAL |
|-----------------------------|---------------------|--------|
| 19 | 522 | 238 |

GENDER PAY GAP

Lower than
national average



WORKFORCE



55% female



45% male

TOP 3 - AGE PROFILES



| | |
|-------|-----|
| 51-60 | 195 |
| 21-30 | 158 |
| 41-50 | 132 |

DISABILITY

21 employees self-declared
a disability



ETHNICITY

8 employees of an ethnic
group other than 'White
British'



SICKNESS ABSENCE

Absences figures

6.70 DAYS LONG TERM
1.59 DAYS SHORT TERM



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

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