



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

AGENDA

DATE:	Monday, 26 February 2024
TIME:	7.30 pm
VENUE:	Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor Chapman BEM (Chairman)
Councillor Calver (Vice-Chairman)
Councillor Amos
Councillor Guglielmi

Councillor Morrison
Councillor Skeels Jnr.
Councillor G Stephenson

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DATE OF PUBLICATION: Friday, 16 February 2024

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 - 10)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Thursday 12 October 2024.

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests of Non-Registerable Interests, 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 Report of the Assistant Director (Finance & IT) - A.1 - Formal Confirmation of Council Tax Amounts for 2024/25 following the Notification of the Precepts from the Major Precepting Authorities (Pages 11 - 20)

To set out and seek confirmation of the final Council Tax amounts for 2024/25 including the precepts issued for 2024/25 by Essex County Council, Essex Fire and Essex Police.

6 Career Track - Update

The Committee will receive a verbal update on the work of the Council's Career Track service.

7 Report of the Assistant Director (Partnerships) - A.2 - Pay Policy Statement 2024/25 (Pages 21 - 42)

To present the Council's draft Pay Policy Statement for 2024/25 for recommendation onto Full Council for approval and adoption.

8 Report of the Assistant Director (Partnerships) - A.3 - Proposed changes to how the Council uses the National Job Evaluation Scheme (Localised Arrangements) (Pages 43 - 54)

To provide members of the Human Resources and Council Tax Committee with an update on the proposed changes to the Council's localised adoption of the National Job Evaluation Scheme.

9 Report of the Assistant Director (Partnerships) - A.4 - Employment Legislation Update (Pages 55 - 60)

To provide members of the Human Resources and Council Tax Committee with an update on several key legislative changes in the UK during 2024, which focus on family-related policies, protection from harassment, and reforms in flexible and predictable working.

10 Exclusion of Press and Public

The Committee is requested 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 11 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.”

11 Exempt Minute of the Last Meeting (Pages 61 - 62)

To confirm and sign as a correct record the exempt minute of the last meeting of the Committee held on Thursday, 12 October 2023.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee will be held on a date to be determined in due course.

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 room and follow the exit signs out of the building.

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**MINUTES OF THE MEETING OF THE HUMAN RESOURCES AND COUNCIL TAX
COMMITTEE,
HELD ON THURSDAY, 12TH OCTOBER, 2023 AT 7.30 PM
IN THE COMMITTEE ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA,
CO15 1SE**

Present:	Councillors Chapman BEM (Chairman), Calver (Vice-Chairman, in the Chair), Amos, Guglielmi, Morrison, Skeels Jnr. and G Stephenson
In Attendance:	Anastasia Simpson (Assistant Director (Partnerships)), Katie Wilkins (Head of People), Tim Clarke (Assistant Director (Housing and Environment)), Clare Lewis (Assurance and Resilience Manager), Madeline Adger (Leadership Support Manager), Jo Williams-Lota (Human Resources Manager), Bethany Jones (Committee Services Officer) and Emma Haward (Leadership Support Assistant)

13. CHAIR

The Chairman of the Committee (Councillor Chapman BEM) informed the meeting that she had an ailment affecting her throat/lungs that was affecting her ability to speak. In order not to impede the efficient conduct of the meeting and the dispatch of the Committee's business she vacated the Chair which was thereupon occupied by the Vice-Chairman of the Committee (Councillor Calver).

14. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence on this occasion.

15. MINUTES OF THE LAST MEETING

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

RESOLVED that the minutes of the last meeting of the Committee, held on Thursday, 6 July 2023, be approved as a correct record.

16. DECLARATIONS OF INTEREST

Councillor G Stephenson stated for the public record that she was a member of the Communication Workers Union (CWU) but that she had no involvement with Tendring District Council in that capacity.

Councillor Morrison stated for the public record that she was a member of Unite but that she had no involvement with Tendring District Council in that capacity.

17. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

No Questions on Notice pursuant to Council Procedure Rule 38 had been submitted on this occasion.

18. **REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS) - A.1 - HUMAN RESOURCES TRANSFORMATION AND UPDATE REPORT**

The Committee had before it a report from the Assistant Director (Partnerships) (report A.1) which provided Members with an update on a number of Human Resources activities.

Procurement of a new Payroll & HR System

The Committee heard that Tendring District Council (TDC) currently used a Human Resources and Payroll software solution provided by Iris FMP TeamSpirit (version 23.1.2). The current system was due to be retired (*no longer supported by the provider*) on March 31 2024 and as a result, there was a requirement to purchase a new software solution.

Members were told that the TDC payroll function facilitated payment to approximately 700 staff; at the time of writing that comprised permanent (521) and temporary (16) members of staff; apprentices (10) and casual workers (150).

The Committee was made aware that membership in the Local Government Pension Scheme (LGPS) was automatic for most TDC employees; therefore, all elements of employer and staff contributions and management activity, including the production of monthly returns, were required.

The Committee was also told that there was also the need to facilitate a separate Elections Payroll (*in order to process data files provided by the Elections Team*) to pay those working on behalf of the Returning Officer at any Election.

Officers informed the Committee that the objective of procuring a new system was to deliver an integrated Human Resources and Payroll software solution that sought to automate the administrative functions of each discipline, providing an end-to-end solution that supported the entire employee lifecycle from recruitment to end of employment.

It was reported to the Committee that a detailed specification had been prepared to outline TDC's requirements in respect of the Human Resources and Payroll software to support TDC's activities in those areas, including the following requirements:-

- Adequate security controls throughout the Human Resources and Payroll disciplines.
- The provision of accurate information for statutory and Government returns as well as internal management information.
- A flexible approach allowing TDC to implement and use any additional module(s) according to their own timetable and/or requirements.

The Committee was also informed that the Council's financial controls would also be embedded within the chosen system to achieve greater efficiency with the use of automated processes and decision-making.

Members were also told that, in line with the expectations set out in the Council's constitution, a framework agreement had been identified rather than the Council undertaking its own tender process (*due to the significant number of suppliers, it was expedient to use a framework approach rather than a full tender process*). This framework was available via Crown & Commercial Services (G Cloud 13, lot 2). The framework allowed for a contract period of up to 4 years (3 + 1) and could be awarded directly rather than through any further competition.

Members were made aware that the procurement exercise entailed a long, medium and short list process, whereby the Authority's requirements were described, and suppliers were narrowed down against those through each list or stage. MHR iTrent had come out as the only supplier that could specifically meet the Council's requirements.

Members were informed that MHR iTrent currently delivered services to 47% of UK Local Governments. In addition, it was noted that other local authorities in Essex also used the MHR iTrent system, which could provide further value for money opportunities/flexibilities as part of potentially exploring shared service options going forward.

Furthermore, Members heard that, in terms of key milestones and delivery, subject to Cabinet's agreement to the additional necessary funding as part of the review of carry forwards from 2022 – 23, which they had considered at their 6 October 2023 meeting, it was anticipated that contracts would be signed early in October and implementation would commence shortly after. A dual payroll process would be undertaken in January, February and March 2024 to ensure the system was fully tested before going live on 1 April 2024.

Procurement of InfnitStats System to support the pending Pay Review

Members were reminded that this Committee had previously requested that Senior HR Officers engaged the services of the East of England Local Government Association ((EELGA) *a politically led, cross-party organisation that worked on behalf of the 50 local councils in the East of England*) to expand on the earlier Pay Review undertaken (*which had looked at the recruitment and retention issues for Tendring District Council, reviewing current solutions in place and seeking alternative options. Also benchmarking the Council's offer and against current market, with options for consideration where appropriate*) to carry out a comprehensive, **service wide** review of TDC's pay structure as follows:-

- Across the whole staffing establishment, in the context of neighbouring authorities and regionally.
- In the context of professional and technical areas – that would be an extension of the work already undertaken by EELGA and would also consider those areas in which Market Forces Supplements* were currently applied.

**A Market Forces Supplement was an additional temporary payment to the basic salary of an individual job or specific group of jobs where market pressures would otherwise prevent the Council from being able to recruit or retain staff with a particular skill or group of skills as endorsed by the Human Resources & Council Tax Committee.*

The Committee heard that upon completion of the review, TDC was looking for formal recommendations for corrective action (*if applicable*) both in terms of the current salary position and the likely position in 3 – 5 years. That was particularly important in the context of the current fiscal savings agenda and would allow TDC to set an appropriate salary budget position.

Members were made aware that the EELGA had responded to the request to say that whilst they could support the workstream, they were unable to undertake any separate pay benchmarking outside of InfiniStats (*in the region*), and therefore that assignment would require the Authority to be signed up to the system.

Officers told Members that once they had InfiniStats, the Authority planned to engage an EELGA (*Talent Bank*) Associate who could then utilise TDC's and other Councils' data in the context of undertaking the pay review and provide formal recommendations as outlined above.

Members were assured that the additional benefits offered by using InfiniStats to support that workstream would mean that the Authority would have access to regional and local pay data on an ongoing basis.

Therefore, once the review by EELGA had been concluded, a report of the findings and the associated recommendations for action (*if applicable*) would be presented to a future meeting of the Human Resources & Council Tax Committee.

Introduction of a new Employee Benefit – Salary Finance

Members heard that, as a result of the current cost of living pressures, TDC employees, like everyone else, might be struggling more than ever with their finances, which could place additional pressure on their mental health and ability to be productive at work.

The Committee was told that supporting the financial wellbeing of TDC's employees was one of the most effective ways the Council could improve their personal and professional lives.

Officers informed Members that, according to recent research undertaken by Salary Finance – 2023 (*figures related to 15.6 million working people*):-

- 53% of people had struggled more with their finances since Covid-19;
- 2x as many people worried about their financial situation every day;
- 95% of those people say that it had had a negative impact on their mental health;
- 43 million hours had been lost each week to poor financial wellbeing; and
- 40% of people had stated that their financial situation affected their ability to be productive.

The Chartered Institute of Personnel and Development (CIPD) believed that all workplaces, regardless of size or sector, should offer financial wellbeing support to employees (*February 2023*).

The Committee also heard that the Council did not currently hold a contract with any salary finance company. Previously, the Council had had a contract with Neyber; however, that company had been bought out by its biggest competitor, Salary Finance.

Members were made aware that, as a due diligence exercise, HR Officers had researched the salary finance market to ensure TDC employees were offered value for money and the best service possible from a reputable finance company.

The Committee was informed that following that research into Salary Finance, it was identified that they were a well-established, reputable financial wellbeing provider. It was the largest employee finance wellbeing provider in the UK, helping over 4.5 million employees. Their services were used by a large number of private, public sector (*including many local, district and borough Councils*), and not-for-profit organisations. Their services were also endorsed by the Public Services People Managers Association (PPMA).

It was reported that Salary Finance offered a range of different options to suit each individual employee. That could be a loan, an advance, savings and/or an education platform. The percentage rates were more favourable than those of high street lenders and gave the employee the flexibility to repay their loan, advance, or savings through their salary. The service was free to the Council, as the employer, and therefore an easy way to offer support to employees.

The Committee heard that there was no specific cost to TDC for using the service, apart from the administrative costs for the Payroll and HR teams, which would be responsible for setting up individual arrangements with employees and Salary Finance.

It was planned that, following the 12-month initial contract, the service provision would be reviewed and if TDC was satisfied that the service met TDC employees' needs, TDC would look to extend it for a rolling 12-month period*.

Officers told the Committee that it should be noted that Salary Finance was part of the suite of financial wellbeing support for TDC employees. The Council already provided financial advice through other ways to support TDC employees during those particularly challenging times. The Council was also planning to promote free cost of living support sessions for employees over the coming months, which were being provided by the Suffolk and North-East Essex ICS, who were partnering with HSBC.

**If the Council decided not to extend the contract with Salary Finance, any employees who had existing arrangements would not be affected as Salary Finance would continue to comply with all of its outstanding obligations with no impact to the organisation. Similarly, should an employee leave the employment of TDC, any financial obligation would transfer to them.*

Pay Award Update 2023/24

The Committee heard that the Council was part of the National Employers arrangements (*The National Agreement on Pay and Conditions for Service*), whereby pay awards were negotiated nationally between local authority representatives and trade unions, with those arrangements covering around 1.4 million people across around 300 councils.

Members were told that a full and final pay offer had been made by national employers in February 2023 as follows:-

- With effect from 1 April 2023, an increase of £1,925 (*pro rata for part-time employees*) to be paid as a consolidated, permanent addition on all NJU pay points 2 to 43 inclusive.
- With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine.
- With effect from 1 April 2023, an increase of 3.88 per cent on all allowances (*as listed in the 2022 NJC pay agreement circular dated 1 November 2022*).

The Committee was informed that two of the Trade unions had called for a re-negotiation, one of whom had a current ballot of its members for industrial action (*due to conclude on 24 October 2023*). However, if the offer was to be accepted by the unions, an employee on the bottom pay point in April 2021 (earning £18,333) would have received an increase in their pay of £4,033 (22.0 per cent) over the two years to April 2023. For an employee at the mid-point of the pay spine (pay point 22), their pay would have increased over the same period by £3,850 (13.99 per cent).

Two out of three unions needed to agree in order to put into action the 2023 pay award.

Members also heard that National Employers continued to advise very strongly against imposing any pay offer before the collective process had concluded as that carried the risk of fragmenting the unity of the employers' position as well as having wider legal implications.

Finally, the Committee was told that once the pay award was agreed upon, HR Officers would work with Payroll colleagues to ensure that it was processed as soon as possible including the backdating arrangements to 1 April 2023.

It was unanimously agreed and:-

RESOLVED that the Human Resources & Council Tax Committee noted the contents of the report, including the Officer Decisions already taken in consultation with the Chairman of the Human Resources & Council Tax Committee, and the decisions taken by the Portfolio Holder for Corporate Finance & Governance (*as outlined under the 'Previous Relevant Decisions' heading of the report*).

19. REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS) - A.2 - ALCOHOL AND DRUGS AT WORK POLICY

The Committee had before it a report of the Assistant Director (Partnerships) (report A.2) which was a review of the Council's Alcohol, Drugs and Substance Abuse Policy in line with identified best practice and updated legislation.

The Committee heard that Tendring District Council was committed to providing a safe and professional environment for all employees and service users. As part of that

commitment, it was important that all employees and anyone working on TDC's behalf were clear about what was expected when it came to alcohol and drugs at work.

Members also heard that employees who came to work under the influence of alcohol or drugs could be a risk to both themselves and others. Colleagues, customers of the Council and members of the public could all be adversely affected, and the reputation of the Council might also suffer.

The Committee was told that the Council had a responsibility for preventing and controlling the misuse of alcohol and drugs at work for the benefit of the workplace in general and the community to whom TDC provided a service.

The Committee was reassured that the Council was committed to supporting employees who admitted and sought help for an alcohol or drug problem.

Officers informed the Committee that the policy had been originally developed in 2007 (*although it had been subject to review*). At that time the Council had been more tolerant of drinking at work, and during working hours. However, over the years the Council, and Society as a whole, had naturally shifted and changed its attitude to drinking at work. As such, there had been a comprehensive review of the Policy, and the rules around what was expected from employees had been expanded and clarified.

Officers reminded Members that the updated Policy applied to all:-

- employees of Tendring District Council;
- employees of contractors working for the Council, for example agency staff; and
- voluntary workers working with the Council.

Therefore, the Policy did not apply to Elected Members who had separate policy and guidance in this area.

It was moved by Councillor G Stephenson, seconded by Councillor Guglielmi and unanimously:-

RESOLVED that the Human Resources & Council Tax Committee approves and adopts the Council's Alcohol and Drugs at Work Policy.

20. **JOINT REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS) AND ASSISTANT DIRECTOR (FINANCE & IT) - A.3 - UPDATE TO THE THREATS AND VIOLENCE AT WORK POLICY**

The Committee had before it a joint report of the Assistant Director (Partnerships) and Assistant Director (Finance & IT) (report A.3) which was a review of the Council's Threats and Violence at Work Policy in line with identified best practice and updated legislation.

Members heard that the Council undertook a number of statutory duties that brought employees into contact with members of the public. At times, employees were at risk of conflict with the public due to the nature of their responsibilities. The Council was committed to taking positive action to reduce the risk to its employees from acts of violence, or potential violence, and verbal abuse.

The Committee was told that the Council had recently invested in updated Conflict Resolution Training for front-line staff, with the intention of giving staff the skills and knowledge to deal with conflict in the workplace in a more confident way.

Officers informed Members that additional training was planned for later this year; however, the feedback received so far had been very constructive and staff had indicated that they felt more positive when dealing with those difficult situations, should they occur.

Furthermore, in response to feedback from the staff who had undertaken training and a working party of employee and union representatives, the policy had been updated.

Members were told that the revised policy also incorporated the standards outlined in the newly developed '*Unison – Violence at Work Charter*', including reference to the following:-

- Staff were encouraged to report all violent incidents and they were told how to do this.
- Thorough risk assessments were to be conducted for staff placed in vulnerable situations.
- The employer had support pathways in place for staff who were victims of violence at work, so that they knew where to turn to for advice and support.
- Training was in place to ensure staff were aware of the appropriate way to deal with threatening situations.

The Policy related to the following:-

- Employees of Tendring District Council.
- Employees of contractors working for the Council, for example, agency staff.
- Voluntary workers working within the Council.

Members were made aware that the policy update was part of a suite of support mechanisms available to frontline employees and would be subject to regular review in line with legislative changes and best practice.

It was moved by Councillor Skeels Jr, seconded by Councillor Chapman BEM and:-

RESOLVED that the Human Resources & Council Tax Committee:

- a) approves and adopts the Council's updated Threats and Violence at Work Policy; and

notes the delegation afforded to the Assistant Director (Partnerships) to make any future minor amendments to the policy necessary as a result of legislation, national guidance or best practice.

21. **EXCLUSION OF PRESS AND PUBLIC**

It was moved by Councillor Guglielmi, seconded by Councillor Morrison and:-

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Items 9 and 10 on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12(A), as amended, of the Act.

22. EXEMPT MINUTES OF THE LAST MEETING

It was moved by Councillor Amos, seconded by Councillor G Stephenson and:-

RESOLVED that the Exempt Minute of the last meeting of the Committee, held on Thursday, 6 July 2023, be approved as a correct record and be signed by the Chairman.

**23. REPORT OF CORPORATE DIRECTOR (OPERATIONS & DELIVERY) - B.1 -
MARKET FORCES FOR ENVIRONMENTAL HEALTH OFFICERS**

RESOLVED that the Human Resources and Council Tax Committee agrees:

- a) that a Market Forces Supplement, equivalent to two spinal column points, continues to be applied for all EHORB registered, degree qualified Environmental Health Officers, working in Environmental Health Officer or Environmental Health team manager roles; and
- b) that the Supplements be applied for a period of up to two years (*in line with the Council's approved Market Forces Policy*) subject to the outcome of the work undertaken by EELGA and its evaluation by the Council.

The meeting was declared closed at 8.20 pm

Chairman

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HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

26 FEBRUARY 2024

REPORT OF ASSISTANT DIRECTOR (FINANCE AND IT)

A.1 FORMAL CONFIRMATION OF COUNCIL TAX AMOUNTS FOR 2024/25 FOLLOWING THE NOTIFICATION OF THE PRECEPTS FROM THE MAJOR PRECEPTING AUTHORITIES

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To set out and seek confirmation of the final Council Tax amounts for 2024/25 including the precepts issued for 2024/25 by Essex County Council, Essex Fire and Essex Police.

EXECUTIVE SUMMARY

At its meeting on the 13 February 2024, Council considered the Executive's Budget and Council Tax proposals for 2024/25 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 2024/25. The total Council Tax for the year is made up of the District and Parish / Town Council amounts approved by Council on 13 February 2024 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 2024/25 result in the final Council Tax amounts, as set out in **Appendix C**, for formal confirmation by the Committee.

RECOMMENDATION(S)

It is recommended that:

- (a) the precepts issued by Essex County Council, Essex Fire and Essex Police, as set out in Appendix A attached to this report, be noted; and**
- (b) that the amounts of Council Tax for 2024/25, as shown at Appendix C, for each of the categories of dwellings be confirmed.**

REASON(S) FOR THE RECOMMENDATION(S)

To confirm the Council tax amounts for 2024/25 in accordance with the Local Government Finance Act 1992.

ALTERNATIVE OPTIONS CONSIDERED

The alternative option would be for this to be agreed at full Council, but the timing of this decision would require a change to our usual timetable for Council meetings.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Confirmation of the council tax amounts is the final step in the Council's budget setting process and will therefore have direct implications for the Council's ability to deliver on its objectives and priorities. Council tax income is a key income stream in the Council's financial forecast which seeks to establish a sound and sustainable budget year on year through maximising income whilst limiting reductions in services provided to residents, businesses and visitors where possible.

LEGAL REQUIREMENTS (including legislation & constitutional powers)

The arrangements for setting and collection of council tax are defined in the Local Government Finance Act 1992.

The confirmation of the council tax amounts following the receipt of precepts from the major precepting authorities is delegated to the Human Resources and Council Tax Committee (Delegated Powers Part 3.19).

FINANCE AND OTHER RESOURCE IMPLICATIONS

This report forms part of the Council's budget setting process and follows on from the final budget proposals agreed by Full Council on 13 February 2024. The implications of the wider budget proposals are set out in that report.

The impact on the Council's financial position if this decision is delayed are set out in the section on Associated Risks and Mitigations.

USE OF RESOURCES AND VALUE FOR MONEY

The following are submitted in respect of the indicated use of resources and value for money indicators:

A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	This is the final step in the budget/council tax setting process, these issues were covered in detail in the report A1 Executive's Proposals - General Fund Budget and Council Tax 2024/25 which went to Council 13 February 2024.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	As above
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	As above

MILESTONES AND DELIVERY

This reports forms part of the Council's wider budget setting process and follows the final budget proposals agreed by Full Council on 13 February 2024. Following this decision the

council tax bills can be prepared and dispatched.	
ASSOCIATED RISKS AND MITIGATION	
<p>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.</p> <p>The risk arises if this decision is either delayed or not made at all. The Council would have to continue meeting it's contractual and legislative financial commitments (including paying the precepts to the major precepting authorities) but without being able to collect Council Tax to cover these outgoing costs. This would cause serious financial difficulties.</p>	
OUTCOME OF CONSULTATION AND ENGAGEMENT	
<p>Consultation on the Council's element of council tax takes place as part of the Council's approach to developing the budget and is set out in detail in the report A1 Executive's Proposals - General Fund Budget and Council Tax 2024/25 which went to Council 13 February 2024.</p>	
EQUALITY IMPLICATIONS	
<p>There are no direct implications regarding the confirmation of council tax amounts. However, the ability of the Council to appropriately address such issues will be strongly linked to its ability to fund relevant schemes and projects. The funding stream provided by council tax income significantly contributes to enabling the Council to deliver on these areas.</p>	
SOCIAL VALUE CONSIDERATIONS	
<p>There are no direct considerations that arise specifically from the confirmation of council tax amounts.</p>	
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030	
<p>There are no direct implications regarding the confirmation of council tax amounts. However, this issue will be considered when relevant schemes and projects provided for within the budget are being approved.</p>	
OTHER RELEVANT IMPLICATIONS	
<p>Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.</p>	
Crime and Disorder	No direct significant direct issues
Health Inequalities	No direct significant direct issues
Area or Ward affected	This affects all areas, the tax amounts for each Parish/Town area are set out in Appendices B and C.
ANY OTHER RELEVANT INFORMATION	
None.	

PART 3 – SUPPORTING INFORMATION

CONFIRMATION OF COUNCIL TAX AMOUNTS 2024/25 - 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 2024/25, these were approved by Full Council on 13 February 2024 and are set out in **Appendix B**.

The Council Tax amounts for 2024/25 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	£1,522.53	4.99%
Essex Fire Services	£82.62	2.91%
Essex Police Services	£246.42	5.55%

When added to the amounts relating to the District and Parish / Town Council Services as approved by Council on 13 February 2024, the average Band D Tax totals **£2,094.28** for 2024/25. **Appendix A** sets out the full precept details.

Appendix C sets out for confirmation the 2024/25 Council Tax amounts including the precepts from the major precepting authorities by property band for the unparished and parished areas of the district.

PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.

Executive's Proposals – General Fund Budget and Council Tax – 2024/25 - Item A.1 Council 13 February 2024

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL

None

APPENDICES

Appendix A - Precepts on the Collection Fund

Appendix B - District and Parish/Town Council Tax Amounts 2024/25 (as approved by Council on 13 February 2024)

Appendix C - County, Fire, Police, District and Parish/Town Council Tax Amounts 2024/25

REPORT CONTACT OFFICER(S)	
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PRECEPTS ON THE COLLECTION FUND

2023/24			2024/25		
51,050.0		Council Tax Base	51,866.0		
Amount	Council Tax		Amount	Council Tax	Change in Tax
£'000	£		£'000	£	%
14,142	277.02	Total Net Budget	15,123	291.58	
(3,755)	(73.55)	Less Government Support/Business Rates	(4,124)	(79.51)	
10,387	203.47	Net District Council Expenditure	10,999	212.07	
(784)	(15.36)	Less Collection Fund (surplus)/deficit	(951)	(18.34)	
9,603	188.11	District Council Services	10,048	193.73	2.99%
8,959	175.50	District General Expenses	9,396	181.17	3.23%
644	12.61	District Special Expenses	652	12.56	-0.40%
9,603	188.11	Council Tax Requirement (TDC)	10,048	193.73	2.99%
2,378	46.58	Parish Council Services	2,541	48.98	5.15%
11,981	234.69	Council Tax Requirement (incl. parishes)	12,589	242.71	3.42%
74,031	1,450.17	County Council Services	78,968	1,522.53	4.99%
4,098	80.28	Essex Fire Services	4,285	82.62	2.91%
11,918	233.46	Essex Police Services	12,781	246.42	5.55%
102,028	1,998.60	Total Average District Tax	108,623	2,094.28	4.79%

Band	Essex County Council £	Essex Fire Services £	Essex Police Services £
A	1,015.02	55.08	164.28
B	1,184.19	64.26	191.66
C	1,353.36	73.44	219.04
D	1,522.53	82.62	246.42
E	1,860.87	100.98	301.18
F	2,199.21	119.34	355.94
G	2,537.55	137.70	410.70
H	3,045.06	165.24	492.84

DISTRICT AND PARISH/TOWN COUNCIL TAX AMOUNTS 2024/25

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	135.88	158.53	181.17	203.82	249.11	294.41	339.70	407.64
Parishes of :								
Alresford	181.67	211.94	242.22	272.50	333.06	393.61	454.17	545.00
Ardleigh	167.53	195.46	223.38	251.30	307.14	362.99	418.83	502.60
Beaumont-cum-Moze	142.99	166.82	190.65	214.48	262.14	309.80	357.47	428.96
Great Bentley	213.08	248.59	284.11	319.62	390.65	461.67	532.70	639.24
Little Bentley	139.96	163.29	186.61	209.94	256.59	303.25	349.90	419.88
Bradfield	216.33	252.38	288.44	324.49	396.60	468.71	540.82	648.98
Brightlingsea	171.49	200.08	228.66	257.24	314.40	371.57	428.73	514.48
Great Bromley	169.31	197.52	225.74	253.96	310.40	366.83	423.27	507.92
Little Bromley	131.49	153.41	175.32	197.24	241.07	284.90	328.73	394.48
Little Clacton	175.97	205.30	234.63	263.96	322.62	381.28	439.93	527.92
Elmstead	167.44	195.35	223.25	251.16	306.97	362.79	418.60	502.32
Frating	157.39	183.62	209.85	236.08	288.54	341.00	393.47	472.16
Frinton and Walton	186.04	217.05	248.05	279.06	341.07	403.09	465.10	558.12
Harwich	157.67	183.95	210.23	236.51	289.07	341.63	394.18	473.02
Lawford	193.51	225.77	258.02	290.27	354.77	419.28	483.78	580.54
Manningtree	171.87	200.52	229.16	257.81	315.10	372.39	429.68	515.62
Mistley	176.17	205.53	234.89	264.25	322.97	381.69	440.42	528.50
Great Oakley	170.76	199.22	227.68	256.14	313.06	369.98	426.90	512.28
Little Oakley	160.23	186.94	213.64	240.35	293.76	347.17	400.58	480.70
Ramsey and Parkeston	185.35	216.24	247.13	278.02	339.80	401.58	463.37	556.04
St Osyth	179.07	208.92	238.76	268.61	328.30	387.99	447.68	537.22
Tendring	157.36	183.59	209.81	236.04	288.49	340.95	393.40	472.08
Thorpe-le-Soken	169.89	198.20	226.52	254.83	311.46	368.09	424.72	509.66
Thorrington	156.31	182.37	208.42	234.47	286.57	338.68	390.78	468.94
Weeley	154.77	180.56	206.36	232.15	283.74	335.33	386.92	464.30
Wix	173.18	202.04	230.91	259.77	317.50	375.22	432.95	519.54
Wrabness	141.58	165.18	188.77	212.37	259.56	306.76	353.95	424.74

COUNTY, FIRE, POLICE, DISTRICT AND PARISH/TOWN COUNCIL TAX AMOUNTS 2024/25

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	1,370.26	1,598.64	1,827.01	2,055.39	2,512.14	2,968.90	3,425.65	4,110.78
Parishes of:								
Alresford	1,416.05	1,652.05	1,888.06	2,124.07	2,596.09	3,068.10	3,540.12	4,248.14
Ardleigh	1,401.91	1,635.57	1,869.22	2,102.87	2,570.17	3,037.48	3,504.78	4,205.74
Beaumont-cum-Moze	1,377.37	1,606.93	1,836.49	2,066.05	2,525.17	2,984.29	3,443.42	4,132.10
Great Bentley	1,447.46	1,688.70	1,929.95	2,171.19	2,653.68	3,136.16	3,618.65	4,342.38
Little Bentley	1,374.34	1,603.40	1,832.45	2,061.51	2,519.62	2,977.74	3,435.85	4,123.02
Bradfield	1,450.71	1,692.49	1,934.28	2,176.06	2,659.63	3,143.20	3,626.77	4,352.12
Brightlingsea	1,405.87	1,640.19	1,874.50	2,108.81	2,577.43	3,046.06	3,514.68	4,217.62
Great Bromley	1,403.69	1,637.63	1,871.58	2,105.53	2,573.43	3,041.32	3,509.22	4,211.06
Little Bromley	1,365.87	1,593.52	1,821.16	2,048.81	2,504.10	2,959.39	3,414.68	4,097.62
Little Clacton	1,410.35	1,645.41	1,880.47	2,115.53	2,585.65	3,055.77	3,525.88	4,231.06
Elmstead	1,401.82	1,635.46	1,869.09	2,102.73	2,570.00	3,037.28	3,504.55	4,205.46
Frating	1,391.77	1,623.73	1,855.69	2,087.65	2,551.57	3,015.49	3,479.42	4,175.30
Frinton and Walton	1,420.42	1,657.16	1,893.89	2,130.63	2,604.10	3,077.58	3,551.05	4,261.26
Harwich	1,392.05	1,624.06	1,856.07	2,088.08	2,552.10	3,016.12	3,480.13	4,176.16
Lawford	1,427.89	1,665.88	1,903.86	2,141.84	2,617.80	3,093.77	3,569.73	4,283.68
Manningtree	1,406.25	1,640.63	1,875.00	2,109.38	2,578.13	3,046.88	3,515.63	4,218.76
Mistley	1,410.55	1,645.64	1,880.73	2,115.82	2,586.00	3,056.18	3,526.37	4,231.64
Great Oakley	1,405.14	1,639.33	1,873.52	2,107.71	2,576.09	3,044.47	3,512.85	4,215.42
Little Oakley	1,394.61	1,627.05	1,859.48	2,091.92	2,556.79	3,021.66	3,486.53	4,183.84
Ramsey and Parkeston	1,419.73	1,656.35	1,892.97	2,129.59	2,602.83	3,076.07	3,549.32	4,259.18
St Osyth	1,413.45	1,649.03	1,884.60	2,120.18	2,591.33	3,062.48	3,533.63	4,240.36
Tendring	1,391.74	1,623.70	1,855.65	2,087.61	2,551.52	3,015.44	3,479.35	4,175.22
Thorpe-le-Soken	1,404.27	1,638.31	1,872.36	2,106.40	2,574.49	3,042.58	3,510.67	4,212.80
Thorrington	1,390.69	1,622.48	1,854.26	2,086.04	2,549.60	3,013.17	3,476.73	4,172.08
Weeley	1,389.15	1,620.67	1,852.20	2,083.72	2,546.77	3,009.82	3,472.87	4,167.44
Wix	1,407.56	1,642.15	1,876.75	2,111.34	2,580.53	3,049.71	3,518.90	4,222.68
Wrabness	1,375.96	1,605.29	1,834.61	2,063.94	2,522.59	2,981.25	3,439.90	4,127.88

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HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

26 FEBRUARY 2024

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.2 PAY POLICY STATEMENT 2024/25

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To present the Council's draft Pay Policy Statement for 2024/25 for recommendation onto Full Council for approval and adoption.

EXECUTIVE SUMMARY

The Localism Act 2011, Chapter 8 (*Pay Accountability*) Section 38 (1), requires the 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.

The Human Resources & Council Tax Committee has historically overseen the preparation of a draft Pay Policy Statement for recommendation onto Full Council for approval and adoption for the subsequent financial year to ensure that remuneration is set within the wider pay context, also giving due consideration to the relationship between the highest and lowest paid in the organisation.

Further 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.
- 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.

The draft Pay Policy Statement 2024/25 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 also aims to ensure the ability of the Council to recruit talented individuals whilst ensuring value for money for the residents of Tendring.

It should be noted that the Conditions of Employment with Tendring District Council, including pay, in the main, conform to those established for local government generally by the National Joint Committee (NJC). Agreements reached by the NJC are 'collective agreements'.

There is limited change reported in the 2024/25 Statement with the exception of the application of the 2023/24 pay award (*following agreement between National Employers and National*

Unions), whereby, there are further significant changes at the lower to mid-end of the pay spine, as follows: -

- With effect from 1 April 2023, an increase of £1,925 (*pro rata for part-time employees*) to be paid as a consolidated, permanent addition on all NJC pay points SCP 2 to 43 inclusive.
- With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine (SCP 43) but graded below deputy chief officer (*in accordance with Green Book Part 2 Para 5.42*).
- With effect from 1 April 2023, an increase of 3.88 per cent on all allowances.

The latest pay award means an employee on the bottom pay point in April 2021 (earning £18,333) will have received an increase in their pay of £4,033 (22.0 percent) over the two years to April 2023.

For an employee at the mid-point of the pay spine (pay point 22), their pay will have increased over the same period by £3,850 (13.99 percent).

Further, the draft Pay Policy Statement 2024/25 includes reference to a number of updates to the Council's Allowances Policy, namely the extension of Emergency Planning payments, which now extend beyond First Call Officers to all staff supporting the authority's response in these circumstances and the allowance paid to those officers who attend Committee meetings, including the parameters in which payments are applied.

Finally, the draft Pay Policy Statement 2024/25 includes reference to updated statutory guidance with regard to Special Severance Payments.

The Human Resources and Council Tax Committee have previously requested that Senior HR Officers engage the services of the East of England Local Government Association (EELGA) to expand on the earlier Pay Review undertaken to carry out a comprehensive, service wide review of TDC's pay structure as follows: -

- Across the whole staffing establishment (*including Chief Officers*), in the context of neighbouring (District) authorities and regionally.
- In the context of professional and technical areas – this will be an extension of the work already undertaken by EELGA and will also consider those areas in which Market Forces Supplements are currently applied.

This work is underway, and once concluded, the findings and the associated recommendations for action (*if applicable*) will be presented to a future meeting of the Human Resources & Council Tax Committee.

The Committee should also note that work is underway to update the Council's Career Grade Scheme and Acting Up Policy in line with the Assistant Director - Partnerships delegations, '*to make minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice*'. These policies supplement the draft Pay Policy Statement; however, they are not the subject of this report.

As soon as is reasonably practicable after approving the Pay Policy Statement, this authority must publish the Statement in such manner as it thinks fit (*which must include publication on*

the authority's website). Therefore, this Statement will be published on the Council's website following approval by Full Council in March 2024.

RECOMMENDATION(S)

That the draft Pay Policy Statement 2024/25, as set out in Appendix A, be endorsed and recommended onto Full Council for its approval and adoption.

REASON(S) FOR THE RECOMMENDATION(S)

In order to comply with the requirements of the Localism Act 2011, Sections 38 and 39 the Council must adopt and publish an annual Pay Policy Statement.

ALTERNATIVE OPTIONS CONSIDERED

There is no alternative option to consider, as this is a statutory requirement that the Council must comply with.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The Council's annual consideration and formal adoption of a Pay Policy Statement is part of the Council's Policy Framework and provides transparency for the residents of Tendring, therefore, contributing to the Corporate Plan 2024/28 priority of 'Financial Sustainability and Openness'.

The framework identified in the Pay Policy Statement aims to ensure the ability of the Council to recruit talented individuals, thus contributing to the Corporate Plan 2024/28 priority of 'Pride in our area and services to residents'.

LEGAL REQUIREMENTS (including legislation & constitutional powers)

Schedule 2 of Part 3 of the Constitution confirms that Full Council is responsible for the preparation and approval of a Pay Policy Statement for the upcoming financial year in accordance with Chapter 8 of the Localism Act 2011.

Sections 38 and 39 of the Localism Act 2011 require: -

- (1) A relevant authority's Pay Policy Statement must be approved by a resolution of the authority before it comes into force.
- (2) Each Statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates.
- (3) A relevant authority may by resolution amend its Pay Policy Statement (*including after the beginning of the financial year to which it relates*).
- (4) As soon as is reasonably practicable after approving or amending a Pay Policy Statement, the authority must publish the Statement or the amended Statement in such manner as it thinks fit (*which must include publication on the authority's website*).

MONITORING OFFICER'S COMMENTS:

Statutory Guidance on the making and disclosure of Special Severance Payments by Local Authorities in England was published by the Department for Levelling Up Housing and Communities (DHLUC) in May 2022. The guidance was issued under Section 26 of the Local Government Act 1999 and forms part of the best value regime. The best value duty, as set out in Section 3 of the Local Government Act 1999, provides that "a best value authority must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness". The best value duty is relevant to local authorities to deliver a balanced budget, provide statutory services and secure value for money in spending decisions. This will include decisions to make Special Severance Payments.

The guidance sets out the government's position on the use of Special Severance Payments made by local authorities. Special Severance Payments are payments made to employees, officeholders, workers, contractors, and others outside of statutory, contractual, or other requirements when leaving employment in public service. Employers may sometimes consider making such a payment in situations where the individual resigns, is dismissed, or agrees a termination of contract. Whether payments are regarded as Special Severance Payments will depend upon the individual particular circumstances, although the guidance does provide some examples for illustrative purposes only.

It is important to recognise that the guidance provides considerations for local authorities on potential Special Severance Payments in exercising its functions in accordance with the Best Value Duty and ensuring its policies are consistent with the Public Sector Equality Duty under the Equality Act 2010.

The guidance expects that any Special Severance Payments should be approved to the following process: -

- Payments of £100,000 and above approved by a vote of full council, as set out in the Localism Act 2011;
- Payments of £20,000 and above, but below £100,000, must be personally signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment;
- Payments below £20,000 must be approved accordingly to the local authority's scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments.

As part of their duties, an authority's s.151 Officer and, where appropriate, the Monitoring Officer, should take a close interest in and be able to justify any Special Severance Payments that are made by the authority and in particular payments that are not consistent with the content of the guidance. Therefore, it will be a requirement that any decisions to award Special Severance Payments will be fully recorded and reasoned.

The approval process for any Special Severance Payment is outside of the employment procedures for disciplinary action and dismissal, which are subject to their own legislation and are summarised in the Council's Officer Employment Procedure rules, as set out in Part 5 of the Council's Constitution.

The draft Pay Policy Statement being presented to the Committee for recommendation onto Full Council for approval and adoption, states the Council has adopted Organisational Change and Redundancy and Flexible Retirement Policies, which contain provisions regarding severance payments. The draft Pay Policy Statement does not confirm whether these policies are consistent with the statutory guidance and Best Value Duty; therefore, it is recommended that these policies are reviewed to ensure compliance with our legal obligations and the government's expectations.

FINANCE AND OTHER RESOURCE IMPLICATIONS

The Conditions of Employment with Tendring District Council in the main conform to those established for local government 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 draft Pay Policy for 2024/25 provides updated information on the Council's pay spine and remuneration arrangements.

USE OF RESOURCES AND VALUE FOR MONEY

External Audit expect the following matters to be demonstrated in the Council's decision making:

- A. Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;*
- B. Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and*
- C. Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.*

As such, set out in this section the relevant facts for the proposal set out in this report.

The following are submitted in respect of the indicated use of resources and value for money indicators:

<p>A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;</p>	<p>Tendring District Council recognises that 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.</p> <p>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.</p>
<p>B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and</p>	<p>Publication of the annual Pay Policy Statement is a statutory requirement for the authority. In line with the Localism Act 2011 Sections 38 & 39, this must be approved by Full Council and published on the Council's website.</p>

	<p>The Council follows the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015.</p> <p>The Council's annual Statement of Accounts is published on the authority's website, this includes a detailed analysis of the pay, benefits and pension entitlements for Chief Officers.</p> <p>Our transparency pages also include a full list of monthly salary information across all pay bands.</p> <p>The Council is a best value authority and must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The Best Value Duty is relevant to local authority duties to deliver a balanced budget, provide statutory services, and secure value for money in spending decisions. The Council must have regard to the statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England (May 2022).</p> <p>Policies referring to Special Severance Payments should be reviewed to ensure consistency with the statutory guidance.</p>
<p>C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.</p>	<p>As a major employer in the district, the Council's ambition is to contribute to building a more prosperous local community by modelling good employment practices, including ensuring fairness in the way that it pays and rewards its existing and future employees.</p>
<p>MILESTONES AND DELIVERY</p>	
<p>(a) Human Resources & Council Tax Committee 26 February 2024 (b) Full Council 19 March 2024 (c) Publication to TDC Website xx March 2024</p>	
<p>ASSOCIATED RISKS AND MITIGATION</p>	
<p>By not adopting the Council's Pay Policy Statement 2024/25, the Council would be in breach of legislation, thereby risking reputational damage.</p> <p>The Council would also not be able to comply with Section 41 of the Localism Act 2011 (<i>requirement for determinations relating to terms and conditions of Chief Officers to comply with the Pay Policy Statement</i>) in appointing officers on such reasonable terms and conditions as the authority thinks fit.</p>	

OUTCOME OF CONSULTATION AND ENGAGEMENT

Full consultation has taken place with the local Unison Branch Executive and they are supportive of the proposed Statement for 2024/25 and its adoption.

EQUALITIES

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

In line with the Public Sector Equality Duty, public bodies such as the Council must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

The Council is committed to being an inclusive employer in all of its people policies and practices.

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation.

The Council ensures its pay structures, and all pay differentials can be objectively justified through the use of the NJC job evaluation mechanism (*with the exception of Chief Officer remuneration*) which directly determines the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

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.

Data for the 2023/24 reporting period shows the following:

Mean* difference across Gender

**The mean is a statistical measure that is calculated by adding up all the values in a dataset and dividing the sum by the total number of values.*

The difference between the male and female mean hourly rate is £1.24.
The male mean hourly rate is 8.2% higher than the female mean hourly rate.

Median** difference across Gender

***The median is the middle number in a set of data when the data is arranged in ascending (this is more common) or descending order.*

The difference between the male and female median hourly rate is £0.15.
The male median hourly rate is 1.2% higher than the female median hourly rate.

NB: There are currently more males at Chief Officer level and 80% of apprentices included in the overall calculation are female. These factors will impact the mean calculation, making the male hourly rate higher. The median calculation does not weight these individual factors as heavily, thus reflecting a more balanced hourly rate overall.

The ratio of Male to Female at quartile level is in keeping with composition at an overall organisational level.

The Council's data demonstrates that there is no material disparity at each pay level within the organisation, when viewed within the context of the UK average of 14.3% (*for all employees, full and part time*) in 2023 (ONS October 2023).

The Council's pay gap will continue to be subject to review, in line with the reporting requirements and if any substantial gaps are identified, as the Council interprets the data, a suitable action plan will be prepared.

SOCIAL VALUE CONSIDERATIONS

The Council aims to lead by example as a major local employer. This includes following recognised best practice and keeping up to date with legislation.

Examples of this include being a Disability Confident Leader and an Employer Recognition Scheme Gold Award holder; both of these commit the authority to being an advocate in these areas.

IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030

This report has no direct implication on the Council's aspiration to be net zero by 2030.

OTHER RELEVANT 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	N/A
Health Inequalities	N/A
Area or Ward affected	None directly.

ANY OTHER RELEVANT INFORMATION

There are no background papers associated with this report.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The Localism Act 2011 required this Council to produce a Pay Policy Statement by 31 March 2012 and every subsequent financial year thereafter.

The Human Resources & Council Tax Committee has historically overseen the preparation of a draft Pay Policy Statement for recommendation onto Full Council for approval and adoption for the subsequent financial year to ensure that remuneration is set within the wider pay context, also giving due consideration to the relationship between the highest and lowest paid in the organisation.

The draft Pay Policy 204/25 references Statutory Guidance on the making and disclosure of Special Severance Payments by Local Authorities in England which was published by the Department for Levelling Up Housing and Communities (DHLUC) in May 2022.

Special Severance Payments are additional, discretionary sums paid on top of statutory and contractual redundancy or severance terms by public sector employers in England.

In light of the Monitoring Officers comments concerning the recommended review of the Authority's Organisational Change and Redundancy and Flexible Retirement Policies (*which contain provisions regarding contractual and statutory severance payments*), having undertaken a light touch review, it is not considered that these policies require revision at this time.

PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.

Full Council adopted the Pay Policy Statement for 2023/24 at its meeting on 2 March 2023

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL

Chief Officer Structure Chart.

APPENDICES

Appendix – Pay Policy Statement 2024/25.

REPORT CONTACT OFFICER(S)

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A.2 APPENDIX

Tendring District Council Pay and Reward Policy

2024/25



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Introduction

Section 38 (1) of the Localism Act 2011 (Chapter 8) 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.

Schedule 2 of Part 3 of the Constitution delegates to Full Council the preparation and approval of a Pay Policy Statement for the upcoming financial year in accordance with Chapter 8 of the Localism Act 2011.

Tendring District Council recognises that 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. This Code was issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services.

Part of the Code includes publishing information relating to the remuneration of senior officers within a local authority. A full list of senior remuneration and monthly salary 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 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 comprises the Chief Executive, and Management Team for the authority, which also includes both the 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 2024/25 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 in accordance with equal pay legislation. This includes incremental progression based on length of service and more proactively on:

- Achieving annual performance levels (*if applicable*).
- 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 21 Pay Bands and 80 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 NJC is responsible for negotiating pay awards for local government employees in the UK. The NJC pay awards are negotiated between the employers' side and the trade unions' side of the NJC.

The authority has adopted a localised arrangement whereby, the NJC Pay Award applies to all officers of the Council, including Chief Officers, with the exception of the

Chief Executive who is subject to the **Joint Negotiating Committee Conditions of Service**.

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

National Single Status and the NJC Job Evaluation Scheme have been adopted by the Council. 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.

Neither the Assistant Directors, nor Chief Officers are subject to the NJC Job Evaluation Scheme. The setting of pay at this level is subject to benchmarking, with pay rates set to attract and retain key employees. In all instances, the agreement of pay is subject to Equal Pay legislation.

The authority's highest paid employee is the Chief Executive with a salary range of £134,760 to £144,243.

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. From April 2022 onwards, this allowance and that paid to the Monitoring Officer and Section 151 Officer (*and their assigned deputies*), was 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, after which a rate of £0.25/mile is applicable*) 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 include the following:

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

The Council's Allowances Policy supplements the Pay Policy Statement. This recognises that on occasion, officers will be required to respond outside of standard working hours to provide services to its residents.

The principles of this policy are as follows:

- To ensure 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.

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.

In addition, the Council has a statutory requirement to maintain an Emergency Response service for the district. Officers who support this service (*in an on-call capacity*) are referred to as First Call Officers.

Furthermore, the Council's Emergency Planning Manager holds a staff call down list, whereby, staff are stood up when an emergency incident occurs.

In February 2023, the Council updated its Allowances Policy to extend the payments made in these circumstances beyond First Call Officers, to all staff supporting the authority's response, as follows: -

Responding to a major local emergency

From time to time the organisation, in conjunction with other agencies, responds to a local actual or threatened, emergency or disaster. On these occasions all staff are

required to provide their support. Staff who are placed on standby outside of standard office hours, will be entitled to claim the standard daily standby allowance.

Furthermore, if they are deployed outside of standard office hours, they are eligible for TOIL or overtime (subject to service arrangements and at the managers' discretion) up to six hours. TOIL or overtime applies after the first 30 minutes of 'call' for each standby day.

*If their deployment extends beyond 6 hours, then they will also be paid a one-off ex-gratia payment of up to £200, **as determined by the Emergency Planning Manager** (subject to deductions).*

The February 2023 update to the Council's Allowances Policy also included the following: -

Committee Attendance

*Officers may be required to attend Committee meetings **outside of the standard working day** as part of their role. The Council pays a one-off allowance, per Committee meeting, **for any meetings that proceed beyond 6.00pm**. This allowance is linked to the NJC pay award. If the duration of the meeting is 3 hours or less, officers will receive this allowance.*

For meetings exceeding a 3-hour period, the officer will receive the allowance as mentioned above, in addition they can claim TOIL for the time attended over the 3-hour period.

The Council does not currently operate any bonus schemes.

With effect from 1 April 2020 onwards, 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 subsistence 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, or if the travel is ongoing after 8pm - £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 their 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.

As at the date of this publication, remuneration received by the holder of the post of Chief Executive, in relation to Returning Officer duties during 2023/24 was £18,862.

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

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 Chief Officers and Assistant Directors.

Following the 2023/24 pay award, remuneration for the lowest spinal column point on the authorities' pay scale is £22,366 per annum, which is equivalent to £11.59 per hour.

By comparing the midpoint of the highest paid post £139,502 and the lowest SCP on the latest agreed pay scale, post April 2023, £22,366 a multiple of **6.24** can be calculated, which is comfortably in range of the pay multiple 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' (excluding the Chief Executive) is £74,592 (*this is based on full time equivalent annual salary, also excluding election fees*).

The current median pay for employees (*excluding Chief Officers and the Chief Executive*) is £29,269.

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 the UK is to eliminate any gender pay gap. If any gaps are determined, as the Council interprets data, an action plan will be prepared.

Data for the 2023/24 reporting period shows the following:

Mean difference across Gender

The difference between the male and female mean hourly rate is £1.24.
The male mean hourly rate is 8.2% higher than the female mean hourly rate.

Median difference across Gender

The difference between the male and female median hourly rate is £0.15.
The male median hourly rate is 1.2% higher than the female median hourly rate.

NB: There are currently more males at Chief Officer level and 80% of apprentices included in the overall calculation are female. These factors will impact the mean calculation, making the male hourly rate higher. The median calculation does not weight these individual factors as heavily, thus reflecting a more balanced hourly rate overall.

The ratio of Male to Female at quartile level is in keeping with composition at an overall organisational level.

The Council's data demonstrates that there is no material disparity at each pay level within the organisation, when viewed within the context of the UK average of 14.3% (*for all employees, full and part time*) in 2023 (ONS October 2023).

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 this date, 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, all of which remain compliant with the legislation.

Severance & Redundancy Payments

The Council has adopted policies regarding severance and redundancy 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, whilst 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 must take a pragmatic approach to severance.

Special Severance Payments

Special Severance Payments are additional, discretionary sums paid on top of statutory and contractual redundancy or severance terms by public sector employers in England.

The Council will adhere to statutory guidance regarding the payment of 'Special Severance Payments'.

This guidance forms part of the best value regime for local authorities in England. The best value duty, as set out in section 3 of the Local Government Act 1999 ("the 1999 Act"), provides that "*A best value authority must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness*". On this basis, the government has determined that these payments should only be considered in 'exceptional' cases.

In the circumstances where it is decided that a Special Severance Payment should be made, the authority will ensure these arrangements meet the government's recommended criteria that they are fair, proportionate, lawful and provide value for money for the taxpayer.

Furthermore, the authority will ensure that it adheres to the government's expectations that any Special Severance Payments should be approved according to the following process: -

- Payments of £100,000 and above must be approved by a vote of Full Council, as set out in the Localism Act 2011.
- Payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment.
- Payments below £20,000 must be approved according to the local authority's scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments.

Other Rewards

The Council has both financial and non-financial rewards* for staff as follows: -

- Access to the Local Government Pension Scheme.
- Learning & Development, including sponsorship.
- 'Salary Sacrifice' schemes, such as an AVC scheme (*being tax efficient and at nil cost to the Council*).
- Health schemes – the Council has been able to offer a number of wellbeing initiatives to its employees in partnership with ACE and PROVIDE (*at nil cost to the Council*).
- Occupational Health provision and a fully funded Employee Assistance Programme.
- Additional development opportunities – e.g. secondments, special projects, flexible working, and recognition through awards such as the Celebration of Success and STARS events.
- Free car parking.
- Flexi-time scheme.
- Discounted corporate gym membership.
- 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.

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.
- Market Forces Policy.
- Acting Up Policy.
- Career Grade Policy.
- Relocation Policy.
- Long Service and Retirement Gifts Policy.

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

The Human Resources & Council Tax Committee have responsibility for the discharge of the Part II – miscellaneous functions as set out in Schedule 1 to the Local Authorities (*Functions and Responsibilities*) (*England*) Regulations 2000 (*as amended*), and as detailed in Appendix 1 to Part 3 of the Constitution; including the ‘decision-making on key Human Resource and Personnel issues not reserved by the Council or delegated to officers’. This extends to the agreement of key personnel policies, including those relating to Pay and Reward.

Ends.

HUMAN RESOURCES & COUNCIL TAX COMMITTEE

26 FEBRUARY 2024

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.3 PROPOSED CHANGES TO HOW THE COUNCIL USES THE NATIONAL JOB EVALUATION SCHEME (LOCALISED ARRANGEMENTS)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To provide members of the Human Resources and Council Tax Committee with an update on the proposed changes to the Council's localised adoption of the National Job Evaluation Scheme.

EXECUTIVE SUMMARY

The conditions of employment with Tendring District Council, including pay, in the main conform to those established for local government generally by the National Joint Committee (NJC).

The National Job Evaluation and Grading Scheme is used to determine job grades and pay levels for both new and existing posts and is recognised by all parties as the only mechanism within the Council for determining the pay of all posts below the Deputy Chief and Chief Officer level.

The Council adopted the National Job Evaluation Scheme more than a decade ago; at that time, the Council applied a number of Local Conventions - *local interpretations of the wording of a job evaluation scheme, which are usually written down so that they can be applied consistently across all evaluations* - which were negotiated and agreed upon with local union officials. These do not add value to the evaluation score, but the intention was to provide additional clarity for those undertaking evaluation and moderation.

As part of the initial Pay Review research undertaken by East of England Local Government Association (EELGA), the authority's use of the National Job Evaluation Scheme and its Localised Conventions was reviewed to determine suitability in terms of the National Scheme and TDC's employment offer and the wider job market.

EELGA has advised that due to several updates to the National Scheme, the majority of TDC's Localised Conventions may no longer be relevant or are now captured in the wording of the National Scheme, and therefore, these should be removed for clarity and to avoid the risk of contradiction.

On this basis, the authority is proposing to remove the reference to Localised Conventions as

detailed in the '*National Job Evaluation Scheme & Guidance with TDC Local Conventions*' document and replace them with the use of the National Joint Council Factor Plan and Factor Guidance 2020 (*the latest NJC scheme*).

EELGA has further recommended that the Council adopt the use of the '*Assessment Tool for Responsibility Factors*' (*Advisory, Policy and Equivalent - 'hands off' Responsibilities*), which has been introduced as part of the updated National Scheme. This is not a separate factor or a change to the NJC Job Evaluation Scheme but, seeks to act as an aid to ensuring that advisory, policy and similar responsibilities are correctly assessed and allocated to the appropriate responsibility factor.

Several key officers, including HR Officers, Managers and Union Officials have undertaken training by EELGA that focused on the updates to the National Scheme, including the responsibility factors, so the transition to the updated scheme can be achieved successfully. Furthermore, regular 'refresher' training will continue to be delivered to those officers undertaking evaluations on behalf of the authority to ensure they remain compliant with schemes requirements.

The Council will continue to undertake a comprehensive local moderation process as part of its job evaluation arrangements to ensure consistency, fairness and transparency. In addition, the authority will continue with its established 'best practice' approach of ensuring 20% of its evaluations are refreshed annually.

This proposal does not impact existing job evaluation outcomes or grades of posts, this approach, once adopted, will be used to assist with future job evaluations to ensure that our application of the National Job Evaluation Scheme continues to be robust.

It should be noted that the authority will consider revisiting the need for alternative Localised Conventions, should this be recommended as one of the outcomes of the comprehensive EELGA Pay Review.

RECOMMENDATION(S)

That the Human Resources & Council Tax Committee approves:

- a) the proposed removal of the Localised Conventions, as outlined in the National Job Evaluation Scheme & Guidance with TDC Local Conventions document, in line with the recommendations made by EELGA;**
- b) the use of the updated National Job Evaluation Scheme, including the Assessment Tool for Responsibility Factors, for future evaluations; and**
- c) the need to revisit amended Localised Conventions, if recommended by EELGA, upon conclusion of the comprehensive review of the Authority's pay line.**

REASON(S) FOR THE RECOMMENDATION(S)

This report seeks to update members of the HR & Council Tax Committee on the proposed changes to the Council's localised adoption of the National Job Evaluation Scheme.

It is recommended that the use of the current Localised Conventions, as outlined in the National Job Evaluation Scheme & Guidance with TDC Local Conventions document, is removed, and the National Scheme is utilised for the job evaluation process moving forward.

ALTERNATIVE OPTIONS CONSIDERED

The Council is part of the National Terms & Conditions of employment; however, at the time of implementation of the National Job Evaluation Scheme, a number of Localised Conventions were included. It is considered that, in the main, these are now addressed in the updated National Scheme and on this basis, they should be removed.

The Council could continue to apply the current Localised Conventions to the job evaluation process; however, this would be against the recommendation(s) offered by EELGA (*at the point of review*) and risk contradiction to the National Scheme.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Positive people-related practices will ensure that high standards of conduct and commitment to service are observed by officers, thus contributing to the Corporate Plan 2024-28 priorities of 'Financial Sustainability and Openness' and 'Pride in Our Area and Services to Residents'.

LEGAL REQUIREMENTS (including legislation & constitutional powers)

The Council must ensure compliance with employment legislation, the Equalities Act 2010, and the Working Time Directive.

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, the Management of Health and Safety at Work Regulations 1999 and other related legislation.

The National Job Evaluation Scheme measures the 'size,' nature, and level of a job (*not the person doing the job*) based on a series of factor levels. On this basis, its application protects the Council from the risk of 'equal pay' claims.

The Human Resources & Council Tax Committee have responsibility for the discharge of the Part II – miscellaneous functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), and as detailed in Appendix 1 to Part 3 of the Constitution; including the 'decision-making on key Human Resource and Personnel issues not reserved by the Council or delegated to officers'. This extends to the agreement of key personnel policies, including those relating to Pay and Reward

FINANCE AND OTHER RESOURCE IMPLICATIONS	
This is a policy update and therefore there is no cost to the authority other than those incurred as part of the commissioned work by EELGA.	
USE OF RESOURCES AND VALUE FOR MONEY	
It is envisaged that this report does not require additional resources.	
The following are submitted in respect of the indicated use of resources and value for money indicators:	
A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	By ensuring best practice is applied to our people practices, including job evaluation, the authority will ensure it attracts and retains the resources required to sustain high levels of service delivery for residents.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	Regular monitoring of the workforce and review of the authority's people policies (<i>in line with recognised best practice</i>) also ensures compliance with employment legislation and NJC terms and conditions.
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	As a major employer in the district, the Council's ambition is to contribute to building a more prosperous local community by modelling good employment practice. Tendring District Council is also an 'Anchor' organisation; Anchors play a key role in shaping and developing the skills of the local workforce.
MILESTONES AND DELIVERY	
(a) Management Team 6 February 2024 (b) Human Resources & Council Tax Committee 26 February 2024	
ASSOCIATED RISKS AND MITIGATION	
Failure to address the recommendations already provided by EELGA may carry the risk of the authority's Local Conventions contradicting the requirements of the National Job Evaluation Scheme and its validity.	
OUTCOME OF CONSULTATION AND ENGAGEMENT	
The local union branch executive has been consulted on these proposals and is fully supportive of the approach outlined in this report.	
EQUALITIES	
The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. In line with the Public Sector Equality Duty, public bodies such as the Council must, in the exercise of their functions, give due regard to the need to eliminate discrimination,	

harassment, and victimisation, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

The Council is committed to being an inclusive employer in all its People policies and practices, which it extends to volunteers.

As a Disability Confident Leader and an Anchor Organisation, the Council will proactively identify and facilitate ways to recruit individuals who may experience barriers to employment.

The Council will also take an active leadership role in encouraging and working with local communities and employers to do the same.

Having undertaken an equality impact assessment, the conclusion is that the proposal does not impact the protected characteristics. Furthermore, the National Job Evaluation Scheme measures the 'size,' nature, and level of a job (*not the person doing the job*), based on a series of factor levels such as, knowledge and skills, responsibilities, physical effort and working conditions. On this basis, its application ensures equal pay for work of equal value.

SOCIAL VALUE CONSIDERATIONS

The Council aims to lead by example as a major local employer. This includes, following recognised best practice and ensuring full compliance with legislation.

Examples of this include, being a Disability Confident Leader and an Employer Recognition Scheme Gold Award holder; both commit the authority to being an advocate in these areas.

The Council is also an Anchor organisation. Anchor organisations are usually large organisations that are local to the place they operate and have the leverage to maximise social value through their role as workplace developers, employers and procurers, their core businesses (*for example, health and education*), and the linkages they have to the place they operate.

IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030

This report has no direct implication on the Council's aspiration to be net zero by 2030.

OTHER RELEVANT 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	Not applicable
Health Inequalities	Not applicable
Area or Ward affected	Not applicable

ANY OTHER RELEVANT INFORMATION

N/A

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The introduction of the National (*Single Status*) Job Evaluation and Grading Scheme (*developed jointly by National Employers and Trade Unions*) provided an analytical and non-discriminatory method of evaluating jobs in Local Government. The Scheme measures the ‘size,’ nature, and level of a job (*not the person doing the job*), based on a series of factor levels such as, knowledge and skills, responsibilities, physical effort and working conditions (**13 factors in total**). See Appendix A.

At the time of Introducing the National Job Evaluation Scheme, the Council applied a number of Local Conventions to support the interpretation of the National Scheme.

Local Conventions is the term given to the local interpretations of the wording of a job evaluation scheme, which are usually written down so that they can be applied consistently across all evaluations.

The Council worked with EELGA last year to carry out an independent review of its pay structure. This led to some options to support best use of the NJC pay spine in alignment with the employment market. These included, salary and benefits benchmarking, improved marketing of vacancies and our employment offer and expanding our well-established “grow our own” ethos. These options have been considered as part of the Senior Management restructuring.

As part of the Pay Review research undertaken by EELGA, the authority’s use of the National Job Evaluation Scheme and its Localised Conventions were reviewed to determine their suitability in terms of the National Scheme and TDC’s employment offer and the wider job market.

EELGA has advised that due to several updates to the National Scheme, the majority of TDC’s Localised Conventions may no longer be relevant or are now captured in the wording of the National Scheme, and therefore, these should be removed for clarity and to avoid contradiction. This proposal does not impact existing job evaluation outcomes or grades of posts.

The Council has commissioned EELGA to undertake a secondary piece of work to carry out a comprehensive, service wide review of TDC’s pay structure. If adopted, the National Job Evaluation Scheme will be used for any Job evaluations that are recommended as a result of the review (*if applicable*). Further, if EELGA recommend the application of alternative Localised Conventions, these will be considered in consultation with the local union branch.

PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.

N/A

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL

N/A

APPENDICES**Appendix A – National Job Evaluation Scheme Factors****REPORT CONTACT OFFICER(S)**

Include here the Name, Job Title and Email/Telephone details of the person(s) who wrote the report and who can answer questions on the content.

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LOCAL GOVERNMENT SERVICES NJC JOB EVALUATION SCHEME:

Factor	Factor Details
Job Knowledge	<p>This factor measures the Knowledge required for the job. It covers all technical, specialist, procedural and organisational knowledge required for the job, including numeracy and literacy; knowledge of equipment and machinery; and knowledge of concepts, ideas, other cultures or languages, theories, techniques, policies, procedures and practices.</p> <p>It takes into account the breadth, diversity and range of knowledge and the depth and complexity of the understanding required.</p> <p>This factor does not take into account physical, mental and interpersonal/communications skills required, as these are covered by separate factors.</p>
Mental Skills	<p>This factor measures the Mental Skills required for the job. It includes analytical, problem solving and judgement skills.</p> <p>It also includes creative and developmental skills, whether related to design, handling of people or development of policies and procedures; and planning and strategic skills. It takes into account requirements to gather, collate and analyse the facts needed to solve problems; and requirements for imaginative thinking.</p>
Communication Skills	<p>This factor measures the Interpersonal and Communication Skills required for the job. It includes oral, linguistic, sign and written communication skills. The emphasis of the factor is on the purpose to which the interpersonal and communication skills are put (for example, training, educating, promoting, obtaining information from others, interviewing, gaining the co-operation of others, team working, advising, motivating, persuading, counselling, conciliating, negotiating, meeting the needs of others).</p> <p>The factor covers the complexity or contentiousness of the subject matter to be conveyed, and any requirements to exercise confidentiality or sensitivity. It takes into account the nature, diversity, cultural background and size of the intended audiences.</p>
Physical Skills	<p>This factor measures the Physical Skills required for the job. It covers manual and finger dexterity, hand-eye co-ordination, co-ordination of limbs, and sensory co-ordination.</p> <p>It takes into account the purpose to which the skills are put and demands arising from the need to achieve specified standards of speed and precision.</p>
Initiative and Independence	<p>This factor measures the scope allowed to the jobholder to exercise initiative and take independent actions.</p> <p>It takes into account the nature and level of supervision of the jobholder; the level and degree of direction and guidance provided</p>

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	<p>by policies, precedents, procedures and regulations; and any requirements to organise or quality check own work.</p>
Physical Demands	<p>This factor measures the type, amount, continuity and frequency of the physical effort required by the job. It covers stamina as well as strength.</p> <p>It takes into account all forms of bodily effort, for example, that required for standing and walking, lifting and carrying, pulling and pushing. It also includes the physical demands involved in working in awkward positions, for example, bending, crouching, stretching; for sitting, standing or working in a constrained position; and for maintaining the required pace of work.</p>
Mental Demands	<p>This factor measures the degree and frequency of the mental concentration, alertness and attention required by the job.</p> <p>It takes into account features which may make concentration more difficult, for example, repetitive work, interruptions or the need to switch between varied tasks or activities; and other forms of work-related pressure, for instance, arising from conflicting work demands. It also takes into account the responsiveness required of the jobholder.</p>
Emotional Demands	<p>This factor measures the nature and frequency of the Emotional Demands on the jobholder arising from contacts or work with other people.</p> <p>It takes into account the situation in which the contacts or work with other people occur, for example, whether they are angry, difficult, upset or unwell; or whether their circumstances are such as to cause stress to the jobholder, for example, if the people concerned are terminally ill, very frail, at risk of abuse, homeless or disadvantaged in some other way.</p>
Responsibility for People	<p>This factor measures the responsibility of the jobholder for individual, or groups of, people (members of the public, service users and recipients, clients), other than employees supervised or managed by the jobholder.</p> <p>The emphasis of the factor is on the nature and extent of the direct impact on the well-being of individuals or groups.</p> <p>The factor covers responsibilities, including any confidentiality requirements, for the physical, mental, social, economic and environmental well-being of people, including their health and safety.</p> <p>These responsibilities could be exercised through, for example, providing personal services, advice and guidance, or other forms of assistance; implementing or enforcing regulations; or developing and implementing services.</p>

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<p>Responsibility for Supervision etc. of Other Employees</p>	<p>This factor measures the direct responsibility of the jobholder for the supervision, co-ordination or management of employees, or others in an equivalent position. It includes work planning and allocation; checking and evaluating the work of others; and training, development and guidance. It also includes responsibility for personnel functions for those for whom the jobholder has a formal supervisory responsibility, such as recruitment, discipline, appraisal; and planning, organising and long-term development of human resources.</p> <p>The emphasis of the factor is on the nature of the responsibility, rather than the precise numbers of employees supervised, co-ordinated or managed.</p> <p>It takes into account the extent to which other employees contribute to the overall responsibility.</p>
<p>Responsibility for Financial Resources</p>	<p>This factor measures the direct responsibility of the jobholder for financial resources, including cash, vouchers, cheques, debits and credits, invoices, budgets and income collection and generation.</p> <p>It takes into account the nature of the responsibility, for example, correctness and accuracy; safekeeping, confidentiality and security; deployment and degree of direct control; budgetary and business planning responsibilities; planning, organising and long-term development of the financial resources.</p> <p>It also takes into account the degree to which other employees contribute to the overall responsibility, the frequency with which the responsibility is exercised and the value of the financial resources.</p>
<p>Responsibility for Physical Resources</p>	<p>This factor measures the direct responsibility of the jobholder for physical resources, including manual or computerised information; data and records; office and other equipment; tools and instruments; vehicles; plant and machinery; land, construction works, buildings and fittings and fixtures; personal possessions; and goods, produce, stocks and supplies.</p> <p>It takes into account the nature of the responsibility, for example, safekeeping, confidentiality and security; deployment and degree of direct control; maintenance and repair; procurement, commissioning, ordering, purchasing and replacement authority; planning, organising and long-term development of the physical resources.</p> <p>It also takes into account the degree to which other employees contribute to the overall responsibility, the frequency with which the responsibility is exercised and the value of the physical resources.</p>

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<p>Assessment Tool: Advisory, Policy and Equivalent Responsibilities</p>	<p>This is NOT a separate factor or a change to the NJC JES, but an aid to ensuring that advisory, policy and similar responsibilities are correctly assessed and allocated to the appropriate Responsibility factor.</p> <p>It relates to advisory, research, policy development or implementation and equivalent 'hands off' responsibilities which are a specific feature of the role and likely to be identified in the job description list of main or key duties.</p> <p>Advisory responsibilities may relate to other employees in own or other work areas (internal) or to clients or members of the public (external). Advice in this context must be more than information; it must influence the actions of those to whom it is given.</p> <p>Policy responsibilities may arise from internal decisions, or external factors, for example, changes in legislation or regulations.</p> <p>In order to ensure that any such responsibilities are correctly assessed and allocated to the appropriate factor, it is recommended that jobs should be evaluated first on their 'hands on' responsibilities and then considered in relation to this assessment tool.</p> <p>The steps in using the tool are: (1) Assess the appropriate level of demand, from 1 to 6; (2) Identify the single most appropriate Responsibility factor; (3) Determine whether the level awarded for advisory/policy responsibilities changes the previously evaluated level for the 'hands on' responsibilities for the identified factor.</p>
<p>Working Conditions</p>	<p>This factor measures exposure to disagreeable, unpleasant, uncomfortable or hazardous working conditions arising from the environment or from work with people.</p> <p>It covers the frequency, duration and nature of conditions, such as dust, dirt, temperature extremes and variations, humidity, noise, vibration, fumes and smells, human or animal waste steam, smoke, grease or oil, inclement weather, lack of privacy or isolation, and the risk of illness or injury arising from exposure to diseases, toxic substances, machinery or work locations. It also covers abuse, aggression and risk of injury from people.</p> <p>The factor measures those aspects of the working environment which are unavoidable and integral to the job. Health and safety regulations and requirements are assumed to be met, but the requirement to wear protective clothing may create disagreeable or uncomfortable conditions.</p> <p>The emphasis of this factor is on the degree of unpleasantness or discomfort caused. This takes into account the frequency, intensity and duration of exposure to particular conditions; and the additional effect of variations or combinations of conditions.</p>

HUMAN RESOURCES & COUNCIL TAX COMMITTEE

26 FEBRUARY 2024

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.4 EMPLOYMENT LEGISLATION UPDATE REPORT

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To provide Members of the Human Resources and Council Tax Committee with an update on several key legislative changes in the UK during 2024, which focus on family-related policies, protection from harassment, and reforms in flexible and predictable working.

EXECUTIVE SUMMARY

There are several important updates to employment legislation that will take effect in 2024, including: improved rights to flexible working, a new statutory leave entitlement for carers, enhanced rights for workers, and greater employers' obligations to prevent sexual harassment.

- **Holiday pay and working time for Workers (*not employees*) – effective from 1 January 2024:** Holiday pay calculations will be simplified. Employers may now elect to implement a lawful 'rolled-up' holiday pay scheme for leave years commencing on or after 1 April 2024, so long as employers use an uplift of 12.07% against a worker's normal rate of pay in the previous pay period in respect of their 5.6 weeks' statutory holiday entitlement rather than calculating and paying for holiday when it is taken.
- **Equality Act 2010 effective from 1 January 2024:** The Equality Act 2010 will be amended to incorporate certain discrimination protections derived from EU law, such as indirect discrimination by association, amended definition of disability, extension to direct discrimination protection, discrimination on the grounds of breast feeding, and equal pay comparator.
- **Paternity leave – effective from 8 March 2024:** Paternity leave will be amended to allow fathers to take the two-weeks leave in two separate blocks, extend the period within which the leave can be taken, and change the notification periods.
- **Flexible working rights – effective from 6 April 2024:** Employees will be able to request flexible working arrangements from day one of their employment, regardless of their length of service. Employers will have to consider requests and provide reasons if they are rejected. Employees will also be able to make two requests per year and employers will have to respond within two months. The measures will be supported by an updated Acas statutory Code of Practice, which will come into effect in April 2024.
- **Minimum Wage Apprentices – effective from 1 April 2024:** The National Minimum Wage will increase to £6.40 for apprentices aged under 19 or over 19 and in the first year of their apprenticeship; this will increase to the National Minimum Wage thereafter.
- **Redundancy protection – Effective from 6 April 2024:** Employers will have to offer

suitable alternative employment, if available, to employees who are pregnant, have recently suffered a miscarriage, or are on family leave for up to 18 months from the expected week of the child's birth, the day of the childbirth, or the date of placement. Family leave covers maternity, adoption and shared parental leave.

- **Carers Leave Act – effective from 6 April 2024:** This will introduce a statutory entitlement to one week of flexible unpaid leave per year for employees who are caring for a dependant with a long-term care need. Carers Leave will be available to eligible employees from the first day of their employment, regardless of how long they have worked for their employer. Employees will be able to take Carers Leave in either half or whole days, up to a maximum of one week per year, without providing evidence of how the leave is used or who it is used for.
- **Sexual harassment prevention – effective from October 2024:** Employers will have to take reasonable steps to prevent sexual harassment of their employees during their employment. This will include providing regular anti-harassment training, implementing clear policies and procedures, and taking appropriate action against perpetrators. The authority already takes a very strong position in this regard.
- **Workers' right to request a more predictable contract – effective date September/October 2024:** This change will give workers and agency workers the right to request more predictable terms and conditions of work where there is a lack of predictability to their work pattern and to those on a fixed-term contract of 12 months or less. A minimum service requirement to access the right, expected to be 26 weeks, will be specified in the regulations. Employers must deal with a request in a reasonable manner and notify the worker of their decision within one month. It will be possible to make two applications in a 12-month period, and applications may be rejected on statutory grounds.

The relevant people policies and procedures will be updated to reflect the above changes, in line with the delegations afforded to the Assistant Director, Partnerships, under Part 3, Schedule 2 of the Council's Constitution, which authorises that officer to make "*minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice*".

RECOMMENDATION(S)

That the Human Resources & Council Tax Committee notes the contents of this report, including the anticipated changes that will be made to the Authority's people policies and procedures by the Assistant Director (Partnerships), in consultation with the Chairman of the Committee.

REASON(S) FOR THE RECOMMENDATION(S)

In order to update members of the HR & Council Tax Committee on upcoming key legislative changes that will impact the authorities people policies and procedures.

ALTERNATIVE OPTIONS CONSIDERED

There is no alternative option to consider, as the authority is legally bound to adopt these changes.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Positive people-related practices will ensure that high standards of conduct and commitment to service are observed by officers, thus contributing to the Corporate Plan 2024/28 priorities of '*Financial Sustainability and openness*' and '*Pride in Our Area and Services to Residents*'.

LEGAL REQUIREMENTS (including legislation & constitutional powers)

The Council must ensure compliance with Employment Legislation, the Equalities Act 2010, and the Working Time Directive.

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, the Management of Health and Safety at Work Regulations 1999, and other related legislation.

This report seeks to update the HR & CTAX Committee on a number of key legislative changes; therefore, the committee is asked to note the content of this report only. All future changes made to the authority's people policies and procedures required (*as a result of these changes in employment legislation*) will be made in line with the decision-making process as outlined in Part 3, Schedule 2 of the Council's constitution.

FINANCE AND OTHER RESOURCE IMPLICATIONS

The associated updates required to the authority's people policies and procedures will be managed within existing resource(s).

USE OF RESOURCES AND VALUE FOR MONEY

The following are submitted in respect of the indicated use of resources and value for money indicators:

<p>A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;</p>	<p>By ensuring best practice is applied to our people practices, the authority will ensure it attracts and retains the resources required to sustain high levels of service delivery for residents.</p>
<p>B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and</p>	<p>Regular monitoring of the workforce and review of the authority's people policies (<i>in line with recognised best practice and legislative changes</i>) also ensures continued compliance with Employment Legislation.</p>
<p>C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.</p>	<p>As a major employer in the district, the Council's ambition is to contribute to building a more prosperous local community by modelling good employment practices.</p> <p>Tendring District Council is also an 'Anchor' organisation; Anchors play a key role in shaping and developing the skills of the local workforce.</p>

MILESTONES AND DELIVERY
<p>(a) Management Team 6 February 2024</p> <p>(b) Human Resources & Council Tax Committee 26 February 2024</p>
ASSOCIATED RISKS AND MITIGATION
<p>Should the authority not recognise these changes to employment legislation within its people policies and procedures, this carries the risk of legal challenge (<i>including the associated costs</i>) and potential damage to the authority's reputation, both as an 'employer of choice' and amongst its residents.</p> <p>Officers undertake regular training and development in employment legislation matters to ensure the authority remains compliant in this regard.</p>
OUTCOME OF CONSULTATION AND ENGAGEMENT
<p>The local union branch executive is consulted on all changes to the authority's people policies and procedures.</p>
EQUALITIES
<p>The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.</p> <p>In line with the Public Sector Equality Duty, public bodies such as the Council must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, and victimisation, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.</p> <p>The Council is committed to being an inclusive employer in all its People policies and practices, which it extends to volunteers.</p> <p>As a Disability Confident Leader and an Anchor Organisation, the Council will proactively identify and facilitate ways to recruit individuals who may experience barriers to employment.</p> <p>The Council will also take an active leadership role in encouraging and working with local communities and employers to do the same.</p> <p>A detailed equality impact assessment will be undertaken (<i>as appropriate</i>) for each of the updated people policies or procedures impacted by these legislative changes, to ensure that there is no impact on the protected characteristics.</p>
SOCIAL VALUE CONSIDERATIONS
<p>The Council aims to lead by example as a major local employer. This includes following recognised best practices and ensuring full compliance with legislation.</p> <p>Examples of this include being a Disability Confident Leader and an Employer Recognition Scheme Gold Award holder; both of these commit the authority to being an advocate in these areas.</p> <p>The Council is also an Anchor organisation. Anchor organisations are usually large organisations that are local to the place they operate and have the leverage to maximise social value through their role as workplace developers, employers and procurers, their core businesses (<i>for example, health and education</i>), and the linkages they have to the place they</p>

operate.	
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030	
This report has no direct implication on the Council's aspiration to be net zero by 2030.	
OTHER RELEVANT 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	Not applicable
Health Inequalities	Not applicable
Area or Ward affected	Not applicable
ANY OTHER RELEVANT INFORMATION	
N/A	

PART 3 – SUPPORTING INFORMATION

BACKGROUND
PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.
N/A
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
N/A

APPENDICES
N/A

REPORT CONTACT OFFICER(S)	
<i>Include here the Name, Job Title and Email/Telephone details of the person(s) who wrote the report and who can answer questions on the content.</i>	
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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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