

## EMPLOYMENT COMMITTEE

THURSDAY 7 MARCH 2019  
7.00 PM

Bourges/Viersen Rooms - Town Hall

### AGENDA

Page No

1. **Apologies for Absence**
2. **Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council.

3. **Revised Employment Policies**
4. **Gender Pay Gap Reporting**



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#### **Emergency Evacuation Procedure – Outside Normal Office Hours**

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<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

Committee Members:

Councillors: Hogg, J Holdich (Vice Chairman), D Lamb, M Jamil, W Fitzgerald, Iqbal and R Brown  
(Chairman)

Substitutes: Councillors: J Goodwin, N Sandford and Hemraj

Further information about this meeting can be obtained from Daniel Kalley on telephone 01733  
296334 or by email – [daniel.kalley@peterborough.gov.uk](mailto:daniel.kalley@peterborough.gov.uk)

<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 3</b>
<b>7 MARCH 2019</b>	<b>PUBLIC REPORT</b>

Report of:	Mandy Pullen - Assistant Director HR & Development	
Cabinet Member(s) responsible:	Cllr Seaton, Cabinet Member for Resources	
Contact Officer(s):	Mandy Pullen - Assistant Director HR & Development	Tel. 863628

## REVISED EMPLOYMENT POLICIES

R E C O M M E N D A T I O N S	
<b>FROM:</b> Mandy Pullen - Assistant Director HR & Development	<b>Deadline date:</b> None
<p>It is recommended that Employment Committee:</p> <ol style="list-style-type: none"> <li>1. Agree to implementation of the revised employment policies detailed within this report at paragraph 4.1, 4.2, and 4.3.</li> <li>2. Note the new managers guidance document on the writing of references at para 4.4.</li> </ol>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to Employment Committee following agreement at the Joint Consultative Forum with the trade unions on 11th February 2019.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1
1. The purpose of this report is to inform Employment Committee about revised employment policies that are being proposed and
  2. To gain agreement from employment committee to implement the revised policies.
- 2.2 This report is for Employment Committee to consider under its Terms of Reference No. 2.3.2.4  
*To determine local terms and conditions of employment for employees.*

### 3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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### 4. BACKGROUND AND KEY ISSUES

- 4.1 To ensure that the council operates with effective and compliant employment policies and procedures, the documents are reviewed against employment law and best practice. As a result of this various policies require changes to be made for effective employee management. For ease of reference the proposed changes can be found in red text throughout the policies.

### 4.2 Smoke Free Policy (Appendix A)

This policy has been updated to show where smoking may take place at Fletton Quays; to add reference to the smoking shelter, and also to update information on the 'stop smoking' services available.

**4.3 DBS Policy (Appendix B)**

This policy has been changed to include more detailed information on the storage and disposal of DBS certificate information, and to ensure that the requirements under the General Data Protection Regulations 2018 are covered.

**4.4 Single Status Agreement (Appendix C)**

Due to the new pay scales being introduced in the council from 1 April 2019 it was necessary to update this document which outlines the main terms and conditions of employment for employees on standard contracts to ensure it was consistent.

**4.5 Managers Guidance to writing references (Appendix D)**

This is a new document, produced to assist managers in determining whether to provide a reference and what should be included in that reference. This is a management guidance document only and therefore referred to members for information only.

**CONSULTATION**

5.1 Consultation took place with the joint trade unions at the council's Policy Review Group on 22/1/19 & 25/2/19 and Joint Consultative Forum on 11/2/19.

**6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 Implementation of the revised policies will improve the raft of employment policies and processes available for staff and managers across the council.

**7. REASON FOR THE RECOMMENDATION**

7.1 These changes will ensure that the employment policies are compliant with current employment law and in line with the revised pay scales that were agreed on 17 January 2019

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 The council benchmarks its major employment policies against those of other organisations and undertakes relevant research before submitting for approval to the trade unions.

**9. IMPLICATIONS**

**Financial Implications**

9.1 None.

**Legal Implications**

9.2 This report has been agreed by the internal legal department at the council.

**Equalities Implications**

9.3 The policy changes were not significant enough to require an equality impact assessment to be undertaken.

However, an equality impact assessment was carried out on the revised pay scales that fed into the single status agreement.

**10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 Smoke Free (Premises and Enforcement) Regulation 2006.  
ACAS employment references guidance 2018

**11. APPENDICES**

- 11.1 Smoke Free Policy (Appendix A)  
Disclosure & Barring Service Policy (Appendix B)  
Single Status Agreement (Appendix C)  
Managers guidance to writing references (Appendix D)

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## APPENDIX A SMOKE FREE POLICY



### 1. Introduction

Peterborough City Council (PCC) recognises that the health, safety and welfare of employees, clients, contractors and anyone else directly affected by the council's operations are of prime importance. The council has therefore developed and enforces a dedicated smoke free policy, conforming to the requirements of the Smoke Free (Premises and Enforcement) Regulations 2006.

This policy applies to anyone entering a Peterborough City Council owned or controlled building **or site**, the home of a client, or whilst operating or using a vehicle for work purposes. It should be read in conjunction with any site specific smoke free requirements.

**This policy applies to all forms of smoking including the use of vaping products (e-cigarettes) in the workplace. E-cigarettes are included under the definition of 'smoking' throughout this policy.**

### 2. Purpose

The purpose of this policy is to ensure that all Council Members, Employees, Contractors, Workers, Visitors, and Members of the Public are fully aware and understand the standards of conduct and behaviour expected of them in respect of smoking.

### 3. Key Principles

- At no time is smoking permitted anywhere on PCC owned or controlled premises **or sites** which are enclosed or substantially enclosed as defined by the Health Act 2006 or near to premises entrances. The only exceptions to this are:
  - Clients within certain Residential Homes and only then in authorised areas, and not in any way that necessitates employees being exposed to second-hand tobacco smoke.
- Additional time off to smoke is not provided. Smoking may only take place during authorised breaks, and only in suitable areas. Time taken must be deducted from the working hours for that day. All smoking breaks are unpaid.
- Smoking is not permitted when a Council employee is undertaking official business unless on official breaks.
- Smoking is not permitted in PCC owned or leased vehicles whether as a driver or passenger.
- Smoking is not permitted in a PCC employee's own vehicle whilst it is being used for official Council business (for which the council reimburses the employee's expenses), whilst accompanied by other persons. This will ensure that nonsmokers are not subjected unwillingly to tobacco smoke whilst travelling on official Council business.
- Drivers are banned from smoking, or allowing smoking, in private cars carrying children under the age of 18. Any failure to comply will amount to a criminal offence under the amended Smoke-free (Exemptions and Vehicles) Regulations 2007 (SI 765/2007).
- The principles of this policy also apply when workers are undertaking official business whilst at non PCC owned or controlled premises.

- Smoking breaks must always be taken off site, **or** in a smoking area and not in the presence or view of service users.
- **Fletton Quays - As part of the Leasing Agreement, smoking breaks may only be taken in the Smoking Shelter (located by the pay meters at the surface car park) or in the Plaza (located between the multi-storey car park and Sand Martin House). Smoking must not take place by entrances/exits or emergency exits.**
- The Council recognises that it is a client's right to smoke in their own home, although it also has duties to its employees in that this is an environment in which employees are potentially at risk from the harmful effects of secondhand smoke. Staff should use their discretion and, where appropriate and practical, request that a client and anyone else present during a visit refrains from smoking whilst work is carried out. If the visit to a client's home is an extended visit, the employee may request that a smoke free environment is provided for them to work in for the duration of their visit.

#### 4. Assistance for employee to give up smoking

PCC recognises the difficulty that employees who wish to give up smoking may face. The organisation's occupational health service can offer guidance and information and the Employee Assistance Programme can offer support to help smokers to give up. Other services that are available locally and nationally include;

- Healthy Peterborough website <https://healthypeterborough.co.uk/>
- ASH (Action on Smoking and Health) [www.ash.org.uk](http://www.ash.org.uk)
- NHS Smokefree website <https://www.nhs.uk/smokefree>
- Smokefree National Helpline 0300 123 1044.
- Solutions for Health website <https://www.solutions4health.co.uk/our-services/smokefreelife/>
- Camquit [www.camquit.nhs.uk](http://www.camquit.nhs.uk)
- Local GP practice, pharmacy or hospital.

#### 5. Electronic Cigarettes - Vaping

The council understands that some employees may use e-cigarettes, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine, **propylene glycol and/or vegetable glycerine, and flavourings**, that are inhaled by the user.

Although they fall outside the scope of smoke-free legislation, the council **and the landlords of Sand Martin House**, prohibit the use of e-cigarettes in the workplace. The council's rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to enforce, and creating an impression for visitors, clients and other employees that it is acceptable to smoke.

#### 6. Residential and other trips

Whilst accompanying service users on residential trips or days out employees are only able to:-

- smoke on their breaks, which must be off site or
- in a smoking area, and
- not in the presence of the service users.



## 7. Non-compliance

Breaches of this policy by any employee will be dealt with under the Council's Disciplinary Policy and Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

Clients who are smoking in smoke-free areas should be reminded of the no- smoking signs and asked to stop. If a client continues to smoke, employees should explain that the client is committing a criminal offence and will not be served if he/she continues to do so. If the client still refuses to stop smoking, staff should ask the client to leave the premises and, where relevant, direct him/her to where he/she can smoke.

# Smoke Free Policy

## References:

Smoke-free (Exemptions and Vehicles) Regulations 2007 (SI 765/2007).

Smoke Free (Premises and Enforcement) Regulation 2006.

Original Date agreed at Employment Committee:	3 December 2015
Issue date or revised version:	
Version number:	3
Review due date:	

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If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the intranet.

## Document Control Sheet

Purpose of document:	The purpose of this policy is to ensure that all Council Members, Employees, Contractors, Workers, Visitors, and Members of the Public are fully aware and understand the standards of conduct and behaviour expected of them in respect of Smoking.
Type of document:	Policy
Document checked by Legal	Previously undertaken. No change
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Not Applicable
Document lead and author:	Karen Craig - HR
Dissemination:	All new and updated policies and procedures are notified to entire workforce via insite and a variation letter. This policy is also submitted to City College, EPM and Serco. All documents are also posted onto the Employee Information pages of the intranet.

What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	Senior Reward Advisor
Why is this document being reviewed?	Annual Review

## Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
3	All	Updated to show where smoking may take place at Fletton Quays; inclusion of smoking shelter. Stop smoking services updated. Make up of e. cigarettes included.	

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## APPENDIX B DISCLOSURE & BARRING SERVICE POLICY



### 1. Purpose and Scope

Peterborough City Council is committed to protecting the wellbeing of the public and those individuals in its care who are considered to be especially vulnerable or at risk - children, and vulnerable adults. We will undertake:

- not to knowingly employ in regulated activity or use as a volunteer a barred person
- to refer individuals who have been dismissed, or we cease to use, to the Disclosure & Barring Service if we believe they have harmed or pose a risk of harm to children or vulnerable adults (this will be carried out in accordance with the referral process outlined by the DBS).

The principles of this policy apply to all employees, volunteers, applicants, and others engaged in council service provision with children or vulnerable adults including foster carers and adopters.

The council has a statutory duty of care to vulnerable members of society; this duty will be carried out with due regard to all other relevant legislation, and the council undertakes to treat all individuals fairly.

### 2. Responsibilities

A DBS check is a very important part of safeguarding, alongside robust recruitment procedures which include face to face interviews and checking identity, qualifications, references, medical and career history.

The city council will check the status of each employee, volunteer, and applicant working or applying to work in the new definition of regulated activity against the government barred lists; it will also undertake an enhanced DBS check. Other posts may be eligible for a DBS check but not a barred list check. DBS check results are not currently portable.

It is the responsibility of each manager to confirm which of the posts in their team are eligible for a DBS check and the level of the check. The manager must maintain this information. The ['How to'](#) Guide provides more detailed guidance on the eligibility for DBS checks.

### 3. DBS Checks

- The council will carry out its own DBS check on all applicants who will be engaged in regulated activity. This may be a paper check or an electronic check and will be at the

relevant level.

- A risk assessment of each DBS result will be undertaken and all applicants for DBS checks will be asked to sign a consent form to allow the council to retain the risk assessment.
- There are three types of check – basic, standard and enhanced. Certain enhanced checks may also include a check against one of the government barred lists:-

Type of check	Applicable Legislation	Police National Computer	Police Information	Barred Lists
Basic (This check only provides details of unspent convictions under the Rehabilitation of Offenders Act 1974)	Via DBS England	√	X	X
Standard	Rehabilitation of Offenders Act (Exceptions Order)	√	X	X
Enhanced	Police Act 1997	√	√	X
New definition of Regulated Activity	Safeguarding Vulnerable Groups Act 2006 as amended by Freedoms Bill 2012	√	√	√ (Can be Barred list Children, Barred List Adults or Barred List Children & Adults)

- The council will follow guidance from the relevant authorities regarding re-checks and portability of checks and may undertake re-checks to strike a balance between the appropriate level of safeguarding and the efficient management of risk, or if a concern arises.
- If a person moves jobs in the same organisation a new DBS check will be carried out if :
  - the new job gives greater access to children or adults or has more responsibility; (including where e.g. a child care worker moves into a senior child care worker role)
  - there has been a break of more than three months between leaving the old post and taking up the new post,
  - there are concerns about the person, which may affect their suitability/fitness.
- A Standard DBS check will continue to be available for positions covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974 that are not defined as regulated activity in either the Safeguarding Vulnerable Groups Act or the Freedoms Bill.
- DBS disclosures will not generally show offences committed by people whilst living overseas. The council insists on additional checks as outlined in point 10 below.

**4. DBS Check Results - Risk Assessment**

- Serco Business Support (HR) will undertake a risk assessment on the results of every DBS

check received for all employees and volunteers.

- The manager will continue to complete the risk assessment where a positive trace is returned from the DBS. If necessary the manager may convene a panel to make a joint decision on whether or not the individual can be offered employment or continue in their post. The risk assessment form must be completed and authorised in full.
- Where local police records contain additional information that might be relevant to the post an applicant is being considered for/is doing, then the chief police officer may contact the council with further information. This will be sent under separate cover to the council via Serco Business Support (HR). The applicant should **not be alerted to its existence under any circumstances**. The council should never reveal or disclose the information with the applicant or any other person without the permission of the chief police officer.

All employees, volunteers and applicants will be treated fairly and consistently, and kept informed of progress, in accordance with council policy. This process must be dealt with by all those involved in a timely manner.

## 5. Barred individuals

Individuals who are barred from regulated activity with either children or vulnerable adults must not work, or seek to work, in regulated activity with that group. Automatic barring arises where a person has been convicted of, or cautioned, in relation to a serious offence (as defined by law). **It is a criminal offence to employ an individual who is barred to engage in regulated activity.**

The barred lists will only be checked for those engaged in the new definition of regulated activity.

Most people will only be barred if they have engaged, are engaging, or might in the future engage in regulated activity.

## 6. Referral to the Disclosure and Barring Service

The council will refer any employee, volunteer, or applicant who it believes has harmed or may pose a risk of harm to children or vulnerable adults, to the Disclosure & Barring Service. This will include if the individual resigns, a short term contract expires, if they cease to be used, or if they are absent. This may precede the conclusion of any internal disciplinary process.

## 7. Data handling and disposal

The council will comply fully with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), DBS code of practice, and other relevant legislation regarding the correct handling, use, storage, retention and disposal of DBS disclosures and disclosure information.

Once a recruitment (or other relevant) decision has been made, the council will not keep certificate or risk assessment information for any longer than is necessary, and, where applicable, as indicated by the employee's consent in the consent form. Retention will be for a minimum of six months. Retaining this information will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Once the retention period has elapsed, the council will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

The council will not keep any photocopy or other image of the certificate or any copy or

representation of the contents of a certificate. However, notwithstanding the above, the council may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## 8. Existing employment

Failure to disclose warnings/cautions or convictions to the employer may result in disciplinary action. Employees and volunteers have a responsibility to report any relevant changes of circumstance to their employer. These include any criminal investigations, convictions or warnings they may become the subject of and/or if a family member becomes involved in any child protection related concern. All employees must comply with the council's [Self Disclosure Policy](#).

The following will usually amount to gross misconduct and be dealt with under the council's disciplinary procedures:-

- failure to comply with the council's policy on Disclosure & Barring,
- failure to comply with the council's policy on Self Disclosure, and/or
- refusal to undertake a DBS check.

Any employee or volunteer engaged in regulated activity who becomes barred by the DBS is likely to be dismissed under section 98(2)(d) of the Employment Rights Act and will be removed from this activity as soon as the council is aware of the position.

## 9. Recruitment

This section applies to employees, volunteers and applicants.

In **exceptional circumstances** an internal or external applicant may start work without the results of their DBS check provided a [pre-employment risk assessment](#) has been completed and fully signed off. The process which must be followed is detailed in the manager's guide. Supervisory measures will be introduced which must be followed and failure to adhere to the controls will constitute gross misconduct. Any applicant who has disclosed any criminal information must not start prior to their DBS check results being received.

The council undertakes to treat all candidates for positions fairly and not to discriminate unfairly against any candidate who is subject to a disclosure on the basis of conviction or other information revealed. The information will be objectively assessed taking account of safeguarding issues and the requirements of the job.

All information sent to applicants for relevant posts will include information regarding whether a post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, whether it is subject to a DBS check and a Barred list check. Both spent and unspent convictions must be declared on application forms.

The council's [Employment of Ex-Offenders](#) policy will be available to applicants for jobs with the council along with full details of the vacancy. Having a criminal record will not necessarily bar an individual from working with the council.

Failure to disclose convictions on an application form will usually result in the withdrawal of an offer of employment as outlined in the Employment of Ex-Offenders policy.

Recruiting managers must ensure that they have checked and signed off each of the recruitment



checks including the results of the DBS check, qualifications, references, professional registration, identity, right to work in the UK, and medical checks before an applicant commences employment. The applicant should be asked to sign a consent form.

Managers must exercise caution in relying on checks of those with little residence in the UK and/or those where there is any gap in their career record.

## **10. Applicants who have worked overseas or been resident overseas in the past five years**

In addition to each of the standard recruitment requirements, including a DBS check, a Statement of Good Conduct to cover the time period spent in a country/ies outside of the UK must also be provided by the applicant.

Where the applicant is:-

- (a) unable to provide all the documentation requested
- OR
- (b) the information contained within the documentation gives cause for concern
- AND
- (c) a risk assessment identifies any risk

Then the decision must be taken not to appoint.

## **11. Commissioning services**

All judgements taken when services are being commissioned will refer to and incorporate this policy which follows the Key Safeguarding Employment Standards adopted by the Cambridgeshire & Peterborough Safeguarding Board.

## **12. Agency, Contract, Interim or other workers**

Heads of Service must ensure that where agency, contract or interim workers are supplied to carry out duties within the council the manager obtains written confirmation from their employer (an agency, employment business, or contractor) that the relevant DBS disclosure check along with all the other required employment checks have been carried out and are satisfactory before the individual commences work with the council.

Where there is a positive trace on the DBS check then the manager must obtain a copy of the DBS disclosure from the employer before the individual commences work with the council to allow a proper risk assessment to be undertaken.

Where there is 'soft information' provided by the Chief Police Officer then the employer cannot provide the council with a copy of that information, and therefore in these circumstances the Head of Service must carry out a repeat disclosure if they still wanted to use that person.

Managers must check that the individual is not barred from working with children or vulnerable adults.

Heads of Service must ensure that the contract with the agency/employment business or contractor imposes an obligation on them to carry out the same checks as the council would for its own employees in advance of the work starting. It is essential that these checks are up to date and renewed in accordance with this policy.

Identity checks should be carried out by the manager to confirm that the individual who arrives for work is the individual that they were expecting and have already checked. Please contact the Training and Development Team, if you require training on identity checking.

# Governance Disclosure and Barring Service Policy



## References:

Rehabilitation of Offenders Act 1974  
Police Act 1997  
Safeguarding Vulnerable Groups Act 2006 as amended by Freedoms Bill 2012  
Data Protection Act 2018  
Human Rights Act 1998  
General Data Protection Regulation (GDPR) 2016  
DBS code of practice updated 4 July 2018

Original Date agreed at Employment Committee:	24 January 2013
Issue date:	
Version number:	3
Review due date:	

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If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the intranet.

## Document Control Sheet

Purpose of document:	This policy is to set out how the council will adhere to the regulations around safeguarding of children and vulnerable adults
Type of document:	Policy
Document checked by Legal	Previously undertaken.
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Not Applicable
Document lead and author:	Karen Craig - HR
Dissemination:	All new and updated policies and procedures are notified to entire workforce via insite and a variation letter. This policy is also submitted to City College, EPM and Serco. All documents are also posted onto the Employee Information pages of the intranet.
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	Senior Reward Advisor
Why is this document being reviewed?	Following updated information from DBS about the handling of DBS certificate information

## Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
3	Pg 4 para 7	Inclusion of in depth information on storage and disposal of DBS certificate information and inclusion of GDPR	

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## APPENDIX C

### Single Status Agreement

*Conditions of Service for Part 3 of the National Joint Council for  
Local Government Services as applied to Peterborough City  
Council 1 April 2019*

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# 1. Introduction

- 1.1. Single Status allows for local determination of conditions within Part Three of the National Agreement and gives an opportunity to develop conditions of service which will provide for flexible working and improved services for customers, within the needs of the organisation and employees.
- 1.2. Within the document are the detailed **payment arrangements** applicable to all employees of the Council. (This currently excludes those on Youth and Community, Soulbury, Teachers, Chief Officers, Senior Managers and Agenda for Change terms and conditions.)
- 1.3. Within the document are certain detailed **terms and conditions** which apply to all employees of the council, subject to individual contracts which may stipulate an alternative for those on Youth and Community, Soulbury, Teachers, Chief Officers, Senior Managers and Agenda for Change terms and conditions.
- 1.4. This agreement acknowledges the relevant national agreement as the National Joint Council for Local Government Services (Green Book) as amended by this local agreement, or as varied, altered or amended from time to time by local and collective agreements and rules made in conjunction with Peterborough City Council and its recognised trade unions.
- 1.5. The Peterborough City Council Single Status Agreement was collectively agreed on 1 April 2008. The implementation date was originally 1 April 2007. The document was updated on 1 April 2017 following agreement on 23 March 2017. **It was amended again to take account of the revised pay scales on 1 April 2019.**

# 2. Principles

- 2.1. The conditions of service will operate within a set of guiding principles, which will inform local agreements:
  - High quality services delivered by a well-paid, trained and motivated workforce
  - High quality services delivered courteously, timely and efficiently
  - Pay and terms of employment that meet the needs of employees at different life stages, which support life-long learning and development
  - Pay and terms of employment that meet the requirements for equal pay for like work, work of equal value and work rated as equivalent
  - Pay and terms of employment that improve the recruitment and retention of employees with the right skills, organised in the most efficient way
  - Clear, consistent, simple and easy to administer conditions of service
  - Stable employee relations. Negotiation and consultation between local authorities as the employer and the recognised trade unions
  - Will improve aspects of equality and diversity by removing barriers to work and improving representation and opportunities for contribution
  - Are affordable, and work within and recognise financial and service constraints
- 2.2. Continued compliance with the Code of Practice on Equal Pay will be achieved through annual monitoring on the basis of gender.

# 3. Term time Only contracts

Employees on 'term time only' contracts receive the same rates of pay and conditions reduced pro-rata to take account of the number of days they work per year. This is based on the following pro-rata percentages:-



Holiday Entitlement Incl. Bank Holidays	No of Working Days	TTO 190 days	TTO 193 days	TTO 195 days	TTO 198 days	TTO 200 days	TTO 205 days
32	228.7144	83.07%	84.39 %	85.26 %	86.57 %	87.45 %	89.63 %
37	223.7144	84.93%	86.27 %	87.17 %	88.51 %	89.40 %	91.63 %
38	222.7144	85.31%	86.66 %	87.56 %	88.90 %	89.80 %	92.05 %
39	221.7144	85.70%	87.05 %	87.95 %	89.30 %	90.21 %	92.46 %

(The number of working days will be dependent on discussions with the line manager and may be different to those given in the table above. Any change to working days will affect the percentages).

## 4. Market Supplement

The grading structure aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. In these circumstances market premia can be paid in order to attract the best candidates.

The criteria for payment of market premia must be established before any payments are offered to either recruit or retain an individual. These are detailed in the Council's agreed Market Supplement Policy.

## 5. The Grading Structure

- 5.1. The grading structure has fifteen grades and **one** to six increments in each grade. The grades are simply numbered one to fifteen with one being the lowest and fifteen the highest. **When the new SCPs were introduced by the National Joint Council, SCPs 10, 18 and 21 were included. SCP's 13 and 16 were not included. The table below shows the 2018 and 2019 scales.**

Revised Pay Scales				
	Current SCP 01/04/18	Annual Salary FT 01/04/18	New SCP 01/04/19	Annual Salary FT 01/04/19
GRADE 1	06	16,394	1	17,364
GRADE 1	07	16,495	1	17,364
GRADE 2	07	16,495	1	17,364
GRADE 2	8	16,626	2	17,711
GRADE 2	09	16,755	2	17,711
GRADE 3	09	16,755	2	17,711
GRADE 3	10	16,863	3	18,065
GRADE 3	11	17,007	3	18,065
GRADE 4	11	17,007	3	18,065
GRADE 4	12	17,173	4	18,426
GRADE 4	13	17,391	4	18,426
GRADE 4	14	17,681	5	18,795
GRADE 5	14	17,681	5	18,795
GRADE 5	15	17,972	5	18,795
GRADE 5	16	18,319	6	19,171
GRADE 5	17	18,672	6	19,171
GRADE 5	18	18,870	7	19,554
GRADE 6	18	18,870	7	19,554
GRADE 6	19	19,446	8	19,945
GRADE 6	20	19,819	9	20,344
GRADE 6			10	20,751
GRADE 6	21	20,541	11	21,166
GRADE 6	22	21,074	12	21,589
GRADE 7	22	21,074	12	21,589
GRADE 7	23	21,693	14	22,462
GRADE 7	24	22,401	15	22,911
GRADE 7	25	23,111	17	23,836
GRADE 7			18	24,313
GRADE 7	26	23,866	19	24,799
GRADE 8	26	23,866	19	24,799
GRADE 8	27	24,657	20	25,295
GRADE 8			21	25,801

GRADE 8	28	<b>25,463</b>	22	<b>26,317</b>
GRADE 8	29	<b>26,470</b>	23	<b>26,999</b>
GRADE 8	30	<b>27,358</b>	24	<b>27,905</b>
GRADE 9	30	<b>27,358</b>	24	<b>27,905</b>
GRADE 9	31	<b>28,221</b>	25	<b>28,785</b>
GRADE 9	32	<b>29,055</b>	26	<b>29,636</b>
GRADE 9	33	<b>29,909</b>	27	<b>30,507</b>
GRADE 9	34	<b>30,756</b>	28	<b>31,371</b>
GRADE 10	34	<b>30,756</b>	28	<b>31,371</b>
GRADE 10	35	<b>31,401</b>	29	<b>32,029</b>
GRADE 10	36	<b>32,233</b>	30	<b>32,878</b>
GRADE 10	37	<b>33,136</b>	31	<b>33,799</b>
GRADE 10	38	<b>34,106</b>	32	<b>34,788</b>
GRADE 11	38	<b>34,106</b>	32	<b>34,788</b>
GRADE 11	39	<b>35,229</b>	33	<b>35,934</b>
GRADE 11	40	<b>36,153</b>	34	<b>36,876</b>
GRADE 11	41	<b>37,107</b>	35	<b>37,849</b>
GRADE 11	42	<b>38,052</b>	36	<b>38,813</b>
GRADE 12	42	<b>38,052</b>	36	<b>38,813</b>
GRADE 12	43	<b>39,002</b>	37	<b>39,782</b>
GRADE 12	44	<b>39,961</b>	38	<b>40,760</b>
GRADE 12	45	<b>40,858</b>	39	<b>41,675</b>
GRADE 12	46	<b>41,846</b>	40	<b>42,683</b>
GRADE 13	46	<b>41,846</b>	40	<b>42,683</b>
GRADE 13	47	<b>42,806</b>	41	<b>43,662</b>
GRADE 13	48	<b>43,757</b>	42	<b>44,632</b>
GRADE 13	49	<b>44,697</b>	43	<b>45,591</b>
GRADE 13	50	<b>45,660</b>	44	<b>46,573</b>
GRADE 14	50	<b>45,660</b>	44	<b>46,573</b>
GRADE 14	51	<b>46,615</b>	45	<b>47,547</b>
GRADE 14	52	<b>47,585</b>	46	<b>48,537</b>
GRADE 14	53	<b>48,548</b>	47	<b>49,519</b>
GRADE 14	54	<b>49,575</b>	48	<b>50,567</b>
GRADE 14	55	<b>50,610</b>	49	<b>51,622</b>
GRADE 15	55	<b>50,610</b>	49	<b>51,622</b>
GRADE 15	56	<b>51,641</b>	50	<b>52,674</b>
GRADE 15	57	<b>52,661</b>	51	<b>53,714</b>
GRADE 15	58	<b>53,691</b>	52	<b>54,765</b>
GRADE 15	59	<b>54,718</b>	53	<b>55,812</b>
GRADE 15	60	<b>55,747</b>	54	<b>56,862</b>

The first point of each scale is the entry or foundation point, ~~(shown in dark grey)~~ which is expected to be the first learning year. A full review will be undertaken at six months to assess development and progress. The training and development plan for the individual to accomplish over the next year or two years will be the outcome of that assessment. Probationary rules apply to all individuals.

Progression through the next section of the grade ~~(shown in light grey)~~ will be automatic on 1 April each year assuming standard progress. There is the facility to pause incremental progression whilst additional training assistance is given to enable employees to achieve development plan targets and objectives identified in their annual appraisal. The pause is for a maximum of three months after which the employee resumes progression or capability procedures are invoked. Normal grievance procedures apply.

Exceptional performance can be rewarded by the addition of a maximum of two increments (within the grade band).

Recruitment may be at a point higher up the grade if there is a need to meet a pre-existing salary level.

~~Career Grades. The 'G' near the top of the progression section of the grading structure represents a Gateway. At this point an employee can be assessed for suitability for progression to the next higher evaluated job on the next grade. This can be part of a career grade offered on appointment. For example, trainee social workers can be offered a career grade, which subject to criteria, means that they progress through the gateway to a social worker post and then further to a senior practitioner post. Criteria will include the competency profile and the attainment of any NVQ/national/professional/post-graduate qualification necessary to operate at the more senior evaluated level. It will also be necessary to undertake the more senior roles in relation to responsibility factors as defined in the higher evaluated job.~~

Progression through gateways can also be controlled by:

- Recruitment – an employee is required to compete for the higher level job. The assessment for the gateway by the existing manager will be part of the recruitment information.
- Establishment numbers - the next senior vacancy falls to a pre-assessed employee.
- Directorates may develop career progression arrangements for jobs other than professional posts.
- Career grade progression arrangements must be accessible and regularly monitored to ensure appropriate representation by gender, ethnicity, disability, and age.

## 6. Changing Working Hours

Changes to working hours must be mutually agreed with the employee or arrived at by collective agreement. Other changes, which mean the need for the work has ceased or diminished, may involve redundancy. Achieving changes to working hours or arrangements through mutual consent or collective agreement will maintain morale and gain commitment for service improvement.

There are ways of achieving change through well-established and effective employee relations so that there are:

- Joint approaches to solving business problems
- Implementing change through involvement of employees
- Emphasising shared values and shared learning opportunities
- Using work life balance and flexible working arrangements to meet both customer and employee needs
- Recognising and understanding the rights and responsibilities of both managers and employees
- Using external help with developments and ideas
- Offering protections and transitional arrangements to existing employees
- Enabling growth and development through new ways of working
- Empowering self-determination for team rosters including shift swapping schemes

## 7. Normal Working Week and Pay Definitions

The standard working week is thirty-seven hours. The working week of individual employees may vary from the standard of thirty seven hours, provided that the individual's average over a predetermined reference period does not exceed that standard working week over the same period.

The period for averaging working hours will be the reference period determined by the Working Time Regulations or such other predetermined operational period up to a maximum of one year, commencing on 1 January each year. For starters and leavers the part of the reference period or year actually worked is the period used for averaging the first period of employment.

All employees are covered by the detailed requirements of the Working Time Regulations.

Non compliance with these regulations **and** the associated Peterborough City Council Collective Agreements is potentially a breach of Health and Safety legislation.

An employee's basic pay is the spinal column point reached on progression and is the basis from which calculations on premium payments will be made. The annual salary is the basic pay plus any shift payment. For the purposes of calculation this is also known as normal pay.

Normal pay is paid for periods of sickness, contractual overtime, annual leave, all forms of approved paid leave of absence and redundancy payments.

Excluded from the calculation for normal pay are: casual additional hours, non-contractual overtime payments and irregular non-standard payments such as on-call, standby and sleeping-in payments.

All payments made within the definition of normal pay are pensionable. Other payments including non contractual overtime are also pensionable as determined by the regulations of the relevant statutory pension schemes.

## 8. Standard and Non-Standard Working

Working hours not attracting premium payments are defined as hours worked on Monday to Sunday, fixed or varied, within a ~~twelve~~ ~~eleven~~ hour period set between the hours of 05:30 and 12 midnight. The start and finish times for the ~~twelve~~ ~~eleven~~ hour period may well be different for different services. A core service time may also be established within the ~~twelve~~ ~~eleven~~ hour period (eg. the flexi time ~~band~~ ~~width~~ ~~core time~~) or, subject to health and safety considerations, the working day may extend up to the ~~twelve~~ ~~eleven~~ hour limit.

Agile working is the term used to describe how employees can work flexibly from any English location, be that a council building, in the community, from home or a combination of these. Agile working allows individuals to work in an environment that best suits them as well as the job role; it allows the work to be completed in the most appropriate place, at the most appropriate time, and in the most appropriate way

to deliver the highest quality service to our customers.

Many employees are able to work 'Flexitime'. This is standard working which provides the ability to accrue debit/credit times. It can extend to a ~~twelve~~-eleven hour day over five days within which a core attendance time may be fixed and for which no shift payment is made. Team Charters are in place to confirm how teams are expected to work. Alternatively team determination on cover may apply.

## Overtime Working

Any overtime arrangements must comply with the requirements of the Working Time Regulations in respect of the maximum working week; daily and weekly rest periods.

Overtime premium rates are payable to employees on or up to SCP 19 (was 26) for work over thirty-seven hours per week. This excludes shift workers or ad hoc irregular working where hours average thirty-seven per week; excepting when the hours worked exceed the average in the rostered

pattern. Overtime premium rates are:-

Monday to Saturday - time and half

Sunday - double time.

The basis for calculation is in Section 7 above. (Other forms of payment are excluded from the calculation.)

The National and Local Agreements provide for the payment of overtime up to the overtime limits

specified. Locally and subject to mutual agreement any overtime worked may be banked in accordance

with the time banking scheme requirements to be taken as time off as an alternative to payment, provided that this is agreed in advance of work being undertaken.

Overtime payments are in full settlement of the overtime worked and do not attract other forms of

premium payments. For employees paid on SCP 20 (was 27) and above, hours worked above thirty-seven may be accumulated within banked time schemes or as Time off in Lieu (TOIL).

In exceptional circumstances Chief Officers may authorise overtime payments to be made at plain time

rates based on the annual salary to employees between SCP 20 (was 27) and SCP 37 (was 43). No

overtime payments will be made to employees on SCP 44 (was 38) and above (with the exception of

emergency call out where plain time payments can be made up to SCP 43 (was 49).

## Working

Patterns of work falling into the definitions below are viewed as non-standard working and attract

premium shift payments at various levels. Shift payments are calculated on the basic salary and are part

of the normal week's pay as defined above.

A shift worker is an employee who works in the same job over a regular rostered pattern of work, which

extends outside the normal eleven hour day, with the exception of night work. To attract the shift payment

the employee must be rostered into all of the shift sessions over the period of the roster.  
Overtime hours  
at plain time or premium rates do not attract any form of shift payment. Shift allowances are only paid to temporary or casual workers on the same basis as permanent workers i.e. when the full shift pattern is worked.

In determining working arrangements to suit the needs of the service, managers will take into account the circumstances of the individuals and groups of individuals.  
Working time arrangements should avoid:

- (i) Short notice changes to rostered or expected patterns of work
- (ii) Excessive hours in any particular week, and
- (iii) Unnecessarily long periods over which the weekly hours are arranged

New rotas and non-standard working patterns may be agreed with employees and their representatives at local level. New arrangements must follow the same standards of good practice as indicated at Section 7 above.

Shift Premium Payments are limited to employees on or below SCP 19 (was 26) and will fall into one of the following categories:

### **Shift Level Three**

Hours are worked over the full twenty-four hours in shifts of five or less in seven days, or averaging shifts of five or less in seven days over a reference period not exceeding one year.

The shift premium is 21% on the basic salary.

### **Shift Level Two**

Hours are worked within nineteen, and more than fifteen, hours per day (excluding the core night) in shifts of five or less in seven days, or averaging five or less in seven days over a rostered reference period not exceeding one year.

The shift premium is 14% on the basic salary.

### **Shift Level One**

Hours are worked within fifteen and more than eleven hours per day (excluding the core night) in shifts of five or less in seven days, or averaging five or less in seven days over a rostered reference period not exceeding one year.

The shift premium is 7% on the annual salary per day (excluding the core night).

### **Split shifts**

A split shift is defined as where employees' shift working pattern features a return to work after a break of more than four hours between morning and evening shifts. Other split shift arrangements may also be eligible.

The split shift premium is 1% on the basic salary.

## Working

The night rate of time and one third applies to employees working nights only.

Night work must include the hours 00.00 (midnight) to 05.00 – the core night. Start and finish times may be for any period either side of the core night. The one-third rate is paid to all of the hours on the shift.

A minimum half hour break must be taken if the shift exceeds six hours and must be taken during the shift, not at either end.

The same rules apply for those who are relief or on a temporary contract.

## 9. Other Non - Standard Working

### ing-In

Employees required to sleep on the premises will receive an allowance as determined annually by the NJC for Local Government Services. This allowance covers the requirement to sleep in and up to thirty minutes call out per night, after which the provisions in respect of overtime will apply.

### by and Call Out

Standby and call out payments are paid to those on SCP 19 (was 26) and below only.

The following are definitions to determine whether employees are eligible for a standby and/or call out payment:

#### **Standby**

Employees who are on rostered standby duty to provide services out of hours;

**or**  
Employees who are on rostered standby duty to provide support, advice and guidance out of hours, where appropriate, in liaison with other agencies and services and who must:

- remain available at all times during the standby period
- be directly contactable
- remain fit and capable to return to work to undertake duties required
- be immediately available to return to work
- be able to arrive at work within thirty minutes of being notified

#### **Key Holder**

Employees who are key holders and are requested to return to work on an ad hoc basis out of hours, if available to do so, to enable access to City Council buildings in an emergency. No standby payment is payable.

#### **On Call**

Employees requested, on an ad hoc basis, if they are available to do so, to provide direction over the telephone to enable the maintenance of services and systems out of hours in an emergency. No standby payment is payable.

#### **Call Out**

Employees who are required to return to work as a consequence of being on a standby duty roster **or** on an ad hoc basis as a key holder **or** on-call.

Rostered standby requirements will attract allowances separate and additional to basic salary.



For standby on a public holiday time off in lieu will be allowed and call out payments increased to double time. Overnight standby will be the period from the end of the normal working day to the commencement of the next working day. For standby periods where normal work does not re-commence the next day then the standby period will constitute a period of no longer than twenty-four hours or part thereof.

Standby arrangements will be based on the following principles:

- (i) where a formal standby roster is required this will be planned well in advance to minimise disruption to employees
- (ii) employees on rostered standby duty must adhere to the requirements set out in this paragraph
- (iii) standby payments will not be made to employees not available or off sick
- (iv) formal recording must be maintained for the period of each call-out or telephone call and, where required, the completion of call-out tasks must be notified to the manager
- (v) Standby payments will be full recompense in respect of an employee:
  - being available to return to work out of hours throughout a period of rostered standby duty
  - responding to telephone contacts made in respect of a rostered standby duty covering one or more calls amounting to one hour response time

Standby payments will be **£29.03**, uprated automatically by the national pay award.

Call out payments will be made to:

- employees on rostered standby duty who are required to return to work to provide services
- employees on rostered standby duty who are required to provide support, advice and guidance out of hours by telephone and who do so for response times in excess of one hour
- employees who are designated key holders and are called-out out of normal hours
- employees on call responding to an ad hoc approach out of hours for one or more calls in excess of one hour

A minimum payment of two hours at plain time rate will be made for the first call-out. Travel time payment of up to thirty minutes for each call out will be paid. Travel time will be accumulated and paid to the nearest quarter hour (rounding up/down rules). Employees living on site or adjacent to site will not be paid travel time.

Payments of time and one half will be made for employees on or below **SCP 19 (was 26)** for work on Monday to Saturday; for work on Sunday, payment will be made at double time:

- For work after the first two hours of call out
- For second and subsequent call outs
- For standby telephone responses exceeding one hour

For employees on **SCP 20-43 (was 27-49)** please refer to the section on overtime payments. Payment will be based on an employee's basic hourly rate (as defined above). These rates apply to both part time and full time employees.

Where the call out occurs three hours or less before the normal starting time the employee will be paid at time and one half to complete the call-out work and, if they remain at the workplace, thereafter at plain time until the commencement of the normal shift.

Where the time spent at work breaches the statutory unpaid rest period entitlements defined in the Working Time Regulations, the line manager will provide compensatory, unpaid time off.

To be eligible for the First Aid allowance the employee must hold a current First Aid at Work certificate and provide an additional duty beyond the scope of their normal work activities, to provide First Aid to employees and/or members of public to satisfy The Health and Safety (First Aid) Regulations. This must be the 3 day First Aid at Work qualification and not the 1 day Emergency First Aid qualification, which is not eligible to receive the First Aid allowance.

All designated First Aiders, who are eligible are paid an allowance as determined by Peterborough City Council. This is currently £8.83 an month, equating to £105.96 per annum for full time employees. The monthly allowance of £8.83 is divided by 37 hours and then multiplied by the number of contracted hours for part time employees.

## 10. Acting-up and Additional Duties

As a condition of incremental progression employees will act up to cover the absence of managers and supervisors for a period of up to one calendar month without additional payments. Full details are stated in the Acting Up policy.

## 11. Public and Annual Holidays

### Public Holidays

Council closure days for non essential services are as follows:

Good Friday	1
Easter Monday	1
May Day Monday	1
Spring Bank Holiday Monday	1
August Bank Holiday Monday	1
Christmas Day and Boxing Day	2
New Year's Day	1
<b>TOTAL</b>	<b>8</b>

Employees from all faiths are entitled to a 'celebration day' (taken from their annual leave or banked days to join in their own religious or cultural celebrations), subject to service needs.

Employees required to work on a public or extra statutory day shall, in addition to the normal pay for that day, be paid at plain time for all hours worked within their normal working hours for that day. In addition time off with pay shall be allowed as follows:

Less than half normal hours worked – half a day  
More than half normal hours worked – full day

### Annual Leave

Full details are given in the Annual Leave [section of the Time Off Policy](#).

The standard Annual Leave entitlement is:

Service	Days Holiday
Less than 5 years	24
5 years to less than 10 years	29
10 years to less than 15 years	30
15 years plus	31

This will be converted to hours and calculated pro-rata for part time employees and those who do not work 37 hours over five days per week.

There will be closure of the main offices in between the Christmas and new year bank holidays. Usually this will be for three days. Employees below Grade 12 SCP 36 (was 42) (and equivalent salaries on other pay scales) will have the choice of having three day's pay deducted from their salary to cover this absence or taking annual leave. Employees at and above this level (and equivalent) will have three day's pay (pro-rata for part time staff) deducted from their salary across the whole year. All new starters will have pay deducted if they commence work between 1 May and 26 December. The operation of this will be reviewed on an annual basis.

## 12. Variable Working Arrangements

Variable working benefits everyone. It means that, subject to service requirements and fair team working, people can adapt their working patterns to suit their personal needs and that the organisation can offer the kind of service improvements that customers increasingly demand. Variable working covers a wide range of issues. Some of these are covered by government legislation (statutory). Others have been developed over years to attract applicants to the council, to help our employees develop their career and get the right work/life balance that helps retain an efficient and motivated workforce.

Variable working supports the council's "good employer" approach. Variable working patterns may allow employees to undergo significant lifestyle changes whilst retaining their employment status (e.g. working compressed weeks whilst undertaking a formal course of study - knowing that there will be a post for them at the completion of their course, or working at times when a partner can undertake childcare to avoid childcare costs, etc).

The variable working policy supports various flexible working opportunities:-

- Scheme of Flexible Working Hours  
(nb. The flexi time period for this scheme will be adjusted to comply with the definitions related to the working day.)
- Agile Working
- Annualised hours
- ~~Childcare Voucher Schemes~~
- Term time only
- Annualised hours
- V-time
- Team/Self determined rotas
- Compressed weeks
- ~~Banked hours~~
- ~~Career breaks~~
- Part time job share
- Retirement

Further details are given below.

In addition the City Council has a Time Off Policy, which incorporates the following:-

- Adoption leave
- Adoption support leave
- Annual leave
- Bank holiday leave
- Bereavement leave
- Gender reassignment
- Jury service
- Maternity leave
- Maternity support leave
- Medical appointments
- Parental leave

- Paternity leave
- Right to request flexible working
- Shared Parental Leave
- Time off in lieu
- Time off for public duties
- Time off for reservists
- Unpaid leave
- Special leave (time off for dependants)
- Special leave (emergency situations)

The options to improve the work life balance of all employees within the scope of this agreement are subject to their individual contract and needs of the service. In certain areas of the council fixed rota patterns apply. There are specific criteria applied to certain statutory aspects of variable working.

### **Annualised Hours**

Annualised hours will see hours defined on an annual or seasonal basis and may be very different over a whole year. Annualised hours are usually applied to a whole work group and may be introduced initially on a temporary trial basis. The average of annualised hours will be thirty-seven hours, or less, per week. The evaluated annual salary will be paid as twelve equal monthly payments and not vary with changing hours. Annualised working agreements are reached at service level in negotiation with the recognised trade unions.

### **V-Time (Voluntarily reduced hours) working**

V-time working means reduced or variable hours can be worked on an agreed short term and temporary basis. Salary will be pro-rata for the agreed period. This may affect pension entitlement.

### **Team/self-determined rotas**

Team/self-determined rotas give teams the opportunity to propose the patterns they want to work outside of formal shift arrangements. Any arrangements (including mutually agreed shift swaps) will only be approved if service needs are maintained and ideally improved.

### **Working compressed weeks/fortnights**

Working compressed weeks/fortnights is where the same weekly basic hours are worked over, for example, four and a half days or nine days out of ten. This is useful for services where there are longer working days and for employees to get the opportunity to take a longer weekend e.g. this may include working later or earlier in the day or on a Saturday morning.

### **Banked hours scheme**

Banked hours scheme means that, with the agreement of managers, any *approved* extra hours worked as TOIL can be saved and “banked” to be taken as time off in the future. Up to five days a year may be banked. This scheme applies to those employees who are unable to work flexi-time because of service requirements. The banked hours should be recorded and any hours to be taken off should be requested and authorised before time off is taken. The banked hours may be managed within the period April - March and, if not taken within this period, may be carried over, but must be taken before the end of the following May.

Changes to working practices can be achieved by the mutual agreement of the two parties, i.e. the employer and the employee, and should be applied consistently across the organisation.

## **13. Local Agreements**

Any local agreements not listed, which may come to light subsequently, will be subject to discussion between the council and the recognised trade unions before they are also deemed to be included.

No further changes to terms and conditions of service will be proposed locally until 2021 unless there is a change in law, or if there is a significant and unexpected deterioration in the Council's finances.



# **JOB EVALUATION STANDARD APPEALS PROCEDURE**

**AUGUST 2007**

## **1. AIM**

This Procedure is to be used by employees appealing against the job evaluation results arising from changes to their existing job.

## **2. SCOPE**

Evaluated jobs, which are subject to substantial changes to duties and responsibilities, must be submitted for re-evaluation. This appeals procedure applies to those re-evaluations.

New jobs will be evaluated before advertisement; there will be no appeal process for the new occupant of the job. If the manager changes or develops the duties and responsibilities from those originally advertised the job may be submitted for re-evaluation in the first instance before the appeals procedure is deemed to apply.

For jobs, which are downgraded as a result of re-evaluation and/or appeal the standard Council protection arrangements will apply.

## **3. GENERAL GUIDANCE**

Appeals can only be submitted on the basis of a disagreement with the level given under any of the thirteen job evaluation factors in the National Scheme. At all stages employees will be expected to provide evidence to support their application and/or be able to demonstrate that existing evidence is incomplete or inaccurate. Attached at Appendix A is Guidance on Completing the Appeals Form.

The evidence must show, under each relevant factor, where the evaluation did not reflect the demands and/or requirements of the job.

Appeals will not be accepted on the basis of comparison with other jobs within the authority where the only case is a view about differences in point scores. A job can be used as a comparator, providing evidence is also submitted to support the appeal. Appellants should take two copies of the appeal form; one for themselves and one for their union representative.

Employees should note that there is the possibility that their score might, go down as well as up as a result of an appeal.

Appeal panels will take place within four weeks (20 working days) of receipt of the standard appeal form.

A job family may submit a single group appeal.

## 4. PROCEDURE

Unless there are exceptional circumstances all parties must abide by the timescales stated. The Head of Human Resources will consider exceptional circumstances, but generally appeals will be dismissed if they fall outside the timescales.

### 4.1 Review Stage

All appeals submitted will first be checked administratively to ensure that the result issued is correct and that the correct process has been followed. Employees will be notified immediately if there is a correction at this stage.

Trade Union members are advised to seek advice from their Trade Union before they submit an appeal. At all stages of the procedure an employee may seek support from one of the signatory trade unions or a colleague. Support will be offered to employees who experience problems completing the form.

### 4.2 Preparation

- a) The intention to appeal must be registered with the line manager and a copy of the registration form must also be sent to the Human Resources Team (address on the bottom of the form).

The intention to appeal must have been registered within two weeks (10 working days) of receipt of the results of the evaluation. The appeal registration form is at **Appendix B**. Copies will be made available to the signatory trade unions.

- b) If the jobholder believes, after advice, that sufficient evidence is available to proceed with the appeal the Standard Appeal Form at **Appendix C** must be completed, which can be with the support of a Trade Union representative.

The line manager must sign the form and verify the additional information being submitted. The appeal must be submitted within a calendar month from the date of registration of intent to appeal.

### 4.3 Stage One

A joint appeals panel will consider the information in the appeal form together with the information from the original evaluation.

- a) The appeal panel will consist of a Human Resources representative and a representative from one of the recognised Trade Unions. (All trained in the National Job Evaluation Scheme).
- b) The appeal panel will firstly determine whether or not there are grounds for appeal. Where there is insufficient information or evidence the appeal will be dismissed.



- c) The appeal panel will evaluate the additional evidence using the National Job Evaluation Scheme (The Green Book), with the local conventions. During the course of this process the panel may find it necessary to ask the jobholder and the line manager further questions. The line manager must be able to verify any further information submitted.
- d) The appeal process will have one of five outcomes:
- Appeal upheld with a higher revised job evaluation score and a changed grade
  - Appeal dismissed with the evaluation score unchanged
  - Appeal resulting in a lower revised job evaluation score and a change in grade
  - Appeal resulting in a higher or lower score with no grade change
  - Appeal resulting in a job family change.
- e) The decision of the Panel will be communicated in writing with an explanation.
- f) The Panel will seek a consensus decision on the outcome of the appeal based on the information presented and advice taken, where appropriate. Failing a consensus decision the evaluation result will default to the result originally notified. All outcomes will be recorded.

#### **4.4 Stage Two**

Failing a consensus decision, a second and final stage appeal panel, comprising a Senior Manager (Chair), the Head of Human Resources (or nominee) and a Senior Trade Union Representative will hear representations from an employee supported by their trade union representative.

The panel will have available the information from the original evaluation and the basis on which the first stage appeal was dismissed. All panel members will be trained in the National Job Evaluation Scheme.

## **5. PAY AND GRADING DURING THE APPEAL PROCESS**

5.1 During the appeal process and pending the outcome of the appeal, employees will remain on the grade designated by the original evaluation. Should the appeal be successful and result in a change of grade then an appropriate adjustment to salary will be made, backdated to the first of the month following the original appeal / re-evaluation request.

5.2 Should the appeal be unsuccessful and the initial evaluation result remains unchanged or there is no grade change, there will not be any change to salary.

5.3 Should the job be evaluated at a lower level upon appeal and result in a reduction in grade, the evaluation will be backdated to the registration date and the Council's protection scheme will apply, but no overpayment will be recovered.

## **6. FURTHER APPEALS**

There is no further appeal process.

# APPENDIX A - GUIDANCE ON COMPLETING THE APPEALS FORM

This document should be read together with the formal Job Evaluation Appeals Procedure.

## 1. Grounds for appeal

An appeal against a job evaluation can be considered if you can show evidence to support your view that:

- the level given under any of the thirteen factors within the Job Evaluation scheme is incorrect;
- the information given for the original evaluation is incomplete or incorrect;
- the job evaluation process has not been applied fairly to the job;
- there is a comparator with a different score.

One or more of these reasons can be the basis for an appeal. If you decide to appeal then only one appeal should be made setting out all the reasons.

" Evidence" is defined as being:

- Significant and important points of fact that the appellant believes have been underrepresented or under weighted and which, if given further consideration, would change the factor level and score.

A claim of unfair process must be based on a verified failure of the jointly agreed local process.

## 2. How to present your evidence

It is important that the appeal panel can understand the principal points of your appeal.

- Try to organise your appeal by submitting evidence for each factor on separate pages.  
If you are not sure of the factor, submit the evidence anyway and the appeal panel will sort it out, referring back to you where necessary.
- If you can, refer to levels in the Green Book, for example - "My evaluation is at level 2 on this factor and I think I should be considered for level 3" followed by the evidence to support this statement.
- Describe the task, which forms the basis of your evidence.  
Make sure that, where relevant, you include information on the time taken to complete an activity. How often you have to do it? Who are your contacts? Who gives you work? What is the size of your budget? How many people do you supervise?
- Provide information as briefly as possible – one good example will do the work of 3 or 4 poor examples.
- You can quote descriptions from the Green Book, but these must be accompanied by the description of the tasks within your job to which you think they refer.
- If you use a comparator you must provide evidence that you undertake the same or similar work at the same level as the comparator you have chosen.

## 3. The outcomes of an Appeal

The results of an appeal can be:-

- No change to the score or grade
- A higher score and a higher grade
- A lower score and a lower grade
- A change to a score with no change in grade
- A change in a job family

#### 4. Appeals Dismissed

Appeals will be dismissed: -

- Where the only basis for the appeal is a view about the relative differentials in the total points score between your job and other jobs that have been evaluated
- Where the appeal just gives an opinion about the suitability of the scheme in general to measure the characteristics of any given job
- Where the evidence given is quotations from the Green Book without supporting evidence
- Where there is insufficient evidence to change a factor level

#### 5. Getting Help and Information

The Job Evaluation Scheme is described in the National Agreement on Pay and Conditions of Service (The Green Book). The factor levels and descriptions are all on the intranet (Insite) and [The Learning City website](#). You can also obtain these documents from your Human Resources team.

You do not need a detailed knowledge of these documents to submit a good appeal, but they do provide useful information to help you to write the appeal or to decide that you do not have sufficient evidence to meet the requirements of the higher factor level.

Your manager and your trade union representative are available to help you with your appeal. Remember your manager must verify the information on your appeal form.

**Remember**  
**Please submit your appeal within a calendar month**  
**of registering your intention to appeal**

# APPENDIX B - APPEAL REGISTRATION FORM

Please return this form within two weeks (10 working days) of receipt of the evaluation results

## APPELLANT

I wish to register my intention to appeal against the job evaluation score for my post.

Name: .....

Job Evaluation Code: .....

Job Title: .....

Date: .....

Signature: .....

I am a member of a Trade Union (state name of union below) and wish to be represented  
(please tick box)

Name of Union: .....

## LINE MANAGER

I acknowledge receipt of the registration form.

Name: .....

Job Title: .....

Date: .....

Signature .....

The appellant should take two copies of this form – one for him/herself and one for his/her trade union representative. The line manager should take a copy.

The original should be sent to:  
Human Resources - Business Relations, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Received by: \_\_\_\_\_ Date Received Stamp

# APPENDIX C - STANDARD APPEAL FORM

This appeal form must be completed and submitted within a calendar month from the date of registration of intent to appeal.

## APPELLANT

Name .....

Location .....

Telephone number .....

*and /or*

e-mail address .....

Job Title .....

Job Evaluation Code .....

Employee's Signature .....

## LINE MANAGER

Manager's Name .....

Manager's Job Title .....

Manager's phone number .....

*and/or*

e-mail address .....

Manager's Signature .....

**The Manager signs to confirm that the information submitted is correct.**

Date of Registration of Appeal .....

The appellant should take two copies of this form – one for him/herself and one for his/her trade union representative. The line manager should take a copy.

The original should be sent to:

Human Resources - Business Relations, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Received by:

Date Received Stamp

**PLEASE NOTE THAT IF THE APPEAL FORM IS NOT SUBMITTED BY THE DUE DATE WITHOUT GOOD REASON THEN THE APPEAL WILL BE INVALID**

## GROUND(S) OF APPEAL

*PLEASE READ THE GUIDANCE ON COMPLETING THE APPEALS FORM  
(APPENDIX A OF THE APPEALS PROCEDURE)  
CAREFULLY BEFORE COMPLETING THIS FORM*

To be completed by the Employee

To support your case for appeal, please give full written details.

These must either contain additional evidence or demonstrate the information previously submitted has been incorrectly interpreted.

One example can serve to illustrate the point of the appeal.

Please show, by ticking the relevant box(es) below, under which of the thirteen job evaluation factors you are providing evidence.

Factor	
Knowledge	
Mental Skills	
Interpersonal & Communication Skills	
Physical Skills	
Initiative & Independence	
Physical Demands	
Mental Demands	
Emotional Demands	
Responsibility for People	
Responsibility for Supervision	
Responsibility for Financial Resources	
Responsibility for Physical Resources	
Working Conditions	

(Please continue overleaf.....)

You may add pages.

If you are submitting evidence under more than one factor, please start a new page for each factor.

Number the pages and give total number below.

Number of pages .....

Signature of appellant(s) .....

Date .....

Signature of Line Manager .....

Date .....



## Appendix D: Glossary of useful terms

**Accelerated Increment** A pay step on the grade which is earned faster and as an addition to normal increments because of excellent performance

**Acting-Up** When an employee formally covers the job of a higher graded employee

**Assimilation** The means by which a job holder moves from the old pay structure to the new pay structure.

**Annual salary** The total earnings for the year made up of basic pay and any allowances received. This is usually divided by 12 to arrive at the monthly salary

**Band** The range of increments which define the maximum and minimum of the grade

**Basic salary** The spinal column point reached through incremental progression and the basis on which all allowances are calculated

**Criteria for progression** The definitions of skills, knowledge and competencies which are gained by the job holder in his/her development plan and which are used to approve progression through the gateway to the next band

**Gateway progression** This is the movement of the job holder from one grade band to the next because she/he has attained a higher level of responsibilities within his/her profession through satisfying the criteria for promotional appointment

**Grading structure** The relationship of pay bands to job evaluations scores which define the spinal column points for each grade

**Green Book** The National Joint Council (NJC) National Agreement on Pay and Conditions of service. This incorporates key national provisions and guidance on the National Job Evaluation Scheme (NJES).

**Increment** The step in earnings between one spinal column point and the next.

**Job** A range of tasks, activities and responsibilities defined in the job evaluation interview, which is undertaken by one or more jobholders.

**Job evaluation** The process by which the different requirements within a job are given a points value according to a set of common factors.

**Job evaluation panel** The panel is made up of Managers, Human Resources advisors and Trade Union representatives who have been well trained in the National Job Evaluation Scheme. ~~They take the information from either a hand written form (or later on – the computerised format) and make sure that the job receives the right scores for all of the factors in the scheme.~~

**Job evaluation scheme** The description of the factors and levels, which determine the job evaluation score. The National Job Evaluation Scheme is described in the Green Book

**Job families** A group of Jobholders whose jobs contain the same attributes, e.g.: skills, abilities, tasks and a required level of knowledge. These job families can have members across the organisation

**Job holder** An employee or number of employees occupying a job evaluated as the same job.

**Job Questionnaire** The form (designed nationally) on which the job holder describes the duties of her/his job under the different factor headings.

## LGPS

### **Local Government Pension Scheme**

This is the body which manages the pension scheme for all local authority workers (excluding teachers)

**Market pay** An additional level of earnings usually paid for a particular job in the Council in order to recruit and retain certain skills. Market Pay schemes have to be annually reviewed and approved. They are not consolidated into basic pay.

## NJES

### **National Job Evaluation Scheme**

This measures all of the Council's jobs according to a set of common factors. It has been agreed at a national level and is in the Green Book.

## NJC

### **National Joint Council**

The National Joint Council for Local Government Services is the body which decides the pay and conditions of service for many people in local government. These decisions and rules are in the Green Book.

**Normal pay** The combination of annual salary and regular allowances which is paid through periods of holidays, sickness and other forms of leave.

**Paused increment** When normal incremental progression is put on hold while issues of training and performance are addressed

## Pay spine

The list of annual salaries which make up the grades for the pay structure. There are 54 salaries or spinal column points (1 – 54) on the pay spine each of which represents one increment.

## Plain time rate

Plain time rate is the basic hourly rate for the job

## Post

Each job holder occupies a post within the same job

**Recruitment and retention** The purpose of any pay scheme is for an employer to be able to recruit and retain the people able to do the jobs required by the organisation

**Roster/rota** The plan for how working hours over the day or week are to be covered by employees

### **SCP Spinal Column Point**

The pay spine is divided up into money values each of which is called a spinal column point. There are 54 spinal column points (1 – 54) on the new pay spine

**Shifts** Shifts are the periods of time, within 24 hours, over which the service must be provided

**Shift worker** An employee whose pattern of work is rostered to cover all of the hours over which the service must be provided

**Single Status** This is the common name given to the agreement reached in 1997 by the National Joint Council for Local Government Services (found in the Green Book).

**Skills** Techniques gained from knowledge, learning and experience, which enable the jobholder to meet the requirements of the job in the most efficient and effective way.

**Working time regulations** These are the rules, which the Government sets, which limit the amount of work people can do, with minimum levels for holidays and rest breaks for the health and safety of employees. Information is available from the human resources service.

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## APPENDIX D

# MANAGERS GUIDANCE WRITING REFERENCES

### 1. Introduction

References provide objective and factual information to support recruitment decisions.

This guidance has been produced to assist managers in determining whether to provide a reference and what should be included. Additional advice and support can be obtained via the HR Business Partner for the relevant service area.

Open or 'to whom it may concern' references must never be accepted or given.

It is the policy of the council that references given in respect of current or former employees may only be written by managers who have (or have had) - line management responsibility for that person. In certain cases, for example if there is a Leavers Reference Report on the employee's file, it may be appropriate for a member of the HR Support team to provide a reference. No other person in the council may give written or verbal references.

A copy of completed references must be sent to HR Support for filing onto the employee's file.

### 2. Providing references to other external organisations

Any reference given must be in writing and marked 'private and confidential for the addressee only'.

Those authorised to provide references must not state their personal opinions about the employee's performance or conduct but must provide clear, factual, evidenced based information. If there is a [Leavers Reference Report](#) on the employee's file, then this can be used to complete the reference.

All references should contain the factual information listed below:

- confirmation that the person was employed by the Council, and the dates of their employment;
- the person's job title, and a brief description of their key duties (as stated in the job description);
- whether the person resigned from the council, or was dismissed
- whether they have been subject to any disciplinary or other HR process related to safeguarding or any proven and current disciplinary or other HR process.

#### **For posts working with children, young people and or vulnerable adults**

The reference should include allegations that have been proven/substantiated, using the factual information from the case file.

When providing any reference, care should be taken to comply with current data protection legislation, and any guidance provided by the Information Commissioner when providing personal data and sensitive personal data for example:

- details of an employee's medical records should not be provided within a reference without the express consent of that employee;
- details of any disciplinary action taken
- Unless the employee agrees, spent convictions should not be included in a reference unless the job is covered by the Exceptions Order to the Rehabilitation of Offenders Act 1974.

In providing the information specified above, managers should ensure that:

- The reference is true, accurate and fair and does not give a misleading impression of the employee;
- The employee is aware of any complaints or performance concerns that are referred to in the reference;
- Any information about absence does not reveal any special category data such as reasons for absence, and complies with the relevant data protection legislation.
- Any comments about performance or absence are not related to a disability or pregnancy.

- Comments on suitability for a new job are given with care because they may be less easy to objectively justify.

### 3. Sharing references written by the council, or by another organisation and issued to the council

An employee or ex-employee may gain access to references written about them by making a subject access request under the General Data Protection Regulation (2016/679 EU) (GDPR), either to the employer that provided the reference or to the employer that received it, or both. However, the Data Protection Act 2018, which supplements the GDPR, provides an exemption from disclosure of confidential employment references, therefore both employers could refuse the employee's request.

Any manager who needs advice and guidance regarding this very difficult, complex issue should discuss initially with their HR Business Partner before taking any action. Further guidance is also available from the Information Commissioner:

[https://ico.org.uk/media/for-organisations/documents/1064/the\\_employment\\_practices\\_code.pdf](https://ico.org.uk/media/for-organisations/documents/1064/the_employment_practices_code.pdf)

### 4. Legal implications

It is possible for a former employee to bring a claim of unlawful discrimination to an employment tribunal in circumstances where his or her ex-employer has refused to provide a reference, or provided an adverse reference.

This situation could arise if the reason for the employer's action (or inaction) is linked to one of the 'prohibited grounds', namely sex, transgender status, being married or a civil partner, pregnancy or maternity, race, disability, religion or belief, sexual orientation or age.

It is also important to ensure consistency and fairness in giving references to former employees. If the employer does not, an ex-employee may be able to make a claim that he or she was less favourably treated than another, for example on the grounds of age or disability.

# Governance

## References - Managers Guidance on giving a reference

### References:

ACAS Providing a job reference

Date initially agreed at Employment Committee:	
Date initially agreed at JCF:	11.2.19
Issue date:	
Version number:	1
Review due date:	

This document can only be considered valid when viewed via the Peterborough City Council internal web pages on Insite.

If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the Insite version.

### Document Control Sheet

Purpose of document:	This guidance is to set out how the council will deal with all aspects of giving references to external companies
Type of document:	Guidance
Document checked by Legal	Yes
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	N/A
Document lead and author:	Lisa Brightey - HR Reward and Policy

Dissemination:	All new and updated policies and procedures are notified to entire workforce via insite and a variation letter. This policy is also submitted to City College, EPM and Serco. All documents are also posted onto the Employee Information pages of Insite.
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	Senior Reward Advisor
Why is this document being reviewed?	New document

## Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
1	All	New document	



<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 4</b>
<b>7 MARCH 2019</b>	<b>PUBLIC REPORT</b>

Report of:	Mandy Pullen, Assistant Director HR & Organisational Development	
Cabinet Member(s) responsible:	Cllr Seaton, Cabinet Member for Resources	
Contact Officer(s):	Mandy Pullen, Assistant Director HR & Organisational Development	Tel. 863628

## **GENDER PAY GAP REPORTING**

<b>RECOMMENDATIONS</b>	
<b>FROM:</b> Mandy Pullen, Assistant Director HR & Organisational Development	<b>Deadline date:</b> None
That the Employment Committee notes the report.	

### **1. ORIGIN OF REPORT**

- 1.1 This report is submitted to Employment Committee following the approval of Directors on 6 February 2019.

### **2. PURPOSE AND REASON FOR REPORT**

- 2.1 This report is to ensure that members of Employment Committee are aware of the council's gender pay gap results before they are posted on the Government portal and the council website.
- 2.2 This report is for Employment Committee to consider under its Terms of Reference No. 2.3.2.6  
*To promote and pursue a policy of equal opportunities in employment.*

### **3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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### **4. BACKGROUND AND KEY ISSUES**

- 4.1. Since 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap. Public sector organisations must calculate their figures on a 'snapshot' date (31 March 2018) and publish results by 30 March 2019.
- 4.2. The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings. Employers have to publish their gender pay gap data and a written statement on their public-facing website, and report their data on the gov.uk website using the gender pay gap reporting portal.
- 4.3 The results show that the median pay gap has reduced this year from to 4.74% to 3.56% and

the mean gap has also reduced from 8.98% to 7.19% both in favour of men. The workforce profile has changed very slightly from 71.7% female to 72.1% male. The percentage of women in the upper quartile has also increased.

## **5. CONSULTATION**

- 5.1 The results were shared with directors on 06/02/19 and members of the Joint Consultative forum on 11/02/19.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 The council will publish its data on time and in accordance with the statutory obligation set by the Equality Act 2010 (Gender Pay Gap information) Regulations 2017.

## **7. REASON FOR THE RECOMMENDATION**

- 7.1 To ensure that the council is compliant with the regulations detailed above.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Not applicable

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 There are no financial implications to this reporting.

### **Legal Implications**

- 9.2 By publishing this data the council has complied with its legal obligations.

### **Equalities Implications**

- 9.3 Analysing this data supports our ongoing objective to ensure neither gender is discriminated against in employment in this council.

## **10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 Local Government Association Advisory Bulletin number 643, 644, 655

## **11. APPENDICES**

- 11.1 Appendix A - Gender Pay Gap Results report

## APPENDIX A

# Gender Pay Gap Report

Published March 2019

Peterborough City Council is required by law to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and women in our council; it does not involve publishing individual employees' data. The data used for the calculations is the council's pay data as of 31 March 2018.

We are required to publish the results on a government gender pay gap [website](#), and in addition it is advisable to publish the high level results on the Peterborough City Council website alongside our pay and transparency data.

Gender pay reporting is used to assess:

- the levels of gender equality in the workplace
- the balance of male and female employees at different levels

Few employers in Peterborough can boast the breadth and variety of roles we enjoy at Peterborough City Council. With over 1,200 employees, we are one of the biggest employers in the city with a diverse workforce to be proud of. We are committed to equality within our workforce and our flexibility, working practices and wide range of roles ensure that we encourage and support employees to come to work for us, and develop their long-term career to stay with us.

## Action we are taking

The council is committed to reviewing the results of equal pay audits it carries out (including gender pay gap analysis) to ensure there is no gender bias in respect of pay or in recruitment and other processes. Recent actions taken have included:-

- A real drive has been given to apprenticeships which is allowing existing staff to undertake qualifications from level 2 to level 7 whilst they continue in their existing role. We believe that this will encourage staff to gain additional qualifications allowing them to improve their promotion prospects while learning on-the-job.
- Wherever possible the council works to an 'agile' working method which allows many staff the maximum flexibility within their working day, providing the delivery of the service is not compromised.
- This council is delivering services with other local authorities in the Cambridgeshire area. This will provide more opportunities for staff to develop their skills and open up wider job roles going forward.
- The council offers a wide range of flexible working options to encourage employees to return to work after maternity and other carers leave.

Our aim is to simplify the range of terms and conditions on which staff are employed whilst maintaining protection where appropriate for (a) staff that have been transferred into the council from other organisations and (b) those that are covered by specialist professional conditions. By bringing staff together the process to evaluate roles under a single job evaluation scheme is made simpler over time as job roles are assessed on a consistent set of factors. The council's use of the National Joint Council job evaluation scheme ensures that there is a consistent, rigorous evaluation of individual job roles against agreed criteria, which does not allow for any personal gender bias.

To mitigate against gender pay bias this council ensures:

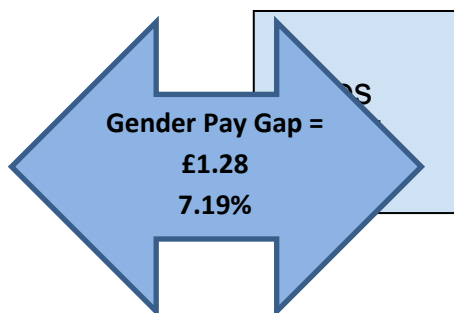
- Salaries are the same for posts which have been evaluated as being of equal worth regardless of the gender (or any other protected characteristic) of the individual filling the role.
- Staff in most cases progress through the increments within a grade automatically.
- There are no circumstances within the standard grading structure where men and women in the same grade and with the same length of service are paid different basic salaries.
- There are no opportunities for managers to pay bonus or any other non-objective form of payment to any employee.
- Gender bias is eliminated as far as possible within the recruitment and development processes.
- All existing staff are provided with at least an annual review which includes consideration of their development.

## Our workforce profile

On 31 March 2018 we had 1,253 employees, of which 71.7% were female, and 28.3% male.



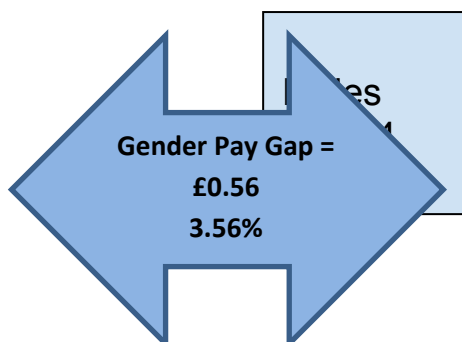
## Mean gender pay gap in hourly pay: average hourly rate of pay and percentage difference



Females account for nearly 72% of our workforce.

The national public sector mean pay gap is 17.5%\*

## Median gender pay gap in hourly pay: middle hourly rate of pay and percentage difference



The national public sector median pay gap is 19.0%\*

Peterborough City Council's mean and median gender pay gaps are well below the national public sector average and have reduced further over the previous 12 months.

All posts/contract types for directly employed staff were included whether main or secondary posts. Further analysis has revealed:

- Male employees had longer service with Peterborough City Council than female employees and so were more likely to have reached the top of their grade. Whereas women had shorter service and were lower down the grade. This is a result of natural progression.
- The number of women in the upper quartile has increased and has reduced in every other quartile. However, there are still a higher number of women in the lower quartile than in any other quartile. The highest number of men is in the upper middle quartile where there is the lowest number of women. This distribution has changed from the 2017 gender pay gap figures and will have been an important reason why the gaps have reduced in both the mean and median results.

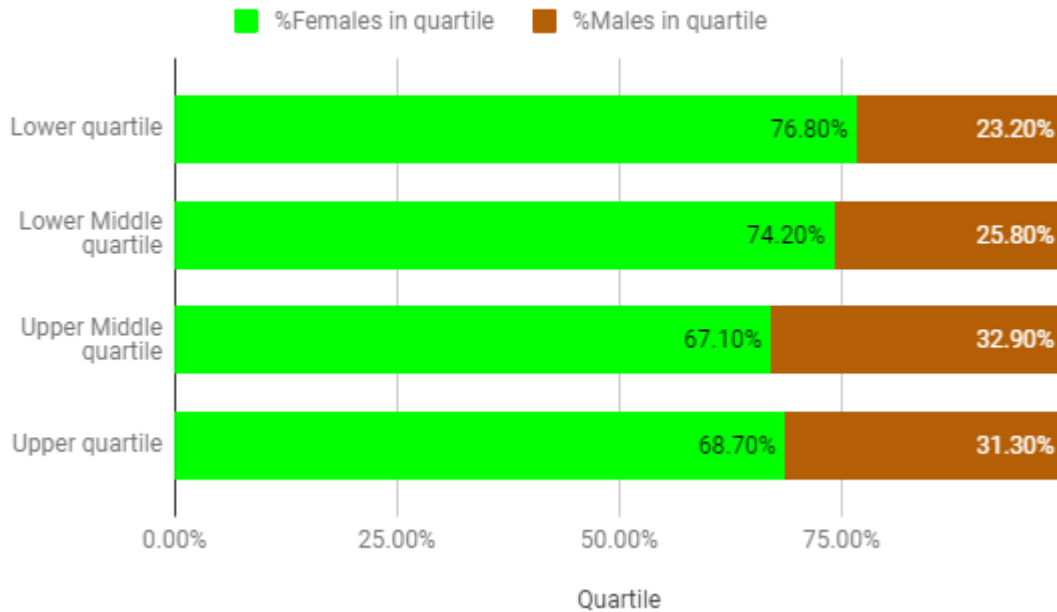
## Mean, median and proportion of males and females receiving a bonus payment

Peterborough City Council does not operate a bonus payment scheme. Therefore has no bonus payment pay gap.

## Proportion of males and females in each pay quartile

The graph below outlines the gender split by pay quartile. The lower quartile range relates to hourly rates from £8.44 up to £12.11. The lower middle quartile is hourly rates from £12.11 up to £15.61. The upper middle quartile is hourly rates from £15.61 up to £19.31. The upper quartile relates to hourly rates of £19.44 and above.

### Staff expressed by Quartile



Further analysis of the data demonstrates that there is a fairly consistent split between males and females across all pay quartiles. The largest gap was in the upper quartile, but is now in the upper middle quartile with a 67.1% (female) and 32.9% (male) split.

## Next steps

The challenge in our council, as it is nationally, is to eliminate any gender pay gap. The council is continuing to review its recruitment and retention practices to ensure that there is no discriminatory practice within our processes. This remains a priority.

\*[Office of National Statistics](#) Annual survey of Hours and Earnings Provisional 2018 figures.