

Employment Committee

Wednesday 23 March 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 23 March 2016 at **4.00** pm.

Membership:

Councillor Mrs Bunker (Chairman)	
Councillor Butler	Councillor Mobbs
Councillor D'Arcy	Councillor Murphy J.P.
Councillor Day	Councillor Naimo
Councillor Mrs Evetts	Councillor Rhead
Councillor Heath	Liberal Democrat Vacancy

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. **Minutes**

To confirm the minutes of the meeting held on 26 January 2015
(Item 3 /Page 1)

4. **Pay Policy Statement**

To receive a report from HR and Finance **(Item 4/Page 1)**

5. **Sustaining Tenancies establishment changes to better manage resources**

To receive a report from Housing and Property Services **(Item 5/Page 1)**

6. **Review of Staff Terms and Conditions of Employment**

To receive a report from the Corporate Management Team **(Item 6/Page 1)**

7. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Item Nos.	Para Nos.	Reason
8 to 12	1	Information relating to an Individual
8 to 12	2	Information which is likely to reveal the identity of an individual

8. **Programme Manager (Cultural Services) Contract Extension**

To receive a report from Cultural Services **(Item 8/Page 1)**
(Not for Publication)

9. **Assistant Conservation Officer**

To receive a report from Development Services **(Item 9/Page 1)**
(Not for Publication)

10. **Prosperity Agenda – Service Re-design proposals**

To receive a report from Development Services **(Item 10/Page 1)**
(Not for Publication)

11. **Restructure of Electoral Services**

To receive a report from Democratic Services **(Item 11/Page 1)**
(Not for Publication)

12. **Minutes**

To confirm the confidential minutes of the meeting held on 26 January 2015
(Item 12/Page 1)
(Not for Publication)

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk

Enquiries about specific reports: Please contact the officers named in the reports.

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

Employment Committee

Minutes of the meeting held on Tuesday 26 January 2016 at the Town Hall, Royal Leamington Spa at 4.30 pm.

Present: Councillors Mrs Bunker, Butler, D'Arcy, Day, Mrs Evetts, Heath, Mobbs, Murphy JP, Naimo and Rhead.

34. **Apologies and Substitutes**

There were no apologies or substitutes.

35. **Declarations of Interest**

There were no declarations of interest.

36. **Minutes**

The minutes of the meeting held on 16 December 2015 were taken as read and signed by the Chairman as a correct record.

37. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
38 to 42	1	Information relating to an individual
38 to 42	2	Information which is likely to reveal the identity of an individual.

The full text of Minutes 38 to 42 were recorded in a confidential minute which would be considered for publication following implementation of the relevant decisions. A summary is as follows:

38. **Minutes**

The confidential minutes of the meeting held on 16 December 2015 were taken as read and signed by the Chairman as a correct record.

(Councillor D'Arcy arrived at the end of this item.)

39. **Housing Aids and Adaptations Services**

The Committee approved the recommendations in the report.

EMPLOYMENT COMMITTEE MINUTES (Continued)

40. **Re-structure of Health & Community Protection**

The Committee approved the recommendations in the report.


41. **Customer Contact Manager Role Extension**

The Committee approved the recommendations in the report.

42. **Restructure of Democratic Services and the Document Management Centre**

The Committee approved the recommendations in the report.

(The meeting ended at 5.00 pm)

 Employment – 23rd March 2016		Agenda Item No. 4
Title	Pay Policy Statement	
For further information about this report please contact	Elaine Priestley Senior HR Officer 01926 456682 Mike Snow Head of Finance 01926 456800	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	None	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	March 2016	CMT
Head of Service		
CMT		As above
Section 151 Officer	March 2016	
Monitoring Officer	March 2016	Andy Jones
Finance	March 2016	
Portfolio Holder(s)	March 2016	Cllr Mobbs
Consultation & Community Engagement		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 The report presents the Council's Pay Policy Statement for 2016-17 as required under the Localism Act 2011, 2011 Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability. It sets out the authority's policies for the financial year relating to the remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees that are not chief officers.
- 1.2 The report gives a definition of chief officers and lowest paid employees. It covers different elements of remuneration and outlines the guidelines and policies that govern remuneration.

2. **RECOMMENDATION**

- 2.1 That Full Council approve the Pay Policy Statement – at Appendix 1 – as presented and agree for its publication for the 2016-17 financial year
- 2.2 That Full Council agree to publication of the approved Pay Policy Statement on an annual basis with reviews and amendments in-year if required subject to agreement at Full Council.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 A Pay Policy Statement is requirement under the Localism Act 2011 and needs to be formally adopted by the Council each year; this is the fifth annual statement.

4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – the report does not bring forward changes to the policies listed below:
 - Development Plan Documents
 - Fit for the Future
 - Food Law Enforcement Service Plan
 - The plan and strategy which comprise the Housing Investment Programme
- 4.2 **Fit for the Future** – The report is not contrary to the aims of the Fit for the Future programme of work.

5. **BUDGETARY FRAMEWORK**

- 5.1 There is not an impact on the Budgetary Framework, including the process set out in the Budget and Policy Framework Procedure Rules within the Constitution. The costs of the Pay Policy are all reflected within the Council's agreed Budget.

6. **RISKS**

- 6.1 Agreeing and publishing the Pay Policy Statement is a legal requirement. By complying, this should remove any risk of external challenge to the Council.

7. ALTERNATIVE OPTION(S) CONSIDERED

7.1 None considered – it is required by law

8. BACKGROUND

8.1 Agreeing and publishing the Pay Policy is a legal requirement. This is the fourth year this has been in place.

8.2 Main Points from the Pay Policy

8.2.1 The Pay Policy Statement must be prepared on an annual basis beginning with 2012-2013 financial year and each subsequent year as set out in the Localism Act 2011.

8.2.2. The statement must contain details of the authority's policies in relation to remuneration for its chief officers. It should be noted that the pay scales have not increased for five years for Chief Officers and the Chief Executive.

8.2.3 It must also include a definition of its lowest paid workers and their remuneration policies.

8.2.4 It must include the relationship in remuneration between chief officers and chief officers and lowest paid workers; this has been illustrated by ratios.

8.2.5 The statement also includes levels and elements of remuneration for chief officers, remuneration for the recruitment of chief officers, increases and additions to chief officers, performance related or other bonuses for chief officers, the approach to chief officer remuneration if they cease to hold office or cease employment and the publication of and access to information relating to chief officer remuneration.

8.2.6 The statement must be published once it has been approved in a matter that is fitting – this will be on the Council's website.

PAY POLICY STATEMENT 2016/17

Introduction and Purpose

Warwick District Council aims to have a comprehensive remuneration package that is appropriate and fair for all levels of role and responsibility; ensuring that transparency and equality underpins any rewards.

Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit".

This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the setting of pay for its employees by identifying:

- the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation
- the methods by which salaries of all employees are determined
- the Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council

Once approved by Full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time. This is the fourth Pay Policy Statement published; the first was for 2012/13.

REMUNERATION PROVISIONS

Definition of Chief Officers

The definitions of Chief Officer are taken from the Localism Act 2011 and set out in Article 12 of the Council's Constitution as:

Chief Executive
Deputy Chief Executive
Heads of Service
Section 151 Officer
Monitoring Officer

Definition of Lowest Paid Employees

These are employees in Grades J and I of the NJC grading structure which are the bottom two bands in the scheme. The grading and banding is underpinned by Hay job evaluation scheme. Currently those employees in Grade J account for a very small proportion of the workforce, therefore Grade I is also included.

In October 2014 the National Living Wage (currently £8.25) was introduced as a discretionary supplement to ensure that all staff paid below the Living Wage were uplifted to that rate. The implementation of the statutory National Living Wage from April 2016 of £7.20 per hour (for those 25 or over), whilst having no immediate budgetary impact will necessitate a review of the Council's grading structure and the deletion of spinal column points 6 and 7 (Grade J).

Apprentices are employed on a lower wage as they are considered to be on a training agreement with the Council, rather than a full employment contract.

The recommended pay rates should not be lower than the National Minimum Wage and according to research for the National Apprenticeship Scheme, the average pay for an Apprentice is £170 per week which is what the Council has based Apprentices' pay on.

Section 1- POLICY ON REMUNERATION OF CHIEF OFFICERS

1. Levels of Pay for Each Chief Officer

The Chief Executive as head of the paid service is employed on the JNC terms and conditions of service and paid a salary that is a spot payment, commensurate with the role.

The Deputy Chief Executives, Heads of Service (which include the Monitoring Officer and the Section 151 Officer) are paid within the Warwick Senior Management Grades (WSMG) on a salary which is considered a market rate within the local government sector. There are 3 salary scale incremental levels; the current levels of pay for each Chief Officer are set out in Appendix 1.

Employer contributions for LGPS for 2016/17 is 15.0% and Employee contributions can be found at www.warwickshire.gov.uk/pensions

These elements of remuneration for 2016/17 are set out in Appendix 1. This may be subject to increase dependent on a Chief Executive/Chief Officer Pay Award from 1 April 2016, which is currently subject to national negotiations.

2. Elements of Remuneration for Each Chief Officer

In addition to the basic salary outlined above, Chief Officers may claim business mileage as a Casual Car User; none of the Chief Officers are in receipt of an Essential Car User Allowance payment.

The Chief Executive is the Council's Returning Officer and receives an Election Allowance. This allowance is set by central government and it varies each year depending on the number and type of elections held in each year.

The Council's Monitoring Officer role is carried out by one of the Deputy Chief Executives as part of the current role; a separate payment for Monitoring Officer is not made.

For an exceptional piece of work or an exceptional achievement, a Chief Officer may be awarded an honorarium. The Chief Executive can approve this for any employee and this is either paid as a one off payment or can be a monthly allowance for a temporary period.

3. Pay Levels on Recruitment

The pay level offered on recruitment is typically the bottom point of the salary grade for all roles including Chief Officers. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience,

a higher salary up to the maximum salary for that post, may be authorised by the Chief Executive.

The majority of Chief Officers are appointed by the Employment Committee (which reflects all political parties) exercising their delegated powers as outlined in the officer employment procedures.

This excludes the appointment to the role of Head of Paid Service (Chief Executive) and any other posts where the salary is greater than £100,000 where the Employment Committee recommends the appointment to Full Council for approval.

4. Increases to Pay

Any cost of living increases agreed through JNC are applied to Chief Officers pay. This is typically on 1st April each year and incremental increase to their pay will be applied as follows:

- Chief Officers appointed between 1st October and 31st March will receive an increment on 1st October the following year and thereafter
- Chief Officers appointed between 1st April and 30th September will receive an increment on 1st April the following year and thereafter.

There are 3 levels of increment; the first is the recruiting salary, the second level is automatic but the final level is subject to a satisfactory performance as signed off by their line manager. It may be withheld if the Chief Officer is deemed to not have a satisfactory performance appraisal or has a live formal written warning for conduct or performance issues.

Where a Chief Officer has given exceptional performance then they may be awarded additional increments outside of the normal incremental timescale as detailed above - subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be benchmarked regularly against the market to ensure consistency is maintained both in the peer local authorities and nationally if relevant. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers.

Where a Chief Officer is temporarily working in a higher level role, (duration of 3 months or more) this may be recognised by payment of an honorarium or the higher salary relevant to that role on a temporary basis.

5. Performance Related Pay or Bonuses

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium as detailed previously. Poor performance may result in an increment being withheld.

6. Termination Payments

In the case of redundancy, a severance payment would be made to a Chief Officer in line with the current the Redeployment and Stability of Employment policies and as per the Redundancy Calculator, subject to Statutory Maximum (which takes account of all the costs of the termination).

Leavers who wish to apply for Early Retirement or Flexible Retirement may do so in accordance with the associated policies for early retirement and flexible retirement, subject to Statutory Maximum.

In the case of termination due to Ill-health, a termination payment would not be applicable but a higher pension benefit may be approved by the pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

On termination of employment, if it is not possible or desirable for the Chief Officer to serve their contractual or statutory notice period, then a payment may be made in lieu of the notice period.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly any monies owing to the Council would be deducted from payments made on termination.

The Council may choose to make a payment under a Settlement Agreement to protect against compensation claims that could be expensive or bring the Council into disrepute. Typically such payments are less than a year's salary, and will be subject to Statutory Maximum. The approval for payments of this nature need to have the support of the Chief Executive who will then seek approval at Executive Committee.

Section 2 - POLICY ON REMUNERATION OF ALL EMPLOYEES AND IDENTIFICATION OF OUR LOWEST PAID EMPLOYEES

Our definition of the lowest paid employees within the Council is determined by the grade for their post, which is underpinned by Hay job evaluation scheme. Market supplements may be given to some posts where there are recruitment and retention difficulties. Currently none of our lowest paid employees receive a market supplement on their salary.

The Council implemented a discretionary supplement in October 2014 for staff paid spinal column point 10 and below to bring their hourly rate in line with National Living Wage (NLW). The NLW rate was increased to £8.25 in October 2015 and it was agreed within the February 2016 Budget Report to implement the increase with effect from 1st April 2016 for Council staff.

Using the Hay Job Evaluation process, the Councils uses the nationally negotiated pay spine (further details can be found at www.LGE.gov.uk) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce – apart from Chief Officers - together with the use of other nationally defined rates where relevant. The last increase to the national pay scheme was January 2015. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by the Council. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time

to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

During 2012/13, the Council fulfilled its commitment to employ Apprentices and had two young people engaged under this scheme. They were paid at the average pay rate for Apprentices which is £170 per week. Both apprentices secured fixed term posts within the Council. In 2014/15 two more Apprentices were recruited. The aim is to recruit a further two apprentices in 2016 in Customer Services and Business Administration.

Section 3 - THE RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers (as included within the Hutton 'Review of Fair Pay in the Public Sector' 2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay – in that a public sector manager cannot earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's 'Code of Recommended Practice on Data Transparency' recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council's workforce.

Currently the average (mean) of the Chief Officers' pay is 3.0 times that of the rest of the employees. The highest earning Chief Officer earns 4.4 times the mean of the rest of the employees. The highest earning Chief Officer earns 11.8 times the mean of the lowest paid employees.

Currently the median Chief Officers' pay is 2.7 times that of the rest of the employees. The highest earning Chief Officer earns 4.6 times the median salary of the rest of the employees.

These figures are accurate as of January 2016 and exclude any other payments or allowances.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Section 4 - PUBLICITY AND ACCESS TO INFORMATION

This policy including Appendices will be available on our web site www.Warwickdc.gov.uk.

Section 5 - RELATED DOCUMENTS

Early Retirement
Redeployment and Stability of Employment

Flexible Retirement
Ill-Health Retirement Policy

Recruitment Policy
Final Increment Scheme for Chief Officers
Disciplinary Policy
Hay Job Evaluation Scheme Outline

Honoraria Policy
Capability Policy
Car Users guidelines

Date of first issue:	March 2012
Date of Version 2:	March 2013
Date of Version 3:	March 2014
Date of Version 4:	January 2015
Date of Version 5:	March 2016
Date of next review:	January 2017

APPENDIX 1

WARWICK SENIOR MANAGERS GRADES
(WSMG Scheme for Chief Officers excluding the Chief Executive)

Basic Pay

Grade	Post	Starting Point	Mid Point	Max Point
	Chief Executive	£95,750	-	£104,840
WSMG1	Deputy Chief Executive	£79,560	£82,875	£86,190
WSMG2	Head of Finance	£70,380	£73,195	£75,990
WSMG3	Head of Housing & Property Services	£56,416	£58,767	£61,119
WSMG3	Head of Neighbourhood Services	£56,416	£58,767	£61,119
WSMG3	Head of Cultural Services	£56,416	£58,767	£61,119
WSMG3	Head of Development Services	£56,416	£58,767	£61,119
WSMG3	Head of Health and Community Protection	£56,416	£58,767	£61,119

Subject to possible pay award for Chief Officers and Chief Executive currently under negotiation.

ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS**Car Mileage Payments**

The accumulative mileage claim for the Chief Officer population for 2015/16 is approximately £1,700. It is estimated that the figure would be in the same region for 2016/17.

Election Allowance for 2016/17 (Chief Executive only)

The fee paid to the Returning Officer is determined by legislation and the recovery of the costs for the Returning Officer duties at a UK or European Election is met from Central Government funds and as such does not constitute a cost the Council.

Honorarium Payments

None expected for Chief Officers in 2016/17

Relocation Scheme

None anticipated for 2016/17

Mortgage Subsidy Scheme

None currently



Title	Sustaining Tenancies establishment changes to better manage resources
For further information about this report please contact	Jacky Oughton Sustaining Tenancies Manager
Wards of the District directly affected	None
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No
Date and meeting when issue was last considered and relevant minute number	Employment Committee 16th December 2015
Background Papers	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
Not relevant to this report	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	10/03/2016	Bill Hunt
Head of Service	10/03/16	Andy Thompson
CMT	10/03/16	Bill Hunt
Section 151 Officer	10/03/16	Mike Snow
HR	09/03/16	Sue Firminger
Finance	09/03/16	Kunmi Joseph
Portfolio Holder(s)	11/03/16	Councillor Peter Phillips
Consultation & Community Engagement		
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Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

This is a request to increase the hours currently allocated to the Tenancy Team Support Officer from 18.5 hours a week to 22 hours a week, and that the number of hours allocated to Warwick Response Officers is reduced by 3.5 hours a week.

2. **Recommendation**

2.1 That Employment Committee agree the recommendation to increase the hours of the Tenancy Team Support Officer from 18.5 hours a week to 22 hours a week. An increase of 3.5 hours a week

2.2 That Employment Committee agree to the recommendation to decrease the hours allocated to Warwick Response Officers by 3.5 hours a week.

3. **Reasons for the Recommendation**

3.1 On 16th December 2015 Employment Committee agreed to changes in the establishment due to telephony returning to Riverside House

3.2 The Tenancy Team Support Officer post was set up to support the Tenancy Team in taking the telephone calls that previously went to the customer service centre.

3.3 The Tenancy Team will be taking their telephone calls from the 1st April 2016. Using current data it is estimated that the number of calls the team will be taking will be 900 a month.

3.4 It is anticipated that by increasing the hours the post will be filled as soon as possible and this will ensure that that the team can offer a good customer experience to our tenants who have enquiries regarding their tenancy or are experiencing difficulties sustaining their tenancy.

3.5 Previously the Warwick Response Team consisted of various officers doing part time hours over a four week period. As staff members have left the team these hours have been rolled together and the remaining staffs are now working 37 hours a week. The team is now in a better position to deliver a better and more joined up service, using less staff hours.

3.6 It will be a better use of available resources if 3.5 hours of staffing time is allocated to Tenancy Team from the Warwick Response Team.

3.7 Both posts are on Grade G and there will be no additional cost to the Housing Revenue Account.

4. **Policy Framework**

4.1 The principals of Fit for the Future have been considered in the formation of the proposal.

5. **Impact Assessments –**

5.1 There are no new or significant policy changes proposed in respect of Equalities.

6 Budgetary Framework

- 6.1 No additional funding will be required to bring about this amendment as both posts are the same grade (Grade G).

6. Risks


- 6.1 The changes to the establishment may not be what is required in order to deliver the best customer service. We will monitor the future service requirements and if any further adjustments need to be made then a further report will be brought before this Committee.

7. Alternative Option(s) considered

- 7.1 There are no alternative options other than for the establishment to remain as it is, however this would not deliver the best outcome for our customers.

8. Background

- 8.1 The role of the Tenancy Team is to manage Tenancies and our Estates. This includes anti-social behaviour and neighbour nuisance, sub-letting, changes to tenancy, considering permission granted under the conditions of tenancy, any breach of tenancy other than rent arrears and supporting tenants to be able to sustain their tenancy.
- 8.2 The role of the Warwick Response team is to provide a 24/7 response service to tenants in our sheltered and dwelling designated for older and/or vulnerable people, as well as the installation and testing of Lifeline equipment. The telephone calls and service requests for this service are taken by our 24/7 monitoring and control centre based in Lillington.

 EMPLOYMENT COMMITTEE 23rd MARCH 2016		Agenda Item No. 6
Title	Review of Staff Terms & Conditions of Employment	
For further information about this report please contact	Richard Hall/Tracy Darke	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	3 rd September 2015 Executive Committee	
Background Papers		
Contrary to the policy framework:	Yes/No	
Contrary to the budgetary framework:	Yes/No	
Key Decision?	No	
Included within the Forward Plan? (If yes include reference number)	No	
Equality Impact Assessment Undertaken	Yes/No	
Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	14/3/16	Chris Elliott/Andrew Jones/Bill Hunt
Head of Service	14/3/16	Chris Elliott
CMT	14/3/16	Chris Elliott/Andrew Jones/Bill Hunt
Section 151 Officer	14/3/16	Mike Snow
Monitoring Officer	14/3/16	Andrew Jones
Finance	14/3/16	Mike Snow
Portfolio Holder(s)	14/3/16	Andrew Mobbs
Consultation & Community Engagement		
<p>The review has been the subject of a full consultation programme with all staff and with the Trade Unions.</p> <p>At various stages the review has been discussed at the Joint Communication Forum (3.11.15 and 16.2.16) and it has been reported to the Members and Trade Unions Panel (10. 12.15 and 24.2.16 and 17.3.16)</p>		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		
<p>Although Employment Committee can approve the principle of changes to terms and conditions, any settlement with regard to funding for a 'buy-out' of current arrangements will be a decision for Executive.</p> <p>A decision on the financial implications will be sought from the Executive on April 6th 2016.</p>		

1. **Summary**

- 1.1 The purpose of this report is to explain the process of engagement and consultation with employees in relation to the proposed changes to staff terms and conditions. It also sets out the proposed position going forward, taking into account the feedback received from staff and trades unions.
- 1.2 The Terms and Conditions Review Board was set up to review staff terms and conditions of employment in order to identify potential savings and to harmonise various existing anomalies in the way in which they are applied. However, the key change to the formal package of proposals is the withdrawal of the Essential Car User Allowance (ECUA) lump sum payments.
- 1.3 The indicative level of savings on the Council's budgets from the revised package of proposals is in the region of £113,250 annual savings from the General Fund and an additional £45,000 from HRA.
- 1.4 The report also sets out a process and timeline for achieving the change to staff terms and conditions.

2. **Recommendations**

- 2.1 That the Employment Committee approves the adoption, following the appropriate consultation period after Employment Committee, of a revised package of changes to terms and conditions, as set out below:
 - a) The withdrawal of the Essential Car User Allowance (ECUA) lump sum payments both for existing and future members of staff.
 - b) Introduction of uniform mileage rate based on HMRC rate, currently 45p per mile, for all business mileage replacing essential car user mileage rates.
 - c) Introduction of a uniform mileage rate based on the HMRC rate (currently 45p per mile), for all business mileage replacing casual car user mileage rates.
 - d) The introduction of the HMRC rates, (currently 20p per mile), for mileage incurred when using a bicycle on Council business.
 - e) Increase to the HMRC Motorcycle rate, (currently 24p per mile), for mileage incurred when using a motorcycle on Council business.
 - f) The withdrawal of a contractual right to a Warwick District Council car parking pass. This will be replaced by issuing car parking passes as a discretionary benefit that could be removed if necessary in the future.
 - g) The withdrawal of the Weather Wear allowance payments.
 - h) The withdrawal of the Homeworking Allowance payments.
 - i) The withdrawal of land line Telephone and Broadband rental.
 - j) The withdrawal of a contractual right to Subsidised Sports facilities. This will be replaced by access to subsidised sports facilities as a discretionary benefit that could be removed if necessary in the future.

NB Full details of these proposals are set out in Appendix 1 First Proposals

- 2.2 That the Employment Committee approves the approach to revising the terms and conditions related to Essential Car User Allowance (ECUA) as set out in this report (para 3.8) subject to approval of funding at Executive Committee in April 2016.
- 2.3 The Employment Committee agrees that officers continue to review terms and conditions of employment as part of a phased approach outlined in Appendix 1. This will include a review of:
- a) Enhanced overtime payments
 - b) Use of standby payments
 - c) Subsistence policy and payments

3. **Reasons for the Recommendations**

- 3.1 A review of staff terms and conditions has been undertaken. The initial purpose of the review was to identify potential savings to help the Council meet its Medium Term Financial Strategy targets as agreed at the 3rd September 2015 Executive Committee.
- 3.2 It has been apparent for some time that anomalies existed across the Council for a range of contractual payments. The review, therefore, also sought to put forward proposals to harmonise conditions across the Council.
- 3.3 A survey completed by West Midlands Employers has also indicated that Warwick District Council is not consistent with other authorities in continuing to pay, for example, Essential Car User Allowance (ECUA) lump sum and car mileage rates that are in excess of HMRC mileage rates.
- 3.4 Following the review, proposals for changes to terms and conditions were formally consulted upon with staff and unions, in line with the attached consultation programme and within the timeline as set out in Appendix 2.
- 3.5 The consultation proposals indicated potential changes and the rationale for them; feedback was invited to the proposals from individuals and unions.
- 3.6 On the 15th January 2016 a response to the consultation feedback was circulated to all staff by the Terms & Conditions Review Board, along with 'Final' consultation proposals. This also set out the reasons for making the recommendations. See Appendix 3 Responses to First Proposals and Final Proposals. On the 29th Jan this was updated with a 'buy out' proposal for the ECUA, as per Appendix 4 Addendum to Final Proposals. On the 25th Feb 2016 there was a further update to the Addendum to Final Proposals, as per Appendix 5. Despite these changes the consultation programme schedule has been adhered to with unions and staff throughout period.
- 3.7 During the course of the consultation both management and the Unions have worked to reach a collective agreement to vary conditions of employment. This has included the introduction of the offer of a buyout to all members of staff currently in receipt of an Essential Car User

Allowance (ECUA). The final buyout offered was the equivalent of individuals retaining their ECUA at their current rate for a period of two years, or the equivalent amount spread over three years. In other words the relevant staff would retain getting the ECUA paid pro rata monthly (as they do now) for two years. On the 10th March 2016 these proposals were rejected by the Trades Unions.

3.8 On the 14th March ongoing communication has resulted in a further proposal of a 1 year lump sum (with claw back pro-rata for those leaving within the year) in 2016 and the equivalent in 2017 with the same claw back provision. Discussions are continuing and it is hoped that agreement may be able to be reached prior to Employment committee. An update on this will be provided for the meeting.

3.9 Section 8 of this report provides more details of the various proposals put to staff and the Trades Unions.

4. **Policy Framework –**

4.1 The report seeks to change the Council's existing offer of terms and conditions to staff. There is an impact on contracts of employment. It is for this reason that there has been a concerted effort to seek agreement with staff and Unions on these issues throughout the process.

4.2 **Fit for the Future –** The Fit for the Future report to Executive of 3rd September 2015 included plans to achieve savings of £145,000 in relation to car allowances and mileage. Subsequently, the review sought to identify how these savings could be achieved along with the other proposals identified in 2.1. The proposals are therefore wholly consistent with the **Money** strand of Fit for the Future which seeks to achieve a sustainable balanced budget. The proposal is unlikely to affect the **Service** strand which aims to maintain or improve services but may affect the **People** strand which is to support our staff through change.

4.3 **Impact Assessments –** These are set out at Appendix 6. Further to consultation it is not considered that any particular group or sector of staff will be dealt with unfairly.

5. **Budgetary Framework**

5.1 The budget implications for the proposed 'buy out' will be funded from the Service Transformation Reserve Budget and Housing Revenue Account (HRA) Capital Investment Reserve and subject to a separate report to Executive Committee on April 6th. The estimated cost to the Service Transformation Fund is £92,600 and £45,000 to the HRA Capital Investment Reserve per annum for 2 years. Therefore, the planned general fund savings will be achieved with a defrayed impact on staff.

5.2 The Council's Budget and Medium Term Financial Projections assume that the Terms and Conditions review will generate savings of £145,000 per annum to the General Fund, and proportionate savings to the Housing Revenue Account. If the review does not generate these savings, the

Council will need to seek alternate savings. Finding additional savings is becoming increasingly difficult without impacting upon services.

- 5.3 The "buy out" is intended to mitigate the impact upon staff from stopping the ECUA.

6. **Risks**

- 6.1 The risk of not reaching a Collective Agreement is that we enter into a process of 'Termination and Offer of Re-engagement'. The main disadvantage of this would be that we are ending the employment of the individual. The advantages are that it should increase the sign up rate as employees are more likely to agree terms in the current economic climate. Even if an employee were to win at a Tribunal they would be reinstated on the new Terms and Conditions.
- 6.2 Consideration of individual circumstances would be necessary if staff are unable to perform their required duties.
- 6.3 As highlighted in 5.2 that if the proposals for revisions to the Terms and Conditions are not approved the Council will then need to find similar scale savings from elsewhere with potential effects on services and jobs as a result.

7. **Alternative Option(s) considered**

- 7.1 The Terms and Conditions Review Board assessed a number of options during the consultation process; Unions, individual staff and teams also provided a variety of options. These included:
- Charging for car parking
 - 50% Charge for Professional Subscriptions
 - Reduced Absence Pay
 - Reduced Redundancy Pay
- These have all been considered and responded to, together with bringing forward the phase two proposals. The suggestions and feedback led to an amendment of the first proposals. The final consultation proposals took account of alternatives, where possible.
- 7.2 If no collective agreement is reached with the unions to vary terms and conditions as outlined in the recommendations, management cannot impose amendments to existing contracts. The options to change contracts would then be to:
- a. seek to reach agreement with individuals to the new terms and conditions.
 - b. terminate contracts and offer re-engagement on revised contracts of employment to those staff who have not agreed to the changes to their terms and conditions.
- 7.3 It should be noted that no 'buy out' will be payable to staff in the event that agreement is not reached and it is necessary to implement a termination and re-engagement process.

7.4 Process and Timeline to move forward:

7.4.1 The termination and re-engagement route is not a preferred option but is a route that other Councils have adopted. At the time of the report this remains the subject of negotiation.

7.4.2 An indicative timeline for achieving the changes and realising the associated benefits is set out below:

Date	Action
Up to 23 rd March 2016	Continue to work towards reaching collective agreement with the Unions to vary terms and conditions as detailed above
23 rd March 2016	Employment Committee
6 th April 2016	Executive Committee
29 th March 2016	If agreement is reached, all staff will be given 4 weeks' notice of the changes to their terms and conditions of employment.
1 st July 2016	Implement revised terms and conditions

7.4.3 Should it not be possible for an agreement to be reached the suggested timeline for further action is set out below.

Date	Action
Up to 23 rd March 2016	Continue to work towards reaching collective agreement with the Unions to vary terms and conditions as detailed above
23 rd March 2016	Employment Committee
6 th April 2016	Executive Committee
29 th March 2016	Issue letters to all staff seeking individual agreement to change terms and conditions on a voluntary basis
29 th April 2016	Commence 12 week termination and re-engagement process for those staff who have not voluntarily agreed to change their terms and conditions and continue to seek voluntary agreement to changes throughout the notice period
25 th July 2016	Implement revised terms and conditions

8. Background

8.1 Following the review of terms and conditions, proposals for amendments were put to staff through the standard consultation process. Feedbacks on the first proposals were invited. On the 15th January 2016 the Terms & Conditions Review Board responded to the comments from staff and Unions. The first proposals were significantly altered as a result of the feedback received and the amended, 'final' proposals were also circulated on the same date, see Appendix 3.

8.2 Further feedback was invited on these final proposals and as a consequence the proposals, as in Appendix 7 were put forward, these have now been updated since and detailed as in 8.5

- 8.3 The proposals have been drafted in two phases. Those which can deliver savings in the 2016-17 financial year and those in Phase 2 which can deliver savings in the following year. The Phase 2 issues are those which will take more time to assess. Further reports will be brought to Committee once proposals have been drafted and consulted upon, within the next 12 months.
- 8.4 In summary the majority of changes have been generally accepted as reasonable. Some are largely supported, others not necessarily supported but not opposed. There are a variety of views, depending on how individuals are personally affected. The main issue has been the financial impact, for the 117 Staff, of the proposed change to the Essential Car User Allowance (ECUA). It has therefore been the main area of focus during negotiation with the unions.
- 8.5 Initial proposals suggested the removal of the allowance with varying options. Further to consultation on the final proposals a 'buy out' from the essential car user allowance scheme was offered to those members of staff currently in receipt of Essential Car User Allowance (ECUA), subject to a collective agreement being reached to vary conditions of employment. Unions rejected the initial 'buy out' issued on 29th Jan 2016 proposal of 75% of one year's ECUA
 A second proposal was issued on 25th Feb 2016
 Year 1 - 100% of ECUA
 Year 2 - 66% of ECUA
 Year 3 - 33% of ECUA
 As part of feedback received, an additional option was put on 3rd March 2016 of:
 Year 1 - 100% of ECUA
 Year 2 - 100% of ECUA
- 8.6 Unions rejected the above offer on 10th March 2016 and submitted new proposals on the 14th March. Further communication on the 15th March 2016 has resulted in agreement from the unions on all proposed changes except the ECUA, we have now proposed the following final offer:
 Year 1 2016 -
 100% of ECUA as an upfront payment, with a clause for payback if leaving the council within the year on a pro-rata basis.
 Year 2 2017 -
 100% of ECUA as an upfront payment, with a clause for payback if leaving the council within the year on a pro-rata basis.

Proposed Changes to Staff Terms and Conditions

FIRST CONSULTATION DOCUMENT

4 December 2015

SUMMARY

This document sets out an overview of the proposals, process and timescales for consultation in relation to potential changes to staff terms and conditions.

1. INTRODUCTION

Councils across England are facing significant financial challenges which are predicted to last much longer than originally forecast. Warwick District Council has an excellent track record of managing its budget fairly and effectively.

Over the 5 year period covered by the Medium Term Financial strategy, Warwick District Council needs to find c £1.1m to balance the General Fund revenue budget, through additional savings or increased income. This will place tremendous pressure on the Council and its' services.

In trying to achieve these savings, service areas have already developed a number of proposals to review service delivery.

As it becomes increasingly challenging to achieve savings without significantly impacting on front line services and jobs, Warwick District Council is having to consider alternative ways of reducing financial pressures this includes considering changes to staff terms and conditions. Many other councils, including our Warwickshire and West Midlands neighbours, have already implemented changes to their terms and conditions.

Whilst it is not an easy option to consider, the Council's priority has to be to maintain services to Warwick District residents and protect jobs. Therefore, in times of significant austerity, changes to staff terms and conditions have to be considered.

From this review, £100,000 savings has been identified to support the 2016-17 budget and a further £45,000 for the 2017-18 budget, all from the General Fund.

2. ACTION TO DATE

The Corporate Management Team commissioned a review of all staff terms and conditions and a Project Board was set up to consider these and to draw up proposals. Unions have also been kept fully informed at all the stages leading up to this proposal.

Whilst undertaking the review, the Project Board took into account the following objectives:

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- To explore ways to make savings to ensure that the Council meets its budget targets in the short and medium term.
- Address inequalities and harmonisation of terms and conditions.
- Take into account risks to service delivery.
- Consider the overall impact of proposals on the remuneration of staff.
- Consider related issues and projects such as Sustainability, Office Relocation and the Different Ways of Working projects.

An Equality Impact Assessment has also been carried out to ensure that no significant proportion of staff will be impacted.

3. PROPOSALS

The Project Board considered all staff terms and conditions and produced a summary of initial ideas which can now be shared through this consultation document.

The Project Board now welcomes feedback on these initial proposals from staff and Unions to explore the merits of each area identified and any further suggestions or alternatives in order to achieve the required savings.

Feedback mechanisms will be via a generic Inbox available to all staff, Union reps, HR or line managers. Staff who will find these mechanisms difficult to engage with, will be consulted with by their line manager. Paper copies of documents will be available on request.

Feedback obtained from staff and Unions will inform the formal package of proposals which will be published as First and subsequently, Final Proposals. It is proposed that the revised terms and conditions will apply to all Warwick District Council staff – this includes any staff that have previously been transferred into the local authority under the provisions of TUPE.

4. PACKAGE OF PROPOSED CHANGES TO TERMS AND CONDITIONS

The proposed changes will be subject to a consultation period with a view to implementation using a phased approach as it is considered unlikely that all the proposed changes can be implemented in the initial timescale required.

- Phase 1 - planned implementation by June 2016
- Phase 2 – planned implementation by April 2017.

Phase 1

A table showing all the options considered in Phase 1 can be found in Table 1 below:

Table 1

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 1</u></p> <p>Essential Car User Allowance (ECUA)</p> <p>No of staff receiving this: 117 (22% of staff)</p>	<p>The Essential Car User Allowance (ECUA) is based on the National Joint Council (NJC) scheme. The national scheme was originally developed many years ago in order to support staff who were required to purchase a car in order to undertake their duties; this was essentially because their job required them to undertake a significant amount of mileage per annum or they were required to carry bulky equipment in order to carry out their job. Eligible employees receive an annual lump sum at one of 3 rates, based on car engine size as follows:</p> <ul style="list-style-type: none"> • 451-999cc - £846 per annum • 1000-1199cc - £963 per annum • 1200 cc & above - £1,239 per annum. <p>(These rates may differ for TUPE transferred in staff)</p> <p>In some cases the ECUA has been used as a staff retention/attraction incentive. This is contrary to its purpose.</p>	<p>The ECUA has been identified as a key saving as part of the overall review.</p> <p>It is proposed that the ECUA should be withdrawn for all staff for the following reasons:</p> <ul style="list-style-type: none"> • It will realise significant savings for the Council • It is in line with modernised working practices as there is a business expectation that individuals who regularly travel as part of their day to day job will have access to a vehicle in order to efficiently carry out their contractual duties • Individuals will continue to receive recompense in the form of mileage rates; for a small amount of staff .this may mean an increase in the amount that they can claim per mile (see Proposal 2: Essential Car User Mileage Allowance below) • The removal of the allowance will mean that all car users are treated the same • The change will mean that Warwick District Council is in line with other councils in not offering ECUA - 65% of Councils surveyed in LGA T&C Survey Dec 2014 no longer offer ECUA

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Terms & Conditions	Current Situation	Proposal
		<ul style="list-style-type: none"> 30 individuals (25% of those receiving it) receive ECUA despite doing less than 500 miles per year which is unreasonable <p>New ways of working will need to be considered as well as improved management of mileage and travel by line managers and staff E.g. review of the need to travel on Council business.</p> <p>The option of purchasing or leasing pool cars is being considered by the Project Board.</p> <p>Staff will no longer be taxed on the ECUA as it is in excess of the HMRC mileage allowances</p>
<p><u>Proposal 2</u></p> <p>Essential Car User (ECU) Mileage Rates</p> <p>No of staff claiming this: 117 (22% of staff)</p>	<p>Essential car users are currently eligible to claim for business mileage based on the engine size of their car as follows:</p> <ul style="list-style-type: none"> 451-999cc – 36.9p for first 8,500 miles, 13.7p thereafter 1000-1199cc – 40.9p for first 8,500 miles, 14.4p thereafter 1200 cc & above – 50.5p for first 8,500 miles, 16.4p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed that the Essential Car User Mileage Rates should be amended for all staff to the HMRC rate of 45p per mile claimed (25p above 10,000 miles) regardless of engine size or type of car eg electric, for the following reasons:</p> <ul style="list-style-type: none"> The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate - 38% of Councils surveyed in LGA T&C Survey Dec 2014 pay HMRC rates for all claims Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate The change in the rate will mean that all car users are treated the same <p>NB HMRC advises that electric car mileage rates should be reimbursed at the same rate as</p>

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Terms & Conditions	Current Situation	Proposal
		other mileage rates as the rates are not fuel dependent
<p><u>Proposal 3</u></p> <p>Casual Car User (CCU) Mileage Rates</p> <p>No of staff claiming this:105 (20% of staff)</p>	<p>Casual Car Users are eligible to claim for business mileage based on the engine size of their car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 46.9p for first 8,500 miles, 13.7p thereafter • 1000-1199cc – 52.2p for first 8,500 miles, 14.4p thereafter • 1200 cc & above – 65p for first 8,500 miles,16.4p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed that the Casual Car User Mileage Rates should be amended for all staff to the HMRC rate of 45p per mile claimed (25p above 10,000 miles) regardless of engine size or type of car e.g. electric, for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate - 38% of Councils surveyed in LGA T&C Survey Dec 2014 pay HMRC rates for all claims • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all car users are treated the same • Car mileage policy to be clarified to ensure all staff claim on a uniform basis, eg how much to claim when going directly to an appointment from home. <p>NB HMRC advises that electric car mileage rates should be reimbursed at the same rate as other mileage rates as the rates are not fuel dependent</p>
<p><u>Proposal 4</u></p> <p>Mileage rate for Cycling on Council Business</p>	<p>Currently there is no reimbursement for mileage incurred whilst cycling on Council business.</p>	<p>It is proposed to introduce a mileage rate at the HMRC rate of 20p per mile for mileage incurred when using a bicycle on Council business</p>

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Terms & Conditions	Current Situation	Proposal
	This is designed to complement the Cycle to Work Scheme which is being launched in January 2016	
<p><u>Proposal 5</u></p> <p>Mileage rate for using a Motorbike on Council Business</p>	<p>Currently staff are eligible to claim for use of a Motorcycle Allowance on council business, based on a percentage of the mileage allowance for a 999cc car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 10.725p for first 8,500 miles, 3.325p thereafter • 1000-1199cc – 11.725p for first 8,500 miles, 3.4p thereafter • 1200 -1450cc – 14.675p for first 8,500 miles, 3.95p thereafter <p>(These rates may differ for TUPE transferred in staff)</p> <p>.</p>	<p>It is proposed to increase the mileage rate to the current HMRC rate of 24p per mile regardless of engine size for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all motorbike users are treated the same
<p><u>Proposal 6</u></p> <p>Car Parking Passes and Charging for Parking Passes</p> <p>No of staff receiving this: 400 (77% of staff)</p>	<p>Currently all staff are entitled to receive a free car parking pass which enables them to park at Riverside House and certain other designated Council owned car parks in the District.</p>	<p>It is proposed that staff:</p> <ul style="list-style-type: none"> • retain their car parking pass on a discretionary basis (this means that it will no longer be contractual that staff receive a pass – passes will still be issued but will become discretionary) up until the office relocation occurs when the situation will be reviewed • be charged an annual fee for the use of eligible car parks Pro rata for part time staff according to no of days or hours of work • are only eligible for a space subject to making their car available for business use if

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Terms & Conditions	Current Situation	Proposal
		<p>their job requires it. i.e. if a member of staff is required to use their car for business use and refuses to do so, they will not be offered the opportunity to purchase a parking pass</p> <p>Disabled spaces will be free of charge and eligibility criteria for them will be retained</p> <p>The reasons behind this are:</p> <ul style="list-style-type: none"> • There will be a need to consider this for when the Council relocates to new offices. It also impacts on what the Council proposes in terms of travel plans and sustainability options • This could generate income of, for example approx. £10,000 (minus VAT) for an annual fee of £50 for 200 cars
<p><u>Proposal 7</u></p> <p>Weather wear/ PPE (Personal Protective Equipment) Allowances</p> <p>No of staff receiving this:47 (9% of staff)</p>	<p>Currently some staff receive an allowance of £3.62 per month to recompense them for purchasing PPE</p>	<p>Although there are minimal savings to be gained from this, it is proposed that the Weather wear/PPE Allowance be withdrawn for staff for the following reasons:</p> <ul style="list-style-type: none"> • The Allowance is inconsistently applied and no longer relevant • Uniform or protective equipment is purchased for staff when necessary
<p><u>Proposal 8</u></p> <p>Homeworking Allowance</p> <p>No of staff receiving this: 13 (2% of staff)</p>	<p>Currently staff who work all their time from home receive an Allowance of £25 per month</p>	<p>It is proposed that the Homeworking Allowance be withdrawn for staff for the following reasons:</p> <ul style="list-style-type: none"> • This payment was made when homeworking was first introduced. It is less relevant now, particularly as the Council

Terms & Conditions	Current Situation	Proposal
		<p>moves towards relocation and more flexible ways of working</p> <ul style="list-style-type: none"> • Staff do derive other benefits from home working, including flexible working hours and savings from travelling from home to Council owned premises • Arrangements will be made for those staff who choose to no longer work from home to work from Council premises
<p><u>Proposal 9</u> Professional Subscriptions</p>	<p>Currently all relevant professional subscriptions are reimbursed fully for staff.</p>	<p>It is proposed that the Council reduces the contribution to Professional Subscriptions to 50% of the total for the following reasons:</p> <ul style="list-style-type: none"> • The Council requires a number of staff to maintain their professional competence, whilst not necessarily requiring membership of professional organisations. • Some roles require have an essential requirement to be qualified but membership is usually desirable • Individuals would be free to choose whether to continue with their membership or not • The Council continues to demonstrate a commitment to staff development. • Staff should be able to receive tax relief from HMRC on their professional subscription payment.

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Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 10</u></p> <p>Land line Telephone Line Rental and Broadband</p> <p>No of staff claiming this: 14 (3% of staff)</p>	<p>A number of staff are currently reimbursed for land line telephone line rental and broadband rental. Some of these staff are also receive a work mobile telephone</p>	<p>It is proposed that the reimbursement for landline telephone line rentals and broadband rental be withdrawn for staff for the following reasons</p> <ul style="list-style-type: none"> • To provide consistency across the Council • No longer relevant to current circumstances as mobile telephones are provided for staff who require them.
<p><u>Proposal 11</u></p> <p>Long Service Award</p>	<p>At present staff are given an Award at 20 years' service - £350 or 10 days additional holiday pro rata as a one off</p>	<p>Although there are no savings to introduce this, it is proposed that an additional award of an extra 5 days holiday pro rata is introduced at 15 years' service from June 2016 (not backdated)for the following reasons:</p> <ul style="list-style-type: none"> • The change proposed supports a suggestion from Staff Voice • Aim to improve recognition at an earlier date.
<p><u>Proposal 12</u></p> <p>Subsidised Sports Facilities</p> <p>No of staff having reduced fees: 25 (5% of staff)</p>	<p>At present staff are entitled to a reduced fee for use of WDC Sports Facilities on payment of a subscription as well as free swims at Council pools from 12-2pm on Tuesdays</p>	<p>It is proposed that staff:</p> <ul style="list-style-type: none"> • retain this benefit on a discretionary basis (this means that it will no longer be contractual that staff can use this benefit – reduced fees and free swims will still be available but will become discretionary) up until the potential external contract for leisure centre management comes into place (likely to be sometime in 2017) when the situation will be reviewed <p>The reason for this is that:</p> <ul style="list-style-type: none"> • It may not be available to be offered to staff depending on

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Terms & Conditions	Current Situation	Proposal
		the view of the Council following the potential outsourcing of the Leisure Centres to an external supplier

Phase 2

The target savings associated with changes to terms and conditions is set at £145k. Once feedback has been taken into account from staff and Unions on the original proposals it may be that any revisions do not achieve the original savings. Additional proposals will therefore need to be considered in order to generate the required savings.

Consultation will begin on the Phase 2 proposals at the same time as Phase 1.

A table showing all the options considered in Phase 2 can be found in Table 2 below:

Table 2

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 13</u></p> <p>Enhanced overtime payments</p>	<p>At present, overtime can be paid up to and including SCP 35 (top of E2) in accordance with the Local Conditions. In exceptional circumstances and only with Chief Executive prior approval, overtime may be paid to staff above E2 (i.e. Grade D and above) at a rate based on the maximum of Grade E2 (SCP 35).</p> <p>National Conditions state that up to SCP 28 it is paid at the actual rate, plus time and a half and double time as appropriate. However WDC operates under Local Conditions which</p>	<p>It is proposed to pay in line with the National Conditions of Service (Green Book) i.e. only pay enhancements to staff up to and including SCP 28 for the following reasons:</p> <ul style="list-style-type: none"> • There are variations in which staff receive this • The Council is out of step with National Conditions of Service as to what pay scale point is allowed for the enhanced rate and the enhancement paid. • There is a requirement to review this alongside a review of the need for shift working and a redesign of how services are delivered.

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	are up to SCP 35 Over SCP 35 is paid at the enhanced hourly rate for SCP 35.	
<p><u>Proposal 14</u></p> <p>Use of Stand by payments</p> <p>No of staff claiming this: 22 (4% of staff)</p>	<p>Some Services require staff to be on Stand by for which they receive a payment. The payments vary according to which department they work in and which days of the week are spent on standby. Please see Appendix 2</p>	<p>It is proposed that Stand By payments are reviewed and possibly removed for the following reasons:</p> <ul style="list-style-type: none"> • There is inequality on amount of payments given to different groups of people • Not all standby payments are relevant to current and future demands.
<p><u>Proposal 15</u></p> <p>Subsistence Policy & Payments</p>	<p>Subsistence allowances are currently paid to staff who are prevented by their official duties from taking a meal at their home, or establishment where they normally take their meals.</p> <p>Currently rates that can be claimed are:</p> <ul style="list-style-type: none"> • Breakfast £7.01 • Lunch £9.66 • Tea £3.81 • Evening Meal £11.96 • Out of Pocket Expenses £5.49 per day, £22.06 per week <p>No receipt is needed</p>	<p>It is proposed that a Subsistence Policy review is undertaken including a review of criteria for claiming, amounts that can be claimed and review ability to claim without a receipt. This is for the following reasons:</p> <ul style="list-style-type: none"> • There is a lack of clarity around what can be claimed for • A review of rates is required to ensure rates are still relevant

Additional Options Considered

Further options that were considered have been set out below and some of these would deliver significant further savings. Currently these are not in scope but they may be included at a later date in the consultation if the proposals mentioned above do not achieve the savings required.

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 16</u></p> <p>Absence pay (to include sickness and other paid absences)</p>	<p>The Council currently pays staff with sickness absence full pay for 6 months and half pay for 6 months.</p>	<p>It is proposed that an Absence Pay review is undertaken to e.g. reduce sick pay to full pay for 3 months and half pay for 3 months, for the following reasons:</p> <ul style="list-style-type: none"> • The current sick pay scheme is generous compared to other Councils • Although it varies each year significant costs are incurred • If this were reduced, an annual average notional estimate of £86,000 savings could be achieved (although this would not be able to be factored into the Budget savings)
<p><u>Proposal 17</u></p> <p>Redundancy Payments</p>	<p>The current multiplier for Redundancy Payments is 2.3 times actual salary</p>	<p>It is proposed that a review of Redundancy Payments Policy Pay is undertaken to e.g. reduce to a statutory payment, cap the total pay-out at the tax free threshold, for the following reasons:</p> <ul style="list-style-type: none"> • The Council's multiplier is out of step with some other authorities • If the multiplier were changed from 2.3 to 1 (statutory payment) it would have saved £133,000 over the last 7 financial years (although this would not be able to be factored into the Budgets savings)

5. SUMMARY OF ESTIMATED SAVINGS

Recommendation

The table below details the potential savings that could be achieved by implementing the proposals set out in this document in Phase 1.

Phase 1 Implementation June 2016

	Proposed T&Cs changes	Approximate Savings (general fund)
Proposal 1	Stop Essential Car User Allowance	*£92,600
Proposal 2 & 3	Harmonise mileage rates to 45p a mile for all	£12,300
Proposal 7	Stop Weather wear / PPE Allowances	£350
Proposal 8	Stop Homeworking Allowance	£5,000
Proposal 9	Reduce contribution towards professional subscriptions to 50%	£10,000
Proposal 10	Stop broadband and land line rentals payments	£3,000
	Total	£123,250
	Pool car costs (see below**)	£20-25,000

* The savings from HRA would be £45,100

**It is recognised that there could be significant impact on service delivery by making changes to car allowance payments. To maintain good service delivery it is therefore proposed that the Council should provide a number of Pool Cars and the possibility of salary sacrifice lease cars.

This figure could be reduced depending on the number of vehicles.

The table below details the potential savings that could be achieved by implementing the proposals set out in this document in Phase 2.

Phase 2 Implementation April 2017

	Proposed T&Cs changes	Approximate Savings (general fund)
Proposal 11	Review Enhanced overtime payments	**£3,240
Proposal 12	Review Stand by payments	£28,100
Proposal 13	Review Subsistence Policy and Payments	**£11,500
	Total	**£42,840

** These figures include General Fund and HRA as it is not possible to split them

6. PROCESS AND TIMELINE

The proposals are a complete package of proposals and not stand alone options. The Council's aim is that following a period of consultation, agreement will be reached to vary terms and conditions, introducing the Phase 1 revised package from June 2016 and the Phase 2 from April 2017

During this period, the Council will aim to reach a collective agreement with the Unions, individual agreement with staff, implementation via a process of termination and re-engagement or consider a further review.

The timeline for consultation to achieve the changes is set out as Appendix 1.

7. COMMUNICATION AND FEEDBACK

This consultation document is being circulated to Heads of Service, Senior Officers and Unions for cascading to staff as well as being communicated via the Big Button on the Intranet (Hard copies are available on request). The document will also be included on the agenda for Members/Trade Unions Joint Panel and Managers Forum.

The Project Board welcomes feedback and comments via the following mechanisms:

- Terms and Conditions Staff Discussion Forum (further details to follow)
- Terms and conditions generic email inbox - tandcreview@warwickdc.gov.uk
- The Project Board
- Line Managers
- Unions
- HR
- Employee Support Officers

8. CONCLUSION

This paper sets out a number of proposals for consultation for Council staff in order to achieve significant savings. In achieving any changes to terms and conditions, the Council is committed to protecting jobs, core pay and pension benefits.

Prepared by the T&C Project Board:

Richard Hall – Chair
Tracy Darke - SMT
Sue Firminger - HR

APPENDIX 2

CONSULTATION PROGRAMME

TERMS & CONDITIONS REVIEW MAR 2016 EMPLOYMENT COMMITTEE

FIRST PROPOSALS:

Board set up	30 September 2015
Highlights of proposals to SMT	21 October 2015
CMT/SMT approval	28 October 2015
Draft Proposals produced	30 October 2015
JCF	3 November 2015
Manager's Forum	5 November 2015
Trade Unions comments	By 20 November 2015
CMT approval	23 November 2015
Discuss proposals with Trade Unions	25 November 2015
Publish proposals and feedback mechanisms for staff	w/c 30 November 2015
Discuss at Members/TU Joint Panel	10 December 2015
Request responses to first proposals	By 31 December 2015
Consult with Unions and discuss feedback from proposals	Ongoing
Managers Forum	14 January 2016
Respond to responses to first proposals	15 January 2016

FINAL PROPOSALS:

Produce final proposals	25 January 2016
Request responses by:	5 February 2016
Consult with Unions and discuss	Ongoing

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feedback from responses	
Respond to final responses: - Meet with staff collectively - Talk to staff individually, as appropriate	12 February 2016
Discuss at JCF	16 February 2016
Members / TU Joint Panel	24 February 2016
Unison AGM	1 March 2016
Request responses by:	2 March 2016
Sign off final proposals	By 4 March 2016

FINAL REPORT

Notification of item to Employment Committee	4 March 2016
Final CMT approval	7 March 2016
Report to be submitted to Employment Committee	11 March 2016
Discuss at Members/TU Joint Panel	17 March 2016
Employment Committee Meeting	23 March 2016

FINAL NOTIFICATION OF OUTCOMES

Notify Trade Unions of outcome	24 March 2016
Staff informed of outcome Confirm outcome in writing	24 & 25 March 2016
Notice period (3 months) for all staff	24 March – 23 June 2016

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New Terms & conditions changes implemented	23 June 2016
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Dates that cannot be changed

Sue Firminger
HR
February 2016

Proposed Changes to Staff Terms and Conditions

RESPONSE TO FIRST PROPOSALS and FINAL PROPOSALS

15 January 2016

1 Introduction

With reference to the timetable for consultation as previously circulated, this document provides a response based on the feedback to the First Proposals. As the two elements are linked, the Board has also incorporated the Final Proposals into this document. These were discussed with Unions on 13 January, at Manager's Forum on 14 January and are to be circulated to staff on 15 January 2016.

2 Reasons for the Review

- To explore ways to make savings to ensure that the Council meets its budget targets in the short and medium term - £100,000 savings to support the 2016-17 budget and a further £45,000 for the 2017-18 budget, all from the General Fund
- To address inequalities and create harmonisation of terms and conditions.

3 Feedback Received

Overall, there were 48 responses received – 9% (from a possible 523) although some of these responses were representative of more than one person. A comprehensive response was received from the Unions which represent 70% of staff.

Service Area	No of Responses
Chief Executive	5
Cultural Services	2
Democratic Services	2
Development Services	9
Finance	3
Health & Community Protection	3
Housing & Property Services	18
Neighbourhood Services	4
Total Individual Responses	48 (9% of staff)
Unison & GMB	1

NB: some responses are representative of more than one member of staff

The Project Board would like to thank the individuals, Unison and GMB who have provided feedback to the First Proposals and also suggestions to help achieve savings.

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As a result of the feedback received, the Board made recommendations to the Senior Management Team (SMT) on 6 January 2016, the outcome of which forms the Final Proposals for consultation which is being circulated as part of this feedback document.

4 Specific Feedback Received and Response

Proposal 1 Essential Car User Allowance (ECUA)

The majority of comments received were regarding this proposal with concerns being expressed regarding the cost and practical arrangements for using pool cars, cars needed to carry heavy or bulky equipment, loss of income, loss of reimbursement for wear and tear/repairs to cars and staff no longer using their cars on WDC business. There were also constructive comments regarding a need to review low volume mileage and inconsistencies regarding the allocation of ECUA.

Proposal 2 Essential Car User (ECU) Mileage Rates and Proposal 3 Casual Car User (CCU) Mileage Rates

Comments on Proposals 2 and 3 were a mixture of an understanding for the need to reflect HMRC rates or that they should remain the same as current rates. Additional comments were received regarding the need for more controls on the amount of mileage done and stopping non-essential journeys

Proposal 4 Mileage rate for Cycling on Council Business and Proposal 5 Mileage rate for using a Motorbike on Council Business

Some concerns were received about the practical implication of this regarding what is a reasonable journey to undertake by bike or motorbike on WDC business.

Proposal 6 Car Parking Passes and Charging or Parking Passes

A number of comments were received on this; mainly that implementation of a charge or allocated spaces would mean that staff would then find free parking elsewhere in the district and the impact of a flat rate charge on lower paid roles. However, some staff agreed with paying, if it was necessary to achieve cost savings.

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Proposal 7 Weather wear/PPE (Personal Protective Equipment) Allowance

Whilst only a small number of staff commented on this, the majority agreed with its withdrawal as it was felt to be unnecessary if equipment is already provided and inconsistently applied.

Proposal 8 Homeworking Allowance

Only a few comments were received on this, with some agreeing to its withdrawal as the benefits of homeworking outweighed the financial compensation, or that it was reasonable to compensate for working at home.

Proposal 9 Professional Subscriptions

The vast majority of comments received on this were against the proposal as it was felt that staff would seriously consider not renewing their memberships resulting in a risk to the Council and that it was not in line with other councils locally.

Proposal 10 Landline Telephone Line Rental and Broadband

Only a few comments were received on this mainly agreeing that it is unnecessary if staff are issued with a mobile phone.

Proposal 11 Long Service Award

The majority of comments received on the introduction of a 15 year long service award were against it.

Proposal 12 Subsidised Sports Facilities

Whilst not many comments were received on this proposal, it appears that some staff are unaware of the subsidies offered and, in addition, that other ways should be explored to help keep staff healthy and fit.

Proposal 13 Subsistence Policy & Payments

All comments received were in favour of a review stating a lack of clarity and consistency in the policy.

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Proposal 14 Enhanced Overtime Payments

The comments received on this were mainly around lack of consistency and understanding of when overtime could be given at all but there were financial concerns expressed should the proposal be introduced.

Proposal 15 Use of Standby Payments

Concern was expressed that if it was removed, staff would not then respond to incidents or emergencies. However, other comments were made regarding the need to address the inequalities of the payments.

Proposal 16 Absence Pay

A number of comments were received about this proposal ranging from wanting to see improved ways of tackling short term absence or absence that is perceived to be not genuine, to if the proposal was implemented it would be attacking vulnerable staff when they most need it and concerns about what would happen with staff with life threatening illnesses.

Proposal 17 Redundancy Payments

Comments received on this proposal ranged from suggesting that a cap be introduced to asking why this was necessary to review at the present time.

General Comments

- C There are too many senior officers on inflated salaries and a top heavy management structure
- A A review of Senior Management is already scheduled to take place
- C WDC salaries fall a long way behind Stratford, Rugby & Solihull; behind equivalent roles in private sector – harder to recruit/retain staff; WDC salaries 4% behind Stratford & Rugby. Has there been a comparison with other Local Authorities? If WDC are quoting National Conditions of service and looking at pay scales they should not just pick the bits they want to implement and look at wage scales as well.
- A A review of WDC's package of salaries and benefits will be undertaken which will take into account and compare specific roles within the local and national markets.

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- C The Equality Impact Assessment has not taken into account professional front line officers
- A The need to consider EIA's is a local government requirement to ensure that people with the 9 protected characteristics under the Equality Act are not impacted on adversely by any proposed changes. Professional front line officers are not a protected characteristic under the Equality Act.
- C Prospect of no pay rise over 1% for future 5 years – impact on morale
- A This has also been raised via IIP and one of the reasons why a review of WDC's package of salaries and benefits has been requested.
- C There was too short a timescale for feedback
- A The Board appreciates that the feedback deadline to the First Proposals was tight which was the reason for extending it to 31 December. These Final Proposals are being sent out ahead of schedule in order to provide more time for feedback.
- C WDC must be planning to make large scale redundancies if the Redundancy Policy is being looked at
- A WDC is not planning on making large scale redundancies and has not changed its ethos under the FFF Policy of trying to redeploy staff wherever possible.
- C Re pool cars:
- Managing supply and demand - when demand is known the supply of cars can be achieved, however when demand is not known in advance supply can't be achieved,
 - Getting into a Pool Car only to find there is little or no fuel, damage, not safe to drive
 - Getting into a Pool Car only to find there is damage to it.
 - Getting into a Pool Car only to find it is not safe to drive, i.e. no water in the windscreen washer, tyres incorrectly inflated.
 - Being blamed for damage to a Pool Car when it already had been done by a previous user.
 - The proposed use of pool cars has not been adequately costed, or their effectiveness quantified in any format. There are additional considerations such as accidental damage, out of hour's usage for dangerous structure cover, travelling to and from place of work. How is safety equipment to be transported and ferried between vehicles? There will also be increased insurance costs the WDC.
- A There were a number of similar comments regarding Pool Cars which have been reflected in the Final Proposals.

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- C I understand that this is not part of the first consultation but it would be good to know exactly how the savings would be spent in which area of the Council?
- A The savings are to meet WDC's budget targets in the short and medium term. They are not being spent elsewhere.
- C The report does not identify any other areas where cost savings could be made; the whole approach is not balanced and is negative. WDC benefits financially from new development including housing and commercial - is this factored into the report?
- A The Board has considered all contractual terms and conditions where savings can be made. However, please inform us if there are any specific areas that you think have been overlooked.
- C I would be against the removal of the Subsistence Policy
- A There is no plan to remove the Policy – just to review and clarify the current one.
- C I have to say WDC's current package is extremely generous and certainly out of step with practice elsewhere
- A Your comment has been noted.
- C Has natural wastage been taken account for?
- A This review is looking at terms and conditions rather than jobs, as per the reasons for the review ie cost savings and addressing inconsistencies.

Suggestions

- Q Could closure during Xmas period be considered – like Coventry, Nuneaton & Bedworth?
- A This has been considered previously and discussed with Unions - no financial benefit was recognised and it was not seen as positive by all staff
- Q I would like to see a section relating to the expectations for staff responding to out of hours to emergencies under the Council's statutory responsibilities under the Civil Contingencies Act 2004.
- A This will be reviewed as part of Phase 2
- Q Is it possible to review OOH as part of Phase 2?
- A If by OOH it is meant Standby, then yes, this is being reviewed as part of Phase 2

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- Q Propose that suggestions do not apply to self-financing units eg Building Control
- A There will be a separate review of Building Control as agreed by Employment Committee in December 2015
- Q Regarding Annual Leave – instead of waiting 5 years before having additional leave, would it be possible to grant an additional day every year for 5 years?
- A This will be reviewed as part of a Salary and Benefits Review
- Q Rather than reducing sick pay, could WDC look at addressing short term absence by having the first 3 days absence unpaid?
- A This will be reviewed as part of a Salary and Benefits Review
- Q Could WDC introduce a charge for carrying out a right to buy application as many are made and why should WDC cover these costs? The Council could raise extra revenue; one way would be to charge appropriate rent for garages, eg. It is cheaper to rent a garage in factory yard Warwick, than to park on the surface car park. The Council has entered into construction contracts that encourage contractors to work inefficiently and have their overheads and profits guaranteed at the start of the contract, also required out sourced administrators to make sense of the payment systems in place. I know this is now being reviewed but after a couple of years of pain and wasted funds. Could WDC use a house Removal Company for clearing items from void council properties (at an agreed set rate) instead of using Ian Williams who charge varying amounts depending on time taken? Could WDC charge an admin fee for raising refund cheques to WDC tenants, these cost money for WDC to raise so I think this cost should be covered by the tenant and not WDC. Could the OOH repairs service be dealt with by another existing method eg Warwick Response at Acorn Court?
- A Thank you for these suggestions – comments will be referred to individual Service Heads to consider
- Q Could WDC charge local sports clubs for the use of WDC outdoor leisure facilities for training etc, which they are currently just turning up at and using without hiring.
- A Thank you for this suggestion – comments will be referred to individual Service Heads to consider
- Q Why can't we be looking at proposals for raising income for WDC?
- A We are continually looking at ways of raising income and welcome any suggestions

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- Q Surely a better proposal is to divide the saving across the staff by reducing wages by an agreed percentage or even divide the saving by number of employees i.e £100,000 by 500. How would all staff, from the Chief Exec to the cleaners feel about a percentage reduction in wages?
- A This has been considered in the past, but there is currently no agreement to progress this
- Q Shouldn't we reduce reliance on external consultants?
- A This is constantly under review and the cost elements are recognised. Consultants are used when needed ie when WDC does not have the expertise in house. Any specific questions or concerns should be directed to individual departments.
- Q Could we stop having and paying for temporary staff?
- A WDC has reduced its recruitment of temporary/agency staff significantly over the last few years and continues to only recruit on this basis if absolutely necessary eg long term absence or short term resource cover.
- Q Could there be a review of how many managers and seniors attend all the training and legislation updates in London and other cities, are these cost effective and are the information fed back to staff?
- A Managers should constantly review the need to attend training, the cost and numbers attending. Feedback should always be given to line managers about training received.

5 Final Proposals

Below are the Final Proposals for consultation with staff and Unions based on feedback received and savings needing to be achieved.

Phase 1

Terms & Conditions	First Proposal	Final Proposal
<u>Proposal 1</u> Essential Car User Allowance (ECUA)	Proposal to withdraw ECUA for all staff and provide pool cars	<p>Proposal to continue to withdraw ECUA but to not provide pool cars as part of this consultation.</p> <p>To recompense, the proposal is to provide a buy out for all staff currently receiving ECUA according to current amount received and agreed threshold (amount to be determined through negotiations with Unions).</p> <p>Note: This will only be paid if individuals agree to use their own car for WDC business.</p> <p>New ways of working and improved management of mileage and travel by line managers and staff to be implemented E.g. review of the need to travel on Council business.</p> <p>Savings achieved = £92,600</p>
<u>Proposal 2</u> Essential Car User (ECU) Mileage Rates	Proposal to amend the Essential Car User Mileage Rates for all staff to the HMRC rate (currently 45p per mile or 25p above 10,000 miles) regardless of engine size or type of car eg electric	<p>Proposal to pay ECU mileage at HMRC rate continues as First Proposal</p> <p>However, The Board acknowledges the comments relating to a need for increased management and staff controls on mileage and non-essential journeys</p> <p>Savings achieved (proposals 2 & 3) = £12,300</p>
<u>Proposal 3</u> Casual Car User (CCU) Mileage Rates	Proposal to amend the Casual Car User Mileage Rates for all staff to the HMRC rate (currently 45p per mile or 25p above 10,000 miles)	<p>Proposal to pay CCU mileage at HMRC rate continues as First Proposal</p> <p>However, The Board acknowledges the comments relating to a need for increased management and staff controls on mileage and non-essential journeys</p>

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	regardless of engine size or type of car eg electric	Savings achieved (proposals 2 & 3) = £12,300
<u>Proposal 4</u> Mileage rate for Cycling on Council Business	Proposal to introduce a mileage rate at the HMRC rate (currently 20p per mile) for mileage incurred when using a bicycle on Council business	Proposal to introduce a cycling mileage rate at the HMRC rate continues as First Proposal However, The Board confirms that there would be an expectation that cycling for business use purposes is only conducted when it is reasonable to do so and it supports service delivery needs
<u>Proposal 5</u> Mileage rate for using a Motorbike on Council Business	Proposal to increase the mileage rate to the HMRC rate (currently 24p per mile) regardless of engine size	Proposal to pay Motorbike mileage at HMRC rate continues as First Proposal However, The Board confirms that there would be an expectation that using a motorbike for business use purposes is only conducted when it is reasonable to do so and it supports service delivery needs
<u>Proposal 6</u> Car Parking Passes and Charging for Parking Passes	Proposal that staff: 1. retain their car parking pass on a discretionary basis (this means that it will no longer be contractual that staff receive a pass – passes will still be issued but will become discretionary) up until the office relocation occurs when the situation will be reviewed	1. <u>Proposal to Retain Car Parking Pass on Discretionary Basis</u> Proposal to retain Car Parking Passes as they are currently but to make non-contractual continues as First Proposal The current car parking arrangements ie spaces, passes and car parks remain unchanged. However, the proposal is to change contractual arrangements to retain on a non-contractual rather than contractual basis pending the office relocation WDC Terms and Conditions are either contractual (the majority) or non-contractual. This proposal changes the current car parking arrangements to being offered on a non-contractual basis due to the pending relocation when car parking will be reviewed.

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	<p>2. be charged an annual fee for the use of eligible car parks Pro rata for part time staff according to no of days or hours of work</p> <p>3. are only eligible for a space subject to making their car available for business use if their job requires it. i.e. if a member of staff is required to use their car for business use and refuses to do so, they will not be offered the opportunity to purchase a parking pass</p> <p>Disabled spaces will be free of charge and eligibility criteria for them will be retained</p>	<p>2. <u>Proposal to Charge for Car Parking</u></p> <p>Proposal withdrawn</p> <p>Subject to the savings target being achieved according to the table in Point 6, Phase 1, there is no requirement to progress this at the current time. However, this will be reviewed along with discussions regarding office relocation</p> <p>3. <u>Proposal to allocate spaces only if make car available for business use</u></p> <p>Proposal withdrawn</p> <p>Subject to Proposal 1 being agreed, there is no requirement to progress this at the current time. However, this will be reviewed along with discussions regarding office relocation</p>
<p><u>Proposal 7</u></p> <p>Weather wear/ PPE (Personal Protective Equipment) Allowances</p>	<p>Proposal that the Weather wear/PPE Allowance be withdrawn for staff</p>	<p>Proposal to remove PPE Allowance continues as First Proposal</p> <p>However, there is an understanding that staff will be provided with the necessary PPE to fulfil the role on a risk assessed basis</p> <p>Savings achieved = £350</p>
<p><u>Proposal 8</u></p> <p>Homeworking Allowance</p>	<p>Proposal that the Homeworking Allowance be withdrawn for staff</p>	<p>Proposal to remove Homeworking Allowance continues as First Proposal</p> <p>However, existing staff currently working at home and receiving an allowance will have the choice to continue to work from home or attend an office if they prefer</p>

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		Savings achieved = £5,000
<u>Proposal 9</u> Professional Subscriptions	Proposal that the Council reduces the contribution to Professional Subscriptions to 50% of the total	Proposal withdrawn Subject to the savings target being achieved according to the table in Point 6, Phase 1, there is no requirement to progress this. The Board recognised the feedback regarding professional competencies
<u>Proposal 10</u> Land line Telephone Line Rental and Broadband	Proposal that the reimbursement for landline telephone line rentals and broadband rental be withdrawn for staff	Proposal to remove the reimbursement for landline telephone line rentals and broadband rental continues as First Proposal However, staff who require telephone access should be provided with a mobile phone Savings achieved = £3,000
<u>Proposal 11</u> Long Service Award	Proposal that an additional award of an extra 5 days holiday pro rata is introduced at 15 years' service from June 2016	Proposal withdrawn However, this will be included in a review of WDC's package of benefits and salaries
<u>New Proposal 11 a</u> Queen's Garden Party tickets	Current arrangements: The Council is invited annually to nominate 4 representatives to attend the Queen's Garden Party - currently the Chairman attends with people of his/her choice	Proposal to reward long service of 20 years and above by annually selecting 4 names out of a draw of staff or Councillors to attend the Garden Party (any individual an only attend on one occasion)
<u>Proposal 12</u> Subsidised Sports Facilities for Staff	Proposal that staff retain this benefit on a discretionary basis (this means that it will no longer be	Proposal to retain Subsidised Sports facilities for staff as they are currently but to make non-contractual continues as First Proposal

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	<p>contractual that staff can use this benefit – reduced fees and free swims will still be available but will become discretionary) up until the potential external contract for leisure centre management comes into place (likely to be sometime in 2017) when the situation will be reviewed</p>	<p>The current subsidised sports facilities remain unchanged. However, the proposal is to change contractual arrangements to retain on a non-contractual rather than contractual basis pending the Leisure Development review.</p> <p>WDC Terms and Conditions are either contractual (the majority) or non-contractual. This proposal changes the current subsidised sports facility arrangements to being offered on a non-contractual basis due to the pending Leisure Development review.</p> <p>Alternative options will be explored as part of the Health and Wellbeing agenda.</p> <p>Further information on this is attached as Appendix 2.</p>
<p><u>Proposal 15</u> (was in Phase 2)</p> <p>Subsistence Policy & Payments</p>	<p>Proposal that a Subsistence Policy review is undertaken including a review of criteria for claiming, amounts that can be claimed and review of ability to claim without a receipt</p>	<p>Proposal to review Subsistence Policy continues as First Proposal</p> <p>ie to review policy and to bring forward to Phase 1 to ensure in line with review of Member subsistence</p> <p>The review of the policy and refining of the criteria will be carried out separately outside of this consultation.</p>

Phase 2

Terms & Conditions	First Proposal	Final Proposal
<p><u>Proposal 13</u></p> <p>Enhanced overtime payments</p>	<p>Proposal to pay in line with the National Conditions of Service (Green Book) i.e. only pay enhancements to staff up to and including SCP 28</p>	<p>Proposal to review Enhanced Overtime Payments continues as First Proposal</p> <p>Proposals being firmed up and will be brought back for further consultation to fit in with the timescales already outlined</p>

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<p><u>Proposal 14</u></p> <p>Use of Stand by payments</p>	<p>Proposal that Stand By payments are reviewed and possibly removed</p>	<p>Proposal to review Stand By Payments continues as First Proposal</p> <p>Proposals being firmed up and will be brought back for further consultation to fit in with the timescales already outlined</p>
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Additional Options Considered

Terms & Conditions	First Proposal	Final Proposal
<p><u>Proposal 16</u></p> <p>Absence pay (to include sickness and other paid absences)</p>	<p>Proposal that an Absence Pay review is undertaken to e.g. reduce sick pay to full pay for 3 months and half pay for 3 months</p>	<p>Proposal withdrawn</p> <p>However, this will be included in a review of WDC's package of benefits and salaries</p>
<p><u>Proposal 17</u></p> <p>Redundancy Payments</p>	<p>Proposal that a review of Redundancy Payments Policy Pay is undertaken to e.g. reduce to a statutory payment, cap the total pay-out at the tax free threshold</p>	<p>Proposal withdrawn</p> <p>However, this will be included in a review of WDC's package of benefits and salaries</p>

6 REVISED SUMMARY OF ESTIMATED SAVINGS

The table below details the potential savings that could be achieved by implementing the revised proposals set out in this document in Phase 1.

Phase 1 Implementation June 2016

	Proposed T&Cs changes	Approximate Savings (general fund)
Proposal 1	Stop Essential Car User Allowance	*£92,600
Proposal 2 & 3	Harmonise mileage rates to 45p a mile for all	£12,300
Proposal 7	Stop Weather wear / PPE Allowances	£350
Proposal 8	Stop Homeworking Allowance	£5,000
Proposal 10	Stop broadband and land line rentals payments	£3,000
	Total	£113,250
Proposal 13	Review Subsistence Policy and Payments	**£11,500

* The savings from HRA would be an additional £45,100

** These figures include General Fund and HRA as it is not possible to split them

APPENDIX 3

The table below details the potential savings that could be achieved by implementing the revised proposals set out in this document in Phase 2.

Phase 2 Implementation April 2017

	Proposed T&Cs changes	Approximate Savings (general fund)
Proposal 11	Review Enhanced overtime payments	**£3,240
Proposal 12	Review Stand by payments	£28,100
	Total	**£31,340

** These figures include General Fund and HRA as it is not possible to split them

7 PROCESS AND TIMELINE

The proposals are a complete package of proposals and not stand alone options. The Council's aim is that following a period of consultation, agreement will be reached to vary terms and conditions, introducing the Phase 1 revised package from June 2016 and the Phase 2 from April 2017

During this period, the Council will aim to reach a collective agreement with the Unions, individual agreement with staff, implementation via a process of termination and re-engagement or consider a further review.

The timeline for consultation to achieve the changes is set out as Appendix 1.

8 COMMUNICATION AND FEEDBACK

This Final consultation document is being circulated to Heads of Service, Senior Officers and Unions for cascading to staff as well as being communicated via the Big Button on the Intranet (Hard copies are available on request). Managers were also informed at Manager's Forum on 14 January 2016.

The deadline for receiving feedback to these Final Proposals is 5 February 2016 and the Project Board welcomes feedback and comments via the following mechanisms:

- Terms and conditions generic email inbox - tandcreview@warwickdc.gov.uk
- The Project Board
- Line Managers
- Unions
- HR
- Employee Support Officers

9 CONCLUSION

This paper sets out a number of proposals for consultation for Council staff in order to achieve significant savings. In achieving any changes to terms and conditions, the Council is committed to protecting jobs, core pay and pension benefits.

APPENDIX 3

Prepared by the T&C Project Board:

Richard Hall – Chair

Tracy Darke – SMT

Sue Firminger - HR

Proposed Changes to Staff Terms and Conditions**ADDENDUM TO FINAL PROPOSALS****29 January 2016**

Further to the Final Proposals circulated on 15 January 2016, CMT and the Project board are now able to provide further information regarding the Essential User Car Allowance and the preferred option of a proposed buyout.

Phase 1

Terms & Conditions	First Proposal	Final Proposal
<p><u>Proposal 1</u></p> <p>Essential Car User Allowance (ECUA)</p>	<p>Proposal to withdraw ECUA for all staff and provide pool cars</p>	<p>Proposal to continue to withdraw ECUA but to not provide pool cars as part of this consultation.</p> <p><i>To recompense staff currently receiving ECUA, the proposal is to recommend a 'buy out' at 75% of the annual current amount received by the individual (pro rata for new starters).</i></p> <p><i>This means that the following amounts would be paid as a 'one off lump sum (subject to tax and NI) in June 2016:</i></p> <p><i>Higher amount (£1,239 pa) = £929</i> <i>Medium amount (963 pa) = £722</i> <i>Lower amount (£846 pa) = £637</i></p> <p><i>(Other amounts may be applicable to TUPE staff)</i></p> <p><i>Note: This will only be paid if individuals agree to use their own car for WDC business.</i></p> <p>New ways of working and improved management of mileage and travel by line managers and staff to be implemented E.g. review of the need to travel on Council business.</p>

Unions were informed of the additional proposal on 28 January and this is now being circulated to Heads of Service and Senior Officers for cascading to staff as

APPENDIX 4

well as being communicated via the Big Button on the Intranet (Hard copies are available on request).

The deadline for receiving feedback to the Final Proposals remains at 5 February 2016 and the Project Board welcomes feedback and comments via the following mechanisms:

- Terms and conditions generic email inbox - tandcreview@warwickdc.gov.uk
- The Project Board
- Line Managers
- Unions
- HR
- Employee Support Officers

Prepared by the T&C Project Board:

Richard Hall – Chair
Tracy Darke – SMT
Sue Firminger - HR

Proposed Changes to Staff Terms and Conditions**ADDENDUM TO FINAL PROPOSALS - UPDATE****25 February 2016**

Further to the Addendum to the Final Proposals circulated on 29 January 2016, CMT and the Project Board have now updated the information regarding the Essential User Car Allowance and the preferred option of a proposed buyout.

All other proposals remain unchanged.

Phase 1

Terms & Conditions	First Proposal	Final Proposal - Updated
<p><u>Proposal 1</u></p> <p>Essential Car User Allowance (ECUA)</p>	<p>Proposal to withdraw ECUA for all staff and provide pool cars</p>	<p>Proposal to continue to withdraw ECUA but to not provide pool cars as part of this consultation.</p> <p><i>Further to the initial 'buy out' offer of 75% of current ECUA paid in one lump sum, the new proposal to recompense staff currently receiving ECUA is to recommend a 'buy out' over 3 years as follows:</i></p> <p><i>June 2016 - March 2017 = 100% of current ECUA paid</i> <i>April 2017 - March 2018 = 66% of current ECUA paid</i> <i>April 2018 - March 2019 = 33% of current ECUA paid</i> <i>April 2019 = ECUA withdrawn</i></p> <p><i>This is based on the following current rates of ECUA:</i></p> <p><i>Higher amount £1,239 pa</i> <i>Medium amount 963 pa</i> <i>Lower amount £846 pa</i></p> <p><i>(Other amounts may be applicable to TUPE staff)</i></p> <p><i>Note: The 3 year buy out will only be paid if individuals agree to use their own car for WDC business.</i></p> <p>New ways of working and improved management of mileage and travel by line managers and staff to be implemented E.g. review of the need to travel on Council business.</p>

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Unions were informed of the updated proposal verbally on 23 February and the proposals were discussed at an extra Members Trade Union Panel on 24 February.

This new proposal is now being circulated to Heads of Service and Senior Officers for cascading to staff as well as being communicated via the Big Button on the Intranet (Hard copies are available on request).

The deadline for receiving feedback to this Update is **Wednesday 2 March 2016** and the Project Board welcomes feedback and comments via the following mechanisms:

- Terms and conditions generic email inbox - tandcreview@warwickdc.gov.uk
- The Project Board
- Line Managers
- Unions
- HR
- Employee Support Officers

Prepared by the T&C Project Board:

Richard Hall – Chair
Tracy Darke – SMT
Sue Firminger - HR



Equality Impact Assessment Introduction And Forms

Toolkit for conducting EIAs – part 1

Appendix 6

Contents

1. Introduction

What is an Equality Impact Assessment?	3
Why undertake Equality Impact Assessments?	4
Who is responsible for Equality Impact Assessments?	5
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2. Equality Impact Assessment Forms **7**

Initial Screening Form - A1	8
Equality Impact Assessment Form - A2	9

Guidance notes are available as a separate document

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1. Introduction

1.1 What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the council's strategies, policies, services and functions on its customers and staff.

Equality Impact Assessments can anticipate the equality consequences of particular policy/service initiatives and ensure that as far as possible, any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Equality Impact Assessments are therefore essentially about service improvements and can help staff provide and deliver excellent services to customers by making sure that these reflect the needs of the community.

This toolkit has been produced to help managers undertake comprehensive and robust Equality Impact Assessments of all their core services or functions, strategies, policies, procedures and practices.

Please note that throughout this document the term 'policy/service' will be used to abbreviate for 'functions, strategies, policies, procedures and practices'.

The Equality Impact Assessments forms which includes an Initial Screening - Form A1 and an EIA Report and Action Plan - Form A2 can be found on pages 8-14. The forms are followed by a step-by-step guidance on 'Conducting an Equality Impact Assessment' on pages 15-21.

You can use the toolkit to assess whether the policies that guide your work, the procedures you operate and the day-to-day working practices you have developed are likely to have a positive or negative impact on different groups within our diverse community. Having made this assessment you can take action to **prevent** direct and indirect discrimination and **promote** positive and harmonious community relations.

The following definitions might help:

Strategy: a plan outlining what we wish to achieve and broadly how we plan to do this

Function: these are broad areas of activity, duties and powers, usually defined by national legislation (statutory) but also by local choice (non-statutory)

Policy: formal, publicly recorded decisions of the Authority, detailing the way in which functions will be carried out.

Procedure: The activity at the core of employment practice or service delivery, i.e. the way in which a function is actually carried out, the impact of professional decisions, or custom and practice.

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1.2 Why undertake Equality Impact Assessments?

It is good practice and necessary if we are to deliver our own ambitious equalities agenda for the Council

Equality Impact Assessments will help us drive forward the equalities agenda locally and with our partners. The benefits of impact assessments include:

- Helping to identify whether we are excluding certain groups from our policies/ services; helping to identify any unmet need
- Helping to identify direct or indirect discrimination
- Assisting us in considering alternative policies or measures or other ways of providing a service that might address any adverse impact
- Helping to mainstream equality into our policies and practices
- Helping us to target resources more effectively

Although Equality Impact Assessments are not a statutory requirement, they are still a relevant tool to evaluating the service you deliver meets your customer' need

The Equality Bill, April 2009 brought together the three existing equality duties on race, disability and gender into new single Equality Duty. The new single Equality Duty covers:

- Race
- Sex
- Disability
- Age
- Sexual Orientation
- Religion/Belief
- Pregnancy and maternity explicitly
- Gender re-assignment
- Marriage and civil partnership

The Equality Duty requires all public authorities to have “due regard” to:

- The need to eliminate unlawful discrimination
- Advance equality of opportunity and
- Foster good relations between people who share a protected characteristic and those who do not.

The council must assess which of its policies and services are relevant to the various equality strands, and set out how they will:

- Monitor policies/services for any adverse impact on equality
- Assess and consult on the likely impact on proposed policies/services

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- Make sure the public have access to information and services
- Train their staff in relation to the various duties

We want to ensure that our policies and practices do not discriminate against any group within our community and that we use every opportunity to promote equality of opportunity and good community relations. Our EIAs will also help and support us in the delivery of our work towards achieving an excellent status within the new Equality Framework for Local Government and delivering on our Single Equality Scheme.

Equality Impact Assessments will help us deliver other priorities

The work we do on EIAs will feed into and enhance a wide range of other priorities including:

- Service and business planning – actions identified within EIAs will feed into a range of Council plans at all levels including service/business plans, directorate service strategies, the Corporate Performance Plan and our various statutory plans.
- LAA partnership working - the outcomes of EIAs will support our work on narrowing the gap and feed into the Sustainable Communities Strategy, the LAA, local Community Plans and our work with key partners on the Warwickshire Public Service Board.

1.3 Who is responsible for Equality Impact Assessments?

Equality Impact Assessments should be an integral part of policy development and in line with the statutory requirement, the Council must conduct EIAs as soon as a relevant new policy, function or service is considered. The ownership and responsibility for an EIA lies at Head of Service level. Service Managers and frontline staff are important in the assessment process as they will not only be involved in implementing the necessary actions identified following an assessment but also helping to integrate and mainstream equalities into service planning.

For some assessments, particularly smaller ones, it may be more appropriate to have a 'virtual team' with one or two people taking responsibility for it, but drawing on the knowledge and expertise of others as and when necessary. To avoid duplication try and undertake an EIA as part of a review; for example, if you are reviewing your service plan, an EIA could be undertaken at the same time.

1.4 Who are the target equality groups?

There are a range of different equalities groups and you may want to consider the impact of the policy on the following:

- Different ethnic groups including white minorities
- Faith groups and faith issues
- Different sexes, including transgender

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- Disabled and non-disabled people
- Gay men, lesbians and straight people
- Different age groups, for example older and younger people

Equality Impact Assessments can be used to focus on specific equality strands to help promote equality of opportunity for a particular group. For instance, certain sections of the community may be known to experience more disadvantage than others. They may be adversely affected by a policy or service or omitted from the benefits of the policy or service. This list is not meant to be exhaustive; your experience in a particular area of work might mean that you additionally look at other diversity issues.

Equality Impact Assessment

Service Area	Chief Executive
Policy/Service being assessed	Terms and Conditions Review
Is this is a new or existing policy/service?	Review of Current Conditions
If existing policy/service please state date of last assessment	N/A
EIA Review team – List of members	
Date of this assessment	December 2015
Signature of completing officer (to be signed after the EIA has been completed)	
Name and signature of Head of Service (to be signed after the EIA has been completed)	

A copy of this Equality Impact Assessment Report including relevant data and information should be saved in the Equality and Diversity Folder on the shared drive.

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Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION AND PROMOTE EQUALITY



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening

DEPARTMENT:																																	
State the Function/Policy /Service/Strategy being assessed:	Sex			Race			Disability			Sexual Orientation			Religion / Belief			Age			Marriage & Civil Partnership			Gender Re-assignment			Pregnancy & Maternity			Priority status For EIA					
Essential User Car Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential User Mileage rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual User Mileage rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce Cycling rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Parking Passes and charging for car parking passes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weather Wear Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeworking Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land line rental and broadband	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 6

Long Service Award										
Enhanced overtime payments										
Standby Payments										
Subsistence Policy and Payments										
Sickness and other paid absences										
Redundancy Payments										

Appendix 6

Form A2

Equality Impact Assessment Please Explain

Stage 1 – Scoping and Defining			
(1) What are the aims and objectives of policy/service?	<i>The aim of the review is to consider alternative ways of reducing financial pressures, and addressing inequalities with current terms and conditions, without impacting on front line services and jobs</i>		
(2) How does the policy/service fit with the council's wider objectives?	<i>The review supports the Council's Fit for the Future Programme</i>		
(3) What are the expected outcomes of the policy/service?	<i>It is anticipated that the outcomes will ensure consistency and transparency in relation to the application of Terms of Conditions</i>		
Who is intended to benefit from the policy/service and in what way?	<i>The Council, the community and employees will benefit from the maintenance of front line services and jobs</i>		
(4) Does this policy/service have the potential to directly or indirectly discriminate against any particular group?	RACE YES/NO	AGE YES/NO	GENDER YES/NO
Please identify all groups that are affected and briefly explain why	RELIGION/BELIEF YES/NO	DISABILITY YES/NO	SEXUAL ORIENTATION YES/NO
(3)	MARRIAGE AND CIVIL PARTNERSHIP YES/NO	GENDER REASSIGNMENT YES/NO	PREGNANCY AND MATERNITY YES/NO
	Other – please specify		

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(5) Are there any obvious barriers to accessing the service?	None
(6) How does the policy/service contribute to promotion of equality?	The review promotes an equal, transparent and consistent approach to terms and conditions
(7) Does the policy/service have the potential to promote good relations between groups?	Our aim is to maintain good relationships amongst all groups
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the policy or service?	Benchmarked against other local authorities.
(2) What consultation/ information has been used? What new consultation, if any, do you need to undertake?	Full consultation with recognised unions and staff
<u>Stage 3 – Making a Judgement</u>	

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<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group?</p> <p>Is there any evidence of needs not being met? e.g. language or physical access barriers; lack of appropriate resources or facilities</p>	<p>The review of terms and conditions will be equally applied to all staff – there is therefore no direct discrimination.</p> <p>Essential Car User Allowance. The equality profile of employees who receive essential car user allowance is broadly reflective of the workforce profile.</p> <p>Occupational Sick Pay – this could detrimentally impact on those employees who need to take greater sickness absence and has the potential of impacting to a greater extent on disabled people. To mitigate against any disproportionate detrimental impact the Council will manage reasonable adjustments to the policy on a case by case basis</p> <p>Redundancy/Severance payment – a review of redundancy payments could have a greater impact on the compensation payable to longer serving members of staff. This is commensurate with legal practice</p> <p>No</p>
<p>(2) If there is an adverse impact, can this be justified?</p>	

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<p>(3) What actions are going to be taken to reduce or eliminate negative or adverse impact?</p>	On-going review																									
<p>(4) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?</p>																										
<p><u>Stage 4 – Action Planning, Review & Monitoring</u></p>																										
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EIA Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Action</th> <th style="width: 25%;">Lead Officer</th> <th style="width: 20%;">Date for completion</th> <th style="width: 20%;">Resource requirements</th> <th style="width: 10%;">Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
<p>(2) Review and Monitoring State how and when you will monitor policy and EIA Action Plan</p>	Reviewed Dec 2015																									

Once complete please save a copy of this EIA into the central drive **L:/Equalities & Diversity/EIA/year/relevant service area:**

An Equality Impact Assessment on this policy was undertaken on 1 December 2015 and will be reviewed on 1 December 2018.

Proposed Changes to Staff Terms and Conditions

14 March 2016

Phase 1 - planned implementation by June 2016

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 1</u></p> <p>Essential Car User Allowance (ECUA)</p> <p>No of staff receiving this: 117 (22% of staff)</p>	<p>The Essential Car User Allowance (ECUA) is based on the National Joint Council (NJC) scheme. The national scheme was originally developed many years ago in order to support staff who were required to purchase a car in order to undertake their duties; this was essentially because their job required them to undertake a significant amount of mileage per annum or they were required to carry bulky equipment in order to carry out their job. Eligible employees receive an annual lump sum at one of 3 rates, based on car engine size as follows:</p> <ul style="list-style-type: none"> • 451-999cc - £846 per annum • 1000-1199cc - £963 per annum • 1200 cc & above - £1,239 per annum. <p>(These rates may differ for TUPE transferred in staff)</p> <p>In some cases the ECUA has been used as a staff retention/attraction incentive. This is contrary to its purpose.</p>	<p>The ECUA has been identified as a key saving as part of the overall review.</p> <p>It is proposed that the ECUA should be withdrawn for all staff for the following reasons:</p> <ul style="list-style-type: none"> • It will realise significant savings for the Council • It is in line with modernised working practices as there is a business expectation that individuals who regularly travel as part of their day to day job will have access to a vehicle in order to efficiently carry out their contractual duties • Individuals will continue to receive recompense in the form of mileage rates; for a small amount of staff .this may mean an increase in the amount that they can claim per mile • The removal of the allowance will mean that all car users are treated the same • The change will mean that Warwick District Council is in line with other councils in not offering ECUA - 65% of Councils surveyed in LGA T&C Survey Dec 2014 no longer offer ECUA • 30 individuals (25% of those receiving it) receive ECUA despite doing less than 500 miles per year which is

Terms & Conditions	Current Situation	Proposal
		<p>unreasonable</p> <p>New ways of working will need to be considered as well as improved management of mileage and travel by line managers and staff E.g. review of the need to travel on Council business.</p> <p>Savings achieved = £92,600</p> <p><i>A number of different "buy out" offers have been put to the Unions. The latest proposal to recompense staff currently receiving ECUA is to recommend that staff have a choice in how they would receive the 'buy out' over 2 or 3 years as follows:</i></p> <p><u><i>Option A – 2 years</i></u></p> <p><i>June 2016 - March 2017 = 100% of current ECUA paid</i></p> <p><i>April 2017 - March 2018 = 100% of current ECUA paid</i></p> <p><i>April 2018 = ECUA withdrawn</i></p> <p><u><i>Option B – 3 years</i></u></p> <p><i>June 2016 - March 2017 = 100% of current ECUA paid</i></p> <p><i>April 2017 - March 2018 = 66% of current ECUA paid</i></p> <p><i>April 2018 – March 2019 = 33% of current ECUA paid</i></p> <p><i>April 2019 = ECUA withdrawn</i></p> <p><i>The 2/3 year buy out option will only be paid if individuals agree to use their own car for WDC business.</i></p>

APPENDIX 7

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 2</u></p> <p>Essential Car User (ECU) Mileage Rates</p> <p>No of staff claiming this: 117 (22% of staff)</p>	<p>Essential car users are currently eligible to claim for business mileage based on the engine size of their car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 36.9p for first 8,500 miles, 13.7p thereafter • 1000-1199cc – 40.9p for first 8,500 miles, 14.4p thereafter • 1200 cc & above – 50.5p for first 8,500 miles, 16.4p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed that the Essential Car User Mileage Rates should be amended for all staff to the HMRC rate of 45p per mile claimed (25p above 10,000 miles) regardless of engine size or type of car eg electric, for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate - 38% of Councils surveyed in LGA T&C Survey Dec 2014 pay HMRC rates for all claims • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all car users are treated the same <p>NB HMRC advises that electric car mileage rates should be reimbursed at the same rate as other mileage rates as the rates are not fuel dependent</p> <p>However, management acknowledge the comments relating to a need for increased management and staff controls on mileage and non-essential journeys</p> <p>Savings achieved (proposals 2 & 3) = £12,300</p>

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<p><u>Proposal 3</u></p> <p>Casual Car User (CCU) Mileage Rates</p> <p>No of staff claiming this:105 (20% of staff)</p>	<p>Casual Car Users are eligible to claim for business mileage based on the engine size of their car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 46.9p for first 8,500 miles, 13.7p thereafter • 1000-1199cc – 52.2p for first 8,500 miles, 14.4p thereafter • 1200 cc & above – 65p for first 8,500 miles,16.4p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed that the Casual Car User Mileage Rates should be amended for all staff to the HMRC rate of 45p per mile claimed (25p above 10,000 miles) regardless of engine size or type of car e.g. electric, for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate - 38% of Councils surveyed in LGA T&C Survey Dec 2014 pay HMRC rates for all claims • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all car users are treated the same • Car mileage policy to be clarified to ensure all staff claim on a uniform basis, eg how much to claim when going directly to an appointment from home. <p>NB HMRC advises that electric car mileage rates should be reimbursed at the same rate as other mileage rates as the rates are not fuel dependent</p> <p>However, management acknowledge the comments relating to a need for increased management and staff controls on mileage and non-essential journeys</p> <p>Savings achieved (proposals 2 & 3) = £12,300</p>

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<p><u>Proposal 4</u></p> <p>Mileage rate for Cycling on Council Business</p>	<p>Currently there is no reimbursement for mileage incurred whilst cycling on Council business.</p> <p>This is designed to complement the Cycle to Work Scheme which is being launched in January 2016</p>	<p>It is proposed to introduce a mileage rate at the HMRC rate of 20p per mile for mileage incurred when using a bicycle on Council business</p> <p>However, management confirm that there would be an expectation that cycling for business use purposes is only conducted when it is reasonable to do so and it supports service delivery needs</p>
<p><u>Proposal 5</u></p> <p>Mileage rate for using a Motorbike on Council Business</p>	<p>Currently staff are eligible to claim for use of a Motorcycle Allowance on council business, based on a percentage of the mileage allowance for a 999cc car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 10.725p for first 8,500 miles, 3.325p thereafter • 1000-1199cc – 11.725p for first 8,500 miles, 3.4p thereafter • 1200 -1450cc – 14.675p for first 8,500 miles, 3.95p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed to increase the mileage rate to the current HMRC rate of 24p per mile regardless of engine size for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all motorbike users are treated the same <p>However, management confirm that there would be an expectation that using a motorbike for business use purposes is only conducted when it is reasonable to do so and it supports service delivery needs</p>
<p><u>Proposal 6</u></p> <p>Car Parking Passes and Charging for Parking Passes</p>	<p>Currently all staff are entitled to receive a free car parking pass which enables them to park at Riverside House and certain other designated Council owned car parks in</p>	<p>It is proposed that staff retain a car parking pass as they currently are but they are made non-contractual pending the office</p>

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<p>No of staff receiving this: 400 (77% of staff)</p>	<p>the District.</p>	<p>relocation</p> <p>The current car parking arrangements ie spaces, passes and car parks remain unchanged.</p> <p>WDC Terms and Conditions are either contractual (the majority) or non-contractual. This proposal changes the current car parking arrangements to being offered on a non-contractual basis due to the pending relocation when car parking will be reviewed.</p>
<p><u>Proposal 7</u></p> <p>Weather wear/ PPE (Personal Protective Equipment) Allowances</p> <p>No of staff receiving this:47 (9% of staff)</p>	<p>Currently some staff receive an allowance of £3.62 per month to recompense them for purchasing PPE</p>	<p>Although there are minimal savings to be gained from this, it is proposed that the Weather wear/PPE Allowance be withdrawn for staff for the following reasons:</p> <ul style="list-style-type: none"> • The Allowance is inconsistently applied and no longer relevant • Uniform or protective equipment is purchased for staff when necessary <p>However, there is an understanding that staff will be provided with the necessary PPE to fulfil the role on a risk assessed basis</p> <p>Savings achieved = £350</p>
<p><u>Proposal 8</u></p> <p>Homeworking Allowance</p> <p>No of staff receiving this: 13 (2% of staff)</p>	<p>Currently staff who work all their time from home receive an Allowance of £25 per month</p>	<p>It is proposed that the Homeworking Allowance be withdrawn for staff for the following reasons:</p> <ul style="list-style-type: none"> • This payment was made when homeworking was first introduced. It is less relevant now, particularly as the Council moves towards relocation and more flexible ways of working

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		<ul style="list-style-type: none"> • Staff do derive other benefits from home working, including flexible working hours and savings from travelling from home to Council owned premises • Arrangements will be made for those staff who choose to no longer work from home to work from Council premises <p>However, existing staff currently working at home and receiving an allowance will have the choice to continue to work from home or attend an office if they prefer</p> <ul style="list-style-type: none"> • Savings achieved = £5,000
<p><u>Proposal 10</u></p> <p>Land line Telephone Line Rental and Broadband</p> <p>No of staff claiming this: 14 (3% of staff)</p>	<p>A number of staff are currently reimbursed for land line telephone line rental and broadband rental. Some of these staff are also receive a work mobile telephone</p>	<p>It is proposed that the reimbursement for landline telephone line rentals and broadband rental be withdrawn for staff for the following reasons</p> <ul style="list-style-type: none"> • To provide consistency across the Council • No longer relevant to current circumstances as mobile telephones are provided for staff who require them. <p>However, staff who require telephone access should be provided with a mobile phone</p> <p>Savings achieved = £3,000</p>
<p><u>Proposal 11 a</u></p> <p>Queen’s Garden Party tickets</p>	<p>The Council is invited annually to nominate 4 representatives to attend the Queen’s Garden Party - currently the Chairman attends with people</p>	<p>Proposal to reward long service of 20 years and above by annually selecting 4 names out of a draw of staff or Councillors to attend the Garden Party (any individual can</p>

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	of his/her choice	only attend on one occasion)
<p><u>Proposal 12</u></p> <p>Subsidised Sports Facilities</p> <p>No of staff having reduced fees: 25 (5% of staff)</p>	<p>At present staff are entitled to a reduced fee for use of WDC Sports Facilities on payment of a subscription as well as free swims at Council pools from 12-2pm on Tuesdays</p>	<p>Proposal to retain Subsidised Sports facilities for staff as they are currently but to make non-contractual</p> <p>The current subsidised sports facilities remain unchanged.</p> <p>However, the proposal is to change contractual arrangements to retain on a non-contractual rather than contractual basis pending the Leisure Development review.</p> <p>WDC Terms and Conditions are either contractual (the majority) or non-contractual. This proposal changes the current subsidised sports facility arrangements to being offered on a non-contractual basis due to the pending Leisure Development review.</p> <p>Alternative options will be explored as part of the Health and Wellbeing agenda</p>

Phase 2 – planned implementation by April 2017.

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 13</u></p> <p>Enhanced overtime payments</p>	<p>At present, overtime can be paid up to and including SCP 35 (top of E2) in accordance with the Local Conditions. In exceptional circumstances and only with Chief Executive</p>	<p>It is proposed to pay in line with the National Conditions of Service (Green Book) i.e. only pay enhancements to staff up to and including SCP 28 for the following reasons:</p> <ul style="list-style-type: none"> • There are variations in which staff

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	<p>prior approval, overtime may be paid to staff above E2 (i.e. Grade D and above) at a rate based on the maximum of Grade E2 (SCP 35).</p> <p>National Conditions state that up to SCP 28 it is paid at the actual rate, plus time and a half and double time as appropriate. However WDC operates under Local Conditions which are up to SCP 35 Over SCP 35 is paid at the enhanced hourly rate for SCP 35.</p>	<p>receive this</p> <ul style="list-style-type: none"> • The Council is out of step with National Conditions of Service as to what pay scale point is allowed for the enhanced rate and the enhancement paid. • There is a requirement to review this alongside a review of the need for shift working and a redesign of how services are delivered. <p>Consultation is continuing and a report with recommendations will be submitted to a future Employment Committee</p>
<p><u>Proposal 14</u></p> <p>Use of Stand by payments</p> <p>No of staff claiming this: 22 (4% of staff)</p>	<p>Some Services require staff to be on Stand by for which they receive a payment. The payments vary according to which department they work in and which days of the week are spent on standby. Please see Appendix 2</p>	<p>It is proposed that Stand By payments are reviewed and possibly removed for the following reasons:</p> <ul style="list-style-type: none"> • There is inequality on amount of payments given to different groups of people • Not all standby payments are relevant to current and future demands. <p>Consultation is continuing and a report with recommendations will be submitted to a future Employment Committee</p>
<p><u>Proposal 15</u></p> <p>Subsistence Policy & Payments</p>	<p>Subsistence allowances are currently paid to staff who are prevented by their official duties from taking a meal at their home, or establishment where they normally take their meals.</p> <p>Currently rates that can be claimed are:</p>	<p>It is proposed that a Subsistence Policy review is undertaken including a review of criteria for claiming, amounts that can be claimed and review ability to claim without a receipt. This is for the following reasons:</p> <ul style="list-style-type: none"> • There is a lack of clarity around what can be claimed for • A review of rates is required to

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	<ul style="list-style-type: none">• Breakfast £7.01• Lunch £9.66• Tea £3.81• Evening Meal £11.96• Out of Pocket Expenses £5.49 per day, £22.06 per week No receipt is needed	ensure rates are still relevant Consultation is continuing and a report with recommendations will be submitted to a future Employment Committee
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