

# Public Document Pack



Ribble Valley  
Borough Council

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Dear Councillor

The next meeting of the **PERSONNEL** Committee will be held at **6.30 pm** on **WEDNESDAY, 18 JANUARY 2023** in the **Council Chamber**.

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

### ITEMS FOR DECISION

5. **LGA DEBATE NOT HATE CAMPAIGN** (Pages 7 - 8)  
Report of Director of Resources - enclosed
6. **PAY POLICY STATEMENT 2023/24** (Pages 9 - 30)  
Report of Director of Resources – enclosed
7. **PROPOSED CHANGES TO ANNUAL LEAVE** (Pages 31 - 34)  
Report of Director of resources - enclosed

### ITEMS FOR INFORMATION

8. **ANNUAL REVIEW OF UNION FACILITIES AGREEMENT** (Pages 35 - 40)

Report of Director of Resources - enclosed.

9. **E-RECRUITMENT SYSTEM UPDATE** (Pages 41 - 46)

Report of Director of Resources - enclosed

10. **MINUTES OF WORKING GROUPS**

11. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

12. **EXCLUSION OF PRESS AND PUBLIC**

**ITEMS FOR DECISION**

13. **HR DATA RETENTION POLICY** (Pages 47 - 64)

Report of Director of Resources - enclosed

14. **PAYMENT OF HONORARIA** (Pages 65 - 68)

Report of Director of Resources – enclosed

**ITEMS FOR INFORMATION**

15. **GENERAL STAFFING UPDATE** (Pages 69 - 74)

Report of Director of Resources enclosed.

Electronic agendas sent to members of Personnel – Councillor Susan Bibby (Chair), Councillor Stephen Atkinson, Councillor Richard Bennett, Councillor Angeline Humphreys, Councillor Donna O'Rourke, Councillor David Peat OBE, Councillor Sarah Rainford (Vice-Chair), Councillor Jennifer (Jenni) Schumann and Councillor Robert Thompson.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

## Minutes of Personnel

Meeting Date: Wednesday, 26 October 2022, starting at 6.30 pm  
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson	D O'Rourke
R Bennett	D Peat
A Humpheys	J Schumann

In attendance: Chief Executive, Head of Human Resources and Director of Resources

### 405 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors S Rainford and R Thompson.

### 406 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31 August 2022 were approved as a correct record and signed by the Chairman.

With reference to minute number 248 Update on National Pay Consultations 2022/23, The Head of Human Resources updated Committee. Following consideration, Unison and GMB members had voted to accept the pay offer, however, Unite members had voted to reject. A meeting of the Joint Trade Unions was scheduled on 1 November 2022 to agree a final decision.

### 407 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

### 408 PUBLIC PARTICIPATION

There was no public participation.

### 409 EU POLICY CHANGES

The Director of Resources submitted a report updating members on the impact of EU Policy Changes.

Following the UK's departure from the EU, new guidance from the government was expected on how employment laws would change. The report explained that under the Retained EU Law (Revocation and Reform) Bill, all retained EU law contained in domestic secondary legislation would be revoked on 31 December 2023 unless a decision had been made to preserve it. Over the coming months government departments would decide which retained EU law could expire, and which should be incorporated into domestic law. Employers would then have a fixed period of time to change and implement new policies.

Over the next 15 months there would be a stream of updates which HR would track and manage accordingly. This would be a large task, with any changes requiring ratification by CMT, and Committee to approve new policies.

The report explained that although the Council's expert HR advice was provided by North West Employers (NWE) approval was sought to purchase CIPD inform for 5 years at a members cost of £55 per month, funded from the Subscriptions budget. This would provide access to the Chartered Institute of Personnel and Development (CIPD) and their instant employment law updates, policies, templates, and podcasts, which would be up to date in line with changing legislation. This would also provide pay calculations which would potentially change under REUL, enabling us to enact instant change.

RESOLVED THAT COMMITTEE:

1. Note the impact of the EU Policy changes as set out in the report.
2. Agree to purchase CIPD inform for 5 years at a members cost of £55 per month.

410 WORKFORCE PROFILE 2022

The Director of Resources submitted a report updating members on the Workforce Profile 2022 which was published annually in compliance with the Equality Act 2010.

The report listed the protected characteristics that it was unlawful to discriminate against under the Equality Act and explained the duties that those subject to the equality duty must have due regards to. The latest Workforce Profile Report as at 31 March 2022 was included in the report, and had been published on the Council's website in accordance with the requirements of the specific duty. The data provided a comprehensive overview of the current workforce and was useful for workforce planning as well as meeting the requirements of the Equality Act 2010.

411 IMPLEMENTATION OF NEW RECRUITMENT SYSTEM AND REVIEW OF CURRENT RECRUITMENT PRACTICES

The Director of Resources submitted a report informing members regarding the implementation of a new e-recruitment system.

In March 2019, the Council had approved a capital bid for a new e-recruitment system at a cost of £22,500 for implementation in the financial year 2023/24. The report noted that, in regards to procurement, the Council were in the process of investigating possible systems in line with Contract Procedure Rules.

As part of the implementation of the new system, review would be required of current HR processes, candidate specifications, and job descriptions, for consistency. Training would also be needed for managers. Undertaking the process would provide the Council with a future proof provision and a robust system for auditing. Further information would follow in due course.

412 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

413 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

414 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

415 REQUEST FOR HONORARIUM

The Chief Executive submitted a report requesting that Committee authorise a payment of honorarium to a member of staff in the Council's Legal Team.

The report explained that following a period of absence from 7 February 2021, the Council's Legal Officer left the Council on 4 April 2021. The post had since remained vacant. The report listed the work and service improvements that had been carried out by the member of staff, and the exceptional service that had been provided. There had been a significant saving to the authority, and the report provided the basis for calculation of the payment of Honorarium that was proposed.

It was noted at the meeting that the member of staff was still continuing to cover the additional duties.

RESOLVED THAT COMMITTEE:

Agree to an honorarium payment to the member of staff as set out in report, in recognition of exceptional service during the period 23 March 2021 to 30 September 2022.

416 REVIEW OF LEGAL SERVICES

The Chief Executive submitted a report requesting Committee approve the proposed restructure of Legal Services.

The report explained that the Council had two posts within the legal department, Legal Officer and Legal Assistant, which dealt with all property related issues, Section 106 agreements for planning, debt collection, Freedom of Information Act and Environmental Information Regulation requests. The report explained that a review had been conducted which confirmed there were insufficient resources and/or expertise within the two posts to provide the appropriate level of service.

A bid for growth had been submitted in November 2021 proposing that the vacant post of Legal Officer be deleted and replaced by a new post of Lawyer (Property and Commercial) and that the Legal Assistant post be made a full-time position. Due to financial constraints when setting the current year's revenue budget all bids for growth were set aside. Since then however it was agreed bids could proceed if savings could be identified to finance them.

Consideration was then given to a new Lawyer (Property and Commercial) post on a part time basis instead of full time along with the proposal to make the Legal Assistant

post full time from part time. The report explained the responsibilities and proposed responsibilities of each position and set out the financial implications in detail. Overall the result would be a saving of £5,440 to the Council. CMT had considered and supported this proposal on 12 October 2022.

RESOLVED THAT COMMITTEE:

1. Approve the deletion of post of Legal Officer from the establishment;
2. Approve the inclusion of new post of Lawyer Property and Commercial (0.5FTE) within the establishment;
3. Approve the increase of contractual hours for the post of Legal Assistant from 18.5 to 37; and
4. Approve the creation of a job share for the post of Legal Assistant.

417

GENERAL STAFFING UPDATE

The Director of Resources submitted a report informing members of general staffing matters since the last committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training and retirements.

The report noted that 6 new staff had been appointed between 16 August 2022 and 15 October 2022 and that there had been 4 leavers in the same period. The report also noted that 3 members of staff had commenced Qualification training.

The meeting closed at 6.52 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 18 JANUARY 2023  
title: LOCAL GOVERNMENT ASSOCIATION DEBATE NOT HATE CAMPAIGN  
submitted by: HEAD OF HUMAN RESOURCES  
principal author: DIRECTOR OF RESOURCES

### 1 PURPOSE

- 1.1 To consider whether to sign up to the LGA's Debate Not Hate campaign

### 2 BACKGROUND

- 2.1 Seven in ten councillors reported experiencing abuse or intimidation in the last year according to the LGA's 2022 councillor census. LGA state they are starting to build a picture of the level of abuse and intimidation councillors receive on a daily basis for simply carrying out the role in their community.

### 3 ACTION BEING TAKEN BY LGA

- 3.1 The LGA has launched a new toolkit which outlines different ways councils and councillors can support the Debate Not Hate campaign objectives and take action.
- 3.2 Since launching the Debate Not Hate campaign in June at the LGA's annual conference, over 400 councillors have signed up to LGA's public statement where councils are committing to tackle this issue, publicly denouncing the unacceptable abuse councillors and officers face.
- 3.3 LGA's Debate Not Hate campaign aims to raise public awareness of the role of councillors in their communities, encourage healthy debate and improve the responses and support for local politicians facing abuse and intimidation.
- 3.4 The LGA's Debate Not Hate campaign also aims to tackle the abuse and intimidation councillors face from the public for carrying out their role. The new Debate Not Hate toolkit is aimed at engaging councillors and councils with the campaign suggesting actions to push for change and raise awareness of this important issue.
- 3.5 The campaign promotes the use of several posters, banners, press releases and backgrounds.

### 4 ISSUES

- 4.1 With the local elections planned for May 2023, the use of this campaign may be timely for internal and external communications.

### 5 RECOMMENDED THAT COMMITTEE

- 5.1 Agree to support the LGA's Debate Not Hate campaign.

HEAD OF HUMAN RESOURCES

DIRECTOR OF RESOURCES

P3-23/DES/AC  
5 January 2023

BACKGROUND PAPERS: Debate Not Hate Guidelines attached

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 18 JANUARY 2023  
title: PAY POLICY STATEMENT 2023/24  
submitted by: DIRECTOR OF RESOURCES  
principal author: HEAD OF HUMAN RESOURCES

### 1. PURPOSE

1.1 To review, approve and adopt the Council's Pay Policy Statement for 2023/24 in accordance with the Localism Act 2011.

1.2 To recommend the Council's Pay Policy Statement for 2023/24 to Full Council for approval.

1.2 Relevance to the Council's ambitions:

- Council's Ambitions: The effective control and implementation of remuneration across the organisation supports our ambition to be a well-managed Council.
- Corporate Priorities: This policy contributes to the priority to maintain critical financial management and controls, and ensure the authority provides Council taxpayers with value for money.
- Other considerations: None.

### 2. BACKGROUND

2.1 The Localism Act came into force on 15 November 2011. Sections 38-43 of the Act refer to 'Pay Accountability' and sets out the requirements for Councils to determine and publish an Annual Pay Policy Statement.

2.2 The purpose of the Pay Policy is to ensure there is transparency as to how pay and remuneration is set by the Council, for all of its employees and particularly for its most senior level posts.

2.3 The Council was required to publish its first Pay Policy Statement by 31 March 2012. Thereafter, the Policy must be reviewed annually and approved by Full Council prior to the end of March each year.

### 3. ISSUES

3.1 The current policy has been reviewed and updated and the Pay Policy Statement for 2023/24 is attached at Appendix A.

3.2 The Pay Policy sets out the existing approach to the remuneration of all posts within the Council. In particular it specifies certain mandatory requirements that must be detailed within the Policy. This refers to:

- the pay structure of the Council and how it is set;
- Senior Management Remuneration, providing details of the pay grade for posts defined as Chief Officer and the accompanying allowances;
- the recruitment arrangements for a Chief Officer;

- the relationship between the salaries of Chief Officers and other employees;
  - details of the lowest paid posts within the Council;
  - Employer's Pension Contribution details;
  - termination of employment payments.
- 3.3 Any changes to the Pay Policy Statement need to be approved by Full Council and then the revised statement must be published on the Council's website from 1 April 2023.
4. RISK ASSESSMENT
- 4.1 The approval of this report may have the following implications:
- Resources: No financial implications.
  - Technical, Environmental and Legal: Failure to comply with the requirements of the Act could result in sanctions.
  - Political: There are no political implications.
  - Reputation: Failure to comply could result in negative publicity and potentially on a national scale.
5. RECOMMENDED THAT COMMITTEE
- 5.1 Receive the report.
- 5.2 Recommend the Pay Policy Statement for 2023/24 for approval by Full Council at its meeting on 7 March 2023.

DAWN EVANS-STOREY  
HEAD OF HR

JANE PEARSON  
DIRECTOR OF RESOURCES

P1-23/DES/AC  
5 January 2023

BACKGROUND PAPERS

APPENDIX A  
Pay Policy Statement 2023/24

For further information please ask for Dawn Evans-Storey, ext 4402.



Ribble Valley  
Borough Council

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# **PAY POLICY STATEMENT 2023/2024**

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## **1. Introduction and Purpose**

- 1.1 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 (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Sections 38 and 43 of the Localism Act 2011, and the ‘Openness and accountability in local pay: Guidance under section 40 of the Local Government Act 2011 – supplementary guidance’, which requires the council to produce a policy statement that covers a number of matters concerning the pay of the Council’s staff, principally Chief Officers.
- 1.2 The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying:
- the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its most senior staff;
  - the Committee(s) responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the Council.
- 1.3 Once approved by the Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, the policy for the next financial year being approved by 31<sup>st</sup> March each year.
- 1.4 This document also sets out details of local arrangements regarding elements of pay and reward for Council staff below Chief Officer grade. It is additional to the National Joint Council for Local Government Service’s National Agreement on Pay and Conditions of Service (commonly referred to as ‘the Green Book’) and as such is incorporated into the terms and conditions of employment of all Ribble Valley Borough Council employees.

It also ensures that the Council maintains a consistent approach to pay in line with budgetary limitations and management of the Council’s finances.

## **2. Other legislation relevant to pay and remuneration**

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

## **3. Definition of Officers Covered by the Policy Statement**

- 3.1 This policy statement is required to cover “chief officer” posts as defined in the Localism Act 2011.

For Ribble Valley Borough Council these are:

- a) The Chief Executive (Head of Paid Service)
- b) Director of Resources (Section 151 Officer responsible for the administration of the authority’s financial affairs)
- c) Director of Community Services
- d) Director of Economic Development and Planning

- e) Service Heads
  - Head of Cultural and Leisure Services
  - Head of Engineering Services
  - Head of Environmental Health
  - Head of Financial Services
  - Head of HR
  - Head of Legal and Democratic Services (Monitoring Officer)
  - Head of Development Management and Building Control
  - Head of Regeneration and Housing
  - Head of Revenues and Benefits

3.2 It should be noted that, whilst within the terms of the Act, the posts listed at 3.1e above may fall within the wide definition of Chief Officer posts; they are not designated as such within the Council.

#### 4. Pay Structure

4.1 The Council has a locally agreed pay spine(s) with locally agreed grades (ie a defined list of salary points) which determines the salaries of the large majority of its workforce.

4.2 In Autumn 2021 a pay review was carried out which looked at the reasons for our recruitment and retention difficulties and whilst several factors were identified, pay and conditions of service were the main ones. A benchmarking exercise was carried out that showed that pay had fallen behind some neighbouring authorities, particularly for professional and technically qualified staff . The review also found that the pay line and differentials established under job evaluation had been eroded over time through national pay awards being bottom loaded to raise the pay of lower paid staff.

4.3 The Council therefore agreed a new pay line and pay scales in order to restore some of the differentials that were in place when Job Evaluation was carried out in order to make the Council's pay more competitive when compared with other local authorities. Whilst no changes were made to the pay scale of any jobs, the spinal column points within salary scales were adjusted

4.4 The latest pay scales are shown below:

SCALE	PAY SCALE WEF 1 APRIL 2022 (AT TIME OF PREPARATION OF THIS STATEMENT)	RVBC SCALE POINTS
1a	£20,441	scp 2
1b	£20,812- £21,189	scp 3- 4
2	£21,189 - £21,575	scp 4 - 5
3	£22,369 - £22,777	scp 7- 8
4	£23,620 - £24,948	Scp10 - 13
5	£26,357- £27,852	scp 16 - 19
6	£28,900 - £31,099	scp 21 - 24
SO1	£32,909 - £35,411	scp 26 - 29
SO2	£35,411 - £38,296	scp 29 - 32
PO1-4	£37,261 - £40,478	scp 31 - 34
PO2-5	£38,296 - £41,496	scp 32 - 35
PO5-8	£41,496 - £44,539	scp 35 - 38
PO6-9	£42,503 - £45,495	scp 36 - 39
PO10-13	£46,549 - £49,590	scp 40 - 43
	<b>HEADS OF SERVICE</b>	
PO16 -19	£52,668 - £55,904	scp 46 - 49
PO 23 -26	£60,291 - £63,569	scp 53 - 56

A Job Evaluation points scale is attached at Appendix 1 together with the procedure for ongoing evaluation of posts.

- 4.2 The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine.
- 4.3 Following the completion of Job Evaluation there are no remaining bonus or shift allowance payments in operation across the Council.
- 4.4 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. These are outlined at Appendix 2.
- 4.5 In determining its grading structure and setting remuneration levels for any posts which fall outside its scope, 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.
- 4.6 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied where necessary to secure the best candidate. Where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example redeployment or flexible retirement, this is approved in accordance with written procedures.
- 4.7 From time to time it may be necessary to take account of the external pay levels in the labour 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 data sources available from within the local government sector and outside, as appropriate. Further detail on the application of market supplements is attached at Appendix 3.
- 4.8 Any temporary supplement to the salary scale for the grade is approved in accordance with this Pay Policy.
- 4.9 There are a number of pay points within each salary band. For staff not on the highest point within the band, there is a system of annual progression to the next point on the band.
- 4.10 There are a small number of career-graded posts within the Council where advancement through a grade is based on achievement of relevant qualifications and the acquisition of practical experience. A job description has been created to cover each stage of the career in order to assess advancement through the grade. The current list of career-graded posts is attached at Appendix 4.
- 4.11 **Additional**
  - 4.11.1 Pay is calculated on the basis of Annual Salary divided by 365 days. Salaries are paid 2 weeks in arrears and 2 weeks in advance on the 15<sup>th</sup> of the month.
  - 4.11.2 The Chief Executive/Director of Resources is authorised to write off any over payment of salary in exceptional circumstances eg death in service.
  - 4.11.3 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration e.g. honoraria, ex gratia,

'acting up' relating to temporary additional duties are as agreed by Personnel Committee.

4.11.4 In addition to basic salary, staff (including Chief Officers) are, or may be, eligible for other payments under the Council's existing policies, for example reimbursement of motoring expenses for business travel.

4.11.5 Pay Protection – where a member of staff is placed in a new post and the grade is below that of their previous post eg as a result of restructuring, pay protection at the level of their previous post is paid for 12 months. (Pay Protection would not apply where a move to lower graded jobs is the result of a disciplinary sanction.)

Any annual pay awards will continue to be applied. This protection period will also apply in any re-deployment situations where a member of staff is re-deployed to a lower graded post.

Where the employee is a member of the Local Government Pension Scheme and their income has reduced at the end of the protection period a certificate will be issued to protect the value of their pension.

This means that if their pay has been reduced through circumstances beyond their control within the last ten years then their final pay will be the best years pay in the last three years, or the best consecutive three year average in the last ten years.

4.11.6 Professional Fees – The Council pays for or reimburses the cost of one practicing certificate fee or membership of a professional organisation provided it is relevant or essential to the post that an employee occupies within the council. This is relevant to some Chief Officers.

## **5. Senior Management Remuneration**

5.1 For the purposes of this statement, senior management means 'chief officers' as defined within the Localism Act. The posts falling within the statutory definition are set out in section 3 above.

## **6. Chief Executive Remuneration**

6.1 The post of Chief Executive (which also acts as Head of Service) is paid a salary which falls within a range of 5 incremental points between £104,982 and a maximum of £114,189. The postholder also acts as the Returning Officer for which additional fees are payable in relation to specific election based activities.

## **7. Returning Officer Fees**

7.1 In accordance with the national agreement the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer, Counting Officer and similar positions which he or she performs subject to the payment of pension contributions thereon. Where appropriate fees for Returning Officer and electoral duties are identified separately for local government elections, elections to the EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific election duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.

## **8. Directors**

8.1 The Council has three Directors. The salary of posts designated as Director fall within a range of 5 incremental points between £83,530 and a maximum of £91,083 p.a. Directors are also entitled to a lease car contribution of up to a maximum 7.5% of salary p.a.



## **9. Heads of Service**

- 9.1 There are 9 Heads of Service. The salary package of Heads of Service falls within two bands as outlined at point 4.4 above. Heads of Service are also entitled to a lease car contribution of up to a maximum 7.5% of salary p.a.

## **10. Other Chief Officers Conditions of Service**

- 10.1 Chief Officers are entitled to a lease car contribution up to a maximum of 7.5% of salary p.a.

- 10.2 Other terms and conditions of service are in accordance with:

Chief Executive - The Joint Negotiating Committee for Local Authority Chief Executives.

Directors - The Joint Negotiating Committee for Local Authority Chief Officers.

Heads of Service - The Joint Negotiating Committee for Local Government (Green Book).

## **11. Recruitment of Chief Officers**

- 11.1 The Council's policy and procedures with regard to recruitment of Chief Officers is set out within Part 4, Section 33 of the Constitution.

- 11.2 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Recruitment and Selection Policy as approved by Personnel Committee.

- 11.3 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Any proposal to offer a large salary package in excess of £100,000 (as per the recommendation of the Secretary of State's supplementary guidance) must be approved by Full Council. A salary package includes salary, any bonuses, fees or allowances routinely payable to an appointee and any benefits in kind to which the officer is entitled as a result of their employment.

- 11.4 Where the Council is unable to recruit Chief Officers, or there is a need for interim support to provide cover for a substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals. The Council does not currently have any Chief Officers engaged under such arrangements.

- 11.5 The Council will not enter into any arrangements in the employment of Chief Officers which would or be perceived to be an arrangement to minimise an individual's tax liability.

## **12. Pension Contributions**

- 12.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The Council contributes to the Local Government Pension Scheme for all its employees equally. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and is reviewed on a triennial basis. For 2023/24 following the triennial actuarial review the employer contribution rate will be as follows:

<b>Following actuarial review wef 1/4/23</b>	<b>Employer Contribution rate</b>
2023/24 Future Service Rate	20.0%
2023/24 Less Surplus	-5.8%
2023/24 Contribution Rate	14.7%

- 12.2 The latest available employee contribution rates by salary band for 2022/23, which are defined by statute are:

<b>Full time salary</b>	<b>Employee Contribution rate</b>
Up to £15,000	5.5%
£15,001 - £23,600	5.8%
£23,601 - £38,300	6.5%
£38,301 - £48,500	6.8%
£48,501 - £67,900	8.5%
£67,901 - £96,200	9.9%
£96,201 - £113,400	10.5%
£113,401 - £170,100	11.4%
£170,101 or more	12.5%

- 12.3 The employee contribution rates and bands for 2023/24 are not yet available.

### **13. Payments on Termination**

- 13.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers is set out within its Redundancy policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

At the time of preparation of this pay policy, the policy is:

- to pay statutory redundancy payments in accordance with the Employment Relations Act 1998, which provides for a maximum calculation of up to 30 weeks' pay. The payment will be based on an employee's actual weekly salary rather than the figure set by the Government.
- 13.2 Any proposal to offer a large severance package beyond a particular threshold must be approved by Full Council. The Secretary of State for Local Government recommends that this threshold should be set at £100,000. When presenting information to Full Council, the components of any severance package will be clearly outlined. These components may include: salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid.
- 13.3 For all permanent employees (including Chief Officers) where there is an option for early retirement, the terms of the Council's Early Retirement Policy will apply (See Appendix 5).

#### 14. Lowest Paid Employees

- 14.1 The Council complies with the National Joint Council – Pay and Conditions of Service. The minimum salary the Council pays in accordance with the National Conditions of Service is spinal column point 2 of the pay scale, which as at 1 April 2022 equals £20,441 per annum.

Spinal Column Point	Salary Scale	Salary (per annum)
2	1A	£20,441

Progression through the grade occurs through the payment of an additional annual increment on 1 April each year.

Part-time posts are paid the same salary, but on a pro-rata basis.

The Council employs Apprentices who are paid in accordance with the National Minimum Wage rates for Apprentices.

- 14.2 Currently, the lowest paid persons employed under a contract of employment with the Council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure, with the actual lowest salary as at 1 April 2022 being spinal column point 2 - £20,441. This relates to the employment of a cleaner.

#### 15. Relationship between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers

- 15.1 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
- 15.2 The highest paid salary in the Council is to the Chief Executive with a mid-point salary of £109,485. Set out below is the relationship between the Chief Executive's salary and the median and Lowest salaries within the Council.
- 15.3 The mid point salary for Chief Officer salaries is £71,876.
- 15.4 Set out below is the relationship between the Chief Officer's salaries and the median and lowest salary.

Post	Mid point salary	Benchmark Salary (Median)	Ratio
Chief Executive	£109,485	£24,054	1:4.6
Chief Officers	£71,876	£24,054	1:3.0
Post	Mid point salary	Benchmark salary (Lowest)	Ratio
Chief Executive	£109,485	£20,441	1:5.4
Chief Officers	£71,876	£20,441	1:3.5

The Council does not have a policy of maintaining or reaching a specific pay multiple. However, the council is conscious of the need to ensure that the salaries of its highest paid employee is not excessive and is consistent with the needs of the Council.

#### 16.

## **Gender Pay Gap Reporting**

16.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations came into effect in March 2017. They require that organisations with 250 employees or more publish a series of statistics covering a number of different measures of the gap between total pay of male and female employees. The Council employs under 250 staff so there is no requirement to publish at present.

## **17. Accountability and Decision Making**

17.1 In accordance with the Constitution of the Council, the following Committees are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council: Personnel Committee and Full Council.

## **18. Publication**

18.1 Upon approval by the Council, this statement will be published on the Council's Website [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

18.2 In accordance with regulation 7 of the Accounts and Audit (England) Regulations 2011, for posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

The Statement of Accounts is available on the Council's website.

18.3 Also, in accordance with the Local Government Transparency Code 2014, the Council will place a link to the following data on its website:

Senior Salaries:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- details of remuneration and job title of certain senior employees whose salary is at least £50,000
- the names of any employees whose salary is £150,000 or more
- a list of responsibilities (eg the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits in kind', for all employees whose salary exceeds £50,000.

## APPENDIX 1

### JOB EVALUATION POINTS SCALE

Grade	Points
1a	182 - 225
1b	226 – 245
2	246 – 281
3	282 – 347
4	348 – 395
5	396 – 425
6	426 – 489
SO1	490 – 517
SO2	518 – 527
PO 1-4	528 – 543
PO 2-5	544 – 595
PO 5-8	596 – 625
PO 6-9	626 – 689
PO 10-13	690 +

#### Ongoing Job Evaluation

All new posts created within the authority will be evaluated under the Job Evaluation system.

Job descriptions are reviewed annually as part of the performance appraisal process. If during such a review the duties of a particular post have changed significantly since the original evaluation, an updated job description, job title and additional information sheet, must be agreed with the individual and relevant Head of Service and approved by the Director, and then submitted for re-evaluation, following which any score will then be moderated by Corporate Management Team (CMT). The decision of CMT is final and there will be no right of appeal.

To qualify for a re-evaluation, duties must have changed substantially and that change must be permanent. A change in 'volume' or throughput does not necessarily constitute a significant change. Also, where it is claimed that duties have increased there must be clear evidence as to where the additional duties have come from eg new legislative requirements, new Central Government requirements. If tasks have been acquired from other posts then those posts will also need job descriptions updating and re-evaluation. Any re-valuation would be carried out by the Head of HR and UNISON branch representative, and moderated as above.

Please note: during any re-evaluation all aspects of a post will be considered, not just the proposed additional duties.

### Weekend Working

Remuneration arrangements for weekend working are in accordance with the terms outlined in the National Agreement on Pay and Conditions of Service (the Green Book).

### Overtime

Overtime rates only apply after full time hours have been worked in the week, and for posts paid up to and including scp 24. In these circumstances employees will receive payment at the following rates:

Monday to Saturday	–	time and a half.
Sundays, public and extra statutory holidays	–	double time (min 2 hours).

Overtime can only be worked with the permission of an authorised Officer. Any hours worked for posts paid above scp 24 should be recorded as lieu time and must be agreed in advance by an authorised Officer.

### Bank Holiday Working

Remuneration arrangements for Bank Holiday working are in accordance with the terms outlined in the National Agreement on Pay and Conditions of Service (the Green Book).

NB. Staff whose contract arrangements and practices involve working on public or statutory holidays or additional days receive a day's leave in lieu for any such days worked.

### Sick Pay

Arrangements for entitlement to sick pay are in accordance with the terms outlined in the National Agreement on Pay and Conditions of Service (the Green Book).

### Call Out Allowance

The Council's arrangements for out of hours contact applies to employees listed in the Council's Emergency Plan, who may be called upon to attend work in respect of emergency arrangements.

If staff are called out they receive the following payments:

Salary on scp 1 – 2	Fixed payment of £15.26 plus the appropriate overtime rate payable.
Salary between scp 3 – 24	Fixed payment of £21.54 plus the appropriate overtime rate payable.
Salaries over scp 24	Fixed payment of £49.63 plus time off in lieu

These rates are reviewed and updated in accordance with Pension Scheme revisions.

A disturbance allowance of £9.46 is payable when an employee is contacted out of hours by telephone. If they then need to attend to an incident they will receive a callout allowance as outlined above but not the disturbance allowance. In exceptional circumstances these arrangements may be varied.

### Market Supplements

#### Introduction

Pay is an important element in recruitment and retention, and if the Council is significantly and demonstrably below the market rate and unable to recruit or retain appropriate staff, then market supplements will be considered.

Market supplements will be used in a manner that:

- Helps preserve the integrity of the grading system
- Is fair and transparent
- Is consistent with equal opportunities policy and Equal Pay considerations

#### Policy

Market supplements will normally be considered where there is difficulty recruiting staff following two advertisements within six months and a subsequent risk assessment carried out by the Head of Service in the Request to Re-appoint procedure, indicates potential recruitment difficulties. There would need to be investigation and analysis by the manager and Human Resources to be sure that pay is the critical factor and this may involve local benchmarking where appropriate. There could be other reasons why people do not apply (eg hours of work, location, nature of the work, not advertising in the correct press). Consideration may also need to be given to amending the person specification of the post.

A market supplement will also be considered if retention problems are being encountered either for a job family or an individual key post. Again, it is important to investigate the reasons for retention difficulties to establish that pay is the principal and primary reason. There could be many other factors, such as staff not being able to make full use of their skills, working conditions, career development, management or training and development opportunities.

The market with which a comparison is being made will need to be carefully established. If comparison is being sought with the private sector, then the total recruitment package should be compared. A private sector company may have a higher salary but other conditions may not be as attractive, eg. hours of work, pension, access to training and development opportunities, etc.

Where possible a reliable, reputable salary survey will be used as a comparator rather than specific jobs from other sources although these can be added to build up a comprehensive set of comparative data. The National/Regional Employers Organisation will be used as a key source, supplemented by other means. Where data is not readily available the Human Resources Section will advise on the process for assembling comparative data.

Care should be taken to compare like with like (ie just because a job has the same title, the job content, responsibilities and remit could be vastly different).

#### Procedure

Where a Head of Service has severe recruitment or retention difficulties, s/he should discuss these with HR who will advise on a range of options to investigate and to solve the difficulties. These could include:

#### Recruitment

- advertise in different press
- advertise in different area
- change the advertisement

- redesign the job
- consideration of flexibility over hours of work
- part-time / job share
- a survey of the people who apply for a recruitment pack but who do not convert to applicants
- a salary survey

If consideration of other factors is unlikely to resolve the problem and a survey of salaries shows that Ribble Valley Borough Council pay is below the appropriate market, then a report to pay a market supplement should be submitted to CMT and then Personnel Committee for approval. The Director of Resources should be consulted to cost the proposal and the Head of Service must be able to identify the resources to meet the cost of the market supplement. The market supplement will not exceed 4 increments.

If the post is one of a number of posts having identical duties, the market supplement will be applied to staff currently in post.

The market supplement will be superannuable and clearly distinguishable from basic pay. It will be reviewed when the post becomes vacant and in any event, after 2 years and every 12 months thereafter. If a further salary survey shows that there is no longer a pay differential, this will justify the removal of the supplement.

If the market supplement is withdrawn, it will be removed after 12 months.



**CAREER GRADED POSTS**

Audit Technician	grade 2/3/4
Environmental Health Technician (Food, H&S)	grade 4/5/6
Environmental Health Technician (Pollution)	grade 4/5/6
Cemetery & Grounds Maintenance Officer	grade 5/6
Assistant Planning Officer	grade 4/5/6
Assistant Planning Officer	grade 4/5/6
Assistant Planning Officer (Forward Planning)	grade 4/5/6
Building Surveyor	grade 6/SO1
Building Surveyor	grade 6/SO1
Building Surveyor	grade 6/SO1
Principal Surveyor	grade PO5-8



Ribble Valley  
Borough Council

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[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

# EARLY RETIREMENT POLICY

## **1. Intention**

- 1.1 The intention of the scheme is to enable the Council to retain maximum flexibility in any situation where it needs to reduce the number of employees or otherwise change the establishment of any department or section. Reorganisation in order to improve the efficiency of a department will also be considered as part of the scheme.

## **2. Scope**

- 2.1 This policy applies to all Ribble Valley Borough Council employees but the provisions regarding pension benefits apply to members of the Local Government Pensions Scheme only.

## **3. Principles**

- 3.1 Employees 55 years of age or over may be eligible for early retirement:
- At the employee's request but subject to the Council's consent. In these circumstances pension benefits may be subject to an actual reduction.
  - In the interest of avoiding redundancies. Employees who apply for early retirement in such circumstances will be able to access their pension without an actuarial reduction.
  - In the interest of facilitating restructuring and/or to improving the effectiveness of the service. Personnel Committee will decide on the merits of each case following the presentation of a robust business case by the relevant Director. If successful, the employee will receive their pension without actuarial reduction.
  - Gradual/phased retirement by reducing their hours of work or taking a less well-paid job.
- 3.2 In cases of early retirement, employees will not receive any redundancy payments.
- 3.3 The Service benefitting from the increased efficiency will finance any extra costs.

## **4. Procedure**

- 4.1 An employee considering requesting early retirement would first discuss the position with a member of the HR section. The employee can ask that the enquiry is "in confidence" at this stage.
- 4.2 The employee may then apply in writing to the HR section for a more detailed pension benefits statement because he/she is seriously considering the possibility of early retirement/. The relevant Director will be notified at this stage and the employee will be informed whether an application would be likely to fulfil the Council's criteria for early retirement ie:

### *Key criteria:*

- (i) Staff must be age 55 or above to apply for early retirement and the Council will take account of the age, years of service in the pension scheme and years of service with Ribble Valley Borough Council, of the employee involved.
- (ii) The maximum enhancement the Council will, at their discretion allow, should be  $6\frac{2}{3}$  years.

- (iii) The additional cost to the Council of any early retirement (both lump sum and ongoing pension) must be at least offset by savings directly arising from staff changes following the retirement.
  - (iv) Any pension strain and associated costs of the employee retiring early will be charged directly to the relevant service from which the savings have been found.
- 4.3 If the criteria is met, and the employee wishes to proceed they must commit themselves to early retirement should their application be agreed by CMT and Personnel Committee. The employee in such a case, will inform the HR department who will submit the application to CMT stating, the date from which termination will be effective.
- 4.4 Each application, together with the financial details will be submitted to CMT for consideration. If CMT approve the application it will be forward to Personnel Committee for approval.
- 4.5 When an application has been approved by the Personnel Committee, the appropriate Director will be notified and a letter sent to the employee formally terminating his/her service. The termination will be effective following the normal period of notice or from a date specified by the Committee (which, where appropriate, will be the date requested by the applicant or suggested by his/her Director).
- 4.6 The Personnel Committee may refuse the application, or, if the application cannot be approved immediately but may be approved in the future, the Personnel Committee may defer the application until such time as it can be approved. The decision of the Committee in these cases will be conveyed to the applicant in writing by the HR section.

## **5. Retirement on the Grounds of Redundancy**

- 5.1 Employees qualify for an immediate pension if they are made redundant (or retired in the interest of the efficiency of the service) so long as they are age 55 or over and have two years service, or have transferred pension rights to the Local Government Pension Scheme (LGPS). Where there is a dismissal for redundancy there will also be an entitlement to a redundancy payment.
- 5.2 All employees who are members of the LGPS will be able to convert the lump sum compensation payment into added years of service in accordance with the scheme regulations.

## **6. Retirement in the Interests of Efficiency**

- 6.1 There may be occasions where retirement on the grounds of efficiency will be appropriate. In cases such as these the Council has the flexibility to deal with individual cases on their own merits.
- 6.2 Employees who are members of the Local Government Pension Scheme will be given the option of converting compensation payments into additional pensionable service on a strictly cost neutral basis.
- 6.3 The Council will not make use of the augmentation provisions of regulation 52 of the Local Government Pension Scheme.

## **7. Flexible Retirement**

- 7.1 The Council recognises the need to keep the skills and experience of its members of staff for the benefit of the Council and the community as a whole. The Council is therefore committed to working with employees to facilitate a flexible retirement option that will meet the needs of both the individual and the service.

7.2 Employees over 55 years of age can apply to change the nature and intensity of their work and receive accrued pension benefits and build up further benefits within the Scheme (where appropriate) whilst continuing in employment, thereby enabling them to ease into retirement.

The change may be:

- a reduction in hours;
- a change in duties resulting in a reduction in grade.

The change must meet the needs of the Service and is at the Council's discretion and there is no obligation on the Council to grant any application.

7.3 Benefits Payable (only applicable to employees who are members of the Local Government Pension Scheme).

7.4 Employees who retire flexibly are entitled to their accrued pension and lump subject to an actuarial reduction. Employees who were contributing to the Scheme prior to 1 October 2006, may have some protection if they take flexible retirement between the age of 60 and 65. However, if they retire flexibly between 55 and 59 their pension benefits will be reduced to reflect the early payment. The Council will not waive this reduction.

7.5 Once a flexible retirement request has been approved, the employee may not, at a later date, increase their hours or grade beyond those approved for flexible retirement as per 7.2 above.

7.6 In circumstances where the job description of a post is changed as a result of a request for flexible retirement, the post will be re-evaluated. If the result of the evaluation is that the post is downgraded then pay protection **will not** apply.

## **8. Applications for Flexible Retirement**

8.1 Employees who wish to apply for flexible retirement must do so in writing to their Director with a copy to the Head of Human Resources (HR).

8.2 Applications from staff who are not members of the Local Government Pension Scheme can be granted by CMT in consultation with the Head of HR.

8.3 Applications for flexible retirement from employees who are members of the Local Government Pension Scheme must be authorised by the:

- Corporate Management Team;
- the relevant Director;
- Head of Human Resources.

8.4 Applications for flexible retirement will be submitted to Personnel Committee for approval.

8.5 Applications for flexible retirement from the Chief Executive, Directors or Heads of Service must have the approval of Personnel and Policy and Finance Committees.

Signatures:

..... Chief Executive

..... Head of HR

..... UNISON Branch Secretary

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 18 JANUARY 2023  
title: PROPOSED CHANGES TO ANNUAL LEAVE  
submitted by: HEAD OF HUMAN RESOURCES  
principal author: DIRECTOR OF RESOURCES

### 1 PURPOSE

- 1.1 Approval requested to update the Council's annual leave provision in line with the Local Government Services Pay Agreement 2022/23

### 2 BACKGROUND

- 2.1 In November 2022, the National Joint Council (NJC) for Local Government services (Green Book) notified us of the settled pay agreement for 2022/23. This included changes to annual leave entitlement with effect from 1 April 2023.

#### **Annual Leave**

The NJC has agreed that from **1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Part 2 Para 7.2 will, with effect from **1 April 2023**, be amended to read as follows:

#### **7.2 Annual Leave**

*With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service. The*

*entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.*

- 7.3** *The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.*

### 3 LOCAL AGREEMENT

3.1 On 27 October 2021, following a review of the Council’s pay line and conditions of service, Personnel Committee agreed the following changes to annual leave with effect from 1 October 2021:

- the basic annual leave entitlement of 22 days be increased by 5 days for employees with five years or more Local Government service
- in addition, it was also agreed a further 1 day annual leave entitlement after 5 years’ service with Ribble Valley Borough Council and a further 1 day annual leave after 10 years’ service with Ribble Valley Borough Council

3.2 The following table indicates the current position in line with Local Government provisions **and the local agreement made** by Personnel Committee in October 2021.

Governing body	On appointment	with 5 or more years local government service	with 5 or more years local government service & 1 extra day if worked for RVBC for 5 years	with 5 or more years local government service & 1 extra day if worked for RVBC for 10 years
NJC	22	25	N/A	N/A
RVBC	22	27	28	29

3.3 The pay agreement for Chief officers and Chief Executives for 2022/23 does not include the extra days leave as allowances paid to Chief Officers are outside of the pay agreement and determined locally by NJC.

### 4 FOR DECISION

4.1 As stated above the NJC leave change comes into effect from 1 April 2023. The minimum paid annual leave entitlement will be 23 days with a further 3 days after 5 years of continuous service.

4.2 The NJC have made it clear that their full expectation is that the additional day’s leave be applied for all NJC staff **regardless of existing local arrangements**.

4.3 If members agree to the further 1 day of annual leave in addition to the previously agreed local arrangement, then the annual leave entitlement with effect from 1 April 2023 will be as shown in the table below

Governing Body	On appointment	with 5 or more years local government service	with 5 or more years local government service & 1 extra day if worked for RVBC for 5 years	with 5 or more years local government service & 1 extra day if worked for RVBC for 10 years
NJC	23	26	N/A	N/A
RVBC	23	28	29	30



5 RISK ASSESSMENT

- 5.1 Whilst we provide annual leave above NJC provisions, these types of enhancements are not exclusive to RVBC. Many local authorities improve their entitlement by local agreement.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the additional 1 day annual leave for all NJC staff with effect from 1 April 2023 as announced in the Local Government Services Pay Agreement for 2022/23

HEAD OF HUMAN RESOURCES

DIRECTOR OF RESOURCES

P2-23/DES/AC  
5 January 2023

BACKGROUND PAPERS

Personnel Committee minutes from 27 October 2021

For further information please ask for Dawn Evans-Storey, extension 4402

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 18 JANUARY 2023  
title: ANNUAL REVIEW OF UNION FACILITIES AGREEMENT  
submitted by: DIRECTOR OF RESOURCES  
principal author: HEAD OF HUMAN RESOURCES

### 1. PURPOSE

1.1 To update Members on the operation of the Union Facilities Agreement over the last 12 months.

1.2 Relevance to the Council's ambitions:

- Community Objectives – None.
- Corporate Priorities – Monitoring of time spent on union matters ensures that we meet our main objective to be “a well-managed Council providing efficient services based on identified customer needs.”
- Other considerations – To ensure that the Council can accurately fulfil the requirements of the Local Government Transparency code and that time spent on union duties by representatives is effective, proportionate and does not affect service delivery.

### 2 BACKGROUND

2.1 The Department for Communities and Local Government (DCLG) issued a revised Transparency Code in October 2014, which specified what open data local authorities must publish. One category of data was specifically concerned with time spent on union duties and the Code specified that Councils must publish the following items of information:

- Total number (absolute and full-time equivalent) of staff who are union representatives (including general, learning and health and safety representatives).
- Total number (absolute and full-time equivalent) of union representatives who devote at least 50 per cent of their time to union duties.
- Names of all Trade Unions represented in the local authority.
- Basic estimate of spending on unions (calculated as the number of full-time equivalent days spent on union duties multiplied by the average salary).
- Basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full-time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill).

2.2 At the point the Code was introduced the Council did not have a system or arrangement in place to record the information required.

2.3 The Council recognises UNISON as the official representative and negotiation body for staff and the current Branch Secretary is Linda Boyer from the Community Services Department.

### 3 ISSUES

3.1 In order to meet the requirements of the Code and to more effectively manage the amount of time spent on union duties we worked with Linda to reach agreement on a formal Facilities Agreement.

3.2 The Agreement was formally agreed in June 2016. A copy of the Agreement is attached at Appendix A.

3.3 As part of the Agreement, we confirmed that Linda could have 3hrs per week (1hr per day on Monday morning, Wednesday afternoon and Friday morning respectively) as designated 'surgery' time when UNISON members could make appointments to discuss matters with her or for her to complete UNISON admin work. This system has worked very successfully throughout the year. In addition to the 'surgery' time, Linda also has regular meetings with myself and accompanies UNISON members at various meetings.

3.4 In order to meet the requirements of the Transparency Code we now keep a record of time spent on union duties and for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 this can be broken down as follows:

Time spent at regional meetings, UNISON Conference and training	79hrs. 50 mins
Time spent dealing with internal meetings*	45hrs. 41 mins

**Total 125 hrs. 11 mins = approximately 17 days**  
(based on a standard day of 7hrs 24 mins)

For 2021 (January 2021 to December 2021) the total number of hours was 122 hrs. 37 mins i.e. approximately 16 days (based on a standard day of 7hrs 24 mins).

\* This includes regular monthly meetings with HR, CMT meetings, Job Evaluation work and accompanying staff at HR related meetings.

We will use this data to meet the criteria outlined in section 2 above.

3.5 The Facilities Agreement has worked very well over the course of the last 12 months, and I will continue to produce an annual report to Committee for information purposes.

### 4 RISK ASSESSMENT

- Resources: The Facilities Agreement ensures that time spent on union duties represents an effective use of time and fits in with department workloads.
- Technical, Environmental and Legal: We are required to publish specific information to meet the demands of the Local Government Transparency Code.
- Political: No implications identified.
- Reputation: No implications identified.
- Equality & Diversity – No implications identified.

5 CONCLUSION

- 5.1 The data recorded and collated will enable us to publish the necessary information to meet the requirements of the Local Government Transparency Code.

HEAD OF HUMAN RESOURCES

DIRECTOR OF RESOURCES

P5-23/DES/AC  
5January 2023

For further information please ask for Dawn Evans-Storey, ext. 4402.



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# **FACILITIES AGREEMENT TIME OFF FOR TRADE UNION DUTIES**

1. The Branch Secretary will be allowed 1 hour between 11am and 12 noon on Mondays, and Fridays, and between 2pm and 3pm on Wednesdays, to deal with union matters.
2. The Branch Secretary may book one of the rooms in the Council Offices to use during this time.
3. In addition, the Branch Secretary will be allowed to attend any meetings called by the Employer e.g CMT, monthly meetings with the Head of HR, attendance at capability/review meetings, disciplinary hearings etc. The Branch Secretary will also be allowed up to an hour of preparation time for any of these meetings.
4. The Branch Secretary will be allowed to deal with urgent emails or phone calls on union matters outside the weekly allowance provided they are dealt with promptly. In most cases it is expected that the Branch Secretary will respond with a 'holding' email/telephone call and defer dealing with a matter until the next prescribed 'slot' as outlined at point 1.
5. The Branch Secretary will also be allowed to attend any regional or national meetings where matters relevant to NJC terms and conditions are to be discussed. A schedule of regular meetings should be submitted to the Head of Service (with a copy to the relevant flexi administrator) for approval at the beginning of the year where possible, so that service delivery is not adversely affected by the representative's absence. Any additional extra ordinary meetings will need to be approved in advance by the Head of Service.
6. If the Branch Secretary has any other official role that requires attendance at National meetings eg Regional representative, he/she will be allowed to attend subject to approval from the Head of Service. Compensation for attendance at such meetings will be claimed back from UNISON Regional offices.
7. Union members will be given up to an hour to attend the Annual General Meeting. The Council Chamber can be booked for the meeting.
8. The Branch Secretary and any associates must clock out when dealing with Union matters as outlined above (with the exception of point 4 above) or deal with matters in their own time.
9. The Branch Secretary and associates will be allowed time for official union training subject to the approval of their Head of Service and existing workloads/impact on service delivery. Requests to attend the training must be submitted to the Head of Service well in advance. Members who attend training will be credited with a standard half or full day as per our normal arrangements for training.
10. The current Branch Secretary is Linda Boyer.

Theresa Sanderson	Chair
Christine Speak	Membership and Communications
James Marshall	Treasurer
Mark Cookson	Communications
Karen Kenyon	Health & Safety Officer
Peter Lancaster	Sports/Social
Liz Nash	Welfare
Lauren Bury	Workplace Contact

All the above named must clock out if they are dealing with Union matters during works time and complete a flexi adjustment card accordingly.



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 18 JANUARY 2023  
 title: E-RECRUITMENT SYSTEM UPDATE  
 submitted by: HEAD OF HUMAN RESOURCES  
 principal author: DIRECTOR OF RESOURCES

### 1 PURPOSE

1.1 To provide an update on the proposed E-Recruitment system and Onboarding plans for the Council.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To be a well-managed Council
- Corporate Priorities – To continue to be a responsive Council, meeting the needs of the people who work in the borough
- Other Considerations – To ensure the Council complies with:
  - The Equality Act (2010)
  - Rehabilitation of Offenders Act (1974)
  - Immigration, Asylum and Nationality Act (2006)
  - Data Protection Act (1998)
  - Employment Rights Act (1996)

### 2 BACKGROUND

2.1 In March 2019 the Council approved a capital bid for a new e-recruitment system at a cost of £22,500 for implementation in the financial year 2023/24. This was to provide an 'end-to-end' recruitment process.

2.2 The recruitment process can be broken down into the following areas:

2.2.1 'E-Recruitment'. Advertisement and correspondence of the recruitment process up until selection of the successful candidate is done digitally

2.2.2 'Appointment'. The process of appointment which includes exchanging contracts, taking references, qualification checks etc. This takes us to the point when a start date is agreed. All information is exchanged is done digitally through a portal that HR and the employee have access to for live sharing of information, chats and updates. This approach helps keep the applicants 'warm' through this stage of appointment, it also speeds up the process, and reduces paper costs'

2.2.3 Onboarding' is when there are a number of short training sessions that the employee will be asked to undertake prior to their first day of employment. This is completed on-line at home. This training covers the standards expected and also essential information needed for day one, such as health and safety and safeguarding. This not only provides employer protection from day one, but also keeps the employee engaged with us as we are demonstrating an immediate commitment to their training and integration. Helping foster a supportive relationship between both parties.

### 3 ISSUES

- 3.1 When the initial quote for the recruitment system was received and subsequently approved, it did not provide a full 'end-to-end' process. The quote provided was only for an e-recruitment system as detailed in 2.2.1 above.
- 3.2 An updated quote for 2.2.2 and 2.2.3 has been obtained from our current software provider. Continuing to use the same provider reduces the need to enter information onto different systems as it is all held and updated within one programme. Annex 1 shows the updated capital bid.
- 3.3 Other stand-alone systems are being considered. However, data migration from one system into another will be required and this carries an element of risk when transferring information between systems and incurs additional time.
- 3.4 The original quote has also increased due to inflation.
- 3.5 The onboarding process detailed at 2.2.3 is being considered. We are considering digitally led training.
- 3.6 We have received a quote for the provision of e-learning modules for the 'onboarding' of new staff, and also the full library of training resources for all employees. This means that we can upskill all staff, consistently and on a wide range of short courses at a fixed rate.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
  - Resources – Increase in costs. Revised bid attached
  - Technical, Environmental and Legal – None
  - Political – None
  - Reputation – None
  - Equality & Diversity- None

### 5 CONCLUSION

- 5.1 Members note the updated information included within this report. Further information will be provided once final updates are given on Capital bids.

HEAD OF HUMAN RESOURCES

DIRECTOR OF RESOURCES

BACKGROUND PAPERS  
E-Recruitment updated bid

For further information please ask for Dawn Evans-Storey, extension 4402

# Ribble Valley Borough Council

Capital Scheme Bid Form for **2023/24 - UPDATED BID**

## Head of Service

Head of HR

## Highlight Below if No Bids Required - then Return Form

## Capital Scheme Title

E-Recruitment System

## Category

Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

## Brief Description of the Scheme

To seek options to enhance and enable our recruitment systems, we are looking for a complete 'end-to-end' product covering all aspects of the recruitment process from creation of a vacancy through to the appointment of a new member of staff.

Payroll and HR already use Chris21, an IT system for recording and storing information. Chris21 were approached for a quote for an online e-recruitment module. The e-recruitment module allows the provision of accurately and effectively supporting applicants through all the stages of the process to the point where a successful candidate is identified. The capital scheme for implementing e-recruitment was initially approved for inclusion in the 2023/24 capital programme, based on a quote obtained in 2018, as follows:

- The e-recruitment Capital costs were approved for £22,500.
- The e-recruitment Revenue costs were approved for £2,900.

As part of reviewing the capital schemes in the 2023/24 capital programme, an updated 2022 quote has been obtained for the e-recruitment module and uplifted for inflation to 2023/24 prices. The updated cost for the module to be implemented in 2023/24 has been revised to:

- The revised e-recruitment Capital cost is £27,900.
- The revised e-recruitment Revenue cost is £3,300.

Whilst the purchase of the e-recruitment module alone provides the platform for employment, it does not fulfil the full criteria of an 'end-to-end process' for recruitment. The following stage, known as the 'appointment stage' of the process would be undertaken by Chris21's 'Onboarding' module. This module takes the successful candidate through the process of managing their employment contract which builds relationships through to the first day of employment. This module allows HR and new starters to see which tasks have been completed and highlights outstanding actions to enable speeding up appointment times. The automated processes keep track of every task such as contracts, references and car park applications.

The costs of the "Onboarding" module, based on a 2022 quote uplifted for inflation to 2023/24 prices, are:

- The Onboarding Capital cost is £16,100.
- The Onboarding Revenue cost is £2,200.

This updated bid is based on the above costings for the purchase of both the e-recruitment and Onboarding modules for the Chris21 system (Chris21 is already used by the HR and Payroll teams). These modules are required to ensure that e-recruitment at Ribble Valley is implemented on a fully "end-to-end" basis.

### Capital bid revised amount for 2023/24:

The e-recruitment Capital cost	£27,900
The Onboarding Capital cost	£16,100
	<b>£44,000</b>

### Yearly revenue cost revised amount:

The e-recruitment Revenue cost	£3,300
The Onboarding Revenue cost	£2,200
	<b>£5,500</b>

NOTE – This bid is based on the Chris21 option. Another option for e-recruitment is currently being considered and any update will be provided in due course.

**Environmental Considerations and Green Credentials**

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**A Breakdown of Your Bid**

Costs		£	Basis
Cost of Land			
Contractors			
Equipment/Materials			
Fees (External)		44,000	Firm Quote
Internal Staff Time			
Planning Fees/Building Regulations			
Grants			
Other			
<b>Total Capital Costs</b>		<b>44,000</b>	
Funding (Please List Any External Funding Below)		£	Basis
<b>Total External Funding</b>		<b>0</b>	

**Please detail other solutions that you have considered but dismissed.**

This bid is based on the Chris21 option. Another option for e-recruitment is currently being considered and any update will be provided in due course.

**Timescale for Completion**

2023/24 financial year.

**Any Risks to Completion**

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