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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, 22 MARCH 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

ITEMS FOR INFORMATION

5. **UPDATE ON NATIONAL PAY CONSULTATIONS 2023/24** (Pages 7 - 12)
Part 1 FOR INFORMATION - Report of Director of Resources
6. **HR POLICY UPDATE** (Pages 13 - 18)
Report of Director of Resources
7. **INCREASE IN ESTABLISHMENT HOURS AT RIBBLESDALE POOL** (Pages 19 - 22)
8. **MINUTES OF WORKING GROUPS**

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

10. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

11. **SENIOR MANAGEMENT CHANGES** (Pages 23 - 26)
2

12. **PAYMENT OF HONORARIA** (Pages 27 - 30)
1
Report of the Chief Executive enclosed

ITEMS FOR INFORMATION

13. **GENERAL STAFFING UPDATE** (Pages 31 - 36)
1
Report of Director of Resources

14. **ANALYSIS OF EXIT INTERVIEWS** (Pages 37 - 42)
1
PART 2 - Report of Director of Resources

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

Minutes of Personnel

Meeting Date: Wednesday, 18 January 2023, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson
D O'Rourke

S Rainford
J Schumann

In attendance: Chief Executive and Director of Resources

594 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors: R. Bennett, A. Humphreys, D. Peat and R. Thompson.

595 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 October were approved as a correct record and signed by the Chairman.

596 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

597 PUBLIC PARTICIPATION

There was no public participation.

598 LGA DEBATE NOT HATE CAMPAIGN

The Director of Resources submitted a report for members to consider as to whether to sign up to the Local Government Association's (LGA's) 'Debate Not Hate' campaign.

Members were reminded that according to the LGA's 2022 councillor census, seven in ten councillors reported experiencing abuse or intimidation in the last year. In addition, the LGA have stated that they are starting to build a picture of the level of abuse and intimidation councillors receive daily for simply carrying out the role in their community.

The Report noted that the '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 and with local elections planned for May 2023, the campaign would be very timely.

RESOLVED THAT COMMITTEE:

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

2. Agree to take the item to the next meeting of the Parish Council Liaison Committee (2 February 2023)

599

PAY POLICY STATEMENT 2023/24

The Director of Resources submitted a report asking members to review, approve and adopt the Council's Pay Policy Statement for 2023/24 in accordance with the Localism Act 2011 and to recommend the Council's Pay Policy Statement for 2023/24 be submitted to Full Council for approval.

Members were reminded that to ensure transparency as to how pay and remuneration was set by the Council, it was a legal requirement for public sector organisations to publish their Pay Policy Statement on an annual basis.

The Pay Policy Statement sets out the existing approach to the remuneration of all posts within the Council. It specifies certain mandatory requirements that must be detailed within the policy.

Members were informed that minor corrections would be made to the Statement before it is submitted for approval at the Council meeting on 7 March 2023

RESOLVED THAT COMMITTEE:

1. Received the report.
2. ****Approved the Pay Policy Statement for 2023/24 for submission to Full Council at its meeting on 7 March 2023.****

600

PROPOSED CHANGES TO ANNUAL LEAVE

The Director of Resources submitted a report requesting members approve an update to the Council's annual leave provision, in line with the Government's Services Pay Agreement 2022/23.

Members were reminded that In November 2022, the National Joint Council (NJC) for Local Government services (Green Book) notified the Council of the settled pay agreement for 2022/23. This included changes to annual leave entitlement with effect from 1 April 2023. Therefore, the minimum paid annual leave entitlement for the Council's 'Green Book' employees would be 23 days with a further 3 days after 5 years of continuous service.

The report noted that:

- 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.
- The NJC expect that the additional day's leave would be applied to all NJC staff regardless of existing local arrangements.

RESOLVED THAT COMMITTEE:

Approved 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.

601 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources submitted a report updating members on the Union Facilities Agreement over the last 12 months.

The Report noted that the data recorded and collated would enable the Council to publish the necessary information to meet the requirements of the Local Government Transparency Code.

602 E-RECRUITMENT SYSTEM UPDATE

The Director of Resources submitted a report updating Members on the proposed E-Recruitment system and onboarding plans for the Council.

Members were reminded that 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.

The report noted that when the initial quote for the recruitment system was received and subsequently approved, it did not provide a full 'end-to-end' process and that an updated quote had been obtained from the Council's current software provider, in addition the original quote had also increased due to inflation.

The report also noted that Members would be provided with additional information once the final updates are available on Capital bids.

603 MINUTES OF WORKING GROUPS

There were no minutes from Working Groups.

604 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

605 EXCLUSION OF PRESS AND PUBLIC

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

606 HR DATA RETENTION POLICY

The Director of Resources submitted a report updating members on the introduction of an HR Data Retention Policy and sought approval for the necessary resources required to implement the policy.

RESOLVED THAT COMMITTEE:

1. Approved the HR Data Retention Policy and Procedures, with the following implementation parameters:

- a) To apply with immediate effect to all Council employed staff who started their employment from 19 January 2023.
 - b) To apply to all current Council employed staff and to staff previously employed by the Council (leavers), following the retention and disposal review of their personnel file.
2. Approved in principle the creation of one temporary FTE HR Assistant post for a period of six months and that this matter be referred to Policy and Finance Committee for a supplementary estimate of £17,000.
 3. Agreed for Officers to provide a progress update to the next Personnel Committee meeting.

607

PAYMENT OF HONORARIA

The Head of Cultural Services submitted a report requesting Members to authorise a payment of honoraria to the Engineering Assistant.

RESOLVED THAT COMMITTEE:

Agreed to make an honorarium payment and to send a thank you letter to the Engineering Assistant; in recognition of the additional responsibilities, he has assumed over a prolonged period.

608

GENERAL STAFFING UPDATE

The Director of Resources submitted a report updating members on general staffing matters that had taken place since the last meeting.

Amongst other information, the report noted that 12 new staff had been appointed in the period between 16 October 2022 and 15 January 2023 and that there had been 12 leavers in the same period.

The meeting closed at 7.52 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martinrebecca.tait@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: 22 MARCH 2023
 title: UPDATE ON NATIONAL PAY CONSULTATIONS 2023/24
 submitted by: JANE PEARSON – DIRECTOR OF RESOURCES
 principal author: JANE PEARSON – DIRECTOR OF RESOURCES

1 PURPOSE

1.1 To advise members of the latest position with the pay negotiations for 2023/24 for council staff.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – A well-managed Council must have high calibre, committed and motivated staff. Levels of remuneration have a direct impact on the recruitment and retention of such staff and in ensuring that our services are delivered efficiently and within budget.
- Community Objectives – Our commitment to providing services which are accessible to all includes access to employment opportunities and levels of pay that allow individuals to enjoy an excellent quality of life within the Ribble Valley.
- Corporate Priorities – See above.
- Other considerations – None.

2 PAY CLAIMS SUBMITTED

2.1 Pay claims have been submitted for the following groups of employees for the financial year 2023/24.

‘Green Book’ Employees

2.2 On the 30 January 2023 the NJC Trade Unions submitted their 2023 pay claim for local government services (‘Green Book’) employees. Their claim seeks:

- RPI + 2 per cent on all pay points
- Consideration of a flat rate increase to hourly rates of pay in order to bring the minimum rate up to £15 per hour within two years
- A review and improvement of NJC terms for family leave and pay.
- A review of job evaluation outcomes for school staff whose day-to-day work includes working on Special Educational Needs (SEN)
- An additional day of annual leave for personal or well-being purposes
- A homeworking allowance for staff for whom it is a requirement to work from home.
- A reduction in the working week by two hours
- A review of the pay spine, including looking at the top end, and discussions about the link between how remuneration can be used to improve retention.

2.3 The detail in the unions’ claim cites an RPI figure of 10.7 per cent, which was the annual forecast for RPI in 2023, published in November 2022 by the Office for Budget Responsibility

'Red Book' Employees

2.4 The JNC Trade Unions submitted their 2023 pay claim for local authority Craftworker ('Red Book') employees. Their claim seeks:

- An increase in all pay rates and allowances of RPI (13.40 per cent) + 2.0 per cent
- A substantial additional increase to tool allowances and tool insurance cover
- A recruitment and retention payment
- Reduction in the basic working week to 35 hours, with no loss of earnings
- An increase of two annual leave days
- A payment for increasing use of technology (PDAs) and home energy systems around tools and vehicles.

Chief Officers

2.5 The 2023 pay claim for local authority Chief Officers was submitted on 7 February 2023 by GMB and Unison. Their claim seeks:

- RPI (10.70 per cent) + 2.0 per cent
- Additional day's leave wef 1 April 2023
- An additional day of annual leave for personal or well-being purposes

Chief Executives

2.6 On 31 January ALACE submitted the 2023 pay claim for local authority Chief Executives. The claim seeks:

- a pay increase for all chief executives in April 2023 and subsequent years that is the same as the percentage increase for the top point on the scale for local government staff covered by the National Joint Council for Local Government Services (NB: If the pay offer is expressed in £s rather than a percentage for the NJC scale, they are seeking a pay increase for chief executives that is not less than the percentage increase for the top point on the NJC scale. If the pay offer for the NJC scale is expressed in percentage terms they are seeking a percentage pay increase for chief executives that is the same as the percentage increase for the top point on the NJC scale, spinal column point 43)
- a direct and immutable link for increases for April 2023 onwards, to ensure that chief executives would receive the same percentage increase as the top point on the NJC scale
- the potential need to review the provision that the leave allowance for chief executives is a minimum of 30 days (inclusive of any long service leave, extra statutory and local holidays). If the 2023 pay deal for NJC staff involves any further increase in annual leave, they would expect to see a matching increase in the minimum leave allowance for chief executives.

2.7 North West Employers held a regional pay consultation briefing on 9 February 2023. These were well attended with over 750 senior officers/councillors attending.

2.8 Focus during the briefing was on the current and potential future level of the National Living Wage (NLW). Since its introduction in 2014, the NLW has presented a huge challenge for local government in managing to maintain headroom between the bottom pay points and the statutory NLW. Local government is almost alone in the public sector in having this challenge.

3 LATEST POSITION – PAY OFFERS

3.1 On 23 February 2023, the National Employers agreed unanimously to make the following one-year (1 April 2023 to 31 March 2024), full and final offer to the unions representing the main local government NJC workforce ‘Green Book’:

- **With effect from 1 April 2023, an increase of £1,925** (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive. The equivalent percentage increases to each pay point are shown at Annex A
- **With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer** (in accordance with Green Book Part 2 Para 5.42)
- **With effect from 1 April 2023, an increase of 3.88 per cent on all allowances** (as listed in the 2022 NJC pay agreement circular dated 1 November 2022) This offer would achieve a bottom rate of pay of £11.59 with effect from 1 April 2023 (which equates to a pay increase of 9.42 per cent for employees on pay point 2) and everyone on the NJC pay spine would receive a minimum 3.88 per cent pay increase. If accepted, this offer means an employee on the bottom pay point in April 2021 (earning £18,333) will have received an increase in their pay of £4,033 (22.0 per cent) over the two years to April 2023. For an employee at the mid-point of the pay spine (pay point 22), their pay will have increased over the same period by £3,850 (13.99 per cent).

3.2 For all Craft JNC employees ‘Red Book’ (regardless of job title and designation) whose rate of pay differs from the salaries set out in the Craft JNC 2022 pay agreement circular (dated 10 November 2022), but is still contractually linked to the annual settlement reached by the Craft JNC, the Employers’ final offer is as follows:

- **With effect from 1 April 2023, an increase of £1,925 on basic salary**
- **With effect from 1 April 2023, an increase of 3.88 per cent on all allowances** (as listed in the 2022 JNC pay agreement circular dated 10 November 2022)

3.3 For Chief Officers their offer is:

- **With effect from 1 April 2023, an increase of 3.50 per cent on basic salary**

3.4 For Chief Executives the offer is:

- **With effect from 1 April 2023, an increase of 3.50 per cent on basic salary**

4 NEXT STEPS

4.1 Unions representing the various groups are currently consulting with their members regarding the pay offers. UNISON has announced it will launch a ballot between mid May and July for industrial action, whilst GMB and Unite members are being consulted on the basis of a recommendation that the offer be rejected.

5 COST OF PAY OFFERS

5.1 Annex 1 shows the pay offers alongside each payscale.

5.2 Based on our current FTE’s we estimate that the cost of the pay offers will be around £521k.

5.3 Within our budget for 2023/24 which has just been agreed by Full Council, we have provided for a pay increase of 5% for 2023/24. Across all pay budgets totalling

£7.752m this equates to £388k. This is £133k less than the estimated cost of the latest pay offer.

6 CONCLUSION

6.1 The cost of the pay offer is £133k higher than the 5% overall provided for in our 2023/24 budgets.

6.2 We will keep members upto date regarding any further developments regarding pay settlements for 2023/24.

JANE PEARSON
DIRECTOR OF RESOURCES

P10-23/JP/AC
8 March 2023

	SCP	From 1 April 2022 per annum	Pay offer £ 2023/24	Pay offer % 2023/24	Pay offer salary 2023/24	SCP	
	1	20,258	DELETED			1	
	2	20,441	1,925	9.42%	22,366	2	SCALE 1A
SCALE 1B	3	20,812	1,925	9.25%	22,737	3	
	4	21,189	1,925	9.08%	23,114	4	SCALE 2
	5	21,575	1,925	8.92%	23,500	5	
	6	21,968	1,925	8.76%	23,893	6	
SCALE 3	7	22,369	1,925	8.61%	24,294	7	
	8	22,777	1,925	8.45%	24,702	8	
	9	23,194	1,925	8.30%	25,119	9	
	10	23,620	1,925	8.15%	25,545	10	SCALE 4
	11	24,054	1,925	8.00%	25,979	11	
	12	24,496	1,925	7.86%	26,421	12	
	13	24,948	1,925	7.72%	26,873	13	
	14	25,409	1,925	7.58%	27,334	14	
	15	25,878	1,925	7.44%	27,803	15	
SCALE 5	16	26,357	1,925	7.30%	28,282	16	
	17	26,845	1,925	7.17%	28,770	17	
	18	27,344	1,925	7.04%	29,269	18	
	19	27,852	1,925	6.91%	29,777	19	
	20	28,371	1,925	6.79%	30,296	20	
	21	28,900	1,925	6.66%	30,825	21	SCALE 6
	22	29,439	1,925	6.54%	31,364	22	
	23	30,151	1,925	6.38%	32,076	23	
	24	31,099	1,925	6.19%	33,024	24	
	25	32,020	1,925	6.01%	33,945	25	
SCALE SO1	26	32,909	1,925	5.85%	34,834	26	
	27	33,820	1,925	5.69%	35,745	27	
	28	34,723	1,925	5.54%	36,648	28	
	29	35,411	1,925	5.44%	37,336	29	SCALE SO2
	30	36,298	1,925	5.30%	38,223	30	
PO1	31	37,261	1,925	5.17%	39,186	31	
PO2	32	38,296	1,925	5.03%	40,221	32	
PO3	33	39,493	1,925	4.87%	41,418	33	
PO4	34	40,478	1,925	4.76%	42,403	34	
PO5	35	41,496	1,925	4.64%	43,421	35	
PO6	36	42,503	1,925	4.53%	44,428	36	
PO7	37	43,516	1,925	4.42%	45,441	37	
PO8	38	44,539	1,925	4.32%	46,464	38	
PO9	39	45,495	1,925	4.23%	47,420	39	
PO10	40	46,549	1,925	4.14%	48,474	40	
PO11	41	47,573	1,925	4.05%	49,498	41	

	SCP	From 1 April 2022 per annum	Pay offer £ 2023/24	Pay offer % 2023/24	Pay offer salary 2023/24	SCP	
PO12	42	48,587	1,925	3.96%	50,512	42	
PO13	43	49,590	1,925	3.88%	51,515	43	
PO14	44	50,623	1,964	3.88%	52,587	44	
PO15	45	51,643	2,004	3.88%	53,647	45	
PO16	46	52,668	2,044	3.88%	54,712	46	
PO17	47	53,707	2,084	3.88%	55,791	47	
PO18	48	54,801	2,126	3.88%	56,927	48	
PO19	49	55,904	2,169	3.88%	58,073	49	
PO20	50	57,008	2,212	3.88%	59,220	50	
PO21	51	58,100	2,254	3.88%	60,354	51	
PO22	52	59,181	2,296	3.88%	61,477	52	
PO23	53	60,291	2,339	3.88%	62,630	53	
PO24	54	61,385	2,382	3.88%	63,767	54	
PO25	55	62,476	2,424	3.88%	64,900	55	
PO26	56	63,569	2,466	3.88%	66,035	56	
PO27	57	64,670	2,509	3.88%	67,179	57	
PO28	58	65,758	2,551	3.88%	68,309	58	
PO29	59	66,859	2,594	3.88%	69,453	59	
PO30	60	68,260	2,648	3.88%	70,908	60	
PO31	61	69,694	2,704	3.88%	72,398	61	
PO32	62	71,155	2,761	3.88%	73,916	62	
PO33	63	72,648	2,819	3.88%	75,467	63	
PO34	64	74,175	2,878	3.88%	77,053	64	
	DRTR4	83,530	2,924	3.50%	86,454		
	DRTR5	85,444	2,991	3.50%	88,435		
	DRTR6	87,343	3,057	3.50%	90,400		
	DRTR7	89,195	3,122	3.50%	92,317		
	DRTR8	91,083	3,188	3.50%	94,271		
	CEXE5	104,982	3,674	3.50%	108,656		
	CEXE6	107,213	3,752	3.50%	110,965		
	CEXE7	109,485	3,832	3.50%	113,317		
	CEXE8	111,812	3,913	3.50%	115,725		
	CEXE9	114,189	3,997	3.50%	118,186		

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: 22 MARCH 2023
 title: HR POLICY UPDATE
 submitted by: DAWN EVANS-STOREY – HEAD OF HR
 principal author: JANE PEARSON – DIRECTOR OF RESOURCES

1 PURPOSE

1.1 To provide an update on the Council's HR policies.

2 BACKGROUND

2.1 The Council have reviewed all policies and their retention/review dates. This report will cover:

- Ongoing policies that are currently being reviewed.
- Council polices detailing revision dates.
- Horizon scanning of law changes that would result in policy revisions.

3 RVBC CURRENT POLICIES UNDER REVIEW

3.1 The following policies or sections of policy are currently under review. Once they are in a format for sharing, these will be brought back to Personnel Committee for ratification.

- Sickness Policy.
- Code of Conduct relating to Business Interests.
- Disturbance Allowance.
- Recruitment & Selection Policy - in line with revised recruitment system agreed as part of the Capital Bid.

4 LIST OF RVBC HR POLICIES WITH REVIEW DATES

HR Policy, Forms and Procedures Index 2023	Date Last Updated Red: Requires Review Amber: Review in Progress Green: Review Completed	Next Review (Date)
Absence Policy and Procedure	April 2012 & Sept 2019	
Absence Policy and Procedure - Return to Work Form	April 2012 & Oct 2018	
Bank Holidays 2021/22	2021/22	
Capability Procedure	Apr-11	
Code of Conduct for Staff	Sep-12	
Coronavirus (COVID-19) Guidance	No Date	
Disciplinary Procedure	Apr-12	
Drug and Alcohol Policy	Oct-13	
Early Retirement Policy	Jun-13	

HR Policy, Forms and Procedures Index 2023	Date Last Updated Red: Requires Review Amber: Review in Progress Green: Review Completed	Next Review (Date)
Equal Opportunity Oppertunities Policy	Jul-21	
Equality Strategy 2022-2026 DRAFT	Draft	
Gender Equality Scheme 2009-2011	Dec-09	
Data Retention Policy - Retention of HR Records	Jan-23	Jan 2028
Harassment Policy	Jul-15	
Homeworking Scheme	No Date	
Introduction to Staff Handbook	Sept 2019 & July 2021	
Job Share Policy	Apr-14	
Long Service Award (25 Years)		
Long Service Award (retirement)		
Maternity, Paternity and Adoption Policy	Jan-21	
Office Security and Visitors Policy	Nov-16	
Osteopathy Policy	Nov-17	
Parental Leave Policy	Sept 2016 & April 2014	
Pay Policy Statement 2022/2023	Jan-22	
Politically Restricted Posts Policy	Apr-22	
Probationary Period Procedure	No Date	
Procedure for Requests for Work Placements	Jan-11	
Recruitment and Selection Policy	Sep-17	
Redundancy Policy	Jan-11	
Regrading Application	Jan-03	
Removal and Disturbance Scheme	No date	
Request for a Contractual Change	Oct-13	
Request for Flexible Retirement Form - 2014	No date	
Request to Re-appoint	Aug-17	
Retirement Policy	Jun-20	
Right to Request Flexible Working	Jan-11	
Right to Request Time Off For Study or Training	Jan-11	
Ring Fence Procedure 2014	No Date	
Shared Parental Leave Policy	Sep-16	
Smoke Free Policy	Jun-13	Reviewed periodically
Time Off In Lieu Policy	Dec-20	
TRA1 - Travel and Subsistence Claim Form (Public Transport and Subsistence Claim (NOT TRAINING))	No date	
TRA2 - Training Travel and Subsistence Claim Form	No date	
Training Policy	Apr-19	

5 PLANNED EMPLOYMENT LAW CHANGES 23/24

5.1 From horizon scanning, below are the significant policy changes we will see over the next 18 months with will affect Council Policies and practices. These are:

- Changes to Retained EU Law policies.
- Family related policies.
- Disability and sickness.

In more detail the below Bills are now with Government for progressing.

Retained EU Law (Revocation and Reform Bill)

- The Bill provides for EU derived law to expire on 31 December 2023 unless the Government takes steps to retain it (the deadline can be extended to 31 December 2026). The Bill also includes provisions on how previous EU case law should be treated.
- Affected employment law includes, working time and annual leave, fixed-term workers' rights, part-timeworkers' rights, agency workers' rights, TUPE, equal pay and discrimination.

FAMILY RELATED POLICY

Extended Redundancy Protection to Pregnant Employees and those Returning from Family Leave

The Government has confirmed that it will be backing a Private Members' Bill.

- Currently, any employee who is on maternity, adoption or shared parental leave is entitled to be offered any available suitable alternative vacancy if they would otherwise be made redundant during their leave.
- A dismissal due to failure to comply with such a requirement will be regarded as automatically unfair.
- This change allows protection to be extended from the point that a woman informs her employer that she is pregnant to 18-months after birth. This would ensure all women would have at least six month's protection following return to work.
- A similar approach would be taken for adoption and shared parental leave.

Introduction of Carers Leave

The Government has confirmed that it will be backing a Private Members' Bill.

- The right to a week's unpaid leave for carers.
- Right from day one of employment.
- Can be requested yearly.
- The leave can be used to provide or arrange care for a dependant with a long-term care need.
- An employee will be able to make a claim for compensation to an employment tribunal if their employer unreasonably postpones a period of carers leave or prevents or attempts to prevent them from taking it.

Neonatal Care Bill

- The Government has confirmed that it will be backing a Private Members' Bill.

- The Bill provides for a day one right of at least one week's additional leave for parents whose baby requires care in a hospital or other setting for seven days or more within 28 days of the day following the birth. However, statutory neonatal care pay (yet to be defined) will also be made available for that leave for those with 26 weeks' service by the week before the child starts to receive neonatal care. Statutory pay will be available for up to 12 weeks. Neonatal leave must be taken within 68 weeks of the birth of the child.

Changes to the Right to Request Flexible Working

- The Government will continue to support the Bill as it progresses through Parliament.
- Making the right to request flexible working a day one right.
- Retaining the reasons for refusing flexible working requests.
- Consulting with employees about their requests (this will require primary legislation in the Employment Rights Act 1996 to be amend).
- A more responsive process for making and administering requests. Currently, eligible employees can only make one statutory flexible working request within a 12-month period and employers have three months to respond (this will require primary legislation in the Employment Rights Act 1996 to be amend).
- Setting out the effects of flexible working.
- Under the current regulations when making a flexible working request the employee is required to set out in the application what effect, if any, they think making the change applied for would have on the employer and how, in their opinion, any such effect might be dealt with (this will require primary legislation in the Employment Rights Act 1996 to be amend).
- Requesting a temporary arrangement and informal flexibility.

DISABILITY AND SICKNESS

HSE – Disabilities and Long-Term Absences

- HSE have published new guidance to assist managing employees with disabilities and long-term health conditions.
- HSE While it will remain committed to addressing safety and the prevention of accidents and injury at work, this reflects the evolution of its strategy People and Places, which for the next ten years has added a focus on health at work, recognising that work-related ill health causes significant absence and that the number of deaths caused by work-related ill health far exceeds deaths caused by accidents at work.

ACAS Campaign and Government Employee Health and Disability Service

- With sickness absence rates increasing for many employers, Acas has launched a campaign to highlight its guidance on this issue.
- The Government has also launched a new service: Support with employee health and disability.

The Government's Health is Everyone's Business

The measures outlined in the response are designed to minimise the risk of ill-health related job loss through providing employers with access to good quality information and advice; supporting employers and employees during sickness absence; enabling small and medium sized enterprises (SMEs) (ie organisations with fewer than 250

employees) to reap the benefits of occupational health (OH) and making better use of the fit note.

- The Government intends to refine the information and advice given to employers on health, work and disability to make it easier to navigate and more readily usable, especially for SMEs.
- The Health and Safety Executive will develop non-statutory guidance to help employers to support disabled people and people with long-term health conditions to remain in work, and also manage any related sickness absence.
- Ways of increasing access to OH advice for SMEs are also to be considered. The Government is to test and evaluate the impact of a subsidy for SMEs and the self-employed, which should reduce the cost of accessing suitable advice.
- The Government is exploring extending fit note certification to a wider group of healthcare professionals and introducing digital certifying of fit notes, as well as looking towards further opportunities to make the fit note interactive.

The Government's Shaping Future Support: the Health and Disability Green Paper

- This explores how to improve employment support for disabled people and people with health conditions. It includes details of the trialling of an Access to Work Adjustments Passport, which is a document that sets out the needs of the passport holder which should assist with transitioning from education to work and between jobs. It will provide greater flexibility and reduce the need for repeated workplace assessments. Changes have also been made to enable Access to Work support to be provided in more than one location and a flexible application process has been introduced which will reduce bureaucracy.

The Government's National Disability Strategy

- This sets out the actions the Government will take to improve the everyday lives of disabled people. In Part 1 of the Strategy, under 'Jobs: Making the World of Work More Inclusive and Accessible', the Government provides further details on a number of policies, some of which, such as the Access to Work Adjustments Passport and the Disability Confident scheme. However, in the general employment context, the Strategy does also refer to 'strengthening rights in the workplace, encouraging flexible working and introducing carers leave, and improving access to advice on employment rights for disabled people and employers.

In relation to advice, Acas, in conjunction with BEIS (Business Energy and Industrial Strategy), has launched a new Disability Advice Hub providing advice on supporting disabled workers and fair treatment.

- Reasonable adjustments.
- Supporting mental health at work.
- Disability discrimination.
- Employment law.
- Improving equality, diversity and inclusion in the workplace.
- Protected characteristics.
- Coronavirus (COVID-19) guidance.
- Flexible working, including working from home and hybrid working.

OTHER

Duty to Prevent Sexual Harassment

- The Government acknowledges that increasing employer understanding and awareness of the preventative steps they should be taking to comply with the law and make workplaces safer is vital if a preventative duty is to have the desired impact. To this end, the Equalities and Human Rights Commission (EHRC) will produce a statutory code of practice which will complement the technical guidance on sexual harassment and harassment at work published in 2020. The EHRC has also published Preventing Sexual Harassment at Work: A Guide for Employers, which employers may find helpful when revisiting this area in anticipation of the new duty.

Extension of Period Required to Break Continuous Employment from One Week to Four Weeks

- Contracts and entitlement calculations to be updated.

Information Commissioner's Office – Information about Workers' Health (NSD)

- New guidance on how to keep information relating to workers' health.
- This will be an amendment to a section in the HR Data Retention Policy.
- Following the publication last month of its first draft topic-specific guidance on employment practices and data protection, the Information Commissioner's Office (ICO) has now published draft guidance on information about workers' health.

5 **CONCLUSION**

- 5.1 For Committee to be aware of ongoing policy work.

DAWN EVANS-STOREY
HEAD OF HR

JANE PEARSON
DIRECTOR OF RESOURCES

P13-23/DS/AC
13 March 2023

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: 14 MARCH 2023
title: INCREASE IN ESTABLISHMENT HOURS AT RIBBLESDALE POOL
submitted by: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

1 PURPOSE

1.1 To request that Committee approve an increase in the establishment hours at Ribblesdale Pool to help reduce the reliance on casual staff for the core hours of the pool on weekdays.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives } The Council aims to be a well-managed Council.
- Corporate Priorities } Recognising the contribution staff make to the work of the Council.
- Other Considerations }

2 BACKGROUND

2.1 The pool currently has 3.5 fte permanent lifeguards, to provide poolside cover over the 7 days per week the pool is open, these staff provide 136 hours of cover out of the 220 in total required. The Council relies on casual staff to make up the rest of the staffing levels. Enabling the pool to open safely in accordance with national guidelines for the number of lifeguards poolside.

3 ISSUES

3.1 Recruiting permanent staff is an ongoing issue for the pool, along with other similar facilities across the Country, especially given the cost of qualifying and the requirement to attend ongoing training and then requalify every three years.

3.2 Using casual staff is a cost-effective way of running the pool, although it brings with it the issue of continually having to organise sufficient coverage from the casual roster to ensure the pool can operate.

4. PROPOSAL

4.1 The hours of work for a recent full-time vacancy were changed to meet the needs of the service better. The post holder from an existing part time post has been successful in getting that post. This now leaves her part time post vacant.

4.2 It is proposed that this post is increased from 25 to 37 hours per week, Monday to Friday, to maintain a balance of male and females it proposed the post is restricted to females only. The additional 12 hours are currently covered by casual staff, the costs of this change to the establishment are set out below:

Casual covering hours

hourly rate	hours	sub total	pay in lieu of hols 12%	weekly total	annual	pension 17.10%	NI 13.8%	
£10.60	12	£127.20	£15.26	£142.46	£7,428.07	£1,270.20	£0.00	£8,698.27

Scale 1B scp 4

current post holder

Equivalent hours by staff on permanent contract

hourly rate	hours	weekly total	annual	pension 17.10%	NI 13.8%	
£10.983	12	£131.80	£6,871.84	£1,175.09	£948.31	£8,995.24

Additional annual cost of 12 hours worked by permanent employee

£296.97

The amount will change slightly for 23/24 to an increase of £326 p.a. as a 5% pay award is being budgeted and there will be a reduction to the employer's pension contribution.

4.3 This amendment to the establishment will enable the pool to have greater certainty of lifeguard cover during the week and the increase in cost is negligible, it being met from the existing budget.

4.4 CMT considered this request on 1st February, 2023 and supports this recommendation.

4. RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – The implications for resources are set out in the report. These can be met from the existing pool budget.
- Technical, Environmental and Legal – N/A
- Political – N/A
- Reputation – N/A
- Equality and Diversity – Where a justification exists, a post holders' gender can be specified, as is the case in this instance, to ensure the mix of male and female lifeguards is maintained to enable staff to deal with issues that arise in the respective changing rooms.

5. RECOMMENDED THAT COMMITTEE

5.1 Agree to the proposed changes set out.

5.2 Request Personnel Committee to consider the proposed changes to the establishment at Ribblesdale Pool.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

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