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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, 17 JANUARY 2024** in the **Council Chamber**.

I do hope you can be there.

Yours sincerely



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**
5. **UNISON REPRESENTATIVE**

Verbal presentation from Linda Boyer – Unison Branch Secretary

## **ITEMS FOR DECISION**

6. **PAY POLICY UPDATE (STATEMENT) 2024/2025** (Pages 7 - 28)  
Report of the Director of Resources & Deputy Chief Executive enclosed.
7. **RIBBLE VALLEY TAAF WORKSTREAM NETWORK LEAD - CHANGES TO ESTABLISHMENT** (Pages 29 - 30)  
Report of the Chief Executive enclosed.

## ITEMS FOR INFORMATION

8. **ANNUAL REVIEW OF UNION FACILITIES AGREEMENT** (Pages 31 - 40)  
Report of the Director of Resources & Deputy Chief Executive enclosed.
9. **HR DATA RETENTION POLICY** (Pages 41 - 42)  
Report of the Director of Resources & Deputy Chief Executive enclosed.
10. **CORPORATE PLAN PERFORMANCE REPORTING** (Pages 43 - 50)  
Report of the Chief Executive enclosed.
11. **MEMBERSHIP OF WORKING GROUP** (Pages 51 - 52)  
Report of the Chief Executive enclosed.
12. **MINUTES OF WORKING GROUPS**  
None.
13. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**  
None.
14. **EXCLUSION OF PRESS AND PUBLIC**

## ITEMS FOR DECISION

15. **PAYMENT OF HONORARIA** (Pages 53 - 54)  
1  
Report of the Chief Executive enclosed.

## ITEMS FOR INFORMATION

16. **GENERAL STAFFING UPDATE** (Pages 55 - 60)  
1  
Report of the Director of Resources & Deputy Chief Executive enclosed.
17. **FLEXIBLE RETIREMENT REQUEST** (Pages 61 - 70)  
1  
Report of the Chief Executive enclosed

Electronic agendas sent to members of Personnel – Councillor Karl Barnsley, Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Derek Brocklehurst, Councillor Rosemary (Rosie) Elms (Chair), Councillor Steve Farmer, Councillor Stewart Fletcher, Councillor Simon Hore and Councillor Donna O'Rourke.

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

## Minutes of Personnel

Meeting Date: Wednesday, 25 October 2023, starting at 6.30 pm  
Present: Councillor R Elms (Chair)

Councillors:

K Barnsley	S Hore
S Bibby	L Jameson
D Birtwhistle	D O'Rourke
R Corney	

In attendance: Chief Executive

Also in attendance: Councillors R Ray and R Walsh.

### 401 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillor S Farmer.

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

The minutes of the meeting held on 30 August 2023 were approved as a correct record and signed by the Chairman.

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

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

### 404 PUBLIC PARTICIPATION

There was no public participation.

### 405 SAFEGUARDING POLICY

The Director of Resources & Deputy Chief Executive submitted a report to request that Committee approve the Council's revised Safeguarding Policy.

The Council's Safeguarding Children's and Vulnerable Adults Policy had been in place for a number of years. Recent amendments to legislation had led to a number of changes being required to the policy, together with other changes such as contact numbers. The opportunity had also been taken to make the policy easier to read, this followed discussions at the District Safeguarding group, where district leads had discussed current issues and best practice.

The policy would continue to be included in the staff handbook along with an accompanying booklet to help staff understand how they could help with the Council's duty in respect of safeguarding, which was seen as everyone's responsibility.

UNISON had been consulted in regards to the new policy, and staff would be made aware of the new policy in a number of ways. Staff e-learning and training would also be revised. A briefing would also be arranged for Councillors, along with access to the staff e-training package.

The revised policy was included in the report for Members consideration. Members supported the policy and it was asked that an addition be made to the start of the 'Taking Action' flowchart on page 11 of the policy, to state 'Is there a serious and immediate threat to a family/child/young person.'

RESOLVED THAT COMMITTEE:

1. Approve the revised Safeguarding Policy as attached to the report with an addition to 'Taking Action' flowchart so that it states 'family/child/young person' at each stage.
2. Approve that the Safeguarding Policy is used to revise the staff handbook.
3. Approve the arrangement of a series of briefings for staff and Councillors.

406 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

407 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

408 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.

409 PAYMENT OF HONORARIA

The Chief Executive submitted a report that Committee consider a payment of honorarium to a member of staff who had covered the duties of a more senior post.

The factors and financial implications to be considered when assessing the application were set out in the report.

RESOLVED THAT COMMITTEE:

Approve the Honorarium payment to the member of staff as set out in the report.

410 GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive 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 2 new staff had been appointed between 16 August 2023 and 15 October 2023 and that there had been 5 leavers in the same period. The report also noted that a member of staff had completed Qualification training, and there had been 2 unreported work experience placements during the previous reporting period which had been arranged at short notice. Letters of thanks were to be sent to the staff who have left the Council, where appropriate.

The meeting closed at 6.48 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).

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 17 JANUARY 2023  
title: PAY POLICY STATEMENT 2024/25  
submitted by: JANE PEARSON – DEPUTY CHIEF EXECUTIVE & DIRECTOR OF RESOURCES  
principal author: DAWN EVANS-STOREY – HEAD OF HR

### 1. PURPOSE

1.1 To review the Council's Pay Policy Statement in accordance with the Localism Act 2011.

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 2024/25 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 2024.

#### 4. RISK ASSESSMENT

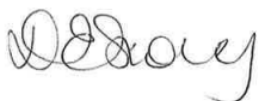
4.1 The approval of this report may have the following implications:

- 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.
- Equality and Diversity: For all RVBC Policies and Strategies and in line with the Council's approach to equalities, an Equality Impact Assessment (EIA) checklist has been completed and a full EIA is not required. This will identify the potential impact of the organisation's policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics outlined in the Equality Act 2010.

#### 5. **RECOMMENDED THAT COMMITTEE**

5.1 Receive the report.

5.2 Recommend the Pay Policy Statement for 2024/25 for approval by Full Council at its meeting on 5 March 2024.



DAWN EVANS-STOREY  
HEAD OF HR



JANE PEARSON  
DEPUTY CHIEF EXECUTIVE & DIRECTOR OF  
RESOURCES

BACKGROUND PAPERS

APPENDIX A  
Pay Policy Statement 2024/25

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





Ribble Valley  
Borough Council

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# **PAY POLICY STATEMENT 2024/2025**

# CONTENTS

1.	Introduction and Purpose.....	1
2.	Other legislation relevant to pay and remuneration.....	1
3.	Definition of Officers Covered by the Policy Statement.....	1
4.	Pay Structure.....	2
5.	Senior Management Remuneration .....	4
6.	Chief Executive Remuneration .....	4
7.	Returning Officer Fees .....	4
8.	Directors.....	4
9.	Heads of Service .....	4
10.	Other Chief Officers Conditions of Service .....	5
11.	Recruitment of Chief Officers.....	5
12.	Pension Contributions .....	5
13.	Payments on Termination.....	6
14.	Lowest Paid Employees .....	6
15.	Relationship between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers.....	7
17.	Accountability and Decision Making .....	7
18.	Publication.....	8
	APPENDIX 1.....	9
	APPENDIX 2.....	10
	APPENDIX 3.....	11
	APPENDIX 4.....	13
	APPENDIX 5.....	14

## **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 From 1 April 2024, workers aged 21 and over will be paid the National Living Wage.
- 2.3 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) Deputy Chief Executive & 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 Planning Services
  - 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 3e 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 as detailed below:

<b>SCALE</b>	<b>SALARY BAND (VALUE AT TIME OF PREPARATION OF THIS STATEMENT)</b>	<b>RVBC SCALE POINTS</b>
1a	£22,366	scp 2
1b	£22,737 – 23,114	scp 3- 4
2	£23,114 – 23,500	scp 4 - 5
3	£24,294 – 24,702	scp 7- 8
4	£25,545 - £26,873	Scp10 - 13
5	£28,282 – 29,777	scp 16 - 19
6	£30,825 - £33,024	scp 21 - 24
SO1	£34,834 - £37,336	scp 26 - 29
SO2	37,336 – 40,221	scp 29 - 32
PO1-4	£39,186 – 42,403	scp 31 - 34
PO2-5	£40,221 – 43,421	scp 32 - 35
PO5-8	£43,421 - £46,464	scp 35 - 38
PO6-9	£44,428 -£47,420	scp 36 - 39
PO10-13	£48,474 - £51,515	scp 40 - 43
	<b>HEADS OF SERVICE</b>	
PO16 -19	£54,712 - £58,073	scp 46 - 49
PO 23 -26	£62,630 - £66,035	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 several 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 authorized 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 £108,656 and a maximum of £118,186. The postholder also acts as the Returning Officer for which additional fees are payable in relation to specific election based activities.

### **6.2 Deputy Chief Executive Remuneration**

The post of Deputy Chief Executive (which also acts as Head of Service) is paid a salary which falls within a range of 5 incremental points between £90,400 and a maximum of £98,304. 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, one of which is the Deputy Chief Executive and is paid in accordance with 6.2. The salary of posts designated as Director fall within a range of 5 incremental points between £86,454 and a maximum of £94,271 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 4.1 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.

Deputy Chief Executive - The Joint Negotiating Committee for Local Authority Chief Officers.

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 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 2021/22 the employer contribution rate will be 17.1%, until the next triennial

actuarial review. In addition a lump sum payment is made as a contribution towards the Ribble Valley share of the deficit on the pension fund.

The employee contribution rates, which are defined by statute, as at 1 April 2023 are:

Full time salary	Contribution rate
Up to £16,500	5.5%
£16,501 - £25,900	5.8%
£25,901 - £42,100	6.5%
£42,101 - £53,300	6.8%
£53,301 - £74,700	8.5%
£74,701 - £105,900	9.9%
£105,901 - £124,800	10.5%
£124,801 - £187,200	11.4%
£187,201	12.5%

Not available 2024/2025.

### 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 2023 equals £22,366 per annum.

Spinal Column Point	Salary (per annum)
2	£22,366



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 2023 being at spinal column point 2 - £22,366

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 £113,317 . 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 £66,035
- 15.4 Set out below is the relationship between the Chief Officer's salaries and the median and lowest salary.

<b>Post</b>	<b>Mid point salary</b>	<b>Benchmark Salary (Median)</b>	<b>Ratio</b>
Chief Executive	£113,317	£26,421	1:4.3
Chief Officers	£66,035	£26,421	1:2.5
<b>Post</b>	<b>Mid point salary</b>	<b>Benchmark salary (Lowest)</b>	<b>Ratio</b>
Chief Executive	£113,317	£22,366	1:5.1
Chief Officers	£66,035	£22,366	1:3.0

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.

## **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).

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-evaluation would be carried out by the Head of HR and UNISON branch representative and moderated as above. Any re-evaluation 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

If at anytime during the course of the year, an employee feels that his/her job has changed significantly, they should discuss the changes with their manager, update their job description as appropriate and then follow the re-evaluation procedure as outlined above.

### 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 £16.80 plus the appropriate overtime rate payable.
Salary between scp 3 – 24	Fixed payment of £23.71 plus the appropriate overtime rate payable.
Salaries over scp 24	Fixed payment of £54.65 plus time off in lieu

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

A disturbance allowance of £10.42 (as at 1<sup>st</sup> April 2023) 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.

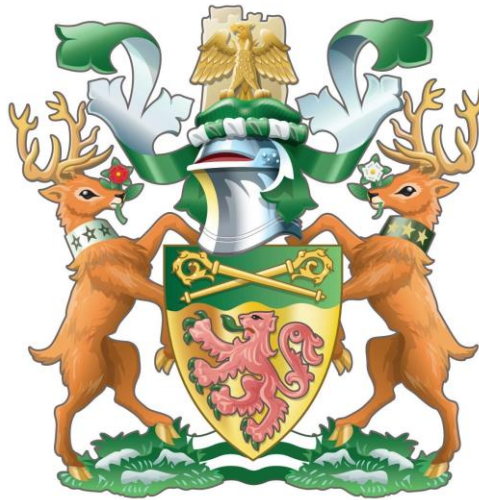
The market supplement will be superannuable and clearly distinguishable from basic pay. It will be reviewed when the post becomes vacant and in any event, after 2 years and every 12 months thereafter. If a further salary survey shows that there is no longer a pay differential, this will justify the removal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

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

**CAREER GRADED POSTS**

Internal Audit Assistant	grade 2/3/4
Dog Warden	grade 3/4
Graduate Environmental Health Technician (Food, H&S)	grade 4/5/6
Environmental Protection/Housing Technical Officer	grade 4/5/6
Assistant Planning Officer	grade 4/5/6
Assistant Planning Officer	grade 4/5/6
Assistant Planning Officer	grade 4/5/6
Cemetery & Grounds Maintenance Officer	grade 5/6
Building Surveyor (Community Service)	grade 6/SO1
Building Surveyor (Community Service)	grade 6/SO1
Building Surveyor (Economic Development)	grade 6/SO1
Senior Planning Officer	grade SO1/SO2
Senior Planning Officer	grade SO1/SO2
Principal Surveyor	grade PO5-8

14 Posts  
10 Roles



Ribble Valley  
Borough Council

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# 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 sum 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

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE**

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meeting date: 17 JANUARY 2024  
title: ESTABLISHMENT INCREASE WITHIN COMMUNITY SERVICES  
submitted by: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

### 1 PURPOSE

1.1 To request that Committee approve an increase of one fixed term post in Community Services, to help deliver the Together an Active Future (TaAF) project.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives } The Council aims to be a well-managed Council.
- Corporate Priorities } To help make people's lives healthier and safer.
- Other Considerations }

### 2 BACKGROUND

2.1 The Council has since 2019 been part of the Sport England funded project in Pennine Lancashire to increase activity levels in the Borough. The project is fully funded from Sport England and BwD are the accountable body for the project on behalf of all the partners, (RVBC, Hyndburn, Burnley, Rossendale, and Pendle)

2.2 The first phase of the work (Pathfinder) has now been completed and the second phase (Accelerator) which will end in 2025 has now commenced.

2.3 To enable this phase to be completed a new post is being proposed to be added to the establishment, the post is titled as a TaAF Work Stream Network Lead.

### 3 ISSUES

3.1 It is intended that the post if agreed would be advertised externally, with any successful candidate recruited started as soon as possible, to avoid any delay to the work commencing.

### 4. PROPOSAL

4.1 The post will be part of the healthy living team based within Cultural and Leisure Services, which itself is part of Community Services. It will be a fixed term post ending in December 2025.

4.2 The post has been evaluated under the Council's scheme, it would be full time, 37 hours per week, and has been graded at scale 5.

4.3 The post would report to the Council's Health and Fitness Officer, which is a permanent post already on the establishment.

4.4 The job description and person specification are attached in the appendix for information.

4.3 This post will contribute to the delivery of the objectives which the Council has for the second phase of the TaAF project and is integral to that work being achieved. It has been included within the financial plan submitted to Sport England and they support the Councils' approach and the objectives which have been set for the Accelerator phase.

4.4 CMT considered this request in December 2023 and supports this recommendation to Personnel Committee. Community Committee considered at their meeting on 9<sup>th</sup> January, a report on the next phase of TaAF and supported the Council entering into the agreement for the final phase of the project which includes the addition of a new post.

#### 4. RISK ASSESSMENT

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

- Resources – The post is fully funded from the grant allocation to the Borough from Sport England
- Technical, Environmental and Legal – The legal agreement for the Accelerator Phase has been consulted on with the Councils' legal section.
- Political – N/A
- Reputation – N/A
- Equality and Diversity – N/A

#### 5. **RECOMMENDED THAT COMMITTEE**

5.1 Agree to the increase in the establishment by the addition of the full time 37 hour per week post on a fixed term contract until December 2025.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

#### BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: WEDNESDAY, 17 JANUARY 2024  
 title: ANNUAL REVIEW OF UNION FACILITIES AGREEMENT  
 submitted by: JANE PEARSON– DEPUTY CHIEF EXECUTIVE & DIRECTOR OF RESOURCES  
 principal author: DAWN EVANS-STOREY – HEAD OF HR

### 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 April 2022 to 31 March 2023 this can be broken down as follows:

Time spent at Regional meetings, UNISON Conference and training	82hrs.
Time spent dealing with Internal meetings*	23hrs. 33 mins

**Total 105 hrs. 33 mins = approximately 14.5 days**

(based on a standard day of 7hrs 24 mins)

For 2021/2022 (April 2021 to March 2022) the total number of hours was 125 hrs. 11 mins i.e. approximately 17 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 and Diversity: For all RVBC Policies and Strategies and in line with the Council's approach to equalities, an Equality Impact Assessment (EIA) checklist has been completed and a full EIA is not required. This will identify the potential impact of the organisation's policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics outlined in the Equality Act 2010.



5 **CONCLUSION**

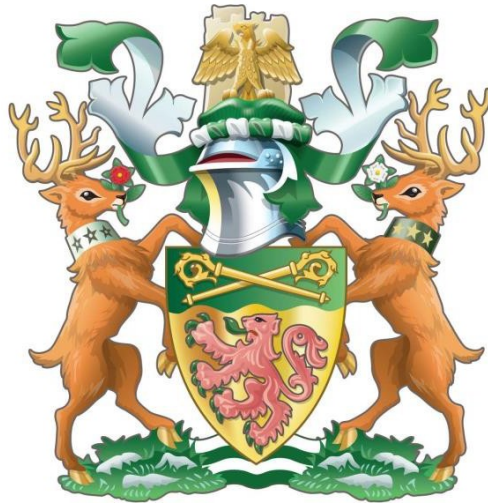
- 5.1 The data recorded and collated will enable us to publish the necessary information to meet the requirements of the Local Government Transparency Code.

DAWN EVANS-STOREY  
HEAD OF HR

JANE PEARSON  
DIRECTOR OF RESOURCES

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





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

## **CONTENTS**

CONTENTS .....	1
Policy administration .....	2
Policy ownership .....	2
Version control and review date .....	2
Equality implications .....	2
Supporting documents or legislation relating to this policy .....	2
FACILITIES AGREEMENT TIME OFF FOR TRADE UNION DUTIES .....	3

# Agreement Administration

## Ownership

For any queries about this policy, please contact the plan owner.

<b>Department</b>	Human Resources		
<b>Owner</b>	Dawn Evan-Storey	<a href="mailto:Dawn.Evans-Storey@ribblevalley.gov.uk">Dawn.Evans-Storey@ribblevalley.gov.uk</a>	01200 414402
<b>Committee</b>	Personnel Committee		

This policy is maintained and published on behalf of Ribble Valley Borough Council. A copy of this policy will be published on the Council Intranet and will be reviewed and updated as stated below.

## Version control and review date

Version	Date	Reason for Publication	Approved by Committee / Date	Review Date
V1	October 2016	Review of the policy	Personnel Committee October 2016	As and when needed
V1.2	January 2022	Updates made to branch committee at point 10	Personnel Committee January 2023	As and when needed
V1.3	January 2024	Updates made to branch committee at point 10	Personnel Committee January 2024	As and when needed
V1.4				

This policy will be reviewed, as a minimum, on an annual basis. However, consideration should be given to reviewing the policy should there be any changes in legislation or guidance. The policy/procedure owner will ensure the document is reviewed as stated.

## Equality implications

Action	Yes / No
An Equality Impact Assessment (EIA) has been completed	Yes

## Supporting documents or legislation relating to this policy

Please include any supporting documents / legislation
1.
2.
3.
4.

## **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 e.g. 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.

Vacant	Chair
Christine Speak	Membership and Communications
James Marshall	Treasurer
Karen Kenyon	Health and Safety Officer
Peter Lancaster	Sports/Social
Liz Nash	Welfare
Lauren Bury	Workplace Contact
Tracie Hamilton	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.

Signatures:

*M. H. Scott*

.....Chief Executive

*D. D. D. D.*

.....Head of HR

*Anna Bayel*

.....UNISON Branch Secretary

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## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE**

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meeting date: 17 JANUARY 2024  
title: HR DATA RETENTION POLICY  
submitted by: JANE PEARSON - DEPUTY CHIEF EXECUTIVE & DIRECTOR OF REOURCES  
principal author: DAWN EVANS-STOREY – HEAD OF HUMAN RESOURCES

### **1 PURPOSE**

1.1 To update members on the project of HR Data Retention Policy approved by committee on 18 January 2023.

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 comply with the Data Protection Act 2018 and current provisions of the EU General Data Protection Regulations (GDPR)

### **2 BACKGROUND**

2.1 Due to the tightening of the Data Protection Act 2018 and General Data Protection Regulations (GDPR) a need to review how we held, record and store our personal files was identified. The council had not been through the process of cleansing files before and held approximately 3,000 files with an estimated 300,000 documents. Due to the size of the task The Committee approved the 6-month temporary appointment of a HR Data Cleansing Assistant at a total cost of £13,135 (this includes salary, pension and National Insurance Contributions). A HR data retention policy was also created and approved.

### **3 PROGRESS**

3.1 All current employees now have digital personnel files that are categorised, dated and can be re-cleansed in line with timeframes within the HR Data Retention Policy as needed.

3.2 Personnel files for previous employees who were employed by us up to six years ago have been weeded and stored digitally should they be required for any employment claims.

3.3 Files for previous employees over six years have been confidentially destroyed.

### **4 CONCLUSION**

4.1 The project has been a great success and has now concluded. Files dating back to the 1970's have been cleansed. The initial estimated figure was around 3,000 files, however around 4,500 were identified.

DAWN EVANS-STOREY  
HEAD OF HR

JANE PEARSON  
DEPUTY CHIEF EXECUTIVE &  
DIRECTOR OF RESUORCES

BACKGROUND PAPERS

Decision Item 606. Agenda Item 13 from 18 January 2023

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

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: WEDNESDAY, 17 JANUARY 2024  
title: 2021/2022 AND 2022/2023 YEAR-END PERFORMANCE INFORMATION  
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE  
principal author: JAQUI HOULKER – PRINCIPAL POLICY AND PERFORMANCE OFFICER

### 1 PURPOSE

- 1.1 To inform committee about year-end reports for 2021/2022 and 2022/2023 that detail performance against our local performance indicators.
- 1.2 Performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives –
  - Corporate Priorities –
  - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

### 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The attachment to this report provides an overview of the Council's performance up to 31 March 2023. Committee members will be aware that the Council responded to the emergencies of the Coronavirus pandemic since early March 2020. Covid rules in England ended at the end of February 2022 as part of Government's "Living with Covid" strategy. This now gives an opportunity to learn from both pre-Covid and during Covid service delivery, and to focus on the recovery from the pandemic.
- 2.4 The report attached at Appendix 1 comprises the following information:
  - The outturn figures for all local performance indicators relevant to this committee for 2021/2022 and 2022/2023. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2021/2022 data and 2022/2023 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous year 2020/2021 for comparison purposes (where available) and the trend in performance is shown between 2021/2022 data and 2022/2023 data.
  - Targets for service performance for the year 2022/2023 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
  - Where available targets have also been provided for all three years.
- 2.5 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.6 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final

publication of the indicators on the Council's website.

- 2.7 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 2.8 A new Corporate Plan 2023-2027 is presently in development; a revised suite of Corporate KPIs will be established following feedback from the Corporate Plan Working Group and Council officers considering statutory requirements and corporate priorities.
- 2.9 For the past few years the Council has utilised and reported data for 130 KPIs, however this will be reduced to a smaller, and more focussed number. It is important that the Corporate KPI Scorecard is concise and provides assurance against Corporate Plan progress, some KPIs will have cross cutting themes across the diverse range of services and priorities the Council provides. Quarterly reporting for the new suite of KPIs will commence from April 2024 for 2024/2025 with an annual report at year-end. The Corporate Plan and suite of KPIs will also be reviewed on an annual basis
- 2.10 We measure our performance by examining these KPIs. Where available KPI data will be reported in a Quarterly Performance Report and scrutinised by a network of people including Corporate Management Team (CMT) and relevant Committees. Council services also have their own specific plans which look at performance in more detail and include a number of KPIs pertinent to that service.

### 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

- 3.1 Analysis shows that of the 23 Personnel Services key performance indicators (KPIs) that can be compared to target:
  - 43.5% (10) of the KPIs met target (green) and or are on track.
  - 56.5% (13) of the KPIs provide data only.
- 3.2 Of the 23 Personnel Services KPIs where performance trend can be compared over the years:
  - 31% (7) of the KPIs have improved
  - 17% (4) of KPIs stayed the same
  - 52% (12) of PIs worsened
- 3.3 In respect of KPIs for Personnel Services, the following information regarding performance and targets has been provided:
  - **PI HR1 to PI HR11** – Staff grade and scale KPIs. No targets are set for these KPIs as they are data only indicators. A new Minimum Wage KPI has been included for monitoring purposes. The long term trend is to fill vacancies and retain staff.
  - **PI HR14 (BV11a) Top 5% of Earners: Women, PI HR15 (BV11b) Top 5% of Earners: Ethnic Minorities and PI HR16 (BV11c) Top 5% of Earners: with a disability** – data is collected for these KPIs to provide transparency and to create an inclusive and diverse workforce.
  - **PI HR17 (BV12) Working Days Lost Due to Sickness Absence** - 7.62 days were lost due to sickness absence in 2022/23, the number of days lost has continued to reduce since 2020/21 (11.32 days) and 2021/22 (9.58 days) respectively. Sickness absence remains a constant concern for the Council in terms of cost, impact on service delivery and creating additional workload for those who remain in work. Sickness absence is monitored very closely with HoS and managers taking a proactive approach to reduce absence.
  - **PI HR18 (BV14) Percentage of Early Retirements and PI HR19 (BV15) Percentage of Ill-health Retirements** - There were no early retirements or ill-health retirements in year.

- **PI HR20 (BV16a) Percentage of Employees with a Disability** - The percentage of council employees with a disability was 12.76% compared to the local government average of 15.7%.
- **PI HR21 (BV16b) The percentage of economically active disabled people in the authority area** – These statistics relate to the employment of working-age disabled people in the UK. They provide context for the government's goal to see one million more disabled people in work between 2017 and 2027. This goal was reached in 2022. In 2022/23 the percentage of economically active disabled people in Ribble Valley was 12.31%, showing a 2.18% increase since 2021/22
- **PI HR22 (BV17a) Ethnic Minority representation in the workforce – employees** - The percentage of BME employees was 5.53%, less than the national average in local government workforce of 8.2%, but representative when compared with the demographics for the area.
- **PI HR23 Staff turnover** – In 2022/23 the percentage of staff turnover was 13.61% a considerable reduction of 13.08% since 2021/22 (26.69%), with 32 leavers overall. Data relating to the reason for leaving is collated as part of the employees exit interview which are monitored and discussed at CMT.
- **PI HR24 Number of training days provided** – 111 training days were provided in 2022/23. This data provides information relating to training and workforce development including findings on skill-shortage vacancies, skills gaps and key training provision.

#### 4 RISK ASSESSMENT

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

- Resources – There are no resource implications as a result of this report. Resource implications of any actions referred to within this report, will be reported to the appropriate Committee.
- Technical, Environmental and Legal – None identified.
- Political – None identified
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - For all Ribble Valley Borough Council Policies and Strategies and in line with the Council's approach to equalities, an Equality Impact Assessment (EIA) would identify the potential impact of the organisation's policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics. After consideration an EIA is not required for this report.

#### 5 CONCLUSION

- 5.1 For committee to note the 2021/2022 and 2022/2023 performance information provided relating to this committee.









**Jaqui Houlker**  
PRINCIPAL POLICY AND  
PERFORMANCE OFFICER

**Marshal Scott**  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS:



REF: JH/ 24-01-17 Personnel Committee YE Performance Information v1  
For further information please ask for Jaqui Houlker, extension 4421













**Ribble Valley Borough Council  
Year-end monitoring report for 2020/21, 2021/22 & 2022/23**

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown	For data only KPIs, the long term trend is to fill vacancies and retain staff	
	Data Only		

Page 46









**Personnel Committee (HR 23 KPIs)**

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI HR1	Number of staff at: craft grade	0	Data only	0	Data only	0	Data only		See Key above	We no longer have any staff on craft grade.	To monitor the number of staff on locally agreed grades
PI HR3	Number of staff at: Local Agreement grade	0	Data only	0	Data only	0	Data only		See Key above	We have local agreements in place. However, we no longer have any staff on a specific Local Agreement grade.	

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
<b>New</b>	Number of staff at: Minimum Wage	N/A	Data only	1 New KPI	Data only	2 New KPI	Data only		See Key above	New proposed KPI - Number of staff at: Minimum Wage.	
<b>PI HR4</b>	Number of staff at: Scale 1-3	107	Data only	99	Data only	106	Data only		See Key above		
<b>PI HR5</b>	Number of staff at: Scale 4-6	78	Data only	75	Data only	80	Data only		See Key above		
<b>PI HR6</b>	Number of staff at: Scale SO 1-2	14	Data only	11	Data only	15	Data only		See Key above		
<b>PI HR7</b>	Number of staff at: Scale PO 1-5	14	Data only	17	Data only	13	Data only		See Key above		
<b>PI HR8</b>	Number of staff at: Scale PO 6-10	8	Data only	4	Data only	7	Data only		See Key above		
<b>PI HR9</b>	Number of staff at: Scale PO 11-15	0	Data only	0	Data only	0	Data only		See Key above		
<b>PI HR10a</b>	Number of staff at: Scale PO 16-22	6	Data only	6	Data only	7	Data only		See Key above		
<b>PI HR10b</b>	Number of staff at: Scale PO 23-26	3	Data only	3	Data only	2	Data only		See Key above		
<b>PI HR11</b>	Number of staff at: Scale CEX/Director	4	Data only	4	Data only	3	Data only		See Key above		
<b>PI HR14 (BV11a)</b>	Top 5% of Earners: Women	38.40%	35.70%	30.76%	35.70%	50.00%	35.70%			The number of women in the top 5% earners has increased as a result of the appointment of two female employees replacing two male	To provide transparency and create an inclusive and diverse workforce

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
										postholders. There are 12 posts in total.	
PI HR15 (BV11b)	Top 5% of Earners: Ethnic Minorities	.00%	.00%	.00%	.00%	.00%	.00%				To provide transparency and create an inclusive and diverse workforce
PI HR16 (BV11c)	Top 5% of Earners: with a disability	0.00%	.00%	15.38%	.00%	0.00%	.00%				To provide transparency and create an inclusive and diverse workforce
Page 48 PI HR17 (BV12)	Working Days Lost Due to Sickness Absence	11.32	10.00	9.58	9.00	7.62	8.00			Sickness absence remains a constant concern for the Council in terms of cost, impact on service delivery and creating additional workload for those who remain in work. Sickness absence is monitored very closely with HoS and managers taking a proactive approach to reduce absence.	To appreciate and invest in our staff
PI HR18 (BV14)	Percentage of Early Retirements	.00%	.50%	.00%	.50%	.00%	.50%			There were no early retirements in year	To appreciate and invest in our staff
PI HR19 (BV15)	Percentage of Ill-health Retirements	.00%	.45%	.00%	.45%	.00%	.45%			There were no ill-health retirements in year	To appreciate and invest in our staff
PI HR20 (BV16a)	Percentage of Employees with a Disability	10.46%	10.00%	10.00%	10.00%	12.76%	10.00%				To create an inclusive and diverse workforce and provide



PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
											reasonable adjustments to ensure that disabled people are not disadvantaged.
<b>PI HR21 (BV16b)</b>	The percentage of economically active disabled people in the authority area	10.13%	Data only	10.13%	Data only	12.31%	Data only				
<b>PI HR22 (BV17a)</b>	Ethnic Minority representation in the workforce - employees	2.49%	3.00%	2.49%	3.50%	5.53%	4.00%				To provide transparency and create an inclusive and diverse workforce
<b>PI HR23</b>	Staff turnover	14.32%	15%	26.69%	15%	13.61%	15%				To understand the reason for staff leaving the Council and improve staff retention
<b>PI HR24</b>	Number of training days provided	292.5 days	Data only	78 days	Data only	111 days	Data only				Provides information relating to training and workforce development

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: WEDNESDAY 17 JANUARY 2024  
 title: MEMBERSHIP OF WORKING GROUP  
 submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
 principal author: REBECCA HODGSON – DEMOCRATIC SERVICES AND CIVIC OFFICER

### 1 PURPOSE

- 1.1 To note that the membership of the Working Group under the remit of this Committee for the remainder of the Municipal Year 2023/2024 remains unchanged following changes to political groups.
- 1.2 Relevance to the Council's objectives and priorities –
- Community Objectives – to be a well managed council providing effective services.
  - Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
  - Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

### 2 BACKGROUND

- 2.1 Committee approved the appointment of Members to the HR Working Group for 2023/24 on 7 June 2023.
- 2.2 Based on the then political balance the membership of the Working Group included five members consisting of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor.

The membership of the working group was as follows:

Councillors R Elms, S Farmer, D O'Rourke, K Barnsley, and D Birtwhistle.

### 3 ISSUES

- 3.1 Following political group changes, the revised membership of the Planning and Development Committee based on the new political balance was confirmed at the meeting of the Full Council 12 December 2023 as follows:

CONSERVATIVE (4)	LIBERAL DEMOCRAT (1)	LABOUR (2)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (0)	INDEPENDENT (0)
Sue Bibby	Donna O'Rourke	Karl Barnsley	Stewart Fletcher	David Birtwhistle		
Rosie Elms (C)		Derek Brocklehurst				
Steve Farmer (VC)						
Simon Hore						

3.2 All members of the HR Working group remain Members on the Committee and the membership therefore remains unchanged.

#### 4 RISK ASSESSMENT

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

- Resources – the costs associated with working groups are included in the budget for 2023/24.
- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

#### 5 CONCLUSION

5.1 Committee is asked to note that the membership of the HR Working Group remains unchanged as follows:

Councillors R Elms, S Farmer, D O'Rourke, K Barnsley, and D Birtwhistle.

REBECCA HODGSON  
ADMINISTRATION OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

- 1 Agenda and Minutes of Personnel Committee 7 June 2023
- 2 Agenda and Minutes of Full Council 12 December 2023

For further information please contact Rebecca Hodgson at [rebecca.hodgson@ribblevalley.gov.uk](mailto:rebecca.hodgson@ribblevalley.gov.uk).

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