



Meeting: Employment Committee

Date/Time: Wednesday, 12 March 2014 at 10.00 am

Location: Goscote Committee Room, County Hall, Glenfield

Contact: Mr. S. J. Weston (tel: 0116 305 6226)

Email: sam.weston@leics.gov.uk

Membership

Mr. J. B. Rhodes CC (Chairman)

Mr. G. A. Boulter CC Mrs. H. E. Loydall CC
Mr. Max Hunt CC Mr. R. J. Shepherd CC
Mr. D. Jennings CC Mr. E. D. Snartt CC

AGENDA

<u>Item</u>	<u>Report by</u>	
1. Minutes of the meeting held on 23 October 2013.		(Pages 3 to 7)
2. Question Time.		
3. Questions asked by members under Standing Order 7(3) and 7(5).		
4. To advise of any other items which the Chairman has decided to take as urgent elsewhere on the agenda.		
5. Declarations of interest in respect of items on the agenda.		
6. Pay Policy Statement 2014/15.	Director of Corporate Resources	(Pages 9 to 21)
7. Employee Code of Conduct.	County Solicitor and Director of Corporate	(Pages 23 to 32)



	Resources	
8. Smoke Free Workplace.	Director of Corporate Resources and Director of Public Health	(Pages 33 to 35)
9. Home Working Policy and Guidance.	Director of Corporate Resources	(Pages 37 to 48)
10. Veterans' Interview Programme.	Director of Corporate Resources	(pages 49 to 56)
11. 2013 Pay Award.	Director of Corporate Resources	(Pages 57 to 60)
12. Managing Attendance.	Director of Corporate Resources	(pages 61 to 63)
13. Organisational Change Policy and Procedure: Summary of Action Plans.	Chief Executive	(pages 65 to 70)
14. Any other items which the Chairman has decided to take as urgent.		
15. Date of Next Meeting.		

The next meeting of the Committee is scheduled to be held on 26 June 2014 at 10.00am.



Minutes of a meeting of the Employment Committee held at County Hall, Glenfield on Wednesday, 23 October 2013.

PRESENT

Mr. J. B. Rhodes CC (in the Chair)

Mr. G. A. Boulter CC

Mr. Max Hunt CC

Mr. D. Jennings CC

Mrs. H. E. Loydall CC

Mr. R. J. Shepherd CC

Mr. E. D. Snartt CC

18. Minutes.

The minutes of the meeting held on 11 July 2013 were taken as read, confirmed and signed.

19. Question Time.

The Chief Executive reported that no questions had been received under Standing Order 35.

20. Questions asked by members under Standing Order 7(3) and 7(5).

The Chief Executive reported that no questions had been received under Standing Order 7(3) and 7(5).

21. Urgent Items.

There were no urgent items for consideration.

22. Declarations of interest.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No declarations were made.

23. Mental Health First Aid.

The Committee considered a report of the Director of Corporate Resources which advised of the implementation of the Mental Health First Aid Programme across the Council. A copy of the report marked 'Agenda Item 6' is filed with these minutes.

The Committee was advised that, in future, reports providing feedback on the implementation of the programme would include an evaluation of the impact that it was having, including any effect on attendance.

It was noted that the majority of trained Mental Health First Aiders were based in the Adults and Communities Department. Further implementation of the programme would

seek to redress this balance and ensure that at least one person from each service area had been trained.

The training programme for Mental Health First Aid was careful not to encourage staff to attempt to support colleagues beyond a level which they were skilled or qualified to operate. The training focussed on how to recognise the symptoms of mental ill health, how to approach and speak to the person concerned and how to signpost them to appropriate support.

Feedback from those members of staff who had undertaken the training had been positive. Members requested that those members of staff who had not yet provided feedback be encouraged to do so and that further feedback reports also included any negative feedback. It was acknowledged that officers were not aware of any negative feedback to date.

RESOLVED:

- (a) That the continued implementation of the Mental Health First Aid Programme be supported;
- (b) That further evaluation feedback based on the continued delivery and use of the Mental Health First Aid Programme be received at a future meeting of the Committee.

24. Managing Attendance.

The Committee considered a report of the Director of Corporate Resources which provided an update in relation to absence management across the Council. A copy of the report marked 'Agenda Item 7' is filed with these minutes.

RESOLVED:

That the current position in relation to reporting, together with the on-going actions to reduce sickness absence, be noted.

25. Veteran's Interview Programme.

The Committee considered a report of the Director of Corporate Resources which set out the background to the national Veteran's Interview Programme and relevant issues for members' consideration following from a question raised at the County Council meeting on 25 September. A copy of the report marked 'Agenda Item 8' is filed with these minutes.

Arising from discussion the following points were raised:-

- (i) The Committee was of the view that, where possible, veterans should be supported. It was hoped that a way forward could be identified which would address the barriers identified in the report and enable the Council to support the Programme.
- (ii) It was noted that, in appropriate circumstances, such as where under-representation of particular groups protected under the Equalities Act 2010 was identified, the County Council could take positive action measures to encourage

people to apply for jobs. Whilst forces veterans were not a protected group under the Equality Act, it would be possible to undertake marketing and outreach work.

- (iii) It would be important to ensure that any scheme designed to support veterans into employment did not have an unintentional negative outcome. The programme as described in the report committed an organisation to offering an interview to any veteran who applied for a job, and who were broadly a 'match', but this did not necessarily mean a detailed assessment of the essential criteria at this stage. If the County Council was to implement this programme, it would be necessary to manage the process in a way that ensured that those who were interviewed were genuinely able to compete for jobs.

RESOLVED:

- (a) That the issues which need to be taken into account relating to the possible adoption of a Veterans' Interview Programme, including those relating to the application of the Equalities Act 2010, as now reported, be noted;
- (b) That further consideration be given to this matter at the next meeting of this Committee to give time for additional information to be sought, in the light of the comments now made, and to give Mr L Spence CC the opportunity of presenting his views;
- (c) That the Committee expresses its wish in principle, working alongside the Cabinet and other bodies as appropriate, to provide support to service and ex-service personnel whenever possible in accordance with the Armed Forces Community Covenant made between the County Council and its Armed Forces community.

26. Staff Survey Action Plan 2012 - Action Plan Update.

The Committee considered a report of the Director of Corporate Resources which provided an update on the delivery of the Action Plan to address the issues raised in the 2012 Staff Survey. A copy of the report marked 'Agenda Item 9' is filed with these minutes.

Arising from discussion the following points were raised:-

- (i) Changes to communications with employees who did not have access to a computer would not result in any significant costs to the County Council. The changes would ensure better use of resources to make it easier for managers to communicate messages to staff.
- (ii) The majority of respondents to the staff survey were based at County Hall and had completed the online survey. It was intended that strong encouragement would be given to teams working outside of County Hall to respond, either online or using a paper copy of the survey.
- (iii) The improvements to car parking at County Hall over the summer had reduced the number of complaints received from both internal and external sources. Staff were also being encouraged to explore environmentally-friendly options for travel.
- (iv) The 'You Said, We Did' campaign had been introduced following criticism of the Staff Survey's ability to bring about positive change. It was intended that this

campaign would soon be extended to include the impact of changes that had been made as a result of the survey.

- (v) Concern was expressed that a number of staff who had been subject to bullying and harassment had stated that it was a normal part of their job. Further analysis had indicated that these staff members were often in a customer facing environments, such as a library, dealing with difficult customers. In response to this, the Bullying and Harassment Policy was being revised to incorporate details of how to deal with bullying and harassment from third parties. Additionally, workshops had been held with library staff to help them identify what was and was not acceptable behaviour.

RESOLVED:

That the report be noted.

27. Assessed and Supported Year in Employment Policy and Procedure - Amendment.

The Committee considered a report of the Director of Corporate Resources which sought approval to the amendment to the Assessed and Supported Year in Employment Policy and Procedure and a supplementary report which provided details of the resources implications of the amendment. A copy of the report marked 'Agenda Item 10' and a copy of the supplementary report is filed with these minutes.

It was noted that there was no evidence to explain why the career grade review took place before the end of the supported year in employment. The County Council's current policy was also not in line with practice across the East Midlands.

The Trade Unions had indicated that they could not support the amendment to the policy and procedure because they felt social workers were expected to progress quickly and should be financially rewarded for this. However, the County Council had indicated that it would be willing to support the Trade Unions in ensuring that social workers were not asked to take on more complex cases until they had completed their supported year in employment.

The amendment to the policy and procedure would not affect existing employees.

RESOLVED:

That the amendment to the Assessed and Supported Year in Employment Policy and Procedure as set out in paragraph 8 of this report be approved.

28. Organisational Change Policy: Summary of Action Plans.

The Committee considered a report of the Chief Executive which presented a summary of current Action Plans which contained provision for compulsory redundancy and details of progress in their implementation. A copy of the report marked 'Agenda Item 11' is filed with these minutes.

RESOLVED:

That the report be noted.

29. Date of Next Meeting.

It was noted that the next meeting of the Committee was scheduled to take place on 5 December 2013 at 10.00am and that meetings had been scheduled to take place at 10.00am on the following dates in 2014:-

12 March
26 June
21 October
4 December.

10.00 - 11.10 am
23 October 2013

CHAIRMAN

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EMPLOYMENT COMMITTEE – 12 MARCH 2014

PAY POLICY STATEMENT 2014/15

DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to seek the approval of the Employment Committee to the Council's Pay Policy Statement for 2014/15.

Background

2. On 15 November 2011, the Localism Act received Royal Assent. Under Section 38 of the Act, local authorities in England and Wales are required to produce a Pay Policy Statement for each financial year, which must be approved by Full Council.
3. This statement must set out the Council's policies in relation to:
 - (a) The remuneration of its chief officers;
 - (b) The remuneration of its lowest-paid employees; and
 - (c) The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
4. For the purposes of this statement, remuneration includes basic salary, bonuses and other allowances or entitlements related to employment.
5. The Council is required to approve and publish the Pay Policy Statement for 2014/15 on or before 31 March 2014.

Key Points

6. The proposed Pay Policy Statement attached sets out:
 - The Council's approach to job evaluation and grading of posts;
 - Additional payments that employees are eligible to receive, such as night enhancement, overtime, etc.;
 - The Council's pay multiple (the ratio between the highest paid employee and the median average salary of the Council's workforce (excluding schools but including ESPO), which is 10.83;
 - That there is no distinction between chief officers and other employees in relation to pension entitlements and severance payments.

Recommendations

7. The Committee is asked to recommend the County Council to approve the Pay Policy Statement 2014/15.

Background Papers

None.

Circulation under the Local Issues Alert Procedure

None.

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List of Appendices

Appendix A – Pay Policy Statement 2014/15

Equal Opportunities Implications

None.

a

Pay Policy Statement 2014/15

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Purpose

As a responsible employer Leicestershire County Council is committed to delivering a fair, equitable and transparent policy covering pay and other employee benefits which improves flexibility in delivering services and provides value for money.

Within the framework of its terms and conditions of employment, the Council aims to develop and maintain appropriate pay systems and benefit packages to attract and retain motivated, flexible people who take responsibility, work as a team, improve performance and acquire new skills.

This Pay Policy Statement sets out the Council's policies relating to the pay of its workforce for the period from 1st April 2014 to 31st March 2015, in particular the:

- Remuneration of chief officers;
- Remuneration of the lowest-paid employees;
- Relationship between the remuneration of chief officers and employees who are not chief officers.

The statement meets the Council's obligations under the Localism Act 2011 and will enable the elected members of the Council to make decisions on pay.

Pay Policy Statement 2014/15
Version: 2014 - 1
Agreed at:
Date agreed:
Review date:

The Council's Pay Policy Statement will be agreed by Full Council before the beginning of each financial year and will then be published on the County Council's website ([Click here](#)). The statement may also be amended by Full Council during the course of the year if necessary.

Scope

This statement applies to all employees of Leicestershire County Council employed under the conditions of service of the following bodies:

- National Joint Council for Local Government Services;
- Joint Negotiating Committee for Chief Officers of Local Authorities;
- Joint Negotiating Committee for Local Authority Chief Executives;
- School Teachers' Pay and Conditions (for Centrally Employed Teachers);
- Soulbury Committee.

It is not applicable to employees based in schools and colleges with delegated budgets.

Definitions

For the purposes of this Pay Policy Statement the following definitions will apply:

Remuneration

This includes three elements:

- Basic salary;
- Pension;
- Any other allowances arising from employment.

Chief Officers

Under the Localism Act 2011 a Chief Officer is defined as:

- The head of the Council's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- Its monitoring officer designated under section 5(1) of that Act;
- A statutory chief officer mentioned in section 2(6) of that Act;
- A non-statutory chief officer mentioned in section 2(7) of that Act;
- A deputy chief officer mentioned in section 2(8) of that Act.

In Leicestershire County Council this definition would apply to the posts set out in [Appendix A](#).

Lowest Paid Employees

This refers to employees on Grade 2, Pay Point 3. This definition has been adopted as it is the lowest level of remuneration attached to a post within the Council.

Pay and Grading Structure

The grading of all posts in the Council, except Centrally Employed Teachers, is determined using the nationally recognised Hay Job Evaluation Scheme. This is in order to ensure that all posts are graded and therefore rewarded financially through a fair and non-discriminatory process, that there is consistency in treatment between posts and that the Council complies with equal pay legislation. The scheme is an analytical one that takes into consideration three key elements of a post:

- Know How - the levels of knowledge, skill and experience (gained through work experience, education and training) which are required to perform the job successfully;
- Problem Solving - the complexity of thinking required to perform the job when applying Know How;
- Accountability - the impact the job has on the organisation and the constraints that the job holder has on acting independently.

Part of the guidance from Hay when introducing the scheme was that there should be a 33.3% differential between the Chief Executive and the highest paid Chief Officer.

Basic pay is paid in accordance with the evaluated grade of the post. Each grade comprises a range of pay points. A copy of the Council's pay and grading structure is attached at [Appendix B](#).

Annual pay awards for all employees except Centrally Employed Teachers and those employed on Soulbury Committee conditions will be agreed by Employment Committee having regard to any agreement reached by the relevant national negotiating bodies. A 1% pay award was agreed with effect from 1 April 2013 for all employees up to and including Grade 17 in line with the national award made by the National Joint Council for Local Government Employees. Employees on Grade 18 and above are employed on Joint Negotiating Committee (JNC) terms and conditions for Chief Officers and for Chief Executives. There was no annual pay award agreed in 2013 by these national bodies and as such, none was applied locally.

Annual pay awards for centrally employed teachers and those on Soulbury Committee conditions will be in accordance with those agreed by the respective national bodies.

Details of the national pay scales for Centrally Employed Teachers are available on the [Department for Education's website](#).

Details of senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement ([Click here](#)) and in the [Council's](#)

[Statement of Accounts](#). A copy of the information for 2012/2013 contained in the Pay Policy Statement is attached at [Appendix A](#).

The 'pay multiple' - the ratio between the highest paid full-time equivalent (FTE) salary (Grade 22) and the median average salary of the Council's workforce - is 10.83 (excluding schools).

Remuneration on Appointment

All employees are usually appointed to the minimum pay point applicable to the grade of the post. If the employee is already being paid above the minimum pay point, managers have discretion in some circumstances to appoint to a higher pay point, subject to the maximum of the grade.

Where it is necessary for a newly appointed employee to relocate in order to take up a post, the Council may make a contribution towards the reimbursement of relocation expenses in line with the Relocation Policy.

Employment Committee are given the opportunity to consider salary packages over £100,000 before new posts are established and advertised.

Market Premia

There is provision for the award of market premia where a job has been evaluated under the Hay Job Evaluation Scheme and the resulting salary is proven to be out of step with the market rate for the job. The award of market premia is subject to the agreement of the Chief Executive in consultation with the Chairman or Vice Chairman of the Employment Committee. If approved, market premia are awarded for a two year period. Details of the scheme can be found in the Council's Market Premia Policy and Procedure.

Incremental Progression

Centrally Employed Teachers

A locally agreed Pay Policy for Centrally Employed Teachers will be in place from April 2014.

Soulbury Employees

Employees covered by the Soulbury Agreement are eligible to receive annual increments on 1st September each year until they reach the maximum for the grade of their job.

Other Employees

Subject to one year's satisfactory service in the grade, employees are eligible to receive annual increments on 1st April each year until they reach the maximum pay point for the grade of their job. Where circumstances warrant, accelerated increments may be granted by a Chief Officer.

Career Graded Posts

Employees subject to career grade schemes will progress in line with the arrangements for that post.

Additional Payments

Employees are eligible to receive a flat-rate enhancement for working at night.

Employees are eligible to receive enhancements for working on public holidays.

Employees in posts graded 1-9 who work additional hours are eligible to receive payment at plain time rate for hours worked; employees in Grades 10-14 who work additional hours are not eligible to be paid, but may receive time off in lieu (other than in exceptional circumstances, as set out in the Council's Flexible Working Policy); and for employees in Grades 15 and above, there is no entitlement to pay or time off in lieu for working additional hours. Details of these provisions are set out in the Council's Pay Arrangements Policy.

Employees required to "sleep in" on the premises receive an allowance as agreed by the National Joint Council for Local Government Services.

Other Allowances

All senior officers on grade 18 and above receive allowances as detailed in the Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities and the Joint Negotiating Committee for Local Authority Chief Executives. However, where these conditions are silent, or do not cover an allowance or process, the Chief Executive and senior officers receive the same as those employees covered by the National Joint Council for Local Government Services.

A copy of the School Teachers' Pay and Conditions document can be found on the [Department for Education's website](#). Copies of the conditions of service for all other employees covered by this statement can be requested from the [Local Government Employers](#).

Professional Fees

The Council reimburses annual registration or comparable fees to employees who are unable to practise their professions unless such fees are paid. Professional fees are also paid to employees who are being sponsored to undertake training leading to a professional qualification. However, once the qualification has been gained, the individual will become responsible for paying their own professional fees.

The Council pays the annual subscription for Chief Officers to Societies of Chief Officers and similar organisations.

Car Allowances

All posts, including Chief Officers, within Leicestershire County Council may claim mileage paid at HRMC rates for business travel. The Council operates a lease car scheme which is open to employees who undertake business travel above a specified annual mileage.

First Aid Allowances

Employees who are classified as a 'designated first-aider' are eligible to receive an allowance.

Bonus Payments

The Council does not pay any group of employees a bonus.

Pension Benefits

Centrally Employed Teachers

All Centrally Employed Teachers are eligible to join the Teachers' Pension Scheme. Employees within Leicestershire Youth Service and Leicestershire Adult Learning Service may also join if their role gives eligibility to join the scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on the [Teachers' Pension Scheme website](#).

Other Employees

All employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on www.leics.gov.uk/pensions.

The scheme allows for the exercise of discretion on the enhancement of retirement benefits. The Council will consider each case on its merits, but has determined that its usual policy is not to enhance benefits for any of its employees.

The scheme provides for flexible retirement. To be eligible to request flexible retirement, the Council requires that an employee must either reduce their working hours by a minimum of 40% and/or be appointed to a post on a lower grade. In applying this provision no distinction is made between employees.

Under the Local Government Pension Scheme, employees who return to work after drawing their pension will not have their pension abated (i.e. reduced or suspended) except where they have been previously awarded "added years".

The Council does not award "added years" to employees and has not done so since 2006.

Honoraria

Subject to certain conditions, employees (excluding Centrally Employed Teachers) who are temporarily required to undertake some or all of the duties of a higher graded post are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Honorarium and Acting-Up Policy and Procedure.

Salary Protection

Details of the Council's salary protection provisions that apply to employees who are redeployed into a new post as a result of organisational change can be found in the Council's Organisational Change Policy and Procedure.

Details of the Council's salary protection provisions that apply to employees whose post is downgraded as a result of a grading review can be found in the Council's Job Evaluation Guidance.

The provisions relating to safeguarding (pay protection) set out in the School Teachers Pay and Conditions Document apply to centrally employed teachers. Other Council employees are eligible to receive salary protection for a period of up to one year if they are redeployed into a lower-graded post, with the amount of protection depending on the difference between the grades of their former job and new job.

Severance Payments

Early Retirement (Efficiency of Service)

The Council has no provisions for employees to seek early retirement on the grounds of efficiency of service.

Redundancy

The Council has a single redundancy scheme which applies to all employees. Redundancy payments are calculated in accordance with the Employment Rights Act 1996 and the 2006 Discretionary Compensation Regulations and are based on the employee's age, length of continuous local government service and salary. Details of the redundancy scheme can be found in the Council's Organisational Change Policy and Procedure.

The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued annual leave.

Employees who have TUPE transferred into the Council on redundancy terms which are more favourable than those detailed above will retain these provisions as per TUPE legislation.

In future, Full Council will be given the opportunity to vote on severance packages over £100,000 before they are approved.

Re-Engagement of Employees

Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustments to pension would be made in accordance with the scheme regulations.

Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence this post within 4 weeks of that date are not eligible to receive their redundancy payment.

Publication and Access to Information

This Pay Policy Statement will be published on the Council's website, together with the Council's pay and grading structure and information relating to senior management remuneration.

Appendix A - Senior Management Remuneration 2012/2013

The information below shows the total pay received by Senior Officers (as defined in the Localism Act) within the County Council for the financial year 2012/13. It does not include Head Teachers. The figures include taxable benefits i.e. lease car payments made for these positions during the year 2012/13.

All the jobs listed below have been ranked in terms of level of responsibility within a job evaluation framework applied to all County Council employees (excluding teaching staff). Rates of pay have then been determined with reference to market rates within similar local government authorities.

Post title	Total Pay
	£'000
Chief Executive's Department	
Chief Executive	190
County Solicitor	116
Assistant Chief Executive	97
Head of Youth Justice and Safer Communities	75
Head of Democratic Services	75
Head of Planning	63
Head of Regulatory Services	64
Corporate Resources	
Director	146
Assistant Director - Strategic Information and Technology	112
Head of East Midlands Shared Services	89
Assistant Director - Property Services and Asset Management	88
Assistant Director - People and Transformation	89
Assistant Director - Strategic Finance and Procurement	89
Assistant Director - Customer Services and Operations	89
Children and Young People's Service	
Assistant Director (took on responsibilities of Director from January 2013)	97
Assistant Director	90
Assistant Director	89
Assistant Director	86

Adults and Communities	
Director	130
Assistant Director	89
Assistant Director	83
Assistant Director	89
Assistant Director	87
Environment and Transportation	
Director	128
Assistant Director	95
Assistant Director	96
Assistant Director	84
Eastern Shires Purchasing Organisation	
Director (appointed 1 September 2012)	74
Deputy Director	67
Assistant Director	74
Assistant Director	65
Assistant Director	65
East Midlands Councils (hosted by LCC)	
Executive Director	90

Appendix B - Pay and Grading Structure

Effective from 1st October 2013

Grade	Pay Point	Annual Salary (£)	Grade	Pay Point	Annual Salary (£)	
There is no Grade 1						
2	3	12,438	13	40	37,524	
	4	12,612		41	38,760	
3	5	12,918		42	40,059	
	6	13,320		43	41,454	
4	7	13,743	14	44	42,786	
	8	14,190		45	44,208	
	5	9		14,622	46	45,714
10		15,093		47	47,340	
6	11	15,600	15	48	48,876	
	12	15,987		49	50,493	
	13	16,404		50	52,182	
7	14	16,824		51	53,940	
	15	17,268	16	52	56,097	
	8	16		17,745	53	58,383
		17		18,249	54	60,828
9	18	18,768		55	63,537	
	19	19,317	17	56	66,354	
	10	20		19,881	57	69,312
		21		20,463	58	72,411
11	22	21,069		59	75,660	
	23	21,735	18	60	78,114	
	12	24		22,443	61	81,462
		25		23,190	62	84,939
13	26	23,979		63	88,578	
	27	24,822	19	64	97,704	
	14	28		25,752	65	102,204
		29		26,748	66	107,019
15	30	27,792		67	112,203	
	31	28,926	20	68	115,764	
	16	32		29,589	69	119,499
		33		30,315	70	123,447
17	34	31,098		71	127,689	
	35	31,947	21	125,523		
	18	36	32,934		131,298	
		37	33,990		137,337	
19	38	35,112		143,655		
	39	36,330	22	167,985		
				173,949		
				180,213		
			78	186,981		
			79			



EMPLOYMENT COMMITTEE - 12 MARCH 2014

**JOINT REPORT OF THE COUNTY SOLICITOR AND DIRECTOR OF
CORPORATE RESOURCES**

EMPLOYEE CODE OF CONDUCT

Purpose of Report

1. The purpose of this report is present the draft revised Employee Code of Conduct for consideration.

Background

2. The Employee Code of Conduct forms Part 5B of the County Council's Constitution. It was last revised in 2006. The current Code includes a set of principles and three appendices: the policies for the register of interests, register of gifts and hospitality and whistleblowing.
3. In light of the recent revisions to the Members' Code of Conduct and the requirements of the Bribery Act 2010, it was considered timely to update the Employee Code of Conduct.
4. The draft revised Code is appended to this report. In revising the Code, the aim was to ensure that, as well as addressing the updated principles of public life recommended by the Nolan Committee, it incorporated all County Council policies and procedures relating to the conduct of employees.
5. It was decided that the Code would not reproduce each policy in its entirety but would set out a brief description of their requirement as these policies will change over time and it would not be appropriate for changes to the Constitution to be made whenever such changes are made. A guide to the Employee Code of Conduct which will include weblinks to the relevant policies or procedures is being produced to support employees in understanding the requirements of the Code.

Consultations

6. The draft revised Employee Code of Conduct has been submitted to the Trade Unions, who are supportive of its contents.

Timetable for Decisions

7. The Employee Code of Conduct will form part of the Constitution and will therefore require the approval of the full Council. Prior to this, it will be considered by the Corporate Governance Committee at its meeting on 12th May, along with any revisions to policies relating to Whistleblowing and Gifts and Hospitality.
8. Subject to County Council approval in May, the revised Employee Code of Conduct and related policies will be launched during June 2014.

Recommendation

9. That the County Council be recommended to approve the proposed Employee Code of Conduct as set out in the Appendix to this report.

Background Papers

10. The Constitution of Leicestershire County Council.

Circulation under the Local Issues Alert Procedure

11. None

Officers to Contact:

David Morgan, County Solicitor
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List of Appendices

Appendix – Employee Code of Conduct

Relevant Impact Assessments**Equal Opportunities and Human Rights Implications**

12. None

PART 5B - EMPLOYEE CODE OF CONDUCT

Part 1 General Provisions

Purpose

- 1.1 This Code of Conduct defines the responsibilities, standards and behaviour required of you as a Leicestershire County Council employee. It reflects the fact that members of the public expect you, as a public servant, to demonstrate the highest levels of integrity and professionalism at all times. This is necessary to enable the County Council to deliver services of high quality which are value for money and reflect the Council's organisational values.
- 1.2 It is your responsibility to read this Code and to make sure your conduct meets its provisions at all times.
- 1.3 Breaches of this Code will be investigated and may result in disciplinary action being taken which could lead to dismissal. You must engage in any investigations about actual or potential breaches of this Code.

Scope

- 1.4 This Code of Conduct applies to all County Council employees, apprentices and casual workers. Volunteers, agency workers and others who work, whether paid or unpaid, for and on behalf of Leicestershire County Council are expected to comply with this Code.
- 1.5 You are required to comply with this Code when carrying out your duties as an employee or representative of Leicestershire County Council.
- 1.6 This Code of Conduct is not an exhaustive account of all the expectations upon you and should be read in conjunction with the Council's Disciplinary Policy and Procedure.
- 1.7 This Code does not apply to employees, workers or others based in schools and colleges with delegated budgets.

Part 2 Principles

The Code of Conduct reflects the key principles of public life recommended by the Committee on Standards in Public Life (The Nolan Committee). You must act in accordance with these principles, as set out below, and observe the following rules of behaviour:-

Principle 1 - Selflessness

You should act solely in terms of the public interest.

Principle 2 - Integrity

You must avoid placing yourself under any obligation to people or organisations that might try inappropriately to influence you in their work. You

should not act or take decisions in order to gain financial or other material benefits for yourself, your family, or your friends. You must declare and resolve any interests and relationships.

Principle 3 - Objectivity

You must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Principle 4 - Accountability

You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.

Principle 5 - Openness

You should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Principle 6 - Honesty

You should be truthful.

Principle 7 - Leadership

You should exhibit these principles in your own behaviour. You should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Part 3 Standards

3.1 You are required to:-

- 3.1.1 Always act in the interests of Leicestershire County Council;
- 3.1.2 Behave at work in line with this Code of Conduct and the Council's Organisational Values;
- 3.1.3 Attend work in accordance with your contractual requirements, carry out all of the requirements of your job and any reasonable instructions given by your manager or supervisor effectively and to the standard that is needed;
- 3.1.4 Conduct yourself, in your official or private capacity, in a way which could not reasonably be regarded as bringing the Council into disrepute or engage in any conduct that is harmful to the Council or its interests.
- 3.1.5 Be aware that actions in your off-duty hours can impact on your employment with the Council as it may result in disciplinary action being taken against you. Examples include, but are not limited to, involvement in racist incidents, criminal actions and acts of violence.

3.1.6 Whilst at work and/or on official Council business, dress appropriately for the role you are undertaking and wear your official Leicestershire County Council identity card;

3.2 Health and Safety

3.2.1 You have a responsibility to present yourself fit for work and be capable of carrying out your duties fully in a competent and safe manner. In addition you have a duty to take care of your own health and safety and that of others who may be affected by your actions and to co-operate with the Council and co-workers to help everyone meet their legal requirements;

3.2.2 If you have a specific query or concerns about health and safety in your workplace you should in the first instance talk to your line manager.

Part 4 Adherence to Council Constitution, Policies, Procedures, Operating Guidelines and Service Standards

4.1 You have an individual responsibility to work within Leicestershire County Council's Constitution, service requirements, policies, procedures, operational guidelines and standards, legislation and other professional standards which may apply to your role from time to time and to be aware of and keep up to date with those requirements and standards. Adherence to these ensures that:

- The Council meets its statutory requirements;
- Service standards are maintained;
- Proper monitoring and auditing processes can be applied.

4.2 If you do not follow these (whether intentionally or inadvertently) it will be regarded as a disciplinary matter. Whilst managers will assist you, you have a personal responsibility to make sure that you are familiar with your responsibilities under the Council's Constitution and other policies, procedures and guidelines, in particular:-

- HR Policies;
- Equalities Policies;
- Financial Procedure Rules;
- Contract Procedure Rules;
- Departmental operational policies, procedures and codes.

4.3 When using facilities and equipment, provided as part of your work, belonging to the Council you must;

- Take care of County Council property or equipment, keeping it secure and reporting any breakages or breaches in security;
- Use equipment and facilities for authorised purposes only.

4.4 You must act in accordance with the Council's Smoke Free policy.

Part 5 Public and Social Media

5.1 Unless you are acting as a spokesperson for the Council as part of your duties, or you are authorised to act as a spokesperson about a particular situation, or are acting as spokesperson for one of the Council's recognised trade unions in pursuit of legitimate industrial relations activities, you must not:-

- Speak, write or give interviews about the business of the Council to the media;
- Make a public statement which concerns the business of the Council.

To do so may result in reputational damage to the Council.

5.2 You should be aware of the risks you could potentially face when sharing information about your working and personal life through Social Media and the potential for disciplinary action being taken against you..

Part 6 Relationships

6.1 The County Council expects that you:-

6.1.1 Treat all co-workers (whether paid or unpaid) equally, fairly and with dignity and respect regardless of their circumstances or personal characteristics;

6.1.2 Are supportive, co-operative and maintain good working relationships;

6.1.3 Assist the Council achieve its aim of making the work environment free of harassment and/or bullying, discrimination or other unacceptable behaviours.

6.1.4 Always remember your responsibilities to the community the County Council serves and make sure you are polite, efficient and provide impartial service delivery to all groups and individuals within that community, regardless of their circumstances or personal characteristics and as defined by the policies of the Council.

6.1.5 Develop effective co-operative and professional working relationships with organisations (including in a voluntary capacity with the local community), agencies, contractors, suppliers, and service partners, without offering or inferring any advantage to any external suppliers or contractors;

6.2 Elected Members

6.2.1 Mutual confidence and trust between employees and elected members is essential to the effective operation of the County Council. Any close personal relationships which develop between you and an elected member should be declared in the same way as a relationship with another employee.

More information is contained within the [Protocol on Member/Officer Relations](#), Part 5C of this Constitution.

Part 7 Personal, Business, Financial or Other Interests

- 7.1 For the most part, your off-duty hours are your personal concern; however you should not subordinate your employment relationship with the Council to your private interest or put yourself in a position where there is a conflict of interests.
- 7.2 The County Council and the public must be confident that decisions of whatever nature you make are made for good and proper reasons and are not influenced by your interests or the interests of your family, relatives or friends.
- 7.3 You are required to declare and register any potential or actual personal, financial, business, other employment or interest which may impact on your work, conflict with the impartial performance of your duties, put you under suspicion of improper behaviour or that would cause damage to the Council's reputation or services.
- 7.4 Appointment and other employment matters
- 7.4.1 Applicants for any County Council post are asked to declare any relationship with a member or employee of the Council. In order to avoid any possible accusation of bias, you should not be involved in an appointment where you are related to an applicant, or have a close personal relationship outside work with them;
- 7.4.2 In the same way, you must not be involved in decisions about discipline, promotion or pay for any employee you have a close personal relationship with.
- 7.5 Relationships which develop during the course of Employment
- 7.5.1 You are responsible for declaring, in writing to your line manager, any personal relationships that develop with another Council employee, which may conflict with the impartial performance of your duties.

Part 8 Bribery, Fraud and Corruption

- 8.1 Bribery
- 8.1.1 Bribery is defined as "an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage".
- 8.1.2 Under the Bribery Act 2010, both individuals and organisations are liable for conviction in court, imprisonment and/or fines if found guilty of an offence.
- 8.1.3 It is useful for all employees to remember that it is unacceptable to:
- Give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
 - Give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to 'facilitate' a routine procedure;

- Accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- Accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
- Take any action against or threaten a person who has refused to commit a bribery offence or who raises any concerns.

8.1.4 The responsibility to control the risk of bribery occurring should reside at all levels. If you have a concern regarding a suspected instance of bribery please speak up.

8.2 Fraud and Corruption

8.2.1 Fraud is defined as “deliberate deception intended to provide a direct or indirect personal gain”.

8.2.2 Corruption is defined as the “deliberate use of one’s position for direct or indirect illegitimate personal gain”.

8.2.3 The Council’s general belief and expectation is that all those associated with it will act with honesty and integrity. In particular, officers will lead by example and be accountable for their actions.

8.2.4 As an employee of the County Council you are expected to:

- Take the risk of fraud seriously;
- Secure all passwords, information, documents, money and equipment in your control which can be stolen or used to perpetrate fraud;
- Make yourself aware of corporate and departmental documented procedures, regulations or other instructions and ensure, where possible, that they are adhered to;
- Strive to achieve value for money in your use of the Council’s financial resources;
- Only incur costs to the Council in accordance with your authorised limits;
- Declare any conflicts of interest that arise;
- Only accept gifts and hospitality in accordance with the County Council’s Policy;
- Bring any concern you have on the adequacy of control measures to the attention of your line manager;

8.2.5 Concerns raised will be treated in accordance with the Council’s Whistleblowing policy.

Part 9 Protecting the Council's Business Interests

9.1 The Council retains the intellectual property rights for work created in the course of your normal duties e.g. research, reports, designs, drawings, software developments or similar work. No property of the Council should be removed from Council premises or passed on by you or another person acting on your behalf to a third party, without the express consent of the Council.

- 9.2 Similarly, you are not permitted to use any work which you or others have created, whilst in the employment of County Council, for personal or financial gain without the express consent of the Council.

Part 10 Whistleblowing

- 10.1 The County Council is committed to achieving high standards of integrity and accountability and expects the same commitment from those working for the Council. Experience shows that employees are often the first to realise that there may be something seriously wrong within the Council or often have worries or suspicions and could, by reporting their concerns at an early stage, help put things right and stop potential wrongdoing.
- 10.2 The Council's Whistleblowing Policy provides a framework for you to raise concerns which you believe are in the public interest and may relate to illegal, improper or unethical conduct. You are encouraged to bring to the attention of management, knowledge of any such activity. You should be able to do so without fear of victimisation.

Part 11 Disclosure of Information

- 11.1 You have a contractual responsibility to maintain confidentiality and to comply with the Council's Data Protection Policy.
- 11.2 Confidential information includes, but is not limited to, any information regarding staff, service users, financial information, information regarding business plans or other commercially sensitive information and any information or matter which relates to the affairs and/or services of the County Council that should not be in the public domain and information about County Council Service Users and Customers.
- 11.3 You must:
- 11.3.1 Not disclose information (oral, written or electronic) given to you in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it, or unless you are needed to do so by law, or until it becomes public in the course of the Council's business;
 - 11.3.2 Not prevent another person from gaining access to information to which that person is entitled by law;
 - 11.3.3 Not use any information received during your employment for personal gain or benefit, or pass it on to others who might use it in a way other than might reasonably be expected in the normal course of their duties;
 - 11.3.4 Where applicable, be aware of the guidance on when you make confidential information available to Elected Members. [Part 4B - Access to Information Procedure Rules](#)
 - 11.3.5 Respect political confidences as provided for in the protocol on Member/Officer Relations, Part 5C of this Constitution.
- 11.4 If you are unsure if an individual has the right to receive the information they have asked for, you must seek advice from your line manager.

Part 12 Political Neutrality

- 12.1 Employees serve the whole County Council as a single, statutory corporate body and not simply the political administration in power. It follows, therefore, that you must provide support to all members of the Council, regardless of the political party they represent. This is particularly important in relation to their local or representational role.

This is explained in more detail in the Protocol on Member/Officer Relations, [Part 5C of this Constitution](#).

12.2 Politically Restricted Posts

12.2.1 Some employees hold posts that have been designated as politically restricted. If you hold this type of post you are prevented from taking an active political role either in or outside work. You must not stand as a candidate, or hold, elected office (other than to a Parish Council), canvass at elections, speak, or write publicly demonstrating support for a political party.

12.2.2 The restrictions which apply to Political Assistants are slightly different.



EMPLOYMENT COMMITTEE – 12 MARCH 2014

SMOKE FREE WORKPLACE

**REPORT OF THE DIRECTOR OF CORPORATE RESOURCES
AND DIRECTOR OF PUBLIC HEALTH**

Purpose of Report

1. The purpose of this report is to outline proposals to extend the County Council's Smoke Free Policy.

Background

2. The Council's 'Smoke Free Policy and Guidance' is published on the Council's intranet site (CIS). This incorporates the Smoke Free Regulations that came into force on 1st July 2007 which banned smoking in all enclosed workplaces and public places, with the exception of 'designated smoking areas'.
3. The Policy does not allow employees to smoke during paid work time. It does however, allow employees to smoke before/after work or during unpaid breaks such as lunch time. There are two 'designated smoking areas' within County Hall; one is situated near the rear entrance towards the staff car park and the other is located at the Eastern Annex. Other County Council premises have their own arrangements which are specified at each individual site. However, in practice neither smokers nor their manager's consistently adhere to the policy.
4. A report was submitted to Employment Committee on 15th April 2010 with a proposal to extend the Council's 'Smoke Free Policy' to include a total smoking ban on all Council premises, grounds and in vehicles. The Committee decided that the existing arrangements should continue, pending the submission of further evidence that such a total smoking ban would be appropriate.
5. The People Strategy Board and the Council's Corporate Management Team both now believe it is important that the Council should become a smoke free workplace during 2014. This is on the basis that this would:-
 - Contribute towards the Council's image in helping to promote healthy lifestyles. The Council is proposing to sign the Local Authority Declaration on Tobacco Control. This gives an opportunity to support the tobacco control agenda publicly. Signing this declaration publicly is consistent with the Council's new role as the steward of public health. A comprehensive Smoke Free Policy will support this and demonstrates the Council's leadership in this area;

- Support the commitment to increasing the health and wellbeing of employees. Smoking remains the single greatest cause of preventable illness and premature death. About half of all regular cigarette smokers will eventually die as a result of their addiction;
 - Provide a clean, safe and healthy environment for customers and employees by protecting them from second-hand smoke;
 - Reduce absenteeism costs - study by Nottingham and York universities in 2012 suggests smokers are a third more likely to be absent from work than non-smokers. According to the 'ASH (Action on smoking and health) Ready Reckoner', the estimated cost of lost productivity from smoking related sick days in Leicestershire is £28.9 million;
 - Reduce costs. The estimated cost of lost productivity to Leicestershire, due to smoking breaks is £33.5 million per year. At a local level, the Council does not have a robust policy in place to manage smoking breaks. It is estimated that the cost of lost productivity to the Council could be as much as £9,564 per day and £2.2 million per year;
 - Improve the environment. A smoke-free workplace would benefit the Council from an environmental and economic point of view, particularly in terms of cleaning up smoking related litter. Cigarette filters which are discarded are made of a plastic that can take up to 12 years to decompose.
 - Encourage and help those looking to cut down or stop smoking.
 - ASH and CIEH (Chartered Institute of Environmental Health), with advice from the UKCTAS (UK Centre for Tobacco and Alcohol Studies), are launching a project to support local organisations in the development of a policy for the use of e-cigarettes at work. The Council has signed up to the pilot and will receive support from ASH and the CIEH to develop a policy for its workplaces.
6. In order to introduce a smoking ban on all Council premises and grounds, it is proposed that the following steps be undertaken:
- In conjunction with the signing of the Local Authority Declaration on Tobacco Control, the decision to become a smoke free workplace to employees be communicated during March 2014, but provide a 4-6 month lead-in time prior to implementation;
 - Via a consultative working party, including the recognised trade unions, a comprehensive 'Smoke Free Workplace' policy be drafted for employees for consideration and approval by Employment Committee at its meeting in June 2014;
 - Cessation initiatives be continued to support employees to stop smoking before and after the implementation of the new Policy.

Recommendation

7. That the proposed action outlined in this report towards achieving a Smoke Free workplace be supported.

Background Papers

8. None

Circulation under Local Issues Alert Procedures

9. None.

Officers to Contact:

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Equal Opportunities Implications

10. An equality impact assessment will be undertaken on the 'Smoke Free Workplace' policy.

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EMPLOYMENT COMMITTEE – 12 MARCH 2014

HOME WORKING POLICY AND GUIDANCE

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to present and seek approval for the Council's proposed Home Working Policy and Guidance.

Background

2. The County Council recognises that flexible working has an important role to play in sustaining and improving service delivery and the need to balance employees work, family life and environmental factors.
3. The Council already has a Flexible Working and Occasional Home Working Policy and Guidance in place.
4. The proposed Policy and Guidance applies to the implementation of more regular or permanent home working arrangements, subject to the needs of the service.
5. Whilst working at home, employees and the Council are subject to the provisions of the Health and Safety at Work Act (1974). The Council must, as far as is reasonably practical, ensure the employee's health, safety and welfare at work.

Key Points

6. A copy of the Policy and Guidance is attached as Appendix A to this paper.
7. The purpose of this Policy and Guidance is to outline the types of roles that would be eligible for home working; setting out responsibilities for both employees and managers, highlighting the practicalities of working at home including any health and safety considerations which may need to be made.
8. The document also sets out the procedure for home working arrangements to be implemented; the process for requesting, approving and dealing with refusals to such requests is outlined.

9. All requests made by employees will receive full consideration by managers. Decisions will however be made as to their appropriateness in accordance with operational requirements, any impact on customer service/other employees and the practicability of the revised working arrangements.
10. In some circumstances such arrangements may be initiated by the manager, ie. due to the nature of the job, as a result of an organisational change action plan or agreed as part of a reasonable adjustment. Where this is the case and the arrangements are likely to be permanent, managers should seek further advice from Strategic HR Services.
11. The proposed work place should be adequate and practical for working in terms of health and safety. Managers should complete a risk assessment in conjunction with the employee. It is also strongly recommended that the manager visits the employee's home especially if the working arrangements are going to be longer term.
12. It is recommended that the agreed working arrangements are reviewed once implemented and therefore an initial trial period of three months should be put into place. Where these are longer term arrangements then an annual review should be agreed.
13. Employees or managers may terminate the home working agreement by giving one month's notice in writing. A shorter period may however be agreed by mutual consent.
14. The Council reserves the right to withdraw or suspend the scheme immediately and at any time should a potential abuse of the scheme be identified.

Implementation

15. This Policy and Guidance document has been fully supported by the trade unions.
16. If endorsed by the Committee, the Policy and Guidance will become effective from 12 March 2014 and made available on CIS for employees and managers to view. An article within the Managers' Digest will also be published to inform Managers about the Policy.
17. The Policy's application will be monitored through on going discussions with Trade Unions, HR Advisors and managers alike.

Recommendation

The Committee is asked to approve the Home Working Policy and Guidance for implementation from 12 March 2014.

Background Papers

None.

Circulation under the Local Issues Alert Procedure

None.

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List of Appendices

Appendix – Home Working Policy and Guidance

Equal Opportunities Implications

An Equalities Impact Assessment is being undertaken.

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Home Working Policy and Guidance

Scope

This policy and guidance applies to all employees of Leicestershire County Council.

It is however recognised that not all posts will be suitable for home working; managers will therefore be required to assess which jobs will be suited to such arrangements.

Purpose

The purpose of this policy is to outline the types of roles that would be eligible for home working, setting out responsibilities for both employees and managers, highlighting the practicalities of working at home including any relevant health and safety considerations which may need to be made.

The document also sets out the procedure for home working arrangements to be implemented.

Introduction

Leicestershire County Council recognises that flexible working has an important role to play in sustaining and improving service delivery and the need to balance employees work, family life and environmental factors.

This policy and guidance sets out how flexible working can be applied in a structured way. Any requests made by employees in accordance with this policy will receive full consideration by managers. Whilst the Council seeks to support alternative ways of working, all decisions as to their appropriateness will be made in the respect of the operational requirements of the Council, the impact on customer service, the needs of other employees and the practicability of the revised working arrangements.

It is expected that most home working requests will be voluntarily instigated by the employee. In some circumstances such arrangements may be initiated by the manager and this is covered within this guidance, however where this is the case and the arrangements are likely to be permanent, further advice should be obtained from Strategic HR Services.

Definitions

Regular Home Working

This refers to an arrangement whereby employees work from home on a regular basis, either full time or part time or on a set pattern of days in a week or month whilst the remaining time is spent working on site / or in an office location.

Permanent Home Working

This is defined as an arrangement whereby employees work from home on a permanent basis which is therefore their main place of work.

This can either be an employee request or may be instigated by the manager for reasons such as the nature of the job / set up of the team, an arrangement that is identified as a

result of an organisational change action plan or agreed as part of a reasonable adjustment under the Equalities Act (2010).

Occasional Home Working

It is acknowledged that employees may even work at home on an occasional basis which is informally agreed with management; this is however covered within the [Flexible Working Remote and Occasional Home Working Policy and Guidance on CIS](#).

For the purposes of this guidance, regular / permanent home working arrangements will simply be referred to as home working.

Eligibility Criteria

It is not possible to give a definitive list of occupations suitable for home working. However, certain job characteristics lend themselves to home based working. The characteristics of these jobs are:

- Where a high degree of written rather than manual work is undertaken.
- Where there are clearly defined areas of individual work e.g. project work, research, report writing and policy analysis.
- Work where the location is unimportant.
- Work that does not require frequent personal input from other people.

The characteristics of employees who are likely to cope with home working are as follows:

- Self motivated and able to work without direct supervision.
- Able to complete work to scheduled deadlines.
- Possess good time management skills.
- Able to cope with reduced social contact and isolation.
- Able to balance the needs of family and working life.

Managers' Responsibilities

Managers have the following responsibilities in respect of home working to ensure that:

- The job is suitable for home working.
- Employees clearly understand the arrangements for home working.
- There is no adverse effect on service delivery.
- There is no adverse impact on other team members.
- The employee has the right personal qualities to cope with home working.
- The home site is suitable and a health and safety risk assessment has been undertaken.
- Steps are taken to agree effective communication and involvement links e.g. attendance at team meetings.
- An effective management process is in place to monitor, supervise and evaluate home working arrangements.
- Managers must also ensure that working arrangements comply with the [Corporate Health Safety and Wellbeing Policy](#).
- Home working employees are not disadvantaged e.g. in terms of training and development and promotion opportunities.
- The arrangement is cost effective and any additional costs justifiable.
- Appropriate information and communication technology is provided.
- The requirements of the Working Time Regulations are complied with and employees are not working excessive hours.

Employees' Responsibilities

Employees have the following responsibilities in respect of home working to ensure that:

- Suitable and sufficient time is set aside for work responsibilities and arrangements made for minimal home related disturbance.
- Appropriate care will be taken to ensure the safety and security of equipment.
- A suitable room and furniture are provided by the employee and the working environment is maintained to the agreed health and safety standards.
- To undertake the health and safety e-learning module available through CIS.
- Sufficient support is arranged for any dependent care.
- Any equipment supplied by the Council should be used primarily for work related purposes and in accordance with the Council's existing policies on private use.
- There are suitable security arrangements for storing confidential Council information. Only encrypted USB devices approved and issued by ICT should be used as a means of data transfer.
- Security of information is considered before logging on to public-access wi-fi networks when working on Council business.
- Whilst working from home the Council's Code of Conduct is adhered to.
- Contact is made with the manager when support or guidance is required.
- Employees who travel regularly between sites are subject to the [Driver and Vehicle Safety Policy](#).

Where these requirements are not met, a request for home working may be declined.

Terms and Conditions

The terms and conditions and policies that apply to employees working from home will primarily be unchanged from those they would receive when working in the work place.

Health and Safety

While working at home both the employee and the Council are subject to the provisions of the Health and Safety at Work Act (1974). The Council must, as far as is reasonably practical, ensure the employee's health, safety and welfare at work.

If a work related accident occurs whilst the employee is working from home, this must be reported in accordance with the usual procedures.

Personal Security

All meetings with either work colleagues, managers or customers should take place at an office / external work location; such meetings should not take place at an employee's home.

Employees who work at home must not disclose their home address, personal phone or personal email address to anyone other than their manager or work colleagues who need to know for contact and security arrangements. Contact with customers should be made via a work phone or email systems.

Employees working remotely should adhere to the [Lone Working Policy](#) and should ensure that colleagues know where and when to expect them at a particular location. Agreement should be reached in advance between the employee, the manager and / or colleagues regarding individual 'reporting in' and contact procedures.

Work Location

The proposed work site should be both adequate and practical for working in terms of health and safety. Ideally, employees should have a separate room or area which would be sufficient in terms of accommodating all necessary furniture and equipment and is free from interruptions by family, friends and visitors.

Contingency Plans

In an event where technical issues are experienced which prevents the employee in working from home, it is important that the manager is informed. The expectation is that in this situation employees where possible, work from an alternative base, such as a nearby touch down point or on site.

Insurance

Council Owned Equipment

Items of equipment belonging to the Council are covered by the Council's insurance whilst they are in the employee's home and when in transit. This equipment needs to be specifically identified. Employees should also notify their home insurers of the nature and extent of the use of their home for work purposes.

The Council will not ordinarily contribute towards home insurance as it is not anticipated that there will be any additional costs associated with home working. However if additional costs are incurred, the Council may contribute towards this where home working has been instigated by the manager or has been agreed as part of a reasonable adjustment and is intended to be a permanent arrangement.

Employees working from home are covered by the Council's Employer Liability Scheme. However, employees do have a duty to take reasonable care within their own working environment.

Personal Equipment

Any personal equipment used by the employee for work purposes shall not be covered by the Council's insurance. Therefore employees will need to consult and inform their insurers of any such items.

Travel Costs

Regular Home Working

Employees who work from home on a regular basis and are required to travel from their home to an alternative work location (which is not their normal work base) are eligible to claim any official mileage incurred in excess of their normal commute journey. This is subject to the conditions specified within the 'Mileage in excess of normal commute journey' section of the [Travel, Subsistence and Related Allowances Guide](#).

Permanent Home Working

Employees who are contracted to work from home on a permanent basis are eligible to claim official mileage between their home and alternative work locations when travelling for business reasons. Before claiming any mileage, employees are advised to contact HMRC to confirm that they meet the criteria for claiming official mileage from home.

Employees who travel from home to an alternative work base using public transport i.e. by bus or train may be reimbursed for these travel expenses providing that they submit appropriate tickets and receipts.

Additional Costs

The cost of additional information and communication technology such as a lap top, access to the necessary files / network / intranet, which are required to perform the tasks of the job, will be provided by the Council.

Other costs such as additional energy costs and furniture will be met by the employee. However where it has been identified that the employee does not have the necessary furniture and / or the furniture does not meet the agreed health and safety standards, the Council may contribute towards the cost of this. This will only apply in situations where home working has been instigated by the manager or it has been agreed as part of a reasonable adjustment and is intended to be a permanent arrangement.

Further advice should be obtained from Strategic HR Services in the above circumstances.

Broadband

Employee Instigated Home Working

The Council will not contribute towards the employee's broadband services, especially where home working arrangements are instigated by the employee, regardless of the duration or frequency of the agreement. It is likely that most employees would already subscribe to broadband / internet access for personal use in their homes.

Manager Instigated Home Working

Where the arrangements for home working have been instigated by the manager and are intended to be permanent, the Council may contribute towards the employee's broadband in instances where the employee does not already subscribe to these services. In this situation, contribution of a maximum amount of £16.00 per month may be made upon submission of a specific broadband bill (or a bill with the broadband element itemised).

Where an employee's broadband connection comes as part of a package and the broadband element is not detailed separately on the bill, a broadband allowance may be claimed at a flat rate of £5.00 per month.

Taxation

It is not anticipated that there will be any personal or council tax implications for employees as a result of working from home.

Employees do need to however be aware of the following HMRC rulings where the Council has agreed to contribute towards their broadband services i.e. for those who work from home on a permanent basis and this has been instigated by the manager:

Where an employer contributes towards an employee's broadband and they already subscribe to these services for personal use then the employee will be liable to pay tax on this. Whereas if the employee does not already subscribe to these services, this would be an additional household cost and therefore where the employer has agreed to contribute towards their broadband, there will be no tax implications for the employee.

Employees may wish to contact HMRC to further confirm their individual circumstances.

Procedure for Implementing Home Working Arrangements

Stage 1

Employee Request

Employees will need to submit an application to their manager to request home working, in the form of a letter which should cover the following points:

- Details of the request i.e. proposed home working arrangements and patterns of work.
- Reasons for requesting home working.
- Any necessary equipment that will be needed to facilitate the request.
- What impact (if any) will there be on the team / department if the request is implemented.
- Depending on the above, how this may be minimised.
- Date the employee wishes for the request to commence.

Employees will be required to demonstrate that they do not have dependent care responsibilities within their stated working hours.

Manager Request

Where home working has been instigated by the manager, depending on the circumstances under which the need has arisen. The manager should:

- Hold a discussion with the employee to explain the reasons for instigating the arrangement.
- Ensure that the employee understands the nature of working arrangements that is being instigated as well as their responsibilities in line with this policy.

Stage 2

Completing a Health and Safety Questionnaire and Risk Assessment

In all circumstances, a home working health and safety self questionnaire and risk assessment should be completed by managers in conjunction with the employee. A link to this can be found here ([link](#)).

In order to assess whether there are health and safety issues, managers are strongly recommended to also visit the employee's home especially if the working arrangements are going to be on a long term basis.

If, following the assessment the home is deemed to be unsatisfactory then this could result in the refusal of the home working application.

The employee and the manager will retain a copy of the completed assessment as part of the confirmation of the home working arrangements.

Employees should be made aware that if there are any changes, such as the movement of any equipment, this must be reported to the manager as it may necessitate a review of the risk assessment.

Stage 3**Manager Approval to Employee's Request for Home Working**

All home working applications should be considered and approved by the manager before the arrangements can be implemented.

If the request is approved then the manager will send a confirmation letter to the employee which will cover the following:

- The working arrangements i.e. time spent at home.
- Equipment requirements.
- Confirmation that a health and safety questionnaire and risk assessment has been completed (enclose a copy of this with the letter).
- Contact arrangements to be place.
- Any agreed changes to terms and conditions.
- Effective date of working arrangements to commence and length of time (where relevant).
- Review and monitoring of working arrangements; including dates of trial periods and confirmation of ongoing review periods where relevant.
- Agreed contingency plans / working arrangements in the event where technical issues are experienced, which prevent the employee to work from home.

Confirmation of Home Working Arrangements Instigated by Manager

Before home working arrangements are implemented, the manager should:

- Ensure that they send a confirmation letter to the employee covering the points in the list above.
- Where these arrangements are going to be permanent then it is important that appropriate paperwork is also issued, such as a contract of employment or variation to contract which clearly specifies the employee's base of work to be home and outlines any associated terms and conditions.

Stage 4**Manager Refusal to Employee's Request for Home Working**

If either the nature of the post, the characteristics of the employee or the working environment is not considered to be suitable for home working, managers may decline the request but should:

- Ensure that they verbally explain the reasons to the employee for refusing their application.
- Send a letter to the employee to confirm this.
- The employee should be made aware that they can submit a grievance in accordance with appropriate procedures if they wish to do so.

Employee Refusal to Home Working Arrangements Instigated by Manager

Where the home working arrangements have been instigated by the manager but the employee feels is not suitable for them. The employee may:

- Raise the issue with their manager outlining their reasons. It is strongly encouraged that informal discussion takes place between the employee and the manager in such circumstances.

- As a last resort, if the situation cannot be resolved informally then the employee should be made aware that they can submit a grievance in accordance with appropriate procedures if they wish to do so.

Monitoring

It is strongly recommended that the agreed working arrangements are reviewed once implemented and therefore an initial trial period of 3 months should be put into place. Where these are longer term arrangements then an annual review should be sufficient as long as there are no major changes to the employee's job or personal circumstances.

Termination of Home Working Arrangements

Either party may terminate the agreement by giving one months notice in writing. However, the parties may agree a shorter period by mutual consent.

The Council reserves the right to withdraw or suspend the scheme immediately and at any time should a potential abuse of the scheme be identified. Abuse of the arrangements may also result in disciplinary policy being instigated.

Any equipment provided by the Council during the home working arrangements must be returned to the Council with immediate effect upon the termination of the arrangement or if the employee leaves the Council.



EMPLOYMENT COMMITTEE – 12 MARCH 2014

VETERANS' INTERVIEW PROGRAMME

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to enable the Committee to consider the possibility of the adoption of the Scheme, following a report to the Committee in October 2013. At this meeting the Committee requested further information regarding the Veterans' Interview Programme to determine if and/or how the scheme could be most effectively implemented within the Council, whilst managing the benefits and risks identified.

Background

2. Leicestershire County Council is committed to supporting the Armed Forces, and to developing its strong and enduring existing links with the local Armed Forces community. In March 2012, the Council signed up to the Armed Forces Community Covenant, which is concerned with securing commitment to supporting the Armed Forces at the Local Authority level. A number of initiatives have been implemented in recognition of these commitments, such as the War Memorials Project and Armed Forces Day events, and the Council actively seeks ways in which it can provide further assistance to the Armed Force community including former service personnel.
3. Examples of support mechanisms already being operated by the Council (and other Councils) in accordance with the Covenant are included at **Appendix A**.
4. The Veterans' Interview Programme, which was rolled out by the Department for Work and Pensions (DWP) in November 2012, is designed to encourage employers to offer a guaranteed interview, or other form of increased employment support, to ex-service personnel. It does not *guarantee* the veteran a job offer, but is intended to help them overcome some of the barriers faced in finding work after leaving the forces. It should also be noted that the Community Covenant defines a veteran as someone who has '*served at least a day in HM Armed Forces, whether as a Regular or a Reservist*'.
served at least a day in HM Armed Forces, whether as a Regular or a Reservist'.
5. In October 2013, the Employment Committee considered a report which recommended that the Council should not adopt the scheme. The People Strategy Board considered the report in February 2013, and noted that, in the event that the Programme as a whole is not implemented, the Council should balance this decision by putting in place other initiatives in support of service leavers to help demonstrate its commitment to the principles and spirit of the Community Covenant.

Advantages and Disadvantages of Implementing this Programme

6. In order to determine whether the Council should consider implementing the Veterans' Interview Programme, and if so to what extent, it is necessary to assess what the advantages and disadvantages of this approach would be.

Advantages:

- Attracting quality applicants with transferable and useful skills into the workforce;
- Strengthen the Council's position as a supporter of veterans;
- Opportunities for the Council to publicise its commitment to veterans;
- Greater variety of opportunities for veterans to apply for;
- Reduce barriers experienced by veterans in adjusting to civilian life, in particular prejudices which may be faced when seeking employment.

Disadvantages:

- The scheme may not support the Council's commitment to equality of opportunity, particularly in relation to employees and applicants from Black and Minority Ethnic (BME) backgrounds. As at 1st April 2013, 7.1% of those employed by the UK Armed Forces were from BME backgrounds;
- Operating a Veterans' Interview Programme is likely to be considered to be indirectly discriminatory. There is very little information currently available regarding veterans in Leicestershire which would be required to defend discrimination related claims;
- Further, the resources required to deal with any discrimination claims, which could be submitted by either an employee or applicant, may be significant;

Equal Opportunities and Discrimination Implications of Implementing the Programme

7. The Equality Act 2010 outlines nine protected characteristics. Discrimination occurs when an individual or group with any or all of these characteristics is treated less favourably than those without them. As part of its Public Sector Equality Duty, the Council is required to give due regard to eliminate unlawful discrimination, advance equality of opportunity for those with protected characteristics, and foster good relations between those with protected characteristics and those who do not share them.
8. Veterans are not included in the list of protected characteristics and therefore the introduction of the Veterans' Interview Programme could grant a greater advantage to a non-protected group and therefore direct and/or indirect discrimination may occur.
9. Implementing a Veterans' Interview Programme is very likely to be considered to be an indirectly discriminatory practice. This is due to the likelihood that those seeking to benefit from the scheme will be male and not from a BME background. It is also

possible that people with disabilities may also suffer some disadvantage in comparison.

10. The Council is already committed to the Positive about Disabled People Scheme which aims to increase opportunities for job applicants with disabilities to access employment. As people with disabilities fall within a protected group, it is advised that if the Veterans' Interview Programme is implemented, it should not be more generous than the Positive about Disabled People Scheme.

Legal and Equalities Perspectives

11. This report has been reviewed by a member of the Council's Equalities team. In addition to the concerns listed above, it was noted that implementation of the Veterans' Interview Programme may be considered to be discriminatory in relation to applicants from the LGBT community, although no data has been found to inform conclusions regarding any potential risk.
12. This report has also been reviewed by a member of the Council's Legal Services team, whose concerns related to the potential for discrimination claims on the basis of gender or race, and the absence of firm evidence relating to the actual position of service leavers searching for employment within the Leicestershire area which could be used in defence of any claims.

Organisations Currently Implementing a Veterans' Interview Programme

13. The majority of organisations currently offering the programme are private sector companies such as Greggs, Aldi, Wickes, O2 and John Lewis. Sign up amongst public sector employers has so far been limited. From discussions with other County Councils the reason for this appears to be the same equalities considerations that are highlighted above. As far as we are aware no Council within the East Midlands region has implemented, or is planning to implement, the programme in the near future.
14. Two Councils known to have committed to providing the programme are Rochdale Metropolitan Borough Council and Worcester City Council. Rochdale MBC provided information regarding the planning and operation of their scheme, and this indicated that they have placed a number of eligibility criteria on potential applicants:
 - Applicant must meet the essential criteria set out in the person specification;
 - The Armed Forces must have been the last known long term employer;
 - Applicant must have undergone a period of 6 months job seeking on leaving the Armed Forces;
 - Applicant must not have left the Armed Forces more than two years previously.
15. Additionally, it is worth noting that Warwickshire County Council has taken a view that youth unemployment and general worklessness are a greater priority rather than veterans in their own right.

How the Council could implement the Veteran's Interview Programme

16. In the DWP guidance, there are no specific requirements detailed other than the commitment to offer a guaranteed interview to any veteran applying for a role. If the Council opts to introduce a Veterans' Interview Programme, it would be advisable to clearly outline how the Council would define a 'veteran' and any eligibility criteria as outlined above for the purposes of the programme.
17. As the main disadvantage of offering this scheme is that non-veterans are potentially less likely to be called for interview, a means of resolving this problem could be to add qualifying veterans to the shortlist rather than replacing others who might otherwise have been shortlisted. Managers would therefore need to be prepared to interview larger numbers of candidates to accommodate anyone applying under this scheme.
18. It would be advisable to make a concerted effort to put in place representative recruitment panels where the shortlist includes veterans applying under the scheme.
19. Consideration could be given to taking steps to increase applications from candidates from BME backgrounds in order to offset any potential disadvantage. It is important, however, to recognise that there are constraints on recruiting managers' time in shortlisting candidates, and having lots of separate initiatives in place is likely to be unworkable.

Other Actions which the Council could consider adopting to support Veterans

20. In support of its commitment to the Armed Forces Community Covenant, actions which the Council could consider instead of fully implementing the Veterans' Interview Programme may include:
 - Working with organisations such as the Career Transition Partnership (CTP) and Royal Forces Employment Association (RFEA) to advertise and promote vacancies with the Council;
 - Investigate possibilities for offering traded services to military organisations or new/small charities for veterans on a non-profit basis such as employment training, CV writing, wellbeing services;
 - Identify and raise awareness of issues which often create barriers for veterans in accessing employment opportunities, such as the equivalency of military qualifications and skills to civilian roles;
 - Lead and attend local jobs fairs just for military service leavers, which could be arranged in partnership with CTP for example.

Further Considerations

21. The overriding concern regarding the applicability of the Veterans' Interview Programme is its potential to be considered as discriminatory practice on the basis of both sex and race. This is a conclusion at which other County Councils also seem to have arrived, although it is difficult to estimate the risk associated with implementing the Programme as there is little relevant evidence to refer to.

22. If the Council decides to proceed with the Veterans' Interview Programme, it is recommended that the scheme criteria and definitions are carefully selected and set out, including the definition of a veteran and the fact that eligible applicants are guaranteed an interview. Criteria must be more extensive than the Positive about Disabled People Scheme, as the needs of people with disabilities are much more likely to out-weigh those of veterans.
23. If adopted, the Veterans' Interview Programme must be subject to an Equality Impact Assessment in order to demonstrate that the Council has fulfilled the Public Sector Equality Duty requirement to give due regard to the impact of such policies on groups with protected characteristics, and also that there are no other means of achieving the aim of supporting veterans into employment which are not discriminatory.
24. Finally, it is recommended that the scheme is monitored, and outcomes for applicants reviewed regularly so that the effectiveness and relevance of the programme can be assessed. This would also provide information which could be used to monitor any potential and detrimental impact on groups with protected characteristics.

Recommendations

25. The Committee is asked to:

- (a) Provide its views on the information detailed in the report;
- (b) Determine whether it is in support of the Veterans' Interview Programme being implemented by the Council, recognising the equalities and legal considerations set out in the report.
- (c) Determine whether it is in support of taking actions short of full implementation of the Programme, as outlined in paragraphs 16-20 of this report.

Background Papers

26. None

Circulation under Local Issues Alert Procedures

27. None.

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List of Appendices

Appendix A - Examples of Council Community Covenant Commitments and Best Practice

Equal Opportunities Implications

28. The most fundamental equalities consideration is that a Scheme such as this would provide an advantage to a non-protected group (ie. under the Equalities Act 2010, there are nine protected characteristics, including disability). As stated above, there is a risk that this Scheme would confer a greater advantage to a non-protected group than those with protected characteristics.

Appendix A - Examples of Council Community Covenant Commitments and Best Practice

Leicestershire County Council Community Covenant

- Nomination of a County Councillor as the Council's Lead Member for the Armed Forces
- Annual review meeting between Armed Forces representatives from 49 Brigade and Leicestershire County Council
- Ensuring that injured military personnel and their carers are provided with up to date information about services available
- Provision of clear guidance for maintained schools regarding pupil premium to ensure best services towards children.
- Support from Children's Services to mitigate issues experienced as a result of moving in and out of the area due to postings
- Support for service families and personnel to access and engage with Community heritage, leisure services and facilities.
- Support from the Armed Forces Working Party
- Armed Forces Day celebrations
- Development of Leicestershire and Rutland War Memorials Project
- Civic acknowledgement through Chairman's annual dinner and receptions for homecoming soldiers
- Bi-annual meeting with veterans and service benevolent organisations in the County

Derby City Council Community Covenant

- Work with Derby Homes to remove barriers for veterans on the basis of their having no ties to the area
- Work with GPs and Dentists to ensure patient registrations are straightforward
- Work with the Job Centre Plus Armed Forces Champion and Royal British Legion to help service leavers find work
- Work with University of Derby and Derby College to promote further education
- Work with local retailers to promote the Heroes Welcome initiative which includes discounts for Armed Forces members and their families

Nottinghamshire County Council Community Covenant

- Promote awareness and understanding of issues affecting the Armed Forces community in the wider community
- Ensuring children from Armed Forces families are not disadvantaged
- Support military personnel and families in re-settling or re-locating within the region
- Enable military personnel and families to access services and facilities within the wider community
- Promote access to suitable employment and training opportunities for those preparing to leave services

Northamptonshire Councils Community Covenant

- Review housing allocations policy to ensure former Forces personnel are not disadvantaged
- Provision of effective housing advice specific to service leavers' needs
- Fair access to community healthcare provision
- Adult Learning Service to offer advice and expertise to Armed Forces personnel to review skills and qualifications

- Facilitate children's access to school places
- Raising profile of Community Covenant on internet

Lincolnshire County Council Community Covenant

- Develop greater understanding of the employment needs of Service personnel and families
- Greater transparency of skills sets of Service personnel to employers
- Improve access to Health Care services, with priority for acceptance onto local NHS Dental lists offered to newly posted Service dependents
- Maximise opportunities for children of Service personnel to be allocated a place at a school of choice
- Review availability and provision of public transport to Service communities

Buckinghamshire County Council – Best Practice

- Member of Buckinghamshire Business First sitting on Community Covenant Working Group, looking at possible links between skills shortages in the local jobs market and accessing expertise in local RAF bases

Herefordshire Council – Best Practice

- Employment & Skills Programmes Manager meets with local businesses to find skills gaps which can be relayed to Armed Forces organisations
- One to one support offered for employment assistance and CV support to leavers and veterans

Glasgow City Council – Best Practice

- Veterans' Employment Programme – funded partly from Community Covenant Grant Scheme. The Programme provides services to up-skill veterans in order to meet the needs of civilian jobs, translating military qualifications, encouraging local employers to take on veterans. This sometimes includes a wage subsidy.



EMPLOYMENT COMMITTEE – 12 MARCH 2014

PAY AWARD 2013

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to note the action taken by the Chief Executive to implement a 1% pay award for all employees on Grades 2–17 with effect from 1 April 2013.

Background

2. The County Council implemented a new grade structure in 2002 in conjunction with the Hay Job Evaluation Scheme. At that time it was agreed that the County Council, through the Employment Committee, would decide a level of pay award based on the national pay award for Local Government Employees.
3. No pay award had been made prior to 2013 at national level since 2009. As a result, County Council employees, in line with the vast majority of local government employees, had received no annual pay increase for 4 years. However, a national pay award of 1% was finally agreed in July 2013 effective from 1 April 2013.

Key Points

4. No pay award for 2013 was agreed at national level for Chief Executives and Chief Officers. It was therefore recommended that the County Council should only apply the 1% pay award to employees on Grades 2 – 17, who are employed under national conditions for Local Government Employees.
5. The national pay award also adjusted the national pay spine to ensure the lowest pay point did not fall below the National Minimum Wage. This, in turn, required the County Council to delete its lowest pay point, pay point 2 within Grade 2, with employees on that point moving to pay point 3 with effect from 1 October 2013.
6. As employees had not received a pay award for some years, it was agreed that the 1% pay increase should be included in September's pay, together with backdating to 1 April 2013.

Implementation

7. As the Employment Committee was not due to meet for some time, the Chief Executive agreed, following consultation with the Chairman and Spokesmen of the Committee, to exercise his delegated powers in the case of matters of urgency to enable the award to be implemented. This allowed employees to receive the pay increase in September 2013. When action is taken under these powers details have to be reported to the next appropriate meeting of the body concerned.

Recommendation

8. That the report be noted.

Background Papers

9. None.

Circulation under the Local Issues Alert Procedure

None.

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List of Appendices

10. The revised pay scales are attached as Appendix A.

Equal Opportunities Implications

None.

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Leicestershire County Council
Local Grade Structure - April 2013

Grade	Pay Point	Salary from 01/04/2013 to 30/09/2013	Hourly Rate 01/04/2013 to 30/09/2013	Salary from 01/10/2013	Hourly Rate 01/04/2013
2	2	12,267	6.35		
	3	12,438	6.44	12,438	6.44
3	4	12,612	6.53	12,612	6.53
	5	12,918	6.69	12,918	6.69
4	6	13,320	6.90	13,320	6.90
	7	13,743	7.12	13,743	7.12
	8	14,190	7.35	14,190	7.35
5	9	14,622	7.57	14,622	7.57
	10	15,093	7.82	15,093	7.82
	11	15,600	8.08	15,600	8.08
6	12	15,987	8.28	15,987	8.28
	13	16,404	8.50	16,404	8.50
	14	16,824	8.71	16,824	8.71
	15	17,268	8.94	17,268	8.94
7	16	17,745	9.19	17,745	9.19
	17	18,249	9.45	18,249	9.45
	18	18,768	9.72	18,768	9.72
	19	19,317	10.00	19,317	10.00
8	20	19,881	10.30	19,881	10.30
	21	20,463	10.60	20,463	10.60
	22	21,069	10.91	21,069	10.91
	23	21,735	11.26	21,735	11.26
9	24	22,443	11.62	22,443	11.62
	25	23,190	12.01	23,190	12.01
	26	23,979	12.42	23,979	12.42
	27	24,822	12.85	24,822	12.85
10	28	25,752	13.34	25,752	13.34
	29	26,748	13.85	26,748	13.85
	30	27,792	14.39	27,792	14.39
	31	28,926	14.98	28,926	14.98
11	32	29,589	15.32	29,589	15.32
	33	30,315	15.70	30,315	15.70
	34	31,098	16.10	31,098	16.10
	35	31,947	16.54	31,947	16.54
12	36	32,934	17.06	32,934	17.06
	37	33,990	17.60	33,990	17.60
	38	35,112	18.18	35,112	18.18
	39	36,330	18.81	36,330	18.81
13	40	37,524	19.43	37,524	19.43
	41	38,760	20.07	38,760	20.07
	42	40,059	20.75	40,059	20.75
	43	41,454	21.47	41,454	21.47

14	44	42,786	22.16	42,786	22.16
	45	44,208	22.89	44,208	22.89
	46	45,714	23.67	45,714	23.67
	47	47,340	24.52	47,340	24.52
15	48	48,876	25.31	48,876	25.31
	49	50,493	26.15	50,493	26.15
	50	52,182	27.02	52,182	27.02
	51	53,940	27.93	53,940	27.93
16	52	56,097		56,097	
	53	58,383		58,383	
	54	60,828		60,828	
	55	63,537		63,537	
17	56	66,354		66,354	
	57	69,312		69,312	
	58	72,411		72,411	
	59	75,660		75,660	
18	60	78,114		78,114	
	61	81,462		81,462	
	62	84,939		84,939	
	63	88,578		88,578	
19	64	97,704		97,704	
	65	102,204		102,204	
	66	107,019		107,019	
	67	112,203		112,203	
20	68	115,764		115,764	
	69	119,499		119,499	
	70	123,447		123,447	
	71	127,689		127,689	
21	72	125,523		125,523	
	73	131,298		131,298	
	74	137,337		137,337	
	75	143,655		143,655	
22	76	167,985		167,985	
	77	173,949		173,949	
	78	180,213		180,213	
	79	186,981		186,981	



EMPLOYMENT COMMITTEE - 12 MARCH 2014

MANAGING ATTENDANCE

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to provide Employment Committee with an update on the overall County Council and departmental performance in relation to sickness absence for the period 1st April to 31st December 2013 (Q3).

Background

2. The overall absence figure (number of days of absence per FTE (full-time employee)) for the County Council in 2012/13 was 9.22 days per FTE. The projected out turn figure of 2013/14 is 9.15 days per FTE.

Absence data

3. The table below shows the out turn figures for 2010/11, 2011/12 and 12/13. It also shows the projected out turn figures for 2013/14, based on Q3 actuals.

Department	2010/11 Out turn	2011/12 Out turn	2012/13 Out turn	2013/14 Projected Out turn
Chief Executive's	5.75	5.09	6.47	6.70
E&T	7.16	7.37	8.29	9.73
CYPS	7.57	7.20	8.30	8.97
Corporate Resources	7.52	6.24	8.35	7.34
Public Health	–	–	–	8.47
Adults and Communities	10.25	10.61	11.36	10.92
Total	7.85	7.46	9.22	9.15

4. The full year projected out turn figure of 9.15 days per FTE does not include the ESPO data but it does include Public Health.
5. The Corporate and departmental data has been verified by both the FAIT reporting team and Audit.

Reasons for Absence

6. The table below shows the reasons recorded for absence for the 2010/11, 2011/12 and 2012/13 out turn positions. It also shows the Q3 (Apr – Dec 2013) cumulative reasons for absence.
7. The percentage of absences relating to Stress/depression, mental health and fatigue and back and neck problems and other musculo-skeletal problems have remained similar to the out turn position at 2012/13.
8. The percentage of absences for which the reason is 'not known' has decreased but the percentage of absences recorded against 'other' has increased. However overall the percentages of absences recorded against these two categories has reduced by 2.25%.

Reason for Absence	2010/11 %	2011/12 %	2012/13 %	2013/14 Q3 %
Back and Neck Problems	3.67	4.89	5.12	4.95
Other Musculo-Skeletal Problems	6.16	8.27	6.14	6.62
Stress/depression, Mental Health and Fatigue	5.76	8.73	5.52	5.33
Viral Infection	22.41	21.38	26.87	23.99
Neurological	3.94	4.48	5.03	6.17
GenitoUrinary/Gynaecological	3.03	2.74	2.22	2.93
Pregnancy Related	1.20	1.57	1.32	1.03
Stomach, Liver, Kidney, Digestion	12.60	15.65	17.61	19.10
Heart, Blood Pressure, Circulation	0.78	1.26	0.79	1.00
Chest, Respiratory	2.80	2.75	3.53	4.14
Eye, Ear, Nose & Mouth/Dental	3.56	3.86	3.73	4.89
Other	10.23	8.32	7.33	10.43
Not Known	26.22	16.10	14.80	9.45

Conclusion

11. Absence levels have decreased slightly since the 2012/13 out turn position. Whilst there has been an increase generally across departments, there has been a reduction in sickness absence levels in Corporate Resources and Adults and Communities.

12. Absences related to stress stress/depression; mental health and fatigue have reduced significantly since the 2011/12 out turn position but has remained at a similar level to the 2012/13 out turn position.
13. There has been an improvement in the recording of reasons for absence, resulting in a reduction of those absences recorded as 'not known' and 'other' by 2.25%.

Recommendations

14. The Committee is asked to:
 - (a) Note the performance of sickness absence levels across the Council;
 - (b) Note that a revised absence target of 8 days per FTE for 2014/15 has been agreed by officers, given performance over the last two years (the current target is 7.5 days).

Background Papers

None.

Circulation under Local Issues Alert Procedures

None.

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Equal Opportunities Implications

None.

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EMPLOYMENT COMMITTEE – 12 MARCH 2014**ORGANISATIONAL CHANGE POLICY AND PROCEDURE: SUMMARY OF
ACTION PLANS****REPORT OF THE CHIEF EXECUTIVE****Introduction**

1. The purpose of this report is to present a summary of current Action Plans which contain provision for compulsory redundancy and details of progress in their implementation.

Background

2. At its meeting on 12th March 2014 the Committee approved a new Organisational Change Policy and Procedure (replacing the Policy in the Event of Redeployment and Redundancy) together with revised arrangements through which the Committee would exercise its oversight of the implementation of that procedure.
3. In accordance with that decision, summaries of current Action Plans are attached as follows:
 - Appendix A1 – Implementation Completed
 - Appendix A2 – Implementation Underway
4. The arrangements also involve presenting a summary of any outstanding comments/concerns raised by members of the Committee. There are no outstanding comments/concerns on this occasion.
5. Members are asked to indicate where they wish a representative of the Department concerned to be present to answer any questions in any particular case, if they have not already done so.

Equality and Diversity Implications

6. The Organisational Change Policy and Procedure is designed to ensure that changes which impact on employees are implemented in a fair and non-discriminatory manner.

Recommendation

7. That the report be noted.

Officers to Contact:

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EMPLOYMENT COMMITTEE –12th March 2014

SUMMARY OF CURRENT ACTION PLANS - IMPLEMENTATION COMPLETED

Action Plan	Date Approved	Outcome
Children and Young People's Service – School Food, St Peter & St Pauls	11/09/2013	0 redundancies
Children and Young People's Service – School Food, Robert Bakewell	11/09/2013	0 redundancies
Children and Young People's Service – School Food, New Swannington	11/09/2013	0 redundancies
Children and Young People's Service – Early Years	04/10/2013	18 redundancies
Children and Young People's Service – Education Children in Care	01/10/2013	5 redundancies
Chief Executive – Democratic Services	25/11/2013	3 redundancies
Corporate Resources –School Food, Kingsway Primary School	29/11/2013	0 redundancies
Environment and Transport – LHO Vehicles	31/07/2013	0 redundancies

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EMPLOYMENT COMMITTEE – 12Th March 2014

SUMMARY OF CURRENT ACTION PLANS - IMPLEMENTATION UNDERWAY

Action Plan	Date Approved	Current Position	Next Steps	Max Compulsory Redundancies
Adults & Communities - Deaf & Hard of Hearing Service	21/11/2013	Final action plan issued 09/01/2014.	New roles within another service due to commence 01/04/2014	0 redundancies
Chief Executives- Public Health	29/11/2013	Final action plan issued 10/01/2014.	New service structure due to be implemented 01/04/2014	0 redundancies
Children and Young People's Service – Children & Emergency Duty Teams	21/11/2013	Consultation closed 28/02/2014	Deal with queries raised.	0 redundancies
Children and Young People's Service – Oakfield PRU	21/01/2014	Consultation due to close 10/03/2014	Deal with queries raised.	6 redundancies
Corporate Resources – Financial Service Centre	15/11/2013	Extended consultation period.	Issue redrafted action plan	0 redundancies

Corporate Resources – Information & Data Management Team	06/12/2013	Consultation period ended 05/12/2013.	Dealing with queries raised	4 redundancies
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