

**BRISTOL CITY COUNCIL
HUMAN RESOURCES COMMITTEE**

27 NOVEMBER 2008

Title: Irregular Hours - Working Arrangements Policy

Ward: City Wide

Report of: Head of Human Resources

Officer presenting report: Rachel Yabsley
Employee Relations Manager

Contact telephone numbers: Rachel Yabsley
0117-9222215

1. Report Summary

This is a report brought back to HR Committee for further consideration, as agreed by Members at the July 2007 meeting.

2. Recommendation

That the Committee is asked to support the recommendation that the Irregular Hours Payment is discontinued and deleted from the Working Arrangements Policy with effect from 31 December 2009.

3. Policy

The Irregular Hours payment was payable under the Working Arrangements Policy to employees who, as part of a contractual requirement, work at least four hours outside of their normal working pattern.

4. Consultation

(a) Internal

Consultation with nominated Trade Union Representatives

of the original WAP Working Party.

(b) External

Not applicable.

5. Background and Assessment

- 5.1 At its meeting in July 2007, the Committee recommended that Irregular Hours Payments would continue to be paid to employees currently in receipt of this and a further report be brought back to Committee regarding the need to revise/retain Irregular Hours Payments.
- 5.2 There are no employees currently in receipt of this allowance and we are therefore proposing that this allowance is removed from the Working Arrangements Policy.
- 5.4 Given that the Council encourages more flexible working and is also moving to a model of longer working hours, the Irregular Allowance is no longer applicable.

6. Other Options Considered

None, this is an historic allowance and is no longer applicable under the Council's flexible working and WAP arrangements.

7. Risk Assessment

There are no existing employees affected by this change.

8. Equalities Impact Assessment

An Equalities Impact Assessment is as set out in Appendix A.

9. Legal and Resource Implications

Legal:

"On the basis that there are currently no employees in receipt of the Irregular Hours Payment, there are no legal implications arising from this Report.

Legal advice provided by Husinara Islam, Senior Practitioner Solicitor for Head of Legal Services."

Financial:

(a) Revenue

There are no financial implications arising from this report the purpose of which is to formally discontinue the "Irregular hours payments". There are no employees currently in receipt of these payments.

Advice from Stephen Skinner, Head of Finance, CSS and Chief Executive Depts

(b) Capital N/A

(Advice from designated Finance Officer)

Land: N/A

Personnel: Provided within the report (paragraph 5.1 and 5.4 above)

Appendices: Appendix A - Equalities Impact Assessment

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
Background Papers: None

Equality Impact Assessment (EqIA)
Stage 1: Initial Screening Form for New/Revised HR Policies or Functions

A: Summary Details

Directorate: Resources

Section: Employee Relations

Person responsible for the assessment: Rachel Yabsley

Contact details: 0117 922 2215

Name of Policy to be assessed: Working Arrangements Policy

Is this a new or revised policy: Revised

Date policy scheduled for Overview and Scrutiny/Cabinet/LAB:

B: Preparation

It is important to consider all available information that could help determine whether the policy could have any potential adverse impact. Please attach examples of available monitoring information, research and consultation reports.

1. Do you have monitoring data available on the number of people (from different target groups) who are using or are potentially impacted upon by your policy? *Please specify what monitoring information you have available (your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service).*

No. However, there are no staff currently in receipt of Irregular Hours Payment.

2. If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data for this area? If not, specify the arrangement you intend to make; if not please give a reason for your decision.

Monitoring will be done via the Equal Pay Audit. The audit collates data regarding payments to all staff.

3. Please list any consultations that you may have had and/or local/national consultations, research or practical guidance that will assist you in completing this EqlA

C: Your Policy or Function

1. What is the main purpose of the policy or function?

To compensate staff for out of normal office hours.

2. Are there any other objectives of the policy or function, if so what are they?

To ensure that all payments made to staff are done so in an equitable way.

3. Do any written procedures exist to enable delivery of this policy or function?

Yes.

4. Are there elements of common practice in the service area or function that are not clearly defined within the written procedures?

No

5. Who are the main stakeholders of the policy?

Directly - managers and employees. Indirectly, residents (inequitable payments could result in equal pay claims which are costly)

6. Is the policy associated with any other Council policy (s)?

Work-life balance policy allows staff to work flexibly.

7 Are there any areas of the service that are governed by discretionary powers? If so, is there clear guidance as to how to exercise these?

No.

8 Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, what responsibility, and which bodies?

All managers and employees must comply with the Working Arrangements Policy

D: The Impact

Assess the potential impact that the policy could have on each of the target groups. The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will need to also assess whether that negative potential impact is high, medium or low – see glossary in the attached guidance notes for definitions.

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a) Identify the potential impact of the policy on men and women:

Gender	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Women			Neutral	There are no employees in receipt of the payment and the removal of the payment applies to all staff.
Men			Neutral	

b) Identify the potential impact of the policy on different race groups:

Race	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Asian (including Bangladeshi, Pakistani, Indian,			neutral	There are no employees in

Chinese, Vietnamese, Other Asian Background – please or in small specify)				receipt of the payment and the removal of the payment applies to all staff.
Black (including Caribbean, Somali, Other African, Other black background – please specify)			neutral	
White (including English, Scottish, Welsh, Irish, Other white background – please specify)			neutral	
Mixed Dual heritage (White and Black Caribbean, White and Black African, White and Asian, Other mixed background - please specify)			neutral	
Other (please specify)			neutral	

c) Identify the potential impact of the policy on disabled people:

Disability	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
			Neutral	There are no employees in receipt of the payment and the removal of the payment applies to all staff.

d) Identify the potential impact of the policy on different age groups:

Age Group (specify, for example younger, older etc)	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
				There are no employees in receipt of the payment and the removal of the payment applies to all staff.

e) Identify the potential impact of the policy on lesbian, gay men, bisexual or heterosexual people:

Sexual Orientation	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason

Lesbian			neutral	There are no employees in receipt of the payment and the removal of the payment applies to all staff.
Gay Men			neutral	
Bisexual			neutral	
Heterosexual			neutral	

f) Identify the potential impact the policy on different religious/faith groups?

Religious/Faith groups (specify)	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Buddhist			neutral	There are no employees in receipt of the payment and the removal of the payment applies to all staff.
Christian			neutral	
Hindu			neutral	
Jewish			neutral	
Muslim			neutral	
Sikh			neutral	
Other (please specify)			neutral	

g) As a result of completing Question 1 a-f above what is the potential impact of your policy?

High **Medium** **Low** **x**

If you have assessed the potential impact as HIGH you must complete a full Equalities Impact Assessment

2. Could you minimise or remove any negative potential impact that is of medium or low significance? Explain How.

N/A

3. If there is no evidence that the policy promotes equal opportunity– could it be adapted so it does? How?

The policy is neutral in that it aims to ensure equity in payments. No employees will be affected by the change.

Please ensure that all actions identified are included in the attached action plan and in your service plan.

Please sign and date this form, keep one copy and send one to Equalities Team.

Signed
Lead Officer
Date

Signed
Departmental Equalities Contact
Date