

**BRISTOL CITY COUNCIL**

**HR COMMITTEE**

**03 July 2014**

**Report of:** Richard Billingham (Service Director – Human Resources)

**Title:** Further update report on changes to human resources policies arising from the Full Council budget meeting of February 2013.

**Ward:** N/A

**Officer Presenting Report:** Alex Holly – People Business Partner

**Contact Telephone Number:** 0117 92 22964

**RECOMMENDATION**

That the committee notes the report.

**Summary**

The report provides the Committee with an update on ending temporary additional increments above the grade.

**The significant issues in the report are:**

- At its budget meeting on 26 February 2013, Full Council adopted changes to the Council's HR policy that had the effect of ending overtime payments to employees graded at or above BG11, and also ending temporary additional increments above the grade.
- Previous reports on these matters were considered by the Committee at its meetings on 06 June 2013, 14 November 2013 and 10 April 2014.
- A small number of temporary additional increments above the grade remain in payment at a current annual cost of £17k (2012/13: c£190k). These are kept under review and will be stopped when it is appropriate to do so.
- Although the arrangements in place are being paid outside of Council policy, officers consider it essential that this facility remains available in order to ensure continuity in service provision.

## **Policy**

1. Prior to 01 April 2013, the Council permitted temporary additional increments above the grade to be paid to postholders where they were performing duties additional to their substantive roles. At its budget meeting on 26 February 2013 Full Council adopted an amendment that had the effect of ending this facility. This change took effect on 01 April 2013.

## **Consultation**

### **2. Internal**

None as this report is for information only.

### **3. External**

None as this report is for information only.

### **4. Context**

At its meeting on 06 June 2013, the Human Resources Committee resolved that update reports be submitted to the committee after 6 months and 12 months reviewing the implementation, costs and impact of these policy changes. The Committee received and noted the first update report at its meeting on 14 November 2013 and asked that a further update report be brought back to its February 2014 meeting, though the further update report was actually considered at the Committee's April 2014 meeting. At that time, up-to-date information on temporary additional increments above the grade was unavailable. Officers therefore committed to bring the report before you now.

As at 11 June 2014, temporary additional increments above the grade were in payment to 8 (0.11%) of the Council's current 7,262 centrally-employed staff (ie, excluding those staff who are employed by schools). The current annual cost of these arrangements is £17k. By comparison, in 2012/13 (ie, prior to the policy change), the annual cost of such arrangements was around £190k. These arrangements are normally put in place where an employee undertakes duties additional to their substantive posts. 6 of the arrangements are in place in the Business Change directorate; the remaining 2 are in the People directorate. As these arrangements are temporary, they will be kept under review and stopped if the employees concerned cease to undertake the additional duties for which the payments are in place.

## **5. Proposal**

That the Committee notes this report. Although the arrangements in place are being paid outside of Council policy, there is no other practical way in which pay can be adjusted to recompense employees for undertaking duties additional to their substantive posts. All arrangements are temporary and are kept under review and will be stopped when it is appropriate to do so. At this time of great change for the Council's staff, officers consider it essential that this facility remains available in order to ensure continuity in service provision.

## **6. Other Options Considered**

None for the reason given above.

## **7. Risk Assessment**

Not completed.

## **Public Sector Equality Duties**

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
- tackle prejudice; and
  - promote understanding.

8b) We are legally obliged to ensure that this policy does not disproportionately disadvantage any particular group who hold a protected characteristic under the Equality Act 2010. No evidence that this is the case has been forthcoming, however overtime payments are monitored on an on-going basis and should any issues arise, these will be dealt with in accordance with our duty. Furthermore, regular reports will be provided to the HR Committee to ensure transparency.

## **Legal and Resource Implications**

### **Legal**

n/a

### **Financial (a) Revenue**

n/a.

### **(b) Capital**

Not applicable.

### **Land**

Not applicable.

### **Personnel**

There are no further HR implications other than those outlined in this report.

## **Appendices:**

None.

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **Background Papers:**

Human Resources Committee, 06 June 2013, Changes to HR policies arising from Full Council budget meeting in February 2013.

Human Resources Committee, 14 November 2013, Follow Up Report on Changes to Human Resources policies arising from the Full Council Budget meeting in February 2013.

Human Resources Committee, 10 April 2014, Further update report on changes to human resources policies arising from the Full Council budget meeting of February 2013.