

**BRISTOL CITY COUNCIL**

**HR COMMITTEE**

**13 November 2014**

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

**Title:** Further update report on the ending of overtime payments to staff graded at BG11 or above.

**Ward:** N/A

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

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**RECOMMENDATION**

That the committee notes the report.

**Summary**

The report provides the Committee with an update on ending overtime payments to employees graded at or above BG11.

**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 overtime payments continue to be made to employees graded at or above BG11.

## Policy

1. Prior to 01 April 2013, the Council permitted overtime to be paid to postholders in grades BG11-18 where it was considered impracticable for it to be taken as time off in lieu. At its budget meeting on 26 February 2013 Full Council adopted an amendment that had the effect of removing any discretion within the Council's current policy for staff above BG10 to be paid overtime instead of taking time off in lieu. 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. In the event, this report was considered at the Committee's April meeting. The committee has since requested this further report.

Latest and previous reported data shows a stabilisation in spend at around £80k per annum:

<b>Period</b>	<b>Total paid in overtime to staff graded at BG11+</b>	<b>Number of staff in receipt</b>	<b>Mean average per employee</b>
<b>April to September 2014</b>	£40k	84	£476.19
<b>April 2013 to February 2014</b>	£77k	120	£640.13
<b>April 2012 to March 2013</b>	£186k	180	£1,033

Since April 2014, the service area with the greatest spend on overtime at BG11+ was Children's Services (£16.5k). Other significant spends occurred in Care Management (£5.5k), ICT (£5k) and Legal (£5k).

Please note that the above excludes payments resulting from employees undertaking standby and call-out duties. Line managers are responsible for submitting and authorising overtime claims via the Council's payroll system. People Business Partners continue to investigate and challenge as necessary instances where overtime appears to have been paid outside of Council policy.

## **5. Proposal**

That the Committee notes this report.

## **6. Other Options Considered**

None.

## **7. Risk Assessment**

None as this report is for information only.

## **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 appropriately.

## **Legal and Resource Implications**

### **Legal**

Not applicable.

### **Financial**

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

Not applicable.

#### **(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: none.**