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LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 6 JANUARY 2020 AT 7.30 PM

Present: Councillors A Dodwell (Chair)
 D Bowater
 R Goodchild
 S Jones
 D Scott
 M Freeman

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 V Cannon, Head of Cultural and Economic
 Services (part meeting)

Members of the public: 0
Members of the press 0

19/PR **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor K Cursons (substituted by Councillor J M Freeman)

20/PR **DECLARATIONS OF INTEREST**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

21/PR **QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)**

No members of the public were present.

22/PR **MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 14 October 2019 were received.

Minute reference 18/PR (recommendations arising from the Astral Park Task and Finish Group) – it was noted that the organisational change process was underway, with informal consultation started and formal consultation due to start on 13 January 2020 (until 26 February 2020). Outcomes would be reported to the next Sub Committee meeting.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 14 October 2019 be approved as a correct record and were signed accordingly.

23/PR EXCLUSION OF THE PUBLIC

RESOLVED that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding staffing matters.

24/PR STAFF APPRAISALS

The Sub-Committee received a report summarising the employee appraisal procedure and progress to date with appraisals for 2019-20. It was anticipated that all appraisals would be completed by the next meeting.

Feedback from the panel undertaking the Town Clerk's appraisal was that they had found the process very useful. It was stressed that the achievement of set objectives should be highlighted and that only a summary was required.

RESOLVED to note the report.

25/PR CULTURAL & ECONOMIC SERVICES STAFFING

The Sub-Committee received a report regarding staffing of the Cultural and Economic Services function, which had undergone a number of changes in the last couple of years. This included a move towards contracting in specialist services for market support and event production and it was proposed that these arrangements should continue. Recommendations were agreed unanimously.

RESOLVED:

- (i) To endorse that restrictive tenders be invited for market support services securing for 1 year incorporating the option to extend to 3 years using the existing budget as per paras 3.3 and 3.4 in the covering report.**
- (ii) To recommend to Policy and Finance creating a new budget line for Market Consultancy utilising the above identified budget at 1.1 in the covering report.**
- (iii) To recruit to the new substantive post of Cultural and Economic Services Support Officer for up to 20hrs per week, subject to job evaluation and confirmation of budget, and**

that as per organisational change the position is first offered to the officer at threat of redundancy as per para 3.4 in the covering report.

- (iv) To endorse that restrictive tenders be invited for contracted event production services securing for 1 year incorporating the option to extend to 3 years using the existing budget (identified as Event Consultancy 4013/101), as per paras 4.2 and 4.3 in the covering report.**

26/PR STANDBY & CALLOUT POLICY

The Sub-Committee received a covering report regarding the requirement, should Council adopt the proposed Community Emergency Plan, for a standby and call out policy for any employees on-call. There was no current provision for standby/call out in employee contracts, as any rare “emergency” situations which arose were dealt with on an ad-hoc basis and were very infrequent.

The proposed policy would only apply for named individuals and in the event of an emergency being declared by the principal authority in accordance with its emergency procedures.

RECOMMENDED to the Policy and Finance Committee that the Standby and Call Out Policy be recommended to Council for approval, subject to the Community Emergency Plan being adopted by Council.

The meeting closed at 7.58 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 6 JANUARY 2020.

Chair

23 MARCH 2020

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STANDBY AND CALL OUT POLICY

This policy has been created purely to support the purpose of the Community Engagement Plan. Beyond that, there is no other reason for staff to be required to be on call.

1. Introduction

1.1 Leighton-Linslade Town Council aims at all times to treat its employees fairly and consistently. This policy has therefore been written in order to ensure that all those employees who are required to take part in standby rotas as part of their role and respond to call out duties, are treated consistently across the Council.

2. Purpose of the Policy

2.1 The purpose of this Policy is to inform all employees of:

- The current rates of pay for standby duties;
- The current rates of pay for call out duties;
- Who is eligible;

3. Scope of the Policy

3.1 This policy applies to all Heads of Service and appropriately qualified staff members who may wish to volunteer for said duties.

4. Definition of Standby

4.1 Standby exists when there is a planned regular rota for employees, which exists to deal with out of hours emergencies as declared by Central Bedfordshire Council that directly or indirectly affects this parish. The council requires certain employees to remain at home or in close proximity to a mobile phone in order to deal with an emergency as declared by Central Bedfordshire Council outside of normal working hours. Employees who form part of a standby rota must be able to arrive within reasonable timescales in order to meet the council's commitment to the Community Emergency Plan.

5. Payment of Standby

5.1 Standby rate is as follows:

- With effect from 1st April 2020
- Whole month (normal) £200.00

- 5.2 The Standby payments shall be updated in accordance with the annual pay award. Standby payments are normally contractual, see paragraph 7. Standby payments are pensionable.
- 5.3 The above rate of pay will only apply when the employee is scheduled to work. The employee will not receive the standby rate when they are either on leave or are sick.

6. Operational Requirements – Standby

- 6.1 When taking annual leave which coincides with their rostered standby (i) arrange cover and (ii) alert their manager to the need to adjust their standby payment or agree to cover a colleague's standby period.
- 6.2 The Standby period will commence at normal finishing time on one day and end at the normal starting time on the next day. Outside of the normal working day (Monday – Friday), the employee on standby will be expected to cover weekends and bank holidays in their entirety.

7. Standby Eligibility

- 7.1 When there is a perceived need for a Standby rota to operate, wherever possible this arrangement will be contractual. However in exceptional circumstances and in emergencies standby can be paid as a casual one off arrangement, and this should be claimed on a standard over-time claim form. Casual Standby payments are also pensionable.

8. Definition of Call Out

- 8.1 If an individual who is on Standby has been requested by Central Bedfordshire Council to attend an emergency, this is defined as being on Call Out and they are entitled to a Call Out payment in addition to a Standby payment.

9. Payment of Call Out

- 9.1 Payment for Call Out (as opposed to Standby) is as follows:

With effect from 1st April 2020

- Call Out £150 for the first 2 hours and thereafter;
- Monday to Fridays 1.5 times your hourly spinal column point;
- Saturdays and Sundays 2.0 times your hourly spinal column point;
- Bank Holidays 2.5 times your hourly spinal column point;

10. Compensatory Rest

- 10.1 In accordance with the Working Time Regulations employees are entitled to 11 hours uninterrupted rest daily, and one full 24 hours rest period per week.
- 10.2 However Standby and Call Out duties are exempted from this requirement.
- 10.3 Rest can be interrupted under the daily exemptions. If either the 11 hours rest period or the 24- hour weekly rest period is not achieved, then compensatory rest applies. A compensatory rest period must be provided as soon as reasonably possible. Further advice must be sought from Human Resources to ensure compensatory rest requirements are complied with.

11. Mileage Claims

- 11.1 Where employees are required to use their own vehicles to make additional journeys associated with their on call commitments, these will be reimbursed at the normal mileage rate. Payment will be made from the employee's home address to the site and back again. Employees who may be required to use their personal vehicle for these purposes must have appropriate business use on their personal car insurance.

12. Telephone Call Claims

- 12.1 In some circumstances employees will receive a phone call whilst on Standby and may then be required to make phone calls using their personal phone to resolve the emergency without actually going out on site. In these instances employees cannot claim the call out rate for the phone calls they make when dealing with an emergency by phone. However, employees will be able to claim for the time spent making phone calls, at their normal hourly rate. Employees will be expected to show evidence of the phone call/s on an itemised phone bill.
- 12.2 Where employees are not in receipt of a work provided phone the cost of the calls made associated with their on call commitments, will be reimbursed. Employees will be expected to show evidence of the phone call on an itemised phone bill. There is no minimum time period.

13. Town Clerk's Responsibility

- To ensure that there is a sufficient number of employees with a standby clause in their contract to ensure an effective service is provided;
- To check that claims are accurate;
- To ensure employees get compensatory rest.

14. Employees Responsibilities

- When on Standby be available with a phone;
- To ensure they are in a fit state to carry out their duties;
- Be responsible for their own Health and Safety and ensure they request appropriate compensatory rest.

DRAFT