



Report To:	Policy Development Panel
Date:	9 September 2024
Subject:	Consultation on revised HR policies to support the South & East Lincolnshire Councils Partnership alignment of workforce Terms and Conditions of employment.
Purpose:	To consult Policy Development Panel on the policies prior to their planned implementation.
Key Decision:	N/a
Portfolio Holder:	Councillor Jim Astill, Portfolio Holder – Corporate, Governance and Communications
Report Of:	James Gilbert, Assistant Director - Corporate
Report Author:	James Gilbert, Assistant Director - Corporate
Ward(s) Affected:	N/a
Exempt Report:	No

Summary

In line with the South & East Lincolnshire Councils Partnership Business Case and Alignment and Delivery Plan 24/25, in May the Partnership Councils approved the commencement of a phased programme of work to align workforce terms and conditions of employment across Boston Borough Council, East Lindsey District Council and South Holland District Council.

Consultation commenced for Phase 1.1 of the alignment of terms and conditions on 1 July 2024. This included consultation with the workforce and Unions.

To facilitate the alignment of the terms and conditions in Phase 1.1, there is the need for the Council to adopt a series of revised HR policies, as appended to this report. The planned date for implementation is from 1 November 2024.

As part of the May Council decision at South Holland District Council to commence this programme of work, it delegated authority to the Head of Paid Service to implement revised HR policies to facilitate terms and conditions alignment in consultation with the Portfolio Holder – Corporate, Governance and Communications and Policy Development Panel.

Recommendations

- That Policy Development Panel, as consultees, provides feedback on the HR Policies appended to this report to facilitate the alignment of terms and conditions of employment across the South & East Lincolnshire Councils Partnership Councils.

Reasons for Recommendations

- Consultation has already taken place with the workforce and Unions on the revised terms and conditions of employment, which requires the adoption of the new/revised HR policies.
- This would deliver on the objective of aligning terms and conditions of employment for the workforce across all three Councils.
- The policies implement 'the best of' from across the Partnership.

Other Options Considered

- Do nothing – discounted as this would be contrary to commitments previously made by the Council.

1. Background

1.1 In May 2024, Boston Borough Council, East Lindsey District Council and South Holland District Council – the South & East Lincolnshire Councils Partnership – all agreed to take forward a phased programme of work to align employee terms and conditions of employment as far as possible.

1.2 This is something recognised as being important to the workforce and the future of the Partnership. It was also identified as an area for action in Partnership's LGA Peer Challenge.

1.3 In agreeing to commence the work, South Holland District Council agreed the following delegation to the Head of Paid Service, which has resulted in this report to Policy Development Panel.

'That, following completion of the consultation(s), delegated authority be granted to the Head of Paid Service to revise HR policies as might be required to facilitate alignment, in consultation with the Portfolio Holder - Corporate, Governance and Communications and Policy Development Panel.'

2. Report

2.1 Following the report approved at May Council, on 1 July, 2024, consultation launched with the workforces at each Partnership Council on the Phase 1.1 proposals for aligned terms and conditions of employment.

2.2 As part of the consultation, which concluded at the end of August, the members of staff impacted received letters setting out the proposed terms and conditions changes and were offered the opportunity to provide their views to inform the final suite of terms and conditions to be implemented in this phase.

2.3 The consultation was comprehensive with a number of face to face and 'Teams' engagement sessions attended by colleagues. The Head of Paid Service and Assistant Director – Corporate have considered all feedback received in respect of the consultation.

2.4 As identified in the report to May Council, the following terms and conditions have been consulted on in Phase 1.1, with a view to implementation from 1 November, 2024. Those in grey are those where there is no impact to SHDC colleagues as they are already aligned to the proposed term and condition. They have been included in this table for completeness.

Ref	Phase 1.1 Terms & Conditions	Current SHDC Policy position	Phase 1.1 Summary of changes consulted upon
1	Emergency dependents leave	1 day paid leave per year. Up to a further 2 days paid or unpaid at the manager's discretion after consulting HR	Align to ELDC - 3 days paid and reasonable amount of time off unpaid.

		for leave in relation to hospitalisation, or illness of a close family member.	
2	Fertility treatment	Up to 5 days unpaid leave will be granted in any one year.	Align to ELDC - 7 days paid time off.
3	Compassionate leave	7 days full pay in a 12 month period. Wider relatives or further time in exceptional circumstances.	Align to BBC - 7 days full pay and 20 days unpaid.
4	Purchase annual leave	Up to 10 days can be purchased per annum (pro-rata applies to part time workers). It is a salary sacrifice scheme and application needs to be in by 01 st of March for following leave year.	Align to ELDC - 10 days per annum can be requested at the beginning of the calendar year (January & February) with deduction from salary spread across the following financial year April to March <u>Amended as a result of the consultation to allow requests to be made at any point during the year.</u>
5	Paternity leave <i>No change for SHDC so policy not presented to Policy Development Panel.</i>	No change for SHDC employees as already aligned to the proposed term and condition.	Align to ELDC & SHDC – Employees who qualify for Statutory Paternity Leave (SPL) and Statutory Paternity Pay (SPP) will receive either: <ul style="list-style-type: none"> • 2 weeks paid Leave (SPP) OR <ul style="list-style-type: none"> • 1 Week paid SPP and 1 week Council enhanced pay (full pay)
6	Pay date <i>Not HR Policy related</i>	No change for SHDC employees as already aligned to the proposed term and condition.	Align to ELDC & SHDC - BBC is paid on 22 nd of the month and ELDC and SHDC are paid on 23 rd of month.
7	Incremental progression <i>Not HR Policy related so not presented to Policy Development Panel.</i>	Subject to satisfactory service your salary will rise within the scale by annual increments up to the maximum of the scale. The next such increment will be paid on [date] and thereafter any such increments due will be paid on 1 st April.	Align approach to incremental progression, which would mean all employees would receive an increment each April unless at top of grade (except Chief Officers who have their own performance related arrangements). For new starter's contracts, there will be no ability to have two increments in the first year as may have been the case previously depending on start date.
8	Sick Pay	During 1st year of service - One month full pay and, after completing four months service, two months half pay During 2nd year of service - Two months full pay and two months half pay.	Absences during 1st year of employment 1 month of full pay and for those with more than 4 months service (align to BBC) 2 months full pay and 2 months half pay. Absences during 2nd year of employment align to BBC on 4 months full pay and 4 months half

		<p>During 3rd year of service - Four months full pay and four months half pay.</p> <p>During 4th year of service - Five months full pay and five months half pay.</p> <p>During 5th year of service - Five months full pay and five months half pay.</p> <p>During 6th year of service, or more - Six months full pay and six months half pay.</p> <p>Absences for accident or injury at work or industrial disease are excluded.</p>	<p>pay.</p> <p>Absences during 3rd year of employment (all currently aligned) 4 months full pay and 4 months half pay.</p> <p>Absences during year 4 & 5 of employment align to ELDC & SHDC 5 months full pay & 5 months half pay.</p> <p>Absences during and after 6 years of employment align to ELDC & SHDC 6 months full pay and 6 months half pay.</p>
9	Long service awards	No formal policy approach.	Implement a revised and consistent policy for the three Councils.
10	Career break	Applies to employees with 52 weeks continuous service, can take between 3 months and 1 year (more than 1 year by exception), 3 months' notice of application. 3 years between any application for Career Break. Unpaid and pensionable service don't apply during break but retain continuous service. On return pay including increments would have received will apply. Will return to substantial post.	Align to ELDC - all employees with over 5 years continuous service are eligible to apply for an unpaid career break to pursue other interests for up to 12 months.
11	<p>Subscription and professional fees review</p> <p><i>No change for SHDC so policy not presented to Policy Development Panel</i></p>	No change for SHDC employees as already aligned to the proposed term and condition.	The main difference (no provision for BBC) has been aligned during the consultation with BBC employees in February 2024.

2.5 In order to implement the aligned terms and conditions of employment, there is the need to make revisions / create new HR policies at each Council. These will be common policies for all three Councils.

2.6 For the implementation to take effect, the Head of Paid Service must exercise the delegation from Council as identified at 1.3 in this report and in doing so seeks Policy Development Panel's views on the HR policy amendments that are required.

2.7 The table below sets out each HR Policies appended to this report and the term and condition reference each implements (from 2.4 in the report)

Appendix Ref	New/revised Policy for implementation	Current Policy	Term and Condition Reference (see 2.4 in report)
Appendix A	Time Off Policy	Time Off Policy	Ref. 1, 2, 3, 4, 10
Appendix B	Long Service Awards Policy	N/a	Ref. 9
Appendix C	Absence and Sickness Policy and Procedure	Absence and Sickness Policy and Procedure	Ref. 8

3. Conclusion

- 3.1. That to achieve alignment of workforce terms and conditions of employment, adopting the revised suite of HR Policies as appended to the report would be required. This is a positive first step in the journey to align terms and conditions of employment Partnership-wide.
- 3.2. Once Phase 1.1 of the terms and conditions alignment has been completed, Phase 2 will commence.

Expected Benefits to the Partnership

The alignment of workforce terms and conditions of employment is necessary to support the embedding of the Partnership, particularly as more teams come together in single Partnership service structures.

Implications

South and East Lincolnshire Councils Partnership

As in 'Expected Benefits to the Partnership'

Corporate Priorities

This supports our ambition to continually be more Efficient and Effective.

Staffing

PSPS HR are supporting the Head of Paid Service and Assistant Director – Corporate in delivering the consultation and process to bring together terms and conditions of employment.

For staff directly, there will be a move to new terms and conditions of employment but this should be positive for the workforce.

Workforce Capacity Implications

None

Constitutional and Legal Implications

None arising from this report as Council has previously approved the programme of work and delegated authority to the Head of Paid Service.

PSPS HR, as our Partnership's HR experts, are supporting this work and will take legal advice where required.

Data Protection

None

Financial

None

Risk Management

PSPS HR, as our Partnership's HR experts, are supporting this work and flag to the Head of Paid Service and Assistant Director – Corporate any emerging risks.

Stakeholder / Consultation / Timescales

Consultation has taken place with the workforce and Trade Union representatives.

Prior to the consultation commencing the Portfolio Holder – Corporate, Governance and Communications was consulted and provided his support to the Head of Paid Service. The Portfolio Holder was also updated at the mid-way point and conclusion.

Reputation

None

Contracts

Revised terms and conditions of employment will see revised terms and conditions of employment.

Crime and Disorder

None

Equality and Diversity / Human Rights / Safeguarding

Equality Impact Assessments will be undertaken where a need is identified.

Health and Wellbeing

The revised terms and conditions may have a positive impact on some colleagues health and wellbeing.

Climate Change and Environmental Implications

None

Acronyms

LGA – Local Government Association

Appendices

Appendices are listed below and attached to the back of the report:

Appendix A	Time Off Policy
Appendix B	Long Service Awards Policy
Appendix C	Absence and Sickness Policy and Procedure

Background Papers

None

Chronological History of this Report

Name of Body
Council

Date
May 2024

Report Approval

Report author:

James Gilbert, Assistant Director - Corporate

Signed off by:
Approved for publication:

Rob Barlow, Chief Executive / Head of Paid Service
Councillor Jim Astill, Portfolio Holder – Corporate, Governance and
Communications.