

PERSONNEL COMMITTEE

HR POLICY REVIEW

22nd November 2022

Report of the Head of HR and OD

PURPOSE OF REPORT

To enable the Committee to consider and approve a revision to the Annual and Statutory Leave Scheme for NJC Greenbook and JNC Chief Officers to be implemented from 1st April 2023.

This report is public.

RECOMMENDATIONS

- (1) That in consideration of the comments of the Joint Consultative Committee on 9 November 2022, the Committee is requested to approve the revisions to the Annual and Statutory Leave Scheme.

1.0 Introduction

- 1.1 From time to time the Council will review policies and procedures to support the management of workforce related matters and ensure that they are legally compliant and up to date.
- 1.2 The appended draft policy was considered at the Joint Consultative Committee (JCC) meeting on 9 November 2022. JCC proposed that the policies as presented should be referred to Personnel Committee for approval.

2.0 Annual and Statutory Leave Scheme

- 2.1 The Annual and Statutory Leave Scheme has been proposed to be updated to reflect recent changes nationally negotiated and agreed by the National Joint Council as part of the 2022 pay award.
- 2.2 The NJC has agreed that:

From 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

- 2.3 The council's current annual leave provisions for green book staff is in excess of the green book minimum (which on 1st April 2023 will be 23 days plus extra two statutory holidays, a total of 25 days). The Council's current minimum is 26 days which includes the two additional statutory holidays.

- 2.4 The Council is therefore seeking to reach a local agreement via the process of JCC and Personnel Committee to include an additional day leave to our provisions bringing the total basic leave allowance for green book staff up to 27 days.
- 2.5 After 5 years local government service NJC green book staff also receive an additional 5 days annual leave therefore currently the total is 31 days for these staff. This will therefore also increase to 32 days.
- 2.6 For parity it is also sought that those employees covered by the JNC Chief Officers terms and conditions receive an additional day's annual leave bringing their total days leave up to 35 days from the previous 34. Chief Officers do not receive any additional leave after 5 years' service and would receive 35 days from day one of service.

3.0 Comments and Amendments following the meeting of JCC on 9th November

- 3.1 JCC approved the ask to implement the additional day's leave for NJC staff as per the NJC pay deal, and to also apply for the day to those employees covered by the JNC Chief Officers terms and conditions for parity.

4.0 Options

- 5.1 The options available to the Committee are to approve the appended document as drafted, to approve the document with amendments, or not to approve the document.

However, if substantial changes in respect of any Policy are proposed at the Personnel Committee meeting, it may be appropriate for consideration of that Policy to be deferred to a future meeting to enable Officers to consider the proposed amendment in more detail and to consult further with the trade unions.

5.0 Conclusions

- 6.1 Members are asked to consider and accept the Officer recommendations set out above in respect of the draft policies appended to this report.

RELATIONSHIP TO POLICY FRAMEWORK

The Council is committed to good standards of employment practice, and it is considered that the amended and new policies will augment our existing Human Resource Management arrangements.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

Please see associated Equality Impact Assessment in respect of this policy.

FINANCIAL IMPLICATIONS

Financial Services have been consulted and confirm there are no direct financial implications as a result of this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments to add.

LEGAL IMPLICATIONS

The appended policies are compliant with employment legislation and there are no further legal implications directly arising from this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

NJC Green Book Pay Agreement 2022
JNC Chief Officers Pay Agreement 2022

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