

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 5 February 2013

Present

Councillor Mrs Smallcorn (Chairman)

East Hampshire District Council: Councillors Carter (Vice-Chairman), Glass, Johnson, Mouland, Onslow and Wherrell

Havant Borough Council: Councillors Mrs Blackett, Hilton and Hunt

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Terry Hart and Jenny Wride.

14. MINUTES

RESOLVED that the minutes of the meeting of the Joint Human Resources Committee held on 9 October 2012 be approved as a correct record.

15. MATTERS ARISING

There were no matters arising from the minutes of the last meeting.

16. DECLARATIONS OF INTERESTS

There were no declarations of interest from any of the members present.

17. CHAIRMAN'S REPORT

The Chairman reported that she had met with the Executive Director and had been given an assurance that the Committee would be given an opportunity to comment upon proposed appointments to posts of Executive Director and Executive Head, in accordance with the Committee's terms of reference.

18. HUMAN RESOURCES PANEL

RESOLVED that the minutes of the Human Resources Panel (HBC) held on 14 January 2013 be approved as a correct record.

19. HEALTH AND WELLBEING STRATEGY

The Committee received a report setting out an overview of the draft Health and Wellbeing Strategy that had been produced to support staff health and wellbeing across East Hampshire District Council (EHDC) and Havant Borough Council (HBC) . The Strategy would provide a framework for managing current and future wellbeing initiatives.

RESOLVED that

- (1) the report be noted: and
- (2) the draft Health and Wellbeing Strategy be approved and adopted for use across both EHDC and HBC, subject to concluding consultation with UNISON and the inclusion of additional responsibilities for line managers and employees to ensure that staff are encouraged to take proper lunch breaks and to avoid non-prescription drugs.

20. SECONDMENT POLICY

The Committee received a report providing an overview of the proposed Secondment Policy that had been drafted for use across both EHDC and HBC. The Policy would ensure that there was an agreed approach to managing secondments. It would also ensure consistency in the application and treatment of staff who are seconded to internal or external secondment appointments

RESOLVED that

- (1) the report be noted; and
- (2) the draft Secondment Policy be approved and adopted for use across both EHDC and HBC subject to concluding consultation with UNISON and an amendment to Secondment Principle 2(e) so as to read “that there are no employees who are at risk who should be given prior consideration where appropriate.”

21. PAY POLICY STATEMENT

The Committee received a report providing an overview of Section 38(1) of the Localism Act requiring local authorities to produce a Pay Policy Statement for 2013/14 and for each financial year thereafter.

A separate Pay Policy Statement had been prepared for each Council and was circulated for review by the Committee.

- (A) RECOMMENDED to EHDC Full Council that the draft Pay Policy Statement set out in Appendix A to the report be approved and adopted prior to 31 March 2013 to enable publication in line with the requirements of the Localism Act; and
- (B) RECOMMENDED to HBC Full Council that the draft Pay Policy Statement set out in Appendix B to the report be approved and adopted prior to 31 March 2013 to enable publication in line with the requirements of the Localism Act.

The meeting commenced at 5.00 pm and concluded at 5.44 pm

NON EXEMPT

HAVANT BOROUGH COUNCIL

Joint Human Resources Committee

5 February 2013

Health and Wellbeing Strategy

**Report of: Caroline Tickner, Service Manager
(HR)**

Report No 7

FOR DECISION YES

Portfolio: Marketing & Development: Councillor Cheshire & Councillor Phillips

Key Decision: N/A

1.0 Purpose of Report

- 1.1 This reports provides Joint HR Committee with an overview of the attached Health and Wellbeing Strategy which has been produced to support staff health and wellbeing across East Hampshire District Council (EHDC) and Havant Borough Council (HBC).
- 1.2 This strategy will provide a framework for managing current and future wellbeing initiatives.

2.0 Recommendation

RECOMMENDED

- 2.1 That the members of Joint HR Committee are asked to:
- a) note the content of the report
 - b) approve the attached strategy for use across both Councils.

3.0 Introduction

- 3.1 Employee Health and Wellbeing is one of the most topical people issues discussed by employers today. Managing attendance and promoting employee wellbeing is an integral part of improving people and organisational performance. Aside from the health benefits this particular focus can bring, the financial savings that can be gained from reducing the cost of absence can be significant.
- 3.2 The Chartered Institute of Personnel (CIPD) Absence Management has recently reported that the overall average level of absence per public

sector employee was 9.6 days per annum at an average cost of £800 per employee. Whilst absence levels are lower for each Council (circa 6 days per FTE for EHDC and 7.5 days per FTE for HBC), this still incurs an absence cost of circa £458,000 per year.

- 3.3 The 2011 Census showed an increase in the overall median age of people living in the UK including a 16.4% increase in the percentage of the population who are aged 65 or over. Factor in to these figures changes to the retirement age whereby people will be expected to work well into their 60's and the outlook becomes even more bleak.
- 3.4 It's no surprise then with statistics like those above that employers are turning their focus on ways to promote better health at work. Employers introducing a range of health and wellbeing programmes have demonstrated direct links between improving the health of their employees and increased organisational performance. i.e. Kent County Council; Standard Life and Stockport Council.

4.0 Subject of the report

- 4.1 The Council already offers its employees a range of services which help to support the ongoing health and wellbeing of staff. These include an Occupational Health Service; an Employee Assistance Programme and a variety of health and wellbeing initiatives. Whilst staff rate well being at work positively in the staff survey there does appear to be a lack of visibility and understanding by staff across both Councils of what is available to improve their health and wellbeing.
- 4.2 In developing the Health and Wellbeing Strategy, the existing wellness initiatives have been reviewed and combined with future initiatives to create a cohesive health and wellbeing programme. This programme will be promoted through a variety of communication channels to increase the visibility amongst staff and create a tangible link between health, wellbeing; absence rates and employee attitude towards the Council.
- 4.3 The implementation of this strategy will support the development of the overall employer brand for the Councils' and will send a key message to current and future employees of the employment offering available at each Council.
- 4.4 The strategy focuses on three key areas:

Lifestyle Change – Promoting the health and wellbeing of employees through the provision of health information to positively promote a healthy workplace and lifestyle change. This will be achieved by maximising the opportunities for employees to participate in accessible healthy activities.

Health Support – Effectively supporting our employees to remain in work through the provision of a range of policies, procedures and services

which seek to remove barriers which may prevent staff remaining in or returning back to work quickly.

Health Treatment – Providing rehabilitation activities to support with the treatment of health issues to facilitate an earlier return to work and improve the psychological and emotional sense of wellbeing that a return to work can provide

A number of interventions for each of these areas have been identified to further support the future health and wellbeing of our staff.

- 4.5 The strategy and associated plan can be found at Appendix A. This provides a foundation to enable staff to understand what health and wellbeing initiatives are available (now or in the future) and how the Council will be supporting their overall wellness at work.
- 4.6 Joint HR Committee may be aware that in the past couple of months HR have actively tried to raise staff awareness of national health campaigns such as breast cancer; alcohol awareness; stress etc.... By raising the profile of these campaigns and proactively supporting with team talk items and activities sends a positive message to staff that the Council supports their health and wellbeing.

5.0 Implications

Financial

- 5.1 There are no financial implications associated with the content of this report or adoption of this strategy. Health and Wellbeing initiatives cited in the plan fall within existing budgets.

Legal

- 5.2 There are no legal implications associated with the content of this report.

An Integrated Impact Assessment (IIA) has been completed. There are no adverse impacts identified.

Strategy

- 5.3 The implementation of the Health & Wellbeing Strategy will reinforce the employment brand of the Councils'.

Customer access

- 5.4 None to report.

Risks

- 5.5 None to report.

Communications/Public Relations

- 5.6 There will need to be a key focus on the communication of the Health & Wellbeing Strategy to ensure that there is increased visibility and staff awareness of what the Council has in place to support wellness at work. This will take place following consultation with UNISON.

East Hampshire/Havant

- 5.7 A combined Health & Wellbeing Strategy will ensure the same initiatives are available to staff at each Council.

6.0 Links to other projects

- 6.1 The development of a Health & Wellbeing Strategy and plan has been identified as a priority within the People Plan. The implementation of this plan will support with the delivery of the people plan.
- 6.2 Enabling healthy communities is a key workstream in the Economy and Cluster service and this strategy will contribute towards that work.

7.0 Conclusions

- 7.1 The growing focus on health and wellbeing initiatives is due to the established link between health and performance in the workplace. Generally, the healthier and happier staff feel the more productive they are likely to be in the workplace. Developing and increasing the visibility of health and wellbeing initiatives available to staff will enhance the perception staff have of the Council as an employer; increase engagement and improve their overall health and wellbeing.

8.0 Recommendations

- 8.1 For Joint HR Committee to approve the attached Health & Wellbeing Strategy 2012-15.

Background papers used in the production of the report (national/regional/internal reports and research):

Healthy People = Healthy Profits www.dwp.gov.uk

Health, Work & Wellbeing in Local Authorities www.lge.gov.uk

Agreed and signed off by:
Executive Head for Governance and Logistics (25.1.13)
Legal Services: (28.1.13)

Executive Head for Marketing and Development: (24.1.13)

Contact Officer: Caroline Tickner
Job Title: Service Manager (Human Resources)
Telephone: 02392 446139
E-Mail: caroline.tickner@havant.gov.uk

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Employee Health & Wellbeing Strategy 2012-2015



Introduction

This strategy sets out how East Hampshire District Council and Havant Borough Council will drive and positively influence the health and wellbeing of our employees over the coming years. This strategy will shift the focus from reactive activity that treats ill health to preventative activity which reduces ill health and poor wellbeing.

Aim

The aim of this strategy is to proactively support wellbeing in the workplace and bring together partners/providers from across South East Hampshire who can support this aim. This will be achieved through the development and delivery of a number of initiatives which focus on maintaining, enhancing and protecting the health and wellbeing of our employees.

Purpose

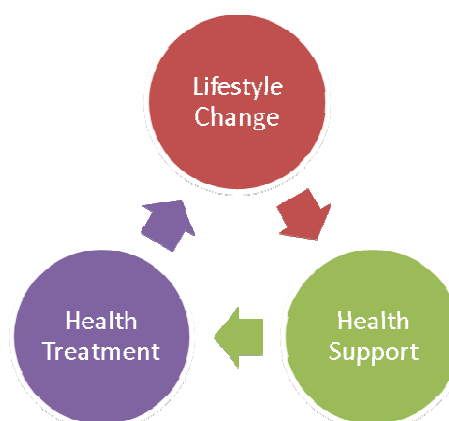
The implementation of an effective health and wellbeing strategy will help to:

- Improve the health and wellbeing of our people
- Improve employee engagement
- Improve productivity and performance
- Improve retention and reduce staff turnover
- Reduce sickness absence
- Create a positive image of the Council
- Create an environment that supports the promotion of healthy lifestyles
- Support employees with existing medical conditions to remain in the workplace

Health & Wellbeing Strategy

The Health & Wellbeing Strategy has 3 key strands.

Each of these strands focuses on a specific area of health and wellbeing. The main focus will be on preventative/supportive actions which can be put in place to increase overall wellness at work. Where ill health and poor wellbeing occurs at work there will be focus on health treatment activities to support rehabilitation and a quicker return to the workplace.





Lifestyle Change

This will mean promoting the health and wellbeing of our employees through the provision of health information to positively promote a healthy workplace and lifestyle change. This will be achieved by maximising the opportunities for employees to participate in accessible healthy activities.

Initiatives will include:

- Health Promotion Events
- Health Promotion Literature
- Health Advice



Health Support

This will mean effectively supporting our employees to remain in work through the provision of a range of policies, procedures and services which seek to remove barriers which may prevent staff remaining in or returning back to work quickly.

Initiatives will include:

- Occupational Health Services
- Policies & Procedures to support Modified Working
- Effective Absence Management Procedures



Health Treatment

This will mean providing rehabilitation activities to support with the treatment of health issues to facilitate an earlier return to work and improve the psychological and emotional sense of wellbeing that a return to work can provide.

Initiatives will include:

- Occupational Health Services including physiotherapy
- Functional Assessments
- Access to Work Support

Responsibilities

Everyone has a responsibility for their own health and wellbeing. In addition, there are specific responsibilities at different levels within the Councils'. These are as follows:

The Chief Executive has overall responsibility for the management of a healthy workforce.

Line Managers are responsible for:

- Ensuring that adequate risk assessments are carried out
- Ensuring there is effective communication between management and employees, particularly during periods of change
- Ensuring that employees are adequately trained to do their jobs
- Ensuring employees are provided with meaningful development opportunities
- Monitoring workloads to ensure that employees are not overloaded or working excessive hours
- Monitoring holidays and flexi-time to ensure that employees are achieving a work life balance and taking their annual leave entitlement
- Ensuring that bullying or harassment is not tolerated
- Monitoring reasons for sickness absence and identifying trends

All employees have a responsibility to:

- Report any illness or injury which may be caused or exacerbated by work
- Work with their manager and the Council to minimise and alleviate illness or injury
- Support colleagues where necessary

All employees are encouraged to:

- Eat healthily
- Not smoke
- Keep within the Government recommendations for alcohol consumption
- Be aware of caffeine intake
- Learn relaxation techniques
- Talk to family and/or friends about any issues/problems they may have

Human Resources are responsible for:

- Co-ordinating referrals to occupational health for medical advice
- Providing advice on sickness absence and associated policies
- Monitoring organisational wellbeing through the policy, casework and surveys
- Sourcing and providing employee wellbeing support mechanisms

Initiatives to support Employee Health & Wellbeing

The initiatives detailed below are either currently in place* in the Councils' or will be implemented over the next 12 months.

A Health and Wellbeing Plan has been put in place to develop these initiatives further. This plan can be found on pages 4-7.

Lifestyle Change	Health Support	Health Treatment
Reduced rate sports centre membership*	Stop smoking support*	Physiotherapy*
Discounted gym membership*	Employee Assistance Programme*	Counselling*
Fitness Classes	Occupational Health*	Fitness to work assessments*
Healthy eating provision	Flu Vaccination Programme*	DSE Assessments*
Cycle Loan Scheme*	Eye sight tests & VDU glasses*	Rehabilitation Programmes and Occupational Health*
30 minutes of exercise*	Stress Management Policies*	Lunchtime Choir*
	Flexible Working*	
	Alternative Therapies*	
	Occupational Health*	

Employee Health & Wellbeing Action Plan

Lifestyle Change Activities	Stakeholders	Benefits
Reduced rate sports centre membership	Human Resources Havant Leisure Trust East Hants Leisure Trust	Encouraging and facilitating physical activity by making it flexible/cheaper means it becomes more accessible to more staff and can improve the physical health & wellbeing of our staff.
Discounted gym membership	Local gyms across East Hampshire and Havant.	Availability of reduced gym membership will enable staff to access gyms local to them.
Fitness Classes	Human Resources Local gyms Fitness Instructors	By bringing fitness classes to the workplace this enables staff to take part in physical activity in and around their work schedule.
Healthy eating provision	Public Service Plaza Café East Hampshire staff canteen Human Resources	Promoting a healthy eating provision will engage people more and improve their overall well-being.
Cycle Loan Scheme	Finance Travel Co-ordinator	Interest free loans available to enable staff to buy bicycles and promote a healthier lifestyle.
30 minutes of exercise	All staff	Staff can claim 30 minutes of working time back once a week encouraging staff to undertake exercise

Health Support Activities	Stakeholders	Benefits
Stop smoking support & Smoke free policy	Quit 4 Life	Assisting in promotion of stopping smoking – have support there to assist.
Employee Assistance Programme	Right Core Care	Available to provide confidential advice and counselling support for staff on a personal and professional level.
Flu Vaccination Programme	Occupational Health Provider Surgery HR Corporate Support	Offering free flu jabs for employees will assist in their health, hopefully preventing illnesses.
Eye sight tests	Local opticians HR	Offering free eye sight tests and discounts off glasses for staff who work with VDU's.
Stress Management Policies	HR Managers at all levels	Guidance and support available to managers to enable the early signs of stress to be identified and acted upon.
Flexible Working	HR/Manager	Ability to encourage flexible working so that people can effectively manage their work-life balance.
Alternative Therapies	Local Therapists HR	Local therapists available for staff to support treatment of health issues e.g. health massage.
Occupational Health	Occupational Health Provider Surgery	Can provide medical advice and provide guidance around what we need to do for that individual.

Health Treatment Activities	Stakeholders	Benefits
Physiotherapy	Occupational Health Provider HR	Provision of physiotherapy assists with employees rehabilitation and speedier return to the workplace.
Counselling	External Counselling Service HR	Able to provide confidential advice and guidance as well as support for any issue work or personal related.
Fitness to work assessments	Occupational Health Provider Independent GP	Providing advice and guidance to enable managers to make decisions regarding an employees fitness for work.
DSE Assessments	H&S	Health & Safety requirement to identify any requirement for reasonable adjustments to be made.
Rehabilitation Programmes and Occupational Health	Occupational Health Provider HR Line Manager	Identification of rehabilitation programmes enables staff to return or remain in work with modifications to their role.
Lunchtime Choir	Hampshire Music Service	Relieves daily stress for ½ hour – an hour every day. Makes people feel more positive.

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NON EXEMPT

HAVANT BOROUGH COUNCIL

Joint Human Resources Committee

5 February 2013

Secondment Policy

Report of: **Caroline Tickner, Service Manager (HR)**

Report No 8

FOR DECISION YES

Portfolio: Marketing & Development: Councillor Cheshire & Councillor Phillips

Key Decision: N/A

1.0 Purpose of Report

- 1.1 This report provides Joint HR Committee with an overview of the proposed Secondment Policy which has been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC).
- 1.2 This policy will ensure that there is an agreed approach to managing secondments. It will also ensure consistency in the application and treatment of staff who are seconded on internal or external secondment appointments.

2.0 Recommendation

RECOMMENDED

- 2.1 That the members of Joint HR Committee are asked to:
- a) note the content of the report
 - b) approve the attached policy for use across both Councils.

3.0 Introduction

- 3.1 The term 'secondment' refers to the temporary move or 'loan' of an employee to another part of the organisation (internal secondment) or to a separate organisation (external secondment).
- 3.2 Secondment can be valuable for both the employee and for the organisation. As organisations adopt flatter structures, traditional opportunities for promotion can be more limited. As such, secondments can offer employees career development opportunities which they may otherwise not be exposed to in the course of their daily work. For an

organisation, secondments can be seen as an effective way to foster leadership development and increase the overall skills base of the organisation.

- 3.3 In addition, external secondments can bring the added benefits of exposing an employee to another organisations working practices, and in particular can be used to second employees between public sector and private sector or vice versa.

4.0 Subject of the report

- 4.1 Currently both Council's have separate secondment policies in place. The main difference between the current secondment policies relate to the treatment of the employee at the end of their secondment period. In EHDC, a seconded employee can be slotted substantively into the seconded role if it is a) vacant and b) they have the necessary skills and experience. At HBC, a seconded employee must go through the usual recruitment processes to secure the vacant position substantively.
- 4.2 In addition to the above, these policies have concentrated only on internal secondment opportunities. In more recent times to enhance partnership working secondment opportunities have also been extended outside of the immediate employing Council. This has enabled staff to work at either HBC or EHDC although neither council has embraced the opportunity to develop staff through wider external secondments arrangements.
- 4.3 Joint HR Committee are asked to note that there is a range of support available to employers to co-ordinate secondments in different sectors. Of particular interest is the Whitehall and Industry Group (WIG) which brings senior people together to improve understanding and co-operation between the public, private and voluntary sectors through a '*People Exchange*' Programme. This programme enables cross-sector secondments to enable individuals to gain insights into other sectors. These secondments can be on a short or long term basis. EHDC/HBC could also offer a seconded opportunity to individuals from other sector areas through WIG to enable the Council to tap into high calibre skills.
- 4.4 The drafted policy which can be found at Appendix A has taken account of future opportunities such as those described in this section. As such the policy covers both internal and external secondments. In addition, it also takes account of jobs which whilst remaining primarily focused on the employing council's work, may provide additional temporary support to the other council through a secondment agreement.

5.0 Implications

Financial

- 5.1 There are no financial implications associated with the content of this report, however, it is anticipated that the Joint Secondment Policy will provide additional flexibility to both organisations.

Legal

- 5.2 There are no legal implications associated with the content of this report. During a secondment the employee will remain the employee of their home council.

An Integrated Impact Assessment (IIA) has been completed. There are no adverse impacts identified.

Strategy

- 5.3 Secondments will support the development of a flexible workforce.

Customer access

- 5.4 None to report.

Risks

- 5.5 None to report.

Communications/Public Relations

- 5.6 The policy will need to be communicated to staff following consultation with UNISON.

East Hampshire/Havant

- 5.7 Secondments will support the joint working approach between both councils as well as increasing knowledge, skills and experience within each council and in the future across other sectors.

6.0 Links to other projects

- 6.1 The implementation of a shared secondment policy and the exploration of external secondments supports the People Plan and the council agenda to develop the skills base and provide staff with development opportunities.

7.0 Conclusions

- 7.1 A Joint Secondment Policy will benefit both councils by retaining staff, broadening knowledge and increasing skills both within and between each council.

8.0 Recommendations

- 8.1 For Joint HR Committee to approve the attached policy.
- 8.2 For Joint HR Committee to note that an external secondment facility in conjunction with other providers such as the Whitehall Industry Group will

be explored to establish the feasibility of this type of arrangement being introduced to the Councils’.

Background papers used in the production of the report (national/regional/internal reports and research):

CIPD Secondments Factsheet

The Whitehall and Industry Group Website (www.wig.co.uk)

Business in the Community Website (www.bitc.org.uk)

Agreed and signed off by:

Executive Head for Governance and Logistics (25.1.13)

Legal Services: (28.1.13)

Executive Head for Marketing and Development: (24.1.13)

Contact Officer: Caroline Tickner
Job Title: Service Manager (Human Resources)
Telephone: 02392 446139
E-Mail: caroline.tickner@havant.gov.uk



Secondment Policy

Published January 2013

1. Introduction

The term secondment refers to the temporary transfer of an employee to another service area/team within either council (internal secondment). It also refers to the temporary movement or 'loan' of an employee between each council or to a completely different organisation (external secondment).

Secondments can be used as valuable tool for staff development and can offer employees career development opportunities whilst providing the partnership with the opportunity to develop its skills base.

This policy sets out how Havant Borough Council (HBC) and East Hampshire District Council (EHDC) will manage secondments and provides a framework to ensure that all secondments will be carried out in an equitable manner.

2. Secondment Principles

Employees must have at least one year's service in their current post to apply for an internal secondment opportunity. For external secondments, staff must have a minimum of two years continuous direct employment service with the Council.

Only staff with no disciplinary sanctions in force at the time of applying or at the start of the secondment will be considered.

Secondments will require formal agreements to be signed. Secondments can be on either a full time or part time basis but should last no longer than two years. An extension to a secondment beyond two years may be granted in exceptional circumstances by agreement with the Executive Head.

At the end of the secondment period, the employee will revert back to their original post unless the seconded post is vacant (i.e. there is no substantive employee attached to the post).

In the event that a seconded post becomes vacant, consideration can be given to slotting the secondee into the post, however this will be conditional based on the following:

- a) that the original secondment opportunity had been openly advertised
- b) that a fair recruitment process had been followed to appoint the secondee to the post
- c) that the skills and experience of the secondee are suitable for the post
- d) that there are no performance issues identified with the secondee
- e) that there are no employees who are 'at risk' who should be given prior consideration

Managers will be required to consider all applicants for a secondment opportunity and make their decision on the basis of the business case and in line with the partnership's comprehensive equality policy.

3. Procedure

Internal Secondments

A business case to offer a vacant post as an internal secondment must be presented to JMT by the relevant Service Manager for agreement. Following JMT approval, the post will be recruited to in the normal way following the partnership's recruitment and selection procedures.

An employee applying for a secondment opportunity must gain their Service Managers agreement in advance of applying for the role. Once agreement has been gained a formal application must be completed. A Service Manager will have the right to withhold their consent but must inform the employee of the reasons for this decision. This must be provided in writing.

Once a preferred candidate selection is made the 'loaning' Service Manager will agree to release the employee before formal offers are made. To assist with making this decision, employees must discuss their intentions with their line manager and/or Service Manager before applying.

The employees' new service/team will pay all the salary costs associated with the secondment opportunity.

Terms and conditions for internal secondments will only change in accordance with the grade of the post being offered.

Internal Secondment Guidelines

Clear guidelines must be established for the seconded post. These must include:

- The grade of the post and associated terms and conditions
- The duration of the secondment
- A written statement of the duties and responsibilities
- An outline of the contractual position
- Reporting lines and relationships with others in the team
- An induction process relevant to the role
- Training and development required whilst in the post
- Mentor support (if appropriate)
- Regular reviews and a formal appraisal if the secondment is for more than 12 months

An internal secondment agreement must be drawn up and issued prior to the secondment opportunity commencing. This can be provided by Human Resources (HR).

External Secondments

External secondments will occur in one of three ways:

- An employee of HBC or EHDC working across either council
- An HBC or EHDC being placed with a host organisation
- An external organisation placing their employee within the partnership

A business case to offer vacant posts within EHDC and/or HBC as an external secondment opportunity must be presented to JMT by the relevant Service Manager for agreement. Following JMT approval, the post will be recruited to in the normal way following the usual recruitment and selection procedures

Applications for an employee to be released to a host organisation on an external secondment opportunity must be made in writing to the relevant Service Manager. Financial analysis must be completed as part of the decision making process to make certain the viability of releasing the employee on a seconded basis. The Service Manager can withhold their consent if it is not deemed to be viable but must inform the employee of the reasons for their decision. This must be provided in writing.

Salary costs will be required to be paid by the host organisation unless a reciprocal arrangement can be arranged that balances out to the satisfaction of the Service Manager. Expenses incurred in carrying out the work of the host organisation are their responsibility.

Employees seconded to an external 'host' employer will not be treated as an employee by the host. It will remain the responsibility of the secondee to inform both their employer and the host employer of annual leave arrangements and of any unexpected absence from work, including sickness. The HR policies of EHDC or HBC will continue to apply as appropriate.

Performance and conduct issues will remain the responsibility of EHDC or HBC but the host organisation should make the partnership aware immediately of any issues which may need to be dealt with through formal procedures.

It is essential that all parties are clear about their obligations, expectations, accountabilities and performance objectives. These issues are to be agreed and documented before a secondee commences in role.

HR advice must be sought prior to the commencement of any secondment opportunity to ensure that the viability of the secondment has been documented and the correct processes have been followed.

External Secondment Guidelines

Clear guidelines must be established for the seconded post. These must include:

- The likely duration of the secondment and how notice will be served
- Guidance on what will happen in the event that the original post or the seconded post becomes redundant or subject to TUPE
- The arrangements for overtime, bonuses, expenses, training etc?
- The procedures for dealing with long-term absence or persistent short-term absence
- The procedures for dealing with misconduct issues
- Performance management procedures and development available in the role
- Whether indemnity insurance is required
- How the vacant post in the home organisation will be filled
- How the employee will remain in contact with the home organisation
- How the end of the secondment will be managed (for example, return to original role)

In the circumstances of an EHDC employee working across HBC or vice versa the employee will be required to sign a Secondment Agreement which includes a Conflict of Interest and Information Sharing Protocol. These can be provided by HR.

4. Financial Analysis

In considering any application for an external secondment opportunity the full financial implications must be set out in detail on the financial appraisal form (as outlined at Appendix 1). This must be agreed by the Service Manager following discussion with finance as appropriate.

The following must be considered as part of the financial analysis:

- Recruitment costs to the secondee's existing post (to include advertising, specialist advice and other costs)
- Any additional salary costs
- Any additional training costs
- Any potential termination costs for the replacement of the secondee
- A detailed list of all costs to be charged to any third party during the period of the secondment (to include salary, direct on costs, travel, subsistence, use of mobile telephones and laptops etc)
- The arrangements for reimbursement including the full contact details for sending an invoice to recover the partnership's costs.

The Service Manager must be satisfied that there is budgetary provision available to cover the costs of a secondment. Once agreement has been provided by the Executive Head, an appropriate secondment agreement must be completed. HR advice must be sought prior to the secondment commencing to ensure that all the appropriate documentation is completed.

5. Related Policies and Procedures

Recruitment & Selection Policy
Recruitment & Selection Procedures
Comprehensive Equality & Diversity
Disciplinary Policy & Procedures

6. Review of Policy

This policy will be reviewed every two years or earlier at the request of either UNISON or EHDC/HBC.

Appendix 1 – External Secondment: Financial Appraisal Form

This form **MUST** be completed by the Service Manager and submitted via their Executive Head **BEFORE** any agreement is signed with an external organisation.

Post number and title.	
Name of seconded employee	
Period of secondment	
Charges to be recovered for secondment (set out salary, direct on costs, travel, subsistence, mobile telephone, etc).	
Budget code for recharge.	
Organisation name	
Address for sundry debtor account	
Telephone number	
Contact name	
Proposals to cover Seconded's absence (include grade / hours per week / agency costs/ any other costs).	
Could there be any other residual costs i.e. Redundancy.	
Other non financial benefits gained from the secondment	

The financial terms of the secondment are acceptable

Signed..... Date.....
Service Manager

Signed..... Date.....
Executive Head

Completed form copied to Strategic Finance Manager; Payroll Manager, HR

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NON EXEMPT

HAVANT BOROUGH COUNCIL

Joint Human Resources Committee

5 February 2013

Pay Policy Statement 2013-14
Report of the Service Manager, Human
Resources

Report No 9

FOR DECISION YES

Portfolio: Marketing and Development: Cllr Cheshire and Cllr Phillips

Key Decision: N/A

1.0 Purpose of Report

- 1.1 This report provides Councillors with an overview of Section 38 (1) of the Localism Act which requires local authorities to produce a pay policy statement for 2013/14 and for each financial year after.
- 1.2 A separate pay policy statement for each Council has been prepared and is attached for Councillor review at Appendix A and Appendix B.

2.0 Recommendation

- 2.1 That the Committee recommends to Full Council that the attached pay policy statement for East Hampshire District Council (EHDC) and Havant Borough Council (HBC) be approved prior to 31 March 2013 to enable publication in line with the requirements of the Localism Act.

3.0 Summary

- 3.1 The Localism Act 2011 places specific obligations on local authorities to be transparent and accountable for the way in which pay and awards are applied. The Act requires the pay policy statement to cover various aspects of pay policy to ensure information is available for all levels of staff from chief officer pay to the lowest paid.
- 3.2 Whilst salary is a central feature of the statement, there is also a requirement for transparency on other types of remuneration such as fees, allowances, benefits in kind, termination payments etc.
- 3.3 This statement must be approved by the end of March of each financial year by cabinet. This statement must then be published on the Councils website and must be complied with.

4.0 Subject of Report

Pay Policy Statement

- 4.1 The JNC for Chief Executives (Association) published specific guidance on pay policy statements and in particular certain key elements that must be included in the pay policy statement. These have been identified as follows:
- a local authority's policy on the level and elements of remuneration for each chief officer
 - a local authority's policy on the remuneration of its lowest paid employees (together with a definition of 'lowest paid employee' and the reasons for defining this)
 - a local authority's policy on the relationship between the remuneration of its chief officers and other officers
 - a local authority's policy on other aspects of chief officers' remuneration: remuneration on recruitment; increases and additions to remuneration; use of performance related pay and bonuses; termination payments; and transparency.
- 4.2 The pay policy statement which has been produced for EHDC and HBC contains the key elements required by Section 38 (1) of the Localism Act. This statement has been reviewed and approved by the in-house legal team.

Conclusion

- 4.4 The publication for a pay policy statement for EHDC and HBC has been required by law since April 2012. Whilst the statement reflects current reward practice, Councillors are asked to note that this will most likely change as a result of the terms and conditions review. Any changes resulting from this review will need to be reflected in the pay policy statement and will be referred to Joint HR Committee at the appropriate time.

5.0 Implications

Resources:

- 5.1 Financial
There are no financial implications associated with the approval of this pay policy statement.
- 5.2 Legal
The adoption of the pay policy statement is compliant with current legal and legislative requirements.

- 5.3 **Strategy**
There are no direct impacts on strategy. This is a legislative requirement, however, pay and reward is being reviewed as part of the terms & conditions review.
- 5.4 **Risks:**
No risks identified.
- 5.5 **Communications:**
The pay policy statement will need to be accessible to the public and will need to be uploaded on to the councils website once approval has been gained.
- 5.6 **For the Community**
There are no direct customer impacts associated with this item
- 5.7 **There is no requirement for an Integrated Impact Assessment (IIA) to be completed on this statement.**
- 6.0 Consultation**
- 6.1 **There is no requirement to consult with UNISON or staff on this item, however, the pay policy statement will be shared with UNISON for information only.**

Appendices

Appendix A – East Hampshire District Council Pay Policy Statement Financial Year 2013-14.

Appendix B – Havant Borough Council Pay Policy Statement Financial Year 2013-14.

Background Papers

Nil

Agreed and signed off by:

Executive Head for Governance and Logistics (25.1.13)

Legal Services: (28.1.13)

Executive Head for Marketing and Development: (24.1.13)

Contact Officer: Caroline Tickner
Job Title: Service Manager (Human Resources)
Telephone: 02392 446139
E-Mail: caroline.tickner@havant.gov.uk

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Appendix A

East Hampshire District Council Pay Policy Statement Financial Year 2013-14

1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out East Hampshire District Council's policies relating to the pay of its workforce for the financial year 2013-14, in particular:

-

- a) the remuneration of its Chief Officers
- b) the remuneration of its "lowest paid employees"
- c) the relationship between
 - the remuneration of its Chief Officers and
 - the remuneration of its employees who are not Chief Officers

This statement was approved by a meeting of cabinet on [DATE] and full council. It is available on the Council's website and contains hyperlinks to associated documents.

The Council's website also includes separately published data on salary information relating to Chief Officers and this can be accessed at [insert link].

2. Definitions

For the purpose of this pay policy the following definitions will apply: -

2.1 "Pay" in addition to salary includes charges, fees, allowances, increases in/enhancements to pension entitlements, and termination payments.

2.2 "Chief Officer" refers to the following roles within East Hampshire District Council -

- Joint Chief Executive – Havant and East Hampshire Councils, as Head of Paid Services*
- *Executive Head Governance and Logistics (S151 Officer) and Service Manager (Legal and Democratic) (Monitoring Officer)*, as the Councils' statutory Chief Officers*
- *Joint Management Team* as non-statutory Chief Officers*
- Service Managers as reporting directly to a statutory or non-statutory Chief Officer in respect of all or most of their duties

* Members of the Council's Joint Management Team (JMT)
(East Hampshire District Council is in partnership with Havant Borough Council. Shared posts are covered by the Inter Authority Agreement. These posts are detailed on the East Hampshire District Council website at the following link: INSERT)

2.3 “Lowest paid employees” refers to those staff employed within grade 1 of the Council’s pay framework. This excludes staff governed by National consultation groups.

The above definition for the “lowest paid employees” has been adopted because grade 1 is the lowest grade on the Council’s pay framework.

2.4 “Employee who is not a Chief Officer” refers to all staff who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees” i.e. staff on grades 1. This excludes staff governed by National consultation groups.

3. Pay framework and remuneration levels

3.1 General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council’s business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise, including the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

3.2 Responsibility for decisions on remuneration

It is essential for good governance that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

With the exception of any groups where pay is governed by National consultation groups, pay for the “lowest paid employees” and “all other employees who are not Chief Officers” is determined by negotiation between UNISON and the Joint Management Team through an annual pay claim instigated by UNISON at a local level.

The East Hampshire District Council pay framework was agreed and implemented on 1 April 1991.

3.3 Salary grades and grading framework

Salary grades for staff who are not chief officers are determined in line with the HAY job evaluation scheme, with the grade for each role being determined by a consistent job evaluation process. This approach followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

As part of this requirement, East Hampshire District Council determined a local pay framework which consists of an overall number of 11 grades with grade 1 being the lowest and grade 11 the highest.

Each employee will be on one of the 11 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance in the annual performance appraisal process.

Pay awards are considered annually for staff in negotiation with the Trades Unions locally.

There has been no annual pay award made to any group of staff since April 2009. A one off non-consolidated award was made to staff on Grades 1-3 in 2010. This consisted of a payment equivalent to 1% of their annual salary as at 1 April 2010.

The above detailed salary grading framework excludes Chief Officers who are paid a spot salary. (Please see section 4.1 for further detail)

4. Remuneration – level and element

4.1 Salaries

4.1.1 “Chief Officers”

This group of “Chief Officers” is paid outside of the Council’s pay framework, which applies to all other employees. As detailed at section 3.3, this group of employees are paid a spot salary which has been determined by taking into account the relative size and challenge of the role. Account has also been taken of other relevant available information, including the salaries of Chief Officers in other similar sized organisations.

The value of any pay award for the Chief Officer group is determined by the Chief Executive annually each year from 1 April. All pay awards for this group need to be ratified by Joint HR Committee.

4.1.2 Joint Chief Executive

The Joint Chief Executive is the Council’s Head of Paid Service. The remuneration for the Joint Chief Executive is paid outside of the Council’s pay framework and is based on a spot salary approach. The level of pay for this role is determined by the Leaders of both councils taking into account benchmarking.

The annual pay review for the Joint Chief Executive is considered by the leaders of both councils. The annual pay review takes place annually each year from 1 April.

The Joint Chief Executive also receives a Returning Officer fee in respect of County, District and Parish Council Elections. The fee for undertaking this role in East Hampshire is calculated in accordance with a formula approved annually by the Home Office and Electoral Claims Unit based on a recommendation by the County Electoral Officers' Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument.

4.2 “Lowest paid employees”

Each “lowest paid employee” is paid within the salary range for grade 1.

4.3 Bonuses

There is no provision for bonus payments for the “lowest paid employees” or for “employees who are not Chief Officers”. There is no formal provision for a bonus payment for “Chief Officers” with the exception of the Joint Chief Executive. This is determined through appraisals conducted by the leaders of both councils and subject to the achievement of targets would entitle the role to a bonus payment. Despite achieving the targets each year the CEO has declined the bonus award.

There is however, a staff recognition scheme in place, under which a one-off payment may be awarded to a member of staff as a reward for a particular piece of work or a substantial effort above what is expected as part of their ordinary day-to-day work.

The size of the award paid to employee(s) should be commensurate with the work being rewarded. A staff recognition panel awards payments. Please see the following link for further details: [insert link]

4.4 Other pay elements

“Chief Officers” are subject to the same performance management process as the “lowest paid employees” and “employees who are not Chief Officers”.

Targets are set and performance against those targets is assessed. Chief Officers do not receive any incremental or step progression as they are on a spot salary which is reviewed on an annual basis by the Joint Chief Executive.

Where an incremental pay award is made, performance will be taken into account when determining whether this is appropriate.

4.5 Charges, fees or allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's collective agreement and subsequent amendments.

Market supplements have previously been paid in order to recruit and retain employees in order to bring specialist skill sets into the organisation. Market supplements are no longer offered to candidates.

Any honorarium that is paid will be paid in accordance with East Hampshire District Council's Pay Policy. Further detail can be found at: [insert link]

The Council pays Essential and Casual Car user allowances in appropriate circumstances. These allowances are in accordance with East Hampshire District Councils car user policy. Further detail can be found at: [insert link]

Any travel expenses reasonably incurred by an employee in the course of their duties will be reimbursed upon production of appropriate receipts and must be authorised by their line manager before payment will be made.

Any subsistence allowance that is paid will be in accordance with the Council's policy, details of which can be found at: [insert link]

Electoral duty payments are paid to all roles employed within the elections team at East Hampshire District Council at the discretion of the Returning Officer. These are calculated in accordance with a formula approved annually by the Home Office and Electoral Claims Unit.

Further details on allowances and payments are available on request.

4.6 Performance related pay

High levels of performance are expected of our employees. Performance and contribution during the course of the year is reviewed within the annual appraisal process.

This process provides for the setting of targets on an annual basis and review of the employees achievement against those targets.

Following assessment of the employee's achievement against targets the reviewing manager will recommend a rating for each employee and this will be subject to consistency checks and once finalised will be taken into account in determining any salary progression on an incremental basis within the salary range or no progression.

Achieved performance: This will normally result in the progression of one incremental step, but will not take the salary above the salary range maximum. This rating is awarded to the majority of staff. If an employee is at top of the grade range there will be no further increase.

Improvement required: There is normally no step progression for anyone who does not meet the satisfactory levels of performance.

Any salary changes following assessment under the Appraisal process will be effected from 1 April each year.

4.7 Benefits in kind

There are no Benefit in Kind payments made at East Hampshire District Council.

4.8 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There are no increases or enhancement to pension entitlements.

4.9 Severance Payments

On ceasing to be employed by East Hampshire District Council, individuals will only receive compensation:

- a) in circumstances that are relevant (e.g. redundancy)
- b) that is in accordance with our published policy statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- c) that complies with the specific term(s) of a compromise agreement

We are already required to publish our policy on discretionary payments on early termination of employment as well as publishing our policy on increasing an employee's total pension scheme membership and on awarding additional pension. These can be found on the East Hampshire District Council website at the following address: [insert link]

It is important the Council has flexibility to respond to unforeseen circumstances as regards re-employing former employees as a Chief Officer.

If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government Pension Scheme (with same or another local authority), then the decision to re-employ will be made on merit, taking into account the use of public money and the exigencies of the council.

4.10 New starters joining the Council

Employees new to the Council and who are not chief officers will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Employees new to the council who are appointed to chief officer posts will be paid the spot salary for the post.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers"

The pay multiple based on the ratio between the highest paid employee and the mean average earnings across East Hampshire District Council is 1:4.7.

6. Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. East Hampshire District Councils next statement is scheduled for 2014/15 and will be submitted to Full Council for approval by 31st March 2014.

If it should be necessary to amend this 2013/14 statement during this financial year, an appropriate resolution will be made by Full Council.

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Appendix B

Havant Borough Council Pay Policy Statement Financial Year 2013-14

1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out Havant Borough Council policies relating to the pay of its workforce for the financial year 2013-14, in particular: -

- a) the remuneration of its Chief Officers
- b) the remuneration of its “lowest paid employees”
- c) the relationship between
 - the remuneration of its Chief Officers and
 - the remuneration of its employees who are not Chief Officers

This statement was approved by a meeting of the full council on [Date]. It is available on the Council’s website and contains hyperlinks to associated documents.

The Council’s website also includes separately published data on salary information relating to Chief Officers and this can be accessed at [insert link].

2. Definitions

For the purpose of this pay policy the following definitions will apply: -

2.1 “Pay” in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.

2.2 “Chief Officer” refers to the following roles within Havant Borough Council -

- Joint Chief Executive – Havant and East Hampshire Councils, as Head of Paid Services*
- Executive Head Governance and Logistics (*S151 Officer*) and Service Manager (*Legal and Democratic*) (*Monitoring Officer*), as the Councils’ statutory Chief Officers*
- Joint Management Team as non-statutory Chief Officers*
- Service Managers as reporting directly to a statutory or non-statutory Chief Officer in respect of all or most of their duties

* Members of the Council’s Joint Management Team (JMT)

(Havant Borough Council. is in partnership with East Hampshire District Council. Shared posts are covered by the Inter Authority Agreement. These posts are detailed on the East Hampshire District Council website at the following link: INSERT)

2.3 “Lowest paid employees” refers to those staff employed within grade A of the Council’s pay framework. This excludes staff governed by National consultation groups.

The above definition for the “lowest paid employees” has been adopted because grade A is the lowest grade on the Council’s pay framework.

2.4 “Employee who is not a Chief Officer” refers to all staff who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees” i.e. staff on grades A. This excludes staff governed by National consultation groups.

3. Pay framework and remuneration levels

3.1 General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council’s business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

3.2 Responsibility for decisions on remuneration

It is essential for good governance that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

Havant Borough Council’s pay framework was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this Havant Borough Council determined a local pay framework reducing the overall number of grades to 12.

Pay awards are considered annually for staff. For those staff up to and including grade K the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.

For senior managers above grade K the value of any pay award is determined by the Chief Executive.

There has been no annual pay award to any group of staff since April 2009.

3.3 Salary grades and grading framework

Salary grades for staff who are not chief officers are determined in line with the job evaluation scheme, with the grade for each role being determined by a consistent job evaluation process.

There are 12 grades (A1-K) in the pay framework, grade A1 being the lowest and grade K the highest. Each employee will be on one of the 12 grades based on the job evaluation of their role. Grades A1 – E consists of 4 incremental steps. Grades F – K consists of 5 incremental steps. Employees can progress to the salary range maximum of their grade subject to assessment of their performance in the appraisal performance process.

The above detailed salary grading framework excludes Chief Officers who are paid a spot salary. (Please see section 4.1 for further detail)

4. Remuneration – level and element

4.1 Salaries

4.1.1 “Chief Officers”

This group of “Chief Officers” is paid outside of the Council’s pay framework, which applies to all other employees. As detailed at section 3.3, this group of employees are paid a spot salary which has been determined by taking into account the relative size and challenge of the role compared to other Chief Officer roles within Havant Borough Council. Account has also been taken of other relevant available information, including the salaries of Chief Officers in other similar sized organisations.

The value of any pay award for the Chief Officer group is determined by the Chief Executive annually each year from 1 April. All pay awards for this group need to be ratified by Joint HR Committee.

Further detail on the salary structures can be found at [insert link].

4.1.2 Joint Chief Executive

The Joint Chief Executive is the Council’s Head of Paid Service. The remuneration for the Joint Chief Executive is paid outside of the Council’s pay framework and is based on a spot salary approach. The level of pay for this role is determined by the Leaders of both councils taking into account benchmarking.

The annual pay review for the Joint Chief Executive is considered by the leaders of both councils. The annual pay review takes place annually each year from 1 April.

4.2 “Lowest paid employees”

Each “lowest paid employee” is paid within the salary range for grade A1.

4.3 Bonuses

There is no provision for bonus payments for the “lowest paid employees” or for “employees who are not Chief Officers”. There is no formal provision for a bonus payment for “Chief Officers” with the exception of the Joint Chief Executive. This is determined through appraisals conducted by the leaders of both councils and subject to the achievement of targets would entitle the role to a bonus payment. Despite achieving the targets each year the CEO has declined the bonus award.

4.4 Other pay elements

“Chief Officers” are subject to the same performance management process as the “lowest paid employees” and “employees who are not Chief Officers”.

Targets are set and performance against those targets is assessed. Where an incremental pay award is made, performance will be taken into account when determining whether this is appropriate.

n.b. Chief Officers do not receive any incremental or step progression as they are on a spot salary which is reviewed on an annual basis by the Joint Chief Executive.

4.5 Charges, fees or allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council’s collective agreement and subsequent amendments.

Any market supplement or honorarium that is paid will be paid in accordance with Havant Borough Council’s Pay Procedure. Further detail can be found at [insert link].

The Council pays Essential Car user allowances in appropriate circumstances. These allowances are in accordance with the Green Book. Further detail can be found at [insert link].

Any excess travelling allowance that is paid will be in accordance with agreed rates found under salary scales and allowances at [insert link].

Any subsistence allowance that is paid will be in accordance with agreed rates found under salary scales and allowances at [http:](http://) [insert link].

A returning officer allowance is paid to the Service Manager (*Legal and Democratic*) (*Monitoring Officer*) in respect of County, District and Parish Council Elections. The fee for undertaking this role in Havant is calculated in accordance with a formula approved annually by the Home Office and Electoral Claims Unit based on a recommendation by the County Electoral Officers’ Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument.

Electoral duty payments are paid to all roles employed within the elections team at Havant Borough Council at the discretion of the Returning Officer. These are calculated in accordance with a formula approved annually by the Home Office and Electoral Claims Unit.

Further details on allowances and payments are available on request.

4.6 Performance related pay

High levels of performance are expected of our employees. Performance and contribution during the course of the year is reviewed within the annual appraisal process.

This process provides for the setting of targets on an annual basis and review of the employees achievement against those targets.

Following assessment of the employee's achievement against targets the reviewing manager will recommend a rating for each employee and this will be subject to consistency checks and once finalised will be taken into account in determining any salary progression on an incremental basis within the salary range or no progression.

Achieved performance: This will normally result in the progression of one incremental step, but will not take the salary above the salary range maximum. This rating is awarded to the majority of staff. If an employee is at top of the grade range there will be no further increase.

Improvement required: There is normally no step progression for anyone who does not meet the satisfactory levels of performance.

Any salary changes following assessment under the Appraisal process will be effected from 1 April each year.

4.7 Benefits in kind

Car Loans that are over £5000 are subject to tax as this is considered 'Benefit in Kind'. No other payments are made.

4.8 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. Any enhancement to pension entitlements (such as augmentation or additional years) are determined as a result of a business case agreed by Joint HR Committee (as set out in the Pension Scheme discretion policy).

4.9 Severance Payments

On ceasing to be employed by Havant Borough Council, individuals will only receive compensation:

- a) in circumstances that are relevant (e.g. redundancy)
- b) that is in accordance with our published policy statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- c) that complies with the specific term(s) of a compromise agreement

We are already required to publish our policy on discretionary payments on early termination of employment as well as publishing our policy on increasing an employee's total pension scheme membership and on awarding additional pension. These can be found on the Havant Borough Council website at the following address [insert link].

It is important the Council has flexibility to respond to unforeseen circumstances as regards re-employing former employees as a Chief Officer.

If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they

are in receipt of a Local Government Pension Scheme (with same or another local authority), then the decision to re-employ will be made on merit, taking into account the use of public money and the exigencies of the council.

4.10 New starters joining the Council

Employees new to the Council and who are not chief officers will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Employees new to the council who are appointed to chief officer posts will be paid the spot salary for the post.

5. Relationship between remuneration of “Chief Officers” and “employees who are not Chief Officers”

The pay multiple based on the ratio between the highest paid employee and the mean average earnings across Havant Borough Council is 1:5.4.

6. Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Havant Borough Councils next statement is scheduled for 2014/15 and will be submitted to Full Council for approval by 31st March 2014.

If it should be necessary to amend this 2013/14 statement during this financial year, an appropriate resolution will be made by Full Council.