

MEETING: PAY AND GRADING COMMITTEE

DATE: Monday 28th November, 2022

TIME: 10.00 am

VENUE: Town Hall, Bootle

**Members**

Councillor Lappin (Chair)  
Councillor June Burns (Vice-Chair)  
Councillor Lunn-Bates  
Councillor Murphy  
Councillor Prendergast  
Councillor Shaw  
Councillor Anne Thompson

COMMITTEE OFFICER: Ian Barton  
Democratic Services Officer Tele: 0151 934 2788  
Telephone: 0151 934 2067  
E-mail: [ian.barton@sefton.gov.uk](mailto:ian.barton@sefton.gov.uk)

**If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.**

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# A G E N D A

**1. Apologies for Absence**

**2. Declarations of Interest**

Members are requested at a meeting where a disclosable pecuniary interest or personal interest arises, which is not already included in their Register of Members' Interests, to declare any interests that relate to an item on the agenda.

Where a Member discloses a Disclosable Pecuniary Interest, he/she must withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

Where a Member discloses a personal interest he/she must seek advice from the Monitoring Officer or staff member representing the Monitoring Officer to determine whether the Member should withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest or whether the Member can remain in the meeting or remain in the meeting and vote on the relevant decision.

**3. Minutes of Previous Meeting**

(Pages 3 - 4)

Minutes of the meeting held on 12 January 2022

**4. Recruitment and Retention Initiatives for Council Staff**

(Pages 5 - 10)

Report of the Executive Director of Corporate Resources and Customer Services

**THIS SET OF MINUTES IS NOT SUBJECT TO "CALL-IN"**

## **PAY AND GRADING COMMITTEE**

**MEETING HELD AT THE TOWN HALL, BOOTLE  
ON 12 JANUARY 2022**

PRESENT: Councillor Lappin (in the Chair)  
Councillor Dowd (Vice-Chair)  
  
Councillors Howard and Shaw

### **1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Sir Ron Watson.

### **2. DECLARATIONS OF INTEREST**

No declarations of any disclosable pecuniary interests or personal interests were received.

### **3. MINUTES**

RESOLVED:

That the Minutes of the meeting held on 13 January 2021 be confirmed as a correct record.

### **4. PAY POLICY 2022 - 2023**

The Committee considered the report of the Executive Director of Corporate Resources and Customer Services that recommended a Pay Policy for the Council as required by the Localism Act 2011. After consideration of the report by the Committee, the report would be considered by the full Council at the meeting to be held on 20 January 2022.

The Chief Personnel Officer advised members that there were no substantive changes to the Policy compared to that approved in 2021 but he reported on changes in legislation, changes that may occur in respect of pension matters as a result (with some ongoing current uncertainty) and additionally the implications of an ongoing Judicial Review. In order to comply with the Localism Act 2011 and to comply with the current position under the Restriction of Public Sector Exit Payments Regulations 2020, should that be approved, he would be recommending the following to the Council on 20 January 2022:-

- (i) The proposed Pay Policy at annexe A to this report be approved;

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- (ii) That any changes to the Pay Policy as required because of legislation are delegated to the Pay and Grading Committee; and
- (iii) If future proposals in respect of Exit Pay cap legislation or special severance payments contain discretions then these are to be considered by the Pay & Grading Committee to provide a recommendation before matters go to Full Council.

RESOLVED:

That the Council be recommended to approve the proposed Pay Policy as detailed within annexe A of the report.

# Agenda Item 4

<b>Report to:</b>	Pay and Grading Committee	<b>Date of Issue:</b>	28 November 2022
<b>Subject:</b>	Recruitment and Retention Initiatives for Council Staff		
<b>Report of:</b>	Executive Director of Corporate Resources and Customer Services	<b>Wards Affected:</b>	All
<b>Cabinet Portfolio:</b>	Cabinet Member- Communities and Housing		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

## Summary:

This report seeks approval of three elements in respect of payments to employees of the Council.

Two of these elements are applicable to all Council employees and relate to staff travel, whilst one is applicable only to staff employed within Children's Social Care and relates to retention payments.

Following consideration by Pay and Grading Committee, Cabinet will be requested the approve changes as set out.

## Recommendation(s):

The Pay and Grading Committee are asked to recommend that Cabinet approves:

- (1) The removal of the 50% reduction in the Out of Borough car mileage rate.
- (2) The introduction of Essential Car Mileage which attracts a lump sum payment and shall be applied only to posts that meet the criteria as set out in this report.
- (3) The increase in the annual retention payment for social workers within the Children's Social Care locality teams from £2,000 to £5,000 in accordance with the criteria detailed within the report; and
- (4) For any services impacted by the changes contained within this report, the costs must be fully funded and vired from existing budgets in accordance with the council's financial procedure rules before any offer or change is proposed to employees.

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## Reasons for the Recommendation(s):

The recommendations will support the recruitment and retention of staff within the council and also reflect the additional cost of running a vehicle for use on council business at this time.

## Alternative Options Considered and Rejected: (including any Risk Implications)

No alternative options have been considered

## What will it cost and how will it be financed?

### (A) Revenue Costs

All revenue costs must be contained within existing budgets- budget virements in accordance with Financial Procedure Rules must be completed before any changes are proposed to staff or the implementation of any of these proposals within a service

### (B) Capital Costs

There are no capital costs arising

## Implications of the Proposals:

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> Any resources implications are detailed in the report	
<b>Legal Implications:</b> All legal implications have been considered	
<b>Equality Implications:</b> The equality Implications have been identified and mitigated as much as possible.	
<b>Climate Emergency Implications:</b> The recommendations within this report will	
Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	Y
The proposals within this report should not increase the use of cars by staff within the borough, merely appropriately re-imburse the cost of doing so	
The use of alternative public transport is to be maintained unless the business need justifies the use of the car.	

## Contribution to the Council's Core Purpose:

Protect the most vulnerable:
This report will support recruitment and retention especially within Children's Social

Care which will in turn help to support the boroughs most vulnerable residents
Facilitate confident and resilient communities:
Commission, broker and provide core services:
Place – leadership and influencer:
Drivers of change and reform:
Facilitate sustainable economic prosperity:
Greater income for social investment:
Cleaner Greener

**What consultations have taken place on the proposals and when?**

**(A) Internal Consultations**

The Chief Executive Officer (FD 7013/22) and the Chief Legal and Democratic Officer have been consulted and any comments have been incorporated into the report.

The proposals have been shared with the recognised Trade Unions and consultation will continue as appropriate and any comments have been recognised.

**(B) External Consultations**

Not Applicable

**Implementation Date for the Decision**

Following the expiry of the “call-in” period for the Cabinet Member decision.

<b>Contact Officer:</b>	Stephan Van Arendsen
Telephone Number:	0151 934 4081
Email Address:	Stephan.vanarendsen@sefton.gov.uk

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## **Appendices:**

There are no appendices to this report

## **Background Papers:**

There are no background papers available for inspection.

### **1.0 Introduction**

1.1 The Council continues to review the terms and conditions for its staff within the context of the Green Book- following the latest review there are 3 proposed changes that are presented for member decision. In presenting these options it is intended that the sum payable for using a car for those staff who are required to do so will be more comparable to the cost incurred.

1.2 In addition, it is proposed to increase the retention payment for social work staff within the locality teams to improve recruitment and retention.

### **2.0 Proposals for approval and implementation**

#### Out of Borough Car Mileage Rates

2.1 At present the car mileage rate is 45 pence per mile for journeys that take place within the Borough. For journeys outside of the Borough this is reduced by 50% and has been for some time. This policy reflected the aim of encouraging staff to use alternative transport methods.

2.2 The Council like most councils has a proven track record of using alternative methods (e.g., trains) than previously. However, taking into consideration the current petrol prices and the cost associated with 'wear and tear' on vehicles, it is recommended that the 50% reduction should be removed.

2.3 It is estimated based on car mileage claimed for in 2021/22 that this will cost around £10,000 in year. This will need to be met from existing budgets within individual Service areas who will need to review potential claims and identify the budget to cover the claims before completing a budget virement, in accordance with financial procedure rules, to meet the cost. This exercise must be completed before the system becomes live.

2.4 It should be noted that there will be instances where the use of a private car is the best mode of transport for out of borough journeys in order to meet the council's business need. E.g., a member of staff within Children's Social Care is supporting a child/young person by travelling together. Where a member of staff is travelling out of borough for other council business, the claim should only be processed to reimburse the cheapest mode of transport that is available. For instance, if the train fare is cheaper than the car mileage that would be due, if the employee chooses to use their car, they may only make a claim for the cost of the train fare. This must be applied to all cases of this nature.



## Essential Car User

- 2.5 The Council has not supported certain posts attracting the status of 'essential car user' for some time. Again, this was to reflect the financial environment the council was in and to encourage non car travel. There are however some posts where it may be appropriate for that post to attract that status, for example, where the postholder is required to have a car available for work and where the postholders duties will involve travelling many miles over the course of the year and therefore additional financial support is required to cover additional cost of running the vehicle.
- 2.6 If such posts are determined, the costs again must be met from existing individual Service area budgets with a budget virement taking place in accordance with financial procedure rules before any offer is communicated to an employee. It is important that any such award is made to the post and not a person and Executive Directors and Assistant Directors must be cognisant that a specific job description can cover multiple employees who would receive such an award.
- 2.7 As such, Executive Directors should seek approval from the Chief Executive and Head of Human Resources if they wish to award an essential car user allowance based on the following criteria: -
- a. The post being required to always have a car available for the role; and
  - b. The post being expected to travel over 1500 business miles in a financial year i.e., April to March.
- 2.8 Both criteria a and b must be met with the latter being evidenced by the travel claims made and recorded within the council's core system for the previous year. Upon identification of posts where it is proposed to make an essential car user award, the relevant job description and person specification must be updated, and details shared with the relevant recognised trade unions and staff members as appropriate. The above criteria must be in place before any award is made and if there are certain members of staff on the same job description who will not receive the user allowance then this should be justified in writing for communication to trade unions and staff. All allowances will be reviewed every 12 months by Executive Directors and if the key criteria are not met in the previous 12 months the allowance will be removed.
- 2.9 There may be instances where the criteria set out in paragraph 2.7 can not be met for example if the claims history does not amount to 1500miles. In such circumstances, based on required business need and the view of the Executive Director being that the role will be required to have a car available for the post and will complete 1500 miles in the forthcoming year an award can be made- in this case this will be formally reviewed after 12 months and if the mileage has not been completed the allowance will be removed. Approval in this circumstance will again come through the Chief Executive and Head of Human Resources

## Retention Payments- Children's Services Locality Teams

- 2.10 Members will recall that approval was previously provided to offer an annual £2,000 supplement to particular social worker posts within Children's Services to

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support recruitment and retention. From review, it is considered that this offer has had limited success in some teams at a time when the challenges remain.

- 2.11 As a result, it is proposed that this retention payment be increased from £2,000 per annum to £5,000 per annum from 1 February 2023. This will be payable in 1 lump sum at the end of the 12-month period for those staff in the identified social work locality teams within Children's Services only. The previously agreed annual retention measures will remain in place within Children's Services, with their impact continuing to be reviewed after a further 12 months. Thereafter, if extended further, it will also be reviewed annually.
- 2.12 If the member of staff leaves within 12 months of receiving the payment a sliding scale of repayment will apply to recover this payment, i.e., if the employee leaves in the month after receiving the sum, they will need to repay the additional £3,000- this sum will reduce by £250 in each subsequent month.
- 2.13 In accordance with the previous 2 measures in this report and the current recruitment and retention measures in place, this proposal will be met and be contained within existing and approved budget provision with the appropriate budget virement being completed in accordance with Financial Procedure Rules.