

PLYMOUTH CITY COUNCIL

Subject: Amendment to Pay Policy Statement 2014/2015
Committee: City Council
Date: 31 March 2014
Cabinet Member: Councillor Peter Smith
CMT Member: Chief Executive and Head of Paid Service
Author: Alison Mills, Head of Human Resources (Corporate Functions)
Contact details: alison.mills@plymouth.gov.uk
Ref:
Key Decision: No
Part: I

Purpose of the report:

In recognition that our existing Pay Policy Statement does not adequately cover the treatment of temporary staff and those engaged through interim contracts for services, we are updating our 2013/14 and 2014/15 statements in order to provide greater clarity and transparency.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

If agreed, the recommendations of this report will enhance transparency, reflecting the Council's Co-operative values of fairness and responsibility, and demonstrating the outcome of a Council that uses its resources wisely.

In updating the policy, we have chosen to provide discretionary information on payments made over and above that required by legislation.

Implications for Medium Term Financial Plan and Resource Implications, including finance, human, IT and land:

The engagement of Chief Officers, temporary staff and those engaged under contracts for services, as detailed in this document, is carried out within the overall affordability envelope of the Council's approved revenue budget.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

None arising directly from this report

Equality and Diversity:

Has an Equality Impact Assessment been undertaken: Yes

The NJC harmonization of Chief Officer Terms and Conditions and Living Wage elements of the Pay Policy have been implemented as a result of equality considerations

Recommendations and Reasons for recommended action:

To approve the amended pay policy for 2014/2015, to improve transparency in respect of arrangements for staff engaged under contracts for services and to note relevant data for 2013/14 in compliance with our amended policy statement.

Alternative options considered and rejected:

There is a statutory requirement to have a pay policy statement. Including payments made to organisations providing services to the Council under contractual arrangements will reflect the Council's commitment to transparency

Published work / information:

Pay policy statement 2013/2014

Pay policy statement 2014/2015

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	

Sign off:

Fin	MC 1314 .48	Leg	LT/4 49/5	Mon Off	DS/I 9949	HR		Assets		IT		Strat Proc	
Originating SMT Member													
Has the Cabinet Member(s) agreed the content of the report? Yes / No													

I Background

- 1.1 Council approved a pay policy statement for 2014/2015 at its meeting on 28 January 2014. Since that time it has been recognised that there is a gap in that statement in relation to temporary staff and those engaged under interim contracts for services. Not all councils make reference to interims in their pay policy statements, but Plymouth City Council wishes to be transparent and open on its use of interims. This type of contractual arrangement may be useful where the Council makes a temporary appointment to an established post typically in situations where not filling the post would create an unacceptable risk to the Council's ability to deliver services in the short term. The use of interims can bring additional expertise and skills to the council, allowing the knowledge transfer to our own employees. Interims are also used to complete specific packages of work where the skills needed to undertake this work are not available internally.

2 Types of staffing resources

The Council uses the following different staffing resources:

- a) Permanent staff on the establishment;
- b) Temporary fixed term contracts to fill posts on the establishment;
- c) Interims employed through service contracts to fill posts on the establishment;
- d) Interims where there is no established post. For example, where temporary specialist skills are needed to undertake a time limited complex project.

To address these situations it is recommended that Council includes a provision in the pay policy as follows:

3 Policy regarding remuneration of interims and temporary staff

- 3.1 Where interim resources are determined to be required for a specific role within the Council, a procurement process is followed. Typically sourcing is carried out through the Managed Supplier arrangements provided by the Council's procured supplier, through UK Government Framework contracts tendered through OJEU processes, through other OJEU compliant frameworks, and through Council standard low value procurement processes. Procurement officers are fully involved in these processes.
- 3.2 When interims are required for a role, the costs of these are subject to competitive marketplace processes. HR/Procurement staff are fully involved, and aware, of all interim appointments in order to assure quality.

3.2 Where a Chief Officer Appointments Panel appoints

The Chief Officer's Appointments Panel has responsibility for the appointment, and remuneration, of Chief Officers and Deputy Chief Officers except where there is specific delegation otherwise through Council. The Council will aim to pay for these services at a rate as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions.

- 3.3 Where the Chief Officer's Appointments Panel make a temporary or interim appointment to an established post, then the appointing person or body will have discretion to settle remuneration in line with current market factors.

3.4 **For other posts**

Where the Council requires an interim resource, which is not a Chief Officer or Deputy Chief Officer, which may or may not be on the establishment. The Council will aim to pay for these services at a rate as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions. However the appointing person will have discretion to settle salary or fees in line with current market factors. Any such arrangements require authorisation from Head of Paid Service and Assistant Director for Human Resources, Organisational Development and ICT.

4. **Pay policy statement of remuneration of interims and temporary staff**

4.1 On occasion it will be more appropriate to engage interim staff through the use of a contract for services. Unlike staff employed under contracts of employment the relevant guidance from the DCLG does not require such appointments to be approved by Council. However where such posts are classified as Chief Officers for pay policy purposes those posts should appear on the Pay Policy Statement. This definition includes deputy chief officers which for this purpose means staff who act in roles that report directly to a chief officer, apart from clerical and administrative posts. To ensure that the Council is open and transparent it is proposed to provide details of any such contract where the daily rate equivalent paid by the council to the contractor (and excluding procurement costs) exceeds £500 per day for a duration of more than three months. This is in addition to the information about deputy chief officers.

4.2 Prior to the proposed amendment within this report the Council's pay policy statement for 2013/2014 did not contain the full data required. We have therefore produced updated data for 2013/14 which is detailed in Appendix 3 to the Pay Policy Statement.