

Subject:	Review of arrangements for standby and overtime
Reason for briefing note:	To endorse decision made by the Managing Director and CLT
Responsible officer(s):	Nikki Craig, Head of HR, Corporate Projects and IT and David Scott, Head of Communities
Senior leader sponsor:	Duncan Sharkey, Managing Director
Date:	Employment and Member Standards Panel 14 January 2014

SUMMARY

As a result of a recent review of the role of the Emergency Duty Officer (EDO), this paper sets out the revised allowance payable to those undertaking the role and a revision to the Council's Pay Policy regarding the payment of those in posts of Grade 8 and above, who work additional hours in connection with emergencies or special public event such as royal weddings.

1 BACKGROUND

- 1.1 In the autumn there was a review of the arrangements for and the role of the EDO. A role profile was drafted and a rota established whereby members of the Corporate Leadership Team and other managers would each undertake standby duties on a weekly rota. The requirement would be approximately two duties per year. This review raised the issue of the rate of pay for this type of standby duty.
- 1.2 At the same time, the opportunity was also taken to review the overtime policy. The current policy restricts the payment of overtime to those below Grade 8 and makes no provision for the recognition of emergency situations and royal/public events, when staff at and above this grade would play key roles in the Council's response/support for these events.

2 KEY IMPLICATIONS

- 2.1 Under the Council's Pay and Benefits policy, the payment for a week's standby duty is £55. This payment is made to those in services such as libraries and facilities. And is also currently paid to the EDO.
- 2.2 Information from the other Berkshire councils indicates that this our rate is the lowest for the role of EDO, as Reading pay £131, West Berkshire pay £210 and Slough £246 when someone is on call for the week. Bracknell pay £200 per month regardless whether someone has actually been on call in the month.
- 2.3 On 13 November CLT determined that the payment for standby for the EDO role should be set at £150 per week.
- 2.4 They also determined that with regard to overtime for staff above Grade 8, to recognise the work undertaken in the event of an emergency situation or for royal/public events, that the Pay and Benefits policy be amended to include the following:

'It is recognised that there will be some occasions when staff at Grade 8 or above are involved in working significant extra hours to support activities in the Borough such as royal/public events or emergency situations. Extra hours on the designated emergency day or days or 48 hours either side of the royal/public event, will be paid at the relevant overtime rate at the individual's own hourly rate.'

3 RISKS

- 3.1 As this is a change to the current policy, Employment and Member Standards Panel is requested to endorse this decision.

4 NEXT STEPS

- 4.1 Employment and Member Standards Panel endorse the decision made by CLT to make the following changes to the Pay and Benefits policy:
- Standby payment of £150 per week for the role of EDO. (With effect from 28 November 2019, the first duty week on the new rota)
 - Overtime for Grade 8 and above for emergency/royal/public events as set out in 2.4.