



Please ask for Charlotte Kearsey
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The Chair and Members of
Employment and General Committee

5 March 2020

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 16 MARCH 2020 at 10.00 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 8)
4. Implementation of Voluntary Living Wage (Pages 9 - 14)

Yours sincerely,

A handwritten signature in black ink, appearing to be "S. Keane".

Local Government and Regulatory Law Manager and Monitoring Officer

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EMPLOYMENT AND GENERAL COMMITTEE**Monday, 27th January, 2020**

Present:-

Councillor T Murphy (Chair)

Councillors Davenport

Councillors

K Falconer

*Matters dealt with under the Delegation Scheme

**19 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

20 APOLOGIES FOR ABSENCE

Apologies for absence were from Councillors Simmons and Blank.

21 MINUTES**RESOLVED –**

That the Minutes of the Meeting of the Committee held on 4 November, 2019 be approved as a correct record and signed by the Chair.

22 JOB EVALUATION POLICY

The HR Business Partner submitted a report recommending for approval the Job Evaluation Policy.

The job evaluation policy had been drafted to update the arrangements which had been in place since the Local Collective Agreement in 2006. The policy applied to all posts within the scope of the National Joint Council (NJC) green book terms and conditions for Local Government services. The policy laid out the procedure to initiate a job evaluation to re-evaluate an existing job or grade a new job along with the appeal process.

The draft policy had been presented and approved by the Employer – Trade Union Committee on 13 January, 2020.

***RESOLVED –**

That the Job Evaluation Policy be approved.

23 TRAVEL AND SUBSISTENCE POLICY

The HR Business Partner submitted a report recommending for approval the Travel and Subsistence Policy.

The policy had been drafted to create a formal policy. The policy aimed to provide guidelines on the Council's policy and guidance to enable Council activity while complying with the relevant regulations and reporting obligations.

The draft policy had been presented and approved by the Employer – Trade Union Committee on 23 October, 2019.

***RESOLVED –**

That the Travel and Subsistence Policy be approved.

24 CALCULATION OF TAX BASE 2020/21

The Chief Finance Officer submitted a report seeking approval of the Tax Base calculation for 2020/21.

The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) required the Borough Council as Billing Authority to calculate the tax base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Policy Authority), and those Parishes requesting it, by 31 January each year.

The report gave details of how the tax base was calculated and the legal implications.

***RESOLVED –**

1. That the report for the calculation of the Council's Tax Base for the whole and parts of the area for 2020/21 be approved.

2. That pursuant to the report and in accordance with Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the amount calculated by Chesterfield Borough Council as its Tax Base for the year 2020/21 shall be:

Table - 2020/21 TAX BASE (Equivalent Number of Band 'D' Dwellings)

	2019/20	2020/21	Increase / (Decrease)	
			No.	%
Chesterfield (whole area)	29,000.63	29,181.08	180.45	0.6
Staveley Town Council	4,136.40	4,215.27	78.87	1.9
Brimington Parish Council	2,330.59	2,322.81	(7.78)	(0.3)

REASON FOR DECISIONS

To fulfil a statutory requirement to enable the Council Tax to be set later in the financial year.

25 NON-DOMESTIC RATES ESTIMATES FOR 2020/21

The Chief Finance Officer submitted a report seeking approval for the National Non-Domestic Rates (NNDR) estimates and NNDR1 Return for 2020/21.

The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) required the Borough Council as Billing authority to calculate the Tax Base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Authority), and those Parishes which requested it, by 31st January each year.

The Local Government Finance Act introduced the part-retention of income from Business Rates from April 2013. The income generated is to be shared between the Government (50%), the County Council (9%), the Fire Authority (1%) and the Borough Council (40%). The Council will then

have to pay a tariff of £11,465,704 from its share of the income to the Government.

The Council was required to complete and approve the NNDR1 Return, showing how the estimated income had been calculated and how it was to be shared.

The report provided details of how the tax base was calculated and also how the estimated net yield would be shared, together with the legal implications.

***RESOLVED –**

1. That the estimated National Non Domestic Rates estimates as recorded on the NNDR1 Return (Appendix A to the officer's report) be approved.
2. That the Acting Chief Finance Officer be given delegated authority to make any subsequent changes to the NNDR1 return that are identified before the final submission date of the 31 January, 2020.

REASON FOR DECISIONS

To fulfil the statutory requirements to approve the estimated Business Rates income. The information is required by the Government, by the Council and the other precepting authorities to enable them to set their Council Taxes.

26 MINUTES OF THE EMPLOYER / TRADE UNION COMMITTEE

The Minutes of the Employer/Trade Union Committee held on 4 November, 2019 and 13 January, 2020 were considered.

RESOLVED –

That the Minutes be received and noted.

27 MINUTES OF THE COUNCIL HEALTH AND SAFETY COMMITTEE

The Minutes of the meeting of the Council Health and Safety Committee held on 13 November, 2019 and 13 January, 2020 were submitted.

RESOLVED –

That the Minutes be received and noted.

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For publication

Approval of the implementation of Voluntary Living Wage

Meeting: Employment and General Committee

Date: 16 March 2020

Report by: HR & Support Services Manager

For publication

1.0 Purpose of report

1.1 To gain agreement to reinstate the current voluntary national living wage amount of £9.30 per hour to all council staff on Green Book terms and conditions who earn below that amount currently from April 1st 2020.

2.0 Recommendations

2.1 That the payment of the voluntary living wage be approved for 2020/21.

3.0 Background

3.1 The Living Wage is set independently and annually and to become a Living Wage Employer and enjoy accreditation from The Living Wage Foundation certain criteria must be met e.g.

- Pay the 'real' living wage to all employees (currently £9.30 per hour)
- Have a plan to pay all contractors the real living wage
- Pay the annual fee for accreditation (based on number of staff - £60 pa for less than 10 staff)

Whilst accreditation is a positive step it also reduces control on pay budgets as the living wage is set independently each year by an external source requires that all contracts have clauses requiring the living Wage to be paid (thus passing the onus onto third parties)

- 3.2 Nationally many Local Authorities are accredited Living Wage employers however many have decided to retain budgetary control and pay a living wage supplement to employees as an alternative and be deemed a voluntary living wage employer.
- 3.3 The council first introduced the voluntary living wage from April 2016 and this allowance remained in payment until the national review of NJC pay in 2018. The national pay review set out to significantly increase pay at the lower levels whilst also trying to achieve a consistent number of spine points in each grade and a consistent percentage increase between each spine point. This led to an amendment to our grades and a revised collective agreement being signed with unions.
- 3.4 The pay review raised the lowest rate of pay above the voluntary living wage rate from April 2019. Nationally the pay award for 2020 is still being negotiated and this is unlikely to be resolved until summer 2020 at the earliest. Unions have rejected a 2% pay award and further negotiations are taking place however it is unlikely that the 10% claim will be awarded.
- 3.5 The impact of a 2% pay award for 2020 would mean that the lowest paid staff on grade one who are currently paid £9 an

hour will receive an 18p an hour increase to £9.18 some 12p per hour less than the voluntary living wage. Even at 2.5% the lowest paid would only be on £9.22 per hour and 3% would achieve £9.27 per hour.

4.0 Considerations

4.1 Increasing the bottom spine point to £9.30 would diminish the difference between grade 1 and grade 2 as the table below demonstrates -

Grade	Pay @ April 2019	Proposed pay April 2020
Grade 1	£9.00	£9.30 (inc. LWA)
Grade 2	£9.18	£9.36 (not inc. LWA)
Grade 3	£9.36	£9.55 (not inc LWA)

4.2 Concerns about differentials between grade 1 and 2 were raised by union colleagues when the voluntary living wage was originally implemented and changes to job roles and structures had to be implemented to address these concerns e.g. building cleaning team leaders. This proposal would present the same issue and would also undo the intention of the national pay negotiators in previous years to maintain a consistent pay increase percentage between each grade. This risk however is relatively small as there are only 11 grade two employees (although 10 are male).

4.3 Implementing the voluntary living wage again will also re-introduce an additional pay allowance into the pay structure and may lead to claims of unequal pay. However, this does support the government intention to reach a national living wage of £10.50 per hour by 2024.

5.0 Financial considerations

5.1 The council currently employs 52 staff on grade 1, 32 of whom are women. This increase would go some way to support the reduction of the council's gender pay gap and would also reduce the pay ratio reported in the senior pay policy which has risen significantly this year. The additional cost of implementing this allowance would be in the region of £7,600 per year at face value.

6.0 Proposal

6.1 All staff currently on NJC Green Book terms and conditions who receive a basic hourly rate of pay of less than £9.30 will receive an additional allowance for the living wage to bring their basic pay to that level.

6.2 This will not apply to craft workers as they receive bonuses which take their hourly pay above this level.

6.3 This allowance will be awarded from April to April each year and will be reviewed annually taking into account any increases in the Voluntary Living Wage set in November and annual increases negotiated through the pay settlement agreement.

6.4 This allowance will be awarded on basic pay and overtime payment.

6.5 This allowance may be withdrawn at any point in the future if budget dictates.

6.6 A full Equality Impact Assessment was completed in 2016 and is available to be viewed.

7.0 Consultation

7.1 These proposals have been endorsed by CMT, FPB and unions

8.0 Recommendation

8.1 That the payment of the voluntary living wage be approved for 2020/2021.

Document information

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