



MEETING : LOCAL JOINT PANEL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 14 JUNE 2011
TIME : 2.30 PM

MEMBERS OF THE COMMITTEE

EMPLOYER'S SIDE:

Councillors M R Alexander, L O Haysey, A P Jackson and M Wood

Substitutes:

Conservative

J Ranger

Liberal Democrat:

J Wing

STAFF SIDE - UNISON

Mr C Clowes, Mrs B Dodkins, Mrs J Sharp and Mr A Stevenson

(Substitutes: S Gray and J Francis; 2 vacancies)

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

**CONTACT OFFICER: LORRAINE BLACKBURN
01279 502172**

PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.

8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.

9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Appointment of Chairman and Vice Chairman (Pages 7 - 10)

Please see powers and duties of attached Constitution.

2. Apologies

To receive apologies for absence.

3. Chairman's Announcements

4. Declarations of Interest

To receive any member's Declarations of Interest.

5. Minutes (Pages 11 - 14)

To confirm the Minutes of the meeting held on 15 March 2011.

6. Safety Committee (Pages 15 - 24)

To note the Minutes of the meetings held on 13 January and 24 March 2011

7. Reports from the Secretary to the Employer's Side

(A) Job Evaluation (Pages 25 - 40)

(B) Equal Pay (Pages 41 - 50)

(C) Disturbance Policy(Pages 51 - 64)

8. Reports from the Secretary to the Staff Side

There are none.

9. Health and Safety at Work Act 1974

To consider any new issues.

10. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

This page is intentionally left blank

LOCAL JOINT PANEL

(Comprising four Members of the Council and four representatives of employees drawn from the constituent trade union (currently UNISON), with substitutes)

CONSTITUTION, POWERS AND DUTIES

1. Title

The Committee shall be called the "Local Joint Panel".

2. Representation

The Local Joint Panel shall comprise of the four Members of East Herts Council to be appointed annually by the Local Authority and an equal number of employee representatives.

Named substitute members may be appointed by the employee side, to attend meetings of the Local Joint Panel in the absence of a member thereof provided prior notice is given to the Head of Democratic and Legal Support Services.

If a member of the Local Joint Panel ceases to be a member or employee of the Local Authority he/she shall thereupon cease to be a member of the Local Joint Panel; any vacancy shall be filled by the Local Authority, the organisation or the combination of organisations concerned.

3. Chairman

A Chairman and a Vice-Chairman shall be appointed by the Local Joint Panel at its first meeting in each year. If the Chairman appointed be a member of the Local Authority, the Vice-Chairman shall be appointed from the employee side, and vice versa. The Chairman of a meeting may vote as a Panel member but shall not have a casting vote.

4. Officers

The Head of People and Organisational Services shall act as Secretary to the Employer's Side.

5. Functions

The functions of the Local Joint Panel shall be:

- (a) To establish regular methods of consultation and negotiation between the Local Authority and its employees on matters of mutual concern with the intent of maintaining and developing an efficient service. This process will aim to address differences should they arise. No question of an individual's discipline, promotion, or efficiency or conditions of employment shall be within the scope of the Joint Panel;
- (b) To consider any relevant matter referred to it by a Committee of the Local Authority, or by any of the employee organisations;
- (c) To make recommendations to Human Resources Committee and/or a suitable Committee of the Local Authority as to the application of the terms and conditions of service and the education and training of employees of the Authority;
- (d) To discharge such other functions specifically referred to the Local Joint Panel with the exception of staffing issues;
- (e) To consider matters relating to Health and Safety at Work referred to the Local Joint Panel by the Employee Associations or by a Committee of the Local Authority.

6. Rules and Regulations

- (a) The Local Joint Panel shall meet during office hours as and when required, but not less than quarterly. The Chairman or Vice-Chairman may direct the Secretary to call a meeting at any time. A meeting shall be called within seven days of the receipt of a requisition signed by at least two members of either side. The matters to be discussed at any meeting of the Local Joint Panel shall be stated upon the notice summoning the meeting.
- (b) The quorum of the Local Joint Panel shall be two representatives of each side.
- (c) Either side will have the right to co-opt, in a consultative capacity, representatives of particular sections affected by a question under discussion which are not directly represented on the Panel but only for the period during which the relevant question is under consideration.

- (d) Either side shall arrange for the attendance in an advisory capacity of an Officer or Trade Union Official at any Panel meeting where it would be helpful to the business under discussion.
- (e) Attendances at (c) and (d) shall be notified in advance to the Head of People and Organisational Services in their capacity as Secretary to the Employer's Side.
- (f) No recommendation shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Local Joint Panel, and in the event of either the Local Joint Panel being unable to arrive at an agreement or the relevant Council body disagreeing with the Panel's recommendations, then the matter in dispute should either be referred:
 - (i) to an independent arbitrator acceptable to both sides, such as ACAS, in order to secure an agreement, or
 - (ii) to the Joint Secretaries of the East of England Regional Council, should the dispute concern conditions of service, to advise/mediate.

The decisions of the bodies referred to above will be binding on both sides.

- (g) The proceedings of any meeting of the Local Joint Panel shall be recorded and reported at the appropriate Council Meeting but before submission, the Minutes shall be approved by the Head of People and Organisational Services acting as Secretary to the Local Joint Panel and the person nominated by the staff side to act as its Secretary.

This page is intentionally left blank

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 15 MARCH 2011,
AT 2.30 PM

PRESENT: **Employer's Side**

Councillor Mike Wood (Chairman)
Councillors A P Jackson and S Rutland-
Barsby

Staff Side (UNISON)

Mrs J Sharp, Mr P Stevens and
Mr A Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Emma Freeman	- Head of People and Organisational Services
Alan Madin	- Director of Internal Services

19 **APOLOGIES**

Apologies for absence were received from Councillor M
Alexander and Brenda Dodkins.

20 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman referred to the recent sad news concerning
Councillor D A A Peek. He stated that although Councillor
Peek was not a Member of the Local Joint Panel, he had
attended LJP meetings frequently. With the consent of the
Panel, the Chairman requested that a minute's silence be
observed. The Panel agreed.

21 MINUTES

RESOLVED – that the Minutes of the meeting held on 19 January 2011 be approved and signed by the Chairman as a correct record.

22 SAFETY COMMITTEE: MINUTES

RESOLVED – that the Minutes of the meeting held on 13 January 2011 be received.

23 SECONDMENT POLICY

The Secretary to the Employer's Side submitted a report concerning a recent update of the Secondment Policy. The Policy had been revised following the recent increases in secondments and the need to make it "fit for purpose". The Secretary to the Employer's Side explained the rationale for the changes proposed. These were set out Essential Reference Paper B attached to the report now submitted.

The Staff Side drew attention to the time timeframe proposed of six months between each secondment and of the administrative and management difficulties this might create within some services and particularly in the light of the fact that staff vacancies could not be externally advertised. It was suggested that paragraph 4.5 be amended to provide an element of flexibility and in order to highlight the fact that there may be exceptions to the timescale stipulated in order to provide continuity of service.

The Secretary to Employer's Side explained that it was hoped that the minimum of six months between each secondment opportunity would provide a sense of balance.

The Panel supported an amendment to paragraph 4.5 and a revised form of wording.

RESOLVED - that (A) paragraph 4.5 be amended by the inclusion of "Generally, a minimum of six months

between each secondment opportunity would apply but that exceptions may be agreed by the substantive Manager in order to ensure continuity of service”.

(B) the Secondment Policy as amended, be approved.

24 PROBATIONARY POLICY

The Secretary to the Employer’s Side submitted a report on a new Probationary Policy which would establish best practise throughout the Council. The Secretary to the Employer’s Side explained how the Policy would apply to new employees and those with continuous local government service. It was noted that some Council’s had introduced a probationary period for all new staff, irrespective of whether they had local government experience or not.

The Local Joint Panel was concerned that the Policy as proposed, established two different approaches i.e. for staff who were new and those who had continuous service and of the difficulties that may ensue with two differing approaches.

The Local Joint Panel felt that a Policy should be developed which would apply to all staff. The Local Joint Panel requested the report be deferred for further discussion by the Secretaries to the Employer’s Side and the Staff Side.

RESOLVED – that the report be deferred for further discussion by the Secretaries to the Employer’s Side and Staff Side.

The meeting closed at 3.05 pm

Chairman
Date

This page is intentionally left blank

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN ROOM
1.11, WALLFIELDS, HERTFORD ON
THURSDAY 13 JANUARY 2011, AT 4.00
PM

PRESENT: Simon Drinkwater (Chairman).
Peter Dickinson, Helen Farrell, Jenny
Francis, Chris Gibson, Peter Mannings,
Graham Mully and Barbara Sylvia.

20 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of
Roy Crow, Sue Gray, Paul Thomas and Steve Whinnett.

21 MINUTES - 7 OCTOBER 2010

The minutes of the meeting held on 7 October 2010 were
agreed as a correct record.

22 HEALTH AND SAFETY POLICY REVIEW / UPDATES

Peter Dickinson reminded the Safety Committee that the
policy had been completed. He stated that he had
produced a Health and Safety Policy handbook, which
was a shortened version of the policy.

The handbook would be uploaded to the intranet by the
end of January, along with links to the relevant sections of
the policy. Graham Mully commented that the handbook
would also be made available to new starters.

Peter Dickinson stated that a test page for the intranet
was being worked on by the web team, in respect of
actions that should be taken in respect of first aid and fire.
Officers would continue to improve and streamline the
information available in respect of Health and Safety.

Peter Dickinson advised that progress on risk
assessments had slowed and many risk assessments
were now due for review. Graham Mully undertook to

send an e-mail to Heads of Service on this issue.

In respect of risk assessments for the use of the Exec area during the C3W works, Graham Mully stated that meetings should take place between Paragon and Officers to address this requirement.

Peter Dickinson referred to the issue accommodating Officers with special arrangements in terms of desk adjustments and special office chairs. He undertook to liaise with Martin Shrosbree and Paragon as soon as possible. He also stated that he would meet with Paragon to discuss Health and Safety rules.

Simon Drinkwater stressed that Officers would only be responsible for packing their work up ready for Office moves, Paragon would be responsible for moving things between the Offices or within Wallfields. Peter Dickinson stressed the importance of appropriate manual handling and the proper disposal of rubbish.

Simon Drinkwater stated that lift access to the top floor of Wallfields could be an issue. The contractors had been sent a list of evening meetings of the Authority as well as a list of planned training events. He referred to the staging area of 36 desks planned for the Executive area and stressed that some Officers could choose to work from the Causeway Offices rather than hot desking at Wallfields.

In relation to fire drills, Peter Dickinson reported that a live fire drill had occurred at Buntingford Depot and the evacuation had gone smoothly. He advised that fire marshal training had been booked for the 28 January 2011.

23 INCIDENT AT HARTHAM POOL

The Safety Committee was advised that following the incident at Hartham Pool, procedures for the storage of chemicals had been reviewed and changes had been made to ensure chemicals were not stored in unbunded locations. The public using the pool had been evacuated

quickly and this evacuation had gone smoothly.

The incident had largely come about due to the lack of a proper risk assessment. The liability for East Herts Council centred on contract monitoring. The Authority must be able to demonstrate that the issue had been discussed at a corporate level.

Peter Dickinson stressed that all paperwork in relation to safety procedures must be readily available for inspection by the Health and Safety Executive. Graham Mully stated that many of these issues would be picked up as part of the audit process.

24 SAFETY VOLUNTEERS

Peter Dickinson reported that he was still seeking volunteers for all aspects of safety training for Officers.

25 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 3 non reportable accidents involving Officers between 8 October 2010 and 31 December 2010. He reported that the first incident involved an employee bumping their head on a cupboard door, the second incident had involved an employee's hand being trapped in a door. The final incident was an employee slipping on ice. There had been no reportable incidents.

Peter Dickinson stated that the Authority had tightened up on the reporting of accidents when Officers were working from home.

26 ITEMS FROM TRADE UNION

Although there were no items from the Trade Union, Graham Mully commented on whether there had been any recent Office inspections conducted by Peter Dickinson in company with union representatives.

Peter Dickinson advised that a walk round inspection had not happened for some time. He stressed that Unison

had a right to request such inspections. He also stated that when works commenced at Wallfields, this could be a good time for regular Office Inspections.

Jenny Francis undertook to raise this issue at the next Union Executive meeting.

27 ANY OTHER BUSINESS

Graham Mully advised that the Cautionary Persons' Register had been reported to Human Resources Committee where the register had been approved. He stated that minor amendments had been made in respect of the sharing of information.

Graham Mully referred to case law around who the Authority could and could not share data with in respect of the register. He commented that an item would be included in the next issue of team brief. Peter Dickinson stressed that people should only be included on the register for the right reasons.

The Safety Committee was advised that lone working was the sole outstanding item on the Health and Safety Action Plan. Peter Dickinson advised that risk assessments were up to date. He referred to inconsistencies between the two land management systems used by the Authority.

The Safety Committee conducted a ballot to randomly select home workers to receive a visit from Officers to cover work station risk assessments and the home working policy.

Peter Dickinson raised another Officer's concerns in relation to vehicles parking on the footpath outside Wallfields. He emphasised the importance of segregating pedestrians from vehicles. The obstruction of an exit was forcing pedestrians to walk on the road.

28 DATE OF NEXT MEETING

Thursday 24 March 2011 in Room 27, Wallfields, Hertford at 2.00 pm.

The meeting closed at 4.50 pm.

Chairman

Date

This page is intentionally left blank

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN THE ROOM
27, WALLFIELDS, HERTFORD ON
THURSDAY 24 MARCH 2011, AT 2.00 PM

PRESENT: Simon Drinkwater (Chairman).
Linda Bevan, Peter Dickinson, Helen Farrell,
Jenny Francis, Chris Gibson, Barbara Sylvia,
Paul Thomas.

29 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Roy Crow, Sue Gray, Graham Mully and Steve Whinnett.

30 MINUTES - 13 JANUARY 2011

The minutes of the meeting held on 13 January 2011 were agreed as a correct record subject to Minute 27 Paragraph 3 – First line being amended to read “The Safety Committee was advised that lone working and a consistent land management policy were the two key outstanding items on the Health and Safety Action Plan”.

31 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson reported that the new web pages and a condensed handbook were now available on Health and Safety. The Chairman asked that his thanks for his work on this be recorded in the minutes. New staff could be referred to the intranet for information.

Peter Dickinson reported that a new fire drill assembly point was needed for Charringtons House.

The procedure for evacuating the Council Offices in Bishop’s Stortford in the case of a suspect package had been refreshed in the light of a recent incident.

The exit from the car park closest to County Hall at Wallfields in the event of an emergency needed to be

investigated.

Fire Marshall training had gone well and would be extended to Hertford Theatre.

32 NEW REGULATIONS, IF ANY

None to report

33 SAFETY VOLUNTEERS

Peter Dickinson said there was a good team of volunteers who would be meeting the following month. He would recruit new members from Hertford Theatre. Additional first aiders would be needed at the theatre because of public attendances.

Safety arrangements were under discussion at Buntingford Depot.

34 ACCIDENT AND INCIDENT REPORTS

The Committee agreed that numbers of accidents only should be recorded in the minutes with no further details. The minutes should make clear that the Safety Committee had been made aware of an incident and considered it.

35 FEEDBACK FROM SAFETY LIAISON OFFICERS

Peter Dickinson reported that work on the refurbishment of Wallfields was progressing without any health and safety problems. Apart from some unavoidable noise, the contractors were very aware of safety matters. They had made arrangements where staff needed special chairs etc.

Simon Drinkwater said staff needed to be reminded not to lift crates when they were full when moving offices.

Peter Dickinson said that IT staff who entered the construction areas had been reminded of health and

safety requirements.

36 ITEMS FROM TRADE UNION

Jenny Francis said that Union representatives would resume health and safety inspections as each area of Wallfields was completed.

Barbara Sylvia reported a complaint from a colleague in Development Control about the working conditions in the office and whether this would improve when the offices were refurbished.

The Committee discussed the need for all staff to take responsibility for keeping the office clean and tidy. Office cleaners were no longer expected to clean desks. The Chairman suggested wet wipes could be distributed for cleaning desks.

Peter Dickinson agreed to put up notices in the kitchen areas reminding people to leave the areas clean and tidy.

Helen Farrell agreed to check progress on the Ways of Working document for Wallfields which addressed some of these issues. It had arisen from the C3W user group. She thought it would be issued to staff in July when staff from Bishop's Stortford moved to Wallfields.

Barbara Sylvia said another complaint had been received about the poor condition of the Ladies' toilet near Development Control. Peter Dickinson said the public toilet in reception (upstairs) had also deteriorated.

The Chairman agreed to ask Roy Crow to arrange a spring clean of these toilets. Peter Dickinson agreed to put up notices asking users to leave the toilets clean and tidy.

37 ANY OTHER BUSINESS

Induction

Peter Dickinson said staff moving from Bishop's Stortford to Wallfields would be given a session to orientate them to the building and directional signs would be updated. Helen Farrell said all staff would benefit from an update session on car insurance etc.

Future agenda

Chris Gibson asked that the regular agenda item on "Health and Safety Policy Review/ Updates" be renamed as "Compliance Reports".

Risk assessments

Some of these were overdue and would need to be completed as the refurbished areas were occupied.

38 DATE OF NEXT MEETING

26 May 2011 at 2 p.m.

The meeting closed at 3.00 pm

Chairman
Date

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 14 JUNE 2011

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

JOB EVALUATION POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To approve the revised Job Evaluation Policy

<u>RECOMMENDATION:</u>
That Members approve the revised Job Evaluation Policy.

1.0 Background

- 1.1 The Job Evaluation Protocol and Job Evaluation Appeal Process were last revised in January 2008. A review was required to ensure they are fit for purpose and aligned with current legislation and best practice.
- 1.2 In reviewing the two policies it was concluded that it would be easier for users if they were amalgamated.

2.0 Report

- 2.1 Please see **Essential Reference Paper 'B'** for the new Job Evaluation Policy

2.2 Key changes

- 2.2.1 The role and composition of the panel are more clearly defined in the updated version.
- 2.2.2 To ensure the panel receive adequate information the documentation required from managers is clearly set out and a job evaluation submission form has been included for consistency.
- 2.2.3 The policy now explicitly states the processes for different types of

evaluations. Evaluations for new posts, substantial changes to a post holder's role and those that are linked to restructures are defined and the process for each is explained.

- 2.2.4 The implementation date of the new grade for substantial change evaluations has been explained in more detail. In the new policy the date the job description is submitted for evaluation is used as the effective date for any change in grade. Setting a specific date ensures consistency across the Council. It also takes into account the fact that grades may both increase and decrease through evaluation, and it would be unfair to decrease an employee's salary prior to the evaluation when the exact date the job changed was not apparent.
- 2.2.5 In the original appeals process the appeal panel included a Hay representative. This approach was taken at a time when there were only a few trained evaluators within East Herts Council. Including Hay representative was both costly and timely, often delaying the process. We are now in a position where we have enough trained evaluators in-house to make up an appeals panel and therefore the need for an Hay representative has been removed. This will also be a cost saving.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Officer: Emma Freeman - Head of People and Organisational Services

Report Author: Jaleh Nahvi – HR Officer

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with the Council's trained Job Evaluators, UNISON and Heads of Service.
Legal:	None.
Financial:	As detailed in the report
Human Resource:	As detailed in the report
Risk Management:	None.

This page is intentionally left blank



East Herts Council

Job Evaluation Protocol

Policy Statement

Policy Statement No 24 (Issue No 2)

(insert month year)

Contents

1.0	Introduction	3
2.0	Composition of job evaluation panel	3
3.0	Role of the job evaluation panel	3
4.0	Evaluation of new posts	4
5.0	Evaluation of substantial change	4
6.0	Procedure for substantial change evaluations	5
7.0	Regrading of posts	5
8.0	Protection	5
9.0	Evaluation for restructures	6
10.0	Procedure for restructure evaluations	6
11.0	Appeals procedure	7
12.0	Substantial Change appeals	7
13.0	Restructure Appeals	7
14.0	Policy review and amendment	9

1.0 Introduction

- 1.1 The scheme is known as the East Herts Council Job Evaluation Scheme and it has been applied since 01 May 2001.
- 1.2 New posts will be evaluated before they are advertised and may be subject to review within 6 months.
- 1.3 Any established post, which changes substantially, will be re-evaluated six months after the change, subject to job descriptions being agreed with the employee, line manager and Head of Service.
- 1.4 Posts created or changed as part of a restructure will be evaluated in accordance with the Redundancy Policy.
- 1.5 The evaluations will be carried out by joint People and Organisational Services and UNISON panels.
- 1.6 All posts will be evaluated using the Hay scheme.

2.0 Composition of job evaluation panel

- 2.1 Job Evaluations will be carried out by a joint Human Resources and UNISON panel
- 2.2 All members of the panel will be trained in the Hay Job Evaluation Scheme.
- 2.3 The panel will be made up of one Human Resources representative, one UNISON representative and one person from Human Resources, UNISON or an independent evaluator.
- 2.4 Panel members cannot evaluate their own positions, those of relatives, partners, team members or where it is felt there is a conflict of interest.

3.0 Role of the job evaluation panel

- 3.1 The panel should evaluate the job description as it is presented.
- 3.2 In the case of restructures it is advisable for the panel to evaluate all the roles in the proposed structure at the same time.
- 3.3 It is the responsibility of panel members to request further information if they believe the documents provided are not adequate.
- 3.4 At the end of each evaluation the panel should perform the following quality checks:
 - Step difference
 - Short Profiles
 - Compare grade to other roles in the team and service
 - Compare grade to other roles at East Herts with the same or similar job title

4.0 Evaluation of new posts

- 4.1 New posts will be evaluated prior to the position being advertised.
- 4.2 The Line Manager and Head of Service will agree the Job Description and Person Specification
- 4.3 The Job Description will be evaluated by a joint UNISON and People and Organisational Services Panel.
- 4.4 There is no right of appeal for new posts.

5.0 Evaluation of substantial change

- 5.1 Any established post, which changes substantially, will be re-evaluated six months after the change, subject to job descriptions being agreed with the employee, line manager and Head of Service.
- 5.2 Any impact on the grade will be effective from the date that the request and all supporting documents are received by Human Resources.
- 5.3 Results (Hay score and grade) will be issued to the postholder and Line Manager.
- 5.4 Substantial change will not automatically mean a job will receive a higher grade. It may but it could also remain the same or be allocated a lower grade.

6.0 Procedure for Substantial Change Evaluations

- 6.1 The post holder and line manager identify changes.
- 6.2 The changes are agreed between the employee and Line Manager and the Job Description amended accordingly.
- 6.3 Head of Service agreement is obtained for roles below Head of Service level.
- 6.4 The amended and original Job Descriptions and Personal Specifications are emailed to People and Organisational Services with a statement supporting the substantial changes (see appendix A) and a copy of the current structure including grades of the relevant section.
- 6.5 The Job Description will be evaluated by a joint UNISON and People and Organisational Services Panel.
- 6.6 The panel will be given the following supporting documents:
 - Supporting statement from line manager/ employee
 - New job description and person specification
 - Old job description and person specification
 - Structure chart with grades
- 6.7 People and Organisational Services will email the Line Manager and employee with the evaluation score and grade of the post.
- 6.8 The Line Manager will email People and Organisational Services to confirm agreement of the new grade.
- 6.9 If the postholder or Line Manager is unhappy with the evaluation then they have the right of appeal.

7.0 Re-grading of Posts

- 7.1 Should a post be graded at a higher grade the postholder will be placed at the lowest SCP of the new grade band, unless the grade overlaps then the postholder will move to the next SCP.

8.0 Protection

- 8.1 East Herts Council will offer protection to postholders whose posts are evaluated at a lower grade than is currently paid.
- 8.2 The protection will be in accordance with the Councils Redeployment Scheme.

9.0 Evaluation for restructures

- 9.1 Posts evaluated as part of a restructure proposal will follow the process set out below.

10.0 Procedure for Restructure Evaluations

- 10.1 The Head of Service will identify the new roles required in the restructure, as outlined in the Redundancy Policy.
- 10.2 The Head of Service will devise Job Descriptions and Person Specifications for the new roles. These will be emailed to the People and Organisational Services along with the proposed new structure.
- 10.3 Each new role will be evaluated by a joint UNISON and People and Organisational Services Panel and given an indicative grade.
- 10.4 The panel will be given the following supporting documents:
- New job descriptions and person specifications
 - Old job descriptions, person specifications and grades where relevant (for example if new roles closely resemble old)
 - Proposed structure chart and current structure chart if relevant

- 10.5 People and Organisational Services will email the Head of Service with the evaluation score and indicative grade of the post.
- 10.6 The Head of Service will email People and Organisational Services to confirm agreement of the indicative grade.
- 10.7 The job description and indicative grade will then be used as part of the informal consultation with staff and UNISON on the new structure.
- 10.8 At the informal stage of consultation employees will have the opportunity to comment on the job descriptions and person specification.
- 10.9 If employees accept the job description proposed for them but disagree with the indicative grading they may appeal the outcome.
- 10.10 If the employee has concerns about the content of the job description that is proposed for them they may discuss these with their Head of Service as part of the informal consultation stage. If amendments to the job description are agreed by the Head of Service and employee, a job evaluation panel will be reconvened and the amended job description re-evaluated. If the employee disagrees with the outcome of this re-evaluation they will have the right of appeal.
- 10.11 The final grade of the post will be confirmed at the formal consultation stage.

11.0 Appeals procedure

- 11.1 This procedure will apply to all appeals against results using the Hay method of job evaluation.

12.0 Substantial Change Evaluations Appeals

- 12.1 If any employee wishes to lodge an appeal, against the result of their job evaluation they must submit their written appeal to the Head of Service in writing and send a copy to the Head of People and Organisational Services within 10 working days of receipt of their result.

13.0 Restructure Evaluations Appeals

- 13.1 If any employee wishes to lodge an appeal, against the grade of job identified for them in the proposed new structure they must submit

their written appeal to their Head of Service and send a copy to the People and Organisational Development during the informal consultation stage.

- 13.2 The grounds of appeal must be that the employee considers that the scheme was wrongly applied to their post. Their appeal must be based on how they consider their grade band is not accurate. They should then put forward their case for the band that they consider is appropriate.
- 13.3 The employee must submit their written appeal to their Head of Service who will pass it with comments on the accuracy of the information to the Head of People and Organisational Development. Unison Members should seek a view from their Branch Officers before submitting an appeal.
- 13.4 It is intended to deal with appeals on written evidence. However the employee will be informed of the date and time of the appeal panel, and should they wish to attend they can be accompanied by a Unison representative or a work colleague.
- 13.5 Each written appeal must state why the employee considers the grade band should be changed. The appeal can only be based on the information available at the time of submitting the JE request and the documentation submitted.
- 13.6 The appeal panel will receive a copy of the written submission and comments at least five days before the appeal hearing.
- 13.7 The appeal panel will be a Hay trained member of Human Resources, a Branch or Regional UNISON Officer, from outside the employees division and one person from Human Resources, UNISON or an independent evaluator, all of whom have not previously evaluated the post.
- 13.8 Although the panel will only consider written evidence the employee has the opportunity to present their written submission should they wish to do so.
- 13.9 If the employee attends the appeal, the panel will be able to ask the employee questions and seek clarification on points raised in the written submission.

13.10 The panel may seek clarity about the requirements of the post being looked at from the employee and/or Head of Service/Line Manager.

13.11 The panel will then discuss the appeal and reach their conclusions. Their options are:

- Agree to change the grade banding or
- Reject the appeal

13.12 The result of the appeal will be issued to the employee as soon as possible after the hearing.

13.13 There is no further line of appeal after this process.

14.0 Policy review and amendment

14.1 This Policy shall be reviewed after two years or sooner in line with legislation and best practice.



JOB EVALUATION SUBMISSION FORM

This form should be completed by the line manager requesting to have a job evaluated, & submitted with the JD & Structure Chart.

Job Title:	_____	Job No.	_____
Reports To:	_____	Dir:	_____

The following bullet points should be used as a guide and are not an exhaustive list.

Why does this post need evaluating?

- Recruiting to a vacant post
- The post holder requested evaluation
- There has been a substantial change in place for at least 6 months
- The service is being restructured

What is the history of this post?

- It is a new post
- It is a combination of posts
- The service requirements have changed since it was last evaluated

If applicable, what are the substantial changes to this post?

- Additional / fewer duties or responsibilities

If applicable, when should the substantial change take effect from?

- Include explanation

Does this post have any managerial responsibilities?

Does this post have any budget responsibilities?

This page is intentionally left blank

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 14 JUNE 2011

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

EQUAL PAY AUDIT

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To outline the proposed methodology for the 2011 Equal Pay Audit

<u>RECOMMENDATION:</u>	
	To agree the proposed methodology for the 2011 Equal Pay Audit

<u>RECOMMENDATION:</u>	
	To agree the proposed methodology for the 2011 Equal Pay Audit

1.0 Background

1.1 The last Equal Pay Audit (EqPA) undertaken at the Council was in 2004. The Equality and Human Rights Commission (EHRC) recommend that EqPAs are carried out every two years and the Green Book recommends they are done annually so an EqPA is due.

1.2 This report outlines the proposed methodology for the EqPA and the data to be analysed. These have both been agreed by UNISON and CMT.

2.0 Report

2.1 EHRC's 5 Step Process

2.1.1 The Green Book recommends using EHRC's 5 Step Process for conducting EqPAs; this was the method that was followed for the 2004 EqPA. The process is as follows:

Step 1 – Scope

- What employees to include
- Type of info required, for example, all the various elements of both full-time and part-time employees' pay, including pensions and other benefits, and the sex, job, grade or pay band of each employee.
- Who should be involved in carrying out the audit.

Step 2 - Equal work, equal value and job evaluation

- Determine where men and women are doing equal work. Check whether women and men are doing like work, work rated as equivalent or work of equal value.

Step 3 - Collecting and analysing pay data

- Collect and compare pay data to identify any significant pay inequalities between roles of equal value. This will involve calculating average basic pay and total earnings and comparing access to and amounts received of each element of the pay package, on a consistent basis. The pay comparisons should be reviewed to identify any gender pay inequalities that may merit further investigation.

Step 4 - Causes of pay gaps in all elements of pay

- Establish the causes of any significant pay inequalities and assess the reasons for them. Determine whether there is a real, material reason for the difference in pay that has nothing to do with sex of the jobholders and examine pay systems to find out which policies and practices may have caused or may be contributing to any gender pay inequalities.

Step 5 - Developing an equal pay action plan

- Develop an equal pay action plan to remedy any direct or indirect pay discrimination. If the pay differential arises from a factor that has an adverse impact on women, it has to be objectively justified.

2.2 Green Book Guidance

- 2.2.1 In the context of the Single Status Agreement an EqPA involves local authorities and trade unions working together to analyse all the pay arrangements for all its employees;
- identify any differences in levels of pay between men and women;
 - review the reasons for, and possible causes of, differences in pay, in particular whether these can be attributed to direct or indirect sex discrimination; and
 - identify how to close gaps in pay that cannot be attributed to reasons/causes other than sex discrimination.
- 2.2.2 EqPAs should be undertaken across the authority at regular intervals, ideally annually. They should be undertaken jointly and should measure trends over time to ensure that equality of pay becomes embedded in the organisation and that it does not slip over time.
- 2.2.3 For a local authority carrying out an EqPA there are two parallel activities that will be required. These are:
1. Identifying where men and women are undertaking work of equal value; and
 2. Collection and analysis of pay and other information to establish any differences in pay between male and female employees (and ethnicity, disability and age).
- 2.2.4 The recognised system for establishing where employees are carrying out work of equal value is to carry out a job evaluation exercise. Where job evaluation exercise has already been completed and the outcomes implemented, the parties should ensure (if they have not already done so) that they undertake equal pay audits of the outcomes including:
- Type of grading structure (broad bands, spot salaries, etc.);
 - Arrangements for assimilation from 'old' to 'new' grading structures;
 - Application of pay protection.
- 2.2.5 The parties will then be in a position to identify any remaining differences in pay between groups of staff carrying out equal work

and the possible causes of such differences. The audit should be documented and jointly signed off by the local parties.

2.3 Data Collection and Analysis

2.3.1 The Green Book states that the basic employee information that will be required for an EqPA will include:

1. Occupational group
2. Department/service
3. Gender (plus ethnicity, age & disability)
4. Grade (job evaluation outcomes)
5. Basic pay
6. Total pay
7. Normal/standard hours worked
8. Additional (overtime) hours worked

2.3.2 In conjunction with the job evaluation outcomes this will enable the parties to identify any gender-based differences in pay for employees undertaking equal work. Where any such pay gaps are identified then the reasons for them can then be analysed.

2.3.3 The parties will also need to verify that the information is accurate, complete (i.e. includes all employees) and up-to-date.

2.3.4 In addition to the basic information outlined above, the parties will also need access to a range of related data to enable them to analyse the possible reasons for pay differences between male and female employees undertaking equal work.

1. Access to other pay elements (and amounts received) including:

- incentive bonus payments
- performance and/or contribution pay
- overtime
- market pay supplements
- unsocial/shift payments
- allowances
- pay protection

2. Access to non-pay benefits, including:

- car allowances or lease cars
- loans
- telephone allowances
- travel expenses
- childcare vouchers

3. Policies and procedures affecting entitlements, including:

- pay entry points
- pay progression arrangements
- promotion policies
- job transfers
- acting up, honoraria and secondments
- long service increments and awards
- employee appraisal schemes

2.3.5 Finally the parties should map the frequency of men and women in particular job types and pay bands to assess the extent of occupational segregation (the tendency for men and women to be employed in different occupations from each other across the entire spectrum of occupations).

2.3.6 Pay information for men and women doing equal work is then compared by calculating average basic pay and total earnings and comparing access to and amounts received of each element in the pay package.

2.4 Previous EqPA (2004)

2.4.1 The EqPA in 2004 covered:

Male/female comparisons
Disability
Ethnicity

2.4.2 The review compared employees doing:

- Equal work- work that is the same or broadly similar
- Equivalent work- equivalent under JE scheme and same grade
- Equal value- work that is different in nature but equal value in terms of demands/worth of the job.

2.4.3 The review looked at:

- Correlation- grade, JE score and length of service
- Average earnings, i.e. mean (average salary), median (mid-level salary) and modal (salary received by most people employed at that grade)
- Range of earnings
- Progression through pay scales

- Access to additional benefits

2.4.4 Instead of looking at all employees, a sample of 173 out of 475 employees was used, which equated to 36.4% of the workforce. The reason a sample was used is that rather than using the HAY Job Evaluation Scheme to determine whether jobs were 'like work', 'of equal value' or 'equivalent', individual judgements were made by comparing job descriptions/titles. As detailed later in the report, this method will not be repeated for the 2011 EqPA as the HAY Job Evaluation Scheme covers all three of the points, i.e. people on the same job description are either doing like work, work rated as equivalent or work of equal value and so comparing people on the same grade is sufficient. The Green Book supports this approach.

2.4.5 Recommendations that came out of the 2004 EqPA were:

- Re-look at job evaluation
- Qualitative research with female employees at lower grades to see if their position is due to personal circumstances or real/perceived discrimination
- Review of telephone allowances and standby
- Review pay in light of impending age discrimination legislation

2.5 Hertfordshire County Council EqPA

2.5.1 Hertfordshire County Council are in the process of carrying out an EqPA and provided the following information regarding their data collection and analysis.

- Used the HAY job evaluation scheme to identify work rated as equivalent. There is case law where courts have recognised that this is valid.
- Did not use a sample - covered all employees on NJC, JNC, Soulbury and Teachers pay. In total around 35,000 people.
- Reviewed gender, ethnicity and disability and part-time working.
- Reviewed average salary within each grade and at salaries overall. Used the mean figure through most of the report, although did look at the median overall gap between men and women on Green Book Ts and Cs. There was not a significant difference between the median and mean.

Additional allowances were looked at in the final section of the audit but not the broader benefits package. Looked at pay progression in the broader sense of noting that there are different levels of women/men white/BME etc at different grades but did not attempted to report on this from payroll.

2.6 Proposed Methodology for 2011 Equal Pay Audit

- 2.6.1 Taking into account all of the background information above, the proposed methodology is as follows.
- 2.6.2 The HR department will be carrying out a data cleansing exercise in April/May 2011 where staff will be asked to update their personal information. It is proposed that this done before the EqPA to ensure fuller and more up to date information in relation to disability and ethnicity.
- 2.6.3 The EHRC 5 Step Process will be followed but the review will be extended to the other equality strands (age, disability and ethnicity) as well as gender.
- 2.6.4 The EqPA will firstly consist of a profile of the whole workforce will be produced to understand:
- The ratio of male to female staff
 - The number of disabled staff employed
 - Age groups of staff
 - Ethnicity groups of staff
- 2.6.5 Each grade will also be examined to determine the age/gender/disability/ethnicity breakdown at each grade. The type of staff (age/gender/disability/ethnicity) working in each service area and Directorate will also be assessed to understand the extent of occupational segregation at the Council.
- 2.6.6 In terms of the EqPA itself, all posts at the Council will be reviewed rather than using a sample. The HAY Job Evaluation Scheme will be used to identify like work, work rated as equivalent and of equal value, i.e. jobs at the same grade. The Green Book supports this approach, stating that 'the recognised system for establishing where employees are carrying out work of equal value is to carry out a job evaluation exercise'.
- 2.6.7 Comparisons between the following equality strands will be made

to determine whether there is any direct or indirect discrimination in terms of pay differences for certain groups:

- Gender - male/female comparisons
- Age - comparisons between age groups
- Disability – disabled/non-disabled comparisons
- Ethnicity - comparisons between ethnicity groups

2.6.8 The data used to make these comparisons will be:

1. Directorate/service
2. Grade (job evaluation outcomes)
3. Occupational group (identified through points 1 and 2)
4. Average basic pay
5. Average total pay
6. Length of service
7. Range of earnings, i.e. mean, median and modal salaries within each grade
8. Normal/standard hours worked
9. Access to other pay elements (and amounts received) including:
 - overtime
 - market pay supplements (being phased out)
 - unsocial/shift payments
 - allowances
 - pay protection
10. Access to non-pay benefits, including:
 - car allowances or lease cars (lease cars being phased out)
 - loans
 - travel expenses
 - childcare vouchers
11. Policies and procedures affecting entitlements, including:
 - pay entry points
 - pay progression arrangements
 - promotion policies
 - job transfers
 - acting up, honoraria and secondments
 - long service increments and awards

2.6.9 Any pay discrepancies identified between the equality strands will be explored and if no mitigating factors can be found, recommendations will be made as how to resolve these in the form of an action plan.

2.6.10 If issues are identified, further exploration of the data might include referring to specific job descriptions and job evaluation scores.

2.6.11 The data cleanse is due to take place in April/May 2011 so it is proposed that the EqPA data is collated and analysed in July/August 2011. Any issues will be explored and then it is estimated that the findings will be reported back to CMT in September/October 2011.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A' (Page 10)**.

Background Papers

None

Contact Officer: Emma Freeman - Head of People and organisational Services

Report Author: Claire Kirby - HR Officer

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	N/A
Legal:	N/A
Financial:	N/A
Human Resource:	As detailed in the report
Risk Management:	N/A

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 14 JUNE 2011

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

DISTURBANCE ALLOWANCE POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To approve the revised Disturbance Allowance Policy

<u>RECOMMENDATION FOR LOCAL JOINT PANEL:</u>
(A) to approve the revised Disturbance Allowance Policy.

1.0 Background

- 1.1 The Disturbance Allowance Policy was last revised in March 2008. A review was required to ensure it was fit for purpose and aligned with current legislation and best practice and to support the C3W programme and office relocation.

2.0 Report

- 2.1 Please see **Essential Reference Paper 'B'** for the revised Disturbance Allowance Policy.

2.2 Key changes

- 2.2.1 Example claims have been included to clearly explain what an employee should claim if they are travelling to the office from home, via a client's or for those who are home-workers.

- 2.2.2 The Excess Travel Time payments have been updated to reflect the current regional agreement and the pro-rata amount has been included for clarity.

- 2.2.3 A new claim form has been devised which clearly sets out what can be

claimed (**Essential Reference Paper C**). This will be given out to eligible employees by Human Resources rather than attached to the policy to ensure Human Resources monitor claims.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'** .

Background Papers

None

Contact Officer: Emma Freeman - Head of People and Organisational Services

Report Author: Emma Freeman – Head of People and Organisational Services

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with UNISON
Legal:	None.
Financial:	As detailed in the report
Human Resource:	As detailed in the report
Risk Management:	None.

This page is intentionally left blank



East Herts Council

Disturbance Allowance Scheme

Policy Statement

Policy Statement No 23 (Issue No 2)

July 2011

Contents

1.0	Introduction	3
2.0	Excess travelling expenses	3
3.0	Excess travelling time	5
4.0	Changes affecting the excess travelling expenses & time allowances	6
5.0	Review	7

1.0 Introduction

- 1.1 The Council is not responsible for an employee's normal home to work mileage or fares. However, where an employee's contractual office base is changed for business reasons beyond their control or they are transferred to a new contractual office base, the additional travelling expenses can be claimed in accordance with this policy. If an employee's contractual base(s) already includes the new location they cannot claim disturbance allowance.
- 1.2 The repayment of excess travelling costs is divided into two parts, expenses and time. Both are subject to tax and NI. The allowances will be paid to the employee on a monthly basis in arrears, for a period of four years for Excess Travel and three years for Excess Time.

2.0 Excess Travelling Expenses

- 2.1 The expenses are paid to all Council employees whose place of work is changed for business reasons or they are transferred to a new contractual office base, **where the new base is a minimum of 5 miles further from their home than their original work base.**
- 2.2 The expenses are based on the total difference between the costs of travelling from:
- I. Home to the new contractual office base and
 - II. Home to the old contractual office base
- 2.3 The difference between the two journeys will be calculated using a route map website, using the **shortest route**, and selecting an interactive map. The difference in mileage will be calculated by HR using this formula and communicated to employees on the claim form. Should employees not agree with the mileage calculated then they should inform HR at the earliest opportunity.
- 2.4 These are paid for the days expenses occur. Expenses cannot be claimed during:
- Annual leave
 - Statutory and extra statutory holidays
 - Sickness Absence
 - When working from home
 - Maternity/ Paternity and Adoption Leave
 - If claiming for travel expenses for training course/seminar attendance

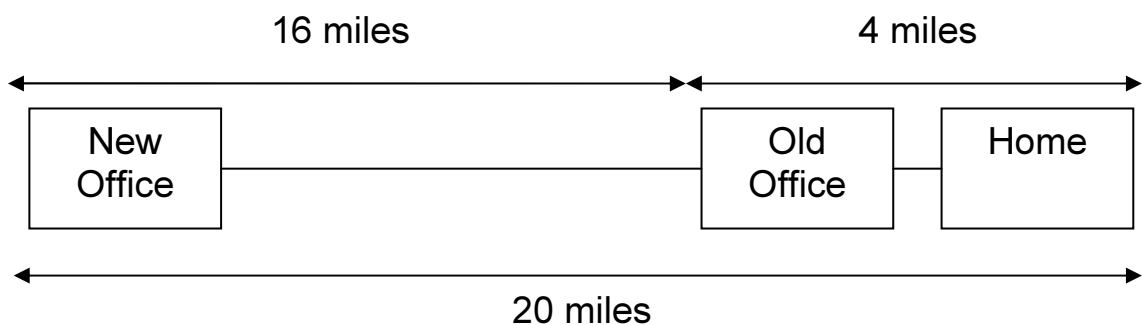
- Any other situation whereby the employee has not occurred excess travel expenditure

2.5 By public transport

- 2.5.1 The Council would like to encourage all staff to use public transport where possible.
- 2.5.2 Employees who live near a suitable public transport route will be entitled to the difference between the cost of standard class ticket to the new contractual office base and the old contractual office base.
- 2.5.3 When purchasing tickets employees must take into account the criteria set out in 2.3 -2.4. If an employee purchases a season ticket which spans a period of absence from their contractual office base (home working, annual leave, statutory holidays etc) costs will be reimbursed on a pro-rata basis according to the days the employee attended the office, claimed monthly.
- 2.5.4 Ticket reimbursements are not subject to tax and NI.
- 2.5.5 Reimbursements should be claimed on a monthly basis.

2.6 By car

- 2.6.1 If an employee is a Car User or public transport is not feasible they may claim the mileage allowance. The rate of reimbursement will be based on the mid point of the Essential Car User Rates. Employees with lease cars will be reimbursed at the lease car rate.
- 2.6.2 The allowance is based on the total distance from home to the new contractual office base less the total distance from home to the old contractual office base.
- 2.6.3 Example 1 – Employee travelling from home to work

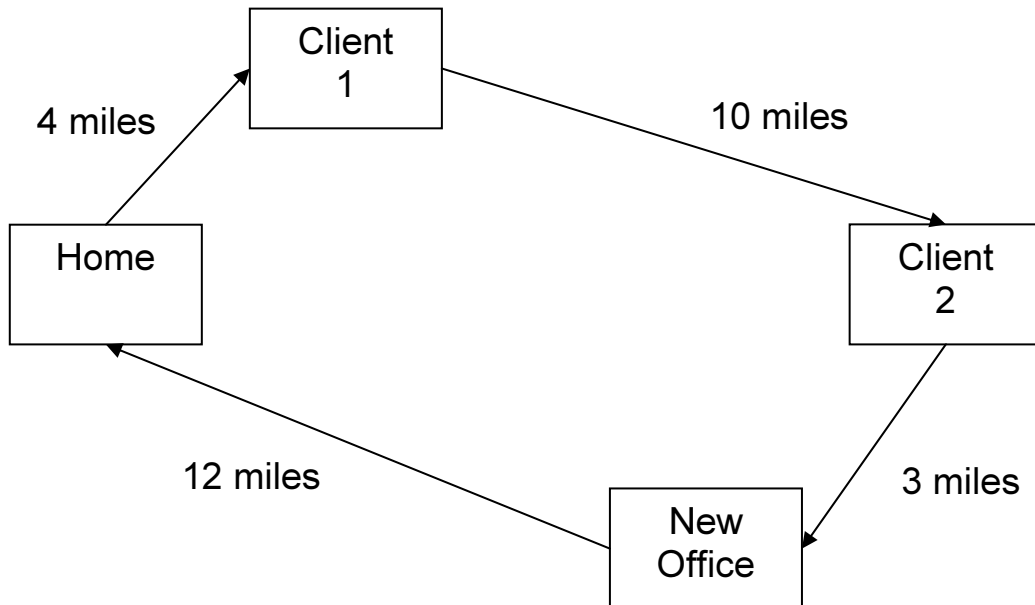


Home to New Office Location – Home to Old Office Location =
Mileage Allowance

In this example: 20 miles – 4 miles = 16 miles

Therefore the mileage allowance per working day would be 32 miles

2.6.4 Example 2 – Employee travelling from home to clients and then on to work



In this example the employee's journey from their home to their old office was 4 miles and the distance from home to the new office is 12 miles. As in example 1 the difference between the two is used for calculating disturbance allowance. This employee can claim 16 miles per round trip from home to the new office base as disturbance allowance (as 8 miles must be discounted).

In this scenario the employee visits two clients before they arrive at the new office and their total mileage for the day is 29 miles.

As 8 miles must be discounted the employee is entitled to claim for 21 miles. The first 16 miles can be claimed as disturbance allowance and the remaining 5 miles as business mileage (using the Council's usual mileage claim form).

2.6.5 Example 3 – Home workers

Home workers who are contractually entitled to disturbance allowance may claim for journeys into the office, in accordance with the home working policy.

2.6.6 All excess mileage reimbursements are subject to tax and NI.

2.6.7 Mileage allowance should be claimed on a monthly basis (see point 2.3).

3.0 Excess Travelling Time

3.1 The Excess Travelling Time allowance is awarded in respect of the additional time spent travelling when an employee is transferred to a new contractual office base. This allowance varies according to the additional mileage travelled.

3.2 The Excess Travelling Time allowance is based on the Regional Joint Council Scheme. The East of England Regional Assembly negotiates rates for Essex and Hertfordshire.

3.3 The allowance is payable in accordance with the rates set out below.

Excess Travel Allowance*	Allowances (1 st April 2009)					
	1 st Year		2 nd Year		3 rd Year	
	Annual	Daily	Annual	Daily	Annual	Daily
5-19 miles	£410	£1.58	£318	£1.22	£237	£0.91
20-29 miles	£658	£2.53	£582	£2.24	£499	£1.92
30-39 miles	£890	£3.42	£782	£3.01	£706	£2.76
40 miles and above	£1108	£4.26	£1025	£3.94	£948	£3.65

*Mileage based on the return journey

3.4 The total distance from home to new office less the total distance from home to old office (see point 2.3).

3.5 These are paid for the days the employee incurs excess travel time. Expenses cannot be claimed during:

- Annual leave
- Statutory and extra statutory holidays
- Sickness absence
- When working from home
- Maternity/ Paternity and Adoption Leave
- If claiming for travel expenses for training course/seminar attendance
- Any other situation whereby the employee has not incurred excess travel expenditure

3.6 This allowance is subject to tax and NI.

3.7 Excess travel time allowance should be claimed on a monthly basis (see point 2.3).

4.0 Changes affecting the Excess Travelling Expenses and Time Allowances

4.1 Second or subsequent relocations of the same office

4.1.1 If an employee's contractual office base is transferred again during the period where an excess travelling allowance was granted, the excess mileage should be re-calculated from the original contractual office base to the new contractual office base and the revised allowance paid for the remainder of the original agreed period.

4.2 Employee Voluntarily Moving Home

4.2.1 If an employee moves house during the period of entitlement to either excess travelling expenses or excess travelling time the allowances should be adjusted downwards if the distance travelled is reduced but should remain unchanged if the distance travelled is greater.

4.3 Changes to the Employee's job

4.3.1 The excess travelling expenses and time allowances should **remain** for the agreed period if:

- The employee's post is re-graded.

4.3.2 The excess travelling expenses and time allowances should **cease** if:

- The employee applies for and accepts a new job at a different location.

4.4 Changes to the Employee's circumstances

4.4.1 It is the employee's responsibility to inform HR of any change in circumstance that may affect their allowances within one month of that change. Any overpayments to an employee will be recouped in accordance with the Council's procedures.

5.0 Review

- 5.1 The scheme may be reviewed every two years or sooner if there are any changes in legislation or best practice requiring amendments to be made.



CAR MILEAGE & EXCESS TRAVEL TIME
CLAIM FORM

This form should only be completed by employees that fall within the remit of the disturbance allowance policy and have received written confirmation.

Please complete **all sections**, failure to do so may delay payment. Completed forms must be received by payroll by the 6th of the month.

Claim Details

Name: _____ Payroll No: _____
 Claim Period: _____ Date Submitted: _____
 Casual Essential Lease Car Registration: _____
 Fuel Type: _____ Engine Size (cc.): _____
 Make & Model of Car: _____ Approved CO₂ Emission (g/km): _____

Excess Travelling Expenses

Daily Excess Travel Allowance: (The total distance from home to new contractual office base less the total distance from home to old contractual office base)
 Number of days attending new base: Insert number of days attended for this period
 Total mileage claimed: Daily allowance multiplied by number of days

Excess Travelling Time

Daily Excess Travel Allowance	Daily Allowance (1st April 2009)					
	1st Yr	No. Days	2nd Yr	No. Days	3rd Yr	No. Days
10-19 miles	£1.58		£1.22		£0.91	
20-29 miles	£2.53		£2.24		£1.92	
30-39 miles	£3.42		£3.01		£2.76	
40-50 miles	£4.26		£3.94		£3.65	
Total Claim:	£		£		£	

I certify that

- I held a full & current UK driving licence through the period claimed. I am not disqualified & no prosecutions are pending. I have no medical conditions that prevent me from driving.
- My motor insurance policy is extended to include business use. (Your policy must indemnify the Council against third party claims whilst travelling on business, which may include attending courses, and working at or visiting another site. If transporting goods, your Insurer may require separate notification).
- My vehicle is roadworthy. If over three years old, it is covered by a valid MOT certificate.
- My vehicle has a valid road fund licence.
- The mileage shown above was calculated in accordance with the conditions laid down in the Disturbance Allowance Policy.

Managers must check insurance certificates, driving licences and MOT certificates at least annually; retain photocopy evidence & record dates of checks.

Signed: _____ (Employee) Date: _____
 Signed: _____ (Authorised Officer) Date: _____
 Print Name: _____ (Authorised Officer)



PUBLIC TRANSPORT & EXCESS TRAVEL TIME CLAIM FORM

This form should only be completed by employees that fall within the remit of the disturbance allowance policy and have received written confirmation.

Please complete **all sections**, failure to do so may delay payment. Completed forms must be received by payroll by the 6th of the month. Attach all receipts to the back of this form.

Claim Details

Name: _____ Payroll No: _____

Excess Travelling Expenses for Public Transport

Daily Excess Travel Allowance:

(The cost of a standard class ticket from home to the new contractual office base less the cost of a standard class ticket from home to the old contractual office base)

Number of days attending new base:

Insert number of days attended for this period

Total Claim:

Daily allowance multiplied by number of days

I have attached the VAT receipts for the individual public transport journeys I am claiming for:

I have attached a season ticket which covers the period for which I am claiming:

Excess Travelling Time

Daily Excess Travel Allowance	Daily Allowance (1st April 2009)					
	1st Yr	No. Days	2nd Yr	No. Days	3rd Yr	No. Days
10-19 miles	£1.58		£1.22		£0.91	
20-29 miles	£2.53		£2.24		£1.92	
30-39 miles	£3.42		£3.01		£2.76	
40-50 miles	£4.26		£3.94		£3.65	
Total Claim:	£		£		£	

I certify that

- I have actually paid the travel fares as detailed above.
- The mileage shown above was calculated in accordance with the conditions laid down in the Disturbance Allowance Policy.

Signed: _____ (Employee) Date: _____

Signed: _____ (Authorised Officer) Date: _____

Print Name: _____ (Authorised Officer)