



NOTICE OF MEETING

Meeting	Employment in Hampshire County Council Committee
Date and Time	Tuesday, 22nd October, 2019 at 10.00 am
Place	Wellington Room, Ell Court, The Castle, Winchester
Enquires to	members.services@hants.gov.uk

John Coughlan CBE
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

To confirm the minutes of the previous meeting.

4. DEPUTATIONS

To receive any deputations notified under Standing Order 12.

5. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

6. PAY, POLICY AND LEGISLATION UPDATE (Pages 9 - 14)

To consider a report of the Director of Corporate Resources regarding the national pay award and potential employment related legislative changes.

7. ENHANCED VOLUNTARY REDUNDANCY (EVR2) UPDATE (Pages 15 - 20)

To consider a report of the Director of Corporate Resources proposing an extension of the current enhanced voluntary redundancy offer (EVR2) until 31 March 2022.

8. BREXIT - UPDATE - WORKFORCE IMPLICATIONS AND CONSIDERATIONS FOR HAMPSHIRE COUNTY COUNCIL (Pages 21 - 30)

To consider a report of the Director of Corporate Resources providing an update on the workforce implications as a result of Brexit.

9. HAMPSHIRE COUNTY COUNCIL PAY STATEMENT - FINANCIAL YEAR 2020/21 (Pages 31 - 46)

To consider a report of the Chief Executive setting out the annual Pay Statement.

10. MEMBERS ALLOWANCES SCHEME - ASSISTANT TO THE EXECUTIVE - CLIMATE CHANGE (Pages 47 - 60)

To consider a report of the Monitoring Officer setting out proposals for amendments to the Members' Allowances Scheme following the recommendations of the Independent Remuneration Panel.

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require

wheelchair access, please contact members.services@hants.gov.uk for assistance.

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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Agenda Item 3

AT A MEETING of the Employment in Hampshire County Council Committee of
HAMPSHIRE COUNTY COUNCIL held at the castle, Winchester on Friday, 28th
June, 2019

Chairman:

* Councillor Stephen Reid

* Councillor Keith Evans

* Councillor Christopher Carter

Councillor Adrian Collett

Councillor Judith Grajewski

Councillor Keith House

Councillor Roy Perry

* Councillor Stephen Philpott

* Councillor Roger Huxstep

* Councillor Dominic Hiscock

*Present

Also present with the agreement of the Chairman: Councillor Keith Mans

44. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Collett, Grajewski, House and Perry. Councillors Hiscock and Huxstep were in attendance as the substitute members for their respective Groups.

45. DECLARATIONS OF INTEREST

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46. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were reviewed and agreed.

47. DEPUTATIONS

There were no deputations to the meeting.

48. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and invited the Chief Executive to comment on the new partnership with West Sussex County Council in the area of Children's Services. The Chief Executive set out the role of

Hampshire in supporting improvement in West Sussex and the potential for this to become a longer term arrangement. He noted that this was in line with similar work that Hampshire had done in the Isle of Wight, Torbay and Buckinghamshire, and that Hampshire was one of only a few authorities in a position to offer such support. The capacity to take on support for West Sussex had been considered carefully and was possible due to other external projects winding down, therefore there was confidence that it could be done without detriment to Hampshire. It was acknowledged that the challenges of providing such support was substantial, however also always provided positive opportunities for Hampshire staff.

49. **WORKFORCE REPORT 2018-19**

The Committee considered a report of the Director of Corporate Resources providing an overview of key workforce data (excluding schools) and trends.

The report was introduced and details relating to: headcount, senior staff, the very small number of staff on Grade A, agency costs and the overall wage bill were outlined. Action to understand and tackle the gender pay gap was set out and it was confirmed that this would be fed into wider inclusion and diversity work.

A number of other key areas of the report, including age profile, employment turnover, nationality, absence rates, health and wellbeing, performance and the management of misconduct were highlighted. With reference to the health and wellbeing survey, it was confirmed that a further breakdown of results by department was available and for this reason a departmental focus on responding to any challenges that had been identified would be taken.

Noting the outcome of the gender pay gap report, it was questioned whether the level of pay was the same for the same role. It was confirmed that it was and that the gender pay gap referred to the pay difference across all roles. Many of the lower paid roles within Hampshire County Council were outsourced by other Authorities and the gap was reflective of a wider societal trend of certain roles being more likely to be a particular gender.

The recommendations in the report were agreed and it was RESOLVED to note the workforce activities being undertaken.

50. **LEGISLATION UPDATE**

The Committee considered a report of the Director of Corporate Resources providing an update on recent and pending legislative changes.

The report was introduced and the position on the annual pay award set out. It was confirmed that the County Council was on track to meet legislative requirements relating to the issuing of contracts and average pay calculations. The outcome of the ethnic pay gap consultation was still pending.

The pension impact of mid and low earners of changes being consulted on about exit payments was highlighted and it was noted that this posed risks regarding

staff development and flexibility on redundancy. In particular as there was no index to increase the cap, the pressure would increase over time. Members acknowledged the success historically of the use of voluntary redundancy schemes to manage and shape the workforce and supported the consultation response.

The recommendations in the report were considered and it was RESOLVED:

- i. That EHCC note the successful application of the pay award, in accordance with the EHCC collective agreement.
- ii. That EHCC note the developments in relation to legislation.
- iii. That EHCC endorses the officers proposed responses to the exit payment gap consultation outlined in section 11 of the report.

Chairman,

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HAMPSHIRE COUNTY COUNCIL

Committee	Employment in Hampshire County Council
Date:	22 October 2019
Title:	Pay, Policy and Legislation Update
Report From:	Director of Corporate Resources

Contact name: Nichola Andreassen

Tel: 01962 847361

Email: Nichola.andreassen@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to provide an update to EHCC on the national pay award and proposed employment related legislative changes.

Recommendations

2. That EHCC note the current position of national pay negotiations on the pay award and developments in relation to legislation.
3. That EHCC delegates authority to make future decisions on the pay award for teachers employed outside Hampshire schools to the Director of Children's Services.

Executive Summary

4. National negotiations on the pay award, affecting staff on EHCC terms and conditions are not yet concluded. EHCC will be updated when details are known.
5. New legislation coming into effect in April 2020 changes how holiday pay is calculated. A SAP solution will be implemented on 1 April 2020.
6. The government have yet to respond following the closure of consultation on the £95k cap. The government have launched four new consultation documents, a summary of which is provided in this paper.

7. Decisions on the application of a national pay award for teaching staff employed outside of Hampshire Schools have, to date, been taken by the Director of Children's Services through Children's Services Departmental Management Team. This paper recommends EHCC formally delegates future decisions to the Director of Children's Services to ensure appropriate decisions can continue to be made.

Contextual information

2020 Pay Award Negotiations

8. The last pay deal agreed between the Local Government Association (LGA) and Trade Unions was a two-year deal, agreeing pay awards that took effect in April 2018 and April 2019. At the time of writing, the negotiations on the pay deal for April 2020 and beyond have not been concluded. EHCC will be updated when further details of the national pay settlement for 2020 are known.

Changes to Employment Legislation - Calculation of Holiday Pay

9. On 6 April 2020, the statutory method for calculating a week's pay will change from an average of 12 weeks, to an average of 52 weeks. This will affect the calculation for holiday pay. A SAP solution will be implemented on 1 April 2020 to ensure that the council is meeting its obligations.

Consultation – Exit Payment £95k cap – Update

10. The government are considering responses to the consultation, the details of which were outlined to EHCC in June 2019. EHCC will be updated when the government response and therefore impact, is known.

New Consultations

11. The government have recently launched several consultation documents covering a range of topics;
 - a) How to reduce ill-health related job losses, including proposals of a "right to request workplace adjustments" following a period of ill health absence
 - b) How to support families in work – three consultations on parental leave and pay, neonatal leave and pay and transparency in flexible working and family-related leave pay policies
 - c) Measures to address "one-sided flexibility" which include proposals to regularise or guarantee an amount of working hours, reasonable notice of work schedules and compensation where shifts are cancelled or curtailed without reasonable notice

- d) Measures to improve legal protections against sexual harassment in the workplace.

An update on the outcome of the consultations will be provided if there is a significant impact of any proposed changes

Pay award for teachers outside of schools

12. Teachers are employed on national terms and conditions, on one of four pay ranges, each with a statutory minimum and maximum. The School Teachers' Review Body (STRB) consult nationally before determining the pay award, which is applied to the minima and maxima of the four pay ranges. Since 2014, there have been no national pay points within the minima and maxima of the ranges, these are for local Authorities and schools to determine.
13. Each school must therefore individually determine whether to increase the pay of teachers for purposes other than to keep salaries within the statutory minimum/maximum.
14. For teachers in maintained schools (i.e. not academies), Hampshire provides a model pay policy, which each school governing body can adopt. The model pay policy is determined following consultation with nominated Headteacher representatives and recognised Trade Unions. Headteachers are nominated via Headteacher Executive Committees to make representations on HR and Workforce matters.
15. As a result of this consultation, Hampshire has always applied the pay award to all salaries in payment, not just those at the minimum of the range. To do otherwise would have a detrimental impact on recruitment and retention of teaching staff in Hampshire schools, as bordering authorities also apply the pay award to all salaries in payment.
16. There are approximately 300 teaching staff outside of schools, all of which are employed by the County Council in seven service areas (e.g. Hampshire Music Service) which are either funded by Service Level Agreements (SLAs) with schools, or via de-delegated funds. There is no Teachers' Pay Grant for teachers employed in these services. An increase in salary therefore has a direct impact on the cost to provide the service, which will either be sought through seeking increases in income or reducing expenditure. Any decision about application of the pay award must be taken in full knowledge of the budgetary and service implications.
17. Since 2014, Children's Services Department Management Team (CSDMT), has formally considered the points raised during consultation and the service implications, before determining whether or not the pay policy determined for

maintained schools, should apply to teachers outside of schools. Since 2014 CSDMT have adopted the school's model policy for teachers not employed in schools. To take a different approach would create a two-tier payment structure for teachers in the employment of Hampshire County Council which could create recruitment and retention difficulties.

18. To ensure that CSDMT can continue to make this decision with the appropriate governance, the EHCC Committee is requested to formally delegate responsibility for determining the pay policy for teachers outside of schools to the Director of Children's Services.

Consultation and Equalities

19. It is not envisaged that there will be any equalities impact from the known changes.

Conclusions

20. Outcomes from the national consultations will be monitored and updates provided to EHCC as identified in this paper.
21. Formal delegation of the decision for the pay award for teachers outside of schools will regularise the position.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but potentially impacts the County Council's workforce strategy

Other Significant Links

Direct links to specific legislation or Government Directives

<u>Title</u>	<u>Date</u>
Pay and Legislation Update	28 March 2018
Legislation Update	28 June 2019

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

Equality objectives are not considered to be adversely affected by proposals in this report.

HAMPSHIRE COUNTY COUNCIL

Report

Committee	Employment in Hampshire County Council
Date:	22 October 2019
Title:	Enhanced Voluntary Redundancy (EVR2) Update
Report From:	Director of Corporate Resources

Contact name: Georgina Campbell (Policy & Reward Manager)

Tel: 01962 847361

Email: georgina.campbell@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to seek an extension of the current enhanced voluntary redundancy offer (EVR2) until 31 March 2022

Recommendation(s)

2. That EHCC agree the extension to the EVR2 Scheme to 31 March 2022, noting that changes in Exit Payment legislation may affect the ability of this scheme to achieve the intended purpose.
3. In light of the proposed changes to Exit Payment legislation, that an update is provided to EHCC if the EVR2 scheme needs to be amended.

Executive Summary

4. The current EVR2 scheme was agreed at EHCC on 11 November 2015. It is actively used throughout the organisation to facilitate reductions in the workforce through voluntary means. This paper seeks an extension to this scheme.

Contextual Information

5. As agreed at EHCC on 11 November 2015, the current Enhanced Voluntary Redundancy (EVR2) Policy was introduced in order to continue to facilitate the County Council's need to further reduce its workforce through voluntary means and contribute towards achieving the significant financial savings targets that need to be met. The scheme is subject to regular review and was extended by EHCC in November 2015 until March 2020.
6. There has been, and there will continue to be, a need to reduce and transform the workforce, the preference being that this continues through voluntary measures. EVR2 provides the organisation with a mechanism to be agile, flexible, to move at pace and manage exits in a way that reduces, as far as

possible, the unrest, uncertainty and negative impact that compulsory exits often bring about.

7. The decision on whether to utilise the EVR2 policy and approve any exits, is made through a robust business case process with governance agreement required by the relevant Director, the Assistant Head of HR, Director of Corporate Resources and the Chief Executive. The business case will have considered workforce reductions based on organisational needs, new operating model requirements including skill sets and new technology, public value and critically the commercial environment in which the Council is operating.
8. Since EVR2 was first agreed and made available, it is clear from the data in Table 1 below, that this is enabling the Council to facilitate the majority of exits through voluntary means.

Age Range	Staff Accepted (Head Count)	EVR2			Voluntary on CR Terms		
		Service (Years)			Service (Years)		
		<10	10 to 19	20+	<10	10 to 19	20+
20-29	14	13	0	0	1	0	0
30-39	40	27	13	0	0	0	0
40-49	57	28	24	1	0	0	4
50-59	69	22	12	2	1	18	14
60+	58	7	7	1	2	14	27
TOTAL	238	97	56	4	4	32	45

% of Leavers	41%	24%	2%	2%	13%	19%
	66%			34%		

Table 1: Number of exits through EVR 2 and Voluntary CR by length of service and age

9. Since the introduction of EVR2, 238 individuals have exited the organisation on EVR2 terms. As context, in the same time period, 41 people exited the organisation having been made compulsorily redundant. There are a number of reasons why people exit on compulsory redundancy, including ending of fixed term contracts and in situations where they choose not to apply to leave on a voluntary basis (EVR2 or Voluntary on CR Terms), and are then unsuccessful in securing a position in the new structure following a competitive or redeployment process. Of the 41 who left as a result of being compulsorily redundant, ten were as a result of a re-structure, the remainder as a result of fixed term contracts coming to an end.

10. Not easily seen from the high-level numbers, is the way in which the organisation has used EVR2 as an enabler to re-shape various delivery models, e.g. through greater use of technology, or service change. In doing so, services have required changes in skill sets, knowledge, expertise, and ways of working. In addition to which, some parts of the business are growing in headcount in order to ensure appropriate capacity as a result of partnership working, the costs of which are offset by income generation e.g. expansion of the shared services arrangements.
11. The EVR2 scheme continues to be attractive to a greater proportion of the workforce, whereas the previous EVR scheme benefitted those employees with longer service, and therefore EVR2 is enabling greater ability to effect changes to the workforce through voluntary exits.
12. This data demonstrates the success of the EVR2 scheme as 43% of those leaving under voluntary arrangements have less than 10 years' service. It is unlikely they would have applied for voluntary release if they were only eligible to receive terms equivalent to compulsory redundancy.

Costs

13. When EHCC agreed to the proposal for EVR2 it was anticipated that the payback period (excluding pension strain for those aged 55+) would be in the region of 4 to 5 months, recognising that some pay back periods may be up to 18 months in some cases. The average pay back period since the introduction of EVR2 (November 2015 to date) for those who have left under the scheme is just under 4.4 months which is consistent with the forecasts.

EVR2 Ongoing and Future Use

14. EVR2 continues to be a valuable and necessary tool to facilitate transformational activity, including organisational re-design and changes to operating models which often require changes to roles and / or ways of working to contribute to the delivery of the Transformation to 2021 (Tt2021) savings, and the likely successor programme.
15. Whilst any organisational change is worrying for individuals, the use of a voluntary mechanism is advantageous as it provides the opportunity for an employee to have some control over their future. Importantly, it also reduces the need for compulsory redundancies and the negative connotations this can often bring. Additional benefits to the Council are that this approach minimises the risk of destabilising critical functions and the consequential impact on the delivery of core services to our communities; and it enables the Council to maintain a positive reputation as an employer of choice which is critical in retaining and attracting talent.
16. There are existing plans as part of Tt2021 to make further workforce reductions in the remainder of 2019, 2020 and 2021. In addition to this, it is likely that plans will need to be developed across all departments as part of future change programmes that will necessitate additional workforce reductions in subsequent years.

17. Looking ahead, and taking account of the workforce profile, continuing with the option for staff to leave on a voluntary redundancy basis through either the EVR2 or voluntary CR terms will enable the organisation to facilitate voluntary exits across a range of length of service. Removal of the EVR2 scheme would mean that voluntary exits are only attractive to those with longer service (as demonstrated in Table 1 above).
18. The government has proposed further reforms to public sector exit payments that are likely to affect the design of the EVR2 scheme. These include:
 - Setting the maximum for calculating exit payments at three weeks' pay per year of service
 - Capping the maximum number of months' salary that can be used when calculating redundancy payments to 15 months
19. Depending on the outcome of the government's consultation exercise the EVR2 scheme may need to be amended. Notwithstanding this, the EVR2 scheme would continue to be an effective mechanism and an essential component of achieving efficiency savings, and subject to EHCC agreeing to the continued use of the EVR2 scheme, Officers will amend the scheme in line with legislative changes.

Conclusions

20. The EVR2 scheme was introduced in 2015 to enable the Council to facilitate exits, through a fair and transparent process, via voluntary means.
21. The evidence presented in this paper demonstrates that the implementation of the scheme has been successful and aligned to expectations set out in 2015.
22. To enable the Council to continue to facilitate exits via voluntary means at the earliest date and achieve early savings, it is recommended that we continue to be able to access EVR2 for workforce reductions in HCC departments (excluding schools) where appropriate to do so. The deadline for agreeing redundancy terminations under this extension to the EVR2 scheme to be 31 March 2022. It is recognised that some exits may be after this date, however they will be no later than 30 June 2022 unless there are exceptional circumstances which would need approval by the Chief Executive; Deputy Chief Executive and Director of Corporate Resources; and the Assistant Director of HR and Workforce Development. This would then allow time for any potential Tt2021 change programmes to run through to full delivery.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but potentially impacts the County Council's workforce strategy

Other Significant Links

Direct links to specific legislation or Government Directives

<u>Title</u>	<u>Date</u>
Enhanced Voluntary Redundancy (EVR2) Update	10 November 2016

Section 100 D - Local Government Act 1972 - background documents

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EQUALITIES IMPACT ASSESSMENT:

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- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

Equality objectives are not considered to be adversely affected by proposals in this report.

HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	Employment in Hampshire County Council Committee
Date:	22 October 2019
Title:	Brexit – Update - Workforce Implications and Considerations for Hampshire County Council
Report From:	Director of Corporate Resources

Contact name: Nichola Andreassen

Tel: 01962 847361

Email: nichola.andreassen@hants.gov.uk

Purpose of this report

1. The purpose of this report is to provide an update to EHCC on the workforce implications as a result of Brexit.

Recommendation

2. EHCC are asked to note the work underway in respect of the workforce in the current known context of Brexit.

Executive Summary

3. A paper was provided to EHCC in July 2018 and March 2019 outlining the broad implications of the UK uncoupling from the EU as a result of Brexit.
4. Little has changed from a workforce perspective since the last paper, however this paper provides an update where appropriate.

EU Settlement scheme and Timeline

5. The Government recently announced that one million EU citizens and their families from across the UK have now been granted settled or pre-settled status under the EU Settlement Scheme.
6. The latest data available shows that there were circa 46,000 non-UK EU Nationals living within the HCC area during the period January to December 2018.

7. The latest Home Office data shows that a total of 18,410 people from the Hampshire and Isle of Wight area, including 9,180 from Hampshire County Council area, had successfully secured settled or pre-settled status through the scheme by June 2019. The Government will release the next set of statistics in November 2019.
8. The [EU Settlement Scheme](#) is designed to make it straightforward for EU citizens and their family members to stay after the UK leaves the EU. To apply they only need to complete 3 key steps – prove their identity, show that they live in the UK, and declare any criminal convictions.
9. To support people to make an application, individuals can visit the [EU Settlement Scheme](#) pages. The Home Office has 1500 staff working on the Scheme, including a team of people running a dedicated, seven-days a week phone service – [The EU Settlement Resolution Centre](#).
10. Across the UK, there are 300 assisted digital locations offering support to those who do not have the appropriate access, skills or confidence to complete the online form. There are also translated materials in 26 languages available. Assistance with ID scanning is available at Southampton Register Office.
11. The Government has published a fact sheet on the EU Settlement Scheme which is attached at appendix 1. In addition to this, the Government launched its media campaign on Brexit in early September and the Brexit information on the Gov.uk website is being overhauled to make it easier to get the information people might need and will using customer journeys to add clarity. In addition, the County Council has developed new website pages which will provide the most up to date information to staff and residents including signposting to relevant local and national websites.
12. The Scheme opened fully on 30 March 2019 despite the extension to Article 50. The deadline for applying in a deal will be 30 June 2021 or 31 December 2020 if there is no deal.
13. The Council continues to ensure that updated communications are provided to staff so that they are sighted and can, where appropriate, take the required action.

Engaging with the workforce

14. As information is provided by government, the Council will update information on the new website pages. This, as well as an ongoing 'yammer' forum will continue to be provided for staff to engage in discussions and receive information, assurance and access to support where needed. Interestingly, the number of contacts or queries received by staff remain relatively low.

The workforce – nationality profile

15. Records, as at August 2019, show that of the 11,127 staff (excluding schools and casuals) there are an estimated 341 staff who are non-UK EU nationals.
16. This number is estimated as prior to February 2018, an employee was unable to record their citizenship within the SAP database. Given this, we have been unable to quantify the number of non-UK EU employees or the roles they occupy.
17. However, from February 2018, an employee's citizenship can be recorded, though this is being collected for new recruits rather than retrospectively.
18. The table below shows the number of new recruits for the period February 2018 to July 2019, with a breakdown of UK; UK national, EU national; and non-UK or EU national employees.
19. The data in the table shows the number of non-UK EU nationals recruited since February 2018. Within the reported numbers, we have seen a slight increase in hires within some of the hard to fill roles (catering, nursing, care) from non UK Nationals, potentially suggesting Brexit impacts on the respective labour markets are yet to be completely seen or understood.

New Recruits: Feb 2018 to July 2019							
	Adults' Health and Care	CCBS	Children's Services	Corporate Services	ETE	Grand Total	% of new recruits
GB01 (UK National)	511	899	563	401	116	2490	92.57%
GB02 (EU National)	35	18	27	13	3	96	3.57%
GB03 (Non UK or EU National)	52	18	17	13	4	104	3.87%
Grand Total	598	935	607	427	123	2690	100%

20. This data will continue to be monitored and tracked in order to identify any trends or specific parts of the organisation and/or roles that are being affected as a result of Brexit.

Roles impacted / Recruitment and retention challenges

21. The types of jobs that migrant workers perform across the Council varies and there is no change to the profile as previously reported. Each department has considered the roles that may be impacted as a result of a potentially reduced labour pool and the mitigations in place to address recruitment and retention challenges take account of the 'Brexit' factor. Departments are also working closely with the agency (C2H) to ensure ways of attracting and securing staff are considered and put in place.

22. The interventions underway to attract and retain staff to its hard to fill roles (some of which are not necessarily as a direct result of Brexit) have been referenced in previous papers and are progressing well, attracting people from EU and non-EU countries.
23. The following key messages will continue to form part of the council's recruitment campaigns and during onboarding of agency workers through our own agency, Connect2Hampshire:
- competitive rates of pay
 - the opportunity to work flexibly in order to balance work and individual circumstances
 - 'employees' and 'agency workers' are equally valued and will receive appropriate training and development
 - agency workers will be able to genuinely gain a sense and be part of a team, with access to technology, learning, team events, support networks and resources
 - the potential to become a permanent employee of the council
 - the value of the work undertaken has a significant impact on the wellbeing and provision of services to residents of Hampshire
24. As the Brexit situation remains unclear, the position will be continually reviewed in order to ensure that initiatives in place are effective and to determine what else can be done to minimise any risks to the Council of not being able to fill vacancies and deliver services.

Conclusion

25. The time frames for 'uncoupling' Britain from the EU will provide the Council with some time to progress the recruitment and retention interventions and address the employment challenges. EU citizens arriving between 31 October 2019 until 31 December 2020 will still be able to live, study, work and access benefits and services as they do now for a temporary period. To remain in the UK after December 2020, EEA and Swiss citizens moving to the UK after exit will be able to apply for European Temporary Leave to Remain – which will last 36 months from the date the leave is granted. It is anticipated that the new immigration system will be brought in from January 2021, with current commentary suggesting it will be based on a permit system similar to non-EU citizens – ie based on skills and employability not based on their country of citizenship.
26. Recruitment data since February 2018 continues to suggest that the number and proportion of EU nationals who have gained employment with the County Council is relatively low (3.57%) with around half of these in roles that are difficult to recruit to.

27. The County Council continues to be actively engaged in the information coming out from Government regarding Brexit and the impact on our labour pool in order to ensure that we are able to access, secure and retain skilled people to deliver essential public services. Alongside this, there remains a strong focus on growing, developing and retaining our current employees.

CORPORATE OR LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	Yes
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	No
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
Workforce Report – July 2018	EHCC
Brexit – Workforce Implications and considerations – 11 July 2018	EHCC
Brexit – Workforce Implications and Considerations for Hampshire County Council – 13 March 2019	EHCC
Workforce Report – June 2019	EHCC

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
-

2. Equalities Impact Assessment:

Equality objectives are not considered to be adversely affected by proposals in this report.

Appendix 1.

Factsheet on the EU Settlement Scheme

The EU Settlement Scheme has been fully open to the public since 30 March 2019. EU, other EEA and Swiss citizens can apply by 30 June 2021 if the UK leaves the EU with a deal, or by 31 December 2020 if the UK leaves without a deal.

What is the EU Settlement Scheme?

The EU Settlement Scheme is a free Scheme which enables EEA and Swiss citizens resident in the UK, and their family members, to obtain the status they will require in order to live and work in the UK after 30 June 2021 (or after 31 December 2020 if there is a no deal exit).

Applicants only need to complete three key steps – prove their identity, show that they live in the UK, and declare any criminal convictions.

It is designed to be as simple and straightforward as possible. For further information, [click here](#).

Why do EEA citizens need to apply?

The UK is leaving the EU which means that free movement will come to an end. This means that EEA citizens resident in the UK, and their family members, need to obtain a status in order to evidence their right to work, housing and benefits in the UK after 30 June 2021 (or after 31 December 2020 if there is a no deal exit). An EEA citizen with permanent residence status who wishes to continue living in the UK after then will either need to apply to the Scheme or, if they prefer and are eligible, apply for British citizenship. This is because permanent residence is a status acquired under EU law whereas the Scheme secures their status under UK law.

Is the Scheme only available on Android?

No. Use of the Identity Document Check App, currently only available on Android devices, is entirely optional – it is just one of several ways people will be able to verify their identity, including by post.

There are over 80 locations where applicants can have their passport scanned and verified across the UK. Assisted digital support is available at over 300 locations,

supplemented by a network of over 65 tutors who provide in home support, and there is also a dedicated telephone advice and support service for the Scheme.

During public testing of the EU Settlement Scheme 95% of applicants successfully used the App to prove their identity remotely, removing the need for them to submit their identity document to the Home Office for manual verification.

Currently, Apple iPhone users are not able to use their device to self-verify their identity using the App because it is the present policy of Apple not to allow any third party access to the iPhone “ID chip”. However, the Home Secretary has confirmed that the App will be available on Apple devices later this year.

What support is available to EEA citizens?

Support is available to all EEA citizens online [here](#).

To help EEA citizens apply there is also a dedicated telephone advice service – [The EU Settlement Resolution Centre](#) - and there are over 1,500 staff who process EU Settlement Scheme applications.

There is an assisted digital service for EEA citizens in over 300 locations across the UK, offering support to those who do not have the appropriate access, skills or confidence to complete the online form.

The Home Office has also translated communications materials into 26 languages. Alternative formats can be requested.

The Home Office has made up to £9 million available to 57 [voluntary and community sector organisations](#) across the UK to help vulnerable or at-risk EEA citizens to apply.

The funding will provide support to an estimated 200,000 vulnerable or at-risk EEA citizens.

Will the EU Settlement Scheme continue to operate now there has been an extension to Article 50 and what about in a no-deal scenario?

The Scheme opened fully on 30 March 2019 despite the extension to Article 50. The deadline for applying in a deal will be 30 June 2021 or 31 December 2020 if there is a no deal.

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Employment in Hampshire County Council Committee
Date:	22 October 2019
Title:	Hampshire County Council Pay Statement – Financial Year 2020/21
Report From:	Chief Executive

Contact name: Barbara Beardwell, Head of Law & Governance and Monitoring Officer

Tel: 01962 845157

Email: barbara.beardwell@hants.gov.uk

Purposes of this Report

1. The purpose of this report is to set out the proposed Pay Statement for 2020/21, and to seek the recommendation of the EHCC Committee of the proposed Pay Statement to the County Council.

Recommendations

2. That the EHCC Committee recommends to the County Council approval of the Pay Statement as detailed in this report and at Appendix A, setting out the County Council's policies in respect of pay accountability for the financial year 2020/21 in accordance with the requirements of the Localism Act,
3. That the EHCC Committee recommends to the County Council that it remains the appropriate Committee to agree Chief Officer remuneration, for Chief Officers above Grade K, including individual salary offers in respect of any new Chief Officer appointments, any changes to Chief Officer salaries after appointment and any severance packages for Chief Officers leaving the County Council, in accordance with the Pay Statement.
4. That the EHCC Committee delegates authority to the Chief Executive, in consultation with the Chairman of the EHCC Committee, to make any changes to the draft Pay Statement consequential upon any changes to legislative requirements or other statutory guidance or changes to salaries of staff determined prior to consideration of the Pay Statement by full Council.

Executive Summary

5. This report outlines the requirements on the County Council in respect of pay accountability placed on the County Council in consequence of the Localism Act (“the Localism Act”), Chapter 8, Sections 38 to 43.
6. By virtue of Section 38 of the Localism Act, the County Council is required to prepare a Pay Statement (“Pay Statement”) for each financial year. This Pay Statement needs to set out the County Council’s policies in respect of the remuneration of its Chief Officers, the remuneration of its lowest paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of employees who are not Chief Officers.
7. Section 39 of the Localism Act requires that a Pay Statement required under the Localism Act is prepared and approved by full Council prior to 31 March immediately preceding the year to which it relates. The County Council must comply with the provisions of the approved Pay Statement when making any determinations in respect of the remuneration of Chief Officers in the financial year to which such Pay Statement relates. A copy of the proposed Pay Statement for 2020/21 is attached at Appendix A to this report.

Contextual information

8. Chief Officer” is defined as Section 43 (2) of the Localism Act, and means each of the following:
 - The Head of Paid Service
 - The Monitoring Officer
 - A Statutory Chief Officer
 - A Non-Statutory Chief Officer
 - A Deputy Chief Officer
9. Together with the Head of Paid Service, the terms “Statutory Chief Officer” and “Non-Statutory Chief Officer” include the County Council’s current Corporate Management Team (CMT), and the Director of Public Health.
10. The Statutory definition of “Deputy Chief Officer” is however much wider and goes beyond the County Council’s local definition of how a Chief Officer post might be described, and includes not only Deputy Directors, but also Assistant Directors and Heads of Service, if reporting directly or are directly accountable to a member of CMT in respect of all or most of their duties.
11. Section 38 (3) of the Localism Act also requires that the County Council includes within its Pay Statement a definition of its “lowest paid” employees, and the County Council’s reasons for adopting the definition. “Lowest paid” employees are defined at paragraph 5 of the Pay Statement to mean those members of staff employed at Grade A on the County Council’s main pay framework.

12. Section 38 (4) of the Localism Act sets out a number of mandatory matters which must be included within a Pay Statement. These are:
- The level and elements of remuneration of each Chief Officer
 - Remuneration of Chief Officers on appointment
 - Increases and additions to remuneration for each Chief Officer
 - The use of performance-related pay for Chief Officers
 - The use of bonuses for Chief Officers
 - The approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the County Council
 - The publication of an access to information relating to the remuneration of Chief Officers.
13. There is discretion within the Localism Act for the County Council to also include within its Pay Statement, policies in respect of the remainder of its workforce. In the interests of openness and transparency, the County Council's Pay Policy in respect of employees who are not Chief Officers for the purposes of the Localism Act is set out at Section 1 of the Pay Statement.

Statutory Guidance

- 14 Section 40 of the Localism Act requires that in performing its functions under the Localism Act and in preparation and approval of a Pay Statement the County Council must have regard to any guidance issued by the Secretary of State. Guidance ('the Guidance') has been issued by the Department of Communities and Local Government 'Openness and Accountability in local pay' dated February 2012 in this regard. Further guidance ('the Supplementary Guidance') has been issued dated February 2013 supplementing the Guidance.
- 15 Under the provisions of the Guidance and the Supplementary Guidance the County Council is required to explain in its Pay Statement, its policies in respect of the employment of ex-Chief Officers in receipt of a redundancy payment, including its policy towards the re-engagement of Chief Officers previously employed by the County Council, under a Contract for Services.
- 16 The Guidance and the Supplementary Guidance also recommend that full Council should be offered the opportunity to vote before a salary or severance package of £100,000 or more is offered to any new Chief Officer appointee, or Chief Officer leaving the County Council.

Commentary

- 17 The draft Pay Statement attached at Appendix A is divided into three parts. These are an opening generic introduction covering the requirements of the Localism Act and specifically the definition of 'Chief Officers', followed by two policy sections. Section 1 describes the position in respect of

employees who are not Chief Officers within the meaning of the Localism Act, and whose remuneration is covered by the County Council's main pay framework. Section 2 describes the position in respect of Chief Officers as defined by the Localism Act.

- 18 As indicated at paragraph 2.3 of this report, the Localism Act contains a wider definition than the traditional definition of 'Chief Officer'. Given the differing scale, size and responsibilities of the respective Chief Officer posts, it is sensible from an organisational perspective to group Chief Officers into four categories as set out below, and referred to at paragraphs 23–26 of the Pay Statement. In doing so the Pay Statement makes better sense of those existing post holders paid at or beyond grade K on the main pay framework. These four categories are:
- a) the Head of Paid Service
 - b) Statutory Chief Officers and Non-Statutory Chief Officers
 - c) Deputy Directors, and
 - d) the Monitoring Officer, the Assistant Chief Executive, Assistant Directors and Heads of Service falling within the definition of 'Chief Officer'
- 19 The County Council's Constitution requires that the salaries of Chief Officers on appointment outside the main pay framework require Chief Executive and EHCC Committee approval. For practical business reasons, and to remain in line with the Constitution, it is proposed that, as per the case in the 2019/20 Pay Statement, the EHCC Committee continue to exercise this responsibility with regard to all Chief Officer salaries outside the main pay framework, whether on appointment or otherwise. This point is covered at paragraph 22 of the Pay Statement.
- 20 In exercising these responsibilities, it is recognised that the EHCC Committee will continue to be the responsible Committee for salaries of all Chief Officer appointments arising from the implementation of any future structural management arrangements and/or any appointments (joint or otherwise) arising from the formalisation of any new shared services arrangements or legislative changes. In specific cases, salaries connected with future Chief Officer appointments will be in excess of £100,000. This function was delegated to EHCC Committee by the County Council at its meeting on 14 February 2019. It is recommended again for practical business reasons that the County Council should agree that the EHCC Committee determine remuneration in respect of all future Chief Officer appointment arrangements or changes to Chief Officer remuneration after appointment in accordance with the policies set out in the Pay Statement. It is also recommended for practical business reasons that the County Council should agree that EHCC Committee be responsible for approval of any severance packages in respect of Chief Officers leaving the County Council.

- 21 Salary ranges of staff on Grades A-K referred to at paragraphs 9 and 12 and detailed at Annex 1 of the Pay Statement are as per April 2019, and cover the period to 31 March 2020. Pay categories for Chief Officers referred to at paragraphs 23 to 26 of the Pay Statement are also as per April 2019 and cover the period to 31 March 2020. Should there be a pay award for staff for 2020/21, the table at Annex 1 and Paragraphs 23-26 of the Pay Statement will be updated accordingly.

CORPORATE OR LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because of the statutory requirements of the Localism Act 2011.

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Hampshire County Council Pay Statement Financial Year 2012/13	23 February 2012
Hampshire County Council Pay Statement Financial Year 2013/14	21 February 2013
Hampshire County Council Pay Statement Financial Year 2014/15	20 February 2014
Hampshire County Council Pay Statement Financial Year 2015/16	19 February 2015
Hampshire County Council Pay Statement Financial Year 2016/17	18 February 2016
Hampshire County Council Pay Statement Financial Year 2017/18	16 February 2017
Hampshire County Council Pay Statement Financial Year 2018/19	22 February 2018
Hampshire County Council Pay Statement Financial Year 2019/20	14 February 2019
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>
Localism Act	2011
DCLG Guidance 'Openness and Accountability in Local Pay'	February 2012
DCLG Supplementary Guidance 'Openness and Accountability in Local Pay'	February 2013

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
 - b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
 - c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.
- a. Equalities have been considered and no adverse impact identified.

Impact on Crime and Disorder:

- b. The proposals will have no impact on crime and disorder

Hampshire County Council Pay Statement Financial Year 2020-21 (Draft)

1. The purpose of this Pay Statement (“Pay Statement”) is to set out Hampshire County Council’s pay policies relating to its workforce for the financial year 2020-21, including the remuneration of its Chief Officers and that of its lowest paid employees.
2. The responsibility for functions and delegated authority in respect of the determination of the terms and conditions of staff employed by the County Council is detailed in the County Council’s Constitution; in particular, Part 2: Chapter 2.1 and Part 2: Chapter 4, and this Pay Statement is subject to those provisions.
3. With the exception of teaching staff and associated school advisory roles where pay is governed by National consultation groups and apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is set by the Employment in Hampshire County Council (“EHCC”) Committee with annual pay awards below senior management level being determined by the outcome of the national local government award and customarily applied to senior managers, as referred to at Paragraph 12. The EHCC Committee is proportionally constituted and comprises elected County Councillors from the main political parties, and has responsibility for locally determined terms and conditions of employment for staff.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 (“Localism Act”), staff employed by the County Council have been separated into two groups:
 - (a) Employees who are not Chief Officers as defined by the Localism Act
 - (b) Chief Officers as defined by the Localism Act
5. An “employee who is not a Chief Officer” refers to all staff, who are not covered within the “Chief Officer” group as outlined below. This includes the “lowest paid employees”. In the context of the County Council other than apprentices the “lowest paid employees” are those employed at grade A on the County Council’s pay framework. This is because grade A is the lowest grade on the County Council’s pay framework.
6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. Currently, the following roles within the County Council fall within the definition of “Chief Officers”:
 - (a) Head of Paid Service (Chief Executive)
 - (b) Monitoring Officer

- (c) Statutory Chief Officers (Director of Corporate Resources as Section 151 Officer, Director of Children's Services, Director of Adults' Health and Care, and Director of Public Health)
- (d) Non-Statutory Chief Officers (Director of Culture, Communities and Business Services, Director of Economy, Transport and Environment, and Director of Transformation and Governance.
- (e) Deputy Chief Officers (Deputy Directors, Assistant Chief Executive, Assistant Directors and Heads of Service if reporting directly or are directly accountable to a Statutory or Non-Statutory Chief Officer in respect of all or most of their duties).

Section 1 - Employees who are not Chief Officers as defined by the Localism Act

7. These staff are subject to the County Council's main pay framework. This was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this, the County Council determined a local pay framework.
8. There are 11 grades (A-K) in the pay framework, grade A being the lowest and grade K the highest. Each employee will be on one of the 11 grades based on the job evaluation of their role. Each grade consists of 5 steps, with the exception of grades A and B which consist of fewer steps. Employees can progress within the salary range of their grade, having regard to the County Council's performance management arrangements.
9. All employees are paid within the salary range for their grade. Each "lowest paid employee" is paid within the salary range for grade A. All other employees are paid within the salary range for the grade of their role i.e. B-K. Details of the Council's salary ranges are published on the County Council's website, and a copy of those salary ranges currently as at 1 April 2019 is attached at Annex 1 to this Pay Statement.
10. Employees new to the County Council will normally be appointed to the first step of the salary range for their grade. Where the candidate's current employment package would make the first step of the salary range unattractive or where the employee already operates at a level commensurate with a higher salary, a different starting salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

11. Employees' performance during the course of the year is reviewed within the County Council's performance management arrangements, and pay progression within the grade is subject to satisfactory performance.
12. Pay awards are considered annually for staff. For those staff up to and including grade G the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied. For staff at grade H and above the value of any pay award is determined by the EHCC Committee. Since the implementation of the County Council's pay framework, the EHCC Committee has applied the same percentage award determined nationally. The question of a pay award for staff for 2020/21 has not yet been determined. Should there be a pay award for staff for the year 2020/21, then the table at Annex 1 will be updated accordingly.
13. There is a Special Recognition Scheme, under which a one-off payment may be awarded to a member of staff as a recognition for a particular piece of work or a substantial achievement above what is expected as part of their ordinary day-to-day work. All Special Recognition Scheme payments are subject to departmental governance arrangements, and where required Chief Officer approval, are not consolidated into base salary and are funded from within existing budgets.
14. Allowances such as relocation assistance or other payments, for example shift working, may be made to staff in connection with their role or the patterns of hours they work in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments thereto, and other governance arrangements.
15. The County Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on County Council business in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments.
16. Other than where required in order to carry out specific requirements of a role, for example the provision of accommodation for care workers required to live on site, there will be no benefits in kind payable to employees of the County Council
17. All employees as a result of their employment are eligible to join the Local Government Pension Scheme. The County Council will not consider the purchase of additional pension for employees under the provisions of the Local Government Pension Scheme Regulations 2014. However, it will consider enabling employees to use part of any redundancy payment to buy additional pension, where they leave on the grounds of efficiency.
18. Redundancy payment arrangements will be based on the County Council's standard redundancy scheme. In support of efficient organisational change and transformation linked to the need for efficiencies and expenditure

reduction, the County Council also operates a voluntary redundancy scheme approved by EHCC Committee. The County Council remains committed to enabling workforce reductions through voluntary measures wherever possible and any future voluntary redundancy or other termination measures will be in accordance with approved County Council policies. Details of the standard and voluntary redundancy schemes are attached at Annex 2 to this Pay Statement.

19. Except in exceptional business circumstances, no employee who has left the County Council under the terms of the standard redundancy scheme or any voluntary redundancy scheme or severance arrangement, will be re-employed by the County Council in any capacity for a minimum period of 12 months from the dismissal date. If re-employment is sought within 12 months of the termination date, approval is required from the relevant Chief Officer, Director of Corporate Resources as Section 151 Officer and the Head of Human Resources and Workforce Development. In addition, if the ex-employee was previously employed at grade H and above and/or is seeking re-employment at grade H and above, Chief Executive approval is also required.
20. Except in exceptional business circumstances, no employee who has left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangements, will be re-engaged by the County Council under a contract for services within a minimum period of 12 months of the dismissal date. In this case the authorisation requirements set out at Paragraph 19 of this Pay Statement in respect of re-engagement of ex-employees will apply.

Section 2 - Chief Officers as defined by the Localism Act 2011

21. Chief Officers are paid either within the County Council's main pay framework, or on "spot" salaries. Salaries of Chief Officers on appointment have regard to the relative size and challenge of the role compared to other Chief Officer roles within the County Council and follows the same principles operated within the main pay framework. Account is also taken of other relevant available information, including the salaries of Chief Officers in other similar sized organisations.
22. The Constitution requires that salaries of Chief Officers on appointment outside the main pay framework require Chief Executive and EHCC Committee approval. The EHCC Committee will continue to exercise responsibility for all Chief Officer salaries outside the main pay framework, whether on appointment or otherwise. Chief Officer salaries payable from 1 April 2019 fall within four categories as outlined below.
23. The Head of Paid Service is paid a salary of £224,929.

24. Statutory Chief Officers and Non - Statutory Chief Officers are paid a salary within the range of £126,096 - £191,454.
25. Deputy Directors are paid a salary within the range of £130,159.
26. The Monitoring Officer, Assistant Chief Officers and Heads of Service falling within the definition of "Chief Officer" are paid a salary within the range £80,839 - £112,948.
27. The annual pay review for Chief Officers paid outside the main pay framework is considered by the EHCC Committee each year, alongside recommendations for staff paid between grades H and K in accordance with Paragraph 12 of this Pay Statement. Likewise to support the annual review of salaries of these Chief Officers, information may be provided on inflation, earnings growth, and any significant considerations from elsewhere in the public sector.
28. Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the County Council. In each year since implementation of the new pay framework, EHCC Committee has applied the same percentage award determined nationally for other grades of employees within the County Council. Chief Officers are subject to the same performance management arrangements as detailed for employees who are not Chief Officers. Chief Officers paid outside the main pay framework do not receive incremental pay progression. In years where a pay award is available, performance will be taken into account when determining whether any award will be made. Should there be a Pay Award for Chief Officers for the year 2020/21 then Paragraphs 23-26 will be updated accordingly.
29. Within the above Chief Officer categories any increase to the remuneration of Chief Officers outside the annual review process, for example as a consequence of increased responsibilities arising from the formalisation or implementation of new shared services arrangements, requires Chief Executive and EHCC Committee approval.
30. The Special Recognition Scheme referred to at Paragraph 13 of this Pay Statement is however also applicable to Chief Officers. Any proposed Special Recognition Payment in respect of CMT is subject to ratification by EHCC.
31. No other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities. No fees for election duties are included in Chief Officer salaries, nor are any additional fees payable for such responsibilities.
32. Chief Officers may where applicable receive allowances, such as relocation assistance in accordance with the County Councils collective agreement

(EHCC 2007), and subsequent amendments thereto, and other governance arrangements.

33. The County Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on County Council business in accordance with the County Council's collective agreement (EHCC 2007) and subsequent amendments.
34. There are no benefits in kind, such as private health insurance, payable to Chief Officers.
35. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The County Council will not consider the purchase of additional pension for employees under the provisions of the Local Government Pension Scheme Regulations 2014. However, it will consider enabling employees to use part of any redundancy payment to buy additional pension, where they leave on the grounds of efficiency.
36. Chief Officers are subject to the same redundancy payment and severance arrangements as other staff as outlined in Paragraph 18 of this Pay Statement.
37. Chief Officers, who have left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangements are subject to the same policy on re-engagement by the County Council outlined at Paragraph 19 of this Pay Statement as other employees.
38. Except in exceptional business circumstances, no Chief Officer who has left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangement, will be re-engaged by the County Council under a contract for services within a minimum period of 12 months of the termination date. In this case the authorisation requirements set out at Paragraph 20 of this Pay Statement in respect of re-engagement of ex-employees will apply. No Chief Officer, as defined at Paragraphs 23-26 of this Payment Statement, will be employed by the County Council on terms and conditions which allow such an officer to be an employee of the County Council whilst operating in practice as a limited company for taxation reasons.
39. Details of Chief Officer remuneration have been published annually since 2010 as an extract from the County Council's Statement of Accounts and according to accountancy standards, as soon after the end of the relevant financial year as is reasonably practical. At that time the County Council will also update the publication of its pay multiple, that is the ratio between the highest paid employee and the median average earnings across the organisation, based on base pay. Gender Pay Gap reporting information will

also be published as part of the County Council's Open Data in accordance with statutory requirements.

Pay Statement Annex 1

Hampshire County Council's Pay Framework

Salary Ranges – from April 2019

		Grades	
		Step	
			A
Salary Range	3	17,711	18,371
	2	17,481	18,065
	1	17,364	18,065

		Grades									
		Step	C	D	E	F	G	H	I	J	K
Salary Range	5	19,407	23,411	28,791	36,862	45,524	53,065	62,485	78,596	90,988	
	4	19,171	22,732	27,955	35,792	44,200	51,523	60,662	76,305	88,338	
	3	18,797	22,161	27,140	34,749	42,911	50,021	58,895	74,083	85,765	
	2	18,617	21,414	26,569	33,735	41,659	48,564	57,179	71,923	83,265	
	1	18,426	20,830	25,833	32,752	40,449	47,150	55,515	69,829	80,840	

Note:

Salary ranges for Grades A–G are subject to the outcome of national pay negotiations.

Pay Statement Annex 2

Hampshire County Council

Standard and Voluntary Redundancy Schemes

Payments Based on Actual Weekly Pay

Current Age Groupings	Standard Redundancy Scheme (Weeks per year of service)	Years of Service	Voluntary Redundancy Scheme (Single Payment)
Service accrued up to and inc. 21	0.5	Service accrued – less than 2	0
Service accrued between 22-40	1.0	Service accrued – 2+	20
Service accrued age 41 and above	1.5		
Max Number of Weeks	30		

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker/Committee/Panel:	Employment in Hampshire County Council
Date:	22 October 2019
Title:	Members Allowances Scheme – Assistant to the Executive – Climate Change
Report From:	Monitoring Officer

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Purpose of this Report

1. The purpose of this report is to set out proposals for amendments to the Members' Allowances Scheme following the recommendations of the Independent Remuneration Panel.

Recommendation

2. That the EHCC Committee recommends to the County Council that approval be given to amendment of the Members' Allowances Scheme for 2019/20, which takes into account the recommendations of the Independent Remuneration Panel, and the views of the EHCC Committee.

Executive Summary

3. The legislative framework governing the payment of Members Allowances is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Members Allowances Regulations').
4. Under the provisions of the Members' Allowances Regulations, the County Council is required to make a Members' Allowances Scheme for the payment each year of Members' Allowances. Provisions in respect of the current Members' Allowances Scheme for the years 2018/19 to 2021/22 were determined by the County Council at its meeting on 22 February 2018. Once a Members' Allowance Scheme is made for any year it may be amended during the year in question in accordance with the Members' Allowances

Regulations. It is also possible under the Members' Allowances Regulations for any amendment to the Members' Allowances Scheme to be backdated to the beginning of the financial year in which any such amendment is made.

5. By virtue of the Members' Allowances Regulations, before the County Council can make or amend a Members' Allowances Scheme, it is required to have regard to recommendations made in relation to it by an Independent Remuneration Panel ("IRP"). In this regard the IRP met on 24 September 2019. Minutes of the IRP meeting, and the recommendations of the IRP are attached as an Appendix 1 to this report.

Contextual Information

6. Consideration of amendment to the Members' Allowances Scheme 2019/20 is required in consequence of changes to the County Council's Governance Arrangements following the creation of the new role of Assistant to the Executive – Climate Change.
7. At its meeting on 18 July 2019, the County Council endorsed the decision of Cabinet to declare a Climate Emergency, and the Leader reported to the County Council that there would be a new position of Assistant to the Executive – Environment. At the Extraordinary Council Meeting on 23 September 2019, the Leader announced an update to the title of the position to Assistant to the Executive – Climate Change. This position would be in keeping with the previous role of Assistant to the Executive – Rural Affairs Champion, for which an SRA of 25 per cent of an Executive Member role (£4,345) was payable.
8. The essence of the Assistant to the Executive role is to help support and coordinate political engagement and to provide political advice and support for the developing work of the County Council in respect to the specific remit appointed to by the Leader. In context of the appointment of Assistant to the Executive being a means of providing additional political capacity, the IRP considered whether a standardised SRA for this role be defined, in the same way as for an Executive Member, Select Committee Chairman etc.
9. Amendments to the Members' Allowances Scheme for 2019/20 will be considered by the County Council at its meeting on 7 November 2019.
10. The generic role description for an Assistant to the Executive and the supporting statement for the Assistant to the Executive – Climate Change are attached to this report. Should the recommendation of the IRP in respect of the SRA for the post of Assistant to the Executive – Climate Change be approved, this would be contained within the budget for the Members' Allowances Scheme.

11. Recommendations of the Independent Remuneration Panel

- a) that the IRP supported the proposal of a generic role of Assistant to the Executive and, subject to b) below, that an SRA of 25 per cent of an Executive Member role be applied to the role**
- b) that any future appointments to the role of Assistant to the Executive be based on the generic role and supported by a statement setting out the specific remit of the post for consideration by the IRP**
- c) that the SRA at a) above be applied to the new post of Assistant to the Executive – Climate Change, backdated to the date of appointment (18 July 2019) and reviewed by the IRP in 12 months' time**
- d) that the list of approved duties for the purpose of the payment of travelling and other relevant expenses in the Members' Allowances Scheme be amended to include provision of the role of Assistant to the Executive.**

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	no
People in Hampshire live safe, healthy and independent lives:	no
People in Hampshire enjoy a rich and diverse environment:	no
People in Hampshire enjoy being part of strong, inclusive communities:	no

Other Significant Links

Links to previous Member decisions:	
<u>Title</u> MEMBERS' ALLOWANCES SCHEME 2017/18, 2018/19, 2019/20, 2020/21 AND 2021/22	<u>Date</u> 22 February 2018
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>

Section 100 D - Local Government Act 1972 - background documents	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

The recommendations in this report relate to the allowances paid for specific roles of individual elected Members and as such there is no impact on groups with protected characteristics.

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AT A MEETING of the Independent Remuneration Panel of
HAMPSHIRE COUNTY COUNCIL
held at The Castle, Winchester on Tuesday, 24th September, 2019

Present:

Julia Abbott, David Heck, Richard Kinch and Martin James (Chairman).

8. APOLOGIES FOR ABSENCE

No apologies were received; all Members were present.

9. DECLARATIONS OF INTEREST

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

10. DEPUTATIONS

There were no deputations on this occasion.

11. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements on this occasion.

12. MEMBERS ALLOWANCES SCHEME – ASSISTANT TO THE EXECUTIVE

The Independent Remuneration Panel (IRP) considered a report of the Monitoring Officer regarding the role of Assistant to the Executive (Item 5 in the Minute Book) seeking a recommendation of a Special Responsibility Allowance (SRA) for the post of Assistant to the Executive.

In presenting the report, the County Council's Head of Law and Governance confirmed the essence of the role of Assistant to the Executive, attached as Appendix 1 to these Minutes, is to help support and co-ordinate political engagement, and to provide political advice and support for the developing work

of the County Council in respect to a specific remit appointed to by the Leader. The IRP noted that the remit of this role might be time limited for specific issues or could, in the fullness of time, develop further, for example into an Executive role.

The IRP noted that the County Council continues to operate in a challenging environment and business agility is a key driver. This role provides valuable additional capacity to the Executive to help meet those challenges through the provision of support and advice in relation to the political impacts and service delivery developments linked to the County Council's extensive transformation programme.

The IRP further noted the announcement of the Leader at the County Council meeting on 18 July 2019 of a new position: Assistant to the Executive – Environment. Following the County Council's decision to declare a Climate Change Emergency, the Leader confirmed at an Extraordinary Meeting of the County Council on 23 September 2019 that the remit of this Assistant to the Executive would specifically be climate change and therefore confirmed the new position to be Assistant to the Executive – Climate Change. To support the IRPs deliberations, the Director of Economy, Transport and Environment (ETE) was invited to attend the meeting and expand on the specific remit of this role, which is attached as Appendix 2 to these Minutes, and to provide information about the success of the previous Assistant to the Executive positions that were attached to the ETE portfolio.

During the course of their deliberations, the IRP considered that the information set out in the report's appendix provided a good base and that they were content that the information supplied by the Director of ETE provided sufficient detail as to the specific remit of the Assistant to the Executive – Climate Change for an SRA to be applied to the appointment. Furthermore, the IRP considered that each future appointment to the role of Assistant to the Executive should be supported by a statement about the specific remit of such role for consideration by the IRP for recommendation as to whether an SRA, in accordance with a) below should apply to the role.

RESOLVED:

That it be a recommendation to the Employment in Hampshire County Council Committee

- a) that the IRP supported the proposal of a generic role of Assistant to the Executive and, subject to b) below, that an SRA of 25 per cent of an Executive Member role be applied to the role
- b) that any future appointments to the role of Assistant to the Executive be based on the generic role and supported by a statement setting out the specific remit of the post for consideration by the IRP
- c) that the SRA at a) above be applied to the new post of Assistant to the Executive – Climate Change, backdated to the date of appointment (18

July 2019) and reviewed by the IRP in 12 months' time

- d) that the list of approved duties for the purpose of the payment of travelling and other relevant expenses in the Members' Allowances Scheme be amended to include provision of the role of Assistant to the Executive.



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Assistant to the Executive – The Role

An Assistant to the Executive may be appointed to by the Leader of the Council to support the Executive on specific areas of executive business. Such appointment shall be reported to the County Council and the role remit and title will be set out and described in the County Council's Constitution.

An Assistant to the Executive will principally be linked to the relevant service department, but engagement is required across all departments of the County Council within the remit of the role.

Key Functions:

- To directly support and advise the Leader, Deputy Leader and Cabinet on issues within the remit of the role.
- To support the development of and maintain political links with key partner organisations within the remit of the role.
- To attend relevant Select Committee meetings, Advisory Panels and Boards and Executive Member Decision Days within the remit of the role.
- To actively support and represent Executive Members where appropriate and within the remit of the role.
- To promote and assist in the establishment and maintenance of partnership arrangements, engagement and communication with key local community and/or special interest and campaigning groups within the remit of the role.
- To assist in developing and managing engagement with key agencies within the remit of the role.
- To promote Hampshire County Council's objectives, policies and priorities within the remit of the role.
- To provide advice to support Executive Members in relation to the political impacts and management of County Council policy and service delivery developments linked to the extensive programme of transformation and change operating across all departments within the organisation within the remit of the role.

The role does not carry Executive decision-making powers but does provide political support and advice to any relevant Executive Member in fulfilling their role as required.

Key outcomes:

The essence of the Assistant to the Executive role is to help support and co-ordinate political engagement and to provide political advice and support for the developing work of the County Council in respect to the specific remit appointed to by the Leader and set out in the Constitution.

An Assistant to the Executive provides valuable additional capacity to enable the Executive to meet the challenges facing the County Council on specified issues, responding and taking into account levels of public and political interest. This may include the formation of a broad coalition or partnership across multiple agencies and groups to deliver an effective response to such challenges.

Assistant to the Executive - Climate Change

Primary Departmental Links: Principal link to ETE but engagement required across all departments of the County Council

Key Functional Areas:

- Directly supports and advises the Leader, Deputy Leader and Cabinet on the co-ordination of Climate Change policy, initiatives, and projects with particular emphasis on the Climate Emergency Declaration and Action Plan, and the Hampshire 2050 recommendations relating to Climate Change;
- Supports the development of and maintains political links with key partner organisations such as Hampshire district, parish and town councils, National Park Authorities, and neighbouring Councils, in relation climate change matters;
- Assists in the establishment and maintenance of partnership arrangements, engagement and communication with key local community and/or special interest and campaigning groups on climate change and environmental sustainability matters, such as WinACC;
- Assist in developing and managing engagement with key agencies involved with Climate Change initiatives and activity, such as Natural England, the Environmental sustainability Agency, and Hampshire Wildlife Trust;
- Promotes Hampshire County Council's objectives policies and priorities, and associated partnerships as a key contribution to helping to mitigate against further climate change and to develop greater resilience to climate change, across the county;
- Provides climate change 'proofing' advice to support Executive Members in relation to the political impacts;
- Political engagement and support to the Executive Member and Leader on the development of the Hampshire County Council Climate Change Action Plan and on the development of the Hampshire County Council Response to the Hampshire 2050 Commission in respect of Climate Change;
- Attends the Economy Transport and Environment Select Committee and supports and deputises as appropriate for the Executive Member.

The role does not carry Executive decision-making powers.

Key outcomes:

The essence of the role is to help support and co-ordinate political engagement and to provide political advice and support for the developing work of the County Council in respect of responding to climate change and the related issues around environmental sustainability to ensure that Hampshire develops a robust and effective framework. It will also require the formation of a broad coalition or partnership across multiple agencies and groups to deliver an effective response to the multi-faceted challenges posed by the Hampshire 2050 and the climate change agendas.

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