

# Agenda



**HYNDBURN**  
The place to be  
an excellent council

## Management Review Committee

**Tuesday, 17 January 2023 at 1.30 pm,**  
Queen Elizabeth Room, Scaitcliffe House, Ormerod Street, Accrington

### Membership

Chair: Councillor Miles Parkinson OBE  
Vice-Chair: Councillor

Councillors Marlene Haworth, Munsif Dad BEM JP and Paddy Short

### **A G E N D A**

**1. Apologies for absence, Substitutions, Declarations of Interest and Dispensations**

**2. Minutes of Last Meeting (Pages 3 - 4)**

To submit the Minutes of the meeting of the Management Review Committee held on 17<sup>th</sup> October 2022 for approval as a correct record.

**Recommended – That the Minutes be received and approved as a correct record.**

**3. JNC Head of Service Leave Allowance (Pages 5 - 8)**

To seek an uplift of one day's leave for a group of staff employed on JNC terms and conditions.

**Recommended** - That the Management Review Committee agree the uplift of one day in the maximum leave allowance for



**Heads of Service employed on grades Chief Officers (1) and Chief Officers (2).**

## MANAGEMENT REVIEW COMMITTEE

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**Monday, 17th October, 2022**

**Present:** Councillor Miles Parkinson OBE (in the Chair), Councillors Marlene Haworth and Melissa Fisher

**Apologies** Munsif Dad BEM JP

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**135 Apologies for absence, Substitutions, Declarations of Interest and Dispensations**

An apology for absence was submitted on behalf of Councillor Munsif Dad BEM JP.

Councillor Melissa Fisher acted as a substitute representative for Councillor Munsif Dad BEM JP.

There were no declarations of interest or dispensations.

**136 Minutes of Last Meeting**

The Minutes of the meeting of Management Review Committee held on the 2<sup>nd</sup> March 2020 were submitted for approval as a correct record.

**Resolved – That the Minutes be received and approved as a correct record.**

**137 Flexible Working Policy**

The Head of Policy and Organisational Development submitted a report to present a draft Flexible Working Policy for approval.

The Council adapted to hybrid working arrangements following COVID 19 (March 2020) and this has worked effectively and departments have adapted the change of working accordingly over the past couple of years. Many departments had to rapidly adapt new ways of working to keep the Council services running.

By July 2021, around 60% of staff were in work all the time, 20% of staff were coming in 2-3 days a week and the remaining 20% were almost entirely home-based.

Last Autumn restrictions started to relax and staff were instructed to return to the workplace for 2 or 3 days each week.

Members made a decision on 7<sup>th</sup> September 2021 to recommend retaining Hybrid working into the future and asked that officers work with Trade Unions on the policies and practices required to make this work effectively. Following this, a Smart Working Strategy was then formally agreed in February 2022.

In April 2022, all formal restrictions were lifted and we continued with hybrid working. This has minimise workplace transmission and subsequent sickness absence.

There has been reported concerns of not being able to contact staff when hybrid working especially from Elected Members. Steps are being put into place for this including working with teams that have staff shortages and assist with recruitment or reorganise staffing resources, reinforcing key messages to staff about expectations and the ICT team is looking at telephone numbers being linked up to network profiles so calls can be answered at work or at home.

The operation of the Smart Working Strategy will be reviewed in March 2023 through Scrutiny.

Councillor Miles Parkinson OBE raised concerns regarding communication with Council employees and referred to this as erratic, he would like to see improvements. He asked the Head of Policy and Organisational Development to seek further Councillor feedback in January 2023, prior to the Scrutiny review.

Councillor Marlene Haworth emphasised the points above and would like to see the telephony system to be moved quickly to benefit all.

Councillor Melissa Fisher supported the Flexible Working Policy.

**Resolved – The Management Review Committee approved the draft Flexible Working Policy.**

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed

# Agenda Item 3.

<b>REPORT TO:</b>	Management Review Committee	
<b>DATE:</b>	tbc	
<b>PORTFOLIO:</b>	Cllr Joyce Plummer - Resources	
<b>REPORT AUTHOR:</b>	Jane Ellis, Executive Director (Legal and Democratic)	
<b>TITLE OF REPORT:</b>	JNC Head of Service Leave Allowance	
<b>EXEMPT REPORT (Local Government Act 1972, Schedule 12A)</b>	<b>No</b>	Not applicable
<b>KEY DECISION:</b>	<b>No</b>	If yes, date of publication:

## 1. Purpose of Report

- 1.1 To seek an uplift of one day's leave for a group of staff employed on JNC terms and conditions.

## 2. Recommendations

- 2.1 That Management Review Committee agree the uplift of one day in the maximum leave allowance for Heads of Service employed on grades Chief Officers (1) and Chief Officers (2).

## 3. Reasons for Recommendations and Background

- 3.1 The majority of staff at Hyndburn are employed on NJC terms and conditions, which are negotiated nationally. The recent pay award, agreed with 2 of the 3 Trade Unions on the staff side, was for a salary uplift of £1925 on all spinal column points. This was a move away from the usual percentage uplift, although in some years such an uplift has been "bottom-loaded" to avoid paying below national minimum wage at the lower grades. The flat amount of increase applied whatever the annual salary.
- 3.2 It also included a percentage uplift in allowances (such as standby) and an additional day's annual leave from 1 April 2023. Leave entitlement increases with length of service, and at Hyndburn Borough Council this rises to a maximum 30 days. Specifically, the recent pay agreement says:

"The NJC has agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the

additional day's leave will be applied for all NJC staff, regardless of existing local arrangements."

- 3.3 There are a smaller number of senior staff employed on JNC terms and conditions. This includes 7 Heads of Service, as well as the 2 Executive Directors and the Deputy Chief Executive. Council Chief Executives have a separate negotiating body and have been awarded the same salary uplift as the other groups (again with no leave increase).
- 3.4 The agreement for JNC staff and for Chief Executives mirrored the salary uplift for NJC - £1925 per annum. However, it was silent on annual leave or allowances. The maximum leave entitlement for Heads of Service and our NJC staff is currently identical. The nationally agreed increase would therefore take NJC staff entitlement above that of our Heads of Service. The leave for Executive Directors, as well as the Deputy and Chief Executive, is already a higher level. Annual leave at these levels is agreed locally.
- 3.4 Unison has made a formal request for the leave for JNC Heads of Service to be increased by one day in line with NJC staff.
- 3.5 It is therefore proposed to increase, from 1 April 2023, the maximum leave entitlement of Heads of Service on JNC terms and conditions by 1 day (pro rata if part-time). No change is proposed for Executive Directors, the Deputy Chief Executive or the Chief Executive as they already receive an increased leave allowance.

#### **4. Alternative Options considered and Reasons for Rejection**

- 4.1 Leave entitlement could be left as it is. However, it should be noted that at this level the set increase represents a much smaller percentage increase in pay than for staff lower down the pay scale and this could have an impact on retention.

#### **5. Consultations**

- 5.1 Unison have made a specific request which is in line with this proposal.

#### **6. Implications**

<b>Financial implications (including any future financial commitments for the Council)</b>	None
<b>Legal and human rights implications</b>	None
<b>Assessment of risk</b>	None
<b>Equality and diversity implications</b> A <i>Customer First Analysis</i> should be completed in relation to policy	Attached on following pages.

*decisions and should be attached as an appendix to the report.*

7. **Local Government (Access to Information) Act 1985:**  
**List of Background Papers**

[Hyndburn Borough Council Pay Policy](#)

## **Customer First Analysis**

### **1. Purpose**

- What are you trying to achieve with the policy / service / function?

Create parity in the maximum leave allowance for Heads of Service and NJC staff from 1 April 2023, following national agreements which uplifts annual leave for one group but not the other.

- Who defines and manages it?

There is an agreed minimum leave entitlement which is agreed nationally. Anything beyond this is agreed locally. This year's national pay negotiations have awarded an additional day from 1 April 2023 to NJC staff. The agreement for JNC staff, while mirroring the pay uplift for NJC staff, did not include anything on annual leave.

- Who do you intend to benefit from it and how?

JNC staff in Head of Service roles, by gaining the same additional day's leave as the majority of staff. The organisation should benefit through increase retention and morale.

- How will you get your customers involved in the analysis and how will you tell people about it?

Unison, who represents a number of the staff affected by the proposed change, has made a formal request for this.

### **2. Evidence**

- How will you know if the policy delivers its intended outcome / benefits?

Staff feedback, retention of staff (although there are many other factors which could affect that).

- What existing data do you have on the people that use the service and the wider population?

There are 7 staff affected by the proposed change. 2 are female, 5 male.

- Are you using partners, stakeholders, and councillors to get information and feedback?

The change would need to be agreed by Management Review Committee.

### **3. Impact**

- Are some people benefiting more – or less - than others? If so, why might this be?

The proposed change would avoid JNC Heads of Service having a lower leave entitlement than NJC staff.

### **4. Actions**

- Present report to Management Review Committee to discuss and make a decision.