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## Joint Staffing Committee

**Tuesday, 10 March 2020 at 6.30 pm**

**Large & Small Committee Room - King George V House, King George V Road, Amersham, HP6 5AW**

### A G E N D A

#### Item

1 Evacuation Procedure

2 Apologies for Absence

3 Minutes (*Pages 5 - 8*)

To approve the minutes of the Joint Staffing Committee held on 21 January 2020.

4 Declarations of Interest

5 Pay Award 2020/21 (*Pages 9 - 14*)

*Appendix 1 (Pages 15 - 16)*

*Appendix 2 (Pages 17 - 18)*

6 Exclusion of the Public (if required)

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Paragraph 3	Information relating to the financial or business affairs of any particular persons (including the authority holding that information).
Paragraph 4	Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter raising between the authority or a Minister of the Crown employees of, or office holders under, the authority.

7 Staffing Matters 1

*Reasons for restriction: Paragraph(s) 3, 4*

8 Staffing Matters 2

*Reasons for restriction: Paragraph(s) 3, 4*

**Note:** All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Joint Staffing Committee**

Councillors: I Darby (Co-Chairman)  
 N Naylor (Co-Chairman)  
 C Jones  
 P Jones  
 D Phillips  
 M Smith  
 M Stannard  
 R Bagge  
 B Harding  
 P Kelly  
 D Saunders  
 L Sullivan

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**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
JOINT STAFFING COMMITTEE  
held on 21 JANUARY 2020**

**PRESENT:** Councillor N Naylor (SBDC) - Chairman  
" I Darby (CDC) - Vice Chairman

Councillors: C Jones (CDC)  
P Jones (CDC)  
M Smith (CDC)  
R Bagge (SBDC)  
P Kelly (SBDC)  
D Saunders (SBDC)

**APOLOGIES FOR ABSENCE** were received from Councillors D Phillips (CDC), M Stannard (CDC) and L Sullivan (SBDC).

**ALSO IN ATTENDANCE:** Councillor M Titterington (CDC)

**66 MINUTES**

The minutes of the Joint Staffing Committee held on 4 November 2019 were approved and signed by the Chairman as a correct record.

**67 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**68 HUMAN RESOURCES UPDATE**

The Committee received an update on key employment data and HR projects from the HR Manager, which covered the following:

- The number of joiners and leavers continued to fluctuate, with the most common reason for leaving being cited as the impending transition to the new council. A change freeze had been put in place from December 2019 which meant only business critical roles were being recruited to pre-transfer. As a result, there had been a rise in temporary contracts and agency workers.

- Sickness levels continued to drop with the average number of days lost per employee to date for 2019/20 being 4.13, the projected number for the full year was 6.2 days which was well below the national average.
- The TUPE consultation ended on 17 January and the next step was for a letter to be sent to all staff informing them of their new employer being Buckinghamshire Council from 1 April. All terms and conditions of employment would be transferred unchanged.
- The consultation to change the pay date to the last working day of the month as a result of the move to one finance, payroll and HR system (SAP) ended on 17 January. An email would be sent to all staff on 27 January requesting consent to the change. If any staff wished to withhold consent they would be required to formally put this in writing to the HR Manager by 14 February. As a result of concerns raised during conversations with staff, the bridging loan repayment period would be extended to 11 months. A further range of communications were in the process of being shared with staff to ensure all were prepared for the move to SAP.
- The new corporate directors were recruited in October 2019 and had commenced their roles with the new Council. There remained one corporate director post vacant which was currently being advertised.
- There were five senior managers who had not secured a post in the new council. A detailed report would be presented to the Joint Staffing Committee in February outlining proposals for these post holders.
- A Health and Wellbeing survey took place in December 2019, 13% of Chiltern and South Bucks employees responded and there was some disparity between county council and district council responses. A repeat survey would be undertaken in March which would be supported by a communication strategy to promote responses.
- Chiltern and South Bucks had been named as finalists at the Reward and Employee Benefit Association Wellbeing Awards under 'Best New Wellbeing Strategy' and 'Best Wellbeing Engagement'. This reflected the councils' investment into improving staff wellbeing and the culture of the organisation as had been reflected in the reduced sickness levels.

Members congratulated the HR Manager, HR team and all staff on being nominated for the above awards. Members agreed that holding a small thank you function for staff prior to the end of the Councils should be further explored.

A concern was raised over the figure set aside in the Buckinghamshire Council budget for a staffing agency which caused concern that temporary staff would not buy in to the council culture the same way a full time appointment would, in addition to causing the Council additional fees. It was advised that the aim was to employ to permanent posts where possible, although there were areas such as planning, children's services and adults' services where there were national shortages and a need to run at an established staffing level which

meant the employment of agency staff was required at the current time. It was understood the new council had plans to reduce this.

In response to a query raised by a member, it was confirmed that Heads of Service had been particularly active in managing sickness absence and the sickness levels for 2019/20 had reflected this. There remained a responsibility on Heads of Service to get staff involved with staff surveys, respond to the results of these surveys and stay on top of absence levels.

It was **RESOLVED** that the report be noted.

## **69 EXCLUSION OF THE PUBLIC (IF REQUIRED)**

**RESOLVED** that under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

## **70 PAY AWARD 2020/21**

The Committee considered a report on an inflationary pay award offer for April 2020/21 for staff on the Harmonised Contract (all staff below Head of Service level) as well as Heads of Services. Both groups of staff have locally determined pay.

UNISON had submitted its local pay claim and the next step following the Joint Staffing Committee's agreement on the CSB offer was to negotiate with the unions and staff prior to presenting a further report to the Committee in February.

A detailed discussion ensued, and the Committee was in agreement that efforts should be made to ensure that those on the lowest pay scale would be paid an hourly rate of at least £10 per hour, a change which would only affect a minimal number of staff. To reflect this, Councillor R Bagge proposed an additional recommendation (recommendation 3 noted below), this was seconded by Councillor P Jones and agreed unanimously by the committee.

Following detailed discussion, it was **RESOLVED**: -

1. To make a 2% pay award offer for April 2020/21 for all staff on the Harmonised Contract and to Heads of Services who transfer to Buckinghamshire Council.
2. To note that the draft budget for Buckinghamshire Council incorporates a 2% pay uplift for all staff. The cost of a 2% uplift for Chiltern and South Bucks District staff is £279k inclusive of NI/Superannuation.

## Item 3

3. That the Head of Paid Service in consultation with the HR Manager adjust the pay spines as necessary to ensure that all staff would be paid a minimum hourly rate of £10.

**The meeting ended at 7.22 pm**

<b>SUBJECT:</b>	Pay Award 2020/21 for staff on the Harmonised Contract and Heads of Services
<b>REPORT OF:</b>	Jim Burness, Director of Resources and Acting Head of Paid Service
<b>RESPONSIBLE OFFICER</b>	Jim Burness, Director of Resources and Acting Head of Paid Service
<b>REPORT AUTHOR</b>	Louise Cole, HR Manager, <a href="mailto:lcole@chiltern.gov.uk">lcole@chiltern.gov.uk</a> , <a href="mailto:louise.cole@southbucks.gov.uk">louise.cole@southbucks.gov.uk</a> , 01494 732015
<b>WARD/S AFFECTED</b>	N/A

### 1. Purpose of Report

To consider and agree the final inflationary pay award for April 2020/21 for staff on the Harmonised Contract (all staff below Head of Service level) and also for Heads of Services. Both groups of staff have locally determined pay.

### RECOMMENDATIONS

1. **To award a 2% pay uplift for April 2020/21 for all staff on the Harmonised Contract and to Heads of Services who transfer to Buckinghamshire Council.**
2. **To note that the draft budget for Buckinghamshire Council incorporates a 2% pay uplift for all staff. The cost of a 2% uplift for Chiltern and South Bucks District staff is £279k inclusive of NI/Superannuation.**
3. **To award a 5% pay uplift for the 1 employee on 1E/2A in order to ensure a minimum of £10 per hour.**
4. **To give an accelerated increment to the 7 employees on 2B to 2C in order to ensure an appropriate pay differential within Grade 2.**
5. **To note that the cost of the 5% uplift and the accelerated increase would be £4904 and this would be met from the draft budget for Buckinghamshire Council.**

### 2. Reasons for Recommendations

2.1 The negotiation of the locally determined pay award is a matter for Chiltern and South Bucks District Councils.

2.2 At its meeting on the 21<sup>st</sup> January the JSC considered the inflationary pay award and agreed to offer: -

- A 2% pay uplift for staff on the Harmonised Contract and to Heads of Services who transfer to Buckinghamshire Council;

- To delegate authority to the Head of Paid Service in consultation with the HR Manager to adjust the pay spines as necessary to ensure that all staff would be paid a minimum hourly rate of £10.

2.3 Following the JSC meeting in January consultation commenced with staff and UNISON. The staff consultation period was open from 23<sup>rd</sup> January to 7<sup>th</sup> February. No feedback was received from staff during the consultation period.

2.4 This offer has also been put forward to UNISON for negotiation. UNISON have not responded to this offer by the 28<sup>th</sup> February as requested. Please see section 3.3.1

### **3. Content of Report**

#### **3.1 Background**

- 3.1.1 At its meeting on the 21<sup>st</sup> January the JSC gave consideration to the pay award offer. In so doing it considered the context of moving to a single employer and the need to balance affordability and consistency across staff groups.
- 3.1.2 The JSC noted that the pay award offers made in Aylesbury Vale District Council (AVDC) and Buckinghamshire County Council (BCC) (both of which have locally determined pay awards) were expected to be in the order of 2%.
- 3.1.3 It was noted that at BCC a budget provision had been made which equated to 2% across the pay bill. However, BCC operates a Contribution Based Pay scheme (CBP) which is made up of two elements, a general pay uplift and a non-consolidated performance bonus. A combination of these elements means that some employees will receive more than 2% pay uplift and others less but the overall total spend will be contained within the 2% envelope.
- 3.1.4 At Wycombe District Council (WDC) pay awards are determined nationally.

#### **3.2 Consultation and Negotiation**

3.2.1 Staff have been consulted on the following offer: -

- a 2% pay uplift for staff on the Harmonised Contract on pay spines 2B-13D and Heads of Services;
- an adjustment to the pay award and pay spine to ensure a minimum pay point of £10 per hour.

3.2.2 The staff consultation period was open from 23<sup>rd</sup> January to the 7<sup>th</sup> February. No feedback was received from staff during the consultation period.

3.2.3 Chiltern and South Bucks are required to negotiate with UNISON under its Recognition and Procedural Agreement. At the time of writing this report UNISON have not responded to the offer. It has stated that it wishes to ballot its members but will not do so unless AVDC

and Chiltern and South Bucks increase their offers to 2.3%. UNISON has stated that a 2.3% increase will bring C&SB in line with the BCC offer. Clarification has been given that the average pay award in BCC is 2% and BCC, AVDC and Chiltern and South Bucks are making consistent offers taking in to account the different pay and reward systems in place in each council.

3.3 Current Position

- 3.3.1 BCC have made an award which equates to 2% across the pay bill as described in 3.1.3 above. It has also agreed to target the lowest spinal points which will mean that the hourly rate for those on the lowest spinal point will be £9.61 from 1<sup>st</sup> July. It has not made an offer that the minimum is £10 per hour as anticipated.
- 3.3.2 The AVDC pay award is still under negotiation but it was anticipated that the final pay offer will be 2%.
- 3.3.3 WDC pay awards are subject to national negotiation. These negotiations are on-going. The unions have put in a claim for 10% and the NJC have countered that with a 2% offer which has been rejected. The NJC is currently considering if to improve the offer or remain at 2% in which case it is expected that a pay deal for 2020/21 cannot be achieved at 2%.
- 3.3.4 UNISON's original local pay claim was 5.25% across the board increase on all salary points and allowances and a minimum pay point of £10 per hour.

3.4 Pay Scale/Pay Award Adjustment to achieve £10 per hour minimum

- 3.4.1 At its last meeting the JSC agreed to delegate authority to the Head of Paid Service to adjust the pay spines in order to ensure a minimum hourly rate of £10 per hour. The rationale for this was:-
- It was understood BCC and AVDC would be making a similar offer;
  - It would bring the bottom of the C&SB pay spine in line with the new BC pay spine;
- 3.4.2 It has since been established that AVDC have made an offer which would mean that a minimum of £10 an hour is paid and BCC's offer equates to a minimum of £9.61.
- 3.4.3 The additional cost to adjust the pay spines to 5% for staff on the harmonised contract to reach a minimum of £10 per hour is £555 per annum as this affects only 1 employee.
- 3.4.4 Please note however, there are 6 casual workers who are currently engaged with us on a temporary ad hoc basis who would also receive an hourly rise if the pay spine were uplifted. Given that their working hours vary it is not possible to predict the cost over the year.

- 3.4.5 It is further recommended that the 7 employees who will be on 2B on 1<sup>st</sup> April are given an accelerated increase to 2C to ensure appropriate pay differentiation at the bottom of the pay grade 2. This would cost £4349 per annum as it equates to an uplift of £607 per employee.
- 3.4.6 The pay spines for staff on the Harmonised Contract and for Heads of Services are attached at Appendices 1 and 2. Both are updated to show the impact of a 2% and 5% pay rise in April 2020.

#### **4. Consultation**

- 4.1 The recommendations in this report are subject to negotiation with UNISON and staff in line with the Recognition and Procedural Agreement between UNISON and CDC and SBDC.

#### **5. Proposals**

- 5.1 The recommendation is to make a 2% pay award offer for April 2020/21 for staff on the Harmonised Contract and to Heads of Services who transfer to Buckinghamshire Council. To make a 5% uplift to the employee on 1E/2A. To award an accelerated increase to the 7 employees who are on 2B to move to 2C to ensure the appropriate pay differential in grade 2.

#### **6. Corporate Implications**

- 6.1 If the 2% proposal was to be implemented the cost for the pay bill of the Buckinghamshire Council would be approximately £279K inclusive of NI/Superannuation. For context the total pay bill for BC is £173m (excluding schools).

- 6.2 The Buckinghamshire Council has made an overall 2% provision for pay increases in its draft budget for 2020/21.

#### **7. Links to Council Policy Objectives**

- 7.1 Retaining and recruiting the best staff is critical to the delivery of services to our customers and the success of Buckinghamshire Council.

#### **8. Next Step**

- 8.1 The JSC agree the final pay award and the uplift is made on the 1<sup>st</sup> April 2020.

- 8.2 In usual circumstances where there is a failure to agree in the negotiating forum a timetable of on-going meetings will be arranged. Given that the Chiltern and South Bucks negotiating forum will cease to operate after the 1<sup>st</sup> April it is uncertain how or if an on-going dispute might be resolved but it is expected that this will be a matter for Buckinghamshire Council.

**Background Papers:**

None other than referred to in this report and Appendices.



Spine Points	New Salary with 2%	Hourly rate with 2%	New Salary with 2%	Hourly rate with 2%	Hourly rate with 5%
	w.e.f. 1.4.19	w.e.f.1.4.19	w.e.f.1.4.20	w.e.f. 1.4.20	w.e.f. 1.4.20
1A	£16,337	£8.47	£16,664	£8.64	No longer in use
1B	£16,862	£8.74	£17,199	£8.91	No longer in use
1C	£17,400	£9.02	£17,748	£9.20	No longer in use
1D	£17,957	£9.31	£18,317	£9.49	No employees at this point.
1E/2A	£18,524	£9.60	£18,895	£9.79	£10.08 1 employee
2B	£19,104	£9.90	£19,486	£10.10	7 employees accelerated incremental rise to 2C
2C	£19,699	£10.21	£20,093	£10.41	
2D	£20,310	£10.53	£20,717	£10.74	
2E/3A	£20,938	£10.85	£21,356	£11.07	
3B	£21,578	£11.18	£22,009	£11.41	
3C	£22,233	£11.52	£22,678	£11.75	
3D	£22,905	£11.87	£23,363	£12.11	
3E/4A	£23,593	£12.23	£24,065	£12.47	
4B	£24,293	£12.59	£24,779	£12.84	
4C	£25,013	£12.96	£25,513	£13.22	
4D	£25,748	£13.35	£26,263	£13.61	
4E/5A	£26,500	£13.74	£27,030	£14.01	
5B	£27,270	£14.13	£27,816	£14.42	
5C	£28,054	£14.54	£28,615	£14.83	
5D	£28,856	£14.96	£29,433	£15.26	
5E/6A	£29,677	£15.38	£30,271	£15.69	
6B	£30,512	£15.82	£31,122	£16.13	
6C	£31,368	£16.26	£31,996	£16.58	
6D	£32,241	£16.71	£32,885	£17.05	
6E/7A	£33,129	£17.17	£33,791	£17.51	
7B	£34,036	£17.64	£34,717	£17.99	
7C	£34,963	£18.12	£35,662	£18.48	
7D	£35,908	£18.61	£36,627	£18.98	
7E/8A	£36,867	£19.11	£37,604	£19.49	
8B	£37,844	£19.62	£38,601	£20.01	
8C	£38,838	£20.13	£39,614	£20.53	
8D	£39,847	£20.65	£40,644	£21.07	
8E/9A	£40,872	£21.19	£41,690	£21.61	
9B	£41,917	£21.73	£42,755	£22.16	
9C	£42,974	£22.27	£43,833	£22.72	
9D	£44,050	£22.83	£44,931	£23.29	
9E/10A	£45,139	£23.40	£46,041	£23.86	
10B	£46,243	£23.97	£47,168	£24.45	
10C	£47,364	£24.55	£48,312	£25.04	
10D	£48,501	£25.14	£49,471	£25.64	
10E/11A	£49,653	£25.74	£50,647	£26.25	
11B	£50,822	£26.34	£51,838	£26.87	
11C	£52,003	£26.95	£53,043	£27.49	
11D	£53,197	£27.57	£54,261	£28.12	
11E/12A	£54,407	£28.20	£55,495	£28.76	
12B	£55,633	£28.84	£56,746	£29.41	
12C	£56,871	£29.48	£58,009	£30.07	
12D	£58,123	£30.13	£59,285	£30.73	
12E/13A	£59,387	£30.78	£60,575	£31.40	
13B	£60,654	£31.44	£61,867	£32.07	
13C	£61,716	£31.99	£62,950	£32.63	
13D	£63,626	£32.98	£64,898	£33.64	



Classification: OFFICIAL

## Appendix 2

### Head of Services Pay Spine

Spine Point	2% Increase WEF 1.4.18	2% Increase WEF 1.4.19	2% Increase WEF 1.4.20
HS1	£68,604	£69,977	£71,377
HS2	£72,893	£74,351	£75,838
HS3	£75,038	£76,539	£78,070
HS4	£80,394	£82,002	£83,642

Classification: OFFICIAL

