

**Agenda for Personnel Committee  
Monday, 6th February, 2023, 10.00 am**

**Members of Personnel Committee**

Councillors: I Thomas (Chair), M Allen, M Armstrong, P Arnott, D Bickley, K Blakey, F Caygill, B De Saram, A Dent, I Hall, P Hayward, J Loudoun, N Hookway, C Pepper and E Wragg

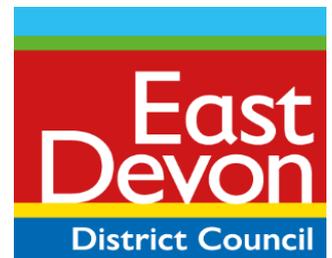
**Venue:** Council Chamber, Blackdown House, Honiton

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(or group number 01395 517546)

25 January 2023



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- 1 Public speaking
- 2 Minutes of the previous meeting held on 28 November 2022 (Pages 3 - 6)  
To agree the minutes of the previous meeting held on 28 November 2022.
- 3 Apologies
- 4 Declarations of interest  
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 5 Matters of urgency  
Information on [matters of urgency](#) is available online
- 6 Confidential/exempt item(s)  
To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.
- 7 **Director recruitment update** (Pages 7 - 9)
- 8 **Pay Policy Statement annual review** (Pages 10 - 13)
- 9 **Apprentice Pay Policy revisions proposal** (Pages 14 - 17)
- 10 **People data** (Pages 18 - 25)
- 11 **Personnel Forward Plan** (Page 26)

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If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting.

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[Decision making and equalities](#)

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**EAST DEVON DISTRICT COUNCIL**

**Minutes of the meeting of Personnel Committee held at Council Chamber, Blackdown House, Honiton on 28 November 2022**

**Attendance list at end of document**

The meeting started at 10.02 am and ended at 11.18 am

**48 Public speaking**

None.

**49 Minutes of the previous meeting**

The minutes of the previous meeting held on 19 May 2022 were confirmed as a true record.

**50 Declarations of interest**

Minute 57 District and Parish Council Elections – scale of fees  
Councillor Paul Hayward, Affects Non-registerable Interest; employed by Town and Parish councils.

**51 Matters of urgency**

None.

**52 Confidential/exempt item(s)**

None.

**53 Review Reward update**

The Committee received an update on the progress of the changes to the Council's grade and pay rates, known as the "Reward Review".

The report included the revised pay and grading structure, which reflected the Real Living Wage, and took account of the 2022/23 NJC Pay Award. The variations in policy would come into effect from 1 January 2023.

Work was ongoing with a small number of staff who were identified as being adversely affected by the proposals, with the progression of actions to resolve these by means of job evaluation review, new market supplements or pay protection.

The impact of the Reward Review will be measured through the regular people data reporting to the Committee and to the Senior Management Team. Particular focus will be on turnover and vacancy rates, and feedback from staff will also be sought. Other measures, such as a new recruitment video launch, and exploring an improved staff benefits officer, will run alongside the monitoring.

Comments from the Committee included:

- Positive comments on the recent recruitment video

- Low feedback from staff during the consultation period demonstrated comfort from the majority
- Welcomed steps to assist those adversely affected
- Thanks and appreciation for the vast work involved in bringing this work to the point of implementation
- Welcomed inclusion of the Real Living Wage
- Increase in pay made working for the authority more attractive for recruitment.

**RESOLVED** that the revised pay and grading structure and the next steps, including the methods to be used to evaluate impact, be noted.

#### 54 **Monitoring Officer recruitment**

The committee considered the report of the Chief Executive, setting out the proposed recruitment arrangements and the requirements for selection. The Committee were asked to nominate members for the Interviewing Sub Committee, which was a requirement for the appointment of this statutory role. The Sub Committee would then recommend to Council, who would make the final appointment.

Aspects of the process were clarified for the committee, including the short listing process, and isometric testing. The interim arrangements were also welcomed. The Committee wanted to record their thanks to the outgoing Monitoring Officer for his service.

The committee were assured that the recruitment process, despite the difficulties expected by the consultants, would help deliver the best quality of candidates for the role. The revised job title and the recent agreed pay increase would also be included in the advertisement of the role.

The Chair advised that group members should carefully consider those members of the Personnel Committee best suited to the Interviewing Sub Committee, and advise the Chief Executive of that choice. The Committee agreed that the Interviewing Sub Committee should be chaired by the Chair of the Personnel Committee.

**RESOLVED** that the Committee:

1. Note the recruitment process to date, including use of an executive search agency to support this;
2. Confirm the requirement to convene the Interviewing Sub Committee (chaired by the Chair of Personnel Committee) as part of the recruitment and selection process and nominate members from the Personnel Committee to undertake this role.

**RECOMMENDED to Council** that the interim arrangements for the role of Monitoring Officer be approved.

#### 55 **HR Policies Review to reflect Chief Officer Conditions of Service Model Procedures**

The HR Manager presented her report that set out the proposed changes to relevant HR policy, and consequential changes to the Constitution, to reflect the model procedures set out in the Joint Negotiating Committee for Chief Officer and Chief Executive conditions of service handbooks. This reflected the recommendations of the East of England Local Government Association's Learning Review.

The Vice Chair reflected that the updates took account of good practice and national guidelines, and supported the changes.

The Leader requested that a personal comment be recorded that he considered that the EELGA Learning Review should have interviewed all three of the stipulated consultees, rather than just the two who were actually consulted.

**RESOLVED** that the changes to HR policies and procedures, as set out in the report, are agreed.

**RECOMMENDED to COUNCIL**

That the Constitution be amended to reflect the consequential changes to those HR policies and procedures agreed by Personnel Committee on 28 November 2022.

56 **People Data Monthly Report**

The Committee received their update report on People Data. Sickness absence was highlighted as showing an increase, contributed to levels of Covid cases again, and an increase in cases relating to mental health. Work continues to help those staff, as well as help maintain the wellbeing of staff still in work, through the initiatives in place.

A suggestion was put forward to set a more aspirational target for filling vacancies; discussion took place on the measures in place to keep this below the standard 100 days, however factors such as periods of notice were out of the control of the authority. The Committee were reminded that monitoring of the Key Performance Indicators was regularly reported to the Scrutiny Committee.

**RESOLVED** to endorse the content of the report.

57 **District and Parish Council Elections - Scale of Fees**

The Chief Executive presented his report outlining the response to the report of the internal auditors into Election Expenditure, namely a revised scale of fees for the 2023 elections and publication of the scale on the Council's website.

His report also sought agreement to recommend to Council an enhanced level of payment to Presiding Officers Poll Clerks and Count Staff. He outlined his experience of increased difficulty in recruiting election staff over recent years, the report setting out some of the factors that had led to this difficulty.

The Committee raised questions on the protection of election staff from confrontation or verbal abuse in polling stations. There was an acknowledgement that the role had increased pressure because of legislative changes requiring identification for voters. Selection of Presiding Officers was carefully made, as well as training provided to help provide those officers with the knowledge of their rights, and means of contact for assistance if required.

The Committee also raised the behaviour of tellers outside of polling stations, which could be over enthusiastic at times; again, the Chief Executive confirmed that the training to Presiding Officers included information about what tellers could undertake; and candidates and agents were encouraged to fully brief their tellers about what was acceptable.

In response to a question about a shortfall of election staff, the Committee were reassured that there were a number of interventions in place to deliver the election process; however, the level of commitment by individuals had diminished over the years. A level of pay that reflected the importance of the work, and the unsocial hours associated with the work, would go some way to resolve that.

**RECOMMENDED to COUNCIL**

1. That the updated Scale of Fees set out in Appendix 2 of the report be approved and that when approved, the Scale of Fees is published on the Council's website;
1. That an enhanced level of payment to Presiding Officers, Poll Clerks and Count Staff as set out in the report, be approved.

**Attendance List**

**Councillors present:**

K Blakey  
B De Saram  
P Hayward  
J Loudoun  
N Hookway  
E Wragg

**Councillors also present (for some or all the meeting)**

None

**Officers in attendance:**

Joanna Fellows, Corporate HR Manager  
Debbie Meakin, Democratic Services Officer  
Mark Williams, Chief Executive

**Councillor apologies:**

M Allen  
M Armstrong  
D Bickley  
I Hall

Chair .....

Date: .....

Report to: Personnel Committee

Date of Meeting 6th February 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



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## Director Recruitment

### Report summary:

To update on the recruitment process for the Director of Governance and Licensing (Monitoring Officer) role and advise on the need to recruit to the Director of Housing, Health and Environment role.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That Committee:

- Note the recruitment process to date for the Director of Governance and Licensing role.
- Confirm the requirement to convene the Interviewing Sub Committee as part of the upcoming recruitment and selection process for the Director of Housing, Health and Environment post.

### Reason for recommendation:

The appointment of the Head of Paid Service and Chief Officers requires approval by Council, following the recommendation of the Interviewing (Chief Officers) Sub Committee, as set out in the Personnel Committee Terms of Reference and the Employment Procedure Rules.

Officer: Mark Williams, Chief Executive

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

## **Equalities impact** Low Impact

Recruitment and selection will be undertaken in accordance with employment and equality law and the Council's procedures.

## **Climate change** Low Impact

**Risk:** Low Risk; Failure to recruit to this key role in the Council could lead to service disruption and inability to undertake Council business.

**Links to background information** [221128 Monitoring Officer recruitment Personnel Ctte report.pdf \(eastdevon.gov.uk\)](#)

## **Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## **Report in full**

1. This report provides an update on the progress of recruitment following the resignation of the Strategic Lead for Governance and Licensing (Monitoring Officer). The current Director of Housing, Health and Environment has recently advised of his intention to retire this summer and the report therefore also advises on the steps required to recruit to this post.

## **2. Background**

- 2.1. Directors are designated as Chief Officers on Joint Negotiating Committee (JNC) Chief Officer terms and conditions.
- 2.2. The Council's Employment Procedure Rules (*Part 4, paragraph 4.8 of the Constitution*) state that full Council will approve the appointment of the Head of Paid Service or a Chief Officer following the recommendation of such an appointment by the Interviewing (Chief Officer) Sub Committee, which consists of seven councillors drawn from the membership of the Personnel Committee which shall include at least one member of the Cabinet (subject to the rules relating to political balance / proportionality) (*Personnel Committee Terms of Reference, Part 3, Section 2, paragraph 2.10.6*).

## **3. Director of Governance and Licensing (Monitoring Officer) Recruitment Update**

- 3.1. This post became vacant from 24<sup>th</sup> January 2023, with interim arrangements agreed by Committee on 28<sup>th</sup> November 2022. The recruitment process commenced in early December and interviews are being held on 7<sup>th</sup> February. If an appointment is made plans will then be made for appropriate onboarding and induction. Members will be advised further following the interview process.

## **4. Director of Housing, Health and Environment Recruitment**

- 4.1. The current postholder has advised of his planned retirement in August 2023. To provide a short period of handover it is proposed that recruitment commences as soon as possible. The executive recruitment agency, selected to undertake the Monitoring Officer recruitment, will also support with this role. The timeline will be as follows:
  - February – preparation work undertaken and recruitment advertising commences, with potential candidates approached by the agency.
  - Mid-March – Closing date for applications.
  - Late March/April – Shortlisting and selection process, including Sub Committee interviews and Full Council ratification.
  - Mid/late July (Tbc) – Successful candidate commences employment (subject to notice requirements).

- 4.2. The executive recruitment agency will liaise with potential candidates, develop a recruitment campaign and support the selection process. Using an agency provides the Council with access to a wider range of potential candidates and specialist advice and support, which is particularly helpful given the continuing challenging employment market.
- 4.3. As set out in the Constitution, the Interviewing Sub Committee will be required to make recommendations to Full Council about the proposed appointment. Membership of the Committee consists of seven members of Personnel Committee and names will be sought in due course to undertake this role, taking into account the Terms of Reference as described at paragraph 2.4. Following confirmation of the Sub Committee membership, the Head of Paid Service and HR Manager will liaise with them to confirm the interview date and to provide advice and support.
- 4.4. It is hoped that there will be a period of handover between the new appointee starting and the current postholder's retirement.

5. Committee will be kept informed.

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**Financial implications:**

Cost of recruitment is built into a general allowance within salary budgets across the Council.

**Legal implications:**

The legal position is detailed in the report and no further comment is required.

Report to: Personnel Committee

Date of Meeting 6<sup>th</sup> February 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Pay Policy Statement 2023/24

### Report summary:

The annual review of the Council's Pay Policy Statement, as required under the Localism Act and Constitution.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Personnel Committee recommend to Council the adoption of the Pay Policy Statement 2023/24.

### Reason for recommendation:

Part 3, Paragraph 2.10.5b of the Constitution requires the Personnel Committee to consider and make recommendations to Council in relation to the Pay Policy Statement in line with the Localism Act, which requires the Council to review its Pay Policy Statement on an annual basis.

Officer: Jo Fellows, HR Manager. Email: [jfellows@eastdevon.gov.uk](mailto:jfellows@eastdevon.gov.uk)

### Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** The current Pay Policy Statement is available at: [Pay policy statement for senior officers - East Devon](#). The Council's Data Transparency Code information relating to pay is available at: [Pay and reward policies and senior staff pay - East Devon](#). Recent grade and chief officer clarification changes are as set out in [221128 Reward Review Update to Personnel Comittee DRAFT.pdf \(eastdevon.gov.uk\)](#) and [221128 Personnel Ctte chief officer procedures DRAFT.pdf \(eastdevon.gov.uk\)](#).

### **Link to Council Plan**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

### **Report in full**

1. The Localism Act 2011 requires councils to annually prepare and approve a Pay Policy Statement setting out its policy for each financial year relating to the remuneration of Chief Officers and other employees and the relationship between the pay of Chief Officers and the lowest paid employee. The Personnel Committee must consider and make recommendations to Council in relation to the Pay Policy Statement.
  2. Appendix 1 sets out the proposed Pay Policy Statement for 2023/24, with the amendments from the previous year shown in red. The main amendments relate to the new grading structure agreed through the Reward Review and clarification of Chief Officer (Director) roles linked to the Reward Review and the Learning Review which incorporated the JNC Chief Officer model procedures into local policy.
  3. Paragraph 5 in the Pay Policy Statement includes references to the pay multiple, which illustrates the relationship between the lowest and highest paid employees in the Council. The pay multiple figure is currently 5.9:1, which remains within the Council's agreed 10:1 maximum ratio and is below the previous year's figure of 6.6:1 due to the impact of the Reward Review.
  4. In line with Government guidance, the Pay Policy Statement is published on the Council's website once agreed.
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### **Financial implications:**

There are no direct financial implications to comment on.

### **Legal implications:**

The legal position is detailed in the report and no further comment is required.

## Appendix 1

# Pay Policy Statement (April 2023 - March 2024)

### 1. Introduction

- 1.1. Section 38 of the Localism Act 2011 requires English and Welsh local authorities to produce a statutory pay policy statement for each financial year which sets out the council's policies relating to the remuneration of chief officers (a term which includes both statutory and non-statutory chief officers) and the relationship between the remuneration of the highest and lowest paid.
- 1.2. This document sets out East Devon District Council's pay policy statement which is reviewed annually and published on the Council's website.
- 1.3. In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive. We have already adopted a pay and reward **strategy policy** which complements this pay policy statement and seeks to ensure that pay and reward systems facilitate the retention and recruitment of employees with the right skills and capabilities and takes account of regional and national variations and local market factors.
- 1.4. The Council has adopted the Code of Recommended Practice for Local Authorities on Data Transparency, in respect of its approach to publication of and access to information relating to the remuneration of senior officers. This includes Senior Salaries data which has the details of the remuneration of the authorities' senior staff, including key responsibilities and allowances. This is published on the Council's website and/or in the Annual Statement of Accounts.

### 2. Definitions

- 2.1. For the purposes of this statement chief officers are the:
  - 2.1.1. Chief Executive Officer
  - 2.1.2. ~~Strategic Leads~~ **Directors** including section 151 officer and monitoring officer responsibilities
  - 2.1.3. ~~Service Leads.~~
- 2.2. For the purposes of this statement officers (including the lowest paid employees) are those on grades 1-44**8** of the local determined grading structure. The lowest paid employees are defined as employees paid on Spinal Column Point 4**7** of the National Joint Council for Local Government Services (NJC) Pay Scale (the lowest point of grade 1).
- 2.3. Spot salaries - These are salaries which are a specific sum and are not related to a grade with increasing levels of pay.
- 2.4. Pay multiple - This is calculated by comparing all taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of benefits in kind) for the chief executive compared to median earnings and the lowest paid in the organisation.

### 3. Officers (including Lowest Paid Employees)

- 3.1. Officers on grades 1-44**8** of the local determined grading structure are eligible for annual incremental increases up the NJC pay scale set out within their grade until they reach the top of their grade. Any annual pay awards are determined by national NJC agreement. A job evaluation scheme is used to determine the grade for each post.

#### 4. Chief Officers

- 4.1. The Chief Executive and Chief Officers on grades CO1 or CO2 9 and 10 are subject to Joint Negotiating Committee (JNC) for Chief Executive/Chief Officer terms and conditions, ~~those on STL1 and STL2 grades are on either JNC or NJC conditions depending on the post and Service Leads are on NJC conditions.~~ All grades, except the Chief Executive who is on a spot salary, are salary progression to the top of the relevant grade. Salaries are based on job evaluation points which relate to the pay and grading structure for senior officers as designed by South West Regional Employers.
- 4.2. The Personnel Committee is responsible for considering and recommending the appointment, remuneration and terms in the event of the cessation of employment of senior officers, in line with its Terms of Reference, the Pay Policy Statement, the Council's employment policy and statutory regulations and guidance.
- 4.3. At present, there are no additional payments made to senior officers which specifically relate to performance such as performance related pay or bonuses.
- 4.4. Any termination payments to senior officers where the value is over £100K, on ceasing office will comply with our redundancy policy and only be made with the express approval by full council.
- 4.5. The Committee would not normally recommend the re-employment of individuals to senior officer positions who have recently left the Council (for any reason) in any capacity (either as an employee, consultant or contractor). If this does occur, it will be subject to the provisions of the Modification Order.
- 4.6. As outlined in the Pay and Reward ~~Strategy~~ **Policy** the use of market supplements may be applied in certain circumstances.
- 4.7. Additional payments are made by central government to officers carrying out additional duties at elections. These payments are not within the scope of this policy.

#### 5. Relationship between Chief Officers and employees who are not Chief Officers

- 5.1. The Data Transparency Code requires authorities to publish the ratio of chief executive to median earnings, as a means of illustrating the relationship between the lowest and highest paid. Through this pay policy statement we will track this multiple annually and will publish the following information on the Council's website, as part of the Data Transparency Code information:
  - 5.1.1. details of the taxable remuneration to calculate the Median FTE pay for the workforce
  - 5.1.2. the remuneration of the lowest paid employee
  - 5.1.3. the annual Median FTE of the authorities workforce.
- 5.2. Through this policy the pay multiple of the chief executive will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spinal column point and the annual salary paid to the chief executive be greater than 10:1, this will be reported by the Personnel Committee to Full Council for consideration.

Report to: Personnel Committee



Date of Meeting 6<sup>th</sup> February 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Apprentice Pay Policy

### Report summary:

This report proposes changes to the Council's pay policy for newly recruited apprentices, in light of the recent Reward Review.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Personnel Committee recommend to Council that new recruit apprentices are paid at 90% of the standard National Joint Council (NJC) rates as set out in the Council's pay and grading structure, with a minimum rate equivalent to the Real Living Wage. This revision to policy is made in light of the recent Reward Review.

### Reason for recommendation:

To ensure that the Council remains competitive in the local apprentice employment market, supporting recruitment and retention and achievement of the Council's Anti-Poverty and Economic Prosperity aims, whilst balancing with the need to recognise the impact of the new pay and grading structure (as a result of the Reward Review) on new and existing posts and to provide some distinction between apprenticeship and standard posts.

Officer: Jo Fellows, HR Manager. Email: [jfellows@eastdevon.gov.uk](mailto:jfellows@eastdevon.gov.uk)

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** Apprentice Pay Policy report, 30<sup>th</sup> November 2021 [211130 Personnel Ctte report Apprentice Pay Policy FINAL.pdf \(eastdevon.gov.uk\)](#)

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## **Report in full**

### **1. Introduction**

1.1. This paper proposes changes to the Council's current pay policy for newly recruited apprentices in light of the introduction of the new pay and grading structure agreed through the Reward Review. It describes the current arrangements, why changes are proposed and the implications of the change.

### **2. Current Apprenticeship Arrangements**

2.1. The Council has a long history of employing a small number of apprentices across a range of service areas including StreetScene, Finance (Revenues and Benefits & Income and Payments), Planning, Electoral Services, and Legal). The number of new recruit apprentices reduced during the pandemic, with 6 recruited in 2018/19 compared to 0 in 2020/21, but numbers are now starting to grow, with 11 currently in post, and will develop further as part of the 'grow our own' work in 2023. The average age of new recruit apprentices over the last five years is 23.5 (although apprenticeships are available to people regardless of age).

2.2. Up to November 2021, the Council's pay policy for new recruit apprentices was to pay National Minimum Wage (NWM) at the standard rate (currently between £4.81 and £9.50 per hour, depending on age, increasing to between £5.28 and £10.42 in April 2023). Existing staff who have undertaken apprenticeship training have continued on their substantive NJC pay rate, in line with our standard grading structure. Appendix 1 provides further information.

2.3. The Reward Review has led to an increase in pay rates, with the lowest hourly rate now being £11.59, higher than the statutory minimum and current Real Living Wage rate of £10.90 per hour. This is a positive step, but to achieve this within the agreed budget it has been necessary to merge some of the previous grades, which has identified a potential issue as lower graded non-apprenticeship posts (for example operational roles in StreetScene) will now be on the same grade and pay rate as apprenticeship posts.

### **3. Proposed Changes to Apprentice Pay**

- 3.1. It is recommended therefore that apprentice pay for new recruits is paid at 90% of the salary point on the standard grading structure, except where that hourly rate is below the Real Living Wage, in which case the Real Living Wage rate would be paid. This would ensure that we continue to align with our standard grades (including incremental progression where relevant), pay above the statutory rates, reflect the Real Living Wage, remain competitive in the employment market and support the 'grow our own', poverty reduction and economic development aspirations whilst maintaining a differential with non-apprenticeship roles. Analysis of the impact on pay rates is shown at appendix 1.
- 3.2. Each apprenticeship opportunity would continue to be evaluated in line with the standard Job Evaluation process. Due to the entry level nature of new recruit apprenticeship roles, it is envisaged that most roles would continue to be evaluated at Grades 1. As with current arrangements, managers would be expected to allocate budget accordingly, following analysis of the role requirements and identification of the grade through Job Evaluation.
- 3.3. It is acknowledged that pay rates are not the only factor which can impact on the attractiveness of Council apprenticeship opportunities. Other factors include the local government/Council brand, location (particularly where travel across the district may be problematic for some candidates) and perceptions of apprenticeships. The recruitment and 'grow our own' work already planned will aim to mitigate against these, for example through the development of a strong employer brand, work to develop closer links with local secondary schools and colleges (as a pipeline into apprenticeship roles) and membership of the South West Apprenticeship Ambassador Network (which promotes apprenticeships to employers, young people and their carers).
- 3.4. UNISON's views are being sought on this proposal and will be shared with Committee at the meeting.

### **4. Conclusion**

- 4.1. It is hoped that the recommendations in this report, to review apprentice pay rates in light of the Reward Review, will assist the Council in increasing apprentice starts to support recruitment, retention, succession planning and the Council's poverty reduction and economic prosperity strategic priorities, whilst balancing with the pay rates for non-apprenticeship roles.

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#### **Financial implications:**

Not material to overall budget approved.

#### **Legal implications:**

The legal position is detailed in the report and no further comment is required.

## Appendix 1

### National Minimum Wage (NMW) and National Living Wage (NLW) rates

Age	Hourly rate April 2022 April 2023 figures are in brackets	Annual salary (based on 37 hours per week) based on April 2022 figures April 2023 figures are in brackets
Under 18	£4.81 (£5.28)	£9,279 (£10,186)
18 to 20	£6.83 (£7.49)	£13,177 (£14,450)
21 to 22	£9.18 (£10.18)	£17,710 (£19,640)
23 and over	£9.50 (£10.42)	£18,328 (£20,103)

### Real Living Wage (RLW) rate (2022) (the RLW is a voluntary pay rate)

£10.90 per hour

### EDDC Grading Structure (2022/23) (Lowest grades shown)

Grade	NJC Spinal column point	Hourly rate	Annual salary (based on 37 hours per week)	Proposed pay for new recruit apprentices – hourly and annual salary rates	
1	7	£11.59	£22,369	£10.90 (£21,029)	RLW rate
	8	£11.81	£22,777		
	9	£12.02	£23,194		
	10	£12.24	£23,620	£11.02 (£21,258)	90% of standard rates
	11	£12.47	£24,054	£11.22 (£21,649)	
	12	£12.70	£24,496	£11.43 (£22,046)	
	13	£12.93	£24,948	£11.64 (£22,453)	
2	14	£13.17	£25,409	£11.85 (£22,868)	
	15	£13.41	£25,878	£12.07 (£23,290)	
	16	£13.66	£26,357	£12.30 (£23,721)	
	17	£13.91	£26,845	£12.52 (£24,161)	
	18	£14.17	£27,344	£12.76 (£24,610)	
	19	£14.44	£27,852	£12.99 (£25,067)	

Report to: **Personnel Committee**



Date of Meeting 6<sup>th</sup> February 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## People Data Report

### Report summary:

This report provides key data on the workforce, to support policy decision making and an overview of workforce matters.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Committee endorses the content of the report.

### Reason for recommendation:

To support policy decision making and an overview of workforce matters.

Officer: Jo Fellows, HR Manager. [jfellows@eastdevon.gov.uk](mailto:jfellows@eastdevon.gov.uk)

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** [211130 People Data Proposals Report for Personnel Ctte FINAL.pdf \(eastdevon.gov.uk\)](#)

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## Report in full

1. This report provides an update on key people data, as agreed by Committee in November 2021. The report aims to inform policy decisions and to provide an overview of workforce matters.
2. The latest report is at Appendix 1 and reflects the data available from the HR system up to 31<sup>st</sup> December 2022, unless otherwise stated. Particular areas to note are:
  - 3.1. Headcount has increased by 2 to 526 from 524 in October 2022 and is at the highest level over the last 12 months. This is mainly due to the new posts that were agreed as part of the 2022/23 budget and cover for maternity leave. The full time equivalent (FTE) figure remains within budget.
  - 3.2. Market supplements have reduced from 39 to 6 as at 31<sup>st</sup> December 2022, with a further 2 agreed in January 2023, making a current total of 8. This is due to the impact of the Reward Review which was implemented in December 2022, whilst taking account of market pressures for specific roles. Market Supplements are subject to annual review.
  - 3.3. Vacancies are at 47, compared to 58 in October 2022. The average time taken to fill vacancies is at 122.61 days which has increased since October (when it was 93.84) - this increase is largely due to the Christmas break. General benchmarking data indicates that c100 days is around the average time taken by organisations to fill posts.
  - 3.4. Cumulative voluntary turnover has increased since October 2022, from 8.31% to 10.89%, although the overall forecast for the year has increased only marginally from 14.24% to 14.52% and is higher than the annual turnover rate for 2021/22 which was 9.91%. Whilst we do not have specific up to date benchmarking data, reports suggest that this is not an uncommon trend in local government since the pandemic and other external factors such as the cost of living crisis which has had a variety of employment implications.
  - 3.5. There has been a small decrease in the number of full time equivalent (FTE) days lost through sickness absence, from 0.97 days lost per FTE in October 2022 to 0.96 days in December, the projected forecast has also marginally reduced from 11.72 FTE days to 11.61 at the end of the year. This is still above our target of an end of year absence of 8.5 days per FTE. Of particular note is the following:
    - In October 2022 Covid absence spiked to 87.14 days lost by 17 employees. During November and December there has been a continued decrease ending in December with 7 employees losing 33.36 FTE days between them. This decrease may also be a result of less testing. During the vaccination period we have been encouraging eligible employees to get vaccinations for both Covid-19 and flu. We have supported 76 employees who were not eligible for a free flu vaccination to be vaccinated this winter through our flu voucher employee benefit scheme.

- Cases of medium and long term absence as a result of personal stress, anxiety and fatigue as result of bereavement and continued operational demands continue to feature. Training funded from the public health budget will be delivered within the next month to services where there are particular issues, we hope to report to Committee in the months to come the effectiveness and whether we incorporate permanently into our Happy Healthy Here offer.
- Sickness absence continues to be actively managed and employees are supported in accordance with the Absence Management Policy.

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**Financial implications:**

There are no direct financial implications arising from this report.

**Legal implications:**

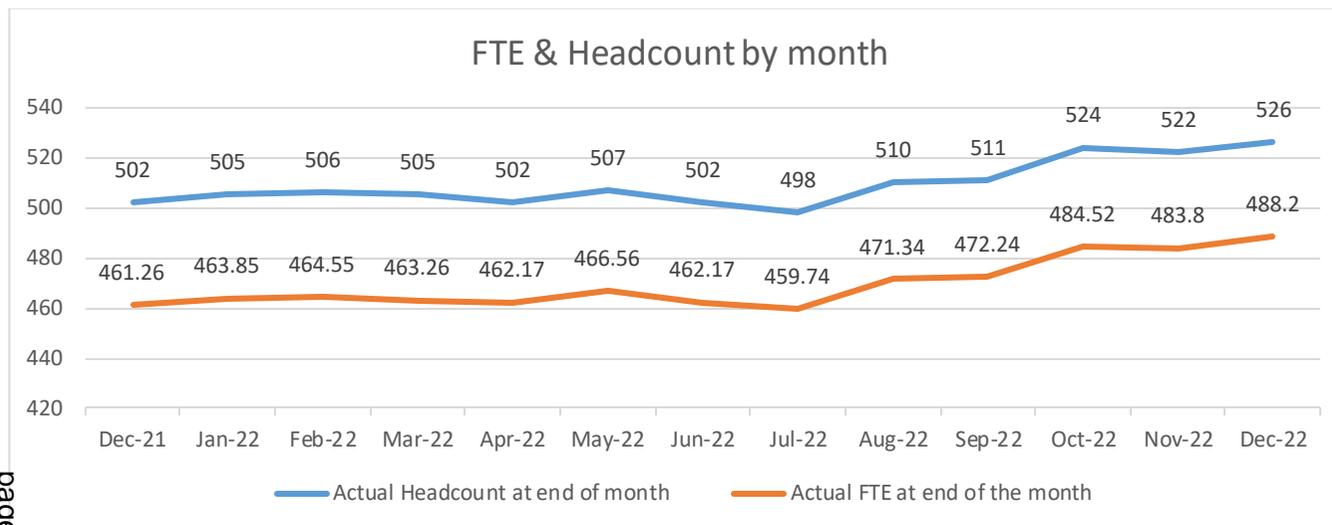
There are no specific legal implications requiring comment.

# East Devon District Council People Data

Data as at: 31 December 2022



## Headcount



<b>Actual Headcount:</b>	526.0
<b>Full Time Equivalent:</b>	488.2
<b>Budgeted FTE for 2022/23:</b>	531.8

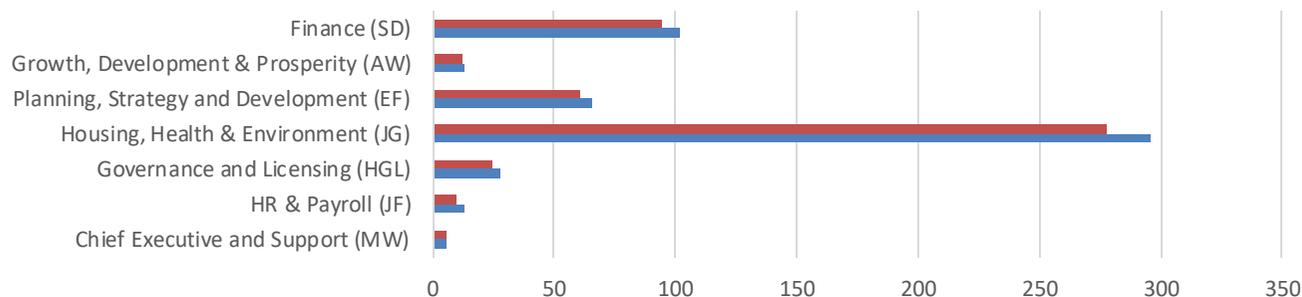
*This data incorporates permanent, fixed term and apprentice employees. It excludes casuals, agency workers and contractors.*

*Headcount is the actual number of employees.*

*Full Time Equivalent (FTE) measures employees in a way that makes them comparable although they may work a different number of hours per week. The unit is obtained by comparing an employee's average number of hours worked to the average number of full time hours. A full-time person is therefore counted as 1 FTE, while a part-timer employed for 18.5 hours a week where full-time work consists of 37 hours, is counted as 0.5 FTE.*

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## Headcount and FTE by Service Area (as at 31.12.22)

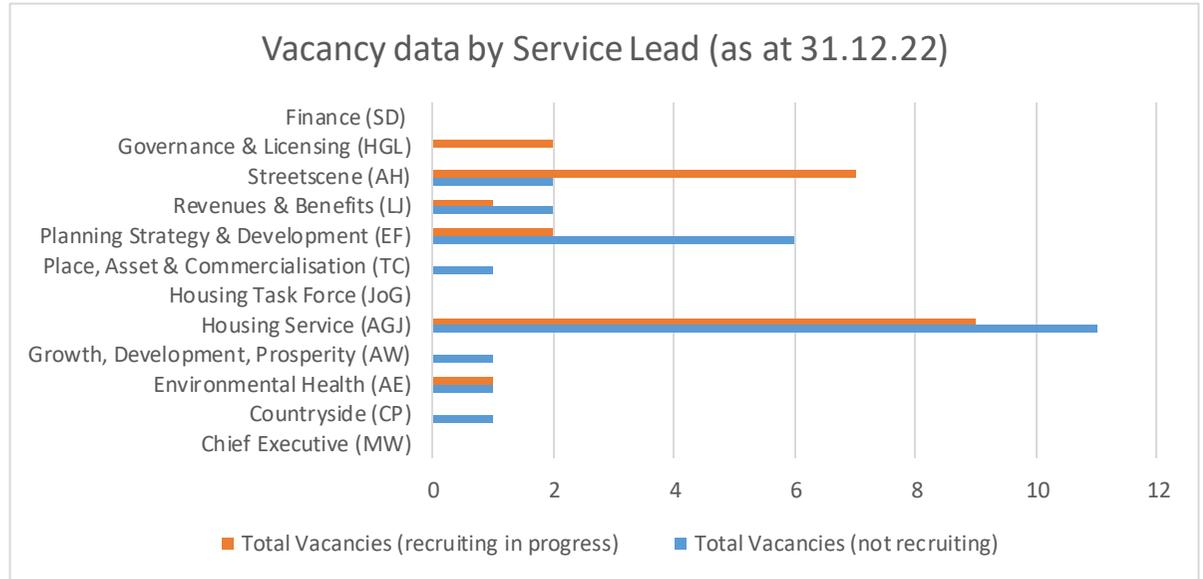


	Chief Executive and Support (MW)	HR & Payroll (JF)	Governance and Licensing (HGL)	Housing, Health & Environment (JG)	Planning, Strategy and Development (EF)	Growth, Development & Prosperity (AW)	Finance (SD)
FTE	5.76	10.02	24.35	277.34	60.6	12.3	94.07
Headcount	6	13	28	296	66	13	102

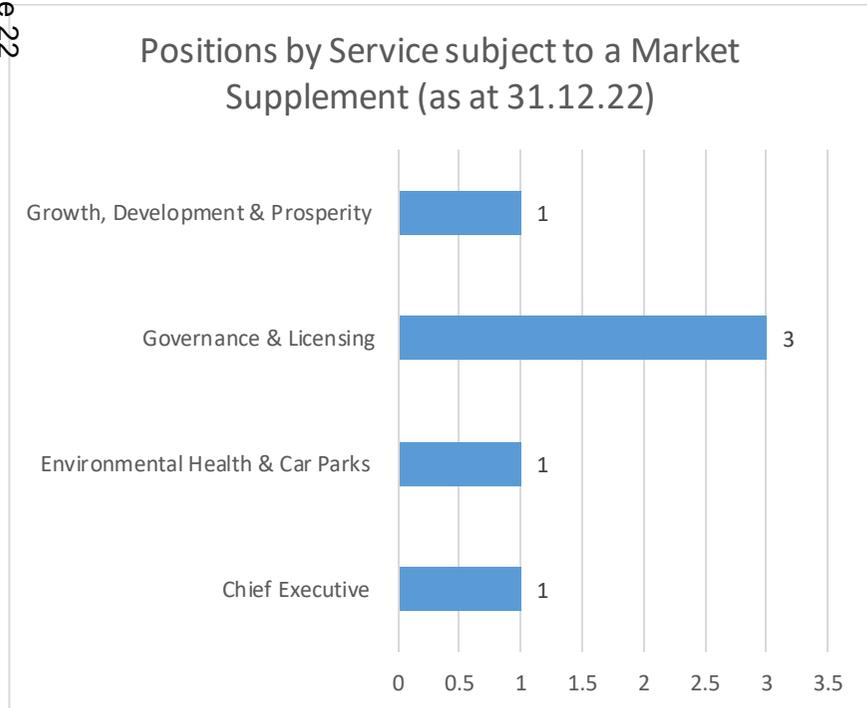
FTE Headcount

# Vacancies, Agency Workers, Market Supplements and Recruitment

	This month	Last reporting period
<b>Total Vacancies for EDDC (Recruiting in Progress &amp; Not Recruiting)</b>	47	55
<b>Total number of Market Supplements</b>	6	39
<b>Average length of time a Recruiting in Progress vacancy is vacant</b>	122.61	93.84
<b>Total Positions filled by Agency</b>	27	26



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**Last Reporting Period** – this was 31 October 2022, as reported to Personnel Committee in November 2022.

**NOT Recruiting Vacancies** - Vacancies that are not currently part of the recruiting process, where a valid Authority to Recruit is in place or the position has been vacant for less than 1 month. This may be because they are on hold or recruitment is being prepared.

**Recruiting in Progress** - Vacancies being recruited to.

**Average length of time a vacancy is vacant** – this counts the number of calendar days a Recruiting in Progress Vacancy has been vacant. The count is from either when the post became vacant or when a new post was added to the HR system. It is only possible to calculate this figure for the Council as a whole due to HR system capabilities.

**Agency** - The number of posts that are currently filled by Agency Workers. The numbers by Service or costs are not held centrally in the HR system.

**Market Supplement** – An additional payment made in excess of the job evaluated grade because of recruitment issues linked to market pressures, as per the Market Supplement Policy. Based on the number of people rather than vacant positions that may attract a market supplement.

# Turnover

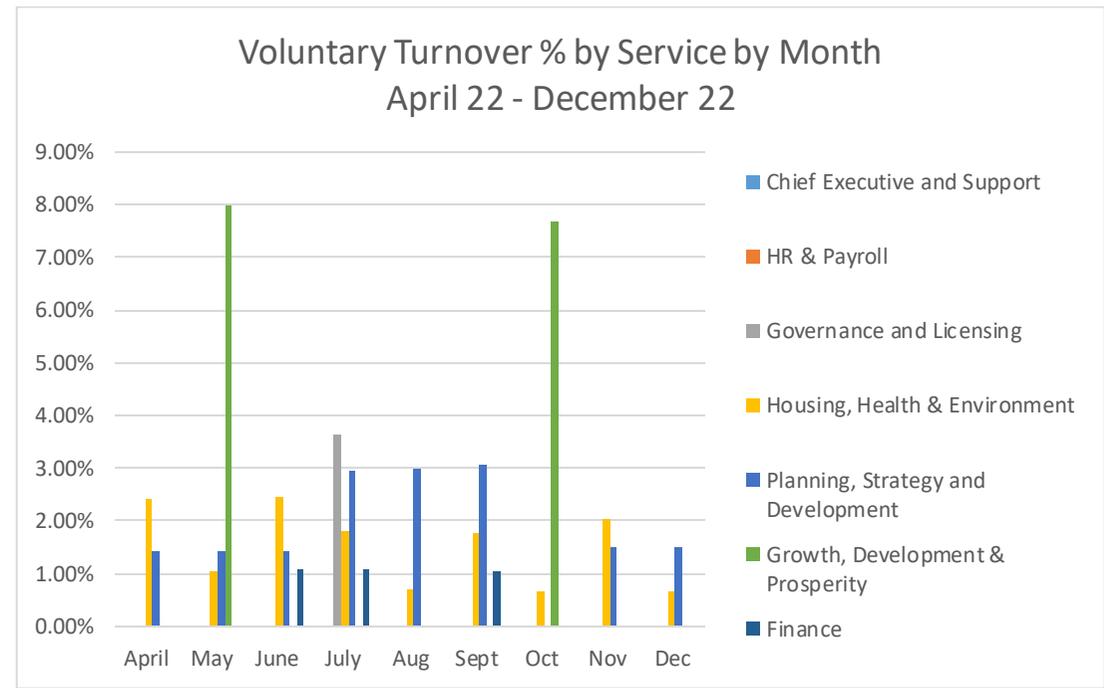
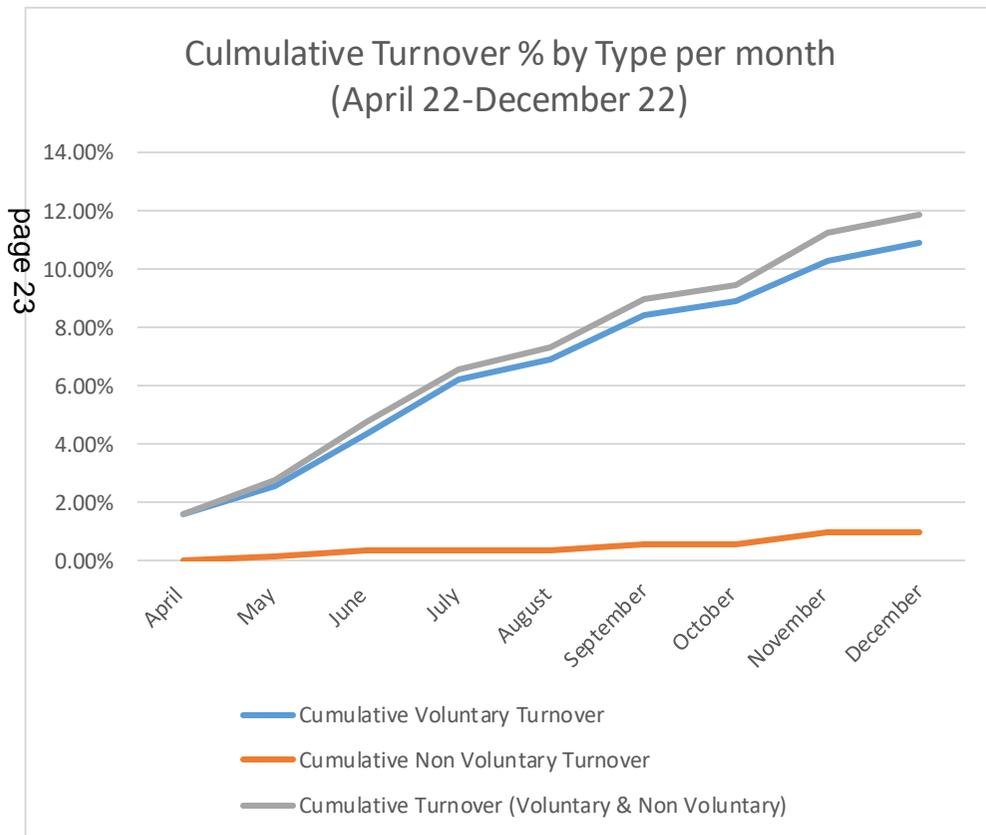
Cumulative Voluntary Turnover as at 31.12.22	Projected Voluntary Turnover	Cumulative Non-Voluntary Turnover as at 31.12.22	Projected Non Voluntary Turnover	Cumulative Turnover (Voluntary & Non-Voluntary)	Projected Turnover (Voluntary & Non Voluntary)
10.89%	14.52%	0.96%	1.28%	11.85%	15.8%

Employee turnover is measured by the percentage of leavers during a period and is shown as a cumulative month on month trend.

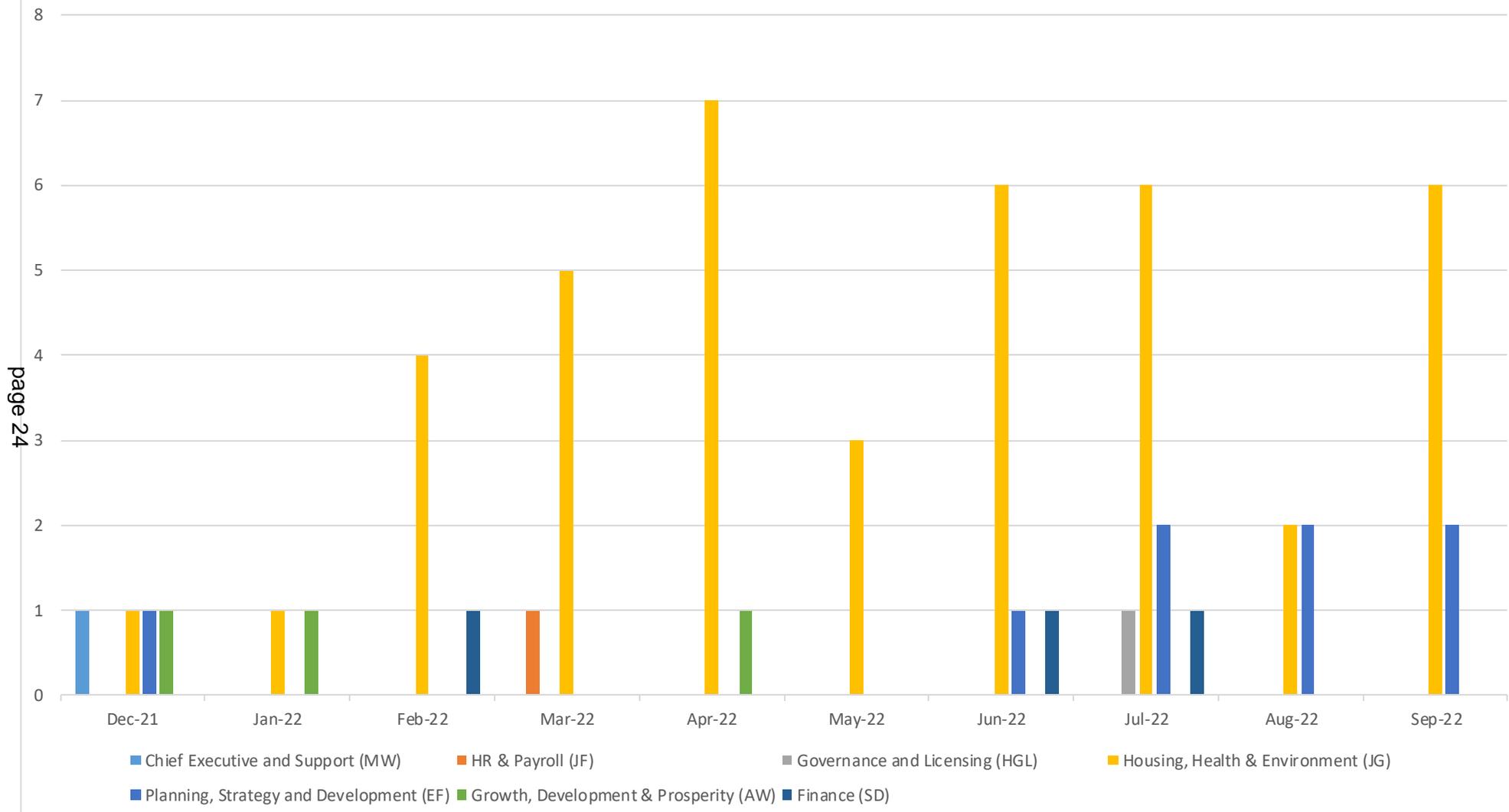
Voluntary turnover only includes resignations.

Non-voluntary Turnover includes dismissals, redundancy, end of fixed term contracts, and ill health retirement.

Projected turnover figures are estimates for the whole year based on information to date, this figure will fluctuate and stabilise as we progress through the fiscal year.



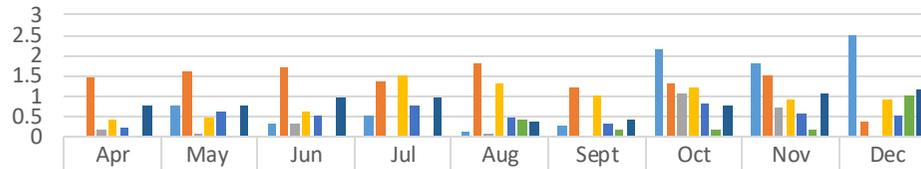
### Actual Leavers by Service for the period December 21- December 22



# Sickness Absence

Working days lost per FTE (Apr 22 to December 22)	Working days lost per FTE (Apr 21 to December 21)	Working days lost per FTE for last Reporting Period (September 2022)	This reporting period (December 2022)
8.71 (0.96 days per month) *	7.40 (0.82 days per month)	0.95 days	0.96 days

Working days lost Per FTE by service area April 22 to December 22



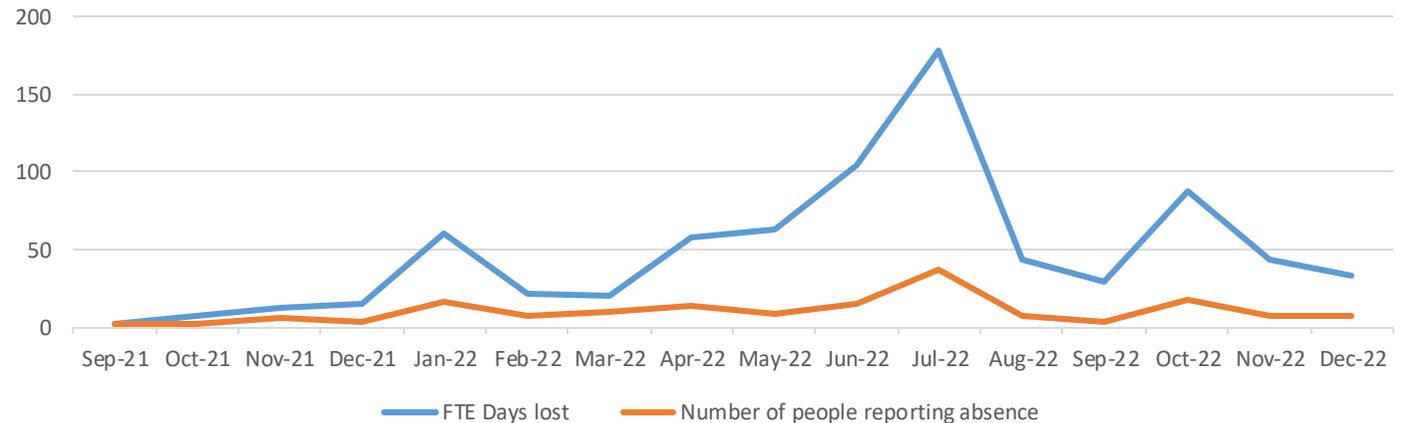
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Chief Executive and Support	0	0.76	0.32	0.52	0.15	0.26	2.18	1.79	2.5
HR & Payroll	1.48	1.62	1.7	1.36	1.81	1.24	1.34	1.54	0.36
Governance and Licensing	0.16	0.1	0.33	0	0.1	0	1.05	0.723	0.04
Housing, Health & Environment	0.44	0.47	0.61	1.51	1.34	1.04	1.21	0.94	0.91
Planning, Strategy and Development	0.25	0.65	0.52	0.75	0.46	0.33	0.81	0.57	0.54
Growth, Development & Prosperity	0	0	0	0	0.44	0.16	0.16	0.16	1
Finance	0.79	0.79	0.95	0.96	0.37	0.43	0.75	1.09	1.15

## Top 3 reasons for absence

Short term (<8 days)	<ol style="list-style-type: none"> <li>1. Covid (Positive test Only)</li> <li>2. Cold/Flu</li> <li>3. Phased return</li> </ol>
Medium term (>8 days, <2 months)	<ol style="list-style-type: none"> <li>1. Personal stress, anxiety, fatigue</li> <li>2. Other Muscular Skeletal</li> <li>3. Stress, Anxiety, Fatigue( work related)</li> </ol>
Long term (>2 months)	<ol style="list-style-type: none"> <li>1. Stress, anxiety, fatigue (work related)</li> <li>2. Personal stress, anxiety, fatigue</li> <li>3. Covid -19 (positive test only)</li> </ol>

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FTE days lost due to Covid-19 (Positive Test) (September 21 -December 22)



*\*Based on current information the projected figure for end of year absence per FTE is currently 11.61 days per FTE, the annual target is 8.5 days per FTE*

## Personnel Committee Forward Plan

Decision / matter	Comments
<b>11th April 2023</b>	
Worksmart update	
Investors in People (liP) update	Following the 2023 reaccreditation process
Staff benefits/employment package update	Information on the Council's employment package following recent improvements
People Data report	As per People Data Reporting Proposals report, November 2021
<b>Post elections</b>	
Workforce Planning and priorities	Informed by workforce plans developed as part of service plans. Will set out workforce strategy and priorities.
Management Review	Decision was made at 2nd Sept 21 Ctte to delay until completion and evaluation of impact of the Reward Review
Annual people data report	As per People Data Reporting Proposals report, November 2021

Specific terms and conditions/HR policy proposed changes that are not part of any wider reviews/areas of work, to be brought to the Ctte as required.