

Report to: **Personnel Committee**

Date of Meeting: 10th September 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Out of Hours Policy

Report summary:

To seek Personnel Committee approval to a new Out of Hours Policy, following recent consultation with Unison and review to ensure a consistent corporate approach.

Is the proposed decision in accordance with

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

- To approve the new Out of Hours Policy.
- Agree delegated authority to the Director of Governance and Portfolio Holder to agree any minor changes to the policy, following final comments from Unison.

Reason for recommendation:

To ensure an up to date and fit for purpose policy is in place, that covers out of hours arrangements and associated pay.

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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 Medium Impact

An equality impact assessment was undertaken in relation to proposals for out of hours, alongside structure change proposals. This was presented to Cabinet on 4th June, as item 12, see link below (under 'Links to background information').

Climate change Low Impact

Risk: Low Risk;

Links to background information [Agenda for Cabinet on Wednesday, 4th June, 2025, 6.00 pm - East Devon](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ A supported and engaged community
 - ☐ Carbon neutrality and ecological recovery
 - ☐ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
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Report in full

1. Personnel Committee's remit includes approving creation of new or substantially changed employment policies and as such Committee are asked to approve this policy, with consideration to the below.

2.0 Background

- 2.1 As part of the 2022 Reward Review it was identified that there was a need to review the Council's standby and call out arrangements (known as 'out of hours'), due to varying payment rates and application. A subsequent audit in 2023 recommended a review of policy and rates and that schemes should be kept under periodic review, to include regular reporting of costs.
 - 2.2 At this time there were varying rates, and the intention was to ensure a consistent, fair and transparent approach, covered by an adopted corporate policy.
 - 2.3 Work begun on the review in October 2023 but unfortunately had to be paused.
 - 2.4 The review re-commenced in February 2025.
 - 2.5 A report covering proposals for out of hours and associated costs were submitted to Cabinet on 4th June, link to document and details above.
- ### **3.0 Proposals and associated actions**
- 3.1 Since work re-commenced in February 2025, a review of the position and need for out of hours was undertaken, alongside the Senior Leadership Team.
 - 3.2 Rates have been presented to the Executive Leadership Team for consideration and put forward to Unison for consultation, alongside proposed rates of pay if called out while on standby. These are detailed in the associated policy.

- 3.3 In addition, proposals were put forward that those grades 8 and above would not be eligible for payment and members of the Senior Leadership team would be contractually required to cover out of hours.
- 3.4 Proposals were presented to Unison, our recognised Trade Union, alongside staff engagement to gather feedback on proposals.
- 3.5 At the time of writing this report feedback has been limited. There is a further meeting with Unison on 28th August to review final feedback and get comments on the draft policy. Comments from Unison to date are that they welcome the new rate and agree with the need for a consistent approach. Given the need for papers to be submitted to Personnel Committee prior to the next Unison meeting, a verbal update will be provided to Personnel Committee on the 10th September, to confirm final comments from Unison and confirmation of whether agreement was reached.
- 3.6 The new policy draft is at Appendix 1.

Financial implications:

As detailed in Cabinet report, 4th June, linked above.

Legal implications:

The proposals in this report have been consulted upon with the recognised Trade Union.