

Officer decision record

Officer Jennifer Eves	Service Human Resources
<p>Delegated power being exercised</p> <p>To implement alterations to conditions of service except where the terms thereof involve the exercise of a discretion by the Council.</p>	
Subject of decision	Changes to Standby and Callout Payment Procedures during a response to a major incident
Decision taken (specify precise details)	<p>The Standby and callout payment procedures states at paragraph 3.5;</p> <p>“In exceptional circumstances, in order to meet a defined business need, such as during a major incident or county/country wide emergency, with prior agreement by the Leadership Team and with the approval of the Chief Executive, it may be necessary to agree an approach that does not comply with this procedure.”</p> <p>The decision is to invoke this clause and to make the following amendments to how standby callout allowances are considered across the organisation during COVID-19;</p> <ol style="list-style-type: none"> 1) To lift the band at which staff can be given the standby/callout allowance. This means that a range of officers (Service Manager and below) can claim this allowance in recognition of the support they are providing to the effective running of incidents out of office hours. 2) To extend the allowance to be paid to staff working in enforcement.

	<p>This amendment to the policy will only be valid during the COVID-19 response and will be subject to review as the pandemic develops.</p>
<p>Reasons for the decision (specify all reasons for taking the decision including, where necessary, reference to council policy)</p>	<p>The reason for this is to make sure that the standby call out policy is fit for purpose and supports those staff who are providing on call arrangements outside of office hours during our response to a major incident.</p> <p>Enforcement officers are providing specialist advice and support particularly in response to local outbreaks of COVID-19. The skillset to do this is above the current banding at which the standby allowance is provided. The ask of our staff is extending beyond goodwill as the demands are increasing out of hours, so staff are working extended hours and should be remunerated for this.</p>
<p>Alternative options considered (if appropriate)</p>	<p>Without invoking this clause, it is not possible to recognise the additional requirements being asked of our staff out of hours, thereby ensuring that there are rewards in place to provide the standby/callout, balanced against the need to take a fair and equitable approach to remuneration and work life balance.</p> <p>This local policy change is being considered alongside the redeployment of staff and there are discussions with partners across the Suffolk system about how this may be able to be delivered in different ways in the future (i.e. pooling resource to provide 7 day working). This is because we recognise that this position is not sustainable for staff in the long term.</p> <p>Consideration was given as to whether staff working in enforcement could change to working a 7 day working week within in West Suffolk Council, but there are not enough staff with the specialist skills to enable this to happen at this time and carry out day-day business.</p>

	<p>The undertaking of work outside of office hours is currently impacting on the availability of the team during the working week as staff are managing their time through TOIL. This is not a sustainable position.</p> <p>This is therefore a necessary addition in order to be able to adapt the standby call out policy in exceptional circumstances.</p> <p>It is not possible to know exactly what the additional spend on this operation will be at this time.</p>
Background/reports/information considered and attached (legal, personnel, financial implications and so on)	None
Parties consulted before the decision has been taken	<ul style="list-style-type: none"> • Carol Bull (Portfolio Holder) • Mark Johnson (Unison) • Jill Korwin and Alex Wilson (Directors) • Ian Gallin (Chief Executive) • Rachael Mann (S151 Officer) • Leah Mickleborough (MO)

Conflicts of interest declared by executive members consulted, including whether the Chief Executive has authorised councillors with conflicts to continue to act	N/A
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Decision	As outlined in 'decision taken' section of this form above
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<p>Signature and date</p> <p><i>Jennifer H Ewes</i></p> <p>12th October 2020</p>
