

## Officer decision record

Officer Jennifer Eves	Service Human Resources
<p><b>Delegated power being exercised</b></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	Change to the Standby Call Out Policy with regards to overtime during major incidents.
Decision taken (specify precise details)	<p><b>This is not a policy that requires adoption through the democratic process.</b></p> <p><i>Extract from Standby and Callout Payment Procedures;</i></p> <p><i>"3.2 This payment scheme will apply to existing staff within Housing and Operations only.</i></p> <p><i>3.3 There are no payments for staff on Pay Band F and above. "</i></p> <p><u>The decision is to add an additional paragraph inserted at 3.5 as follows;</u></p> <p><b>3.5 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.</b></p>
Reasons for the decision (specify all reasons for taking the decision including, where necessary, reference to council policy)	The reason for this is to make sure that the standby call out policy is fit for purpose and supports those staff who are undertaking additional on call

	<p>responsibilities during our response to a major incident.</p> <p>This aims to ensure that sufficient rewards are in place to provide adequate standby/callout to cover work, balanced against the need to take a fair and equitable approach to remuneration and work life balance.</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 to recognise the ask of our staff in exceptional circumstances and ensure that they are fairly remunerated.</p>

<p>Background/reports/information considered and attached (legal, personnel, financial implications and so on)</p>	<p>There are no background reports to this.</p> <p>The need for this change has been driven by the fact that the Standby Call-out policy only applies to staff in Housing and Operations. However, there is a need for enforcement staff supporting the management of local outbreaks to also be able to access this allowance.</p> <p>There is also a need to review the banding at which this applies during an incident and thus removing this parameter when responding to an emergency situation.</p>
<p>Parties consulted before the decision has been taken</p>	<ul style="list-style-type: none"> <li>• Carol Bull (Portfolio Holder)</li> <li>• Mark Johnson (Unison)</li> <li>• Staff Consultative Panel (Councillors)</li> <li>• Jill Korwin and Alex Wilson (Directors)</li> <li>• Ian Gallin (Chief Executive)</li> <li>• Rachael Mann (S151 Officer)</li> <li>• Leah Mickleborough (MO)</li> </ul>

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