

Overtime Policy

Purpose

1. The purpose of the report is to update Staffing Policy Committee on the policy updates for the Overtime Policy.

Background

2. Since December 2021 the council has been in negotiations with our recognised Trade Unions (UNISON, Unite the Union and GMB) on proposed changes to terms and conditions.
3. The changes aim to deliver savings of £2.1m as part of an overall savings target of £10.1m that needs to be found from staffing budgets over the next 2 years.
4. Proposed changes to the overtime policy have recently been approved following Trade Union negotiations and subsequent consultation with members. The proposals have now been included in an updated overtime policy.

Main considerations and specific amendments proposed

5. Revisions of the policy as detailed below:

Policy	Current	Proposed
Overtime	<p>Grades B-H</p> <ul style="list-style-type: none">• Plain time up to 37 hours• 1.5 times normal contracted hourly rate for hours worked over 37• 2 times normal contracted hourly rate for hours worked on a Sunday (or equivalent rest day for staff whose normal working week includes Sunday) <p>Grades I and above</p> <ul style="list-style-type: none">• Only where agreed by Corporate Director• Plain time up to 37 hours• Hourly rate based on spinal point 17 (top point of grade H) for 80% of hours worked over 37.	<p>All grades:</p> <ul style="list-style-type: none">• Plain time on any additional hours worked in excess of normal contractual hours on any day of the week• For any overtime hours worked on Bank Holidays staff will also be entitled to time off in lieu for those hours or in exceptional circumstances where TOIL is not feasible they

		can be paid at double time.
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- 6. Proposed changes to the overtime policy have recently been approved following Trade Union negotiations and subsequent consultation with members. The proposals have been included in the updated overtime policy.

Environmental impact of the proposal

- 7. It is anticipated that this policy will have a neutral environmental impact.

Equalities impact of the proposal

- 8. This policy was taken to an equality impact assessment panel on the 21st April and no updates to the policy was required.

Risk Assessment

- 9. Risks have been considered as part of the trade union negotiations

Financial Implications of the proposal

- 10. There will be savings to the councils' wage bill in relation to overtime and additional hours.

Recommendations

- 11. It is recommended that Staffing Policy Committee confirm their agreement to the update to the overtime policy with a proposed implementation date of 1 June 2022.

**Tamsin Kielb
Director HR&OD**

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