

**WILTSHIRE COUNCIL**

**STAFFING POLICY COMMITTEE**

**7 March 2012**

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**Review of Overtime Policy**

**Purpose of Report**

1. This report presents an updated overtime policy with minor changes to reflect the changes to the council's organisational structure.

**Background**

2. The key elements of the overtime policy, which are both nationally (grades A-H, up to spinal point 28) and locally (grade I and above, spinal point 28 and above) negotiated, have not changed.
3. The current policy requires overtime for employees on grade I and above to be agreed by the Director of Resources. This post no longer exists in the new corporate structure

**Main considerations**

4. In agreement with the section 151 officer we have moved responsibility for agreement of overtime claims for employees on grade I and above to service director level.
5. The policy has been put into the new HR policy format and some minor wording changes have been made to ensure clarity and consistency between all policies which refer to overtime.

**Consultation**

6. The unions have agreed the updated policy.

**Environmental Impact of the Proposal**

7. None

**Equalities Impact of the Proposal**

8. No negative impacts have been identified.

### **Risk Assessment**

9. None

### **Financial Implications**

10. None

### **Recommendation**

11. To recommend that Staffing Policy Committee approve this updated policy and procedure.

**Barry Pirie  
Service Director  
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**The following unpublished documents have been relied on in the preparation of this report:** None