

## **KENNET DISTRICT COUNCIL**

**Human Resources Committee – 13<sup>th</sup> November 2008**

### **CHANGE TO PAY DATE FOR ALL STAFF**

#### **Report by Head of Human Resources**

#### **1. Introduction**

- 1.1 Members of this Committee will be aware that from 1<sup>st</sup> April next year there will be one Council for Wiltshire. As part of the changes, the new Council is going through a process of business re-engineering with the introduction of a new computer system called SAP. This will necessitate the bringing together of a number of processes and procedures currently carried out by individual authorities. This report concerns one such process - the payment of staff salaries.

#### **2. Background**

- 2.1 Currently staff within Kennet are paid on the last day of the month or the nearest working day before this date. This is a contractual term of employment and therefore a collective agreement to change the pay date is required. In addition staff must have 3 months' notice of the change. As the change is planned to take place in April the decision cannot wait for the establishment of the new Council if the required notice is to be given.

#### **3. The Proposal**

- 3.1 It is proposed to bring all the non schools staff onto the same pay date, which has been set at the 25<sup>th</sup> of the month, or the previous working day if that date falls on a weekend or public holiday. This date gives the minimum of change to all authorities, and is planned to take effect from April 2009.
- 3.2 The proposal has been submitted to the Joint Consultative Committee for Local Government Reorganisation in Wiltshire (which represents the staffing interests of all 5 authorities) and has been approved by that Committee.
- 3.3 Similarly, before this Human Resources Committee meeting, a meeting of the Joint Consultative Group for Kennet will have been held to consider this proposal. It is anticipated that a collective agreement will be approved for the implementation of this change for all Kennet District Council's

employees. This report presupposes that an agreement will have been reached. If it has not, this will be reported verbally at the meeting.

#### **4. Conclusions**

- 4.1 In order to facilitate the improvements in efficiency that the implementation of the SAP system will bring, the new Council needs to standardise as many of its procedures as possible. This change would not detriment our staff and it is proposed that this committee should confirm its approval of the collective agreement reached at the Joint Consultative Group meeting held on the morning of the 13<sup>th</sup> November 2008. .

#### **5. Recommendations**

- 5.1 The Human Resources Committee is asked to endorse the collective agreement that the pay date for all Kennet employees changes from the last day of the month to the 25<sup>th</sup> of the month from April 2009.

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