



## BARROW BOROUGH COUNCIL

TOWN HALL  
DUKE STREET  
BARROW-IN-FURNESS

11th July, 2016

To: The Members of Barrow Borough Council

Madam Mayor, Ladies and Gentlemen

You are hereby summoned to attend a meeting of BARROW BOROUGH COUNCIL to be held in the COUNCIL CHAMBER at the TOWN HALL, BARROW on TUESDAY the 19th day of JULY, 2016 COMMENCING AT 5.30 PM for the transaction of the business specified below.

Executive Director

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Prior to the business of the meeting, Prayers will be offered.

### Business

#### 1. DECLARATIONS OF INTEREST.

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

2. MINUTES. To confirm the Minutes of the Annual Council's proceedings held on 10th May, 2016.
3. TO RECEIVE APOLOGIES FOR ABSENCE.

**To expedite the business of the meeting, Members are requested to give the Executive Director adequate notice of any Amendment which they propose to raise.**

4. ANNOUNCEMENTS – To receive any announcements from the Chairman, Leader or Head of Paid Service.

5. (A) TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES AND CONSIDER RECOMMENDATIONS:-

- (1) Planning
- (2) Licensing Regulatory
- (3) Licensing
- (4) Executive
- (5) Audit

(B) QUESTIONS TO THE LEADER OF THE COUNCIL

Council has agreed that time be set aside for questions to the Leader of the Council.

Standing Order 10.2 and 10.4 set out the procedure for questions to the Leader and the notice period required.

The Leader will also take any questions without notice relevant to the reports and minutes detailed on the agenda.

6. EXTRAORDINARY MEETING OF COUNCIL.

7. OVERVIEW AND SCRUTINY COMMITTEES ANNUAL REPORT.

8. APPOINTMENT OF MEMBERS TO COMMITTEES.

9. FLEXI AND LIEU TIME POLICY.

10. TO PASS THE FOLLOWING RESOLUTION, THAT IS TO SAY:

That the Council authorises the fixing of its Common Seal to any documents to give effect to the Minutes and proceedings of the Committees submitted to or approved by this meeting and any other matters dealt with at this meeting.

**To expedite the business of the meeting, Members are requested to give the Executive Director adequate notice of any Amendment which they propose to raise.**

<b>COUNCIL</b>	<b>Agenda Item 5(A)(1)</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>REPORT OF THE PLANNING COMMITTEE (Report of the meetings held on 5th April, 26th April, 17th May, 14th June and 12th July, 2016)</b></p> <p><b>Recommendations:</b></p> <p>There were no recommendations referred to Council from the meetings held on 5th April, 26th April, 17th May and 14th June, 2016.</p> <p>If necessary an addendum to this report will deal with any recommendations from the Planning Committee to be held on 12th July, 2016.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Planning Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meetings noted above reproduced in Volume 5 2015/16 and Volume 1 2016/17 of the printed Minutes.</p>	

Background Papers

Nil

<b>COUNCIL</b>	<b>Agenda Item 5(A)(2)</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	

**REPORT OF THE LICENSING REGULATORY COMMITTEE  
(Report of the meetings held on 12th May and 30th June, 2016)**

**Recommendations:**

There were no recommendations referred to Council from the meetings held on 12th May and 30th June, 2016.

Delegated Decisions

The matters determined by the Licensing Regulatory Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meetings noted above reproduced in Volume 1 2016/17 of the printed Minutes.

Background Papers

Nil

<b>COUNCIL</b>	<b>Agenda Item 5(A)(3)</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>REPORT OF THE LICENSING COMMITTEE (Report of the meetings held on 12th May and 30th June, 2016)</b></p> <p><b>Recommendations:</b></p> <p>There were no recommendations referred to Council from the meetings held on 12th May and 30th June, 2016.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Licensing Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meeting noted above reproduced in Volume 1 2016/17 of the printed Minutes.</p>	

Background Papers

Nil

<b>COUNCIL</b>	<b>Agenda Item 5(A)(4)</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	

**REPORT OF THE EXECUTIVE COMMITTEE  
(Report of the meetings held on 11th May and 29th June, 2016)**

**Recommendations:**

The following recommendations have been referred to Council.

**Executive Committee – 11th May, 2016**

**1.0 Revised Local Development Scheme**

1.1 The Executive Director's report presented a revised Local Development Scheme for approval, illustrating the timetable for the production of the Council's Local Plan document.

**1.2 Recommendation:-**

**To recommend the Council to approve the Local Development Scheme.**

**2.0 Financial Regulations**

2.1 The Director of Resources reported that it was necessary to update the Financial Regulation for the Public Services (Social Value) Act 2012; that Act applied to all major procurement and sets out the requirement of public services to recognise the impact of the social and economic well-being of the Borough and in particular ensure that, wherever possible, procurement supports the local economy.

In order to update the Regulation to reflect the Act, the following additional paragraph was proposed:-

In compliance with the Public Services (Social Value) Act 2012, all major procurement shall recognise the impact of the social and economic well-being of the Borough and in particular ensure that, wherever possible, procurement supports the local economy. Whilst looking at Social Value and Best Value duty remains throughout.

## **2.2 Recommendation:-**

**To recommend the Council to approve the update to the Financial Regulation – Procuring and Paying for Works, Supplies and Services.**

## **3.0 Establishment Change**

3.1 The Director of Resources report informed the Committee that a Planning Policy Assistant had been identified to support the Local Plan process and to support the ongoing work of the Planning Policy Officers. The Planning Policy Team had to balance work on the Local Plan with other planning functions.

The workload and requirements of the Team had been assessed as 20 hours a week and Scale 6 was judged to be the commensurate grading.

The post would be funded from additional unbudgeted expenditure from Development Control (planning applications). The cost for a full year had been estimated to be £15,670 and that income level was attainable in recurrent years.

## **3.2 Recommendation:-**

**To recommend the Council to approve the creation of a part time, 20 hours a week, Planning Policy Assistant on Scale 6, funded from additional unbudgeted income.**

## **4.0 Charging for Environmental Information**

4.1 The Director of Resources report proposed a charge for the provision of environmental information, should the estimated time involved exceed two hours. Also, that the fee may be waived where the Council believed that the information was not going to be used commercially and the provision of the information could be of economic or social benefit to the residents of the Borough.

## **4.2 Recommendation:-**

**To recommend the Council:-**

- (i) To agree the principle of charging for providing environmental information where the estimated officer time involved exceeded two hours;**

- (ii) **To agree that the fee may be waived where the Council believed that the information was not going to be used commercially and the provision of the information could be of economic and social benefit to the residents of the Borough;**
- (iii) **To agree that the Assistant Director of Regeneration and Built Environment be delegated to set and review the fees for the service on an annual basis;**
- (iv) **To agree that the updated copying charges be approved;**
- (v) **To agree that the Assistant Director of Regeneration and Built Environment be delegated to set and review the copying charges on an annual basis; and**
- (vi) **To agree that the Corporate Support Department be delegated to create and publish an Environmental Information Request Charging Policy based on the principles agreed in the report.**

## **5.0 Flexi Time and Time Off in Lieu Policy/Overtime Payments and Time Off in Lieu for Senior Officers**

5.1 The Director of Resources report informed the Committee that the Council's Flexi Time Policy had been reviewed with the main change proposed allowing employees to carry over up to 16 hours credit balance at the end of an accounting period (currently 8 hours) and able to take up to two days flexi leave in each accounting period (currently 1 day). That would enable employees to work more flexibly but managers still had discretion under the policy to limit its use.

The process for accruing lieu time, for officers working or training outside normal office hours, had been clarified and added to the Flexi Time Policy. That should ensure consistency across departments.

Under the Council's current policy on Overtime for Senior Officers, Officers were unable to claim overtime payments for the first three hours worked in excess of their standard week, and could only claim a maximum of 15 hours overtime per week. That Policy had been revised to reflect that time off in lieu be treated in the same manner.

### **5.2 Recommendation:-**

**To recommend the Council to agree the amended policies.**



## **6.0 Selective Licensing of Private Landlords – Egerton Court**

6.1 The Committee considered a detailed report regarding the introduction of selective licensing of privately rented accommodation in Egerton Court, Barrow. That would be pursuant to Part 3 of the Housing Act 2004, and would be brought in with the aim of improving housing and social conditions in that neighbourhood.

### **6.2 Recommendation:-**

**To recommend the Council:-**

- (i) To agree in principle to the designation of Egerton Court as an area where selective licensing was in force;**
- (ii) To authorise the Assistant Director of Regeneration and Built Environment to take all necessary steps to implement that designation; and**
- (iii) To appoint a temporary member of staff on a salary scale of SO1/2 for a period of up to 18 months to bring in selective licensing in that area.**

## **7.0 Risk Management**

7.1 The Executive Director's report informed the Committee that Management Board had reviewed and identified key corporate and operational risks for the Council at their meeting of 21st April, 2016. The updated Risk Registers had reflected Management Board's assessment of significant risks to the Council.

The Operational Risk Register had been reviewed; one risk (inadequate cash flow for operational purposes) had been removed because it no longer considered a significant risk.

### **7.2 Recommendation:-**

**To recommend the Council to approve the Risk Registers for 2016/17.**

## **Executive Committee – 29th June, 2016**

### **8.0 Housing Management Forum: Recommendations**

#### **Policy Procedures with Regard to Vehicle Crossings to Properties on Council Estates**

- 8.1 The purpose of the Assistant Director – Housing’s report was to direct the Housing Service on how it should respond when it received requests from residents to create off street parking.

The report clarified the position regarding properties that had been sold through the Right to Buy and which had restrictive covenants regarding in curtilage parking.

The report sought to confirm Council’s previous approach to “protect green space” and the procedure to be adopted by Officers to deliver this Policy.

### **8.2 Recommendation:-**

#### **To recommend the Council:-**

- (i) To note the information contained in the report;**
- (ii) To confirm that in considering requests for crossing of land the Council’s Policy was to “protect green space”; and**
- (iii) To agree the Procedure note attached as an appendix to the report on how this Policy should be implemented.**

### **9.0 Internal Audit**

- 9.1 The Director of Resources report informed the Committee that under the provisions of the Local Government Act 1972 and subsequent legislation, the Section 151 Officer (Director of Resources) had been charged with ensuring that the Council had an effective Internal Audit service and an effective system of internal control.

The Council’s Internal Audit service had been contracted out to a private company until 31st March, 2017.

The Committee considered the service delivery considerations which had included: Service efficiency; Reduced cost; Fit with the organisation; and Control of service delivery.

The requirement was for 3.5 full time equivalents, so these posts may be part time or job share when filled.

The current contractor would be offered TUPE and if that was not accepted, the posts would be recruited.

The benefits to the proposal were the guaranteed reduction in cost, permanent jobs created and the increase in service potential. The savings were tangible and within the Council's control to realise.

The options of going out to the market or sharing the service had been considered against the proposal and do not provide the same level or certainty of saving and would not provide any additional service potential.

## **9.2 Recommendation:-**

**To recommend the Council:-**

- (i) To agree to insource the Internal Audit Service;**
- (ii) To approve the creation of the following 3.5 full time equivalent permanent posts on the establishment of the Council and delegate their final full time equivalence to the Director of Resources, following TUPE negotiations, if necessary:**
  - Head of Internal Audit PO15**
  - Principal Auditor PO9**
  - Senior Auditor PO3**
  - Audit Assistant Scale 4/6**
- (iii) To approve a £5K professional fees budget for IT audit work.**

## **10.0 Minimum Revenue Provision Profile**

- 10.1 The Committee considered a detailed report from the Director of Resources regarding Minimum Revenue Provision Profile. The report outlined work undertaken to review and amend the current profile for reducing the Council's underlying need to borrow (Capital Financing Requirement) through the annual Minimum Revenue Provision charge to revenue (MRP) in respect of capital expenditure incurred prior to 1st April, 2008 which had been funded from borrowing. That had identified short to medium term revenue benefits and sought approval.

## **10.2 Recommendation:-**

**To recommend the Council:-**

- (i) To approve the re-profiling of the Council's MRP charge for reducing the underlying need to borrow for capital expenditure incurred prior to 1st April 2008; and**
- (ii) To amend the Council's MRP Policy Statement for 2016-2017 and future financial years to be:**

**"The MRP charge in relation to capital expenditure incurred prior to 1st April 2008 where the expenditure was funded by either supported or unsupported borrowing will be 1/50th of the balance remaining at 31st March 2016."**

## **11.0 Flexi Time and Time Off in Lieu Policy/Overtime Payments and Time Off in Lieu for Senior Officers**

11.1 The Director of Resources report informed the Committee that the Council's Flexi Time Policy had been reviewed with the main change proposed allowing employees to carry over up to 16 hours credit balance at the end of an accounting period (currently eight hours) and able to take up to two days flexi leave in each accounting period (currently one day). That would enable employees to work more flexibly but managers still had discretion under the policy to limit its use.

The process for accruing lieu time, for officers working or training outside normal office hours, had been clarified and added to the Flexi Time Policy. That should ensure consistency across departments. A copy of the revised policy was considered by the Committee.

Under the Council's current policy on Overtime for Senior Officers, Officers were unable to claim overtime payments for the first three hours worked in excess of their standard week, and could only claim a maximum of 15 hours overtime per week. That Policy had been revised to reflect that time off in lieu be treated in the same manner.

## **11.2 Recommendation:-**

**To recommend the Council to agree the amended policies.**

## **12.0 Licensing Regulatory Committee – Unmet Demand Survey. Hackney Carriage Vehicle Licences – Quality Control Policy**

12.1 The Executive Director reported that it had been brought to his attention that a spelling mistake had been made during the typing of Minute Nos. 101 of the Executive Committee (20th January, 2016) and 88.3 of Council (22nd March, 2016). Clarification was required as the Minutes should read Quantity Control Policy rather than Quality Control Policy.

### **12.2 Recommendation:-**

**To recommend the Council that Minute No. 101 (2015/16) of the Executive Committee and Minute No. 88.3 (2015/16) of Council should read:**

- (i) To accept the conclusion of the report, that there was no significant unmet demand; and**
- (ii) To approve a Quantity Control Policy that imposed a maximum limit of 120 Hackney Carriage Vehicle Licences.**

## **13.0 Housing Service: Additional Support for Housing Maintenance Team**

13.1 The Executive Director's report sought agreement for the continued retention of external support to deliver the Housing Maintenance Team's responsibilities.

### **13.2 Recommendation:-**

**To recommend the Council:-**

- (i) To agree the continued retention of an existing building surveyor in the Housing Maintenance Team for a further period of up to 12 months; and**
- (ii) To agree the classification of the appointment as an 'exception' under Item 16 of the Council's Standing Orders.**

## **14.0 Housing Related Report: County Council Grant**

14.1 The Executive Director's report sought agreement for the creation of a new post in the Homelessness Advice Team. The opportunity to strengthen the service had become possible following an offer of grant from the County Council to provide housing related support for four generic units of accommodation and two for domestic violence. The use of the grant funding had been considered by the Housing Management Forum (HMF) on 9th June, 2016.

### **14.2 Recommendation:-**

**To recommend the Council:-**

- (i) To agree the creation of a new post titled 'Temporary Accommodation Officer'; and**
- (ii) To agree the Post would be on Scale 4 and be for a period of twelve months with possible extension should grant funding continue to be provided.**

### Delegated Decisions

The matters determined by the Executive Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meetings noted above reproduced in Volume 1 (2016/17) of the printed Minutes.

### Background Papers

Nil

<b>COUNCIL</b>	<b>Agenda Item 5(A)(5)</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>REPORT OF THE AUDIT COMMITTEE (Report of the meeting held on 15th June, 2016)</b></p> <p><b>Recommendations:</b></p> <p>There were no recommendations referred to Council from the above meeting.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Audit Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meeting noted above reproduced in Volume 1 (2016/17) of the printed Minutes.</p>	

Background Papers

Nil

<b>COUNCIL</b>	<b>Agenda Item 6</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Extraordinary Meeting of Council</b></p> <p><b>Summary and Conclusions:</b></p> <p>An extraordinary meeting of Council is required to consider the Council's Budget Strategy of 2016-2020.</p> <p><b>Recommendations:</b></p> <p>That an Extraordinary meeting of the Borough Council on 6th September, 2016 at 5.00 p.m. is agreed.</p>	

### **Report**

The Council Constitution authorises the Council to call extraordinary meetings by resolution, amongst other mechanisms.

Your approval to call an extraordinary meeting of Council, to be held on 6th September at 5.30 p.m. to consider the 2016-2020 Budget Strategy is requested. This will allow Council to submit its efficiency plan to Government by the deadline of 14th October, 2016.



<b>COUNCIL</b>	<b>Agenda Item 7</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Corporate Support Manager</b>	
<p><b>Title: Overview and Scrutiny Committee Annual Report 2015/16</b></p> <p><b>Summary and Conclusions:</b></p> <p>The Annual Report details the work undertaken by the Overview and Scrutiny Committee for 2015/16.</p> <p><b>Recommendations:</b></p> <p>To recommend the Council to accept the Annual Report from the Overview and Scrutiny Committee.</p>	

**Report**

**Foreword**

The Council has one Overview and Scrutiny Committee with the remit to investigate, scrutinise, monitor, oversee and comment on service delivery mechanisms, policy implementation, or any other issue affecting the Borough or its residents provided that they have previously been considered by either the Executive Committee or Council.

Membership of the Overview and Scrutiny Committee in 2015/16:

- Councillors Heath (Chairman)
- Cassidy (Vice-Chairman)
- Gill
- Husband
- McLeavy
- Opie
- Preston
- Proffitt
- C. Thomson
- M. A. Thomson
- Wall
- Williams

Members had previously agreed to develop a four year work programme up to March 2016 and identified topics for review these are presented in Table 1.

The Committee recognises that additional urgent items may be identified during the period and they will be considered in an appropriate timeframe.

Item	Topic	Scope of the review
1	Allotments.	To review the Council's arrangements for managing tenancies and the waiting list. Ensure the allotment service is financially sustainable
2	Street cleanliness.	To review to Council's arrangements for working with the contractor to deliver a higher standard of street cleanliness. To ensure appropriate arrangements are in place to manage external factors the impact on street cleanliness e.g. seagulls and fly tipping.
3	Coastal protection.	The implementation of phase four of the Flood and Coastal Erosion Risk Management Strategy has resulted in changes to way in which coastal defence projects are funded. The review will focus on our medium term project plan and how it will be funded.
4	Estates and asset management.	To review arrangements for maximising income from our assets and the potential for the disposal of redundant assets.
5	Town centres development and supporting local traders.	Review arrangements for supporting local traders in the current economic climate.
6	Highways and car parking	Review the provision of highways maintenance by Cumbria County Council. Review street lighting and on-street parking arrangements.
7	Economic Development, planning and development control.	Review arrangements for planning and economic development in light of the reduced funding as a result of the Governments deficit reduction programme. Ensure the Council still has appropriate arrangements in place to access development funding
8	Cultural Services	Review the impact of the Council's service review on cultural services. The review will consider events, distribution of funding and service charges.
9	Policy and strategy	Monitor the development of and performance against the council's key priorities.

10	Housing strategy	Review availability of private sector and socially housing and consider partnership arrangements to ensure that the availability of housing in the borough meets demand.
11	Localised flooding	Review arrangements to protect residents and property against local flooding.

From the work programme above, items 1 (Allotments), 3 (Costal Protection) and 8 (Cultural Services) were completed prior to the start of 2015/16, items 2 (Street Cleanliness) and 9 (Policy and Strategy) are standing items for this committee, item 11 (Localised Flooding) was reviewed during 2015/16. We need to prioritise the work programme for 2016/17.

Members of the Committee considered reviewing item 10 (Housing Strategy).

### **Housing Strategy**

The Council's Principal Planning Officer addressed the Committee. She provided Members with an update on the consultation process and the timetable for the Local Plan production.

The Committee was informed that the Borough's existing Local Plan had been adopted in 2001 and therefore some of the policies were out of date and needed updating or replacing. The Planning Policy Team was responsible for preparing the new Local Plan which sets the broad framework for acceptable development in the Borough for the next 15 years, up to 2031.

In line with the Regulations a number of assessments and consultation stages were required throughout the process of drafting the new Local Plan, however, the timetable suggested the Plan would be examined and adopted in 2016.

Members agreed to defer reviewing the Housing Strategy until the Local Plan had been adopted.

### **Localised Flooding**

Members had requested that this Committee reviewed arrangements for localised flooding as part of their Work Programme. It was noted that Cumbria County Council was the Lead Partner for Flood Management and had established Making Space for Water Groups (MSfWG) for each of the six districts.

The Environmental Protection Officer who was the Council's Lead Officer on the MSfWG provided a presentation of the current arrangements for preventing and dealing with local flooding. Members were provided with a list of the current flood hotspots within the Borough.

Members were satisfied that appropriate arrangements were in place.

### **Street Cleanliness**

Members received a number of street cleansing reports and raised their concerns regarding the reduction in the amount of waste being recycled which had reduced from 8978 tonnes in 2014/15 to 8335 tonnes in 2015/16. This was due to a significant reduction in the amount of paper collected and a reduction in green waste which may have been attributable to the cold spring.

Members were also concerned about an increase in contamination in green waste collections, which is attributable to residents using their green waste bins for residual waste.

### **Friends of Barrow Cemetery Group**

Members requested that we consider establishing a 'Friends of the Cemetery' Group.

This was progressed and Barrow Cemetery has become an associate member of the Federation of Cemetery Friends, and we are now working towards full membership.

The Cemetery had around 1000 trees and the Council were required to keep a record of them. It was suggested that Quick Response codes would be one option to keep track of the trees; another benefit of them would be that members of the family could also add more information onto the code about the person passed. Currently a trial to assess the viability of using the Quick Response codes is being undertaken by Cemetery staff.

### **Background Papers**

Nil.

<b>COUNCIL</b>	<b>Agenda Item 8</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Appointment of Members to Committees</b></p> <p><b>Summary and Conclusions:</b></p> <p>This report deals with changes in the appointment of Members to Committees agreed at the Annual Council meeting.</p> <p><b>Recommendations:</b></p> <p>To agree that the Council confirm the under mentioned appointments:-</p> <ol style="list-style-type: none"> <li>1. Councillor           to replace Councillor Seward as a substitute Member of the Planning Committee; and</li> <li>2. Councillor Brook to replace Councillor Cassidy as a Member of the Housing Management Forum.</li> </ol>	

### **Report**

The Local Government (Committees and Political Groups) Regulations 1990 places a duty on the Council to give effect to the allocation of seats in accordance with the wishes of political groups.

The Labour Group has given notice of its wish to make changes to the membership of the under mentioned Committees:-

Councillor to replace Councillor Seward as a substitute Member of the Planning Committee; and

Councillor Brook to replace Councillor Cassidy as a Member of the Housing Management Forum.

### **Background Papers**

Nil.

<b>COUNCIL</b>	<b>Agenda Item 9</b>
<b>Date of Meeting: 19th July, 2016</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Flexi and Lieu Time Policy</b></p> <p><b>Summary and Conclusions:</b></p> <p>This report contains the proposed Flexi-Time and Time Off in Lieu Policy. The period of consultation with the union has ended and the final amendments are set out in this report.</p> <p><b>Recommendations:</b></p> <p>Members are recommended to approve the Flexi-Time and Time Off in Lieu Policy as herein amended.</p>	

### **Report**

The Flexi-Time and Time Off in Lieu Policy and the Overtime Payments and Time Off in Lieu for Senior Officers Policy were considered by the Executive Committee on the 11th May, 2016 and 29th June, 2016.

The period of consultation with the union has ended and they fully support the proposed policy.

The final amendments are:

- To remove the Overtime Payments and Time Off in Lieu for Senior Officers Policy.
- To amend paragraph 11.1 Overtime:
  - Replace - Overtime arrangements for Senior Officers will be in accordance with the Overtime Payments and Time Off in Lieu for Senior Officers policy, which is subject to minimum and maximum weekly overtime thresholds.
  - With - Overtime is not paid to employees on Senior Officer grades and above, apart from operational exceptions approved by Management Board.
- To amend paragraph 11.2 Time Off in Lieu:

- Remove - As with overtime, as detailed above in 11.1, Time Off in Lieu must be in accordance with the 'Overtime Payments and Time Off in Lieu for Senior Officers' policy, which is subject to minimum and maximum overtime thresholds.
- Replace - TOIL is usually accrued at the following rates (enhanced TOIL is applicable after 37 hours have been worked)
- With - Employees on Senior Officer grades and above may only accrue TOIL at a flat rate, for all other employees TOIL is usually accrued at the following rates (enhanced TOIL is applicable after 37 hours have been worked)

The purpose of these changes is to remove the requirement of Senior Officer grades and above, to work 3 hours before accruing lieu time or payable overtime. Overtime is not paid for Senior Officer grades and above, but where Management Board approve an operational exception, overtime will be paid for all hours worked.

Members are recommended to approve the Flexi-Time and Time Off in Lieu Policy as herein amended.

#### Background Papers

Nil.