

**Executive**

**15 December 2015**

Report of the Director of Customer & Business Support Services

Portfolio of Executive Leader, Finance & Performance

## **Holiday Pay & Overtime – A Further Report**

### **Summary**

1. This report and its confidential exempt annexes present Executive Members with the pay and process implications relating to the mitigation and resolution of claims for historic back dated holiday pay. Members are asked to agree the preferred approach to deal with claims against the Council and mitigate against potential new claims.

### **Recommendation**

2. It is recommended that Members agree to the **partial settlement option** relating to back dated holiday pay claims made on a “regular and systematic” basis (paragraph 22 of Exempt Annex A) and implement it immediately for the under mentioned reasons.

Reason: In order to deal with claims against the Council and mitigate against potential new claims.

### **Consultation**

3. There have been constructive and productive negotiations with the recognised trade unions, UNISON, GMB, and UNITE that can now be concluded subject to legal processes.

### **Options**

4. Options for methods of calculating payments are contained in Exempt Annexes A and B.
5. There is no option but to consider and settle outstanding and new claims for back dated holiday pay.

## **Analysis**

6. Full analysis of options is contained in Exempt Annexes A and B.

## **Implications**

### **Financial**

7. Full financial implications are contained in Exempt Annex A.

### **Human Resources (HR)**

8. Human Resources implications are covered in the main body of the report in the Exempt Annex A.

### **Equalities**

9. The Community Impact Assessment is attached to this report at Exempt Annex C.
10. As previously identified 70% of employees who claim pay allowances fall in the bottom half of the Council's pay and grading structure and as such the proposal will positively impact on the lower paid.

### **Legal**

11. Legal implications are covered in the body of the report in the Exempt Annex A and in the Legal Implications section to that Annex.

### **Crime and Disorder**

12. No known implications

### **Information Technology (IT)**

13. These changes as proposed will be achievable through the existing payroll/HR system and any costs will be managed within existing service budgets.

### **Property**

14. No known implications.

## Other

15. No known implications.

## Risk Management

16. Full risks are covered in Exempt Annex A.

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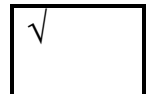
Ian Floyd  
Director of Customer, Business and  
Support Services

### Report Approved



**Date** 3rd  
December  
2015

**Specialist Implications Officer(s)** *List information for all*  
Financial: Ian Floyd  
Director of Customer & Business Support Services  
Legal: Andrew Docherty  
AD for Governance and ICT



**Wards Affected:** *List wards or tick box to indicate all* **All**

**For further information please contact the author of the report**

## Annexes

Exempt Annex A: Main body of the report containing exempt information  
Exempt Annex B: Back dated holiday pay options appraisal  
Exempt Annex C: Community Impact Assessment

## Background Documents

Executive Report 30th July 2015 – Holiday Pay and Overtime