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<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES</b>
<b>DATE:</b>	<b>12 NOVEMBER 2020</b>
<b>REPORT OF THE:</b>	<b>HEAD OF HUMAN RESOURCES ANDREW ELLIS</b>
<b>TITLE OF REPORT:</b>	<b>HR POLICY REVISION – PAY POLICY</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

1.1 To approve revised human resources policies

### **2.0 RECOMMENDATION**

2.1 It is recommended to Council that

(a) The revised policy is agreed for implementation.

### **3.0 REASON FOR RECOMMENDATION**

3.1 Many of the current HR policies are outdated and not fit for purpose. The revision of these policies link into the aims and objectives of the People and Culture Plan.

3.2 Policies and procedures are living documents that should grow and adapt with an organisation. Policy review and revision is a crucial part of an effective policy and procedure management plan.

### **4.0 SIGNIFICANT RISKS**

4.1 There are no significant risks identified with the revised policies. Outdated policies however, can leave an organisation at risk. Old policies may fail to comply with new laws and regulations and may not address new systems or technology, which can result in inconsistent practices.

### **5.0 POLICY CONTEXT AND CONSULTATION**

5.1 Full trade union consultation has taken place and the revised policies have been approved by Strategic Management Board. Final ratification by Elected Members will complete the consultation process prior to implementation.

## REPORT

### 6.0 REPORT DETAILS

6.1 HR policies are a written description of rights and responsibilities of employers and employees. If a policy is well developed and clearly written, it helps communication with employees, clarifies expectations and makes sure that everyone is treated in a consistent and fair way. These are all important factors for creating a desirable culture for the organisation, and they minimise exposure to legal risk.

6.2 The Pay Policy policy has been revised in line with up to date legislation and recommended best practice and is attached in full to this report as an appendix.

The policy relates to all staff on NJC terms and conditions, however does not relate to staff who have transferred in to the organisation under TUPE (Transfer of Undertakings (Protection of Employment) regulations where they are protected on previous terms and conditions or those staff on Chief Officer terms and conditions.

6.3 The policy gives information relating to tangible pay items. This is intended as an overview of what is available and links to further detailed information.

The aim of the policy is to ensure that all staff are valued and receive fair remuneration for their work and contribution to the Council. It will assist managers in dealing with pay and grading issues in a fair and equitable way whilst having due regard to the constraints exercised by the annual budget allocation and the details of the NJC and Collective agreements.

6.4 The authority supports the principle of equality of opportunity in employment and is committed to the fundamental principle that procedures to determine pay and conditions of employment of all our employees do not discriminate unlawfully and are free from bias. In the operation of this policy we will endeavour to ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability religion or belief. In order to achieve equitable pay, the authority will operate a pay system which is fair, transparent and based on objective criteria.

### 7.0 IMPLICATIONS

7.1 The following implications have been identified:

- (a) Financial  
There are no additional financial implications on the Council from the policy revision.
- (b) Legal  
All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.
- (c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)

None, other than as stated above

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**Background Papers:**  
Appendix A – Pay Policy  
Appendix B – Policy Comparison Table