



## **FULL COUNCIL REPORT**

Date Written	21 <sup>st</sup> December 2020
Report Author	Fran Donnelly/Lucy Roberts
Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	6 <sup>th</sup> January 2021

*To: Mayor, Ladies and Gentlemen*

## **PAY POLICY AMENDED STATEMENT 2020-2021**

### **1.0 SUMMARY OF THE REPORT**

- 1.1 It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce.
- 1.2 The Statement that has been prepared for 2020 / 2021 was approved by Council on the 25<sup>th</sup> March 2020. It was developed in line with guidance produced by the Public Services Staff Commission "Transparency of Senior Pay in the Devolved Welsh Public Sector" and to reflect national and local developments in pay.
- 1.3 The reports seeks approval for an in-year amendment to the Pay Policy Statement for 2020/21 in light of the implementation of the Whole Town Testing Programme.

### **2.0 RECOMMENDATIONS that**

- 2.1 The implementation of the Pay Policy Amended Statement 2020-2021, from 1st January 2021, be approved.
- 2.2 The publication of the Pay Policy Amended Statement 2020-2021 as soon as is reasonably practicable be approved.

### **3.0 INTRODUCTION AND BACKGROUND**

- 3.1 Under section 39 of the Act, a relevant authority's pay policy statement must be approved by a resolution of the authority before it comes into force and each subsequent statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates. A relevant authority may by resolution, amend its pay policy statement (including after the beginning of the financial year to which it relates).
- 3.2 As soon as is reasonably practicable after approving or amending a pay policy statement, the authority must publish the statement or the amended statement in such manner as it thinks fit (which must include publication on the authority's website).
- 3.3 The Cabinet Secretary for Housing and Local Government considers decisions on pay policies, should be taken by councillors who are directly accountable to local communities. Authorities should ensure all democratically accountable members have a significant input into how decisions on pay are made, particularly decisions on senior pay, and they are open about the policies that determine those decisions.
- 3.4 Everyone living or working in Merthyr Tydfil was offered COVID-19 testing, whether they had symptoms or not - as part of the first mass testing of a whole area in Wales. Residents and workers were offered repeat COVID-19 testing initially from Saturday 21st November 2020 to 10<sup>th</sup> December 2020 to help find positive cases and break the chains of transmission.
- 3.5 The Programme was extended for an additional week 14th December 2020 to the 18<sup>th</sup> December 2020.
- 3.6 The Programme was delivered through a partnership between the Welsh Government, UK Government, Merthyr Tydfil County Borough Council, Cwm Taf Morgannwg Health Board and the Ministry of Defence, with logistical support from Armed Forces personnel.
- 3.7 In accordance with the Pay Policy Statement all Council Staff that volunteered to work at the Mass Testing Sites in the initial phase received an honorarium payment in accordance with Section 10

#### **10. HONORARIUM PAYMENTS**

10.1 Where the Council wishes to recognise the significant and additional discretionary efforts of an employee who has undertaken additional work for more than 4 weeks, honoraria can be requested to be paid to the employee.

10.2 Honoraria payments will not be made where the work undertaken is within the remit of the employee's job description (including any other duties as deemed commensurate with the job) and deputising for the line manager. Honorarium payments are not made for exceptional performance when the employee is undertaking their own work

requirements or due to additional hours being worked. Payments will also not be given to employees who have been asked to take on additional duties of a higher grade in advance of doing the work. This will be covered as part of Acting Up payment (see section 8).

10.3 An employee cannot receive acting up payment and honorarium for the same period of time.

10.4 Honoraria payments are one off payments that are given following a significant effort made by the employee to undertake additional and discretionary work. This could be due to a sudden and critical requirement to complete a time bound project or task of which the employee willingly gives their time and effort to undertake, whilst continuing to undertake their usual work. This work can also be planned, but it will be expected that other ways to reward for the work is considered first (e.g. creating a new temporary project job).

10.5 An honorarium payment may be paid to more than one employee if a 'team' have worked together to undertake the significant additional work.

10.6 If a manager wishes to recognise this effort and believes the work falls within the definition of an honorarium payment, they must write a briefing paper to the Corporate Director and Head of HR explaining the circumstances and the amount they recommend should be paid. The Corporate Director and the Head of HR will appraise the paper and make a decision on whether it can be paid and how much.

10.7 If agreed Payroll need to be informed. The amount to be paid is at the discretion of the Corporate Director and Head of HR, with advice from the Section 151 Officer.

10.8 Only one honorarium can be paid to each employee within a 12 month period.

3.8 Council staff that have volunteered for the extended programme that received an honorarium payment for the initial payment cannot be paid a payment for the extension due to the restrictions in the Pay Policy Statement.

#### **4.0 PROPOSED AMENDMENT TO THE PAY POLICY STATEMENT**

4.1 Clause 10.8 in the Pay Policy Statement prevents more than one honorarium payment being made to staff within a 12 month period.

4.2 In order to encourage staff to agree to volunteer to work on the Mass Testing venues throughout the borough, staff were notified that they would receive their honorarium payment in the December pay run.

- 4.3 The extended opening for the sites was outside of the pay run window for December, in accordance with the current policy, staff would be unable to receive an honorarium payment for the work they have undertaken during the extension.
- 4.4 Consultation with the Trade Unions has been undertaken and it has been agreed that in order to remedy the problem, a report would be presented to Council to agree an amendment to the Pay Policy Statement. The amendment is that two honorarium payments could be made to staff during the financial year 2020/2021 where staff are responding to additional pressures resulting from COVID 19.
- 4.5 Clause 10.8 of the Pay Policy Statement be amended to:-

10.8 Only one honorarium can be paid to each employee within a 12 month period.

10.8.1 Where employees have undertaken significant and additional discretionary efforts in response to the COVID 19 pandemic, additional honorarium payments can be made in the financial year 2020-2021 with the last payment to the employee being the reference for the 12 month period.

## 5.0 FINANCIAL IMPLICATIONS

- 5.1 The costs associated with the Whole Town Testing Programme are being calculated by the Finance Department and will be covered by Welsh Government. The total cost of the Programme will be reported to Council at a later date.

## 6.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Not Applicable
<b>1. Merthyr Tydfil Well-being Objectives</b>	0 of 4	0 of 4	4 of 4
<b>2. Sustainable Development Principles - How have you considered the five ways of working:</b> <ul style="list-style-type: none"> <li>• Long term</li> <li>• Prevention</li> <li>• Integration</li> <li>• Collaboration</li> <li>• Involvement</li> </ul>	5 of 5	0 of 5	0 of 5
<b>3. Protected Characteristics</b> <i>(including Welsh Language)</i>	0 of 10	0 of 10	10 of 10
<b>4. Biodiversity</b>	0 of 1	0 of 1	1 of 1

**Summary:**

The main positive impacts are... the proposal has a positive impact on the sustainable development principles, and doesn't impact the Well-being Objectives

The main negative impacts are ...No negative impacts have been identified

**ELLIS COOPER  
CHIEF EXECUTIVE**

**COUNCILLOR ANDREW BARRY  
CABINET MEMBER FOR GOVERNANCE &  
CORPORATE SERVICES**

<b>ACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		

***Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.***