

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 9th December 2019
Report for: Employment Committee
Report of: Sara Saleh, Corporate Director of People

Report Title

Unsocial Hours Allowances Review

Summary

A review of the Council's current unsocial hours allowances to check whether they are still fair and appropriate.

Recommendations

To continue with the Council's current unsocial hours allowances structure, to monitor the position and bring forward proposals for review at an appropriate time.

Contact person for access to background papers and further information:

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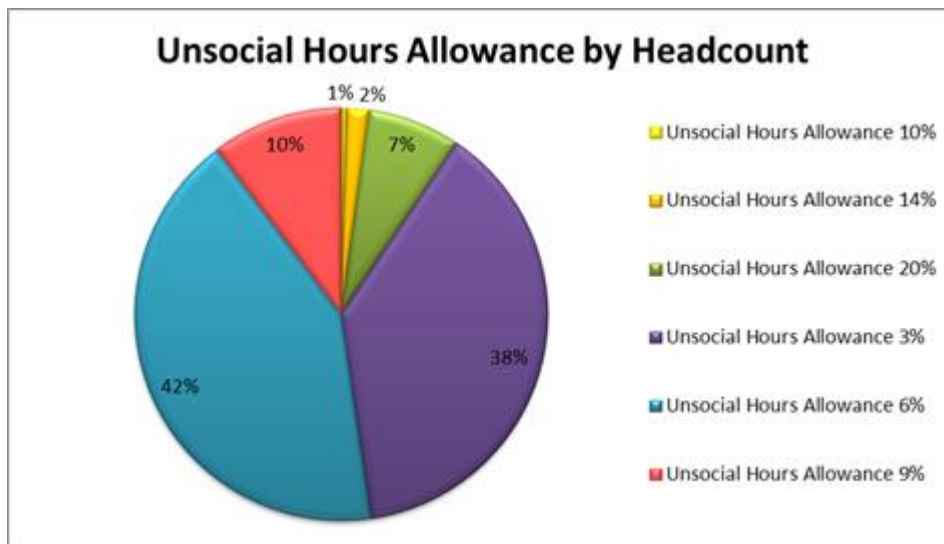
Relationship to Policy Framework/Corporate Priorities	This report aligns with the council's Corporate Priorities.
Financial	Maintains stability as at current position.
Legal Implications:	Compliant with legislation, including equal pay principles.
Equality/Diversity Implications	Not applicable
Sustainability Implications	Not applicable
Staffing/E-Government/Asset Management Implications	Not applicable
Risk Management Implications	Not applicable
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

1. Background

- 1.1 A review of our existing allowance payments was requested by the committee following a previous report presented on 25th March 2019 regarding a small change to the unsocial hours allowances payment detailed in para 1.2.
- 1.2 The report focused on some changes to the service model in the Supported Living Service, which provides accommodation for people with learning disabilities. The Committee agreed to an amendment to the wording that explains our unsocial hours allowances payments, to make them more flexible and to work better for the service. One of the percentage bandings (10%) was amended so that it now states '*More than 20% hours worked ad hoc/flexibly including weekends and evenings and nights*'. This change is working well for the service.
- 1.3 This decision led to a consideration by Employment Committee that it may be time to explore and review how we pay staff who work shifts during periods considered unsociable, i.e. evenings, nights and weekends. There has been the suggestion that as society has changed and with a move to 24/7 working being more common practice, this may impact on how we should now pay staff with such commitments.

2. Unsocial Hours Allowances – current position

- 2.1 Our unsocial hours payments were introduced along with our new pay structure and other allowances, after our job evaluation project and were collectively agreed at the time. The payments typically vary depending on when the work is carried out, with work undertaken out of normal office working hours, on evenings, nights, weekends or bank holidays. The enhancements vary between 3% and the maximum of 20% dependant on the level of commitment during unsocial hours. Full details of the allowances structure is presented at Appendix 1.
- 2.2 There are currently a total of 240 staff receiving an out of hours allowance enhancement payment across the following directorates: Children's Services; Adult Services; Governance and Community; Place. The majority are in Children's Services and Adult Services.
- 2.3 An overview of the percentages of staff receiving the enhancement payment is detailed in the chart below. Also detailed are the roles that attract the different levels of enhancement.



Posts within each of these allowances

Level of Allowance	Post Title	Number
Unsocial Hours Allowance 10%	Mayoral Assistant	1
	Total	1
Unsocial Hours Allowance 14%	Control Room Operator	1
	Support Worker	3
	Total	4
Unsocial Hours Allowance 20%	Emergency Duty Team Social Worker	4
	Night Care Assistant	6
	Support Worker Nights	7
	Total	17
Unsocial Hours Allowance 3%	Care At Home Manager	1
	Community Payback Coordinator	1
	Contact Officer	2
	Customer Service Advisor	39
	Customer Service Specialist	3
	Edge of Care Worker	9

	Enforcement Support Officer	1
	Family Contact Worker	10
	Local Studies Library Advisor	2
	Local Studies Specialist	1
	Project Worker	2
	Registrar	1
	Registration Assistant	1
	Registration Officer	4
	Senior Support Worker	1
	Social Care Team Leader	3
	Social Worker	2
	Superintendent Registrar	1
	Supported Living Manager	1
	Support Time & Recovery Worker	1
	Team Coordinator	1
	Team Leader	2
	Total	89
Unsocial Hours Allowance 6%	Care Assistant	13
	Casual RCCO	1
	Cook (Adults Social Care)	1
	Customer Service Advisor	1
	Deputy Manager	4
	Domestic Assistant	10
	Professional Foster Carer	1
	Residential Child Care Officer	16
	Residential Manager	1

	Senior Residential Child Care Officer	4
	Senior Support Worker	4
	Social Worker	1
	Support Time & Recovery Worker	1
	Support Worker	39
	Trainee Assistant Practitioner	1
	Total	98
Unsocial Hours Allowance 9%	Care Assistant (late shift)	8
	Senior Support Worker	1
	Support Worker	15
	Total	24

3. Benchmarking

3.1 A benchmarking exercise was carried out across a number of other Greater Manchester authorities and other public sector organisations to understand their approaches to remunerating staff who work during unsocial hours and the findings were as follows.

- It was identified that other councils' unsocial hours payments vary and can be either expressed as a cash sum or as an agreed percentage of basic pay which is similar to Trafford. Their unsocial hours payment structures are all very different.
- The evidence also identified that both private and public sector organisations continue to pay an additional remuneration for out of hours working, i.e. we have not yet moved to a position whereby there is no greater value placed on working evenings, nights, weekends.
- When looking at other public sector organisations including health, police and fire services, their unsocial hours payments are all slightly different, with some being more favourable and some less favourable as compared with ours. Ours are broadly in line with Greater Manchester Authorities.

4. Conclusion

- 4.1 Organisations within the Public sector are continuing to pay an unsocial hours payment in some form, though the approach varies between organisations and is locally determined.
- 4.2 All Greater Manchester councils or other public sector organisations who have jobs that work on a shift or rota over a 7 day period incorporate an additional payment. As stated, some may be more favourable and others less favourable than our rates.
- 4.3 Also to be considered is the fact that the locality plan for integrated health and social care services is at a fairly early stage. Health and Council staff are working more closely, however the ultimate business model and working patterns are yet to be determined. Until the changes are known we wouldn't want to alter our allowances at this point as this could make harmonious working more difficult.

5. Recommendations

- 5.1 Taking into consideration the benchmarking undertaken with our public sector neighbours and an analysis of our current allowances structure, the recommendation is to maintain the existing arrangements as-is.
- 5.2 As we move further forward into an integrated health and social care model we may want to review our position on allowance payments in line with different working patterns that may emerge.
- 5.3 HR will continue to monitor the allowances position across GM and our wider public service neighbours to identify any substantial changes to out of hours allowances and whether this would mean that we need to relook at our provision.
- 5.4 Employment Committee is recommended to note and agree the content of this report.

APPENDIX 1

Rota pattern - allowances for working evening, weekend and/or nights

If you work unsocial hours on a rota basis then there are six levels of unsocial hours allowance payments. The criteria for each level are detailed in the table below.

Level	Criteria – Rota Pattern	% allowance on basic pay
1	a) 10 % of day shifts worked at weekends/bank holidays OR b) 100% day shifts worked includes an element of evening work (defined as working hours between 8pm and 10 pm)	3%
2	a) 10 % of day shifts worked at weekends/bank holidays AND 100% shifts worked includes an element of evening work (defined as working hours between 8pm and 10 pm) OR b) 20 % of day shifts worked weekends/bank holidays	6%
3	20 % of day shifts worked at weekends/bank holidays AND 100% day shifts worked includes an element of evening work (defined as working hours between 8pm and 10 pm)	9%
4	More than 20% hours worked ad hoc/flexibly including weekends and evenings and nights	10%
5	a) 50% shifts worked days, 50% shifts worked nights, including weekends and bank holidays OR b) Hours worked 100% at night, excluding weekends OR c) More than 50% of time at worked at weekends	14%
6	a) Hours worked 100% at night, including weekends OR b) Hours worked 100% across evenings, weekends and nights including at least 50% time at night	20%