



# Yateley Town Council Pay & Flexible Working Policy 2020

## 1.0 Introduction

1.1 This policy determines how the Council manages salary, payroll and flexible working arrangements.

## 2.0 Pay Bands for Council Staff

2.1 Pay bands for Council Officers are decided by the Personnel Committee in line with national pay settlements. The pay band for all other staff is linked to the Real Living Wage. The Town Clerk may put forward additional payments at a committee meeting for Member's approval but may not authorises changes to salaries.

## 3.0 Pension Arrangements

3.1 The Council's pension provider is the Local Government Pension Scheme. The Council complies with its duties under automatic enrolment.

## 4.0 Extra Hours

4.1 The Town Clerk may authorise additional hours, overtime (at the appropriate rate), flexible working requests and time off in lieu of payment.

4.2 Staff are required to keep a log of hours and state reasons for overtime. Overtime should be agreed with the Town Clerk or Deputy Town Clerk before the hours are incurred. The logs should be submitted to the office by the 10 day of the month on the Council's timesheet or the flexi-time spreadsheet.

4.3 Overtime payments are reported to the Personnel Committee for monitoring and noting.

## 5.0 Time Off in Lieu

5.1 Time off in lieu (TOIL)

- TOIL may be claimed for evening or weekend meetings or events, as directed by the Town Clerk. The Member of staff must be attending this meeting in an official capacity.
- TOIL can be taken as required, for part-days off for example, by agreement with the Town Clerk but must be booked with 5 working days' notice.
- This will be an alternative to claiming overtime.
- TOIL may only be granted if the absence of that member of staff does not interfere with the proper running of the Council (e.g. no other staff are off work that day).

## 6.0 Flexible Working

6.1 Employees have a legal right to request flexible working under the Flexible Working Regulations 2014. Flexible working allows members of staff to work in a more flexible way, when the need arises. Examples of this include, taking a longer than usual lunch break or starting work later than normal.

6.2 Types of Flexible Working

- Job sharing;
- Part-time hours;
- Compressed hours;

- Working from home;
- Flexi-time (flexible start / finish time within core hours);
- Annualised hours;
- Staggered hours;
- Phased retirement.

### 6.3 Flexible Working Request Criteria

- Employees must have at least 26 weeks service with the Council to be eligible;
- One application for flexible working is permitted per year;
- All permanent requests must be made in writing to the Town Clerk;
- An application for flexible working can be refused if there is a good business reason for the refusal;
- The Council Office’s core hours of operation are 9.30am to 3.30pm

### 6.4 Processing the Request

#### 6.4.1 Flexible working requests must be dealt with reasonably, which includes:

- Reviewing the advantages and disadvantages of the request;
- Holding a meeting with the employee to discuss the request;
- Offering an appeal process.

6.4.2 All temporary flexible working arrangements need to be agreed in advance the week before with the Town Clerk. The overriding principle is that flexible working should not adversely impact the overall efficiency of the office operation between the core hours.

6.4.3 Where flexible working has been agreed, the member of staff must make up the hours taken during the course of the week (or ideally the same day). Alternatively, any TOIL hours accrued can be used to support flexible working, by agreement with the Town Clerk.

6.4.4 A decision regarding a permanent request will be made within 3 months of the request, unless otherwise agreed by the Town Clerk and the employee.

6.4.5 If a permanent request is granted, the employee’s contract of employment will be updated. If the request is refused, the Town Clerk will write to the employee to explain the business reason for the refusal.

6.4.6 In line with the Council’s Lone Working Policy, it is good practice that a minimum of two members of staff are working in the Council Offices at one time. This will be taken into consideration when agreeing flexible working requests.

### 6.5 Appealing the Decision

6.5.1 Appeals will be dealt with under the Council’s Grievance Policy.

## 7.0 Payroll Process

Day	Action	Responsible
10 <sup>th</sup>	Times sheets and over time claims to Town Clerk.	Each staff member
10 <sup>th</sup>	Enter payroll details onto Iris software.	Town Clerk +1

10 <sup>th</sup>	Return to Pension provider	Admin Officer
15 <sup>th</sup>	Payroll actioned	Lloyds bank
17 <sup>th</sup>	Return to HMRC (payment made one month in arrears)	Finance Officer
n/a	Bank mandate to be signed off at Committee meeting	Town Clerk

Dates may be brought forward if stated dates are on a weekend or bank holiday.

### **Amendment Record**

Version 1: Agreed 2016  
Version 2: Agreed July 2017  
Version 3: Agreed January 2018  
Version 4: Agreed September 2018  
Version 5: Agreed May 2020