

Decision under Delegated Powers

Payment of Overtime to Repairs Operatives

Officer requesting the decision

Peter Oliver - Director of Housing and Wellbeing

Officer making the decision

Robert Mitchell - Chief Executive

Recommendation

To vary the Pay Arrangements Policy Version 2015 - 1 (the relevant extract is appended) for a period of 12 months, to enable the payment of overtime at plain time plus half to be made to repairs (trades) operatives undertaking work in void properties where in excess of 37 hours are worked per week.

Reason

To clear a backlog of void works, and maximise rental income.

Authority for decision

The Chief Executive, as head of paid service, has delegated authority within the Constitution subject to the Officer Employment Procedure Rules and to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters and dismissal, including the application of staffing related policies, the exercise of discretion in the application of those policies and the settlement of employee claims against the Council, except insurance claims

Decision and date



12/10/22

Background

There is a backlog of around 135 voids that require manual trade works. Recruitment difficulties have been experienced. Rental income is being lost. Payment at flat rate is not sufficient incentive for trade operatives working on site in void properties to work on a Saturday where there is no contractual obligation for them to do so. A number of employee contracts have a specific term which states they will be paid over time at time and a half.

Comments from HR

HR adviser: Anna Cairns (12/10/22)

Summary of comments from HR: The relevant Contracts and Policies have been checked and it is agreed to pay at this rate for this “project” specific work.

HR seen recommendations (both draft and final, if amended): Y

Financial implications

Overtime payments will be charged to:

H003	Voids Repairs	A0101	Salaries-Basic
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Subject to a successful let of properties, this overtime work will increase rental income offsetting salary spend.

Should there be an overspend at year end on the bottom line of the HRA budget, the costs will be met from the HRA self financing fund.

Risk management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
A precedent is set in respect of overtime payments for all staff.	Unlikely (2)	Serious (3)	Moderate (6)	This is manual trade work undertaken on site by trade operatives. A number of employees have a term in their contract which states that overtime pay will be at time and a half. These employees are of an occupational type distinct from all others in the Council.

Key decision: No

Background papers None

Appendix 1

Overtime Working

'Overtime' is defined as hours worked in excess of 37 per week. However, part-time employees are entitled to the additional hours enhancements shown below in circumstances in which full-time employees in the establishment would qualify.

For example, if two employees (one full-time and one 18.5 hours) in the same section are asked to work on a Saturday (which is a non-working day for both of them) then both would be paid time and a half for the hours worked on the Saturday. Otherwise part-time employees will need to work 37 hours before the enhancements would apply. In these circumstances, any hours worked in addition to an employee's contracted hours, up to 37 hours, will be paid at plain time.

Up to Grade E (SCP 22) or Skills Group 1 - 4

Where overtime has been authorised the following rates will apply:

Monday-Friday:	Plain time plus half
Saturday:	Plain time plus half
Sunday:	Double time
Bank Holidays or Extra Statutory Days:	Double time

Grade SO1 and above

Where overtime has been authorised, time off in lieu (TOIL) at plain time may be granted by the Head of Service. There is no entitlement to payment for any overtime hours worked.

Grade SO1 to PO4

Heads of Service are authorised to make payments, within existing budgets, for overtime to employees graded SO1 to PO4 for time limited projects of a non-repetitive nature as follows:

- (a) Plain time up to an agreed maximum number of hours for a particular project and over a certain number of weeks/months; or
- (b) A lump sum to cover completion of a particular project by an agreed deadline.

Where the payment of a lump sum is agreed in accordance with (b) above, it should not be made in full unless the project is completed by the due date and that provision for claw back considered for inclusion in the scheme. Payments for overtime cannot be authorised retrospectively.

