

	<h2>General Functions Committee</h2> <h3>6 December 2016</h3>
<p style="text-align: right;">Title</p>	<p>Recruitment and Retention Payments Policy</p>
<p style="text-align: right;">Report of</p>	<p>Graeme Lennon, Strategic HR Director</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix 1 – Recruitment and Retention Policy</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Graeme Lennon, Strategic HR Director graeme.lennon@barnet.gov.uk - 020 8359 5080</p>

<h3>Summary</h3>
<p>In March 2016 the Council agreed to introduce Unified Pay for all Council employees with effect from 1 October 2016. As part of the unified rewards agreement the General Functions Committee agreed to the development of two schemes covering recruitment and retention and that these should be brought back to a future meeting for ratification. This report seeks GFC approval of the recruitment and retention schemes</p>

<h3>Recommendations</h3>
<p>1. That the General Functions Committee agrees to the introduction of recruitment and retention schemes that allow the Council to pay supplements to basic salary where there are recruitment or retention difficulties in areas of the workforce with effect from 1 October 2016.</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 This report is needed to authorise the introduction of recruitment and retention schemes for the Council.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The aim of the Recruitment and Retention Payment Policy is to ensure that the Council remunerates all of its employees at a level at which recruitment or retention difficulties will not be encountered (the proposed Recruitment and Retention payments scheme is attached at appendix 1).
- 2.2 Recruitment or Retention Payments are paid in circumstances “where market pressures would otherwise prevent the Council from being able to recruit staff to and retain staff in sufficient numbers for the posts concerned at the normal salary for a job of that weight”.
- 2.3 Recruitment or retention payments can be considered in cases where it is proven that adjustments to non-pay benefits are unlikely to improve the situation.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Council could increase the basic salary rates for jobs where there are recruitment or retention difficulties; however the Council needs to take in to consideration equal pay legislation and therefore its pay and grading structure needs to be determined by following an approved job evaluation scheme. As all Council posts follow an approved job evaluation scheme, each job is placed within the Council’s pay and grading structure, it is therefore not possible to simply increase the basic pay of any post that has either recruitment or retention problems.

4. POST DECISION IMPLEMENTATION

- 4.1 The Recruitment and Retention Payments Policy will be introduced from 1st October 2016. A report to this committee will be produced in October 2017 that updates members of the situation as it stands at that time.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

The Council believes that the added benefit to the Council of having a Recruitment and Retention Payments Policy increases productivity and lower staff turnover, which would reduce recruitment costs.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability).

The majority of costs associated with recruitment and retention payments are within the Social Care professions and it is not expected that there will be any increase in these areas as recruitment difficulties are now being managed effectively.

5.3 Social Value
Not applicable

5.4 Legal and Constitutional References

In accordance with Annex A to the Responsibility for Functions section of Barnet Council's constitution, the General Functions Committee has responsibility for decisions related to the pay and terms and conditions of employment for staff.

In addition, at the last Committee meeting in March 2016, the GFC requested for this report to be sent back to them for approval.

5.5 Risk Management
Not applicable

5.6 Equalities and Diversity

5.6.1 The 2010 Equality Act outlines the provisions of the public sector equalities duty which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act (2010).
- Advance equality of opportunity between people from different groups; and
- Foster good relations between people from different groups.

5.6.2 The broad purpose of this duty is to integrate considerations of equality into day to day business and keep them under review in decision making, the design of policies and the delivery of services.

Ensuring the Council's pay arrangements are fair, robust, equitable and comply with equalities legislation are key considerations. The impact of applying the recruitment and retention payments is a positive one for staff, however it is acknowledged that the schemes could lead to pay inequality if it is found that one group falling under a protected characteristic is paid more than another group.

If there were to be pay inequality between groups falling under a protected characteristic, the Council would need to demonstrate that the inequality is not discriminatory and is purely down to a robust and fair scheme. The Council aims to reduce any risk of unlawful discrimination by establishing a monitoring and review process which would consist of the following:

- Periodic review and audit of the policy and procedure by the General Functions Committee, Workforce Board in conjunction with the senior leadership team and Trade Union representatives.
- Annual report to the GFC which would include equality data.

It is hoped that this would eliminate the potential for any unlawful discrimination under the scheme.

5.7 **Consultation and Engagement**
Not applicable

5.8 **Insight**
Not applicable

6. BACKGROUND PAPERS

6.1 None