

Question Number	Question asked by:	Subject
CABINET MEMBER FOR FINANCE & RESOURCES Councillor Simon Hall		
CQ018-20	Councillor Robert Canning	Council Staff Leave
CQ019-20	Councillor Robert Canning	Council Staff Voluntary Overtime

CQ018-20 from Councillor Canning

Councillor Hall

“What proportion of council staff, by grade, have not taken their full entitlement of annual leave in each of the last three years?”

Reply

Whilst it is not currently possible to report on untaken annual leave for the leave year 2019/20 in the HR and Finance system MyResources, the below tables show a breakdown of the percentage of employees by grade with leave outstanding for the annual leave years 2017/18 and 2018/19. Please note however that under the Council's annual leave provisions employees may carry forward up to 5 days untaken annual leave (pro-rata for part-time employees) from one leave year to the next leave year. The below percentages will therefore include any carried over annual leave.

Annual leave year 17-18	% of employees with leave outstanding
Apprentice.Apprentice2..	82%
Apprentice.Apprentice3..	100%
Apprentice.Apprentice4..	100%
Lecturer.LECT1.T00.	12%
Lecturer.LECT2.T00.	50%
NJC.CSRA.T00.	55%
NJC.CSRB..	67%
NJC.Grade01c..	55%
NJC.Grade02..	85%
NJC.Grade03..	55%
NJC.Grade04..	58%
NJC.Grade05..	58%

Annual leave year 18 - 19	% of employees with leave outstanding
Apprentice.Apprentice2..	100%
Apprentice.Apprentice3..	75%
Apprentice.Apprentice4..	100%
Lecturer.LECT1.T00.	12%
Lecturer.LECT2.T00.	100%
NJC.CSRA.T00.	71%
NJC.CSRB..	69%
NJC.Grade01c..	91%
NJC.Grade02..	88%
NJC.Grade03..	59%
NJC.Grade04..	58%
NJC.Grade05..	67%

NJC.Grade06..	52%
NJC.Grade07.T00.	47%
NJC.Grade08..	51%
NJC.Grade09..	50%
NJC.Grade10..	51%
NJC.Grade11..	56%
NJC.Grade12..	51%
NJC.Grade14..	58%
NJC.Grade15..	55%
NJC.Grade16..	52%
NJC.Grade17..	44%
Spot salary.Fixed Rate..	38%
Spot salary.Fixed Salary.T00.	44%
Spot salary.Specialist Engagement..	0%
Teacher.CTMS.W00.Yes	0%
Teacher.DHT.V00.Yes	0%
Teacher.TUP1.P00.Yes	0%
Teacher.TUP2.P00.Yes	0%
Teacher.TUP3.P00.Yes	0%
Teacher.TUQ.U04.No	0%
Youth.YS1\2..	0%
Youth.YS2\1..	100%
Youth.YS2\2..	0%
Youth.YWP2..	0%

NJC.Grade06..	64%
NJC.Grade07.T00.	64%
NJC.Grade08..	61%
NJC.Grade09..	70%
NJC.Grade10..	66%
NJC.Grade11..	64%
NJC.Grade12..	69%
NJC.Grade14..	63%
NJC.Grade15..	66%
NJC.Grade16..	74%
NJC.Grade17..	63%
Spot salary.Fixed Rate..	40%
Spot salary.Fixed Salary.T00.	64%
Spot salary.Specialist Engagement..	0%
Teacher.AHT.L00.Yes	0%
Teacher.CTMS.W00.Yes	0%
Teacher.TUP1.P00.Yes	0%
Teacher.TUP2.P00.Yes	0%
Teacher.TUP3.P00.Yes	0%
Teacher.TUQ.U04.No	0%
Youth.YS1\2..	0%
Youth.YS2\1..	33%
Youth.YS2\2..	0%

CQ019-20 from Councillor Canning**Councillor Hall**

“What estimate has been made of the amount of unpaid overtime undertaken by council staff, by grade, in each of the last three years?”

Reply

It is not possible to estimate work undertaken by Council employees that may constitute unpaid overtime above contractual hours. There is no corporate timesheet recording process for unpaid hours worked by an employee on this basis.

The Council would discourage staff from working above their contractual hours, unless agreed by their line manager and in accordance with Council policies and procedures and the Working Time Regulations.

The Council's terms and conditions of employment (employment contract) states the basic contractual hours an employee is required to work, which is 36 hours per week for full time. The employment contract also states that employees at or above grade 12 are required to work all reasonable hours necessary to discharge the duties of their post.

There are arrangements whereby managers may agree locally for employees to work additional hours when necessary and take, for example, time off in lieu (TOIL). Further information on flexible working can be found in the Council's Flexible and Agile working policy.