

SALISBURY CITY COUNCIL

Subject : Annual Leave Entitlement – a review
Committee : Personnel Committee
Date : 12 October 2022
Author : Tracy Adams, HR Manager

1. Report Summary:

1.1. This report provides information to consider a change to the annual leave entitlement for Salisbury City Council (SCC) staff.

2. Background:

- 2.1. Annual leave entitlement arrangements were transferred across from Salisbury District Council to Salisbury City Council on its formation in 2009 and have not been reviewed since that time.
- 2.2. Following recent feedback received by the Unison union rep, the issue of the annual leave entitlement of staff at SCC was raised by Unions¹ at one of the regular Union/SCC meetings.
- 2.3. The Unions' concern is that annual leave entitlement is linked to job grade, rather than a flat rate across the organisation.
- 2.4. The Unions' view was that this was an unfair and outdated approach to annual leave entitlement, and they requested SCC to review their annual leave entitlement arrangements. The review was supported by the Leaders of the Council.
- 2.5. Officers noted that leave entitlement has not been raised as an issue an exit interviews, the Council has a low staff turnover rate, and that the recent staff survey did not raise this issue.

3. Current Arrangements:

3.1. SCC's current annual leave entitlement is as follows :

Salary band	Standard Entitlement	After 5 years' service	After 10 years' service
A-G	24 days	27 days	27 days
H-J	26 days	28 days	29 days
K upwards	29 days	29 days	32 days

- 3.2. The HR Manager have researched how SCC's leave arrangements compared to other Councils in the local area.
- 3.3. [South West Councils](#) (a membership organisation supporting Councils in South West area) provided information, based on an information sharing exercise carried out in May 2020 on behalf of principal authorities in the South West.

¹ SCC has a formal union recognition agreement with Unions and Unite.

3.4. This information showed that 6 of the 12 principal authorities, who participated in the information sharing exercise, gave annual leave entitlement which varied by job grade.

4. Proposed Change:

- 4.1. It is proposed to flatten annual leave entitlement so that all grades receive the same number of days of leave on joining, after 5 years and 10 years' service.
- 4.2. It is hoped that there would be a positive effect on morale for those who would receive additional days of leave.
- 4.3. To reduce annual leave entitlement for any member of staff would be a change to employment terms and conditions and would require a full consultation process with affected staff. If staff did not agree these new terms and conditions, a so called 'hire and fire' process may be required. If reduced levels of leave are implemented, there would be a loss of morale of those staff affected.
- 4.4. The proposed revised leave entitlement is shown below:

Salary band	Standard Entitlement	After 5 years' service	After 10 years' service
A-G	29 days (an increase of 5 days)	29 days (no increase after 5 years)	32 days (an increase of 3 days)
H-J	29 days (an increase of 3 days)	29 days (no increase after 5 years)	32 days (an increase of 3 days)
K upwards	29 days (no change)	29 days (no change)	32 days (no change)

5. Impact of this proposal:

- 5.1. If all existing staff were moved to the highest level of annual leave entitlement, this would result in an additional 235 days being awarded.²
- 5.2. Most of the impact (i.e. the loss of working days) could be absorbed through prioritisation of workload. However, some teams may require additional resources to maintain services at current levels and this would need to be considered as part of the 2023/2024 budget setting process if the change is agreed. Details of this are shown in the table below:

Team	Number of additional days annual leave (additional days multiplied by number of staff with that length of service)	Potential additional resources required	Impact if resources not available
Grounds Maintenance Team	45 days of extra leave (equivalent of 9 weeks at rate of 5 days per week)	Additional agency worker for 2 months during Summer months Approximate. £5300 based on current agency	Reduction in ground maintenance services delivered, i.e. different grass cutting regimes, weeding, maintenance of floral displays and so on

² Part time staff are counted as 1 day so this figure cannot be calculated in hours by multiplying by 7.4 hours

		rates	
Customer Service Team	39 days (equivalent of 7.8 working weeks)	Additional agency worker for 2 months during summer. Approximate cost £5300 – based on current agency rates	Reduction in Shop Mob and Info Centre opening hours Potential for some enforced closures – this would need consultation with staff as a disruption to their agreed working patterns

5.3.. It should be noted that this impact does not include staff due to transfer in under TUPE. The impact analysis for this group of staff would be carried out as part of consideration of moving from transferred terms to any more favourable SCC terms and conditions at the time if this happens in the future.

6. Other Considerations:

- 6.1. The HR Manager is keen to continue to improve the work life balance of the Council's staff team, and thereby increase their effectiveness and productivity.
- 6.2. As the issue of leave entitlement has been raised in a limited context, it is suggested that consideration should be given to other ways in which the Council resources could be used, the equivalent of approx. £10,000 in order to improve the working lives and productivity of the Council's officers. If this type of intervention was considered of greater value the HR manager could present options to this committee for consideration.

7. Recommendation:

It is recommended that the Committee:

- 7.1. Consider this report and determine whether to change the leave entitlement arrangements as shown in this report **OR**
- 7.2. Instruct the HR Manager to review other options which would improve staff morale and productiveness, without changing leave entitlement

8. Wards Affected: All

9. Background papers: Nil

10. Implications:

- 10.1. **Financial:** As shown in this report.
- 10.2. **Legal:** Employment Law will apply to all considerations
- 10.3. **Personnel:** As shown in the report
- 10.4. **Environmental Impact:** Nil in relation to this report
- 10.5. **Equalities Impact Statement:** Nil in relation to this report.