

## Record of Delegated Non-Executive Decisions by Officers

### 1. Subject of decision

#### **Staffing Matter: Review of Craft Workers' Local Agreement on Pay and Conditions of Employment**

The Director of Resources has delegated authority under the Officer Delegation Scheme GD20:

To appoint (below the level of Assistant Chief Executive/Director of Service), dismiss and deploy staff and deal with other employment matters in accordance with human resources policy, procedure and guidelines, subject to their actions being within their approved budget.

This decision has been delegated to one or more officer(s) under:

- (a) A specific express authorisation (provide the date, report and decision of meeting which delegated this to the specific officer(s))
- (b) A general authorisation to take such decisions **and**, the effect of the decision is to:
- (i) grant a permission or licence;
- (ii) affect the rights of an individual; or
- (iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

### 2. Name and Title of Decision Maker

Jon Ritchie, Director of Resources

### 3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

#### **4. Executive summary** (taken from written report)

\*The purpose of the report is to consider and determine whether to exercise discretion to approve the revisions to the Craft Workers' Local Agreement on Pay and Conditions of Service, including a new pay structure and rates of pay across all trades and associated colleagues covered by the Agreement.

It is considered that the updated pay rates and terms and conditions will:

- Bring the relevant salaries of colleagues in these grades nearer to comparator salaries across neighbouring local authorities and private sector providers, therefore more attractive to candidates in the market.
- Help alleviate the significant recruitment and retention issues that have been experienced across Property Services and the Vehicle Maintenance Service in Environmental Services.
- Modernise the terms and conditions of colleagues covered by the Agreement to align them with the Authority's values.

#### **5. Alternative options considered**

The alternative option was to exercise discretion and take no action to apply the proposed pay structure and salaries, and minor changes to other terms within the Craft Workers' Local Agreement on Pay and Conditions of Service.

In light of the on-going costly recruitment and retention issues which are already affecting the level of service delivery the alternative option was deemed to be inappropriate.

## **6. Decision(s)**

Exercise discretion to agree to apply the proposed pay structure and salaries, and minor changes to other terms within the Craft Workers' Local Agreement on Pay and Conditions of Service.

## **7. Reasons for the Decision(s)**

The decision will:

- Avoid the potential for costly recruitment and retention issues which are already affecting the level of service delivery; and
- Bring the relevant salaries of the trade staff in these grades nearer to the current salaries being paid for the same trades in neighbouring Authorities and the private sector who compete for these skill sets.

## **8. Date Decision Made**

3 October 2023

## **9. Date of Publication**

4 October 2023

## **10. Is the decision subject to Call-In?**

Yes, the call-in period expires at 5.00pm on 11 October 2023

## **11. Implementation Date (if decision not called in)**

After 5.00pm on 11 October 2023

Note: \*The report in relation to the above decision is not for publication by virtue of paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.