

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	18th MARCH 2021	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	DAVID CLAMP (01283 595729) david.clamp@southderbyshire.gov.uk	DOC:
SUBJECT:	STANDBY AND CALLOUT PROCEDURE	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM05

1.0 Recommendations

- 1.1 That the Standby and Callout Procedure is approved with effect from 1st April 2021 (Appendix 1).

2.0 Purpose of the Report

- 2.1 To approve a Standby and Callout Procedure that will provide a consistent approach to arrangements that are used across the Council and payments that are made to employees.

3.0 Executive Summary

- 3.1 The Council delivers a range of statutory and non-statutory services that require responses to be given 'out of hours' and in the event of an emergency such as inclement weather or major incidents in the District.
- 3.2 A range of both informal and more formal arrangements have been developed over time to enable the Council to respond in such situations, but these are inconsistent in terms of the level of provision, the reliance placed on a small number of employees and payments provided.
- 3.3 Following consultation with all services and the Trades Unions, a new framework has been developed and agreed at the last meeting of the Joint Negotiating Group held on 14th January 2021. The proposed Standby and Callout Procedure is attached at Appendix 1.

4.0 Detail

- 4.1 The Council has a number of services that provide an 'out of hours' service or respond to emergency situations.

Overview of current arrangements

- 4.2 Where regular services are provided out of hours, such as Careline and Housing DLO, employees in these areas have a contractual requirement to participate in a standby rota. Rotas are organised in advance and points of contact provided to Careline. Records are kept of employees on the rota and any callouts attended.

- 4.3 In other areas where the responses are primarily due to the security of sites or major incidents, the arrangements are less structured and are reliant on a limited number of employees. For example, at Rosliston Forestry Centre, three members of staff provide a standby service and there are comparable arrangements for responding to the activation of alarms or other emergencies at Council owned public buildings. Generally, appointment on to the rota is agreed locally and a contractual requirement is in place to attend.
- 4.4 In Operational Services, employees respond to emergency situations that present a risk to the safety of the community and/or environmental issues. The arrangements are organised at short notice and provide for sufficient resources to deal with situations either during the day or overnight/weekends.
- 4.5 These arrangements have served the Council well over the years but it has led to some inconsistency in payments that are made and arrangements in place. The proposed Standby and Callout Procedure (Appendix 1) will ensure that all employees are recompensed equally and that related considerations such as compliance with the Working Time Regulations and appropriate support for employees whilst lone working are in place and monitored.

Review of out of services

- 4.6 An internal working group has commenced work to review the provision of and arrangements for out of hours services provided by the Council. A report proposing options for the continuation and improvement of these services will be submitted to a future meeting of this Committee.

5.0 Financial Implications

- 5.1 There are no additional financial implications associated with this report and provision is made within existing budgets for costs arising from standby and callout arrangements used in different service areas.

6.0 Corporate Implications

Employment implications

- 6.1 These have been considered and incorporated in to the Standby and Callout Procedure. Those employees who have a contractual requirement to be on standby will notified of the new Procedure and any impact on their current terms and conditions of employment.

Legal Implications

- 6.2 These have been considered and incorporated in to the Standby and Callout Procedure.

Corporate Plan Implications

- 6.3 None directly arising from this report.

Risk Impact

- 6.4 These have been considered and incorporated in to the Standby and Callout Procedure.

7.0 Community Impact

Consultation

- 7.1 Formal consultation has been completed with the Trade Unions and across all service areas.

Equality, Diversity, and Inclusion Impact

- 7.2 Any differences in payments made to employees have to be objectively justified to defend any claims that may be entered based on gender or any other protected characteristic. The Standby and Callout Procedure provides a consistent level of payments for all employees and addresses this risk.
- 7.3 Participation in standby and callout arrangements are based on the needs of the service and open to all employees with the required levels of skills, knowledge and competency to undertake appropriate duties whilst on standby.

Social Value Impact

- 7.4 None directly arising from this report.

Environmental Sustainability

- 7.5 None directly arising from this report.

8.0 Conclusions

- 8.1 The Standby and Callout Procedure will provide a consistent and fair framework to recompense and take account of the related considerations for employees providing these services and ensure that out of hours and emergency services continue to be provided for the community of South Derbyshire.

9.0 Background Papers

None