

Report to: Governance Committee

Date of meeting: 23 January 2024

By: Chief Operating Officer

Title: Annual leave entitlement

Purpose: To address the current difference in service-related leave for staff on Single Status grades.

RECOMMENDATIONS:

The Governance Committee is recommended to:

Agree to increasing entitlement by one day at 10 years' service for staff at Single Status grades 1-10, effective 1 April 2024.

1 Background

- 1.1 A question has recently been raised around service-related annual leave entitlement for staff on single status grades on Yammer, via the Chief Executive's Webchat. At present employees on grades Single Status (SS) 1-10 currently do not benefit from any increase in entitlement at 10 years' service, compared to those on grades SS11-13 who receive an extra day. Please refer to the entitlement table below:

Terms and conditions	Grades	Basic entitlement (excludes 2 extra-statutory days)		
		First 5 years' service	After 5 years' service	After 10 years' service
Single Status	1-10	23	26	26
Single Status	11-13	24	26	27

- 1.2 Employees on grades 1-10 receive 23 days' basic entitlement, followed by an additional three days after completing five years' service, equating to 26 days in total. By comparison, employees on grades 11-13 receive 24 days' basic entitlement, followed by two additional days at five years' service, and one additional day at ten years' service, equating to 27 days in total. Therefore, while staff on all SS grades receive the same amount of leave after five years' service, staff on grade 11-13 receive an additional days' leave at ten years' service. There is therefore an inconsistency in how ESCC recognises long service for staff on the Single Status pay scale.
- 1.3 In order to address this inconsistency, it is proposed that the leave entitlement for staff on SS1-10 is increased by one day after ten years' service.

2 Supporting Information

- 2.1 The minimum leave entitlement of 23 days is derived from the NJC Green Book, which is the national terms and conditions for local government employees. However this does not prescribe different amounts of service-related leave for staff on different grades. There is also no extant local collective agreement that specifically addresses service-related leave, and therefore no basis for the current differentiation between the Single Status grades.
- 2.2 HR has carried out a benchmarking exercise to compare ESCC's leave entitlements with other authorities. While it is difficult to make like-for-like comparisons due to the various pay and grading systems in operation, the leave entitlements for ESCC employees on Single Status grades 1-10 are generally among the lower comparators. A summary of benchmarking data is attached at Appendix 1.

3 Financial implications

- 3.1 There would generally only be a productivity cost to providing additional leave, as in most instances it would not be necessary to provide cover. However, term-time only employees attract a true cost. Increasing service-related leave provision would mean an overall increase in the 'cost' of providing annual leave.
- 3.2 Estimated costs associated for increase entitlement by one day at 10 years' service for SS 1-10 staff:

	>10 years' service at 01/04/2024		
	Non-Schools	Schools	Total
SS1-10 productivity cost	£86,300	£7,300	£93,600
SS1-10 term time only true cost	£4,700	£54,200	£58,900
Total	£91,000	£61,500	£152,500

4 Conclusion and recommendations

- 4.1 There is no clear reason or justification for the current different leave entitlement at 10 years' service between staff on Single Status grades 1-10 and Single Status grades 11-13. Accordingly, the Governance Committee is recommended to agree to increasing entitlement by one day at 10 years' service for staff at Single Status grades 1-10 effective 1 April 2024.

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Benchmarking comparison table

Comparison table

Lower grade range for grades SS1-10 (or equivalent)		
Local Authority	<5 years	>5 years
East Sussex County Council	25	28
Brighton & Hove City Council	25	28
Kent County Council	27	29
Lewes and Eastbourne District Council	26	30
Rother District Council	24	29
Surrey County Council	26	30
Wealden District Council	23	28
West Sussex County Council	25	28

Figures include the 2 extra statutory days (excluded from the table presented in the Annual Leave Policy).

(Surrey County Council and Lewes and Eastbourne District Council do not differentiate by grade therefore the same entitlement applies to higher pay grades).