

POLICY, FINANCE & ADMINISTRATION COMMITTEE**25 JANUARY 2012****REPORT OF HEAD OF COMMUNICATIONS****STANDBY POLICY****1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval for a standby policy to cover staff being on call in case of an incident of a dangerous building or an urgent homelessness case.
- 1.2 This policy sets out the arrangements and payments applicable for people contractually on call.

2.0 RECOMMENDATIONS

- 2.1 **That the Standby Policy be approved.**
- 2.2 **That the Head of Communications in consultation with Management Team has delegated authority to amend the Policy in line with changing employment legislation and good practice.**

3.0 KEY ISSUES

- 3.1 It has been identified by Internal Audit that it is not appropriate to continue to have staff not on an official standby arrangement for Dangerous Buildings call out (Audit reference M008.M/BUCCO/2010.01.07.01.01).
- 3.2 The matter has been considered by Management Team and the same principles apply to staff on call for urgent homelessness cases.
- 3.3 The policy will introduce a formal on call rota and staff will be compensated as appropriate for being on call.
- 3.4 Staff receiving payments under this Policy will be contractually required to be available and capable to be called out and to work.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 There are existing arrangements in place for the Corporate Standby Officer. This Policy does not affect those arrangements.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

- 5.1 The additional costs will be found from existing salary budgets.

6.0 LEGAL IMPLICATIONS/POWERS

- 6.1 There is a legal requirement to provide cover for dangerous buildings.
- 6.2 There is a legal requirement to provide cover for urgent homeless cases.

7.0 **COMMUNITY SAFETY**

7.1 There are no direct Community safety implications.

8.0 **EQUALITIES**

8.1 Equalities Impact Assessment attached.

9.0 **RISKS**

9.1 No risks identified.

10.0 **CLIMATE CHANGE**

10.1 No direct implications for climate change.

11.0 **CONSULTATION**

11.1 This policy has been considered by Management Team and consulted with the recognised Trade Union representatives Unison and GMB.

12.0 **WARDS AFFECTED**

12.1 All

Contact Officer Angela Tebbutt
Date: 6 January 2012

Appendices : 1 – Stand by Policy

Background Papers: Internal audit report recommendation
M008.M/BUCO/2010.01.07.01.01

Reference : X : Committees\