

STAFFING COMMITTEE

- Date and Time: -** Wednesday 16 February 2022 at 1.00 p.m.
- Venue: -** John Smith Room, Town Hall, Moorgate Street, Rotherham.
- Membership: -** Councillors Alam (Chair), Allen, T Collingham, Read and Reynolds

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AGENDA

1. Apologies for Absence

To receive the apologies of any Member who is unable to attend the meeting.

2. Declarations of Interest

To receive declarations of interest from Members in respect of items listed on the agenda.

3. Exclusion of the Press and Public

To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.

4. Pay Policy Statement 2022-23 (Pages 3 - 17)

Recommendations

Staffing Committee is asked to:

1. Accept the Pay Policy Statement for 2022-23 (Appendix 1)
2. Recommend approval of the statement by Council.

5. Gender Pay Gap 2020-21 (Pages 19 - 30)

Recommendations

Staffing Committee is asked to:

1. Accept the Gender Pay Gap report at appendix 1
2. Approve publication of the Gender Pay Gap Report at appendix 1

6. Valuing Volunteers (Pages 31 - 59)

Recommendations

Members are asked to:

1. Support the introduction of a new Valuing Volunteers Policy to replace the Use of Volunteers Policy (2016)

7. Urgent Business

To determine any item which the Chair is of the opinion should be considered as a matter of urgency.

Committee Name and Date of Committee Meeting

Staffing Committee – 16 February 2022

Report Title

Pay Policy Statement 2022-23

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

Ian Henderson, HR Manager

ian.henderson@rotherham.gov.uk

Ward(s) Affected

None

Report Summary

This report provides detail of the Pay Policy Statement for 2022-23 that the Council is obliged publish under Chapter 8 of the Localism Act 2011.

Recommendations

Staffing Committee is asked to:

1. Accept the Pay Policy Statement for 2022-23 (Appendix 1)
2. Recommend approval of the statement by Council.

List of Appendices Included

Appendix 1 Pay Policy Statement 2022-23

Background Papers

Local Government Association

CIPFA Best Value Accounting Code of Practice

Freedom of Information

Localism Act 2011

Hutton Review of Fair Pay in the Public Sector: Final Report March 2011

Previous Staffing Committee Reports

Local Government Transparency Code 2015

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Pay Policy Statement 2022-23

1. Background

- 1.1 The Localism Act 2011, Chapter 8 Pay Accountability, made it a legal requirement for authorities to produce and publish a Pay Policy Statement by 31 March each year. This must be agreed by Council and detail the remuneration of its Chief Officers.
- 1.2 The Council must then comply with the Pay Policy Statement for the financial year in making any determination.

The statement must state:

- Policies relating to remuneration of Chief Officers (definition includes Directors)
 - Remuneration of its lowest paid employees
 - Relationship between remuneration of Chief Officers and employees who are not Chief Officers
 - The remuneration of its Chief Officers
 - Remuneration of Chief Officers on appointment
 - Increases and additions to remuneration for each Chief Officer
 - Use of performance related pay for Chief Officers
 - Use of bonuses for Chief Officers
 - Benefits in kind to which the Chief Officer is entitled
 - Any increase of enhancement to Chief Officer pension entitlement
 - Approach to payment of Chief Officers and their ceasing to hold office
 - Any amounts payable upon the Chief Officer ceasing to hold office other than that payable by virtue of any enactment
 - Approach to publication and access to information relating to remuneration of Chief Officers
- 1.3 In addition, Council is responsible for approving the creation of any role where the salary package offered for a new appointments is £100,000 or more or where an exit package for a leaver is £100,000 or more.
 - 1.4 The Council's Scheme of Delegation has empowered the Staffing Committee to determine conditions of service, employment policies and procedures and remuneration relating to the Chief Executive and Chief Officers, in line with the Pay Policy Statement.
 - 1.5 Staffing Committee is asked to review the Pay Policy Statement for 2022-23 (Appendix 1) and make recommendation to Council.

2. Key Issues

- 2.1 It is a legal requirement for the Council to publish a Pay Policy Statement each year which has been agreed by Council.

- 2.2 The financial figures in the Pay Policy Statement are unable to be updated until the conclusion of the national pay awards for 2021-22.

3. Options considered and recommended proposal

4. Consultation on proposal

- 4.1 Consultation has taken place with the relevant Cabinet Member.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Staffing Committee's recommendation will go to Council at the meeting scheduled for the 2 March 2022.

6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)

- 6.1 The financial implications of the pay policy have been factored into the Council's budget position for 2022/23. The 2021/22 pay award has not yet been agreed, however, provision for the pay award has been built into the Council's budget position for 2022/23. This ensures that the Council's budgets overall and at a service level are appropriate to support the cost implications of the pay policy statement 2022/23.

- 6.2 The salary scales are currently based on the current year, they will need to be adjusted once the 2021/22 pay award is finalised. Should any other salary base adjustments be agreed, the pay policy would need to be further amended and the financial implications of those adjustments considered.

- 6.3 There are no direct procurement implications arising from the details contained in this report.

7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)

- 7.1 The report complies with the legislative requirements. Failure to provide this information could result in the Council being subject to court orders and fines.

8. Human Resources Advice and Implications

- 8.1 The policy statement sets out the arrangements for the salary and related allowances paid to Chief Officers of the Council which have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, which are incorporated into contracts of employment.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no implications for children and young people or vulnerable adults

10. Equalities and Human Rights Advice and Implications

11.1 There is no impact on emissions

12. Implications for Partners

12.1 There are no implications for partners.

13. Risks and Mitigation

13.1 There is a risk that the authority would face legal action if it failed to comply with legislative requirements to publish the pay policy statement.

Accountable Officer(s)

Jo Brown, Assistant Chief Executive

Lee Mann, Assistant Director Human Resources & OD

Approvals obtained on behalf of:-

	Named Officer	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	Click here to enter a date.
Assistant Director of Legal Services (Monitoring Officer)	Named officer	Click here to enter a date.
Assistant Director of Human Resources (if appropriate)		Click here to enter a date.
Head of Human Resources (if appropriate)		Click here to enter a date.

Report Author: Ian Henderson, HR Manager
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This report is published on the Council's [website](#).

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Assistant Chief Executive's Human Resources

Pay Policy Statement 2022/2023

Introduction & Scope

This policy statement sets out the arrangements for the salary and related allowances paid to Chief Officers of the Council, meeting the requirements the Localism Act 2011, and also meeting the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under section 38 to 43 of the Act.

It does not cover teaching staff, whose salaries and terms of conditions of employment are set by the Secretary of State or Academy schools as they are an entirely separate employer covered by the Academies Act 2010 and are responsible for setting salaries for their employees.

The authority is required to publish Chief Officer salaries and disclose details of salaries over £50,000 on an annual basis as part of the Statement of Accounts which is available on the Council's website (<http://www.rotherham.gov.uk/>).

The Council is committed to and supports the principle of equal pay for all its employees.

Equal pay between men and women is a legal right under both United Kingdom and European Law. The Equality Act 2010 requires employers not to discriminate on grounds of sex, gender reassignment, race and disability and similar rules apply to sexual orientation, religion, pregnancy and maternity and age.

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, which are incorporated into contracts of employment.

Chief Executive and Chief Officers conditions of service are in line with the Joint Negotiating Committees for Chief Executives and Chief Officers. Local agreements and remuneration are determined by Council on recommendation made by the authority's Staffing Committee.

This also applies to shared management arrangements with partner organisations, where the job continues to be filled by an employee of the Council.

Definition of officers covered by the Pay Policy Statement

This policy statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of:
 - Chief Executive
2. Statutory Chief Officers, which in this authority are the posts of:
 - Strategic Director Children and Young People's Services (Director Children's Services)
 - Strategic Director Adults Care, Housing and Public Health (Director Adult Social Services)
 - Strategic Director Finance and Customer Services (Section 151 Chief Finance Officer)
 - Director of Public Health (Director Public Health)
 - Assistant Director Legal Services (Monitoring Officer)
3. Non-statutory Chief Officers, which in this authority are the posts of:
 - Strategic Director Regeneration and Environment
 - Assistant Chief Executive
 - Assistant Director Children's Social Care
 - Assistant Director Human Resources and Organisational Development
 - Assistant Director Financial Services
 - Assistant Director Customer Information and Digital Services
 - Assistant Director Culture, Sport and Tourism
 - Assistant Director Regeneration, Planning and Transport
 - Assistant Director Community Safety and Streetscene
 - Assistant Director Strategic Commissioning
 - Assistant Director Independent Living
 - Assistant Director Housing
 - Assistant Director Education
 - Assistant Director Early Help and Family Engagement
 - Assistant Director Joint Commissioning CCG, Performance and Inclusion

Policy on remunerating Chief Officers

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Appendix A. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

Policy on other aspects of remuneration of Chief Officers

Other aspects of the remuneration of Chief Officers are appropriate to be covered by this policy statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency, re-employment when in receipt of a Local Government pension or a redundancy/severance payment and pension legislation. These matters are addressed in the schedule attached to this policy statement at Annex B

Pay Relationship

The lowest pay rate in the authority (excluding apprentice rates) equates to a full time equivalent annual salary of £18,198 and can be expressed as an hourly rate of pay of £9.43. This pay rate and salary was determined by the authority as part of a pay scale for employees employed on the National Joint Council Local Government Services Terms and Conditions.

The highest paid salary in this authority is £172,753 which is paid to the Chief Executive.

The ratio between the two salaries, the 'pay multiple' is 9.5 to 1. Against the median salary of £21,748 this multiple reduces to 8 to 1 and against the average salary of £25,944 to 7 to 1.

The Hutton review considered the multiple should be no greater than 20 to 1 (lower is better) and based on the current situation the Council falls well below this threshold. The authority does not have a policy on maintaining or reaching a specific 'pay multiple', however the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority.

These pay rates may increase in accordance with any pay settlements which are reached through the respective national negotiating bodies.

Salary Packages over £100,000

The authority will ensure that before a role is created, any salary package for any post that is in excess of £100,000 is considered by Council following recommendation by Staffing Committee.

Flexibility to address recruitment issues for vacant posts

In exceptional circumstances where there are recruitment difficulties; there may be a requirement to consider the payment of temporary market supplements such as 'golden hellos', retention payments or regular monthly payments.

In situations where a market supplement is being considered a report detailing the business case is considered by the Assistant Director of Human Resources & Organisational Development who makes the final decision as to whether a supplement is payable, the amount and the frequency of review. For Chief Officer graded posts where this would result in a pay package in excess of £100k the case will be considered by Council on recommendation made by the Staffing Committee.

Supplements can be reviewed at any time but a review must be undertaken on an annual basis.

Policy Amendment

The Council may seek to change elements within the pay policy as part of any necessary efficiency review or as other circumstances dictate.

This policy statement is reviewed annually and is presented to Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

Exit Payment Cap and Pension Reforms

Legislative changes may be implemented in the following areas, in which case the authority will apply changes as appropriate:

- The fixing of a cap on exit payments made to employees departing the public sector
- Recovery of exit payments made to high earners who leave the public sector on or after the implementation date if they return to the public sector within 12 months of leaving.
- Other associated reform of redundancy payment limits and related pension scheme provisions

Pay Policy References

- Agency workers directive 2011
- Hutton Fair Pay in the Public Sector Final Report (March 2011)
- Joint Negotiating Committee for Local Authority Chief Executives
- Joint Negotiating Committee for Chief Officers of Local Authorities
- Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations
- Localism Act 2011
- National Joint Council for Local Government Services
- Representation of the People Act 1983
- Rotherham Borough Council Scheme of Delegation
- The Accounts and Audit (England) Regulations (2011)
- The Equality Act 2010
- The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency
- Local Government Transparency Code 2015
- HM Treasury Recovery of Public Sector exit payments

Appendix A – Policy on Remunerating Chief Officers

Head of Paid Service and Statutory Officers

Post	Salary Ceiling	Additional Allowances	Bonus	Profit Related Pay	Earn Back	Pension Enhancement
Chief Executive	£172,753	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Strategic Director Children and Young People's Services	£151,967	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Strategic Director Adults Care, Housing and Public Health	£133,756	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Strategic Director Finance and Customer Services	£123,645	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Director of Public Health	£90,205	£20,000 market pay supplement	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Legal Services	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)

Non-statutory Chief Officers

Post	Salary Ceiling	Additional Allowances	Bonus	Performance Related Pay	Earn Back	Pension Enhancement
Strategic Director Regeneration and Environment	£123,645	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Chief Executive	£105,779	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Children's Social Care	£98,640	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Human Resources and Organisational Development	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Financial Services	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Customer Information and Digital Services	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Culture, Sport and Tourism	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Regeneration, Planning and Transport	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)

Post	Salary Ceiling	Additional Allowances	Bonus	Profit Related Pay	Earn Back	Pension Enhancement
Assistant Director Community Safety and Streetscene	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Strategic Commissioning	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Independent Living	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Housing	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Education	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Early Help and Family Engagement	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)
Assistant Director Joint Commissioning CCG, Performance and Inclusion	£90,205	None	The authority does not operate bonus schemes	The authority does not operate performance related pay systems	The authority does not operate earn-back pay systems	It is not Council policy to award additional pension entitlement (regulation 31)

Appendix B - Policy on other aspects of remuneration of Chief Officers

Aspect of Chief Officer Remuneration	Authority Policy
Recruitment	<p>Posts are advertised and appointed to at the appropriate approved salary for the post unless there is evidence that a successful appointment of a person with the required knowledge, experience, skills, abilities and qualities cannot be made without varying the remuneration package.</p> <p>In such circumstances a variation to the remuneration package is appropriate under the Authority's policy. Any changes will be approved through the Authority's appropriate decision making process.</p> <p>Salary packages over £100,000 require Council approval.</p>
Pay Increases	The authority applies any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations.
Additions to Pay	The Authority does not make additional payments beyond those specified in the contract of employment.
Performance Related Pay	<p>The Authority does not operate a performance related pay system for Chief Officers as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior managers.</p> <p>Any areas of under-performance would be addressed through capability procedures.</p>
Earn-Back (withholding an element of base pay related to performance)	<p>The authority does not operate an earn-back pay system whereby a proportion of the employee salary is held back and only paid if specific targets are achieved as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior managers.</p> <p>Any areas of under-performance would be addressed through capability procedures.</p>
Bonuses	The authority does not have or intends to introduce any bonus schemes.
Termination Payments	<p>The authority's normal redundancy payment arrangements apply to all staff including Chief Officers and the Chief Executive. The authority also applies the appropriate Pensions regulations in circumstances where employees qualify for release of pensions.</p> <p>Council will also be given the opportunity to vote on any severance package with a cost in excess of £100k. The components of any such package will be clearly set out and will include pay in lieu of notice, redundancy payment, pension release costs, settlement payments, holiday pay and any fees or allowances paid.</p>

Transparency	The Authority meets its requirements under the Localism Act, the Local Government Transparency Code 2015 and the Accounts and Audit Regulations in order to ensure it is open and transparent regarding senior officer remuneration.
Re-employment of staff in receipt of a Local Government Pension or a redundancy/severance payment	<p>The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post.</p> <p>If a candidate is a former employee in receipt of a Local Government pension, or received a redundancy payment, this will not rule them out from being re-employed by the authority. Clearly where a former employee left the authority on redundancy terms then the old post has been deleted and the individual cannot return to that post as it will not exist.</p> <p>The authority will apply the provisions of the Statutory Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant and appropriate. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.</p> <p>The authority will apply the reforms to exit payments in the public sector, which includes the recovery of exit payments, a cap on exit payment value and associated reforms of redundancy payment limits and related pension scheme provisions, as they become law.</p>
Election Fees	<p>The duties of Electoral Registration Officer are undertaken by the authority's Chief Executive, the remuneration for which is included in their annual salary.</p> <p>The authority's Chief Executive is also the Returning Officer for elections, referendums and other polls. The Returning Officer may appoint deputies and by convention, has chosen to appoint the Director of Legal Services as a Deputy Returning Officer.</p> <p>For national elections, referendums or other polls which may be required by statute, fees are paid in accordance with the amounts specified for each poll by the statutory order issued by the Secretary of State.</p> <p>For local Borough and Parish elections a local scale of fees, which has not increased since 2008, is approved by Council</p>

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Committee Name and Date of Committee Meeting

Staffing Committee – 16 February 2022

Report Title

Gender Pay Gap Statement 2021

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

Ian Henderson, HR Manager

ian.henderson@rotherham.gov.uk

Ward(s) Affected

None

Report Summary

This report provides detail of the Gender Pay Gap information as at the 31 March 2021 that the Council is obliged to publish under reporting legislation.

Recommendations

Staffing Committee is asked to:

1. Accept the Gender Pay Gap report at appendix 1
2. Approve publication of the Gender Pay Gap Report at appendix 1.

List of Appendices Included

Appendix 1 Gender Pay Gap Statement 2021

Background Papers

The Gender Pay Gap in Local Government (Local Government Association)
Equality Act 2010

Gender Pay Gap: Reporting in the Public Sector (Government Equalities Office)

Gender Pay Gap: Closing it Together (Government Equalities Office)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Gender Pay Gap Statement 2021

1. Background

- 1.1 In 2017, the government introduced the Gender Pay Gap Information Regulations which require employers with 250 or more employees to publish statutory calculations every year, showing how large the pay gap in their organisation is between their male and female employees. A positive pay gap indicates that men are paid more than women and a negative pay gap that women are paid more than men.
- 1.2 The gender pay gap shows the difference in the average pay between all men and women in a workforce. The smaller the value of the gap, the more equal the pay gap is between genders. If a workforce has a particularly high gender pay gap, this can indicate there may a number of issues to deal with and individual calculations may help to identify what those issues are.

2. Key Issues

- 2.1 The mean value is based on total pay for the group, divided by the number in the group being measured. The mean gender pay gap for the Council at the end of March 2021 was broadly unchanged at **9.2%** compared to **9.1%** the previous year. Whilst the median measure, based on the value of the middle most numerical value in an ordered group; in this case pay for both male and female members of staff remained at **11.2%**.
- 2.2 The Council's pay gap shows that overall men are still paid more than women, however, the figures compare favourably with the average UK gap **15.4%** (Office for National Statistics) and EU average **14.1%** (Eurostat figures published on the European Commission website).

RMBC Gender Pay Gap over time

Year	2021	2020	2019	2018	2017	2016	2015	2014	2013
Median Pay Gap	11.2%	11.2%	10.6%	9.9%	11.5%	12.3%	15.2%	16.2%	18.2%
Mean Pay Gap	9.2%	9.1%	13.4%	13.3%	12.5%	13.0%	19.0%	17.9%	21.8%

- 2.3 There is no legislative requirement to publish information on other protected characteristics, however analysis for Black, Asian and minority ethnic (BAME) employees showed the Council had a negative **14.9%** median pay gap and negative **0.8%** mean pay gap. For disabled employees there was a negative **10.8%** median and a negative **3.4%** mean. The negative pay gap indicates that both BAME and disabled employees are paid more than non-BAME/non-disabled employees.

- 2.2 Regionally benchmarking is currently only available for 2020 as no Council in the region has yet published information for 2021.

It is difficult to make like for like comparison with our neighbouring authorities, as each has outsourced different services, some of which can have a significant impact where they include jobs traditionally undertaken by lower paid women.

Council	Median	Mean
Barnsley	0.8%	4.1%
Doncaster	16%	14.1%
Rotherham	11.2%	9.1%
Sheffield	5.6%	0.5%

3. Options considered and recommended proposal

- 3.1 To publish on the Council website as in previous years with a narrative to support and explain the information.
- 3.2 Review recruitment and development opportunities and encourage improved workforce flexible working and mentoring opportunities in line with the Government Equalities Office research and the year ahead plan.
- 3.3 It is recommended that options at 3.1 and 3.2 above are implemented.

Not publishing has not been considered as an option as this would mean that Council was in breach of the statutory duty.

4. Consultation on proposal

- 4.1 Consultation has taken place with the relevant Cabinet Member.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The deadline for publishing the 2021 gender pay gap is 30 March 2022.

6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)

- 6.1 This report provides a retrospective update on the gender pay gap, as such the costs of staff pay have already been factored into the Council's budget position for 2020/21 and the Council's financial outturn position for 2020/21. There are no identifiable financial implications to note at this point. As the Council continues to close the gap identified, the financial implications of any proposal to do so will be reviewed.

- 6.2 There are no direct procurement implications arising from the details contained in this report.

7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)

- 7.1 The report complies with the legislative requirements. Failure to provide this information could result in the Council being subject to court orders and fines.

8. Human Resources Advice and Implications

- 8.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equality required by employment legislation.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no implications for children and young people or vulnerable adults

10. Equalities and Human Rights Advice and Implications

- 10.1 In making any decision the Committee is required to have due regard to its equalities duties and in particular with respect to the Equality Act 2010, section 149, part 11 of the public sector duty:

- a) eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act,
- b) advance equality of opportunity between persons who are a protected characteristics and persons who do not share it and to
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 10.2 The recommendation before the Committee will not have any adverse impact on anyone with one or more protected characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 10.3 Monitoring of the gender pay gap enables the Council to identify any issues in relation to fair pay across the Council and to put in place actions to mitigate.

11. Implications for CO₂ Emissions and Climate Change

- 11.1 There is no impact on emissions

12. Implications for Partners

12.1 There are no implications for partners.

13. Risks and Mitigation

13.1 There is a risk that the authority would face legal action if it failed to comply with legislative requirements to publish information on the Gender Pay Gap.

Accountable Officer(s)

Jo Brown, Assistant Chief Executive

Lee Mann, Assistant Director Human Resources & OD

Approvals obtained on behalf of: -

	Named Officer	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	Click here to enter a date.
Assistant Director of Legal Services (Monitoring Officer)	Named officer	Click here to enter a date.
Assistant Director of Human Resources (if appropriate)		Click here to enter a date.
Head of Human Resources (if appropriate)		Click here to enter a date.

Report Author: *Ian Henderson, HR Manager*
ian.henderson@rotherham.gov.uk

This report is published on the Council's [website](#).

Rotherham Metropolitan Borough Council

Gender Pay Gap Report March 2021

Introduction

The fifth edition of our published report covers a period where the Council's workforce has been dealing with the challenges of delivering vital services throughout the coronavirus pandemic.

This has involved the introduction of new ways of working, that have built on our previous flexible working policies, and support a culture of working wherever, whenever, and however is most appropriate to ensure the best possible outcomes for residents and service users, both now and in the future. These new ways of working provide greater flexibility to employees to achieve an improved work life balance.

The impact of the coronavirus pandemic has seen new recruitment and retention challenges emerge, making our work with the wider Rotherham Together Partnership to raise skills levels, increase employment opportunities and remove barriers to good quality sustainable employment for local people ever more important.

As previously reported, three quarters of the Council's workforce continue to live in the borough and ensuring equality of opportunity for our workforce and tackling workplace exclusion remain critical for the continued success of the Council and set an example for all other employers within the borough.

Fair pay is important for everyone, but it is worth pointing out that the 'Gender Pay Gap' is not the same issue as 'Equal Pay'. The Council has a longstanding commitment to a transparent approach to pay and grading and is confident employees receive remuneration within the same grade when carrying out the same or equivalent value work.

It is important to stress that the gender pay gap does not stem from paying men and women differently for the same roles across the Council; it is the result of the roles in which men and women work within the organisation and the salaries that these roles attract. The Council is committed to undertaking action which will support a positive reduction in the gender pay gap through development, career progression and not removing lower paid roles from the organisational structure.

Our commitment to developing our workforce continues, including opportunities for apprenticeships for new and existing staff, and the Rotherham Leader development programme to grow skills and further career development. During 2020/21, 79% (228) of promotions were women, 5% higher than the workforce representation. The number of women in senior positions (top 5% of earners) also increased to 65.8% with over two thirds (five of the seven) of the Council's Strategic Leadership Team women.

In 2021 our gender pay gap remained almost the same as the previous year, however over the last eight years the Council has seen significant reductions in its gender pay gap with the mean gap reducing from 18.2% to 11.2% and median from 21.8% to 9.2%.

Although there is no requirement to do so the Council also monitors the pay gap of BAME and disabled employees. I am pleased to report that BAME and disabled colleagues continue, on average, to be paid more than their non BAME and non-disabled colleagues.

The insights in this report help to inform our future approach and shape our Workforce Plan.

Sharon Kemp

**Chief Executive
Rotherham Metropolitan Borough Council**

Background

The Council is required by law to carry out Gender Pay Reporting on an annual basis in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

From 2017, any organisation that has more than 250 employees must publish and report specific figures about their gender pay gap. The gender pay gap is defined in the regulations as the difference between the average earnings of men and that of women, calculated relative to men's earnings. These calculations must be made using payroll information correct as on a specific date.

For public sector organisations the specific date, or snapshot date is the 31 March and information on pay gaps based must be published by 30 March each year.

Maintained schools are responsible for publishing their data separately from the Council, which means that schools data is not included in this report.

Data must be published and reported on the following differences between male and female employees:

- Mean gender pay gap in hourly pay
- Median gender pay gap in hourly pay
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males and females receiving a bonus payment
- Proportion of males and females in each pay quartile

On the snapshot date of 31 March 2021, the Council had 4992 employees, females accounted for three quarters of the workforce predominantly in part-time permanent positions, whilst the male workforce was predominantly full-time workers in permanent positions. Since 2010 the number of males working part-time has gradually increased to over one in five, compared to almost two out of three females.

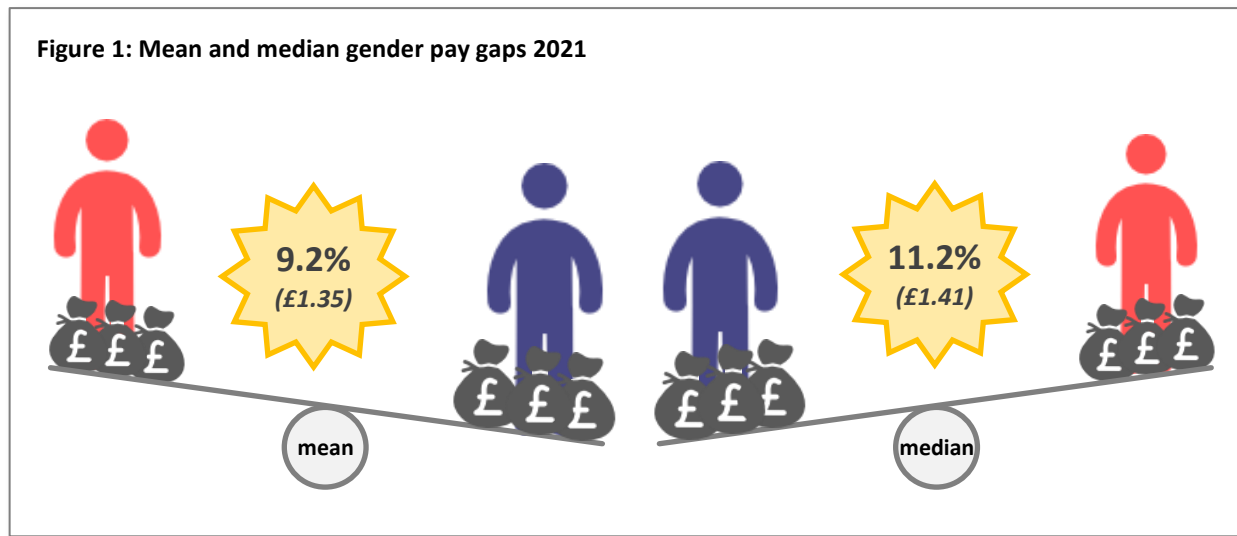
Over the same period the number of women in the top 5% of earners has also gradually increased and at the snapshot date almost 66% of the Council's top 5% of earners were female and made up two thirds of the Strategic Leadership Team.

The Council has a clear understanding of the overall gender composition of its workforce and regularly monitors its workforce in relation to the other protected characteristics e.g. ethnicity, age, as these can also impact on the extent of any pay gaps.

Data and analysis

Mean and Median Gender Pay Gap

Figure 1: Mean and median gender pay gaps 2021

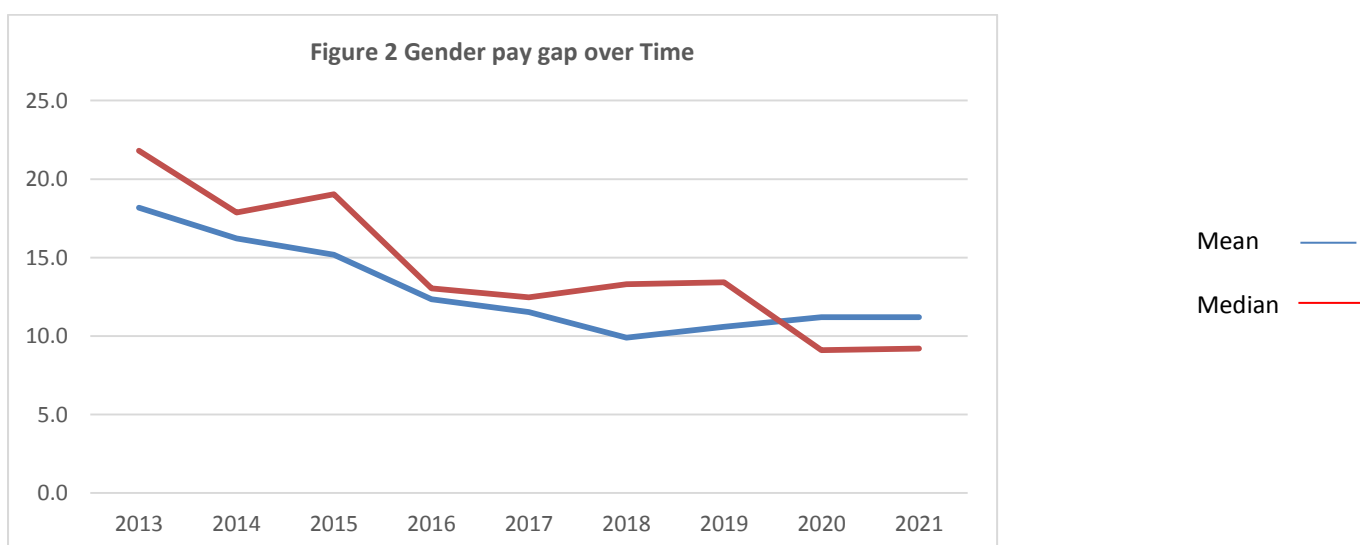


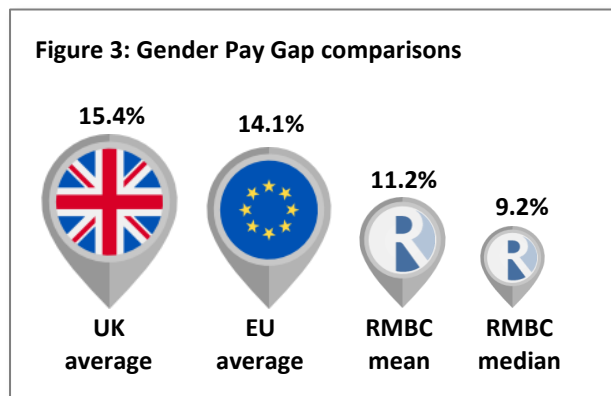
A positive pay gap indicates that men are paid more than women and a negative pay gap that women are paid more than men

The mean gender pay gap for the Council at the end of March 2021 increased slightly from the previous year, from 9.1% to 9.2% whilst the median pay gap remained at 11.2%. Analysis of the underlying data did not identify any significant change in the gender composition of the workforce compared to the previous year and the change will therefore be down to fluctuations in the number of and demographics of the workforce.

Over the last nine years the Council's mean gender pay gap has reduced considerably from 18.2% to 11.2% and the median from 21.8% to 9.2%.

Figure 2 Gender pay gap over Time





The Council's pay gap shows that men were paid more than women, however, the figures compare favourably with the average UK gap of 15.4%, EU average 14.1% (Eurostat figures published on the European Commission of Justice's website) and the lowest EU countries, Belgium, Italy and Luxemburg who are below 6%.

Currently there is no legislative requirement to publish information on other protected characteristics, however analysis of Black, Asian and minority ethnic (BAME) employees showed the Council had a negative 14.9% median pay gap and negative 0.8% mean pay gap and for disabled employees a negative 10.8% median and a negative 3.4% mean.

The negative pay gaps indicate that both BME and disabled employees are paid more than non-BAME/disabled employees.

Mean and Median Bonus Gender Pay Gap

The Council does not operate any bonus schemes.

Proportion of males and females by pay quartile

Figure 4: Upper quartile by gender

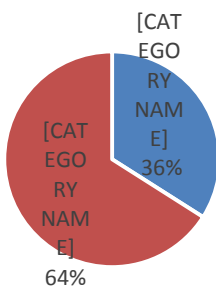


Figure 5: Higher Middle quartile by gender

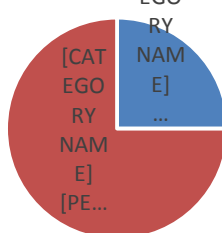


Figure 6: Lower Middle quartile by gender

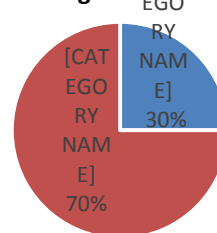
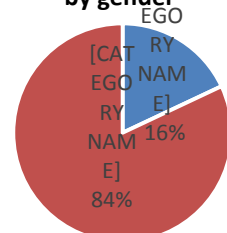


Figure 7: Lower quartile by gender



The gender distribution in the two middle quartiles is broadly in line with the overall workforce representation. In the lower quartile, where the Council has a large number of female employees working in traditionally low-paid cleaning and catering roles, there is an over-representation of female workers. In the upper quartile, where the jobs tend to be professionally qualified or dependent on several years of management or other types of experience women are under-represented but make up over 65% of the top 5% of earners and two thirds of the Strategic Leadership Team.

When looking at the spread of employees across the pay quartiles, the ideal would be to see 26% of all males and 74% females in each of the four quartiles, mirroring workforce representation. This has almost been achieved for female employees, however, for male employees there is a discrepancy of ten percentage points between the upper and lower quartiles.

How we are working to close the Gender Pay Gap

The Council continues to take positive steps to improve workplace equality, implementing best practice in line with the Government Equalities Officer report Gender Pay Gap: Closing it Together, providing transparency in promotion, pay and reward processes, a range of workforce development opportunities and flexible and hybrid working opportunities designed to enable employees to achieve a work life balance and support for parents and carers, that often goes beyond the minimum statutory requirements, through maternity/adoption leave, paternity leave, maternity support leave and parental leave to help women returning to work to continue their career.

Detailed analysis of the workforce helps identify areas for improvement and informs further action planning for the Year Ahead Plan and future Council Workforce Plan.

Key activities include:

- Engaging with the workforce to understand barriers that may exist
- Ensuring policies are up to date and follow best practice
- Ensuring recruitment campaigns and job adverts are gender neutral and look to recruit through a variety of channels, including non-traditional sources
- Having a workforce that reflects the diversity of Council communities
- Ensuring there is a flexible, fair and transparent reward framework
- Examining and removing barriers to flexible working wherever possible
- Supporting staff with caring responsibilities
- Supporting staff to more effectively balance home and work commitments
- Reviewing of ways of working across the organisation to identify and promote increased flexibility in working practices
- Driving increased flexibility as the norm in roles at all levels of the organisation
- Developing digital skills to support new ways of working
- Enhancing the Council's Learning and Development offer and approach to supporting development and career progression

Committee Name and Date of Committee Meeting

Staffing Committee – 16 February 2022

Report Title

Valuing Volunteers Policy

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

Martin Hughes, Head of Neighbourhoods
01709 255012 or martin.hughes@rotherham.gov.uk

Ward(s) Affected

None

Report Summary

Replacement of the current 'Use of Volunteers' Policy with a new Valuing Volunteers policy and supporting guidance. This will ensure a consistency of approach when recruiting and managing volunteers across all services.

Recommendations

Members are asked to:

1. Support the introduction of a new Valuing Volunteers Policy to replace the Use of Volunteers Policy (2016)

List of Appendices Included

Appendix 1 Proposed Valuing Volunteers Policy
Appendix 2 Use of Volunteers Policy (2016)
Appendix 3 RMBC Volunteers (as of June 2021)

Background Papers

Rotherham Heroes Evaluation

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Valuing Volunteers

1. Background

1.1 The Local Government Association suggests a number of benefits to volunteering. These include, but are not limited to:

- less reliance on frontline council services
- decreased demand for social care and/or low-level support
- people can become role models within their community
- people feel empowered through learning new skills
- reduced social isolation or loneliness
- higher levels of employment
- training and skills opportunities
- an increase in volunteering and the development of skills among volunteers
- better understanding of the social assets within the local community
- making use of under-utilised community facilities or resources

1.2 The National Council for Voluntary Organisations defines volunteering as:
Any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual.

Volunteers are people who perform activities on behalf of the Council out of their own choice, and do not receive any financial benefit. The Council respect volunteers by building trust and understanding with them to develop a two-way commitment which benefits both the volunteer and the Council.

1.3 The Council greatly values the time and effort which volunteers give freely and recognises that volunteers contribute in many ways. Volunteering provides unique benefits to our service users, local communities and to the volunteers themselves. Volunteers are excellent ambassadors, supporters, advocates and champions for the Council's services.

1.4 The Rotherham Council Plan 2022-25 commits to expand and promote a range of volunteering opportunities.

1.5 Volunteering and Community Action will provide further opportunities for people to get involved in their local area and help deliver the key theme in the Council Plan; Every Neighbourhood Thriving.

1.6 One of the positive outcomes of the Coronavirus Pandemic was the increase in volunteering and social action across communities to support neighbours in need. This included the establishment of the Council's Rotherham Heroes programme in March 2020.

1.7 An evaluation of the Rotherham Heroes programme was completed in April 2021. It included a recommendation to develop a new fit for purpose Corporate

Volunteering policy to replace the existing 'Use of Volunteers' policy, which was last updated in September 2016 (see Appendix 2).

2. Key Issues

- 2.1 The Council manages approximately 550 volunteers across a range of services (See Appendix 3).
- 2.2 The Council currently has a 'Use of Volunteers' policy that was last updated in September 2016. During the Rotherham Heroes evaluation, it was noted that the policy has very little visibility across council services and those services that recruit and manage volunteers tend to operate their own systems and practices.
- 2.3 The proposed 'Valuing Volunteers' policy was produced by the Council's Volunteer Co-ordinators and HR officers in consultation with a range of services that currently recruit and manage volunteers and drew upon examples of good practice from the public and voluntary sector (See Appendix 1)
- 2.4 The proposed Valuing Volunteers policy will ensure that standardised processes are being followed by each service, regardless of volunteer role. Guidelines clearly set out what constitutes a volunteer role and how they should be subsequently recruited, managed and supported. Those services that currently have volunteers will be supported to adopt and adapt to the new policy and guidelines by Human Resources.
- 2.5 The proposed Valuing Volunteers policy will expand on the current Use of Volunteers policy. The new policy covers in more detail –
 - Approval process for Volunteers – including the need to consult with Trades Unions and employees in the area concerned
 - Equality & Diversity
 - Recruitment Process
 - Role of the Volunteer Supervisor
 - Induction
 - Training & Support
 - Expenses
 - Conduct and Behaviour
 - Insurance, Health & Safety
 - Records & Confidentiality
 - Problems & Complaints
 - Review & Monitoring
- 2.6 To increase visibility the new policy will be promoted internally via e-bulletins and the Wider Leadership Team. It is hoped that the policy will inspire teams to focus on treating volunteers well and that it will assist in the delivery of their services.

3. Options considered and recommended proposal

3.1 There are two options available –

- i. Retain the existing ‘Use of Volunteers’ policy
- ii. Replace the current policy with the new Valuing Volunteers policy

Option 2 is recommended

4. Consultation on proposal

4.1 The proposed ‘Valuing Volunteers’ policy was produced in consultation with a range of services that currently recruit and manage volunteers and drew upon examples of good practice from the public and voluntary sector

5. Timetable and Accountability for Implementing this Decision

5.1 If agreed, the policy will be published and promoted internally from March 2022.

6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)

6.1 There are no direct procurement implications arising from the recommendations detailed in this report.

6.2 There are no additional financial impacts on the Councils budget as a result of the recommendations within this report, whilst the policy allows for the claiming of expenses, these are expected to be minimal. The introduction of the policy may see potential savings made as a result of less reliance on frontline Council services and decreased demand for Council services in areas such as Adult Social Care.

7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)

7.1 Volunteers do not have the rights of employees or workers. However, RMBC needs to ensure when using volunteers, they have relevant health and safety procedures and data protection policies in place.

8. Human Resources Advice and Implications

8.1 The HR implications are in the main body of the report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Volunteering opportunities within CYPS and ASC may have a positive impact on the welfare of children and young people and vulnerable adults.

10. Equalities and Human Rights Advice and Implications

10.1 In making any decision the Council is required to have due regard to its equalities duties and in particular with respect to the Equality Act 2010, section 149, part 11 of the public sector duty:

- a) eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act,
- b) advance equality of opportunity between persons who are a protected characteristics and persons who do not share it and to
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2 The recommendation will not have any adverse impact on anyone with one or more protected characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

11. Implications for Partners

11.1 There are no implications for partners, other than the requirement for Voluntary Action Rotherham to advertise any Council volunteering opportunities.

12. Risks and Mitigation

12.1 There is a risk that services will continue to use their own systems and practises. To mitigate the new policy has been developed in consultation with key council services and will be promoted internally via e-bulletins and the Wider Leadership Team

13. Accountable Officer(s)

Jo Brown, Assistant Chief Executive

Approvals obtained on behalf of:

	Named Officer	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Choose an item.	Click here to enter a date.
Assistant Director of Legal Services (Monitoring Officer)	Choose an item.	Click here to enter a date.
Assistant Director of Human Resources (if appropriate)		
Head of Human Resources (if appropriate)		Click here to enter a date.

This report is published on the Council's [website](#).

APPENDIX 1

Assistant Chief Executive's Human Resources

Valuing Volunteers Policy

1. Introduction

Rotherham Metropolitan Borough Council greatly values the time and effort which volunteers give freely and recognises that volunteers contribute in many ways. Volunteering provides unique benefits to our service users, local communities and to the volunteers themselves. Volunteers are excellent ambassadors, supporters, advocates and champions for the Council's services.

This policy will provide clear guidance so that volunteers and other stakeholders can understand volunteering and ensure that the Council has a cohesive and consistent approach in this area which demonstrates good practice. This policy does not apply to people who wish to obtain work experience placements.

2. Scope

The National Council for Voluntary Organisations defines volunteering as:

'Any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual'.

Volunteers are people who perform activities on behalf of the Council out of their own choice, and do not receive any financial benefit. Volunteers may have a range of motivations for volunteering, some of which may be:

- Giving back to our communities
- Enjoyment of the voluntary activity
- Bringing new and diverse perspectives, expertise and skills to our work
- To improve their wellbeing, gain confidence and self esteem
- The develop new or existing skills, knowledge and experience

We respect our volunteers by building trust and understanding with them to develop a two-way commitment which benefits both the volunteer and the Council. The relationship is not legally binding and does not have mutuality of obligation

Date Revised	Date Approved	Summary of Changes	Author
		New	Ian Henderson

3. Approval Process for Volunteers

Where new arrangements for the introduction of volunteers are proposed, the matter must be reported to the relevant Directorate Leadership Team with a clear definition of their role, a risk assessment, and the number of volunteers to be recruited.

Trade Unions and employees in the area concerned should be consulted on the matter.

It will also be necessary to check with the Council's Insurance Officer that the volunteer(s) are covered by the Authority's policies.

4. Equality & Diversity

The Council is committed to equality and to making fair and equitable treatment an integral part of everything it does.

The Council is committed to equal opportunities and believes that volunteering should be open to all, regardless of race, gender, religion, sexual orientation, political beliefs, or background where there is no safeguarding risk to vulnerable groups.

The recruitment and engagement of volunteers for a particular volunteer role is made on merit, the sole selection criterion being the individual's suitability to carry out the voluntary role.

The practical application of the guidance should be considered in respect of reasonable adjustment requirements to allow equitable access to volunteering opportunities.

5. Recruitment Process

It is recommended that any employee involved in the recruitment and selection of volunteers completes the Council's Recruitment and Selection training course and familiarises themselves with the Council's Recruitment and Selection Policies and Procedures to ensure best practice is followed.

Advertising volunteer opportunities

The role of the volunteer will be clearly and concisely described in a written form, similar to a job description. The description of activities to be undertaken by the volunteer will form the basis of identifying the skills, experience, knowledge, and qualifications that are required to undertake the voluntary opportunity (Appendix A for details).

Roles should be advertised externally using appropriate channels to encourage a diverse, qualified and experienced range of potential volunteers to express an interest such as via the Voluntary Action Rotherham (VAR) website.

Volunteers may be attracted through a variety of other channels e.g. self-presenting in person or in writing; referral from schools, colleges and universities; referral through Volunteer Centres or community networks.

Selection of volunteers

Potential volunteers will be asked to complete an application (see Appendix B) which should be returned to the recruiting manager/supervisor.

The Council welcomes volunteers of all ages and backgrounds where appropriate. Where a volunteer is under 18, parental or guardian consent must be obtained. Children under 14 years of age are not able to volunteer.

An informal interview about the volunteer role must be held between the recruiting manager/supervisor and those expressing an interest in volunteering with the Council. The written description of the volunteer role should be provided.

Given that there is no mutuality of obligation, it may be appropriate for recruiting managers/supervisors to recruit more volunteers than required.

Volunteers who are considered unsuitable for a particular role will either be signposted to alternative voluntary opportunities within the Council or externally.

Volunteer pre-engagement checks

The following checks must be performed (where needed) prior to any voluntary work being performed on behalf of the Council:

- ID Check – The identity of the volunteer must be verified by examination of trusted documentary evidence showing a photo of them, their name, registered address and date of birth. This must show they have the legal right to volunteer within the UK.
- DBS/Security Checks – To ease the movement of volunteers throughout RMBC all volunteers will be asked to complete a basic DBS check. There will be an opt out option for this. However, this will limit the roles that the volunteer will be able to carry out. There will be some roles that require an enhanced DBS check. These roles normally involve regularly caring for, training, supervising or being solely in charge of children and specified activities with adults in receipt of health care or social care services. Whether or not a role requires an enhanced DBS check should be determined as part of the role risk assessment. For further information - <https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/getting-started-with-criminal-records-checks>
- References – There must be two written references for volunteers. These references must be verbally checked by phoning each referee
- Qualifications – Where qualifications are required, the relevant certificates must be checked e.g. driving license.

6. Volunteer Supervisor

A named supervisor must be allocated to oversee and be responsible for each volunteer. The supervisor is responsible for instructing the volunteer and managing their activities on a day-to-day basis, as well as providing support and feedback on progress.

7. Induction

All volunteers are required to complete an induction process so that essential information about the volunteer role, as well as relevant Council policies & procedures can be explained. It is the responsibility of the supervisor to ensure a suitable induction process takes place with new volunteers.

The induction will cover mandatory items such as general welcome to RMBC, information relating to the building the volunteer will be based in (if required) and training which should be completed prior to volunteering. If additional items need to be included these can be added to the induction checklist (Appendix C).

Prior to starting the volunteer should be sent a Volunteer Written Agreement (Appendix D). They should attend the induction with as much information completed on this form as possible. The form will then be discussed and finalised during the induction.

8. Training and Supporting Volunteers

If needed, personal protective equipment must be issued to the volunteer and training provided in its use.

Unless carrying out a one-off role volunteers should receive regular, formal/semi-formal supervision sessions.

All volunteers should receive adequate training and support. A mandatory package of online training for volunteers is available through Directions, this package includes Health & Safety, Equality, Diversity & Inclusion in the Workplace, Safeguarding, GDPR & Cyber Awareness and Display Screen Equipment training, this should be completed prior to the volunteering commencing their role. Additional modules can be added as necessary. The supervisor responsible for the volunteer should regularly review their training requirements.

9. Volunteer Expenses

Although volunteering is unpaid, it should not cost the volunteer anything. Any reasonable expenses incurred while volunteering should be reimbursed. This includes but is not limited to:

- travel, including to and from the place of volunteering
- parking
- administration costs, eg postage, phone calls, stationery.

Mileage reimbursement rates should be paid at 45p per mile. Administration costs should be agreed in advance with the volunteer supervisor.

Process for Claiming

Supervisors should assess any claims for expenses in line with the Council's Travel and Subsistence Policy - [TravelandSubsistencePolicyOctober2021.docx](#). Any payments should be authorised by the supervisor and receipts kept for audit purposes. It is important that any expenses paid only cover actual and directly related costs. For example, if the person buys a one-week travel pass and the person performs voluntary work for one day that week you should pay 1/7 of the cost of the pass. (See Appendix E for more information).

10. Volunteer Conduct and Behaviour

Volunteers are expected to adhere to the same code of conduct as paid employees and are responsible for promoting a good image to customers, staff and the community. For example, volunteers should dress appropriately and maintain confidentiality and work in accordance with the terms of the General Data Protection Regulation.

Volunteers will be expected to wear a Rotherham Council ID badge so that they can be identified as representing the Council. The badge must be returned at the end of each volunteering session to the supervisor. Badges will be branded 'RMBC Volunteer'.

Volunteers working with young people or vulnerable adults are in a position of great trust and must follow the Council's safeguarding policies and procedures.

Agreed voluntary activities whilst acting on behalf of the Council are covered by the Council's Public Liability Insurance.

11. Volunteer Insurance, Health & Safety

Volunteers using their own transport for fulfilling their role should ensure they have the appropriate driving licence, that they are fit to drive as per the laws of the road, that they have a valid MOT (where applicable), and the appropriate motor insurance which covers use of the vehicle for volunteering purposes (the supervisor should check this during the induction process)

Volunteers have the same responsibilities and assurances as paid staff under the Council's Health & Safety Policy.

If a volunteer has a health condition which affects their ability to perform the voluntary role, they should raise this with the supervisor as soon as possible so that any necessary action can be taken.

12. Volunteer Records and Confidentiality

The personal details and references of volunteers should be recorded and stored securely using either password protection or some form of encryption. To comply with GDPR legislation it is essential that staff who do not require this information DO NOT have access to it. Any volunteers not engaged in voluntary work after 6 months should be anonymised so they can still be used for statistical and reporting purposes. If a volunteer has not engaged in voluntary work for a period of 12 months, then their data should be destroyed.

Any personal information collected by the Council from volunteers will comply with relevant General Data Protection Regulations (GDPR) and the Council's Information Governance Policy.

13. Problems and Complaints

If a volunteer has any concern about their volunteering role, they should in the first instance discuss this with their supervisor. The supervisor should try to resolve the matter as effectively as possible. If an acceptable solution cannot be reached, the problem will be referred to the Head of Service where the voluntary work is being performed.

If a staff member has any concerns about a volunteer, they should first discuss this with their line manager.

14. Reviewing Volunteer Engagement

The operation of any volunteer schemes, programme or engagement within the Council's services should be monitored and reviewed regularly to ensure it meets the requirements of the Council.

Appendix A: Volunteer Role

Role title:	
Purpose of role:	Include a brief overview of the role
What does the role involve:	Include what the volunteer would be asked to do
Who would be suitable for this role:	Include any experience, skills or qualifications needed.
When:	Days and times you wish somebody to volunteer and how flexible these are.
Where:	Location of the role.

Appendix B: Volunteer Application Form

Volunteer Application Form

Thank you for your interest in volunteering for RMBC. If you need assistance with completing this form, please email us at (recruiting staff members e-mail address)

The information you provide on this form is confidential and will not be passed on to a third party. RMBC complies fully with Current Data Protection and Freedom of Information legislation.

Volunteer role applying for:	
-------------------------------------	--

Where did you see this role advertised?	
--	--

Please tell us about yourself

Title		Forename(s)	
Surname			
Address			
Post code			
Telephone			
Email			
Emergency contact: (Name, relationship to you & contact number)			

Please tell us a little more about you and what skills and qualities you feel make you suitable for this volunteer role *(please note if we receive a number of applications for a role, we will use this information to shortlist for the volunteer interview. Please refer to the volunteer role description, in particular the skills and experience required for the role)*

--

Have you checked the role specification for when we require someone for the role and can you meet this requirement? **Y/N (delete as applicable)**

Which days/ times are you available to volunteer? *Please tick all that apply.*

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Volunteering status

The right to volunteer in the UK can be dependent on your citizenship and UK immigration status so please make sure that you are allowed to volunteer on your visa.

Are you legally entitled to stay in the UK? Y/N

References

Please provide us with the details of two people whom we may contact as referees, to comment on your suitability for volunteering. These can be friends or colleagues but not family members, and must have known you for six months or more,

	Referee 1	Referee 2
Name:		
E-mail:		
Telephone No:		
Relationship:		

Declaration

I declare that the information given in this application is a true and complete statement. I understand that any offer of appointment and subsequent volunteering is subject to satisfactory references and satisfactory disclosure from the Disclosure and Barring Service or Disclosure Scotland at the appropriate level, where this is a requirement of the role (if stated in the volunteer role description).

Signature:

Date:

Appendix C: Volunteer Induction Checklist

	Tick when completed
General Welcome	
Meet & greet new volunteer	<input type="checkbox"/>
Introduce to staff/volunteers they will be working with	<input type="checkbox"/>
Discuss security procedures	<input type="checkbox"/>
Systems Access and Permissions (if required)	
Ensure volunteer is set up on relevant systems and has any passwords required	<input type="checkbox"/>
Ensure volunteer is confident to use any required systems	<input type="checkbox"/>
Building Facilities	
Fire Alarm Testing and drills	<input type="checkbox"/>
Fire evacuation process, ask if volunteer would need any assistance in the event of a fire, if they do complete a Personal Emergency Evacuation Plan.	<input type="checkbox"/>
Identify kitchen areas, toilets etc	<input type="checkbox"/>
Identify and demonstrate how to use equipment needed i.e. printer, phone etc	<input type="checkbox"/>
Identify first aid facilities including the names of first aiders	<input type="checkbox"/>
Policies and Procedures	
Ensure Volunteer Written Agreement is completed (Appendix D)	<input type="checkbox"/>
Provide Volunteer with a copy of the Valuing Volunteers Policy	<input type="checkbox"/>
Explain how expenses are claimed and will be paid	<input type="checkbox"/>
Volunteer Duties and Role	
Provide Volunteer with a copy of the Volunteer Role Description	<input type="checkbox"/>
Ensure they understand what their duties and responsibilities will be	<input type="checkbox"/>
Ensure Volunteer is clear on who will be their supervisor and how they can be contacted	<input type="checkbox"/>

APPENDIX D: VOLUNTEER WRITTEN AGREEMENT

The role of volunteers is extremely valued by Rotherham Metropolitan Borough Council. We hope that you enjoy and find your volunteering activity with us beneficial and that you feel a full part of our team. This Volunteer Written Agreement describes the arrangement between Rotherham Metropolitan Borough Council and you.

Your role as a volunteer is **[volunteer role]** and starts on **[date]**. RMBC commits to the following:

1. Induction and training

- To provide a thorough induction and any training you may require to ensure you The Volunteer Handbook provides more details about RMBC.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

3. Expenses

To repay these expenses following procedures in the Volunteer Handbook:

- Travel to and from home to the site where you volunteer, as agreed with your supervisor/champion and during your volunteering
- Meal allowance to a maximum of £4.00 per day with a receipt (To be eligible you must work around meal times or for at least 4 or 6 hours a day).

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook.

7. Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

Volunteer

I agree:

- To help [***name of team/service/directorate***] fulfil its services;
- To perform my volunteering role to the best of my ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a police check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

RMBC

Volunteers are an important and valued part of RMBC. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes or have any queries so we can discuss them further.

We, RMBC, will do our best:

- to introduce you to how the organisation works and your role in it and to provide any training you need. Your induction date will be [...] during this you will be notified of what training you will need to complete and how this can be done.
- to provide regular meetings with your supervisor/champion so that you can tell us if you are happy with how your work is organised and get feedback from us. Your supervisor's name is [...].
- to respect your skills, dignity and individual wishes and to do our best to meet them.
- to pay your reasonable expenses up to our current maximum*.
- to consult with you and keep you informed of possible changes.
- to insure you against injury you suffer or cause due to negligence*.
- to provide a safe workplace*.
- to apply our equal opportunities policy
- to apply our complaints procedure if there is any problem

I, [name of volunteer], agree to do my best:

- to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- to follow RMBC's rules and procedures, including health and safety, equal opportunities and confidentiality.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

APPENDIX E

ROTHERHAM METROPOLITAN BOROUGH COUNCIL **VOLUNTEER TRAVEL AND SUBSISTENCE POLICY**

CONTENTS

1. Introduction
2. Travel by Car
3. Travel by Public Transport
4. Travel by Bicycle
5. Mileage Rates
6. Car Parking Charges
7. Mileage and Travel Claims
8. Other Expenses Claims
9. Method of Payment
10. Eye Tests & Spectacles for DSE Users

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

VOLUNTEER TRAVEL AND EXPENSES POLICY

1 Introduction

The aim of the volunteer travel and expenses policy is to ensure that conditions of service relating to the reimbursement of travel and expenses expenditure is consistently applied across all volunteering roles within the Council.

The Council supports the principle that volunteers must be fully reimbursed for properly authorised travelling and expenses incurred whilst on Council business. Individuals have a responsibility to ensure that claims are reasonable and that they are reimbursed actual expenditure incurred. Individuals should not be out of pocket but situations which warrant payment of expenses are not intended to result in a profit for the volunteer.

This policy applies to all volunteers of the Council and sets out what approved expenses are, how to qualify for them and how to claim reimbursement.

2 Travel by Car

Responsibility primarily rests with the volunteer to ensure that the vehicle is in a roadworthy condition and has a current MOT certificate and is appropriately taxed and insured before using the vehicle on Council business.

However, prior to the first claim, the volunteer must produce a copy of their valid driving licence, car insurance policy (generally volunteers do not require business use, however, we would recommend that you notify your insurer that you are using your car to volunteer), MOT Certificate and proof of tax to their supervisor/volunteer coordinator. These documents should be checked annually thereafter.

3 Travel by Public Transport

In the case of bus travel, it is advisable to purchase a day ticket, either for a single operator or a multi-operator ticket depending on route coverage.

4 Travel by Bicycle

Volunteers wishing to use their own cycle on Council business may claim a mileage rate of 20p per mile. Claims for bicycle allowance should be claimed on the car allowance claim form.

Theft, loss or damage to cycle equipment or personal effects is not covered by the Council's insurance. Volunteers therefore must ensure that such risks are covered by their personal household insurance or other personal policy.

Volunteers must ensure that their cycle is in a safe and roadworthy condition, and that they themselves wear both the necessary and appropriate clothing as a reasonable health and safety requirement when using cycles for official purposes.

It is the volunteers responsibility to ensure the security of their bicycle. Secure storage facilities are available free at some Council Offices e.g. Riverside House.

5. Mileage Rates

Mileage Rates		
	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Motor cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

6. Car Parking Charges

Volunteers on official business will be reimbursed car parking charges, subject to the provision of receipts. Charges up to a maximum town centre standard charge of £34.

7. Mileage and Travel Claims

Claims for all mileage and public transport costs in lieu of mileage should be submitted using the Mileage Claim form. This will be sent electronically, where possible, to volunteers as part of the induction process.

Claim forms should generally be submitted and authorised on a monthly basis. Failure to do so may result in delayed payment. It is advisable not to submit a number of months claim, particularly where this is near the financial year end as this may delay payment. Claims should not generally span 2 calendar months.

In order to be re-imbursed in the same month for expenses, claims should be authorised by 5pm on the 6th of the month.

8. Other Expense Claims (all other expenses including meals, taxis, car parking, public transport)

Claimants must obtain receipts for all expenditure incurred. These receipts should be attached to the expense claim form and submitted to their Supervisor for verification. The Supervisor will then authorise the claim and send the receipts and claim form for processing and payment.

9. Method of Payment

All expenses claims submitted and authorised by 5pm of the 5th of the month will be will be overseen by the Volunteer Supervisor. Claims authorised after the deadline may not be processed until the following month.

10. Eye Tests and Spectacles – not sure if volunteers would be included in this scheme

Volunteers who are designated DSE (Display Screen Equipment) users are entitled to a free eye screening every 3 years. The Council has a contract with Specsavers under their Corporate Eye Care Plan.

A full eye examination will be carried out by SpecSavers if the optometrist judges it necessary following the eye examination. Basic corrective spectacles will be prescribed only for vision defects at the intermediate distance related to display screen work. Corrections for other vision defects are the responsibility of the individual concerned.

Appointments and vouchers

Following agreement with the Supervisor, an eye care voucher must be obtained from the Emergency and Safety Team. At the time of the request for a voucher an employee number and a recharge code must be supplied. A voucher must be obtained prior to any appointment being made with SpecSavers.

The eye care voucher will entitle the individual to a full eye test and the supply of single vision lenses from the £45 range. If the employee wishes to select spectacles from the £99 range they will be allowed a further £20 towards the cost.

DSE spectacles will be supplied when required **solely for DSE use**.

Further details can be found within the Display Screen Equipment at Work Guidance – [click here to view](#)

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APPENDIX 2

Rotherham Metropolitan Borough Council

HUMAN RESOURCES

GUIDELINES FOR DEPARTMENTS

USE OF VOLUNTEERS

Guidelines for Managers on Use of Volunteers

1. Introduction

These guidelines are intended to cover those persons who are unpaid who carry out specific activities to supplement the services provided to the public. The use of volunteers is not intended to replace paid employees.

These guidelines do not apply to those persons who wish to obtain work experience placements.

2. Approval

Where new arrangements for the introduction of volunteers are proposed the matter should be reported to the relevant Directorate/Service Management Team with a clear definition of their role and the numbers who will be involved. The trades unions and employees in the area concerned should be consulted on the matter.

3. Operation of a Volunteer Scheme

Recruitment:- The role of the volunteer will be clearly described in a written form similar to a job profile/specification. The person responsible for the volunteer/s will be identified. This description of activities to be undertaken by the volunteer will form the basis of identifying the skills, experience, knowledge and qualifications that are required to undertake this voluntary opportunity.

The position should be advertised using appropriate channels to encourage a diverse, suitably qualified / experienced range of potential volunteers to contact you. It is recommended that one of these channels is to advertise for volunteers via Voluntary Action Rotherham (VAR) who can assist you to place the opportunity onto the [Do-It website](#).

Potential volunteers can also apply via VAR / Do-It and managers should discuss this with VAR as part of the preparations to recruit volunteers.

There should be two written references for potential volunteers. These references must be verbally checked by phoning the provider.

Other checks will depend upon the nature of the role. For example, some roles will require an Enhanced Disclosure and Barring Service (DBS). Information, including the forms to use, how to apply and completing ID checks can be found on the [council's website](#). Although the DBS will process these free of charge if the volunteer box is 'ticked' there will be an internal charge to HR to pay North Yorkshire Council to process this application.

If an enhanced DBS is not required for the volunteer role a Basic Disclosure will be required for any volunteer who will be granted access to the Council's IT system – see the [Baseline Personnel Security Standard](#) information on the intranet; the same process as for employees must be followed.

Where qualifications are required the certificates should be checked e.g. driving licence.

The identity of the applicant should be verified by examination of documentary evidence that includes national insurance number e.g. payslip, N.I. card.

Managers must also check that the potential volunteer has the legal right to volunteer within the UK.

Appointment

When the volunteer is appointed a written agreement should be made with the person chosen. This should give start dates; times of attendance; health and safety issues; confidentiality requirements; training and support; termination arrangements; named supervisor; probationary period; insurance cover; procedure for notifying absences etc.. A model agreement is given later in the document.

The individual should receive induction into the role with the above elements, in particular health and safety being covered.

If needed, for the voluntary role, personal protective equipment should be issued and training provided in its use.

A probationary period should be used to assess the person's suitability using the one which applies to existing employees.

There should be a clause on confidentiality in the written agreement and a form of words is included in the example given later.

In relation to insurance cover it is necessary to check with the Authority's Insurance officer that they are covered by the Authority's policies.

The termination arrangements should be explicitly stated in the agreement unless there are particular circumstances normally a week's notice terminating the arrangement by either side should be used.

Training and Support

There should be adequate training and support for the volunteer, especially on health and safety issues.

The employee responsible for the volunteers should regularly review the training requirements of the staff, at least every 6 months.

Depending on the volunteer role being undertaken there may be a requirement for regular, formal/semi-formal supervision sessions. If not, it would be good practice to review how the volunteer is feeling and the role is working out once a quarter.

Expenses

The reimbursement of expenses is a matter for each service to monitor and control. If it is necessary to reimburse volunteers for incurring additional subsistence and travel costs the [Council's Subsistence Rates](#) document should be used for the rates to be used as a basis for payments. Any payments should be made following a claim which is authorised by the appropriate employee and recorded for audit purposes.

It is important that any expenses paid only cover actual and directly related costs eg actual bus tickets cost so, for example, if the person buys a one week travel card you could pay 1/7 the cost for each day the person volunteers

Record Keeping

The personal details of volunteers should be recorded and held in the same way as for paid employees. Where references are requested on the volunteer these should normally be provided and kept on file by the service hosting the volunteer. They do not need to be sent to Human Resources..

Review

The operation of a volunteer scheme should be monitored and reviewed regularly to ensure it is meeting the requirements of the Service.

Written Agreement with Volunteer

NAME:

ADDRESS:

TITLE OF VOLUNTEER:
(If appropriate)

COMMENCEMENT DATE:

LOCATION:

TIMES OF ATTENDANCE:

Named Supervisor:

Probationary Period (If appropriate)

You will be subject to a probationary period of 6 months to assess your suitability and for you to assess the suitability of the position.

Termination Arrangements

One week's notice by either side will be required, in writing to end the arrangement.

Training and Support

Your training requirements will be reviewed every 6 months.

Expenses

Any payments can only be made following a claim for actual expenditure necessarily incurred, accompanied by receipts as appropriate and authorised by a named supervisor. Payments will be made via the Council's payment system directly into your bank account.

Confidentiality

All volunteers handling, or with access to, confidential information should be aware of the serious consequences that its disclosure could bring.

No volunteer shall communicate to the public the content of documents and particulars of service users relating to the Authority unless required by law or expressly authorised to do so. It is a grave betrayal of trust, and to use confidential information either in a careless or ill-considered discussion, or by the exploiting of such information for personal gain. It could also be illegal eg break the requirements of the Data Protection Act.

Procedure for Notifying Absence

If you are unable to attend due to illness please notify your named supervisor as soon as possible and preferably before the start of the normal working day.

For holidays, please let your named supervisor know in advance when you can or as soon as possible. We appreciate you volunteering your time to the Council so you deserve a break and we hope you have a good time.

Health and Safety

You are required to comply with the Council's health and safety rules, and with all the rules laid down by the Health and Safety at Work Act and subsequent regulations / legislation eg manual handling.

You are required to take such steps as are reasonably practicable to ensure the health and safety of yourself and of others affected by your activity; you must make use of all protective clothing and equipment; and you must co-operate with management in all respects for the full implementation of the Health and Safety Policy.

Signed (Volunteer)..... Date:.....

Signed (Manager) Date:.....

Appendix 3 – Volunteers with Rotherham Council (up to June 2021)

Assistant Chief Executive's

- Neighbourhood (Rotherham Heroes) - **165**
- Performance and Intelligence - **15**

Adult Care, Housing & Public Health

- Housing Services - **55**

Regeneration & Environment

- Green Spaces – **35**
- Highways – **25**
- Snow Wardens - **171**
- Museum, Arts and Heritage – **30**
- Libraries - **38**

Children and Young Peoples Services

- Young Inspectors - **14**
- Youth Cabinet/Youth Parliament – **2**
- LAC Council – **9**

Note: The Valuing Volunteers policy will not cover the 'Love Where You Live Scheme' programme. The 1,375 (approx.) individuals involved in this programme do not volunteer with the Council. It is an arm's length relationship between the Council's Street cleansing team and local community organisations or individuals who litter pick within their communities.

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