



**REVIEW OF TERMS AND CONDITIONS**

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**Mike Barker, Acting Chief Executive**

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**EXECUTIVE SUMMARY**

1. The purpose of this report is to provide feedback on progress made to date in the current review of terms and conditions and to seek approval to implement proposals relating to car allowances and the normal working week.
2. The Council's Workforce Strategy and Plan recognise the need to ensure our approach to pay and reward fits the organisation's values whilst being competitive and sustainable.
3. The current review of terms and conditions is looking at all employment costs including premium payments, personal allowances, essential car user allowance, the working week and pay protection. It will identify which jobs will be affected and by how much, the impact on services and any options for compensation.
4. The proposals outlined in appendix 1 of the attached report relate to:
  - Essential car user allowance
  - Changes to the normal working week
5. The proposals outlined will contribute £113k to 2018/19 budget savings. In addition to this, the changes in the working week would increase productivity by 275 hours per week and should reduce the need for overtime in some areas.
6. The Cabinet has considered the facts and issues arising from the report including alternative options and took all relevant advice before formulating their recommendation.

**RECOMMENDATION**

7. It is recommended that Council approve the implementation of the proposals outlined in the attached report.