

Committee(s)	Dated:
Establishment Committee	30 April 2019
Subject: Buying Additional Leave Scheme – Review of 1-year Trial	Public
Report of: Chrissie Morgan, Director of HR	For Decision
Report author: Colette Hawkins, Town Clerks	

Summary

In December 2017 the Establishment Committee approved a 1-year trial of the Buying Additional Leave Scheme. The scheme went live in March 2018 and a review of the trial year has been undertaken.

2% of the workforce took part in the scheme which is in line with the external research.

The scheme has been well received across all areas of the organisation, both at the City of London Corporation and at the institutions, as well as across the grades.

Recommendation

Members are asked to:

- Approve the recommendation to make the Buying Additional Leave scheme permanent

Main Report

Background

1. In December 2017 the Establishment Committee approved a one year trial of a Buying Additional Leave Scheme. This commenced 1 March 2018.

Current Position

2. Research showed that on average take up of buying additional leave schemes is 2% of an organisation.
3. Based on the headcount of the City of London Corporation, 3,750 (excluding City of London Police Officers and teachers), 75 requests were submitted during the trial. This has equated to 2% of employees which is in line with the research.

4. The majority of requests were made by employees working within the Open Spaces Department (16 requests). Appendix 1, graph 1 shows the actual split across the departments where requests were made.
5. The highest number of requests (18) was for employees in Grade C, this was closely followed by Grade B with 17 requests and Grade E with 15 requests (see Appendix 1, graph 2 for additional break down across the grades). No Chief Officers took part in the scheme.
6. Across the organisation, employees paid a total of £44,137.05 to purchase additional leave. This has equated to 278.5 days and 381 hours (this is differentiated to take into account how employee's annual leave is calculated based on their contractual working pattern).
7. The money is returned to the departments salary budget and can be used to pay for agency cover if required.
8. Examples of why employees purchased additional annual leave include attending a wedding being held abroad, extended family holiday and additional time to complete household tasks.
9. The trial has highlighted that the wording in the scheme needs to be made clearer to ensure that employees understand that the cost of any additional annual leave must be paid within the leave year that it was purchased. The scheme guidance will be updated accordingly.

Recommendation

10. The buying additional leave scheme has been well-received across the organisation and at all levels. There has been no significant resource impact to provide this scheme, and no departments have advised that they have suffered any detrimental impact in running their service by allowing employees to purchase additional leave.
11. It is recommended that the Establishment Committee approve that the buying additional leave scheme is made permanent.

Corporate & Strategic Implications

12. This scheme was developed as part of the Attracting Talent project and the Pay and Reward review.
13. It supports the Corporate Plan outcome number 3: people have equal opportunities to enrich their lives and reach their full potential; and outcome number 8: we have access to the skills and talent we need. This scheme has the potential to improve employee's work-life balance and will provide them with the flexibility to achieve this.

Resource Implications

14. The trial has not identified any significant resource implication for either the HR teams or the pay office team as requests have been spread out across the year.

Equality Implications

15. A test of relevance, as required by the Public Sector Equality Duty (PSED) was undertaken at the start of the feasibility study which identified no negative impact to any protected characteristic. Positive impacts of this scheme were identified for some protected characteristics, for example age and disability, as use of this scheme could improve work-life balance. This has been reviewed following the end of the trial and no changes have been made.

Conclusion

16. The buying additional leave scheme has been well-received across the organisation. It allows employees the flexibility to increase their annual leave to improve their work-life balance.

Appendices

- Appendix 1 – Graphs

Background Papers

- Establishment Committee 5 December 2017: Buying Additional Leave Scheme
- Public Sector Equality Duty Test of Relevance – Buying Additional Leave

Colette Hawkins

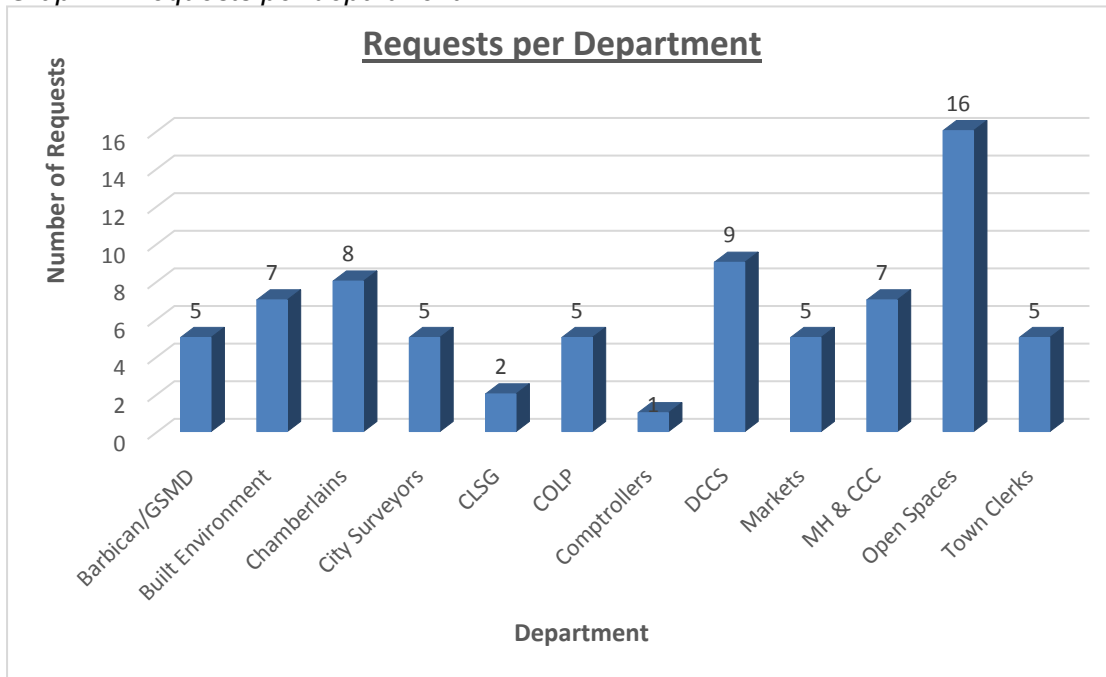
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Appendix 1 – Graphs

Graph 1: Requests per department



Graph 2: Requests per grade

