

# SINGLE STATUS



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Derbyshire County Council

# SINGLE STATUS

- What you need to know



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Derbyshire County Council

# **SINGLE STATUS**

**- What you need to know**

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Single Status means big changes for everyone who works directly for Derbyshire County Council. As well as a new pay and grading structure, we've also got a set of revised terms and conditions – The Derbyshire Package.

This booklet briefly explains what it means for you. Your new contract is based on the new pay and grades and the Derbyshire Package. If you accept your contract you agree to your new pay and grade and the variations to your terms and conditions of employment.

Detailed policies on protection, travel and subsistence, leave and time off, sickness, lettings and flexible working are also included in this booklet. If you have questions about any of the changes please talk to your line manager, departmental HR representative or our Shared Service Centre on 01629 535525. You can email your questions to: [single.status@derbyshire.gov.uk](mailto:single.status@derbyshire.gov.uk) or visit [www.derbyshire.gov.uk/singlestatus](http://www.derbyshire.gov.uk/singlestatus) for more information.

You can see a short film on Single Status at [www.derbyshire.gov.uk/singlestatusfilm](http://www.derbyshire.gov.uk/singlestatusfilm)

## The Background

Single Status is a national agreement reached in 1997 between employers and the trade unions. It's aimed at removing unfairness in the pay and conditions of council employees. For us it means:

- a new pay and grading structure to ensure that your pay is based on the requirements of your job and meets equal pay legislation
- some changes to our local terms and conditions of employment – the “Derbyshire Package”.

We have tried to find the best solution for you, our services and our council tax payers. Our new pay scales, terms and conditions are:

- the best we can achieve for as many people as we can
- affordable – within the extra £13 million we've set aside
- simple, easy to understand and operate.

Around 15,000 employees are affected so far - a total pay bill of £190 million. All remaining staff will be assessed in the coming months.

## Job evaluation

We evaluated around 1,400 benchmark jobs using the HAY Scheme. We covered all the main employee groups or job types as well as unique jobs. For the benchmark jobs we asked a number of people to complete a job description questionnaire. Those people with unique jobs did the same. This is the information we used to give each job a score.

We then looked at all other jobs. Jobs in the same employee group or job type have the same score because the jobs are the same. We matched other jobs which are not the same but similar. For example, we evaluated many administrative and secretarial jobs across different departments and grades. We then created templates for each level and matched jobs to the template to arrive at a score.

The scores were then set against one of our new pay grades. That is how we developed our new pay and grading structure.

## Your offer

We've been working with and talking to the trade unions all along. We're hoping for a collective agreement. That means the recognised trade unions negotiating and agreeing the proposals on your behalf – whether you're a union member or not.

As we don't yet have a collective agreement we have sent you your new offer of employment. It is up to you to sign and accept it by the 31 December 2009 deadline. If you don't accept it, we will have to dismiss you and offer you your job back on your new pay, terms and conditions. You will have up to four weeks to accept it. If you don't, your employment with Derbyshire County Council will finish on 31 March 2010.

If we get a collective agreement in time, we won't have to publish a Section 188 notice. Every employer is required to publish one if 100 or more potential dismissals are possible, even where re-engagement is to be offered. It gives the unions a minimum of a further three months for consultation.

## Your quick guide to the changes

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- A single pay and grading structure for all employees affected.
- Flexitime period extended - now 7.00am to 7.00pm.
- Three years basic pay protection for employees who lose out and phasing out of previous protection arrangements.
- One overtime rate of time and a third ( $x1\frac{1}{3}$ ).
- Standard allowances for night working, weekend working, standby, sleeping-in duty, recall to work.
- Allowances paid only when the hours have been worked.
- Only one enhanced rate can apply to hours worked.
- Weekend work will be paid at plain time rates where it is part of your normal working week – unless it is between 7pm and 7am or outside your contracted hours when you will get time and a third ( $x1\frac{1}{3}$ ).
- Hours worked between 7pm – 7am will be paid at time and a third ( $x1\frac{1}{3}$ ) and at double time ( $x2$ ) for bank holidays.
- Essential user allowances end – a single 40p a mile mileage rate will be phased in by 1 April 2012.
- Extra statutory and concessionary days added to annual leave.
- Changes to annual leave entitlements and notice periods.

## Key dates

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- **31 December 2009** – last date to sign and return your variation of contract acceptance.
- **31 December 2009** – last date to lodge appeals – you must sign and return your variation of contract even if you are appealing against it.
- **Week beginning 4 January 2010** – notice of dismissals and offer of re-employment sent out to those who haven't signed their variation of contract.
- **Week beginning 1 February 2010** – final date to accept your offer of re-employment.
- **31 March 2010** – dismissals take effect.
- **1 April 2010** – Single Status starts.

# Your new pay and grade

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Our new pay and grading structure has 17 grades and each grade has a number of increments. Around 77% of employees will get an increase. Around 23% will see a cut in their basic pay.

If your current basic pay is:

- **lower** than the first point of your new grade, you will go to the first point of your new pay grade
- **within your new grade**, you will go to the next point on your new scale above your existing salary
- **more** than your new grade, your basic pay will be protected for up to three years.

## Increments

We will no longer have “spot” salaries – a fixed annual or hourly rate for a job. Each grade in our new pay and grading structure will have up to four salary points. You will get an increment after you have worked for us for 12 months and every 12 months after that until you reach the top of your grade.

But – if your pay is protected – you will not get any remaining increments left in your protected grade.

## Annual pay awards

Annual pay awards will be added to all the new grades. But – if your pay is protected – you will only get them when your new grade equals your protected salary.

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# Your new pay and grade

Grade	Hay Points	Pay Point	2008/09	2009/10
Grade 1 Grade 2	63 - 84	1	£11,900	£12,049
		2	£12,150	£12,302
		3	£12,400	£12,555
		4	£12,650	£12,808
Grade 3	85 - 97	5	£12,900	£13,061
		6	£13,150	£13,314
		7	£13,400	£13,567
Grade 4	98 - 113	8	£13,725	£13,887
		9	£14,050	£14,207
		10	£14,375	£14,527
		11	£14,700	£14,847
Grade 5	114 - 134	12	£15,025	£15,175
		13	£15,350	£15,503
		14	£15,675	£15,831
		15	£16,000	£16,159
Grade 6	135 - 160	16	£16,425	£16,588
		17	£16,850	£17,017
		18	£17,275	£17,446
		19	£17,700	£17,875
Grade 7	161 - 191	20	£18,250	£18,431
		21	£18,800	£18,987
		22	£19,350	£19,543
		23	£19,900	£20,099
Grade 8	192 - 227	24	£20,450	£20,655
		25	£21,000	£21,211
		26	£21,550	£21,767
		27	£22,100	£22,323
Grade 9	228 - 268	28	£22,650	£22,879
		29	£23,200	£23,435
		30	£23,750	£23,991
		31	£24,300	£24,547
Grade 10	269 - 313	32	£25,225	£25,480
		33	£26,150	£26,413
		34	£27,075	£27,346
		35	£28,000	£28,279

Grade	Hay Points	Pay Point	2008/09	2009/10
Grade 11	314 - 370	36	£28,950	£29,239
		37	£29,900	£30,199
		38	£30,850	£31,159
		39	£31,800	£32,119
Grade 12	371 - 438	40	£32,775	£33,104
		41	£33,750	£34,089
		42	£34,725	£35,074
		43	£35,700	£36,059
Grade 13	439 - 518	44	£36,750	£37,119
		45	£37,800	£38,179
		46	£38,850	£39,239
		47	£39,900	£40,299
Grade 14	519 - 613	48	£41,500	£41,915
		49	£43,100	£43,531
		50	£44,700	£45,147
		51	£46,300	£46,763
Grade 15	614 - 734	52	£47,900	£48,379
		53	£49,500	£49,995
		54	£51,100	£51,611
		55	£52,700	£53,227
Grade 16	735 - 879	56	£54,350	£54,894
		57	£56,000	£56,561
		58	£57,650	£58,228
		59	£59,300	£59,895
Grade 17	880 - 1055	60		
		61		
		62		
		63		

No jobs affected by this phase of Single Status have been evaluated in Grade 17.

## Protection

If your basic pay goes down after Single Status, we will protect it for up to three years from 1 April 2010 to 31 March 2013.

We will protect your:

- basic salary
- basic contract hours
- basic hourly rate for hours actually worked (this applies to relief employees only).

There is no protection for:

- overtime, additional un-contracted hours, unsocial hours and bank holiday working, retainer pay/inset days
- all pay related allowances and enhancements
- all non pay related allowances
- annual increments left in your protected grade
- the 36 ¼ hour working week.

If your new grade is lower than your current one, we will protect your basic pay for up to three years. After that you will go to the top point of your new grade.

If your pay is currently protected and is higher than your new grade it will stay protected under the terms of your original protection until the protection period runs out – up to a maximum of three years. You will then be protected on the highest point of your current substantive post up to 31 March 2013.

If your new grade is higher than your protected grade after Single Status, you will transfer to your new grade.

**This new protection policy replaces our current protection of earnings policy.**

## Mistakes and appeals

If we've got some information about you or your job wrong – we will put it right. It may be the hours you work, your job title or your address. If that's the case you should tell us as soon as possible.

Some of you may disagree with your new pay and grade. You will be able to appeal against it – but you must have reasonable grounds. Just because you're unhappy about your new grade is not enough to lodge an appeal.

**You will still need to accept your new contract offer even if you are appealing against your new grade.**

You will need to show that your job has changed, your job has been incorrectly evaluated or that you have been slotted against the wrong benchmark job. You'll be able to check this against your job assessment.

Some jobs may have changed since job evaluation began. But - even if you have a wider range of duties than before your job was assessed - it won't necessarily mean you'll be graded any higher. That's because the assessment is about responsibility and skills – not the volume of tasks you do.

## Appeals

You have until 31 December 2009 to appeal against your new pay and grade. Don't forget you still need to sign and return your variation of contract acceptance. Appeal forms and a copy of the procedure are available from our Shared Service Centre. We will acknowledge your appeal but it's unlikely we will be able to deal with it until after 1 April 2010.

# The Derbyshire Package

Our new Derbyshire Package means changes to some - but not all - of your pay related and non-pay related benefits.

We have summarised the key parts here. Please read our detailed policies on protection, travel and subsistence, leave and time off, sickness, lettings and flexible working. You can also email [single.status@derbyshire.gov.uk](mailto:single.status@derbyshire.gov.uk) if you have any questions that you want to ask or look at [www.derbyshire.gov.uk/singlestatus](http://www.derbyshire.gov.uk/singlestatus) for more information.

## Monthly pay

From 1 April 2010 all employees will be paid monthly on the 25th of each month – except for some relief employees. If this affects you, we may be able to help you through the change to minimise the impact on you and your family.

## Travel

**If you currently provide a car/alternative transport to do your job - you still need to.**

Essential user allowances will end and all mileage rates will be replaced with a single rate which - over two years - will be reduced to come into line with the HMRC approved rate. For employees on post entry training, nationally agreed public transport rates will apply. From 1 April 2012 you will no longer have to pay tax on your mileage payments. The change will be phased in as follows:

### User Rates:

	April 2010	April 2011
Per mile first 8,500	50p	45p
Per mile after 8,500	12.2p	12.2p

### HMRC Rates:

	April 2012
Per mile first 10,000	*40p
Per mile after 10,000	*25p

\* You will be able to claim an extra 5p per approved passenger.

If you occupy a post that previously attracted a car allowance you will ordinarily be expected to provide a car for official journeys that are seen as necessary to fulfil the requirements of the job. It is your responsibility to ensure that your motor vehicle insurance policy covers you for "business use" and indemnifies the council (as your employer) against third party claims. If you wish to discuss arrangements which you consider represent a reasonable alternative to providing a car for business use, please talk with your line manager.

Public transport rate ends – except for post entry training and for people attending interviews. You must use – wherever possible - county council hired cars for round trips of 110 miles and over. Rail travel is by second class only. You should only use a taxi if it is absolutely necessary - such as when no public transport is available.

## **Excess travel**

If we change your work base to more than five miles away from your current one, we will pay you a travel allowance for up to three years.

## **Travel time**

The travel time threshold is 60 minutes a day for those employee groups who have a notional base.

## **Subsistence**

No subsistence will be paid except in exceptional circumstances – you must have chief officer approval beforehand.

## **Telephone**

All allowances will be replaced with mobile phones except where signals are not available.

## **Acting-up/honoraria**

Will be paid after 28 days and backdated to the start date if the arrangement lasts longer than 28 days.

## **First aid**

If you are a designated first aider you will receive £12.50 a month

**You cannot claim the following allowances – except for bank holiday and sleep-in duties – if you are on Grade 14 or above.**

## **Overtime**

Time after 37 hours will be paid at time and a third ( $x1\frac{1}{3}$ ) and at double time ( $x2$ ) for bank holidays. You must agree overtime in advance with your chief officer.

## **Enhanced hours**

If you normally work Monday to Friday – your enhanced hours will be:

- Monday to Friday – 7pm – 7am – plain time plus one third ( $x1\frac{1}{3}$ )
- Saturday and Sunday – all hours – plain time plus one third ( $x1\frac{1}{3}$ )

If you normally work Monday – Sunday – your enhanced hours will be:

- Monday to Sunday – 7pm – 7am – plain time plus one third ( $\times 1\frac{1}{3}$ )

These replace all other enhanced hours payments including split duty, unsocial hours and all shift allowance payments.

## **Weekend work**

Will be paid at plain time rates where it is part of your normal working pattern unless it is between 7pm and 7am or outside your contracted hours when you will get time and a third ( $\times 1\frac{1}{3}$ ).

## **Rest day/free day payments for 5 in 7 workers**

If you work additional hours on your rest day/free day you will receive plain time plus one third ( $\times 1\frac{1}{3}$ ).

## **Standby duty**

If you are required to be available outside normal hours for contact and response you will be paid £24 including the first half hour of work. After that normal pay rates or overtime/bank holiday rates - whichever applies - will be paid. Two standby payments of £24 will be made for 24 hour cover on a Saturday or Sunday. We will be reviewing standby allowances by the end of September 2010.

## **Recall to work**

If you are recalled to work more than half an hour after finishing work you will be paid £24 to include the first half hour of work. Any extra hours will be at plain time rates for up to 37 hours and overtime rates after that.

## **Sleep-in duty**

All employees will be paid £24 to include the first half hour of work. If you are on Grade 14 and above any extra hours will be paid at plain time rates or TOIL.

## **Waking duty**

For disturbed time – exceeding more than 30 minutes in total – you will be paid normal pay rates for fewer than 37 hours or overtime/bank holiday rates for time you work above 37 hours.

## **Lettings**

You will be paid for hours worked – for a minimum of 1.5 hours – at plain time rates before 7pm and time and a third ( $\times 1\frac{1}{3}$ ) after 7pm.

# Flexitime, time off and leave

All leave is pro-rata for part-time employees and subject to prior approval by your line manager.

## Absences

Absence payments – except annual and maternity leave – will be paid at plain time rates and will not attract enhancements such as unsocial hours.

## Flexitime

This will be extended to operate from 7am – 7pm without core time. Staff will be able to take up to two days or four half days flexi leave over a four week period with your line manager's prior approval – pro rata for part-time employees. Service priorities come first.

## TOIL (time off in lieu)

Available to all grades including those on Grade 14 or above on an hour for hour basis with your line manager's prior approval.

## Annual leave

Many employees will get an increase in the number of days leave. But a small number will have their leave reduced by one or two days.

Our current four extra statutory/concessionary holidays (usually bank holiday Tuesdays) will be added to your annual leave. Under the new pay structure:

- Grades 1 to 9 – 25 days rising to 30 after five years service
- Grades 10 to 13 – 27 days rising to 32 after five years service
- Grades 14 and above – 34 days with no increase.

Your annual leave will apply from 1st April each year.

If you retire part way through the year your leave will be based on the period worked.

## Bank holidays

All employees will get eight bank holidays:

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day
- Boxing Day

Our offices and services will open for normal business on bank holiday Tuesdays.

## Sick leave

All sick leave will be paid at plain time rates. You will receive sick pay for the following periods:

First year of service	1 month on full pay and - after 4 months service - 2 months on half pay.
Second year of service	2 months on full pay and 2 months on half pay
Third year of service	4 months on full pay and 4 months on half pay
Fourth and fifth year of service	5 months on full pay and 5 months on half pay
After five years' service	6 months on full pay and 6 months on half pay.

Chief officers can extend sick pay in exceptional cases in consultation with the Director of HR.

## Special leave

A maximum of five days paid and five days unpaid leave – covering bereavement, urgent domestic and dependent leave – is available in a rolling 12 month period. You may be allowed paid time off under the special leave arrangements for sporting or cultural events, graduation and house moves. Your chief officer's approval is required for all special leave.

## Medical appointments

If you work flexitime, medical appointments should be taken in your own time except in exceptional circumstances.

## Notice period

If you want to leave your job you must give us the following notice:

Grade	Notice
1 to 9	1 month
10 to 13	2 months
14 & above	3 months

## HELP AND SUPPORT

Our independent employee helpline is available 24/7 365 days a year and provides confidential legal, financial and counselling services. Call 0800 243458 or email: [assistance@ear.co.uk](mailto:assistance@ear.co.uk).

# What's next?

Your job will soon be part of a job family - we're creating 17 of them across the council. It means we're grouping together jobs that do similar tasks and listing them in order of seniority (or rank). They cover the knowledge, experience, skills and responsibilities required for each level within the job family.

# Appendices

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**Appendix A - Basic pay protection policy**

**Appendix B - Scheme of flexible working hours**

**Appendix C - Leave and time off**

**Appendix D - Travel and subsistence payments**

**Appendix E - Lettings payments**

**Appendix F - Sickness scheme**

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# Appendix A

## Basic pay protection policy

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### Introduction

This policy aims to support successful organisational change by providing for employees' basic pay to be protected where it is reduced as a result of:

- introduction of a revised pay and grading system
- organisational restructuring
- redeployment where there is a risk of individual redundancy or on ill health grounds.

The policy complements the council's guidelines on organisational change and replaces the council's existing Protection of Earnings Policy.

The council recognises the need to ensure that any pay protection arrangements do not perpetuate inequalities in pay. This policy is based on existing equal pay legislation and the recognised need to achieve full pay equality.

The cost of protecting employees basic pay will be met by the employing department and pay protection costs must be taken into account when the business case for change is made.

The policy is operational from 1 April 2010.

### Who is covered by the policy?

The policy applies to all council employees except teachers. It is recommended to those schools where the governing body carries out the function of the employer.

Where an employee within the applicable employee groups has previously been receiving indefinite pay protection, this policy will supersede that arrangement.

Employees will receive written notification of pay protection arrangements applicable to them and the support available.

### What pay is protected?

The pay protected will be the substantive pay rate which is the basic pay for the job as defined in the pay and grading structure.

Pay protection will be for a maximum three year period from the date of change of pay.

The following components of pay are protected:

- basic salary/hourly rate
- basic contract hours (including contracted overtime)

Any sick pay, holiday pay, maternity or adoption pay will reflect the level of protected basic pay. All protected pay is pensionable.

The following previous and existing components of pay are not protected:

- additional hours worked over the minimum contractual guarantee
- all pay-related allowances e.g. standby, sleeping in, letting fees, shift allowances (removed on implementation of Single Status)
- all pay-related enhancements e.g. overtime, unsocial hours, bank holiday working
- all non-pay-related allowances e.g. car allowances, subsistence allowances, telephone allowances, annual leave
- adjustments to the hourly rate resulting from the standardisation of the working week e.g. 37 hours and number of working weeks per year
- market supplements and acting up and honoraria payments.

Pay protection:

- will not apply where employees voluntarily move to another job
- will not apply where the reduction in pay is as a result of a reduction in hours
- will be adjusted where employees voluntarily reduce their hours
- will not increase to cover additional hours.

## **What happens during the protection period?**

During the protection period:

- there will be no annual incremental progression on the protected grade
- pay awards will not be applied until the substantive grade is equal to or greater than the protected salary.

Protection may end or be reduced within the three year period where:

- the employee is successful in securing another post
- the new substantive grade catches up with the protected basic salary.

Employees subject to pay protection will be given support by their line manager under the personal development review process and by HR. Where significant losses occur this may include:

- application and interview training and support;
- priority interview status as appropriate to the vacancy concerned - this will not apply where the targeted post constitutes promotion
- skills and development training
- work experience tasters
- trial periods.

Employees have a shared responsibility in seeking redeployment and must adopt a reasonable and flexible approach when considering alternative posts.

If an employee refuses an offer of reasonable alternative employment during the protection period, this may result in the withdrawal of protection.

## **What happens at the end of the three year period?**

At the end of the three year period, pay will be adjusted to the top point of the substantive grade. There is no right of appeal at the end of protection.

## **What happens to employees currently receiving pay protection?**

Any employees receiving pay protection prior to 1 April 2010 will receive the remainder of the period of protection on the original terms:

- if the new grade is higher than the grade held immediately prior to 1 April 2010, the employee will transfer to the new grade introduced under Single Status when the original protection expires
- if the new grade is lower than the grade held immediately prior to 1 April 2010, the employee will receive pay protection based on the previous grade for the remainder of the 3 year post-implementation period.

## **What is the effect on pension benefits?**

Benefits in the Local Government Pension Scheme (the Scheme) are calculated on a member's "final pay" and period of membership in the Scheme. "Final pay" is the pensionable pay in:

- either the year ending on the day an employee stops being an active member or,
- if it would produce a higher figure, either of the two years immediately before that.

In certain circumstances it is possible to protect pension benefits where there has been a reduction in pensionable pay within 10 years of retirement. It is expected that the Scheme will be changed so that this provision will apply where there has been a reduction in pensionable pay due to Single Status or as a result of a job evaluation exercise.

The calculation is made by taking the highest three consecutive years pensionable pay (ending 31 March) within the last 10 years of Scheme membership, and dividing this by three. The figure is increased in line with the Retail Price Index (RPI).

Where a Scheme member does not benefit from the above protection, they can opt out of the Scheme to preserve their benefits on higher pay and rejoin from the next pay period. Anyone considering opting out of the Scheme should read the factsheet, "Reductions in Pensionable Pay" before making their decision.

There is more information including examples of how final pay is calculated in the factsheet, "Reductions in Pensionable Pay". This is available on the pensions section on the Council's website at [www.derbyshire.gov.uk/working\\_for\\_us/pensions](http://www.derbyshire.gov.uk/working_for_us/pensions). Alternatively, a copy can be obtained from Call Derbyshire on 08 456 058 058.

## **Advice and assistance**

Our independent employee helpline is available 24/7 365 days a year and provides confidential legal, financial and counselling services. Call 0800 243458 or email: [assistance@ear.co.uk](mailto:assistance@ear.co.uk).

## **Review period**

12 months after implementation.

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# Appendix B

## Scheme of flexible working hours

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### Principles of implementation

The needs of the service shall at all times take precedence over the scheme and it will be the responsibility of each chief officer, acting through section heads, to ensure that the operational requirements of the county council continue to be met. It is recognised that certain employees, by virtue of the nature of their jobs, may not be able to operate with full flexibility within the scheme and others, eg shift workers, may have to be excluded altogether. However, it is the spirit and intention of the scheme that flexible working hours should be available to as many staff as possible.

Implicit in the scheme is the expectation that flexible working hours will have no adverse effect on efficiency and service provision.

The council has a variety of time recording mechanisms and it is intended to extend the use of automatic recording equipment, the introduction of which would be the subject of consultation with the trade unions.

Where sections/functions are designated as appropriate for application of the scheme of flexible working hours, all employees shall be contracted as such and obliged to comply with the scheme.

### Guidelines for managers and employees

#### Bandwidth

The total time span available (from the earliest starting time to the latest finishing time) is from 7.00am to 7.00pm Monday to Friday. Hours worked outside the band-width should not be recorded under this scheme. Where employees are contracted to work on the basis of five working days (including Saturdays and/or Sundays) the core principles of the scheme should still be applied.

#### Office opening hours

As a general rule offices which are available to the public should be open from 8.00am to 6.00pm and should be organised in such a way as to ensure that there is sufficient cover throughout this time.

#### Flexi-time

Subject to satisfactory cover, staff may commence and finish work at any time in the working day but must work a minimum of four hours per day (or pro-rata for part time employees). There shall be no designated 'core' time.

## Lunch break

Employees must take a minimum of 30 minutes break in any six hour period.

## Standard week/settlement period

The standard week for all full time employees is 37 hours.

The settlement period is four working weeks (ie 148 hours). Staff must work the required number of hours in each settlement period subject to the debit and credit rules below.

## Debit

A debit (hours worked below the required number in the settlement period) of up to four hours may be carried forward from one settlement period to the next.

Annual leave may not be used to cancel out debit hours accumulated.

## Credit

A credit (hours worked in excess of the required number in the settlement period) of up to fifteen hours may be carried forward from one settlement period to the next. Credit time may be used, subject to prior approval to take up to two full, or combinations of that in multiples of half days – “flexi-leave” – and/or to supplement hours worked in the next settlement period.

It is not possible to anticipate credit hours in order to take flexi-leave. A minimum of four hours credit must have been carried forward before one day’s flexi-leave can be requested (two hours credit in respect of one half day’s flexi-leave) and eight hours for two days flexi leave.

Credit hours in excess of 15 per settlement period will be lost.

## Absences

A full or half day’s absence is to be credited as follows:

	<b>148 hour Settlement Period (All employees)</b>
Full Day	7 hours 25 minutes
Half Day	3 hours 40 minutes

(Due to roundings, the figures for half-day absences are not exact. Any shortfall at the end of the settlement period due solely to such absences should be disregarded).

**ALL VALUES IDENTIFIED WILL APPLY PRO-RATA TO PART-TIME EMPLOYEES**

These figures are to be used for all absences including leave, sickness, public holidays and day release (including post entry training). They should also be used for work at a location away from the work base, including conferences, unless approval has been given to record additional time worked within the bandwidth on that day.

## **Overtime**

Overtime must be authorised in advance and should not be recorded under the scheme of flexible working hours. No overtime will normally be permitted during bandwidth hours. Time taken in lieu of authorised overtime should be recorded under the scheme as an authorised absence and the appropriate number of hours credited.

## **Medical absences**

Absences involving visits to the doctor, dentist etc, during office opening hours shall not be credited as such time off can be taken outside of the hours worked within the structure.

Should an officer fall sick after starting work he/she shall be credited with having worked the full standard day.

## **Recording/monitoring**

Each individual is responsible for recording his/her starting and finishing times (including lunch break) on a daily basis, and for calculating total hours worked. At the end of each settlement period the completed record should be retained for checking of calculations.

In completing the form, the following points should be observed:

- the times recorded should be those where the individual actually commences/finishes work, rounded to the nearest five minutes
- subject to agreement, outside visits at the beginning or end of the day should be recorded as follows:
  - if you travel directly from your home to a place of duty which is nearer to your home than your work base, your start time will be your time of arrival
  - if your journey is longer than the time it normally takes you to get to your work base, record your excess travelling time
- where flexi-leave is taken this should be entered on the record as an authorised absence but the hours taken should not be credited. The total hours shown for the day should be those actually worked
- managers have a responsibility for ensuring that time recording is accurately completed and may carry out random spot-checks and all members of staff are expected to co-operate and comply with this requirement
- completed records should be stored for a minimum period of two years.

## **Transferred officers – travelling time**

In the case of transferred officers entitled to a daily travelling time allowance, this allowance should continue to be claimed separately, the times recorded under the scheme being those for actual commencement of and leaving of work.

## **Part-time employees**

It is not possible to legislate for the various work situations involving part-time staff but as with full-time staff the intention is that the scheme should be available to as many staff as possible with the pro rata application of the core elements of the scheme.

## **Abuse of the scheme**

Instances of abuse of the scheme will be dealt with under the Disciplinary Procedure.

## **Leavers**

All debits must be cleared before an officer leaves the service of the county council. No payment will be made for credits which have not been cleared.

## **Recording**

A new time recording form has been introduced to enable employees to record more than two start and finish times which may now occur following the removal of core time.

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# Appendix C

## Leave and time off

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### Introduction

These guidelines set out leave and time off provisions available to employees. They should be read in conjunction with the leave arrangements set out in the Leave for Working Families Policy.

The council is committed to helping employees achieve an appropriate balance between their work and home life and considers it important for all employees to be aware of and receive their full leave entitlement.

The council recognises the importance of leave for employees' health and safety, as set out in the Working Time Regulations.

### Who is covered by the guidelines?

These guidelines apply to all council employees except teachers and those covered by Soulbury conditions. They are recommended to those schools where the governing body carries out the function of the employer.

### Annual leave

#### Requests for annual leave

- Annual leave should be mutually agreed between the manager and employee.
- Employees should request leave as far as possible in advance of the period of leave required.
- When considering requests for leave, managers should ensure that staffing is balanced and there will be no adverse effect on service.
- All requests for leave must be approved in advance.

#### Leave period/carry over

- The annual leave year runs from 1 April to 31 March. All annual leave must be taken within this period except where a carry over is agreed.
- The maximum carry over is five days. In all other circumstances leave not taken by the end of the leave year is lost.
- Requests to bring leave forward from the following leave year can only be approved by managers in exceptional circumstances.
- Employees may take annual leave during disciplinary suspension provided the leave is requested and authorised.

## Annual leave/sickness absence

- Where an employee is not able to take annual leave because of sickness absence, a carry over of up to 10 days contractual leave is allowed.
- Statutory leave entitlement will apply in these circumstances where this is more beneficial to the employee than contractual leave entitlement. Further guidance on calculation of entitlement is available from the Shared Services Centre.
- When a phased return is recommended following a period of long-term absence, employees will be expected to use annual leave in support of that return where required.
- Managers should ensure the Shared Services Centre is aware of any leave taken while the employee is on sickness absence.
- If an employee becomes sick whilst on annual leave, they may request that their absence is treated as sickness absence and may need to produce a medical certificate to authenticate this.

## Leave entitlement

Employee Group	Annual Leave Entitlement	
	Basic	After 5 years Service
Grades 1-9	25	30
Grades 10-13	27	32
Grades 14 and above	34	34

- Annual leave for part-time staff will be calculated on a pro rata basis and expressed in hours.
- Additional leave entitlement for five years' service is based on continuous service with any public authority covered by the Redundancy Payments Modification Order.
- The additional leave entitlement becomes effective at the start of the next leave year following five year qualification.

## New employees

- There is no qualifying period for employees to become entitled to annual leave.
- Entitlement arises on the first day of employment and annual leave is proportionate to completed service during the year.

No. of Complete Calendar Months Worked	Leave Entitlement In Days				
	25	27	30	32	34
1	2.5	2.5	2.5	3	3
2	4.5	5.5	5	5.5	6
3	6.5	7	7.5	8	8.5
4	8.5	9	10	11	11.5
5	10.5	11.5	12.5	13.5	14.5
6	12.5	13.5	15	16	17
7	15	16	17.5	19	20
8	17	18	20	21.5	23
9	19	20.5	22.5	24	25.5
10	21	22.5	25	27	28.5
11	23	25	27.5	29.5	31.5

## **Leavers**

- Employees who are leaving the council and have taken annual leave in excess of their pro rata entitlement will have the appropriate amount deducted from their final salary payment.

## **Relief workers**

- Leave entitlement should be calculated on a three month averaging period for casual workers working on short-term assignments and working variable hours.
- Where leave entitlement is rolled up into holiday pay, these arrangements should be reviewed in line with the requirements of the Working Time Regulations.

## **Payment during annual leave**

- Employees should receive normal pay during periods of annual leave.
- Normal pay includes all earnings that would be paid during a period of normal working but excludes payments not made on a regular basis.

## **Annual leave – maternity leave**

- Employees returning from maternity leave are entitled to all the annual leave and bank holidays accrued during the period of maternity leave.

## **Bank holidays**

Employees will be entitled to 8 bank holidays per year.

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day
- Boxing Day

Part-time staff receive pro-rata bank holiday entitlement. Guidance on calculation of bank holiday entitlement for part-time staff is available from the Shared Services Centre.

## **Time off for public duties**

The council encourages its employees to play an active part in the life of the community.

Employees who are elected members of other local authorities are allowed a maximum of 208 hours paid time off per year to carry out their public duties.

Paid leave of absence of up to 18 days/36 half days per year will be granted to employees undertaking public duties for the following:

- Magistrates/Justices of the Peace
- education body - school/college governors
- statutory tribunal
- police authority
- service authority for National Criminal Intelligence Service or National Crime Squad
- board of prison visitors or prison visiting committee
- probation boards
- members of court boards
- health authority
- Environment Agency
- youth offending panels

This time off will be pro-rata for part-time employees.

Before committing to public duties, an employee must seek the approval of their manager. When doing so they should give a clear indication of what level of commitment is likely to be required.

Further reasonable unpaid time off for public duties may be granted at the discretion of your line manager.

## **Unpaid leave**

The Unpaid Leave Scheme provides an opportunity for employees to have an extended period away from work. Although chief officers retain discretion over the granting of unpaid leave, it will normally be taken for such activities as:

- caring responsibilities
- extended foreign travel
- personal development - education or training
- voluntary/community work.

Unpaid leave will not be granted for employees:

- to take up other paid employment
- where a temporary or permanent reduction in contractual hours would be more appropriate
- where other time off provisions apply e.g. time off to undertake public duties.

Managers should consider:

- the possible effects on service delivery and team workloads before granting unpaid leave to an employee
- any anticipated difficulties in the cost effective temporary replacement of the employee for the period of unpaid leave.

## Before a period of unpaid leave

- Application for unpaid leave should be made at least three months before the proposed start date.

## During a period of unpaid leave

- The maximum duration of unpaid leave will be 12 months.
- Depending on individual circumstances, employees on unpaid leave will be invited to attend regular 'catch up' meetings and should plan regular contact with their manager.

## Following a period of unpaid leave

- When an employee returns to work the manager will ensure that the employee is suitably inducted back into the workplace and developments and changes that have occurred during the period of absence will be discussed.

## Conditions

### Local Government Pension Scheme

If you are currently in the Local Government Pension Scheme, you must continue to pay contributions for the first 30 days of an approved period of unpaid time-off.

For periods of more than 30 days of absence you have the right to decide whether or not to pay contributions. If you decide not to contribute to the scheme, a loss of pensionable membership will be incurred and pension benefits will not be payable for this period.

### Continuity of local government service

Periods of agreed unpaid time-off will be counted as continuous service with the council.

### Statutory sick pay

Your entitlement to statutory sick pay is dependent on the following:

- you must have received average weekly earnings above the current National Insurance lower earnings limit for the eight weeks immediately before taking a period of sick leave.

**NB** The National Insurance minimum earnings limit is revised in April each year. Current rates are available from the Shared Services Centre.

In view of this, if you are in receipt of a low wage or salary, care should be taken when contemplating a period of unpaid leave as your average pay would be reduced and may result in you not being entitled to statutory sick pay.

Occupational sick pay is not payable in a period of unpaid leave.

## **Statutory maternity pay**

Your entitlement to the receipt of Statutory Maternity Pay could similarly be affected by the reasons outlined if a period of unpaid leave is taken in the eight weeks immediately before the qualifying week. (The qualifying week is the 15th week before the expected date of confinement).

## **National insurance related benefits**

A period of unpaid leave could lead to a loss of benefits (e.g. Incapacity Benefit). You are advised to contact your local benefits office for further advice, prior to making a request for unpaid time off.

## **Annual leave entitlement**

For periods of unpaid time-off of less than one month in total, your annual leave entitlement will not be affected.

However, where unpaid time-off extends beyond one month in total, your annual entitlement will be proportionately reduced i.e. for each complete month taken, your leave will be reduced by one twelfth.

## **Calculation of deductions**

The basis for calculating deductions is hours lost per week/month x hourly rate.

## **Entitlement to statutory holidays**

Where periods of unpaid leave exceed one month, there will be no entitlement to statutory holidays should they occur during a period of unpaid time off.

## **Post entry training**

Where you have been supported by the council to undertake post entry training a requirement exists to remain with the council for a period of two years, or in some circumstances three years, following qualification.

Accordingly, if you undertake an extensive period of unpaid time off, the two or three year period will be proportionately extended to take this into account.

## **Medical appointments**

- Employees should try to arrange medical appointments in their own time.
- Where this is not possible, reasonable notice should be given and time off with pay will be granted by the manager.
- Paid time off will be granted for health surveillance/disease screening.

## **Special leave**

A maximum of five days paid and five days unpaid leave covering; bereavement, urgent domestic and dependent leave is potentially available in a rolling 12 month period.

You may be allowed paid time off under the special leave arrangements for sporting or cultural events, graduation, house moves. Your chief officer's approval is required for all special leave.

## **Study leave**

For approved courses of study, employees are entitled to the following:

- employees not on day release will receive 1 day's paid leave for final revision for each ½ a day of examination
- employees on day release will receive ½ a day paid leave for each ½ day of examination.

## **Open university**

Employees are entitled to up to five days with pay for attending an approved Open University Summer School course.

## **Service in non-regular forces**

Employees are entitled to up to two weeks to attend summer camp as volunteer members of the non-regular forces.

Any request for additional time off to undertake specific training that cannot be undertaken in non-working time will be considered by the chief officer, taking into account service requirements.

## **Jury service**

Employees are allowed unpaid time off for jury service. When called for jury service, employees will receive details from the court of how to claim for pay deducted.

# Appendix D

## Travel and subsistence payments

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The claiming and payment of travel expenses is based on journeys being necessary to enable the employee to perform the duties properly and for journeys to be approved in advance.

The general principle of reasonableness underlies the claiming of travel allowances. Employees have a responsibility to ensure that the cost to the council is kept to a minimum without reducing the efficiency within which they carry out their duties. Journeys should be coordinated where possible so that the number of car journeys is kept to a minimum.

Where an employee is entitled to claim allowances in respect of the county council and also from some other body for the same journey, the aggregate sum claimed should not exceed the maximum allowance.

The current rates of allowance are available from the payroll pages on our website at [www.derbyshire.gov.uk/payroll](http://www.derbyshire.gov.uk/payroll)

Payment will be made via the payroll system and any NI contributions due will be calculated automatically.

Abuse of the Travel and Subsistence Payments Scheme will be dealt with under the Disciplinary Procedure.

### Public transport

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## **General**

The same principles apply to employees who incur fares in the course of undertaking their duties.

Where alternative means of public transport exist (e.g. bus or rail), the one most suitable in terms of cost and time should be used and claimed accordingly. Cheap rate fares should be used where possible.

## **Rail travel**

All employees will travel by second class unless specifically agreed by their chief officer. Where possible, tickets should be purchased in advance.

## **Taxi fares**

The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of the council or where it is otherwise reasonable e.g. where no public transport is available.

## **Travel abroad**

Where an employee travels abroad on official council business, the visit must have the approval of the appropriate cabinet member and travel arrangements must be made through the council. Receipts must be produced for accommodation and other expenses. The council will not reimburse the cost of obtaining a passport.

Travelling to the Channel Islands or the Isle of Man is classed as travelling abroad for insurance purposes.

## **Car allowances**

Mileage allowances for business use fall into two categories:

- **Less than 110 miles round journey** - all journeys which are less than 110 miles in total can be undertaken by the employee using their personal vehicle. All employees can undertake such journeys provided that the journey is appropriately authorised. Employees using their cars on official business must be in possession of a current full driving licence, appropriate insurance which covers business use and must ensure that the vehicle is properly roadworthy. It should be noted that the whole of an employee's insurance cover would be invalidated if using the vehicle on council business when only covered for social and domestic purposes. Any reasonable parking fees incurred during the journey will be reimbursed. Similarly any tolls incurred will be reimbursed. Receipts should be provided in support of the claim. Any fixed penalty parking fines etc are the sole responsibility of the employee.
- **More than 110 miles round journey** - where an employee anticipates that a journey will be in excess of 110 miles, the employee should arrange for a hire car to be available via the designated office. On occasions, journeys can exceed 110 miles as a result of pre-ordained circumstances and similarly hire cars may not be available owing to short notice. In these circumstances, payment for the reimbursement of the costs of using a personal car will be made provided that it is clear that reasonable efforts have been made to keep the mileage under 110 miles and/or to obtain the use of a hire car.

## **Car allowance status**

If you occupy a post that attracts car allowance status i.e. a former casual or essential user allowance, you will ordinarily be expected to provide a car for such official journeys as are seen necessary to fulfil the requirements of the job. It is your responsibility to ensure that your motor vehicle insurance policy covers you for "business use" and indemnifies the council (as your employer) against third party claims. If you wish to discuss arrangements which you consider represent a reasonable alternative to providing a car for business use, please discuss this with your line manager.

## **Mileage to be claimed**

## **Travel from home to work**

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The council is not responsible for the cost incurred in travelling from home to work except in the case of transferred officers and journeys outside normal working hours.

## **Travel from work and returning to work**

Where the journey starts and ends at work on the same day, you claim the actual mileage incurred.

## **Travel from and return to home**

Where an employee travels directly from home to a place of duty and returns home directly without going to the normal place of work, the mileage to be claimed is the lower of:

- home to duty to home
- base to duty to base.

## **Travel en route to or from work**

If an employee travels directly from home to a place of duty and then to the work base, the mileage to be claimed is the lower of:

- home to duty to base
- base to duty to base.

The same principle applies where a journey is made from base to a place of duty and then directly to home.

## **Travel from home outside normal working hours**

Where a journey in the course of duty starts and ends at home because of work outside of normal contractual hours, or there is a requirement to return to work after a normal days work, the mileage to be claimed is the actual mileage from and return to home. This mileage is taxable.

## **Calculation of mileage**

Mileage claimed must be calculated on the basis of the most reasonable route for the journey.

## **Taxable mileage**

Employees required to travel to work outside of normal contracted hours, may claim the mileage incurred. However, this mileage is taxable and must be recorded separately

## Claiming mileage

All claims for car mileage should be made on either form CO6 (a) or electronically. In particular, times of departure and return must be shown for all journeys. Claim forms should be submitted at the end of each calendar month and authorised as appropriate. Forms must be returned at least quarterly.

Claims made electronically will be processed and paid with the salary for the following month. Claims submitted on paper forms will be processed and paid as soon as possible and no later than with the salary for the month following the submission of the form.

All mileage rates will be replaced with a single rate which - over two years - will be reduced to come into line with the HMRC approved rate. For employees on post entry training, nationally agreed public transport rates will apply. From 1 April 2012 you will no longer have to pay tax on your mileage payments. The change will be phased in as follows:

### User Rates:

	April 2010	April 2011
Per mile first 8,500	50p	45p
Per mile after 8,500	12.2p	12.2p

### HMRC Rates:

	April 2012
Per mile first 10,000	*40p
Per mile after 10,000	*25p

\* You will be able to claim an extra 5p per approved passenger.

## VAT receipts

A VAT receipt for fuel used on work journeys must be obtained and kept in an orderly fashion for a period of six years. Receipts must be available for inspection during this period

## Post entry training

Travel allowances are payable in respect of courses approved by the council and employees will be entitled to claim the excess of the cost of travel to and from the venue of the course or exam over the cost of travel to and from the place of employment at public transport rate.

Employees will be entitled to claim re-imbursment of reasonable expenditure incurred - subject to their manager's approval - which is in addition to that which would have ordinarily been incurred had the employee been at work. This includes books, materials etc.

For the purposes of this document the payment of fees are separate.

## Subsistence

Claims for subsistence will only be paid where it is clear that an employee has incurred

expenditure in excess of that which would ordinarily have occurred. All claims must be supported by their chief officer and must be accompanied by appropriate receipts.

As a general guide, attendance at an isolated training venue or when undertaking emergency duties where food is not provided are examples of where the costs of reimbursement of food purchased in the course of duties will be made.

Payment for expenses incurred by employees which involve overnight accommodation will only be made where it is clear that every effort has been made to make the appropriate booking arrangements through the council. In every instance receipts must accompany such a claim.

## **Removal and relocation finance assistance for newly appointed employees**

The objective of the scheme is to assist newly appointed employees who apply for a post with the council and who in doing so, incur expenditure in moving their accommodation.

The scheme will apply to employees who are appointed to posts where the advertisement and/or the applicant's information pack confirms that the newly appointed employee will be entitled to assistance with their relocation. The employees in question are required to live within 20 miles of their place of work.

## **Redeployment financial assistance for employees whose place of employment is changed by the county council but who do not have to move home**

Where an employee's workplace is changed by decision of the council and where the relocation involves a change of base which falls outside of a five miles radius of the current base, the officer may claim the cost of travel from home to the new place of work less the cost of travel from home to the former place of work. The allowance will be paid for a period of three years, and will be based on the standard mileage rate for the additional mileage involved in the change of workplace.

Where an employee moves their home during the three year period, payment will remain the same if the new home is further from the base than the previous home or be paid the reduced mileage if the new home is nearer to the base.

Applications should be made on a monthly basis using form CO6(a) or online and payment will only be made for journeys actually undertaken.

Excess travel time allowances are also payable for a period not exceeding three years provided that the additional daily travelling time exceeds half an hour.

The scale of the allowances is:

- up to ½ hour a day - NIL
- up to 1 hour a day - £302 a year
- up to 1 hour to 1½ hours a day - £419 a year
- over 1½ hours a day - £523 a year

# Appendix E

## Lettings payments

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The following principles are to be adopted:

- caretakers will be paid plain time rate for any hours worked between the hours of 7am and 7pm
- caretakers will only be paid for hours worked, with no additional supplements
- there will be two types of lettings:
  - where there is only a requirement to open up and close up the caretaker would be entitled to a minimum payment of 1.5 hours
  - where there is an attendance requirement the caretaker will be paid for actual hours worked, at plain time before 7pm and time and a third for time after 7pm.

The effect of this is that for a caretaker opening a school after 7pm and then closing at 10pm - but with no requirement to work in between or stay on site - will be paid 1.5 hours at time and a third ( $\times 1\frac{1}{3}$ ).

A caretaker required to open and then stay on site carrying out duties will receive three hours pay at time and a third ( $\times 1\frac{1}{3}$ ).

This has the impact of treating caretakers consistently with other employees who work enhanced hours while dealing with the issue of providing a suitable incentive for employees to turn out to open or close an establishment.

Caretakers who operate a letting in addition to their established hours would be paid overtime at the appropriate enhancement for any hours in excess of 37, in line with other employees under the Single Status proposals.

It is also acknowledged that some of the larger schools who employ significant numbers of cleaning staff will have some scope to schedule normal working hours to cover letting requirements.



The Social Security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied so far as it is possible:

- the conditions for the reporting of sickness as required by the council
- the claiming of benefits
- the obligation to declare any entitlements to benefits and any subsequent changes in circumstances affecting such entitlement.

An employee who is prevented from attending work because of contact with an infectious disease shall be entitled to receive pay based on contractual hours. The period of absence on this account will not be reckoned against the employee's entitlement under this scheme.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer, sick pay may be suspended. The council will advise the employee of the grounds for suspension and the employee will have a right of appeal. If it is decided that the grounds were justified then the employee will forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme may be dealt with under the Disciplinary Procedure.

An employee will not be entitled to claim sick pay under the scheme unless:

- notification is made immediately to the person identified for this purpose by the council as set out in the Attendance Management Employee Guidelines
- further notification is made as required by the council
- a doctor's statement is submitted to the council not later than the eighth calendar day of absence; subsequent doctor's statements are submitted as necessary
- in cases where the doctor's statement covers a period exceeding fourteen days or where more than one statement is necessary, the employee must, before returning to work submit to the council a final statement as to fitness to resume duties
- on return to work the employee signs a statement detailing the reasons for absence for all absences up to and including seven days.

An employee will, if required by the council at any time, submit to a medical examination by a medical practitioner nominated by the council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the council. Where it is necessary to obtain a second medical opinion, it will be provided by an independent medical referee.

Where, for the purpose of qualifying for sick pay under the scheme, the council requires a

doctor's statement from an employee, the council will reimburse the employee the cost of such a statement on the provision of a receipt.

An employee who falls sick during the course of annual leave will be regarded as being on sick leave from the date of the doctor's statement.

Where an employee is receiving sick pay under the scheme, sick pay will continue if a public holiday falls during such sickness absence. No substitute public holiday will be given.

Widows and married women exercising their right to be excepted from the payment of full rate National Insurance Contributions will be deemed to be insured in their own right for all National Insurance benefits.

Derbyshire County Council

# **SINGLE STATUS**

**- What you need to know**