

REPORT TO	DATE OF MEETING
GOVERNANCE COMMITTEE	21 SEPTEMBER 2016



SUBJECT	PORTFOLIO	AUTHOR	ITEM
FOLLOW UP REPORT – FLEXTIME AND OVERTIME	LEADER	S NUGENT	9

1. SUMMARY AND LINK TO CORPORATE PRIORITIES

This report details those issues requested as further information arising from the Governance Committee held on 29 June 2016, in respect of audits undertaken of Flexitime and Overtime.

. The report reflects the Corporate Priority of an “Efficient, Effective and Exceptional Council”.

2. RECOMMENDATIONS

Governance Committee are asked to;-

1. Note the details in the report.

3. DETAILS AND REASONING

At the Governance Committee meeting held on 29 June, details of the audit reports regarding Flexitime and Overtime were considered, with the Head of HR in attendance to respond to the questions.

Following questions raised by the Committee members and other members, further information was requested.

The Committee resolved that in respect of Flexitime that;-

- A report be provided to the committee outlining the scale of manual adjustments, the offences committed and sanctions subsequently imposed,

Attached to this report is a spreadsheet detailing the manual adjustments for the sample period of June 2015 that provides this information.

The Committee resolved that in respect of Overtime that;-

Overtime claims over the last 12 months be reviewed by Human Resources;

A cross-check of overtime claims against flexi-time system be undertaken by Human Resources;

Information be provided on the amount of money over/underpaid and the amount

subsequently recovered by Human Resources,

An explanation be provided by Human Resources of why no disciplinary action was taken against managers.

Attached to this report is a note detailing the information requested.

WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these. The risk assessment which has been carried out forms part of the background papers to the report.

FINANCIAL	none
LEGAL	none
RISK	none

THE IMPACT ON EQUALITY	No adverse impact for equality issues arising from this report.
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OTHER (see below)	
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<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>