

## NOTICE OF MEETING

MEETING	<b>EMPLOYMENT COMMITTEE</b>
DATE:	<b>FRIDAY 30 OCTOBER 2009</b>
TIME:	<b>3.00 pm</b>
VENUE:	<b>BOURGES AND VIERSEN ROOMS, TOWN HALL</b>
CONTACT:	Carol Tilley <b>Telephone: 01733 452344</b> <b>e-mail address <a href="mailto:carol.tilley@peterborough.gov.uk">carol.tilley@peterborough.gov.uk</a></b>
<i>Despatch date:</i>	<i>22 October 2009</i>

### AGENDA

### PAGE NO

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Refuse Collection: Four Day Week** 1 - 4
4. **Conclusion of Business - Formal Record of Time**



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Carol Tilley on 01733 452344.

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<b>EMPLOYMENT COMMITTEE</b>	AGENDA ITEM No. 3
<b>30 October 2009</b>	<b>PUBLIC REPORT</b>

Contact Officer(s):	Mike Heath, Commercial Services Director Mike Kealey, Acting Head of HR	Tel. 425301 Tel. 384500
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**REFUSE COLLECTION: FOUR DAY WEEK**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> <i>Commercial Services Director</i>	<b>Deadline date:</b> <i>30 October 2009</i>
Members are recommended to agree:	
<ol style="list-style-type: none"> <li>1. that the terms and conditions of employment relating to the Council's refuse operatives be varied at local level from 37 hours, five day working week to 37 hours, four day working week together with other more minor variations subject to the Commercial Services Director finalising agreement with the recognised trade unions in respect of this change.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 This report has arisen as a result of discussions between PCS senior management and recognised trade unions on the proposal to introduce a four day working week in respect of the refuse collection service currently being provided in Peterborough.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The Commercial Services Directors is authorised under Part 3, Section 3 of the Constitution by paragraph 3.15.5(a) to take steps in respect of day to day management (including operational matters) and by paragraph 3.15.5(j) to take decisions in relation to staff including reward necessary for the effective delivery of services. However, as the change in the working week from 37 hours over 5 days to 37 hours over 4 days constitutes local terms and conditions which are to be determined by Employment Committee as referred to in paragraph 2.2 of this report. The purpose of this report is, therefore, to seek the necessary approval of Employment Committee to change those terms and conditions that are necessary to allow the four-day week to be implemented.

2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.4 of Part 3, Section 2 of the constitution "to determine local terms and conditions of employment for employees".

**3. TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>
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**4. BACKGROUND**

4.1 Members will be aware that the changes to the refuse collection day as a result of Bank Holidays causes confusion and/or inconvenience to the residents of Peterborough who are used to their bins being collected on a specific day on a regular basis. In addition there is

also an additional cost to the Council in carrying out collections on the catch-up Saturday, (eg the Saturday following the Bank Holiday Monday).

4.2 Discussions with other authorities who have already implemented the four day working week would indicate that better use can be made of the Council's refuse collection fleet in that servicing and testing of the vehicles can be undertaken on the non-service delivery day, (ie. Monday (the vehicles rest day), thereby reducing the need for additional vehicles to cover for down-time during the Tuesday to Friday collection days.

4.3 It is currently anticipated that the introduction of a four day week may result in a reduction of up to three vehicles and crews from the collection process. However, there is no anticipated redundancy costs arising from this course of action because the five day service is currently being operated using a number of agency workers pending the implementation of the new four day refuse collection system.

## **5. CONSULTATION**

5.1 Consultation has taken place with the local trade union representatives and a ballot was undertaken by the unions of their membership which resulted in a vote in favour of changing to the four-day week referred to in this report.

5.2 During the consultation, and prior to the vote, joint visits by officers from PCS management and trade unions were made to Warrington and Wakefield Councils. These visits allowed the trade union representatives to not only discuss this system with management from these authorities but also allowed them access to union representatives and workforce operatives so that they could ascertain for themselves how the schemes worked from an employee's point of view.

## **6. ANTICIPATED OUTCOMES**

6.1 The Committee's approval of the change in the terms and conditions of the refuse collection service employees will allow the 4 day working week to be implemented, thereby allowing an improved service delivery to the residents of Peterborough (as mentioned in paragraph 4.1 above).

6.2 The changes will also allow the Council to make better use of its assets and it is envisaged that there will be efficiency/financial savings to the Council as a result of the proposed changes (as mentioned in paragraphs 4.2 and 4.3 above)

6.3 The changes will also benefit all the employees within the refuse collection service in a number of ways but particularly reducing the uncertainty in respect of over-time working on the Saturday catch up days.

## **7. ALTERNATIVE OPTIONS CONSIDERED**

7.1 The alternatives available to the Council are to continue with the present 5 day working week or to implement other variations to the 4 day working week, for example the service could operate on a rolling 4 day system. The rolling-day programme was rejected by both officers and union representatives because whilst the system had some operational advantages a 4 rolling programme would not resolve the issues around change of collection days for Bank Holidays. In addition, discussions with other local authorities have indicated that the proposals set out in this report are much more effective from a customer services point of view.

## **8. FINANCIAL IMPLICATIONS**

8.1 If this proposal is accepted by Members there will be financial savings to the Council in respect of the delivery of the refuse collection service.

**9. LEGAL IMPLICATIONS:**

- 9.1 Any change from a five day to a four day working will not impact on the Council's statutory duty as a Waste Collection Authority to collect household waste and recyclable materials in a timely manner.

**10. EQUALITY IMPACT**

- 10.1 The effect of the impact of the changes proposed have been considered and it is suggested that the changes will not have a negative impact on any group and, in some cases, there will be a positive impact; this is particularly the case in respect of those who have difficulties in coping with changes to service delivery due to Bank Holidays. The Council will continue with its "pull out" provision to those who meet the criteria. So far as staff are concerned, it is not envisaged that there will be any material effect if this proposal is approved by Members. However, any concerns raised will be sympathetically treated including, if necessary, transfers to other services where vacancies exist.

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