

PETERBOROUGH



CITY COUNCIL

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE
HELD AT THE TOWN HALL, PETERBOROUGH ON 23 MARCH 2017**

Members Present: Councillors Nadeem (Chair), Fitzgerald, Khan, Jamil, Davidson, and Casey

Officers Present: Mandy Pullen, Assistant Director of Human Resources and Development
Paul Smith, Human Resources Advisor
Karen Craig, Senior Reward Advisor
Amy Brown, Senior Solicitor
Wendi Ogle-Welbourn, Corporate Director of People and Communities
Pippa Turvey, Democratic and Constitutional Services Manager

Also Present: Mark Burn, Trade Union Representative

1. Apologies for Absence

Apologies for absence were received from Councillors Lamb and Holdich. Councillor Casey was in attendance as substitute.

2. Declarations of Interest

There were no declarations of interest received.

3. Minutes of the Meeting Held on 10 November 2016

The minutes of the meeting held on 10 November 2016 were agreed as a true and accurate record.

4. Exclusion of the Press and Public

In accordance with Standing Orders, Members were asked to determine whether agenda item 7, 'Shared Leadership Management Proposals Between Peterborough City Council, People and Communities and Cambridgeshire County Council, Children, Families and Adult Services', which contained exempt information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority as defined by Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when the item was discussed, or whether the public interest in disclosing the information outweighed the public interest in maintaining the exemption.

The Committee were advised that as the item to be discussed could result in a situation of redundancy, it was recommended that the matter be discussed in exempt session.

RESOLVED that agenda item 7, 'Shared Leadership Management Proposals Between Peterborough City Council, People and Communities and Cambridgeshire County Council, Children, Families and Adult Services' be exempt and the press and public excluded from the meeting when the item was discussed.

5. Revised Attendance Policy

The Assistant Director of Human Resources and Development and Senior Reward Advisor presented a report to the Committee, following agreement from members of the Joint Consultative Forum. The report proposed a revised employee attendance policy for consideration and approval by the Committee.

The Committee discussed the report and raised several key points:

- One of the key changes to the Policy related to sickness trigger points. The previous triggers were potentially open to inconsistencies so further clarity had been provided. Changes had also been made to the review period, increasing this to 12 months from 6.
- Annual leave accrual would continue whether or not an officer was on sick leave or not.
- The provision for issuing formal warnings had been made clearer within the Policy.
- It was suggested that the new Policy was too long, however, it was noted that the document had been significantly reduced in length from the previous version. Feedback from officers had indicated that keeping the Policy and procedures together was the favoured approach.
- It was noted that during any sickness review, officers and managers would informally meet to consider any interim adjustments to allow for a return to work.
- All sickness records were completed by officers and managers and provided to HR for inclusion on the officer's file. These documents are scanned directly.

RESOLVED that Employment Committee approved the revised Attendance and Absence Monitoring Policy.

Reasons for the decision:

Managing sickness was a very important part of a manager's responsibilities; the policy and process would ensure that managers had all the information they needed to deal with each case consistently, fairly but with the flexibility to take account of individual needs and circumstances. They would do this with the full support of their HR Business Partners.

6. Employee Terms and Conditions of Service

The Assistant Director of Human Resources and Development and Human Resources Advisor presented a report to the Committee, following Council's approval of the Medium Term Financial Strategy at its meeting on 8 March 2017. The report sought the Committee's consideration to enter into a collective agreement with trade unions on changes in the staff terms and conditions in service.

The Committee discussed the report and raised several key points:

- The consultation was carried out in two parts. The first part was undertaken through negotiation with the Trade Unions. The second part was completed via a number of communications to staff via trade union consultation meetings, team briefings and Insite. A direct email in the google groups application was also created, which received 29 questions, all of which had been responded to and published.
- It was noted that members of Unite had rejected the proposals. Members of Unison and GMB had accepted the proposals. The Committee were advised, however, that the final vote had been undertaken via the Joint Consultative Forum where the Trade Unions votes were proportional to membership. As

such, the proposals were accepted by a majority of trades unions. A number of concerns raised by Unite had, however, been addressed.

- All employees were contractually bound by the Terms and Conditions agreed by the National Joint Council and local trade unions, even if they were not members of a union themselves.
- Comment was made that the changes to the Terms and Conditions would see officers lose out financially, and it was suggested that greater benefit would be seen from employees being more content in their roles.
- Concern was raised that sufficient consultation had not been undertaken and that not all procedures had been followed correctly. In response to this the Committee were advised that internal and external advice had been taken throughout the process. There was no obligation to consult with staff on an individual basis, however, extensive communication had been carried out and many meetings had taken place with trades unions
- The trade union consultation with their members started on 12 December 2016 and ended at the end of January 2017.
- The Trade Union Representative commented that the staff that were losing money in this round of changes to the Terms and Conditions had not been impacted by the previous changes. It was considered that this was the best deal that could be agreed. Comment was made that recognition from the Council as to the impact of a number of the changes would be appreciated.
- It was suggested that 29 comments was not a significant return, however, it was further noted that this may be an indication of how staff feel about the proposals.

RESOLVED that Employment Committee approved the revised terms and conditions of service as set out in the report.

Reasons for the decision:

The Employment Committee had delegated authority to approve changes in terms and conditions of employment and approval was necessary to effect those and to achieve the savings agreed by Full Council.

7. Shared Leadership Management Proposals Between Peterborough City Council, People and Communities and Cambridgeshire County Council, Children, Families and Adult Services

As agreed at agenda item 4, the meeting moved into exempt session.

The Assistant Director of Human Resources and Development presented a report to the Committee, following the endorsement of temporary sharing arrangements of Peterborough City Council's Corporate Director People and Communities with Cambridgeshire County Council as interim Executive Director Children's, Families and Adults Services. As a result of those sharing arrangements, the Committee's consideration was sought on proposals to create further opportunities for both Councils to realise additional efficiencies and improve customer experience.

The Committee discussed the report and the recommendations included within.

RESOLVED that Employment Committee:

- 1) Noted the proposed consultation with staff on a shared management arrangement with Cambridgeshire County Council for staff in the People and Communities Department;
- 2) Noted its role in approving, at the appropriate time, job descriptions and grading changes for any new structure; and

- 3) Approved the joint process for appointments to the proposed roles in the new management structure with Cambridgeshire County Council.

Reasons for the decision:

The decision would ensure that both Councils would retain sovereignty and meet their statutory obligations including constitutional delegations. However, the decision would also ensure that Members from both Councils had the opportunity to input into the appointments process.

Chairman
7:00pm – 8:25pm