



NOTICE OF MEETING

Employment Committee

Wednesday 4 October 2017, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: Employment Committee

Councillor McLean (Chairman), Councillor Allen (Vice-Chairman), Councillors Angell, Mrs Birch, Leake, Ms Miller, Mrs Temperton, Virgo and Worrall

Non-Voting Co-optee

Councillor Heydon

cc: Substitute Members of the Committee

Councillors Brossard, Dudley, Mrs Hamilton, Dr Hill and Peacey

ALISON SANDERS
Director of Resources

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Published: 25 September 2017



Employment Committee
Wednesday 4 October 2017, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

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AGENDA

Page No

1. **Apologies**

To receive apologies for absence and to note the attendance of any substitute members.

2. **Declarations of Interest**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting and must not participate in discussion of the matter or vote on the matter unless granted a dispensation by the Monitoring officer or by the Governance and Audit Committee. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

3. **Minutes from previous meeting**

To approve as a correct record the minutes of the meeting of the Committee held on 5 July 2017.

5 - 10

4. **Urgent Items of Business**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. **Update from the Chairman of the Local Joint Committee**

A verbal update from the Chairman of the Local Joint Committee.

6. **December Pay Date**
To consider whether to change the December pay date to the last working day of the month. 11 - 14
7. **Foster Carer Leave Policy**
To propose that employees who become Foster Carers are allowed up to ten days of paid foster carer leave, to demonstrate the Council's commitment to fostering and to become a "Fostering Friendly Employer". 15 - 18
8. **Minutes of Sub Groups**
The Committee is asked to note the minutes of the Local Joint Committee held on 5 July 2017. 19 - 20
9. **Exclusion of Public and Press**
To consider the following motion:

That pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(3) Information relating to the financial or business affairs of any particular person. (Items 10,11,12)
10. **Future Provision of Services - Bridgewell Intermediate Care Unit**
To inform the Employment Committee of the outcome of the consultation held concerning the provision of services at The Bridgewell Centre and to note the proposed redundancies which may arise from it. 21 - 28
11. **Transformation Programme - Library Supervisor Restructure**
To note 1 redundancy following an organisational restructuring of the Library Supervisors posts. 29 - 36
12. **Restructure of Welfare and Housing Services**
To seek Employment Committee consideration of a redundancy that has arisen from a restructure of the welfare and housing service. 37 - 40

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**EMPLOYMENT COMMITTEE
5 JULY 2017
7.30 - 8.55 PM**



Present:

Councillors McLean (Chairman), Allen (Vice-Chairman), Angell, Mrs Birch, Ms Miller, Mrs Temperton, Virgo and Worrall

Apologies for Absence were received from:

Councillors Leake

4. Declarations of Interest

There were no declarations of interest.

5. Minutes from previous meeting

RESOLVED that the minutes of the meeting of the Committee held on 15 February 2017 and 24 May 2017 be approved as a correct record and signed by the Chairman.

6. Urgent Items of Business

There were no urgent items of business.

7. Update from the Chairman of the Local Joint Committee

Councillor Allen reported that the Local Joint Committee had a discussion around the proposed changes to redundancy authorisation. Trade unions had expressed that they were keen to ensure they continued to be kept informed as they were currently and further that Members should also be keep abreast of all information relating to redundancies in the same way that they were.

Trade unions were content that they had been briefed on all the other redundancies that were on the agenda.

8. Minutes of Sub Groups

The Committee noted the minutes of the Local Joint Committee held on 15 February 2017.

9. Redundancy Authorisation - Proposed Changes

The Chief Officer: Human Resources reported that the Council's Constitution did not require the Employment Committee to approve all redundancies but that it had become custom and practice over the years for the Committee to approve redundancies. This had become problematic given the Transformation Programme that the Council was currently undergoing. The scale and pace of change was significant and bringing decision making on redundancies to the Committee was slowing the pace of change and increasing cost and uncertainty for staff. If

redundancies weren't approved by the Committee, cumulative savings would be significant. Chief officer redundancies and any redundancies senior to this would continue to be approved by the Committee in accordance with the Committee's terms of reference.

The Committee expressed concern around these proposals. There was concern that Members would no longer be able to influence or oversee these decisions and that there should be Member input from the Employment Committee. If decisions were needed urgently, these should be taken in consultation with the Chairman and emails sent to the rest of the Committee, or extra meetings of the Committee be convened. The Committee noted that whilst the majority of redundancies were agreeable, there were exceptions and it was important that Members continued to have oversight.

The Chairman reminded Members that the current terms of reference for the Committee did not give the Committee authority to agree these redundancies. If these proposals were agreed primary oversight of these decisions would rest with Executive Members. Employment Committee Members would continue to be kept informed and have the opportunity to ask questions and influence decisions.

The Committee remained concerned that the opportunity to debate would be lost. If these proposals were to be adopted it would be critical to ensure that Employment Committee Members were consulted on redundancies in good time allowing them the opportunity to give an input and influence decisions. The Committee were clear that they did not simply want to be informed that these decisions had been taken.

It was reiterated that trade unions had been clear that in their view Members should continue to be involved in decisions relating to redundancy of staff and that the Local Joint Committee was one of the ways to do this. The Committee felt a responsibility to oversee these staffing issues and currently the approval of redundancies constituted the majority of the work of the Committee.

The Chief Officer: Human Resources reported that at present by the time redundancy reports were brought to the Committee, quite often the consultation period had ended and all work was complete including selection processes and appeals, bar issuing a dismissal notice. At this point, the redundancy was almost irretrievable in any event. This led to increasing uncertainty for staff for a prolonged period as was evident with the current Council Wide Support Services Review.

The Committee expressed that it was important for Committee Members to be consulted on these decisions at an early stage. This could be at the same time that trade unions were consulted or in tandem with the Corporate Management Team..

The Chairman proposed that he consult with the Leader and the Chief Executive on a model of operation that allowed the Employment Committee to be a consultee at an early part of the process, allowing Members to contribute.

RESOLVED that the Chairman consult with the Leader and the Chief Executive on a model of operation that allowed the Employment Committee to be a consultee on redundancy decisions at an early part of the process, allowing Members to contribute and that proposals be brought back to the next meeting of the Committee.

10. **Exit and Severance Payments**

The Chief Officer: Human Resources reported that the Committee had received an information item in October 2015 regarding the £95,000 exit payment cap proposed by the Government in May 2015, due to be implemented in 2016. This

implementation had not been progressed by the Government and following the General Election on 8 June 2017, further delays had been encountered.

The Committee had received a separate report on reducing the current redundancy multiplier in December 2016, however as regulation of exit payments would impact any decisions on the Council's multiplier it was proposed that the multiplier and severance payments should be considered in tandem.

It was noted that a report would be brought back to the Committee once regulations were published by the government. The Chief Officer: Human Resources reported that it was important to consider the positive relations the Council currently had with trade unions and that it may not be the right time to amend redundancy payments, in the middle of such a large scale change. It was noted that the Council was not the highest or lowest payer in terms of local authorities across the Country. In addition, those that had access to a pension scheme, were not incorporated within a multiplier payment.

It was noted that Government regulations were expected in the summer. The Chairman agreed to write to the government minister to get a response of when regulations were likely to be issued.

RESOLVED that the Committee noted the information report.

11. Exclusion of the Public And Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following items which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person.

12. Forestcare Contract Termination and Resultant Redundancy

The Chief Officer: Human Resources reported that this report identified the staffing implications arising from the ending of the 'Housing Solutions' contract. The Committee queried that if the end date of this contract was known, why wasn't this redundancy brought to the Committee sooner. It was advised that this query would need to be addressed to the Chief Officer: Housing.

RESOLVED that the Committee noted that the post-holder, identified in the exempt Appendix A, redundant with effect from 6 July 2017 in accordance with the terms set out in exempt Appendix A.

13. Restructure of Council Wide Support Services - Employment Implications

The Chief Officer: Human Resources reported that this review had 196 staff in scope, this equated to 176 full time equivalent staff. The review would put in place a model that delivered a number of benefits. The model was scalable, would improve resilience and ensure a consistent support service.

A total of 17 staff would be made redundant, 11 of these redundancies were voluntary. Redeployment opportunities would be sought for all staff affected. One redeployment opportunity had already been identified.

In response to Members queries, the Chief Officer reported that there would not be an additional cost for the upgrade of the Agresso system. The upgrade would allow significantly more self service around budget monitoring.

RESOLVED that;

- i) the new structures for Council Wide Support Services identified in Appendix A of the report attached to the agenda papers, be noted with implementation commencing from 1 September 2017.
- ii) the post holders listed in Appendix B of the agenda papers, be declared redundant (in accordance with Council policy with the costs being met from the Structural Changes Fund and subject to any redeployment opportunities offered to those affected).

14. Regeneration Support Officer - Redundancy

The Committee noted that this post was funded by the Bracknell Regeneration Partnership and that the redundancy would also be funded by the Bracknell Regeneration Partnership.

RESOLVED that the post of Regeneration Support Officer be made redundant with effect from 30 September 2017.

15. Transformation Programme - Libraries Stock Management Restructure

The Chief Officer: Human Resources reported that this restructure had led to five redundancies being proposed. This was essentially as a result of introducing a greater element of self service to the library service. Full consultation with staff and unions had been undertaken. Two of the staff affected had already been redeployed. This restructure had generated an annual saving of £92,000.

RESOLVED

- i) that the post holders listed in exempt Annexe B be declared redundant, as soon as reasonably practical, with the costs being met from the Structural Changes Fund (subject to any redeployment opportunities offered to those affected).
- ii) that the original and proposed structures detailed in Annexe A be noted.

16. Young People Substance Misuse Worker

The Chief Officer: Human Resources reported that this service was being brought in-house and as a result this post was no longer required.

RESOLVED that the Committee noted that following the changes to the service and consultation with the post holder of Young Peoples Substance Misuse Worker, that the post holder be made redundant subject to the Councils redeployment process.

17. Review of Personal Assistants

The Chief Officer: Human Resources reported that this report notified the Committee of a further deletion of one PA post on the grounds of redundancy following the resignation of a Chief Officer and a proposal not to fill this position.

Members expressed concern that they had not been consulted on the decision to not appoint an Assistant Chief Executive. The Chairman reported that it was not in the Committee's remit to define the structure of the Council.

RESOLVED that the deletion of the post identified in exempt Appendix B with effect from 31 August 2017 on the grounds of redundancy be agreed.

CHAIRMAN

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**TO: EMPLOYMENT COMMITTEE
4 OCTOBER 2017**

DECEMBER PAY DATE Director of Corporate Services (HR)

1 PURPOSE OF REPORT

- 1.1 To consider whether to change the December pay date to the last working day of the month.

2 EXECUTIVE SUMMARY

- 2.2 For many years the December payroll run has been earlier in the month, for reasons that in some cases are now outdated. This paper considers the arguments for and against changing this to make it the last working day of the month, from the perspective of both individuals and the organisation. Changing the date would provide an opportunity to improve the process for managers and for payroll.

3 RECOMMENDATION

- 3.1 **That Employment Committee approve that the December pay date to be moved to the last working day of December for all staff, subject to full trade union agreement.**

4 REASONS FOR RECOMMENDATION

- 4.1 The issue initially arose from an enquiry from UNISON, who said that some members in receipt of Universal Credit were experiencing financial issues due to the early pay dates in December, and wanted to know if they could be paid at the same date as in other months. It is not practically possible to pay some employees at a different date from others – even if we could identify those who might be receiving Universal Credit from the Council where they lived – but it did raise a question on whether the early pay date was universally welcomed. Employee opinion appears to be divided on the subject, depending on individual circumstances.
- 4.2 However, the organisation would benefit from a later December pay date as the current arrangement means they are working to much tighter payroll deadlines, as are all the managers who send them instructions and timesheets.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Retain the status quo and continue to pay early in December. This would avoid creating a controversy with some staff, but at the expense of perpetuating a difficult payment processing system for payroll and managers.

6 SUPPORTING INFORMATION

- 6.1 Anecdotally, while some employees welcome the early payment to help with additional Christmas expenditure, others find it hard to manage the longer interval to being paid again in January or, as the UNISON approach suggested, experience difficulties relating to Universal Credit. Widespread use of credit cards probably makes the issue of the early payment date less critical than it once was. However Payroll reports getting calls from individuals who are experiencing financial problems due to the long interval between December and January pay dates. These are more likely to be employees with low combined family income.
- 6.2 Historically, part of the reason for early payment was to get the payslips delivered to schools before school term ended. Payslips are now electronic and can be accessed from home or checked when convenient.
- 6.3 The payroll date is common to all staff and schools. Payroll has a strong preference for a later date, as the current pay date means that the deadlines for payroll actions in December are much more challenging than in other months. If payroll dates are not met and instructions not received in time, errors in pay and late payments can occur, which of course impacts adversely on employees as well as requiring corrective action. The payroll section is staffed between Christmas and New Year, to deal with any queries if the payroll date is moved to the last working day of the month.
- 6.4 The early pay date for December also means that managers have less time before payroll cut off date to make any changes/submit any timesheets. A later pay date may be welcomed by managers who will have the same time to complete their tasks as in any other month.
- 6.5 Terms and conditions of employment refer only to the salary being paid on the last working day of each month, so no contractual change would be required, but as the early payment is long established as custom and practice, the unions would need to be formally consulted on this proposed change. After an informal approach was made to teacher unions, they felt that early payment before Christmas was a recruitment and retention incentive. UNISON's approach about individuals with financial difficulties however highlighted that in lower income families it can have an adverse impact.
- 6.6 In the unlikely event that schools and non-schools unions are not in agreement on the pay date, the status quo would have to be maintained as we have only one payroll run.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 7.1 The LA has the legal power to make this change. In the interest of good employee relations the change should be notified to staff at the earliest opportunity to give sufficient time to those identified within the report as more financially vulnerable to prepare for the change.

Borough Treasurer

- 7.2 There would be a minor financial advantage to the Council in paying staff later in December, however this is not a driver for the proposal which has been prompted by the issues highlighted in the body of the report.

Equalities Impact Assessment

- 7.3 A perceived positive impact for some groups of employees may be offset by a perceived negative impact on others. However, the employees more likely to experience difficulties are those in lower income groups and the impact upon them is likely to be more severe at a personal level.

Strategic Risk Management Issues

- 7.4 To follow

Other Officers

- 7.5 To follow

8 CONSULTATION

Principal Groups Consulted

- 8.1 Further consultation with the Local Joint Committee is required if CMT decides to pursue this issue.

Method of Consultation

- 8.2 Normal union channels. Further consultation will be required with the Schools Forum.

Representations Received

- 8.3 Teacher unions felt that the early payment date before Christmas was a recruitment and retention advantage.

Background Papers

None

Contact for further information

Nikki Gibbons, Resources Department - 01344 352198
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**TO: EMPLOYMENT COMMITTEE
4 OCTOBER 2017**

**FOSTER CARER LEAVE POLICY
Director of Corporate Services - HR**

1 PURPOSE OF REPORT

- 1.1 To propose that employees who become Foster Carers are allowed up to ten days of paid foster carer leave, to demonstrate the Council's commitment to fostering and to become a "Fostering Friendly Employer".

2 RECOMMENDATION(S)

- 2.1 **That employees who are foster carers or are in the process of becoming a foster carer are allowed up to 10 days total paid foster carer leave (excluding schools).**
- 2.2 **That requests for time off, leave and flexible working arrangements in relation to care of a looked after child are considered favourably where this is consistent with the operational demands of the organisation.**
- 2.3 **That the Council supports the annual Foster Care Fortnight awareness campaign.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To promote foster care and to promote the Council as a Fostering Friendly Employer.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Run the scheme for a pilot period of two years and review – before making an established commitment that would allow the Council to be considered Fostering Friendly.
- 4.2 Not to award the additional days but to ask managers to be understanding when foster carers and potential foster carers ask for time off under one of the council's existing policies (eg Time Off for Dependents, flexitime scheme).

5 SUPPORTING INFORMATION

- 5.1 The Fostering Friendly Employer initiative suggests that an employee going through the process of becoming a foster carer should receive up to five days paid leave to go through the application and assessment process, and up to five days for those who have become foster carers to allow them to attend meetings, training, panels, hearings or any other key events or activities in support of foster children and young people in their care. In addition, it suggests embedding an accommodating approach to any requests for flexible working arrangements.

- 5.2 The Fostering team are keen to promote the Fostering Friendly Employer scheme, run by the Fostering Network. It would be helpful to be able to indicate that the Council had also adopted this standard.
- 5.3 It is likely that take up would be very low. Few or no employees at any one time are foster carers and it is unlikely that offering paid leave would increase this substantially. In any case, the council's existing policies on time off for dependents, flexitime scheme, use of annual leave etc would mean that employees in this position are likely to be able to take some time off through other means, either paid or unpaid; this move would simply signal the council's support for foster carers and would be unlikely to cause a significant cost increase.
- 5.4 Schools would be exempted from this policy. A teacher, for example, using this time off during term time would result in the school having to take time and incur additional cost to secure a supply teacher.
- 5.5 If Bracknell employees were more likely to become foster carers this could lead to less out of area foster placements, which is more cost effective for the Council – although the time off would be offered even if the employees were undertaking fostering for other local authorities or other fostering organisations.
- 5.6 Foster Carers currently have no legal protection in relation to paid time off with the exception of Dual Approved Prospective Adopters who have a child placed with them under section 22C of The Children Act 1989 with a view to adopting that child. This has been reflected in the Council's Adoption Policy.
- 5.7 Bracknell Forest employees working in social care are not able to foster children for Bracknell Forest; however if they chose to do so for another authority or organisation the time off provisions would still apply.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The local authority has the legal power to provide the proposed leave.

Borough Treasurer

- 6.2 n/a

Equalities Impact Assessment

- 6.3 n/a

Strategic Risk Management Issues

- 6.4 n/a

Other Officers

- 6.5 n/a

7 CONSULTATION

Principal Groups Consulted

7.1 Local Joint Committee

Background Papers

None

Contact for further information

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Sarah Crawforth

Recruitment/Publicity Officer

Children's Social Care – 01344 352651

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**LOCAL JOINT COMMITTEE
5 JULY 2017
4.00 - 4.50 PM**



Present:

David Allais, UNISON (Chairman)
Councillors Allen, Angell and Worrall
Lorna Cameron, UNISON

Apologies for absence were received from:

Councillors Leake

1. Declarations of Interests

There were no declarations of interest.

2. Minutes from Previous Meeting

The minutes of the meeting on 15 February 2017 were approved as a correct record.

3. Urgent Items of Business

There were no items of urgent business.

4. Employment Committee: Agenda and Related Matters

1) Redundancy Authorisation – Proposed Changes

The Chief Officer: Human Resources reported that traditionally all redundancies had been submitted to the Employment Committee for approval even though the Council's Constitution did not require redundancies to be approved by this Committee. In order to speed up decision making and to improve efficiencies and streamline the process it was proposed that the final authorisation for non-schools redundancies be made by CMT.

It was reported that there would be no change in the process for trade unions; they would continue to be consulted in the same way. Trade union representatives expressed that it was important that Councillors continued to be kept informed of redundancies as they ultimately had staff interests at heart.

2) Exit and Severance Payments

The Chief Officer: Human Resources reported that information had been received in May 2015 regarding the £95,000 exit payment cap proposed by the Government, due to be implemented in 2016. This implementation had not been progressed by the Government and following the General Election on 8 June 2017 and Brexit, further delays had been encountered. A report would

be brought to the Committee as soon as more information was released by the Government.

3) Forestcare Contract Termination and Resultant Redundancy

This report identified the staffing implications from the ending of the “Housing Solutions” contract and asked that the corresponding redundancy of the outgoing Facilitator post in Forestcare be noted.

4) Restructure of Council Wide Support Services – Employment Implications

The Chief Officer: Human Resources reported that this review had 196 staff in scope, this equated to 176 full time equivalent staff. The review would put in place a model that delivered a number of benefits. The model was scalable, would improve resilience and ensure a consistent support service.

A total of 17 staff would be made redundant, 11 of these redundancies were voluntary. Redeployment opportunities would be sought for all staff affected. One redeployment opportunity had already been identified.

5) Regeneration Support Officer – Redundancy

It was reported that the funding from Bracknell Regeneration Partnership (BRP) for this project would be coming to an end and as a result this redundancy was being made. It was noted that BRP would be funding this redundancy.

6) Transformation Programme – Libraries Stock Management Restructure

It was reported that five staff were affected by this restructure and that all attempts to redeploy staff were being made.

7) Young People Substance Misuse Worker

It was reported that the new in house substance misuse service did not include a dedicated Young Peoples Substance Misuse Workers post. All attempts were being made to redeploy this member of staff.

8) Review of Personal Assistants

It was reported that this review was designed to rationalise and modernise the way the Council used PA's. The review had raised savings in the region of £210,000 and was now complete.

Following the resignation of the Assistant Chief Executive, a further PA had volunteered to take redundancy.

5. Matters to be Raised by Trade Unions

Unison representatives asked if any further redeployment work could be done around the redundancies at The Bridgewell Centre. Unison representatives would be meeting with affected staff later in the week.

The Chief Officer: Human Resources reported that it would be useful to carry out a skills test for affected staff to see if there would be any potential for these staff to consider the leisure opportunities at Coral Reef or the retail opportunities being offered in the town centre.

CHAIRMAN

**TO: EMPLOYMENT COMMITTEE
4 OCTOBER 2017**

**FUTURE PROVISION OF SERVICES – BRIDGEWELL INTERMEDIATE CARE UNIT
Director of Adult Social Care, Health & Housing**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Employment Committee of the outcome of the consultation held concerning the provision of services at The Bridgewell Centre and to note the proposed redundancies which may arise from it.

2 RECOMMENDATIONS

That the Employment Committee:

- 2.1 **Note the changes to provision of services outlined in the report.**
- 2.2 **The Executive, at their meeting on 9th May agreed a model for future commissioning of Intermediate Care Services, which included the de-commissioning of The Bridgewell Centre. It is therefore requested that the Employment Committee note the proposed redundancies that have arisen from that decision.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The model for future Intermediate Care provision enhances the current community service which provides rehabilitation services in people's own homes and reduces reliance on bed based services.
- 3.2 The model resulted in the staff currently working at The Bridgewell Centre, participating in a 30 day consultation programme the outcome of which led to staff being put at risk of redundancy on 21st August 2017.

4 ALTERNATIVES OPTIONS CONSIDERED

Option 4.1

- 4.1 **Do nothing – this would not meet future service needs.**

Option 4.2

- 4.2 **Refurbish/ re develop Bridgewell however this was found not to be an affordable option.**

5 SUPPORTING INFORMATION

- 5.1 Social Care in England is rapidly changing. People want control and independence over their lives. New services are being developed to meet their individual needs and to respond to the implications contained in the Care Act. Increasingly people moving into care homes require more complex and nursing care that can only be achieved to the highest standards in more modern and purpose built buildings.
- 5.2 The initial target for implementation of the new model was originally to be 1st April 2017; however, the decommissioning of a bed based intermediate care service from the Bridgewell Centre presented opportunities for further use of the site.
- 5.3 In particular the possibility of procuring a care provider to run a dual registered EMI (Elderly Mentally Infirm) residential and nursing Home for a period of time, pending the redevelopment of the former Heathlands Site.
- 5.4 A decision by Executive has now been made that the interim option is not value for money and therefore not a viable option to continue to pursue.
- 5.5 A 30 day staff consultation on the future of the Bridgewell Centre commenced on the 6th July.
- 5.6 The changed model of care means that staff currently working at The Bridgewell Centre will be at risk of redundancy, however every opportunity will be taken to ensure that redundancies are mitigated and redeployment opportunities are made available to staff.
- 5.7 Human Resources
- 5.7.1 Staff consultation began at a meeting with staff on 6 July 2017 and they were invited to get together in groups and put together a report on their ideas about the proposals and service as has been done in previous consultations. They were also offered one-to-one meetings. The local Trade Unions were included at that meeting
- 5.7.2 The closure of the Unit will affect all employees and there will not be a selection process for redundancy. The Executive approved the closure on 9th May. The expected closure date is 30 November 2017. Managers have been keeping in touch with the unit to ensure that staff are up to date on where the consultation has reached. A meeting was held with staff on 18 August 2017 to inform them of the outcome of the consultation. They were sent a letter on 21 August confirming the decision to close and putting them at risk of redundancy. Unison and GMB were invited to that meeting. Staff will be supported throughout the process in accordance with the Organisational Change Protocol, including redeployment where possible.
- 5.7.3 The total number of staff that would be affected are 32 and redundancies would apply to staff should no suitable alternative employment are as follows:
- 23 permanent staff entitled to redundancy, plus one who has been redeployed.
 - 0 permanent staff **not** entitled to redundancy
 - 6 reliefs entitled to redundancy
 - 2 non permanent staff **not** entitled to redundancy

The types of post to be redundant (on regular hours) are:

Care Assistants (11.42 FTE)
Duty Coordinators (4.65 FTE)
Catering (1 FTE)
Domestics (1.35 FTE)
Business Support Assistants (1.75 FTE)

- 5.7.4 As the proposals in the report to Executive is resulting in redundancies amounting to over 20 redundancies at one establishment (details outlined 5.5.3) there is a legal requirement to serve a statutory notice (Advance notification of redundancies) under the Trade Union and Labour Relations (Consolidation) Act 1992. Otherwise known as an HR1 form. This notification has been sent to The Redundancy Payments Service acting on behalf of the Secretary of State for Business Innovation and Skills at least 30 days before the first dismissal.

The Chief Officer: Human Resources has also formally notified the recognised Trade Unions in accordance with Section 188 of the Trade Union and Labour Relations Act (TULRA).

- 5.8 The CCG are partly liable for a proportion of redundancy costs based on 50% of the time they were involved in the service. Detailed costings in Borough Treasurer comments.
- 5.9 In relation to seeking to mitigate the effects of potential redundancy Adult Social Care have taken the following actions, offered all staff who don't drive the opportunity to take driving lessons at Bracknell Forest Council cost if they then stay within the local system (eg Take up work for the new providers) and we are also looking to arrange a session where the five new providers visit Bridgewell to talk about the opportunities available.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The redundancies highlighted out in this report arise as a result of the Council decommissioning the Bridgewell Centre. The statutory criteria for redundancies under Section 139 of the Employment Rights Act 1996 is satisfied insofar as the Council will cease to carry out a specific business for the purposes for which the employees were employed.

Borough Treasurer

- 6.2 The cost of redundancies arising from the closure of the Bridgewell facility will be £0.278m. These costs will be shared between the Council and the CCG in proportion to the two organisations' funding for the services delivered during the time it has been a joint unit. The Council's share has been calculated at £0.191m, which will be met from the Structural Changes earmarked reserve.

Equalities Impact Assessment

- 6.3 A Workforce Equalities Impact Assessment has been completed and is attached at Appendix (to follow).

Strategic Risk Management Issues

- 6.4 Any proposals affecting the employees of Bridgewell will be dealt with under the Council's Organisational Change Protocol. Employee consultation began on 6 July 2017. They were invited to comment on the proposal. Staff have received a letter notifying them that they are at risk of redundancy and that the Council are seeking suitable alternative employment in order to minimise the need for redundancy. Their notice period up to 30 November will also be served, whilst we continue to seek to redeploy them. They will be given one to one meetings with both the Lead Officer and Human Resources to discuss the way forward for their circumstances and skills for redeployment. Given the numbers and type of work, it is unlikely that we will be able to redeploy all staff although there are a few posts for staff and managers that have been ring-fenced. The closure date of the Unit is planned to be 30 November 2017. Estimates on the cost of potential redundancy for each employee have been made and each staff member will be made aware of their entitlement in line with Council policy.

7. CONCLUSION

- 7.1 This report deals with a difficult and sensitive decision however is important to agree to the recommendations to avoid any further delay in implementing the agreed new model of service.

Contact for further information

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