

**LOCAL JOINT COMMITTEE  
19 NOVEMBER 2013  
4.00 - 4.40 PM**



**Present:**

David Allais (Chairman), Councillors Angell, Mrs Angell and Leake

**Apologies for absence were received from:**

Councillors Blatchford

**Also Present:**

Tony Madden, Chief Officer: Human Resources

Lorna Cameron, UNISON

Tara Staines, GMB

**27. Declarations of Interests**

There were no declarations of interest.

**28. Minutes from Previous Meeting**

The minutes of the meeting held on 17 September 2013 were agreed as a correct record.

**Matters Arising**

Regarding Item 26, matters to be raised by trade unions, it was reported that the recruitment day on 11 October 2013 for UNISON had gone well.

**29. Urgent Items of Business**

There were no urgent items of business.

**30. Employment Committee: Agenda and Related Matters**

**1) Pay & Workforce Strategy 2013/16**

The Chief Officer: Human Resources updated the Committee on the Pay & Workforce Strategy 2013/16 and progress to date against the previous priorities and changes to the Strategy alongside Action Plans.

The Strategy was intended to demonstrate how Human Resources policies for the Council linked into departmental priorities taking into account local issues. It would be used as an outline plan on priority HR areas for the Council to tackle in the next 1-3 years.

It was reported that the key local issues that could impact on the Council over the next 12-18 months included:

- Budget pressures which would continue to impact on how services are delivered.
- An increase in flexibility within the workforce.
- Constant monitoring of recruitment and retention with innovative approaches to service delivery and working practices.
- In line with the "Time for A Change" initiative, increased flexibility of staff.
- Improving management capability and management of performances.
- Peer Review outcome.
- The "Good to Great" initiative.
- Local impact of the national Public Sector Network (PSN) security requirements.

It was noted that specifically the PSN requirements involved a significant programme of information security and data protection training and involved changing employee attitudes towards importance of information security at the Council.

In response to members' queries, it was reported that the Time Square refurbishment work was ongoing and permanent areas for departments had not yet been established. The 'hot desking' and home working programmes were being carried out by staff and seemed to be successful. The Chief Officer: Human Resources agreed to check that there would be sufficient desk capacity in Time Square if staff ratios were at full capacity.

**Action: Chief Officer: Human Resources**

Once the Time Square refurbishments had been completed further information regarding the new working areas would be brought to a future meeting.

2) Pay Policy Statement 2014.15

The Chief Officer: Human Resources reported that The Localism Act 2011 required the Council to create and publish a Pay Policy Statement. This would be the third year the Council has provided a Pay Policy Statement, whilst there are some minor differences from the first Statement approved in February 2012, the basic details remain unchanged.

The Chief Officer reported that included in the Statement were clear policies on appointments and transparency regarding severance payments.

The Committee noted the information in the report.

3) Proposed redundancies – Open Learning Centre – Creche/Early Years

The Chief Officer: Human Resources reported that a grant received from the Skills Funding Agenda (SFA) had been removed. As a result of this and the new Family Learning Strategy it had been necessary to close the crèche and Early Years classrooms at the Open Learning Centre and four posts had been considered for redundancy.

4) Proposed redundancies – Reorganisation in Landscape Services

As part of market testing of Landscape Services all Borough schools were asked if they wished to be included in the retendering process. Three schools decided to review their needs and to subsequently withdraw from the Ground Maintenance Contract. As a result of this there would be a significant loss of income and costs had to be reduced. A review of resources had been carried out and two post holders within the Landscape Services team had been identified for redundancy.

In response to a query Chief Officer: Human Resources would provide the Committee with further information on why the three schools had decided to withdraw from the Ground Maintenance Contract.

***Action: Tony Madden***

5) Flexible Retirement

The Chief Officer: Human Resources reported that an application had been received for use of the flexible retirement option. The request would have a one off cost to the Council of £3,449, however by retaining the member of staff on a part-time basis this would make an annual saving of £17,947.

31. **Matters to be Raised by Trade Unions**

There were no matters to be raised by Trade Unions.

**CHAIRMAN**

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