



## **NOTICE OF MEETING**

### **Employment Committee**

**Wednesday 10 February 2016, 7.30 pm**

**Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

### **To: Employment Committee**

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

### **Non-Voting Co-optee**

Councillor Heydon

### **cc: Substitute Members of the Committee**

Councillors Angell, Brossard, Dudley, Mrs Hamilton and Mrs McCracken

ALISON SANDERS

Director of Corporate Services

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**Wednesday 10 February 2016, 7.30 pm**  
**Council Chamber, Fourth Floor, Easthampstead House,**  
**Bracknell**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

**AGENDA**

Page No

1. **Apologies**

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

2. **Declarations of Interest**

Any Member with a Disclosable Pecuniary Interest or an Affected 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 Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

3. **Minutes from previous meeting**

To approve as a correct record the minutes of the meeting of the Committee held on 16 December 2015.

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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 summary of any significant points raised at the meeting of the Local Joint Committee held earlier in the day.

6. **Minutes of the Local Joint Committee**

The Committee is asked to note the minutes of the Local Joint Committee held on 16 December 2015.

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7. **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:

(1) Information relating to any individual (Item 8 and 9).

8. **Future Provision of Services - Heathlands Residential Care Home and Day Centre for People with Dementia**

The Committee is asked to note the possible outcome of the public consultation held concerning the provision of services at Heathlands Residential Care Home and Day Centre for People with Dementia. The public consultation concludes on 21st January 2016 and the decision on the provision of services will be taken to the Executive on 9<sup>th</sup> February.

13 - 30

9. **Revenue Budget 2016/17 - Employment Implications**

The purpose of this report is to identify the staffing implications arising from the budget proposals for 2016/17.

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10. **Date of Next Meeting**

16 March 2016

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**EMPLOYMENT COMMITTEE  
16 DECEMBER 2015  
7.30 - 8.35 PM**



**Present:**

Councillors McLean (Chairman), Allen (Vice-Chairman), Mrs Angell, Virgo and Worrall

**Apologies for absence were received from:**

Councillors Mrs Birch, Leake, Ms Miller and Mrs Temperton

**Also Present:**

Nikki Gibbons, Chief Officer: Human Resources (As of 2016)  
Mira Haynes, Chief Officer: Older People & Long Term Conditions  
Tony Madden: Chief Officer: Human Resources  
Timothy Wheadon: Chief Executive

**28. Declarations of Interest**

There were no declarations of interest.

**29. Minutes from previous meeting**

**RESOLVED** that the minutes of the meeting held on 28 October 2015 be approved as a correct record and signed by the Chairman.

**30. Urgent Items of Business**

There were no urgent items of business.

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

In the absence of the Local Joint Committee Chairman, Councillor Allen updated the Committee. Councillor Allen reported that the unions had stated that whilst the Council's consultation processes on the whole were very good, there had been a few occasions where unions were not given sufficient time to respond to consultation. The Local Joint Committee had taken on board these comments.

The Chief Officer: Human Resources stated that the Transformation Board would be considering their Engagement Strategy in the upcoming weeks and this would present a good opportunity for the Board to consider the comments made by unions.

**32. Annual Update of the Council's Pay Policy Statement and Annual Review of the Bracknell Forest Supplement**

The Chief Officer: Human Resources reported that since 2012 and in accordance with the 2011 Localism Act, the Council was required to publish a Pay Policy Statement. The report also addressed the second annual reassessment of the Bracknell Forest Supplement which would if agreed, take effect from 1 April 2016.

The Chairman asked the Committee to note that there was no direct link between the Living wage and the Bracknell Forest Supplement.

It was **RESOLVED** that:

- i) the Employment Committee recommend to Council that the Pay Policy Statement 2016/17 be approved
- ii) the level of the Bracknell Forest Supplement for 2016/17 be increased to £8.25 per hour with effect from 1 April 2016.

**33. Pay and Workforce Strategy 2015/18**

The Chief Officer: Human Resources reported that there was particular emphasis in the Strategy on the Council's new narrative and Council Plan, as implementing the Council Plan over the next four years would mean that a number of services would change significantly.

Priorities for the future would include the Developing Leaders programme and use of ITrent to increase the use of the self serve facility.

It was **RESOLVED** that the Committee endorsed the 9<sup>th</sup> Pay and Workforce Strategy for submission to full Council.

**34. Organisational Change Timetable**

The Chief Officer: Human Resources reported that due to the public consultation on the changes in Adult Services currently underway, there was a need to run two separate timetables initially which would then, as necessary, be merged into one process in mid January 2016.

A Special Local Joint Committee and Employment Committee on 10 February 2016 would be asked to endorse/approve final staffing implications.

The Committee noted the Organisational Change Timetable.

**35. Monitoring the Council's Workforce 2014/15**

The Chief Officer: Human Resources reported that the systems to collect this information were now very well embedded. Whilst the Council was currently dependant on self declared returns from staff in the future there would be a greater emphasis on staff using a self service facility to complete this information. It was hoped that this would result in an increase in returned information and in improved accuracy of information.

The Chief Officer stated that the collection of this information was statutory and demonstrated that the Council had fair and equitable employment practices.

The Committee noted the information in the report.

**36. Minutes of Sub Groups**

The Committee noted the minutes of the Health & Safety Panel held on 11 November 2015 and of the Local Joint Committee held on 28 October 2015.

37. **Exclusion of 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 item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to any individual (Items 12 and 13).

38. **Future Provision of Services - Heathlands Residential Care Home and Day Centre for People with Dementia**

The Committee noted the possible staffing implications which may arise from the public consultation currently being held concerning the provision of services at Heathlands Residential Care Home and Day Centre for People with Dementia.

39. **Senior Officer Structure**

The Committee noted the report.

It was **RESOLVED** that;

- (i) approval be given to the deletion of the post of Chief Officer: Leisure and Culture with effect from 31 March 2016.
- (ii) approval be given to the deletion of the post of Chief Officer: Adults & Joint Commissioning with effect from 1 July 2016.
- (iii) approval be given to the deletion of the post of Chief Officer: Older People and Long Term Conditions with effect from 31 March 2017.
- (iv) the post holders be declared redundant from the dates indicated in accordance with the terms set out in the Exempt Appendices in the report with the costs being met from the Structural Changes Fund.
- (v) the post of Head of Performance & Resources be redesignated Chief Officer: Commissioning and Resources with effect from 31 March 2016 and graded accordingly.
- (vi) the Committee noted the measures being taken to facilitate the ill-health retirement of the Director of Adult Social Care, Health and Housing and the intention to start the recruitment process for a permanent replacement in the new year.

40. **Date of Next Meeting**

10 February 2016.

**CHAIRMAN**

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**LOCAL JOINT COMMITTEE  
16 DECEMBER 2015  
4.00 - 5.00 PM**



**Present:**

Councillors Leake (Chairman), Allen, Mrs Angell and Worrall  
David Allais, UNISON  
Lorna Cameron, UNISON  
Nikki Dancey, GMB

**In Attendance:**

Nikki Gibbons, Chief Officer: Human Resources (from January 2016)  
Mira Haynes, Chief Officer: Older People & Long Term Conditions  
Tony Madden, Chief Officer: Human Resources  
Alison Sanders, Director of Corporate Services

**32. Declarations of Interests**

There were no declarations of interest.

**33. Minutes from Previous Meeting**

The minutes of the meeting held on 28 October 2015 were approved as a correct record.

**34. Urgent Items of Business**

There were no items of urgent business.

**35. Transformation Programme**

The Director of Corporate Services briefed the Committee on the Transformation Programme making the following points:

- Pressures on public spending were predicted to impact the Council by requiring the Council to make approximately £25m of savings over the next five years. It was anticipated that the Chancellors announcement in the upcoming weeks would not depart from this significantly.
- These savings would need to be made on the back of considerable savings already made over the last few years. It was clear that services could not continue to be delivered in the same way whilst the Council were fortunate to have achieved high levels of customer satisfaction to date, it would now be challenging to retain this.
- A Council Plan had been drafted which set out the Council's priorities and narrative as it embarked on the Transformation Programme. The Council would be taking a considered approach as to how services could be best reconfigured to achieve the necessary savings. A Transformation Board had been set up and external expertise had been sought from IESE and Activist.

- The Executive would be the Member reference group, officers would also work with Overview and Scrutiny to ensure that Members were comfortable with the direction of travel.
- The Director assured unions that employees would be briefed throughout the process and that the Organisation Change Protocol would be used to ensure that unions were engaged effectively. The Council had a good track record of working with unions and this approach would be continued.

The Committee stated that it would be important to ensure that the most vulnerable/ needy service users were protected. The Director took this on board and stated that each service area would be considered carefully and that there would be opportunities for unions to input their views throughout the year.

### 36. **Employment Committee: Agenda and Related Matters**

#### **1) Annual Update of the Council's Pay Policy Statement and Annual Review of the Bracknell Forest Supplement**

The Chief Officer: Human Resources reported that it was proposed that the Bracknell Forest Supplement be increased to align it with the new level of the Living Wage outside London. The Committee noted that the national pay increase would lead to the overall amount of the Supplement being reduced but that the overall minimum hourly rate for staff would be fixed at £8.25..

#### **2) Pay and Workforce Strategy 2015-18**

The Chief Officer: Human Resources reported that the strategy set out the key elements which made up the workforce requirements over the next 12-36 months and impacted on the delivery of the Council's strategic objectives. He highlighted that there would be an increased use of the new iTrent system to improve the efficiency of processes and to make greater use of self-service processes.

The Developing Leaders Programme would also be key, given the Council's demographic bulge. This programme would look to recognise and develop talent within the Council. The Council's Mentoring Programme would also continue alongside this.

#### **3) Organisational Change Timetable**

The Chief Officer: Human Resources reported that due to the public consultation on the changes in Adult Services currently underway, there was a need to run two separate timetables initially which would then be merged into one process in mid January 2016.

A Special Local Joint Committee and Employment Committee on 10 February 2016 would be asked to approve final staffing implications although any changes to the Adult Services areas would be subject to a decision by full Council.

#### **4) Monitoring the Council's Workforce 2014-15**

The Chief Officer: Human Resources reported that the systems to collect this information were now very well embedded. The Council was dependant on self declared returns from staff however in the future there would be a greater emphasis on staff using a self service facility to complete this information, it was anticipated that this would return more information which had greater accuracy.

The Chief Officer stated that the collection of this information was statutory and demonstrated that the Council had fair and equitable employment practices. In response to queries from the Committee, the Chief Officer stated that the information was held very securely.

**5) Future Provision of Services – Heathlands Residential Care Home and Day Centre for People with Dementia**

The Chief Officer: Older People and Long Term Conditions reported that the public consultation would conclude on 20 January 2016 and the decision on the provision of services would be taken after that date with the staffing implications brought to the Employment Committee in February 2016. Any staffing changes would be effective from 1 April 2016. Staff would be kept informed throughout the process.

It was unclear as to whether the GMB had been invited to participate in the consultation exercise. The Chief Officer agreed to look into this and to ensure that consultation documents be sent to the GMB if they hadn't been already sent.

**6) Senior Officer Structure**

The Committee noted the information in this exempt report.

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

Union representatives reported that on the whole consultation was carried out in a timely way by the Council and unions had been engaged from the outset. In particular, the consultation around the changes at Coral Reef had been delivered very well with staff and unions being engaged in a meaningful and effective way.

However there had been a few occasions where consultation exercises had not been so well executed, this had included unions being expected to respond to a consultation exercise at a meeting, having been given little opportunity to preview the consultation documents. Unions needed sufficient time to consider consultation documents and to have discussions with staff. In addition, in some instances there were no targeted consultation questions or areas, this could make it challenging for unions to respond in a meaningful way.

Unions also stated that consultation processes were also very much management driven and operated in a tight timetable of committee dates and other dates. This often left staff feeling lost in the process and as though their voice wasn't being heard and that a degree of greater flexibility would be welcomed.

Members stated that whilst they recognised that it made it easier for unions to respond to targeted questions, the Council needed to achieve a balance so as not to be seen to be directing responses.

Members and officers agreed to take these points on board as meaningful consultation would be key as the Transformation Programme went forward.

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Union representatives thanked the Chief Officer: Human Resources for all his help and support over the years and wished him well for the future.  
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**CHAIRMAN**

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of the Local Government Act 1972.

## Agenda Item 8

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