

**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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