

Employment Committee

Minutes of the meeting held on Wednesday 14 December 2016 at the Town Hall, Royal Leamington Spa at 4.30 pm.

Present: Councillor Mrs Bunker (Chairman); Councillors, Barrott, Day, Doody, Mrs Evetts, Parkins, and Rhead.

Also Present: Councillor Coker.

15. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillor Murphy.
- (b) There were no substitutes.

16. **Declarations of Interest**

There were no declarations of interest.

17. **Minutes**

The minutes of the meeting held on 9 November 2016 were taken as read and signed by the Chairman as a correct record.

18. **Members/Trades Unions Joint Consultation & Safety Panel**

The minutes of the meeting of the Members/Trades Unions Joint Consultation & Safety Panel held on 13 June 2016 were noted.

19. **Review of Staff Terms & Conditions of Employment – Phase 2**

It was noted that the agenda should have stated that this report was from the Corporate Management Team (CMT), and not from Development Services.

The Committee considered a report from CMT which explained the process of engagement and consultation with employees in relation to the proposed changes to staff terms and conditions for phase 2. It also set out the proposed position going forward, taking account of the feedback received from staff and Trades Unions.

The Terms and Conditions Review Board was set up to review staff terms and conditions of employment to identify potential savings and to harmonise various existing anomalies in the way in which they were applied. The report related to phase 2 changes.

The report also set out a process and timeline for achieving the change to staff terms and conditions.

Phase 1 had already been implemented and had delivered the required level of savings to meet the target built into the Medium Term Financial Strategy. Phase 2 was required to deliver a further £45,000 of recurring General Fund savings from 2017/18 onwards. Similar proportionate

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savings were expected to be achieved from the Housing Revenue Account (HRA).

In response to questions from the Committee, the Development Services Manager responded that:

- Overtime payments were being examined to reduce budgets. Where there was a balance of funding left in budgets at the end of the financial year, this amount was chopped from future budget figures.
- A trial would demonstrate if there was sufficient capacity within the Warwick Response Team to achieve the savings anticipated. Not all out of hours call-outs were true emergencies, for example fixing a shower at 11pm. Training would be provided and this would improve service by giving people the knowledge to handle the calls and prioritise which truly required a call-out service. The trial would be conducted in parallel with the existing stand by service so this would ensure that the service level would not decrease. During the trial, all calls would go through to the Warwick Response Team and the aim would be to limit the number of call-outs. However, staff would be available if a call-out was necessary to ensure that the service levels were maintained.
- Staff would be required to provide receipts for any subsistence claims.
- In respect of the recommendations listed in the report, recommendation 2.1 would be implemented when the work being done on Members' Allowances was finalised. The trial would start on 9 January and a report would be delivered to the June Employment Committee.

Resolved that:

- (1) standby payments – approved that a trial is commenced to deliver a different way of covering the Council's out of hours services and provide savings required of £16,500 together with providing a more consistent approach to delivering the services and payments to staff;
- (2) subsistence and allowances – approved that these are brought into line with Members' subsistence and allowances, which is currently being reviewed independently. However, as per paragraph 3.8 in the report to Employment Committee 14 December 2016, with immediate effect, all allowances are to cease, and it is noted that receipts will be required for all claims;
- (3) overtime payments – noted that budgets for overtime payments (General Fund) are reduced to deliver a saving of £21,000 and that managers carefully manage overtime

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budgets to help to reduce the significant overspending; and

(4) The timetable for implementation is:

Date	Action
14 December 2016	Employment Committee
16 December 2016 to 31 March 2017	Commence the trial of standby arrangements
22 March 2017	Report back to Employment Committee on the outcome of the trial
1 April 2017	Implement overtime and subsistence arrangements

20. People Strategy Update

The Committee considered a report from Human Resources giving an update on the People Strategy Action Plan/people priorities discussed at the People Strategy Steering Group (PSSG).

The report gave updates on progress made in the following areas:

- Leadership and Organisational Development;
- Workforce Planning and Performance;
- Equality and Diversity;
- Learning and Development;
- Communications, Involvement and Engagement; and
- Employee Well-being, Reward and Recognition.

In response to questions from Members, the Head of Human Resources replied that:

- A review of employee job specifications under the Hay Panel methodology had revealed that not all job specifications were appropriate. Managers would be required to re-evaluate job specifications to ensure they matched the jobs being done.
- She saw no barriers to extending the "Work Perks" scheme to include Members.
- Apprenticeships required a different support system to the experienced worker. The levy could also be used for training and development of existing staff.
- She would report the number of staff using the BUG Bicycle Users Group to Councillor Rhead.

Resolved that the report be noted.

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21. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
22 to 23	1	Information relating to an individual
22 to 23	2	Information which is likely to reveal the identity of an individual.

The full text of Minutes 22 to 23 were recorded in a confidential minute which would be considered for publication following implementation of the relevant decisions. A summary is as follows:

22. **Arts Review**

The Committee approved the recommendations in the report.

23. **Sports & Leisure and Business Support Team review**

The Committee approved the recommendations in the report.

(The meeting ended at 6.00 pm)