

# Employment Committee

Minutes of the meeting held on Wednesday 23 March 2016 at the Town Hall, Royal Leamington Spa at 4.00 pm.

**Present:** Councillors Mrs Bunker, Butler, Cooke, D'Arcy, Day, Mrs Evetts, Mobbs, Murphy JP and Parkins.

**Also Present:** Councillor Gallagher.

## 43. Apologies and Substitutes

- (a) an apology for absence was received from Councillor Heath; and
- (b) Councillor Parkins substituted for Councillor Naimo and Councillor Cooke substituted for Councillor Rhead.

Councillor Butler expressed his dismay that the meeting start time had been brought forward to 4.00pm because it caused difficulties to Councillors who worked. The Chairman explained that the decision had been made by her because there was a lot of business to be discussed.

The Chairman announced that she would be altering the order in which items on the agenda were discussed to cause least disruption to officers who were attending the meeting.

## 44. Declarations of Interest

There were no declarations of interest.

## 45. Minutes

The minutes of the meeting held on 26 January 2016 were taken as read and signed by the Chairman as a correct record.

## 46. 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
47 to 51	1	Information relating to an individual
47 to 51	2	Information which is likely to reveal the identity of an individual.

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

The full text of Minutes 47 to 51 were recorded in a confidential minute which would be considered for publication following implementation of the relevant decisions. A summary is as follows:

47. **Restructure of Electoral Services**

The Committee approved the recommendations in the report.

48. **Programme Manager (Cultural Services) Contract Extension**

The Committee approved the recommendations in the report.

49. **Assistant Conservation Officer**

The Committee approved the recommendations in the report.

50. **Prosperity Agenda – Service Re-design proposals**

The Committee approved the recommendations in the report.

(Councillor Mobbs left the meeting at the end of this item.)

51. **Minutes**

The confidential minutes of the meeting held on 26 January 2016 were taken as read and signed by the Chairman as a correct record.

The meeting resumed public session.

52. **Pay Policy Statement**

The Committee considered a report from the Senior HR Officer and the Head of Finance which presented the Council's Pay Policy Statement for 2016-17 as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability. It set out the Authority's policies for the financial year relating to the remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees that were not chief officers.

The report gave a definition of chief officers and lowest paid employees. It covered different elements of remuneration and outlined the guidelines and policies that governed remuneration.

A Pay Policy Statement was a requirement under the Localism Act 2011 and needed to be formally adopted by Council each year. This was the fifth annual statement.

**Resolved** that it is recommended to Council that:

- (1) the Pay Policy Statement as presented in Appendix 1 to the report be approved and its publication for the financial year 2016-17 be agreed; and

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

- (2) the publication of the approved Pay Policy Statement be agreed on an annual basis with reviews and amendments in-year if required subject to agreement at Council.

### **53. Sustaining Tenancies establishment changes to better manage resources**

The Committee considered a report from the Sustaining Tenancies Manager for a request to increase the hours currently allocated to the Tenancy Team Support Officer from 18.5 hours a week to 22 hours a week, and that the number of hours allocated to Warwick Response Officers be reduced by 3.5 hours a week.

**Resolved** that:

- (1) the hours of the Tenancy Team Support Officer are increased from 18.5 hours a week to 22 hours a week. An increase of 3.5 hours a week; and
- (2) the hours allocated to Warwick Response Officers be decreased by 3.5 hours a week.

### **54. Review of Staff Terms & Conditions of Employment**

The Committee considered a report from the Head of Health and Community Protection and the Head of Development Services which explained the process of engagement and consultation with employees in relation to the proposed changes to staff terms and conditions. It also set out the proposed position going forward, taking into account 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 in order to identify potential savings and to harmonise various existing anomalies in the way in which they were applied. However, the key change to the formal package of proposals was the withdrawal of the Essential Car User Allowance (ECUA) lump sum payments.

The indicative level of savings on the Council's budgets from the revised package of proposals was in the region of £113,250 annual savings from the General Fund and an additional £45,000 from HRA.

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

Appendix 8 to the report giving an update on the consultation with Unions on the Collective Agreement was circulated to Members at the meeting.

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

### **Resolved that:**

- (1) following the appropriate consultation period after Employment Committee, adoption is approved of a revised package of changes to terms and conditions, as set out below:
  - (a) the withdrawal of the Essential Car User Allowance (ECUA) lump sum payments both for existing and future members of staff;
  - (b) introduction of uniform mileage rate based on HMRC rate, currently 45p per mile, for all business mileage replacing essential car user mileage rates;
  - (c) introduction of a uniform mileage rate based on the HMRC rate (currently 45p per mile), for all business mileage replacing casual car user mileage rates;
  - (d) the introduction of the HMRC rates, (currently 20p per mile), for mileage incurred when using a bicycle on Council business;
  - (e) increase to the HMRC Motorcycle rate, (currently 24p per mile), for mileage incurred when using a motorcycle on Council business;
  - (f) the withdrawal of a contractual right to a Warwick District Council car parking pass. This will be replaced by issuing car parking passes as a discretionary benefit that could be removed if necessary in the future;
  - (g) the withdrawal of the Weather Wear allowance payments;
  - (h) the withdrawal of the Homeworking Allowance payments;
  - (i) the withdrawal of land line Telephone and Broadband rental; and
  - (j) the withdrawal of a contractual right to Subsidised Sports facilities. This will be replaced by access to subsidised sports facilities as a discretionary benefit that could be removed if necessary in the future;
- (2) the approach to revising the terms and conditions related to Essential Car User Allowance (ECUA) as set out in the report (para 3.8) subject to approval of funding at Executive Committee in April 2016 is approved; and
- (3) officers continue to review terms and conditions of employment as part of a phased approach outlined in Appendix 1. This will include a review of:
  - (a) enhanced overtime payments;

**EMPLOYMENT COMMITTEE MINUTES (Continued)**

- (b) use of standby payments; and
- (c) subsistence policy and payments.

(The meeting ended at 5.30 pm)