

STAFFING COMMITTEE

Tuesday, 9th July, 2013

Present:- Councillor Mrs Sandra Hambleton – in the Chair

Councillors Holland, Olszewski, Mrs Shenton, Sweeney, Turner,
Miss Walklate, White and Mrs Williams

1. APOLOGIES

Apologies were received from Councillor Howells and Councillor Stubbs.

2. MINUTES OF LAST MEETING

Resolved: That the minutes of the meeting held on 13 March 2013 be approved as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE EMPLOYEES CONSULTATIVE COMMITTEE

The minutes of the meeting of the Employees Consultative Committee held on 17 June 2013 were submitted for information.

Resolved: That the proceedings of the meeting be noted.

5. REVIEW OF POLICY ON FLEXIBLE RETIREMENT FOR MEMBERS OF THE LOCAL GOVERNMENT PENSION SCHEME

A report was submitted for consultation on proposed revisions to the Council's policy on flexible retirement for members of the Local Government Pension Scheme.

The Local Government Pension Scheme (LGPS) (Benefits, Membership and Contributions) Regulations 2007 provided members with discretionary powers to allow eligible employees (LGPS Scheme members age 55 and over) the option to reduce their working hours/grade whilst accessing their pension benefits.

Changes to the proposed policy had been agreed with trade unions on 10 May, 2013.

Resolved:

- (1) That the proposed changes to the Policy as detailed at Appendix A be approved.
- (2) That the recommendation of the Employees Consultative Committee on 17 June 2013, that at paragraph 3, vii, line 2, the words "will not agree" be replaced with 'cannot agree' be incorporated into the revised policy.

6. SICKNESS ABSENCE REPORTING PROCEDURE

A report was submitted for approval to proposed revised sickness absence reporting arrangements.

The trade unions had been consulted on 10 May, 2013 when they had agreed the proposed amendments with the exception that the end of paragraph (e) '*does not cooperate with reasonable requests from management/Human Resources should be deleted*'. However it was resolved that this wording should be retained.

Resolved: That the proposed changes to the Sickness Absence Reporting Procedure be approved as indicated at Appendix B.

7. PARENTAL LEAVE POLICY AND PROCEDURE

A report was submitted for approval on a proposed Policy and Procedure regarding employees who were parents and who requested unpaid time off work to look after a child. Parental leave had been introduced by the Maternity and Parental Leave Regulation 199 to give parents of young and/ or disabled children the right to take a period of time off work to look after their child

The trade unions had been consulted on 10 May 2013 and were in agreement that it should be implemented.

Resolved: That the proposed Policy and Procedure attached at Appendix A be approved.

8. REVIEW OF CHARGING ARRANGEMENTS FOR REPLACEMENT EQUIPMENT ISSUED TO STAFF

A report was submitted for approval on a proposed policy to ensure a consistent approach to dealing with instances when equipment issued to staff required replacement as a result of their negligence.

The trade unions had been consulted on 10 May, 2013 and supported the proposals.

A number of members considered that the policy was not sufficiently robust in that it stated that:

Employees will not normally be required to pay the cost of any item issued to them that requires replacement as a result of their negligence on the first occasion

They requested that the policy be redrafted and referred back to the Employee Consultative Committee.

Resolved That the review of charging arrangements for Replacement Equipment Issued to Staff be redrafted to ensure that it is clear and robust in relation to negligence and referred back to the Employee Consultative Committee for further consideration.

9. **REVIEW OF TERMS AND CONDITIONS OF SERVICE 2013/14**

A report was submitted concerning the current position regarding the review of Terms and Conditions of Service. With a view to achieving savings of £100,000 in 2013/14 the trade union had held ballots on the following proposals:

Public Holiday Arrangements/Leave

- (i) The two 'extra statutory' holidays (taken immediately after the spring and August Bank holiday) to be treated as normal working days (i.e. no enhancements to basic pay payable to employees who work on these days as part of their normal working week).

(ii) Telephone Allowances

Telephone allowances no longer be paid

(iii) Professional Subscriptions – Payment of Annual Fees

Professional subscriptions listed below to continue to be paid in relation to the following but only for employees who are in post at the date of implementation of the review.

- Law Society Practising Certificate
- CIPFA
- RTPI
- CIEH

- RICS

Membership of a relevant professional body will continue to be an essential requirement for the holders of specific posts but with the exception of the above fees reimbursed to existing employees, annual fees will no longer be paid by the council.

The majority of employees balloted had voted in favour of proposals (i) and (ii). A Collective Agreement had subsequently been signed in relation to (i) and (ii) which had been effective from 10 May 2013, delivering an estimated saving in 2013/14 of £21.3k.

Revised proposals were submitted in respect of Professional Fees and Car Leases, the trade unions having indicated that they were prepared to sign a Collective Agreement on implementation of these from 1 October 2013 subject to favourable ballot outcomes.

- Resolved:**
- (a) That the progress to date be noted.
 - (b) That the Chief Executive be given the authority to complete any Collective Agreement in relation to the revised proposals regarding Professional Subscriptions and Car Leases as detailed at Appendix A.

COUNCILLOR MRS SANDRA HAMBLETON
Chair