

STAFFING COMMITTEE

Monday, 1st December, 2014

Present:- Councillor Mrs Sandra Hambleton – in the Chair

Councillors Mrs Astle, Mrs Bates, Cooper, Holland, Kearon, Miss Reddish, Rout, Sweeney, Turner and Woolley

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES OF THE PREVIOUS MEETING**

Resolved: That the minutes of the meeting held on 23rd April be agreed as a correct record.

4. **MINUTES OF THE EMPLOYEE CONSULTATIVE COMMITTEE HELD ON 6TH OCTOBER 2014**

Resolved: That the minutes be noted and received.

5. **REVIEW OF TERMS AND CONDITIONS OF SERVICE**

The executive Director for Operation Services introduced the report, which updated the Committee on the outcome of the recent review of Terms and Conditions of Service.

Recent consultations had taken place with the trade unions and employees, with a view to reduce the cost of overtime payments to achieve a saving of £100,000 in 2014/15 budgets. This would mean a variation to the terms and condition of employment of some of the Council's employees'.

The scope of the review and subsequent discussions included the following:

- i. Reduction in the cost of regular weekend overtime payment
- ii. Daily vehicle preparation, greasing and wash off
- iii. Public, Discretionary and Conditional Days
- iv. Knutton Lane Depot Locking/ Patrol and Standby Arrangements

Members considered the report and requested clarity on some areas from the Executive Director such as the impact of staff now only working 5 days a week rather than 6 days a week when previously the 6th day was paid as overtime. The Executive Director confirmed that the required work was capable of being carried out in the reduced time which equated to approximately 1 to 2 full time staff hours over the year.

Members also noted the financial shortfall that had resulted from the time taken to achieve the collective agreement.

Resolved:

(a) That the Committee notes the Collective Bargaining Agreement the Council has entered into with the Joint Trade Unions.

(b) That the Committee notes that the Council is in continued discussions with the Joint Trade Unions in relation to (iii) Public, Discretionary and Conditional Days.

6. PAY AWARD

A report was submitted to update the Committee on the recent national agreement on rates of pay applicable from 1 January 2015.

Resolved: (a) That the Committee notes the attached Pay Scales and Allowances 2014/16

7. CORPORATE HEALTH AND SAFETY POLICY

The Head of Environmental Health introduced the new Corporate Health and Safety Policy.

Resolved: That the revised Corporate Health and Safety Policy at Appendix A be approved.

8. DIGNITY AT WORK POLICY

The Acting Head of Human Resources introduced a report to obtain the Committee's approval for a proposed Dignity at Work Policy in place of the current Workplace Bullying and Harassment Policy.

The policy aimed to ensure that if inappropriate behaviour did occur in the workplace, it was dealt with in a serious, sensitive and confidential manner, so that the matter could be resolved as quickly and as sensitively as possible for all parties concerned and aimed at resolution rather than punishment.

Resolved: That the policy detailed at Appendix A be approved.

9. EMPLOYEE PROTECTION POLICY

The Head of Environmental Health introduced the Employee Protection Policy, elements of which had previously come under the title of Potentially Violent Persons. The Policy and previously been considered by the Health and Safety Committee and the Employee Consultative Committee.

Resolved: That the Policy be approved.

10. EXTRA STATUTORY TUESDAYS

The Acting Head or Human Resources presented a report to inform the Committee of the Joint Trade Unions issue over the re-imburement of the two days extra statutory holidays and the Officers response.

The Joint Trade Unions had identified an issue over the re-imburement of the two days extra statutory holidays onto employee holiday cards. This issue solely

revolved around employees that finished employment whether due to leaving, dismissal, bereavement, early retirement or retirement within one financial year.

Resolved: That the Collective Agreement not be changed and that the two extra statutory Tuesday continue to be added to the employees annual leave entitlement.

COUNCILLOR MRS SANDRA HAMBLETON
Chair