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Date of meeting Monday, 24th August, 2015
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Julia Cleary

Staffing Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies
- 2 Declaration of Interests
- 3 Minutes of previous meeting (Pages 3 - 6)
- 4 Minutes of the Employees Consultative Committee (Pages 7 - 10)
- 5 Driving at Work Policy (Pages 11 - 52)
- 6 Any other Business

Members: Councillors Beech, Cooper, Dymond (Chair), Frankish, Holland, Parker, Rout, Stringer, Wallace, Williams and Woolley

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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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

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Public Document Pack Agenda Item 4

Classification: NULBC UNCLASSIFIED

Employees Consultative Committee - 18/02/15

EMPLOYEES CONSULTATIVE COMMITTEE

Wednesday, 18th February, 2015

Present:- Councillor Mrs Elizabeth Shenton – in the Chair

Councillors Mrs Beech, Cooper, Sweeney and Taylor.J

1. APOLOGIES

Apologies were received from Councillor Wemyss

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. EXCLUSION RESOLUTION

Resolved: That the public be excluded from the meeting.

4. MINUTES

Resolved: That, as this was an extra meeting to discuss the one item, the minutes of the meeting held on 6 October, 2014 be presented at the next scheduled meeting for consideration with an amendment to the wording on Item 9, fourth paragraph, 'Extra Statutory Tuesdays':

On the first line, replace 'HR regulations in the'. with 'the national agreement for pay and conditions in the Green Book..

5. SAVINGS IN STAFF ALLOWANCE PAYMENTS

The meeting had been called to discuss savings in staff allowance payments prior to the Council (Budget) meeting next week.

The Cabinet had identified three potential areas for saving: to end long service awards; to replace evening meeting allowances with TOIL for officers below scale 10 (with no entitlement for officers on scale 10 and above), and the reduction of car mileage rates, bringing them in line with the HMRC rates.

As an alternative to the above, was the potential to introduce a charge for staff car parking which would offset the required saving.

The Trade Unions raised concerns about the parking charges and how they would be applied. It was confirmed that a one off annual charge of £225 would be applicable to all staff members (both full time and part time) and sickness and annual leave days had been taken into account.

With regard to the long service awards being removed, the Trade Unions suggested that this scheme could cease for new staff members as they joined the authority. It was also suggested that a voluntary scheme be set up whereby 1p per hour could be deducted from an officer's salary to accumulate over their years of service.

The Trade Unions stated that the last time that car mileage rates had been brought up, they had been told that it was a National Term and Condition and therefore non-negotiable. However, the Unions said that with regard to reimbursement they 'only want back what is put in the tank'.

Regarding evening meeting allowances, the Trade Unions had no specific objections to replacing the payment with TOIL subject to it being for all officers who attended meetings irrespective of salary grade. A suggestion was made, however, to hold the meetings in the daytime.

The Trade Unions put forward a proposal to bring in voluntary redundancies as an alternative to the Cabinet's proposals.

Members advised that the authority may not be in a position to do this due to the absorption of work by remaining staff and the financial implications.

The Trade Unions requested a review of the Redundancy Policy.

Resolved:- That the information be received and the comments noted.

COUNCILLOR MRS ELIZABETH SHENTON
Chair

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Employees Consultative Committee - 20/07/15

EMPLOYEES CONSULTATIVE COMMITTEE

Monday, 20th July, 2015

Present:- Councillor Elizabeth Shenton – in the Chair

Councillors Beech, Cooper, Huckfield, Proctor and Sweeney

1. DISCLOSURE OF EXEMPT INFORMATION

Resolved:- That the public be excluded from the meeting during consideration of the following three items by reason of the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 in Part 1 of Schedule 12A of the Local Government Act 1972.

2. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

3. MINUTES OF A PREVIOUS MEETING

Resolved: That the minutes of the meeting held on 18 February, 2015 be agreed as a correct record.

4. THE COST OF IMPLEMENTING THE 'TIME OFF FOR DEPENDANTS POLICY'

The Council's Head of Human Resources updated the Committee on the Time off for Dependents Policy.

Members were informed that the Council followed the Statutory Guidelines for this Policy which related to employees taking time off to deal with emergency situations.

It was reported that the Council had no figures to go on and that a review meeting should be arranged at which the Policy could be reviewed.

Resolved:

- (i) That the information be received.
- (ii) That a review meeting be arranged to consider the Policy

5. EMPLOYEE RECOGNITION SCHEME

The Council's Head of Human Resources updated Members on the current situation regarding the Employee Recognition Scheme.

Members had previously felt that feedback from employees was required in relation to the scheme. A questionnaire had been devised and would be made available to staff in the near future. The results would then come back to this Committee.

Resolved: That the information be received.

6. CAR LEASE SCHEME - INSURANCE

Employees Consultative Committee - 20/07/15

Members discussed the Council's Car Lease Scheme and a query which had been raised by the Trade Unions regarding the insurance and maintenance of vehicles.

It was felt that further information was required on this matter, before it could be considered, and that it be brought back to a future meeting once the information had been gathered.

Resolved: (i) That the item be brought back to a future meeting for consideration.

7. URGENT BUSINESS

There was no Urgent Business.

COUNCILLOR ELIZABETH SHENTON
Chair

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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