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TRAFFORD COUNCIL

AGENDA PAPERS FOR EMPLOYMENT COMMITTEE

Date: Monday, 14 September 2015

Time: 10.15 a.m.

(or at the later arising of the Joint Consultative Panel)

Place: Committee Room 2 and 3,
Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

A G E N D A	PART I	Pages
1. ATTENDANCES		
To note attendances, including Officers and any apologies for absence.		
2. MINUTES		1 - 2
To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 10 August 2015.		
3. HIGH-LEVEL "ARE YOU EQUIPPED FOR CHANGE" SURVEY FEEDBACK		To Follow
To receive a report from the Acting Director of Human Resources.		
4. TU FACILITIES AGREEMENT UPDATE & TU BILL CONSULTATION		
To receive oral updates from the Acting Director of Human Resources.		
5. EMPLOYER SUPPORTED POLICING		3 - 8
To receive a report from the Acting Director of Human Resources.		
6. EXCEPTIONS TO SICKNESS ABSENCE		
To receive an oral update from the Acting Director of Human Resources.		

Employment Committee - Monday, 14 September 2015

7. **QUARTERLY UPDATE ON AGENCY ASSIGNMENT SPEND** 9 - 14
To receive a written update from the Acting Director of Human Resources.
8. **JOINT VENTURE - STAFF TRANSITION TO AMEY** 15 - 20
To receive a report from the Acting Director of Human Resources.
9. **URGENT BUSINESS (IF ANY)**
Any other item or items which, by reason of special circumstances (to be specified), the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

THERESA GRANT
Chief Executive

Membership of the Committee

Councillors B. Rigby (Chairman), Mrs. P. Dixon (Vice-Chairman), J. Bennett, M. Cawdrey, N. Evans, C. Hynes and D. Jarman.

Further Information

For help, advice and information about this meeting please contact:

Alexander Murray, Democratic and Scrutiny Officer
Tel: 0161 912 4250
Email: alexander.murray@trafford.gov.uk

This agenda was issued on **Friday, 4 September 2015** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

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Public Document Pack Agenda Item 2

EMPLOYMENT COMMITTEE

10 AUGUST 2015

PRESENT

Councillors B. Rigby (in the Chair), Mrs. P. Dixon (Vice-Chairman), M. Cawdrey, N. Evans, C. Hynes and D. Jarman

Also in attendance

Deborah Lucas	Head of HR Business Partnering
Habib Khan	Head of Legal (Community)
Alexander Murray	Democratic & Scrutiny Officer

APOLOGIES

Apologies for absence were received from Councillors J. Bennett and the Acting Director of Human Resources.

7. MINUTES

That the Minutes of the meeting held on 26th June 2015 be approved as a correct record and signed by the Chairman.

8. PROPOSED DISCIPLINARY AND DISMISSAL PROCEDURE FOR THE HEAD OF PAID SERVICE, MONITORING OFFICER AND SECTION 151 CHIEF FINANCE OFFICER (STATUTORY OFFICERS)

The Committee were presented with a report from the Acting Director of Human Resources on the Proposed Disciplinary Procedure for the Head of Paid Service, Monitoring Officer and Section 151 Chief Finance Officer (statutory Officers). The report detailed that the changes were due to a change to the Local Authorities Regulations which came into force on 11th May. The report detailed that the effected officers were consulted in the creation of the new process. The report included an additional report highlighting the key changes under the amended regulations and a copy of the proposed procedure.

The Committee asked a number of questions about the new procedure including; the impetus for the new regulations, what monitoring was to be conducted to ensure the policy works and how the wording and structure of the document was decided. The Head of HR Business Partnering gave detailed answers to all of the Committees' questions.

Resolved:

- 1) That the Committee approved the proposed Disciplinary and Dismissal Procedure.
- 2) That the Committee will review the procedure in 12 months' time.

The meeting commenced at 10.00 am and finished at 10.23 am

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TRAFFORD COUNCIL

Report to: Employment Committee
Date: 14th September 2015
Report for: Approval
Report of: Acting Director of HR

Report Title

Employer Supported Policing – Proposed Policy and Scheme Launch

Summary

This report provides an outline of the Employer Supported Policing scheme, including benefits and proposes that the Council implements a supporting policy and scheme launch.

Recommendations

Employment Committee is recommended to approve the introduction of an Employer Supported Policing policy and note the proposal for launching the scheme.

Contact person for access to background papers and further information:

Name: Kate Sturman
Extension: 4326

Background Papers:

Relationship to Policy Framework/Corporate Priorities	These proposals align with the council's Corporate Priorities in respect to 'Low Council Tax and Value for Money' and 'Safe Place to Live – Fighting Crime'.
Financial	Minimal financial impact – staff will be released for paid leave in most cases without backfill.
Legal Implications:	None
Equality/Diversity Implications	An Equality Impact Assessment is being undertaken in line with the Equality Framework.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	Staff will be released for paid leave in most cases without back-fill, though in some services cover

	may be required.
Risk Management Implications	None
Health & Wellbeing Implications	The introduction of such a scheme brings the benefit of improved staff morale and motivation, which in turn positively impact health and wellbeing.
Health and Safety Implications	None

1.0 BACKGROUND

1.1 Trafford Council has a Special Leave for Public Duties policy, which gives provision for staff to take paid leave for the following activities: Magisterial duties; Member of another Local Authority or Health Authority; School/College Governing Body, and; attending court. Most recently as part of the work of the Trafford Armed Forces Community Covenant, the Council introduced a Reservist policy. This policy includes provision for Reservists to take up to 10 days' special leave for training activity.

2.0 THE EMPLOYER SUPPORTED POLICING SCHEME

2.1 The Special Constabulary is a force of trained volunteers who work with and support their local police. 'Specials', as Special Constables are known, all volunteer a minimum of four hours a week to their local police force, forming a vital link between the regular (full-time) police and the local community. Once they have completed their training, they have the same powers as regular officers and wear a similar uniform.

2.2 Employer Supported Policing (ESP) is an effective partnership between employers, their staff, the police service and the community to support special constables in their duties to increase public safety and confidence.

2.3 The scheme seeks organisations and businesses to support staff undertaking the role of Special Constable. The scheme currently has 5 different options for the provision of support, allowing different organisations and businesses both large and small to select a level of support to which they can commit. The levels range from simply promoting recruitment of Special Constables through to full release for training and the additional monthly release of 8 hours for duties. However, the scheme is soon to change, moving away from a set of options, to the position where employers can determine themselves the level of support they wish to offer.

2.4 It is proposed that the Council provides support in respect to:

- Paid special leave for volunteering duties;

- Paid special leave for Special Constabulary training (initial and on-going);
- Having a published Special Constabulary policy supporting Special Constabulary duties and training and;
- Promoting the Special Constabulary to employees to encourage them to consider joining.

For Special Constables currently with Greater Manchester Police, the commitment to initial training is mostly at the weekends and evenings; however, there is also a requirement to attend a mid-week course and there will be an element of on-going training in future years.

It is therefore proposed that up to 10 days' paid special leave (pro-rata for part-time staff) per annum is provided for staff undertaking the role of Special Constable, providing a considerable contribution towards their volunteering and training commitments.

This provision mirrors that already in place for Reservists and a draft policy can be found at Appendix 1.

3.0 BENEFITS OF EMPLOYER SUPPORTED POLICING

3.1 To Staff/Specials

- Professional development.
- Enhancing skills and training, valuable for career progression.
- Giving something back to the community.
- Fulfilment and improved relationship with employer – more flexibility for supporting time for volunteer work.

3.2 To Trafford Council

- Supporting our local community; Trafford staff working in Trafford.
- Staff development at little or no cost.
- Improved staff morale and motivation.
- Greater staff retention.

3.3 To the Community

- Increased direct engagement with local police.
- Increased reassurance due to more visible policing on the street.
- Increased public confidence.
- Greater resources for tackling crime and disorder, resulting in lower levels of crime and higher sense of security.

3.4 To the Police

- Improved recruitment and retention.

- Wider pool of resources available.
- Potential rise in public reassurance and confidence.
- Positive marketing opportunity.
- More integration with community and local businesses.

4.0 SCHEME LAUNCH

4.1 We will launch our policy and at the same time promote the Employer Supported Policing scheme to encourage staff to sign up to volunteer as Special Constables.

4.2 The launch can take place in October and can include:

- Road-shows where GMP promote the scheme at key administrative buildings.
- Should there be sufficient staff seriously interested in becoming a Special Constable, then GMP will arrange a bespoke session for Trafford staff in work's time, to give detailed information about the scheme. Anyone who wants to submit an application to become a Special Constable must first attend such a session (normally a public open evening).
- An article in the quarterly National Specials magazine, promoting the fact that the Council has signed up to the scheme. We are aware of 3 employees who are currently Special Constables, or are undertaking training and we could feature them if they are willing. The next edition is due to be published in late October.

5.0 PROMOTING THE SCHEME TO PARTNERS

5.1 It is proposed that once the Council has a scheme and supporting policy in place, we then, together with GMP, encourage other authorities and public sector partners within GM to adopt such a scheme so that we collectively support policing. We should also use our influence to engage Trafford businesses to consider putting a scheme in place.

6.0 RECOMMENDATIONS

Employment Committee is recommended to:

6.1 To note the benefits of Employer Supported Policing.

6.2 To approve the implementation of the policy and note the plans for the scheme launch.

Employer Supported Policing Policy
For All Staff Employed By Trafford Council
(Other than Teaching and Support Staff employed through the Governing Body of a School)

1. Introduction

Trafford Council is supportive of the Employer Supported Policing scheme as it recognises that having employees volunteering as Special Constables can make the community a safer place and supports the aims of our local police force. Staff undertaking a Special Constable role will also develop skills and experience that may be used within their role within the Council.

2. Purpose

This policy details what Employer Supported Policing is and the level of support the Council is committing to it.

It details the amount of paid special leave Council employees can take on an annual basis to volunteer as a Special Constable and how they request this leave.

3. Scope

This policy covers all employees of Trafford Council with the exception of Teaching and Support Staff employed by Schools.

This policy should be read in conjunction with the following Council document:

- Special Leave for Public Duties Policy.

4. What is Employer Supported Policing?

Employer Supported Policing (ESP) is an effective partnership between employers, their staff, the police service and the community to support special constables in their duties to increase public safety and confidence.

The Special Constabulary is a force of trained volunteers who work with and support their local police. 'Specials', as Special Constables are known, all volunteer a minimum of four hours a week to their local police force, forming a vital link between the regular (full-time) police and the local community. Once they have completed their training, they have the same powers as regular officers and wear a similar uniform.

The scheme seeks organisations and businesses to support staff undertaking the role of Special Constable with different levels of commitment.

5. Trafford Council's Commitment

The Council is committed to providing support as follows:

- Paid special leave for volunteering duties;
- Paid special leave for Special Constabulary training (initial and on-going);
- Having a published Special Constabulary policy supporting Special Constabulary duties and training and;
- Promoting the Special Constabulary to employees to encourage them to consider joining.

6. Eligibility

Employees are only eligible for support if they are training to become or are a qualified Special Constable. Leave can only be granted if the employee is meeting the minimum volunteering duties/shift requirements of the Special Constabulary. When an employee ceases to be a Special Constable, their eligibility for the leave ceases.

7. Time Off for Special Constable Duties

Employees who volunteer as a Special Constable are granted up to 10 days' paid special leave per annum (pro-rata for part-time employees). This leave is in order for them to undertake Special Constabulary training (initial and on-going) and volunteering duties. This leave is only to be taken when a Special Constabulary shift coincides with an employee's normal working week and cannot be used to take time off in lieu for having worked a Special Constabulary shift outside of normal working hours.

7.1 Requesting Time Off

Employees should request the leave using MiTrent, or, if they do not have access to MiTrent, they should use the 'Special Leave Request form', which can be accessed on the Intranet under Human Resources/The Place to Work. Employees must provide their manager with supporting documentary evidence that they are undertaking Special Constable training or duties.

Where more leave is required during the year to undertake Special Constable duties or training, which is during work time, employees can use their annual leave entitlement, flexi time and time off in lieu (where relevant) or request unpaid leave.

When requesting any type of leave to attend training or undertake duties, employees should give as much notice as possible, to allow appropriate planning for absences. Managers will try to accommodate requests, wherever possible, taking into account the operational needs of the service.

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 14th September 2015
Report for: Information
Report of: Acting Director of HR

Report Title

Agency Spend for Q1 - Period 1st April to 30th June 2015

Recommendations

That the content of this report is noted.

Relationship to Policy Framework/Corporate Priorities	These proposals align with the council's Corporate Priorities in respect to 'Low Council Tax and Value for Money' and 'Reshaping Trafford Council'.
Financial	The cost of using agency workers is carefully managed and monitored through existing budgets and budget management frameworks.
Legal Implications:	Agency assignments are carefully monitored to ensure that they are legally compliant and any employment liability is mitigated.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	The use of agency workers supports critical resourcing gaps.
Risk Management Implications	See Legal Implications section.
Health & Wellbeing Implications	None
Health and Safety Implications	None

1. Background

- 1.1 A robust vacancy clearance process is in place that ensures that posts are only filled where there is a compelling case to do so; where a post is to be filled, the aim is to match the vacancy in the first instance in a priority sequence; employees on notice of redundancy (redeployees), "at risk" staff (those employees where there is a real risk of redundancy) and apprentices.
- 1.2 Vacancies are subject to approval initially by respective Directorate Management Teams and subsequently the Corporate Management Team (CMT), where the request is to recruit from beyond these groups e.g. wider internal recruitment. This is in order to minimise the number of compulsory

redundancies across the Council and reduce spend on external resources, including agency fees.

2.0 The Use of Agency Staff

2.1 There will inevitably be circumstances whereby resourcing needs are short term in nature, urgent and require access to time-limited and/or specialist skills that cannot be found within the organisation. For these reasons, access to temporary agency support is essential to meet critical gaps in service provision.

2.2 The breakdown of agency spend for Q1 of 2015/16 (April – June 2015) is attached at Appendix 1. The number of active assignments by post title is provided for each month in the quarter, together with the number of people covering these assignments. An assignment is defined as a 'role'/piece of work and may either be for an agreed continuous period or may be on an ad-hoc, as required basis.

2.3 Children, Families and Well-Being Directorate

2.3.1 For the first quarter of 2015/16, spend in this area totalled £248,372; as at June 2015, there were 37 active assignments across the Directorate. The majority of this spend was due to the service discharging its statutory responsibilities for providing social care services for vulnerable children and adults. The interim staffing need was primarily required to cover staffing resource gaps, created as a result of short-term staff absences or whilst recruitment to permanent posts is underway and cover is critical to ensure that service users receive the appropriate level of care and support.

2.3.2 Spend activity primarily relates to the procurement of interim qualified Children's and Adults' Social Workers and Support workers; these groups of workers represented 97% of the total spend for the quarter. The remaining spend primarily relates to the provision of business support to support these workers, in particular the Social Workers.

2.3.3 In order to significantly reduce spend on the use of agency children's social workers, a business case has been agreed whereby a peripatetic team of permanent social workers will be recruited, in order to reduce both the need for and the cost of some of the agency social workers and maintain continuity of service, in the future. These experienced social workers will be deployed on short-term/time-limited placements in response to service demand. Recruitment to this team is underway and the impact of this should be reflected in future spend and monitoring reports. In terms of addressing the

agency spend for adults' social workers, alternative arrangements/options are currently being explored.

- 2.3.4 In addition, agreement has just been reached across AGMA authorities to trial the introduction of standardised pay rates for children's agency social workers. This collaborative arrangement avoids authorities competing for agency social workers, which previously resulted in prices being driven upwards and ensures the market is managed / controlled.

2.4 Transformation and Resources Directorate (T & R)

- 2.4.1 For the first quarter of 2015/16, the total agency spend in this Directorate equated to £193,611 and as at June 2015, there were 16 active assignments. 60% of spend in the quarter specifically related to the need to bring in specialist skills to provide transformational, technical and consultancy support to services across the organisation as it reshapes. In addition, the remaining 40% spend also covered a number of interim resources required to support core services in this Directorate as they go through their own transformation and staffing restructures, which will support the realisation of Directorate savings.

2.5 Economic Growth, Environment and Infrastructure

- 2.5.1 For the first quarter of 2015/16, the total agency spend in this area equated to £41,259 and as at the end of June 2015, there were 5 active assignments. Spend during the quarter primarily relates to the interim technical and operational support that was required pending the transfer of services to Amey. This transfer took place on 4th July 2015 and as a result, it is expected that there will be a reduction in agency spend in this Directorate.

3.0 **Comparator Data**

- 3.1 The total agency spend for the first quarter of 2015/16 equates to £483,241; for the same quarter in 2014/15, spend was £506,352. This represents a reduction in spend of £23,112.
- 3.2 In respect to how Trafford's spend compares with that across other AGMA and associate authorities, this information is currently being obtained and will be provided shortly.

4.0 **Conclusion**

- 4.1 Agency spend will continue to be monitored on a monthly basis and regular reports will be presented to Employment Committee, for information.
- 4.2 Employment Committee is recommended to note the content of this report.

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Trafford Council Agency Spend By Directorate Q1 - 2015/2016

Breakdown by Directorate (via cost and number of assignments)

April 2015

Job Title By Directorate	Number Of Active	
	Assignments In Month	Sum Of Client Total
CFW	58	£ 94,111
Business Support Assistant	1	£ 1,540
Business Support Officer level 2	1	£ 1,764
Care Assistant - Residential Homes & Day Centres	9	£ 4,520
Childcare Worker	12	£ 2,439
Social Worker - level 3 - Adults	12	£ 33,632
Social Worker - level 3 - Children	11	£ 35,772
Support Worker - Adults	9	£ 10,532
Support Worker Adults Physical Intervention Trained	2	£ 1,029
Supported Lodgings Co-ordinator	1	£ 2,882
EGEI	6	£ 14,682
Business Support Officer level 2	1	£ 685
Catering Assistant	1	£ 55
Cook Manager	1	£ 1,901
Estates Surveyor	2	£ 8,110
Facilities Manager	1	£ 3,931
T&R	20	£ 55,407
Accountant	1	£ 3,733
Benefits Realisation Manager	1	£ 894
Business Change Analyst	7	£ 23,978
Business Support Officer level 2	1	£ 304
Data Analyst	1	£ 228
Finance Manager	1	£ 7,632
Legal Executive	1	£ 2,759
Pensions Officer	1	£ 3,063
Personal Assistant - Level 1	1	£ 2,849
Senior Learning and Development Officer/Relationship Manager - Children's Safeguarding Lead	1	£ 1,038
Senior Project Manager - GMP	1	£ 3,995
Shared Service Manager	1	£ 2,600
Shared Service Support Officer	2	£ 2,334
Grand Total	84	£ 164,200

May 2015

Job Title By Directorate	Number Of Active	
	Assignments In Month	Sum Of Client Total
CFW	51	£ 79,569
Business Support Assistant	1	£ 237
Care Assistant - Residential Homes & Day Centres	7	£ 2,387
Chef	1	£ 179
Childcare Worker	11	£ 1,805
Social Worker - level 3 - Adults	10	£ 37,024
Social Worker - level 3 - Children	7	£ 24,558
Support Worker - Adults	9	£ 9,791
Support Worker Adults Physical Intervention Trained	1	£ 138
Supported Lodgings Co-ordinator	1	£ 2,924
Waking Night Residential Childcare Officer	3	£ 527
EGEI	11	£ 11,526
Business Support Officer level 2	1	£ 550
Catering Assistant	5	£ 999
Cook Manager	1	£ 475
Estates Surveyor	2	£ 5,668
Facilities Manager	1	£ 3,049
Pest Control Operative	1	£ 784
T&R	19	£ 67,234
Accountant	2	£ 4,443
Benefits Realisation Manager	1	£ 4,917
Business Change Analyst	7	£ 32,685
Business Support Officer level 2	1	£ 1,452
Finance Manager	1	£ 8,109
HR Adviser	1	£ 950
Legal Executive	1	£ 2,606
Pensions Officer	1	£ 1,621
Personal Assistant - Level 1	1	£ 3,144
Senior Learning and Development Officer/Relationship Manager - Children's Safeguarding Lead	1	£ 1,908
Senior Project Manager - GMP	1	£ 3,760
Shared Service Support Officer	1	£ 1,639
Grand Total	81	£ 158,328

June 2015

Job Title By Directorate	Number Of Active Assignments In	
	Month	Sum Of Client Total
CFW	37	£ 74,692
Business Support Officer level 2	1	£ 1,189
Care Assistant - Residential Homes & Day Centres	3	£ 496
Childcare Worker	6	£ 1,137
Independent Reviewing Officer	1	£ 1,750
Social Worker - level 3 - Adults	10	£ 41,343
Social Worker - level 3 - Children	6	£ 22,954
Support Worker - Adults	8	£ 3,765
Supported Lodgings Co-ordinator	1	£ 1,882
Waking Night Residential Childcare Officer	1	£ 176
EGEI	5	£ 15,051
Business Support Officer level 2	1	£ 926
Estates Surveyor	2	£ 8,290
Facilities Manager	1	£ 4,077
Pest Control Operative	1	£ 1,758
T&R	16	£ 70,970
Accountant	2	£ 5,647
Benefits Realisation Manager	1	£ 5,811
Business Change Analyst	4	£ 27,648
Business Support Officer level 2	1	£ 1,592
Finance Manager	1	£ 10,256
HR Adviser	1	£ 2,253
Legal Executive	1	£ 1,765
Senior Learning and Development Officer/Relationship Manager - Children's Safeguarding Lead	1	£ 1,942
Senior Project Manager - GMP	1	£ 3,995
Social Worker - level 3 - Adults	3	£ 10,062
Grand Total	58	£ 160,713

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 14th September 2015
Report for: Information
Report of: Lisa Hooley, Acting Director of HR

Report Title

JOINT VENTURE – STAFF TRANSFER TO AMEY

Recommendation

It is recommended that the Employment Committee notes the content of this report and supports the continuation of effective employee relations across the Council.

Relationship to Corporate Priorities	The actions set out in this report align with the council's Corporate Priorities with respect to 'Low Council Tax and Value for Money' and 'Reshaping Trafford Council'.
Financial	None
Legal Implications	The transfer of staff to Amey was undertaken in line with legislation, particularly the TUPE requirements, which protect contractual terms of employment.
Equality/Diversity Implications	An Equality Impact Assessment was undertaken as part of the transfer process.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	Staff were transferred to Amey under the provisions of TUPE.
Risk Management Implications	The robust consultation and transition processes mitigate risks associated with the transfer out of staff.
Health and Safety Implications	None

Contact Officer for Further Information:
Deborah Lucas, Head of HR Business Partnering

Contact details:
0161 912 4095

1.0 BACKGROUND

- 1.1 During 2014, the Council undertook a procurement exercise in order to identify a partner to deliver its environmental and infrastructure services, via a Joint Venture arrangement.
- 1.2 In January 2015, the Council identified four providers who had submitted final bids and staff and trade union colleagues were invited to meet with all four bidders at a number of scheduled meetings. These meetings took place in February 2015.
- 1.3 Following a robust evaluation process, on 26 March 2015, the Council announced that Amey LG had been selected as the preferred bidder to manage its environmental and infrastructure services, for a contract period of 15 years.
- 1.4 The contract was finalised on 7th May 2015 with an agreed transfer date of 4th July 2015.

2.0 THE TRANSFER PROCESS

- 2.1 In line with legal requirements, it was agreed that all staff in scope for transfer to Amey would be protected by the provisions of the Transfer of Undertakings and Protection of Employment regulations. Staff identified as being within scope included those working in street cleansing, grounds maintenance, highways services, bridges, traffic and transportation, road safety, street lighting and furniture, drainage, the let estate, corporate landlord services, capital development team and major projects teams.
- 2.2 In addition, staff working on the commercial and domestic waste contract, which was contracted out to Veolia, would also transfer to Amey. In total, it was identified that in the region of 250 Trafford staff and 100 Veolia staff would transfer out.
- 2.3 Immediately following contract sign-off on 7th May, Trafford and Amey worked in partnership to fully engage with both staff and the trade unions during an intensive period of mobilisation. This period of mobilisation ran until staff formally transferred across to Amey on 4th July 2015.
- 2.4 The engagement process to support staff transition to Amey was intensive and comprised the following actions:

2.4.1 Trade Union Engagement

A period of collective consultation commenced on 11th May 2015. In addition to trade union representation from both GMB and Unison, these meetings were well attended by a wide range of representatives from both Amey and Trafford and included individuals representing senior management, HR and Elected Members.

The meetings were held on a fortnightly basis and provided an opportunity for effective dialogue between management and trade unions with respect to the transfer process, including the proposed measures submitted by Amey.

2.4.2 Staff Engagement

During the mobilisation process, a significant amount of staff engagement took place. This engagement commenced with an initial letter to all staff, which was issued on 15th May 2015. This letter explained what would happen during the transition process, how staff could engage in the process and how they would be supported.

This letter was followed up by seven “Welcome to Amey” presentations, which took place on 21st and 22nd May 2015 at various sites across service areas. These events were jointly delivered by both Amey and Trafford staff and provided transferring staff with an introduction to Amey; they also provided staff with an opportunity to ask questions and raise any concerns that they had about the transition process.

Following on from the group sessions, staff were then invited to individual one-to-one meetings where they were given the opportunity to discuss the impact of the transfer on their role and to discuss any personal concerns that they may have had. These one-to-one meetings took place over a three week period and ran from the end of May to mid-June.

During the group and individual sessions, in excess of fifty frequently asked questions were captured and responded to; these responses were dealt with jointly, by both Trafford and Amey officers and were regularly updated and cascaded to transferring staff.

Throughout the remainder of the mobilisation period, further “TUPE journey” meetings were held with transferring staff to ensure that they were kept up to

date with the transition process; in addition, regular newsletters were issued to staff and a final letter of thanks was sent out from Trafford Council immediately prior to transfer.

In addition to the above actions, it should also be noted that throughout the mobilisation period, representatives from both Trafford and Amey were on site at the various locations in order to provide day to day support to staff and respond to any direct queries that were raised.

3.0 KEY MEASURES AND ISSUES

3.1 The period of mobilisation provided for intensive and robust consultation, ensuring that staff received significant support to help them through the transition process.

3.2 As a result of this rigorous process, the number of issues was minimised. During the mobilisation process these were primarily limited to:

- Salary sacrifice schemes
- Change of pay date

With respect to salary sacrifice schemes such as the Home Technology Scheme and the Car Lease Scheme, Amey had identified as part of their measures that they would not be able to support these schemes. These matters were discussed at the consultation meetings with the trade unions and agreement was reached on an approach that the Council would take, which would minimise the adverse impact on staff, as far as this was possible. With respect to the Home Technology Scheme, around 20 staff in total were affected and they were given the option of entering into a repayment plan with the Council (post-transfer) to repay the net cost, thus giving them the benefit of the salary sacrifice savings. In terms of the car lease scheme, 4 employees were affected and, where there were early termination costs, it was made clear to staff that the Council would pick up these costs and that they would not fall to employees.

In relation to the change of pay dates, again, as part of their measures, Amey had indicated that they would be moving the pay date from 15th of the month to the 27th of the month, which would potentially have an adverse financial impact on staff. This was again discussed at the consultation meetings and staff were offered the opportunity to have a “bridging loan” from Amey to support them through the transition. It is understood that at least half the transferring staff took advantage of this support.

3.3 At the point of transfer, the outstanding issues were primarily limited to two matters:

- The transfer of the “Flexi-time” system

- Admitted Body Status for Amey

3.4 With respect to the “Flexi-time” system, Amey had indicated that they would not be able to honour the Council’s scheme on a formal basis, although they would adopt a flexible approach with staff at a local level. The trade unions raised strong opposition to this position at the collective consultation meetings as it was their view that this could have an adverse impact on a number of staff with caring responsibilities and that it could lead to inconsistency in approach, if it was dealt with at a local level and was ultimately at the discretion of a line manager. Following a lengthy dialogue, management and the trade unions were able to reach agreement via the collective consultation machinery and it was agreed that the scheme would transfer and would be honoured for an initial period of 3 months, after which it would be reviewed in light of any business impact. This outcome clearly demonstrated the value of collective consultation and its ability to enable both parties to reach agreement.

3.5 At the point of transfer, whilst Amey’s application to gain Admitted Body Status (ABS) from the Greater Manchester Pension Fund had been completed, there were a number of legal matters that needed to be finalised before ABS could be approved. This matter took longer than anticipated to be concluded and in the meantime, Amey did not deduct pension contributions from the transferred workforce for the month of July. Again, this caused significant concerns on the part of both staff and the trade unions, which were escalated to Trafford and Amey. Subsequent to these concerns being raised, it can now be confirmed that the admission meeting between Trafford Council, Amey and the Fund has now taken place and the Admission has been formally signed off under Council Seal. Moreover, pension deductions are now being made by Amey; these deductions commenced from August’s payroll and will be restrospected from the date of transfer to ensure that all contributions are up to date.

4.0 CONCLUSION

4.1 The transfer out of almost 250 Trafford Council staff to Amey was a significant piece of work; however, the robust consultation machinery that the Council has in place and the effective relationships that the Council has with its recognised trade unions means that this transition process was undertaken with minimal impact on employees.

4.2 The Employment Committee is asked to note the effective mechanisms and relationships that are in place and to support their continuation in the interests of good employee relations.

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