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TRAFFORD COUNCIL

AGENDA PAPERS FOR EMPLOYMENT COMMITTEE

Date: Monday, 14 December 2015.

Time: 10.30 a.m.

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 To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 14 September 2015.	1 - 4
3.	TERMS AND CONDITIONS To receive a report from the Acting Director of Human Resources.	5 - 8
4.	PENSIONS AND DISCRETIONS To receive a report from the Acting Director of Human Resources.	9 - 22
5.	AGENCY SPEND 1ST APRIL TO 30TH SEPTEMBER 2015 To receive a report from the Acting Head of Human Resources.	23 - 28
6.	QUARTERLY REPORT ON EXEMPTIONS TO THE SICKNESS POLICY To consider an oral report of the Director of Human Resources.	

Employment Committee - Monday, 14 December 2015

7. 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

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This agenda was issued on **Friday, 4 December 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

14 SEPTEMBER 2015

PRESENT

Councillor B. Rigby (in the Chair).

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

In attendance

Lisa Hooley	Acting Director of Human Resources
Habib Khan	Head of Legal (Community)
Deborah Lucas	Head of HR Business Partnering
Alexander Murray	Democratic and Scrutiny Officer

APOLOGIES

Apologies for absence were received from Councillor D. Jarman

9. MINUTES

That the Minutes of the meeting held on 10 August 2015 be approved as a correct record and signed by the Chairman.

10. TU FACILITIES AGREEMENT UPDATE & TU BILL CONSULTATION

The Acting Director of HR gave an oral update to the Committee regarding the Trade Union Facilities agreement and Trafford Council's response to the Trade Union Bill Consultation. The Committee noted that Trafford Council had been looking at the agreement around Trade Union Facilities for a number of months and that officers would continue to work closely with Trade Union representatives to ensure that the best outcome would be achieved.

The Acting Director of HR informed the panel of the responses that Trafford had given to the Trade Union Bill Consultation. The Committee welcomed the responses of the Council and noted that these responses reflected the excellent working relationship between Trafford Council and the Trade Unions.

RESOLVED:

- 1) That the update be noted by the Committee; and
- 2) That the Committee noted the Council's responses to the consultation.

**Employment Committee
14 September 2015**

11. EMPLOYER SUPPORTED POLICING

The Acting Director of HR presented a report on the employer supported policing policy. The report outlined the employer supported policing scheme, the benefits of employer supported policing, the proposed scheme launch, the planned promotion of the scheme to the Council's partners and the proposed Employer Supported Policing Policy itself.

The committee asked whether there was a limit on the number of staff who could sign up to the scheme. The Acting Director of HR informed members that there wouldn't be a limit but that numbers would be monitored to ensure the policy doesn't affect business as usual.

RESOLVED:

- 1) That the Committee noted the benefits of Employer Supported Policing; and
- 2) That the implementation of the policy be approved; and
- 3) That the plans for the scheme launch be noted.

12. EXCEPTIONS TO SICKNESS ABSENCE

The Acting Director of HR gave an update on the exceptions to the sickness absence policy to the Committee. Since the implementation of the policy there have been 10 requests with 5 being agreed and 5 refused. Since the last meeting of the Committee there had been 2 requests one was upheld and the other refused. The Acting Director of HR reiterated that all decisions look at the available evidence including medical evidence and other circumstances of the case.

RESOLVED: That the Committee noted the update.

13. QUARTERLY UPDATE ON AGENCY ASSIGNMENT SPEND

The Acting Director of HR presented the Committee with an update on agency spend across the Council for quarter 1 of 2015/16. The update included a full breakdown of agency spend by month, directorate and by job title. The update also included an explanation of the agency spend within each directorate, approaches the council has taken to reduce agency spend and a comparison with agency spend in previous years.

RESOLVED: That the update be noted.

**Employment Committee
14 September 2015**

14. JOINT VENTURE - STAFF TRANSITION TO AMEY

The Acting Director of HR delivered a report on the Joint Venture Transfer of Staff to Amey to the Committee. The report detailed the transition process for staff, the engagement of trade unions and staff, the key measures applied and issues identified during the transfer.

The Committee asked numerous questions including whether all individual cases were resolved, salary sacrifice schemes, flexi time and access to HR services by Amey staff. The Acting Director of HR gave extensive answers to all questions posed to the satisfaction of all Committee Members.

RESOLVED:

- 1) That the Committee noted the content of the report and supported the continuation of effective employee relations across the Council; and
- 2) That the Head of HR Business Partnering Deborah Lucas be thanked for the work she has done regarding the transfer of staff to Amey.

The meeting commenced at 10.25 am and finished at 11.15 am

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TRAFFORD COUNCIL

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

Report Title

Staff Terms & Conditions – Proposed Extension of Mandatory Unpaid Leave and Uplift in the Hourly Rate of Pay for Apprentices

Recommendation(s)

It is recommended that Employment Committee notes the content of this report

Contact person for access to background papers and further information:

Name: Deborah Lucas
Extension: x4095

Relationship to Policy Framework/Corporate Priorities	This proposal aligns with the council's Corporate Priorities in respect to 'Low Council Tax and Value for Money' and 'Reshaping Trafford Council'.
Financial	The proposal to extend unpaid leave will achieve annual savings in the region of £0.5m to support the 2016/7 and the 2017/18 budget savings, with the proposal to increase the hourly rate of pay for apprentices costing an estimated £57,500 per annum.
Legal Implications:	The implementation process will be fully compliant with employment legislation.
Equality/Diversity Implications	An Equality Impact Assessment is being undertaken in line with the Equality Framework and it will be available to members of the committee when considering the outcome of consultation report.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	The implementation process may impact upon staff morale and employee engagement.
Risk Management Implications	The risks associated with these proposals are low to medium. They relate to potential industrial action and a possibility that staff may not accept the extension to unpaid leave. This may impact on service delivery and may also lead to litigation in relation to claims for unfair dismissal and breach of contract.

Health & Wellbeing Implications	As above, the proposals may impact on staff health and wellbeing; support is available via existing health management procedures.
Health and Safety Implications	None

1.0 BACKGROUND

- 1.1 Further to the extensive consultation which took place during 2013, the Council implemented a package of changes to employee terms and conditions, effective from 1st April 2014. This review included the introduction of 3 days mandatory unpaid leave for a temporary period of two years (1st April 2014 to 31st March 2016). At the time, the proposal was that this provision would be reviewed towards the end of the two year period.
- 1.2 For the period 2014 – 2016, the total savings associated with the 3 days unpaid leave has been £1.05m. Since implementation, no significant issues have been raised either by staff, management or the trade unions. Indeed, there has even been some positive feedback from staff who are grateful for the ability to take additional time off, in spite of it being unpaid.
- 1.3 The 3 days mandatory unpaid leave arrangements were initially applied to all employees; however, following the submission of a number of business cases, some service areas were granted exemptions; this was on the basis that they were either providing direct services to SEN children or were in a trading position. These services are: Catering Operations; Cleaning Support; Trafford Transport Provision; Sanyu Daycare Centre; Partington & Carrington Children’s Centre and SEN Teaching Assistants. Apprentices were also granted an exemption due to their low hourly rate of pay, which is typically £3.30 an hour.

2.0 PROPOSALS

2.1 Mandatory Unpaid Leave

- 2.1.1 When the original mandatory unpaid leave proposal was implemented, it was introduced for a temporary period of two years, subject to a review. As part of the review process, it was agreed with the trade unions that requests for additional unpaid leave (over and above the 3 days’ mandatory) would be monitored; this was in order to assess take up and establish whether or not in the future, an unpaid leave scheme could be applied on a voluntary basis and still achieve the same level of savings, which would mitigate the need for a mandatory scheme.
- 2.1.2 Since implementation of the unpaid leave provision, take up of additional unpaid leave has been monitored. Unfortunately, it has been relatively low with a total of 79 staff taking between an additional 0.5 and 7 days’ unpaid leave during 2014/15. This voluntary take up is not sufficient to mitigate the savings associated with the mandatory system.
- 2.1.3 For the period 2016/17, the Council must achieve savings in the region of £21m, with a further £12m anticipated for 2017/18. These savings will be achieved primarily through our Reshaping Trafford Programme, with a focus on minimising the staffing impact, wherever possible.

- 2.1.4 Due to the significant savings of £0.5m per annum, which are achieved from the mandatory unpaid leave arrangement, it was decided that consultation should take place with staff and the trade unions about extending the temporary contractual variation for a further two years, until 31st March 2018. This will enable the Council to guarantee a further £1m of savings over the two year period.
- 2.1.5 In terms of the existing exemptions set out in 1.3, the proposal is that they continue.
- 2.1.6 In order to try and encourage an increase in additional unpaid leave so that the Council can achieve further savings, it is also proposed that the option to take additional unpaid leave is simplified. This simplification would allow staff to make an advance request (prior to the beginning of the leave year) to take up to a further 7 days per annum, with pay deductions spread evenly across the year. Employees who wish to make an advance request would follow a simple process via the I-Trent system, seeking approval from their relevant manager, in line with existing arrangements.

2.2 Hourly rate of pay for Apprentices

- 2.2.1 In addition to the proposal to extend the mandatory unpaid leave provision, the Council is also proposing to uplift the hourly rate of pay for apprentices.
- 2.2.2 The Council's apprentices currently receive an hourly rate of £3.30 upon commencement. Dependent upon their age, this rises when they have completed one year's service, with the minimum rate of pay at age 19 being £5.30 an hour.
- 2.2.3 From April 2016, the Government has announced that it will introduce a National Living Wage of £7.20 per hour. In April 2014, Trafford Council voluntarily introduced its own "Trafford Living Wage" of £7.20 per hour; however, this excluded apprentices.
- 2.2.4 Whilst the Government has announced that its National Living Wage of £7.20 will not apply to apprentices, in the interests of supporting apprentices to earn a decent living wage, the Council is proposing to uplift their hourly rate of pay so that it is based upon their age. This will mean that from 1st April 2016, Trafford Council apprentices will earn the following hourly rate of pay:

AGE	Under 18	18 – 20	21 and over
HOURLY RATE	£3.87	£5.30	£6.70

- 2.2.5 Based upon the current cohort of 15 apprentices being paid at the "21 and over" rate of pay, it is estimated that this uplift would cost an additional £57,500 (full year).

3.0 **CONSULTATION PROCESS**

- 3.1 When the terms and conditions review was undertaken in 2013/14, the mandatory unpaid leave element was implemented as a temporary contractual variation, for a period of 2 years. In order to extend this arrangement, there is a

legal requirement to undertake a further period of statutory consultation; this is because staff will need to voluntarily agree to an extension to the contractual variation. If staff do not voluntarily agree to the variation, they will have to be issued with a notice to terminate and re-engage.

- 3.2 This statutory consultation exercise has been aligned to the budget consultation timeline for 2016/17. In this respect, formal collective consultation commenced on 5th November 2015, when a S.188 notice was issued to the recognised trade unions. Consultation will run until 19th December 2015 and during this period, the Council will seek to reach agreement with the trade unions on an extension to the unpaid leave provision; however, should this not be achieved, the Council is also consulting with employees on an individual basis and seeking voluntary sign up to the proposal.
- 3.3 To date, 31% of staff affected by the proposal have voluntarily signed up to agree to the extension. A verbal update on the position will be provided to Employment Committee at the meeting.
- 3.4 At the end of the consultation period, feedback will be collated and an outcome report with a set of recommendations will be presented to the Employment Committee for a final decision. This report will be presented to the Committee in January 2016.
- 3.5 For the avoidance of doubt, there is no requirement to undertake statutory consultation on the uplift in the hourly rate of pay for apprentices as this will not result in any adverse impact on any members of staff.
- 3.6 Subject to approval, the proposal to extend the mandatory unpaid leave arrangement and the proposal to uplift the hourly rate for apprentices will be implemented from 1st April 2016.

4. RECOMMENDATION

- 4.1 Employment Committee is recommended to note and support the above proposals as part of the 2016/17 budget consultation process.

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 14th December 2015
Report for: Approval
Report of: Acting Director of HR and Director of Finance

Report Title

**STATEMENT OF POLICY – LOCAL GOVERNMENT PENSION SCHEME (LGPS)
EMPLOYER DISCRETIONS**

Recommendation

It is recommended that Employment Committee approves the Statement of Policy for Employer Discretions in relation to the Local Government Pension Scheme.

Contact person for access to background papers and further information:

Name: Deborah Lucas
 Extension: x4095

Background Information

- The Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014
- The Local Government Pension Scheme Regulations 2013
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended)
- The Local Government Pension Scheme Regulations 1997 (as amended)

Relationship to Corporate Priorities	The proposed policy statement on discretions will ensure that there is a consistent and prudent approach to the application of discretions, demonstrating Value for Money.
Financial	The cost of exercising discretions can have an impact on the Council's financial position with respect to pension strain costs, the employer's contribution rate and the wider financial viability of the Scheme. Discretions are therefore considered and monitored by the Council's S.151 Officer in conjunction with the Director of HR.
Legal Implications	The proposed policy statement on discretions is required as a result of regulatory amendments to the Local Government Pension Scheme.
Equality/Diversity Implications	An Equality Impact Assessment has been

	undertaken with respect to the new policy statement; this is attached at Appendix 2.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	The policy statement will ensure that the Council has transparency and consistency in relation to the exercise of its discretionary powers for those individuals who are members of the Local Government Pension Fund.
Risk Management Implications	The Council is required to publish its policy in relation to the exercising of its discretionary functions.
Health and Safety Implications	None

1.0 BACKGROUND

- 1.1 The Local Government Pension Scheme (LGPS) is a statutory pension scheme with its rules laid down under Acts of Parliament. The 1997 Regulations increased the scope of local decision-making and offered improved flexibility in pension provision. This flexibility gave employers more scope to manage pension scheme benefits. These are known as discretions.
- 1.2 Subsequent LGPS Regulations, including the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 require employers to 'prepare, maintain and keep under review' a statement of policy concerning pension discretions made available to them.
- 1.3 This report proposes a consolidated Policy Statement on Employer Discretions (Appendix 1), in particular, taking into account the new discretionary powers provided under the Local Government Pension Scheme 2014.
- 1.4 Following approval, the Policy Statement will be submitted to the Administering Authority (Tameside) for publication, in line with regulatory requirements.

2.0 PENSION SCHEME DISCRETIONS

- 2.1 Since 1997, the LGPS Regulations have required employers to have policy statements in relation to a number of their discretionary powers.
- 2.2 In particular, the LGPS Regulations 2014 stipulate that employers must have compulsory policy statements in the following areas:
- The voluntary funding of additional pension via a Shared Cost Additional Pension Contribution (SCAPC) contract [*Regulation 16(2)(e) and 16(4)(d)*];
 - Flexible retirement [*Regulation 30(6)*];
 - The waiver of any actuarial reduction [*Regulation 30(8)*]; and
 - The award of additional pension [*Regulation 31*];
 - Switching on the 85 year rule [*Schedule 2, Paragraphs 2(2)*].

2.3 Whilst it is compulsory for the employer to have policy statements on the areas set out above, the Regulations also set out a number of discretionary areas for which a policy statement is recommended. This is good practice and in the interests of transparency and effective administration.

2.4 The proposed Policy Statement incorporates those discretionary areas which are compulsory as well as those that are recommended.

3.0 EXERCISE OF DISCRETIONARY POWERS

3.1 The Regulations require any Policy Statement to be workable, affordable and reasonable and one which maintains public confidence in the organisation.

3.2 Specifically, employers must ensure that their discretionary powers are:

- exercised reasonably;
- not used for an ulterior motive;
- only used when there is a real and substantial benefit to the employer, in return for incurring additional costs.

3.3 These principles underpin the proposed new Policy Statement.

4.0 CONCLUSION

4.1 The proposed Policy Statement reflects the requirements set out in the Regulations with the overarching aim of maintaining public confidence in decisions that the Council makes.

4.2 Pension discretion decisions will continue to be under the control of the Council's S.151 Officer and the Director of HR; this provides assurance in terms of consistency and the assessment of financial and employment impact.

5.0 RECOMMENDATION

5.1 It is recommended that the Employment Committee approves the attached Policy Statement on Employer Pension Discretions.

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**STATEMENT OF POLICY –
LOCAL GOVERNMENT PENSION SCHEME (LGPS)
EMPLOYER DISCRETIONS**

GREATER MANCHESTER PENSION FUND

Key to regulations

- the Local Government Pension Scheme Regulations 2013 [prefix **R**]
- the Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014 [prefix **TP**]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix **B**]
- the Local Government Pension Scheme Regulations 1997 (as amended) [prefix **L**]

REGULATION	DISCRETION	POLICY ON INDIVIDUAL DISCRETIONS
LGPS2014 scheme – compulsory discretions		
R16(2)(e) & R16(4)(d)	Contributing to a Shared Cost Additional Pension Contribution Contract (SCAPC) – This provision permits an employer to fund additional pension contributions to cover a period of absence, where the employee has opted for this arrangement. These absences are in respect of maternity and child related leave, reserve forces leave, absence for illness/injury and unpaid leave with permission. This does not cover absence due to trade union disputes	The Council will in the above instances pay in part, meeting two-thirds of the cost of the arrangement, only where the employee elects to do so within 30 days of their return to work
R30(6) & TP11(2)	Flexible retirement – This provision permits an employer to allow a scheme member aged 55 and over, having reduced their hours or the grade, to receive all or part of their benefits and continue working in the reduced capacity	The Council will adopt this discretion and will assess on an individual basis considering future service provision those members aged 55 or over, having reduced their hours and/or grade who also wish to receive their accrued benefits (in part or in full) and continue working in the reduced capacity. This discretion is the subject of a bespoke policy and the decision to release benefits is delegated to the S.151

		Officer in conjunction with the Director of HR.
R30(8)	Waiving actuarial reductions on flexible retirement – This provision permits an employer to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	Unless there are exceptional circumstances, the Council will not waive, in whole or in part, any reduction in benefits payable. Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
R30(8)	Waiving actuarial reductions where benefits drawn voluntarily before NPA – This provision permits an employer to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age (NPA)	Unless there are exceptional circumstances, the Council will not waive, in whole or in part, any reduction in benefits payable. Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
TPSch 2, para 2(2)	Switching on the 85 rule – This provision permits an employer to “switch on” the 85 rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	Unless there are exceptional circumstances, the Council will not “switch on” the 85 year rule. Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
TPSch 2, para 2(3)	Waiving actuarial reductions where employer has switched on 85 rule – This provision permits an employer to waive, on compassionate grounds, the actuarial reduction applied to benefits from pre 1 April 2014 membership where the employer has “switched-on” the 85 rule for a member voluntarily drawing benefits on or after age 55 and before age 60	Unless there are exceptional circumstances, the Council will not generally waive any actuarial reductions Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
R31	Giving extra pension – This provision permits an employer to give extra pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a.)	Unless there are exceptional circumstances, the Council will not award additional pension Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
2008 scheme – compulsory discretions		
B30(2)	Early payment of pension - Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60	The Council will exercise this discretion where no financial liability to the Council arises.
B30(5)	Waiving actuarial reductions where benefits drawn early under B30 - Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30	Unless there are exceptional circumstances, the Council will not generally waive any actuarial reductions Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
B30A(3)	Early payment of pension: Pensioner member with deferred	Unless there are exceptional circumstances, the Council will not exercise this discretion

	benefits - Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60	Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
B30A(5)	Waiving actuarial reductions where benefits drawn early under B30A - Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A	The Council will generally only exercise this discretion on compassionate grounds, taking into account any financial impact on the Council Decisions on compassionate grounds will be made by the Council's S.151 Officer in conjunction with the Director of HR.
1998 scheme – compulsory discretions		
L31(2)	Early payment of pension - Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60	The Council will exercise this discretion where no financial liability to the Council arises.
L31(5)	Waiving actuarial reductions where benefits drawn early -Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31 March 1998 / pre 1 April 2008 leaver or a councillor leaver	Unless there are exceptional circumstances, the Council will not generally waive any actuarial reductions Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
L31(7A)	Optants out - Councillor optants out and pre 1 April 2008 employee optants out only to get benefits paid from normal retirement date (NRD) if employer agrees	Unless there are exceptional circumstances, the Council will not exercise this discretion Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.
1995 scheme – recommended discretions		
D11(2)(c)	Early payment of pension - Grant application from a pre-1 April 1998 leaver for early payment of deferred benefits on or after age 50 on compassionate grounds	Unless there are exceptional circumstances, the Council will not exercise this discretion Decisions on exceptional circumstances will be made by the Council's S.151 Officer in conjunction with the Director of HR.

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EQUALITY IMPACT ASSESSMENT

A. Summary Details		
1	Title of EIA:	Employer Pension Discretions
2	Person responsible for the assessment:	Deborah Lucas, Head of HR Business Partnering
3	Contact details:	x 4095
4	Section & Directorate:	HR, T&R
5	Name and roles of other officers involved in the EIA, if applicable:	N/A
B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input checked="" type="checkbox"/> Function <input type="checkbox"/>
2	Is this EIA for a new or existing policy or function?	New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Change to an existing policy or function
3	What is the main purpose of the policy/function?	To support the Council's decision making process in relation to pension discretions
4	Is the policy/function associated with any other policies of the Authority?	Yes
5	Do any written procedures exist to enable delivery of this policy/function?	Yes

6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	No
7	Who are the main stakeholders of the policy? How are they expected to benefit?	Members of the GMPF Scheme in relation to the pension benefits that they may receive as a result of the Council's decisions
8	How will the policy/function (or change/improvement), be implemented?	It will be considered and approved by Employment Committee and applied in line with the Council's Constitution
9	What factors could contribute or detract from achieving these outcomes for service users?	Outcomes will be based upon the decisions that the Council makes. Those decisions will primarily be made in the financial interest of the Council
10	Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?	No

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C. Data Collection

C. Data Collection		
1	What monitoring data do you have on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	Workforce data based upon LGPS membership
2	Please specify monitoring information you have available	Composition of the workforce data (available if required)
3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	N/A

D. Consultation & Involvement

1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	No
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	N/A
3	What barriers, if any, exist to effective consultation with these groups and how will you overcome them?	N/A

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E: The Impact – Identify the potential impact of the policy/function on different equality target groups

	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Gender – both men and women, and transgender;			X	
Pregnant women & women on maternity leave			X	
Gender Reassignment			X	
Marriage & Civil Partnership			X	
Race- include race,			X	

nationality & ethnicity (NB: the experiences may be different for different groups)				
Disability – physical, sensory & mental impairments		Medium		Where individuals apply for early release of benefits on compassionate grounds, this generally relates to a serious illness, which, by its nature is likely to be related to a disability
Age Group - specify eg; older, younger etc)		Medium		Given that the matter relates to pension benefits, it ordinary follows that those individuals seeking to access early benefits are from an older age group
Sexual Orientation – Heterosexual, Lesbian, Gay Men, Bisexual people			X	
Religious/Faith groups (specify)			X	

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As a result of completing the above what is the potential negative impact of your policy?

High **Medium** **Low**

F. Could you minimise or remove any negative potential impact? If yes, explain how.		
Race:		N/A
Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership		N/A
Disability:		There is a provision in the policy to take into account exceptional circumstances, which could include a disability
Age:		There is a provision in the policy to take into account exceptional circumstances, which could include age
Sexual Orientation:		N/A
Religious/Faith groups:		N/A
Also consider the following:		
D S O e 2 1	1	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?
		N/A
		N/A
	2	Could the policy have an adverse impact on relations between different groups?
		N/A
	3	If there is no evidence that the policy <i>promotes</i> equal opportunity, could it be adapted so that it does? If yes, how?
		N/A

G. EIA Action Plan

Recommendation	Key activity	When	Officer Responsible	Links to other Plans eg; Sustainable Community Strategy, Corporate Plan, Business Plan,	Progress milestones	Progress
When exercising discretion under the policy, assess the individual's age and whether or not there is a disability Page 22	When exercising discretion under the policy, account should be taken of the individual's age and whether or not there is a disability	Ongoing	S.151 and Director of HR	Employment policies	Ongoing	Ongoing

TRAFFORD COUNCIL

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

Report Title

Agency Spend for Q2 - Period 1st July to 30th September 2015

Recommendations

That the content of this report is noted.
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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 Q2 of 2015/16 (July – September 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 In the second quarter of 2015/16, spend in this area totalled £245,767; as at the end of September 2015, there were a total of 59 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 94% 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 It should be noted that in addition to spend detailed in paragraph 2.3.1, there are also costs relating to a number of new transformational Social Care roles equating to approximately £87,500. These are currently showing against the T&R spend detailed in paragraph 2.4 below; this is because the resource is being hosted by the Transformation Team which sits within T&R.

2.3.3 In order to significantly reduce spend on the use of agency children's social workers, a business case was agreed in respect to the recruitment of a peripatetic team of permanent social workers, 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 has now been completed and staff are in the process of taking up their appointments. The impact of this should be reflected in future spend and monitoring reports.

2.3.4 In addition, AGMA authorities have been trialling standardised pay rates for children's and adults' 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. The results of the trial period have been positive and a proposal is going the AGMA Directors of Children's Services Group to apply the approach for the longer term.

2.4 Transformation and Resources Directorate (T & R)

2.4.1 In the second quarter of 2015/16, the total agency spend in this Directorate equated to £231,479 and as at the end of September 2015, there were 26 active assignments. 73% 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 27% 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.

2.4.2 It should be noted that, as stated in paragraph 2.3.3 above, approximately £87,500 of spend in T&R in Q2 is part of the CFW Transformation project.

2.4.3 With the CFW Transformation costs removed, the true spend in T&R for Q2 is in the region of £144k.

2.5 Economic Growth, Environment and Infrastructure

2.5.1 In the second quarter of 2015/16, the total agency spend in this area equated to £16,760 and as at the end of September 2015, there were 4 active assignments. Spend during the quarter primarily related to catering provision.

3.0 Comparator Data

3.1 The total agency spend in the second quarter of 2015/16 equates to £494,006; this is a reduction in spend of £17,629 from Q1, when total spend equated to £511,635.

3.2 For the same quarter in 2014/15, spend was £694,352. This represents a reduction in spend of £200,346.

3.3 We are currently in the process of seeking permission from the AGMA authorities to share their agency spend for the second quarter of 2015/16 so a comparison against Trafford's spend can be made.

4.0 Conclusion

4.1 It is positive to note that agency spend has not only reduced from Q1 to Q2 in 2015/16 but has also significantly reduced from the same period in 2014/15.

4.2 Agency spend will continue to be monitored on a monthly basis and regular reports will be presented to Employment Committee, for information.

4.3 Employment Committee is recommended to note the content of this report.

Trafford Council Agency Spend By Directorate Q2 - 2015/2016

Breakdown by Directorate (via cost and number of assignments)

It should be noted that in line with paragraphs 2.3.3 and 2.4.2 in the accompanying report, some of the transformational social care roles that are shown in T&R below will be recharged to CFW. Future reports will show this spend in CFW not T&R.

July 2015

Job Title by Directorate	Number of Active Assignments in Month	Sum of Client Total
CFW	65	£ 81,936
Business Support Assistant	1	£ 1,138
Business Support Officer level 2	1	£ 1,779
Care Assistant - Residential Homes & Day Centres*	4	£ 3,306
Chef	1	£ 89
Childcare Worker	14	£ 2,618
Independent Reviewing Officer	1	£ 1,307
Project Support Officer	1	£ 787
Residential Childcare Officer	1	£ 105
Social Worker - level 3 - Adults	9	£ 31,908
Social Worker - level 3 - Children	7	£ 23,440
Support Worker - Adults	13	£ 10,201
Support Worker Adults Physical Intervention Trained	8	£ 2,381
Supported Lodgings Co-ordinator	1	£ 1,998
Waking Night Residential Childcare Officer	3	£ 878
EGEI	7	£ 7,769
Arts and Marketing Specialist	1	£ 2,588
Business Support Officer level 2	1	£ 741
Catering Assistant	2	£ 1,521
Chef Manager	1	£ 1,278
Cook Manager	1	£ 757
Estates Surveyor	1	£ 884
T&R	17	£ 79,087
Accountant	2	£ 6,990
Assistant Business Change Analyst	1	£ 572
Benefits Realisation Manager	1	£ 10,281
Business Change Analyst	2	£ 14,630
Business Support Officer level 2	1	£ 1,836
Finance Manager	1	£ 5,724
HR Adviser	1	£ 1,396
Senior Learning and Development Officer/Relationship Manager - Children's Safeguarding I	1	£ 1,507
Senior Project Manager - GMP	1	£ 5,287
Social Worker - level 3 - Adults	6	£ 30,864
July Total	89	£ 168,792

August 2015

Job Title by Directorate	Number of Active Assignments in Month	Sum of Client Total
CFW	48	£ 78,011
Business Support Assistant	1	£ 1,232
Business Support Officer level 2	1	£ 1,486
Care Assistant - Residential Homes & Day Centres*	7	£ 3,481
Independent Reviewing Officer	1	£ 658
Project Support Officer	2	£ 362
Residential Childcare Officer	2	£ 847
Social Worker - level 3 - Adults	5	£ 22,866
Social Worker - level 3 - Children	7	£ 22,948
Social Worker Level 3	3	£ 10,087
Support Worker - Adults	11	£ 11,311
Support Worker Adults Physical Intervention Trained	3	£ 1,505
Waking Night Residential Childcare Officer	5	£ 1,229
EGEI	6	£ 4,480
Arts and Marketing Specialist	1	£ 796
Business Support Officer level 2	1	£ 330
Catering Assistant	3	£ 1,167
Chef Manager	1	£ 2,186
T&R	18	£ 69,626
Accountant	2	£ 7,274
Assistant Business Change Analyst	1	£ 2,298
Benefits Realisation Manager	1	£ 7,152
Business Change Analyst	2	£ 11,379
Business Support Officer level 2	1	£ 1,880
Finance Manager	1	£ 9,540
ICT Project Manager	1	£ 3,880
Senior Personal Assistant	1	£ 1,263
Senior Project Manager - GMP	1	£ 2,820
Social Care Assessor	1	£ 510
Social Worker - level 3 - Adults	6	£ 21,630
August Total	72	£ 152,117

September 2015

Job Title by Directorate	Number of Active Assignments in Month	Sum of Client Total
CFW	48	£ 85,820
Business Support Assistant	1	£ 979
Business Support Officer level 2	2	£ 3,068
Care Assistant - Residential Homes & Day Centres*	4	£ 4,545
Childcare Worker	5	£ 635
Finance Officer	1	£ 97
Project Support Officer	1	£ 2,034
Social Worker - level 3 - Adults	7	£ 26,391
Social Worker - level 3 - Children	6	£ 22,217
Social Worker Level 3	4	£ 14,304
Support Worker - Adults	11	£ 9,985
Support Worker Adults Physical Intervention Trained	6	£ 1,567
EGEI	7	£ 4,511
Business Support Officer level 2	1	£ 834
Catering Assistant	3	£ 540
Chef Manager	2	£ 2,944
Driver	1	£ 194
T&R	24	£ 82,766
Accountant	2	£ 7,467
Assistant Business Change Analyst	1	£ 1,379
Benefits Realisation Manager	1	£ 9,834
Business Support Officer level 2	1	£ 1,732
Finance Manager	2	£ 10,691
ICT Project Manager	1	£ 9,484
Senior Learning and Development Officer/Relationship Manager - Children's Safeguarding I	1	£ 2,143
Senior Personal Assistant	1	£ 2,898
Senior Project Manager - GMP	1	£ 2,585
Social Care Assessor	4	£ 7,695
Social Worker - level 3 - Adults	7	£ 22,858
Social Worker Level 3	2	£ 3,999
September Total	79	£ 173,097
Grand Total	240	£ 494,006