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## TRAFFORD COUNCIL

### AGENDA PAPERS FOR EMPLOYMENT COMMITTEE

Date: Tuesday, 12 July 2016

Time: 10.30 a.m.

Place: Thomas De Trafford Conference Room B, Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

AGENDA	PART I	Pages
1.	<b>ATTENDANCES</b>	
	To note attendances, including Officers and any apologies for absence.	
2.	<b>MEMBERSHIP OF THE COMMITTEE 2016/17, INCLUDING CHAIRMAN, VICE-CHAIRMAN AND OPPOSITION SPOKESPERSON</b>	
	To note the Membership of the Committee for the 2016/17 Municipal Year, as appointed at the Annual Meeting of the Council held on 24 May 2016, namely:  Councillors Joanne Bennett, Mark Cawdrey, Mrs. Pamela Dixon (Vice-Chairman), Nathan Evans, Catherine Hynes (Opposition Spokesperson), David Jarman and Brian Rigby (Chairman).	
3.	<b>TERMS OF REFERENCE</b>	1 - 2
	To note the Committee's Terms of Reference as confirmed at the Annual Meeting of the Council held on 24 May 2016.	
4.	<b>MINUTES</b>	3 - 6
	To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 7 March 2016.	

## Employment Committee - Tuesday, 12 July 2016

5. **MANDATORY UNPAID LEAVE AND ADDITIONAL VOLUNTARY UNPAID LEAVE UPDATE** 7 - 10  
To receive a report from the Director of Human Resources.
6. **AGENCY SPEND 2015/16** To Follow  
To receive a report from the Director of Human Resources.
7. **QUARTERLY REPORT ON EXEMPTIONS TO THE SICKNESS POLICY** Verbal Report  
To consider an oral report of the Director of Human Resources.
8. **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](mailto:alexander.murray@trafford.gov.uk)

This agenda was issued on **Monday, 4 July 2016** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

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## **EMPLOYMENT COMMITTEE**

### Terms of Reference

1. To determine collective and corporate terms and conditions of employment.
2. To consider any matter referred to the Committee by the Head of Paid Service or Corporate Director Transformation and Resources.
3. To consider, approve and adopt any new or significant revision to existing corporate human resources strategies and policies in so far as they relate to the appointment, terms and conditions of employment and dismissal of staff.
4. To determine any other matters relating to the appointment, terms and conditions of employment and dismissal of staff which are neither covered by policies of the Council nor delegated to Officers under the Scheme of Delegation.

### Delegation

The Executive Member with responsibility for Strategic HR and the Corporate Director Transformation and Resources will notify/keep the Committee informed of all other relevant HR related issues, as required.

In exercising the above powers and responsibilities, the Committee shall have delegated power (subject to Council Procedure Rule 9 - Call-in of Decisions taken under Delegated Powers) to make decisions on behalf of the Council, except for any matter where:

- the Head of the Paid Service determines the matter should be considered by full Council, or
- the Council has resolved to determine the matter

[Note: The Committee may itself determine not to exercise its delegated powers and instead make recommendations to Council]

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# Public Document Pack Agenda Item 4

## EMPLOYMENT COMMITTEE

7 MARCH 2016

### PRESENT

Councillor B. Rigby (in the Chair)

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

#### In attendance

Joanne Hyde	Corporate Director of Transformation and Resources
Lisa Hooley	Acting Director of Human Resources
Habib Khan	Head of Legal
Alexander Murray	Democratic and Scrutiny Officer

### APOLOGIES

Apologies for absence were received from Councillor C. Hynes.

## 22. MINUTES

RESOLVED: That the Minutes of the meeting held on 18 January 2016 be approved as a correct record and signed by the Chairman.

## 23. TRAFFORD / GREATER MANCHESTER POLICE HR SHARED SERVICE

The Committee received a verbal report from the Corporate Director of Transformation and Resources. The Committee were informed that the new joint Human Resources (HR) shared service would go live in August 2016 and that Trafford Council's HR department had been working with Greater Manchester Police (GMP) in order to reconcile the differences in ways of working. The planned changes would bring 50 GMP staff over to work in Trafford Town Hall building and require reconfiguration of Trafford's HR staffing Structure.

As of the meeting both Trafford Council and GMP were in consultation with staff. Trafford were to consult for 30 days ending 22<sup>nd</sup> March 2016 and GMP were to consult for 90 days. It was agreed that the results of the consultation should form part of an update at the next meeting of the Committee.

RESOLVED:

- 1) That the Corporate Director of Transformation and Resources be thanked for delivering the report.
- 2) That the results of the Joint HR Shared Service consultation be on the agenda for the next meeting.

**Employment Committee  
7 March 2016**

**24. AGENCY SPEND FOR Q3 - PERIOD 1ST OCTOBER TO 31ST DECEMBER 2015**

The Acting Director of HR presented a report on the levels of agency spend for quarter 3 of the municipal year 2015/16. The report noted that the peripatetic team in CFW was in place and the AGMA trial, which standardised social care agency costs, had been made permanent and implemented across the North West.

The report showed that the overall spend in Quarter 3 was up on the previous year. This was put down to the amount being spent on staff required for the transformation of services in order to deliver savings. In previous reports made to the Committee there had been an issue where some CFW spend had been incorrectly coded as T&R spend, the current report corrected this issue.

Councillors asked a number of questions about the peripatetic team, the levels of social care agency spend and the impact of the AGMA pilot scheme. The Acting Director of HR gave detailed answers to all the Councillors questions and agreed to add extra details about agency workers within future reports.

RESOLVED:

- 1) That the Committee note the report.
- 2) That all future reports to the Committee include amount of time the agency staff have been in position.

**25. QUARTERLY REPORT ON EXEMPTIONS TO THE SICKNESS POLICY**

The Acting Director of HR gave a verbal update as to the number of exemptions that had been requested since the inception of the new terms and conditions relating to sick pay (1st April 2014). As of the meeting there had been 14 requests submitted 9 of which had been agreed and 5 had been rejected.

RESOLVED:

- 1) That the Committee noted the report.

**26. 2016/17 PAY POLICY STATEMENT**

The Acting Director of HR presented a report on the pay policy statement for 2016/17 to the Committee. Sections 6.6, 8.2, 10.3 and 10.5 of the appendix were highlighted to the Committee. These sections covered; the number of interim posts at chief officer level during 2015/16, proposed and upcoming changes to legislation in respect to exit payments on termination and their repayment when returning to any part of the public sector, the increase of Trafford Apprentices' salary to the national living wage from 1<sup>st</sup> April 2016 and salary multiples that the Council were required to publish. Committee Members posed a number of questions in relation to the pay policy statement which were all answered to the Councillors' satisfaction.

RESOLVED:

- 1) That the pay policy statement be noted and approved by the Committee and recommended for approval at Full Council on 23<sup>rd</sup> March 2016.

**Employment Committee**  
**7 March 2016**

**27. UPDATE ON THE MANDATORY UNPAID LEAVE POSITION**

The Acting Director of HR delivered a verbal update to the Committee on the position of Council Employees regarding sign up to the mandatory unpaid leave arrangements. Following the previous Committee meeting the Council had issued notice to 276 employees who hadn't signed up to the terms and conditions. Since the notice was issued an additional 140 Employees had signed up so only 136 remained as of the meeting, representing a 91.4% sign up rate across all council employees.

Any employees who had not signed up by the deadline of 2<sup>nd</sup> May 2016 would be taken as agreeing to the terms and conditions when they attended their next scheduled day of work and be asked to sign up. If they did not attend or sign up then it would be taken that they didn't agree and the termination of employment would go ahead as stated within the notice issued.

Councillors enquired as to whether there were any noticeable trends amongst staff who had not signed up to the arrangements and the Acting Director of HR informed them that there were not.

RESOLVED:

- 1) That the update be noted.

The meeting commenced at 10.28 am. and finished at 11.17 am.

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# Agenda Item 5

## TRAFFORD COUNCIL

**Report to:** Employment Committee  
**Date:** 12<sup>th</sup> July 2016  
**Report for:** Information  
**Report of:** Director of HR

### Report Title

**Staff Terms and Conditions – Update on the Extension of Mandatory Unpaid Leave and Proposals for introducing a Voluntary Additional unpaid Leave Scheme**

### Recommendations

**It is recommended that Employment Committee:**

- **Notes the update on the extension to the mandatory unpaid leave provision for one further year.**
- **Notes the approach to be taken in promoting the additional voluntary unpaid leave scheme in order to try and mitigate the requirement for a further extension to the mandatory unpaid leave arrangement.**

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 extension of the mandatory unpaid leave scheme will achieve savings in the region of £0.5m to support the 2016/7 budget savings.
Legal Implications:	The implementation process to date has been fully compliant with employment legislation.
Equality/Diversity Implications	An Equality Impact Assessment was undertaken in line with the Equality Framework and is available to members of the committee upon request.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	The implementation of a voluntary scheme may assist with improving morale and employee engagement.
Risk Management Implications	The risks associated with promoting a voluntary additional unpaid leave scheme are that the financial savings of £0.5m are not fully achieved

	and the Council will need to maintain an ongoing mandatory scheme.
Health & Wellbeing Implications	A voluntary scheme may have a positive impact on staff health and wellbeing as they will not be mandated to take the unpaid leave.
Health and Safety Implications	None

## **1.0 BACKGROUND**

- 1.1 Further to the consultation which took place during 2013, the Council implemented a package of changes to employee terms and conditions, effective from 1<sup>st</sup> April 2014. These changes included the introduction of 3 days mandatory unpaid leave for a temporary period of two years (1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2016).
- 1.2 This position was reviewed in October 2015 and in January 2016, following a period of collective and individual consultation, the Employment Committee took a decision to extend the period of 3 days mandatory unpaid leave for a further one year (until 31<sup>st</sup> March 2017)
- 1.3 In addition, the Committee agreed to pilot a simplified Voluntary Additional Unpaid Leave Scheme, providing staff with the ability to take additional unpaid leave, spreading the costs over a 12 month period.

## **2.0 UPDATE**

- 2.1 Further to the decision made by Employment Committee in January 2016, affected staff were invited to voluntarily sign up to an extension of the mandatory unpaid leave scheme. By 7<sup>th</sup> February 2016, 81% of staff had voluntarily accepted the change; this meant that just under 300 staff were issued with formal notice to terminate their employment and re-engage them on the revised terms and conditions. Termination and re-engagement took place on 3<sup>rd</sup> May 2016 and as a result of this process, 100% of affected staff accepted the extension to the mandatory unpaid leave scheme; this meant that no dismissals took place.
- 2.2 During this period, a simplified scheme for staff to request Voluntary Unpaid Leave was also rolled out and promoted across the workforce. This scheme allowed staff to take up to an additional 7 days voluntary unpaid leave, spreading the costs of this over a 12 month period. As a result of this scheme, a total of 108 staff applied for and were granted a period of voluntary additional unpaid leave; this totalled c£60k for the year 2016/17, which represents an additional saving to that achieved through the mandatory scheme.

## **3.0 NEXT STEPS**

- 3.1 The Employment Committee has indicated an ambition to achieve the savings from unpaid leave via voluntary measures, wherever possible. This reflects the preferred position taken by the recognised trade unions and the affected workforce.

- 3.2 In order to try and realise that ambition, the Voluntary Additional Unpaid Leave Scheme will be promoted to the workforce over this summer, with a view to encouraging a high level of sign up; this will be promoted on the basis that if sufficient savings are achieved, then this will mitigate or negate the need for a mandatory scheme going forward.
- 3.3 The voluntary scheme will be launched during July 2016, with an anticipated deadline for applications for unpaid leave being made by 31<sup>st</sup> August 2016. This will enable a review to take place during September 2016, with a proposal about the future requirement for a mandatory scheme being submitted to the Employment Committee during October 2016. This will allow sufficient time for a collective consultation process to take place, should there be a requirement to further extend the mandatory unpaid leave arrangement.

#### **4.0 CONCLUSION**

- 4.1 Employment Committee is asked to note the content of this report and the work being undertaken to try and mitigate or indeed negate the requirement for a mandatory unpaid leave scheme going forward.
- 4.2 A further update will be provided to the Employment Committee in October 2016.

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