

WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL

THURSDAY 16 JANUARY 2014

3.00 PM - 4.25 PM

Members Present

Forest Heath District Council
 (Employers' Side)

St Edmundsbury Borough Council
 (Employers' Side)

Staff Representatives
 (Employees' Side)

Councillor G Jaggard (Chairman)
 Councillor S J Edwards
 Councillor T Simmons

Councillor R Cockle
 Councillor Mrs S Rushen
 Councillor Mrs P Warby

V Austin
 M Johnson
 J Orton

Councillor D A Ray (St Edmundsbury Borough Council Portfolio Holder for Resources and Performance) was also in attendance.

Also in attendance

N Anthony, Head of Leisure, Culture and Communities
 W Canham, HR Business Partner
 K Points, Head of Human Resources and Organisational Development
 S Turner, FHDC Cabinet Officer/Committee Administrator

Apologies

Apologies for absence were received from Councillor C Springett (St Edmundsbury Borough Council – Employers' Side) and from L Cocker, S Rackham and J Roberts (Staff Representatives – Employees' Side)

Substitutes

Councillor Mrs P Warby attended the meeting as substitute for Councillor C Springett (St Edmundsbury Borough Council – Employers' Side)

SCHEDULE OF RECOMMENDATIONS

	ITEMS OF BUSINESS	RECOMMENDATION
027	<u>APPOINTMENT OF VICE CHAIRMAN FOR 2013/2014</u> Mr M Johnson (Employees' Side) be appointed as Vice Chairman of the Panel for the remainder of 2013/2014.	RESOLVED

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028	<p><u>SCHEDULE OF RECOMMENDATIONS FROM THE MEETING HELD ON 23 SEPTEMBER 2013</u></p> <p>The schedule of recommendations from the meeting held on 23 September 2013 were received and noted.</p>	NOTED
029	<p><u>NEW JOINT (WEST SUFFOLK) HUMAN RESOURCES POLICIES: TRAVEL; MATERNITY AND PATERNITY LEAVE AND PAY; ORGANISATIONAL CHANGE AND REDUNDANCY (REPORT NO JSP14/006)</u></p> <p>The Head of Human Resources and Organisational Development explained that Officers were currently working through the Human Resources Policies that were in place at both Forest Heath District Council and St Edmundsbury Borough Council, in order to produce and agree new joint policies for West Suffolk.</p> <p>This report proposed three new joint policies as follows:</p> <p>(a) <u>Travel Policy and Procedure</u> Officers explained that following discussions with the Portfolio Holder for Resources and Performance (SEBC), this had resulted in amendments being made to this Policy and an amended version was circulated at the meeting, to further clarify detail relating to the Essential User Car Allowance (paragraph 2.3).</p> <p>Officers outlined the main changes to this Policy as follows:</p> <ul style="list-style-type: none"> • Clarified the arrangements for the payment of excess and business mileage. • Reduced the four year Disturbance allowance to two years; removed the time allowance (based previously on national 'green book' and 'purple book'). • Proposed locally agreed subsistence and removed some aspects (some green book allowances completely removed eg drinks, afternoon tea, set rates that were increased through national agreement, hotel allowances). • Confirmed the dual base, the 'shorter journey from home' principle and retained base for existing employees as at 2013 contract. <p>The Staff Side referred to page 5, paragraph 5 of the Policy which stated that "<i>Employees who work additional hours on a day they would not normally work, are not entitled to travel allowance on that</i></p>	

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	<p><i>day under this policy.” and requested whether this paragraph could be amended to allow for travel allowance to be paid in circumstances where employees were requested to work additional days by their Line Manager.</i></p> <p>The Staff Side also referred to paragraph 3.1 (All mileage claims) and requested as to whether the requirement for Officers to provide VAT receipts for fuel purchases could cease, as the process was somewhat cumbersome. This process was also very labour intensive for the HR Department, as they went through these receipts in order to enable the Council to re-claim the VAT. A meeting was being held with the HMRC on 20 January 2014 and this was to be one of the issues under discussion. The outcome would be reported back to the Panel accordingly.</p> <p>(b) <u>Maternity and Paternity Leave and Pay</u> Officers outlined the main changes to this Policy as follows:</p> <ul style="list-style-type: none"> • Updated in accordance with statutory changes. • Removed Maternity Support Leave (previously ‘green book’). • Reduced payment calculation for KIT days (keeping in touch). • Clarified the arrangements for bank holidays and childcare vouchers. <p>(c) <u>Organisational Change and Redundancy Policy and Procedure</u> Officers outlined the main changes to this Policy as follows:</p> <ul style="list-style-type: none"> • Based on learning from 2013 restructuring process. • Removed much detail to enable less rigid approach (detail now in a frequently asked questions format to give further guidance). • Updated with regard to pensions and statutory changes to consultation requirements. • Sought new collective agreement on the current redundancy multiplier consistent with all other Suffolk Councils (whilst enabling a fair compensation and exit package that reduced the risk of challenge to the Councils). 	

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	<p>It was recommended that:</p> <p>(a) <u>Travel Policy and Procedure</u> The amended Travel Policy and Procedure (as circulated at the meeting) be adopted by Forest Heath District Council and St Edmundsbury Borough Council, subject to the following further amendment:</p> <p><i>2.5 Mileage incurred as a result of an employee's workbase being changed</i></p> <p><u>Page 5 – paragraph 5. be amended to include:</u></p> <p><i>"Where employees are requested by their line manager to work additional days, excess mileage will be paid".</i></p> <p>(b) <u>Maternity and Paternity Leave and Pay</u> The Maternity and Paternity Leave and Pay Policy and Procedure be adopted by Forest Heath District Council and St Edmundsbury Borough Council.</p> <p>(c) <u>Organisational Change and Redundancy Policy and Procedure</u> The Organisational Change and Redundancy Policy and Procedure be adopted by Forest Heath District Council and St Edmundsbury Borough Council, subject to the following amendments:</p> <p><u>11. Entitlement to redundancy payments</u></p> <p><u>Pages 8 and 9 – paragraphs 11.1 and 11.3 –</u> The word 'your' be deleted from these paragraphs, to be amended to read:</p> <p><i>11.1 The calculation of redundancy payment is based on age, length of continuous local government service, and actual pay.</i></p> <p><i>11.3 Entitlement can be calculated at <u>INSERT LINK on the Councils' intranet.</u></i></p>	<p>RECOMMENDED</p> <p>RECOMMENDED</p> <p>RECOMMENDED</p>
030	<p><u>SHARED SERVICES UPDATE – SHAPING THE ORGANISATION (VERBAL)</u></p> <p>The Head of Human Resources and Organisational Development updated Members on the organisational development work which had been undertaken throughout both Councils in relation to the</p>	

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	<p>implementation of Shared Services.</p> <p>The Head of Leisure, Culture and Communities was also in attendance and explained how he had approached the restructure within his service area of Leisure, Culture and Communities.</p> <p>That:-</p> <ol style="list-style-type: none"> 1. The presentations and updates provided by both the Head of Human Resources and Organisational Development and the Head of Leisure, Culture and Communities be noted. 2. The Head of Human Resources and Organisational Development to invite a Head of Service to attend the next meeting of the Panel to talk about the shaping of their particular service area. <p>V Austin left the meeting at 4.15 pm, during the discussion of this item.</p>	<p>NOTED</p> <p>RESOLVED</p>
031	<p><u>DATE OF NEXT MEETING</u></p> <p>It was agreed that the next meeting of the Panel would be held on Monday 2 June 2014 at 3.00 pm at the St Edmundsbury Borough Council Offices, Bury St Edmunds.</p>	<p>RESOLVED</p>