

Time began: 4.00pm  
Time ended: 4.27pm

**Personnel Committee  
7 May 2014**

Present Councillor Roberts (Chair),  
Councillors Ashburner, Barker, Carr, S Khan and  
MacDonald

**51/13 Apologies**

Apologies for absence were received from Councillors Jennings and Redfern.

**52/13 Late items to be introduced by the Chair**

In accordance with Section 100(B)(4) of the Local Government Act 1972, the Chair agreed to admit the following item on the grounds that it needed to be considered before the next meeting of the Personnel Committee:

- Proposals for re-commencing consultation on harmonising terms and conditions of employment and implementing revised pay and grading structure for support staff in Derby community schools

**53/13 Declarations of Interest**

There were none.

**54/13 Minutes of the meeting held on 19 March 2014**

The minutes of the meeting held on 19 March 2014 were agreed as a correct record and signed by the Chair.

**55/13 Update on Staffing Implications of 2014/15  
Medium Term Financial Plan**

The Committee received a report of the Strategic Director of Resources on Update on staffing implications of 2014/15 MTFP. The report was presented by the Strategic HR Business Partner.

It was reported that in line with the Council's approach to previous consultation on the budget, regular corporate Trade Union budget consultation meetings had been held to help to ensure that the Council meets its statutory consultation obligations. It was further reported that Trade Union budget consultation meetings had been held since 5 November 2013, initially on a weekly basis and then regularly during the consultation process. Members noted that the final Trade Union budget consultation meeting was

held on 10 April 2014 and that local consultation on directorate restructure proposals to deliver staffing savings had been held throughout.

It was reported that as the local consultation on the restructure proposals had progressed, voluntary redundancy requests had been considered, and where appropriate, approved. It was further reported that as at 10 April 2014, the Council had received 50 requests to leave on the grounds of voluntary redundancy, of which 42 requests were approved. Members noted that this equated to a 32.43 FTE reduction in staffing due to voluntary redundancy.

It was reported that the Council would continue to make employees aware of the standard Voluntary Redundancy scheme and would continue to try to maximise opportunities for voluntary redundancy where possible.

It was further reported that following appropriate consultation, a number of employees were now at risk of compulsory redundancy. Members noted that as at 10 April 2014, the anticipated number of staff who may be dismissed by reason of redundancy was 60 and that this equated to a 32.51 FTE reduction in staffing. It was reported that the majority of those employees at risk of redundancy had been served notice of their dismissal by reason of redundancy and that redundancy dismissals were being made in accordance with the existing Consultation, Restructuring and Redundancy Policy.

Members noted that to date, eleven additional employees had been offered alternative employment within the Council and every effort would be made to find suitable alternative employment for those staff at risk of compulsory redundancy.

**Resolved to note the report and that the formal trade union consultation process has concluded.**

## **56/13 Pay and Reward Project Update**

The Committee received a report of the Strategic Director of Resources on Pay and Reward Project Update. The report was presented by the Pay and Reward Project Manager.

The Pay and Reward Project Manager updated the Committee on the current position in respect of implementing the National Single Status agreement for staff employed in Council Directorates, including how the Employer Side Negotiating Panel had exercised the delegated authority granted by the Committee on 18 July 2013.

It was reported that at its meeting on 18 July 2013 the Committee approved a package of proposals to harmonise terms and conditions of employment for all employees falling under the purview of the National Joint Council for Local Government Employees. It was further reported that the Committee also agreed to grant delegated authority to an Employer's Side Negotiating Panel to conduct consultation with the trade unions.

Members noted that the delegated authority granted by the Committee authorised the Employer's Side Negotiating Panel to develop detailed proposals to progress consultation with the trade unions party to the national Single Status Agreement (UNISON, GMB and UNITE) with a view to implementing a revised pay and grading structure and package of revised terms and conditions to apply to all Council employees within scope of the Pay and Reward Project with a target implementation date of April 2014.

It was reported that following the initial meeting, approximately 20 formal consultation meetings were held and the Director of Human Resources and Business Support had provided the Committee with regular updates of the progress of the discussions with the trade unions. It was further reported that at those meetings the trade unions sought clarification on the detail of aspects of the Employer's Side proposals but did not bring forward any counter proposals.

Members noted that in view of the impasse in consultation and the trade unions' collective feedback that a collective agreement on the Council's proposed package of measures was unlikely based on consultation with their members, the Council issued a formal Section 188 statutory consultation notice on 19 November 2013 as a means of seeking alternatives to dismissing employees in order to achieve implementation of the new pay and grading structure.

It was reported that at the point at which the trade unions stated that a collective agreement was unlikely, individual employees were invited to agree to a voluntary variation of their contract of employment effective from 1 April 2014 to incorporate the new terms and conditions.

It was further reported that this offer of voluntary variation to contracts of employment was supplemented by an invitation to all employees to attend individual consultation events to learn more about the Council's proposals, ask any questions of clarification and to put forward any counter proposals they wished the Council to consider. Members noted that over 30 consultation events were held in December 2013 and January 2014 and these were attended by over 1,000 employees.

It was reported that at present 73% of employees had now agreed to a voluntary variation to their contract of employment and the remaining 27% were now being issued with new contracts of employment to be effective from 1 May 2014. It was further reported that Service Directors had been notified of details of employees who have been dismissed and offered reengagement and had also been issued with advice on how to deal with practical aspects of implementation in order that they were able to manage service continuity from 1 May 2014.

Members noted the overall approach being taken in order to ensure smooth implementation for non-schools workforce of the revised pay and grading structure and also the details of the new pay and terms and conditions of

employment package as set out in the 'New Pay and Reward Package' attached at Appendix 2 of the report.

It was reported that upon completion of implementation for the non-schools workforce, project resources would be reprioritised to focus on progressing the project for the schools-based employees in scope. It was further reported that an update report would be presented at the next Personnel Committee.

Members noted that the project and its implementation had been a difficult process and wished to congratulate the Pay and Reward Project Team and HR for completing the project by the target implementation date.

**Resolved:**

- 1. to note the current position on implementing the National Single Status Agreement for staff employed in Council Directorates;**
- 2. to note the 'New Pay and Reward Package' document attached at Appendix 2 which represents how the Employer Side Negotiating Panel has exercised the delegated authority granted by the Committee on 18 July 2013; and**
- 3. to congratulate the Pay and Reward Team and HR for completing the project by the target implementation date.**

**57/13      Exclusion of Press and Public**

**Resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing this information.**

**58/13      VR Returners Report**

The Committee received a report of the Strategic Director of Resources on Voluntary redundancy (VR) and returners. The report was presented by the Director of HR and Business Support.

**Resolved to note the report.**

**59/13      Proposals for Consultation on Terms and Conditions and Revised Pay and Grading Structure for Support Staff in Derby Community Schools**

The Committee received a report of the Strategic Director of Resources on Proposals for re-commencing consultation on harmonising terms and

conditions of employment and implementing revised pay and grading structure for support staff in Derby community schools. The report was presented by the Director of HR and Business Support.

**Resolved:**

- 1. to agree the formation of an Employer's Side Negotiating Panel to conduct consultation with the recognised trade unions, and to grant delegated authority to the Strategic Director of Resources, in consultation with the Cabinet Member for Business, Resources and Governance, to arrange the membership of the panel;**
- 2. to grant delegated authority to the Employer's Side Negotiating Panel to progress consultation with the recognised trade unions, with a view to implementing a revised pay and grading structure and package of revised terms and conditions to apply to support staff in community schools;**
- 3. to note that oversight and strategic implementation will be provided by the Pay and Reward Project Strategy Board which includes members of Personnel Committee; and**
- 4. to agree that the Director of Human Resources and Business Support will submit further reports to Personnel Committee providing updates on the progress of trade union consultation and arrangements for implementation of the Pay and Reward project for support staff in community schools.**

MINUTES END