

## EMPLOYMENT CONDITIONS COMMITTEE

24 APRIL 2006

Present: County Councillor Berman (Chairperson);  
County Councillors Jones, Percy, Stephens and Walsh

Apologies: County Councillors English, Neale and Sheppard

### 23 : MINUTES

The minutes of the meeting held on 16 January 2006 were approved as a correct record and signed by the Chairperson.

### 24 : ADDITIONAL TRAVEL EXPENSES

The issue of mobility provisions for staff and the payment of Disturbance Allowances to employees, who had been required to move from one work location to another by the Council, had been raised on a number of occasions. It was the view of the Joint Secretaries that a clear locally negotiated scheme should be developed.

Following a series of discussions with the Trade Unions, a new Local Scheme had been produced with an operative date of 4 July 2005.

The Committee received Mark Turner of Unison who expressed the Trade Union's disappointment that the Scheme did not include their counter proposal for an increased mileage allowance of 30.6 pence for two years (rather than four).

A Member pointed out that a lot of progress had been made since January with the Trade Unions. It was moved by Councillor Stephens and seconded by Councillor Walsh that recommendation (1) be amended by the addition of the words "subject to confirmation from the Joint Secretaries".

The amendment was approved.

RESOLVED – That

(1) the proposed new Additional Travel Allowance Scheme attached as

Appendix C be approved, subject to confirmation from the Joint Secretaries;

- (2) the operative date of this new scheme be 4 July 2005 (i.e., the date at which the matter was referred to the Joint Secretaries).

## 25 : IN-HOUSE OCCUPATIONAL HEALTH SERVICE

As part of a scrutiny investigation into sickness absence, the Council's Executive Business meeting on 13 October 2005 had agreed that the York Occupational Health Pilot Scheme be monitored to identify any results that could be transferable to Cardiff.

The Committee received a progress report and an update in establishing the Council's in-house Occupational Health Service.

RESOLVED – That a report be submitted to the July meeting of this Committee, updating progress on the setting up of the Council's new in-house Occupational Health Service and on conclusions from the York Council pilot exercise.

## 26 : REVIEW OF CHIEF OFFICER ARRANGEMENTS - UPDATE

This Committee on 17 October 2005 had considered and approved proposals to reshape the Chief Officer tier to achieve efficiency savings and to better align Chief Officers with the priorities for the Council.

Since October the following had taken place:

- the voluntary severance of three Chief Officers (with effect from 31 March 2006) – Chris Pike, Malcolm Evans and Paul Jenkins;
- the following appointments had been made to new Chief Officer posts:
  - Transport, Infrastructure and Waste – Phil Sherratt 3 January 2006;
  - Project, Design and Development – Tony Riches 3 January 2006;
  - Strategic Planning and Environment – Shaun Hannaby 3 July 2006.

3.

The following Chief Officer posts (and post-holders) remained unchanged:

- Philip Lenz – Human Resources;
- Kate Berry – Legal & Democratic Services (Monitoring Officer);
- Maria Michael – Children's Services;
- Margaret Ellis – Adult Services;
- Christine Salter – Financial Services (Section 151 Officer);
- Hugh Knight – Schools & Lifelong Learning (Director of Education);
- Crispin O'Connell – ICT.

Where Chief Officer responsibilities had changed, but not significantly, the following people had been confirmed in post:-

- Sarah McGill – Housing & Neighbourhood Renewal;
- Martin Hamilton – Scrutiny, Change & Efficiency.

A number of changes had been proposed to the original Portfolio considered by this Committee in October 2005 in relation to the Culture, Sports & Events Chief Officer post.

A number of functions from the Culture, Sports & Events Portfolio had since been transferred as follows:

(a) to transfer to the Communications Service area:

- Marketing and Sponsorship
- Events

(b) to transfer to Policy and Economic Development Service area:

- Marketing and Visitor Services

(c) to transfer to Financial Services area:

- Venues

The post had been re-designated as Culture, Leisure and Parks and Trevor Gough had now been confirmed into that post.

In conjunction with the review of Chief Officer arrangements, a realignment of secretarial support had also been necessary. This had now been concluded and secretarial arrangements at Chief Executive, Corporate Director and Chief Officer levels had been confirmed.

In a report to this Committee on 23 March 2005, a longer-term ambition of transferring Schools and Lifelong Learning to the Corporate Director (Opportunities Cardiff) was agreed. It was, however, felt that this would not be appropriate until 2007 to allow a progression from Special Measures and the new Corporate Director sufficient time to imbed the changes required in Adult and Children's Services. In the interim, it was proposed that the Assistant Chief Executive should take responsibility for Schools and Lifelong Learning.

RESOLVED – That the progress with the Chief Officer restructure and associated secretarial realignment be noted.

#### 27 : SINGLE STATUS/JOB EVALUATION – PILOT STUDY TIMESCALES

A report of the Joint Single Status/Job Evaluation Steering Group was considered by the Works Council on 15 March 2006 and the estimated completion of the Job Evaluation Pilot Study was November 2006.

The Job Evaluation Pilot Exercise needed to be completed at the earliest opportunity to enable a report to be made to this Committee in December. This would allow Council to clarify the likely cost/resource implications of the full Job Evaluation exercise and for the information to be built into the budget process.

Whereas the Chair of the Works Council had expressed a preference for the pilot exercise to be finished by September 2006 to allow for full consideration, the Trade Unions had stressed that an earlier timescale would have resource implications for themselves and Job Analysts in Human Resources. The Chief Human Resources Officer reiterated concerns about the time constraints and resource implications.

RESOLVED – that the submitted report of the Joint Single Status/Job Evaluation Steering Group be noted.

5.

28 : EMPLOYEE RELATIONS MATTERS

The proceedings of the Works Council held on 15 March 2006 were submitted for information.

The following issues were discussed at that meeting:

- Trade Union access to Council's Intranet Site;
- Sick Pay for Cleaners;
- Prime rate – tool allowance;
- Making the Connections – Delivering Better Services for Wales;
- Integrated kerbside collection services;
- Single status and job evaluation;
- Diversity issues;
- Partnership approach – future plans;
- Creation of a Bank Holiday for St David's Day;
- HCI/Childcare Voucher issues;
- Works Council Membership update;
- Update on Chief Officer Review.

RESOLVED – That issues discussed at Works Council be noted.

29 : "21<sup>ST</sup> CENTURY SCHOOLS" – CITY WIDE INVESTMENT PLAN: HUMAN RESOURCES IMPLICATIONS

The Committee was advised that Council on 27 April 2006 would formally consider proposals for consultation on the long-standing problem of surplus school places and the fall in pupil numbers by way of a City-wide Investment Plan. The proposals, if approved, would result in significant Human Resource issues which would need to be effectively managed. The purpose of the report was to highlight some of the most important Human Resource issues arising from the proposals in preparation for a further report to this Committee in July 2006.

The following issues were considered:

- (i) Impact on Staff

- (ii) Voluntary Early Severance
- (iii) Recruitment and Retention
- (iv) Salary Protection
- (v) Support for Staff
- (vi) Impact on Human Resources

RESOLVED – That the issues highlighted in this report be the subject of a further detailed report to this Committee in July with clear recommendations for decision.

### 30 : SICK PAY FOR CLEANERS

The Committee was advised that the majority of current cleaning staff employed within Marketing and Tourism, Community Maintenance Services and Schools Service DSU now received the cover hours payment, but not occupational sick pay.

The re-instatement of occupational sick pay to all cleaners within the Authority had been discussed at a number of meetings and it had been agreed that this would be in the best interests of the Authority. The re-instatement of occupational sick pay would ensure that equity would be achieved with other groups of employees.

The cost of re-instatement would need to be determined but could be in excess of £100k per annum. No budget provision had been made for this and DSU's and Service areas would have to meet these costs from within existing budget allocations.

The potential business risk to the Schools Service DSU as a result of an increase in costs was noted.

RESOLVED – That

- (1) the reinstatement of occupational sick pay for all cleaning staff employed within the Authority be agreed in principle;

7.

- (2) a further report be submitted in July outlining a plan and timescale for implementation, including cost.

31 : INDIVIDUAL AND TEAM RECOGNITION EVENT – 17 MAY  
2006: UPDATE

The Assistant Chief Executive advised Members of the arrangements for the forthcoming Individual and Team Recognition Event to be held in the City Hall on 17 May 2006. The event was sponsored by Mitel. The principal speakers were to be Sir Terry Matthews and Superintendent Bob Evans together with the Lord Mayor and Leader.

The event would focus on those members of staff nominated by their Service Areas on the basis of them either as individuals or as representative of a team having delivered exceptional service or won an award. More detailed criteria for selection would be developed and implemented for next year.