

EMPLOYMENT CONDITIONS COMMITTEE

20 FEBRUARY 2007

Present: County Councillor Stephens (Chairperson)
County Councillors Berman, Derbyshire, Jones,
Salway, Sheppard, Walker and Walsh

26 : MINUTES

The minutes of the meeting held on 15 January 2007 were approved as a correct record and signed by the Chairperson.

27 : STATUTORY CONSULTATION ON CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME

(Councillors Salway and Walsh declared an interest in this item and took no part in the discussion or voting thereon)

The Department for Communities and Local Government (DCLG) had issued draft regulations for consultation which defined the new Local Government Pension Scheme that would operate from 1 April 2008.

A draft response to the consultation exercise was submitted for Members' comments.

Particular reference was made to proposals:

- (a) to introduce a system of tiered employee contributions
- (b) to change the benefit accrual rate
- (c) to introduce a three tier ill-health retirement scheme

RESOLVED – That

- (i) the proposed draft new LGPS regulations, which is proposed to come into effect from 1 April 2008 be noted;
- (ii) the draft response to DCLG's statutory consultation exercise be approved for issue prior to the deadline of 28 February 2007.

28 : ADULT SERVICES – BUDGET IMPLICATIONS: UPDATE ON PROGRESS ON THE HOME CARE SERVICES

The Committee received an updated report on the progress of the review of the Home Care Service. The Corporate Director, Opportunities, reported that the work of the Task and Finish Group, which had been set up to focus on organisation and resourcing issues, including the preparation of a draft Business Case for the reconfiguration of the Home Care Service, had been concluded.

Details of the draft Business Case, job descriptions, person specifications and structures were submitted.

The Trade Unions had indicated that they were now content to progress detailed consideration of the proposals through the Service Area consultative and communications framework. It was anticipated that a further report would be submitted to a future meeting of this Committee.

RESOLVED – That

- (i) the work undertaken to progress the Task and Finish Group be noted;
- (ii) the draft Business Case, job descriptions, person specifications and structures for the Home Care Service be noted;
- (iii) the ongoing work of reconfiguring the Home Care Service be progressed through the recognised Adult Service consultative and working arrangements;
- (iv) the work of the Task and Finish Group is concluded.

29 : ON-LINE RECRUITMENT

The Committee received a presentation on On-Line Recruitment, whereby it was proposed to replace the primarily manual and paper based processes for recruiting staff to a system that would allow direct access to job information and completion and submission of job applications online.

There was a need to provide a more streamlined and effective process to

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ensure that potential applicants to the Council had the knowledge that their applications were being dealt with effectively.

The current manual paper based transactional processing of the Council's recruitment system provided a significant opportunity for the application of E recruitment products that would provide efficiencies in staffing, postage, stationery and advertising costs.

It was recognised that paper applications would not disappear completely and indeed, the Trade Unions had commented that paper applications should still be acceptable and that those applying in this way should not be disadvantaged. It was confirmed that paper based applications would still be processed in addition to on-line applications.

Members stressed the need for confidentiality of applications and highlighted the need for effective data retrieval and storage and urged that safeguards be put in place. It was confirmed that paper controls which would ensure that the e-recruitment process met such requirements had been included in the tender specification.

RESOLVED – That

- (i) the proposals be noted;
- (ii) a progress report be submitted to a future meeting of this Committee.

30 : SINGLE STATUS/JOB EVALUATION - UPDATE

The Committee was advised that the Job Evaluation Pilot Exercise had commenced in February 2006 and was completed in January 2007. 9 pilot jobs were evaluated with staff completing Job Description Questionnaires (JDQ). The information was analysed and input into the job evaluation computer package. The posts in question represented a wide range of grades and jobs within various Service Areas of the Council. It became apparent that this process would be resource intensive and that it required further staff to assist in the project.

It had been hoped that at the end of the pilot exercise there would be some indication of the likely cost of the full job evaluation exercise. However, it became clear that further job evaluation data would be

needed before any pay modelling could take place.

The Steering Group had agreed to trial a “Workshop Process” for the second stage roll out of job evaluation to the rest of the Council and that this was being trialled with a number of jobs within the Culture, Leisure and Parks Service Area. A further report would be made to this Committee on progress of this revised process.

RESOLVED – That

- (i) the progress made on the Job Evaluation project be noted and this Committee continue to receive regular update reports on progress;
- (ii) a report on the progress of the trial of the new Job Evaluation Workshop Process be made to this Committee in April.

31 : REVISED EQUALITY STATEMENT

The Council’s current Strategic Equal Opportunities Policy Statement was submitted for Members’ consideration and approval.

The policy statement now required updating in order to better reflect the changes in legislation.

The “Putting Equalities into Practice (PEP) Group”, an in-house Council Group comprised of equality officers from across service areas had reviewed the existing policy statement and put forward proposals for improvement. A revised policy statement was submitted.

RESOLVED – That the revised Cardiff Council Equalities statement as submitted as Appendix B to the report be approved.

32 : EMPLOYEE RELATIONS MATTERS

The Committee considered the outcome of a meeting of the Works Council held on 13 December 2006. The following issues were discussed at that meeting:

- Worklife Balance Strategy
- Sickness Absence Policy

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- Partnership Working with Trade Unions
- Essential Car Users Allowances
- Making the Connections – Delivering Better Services for Wales
- Single Status and Job Evaluation Update
- Energy Efficiency in Council Buildings
- Childcare Voucher Update
- Service Area Joint Committee
- Equality and Diversity Update
- Budget Update
- Trade Union Training
- Recognition of a Long Service Employee

RESOLVED – That the issues discussed at the Works Council be noted.

(The meeting closed at 4.40pm)