

EMPLOYMENT CONDITIONS COMMITTEE

23 APRIL 2007

Present: County Councillor Stephens (Chairperson);
County Councillors Berman, Derbyshire, Jones and
Sheppard

Apologies: County Councillors Salway, Walker and Walsh

35 : MINUTES

The minutes of the meeting held on 27 March 2007 were approved as a correct record and signed by the Chairperson.

36 : WORK-LIFE BALANCE STRATEGY – PILOT PROPOSALS FOR REVISED FLEXIBLE WORKING SCHEME

Further to the report to Committee on 16 October 2006 which provided background to the Work-life Balance Strategy Project and the partnership approach working with Chwarae Teg, the Committee considered a report which updated Members on further developments and outlined a proposal to pilot a revised Flexible Working Hours Scheme within the Council.

The report outlined the benefits of the proposals to both employers and employees.

The Committee was advised that a Work-life Balance Project Group had been established; the priority areas of focus included a review of the Council's current Flexible Working Hours Scheme (originally agreed in 1997) and consideration of how Team Based Solutions could be implemented for groups/teams who are not able to access the Flexitime Scheme.

Members noted the update and raised a number of issues including that the removal of the core hours might make it difficult to manage flexi leave requirements particularly in the case of half days.

It was confirmed that removal of the core hours was proposed, however, Service delivery must be maintained and this would need to be managed by each Service area.

It was suggested that an assessment should be made of the impact on Service delivery as part of the monitoring arrangements established for the Pilot.

RESOLVED – That

- (1) the pilot proposal for implementation of Revised Working Hours Scheme be agreed;
- (2) the proposed revised Scheme and frequently asked questions attached as appendices A and B respectively, be agreed;
- (3) a progress report on the effectiveness of the pilot exercise be considered at a future meeting of the Employment Conditions Committee; and
- (4) an update report be submitted to a future meeting of this Committee on progress with Team Based Flexible Working Solutions.

37 : CRIMINAL RECORDS BUREAU – POLICY AND PROCEDURE FOR MANAGING DISCLOSURE IN RELATION TO EMPLOYMENT

The Committee considered a report which set out the proposed policy and procedure for managing disclosure in relation to employment, which will apply to new appointments and existing staff in jobs/posts designated as requiring some level of disclosure. The Committee was advised that this policy was based on best practice CRB guidelines and outlined key procedures to be followed in relation to jobs designated as requiring some level of check.

RESOLVED – That

- (1) the proposed policy and procedure for managing disclosure in relation to employment, which was attached as appendix A to the report, be approved;
- (2) that arrangements be put in place to achieve a rolling programme of three or five yearly disclosure checks for existing Council employees in identified jobs;

- (3) prospective applicants and existing employees in relevant job categories be made fully aware of details, arrangements, implications and requirements of the policy.

38 : PEOPLE STRATEGY

The Committee received a report and proposed People Strategy that provides a clear statement about how the Council will achieve its objectives through its people. The Committee noted there was currently no overarching framework within which the council can engage, enthuse and value the unique contribution of all employees.

The proposed Strategy is based on best practice arrangements elsewhere, including a number of high performing CPA Authorities and is designed to explain in user friendly terms to existing and prospective employees the Council's commitment to its people activities.

The Committee was advised that the People Strategy was underpinned by a three year People and Leadership Programme which is being managed via the Council's Project Quality Assurance approach which delivers on the following four key organisational themes:

- Organisational Development
- Employer of Choice
- Employee Engagement
- Employee Development

RESOLVED – That

- (1) the People Strategy attached as appendix A to the report be noted and recommended to the Executive for approval;
- (2) an update report be submitted to a future meeting of the Committee.

39 : SCHOOL ORGANISATION – HUMAN RESOURCES IMPLICATIONS

In April 2006 the Employment Conditions Committee considered a report which highlighted the key Human Resources issues arising out of the 21st Century Schools' – City Wide Investment Plan. The report specifically

addressed issues arising from a planned reduction in surplus school places which clearly would impact on the number of staff working in schools across Cardiff.

The Council established a Schools Sub Committee whose main task was to consider again the issues related to school organisation in the City and to inform and advise the Executive, with the intention that revised school organisation proposals should be produced for consultation.

The Committee received a report which contained recommendations in relation to:

- salary protection/safeguarding
- recruitment and retention
- individual school ranges
- support mechanisms

The key aims were for a consistent, fair and transparent approach to be taken and to comply with the statutory requirements.

RESOLVED – That the following proposals be agreed and recommended to the Executive for approval:

- (1) the Human Resources Framework be adopted as the basis for managing Human Resources issues and that the framework is used alongside specific strategies and plans to support each individual school organisation change;
- (2) in the interests of equal treatment and consistency, school support staff affected by school organisation proposals have access to the same rights of safeguarding/salary protection as teachers, for a period of up to three years, in circumstances where a post has been lost as a result of:
 - the discontinuance of a school
 - a prescribed alteration to, or the reorganisation of, a school

safeguarding/salary protection will apply where the school support staff member is employed by the same Authority or at a school maintained by the same Authority and where the post is in a different school. The period of safeguarding/salary protection will

be subject to certain exceptions, for instance where the member of staff is subsequently paid on a higher point on the pay spine or is paid on a different pay scale;

- (3) criteria be developed to determine the circumstances in which it is considered appropriate for governing bodies to agree to the awarding of recruitment and retention incentives and benefits and that the payment of these also apply to school staff, subject to the criteria being met;
- (4) in the interests of consistency and equity, guidance be provided to school governing bodies on how they can apply statutory pay provisions to ensure that any significant change in the role of the headteacher is appropriately recognised.