

EMPLOYER / TRADE UNION COMMITTEE

Monday, 9th March, 2020

Present:-

Councillor P Gilby (Chair)

Kate Harley	Human Resources	Councillors	Serjeant
Ade McCormick	Executive Director	Helen Fox	Chief
Paula Stephens	Unite		Accountant
Liam Rich	Unite	Huw Bowen	Chief
Tony Devereux	UNISON		Executive
Paul Longley	UNISON	Maria Slack	UNISON
Lesley Waller	UNISON		

*Matters dealt with under the Delegation Scheme

20 **APOLOGIES**

Apologies were received from Andrew Fowler and Councillor Jean Innes.

21 **MINUTES**

The minutes were accepted as a true record subject to the agreed amendment to minute no. 18.

22 **MATTERS ARISING FROM THE MINUTES**

There were no items arising from the minutes.

23 **BUDGET UPDATE**

The Chief Accountant provided an update on the budget to the committee. The medium-term budget had been agreed at a meeting of the full council. A surplus of £148,000 was forecast for 2020 and a surplus of £16,000 was forecast for 2021. In the subsequent years it was expected that there would be a deficit.

The committee heard that the Council is required to set a balanced budget and therefore an action plan had been developed, in order to reduce the anticipated deficits. The action plan included several themes as follows;

- the transfer of services from Arvato and Kier back to the council
- potential income from Commercial Services
- a review of assets
- applying cultural exemptions on VAT
- investment in activities to generate more income e.g. the office suites at Waterside
- voluntary redundancies
- procurement savings

It was hoped that these measures would generate more savings than necessary in order to provide an element of flexibility should other budget pressures arise.

24 **LIVING WAGE**

The Human Resources Manager presented a report to the committee on the implementation of the Living Wage. It was heard that, prior to the national review of NJC pay implemented in 2019, the Council had paid a voluntary living wage allowance to all staff on Green Book terms. The pay review raised the lowest rate of pay above the voluntary living wage rate and therefore it had not been necessary to supplement wages. The pay award for 2020 was under negotiation and it was anticipated that it would not be agreed until summer 2020.

It was proposed that the voluntary living wage be reinstated from April 2020 to April 2021, to be reviewed annually. The committee was assured that all members of staff affected would be contacted and that the terms of the agreement would be clearly stated in the letter.

***RESOLVED**

That the payment of the Voluntary Living Wage be approved for 2020/21.

25 **MENTAL HEALTH FIRST AID**

The Human Resources Manager presented a report to the committee proposing the implementation of a Mental Health First Aid (MHFA) Programme. The committee was advised that stress and depression

continue to be the leading cause of sickness absence in the council. In order to help combat this, it was recommended that the council implement the MHFA Programme training First Aiders across the workforce able to signpost employees to appropriate support.

The First Aiders would provide a friendly face within the organisation that staff members would feel more comfortable talking to, perhaps than with their line manager. The desired outcome was enabling people to be more open about issues they may be facing. The committee heard that the more staff that could be trained, the better and that a monthly network meeting would be established for First Aiders and HR to monitor and evaluate the programme and provide support.

It was agreed that this was a welcome policy that would help to break down stigma and barriers. The Union representatives asked if they would be eligible for the training given the support they offer to their members on mental health and other issues. The committee was assured that once the initial training had been carried out the programme would be rolled out as widely as possible across all areas of the council with a broad demographic of volunteers. The application forms for volunteers were on Aspire and also on staff noticeboards at OSD.

***RESOLVED**

That the committee approve the implementation of this programme.

26 COMPETENCY FRAMEWORK

The Human Resources Manager presented the new Competency Framework which had undergone a trial phase with managers and was now ready to roll out more widely. A focus group had worked hard to ensure it was fit for purpose. The framework had been simplified into three levels and was aligned with the Council's four core values.

It was explained that staff would be given a one page document relevant to their level outlining the expected behaviours for an employee. It was intended to be used as a reference document and not a tick list. Managers had found it useful during the recruitment process and during PDP reviews. It was suggested that the framework would be a useful tool to initiate discussion with staff who were not demonstrating the required behaviours. Members were assured that training would be given on the

framework to ensure a clear and consistent message across the organisation.

Members were invited to submit comments within one week. The Chair praised the hard work undertaken by the Human Resources team to create the framework. It was noted that staff with a desire to progress within the organisation would find this a useful indication of the qualities that the Borough Council was looking for in its team members.

27 **ORGANISATIONAL DEVELOPMENT STRATEGY**

The Executive Director presented to the committee work in progress on a new Organisational Development Strategy. The strategy acknowledges that the workforce is one of the most important parts of the organisation and is composed of seven elements with seven outcomes. The action plan would cover the next three years and once complete, be on the intranet for all staff to access.

28 **PROJECT AND PROGRAMME MANAGEMENT**

The Executive Director presented to the committee an overview of the Council's new Project and Programme Management plans. This encompassed how projects are planned and delivered to ensure that there was a corporate approach to project management.

The plan had been presented to cabinet and its key themes aimed to ensure that there was a managed process in place, a one council approach and a reduction in costs. The committee heard that there was a need to focus on clear outcomes and an ability to prioritise projects. The design principles outlined had been formulated after speaking to employees across the Council and the committee was assured that appropriate training and resources would be provided. A Project Management Group (PMG) would be formed and CMT would be the Programme Board.

The Executive Director provided an example form that would be used to present a business case to ensure that the whole organisation was working to the same criteria. It was acknowledged that the Council delivers many successful projects but that more should be learned from each example. The implementation date for this plan was dependent on the ongoing CMT restructure and the committee would be advised of its progress.

29 **CORONAVIRUS**

The Executive Director gave an update on the Council's response to COVID-19. A meeting of the Derbyshire Resilience Forum had been attended by a CBC representative and a team had been formed at a local level in order to coordinate the Council's response to the developing situation. An action plan had been created and there was information on the intranet for all staff. Service areas had been asked to look at their local arrangements.

The Chief Executive advised that if anyone had concerns they should contact the core team immediately. The team were able to access specialist advice rapidly and hopefully prevent any panic. Extensive scenario planning had taken place but the overriding message to all staff at that time was in relation to hygiene and ensuring that everyone was following the NHS guidance around hand washing and 'Catch it, Bin it, Kill it'. The committee was assured that no problems with supplies had been encountered and that employees who were advised to self-isolate would not be subject to the standard absence triggers.

30 **CMT RESTRUCTURE**

The Executive Director advised that he would provide a full briefing on the CMT restructure to Union representatives at a pre-planned meeting.

31 **ARVATO/KIER TUPE**

The Leader of the Council informed the committee that preparations were under way to smoothly manage the return of staff and services to the Council currently provided by Arvato and Kier. Due to the nature of the contractual agreements, the data required to complete these arrangements would not be available until three months prior to the contract end.

The Chief Executive advised that CBC would honour the TUPE arrangements and that the Union representatives could reassure their members in that regard. It was also noted that the services currently provided on behalf of Derbyshire Dales District Council would continue to be delivered by CBC through a public public shared service agreement.

32 **DECLARATION OF CONFIDENTIALITY**

The Human Resources Manager referred back to the previous meeting when a query was raised regarding a Declaration of Confidentiality that employees in the Pavements Security team had been asked to sign. It was confirmed that advice had been sought from the Council's legal team. The guidance given stated that the GDPR training received by all staff covered the matters contained in the Declaration of Confidentiality and therefore it was not necessary to have this additional document.

33 DATE AND TIME OF THE NEXT MEETING

The next meeting would take place on Monday 6th April at 9.30am.