

## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 27 MARCH 2014

**PRESENT:** Councillor N M Rose - Chairman

Councillors: Miss P A Appleby  
S P Berry  
Mrs I A Darby  
D W Phillips  
M R Smith

**APOLOGIES FOR ABSENCE** were received from Councillors D Spate and M Stannard

#### 31 MINUTES

The Minutes of the meeting held on 6 February 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

#### 32 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 33 EXCLUSION OF THE PUBLIC

##### **RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

*Note: The relevant paragraph number from Part 1 of Schedule 12A is indicated at the end of the Minute heading.*

#### 34 HARMONISATION OF TERMS AND CONDITIONS CONSULTATION

The Committee considered a report which had been submitted to the Joint Appointments and Implementation Committee (JAIC) on 24 March 2014; and the Personnel Committee were asked to agree the recommendations within the report following a verbal update from the outcome of the JAIC meeting.

The report informed members of the outcome of the staff consultation, the substantive response from UNISON, Management Team general response and points for negotiation on the proposed harmonisation terms and conditions of employment. The aim following formal staff consultation was to reach a point whereby a collective agreement would be achieved with UNISON signing up to the proposals.

The report provided members with full details of the processes involved. The staff briefing sessions were well attended and feedback was received from staff and responded to accordingly. The Chief Executive outlined the content of the report and appendices to members and highlighted that the main issue for staff and UNISON was the proposed changes to protection and the points for negotiation were mainly in respect of the protection period and some concern in relation to travel expenses and overtime. The negotiation on protection period needed to take into consideration associated costs, although protection falls outside “cost neutral”. Members were informed that UNISON were seeking a protection period of 3 years but the management response was that 3 years was too long but if the protection period was amended to 2 years this would still produce a saving against the existing arrangements of £23,426. Members were advised of the indicative cost modelling for all staff for both Councils in respect of changes to protection periods.

Other areas that had been raised by UNISON and staff were changes to overtime; annual salary percentage increase, additional travel expenses and private health care option, which were considered by the Committee.

If the Committee were minded to agree the recommendation of officers to accept a 2 years protection period, then UNISON were to be consulted and they may want to re-ballot Union members. Further staff briefings were to be arranged with the aim of an implementation date of 1 May 2014. The Committee were advised that if a collective agreement could not be achieved then the Councils could try and seek individual agreement service by service which potentially could be detrimental to the “cost neutral” brief.

## **RESOLVED -**

- i) **That the content of the report was noted;**
- ii) **That the re-negotiated terms as proposed by Management Team be agreed, in principle; and**
- iii) **That delegated authority be given to the Chief Executive in consultation with the Joint Chairmen of JAIC to enter into the detail of formal negotiations with UNISON and move forward to implementation.**

## **35 FINANCE SHARED SERVICE CONSULTATION DOCUMENTS**

The Committee considered the report which set out the complete consultation document in respect of the Finance Shared Services, intended to be shared with Finance staff on 31 March 2014. The draft timetable was set out in detail in Appendix D and in summary was proposed to:-

- Start consultation on 31 March 2014
- End consultation on 30 April 2014
- Conduct the selection process during the weeks of 7 and 14 July 2014
- Implement joint services 1 August 2014

**RESOLVED -**

**That the draft consultation document and appendices be noted, prior to issuing to staff.**

**36 PARKING SHARED SERVICE REVIEW**

The Committee considered the report and appendices which set out the complete consultation document in respect of the Parking Services Shared Service, intended to be shared with Parking Service staff from Monday 31 March 2014. The draft timetable was set out in detail in Appendix D and in summary was proposed to:-

- Start consultation on 31 March 2014
- End consultation on 30 April 2014
- Conduct the selection process during the weeks of 7 and 13 July 2014
- Implement joint services 29 September 2014 through to the end of October 2014

**RESOLVED -**

**That the draft consultation document and appendices be noted, prior to issuing to staff.**

**37 PERFORMANCE RELATED PAY - UPDATE**

The Committee considered the update report in relation to Performance Related Pay (PRP) and the results for those employees who were still eligible to receive the payment for the period under review (January – December 2013). It was noted that the overall expenditure was less than the budget allocated for PRP, which was 4% of the total paybill.

It was anticipated that the number of eligible staff would decrease each year due to fewer employees being eligible to receive a payment, turnover of staff and other changes during the year. If all the service reviews had taken place and new joint services had been implemented, by the end of 2015 as proposed, the last payment of PRP would be made during March 2016. It was expected that any staff not covered by service reviews, for example the Crematorium, were to be migrated to the new terms and conditions in the same timescale but at that stage the impact would only be on a small amount of employees.

**RESOLVED -**

**That the report and appendices are noted.**

**The meeting ended at 6.12 pm**