

**BRISTOL CITY COUNCIL
HUMAN RESOURCES COMMITTEE**

19 JUNE 2008

Title: Managing Change Policy/Procedure:
Implications for New Opportunities Procedure
Ward: City Wide

Report of: Head of HR

Officer presenting report: Robert Britton, Head of HR

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1. Report Summary

The purpose of this report is to advise the Committee of the need to revise the implementation date of some elements of the Managing Change Policy/Procedure approved by this Committee at its previous meeting. The primary purpose in amending the implementation date is to recognise that there are now some inconsistencies between the Managing Change Procedure/Policy and the New Opportunities Procedure, which is due to be considered by this Committee at either the July or September 2008 meetings (depending upon consultation).

2. Recommendation

The Committee is asked to:

1) Revise the implementation date for the Managing Change pay protection arrangements from 1st May 2008 until 1st July 2008.

2) Delay the implementation date for the other changes set out in paragraph 5.3 below in order that consultation can be undertaken with the trade unions re. the proposed amendments to the New Opportunities Programme. This implementation date will not be later than 1st October 2008, and will be determined by this Committee when it receives the follow up report regarding the New Opportunity Programme amendments.

3. Policy

The revised Managing Change Policy/Procedure was approved by this Committee at its April 2008 meeting, and is in the process of being implemented. The New Opportunities Procedure is under review as stated above.

4. Consultation

(a) Internal

Consultation was carried out regarding the changes to this policy/procedure before it was considered by Members at their April meeting. No further consultation has taken place regarding the proposed change in implementation dates

(b) External

N/A

5. Background and Assessment

5.1 The key issues which affect the implementation date are that there are a number of employees currently within the scope of NOPS who the council needs to review in relation to the policy changes set out below. In addition consultation needs to be undertaken with the unions regarding revisions to NOPS, which has not yet taken place.

5.2 The major issue where the New Opportunities Programme is not now consistent with the Managing Change Policy/Procedure is pay protection. The revised MCP provisions are different from NOP because:

- pay protection in respect of “suitable alternative employment” will now be offered at up to 20% pay protection limit.
- Pay protection can be extended above this level where an employee opts to take a considerably lower paid post (above the 20% cut off) as an alternative to redundancy, for which they will receive full pay protection up to their substantive salary for a period of three years.

These provisions need to be incorporated into NOPS to reflect the HR Committee's early resolution.

5.3 Other significant factors include the following:

- The ringfence and redeployment arrangements for

employees on fixed term contracts, where these differ as a consequence of the revisions to the Managing Change Policy which is already approved by this Committee

- Managing Change Policy refers those who have been unsuccessful in their application for a ring-fenced post to NOP. Currently NOP caters for the redeployment of displaced employees into “suitable alternative posts” only. The revised Managing Change provisions allow for employees to volunteer to be redeployed into posts with a higher pay differential as an alternative to redundancy. NOPS does not cater for this at present.
- The arrangements regarding the offer of suitable alternative employment as set out in the new Managing Change policy, are not reflected in the wording within NOPS. Clarity is required under NOP to cover the situation where an employee declines an offer of suitable alternative employment.

5.4 Members are therefore asked to revise their previous resolution to avoid confusion between these two key policies/procedures, caused by the different implementation dates. It is also important that the revised Managing Change Policy/Procedure is implemented effectively across the Council, which includes briefings for senior managers/departmental management team.

6. Other Options Considered

N/A.

7. Risk Assessment

To leave the policy unchanged would potentially hamper swift and efficient management of change across the authority. Unless these two key policies/procedures are consistent, there would be the possibility of an individual employee(s) challenging the disparity in provisions/entitlement.

8. Equalities Impact Assessment

It is not envisaged that the proposed change and implementation date for the Managing Change Policy, as set out in recommendations 1 and 2 above, will have any material affect upon equalities. This situation will be reviewed when the follow up report regarding the New Opportunity Procedure is submitted to this Committee in either July or September 2008.

9. Legal and Resource Implications

Legal:

The revised Managing Change Policy sets out the procedure for fair dismissals on the grounds of redundancy.

(Advice from Kate Fryer, Solicitor)

Financial:

(a) Revenue

The unspecified increase in the pay protection ceiling from 15% will result in some increased costs for employing departments. It is anticipated that these will be more than offset through lower redundancy costs as more alternative employment will then be available.

Any other costs are anticipated to be minor, also offset through reduced redundancy, and will continue to fall upon the employing department unless agreed in advance to be corporately funded as a central initiative.

(Advice from Tim Wallis, Management Accountant)

(b) Capital N/A

(Advice from designated Finance Officer)

Land: N/A

Personnel: As set out in paragraphs 5.1 to 5.3 above.

Appendices: None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None