

# HR Committee

8<sup>th</sup> December 2017



**Report of:** Interim Service Director HR & Workforce

**Title:** Workforce Policy & Conditions Review - update

**Ward:** N/A

**Officer Presenting Report:** Mark Williams (HR Business Partner)

**Contact Telephone Number:** 0117 92 24838

## Recommendation

That the Committee notes the report.

## Summary

This report updates the Committee on progress in identifying and delivering the workforce policy savings agreed at full Council's Budget meeting in February 2017.

## The significant issues in the report are:

- Budgets have been reduced to meet the required level of savings for 2017/18.
- Savings for 2018/19 have been identified and negotiations are currently ongoing with the trade unions.



## Policy

1. The Council's policies will be adjusted as necessary to reflect any changes that are agreed following negotiations with the trade unions.

## Consultation

### 2. Internal

The Council's Strategic Leadership Team has approved the proposals. Negotiations with the trade unions in respect of contractual changes are on-going.

### 3. External

Not Applicable

## Context

4. In the current financial climate the Council has to look at ways to achieve savings and make every effort to reduce workforce costs without reducing staff. Our objective has been to focus on identifying savings based on the following principles:
  - Savings that do not reduce contractual pay or change core contractual terms.
  - Areas of discretionary expenditure, that are not fixed employee costs.
  - Developing proposals that do not adversely affect employee productivity, performance and morale.
5. The budget agreed by full Council created a requirement to generate savings of £270,000 in 2017/18. This has been delivered through the following measures:
  - Freezing pay progression for senior staff earning more than £50,000 per annum.
  - Increasing utilisation of the Annual Leave Top Up Scheme in 2017/18, including through an increase in the maximum number of days that can be purchased from 10 to 20 days per financial year.
6. For 2018/19, savings of £400,000 per annum have already been identified and will be delivered as a consequence of the introduction of the Bristol Contract in 2016. These savings arise through staff turnover and the end of time-limited pay protection in April 2018.
7. Negotiations are taking place with the trade unions on proposals to make further savings of £1.06m in relation to the Council's redundancy scheme, pay protection arrangements, use of interims/consultants and travel policy. Officers are seeking to reach a collective agreement with the trade unions and a further update will be provided to the Committee in due course. Negotiations are planned to reach a conclusion by the end of the year. If agreement can be reached, the trade unions have indicated that they are then likely to ballot their members on the proposals before signing a collective agreement.

## Proposal

8. That the Committee notes this report.

## Other Options Considered

9. None. Full Council agreed to make the savings identified in this report.

## Risk Assessment

10. Not required because this report is for information only.

## Public Sector Equality Duties

- 11a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 11b) Not required because this report is for information only.

## **Legal and Resource Implications**

### **Legal**

*“The report highlights proposed changes to the Council’s HR policies. The Council is acting in accordance with the legal requirement to undertake appropriate consultation with employees and their representatives in relation to any change to the Council’s terms and conditions of employment.”*

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Advice provided by Husinara Jones (Solicitor (Employment)), 10<sup>th</sup> November 2017

### **Financial**

#### **(a) Revenue**

*“The actions shown in the report are forecast to deliver the savings required for 2017/18 and Finance are working closely with HR to ensure delivery of the 2018/19 savings.”*

Advice provided by Kevin Lock (Finance Manager), 10<sup>th</sup> November 2017

#### **(b) Capital**

Not applicable.

### **Land**

Not applicable.

### **Personnel**

Not required because this report is for information only.

### **Appendices:**

None.

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **Background Papers:**

None.