

Report of the Director of Human Resources to the meeting of Executive to be held on 21 February 2017

Subject:

Addendum to the Executive Report of 7th February 2017

Summary statement:

Interim Trade Union feedback on the Budget Proposals

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Overview & Scrutiny Area:

Corporate

INTERIM TRADE UNION FEEDBACK ON THE BUDGET PROPOSALS:

This Addendum provides the additional feedback that has been received from the Trade Unions since the publication of the report of the previous Executive meeting.

The Addendum shows the feedback against the budget reference line only where additional comments have been made. The Addendum also includes feedback received from the Trade unions at the last Corporate Consultation meeting, held on 16th February 2017.

Statements from the Trade Unions in relation to their positions with regards to the budget line 4H2 which is linked to savings in relation to Terms and Conditions of Service are also enclosed in the feedback.

INTERIM TRADE UNION FEEDBACK – ADDENDUM TO EXECUTIVE REPORT OF 7 FEBRUARY 2017

ESTATES & PROPERTY			
Ref:	Date/Meeting	TU Feedback	Management Response
4R1	09/01/17	Unite queried if these issues should be raised at level 3 and suggested they should be raised at level 2.	Management noted the query and stated they would look into it. Version 2.2 of the spread sheet was shared.
	01/02/17	Unite stated that no Equality Impact Assessments had been completed, and queried why ISG had no contracts with the Council	Management informed the meeting that a consultation meeting was held on 26 January 17 to discuss how 188 consultations would be managed by Corporate Services. Management re-iterated that they are intending to carry out the consultation at service level, given the size of the new Corporate Services and the number of diverse services which sit within it. Management responded that EIA's had been completed and were on the website. They also stated staff were aware they should consider using ISG and asked Unite to provide examples of where this was not the case.
	14/02/17	Unite stated that the EIA was not detailed enough in reporting effected staff with protected characteristics.	Management responded that they would review the EIA and if appropriate revise it and share with the Unions.
NEXT LEVEL 3 DUE TO TAKE PLACE 01/03/17			
REGENERATION			
Ref:	Date/Meeting	TU Feedback	Management Response
4R6	07/02/17	No comments	Management advised that a response had been prepared (regarding a query raised by Unison about the impact of the proposals on statutory obligations and Health & Safety) and would be circulated with the minutes.

4R7		No comments	<p>Management advised that a response had been prepared and would be circulated with the minutes regarding the Statutory Requirements and Safety Aspect.</p> <p>With regard Stockbridge Depot - Management advised that following a consultation and issues raised by staff regarding accommodation at Stockbridge (Depot Reduction) - a further review has taken place and it has been recommended that this be removed and need to look at alternative ways of delivering the saving.</p>
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NEXT LEVEL 2 DUE TO TAKE PLACE 02/03/17

LEGAL & DEMOCRATIC SERVICES

Ref:	Date/Meeting	TU Feedback	Management Response/information provided
4L1	12/01/17: OJC Level 2	No questions from TU's	Regarding the saving of £55 k in 2018/19, Management indicated that the savings were dependent on the future scope of the Council and its decision-making processes, on which there was no clarity yet. The intention is to increase income as far as possible to achieve this saving but if not achievable, there may be a need to accept an application for voluntary redundancy. If, for example, there was a reduction in the number of Overview and Scrutiny Committees, staffing would need to be examined and any volunteer/s that came forward for voluntary redundancy might need to be accepted, but the overriding aim was to achieve the savings by income generation.
	18/01/17: OJC Level 2	No questions from TU's	No further update
	31/01/17: OJC Level 2	No questions from TU's	No further update
	07/02/17: OJC Level 2	No questions from TU's	Regarding the saving of £55 k in 2018/19, Management indicated that the savings were dependent on the future scope of the Council and its decision-making processes, on

			which there was no clarity yet. The intention is to increase income as far as possible to achieve this saving but if not achievable, there may be a need to accept an application for voluntary redundancy. If, for example, there was a reduction in the number of Overview and Scrutiny Committees, staffing would need to be examined and any volunteer/s that came forward for voluntary redundancy might need to be accepted, but the overriding aim was to achieve the savings by income generation.
	14/02/17: OJC Level 2		Meeting cancelled at TU's request
	21/02/17: OJC Level 2		Meeting cancelled at TU's request
OFFICE OF THE CHIEF EXECUTIVE			
Ref:	Date/Meeting	TU Feedback	Management Response/information provided
4X1	12/01/17: OJC Level 2	Question regarding job profiles for new positions	Management confirmed that the posts of 'Head of Marketing and Communications' and 'Head of PPC' have been advertised internally. Unite asked if they would be going external and Management advised that they were not expected to. Unite advised they would not be agreeable to that.
	12/01/17: OJC Level 2		Funded vacant posts Management confirmed that there are 4 funded vacant posts in the Office of the Chief Executive: 1. Assistant Director PPC post 2. Strategy and Engagement Officer post, full time on Scale PO3 – 5 3. Business Transformation Officer – full time on Scale PO3 / 5 – 2 posts Management confirmed that the budget for the AD post is staying within the OCX.

12/01/17: OJC Level 2	Unite raised the issue of the Complaints Support Officer which is showing on the structure as 'not been established' – Unite expressed surprise that this post was on the structure and colleagues are covering for this post.	Management advised that the changes must have taken place in the 2015 restructure but were not taken to an OJC Level 2 for which they apologised
12/01/17: OJC Level 2	Unite voiced anger that all vacancies classed as 'unallocated' have been covered by colleagues. They felt that we need to stop doing some things. Unison advised that we could make a case for there not being enough staff to maintain the Service	Management agreed that we need to look again at what we can stop doing.
12/01/17: OJC Level 2	Unison stressed the need to look at work / life balance or else stress and depression sickness absence was going to rise. Unison suggested that the current goodwill amongst staff could run out and there could be repercussions if hours were cut as part of the restructure on activities such as Elections.	Management advised that the Change Programme team has been a strong advocate for stopping doing some tasks.
12/01/17: OJC Level 2	Unite suggested that 'corporate services' seem to take a hit every year.	
12/01/17: OJC Level 2	Unite, whilst accepting that the restructure wasn't on the table yet, asked if there were any applications for voluntary redundancy	HR advised that letters setting out that position should have been sent to the applicants. HR to check if this has been done.
19/01/17: OJC Level 2	Meeting Cancelled at TU Request	
27/01/17: OJC Level 2	Unite asked what Management intended to do about the lack of applications for one of the posts?	Management advised that they have received one application for post of Head of Marketing and Communications. No applications have been received for

			<p>the post of Head of Policy, Performance and Change.</p> <p>Management advised that they did not know at this stage, and options needed to be considered, but they did need someone in place.</p>
	27/01/17: OJC Level 2	Unite requested profile of staff within OCX.	Management agreed to provide details as per HR. HR advised caution on the figures as staff did not have to reveal information about disability, gender, ethnicity etc.
	27/01/17: OJC Level 2	Unite requested information about VR request and what info had been provided to staff.	Management confirmed that there are 4 applications for voluntary redundancy. Two of those people have had letters turning down their application as both due to costs not meeting 2 year pay back. A decision on the remaining two posts will be taken once the restructure is in place. HR suggested that this should be shared with the two colleagues.
	27/01/17: OJC Level 2		<p>Management confirmed details about vacancies & advised that it should be 6 –</p> <ol style="list-style-type: none"> 1. Assistant Director PPC post 2. Strategy and Engagement Officer 3. Business Transformation Officer x2 <p>And the two temporary posts of:</p> <ol style="list-style-type: none"> 4. Head of Policy, Performance and Change 5. Head of Marketing and Communications
	27/01/17: OJC Level 2	No further issues raised but Unite asked for confirmation that the budget proposals will be tabled in the weeks after the Council Budget meeting on 23 February.	Management confirmed this is correct.
	27/01/17: OJC Level 2	Unite advised that staff are working flat out and we need to look at what we can stop doing. There was a discussion about the budget process.	Management encouraged all staff to look at how we can do things differently and what we can stop doing to counter falling resources.

	27/01/17: OJC Level 2	Unison said that we need to make it clear that the corporate budget cannot continue to be cut.	Management advised that Councillors have been supportive of the comms function in the past.
	27/01/17: OJC Level 2	Unison suggested that for a city the size of Bradford we have a small Comms team and a small corporate team.	
	02/02/17: OJC Level 2	Meeting cancelled at TU request	
	10/02/17: OJC Level 2	Meeting cancelled due to unavailability of 2 of 3 Unions and 3rd advising it could be cancelled.	

FINANCE

Ref:	Date/Meeting	TU Feedback	Management Response/information provided
4F1	20/01/17: OJC Level 3 (Finance)		
	31/01/17: OJC Level 2	No questions from TU's	
4F2	20/01/17: OJC Level 3 (Finance)		
4F3	31/01/17: OJC Level 2	No questions from TUs'	Management have received all the information regarding the DWP grant and are pleased to advise that the contingency the Council allowed for this is adequate to cover the gap. Therefore there will be no pressure on 17/18 budget in terms of this.
	08/02/17: OJC Level 3 (Revs & Bens)	TU's reported no feedback to share TU's asked about VR requests.	Management report one had been allowed, due to changing workloads and this wasn't part of the s188 process. A further 4 requests had been rejected as workloads do not permit release. Although this may change depending on future proposals

			Management explained that they had not yet developed proposals to make the savings of £160k in 18/19 and would share them with staff side as soon as they had.
4F4	20/01/17: OJC Level 3 (Finance)		
	31/01/17: OJC Level 2	TU's had not further questions	
4S1	18/01/17: OJC Level 3 (ICT)	No questions at this meeting from the TU's.	<p>It was agreed by all present that the frequency of the consultation meetings would take place every 2 weeks up to the end of February. Agenda items: Budget Cuts 17/18 and 18/19 and Structure proposals.</p> <p>Management reported a correction to the information shared at the Level 2 meeting. In terms of what has been committed to as a service for the next 2 financial years, in 17/18 there is no change to the base revenue budget but in 18/19 there is a reduction of £500K. In 17/18 there will be no change to staffing levels but in 18/19 the proposal is to reduce the FTE's by 2.</p>
	31/01/17: OJC Level 2	No questions from TU's	Management advised that some of the information presented in the previous spreadsheet overstated the number of employees affected. This has now been corrected and the information displayed on the document tabled on 31.01.17 - "Finance Budget Consultation 2017 2018 version 2.3" is correct."
	31/01/17: OJC Level 2	UNITE – The reason we would like consultation meetings to be held at Level 2 is to ensure uniformity across the authority as we believe there isn't a uniform approach across this department. For instance in IT Services, there have been 2 or 3 meetings held, yet there haven't been any S188 Level 3 meetings in Revenues,	Management confirmed it is our intention to continue to hold detailed consultation meetings at Level 3 and use this meeting as a collection point to capture issues raised and unlock any matters which cannot be resolved at Level 3. There was a Level 3 meeting arranged last week in Revenues, Benefits and Payroll which had to be cancelled due to the unavailability of trade unions reps. Management confirmed they will endeavour to arrange another date for

		<p>Benefits and Payroll.</p> <p>UNITE – Management are saying that we had Level 3 meetings last year and they felt things progressed well. However, we have notes from a meeting saying that Level 2 meetings would be held. We believe Level 2 meetings should be held to ensure uniformity across the Council.</p> <p>UNITE – has an Equality Impact assessment been completed for Corporate Services?</p>	<p>the Level 3 meeting as soon as possible to keep the dialogue going and ensure consistency across the Council. However, this year there hasn't been as much to discuss in terms of the budget proposals as there has been in previous years.</p> <p>We felt that the process worked well last year. In the former Finance Department, we had both Level 2 and Level 3 meetings as we are doing this year and we will continue to do so. If diary availability is an issue we will work round it.</p> <p>Not yet. We have the individual assessments which have been completed for the services which need collating.</p>
	01/02/17: OJC Level 3 (ICT)	TU's stated that the figures presented at Level 2 show that ICT have 5 vacancies when the 2 vacancies in Applications have been filled, therefore this should read 3.	<p>Management confirmed that this was correct and would ensure that the information is updated.</p> <p>No further updates at this stage from management.</p>
ENVIRONMENT & SPORT			
Ref:	Date/Meeting	TU Feedback	Management Response/information provided
4E1	26/01/17: OJC Level 2	Nothing further to add.	Management confirmed that the final report on Trust status is expected in mid February.
4E2	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E3	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E4	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E5	26/01/17: OJC Level 2	Nothing further to add	No further update.

4E6	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E7	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E8	26//01/17: OJC Level 2	Nothing further to add	No further update.
4E9	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E10	26/01/17: OJC Level 2	Nothing further to add	SH said that two petitions had been received, one in relation to Ian Clough Hall and one for Silsden Town Hall, in response to the budget consultation around proposals for community halls. Management is proposing a Community Asset Transfer for these buildings and are looking at how to support the process.
4E11	26/01/17: OJC Level 2	Nothing further to add	No further update.
4E12	26/01/17: OJC Level 2	Nothing further to add	No further update.

CHILDRENS

Ref:	Date/Meeting	TU Feedback	Management Response
4C1	02/02/17: E&ES OJC Level 3		Management gave a briefing on the high needs block. No further questions from TU's.
	26/01/17: Children's Level 2	ATL still awaiting the list of affected staff for this and other budget proposals.	Management will shortly have a proposal to put forward following the decisions by Schools Forum on 18 January.
	26/01/17: Children's Level 2	ATL asked when this would be ratified.	Management confirmed it would be the 23 February. It would be possible to have an 'off the record' chat to show direction of travel but until 23 February could not confirm. Schools Forum came to a clear recommendation and Cllr Khan said he would support that recommendation so we are working on that.
	26/01/17: Children's Level 2	ATL asked if this would translate to numbers of staff affected.	Management advised the business case would give some numbers but in 2018/19 the budget will face a bigger hit so this will be worked through incrementally. Headline figures will be available for Level 3 next week and

			service areas. Some areas may not be as affected as thought, e.g. the Information Management Team have good buy in from schools and are trading well so this is a good model to put forward.
	19/01/17: E&ES OJC Level 3	TU's feedback re insurance policies for maternity. Understanding is that Secondaries cannot access this policy but Primaries and Early Years can buy into this.	Management updated that this was discussed at Schools Forum on 18 January. For final clarification, the minutes of that meeting will need to be checked. Management will update.
4C2	26/01/17: Children's Level 2	UNISON asked if there would be an additional restructure in the Play Team.	Management confirmed there would not be a further restructure following the one recently completed.
	19/01/17: E&ES OJC Level 3	UNISON queried which teams were affected under this proposal.	Management advised the Play Team had been restructured to take into account changes to the DSG. Pre-school language development was factored in as funding was time limited. Restructure of the Early Years Learning Team has already taken place. The possible restructuring of the FIS needs to be considered and further developed.
4C4	19/01/17: Social Care Level 3	Unison asked if it was proposed that Social Worker's case notes would be carried on the tablet ?	Management response was that there would be no cost to the Department for the tablets as the money would come out of central funds.
4C5	26/01/17: Children's Level 2	UNISON noted concerns about Early Help cases not being picked up at the 'frontdoor' as they don't meet the criteria. Need to discuss the gateway to services and ensure resources are available.	Management advised that there is a review of the 'frontdoor' and recognition that Early Help needs to fit in that process. Any practice issues need to be picked up with Jim Hopkinson outside of this meeting.
4C6	02/02/17: Children's Social Care Level 3	Issue raised at the last OJC meeting about a potential blockage in the system about SW's having to keep cases for 28 days and a 20 cases backlog. Unison asked the question how were we going to sort out the backlog as this will have a knock on	Management said they would undertake an investigation and agreed to report back to OJC Level III on 16.2.17. David Perkins, Unison to send e-mail to Jim Hopkinson.

		situation at the front end?	
4C9	02/02/17: Children's Social Care Level 3	Unison asked a question in relation to the £50,000 saving we want to make with the recruitment and training of foster carers and how are we going to achieve that?	Management acknowledged that it has been difficult to recruit foster carers and the adjustment to the foster carer fees has impacted on some, but the fact is that we do need more foster carers. Mike Cowlam is preparing an independent review of our fostering service. Agreed this report will be brought to OJC Level III on the 16th February. In terms of us taking out a Team Manager in Year 2, there will be no movement on this until we have seen Mike Cowlam's report.

HUMAN RESOURCES

Ref:	Date/Meeting	TU Feedback from Corporate Consultation Meeting
4H2	16/02/17	<p>Joint Statement from GMB and Unison:</p> <p>UNISON and GMB are disappointed that the Council has put terms and conditions savings forward as part of its budget proposals. Our members working in local government have faced years of pay restraint causing their real incomes to fall significantly since 2010. However, on the basis that none of the areas for consideration fall within the scope of NJC 'Green Book' Part II terms and conditions, we are obliged to engage in discussions. Providing that there is a commitment by management to follow the proper NJC mechanisms for negotiating Part III provisions, we will listen carefully to any proposals put forward, consult with our members and respond accordingly.</p> <p>Whilst this is a position we do not want to have to be in, the Council is permitted to put forward proposals to amend Part III conditions (as indeed are the trade unions) under the NJC rules agreed nationally by UNISON, GMB and Unite. We may not ultimately reach agreement, but it is our duty to ensure that our members have a voice in these matters and it would be a failure on the part of the trade unions to seek to avoid such discussions simply because they are difficult.</p> <p>As we do not yet have any firm proposals as to how the Council intends to make the £400,000 savings proposed in the budget, it is impossible to provide detailed feedback. This can only come after we have had the opportunity to receive further detailed information and then consult with our membership about the impact of any changes. However, it has already been brought to our attention by HR that some irregularities</p>

have developed in the way that the Council makes premium payments under Part III, Section 2 of the 'Green Book'. In particular, attention has been drawn to the receipt of additional hours payments being made to officers paid above scp 28. We recognise that the approved mechanism for dealing with additional hours for such officers is either flexitime or TOIL. Providing, therefore, that employees are given the opportunity for compensatory time-off, we believe that the authority may be able to make a saving that would not affect the contractual rights of employees. Notwithstanding the above, the 'Green Book' does permit additional payments to be made for employees above scp 28 where there are 'planned additional hours'. It may therefore be necessary for management to approach the unions to deal with exceptional situations to ensure that operational needs are met. However, this should not be the norm.

As we accept that it is not appropriate for individuals to receive payments that fall outside local collective agreements conforming to the 'Green Book' we anticipate that further discussions may be required to ensure that premium payments are equitably applied across the Council. As it has been proposed that the Authority intends to review its premium payments in line with other West Yorkshire Councils, we believe it is important to point out that Bradford may actually be paying less in some respects so it is important that we see the benchmarking information. We are particularly keen to ensure that lower paid workers are not detrimentally affected in any review.

With regard to the essential car user (ECU) allowance, it is accepted that, as a Part III provision, the Council is likewise entitled to propose changes. However there was a recent Collective Agreement to provide some protection in 2014 so any change is expected to receive a very strong response from UNISON and GMB members. In the interests of industrial relations, we believe it would therefore be prudent to push back this proposal.

The Council must also consider that any proposals to remove ECU will affect occupations where there are already recruitment & retention problems e.g. Social Workers, so this could result in even further problems for Bradford.

Statement from Unite:

Unite do not agree with that statement and we would not accept any changes to terms and conditions. The essential user part is a collective agreement and must remain in place to maintain the integrity of agreements made in good faith.