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To: Personnel Committee **Date:** 16 May 2012

Subject: Terms & Conditions Review

Classification: Unrestricted

Summary:

There is a requirement to make savings of £500k from terms and conditions as of April 2013. This generates an opportunity to take a broader, more considered approach to a review of terms and conditions. In order to make more informed choices staff should be consulted about what to change, both in the shorter and longer term.

1. INTRODUCTION

- 1.1 Personnel Committee on 23 September considered changes to weekend / out of hours working and sickness absence provision however took the view that any alterations should be taken in a broader context.
- 1.2 The Authority has already made changes to terms and conditions over recent years as part of cost saving requirements. This has included removal of Essential user allowance, lease car scheme and medical insurance.
- 1.3 As part of the Local Pay Bargaining process, which was endorsed by Personnel Committee and Council, a further £500k of savings is to be made from Terms & Conditions from April 2013.
- 1.4 Rather than finding elements which can be cut by the required amount the opportunity can be taken to consider the overall employment package and the best changes to make, taking into account the potential cumulative longer term impact and implications.
- 1.5 This will mean that the authority continues to offer valued terms, conditions and benefits which are set within the Council's total reward approach, balancing value for money and ensuring a competitive position in the appropriate recruitment 'markets'.
- 1.6 The overall intention is to give greater clarity, simplicity and consistency in what we pay and allow the authority to continue to be able to compete for talent in the future.
- 1.7 The authority has endorsed an Engagement Strategy which this approach can help deliver in practice.

2. PROPOSED CONSULTATION

- 2.1 In order to ensure any changes are made in a considered and informed way it is proposed that a variety of consultation mechanisms are established. This can be in the form of surveys, focus groups and established internal communication mechanisms.
- 2.2 Our recognised trades unions would also be part of the consultation process as they have an important part to play in helping define our employment package in the longer term.
- 2.3 Although it will be unlikely or indeed impossible to please all staff 100%, using a variety of channels and audiences we can establish what changes will work best for the majority of people and using it in reality for the authority.
- 2.4 By asking the right questions in the right way the process, as well as the outcome, is intended to enhance employee engagement.

3. TIMESCALES

- 3.1 The proposed timescale is:-

Process and scope	May
Consultation	June - September
Consideration	October
Notice	November
Implementation	April 2013
Subsequent phases	April 2014 and beyond

4. RECOMMENDATION

- 4.1 Personnel Committee is invited to endorse the proposed approach

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