

Draft Minutes of the Local Joint Consultative Committee Meeting held on Tuesday 13th February 2007 at the Council Offices, Monkton Park, Chippenham at 2.30pm

Present:

Employer's side: Councillors D.B. Allen, V.H. Greenman and J. M. Wood

Staff side: A. Inkpen and B. Matthews (UNISON)

Officers Present: D. Burbidge (Chief Executive), L. May (Policy and Democratic Services Assistant), and E. Orchard (Human Resources Team Leader)

LJCC58. Election of Chairman

Resolved that B. Matthews (UNISON) be elected as Chairman for the meeting.

B. Matthews (UNISON) in the Chair.

LJCC59. Apologies for Absence

There were no apologies for absence received.

LJCC60. Minutes

Consideration was given to the Minutes of the meeting of the Local Joint Consultative Committee held on 20th December 2006.

Resolved that the Minutes of the Meeting of the Local Joint Consultative Committee held on 20th December 2006 be approved and signed as a correct record.

LJCC61. Declarations of Interest

No declarations of interest were received.

LJCC62. Exclusion of Press and Public

Resolved that under Section 100A(4) of The Local Government Act, 1972, the public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Agenda item/Report name	Paragraph of the Act / Schedule describing the exemption
Agenda Item 6 - Proposed Structure Changes	Paragraphs 1, 2 and 4 of the Act

LJCC63. Proposed Structure Changes

Consideration was given to Report No. 6 (circulated on 12th February 2007) which gave details of the Council's proposed structure changes and the possible impacts and related procedures.

At the meeting UNISON circulated their response to the report that will be considered by the Executive and Personnel, Licensing and Administration Committee on 15th February 2007 in relation to the review of the senior management and functional structure of the Council. **This is attached to these Minutes as Appendix 1.**

Issues discussed during consideration of this item included:

- That the Council is committed to making savings of £250k in the budget and if this restructure did not go forward, those savings would have to be found and made from somewhere else;
- UNISON's concerns that they had had little time to consider the report prior to the meeting and were, therefore, unable to comment on the merits or otherwise of the proposals;
- That this was the fourth management re-organisation in ten years.
- That UNISON welcomed the fact that management had indicated the desire to consult with them formally regarding the potential redundancies even though the proposed numbers involved were below the statutory limit. They wished to record that if redundancies did increase over 20 as a result of separate reports the obligation to consult would become mandatory;
- That it was the view of the Consultants and the Task Group that the current structure was not working;
- What might be put in place to test and evaluate the success or otherwise of the proposed restructure;
- How the Council could improve its customer focus and encourage teams to work more closely together;
- The importance of a culture change to ensure the success of any structure change;
- That UNISON were confused on how the proposed savings would be met;
- UNISON's view that Members should be given more information to enable them to make their decision including proposed grades and job descriptions,;
- The impact on temporary staff arrangements;

- The proposed recruitment process;
- The training requirements of those appointed to the new structure;
- UNISON's concerns over the timing of the proposed restructure, particularly in light of the County Council's bid for a Unitary Authority, the Job Evaluation process that is nearing completion and the District Council elections;
- UNISON's concerns on the make up of the implementation group charged with the initial implementation and the fact that it included a contractor who was not appointed for that purpose;
- That UNISON's view was noted and it was Management's view that it is necessary to have a senior financial adviser on the implementation group;
- UNISON's view that there was an imbalance of numbers of staff reporting to and workloads of the proposed Deputy Chief Executives;
- The effects on staff morale and that it would take between 12 and 24 months for any changes and improvements to be realised; and
- What the Council intended to do about the other issues highlighted by the Consultants in their report.

Resolved that UNISON's written submission would be presented to Personnel, Licensing and Administration Committee at their meeting on 15th February 2007.

LJCC64. Any Other Business

E. Orchard wished to make minor amendments to the relevant policies and procedures (which were circulated at the meeting) in order to clarify them so that they were clearer and easily understandable by those who would need to refer to them during this process.

Resolved that

- 1) The amendments to the policies and procedures (detailed below) made at the meeting be accepted by the Local Joint Consultative Committee and that E. Orchard be authorised to make the changes to the documents;
 - i) Appointment Process to be Applied During Restructure;
 - ii) Early Termination of Employment by Reason of Redundancy or in the Efficiency of the Service Policy 2006;
 - iii) Appendix 1 to the Early Termination of Employment by Reason of Redundancy or Efficiency of the Service;
 - iv) Appendix 2 to the Early Termination of Employment by Reason of Redundancy or Efficiency of the Service
 - v) Redeployment Policy;

Local Joint Consultative Committee Minutes – 13th February 2007

- vi) Appendix 1 to Redeployment Policy - Procedure to be Applied;
 - vii) Appendix 2 to the Early Payment of Pensions Policy.
- 2) A report go to a future meeting of the Personnel, Licensing and Administration Committee for them to note the changes to the policies and procedures agreed at this meeting.

The meeting concluded at 4.55pm.