

**REPORT TO THE PERSONNEL LICENSING
AND ADMINISTRATION COMMITTEE**

Urgent Report No. 13

Date of Meeting	5 March 2007
Title of Report	Redundancy Policy and Processes Leisure Centres
Link to Corporate Priorities	<ol style="list-style-type: none"> 1. To ensure high quality, cost effective services. 2. To enable the provision of responsive, accessible and fair services delivered with courtesy and care. 3. To safeguard and enhance the assets and resources of North Wiltshire and the wider community. 4. Asset Management – Managing the Council’s land and property holdings to obtain the maximum return for the Council and local communities.
Public Report	Yes

<p>Summary of Report</p> <p>This report outlines why the Council is presenting a policy and procedure on redundancy specific to the Leisure Centres.</p>
<p>Officer Recommendations</p> <p>The Personnel, Licensing and Administration Committee are asked to approve Redundancy Policy & Procedures specific to the Leisure Centres.</p>

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.				
Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
Yes	Yes	No	Yes	Yes

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1. Introduction

- 1.1 The purpose of the report is to present to Personnel Licensing and Administration Committee the Redundancy Policy and Processes being used at the Leisure Centres.

2. Options and Options Appraisal

- 2.1 Option 1 – to agree to the Redundancy Policy and Processes specific to the Leisure Centres.
- 2.2 Option 2 – not to agree to the Redundancy Policy and Processes specific to the Leisure Centre.

3. Background Information

- 3.1 On Tuesday, 20 February 2007 the staff formerly employed by North Wiltshire Leisure Ltd, (NWLL) were transferred into North Wiltshire District Council in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE). This was an urgent action taken to protect the employment of the NWLL staff.
- 3.2 At the time of transfer the Leisure Centres were going through a redundancy process. NWLL did not recognise a trade union and therefore all of the process had been agreed through employee representatives. However, North Wiltshire District Council does recognise a trade union (Unison) and therefore has a collective bargaining process.
- 3.3 In order for the Leisure Centres to continue with the redundancy process the policy and processes they are using must be formally agreed through the Local Joint Consultative Committee and approved by Personnel, Licensing and Administration Committee. As there has not been time to call a Local Joint Consultative Committee, it has been agreed by the trade union and the Chair of Personnel, Licensing and Administration Committee that the Regional Trade Union Representative can speak directly to this Committee.
- 3.4 At this time it is the intention of the Council to transfer the Leisure Centres to another external provider on 1 April 2007. It is therefore, considered inappropriate for the Council to fully harmonise terms and conditions of employment in the short time the Leisure Centre employees will be with the District Council. Therefore, it is the recommendation of the Human Resources Team Leader that the Council approves the policy and process in the attached Appendices.

4. Financial Implications

- 4.1 The cost to the Council of not having an agreed redundancy policy and procedure could be considerable, both in terms of time and financial resources, due to the potential for employment tribunal claims.

5. Equality & Diversity Implications

- 5.1 The redundancy policy and process have been devised to ensure that the employees are treated fairly and equitably.

6. Human Resources Implications

6.1 All actions will be taken with due regard to current employment legislation all other Human Resources implications are contained within the body of the report

7. Legal Implications

7.1 All actions will be taken in accordance with the current legislation.

8. Risk Analysis

8.1 Failure to have an agreed redundancy policy will leave the Council open to employment tribunal claims and will damage employee relations with the trade union.

Appendices:	<ul style="list-style-type: none">• Appendix A – Voluntary Redundancy Agreement• Appendix B – The Redundancy Process• Appendix C - Selection Process - Recreation Assistant• Appendix D - Potential Redundancies FAQ's• Appendix E - Staff Announcement letter• Appendix F - Staff Representatives FAQ's• Appendix G - Staff Representatives letter• Appendix H - Challenge Form• Appendix I - Leisure Centre Redundancy Policy
Background Documents Used in the Preparation of this Report:	<ul style="list-style-type: none">• Employment Regulations

Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•