AGENDA ITEM No......

POLICY AND RESOURCES (HUMAN RESOURCES) SUB – 6 November 2008

Motherwell, 6 November 2008 at 2 pm.

A Meeting of the POLICY AND RESOURCES (HUMAN RESOURCES) SUB-COMMITTEE

PRESENT

Councillor Jones, Convener; Councillors Adamson, Goldie, Harmon, Hogg, Irvine, Key, J. Love, F. McKay, McKenna, Morgan, Robertson, Ross, Smith and Alan Valentine.

CHAIR

Councillor Jones (Convener) presided.

IN ATTENDANCE

The Committee Services Manager, Chief Personnel Officer (Policy and Training) and Senior Personnel Officer, Corporate Services.

APOLOGIES

Provost Curley; Councillor Kelly.

DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC. (SCOTLAND) ACT 2000

1. The meeting noted that there were no declarations of interest.

JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES - MINUTE

2. There was submitted the Minute of the meeting of the Joint Consultative Committee for Local Government employees held on 18 September 2008 as detailed in the Annex to this Minute.

Decided: that the terms of the Minute be approved and noted.

MINUTES OF MEETINGS OF SUB-COMMITTEES

3. There were submitted the Minutes of the meeting of the Policy and Resources (Human Resources Appeals) Sub-Committee held on 5 September and 20 October 2008; the Policy and Resources (Human Resources Early Retirement) Sub-Committee held on 30 June and 22 September 2008, and the Policy and Resources (Sounding Board) Sub-Committee held on 27 August 2008.

Decided: that the terms of the Minutes be approved and noted.

CHIEF EXECUTIVE'S OFFICE - STRUCTURE REVIEW

4. With reference to paragraph 28 of the Minute of the meeting of the Policy and Resources Committee held on 16 September 2008, when the Committee, for its interest, approved a report (docketed as relative to the meeting of that Committee) dated 20 August 2008 by the Chief Executive setting out proposals for the restructure of the Chief Executive's Office which included (1) the formalisation of
interim management arrangements agreed in March 2007; (2) integration of graphics and marketing functions into corporate communications, including a reconfigured Management Structure to support the extended remit and to be renamed the Communications and Marketing Section; (3) the consolidation of the policy and performance, information and research and the service improvement function into the two operating units; (4) the final phase of the consolidation of regeneration services, principally addressing anomalies in the current structure; (5) minor structural changes within the support functions of the Chief Executive’s Office, and (6) additional annual costs savings of approximately £96,000 while consolidating savings of £110,000 previously identified as a consequence of the non-filling of the post of Assistant Chief Executive (Community Regeneration) and referred that report for the consideration of this Sub-Committee, the report was submitted accordingly.

Thereon, the Convener informed Members that of the two options listed in the report, Option A had already been approved by the Policy and Resources Committee. The Convener further advised that only one post would require to be referred to the Early Retirement Sub-Committee and not two posts as stated in the report.

Decided: that the various changes to the establishment of the Chief Executive’s Office as outlined within the report be approved subject to option A, the creation of a post of Head of Corporate Communications and Marketing, being adopted and implemented, be approved.

ENVIRONMENTAL SERVICES - CATERING SERVICES STAFFING ESTABLISHMENT - SUMMERLEE MUSEUM OF SCOTTISH INDUSTRIAL LIFE

5. With reference to paragraph 18 of the Minute of the meeting of the Environmental Services Committee held on 22 October 2008, at which approval was given to proposed staffing levels within Summerlee Museum of Scottish Life, there was submitted a report (docketed as relative to the meeting of that Committee) dated 22 October 2008 by the Head of Facility Support Services proposing, for the reasons detailed therein, (1) the establishment of six posts of Catering Assistants the total hours of which would equate to 115 hours or 3.2 full-time equivalents, and (2) to redesignate and regrade one post of Senior Catering Assistant to one post of Catering Manager.

Thereon, the Chief Personnel Officer advised that reference in the report made to Catering Supervisor, should in fact read Senior Catering Assistant.

Decided:

(1) that the establishment of Environmental Services be increased by six posts of Catering Assistant at salary grade NLC3, the total hours of which would equate to 115 hours or 3.2 full-time equivalents, and

(2) to redesignate and regrade one post of Senior Catering Assistant to one post of Catering Manager at salary grade NLC6.

FINANCE AND CUSTOMER SERVICES - DATA CUSTODIAN

6. With reference to paragraph 9 of the Minute of the meeting of the Policy and Resources (Finance and Customer Services) Sub-Committee held on 5 November 2008, at which approval was given to create a post of Data Custodian to maintain the Council’s newly created corporate data within the Corporate Address Gazetteer and the Citizens Account, there was submitted a report (docketed as relative to the meeting of that Sub-Committee) dated 23 September 2008 by the Head of E-Government and Service Development seeking approval, for the reasons detailed therein, to establish one post of Data Custodian at salary grade NLC10.
Decided: that the establishment of Finance and Customer Services be increased by one post of Data Custodian at salary grade NLC10.

HOUSING AND SOCIAL WORK SERVICES

(1) SCP OVERTIME MONITORING REPORT 1 APRIL TO 31 AUGUST 2008

7. With reference to paragraph 15 of the Minute of the meeting of the Housing and Social Work Services Committee held on 22 October 2008, at which it was advised of overtime hours worked by employees who had reached the earnings ceiling and those who are paid on or above SCP35, there was submitted a report (docketed as relative to the meeting of that Committee) dated 19 September 2008 by the Head of Housing and Social Work Resources providing details of payment of overtime for staff graded above SCP 35.

Decided: that for staff graded above SCP35 as specified in the report, subject to overtime being paid at a maximum of SCP35, the payment of overtime be noted.

(2) STAFFING IN RESIDENTIAL CARE HOMES

8. With reference to paragraph 10 of the Minute of the meeting of the Housing and Social Work Services Committee held on 22 October 2008, at which approval was given to staffing changes within residential care homes for older people to ensure that the service meets the Care Commission staffing requirements, there was submitted the report (docketed as relative to the meeting of that Committee) dated 2 October 2008 by the Head of Social Work Development setting out the proposals for staffing changes within residential care homes for older people, to ensure that the service meets Care Commission staffing requirements.

Decided: that the various changes to the establishment of Housing and Social Work Services within residential care homes for older people as detailed within the report be approved.

(3) DEVELOPMENT OF A NORTH LANARKSHIRE OUT OF HOURS EMERGENCY SOCIAL WORK SERVICE

9. With reference to paragraph 8 of the Minute of the meeting of the Housing and Social Work Services Committee held on 22 October 2008, at which approval was given to proposals and funding to progress the Out of Hours Social Work Service in North Lanarkshire, there was submitted the report (docketed as relative to the meeting of that Committee) dated 23 September 2008 by the Head of Social Work Services/Chief Social Work Officer (1) setting out the proposals for the development of an Out of Hours Emergency Social Work Service in North Lanarkshire, and (2) seeking approval to establish two posts of Senior Social Worker and three posts of Social Worker.

Decided: that the establishment of Housing and Social Work Services be increased by two posts of Senior Social Worker at salary grade NLC12 and three posts of Social Worker at salary grade NLC10.
DEVELOPMENT OF THE CHILDREN’S RIGHTS SERVICE FOR CHILDREN AND YOUNG PEOPLE ACCESSING SOCIAL WORK SERVICES

10. With reference to paragraph 6 of the Minute of the meeting of the Housing and Social Work Services Committee held on 22 October 2008, at which approval was given to proposals and funding to further develop the Children’s Rights Service, there was submitted the report (docketed as relative to the meeting of that Committee) dated 8 October 2008 by the Head of Social Work Services/Chief Social Work Officer setting out the proposals to further develop the Children’s Rights Service for children and young people accessing Social Work Services including the proposal that, in order to expand the service to enable all looked after and accommodated children and young people to be provided with a service, (1) one post of Senior Children’s Rights Officer at salary grade NLC12 be deleted; (2) the Who Cares Scotland Service be extended to provide a local co-ordinator and fund two additional posts, and (3) the existing postholder (Senior Children’s Rights Officer) be transferred to a vacant post at the same salary grade.

Decided:

(1) that one post of Senior Children’s Rights Officer at salary grade NLC12 be deleted from the establishment of Housing and Social Work Services;
(2) that the Who Cares Scotland service be extended to provide a local co-ordinator and fund two additional posts, and
(3) that the existing postholder be transferred to a vacant post at the same grade within the Service.

LEARNING AND LEISURE SERVICES

(1) RECONFIGURATION OF POSTS IN THE TECHNICAL SUPPORT SERVICE

11. With reference to paragraph 18 of the Minute of the meeting of the Learning and Leisure Services Committee held on 21 October 2008, at which approval was given to the reconfiguration of posts within the Technical Services Support of Learning and Leisure Services, there was submitted a report (docketed as relative to the meeting of that Committee) dated 14 September 2008 by the Head of Educational Resources seeking approval, for the reasons detailed therein, to (1) redesignate and regrade one post of Centre Engineer to one post of Technology Support Officer at salary grade NLC9; (2) transfer the existing administrative support post into the IT and Technical Support Service Structure at salary grade NLC2; (3) reconfigure and regrade the currently vacant Administrative Support post to Administrative Assistant (IT Support) at salary grade NLC4, and (4) make permanent the remaining temporary Administrative Support post.

Decided:

(1) to redesignate and regrade one post of Centre Engineer to one post of Technology Support Officer at salary grade NLC9;
(2) to redesignate and regrade one Administrative Support post to Administrative Assistant (IT Support) at salary grade NLC4;
(3) to transfer one Administrative Support post from the Quality Improvement Service structure to the IT and Technical Support Service structure, and
(4) to make permanent the temporary post of Administrative Support at salary grade NLC2.
(2) COMMUNITY LEARNING AND DEVELOPMENT – ESTABLISHMENT OF SESSIONAL PROVISION

12. With reference to paragraph 19 of the Minute of the meeting of the Learning and Leisure Services Committee held on 21 October 2008, at which approval was given to core sessional provision within the Community Learning and Development Division of Learning and Leisure Services, there was submitted the report (docketed as relative to the meeting of that Committee) dated 18 September 2008 by the Head of Community Information and Learning detailing the proposal, in order to ensure an effective and quality service delivery, for the establishment of (1) Support and Assistant Support Sessional Worker posts up to a maximum of 17 full time equivalents (FTE) whose sessional rate would be based on a pro rata calculation of NLC7 and NLC3 respectively, and (2) Temporary Support and Assistant Support Sessional Worker posts up to a maximum of 17 FTE whose sessional rate would be based on a pro rata calculation of NLC7 and NLC3 respectively.

Decided: that the establishment of

(1) Support and Assistant Support Sessional Worker posts up to a maximum of 17 FTE equivalents whose sessional rate be based on a pro rata calculation of NLC7 and NLC3 respectively, be approved,

(2) temporary Support and Assistant Support Sessional Worker posts up to a maximum of 17 FTE whose sessional rate would be based on a pro rata calculation of NLC7 and NLC3 respectively until 31 March 2010, be approved.

(3) KILBOWIE OUTDOOR CENTRE: ESTABLISHMENT OF NIGHT WATCH COVER

13. With reference to paragraph 20 of the Minute of the meeting of the Learning and Leisure Services Committee held on 21 October 2008, at which it was advised of the outcome of a review of overnight staffing cover at Kilbowie Outdoor Centre, Oban and there was approved the provision of night watch cover, there was submitted a report (docketed as relative to the meeting of that Committee) dated 14 September 2008 by the Head of Community Information and Learning recommending, for the reasons detailed therein, the establishment of two part-time posts of Night Watchperson at salary grade NLC2 (25 hours per week).

Decided: that the establishment of Learning and Leisure Services be increased by two part-time posts of Night Watchperson (25 hours per week) at salary grade NLC2.

(4) APPOINTMENT OF A PERMANENT ADMINISTRATIVE ASSISTANT TO THE LANARKSHIRE EDUCATIONAL TRUST SCHEME

14. With reference to paragraph 21 of the Minute of the meeting of the Learning and Leisure Services Committee held on 21 October 2008, at which approval was given to make permanent the part-time post of Administrative Assistant within the Quality Improvement Service, there was submitted the report (docketed as relative to the meeting of that Committee) dated 30 September 2008 by the Head of Education Quality and Development recommending, for the reasons detailed therein, that the part-time post of Trust Administrative Assistant be made permanent.

Decided: that the temporary post of Trust Administrative Assistant (14 hours) be made permanent.
PERSONNEL UPDATE FOR MEMBERS

15. There was submitted a report (docketed) dated 23 October 2008 by the Executive Director of Corporate Services advising of various circulars which had been lodged within the Members' Library and published in the Council's intranet system.

Decided: that the terms of the report be noted.

ABSENCE STATISTICS – 1 JULY TO 30 SEPTEMBER 2008

16. There was submitted a report (docketed) dated 24 October 2008 by the Head of Human Resources (1) providing absence statistics together with a breakdown of figures within the services of the Council for the period from 1 July to 30 September 2008, and (2) containing observations thereon of the Head of Human Resources.

Decided: that the terms of the report be noted.

The Convener, being of the opinion that the following item of business was relevant, competent and urgent, authorised its consideration as a matter of urgency.

CONSULTATION ON THE LOCAL GOVERNMENT (DISCRETIONARY PAYMENTS AND INJURY BENEFITS) (SCOTLAND) AMENDMENT REGULATIONS 2008

17. There was submitted a report (docketed) dated 30 October 2008 by the Head of Human Resources seeking homologation of the Council's response to the Scottish Public Pensions Agency consultation on the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2008 (1) outlining the background to the consultation which related principally to the proposed introduction of a third tier, one off, lump sum ill health compensation payment and the increase of the maximum lump sum severance payment from the current maximum of 66 weeks to 104 weeks, and (2) setting out in Section 3.2 of the report a response to the proposals submitted by the Head of Human Resources on behalf of the Council.

Decided: that the action taken by the Head of Human Resources in responding to Scottish Public Pensions Agency consultation on Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2008 be homologated.
ANNEX

Motherwell, 18 September 2008 at 2 pm.

A Meeting of the JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES

PRESENT

R. Power, Unite (T & G Section) (Convener); Councillors Irvine, F. McKay, McKenna, McKeown and Smith; L. Millar, GMB; M. Scroggie, Unite (T & G Section) and K. Lipton, C. Murphy and J. Stark, UNISON.

CHAIR

Ricky Power, TGWU (Convener) presided.

IN ATTENDANCE

The Administrative Officer (Committee and Civic Governance Services), Head of Human Resources, Chief Personnel Officer (Operations), Chief Personnel Officer (Policy and Training) and Principal Training Officer, Corporate Services, Executive Director of Environmental Services and Head of Revenue Services.

APOLOGIES

Councillors Chadha, McGlinchey, Morgan and Alan Valentine; M. Brown and J. Gebbie, GMB; J. Corry, Unite (T & G Section) and C. Armstrong, G. Naismith and S. Walker, UNISON.

JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES - MINUTE

1. There was submitted the Minute of the meeting of the Joint Consultative Committee for Local Government Employees held on 31 January 2008.

   The Committee noted the Minute of the meeting of the Joint Consultative Committee for Local Government Employees held on 31 January 2008.

SERVICE AND PEOPLE FIRST - ORGANISATIONAL VALUES

2. There was submitted copy letter dated 2 September 2008 prepared by the Executive Director of Corporate Services enclosing the draft statement of organisational values. The Executive Director of Environmental Services was heard in explanation of the third strand of the Service and People First initiative which sought to enhance and develop the culture of the Council as an organisation with a greater customer focus and enabling attitude. He then advised that, following discussion, the Council had identified that one of the ways to progress this issue was by the development of a set of organisational values with which the Council would wish to be associated and would seek to adopt and embed in the work and functions the Council undertakes.

   The Head of Human Resources intimated that comments were sought from the Trade Unions on the organisational values and should be submitted to Heather Liddle, Human Resources no later than 3 October 2008.

   Thereafter, Heather Liddle advised that 10 Focus Groups had been established comprising of 120 Council employees to provide feedback on the organisational values and the issues of communication and leadership which emanated from the staff survey and a full report would be submitted to the Chief Officers Group on 21 October 2008.

   The Committee noted the position.
The Convener exercised his discretion to vary the order of business as hereinafter Minuted.

URGENT REVIEW OF MILEAGE RATES

3. The Trade Union representatives requested that consideration be given to reviewing mileage rates for staff in light of the increase in the operating costs of cars to ensure that Council services were not affected as staff would be unwilling to use their cars for Council business.

The Head of Human Resources indicated that the Head of Revenue Services had written to HM Revenue and Customs requesting that their mileage rate be reviewed and that to date no response had been received. The Head of Human Resources added that each Service was required to manage travel and that meantime the agreed rate would continue to be paid.

The Committee noted the position.

ABSENCE STATISTICS - 1 APRIL TO 30 JUNE 2008 AND CONSIDERATION OF RECORDING OF INDUSTRIAL INJURIES

4. There was submitted a report dated 19 August 2008 by the Head of Human Resources (1) providing absence statistics together with a breakdown of figures within each Service of the Council for the period from 1 April to 30 June 2008, and (2) containing her observations thereon.

The Trade Union representatives enquired whether industrial injuries could be recorded separately from absence figures.

The Chief Personnel Officer (Operations) (1) intimated that the Council was obliged to record its absence in its current format, however, it was looking at ways of developing accident recording and absence recording in Cyborg and that whilst the new system would include work related absences it did not record industrial injuries separately, and (2) suggested that the monitoring of work related absences could be undertaken by the Health, Safety and Welfare Forum.

The Committee noted the position.

NATIONAL RECRUITMENT PORTAL

5. There was submitted a report dated 8 September 2008 by the Head of Human Resources (1) advising of arrangements to implement a new national online recruitment system; (2) intimating that the formal launch of the portal was planned for October 2008, and (3) setting out the advantages for both applicants and the Council.

The Committee noted the position.

LOCAL GOVERNMENT PENSION REFORM

6. The Chief Personnel Officer (Operations) provided Members with an update on the Local Government Pension Scheme reforms which would be introduced in April 2009 and advised that Strathclyde Pension Fund had offered to provide presentations to the Corporate Management Team, employee groupings and Trade Union representatives.

The Trade Union representatives requested that any paperwork issued prior to the implementation of the new scheme be sent to all JCC delegates and in addition requested an update on the Flexible Retirement Policy.
The Head of Human Resources intimated that there was no further update in respect of the Flexible Retirement Policy and that any correspondence received in respect of the Pension Scheme would be issued to JCC delegates.

The Committee noted the position.

DEVELOPMENT OF NEW COUNCIL WEBSITE

7. The Head of Human Resources intimated that the Council was in the process of developing a new website and Intranet site and that there was an opportunity to provide a bulletin board to each Trade Union to provide updates and information to their Members with the target date for implementation of the new sites of early 2009.

The Trade Union representatives welcomed the initiative and requested that the proposal be taken forward, however, intimated that there were still a large number of locations without access to the Intranet/Internet.

The Executive Director of Environmental Services intimated that work was ongoing to provide work stations in depots and that janitors should have access to PCs in school facilities.

The Committee noted the position.

COUNCIL WIDE INITIATIVES ON REDUCING ABSENCE

8. The Trade Union representatives requested that the Easi Website and early access to physiotherapy initiatives be rolled out to all Services of the Council.

The Head of Human Resources intimated that there were a number of pilot schemes ongoing in Housing and Social Work Services and following an evaluation of these schemes, consideration would be given to rolling them out to all Council Services.

The Committee noted the position.

FORMAL POLICY AND CONDUCT OF INVESTIGATIONS/FACT FINDINGS

9. The Trade Union representatives requested that a formal policy be developed in respect of the conduct of investigations/fact findings as there were a number of lengthy investigations which have been ongoing for two to three years which given the timescales placed employees under stress.

The Head of Human Resources intimated that it was not the intention of the Council to develop a prescriptive policy in respect of the conduct of investigations/fact findings. However, she would issue guidance to each Service of the Council recommending that, at the start of each investigation, indicative timescales be provided to staff and should there be a requirement to extend this timescale all parties be advised accordingly.

The Head of Human Resources requested that the Trade Union representatives pass to her details of those investigations which had been ongoing for two/three years.

The Committee noted the position.
RECONSIDERATION OF THE ISSUE OF TRAVEL ALLOWANCES FOR EMPLOYEES BEING REDEPLOYED OR THEIR WORK LOCATION TRANSFERRED

10. The Trade Union representatives requested that consideration be given to providing travel allowances for employees being redeployed to a different work location to ensure that individual employees were not out of pocket.

The Head of Human Resources intimated that, while staff on NLC contracts had a clause inserted into their contracts intimating that work locations can be changed with no provision for excess travel, all services of the Council took into account the individual circumstances of each employee and that, on a case by case basis, a measured approach would be adopted.

The Trade Union representatives intimated that there were a number of individual cases where the work location of staff had been changed in circumstances such as new build schools and that some staff were required to walk to work as there was no bus service available.

The Head of Human Resources advised that individual cases in the first instance should be taken up with the service prior to referral to the Head of Human Resources or, thereafter, consideration at the Corporate JCC.

The Committee noted the position.

SESSIONAL EMPLOYEES – CONDITIONS OF SERVICE

11. The Trade Union representatives intimated that as a result of Service and People First restructuring sessional youth workers and other sessional workers had lost out on the right to be treated as part-time workers.

The Chief Personnel Officer (Operations) intimated that, in the first instance, these issues should be raised at a service level. However, she advised that a report on sessional youth workers was being submitted to a future meeting of Learning and Leisure Services Committee.

The Committee noted the position.