

North Lanarkshire Council Report

Joint Consultative Committee

Agenda item 3 approval noting Ref FW/AMM Date 04/06/2018

Progress Report

From: Fiona Whittaker, Head of Business,
Organisational and People Solutions

Telephone: Tel 01698 520626

Email: whittakerf@northlan.gov.uk

Executive Summary

The enclosed report provides further information for JCC members on a number of agreed agenda items for discussion at the meeting.

Recommendations

It is recommended that the contents of the report be noted, and there will be opportunity for further discussion at the meeting.

Supporting Documents

Appendix 1 – Unison's Apprenticeship Charter

1. Background

1.1 The following items have been included on the agenda for the meeting on 12th June 2018:

- 4 Weekly Pay Cycle
- Apprenticeship Charter
- Update on ongoing Policy Reviews.
- TUC Dying to Work Charter
- Scheme of Delegation for Staffing Changes

1.2 Set out below is a brief update on each of the items, to assist with preparation for the meeting.

2. Report

- 2.1 **4 Weekly Pay Cycle** – following challenge and discussion at the last Council JCC, regarding the Council's decision to adopt a 4 Weekly Pay Cycle, which was taken as part of its base budget adjustment in February, further discussions have taken place regarding this decision. Sufficiently detailed information regarding the implications of the decision, and in particular its impact on the broader terms and conditions of employees, was not available to Elected Members prior to the decision being made. Agreement has now been reached with the Assistant Chief Executive of Infrastructure that this proposal will be fully revisited with appropriate input and consultation with staff and joint Trade Unions as to the most appropriate way forward.
- 2.2 **Apprenticeship Charter** – Unison and a number of Elected Members have expressed a desire for the Council to sign up to Unison's Apprenticeship Charter (see Appendix 1). The Council already complies with the majority of the Charter's requirements and therefore we will include it in our current review of Apprenticeships across the Council with a view to signing up to the charter as soon as is practicable.
- 2.3 **Policy Reviews** – A number of policy reviews were approved at the last Enterprise and Housing Resources Committee and these included the revised Code of Conduct, the Reward and Recognition Policy and associated employee benefits and the revised Smarter Working Policy. All policies have been fully consulted on with the joint Trade Unions. The Code of Conduct has now been fully communicated to all staff and is available on the Council's website. Communications regarding the new Reward and Recognition policy and associated staff benefits are expected within the next few weeks. The Smarter Working policy will require full Council sign off on June 21st before it can go live.
- 2.4 **TUC Dying to Work Charter** – The TUC Dying to Work Charter, proposed at the last JCC meeting has now been fully approved by the Council. Dates are now being sought to facilitate a public signing of the Charter.
- 2.5 **Scheme of Delegation** – Under the Council's new Scheme of Delegation, agreed at Full Council in February, small changes to staffing structures or to individual roles below Head of Service will be managed and approved via Assistant Chief Executives and Core CMT. Joint Trade Union consultation arrangements for these changes will be through service JCC's and it is the responsibility of Heads of Service and Assistant Chief Executives to ensure that meaningful consultation takes place for these changes with both staff and union colleagues. Larger and more complex structure changes, including significant service delivery model changes will continue to be taken to a relevant Committee following meaningful consultation with both staff and trade unions at a local level.

3. Next steps

- 3.1 The items outlined above will be tabled for discussion at the JJC meeting and relevant officers will be present to respond to any questions as necessary.
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4. Implications

Financial Impact

There are no significant financial impacts.

HR/Policy/Legislative Impact

All HR impacts are detailed in the relevant policy documents.

Environmental Impact

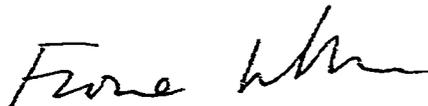
There are no environmental impacts.

Risk Impact

There are no significant risks associated with the items outlined above.

5. Measures of success

- 5.1 The Council continues to develop its employee policies and processes in full consultation with Elected Members and Trade Union colleagues and in service of the Council's wider Ambition and Business Plan to 2020.
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Head of Business Organisational & People Solutions

UNISON's Apprenticeship Charter



UNISON's apprenticeship charter provides a tool to ensure apprenticeships deliver positive outcomes for both apprentices and employers.

Well funded, high quality apprenticeships which lead to a meaningful job, make an important contribution in addressing skills gaps and tackling youth unemployment. The most effective apprenticeships are developed by a joint approach, involving employers, trade unions, training providers, and apprentices.

UNISON will actively support schemes which meet the following criteria:

Apprentices have the right to:

- An employment contract.
- A job offer, once their apprenticeship is complete.
- Payment at the rate for the job.
- The same terms and conditions as existing workplace policies and procedures.
- High quality training - both on and off the job.
- Appropriate job supervision, pastoral support and clarity about rights and responsibilities.
- Not be used for job substitution, including covering staff shortages of any duration.
- A safe and healthy working environment - free from discrimination and bullying.
- Join and participate in a trade union of their choice.
- Remain on the same contract, terms and conditions, if they are already existing employees who start an apprenticeship.

Employers have a responsibility to:

- Conduct a skills audit, to properly determine their organisation's needs.
- Negotiate with relevant trade unions, to develop a high quality apprenticeship scheme, which ensures apprentices' rights are respected.
- Select and monitor a high-quality training provider.
- Ensure the apprenticeship leads to a real job.
- Recognise apprenticeships as investing in future labour, rather than 'cheap labour'.
- Keep existing employees informed about the introduction of the apprenticeship scheme.
- Provide support and training for the supervisors of apprentices.
- Meet regularly with apprentices and their representatives.
- Actively challenge job stereotyping.
- Encourage and celebrate apprentices.

unison.org.uk/apprentices

Apprentices can join UNISON for just £10