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Date: 25 Sep 2018



**Members of the
Joint Consultative Committee for Local Government Employees Committee**

Notice is given that a Meeting of the **JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES COMMITTEE** is to be held within the Civic Centre, Motherwell on Tuesday, 2 October 2018 at 2:00 pm which you are requested to attend.

The agenda of business is attached.

A handwritten signature in black ink, appearing to be "Lesley Dysart".

Head of Business for Legal and Democratic Solutions

Members : Councillor Duffy, Vice-Convener; Councillors: D Ashraf, D Baird, T Cochrane, T Douglas, A Feeney, S Goldsack, P Kelly, J Logue, H McVey, D Stocks and Alan Valentine.

M Quigley, Unison, Convener; P Cairns, B Fletcher and C McGuire, GMB; M Scroggie and J Rooney, Unite (T&G); and J Baxter, D Lowrie, J Paterson, W Shearer, J Struthers and J Watson, UNISON.



Agenda

- (1) Election of Convener and Vice-Convener

- (2) Declarations of Interest in terms of the Ethical Standards in Public Life Etc. (Scotland) Act

- (3) Minute of Meeting of the Joint Consultative Committee for Local Government Employees of 12 June 2018 (page 5 - 6)
Submit Minute of Meeting of the Joint Consultative Committee for Local Government Employees of 12 June 2018 (copy herewith)

- (4) Cycle2Work Scheme (page 7 - 10)
Submit report by the Head of Business Organisational and People Solutions providing an update on the Cycle2Work scheme which offers employees of the Council discounted bikes and cycling accessories (copy herewith)

- (5) iTrent Update (page 11 - 14)
Submit report by the Head of Business Organisational and People Solutions providing an update on the current status of the rollout of the iTrent system across the Council with specific reference to the viewing of payroll information and payslips online and the proposed next steps for full roll out of this facility to all employees across the Council (copy herewith)

- (6) Digital NL
Verbal update by the Head of Business Organisational and People Solutions

**JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES –
12 June 2018**

Motherwell, 12 June 2018 at 2 pm.

A Meeting of the **JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT
EMPLOYEES**

PRESENT

M. Quigley, UNISON, Convener; Councillor Duffy, Vice-Convener; Councillors Douglas, Kelly, Logue, H. McVey and Stocks; P. Cairns, C. McGuire and D. Murphy, GMB; J. Baxter, W. Shearer, J. Watson and A. Whisker, UNISON, and P. O'Hara and J. Rooney, Unite (T & G).

CHAIR

M. Quigley, UNISON (Convener) presided.

IN ATTENDANCE

The Head of Business, Organisational and People Solutions; Employee Relations Manager; Employee Service Centre Manager; Talent and Organisation Development Manager, and Administrative Officer (Legal and Democratic Solutions).

APOLOGIES

Councillors Cochrane, Feeney, Goldsack and Alan Valentine, B. Fletcher, GMB and M. Scroggie, Unite (T & G).

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

1. There were no declarations of interest.

**MINUTE OF MEETING OF THE JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT
EMPLOYEES OF 20 MARCH 2018**

2. There was submitted the Minute of the Joint Consultative Committee for Local Government Employees of 20 March 2018.

In respect of paragraph 10, Joanne Baxter, UNISON requested further information regarding the Pupil Equity Fund. The Head of Business, Organisational and People Solutions advised that she would contact officers within the Education Service and provide Joanne Baxter with an update in due course.

Decided: that the terms of the Minute be noted.

UPDATE REPORT

3. There was submitted a report by the Head of Business, Organisational and People Solutions, providing further information in respect of the four weekly pay cycle, the Apprenticeship Charter, the ongoing Policy reviews, the TUC Dying to Work Charter and the Scheme of Delegation for staffing changes, which advised that (1) agreement had now been reached with the Assistant Chief Executive (Infrastructure) regarding the four weekly pay cycle and that the proposal would be fully re-visited with appropriate input, including consultation with staff and joint Trade Unions, as to the most appropriate

**JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES –
12 June 2018**

way forward; (2) the Council currently complied with the majority of the Apprenticeship Charter's requirements, attached as Appendix 1 to the report, and that this would be included in the Council's current review of apprenticeships, with a view to signing up to the Charter as soon as practicable; (3) the revised Code of Conduct, the Reward and Recognition Policy and associated employee benefits, and the revised Smarter Working Policy had been reviewed and approved by the Enterprise and Housing Committee on 10 May 2018 and that (a) all policies had been the subject of full consultation with the joint Trade Unions, and (b) staff had already been advised of the changes made to some of the policies and further communication would take place before the end of June 2018; (4) the TUC Dying to Work Charter had been approved by the Council and dates were now being sought to facilitate a public signing of the Charter, and (5) with regard to the Scheme of Delegation, (a) small changes to staffing structures or individual roles below Head of Service level would be managed and approved by the Assistant Chief Executives and Core CMT, with joint Trade Union consultation arrangements for these changes being made through Service JCCs, and (b) larger scale and more complex structure changes would be taken to the relevant Committee following consultation with both staff and Trade Unions.

Thereon, there was a full discussion on the Apprenticeship Charter and, thereafter, Members agreed to sign up to the Apprenticeship Charter.

The Employee Relations Manager spoke to the Policy reviews and advised of the main changes to the Smarter Working Policy, the Employee Code of Conduct and the Reward and Recognition Scheme, as well as the development of the Work Well NL Programme.

Following an enquiry from John Watson, UNISON, on when a report on the Flexible Retirement Scheme would be available, the Employee Relations Manager advised that a report would be submitted to a future meeting of the Enterprise and Housing Committee.

The Trade Union representatives then expressed concern that some members of staff still did not have access to their payslips and following discussion it was proposed that an update report on iTrent with regard to access to payslips be submitted to the next meeting of the Committee on 2 October 2018.

Decided:

- (1) that the Council sign up to the Apprenticeship Charter;
- (2) that a further report be submitted to the next meeting of the Committee providing an update on iTrent with regard to access to payslips for staff members, and
- (3) that the update on the Policy Reviews be noted.

CONVENER'S REMARKS

The Convener thanked the members of the Committee for their help and assistance in her year as Convener.

North Lanarkshire Council Report

Joint Consultative Committee

approval noting

Ref JH/FW

Date 20th September
2018

Cycle to Work

From Jennifer Hardy, Employee Service Centre Manager

Email hardyj@northlan.gov.uk

Telephone 01698403574

Executive Summary

This report is a brief update on the Cycle2Work scheme (in partnership with Halfords) which offers employees of North Lanarkshire Council discounted bikes and cycling accessories.

Following a number of issues that came to light in the administration of the scheme earlier in the year, this report details the steps taken by the Employee Service Centre to avoid further issues and updates on the uptake of the scheme to date.

Recommendations

It is recommended that the Joint Consultative Committee:

- Consider the content of this report
- Note the steps taken to address previous issues
- Note the positive nature of the scheme and benefit for employees

Supporting Documents

Council business plan to 2020

The Cycle2Work Scheme the following business plan priorities:

- Support more people to be able to look after their own health and wellbeing and self-manage health conditions

1. Background

- 1.1 The Cycle2Work scheme (in partnership with Halfords) offers employees of North Lanarkshire Council discounted bikes and cycling accessories. Staff were able to apply for this opportunity between 1st August 2018 and 14th September 2018.
 - 1.2 A link to the Halfords website can be accessed from NL Life and Connect along with a link to clear step by step guidance for employees.
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2. Report

- 2.1 Based on learnings identified from the implementation of the scheme in 2017, an additional step has been added to ensure that employees are fully clear on the financial implications associated with joining the scheme.
 - 2.2 When the employee signs up for the hire agreement, Halfords e-mail the Employee Service Centre (ESC) for authorisation. Before the authorisation is given to Halfords to order the bike, the ESC asks the employee to confirm by e-mail that they are happy with the deductions from their pay over the year. This ensures no employee has deductions taken without their full awareness of the reason for the deduction.
 - 2.3 Additionally, a number of technical issues last year resulted in a delay in the deductions being taken from employee's salary. This year all technical issues have been resolved and deductions will commence from the first available pay.
 - 2.4 It should be noted that uptake levels for the scheme in 2018 to date have been significantly lower than in 2017, with only 29 employees signed up to the scheme, of which 28 have been authorised. We are still waiting for 1 employee to confirm that they wish to go ahead.
 - 2.5 Any confirmed agreements that have been authorised will have the deduction processed for the next pay.
 - 2.6 On the basis of this amended process and the resolution of the technical issues, there are no anticipated issues with the transactional elements of the Cycle2Work scheme going forward.
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3. Equality and Diversity

3.1 Fairer Scotland and Equality Impact Assessment

No assessment required as changes ensure a fairer and more transparent arrangement.

4. Implications

4.1 Financial Impact

None

4.2 HR/Policy/Legislative Impact

None

4.3 Environmental Impact

Positive if uptake increases and more bikes are used instead of cars.

4.4 Risk Impact

Steps taken will reduce risk to the organisation relating to employees being unclear of the process.

5. Measures of success

5.1 No complaints relating to the process for sign up of the scheme.

5.2 Employees reporting a positive experience with the scheme.

North Lanarkshire Council Report

Joint Consultative Committee

approval noting

Ref JH/FW

Date 20th September
2018

iTrent Update

From Jennifer Hardy, Employee Service Centre Manager

Email hardyj@northlan.gov.uk

Telephone 01698403574

Executive Summary

This report provides an update on the current status of the rollout of the iTrent system across the Council, with specific reference to the viewing of payroll information and payslips online. The report will also detail the proposed next steps for the full roll out of this facility to all employees across the Council.

Recommendations

It is recommended that the Joint Consultative Committee:

- Consider the content of this report
- Note the progress to date
- Note the proposed rollout plan

Supporting Documents

Council business plan to 2020

The Proposal outlined in this report supports the following business plan priorities:

- Rationalise approaches across the council, consolidate activities and ensure efficient use of resources
- Ensure resources are targeted and applied to best effect where they are needed most
- Upskill the workforce and enable employees to deliver the council's priorities

1. Background

- 1.1 iTrent was implemented in October 2015 as the old payroll system was being replaced. Since then, work has been undertaken to implement the full self-service functionality of the system (mySelf and myTeam) into all areas of the Council.
 - 1.2 Given the scale of the task and the resources required, there continue to be challenges in implementing the system at service level, with some services more set up and ready for the move to electronic recording of information than others, leading to inconsistencies in approach.
 - 1.3 Currently some services are only set up to view payslips, whereas others have access to request annual leave and in some cases full access including the ability to request expenses and mileage via the system.
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2. Report

2.1 e-payslip Rollout

- 2.1.1 Of the approximately 15,000 employees currently listed on I-Trent only 2107 currently receive a paper payslip (14% of the current workforce).
- 2.1.2 Of this number, 1461 employees have access via logins to mySelf and for these employees we are working with the services to agree a date to turn off the paper payslips, following the rollout of training and support.
- 2.1.3 The remaining 646 employees do not currently have access to the system, however it is proposed that this will be resolved over the next six months. We are proposing that details of how to login to mySelf and the offer of support and training are issued to all employees who do not have access. Paper payslips will then be turned off for all employees at an agreed date, to be determined in discussion with the services involved.
- 2.1.4 This will not be done until we are confident that employees are familiar with the system and can access basic information including their payslips. Services will identify anyone who they believe will be unable to use the system due to skills, literacy or other equality reasons and agreement reached regarding how best to support these employees to ensure they have access to the information they require.
- 2.1.5 Over the last six months, over 800 employees have been trained and feedback on the training has been very positive, with the majority of employees going away clear on mySelf functions and what this means for them.
- 2.1.6 Below details the current breakdown per service of employees who receive a paper payslip but do have access to the system and also notes those who do not have access to the system currently. It also confirmed the very high percentage of staff who currently have access to the system.

Table 1

Service	Service WTE	Percentage with iTrent access	Total employees receiving e-payslips	Total employees with login access and paper payslips	Total employees with no access and paper payslips
Education, Youth and Communities	8053	90%	7315	234	504
Enterprise and Housing Resources	1290	88%	1146	74	70
Health and Social Care	3006	95%	2882	90	34
Infrastructure	3346	99%	2245	1063	38
Chief Executives	212	100%	212	0	0

2.1.7 For those employees who currently have login access, but continue to receive paper payslips, they will be written to and reminded of their login details and directed to relevant information to assist them. A date will be agreed with the service to turn off their paper payslips.

2.1.8 For those employees who currently do not have access to the system, targeted training and support will be provided from Talent and Organisational Development to ensure they receive all they need to access the system. Thereafter a date will be agreed with the service to turn off their paper payslips.

2.1.9 Moving forward, any employee who joins North Lanarkshire Council will be automatically provided with login details for mySelf and will not receive a paper payslip. They will be directed to relevant training as part of their induction. Exceptions to this will be any that are identified as having additional learning needs which may mean a paper payslip is required initially or for the foreseeable future.

2.1.10 Further rollout of iTrent across services will be fully discussed with management teams and the successful use of pilot areas to assess challenges and work with teams around processes will continue.

3. Equality and Diversity

3.1 Fairer Scotland and Equality Impact Assessment

Equality impact assessments will be undertaken in line with council policy and The Fairer Scotland Duty assessment process noted above.

4. Implications

4.1 Financial Impact

No financial impact

4.2 HR/Policy/Legislative Impact

Employee training will be required supported by Talent and Organisational Development.

4.3 Environmental Impact

Reduction in paper processes over time will benefit our carbon footprint.

4.4 Risk Impact

The electronic processes associated with iTrent reduce the risk of confidential information going missing and ensure faster processes for paying employees.

5. Measures of success

5.1 Further rollout of iTrent reducing number of paper payslips issued by NLC

5.2 Further functionality rollout of iTrent reducing paper heavy processes, enhanced service delivery, efficient use of resources and reduced manual processes within ESC.
