

**Minutes of a Meeting of the Joint Staff Committee of
Adur District and Worthing Borough Councils**

QEII Room, Shoreham Centre, Shoreham-by-Sea

Tuesday 29 November 2017

Councillor Brian Boggis (Chairman)

Adur District Council:

Councillor Brian Coomber

*Councillor Sami Zeglam

Worthing Borough Council:

Councillor Keith Bickers

Councillor Vicky Vaughan

*Councillor Antony Baker

*Absent

At 6.31pm, there was a short adjournment to enable Cllr Coomber to leave the room.

The meeting reconvened at 6.33pm when Cllr Coomber returned.

JStC/007/17-18 Substitute Members

There were no substitute members.

JStC/008/17-18 Minutes

Resolved that the minutes of the Joint Staff Committee meeting held on the 12 October 2017, be approved as an accurate record and signed by the Chairman.

JStC/009/17-18 Declarations of Interest

There were no declarations of interest.

JStC/010/17-18 Public Question Time

There were no questions from the public.

JStC/011/17-18 Items Raised Under Urgency Provisions

There were no items raised under urgency provisions.

JStC/012/17-18 Flexible Working Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 6.

The report sought approval of the Adur & Worthing Councils Flexible Working Policy which was attached as Appendix 1, and would replace the existing Adur and Worthing Councils Flexible Working Policy.

Members were informed that the Councils recognised that flexible working could increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

The policy applied to all employees of Adur and Worthing Councils and detailed arrangements for accruing hours and for submitting a formal flexible working request to alter an individual's pattern of work.

The Committee noted that the Councils would be reviewing all their HR policies over the next 18 months in a three-phased approach. The current Flexible Working Policy was last agreed in May 2012 and was one of the policies being reviewed in the first phase of the policy review project.

The aim of the policy review was to simplify the policies, to make them more user friendly and to back them up with a management toolkit, which would include guidelines, process flowcharts and templates for managers.

Members asked a number of questions on the following topics:-

- whether the proposed policies had been examined by Unison;
- whether changes to the Flexible Working Policy were contractual or non-contractual;
- whether the seniority of staff influenced requests for flexible working;
- whether managers had received training in regards to the proposed policy changes.

Officers advised that Unison had examined the proposed policies and had agreed all in principle except for the Managing People Change Policy. The Flexible Working Policy was not deemed to be a contractual policy as it did not form part of the terms and conditions of employment. However, the Committee was advised that if a member of staff sought to change their hours, in accordance with the policy, that could result in a change to an employee's terms and conditions.

Members also noted that requests for flexible working were considered in the order in which they were received, not based on the seniority of the officer making the request. A training programme would be delivered to support managers during the roll out of the new policies (which had been staggered in order to avoid them all coming into effect at the

same time) and HR business partners would also be available to provide advice and support to managers.

Decision,

The Joint Staff Committee approved the Flexible Working Policy with an implementation date of 1st February 2018.

JStC/013/17-18 Grievance Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

The report sought approval of the Adur & Worthing Councils Grievance Policy which was attached as Appendix 1, and would replace the existing Adur and Worthing Councils Grievance Policy and Dignity at Work Policy.

Members noted that the Grievance Policy was last updated / agreed on 18 September 2013 and that the Joint Dignity at Work Policy was last updated / agreed on 25 June 2013.

Decision,

The Joint Staff Committee approved the Grievance Policy, with an implementation date of 1st January 2018.

JStC/014/17-18 Managing People Change Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 8.

The report sought approval of the Adur and Worthing Councils Managing People Change Policy which was attached as Appendix 1. Officers advised that it would replace the existing Adur and Worthing Councils Redundancy Policy, Employment Stability Policy and Work Base Relocation Scheme.

The Committee noted that the Redundancy Policy was last updated in 2011, the Employment Stability Policy was last agreed in November 2009, and the Work Base Relocation Scheme was last agreed in July 2008.

Officers advised that the proposed Managing People Change Policy had not been fully agreed by Unison. The union had not supported proposed changes to redundancy multipliers as set out in paragraph 8.13 of the policy or the proposal for 'not a match' selections as set out in paragraph 5.1 of the policy.

The Committee sought clarification as to whether it could agree the policy without Unison's agreement. Officers advised that the proposed changes were non-contractual (e.g. not referred to in staff contracts) and therefore the Committee could approve the proposed policy.

A Member sought clarification in regards to the proposed changes to redundancy multipliers. Officers advised that these were set out in paragraph 8.13 of the proposed policy. The multiplier for compulsory redundancy would remain at 1.3 whilst it was proposed that the multiplier for voluntary redundancy would reduce from 2 to 1.5

The Committee considered the practicalities of redeployment in a 'not a match' scenario and the rationale behind reductions in the voluntary redundancy multiplier.

Decision,

The Joint Staff Committee approved the Managing People Change Policy with an implementation date of 1 January 2018.

JStC/015/17-18 Pay and Reward Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 9.

The report sought approval of the Adur & Worthing Councils Pay and Reward Policy which was attached as Appendix 1, and would replace the existing Adur and Worthing Councils Additional Duties and Honorarium Payments Policy and Market Related Additional Payments Policy.

The Committee noted that the aim of the policy was to provide greater clarity and understanding of the financial options available to managers in recruiting and retaining staff.

Decision,

The Joint Staff Committee approved the Pay and Reward Policy, with an implementation date of 1st February 2018.

JStC/016/17-18 Performance Support Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 10.

The report sought approval of the Adur and Worthing Councils Performance Support Policy which was attached as Appendix 1 and would replace the existing Adur and Worthing Councils Capability Policy.

The policy outlined the approach that would be taken for the relatively small number of employees whose performance did not reach the necessary standard. Members noted that it was important that managers dealt with performance that fell below the standard expected in a consistent manner as soon as performance started to deteriorate.

Members sought reassurance that regular (monthly), 1-2-1 meetings were being held between staff and managers and the outcomes of these were shared through the management hierarchy. Officers advised that this was happening in most areas of the organisation and managers were being challenged where it wasn't.

Decision,

The Joint Staff Committee approved the Performance Management Policy with an implementation date of 1 January 2018.

JStC/017/17-18 Sickness Management Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 11.

The report sought approval of the Adur and Worthing Councils Sickness Management Policy which was attached as Appendix 1, and would replace the existing Adur and Worthing Councils Sickness Absence Policy.

The Committee noted that the proposed change to sick pay entitlement from 1 month full pay during the first 4 months to 2 weeks full pay during the probationary period which had the potential to create a saving for the Councils.

Decision,

The Joint Staff Committee approved the Sickness Management Policy with an implementation date of 1st February 2018.

The meeting was declared closed by the Chairman at 7.06pm, having commenced at 6.30pm.

Chairman