

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

Gordon Room, Town Hall, Worthing

Tuesday 24 July 2018

Councillor Keith Bickers (Chairman)

Adur District Council:

Councillor Brian Boggis
Councillor Brian Coomber
Councillor Lavinia O'Connor

Worthing Borough Council:

Councillor Noel Atkins
*Councillor Antony Baker

*Absent

JStC/001/18-19 Substitute Members

There were no substitute members.

JStC/002/18-19 Minutes

Resolved that the minutes of the Joint Staff Committee meeting held on the 29 November 2017, be approved as an accurate record and signed by the Chairman.

JStC/003/18-19 Declarations of Interest

There were no declarations of interest by those present.

JStC/004/18-19 Public Question Time

There were no questions from the public present at the meeting and no questions had been submitted in advance.

JStC/005/18-19 Items Raised Under Urgency Provisions

There were no items raised under urgency provisions.

JStC/006/18-19 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 for four proposed changes to Adur & Worthing Councils Flexible Working Policy which had been agreed at the Committee's previous meeting.

The Head of Human Resources explained that the previously agreed Adur and Worthing Councils Flexible Working Policy (attached as Appendix 1) had been in use since January. Following its introduction feedback, including a suggestion from UNISON, had been

received resulting in the four proposed changes, detailed in Appendix 2 of the report. Each of the proposed changes were explained and presented for the Committee's approval and amendment to the Policy.

The Head of Human Resources responded to Members questions on the operation of the Policy which included the method time-recording was undertaken by officers and the amount of hours able to be carried forward in the allowed timescale.

The Head of Human Resources also explained the second part of the recommendation which was a delegation to her (in consultation with two other specified officers) to make minor amendments to the Policy at any time, this would negate the need for the Committee to meet to consider and approve such minor changes as those before it.

Members agreed that, as an example, similar minor amendments as presented at the meeting could be exercised under delegated powers therefore they were supportive of the delegation.

Decision,

The Joint Staff Committee approved

1. the changes to the Flexible Working Policy with an implementation date of 1 August 2018, as outlined in Appendix 2 to the report;
2. the granting of delegated authority to the Head of Human Resources (in consultation with the Chief Financial Officer and Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to the Policy at any time.

JStC/007/18-19 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 7.

The report sought approval of a proposed change to the Adur & Worthing Councils Managing People Change Policy. The revised Adur and Worthing Councils Managing People Change Policy was attached as Appendix 1, with the proposed change, detailed in Appendix 2.

The Head of Human Resources in highlighting the change at Appendix 2 explained that when the Policy had been implemented in the recent redesign of the Environmental Services Section, there was an opportunity for employees (who could be made redundant) to access the redeployment opportunities earlier in the process (known as the 'redemption status'). The suggested change had been suggested by UNISON.

The Head of Human Resources responded to Members questions on how redeployment operated, including time limits, access to training and support.

The Head of Human Resources again explained the reason behind the recommendation for a delegation suggesting that this minor change to the policy, in employees favour and with union support, would be an example of an occasion when she would use her delegated power.

Decision,

The Joint Staff Committee approved

1. the change to the Managing People Change Policy with an implementation date of 1 August 2018, as outlined in Appendix 2 to the report;
2. the granting of delegated authority to the Head of Human Resources (in consultation with the Chief Financial Officer and Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to the Policy at any time.

The meeting was declared closed by the Chairman at 6:54pm, having commenced at 6.30pm.

Chairman