

**BRECKLAND COUNCIL**

**At a Meeting of the**

**LOCAL JOINT CONSULTATIVE COMMITTEE**

**Held on Thursday, 3 February 2011 at 10.00 am in  
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

**Employers' Side**

Mr D.R. Williams JP (Chairman)  
Mr K. Martin  
Mrs S.M. Matthews

**Staff Side**

Dr Z. Waterford  
Mrs. R. Farman  
Mr D. Wilder

**In Attendance**

Kathryn Ralphs  
Stephen McGrath  
Fay Tooke  
Sandra C. King  
Jane Osborne

- Human Resources Adviser
- Member Services Manager
- HR Advisor (Recruitment)
- Head of Internal Audit
- Committee Officer

**1/11 MINUTES**

The Minutes of the meeting held on 28 October 2010 were confirmed as a correct record and signed by the Chairman.

The Minutes of the Special Meeting of the Local Joint Consultative Committee held on 6 December 2010 had been omitted from the Agenda, so were tabled at the meeting.

The Vice-Chairman raised concern over minute 42/10 Shared Management Project (Agenda Item 4) with regard to page 3, the last sentence of paragraph 5 "There would be no protected salary if this was the case" and on page 5, the last sentence of the first paragraph "however their current pay would not be protected and if people decided to leave outplacement support would be provided". She advised that at full Council it had been agreed that pay would be protected.

The Minute Books of both the meetings would be checked and due to this, the Minutes of the Special Local Joint Consultative Committee held on 6 December remained unconfirmed.

**2/11 APOLOGIES**

Apologies for absence were received from Mr R Kybird and Ms S Smith.

**3/11 DECLARATION OF INTEREST**

There were none.

**Action By**

**Committee  
Officer**

**4/11 CORPORATE HEALTH & SAFETY JOINT CONSULTATIVE GROUP : 22 OCTOBER 2010**

**RESOLVED** that :

- (1) The Minutes are brought to the Local Joint Consultative Committee on a regular basis.
- (2) The Minutes of the Corporate Health & Safety Joint Consultative Group meeting held on 17 December 2010 be adopted.

**5/11 CORPORATE HEALTH & SAFETY JOINT CONSULTATIVE GROUP : 17 DECEMBER 2010**

With regard to Agenda Item 32/09 (b) Asbestos Survey first sentence of the second paragraph 'it was believed there had been discussions and that the Dereham ones were ok, but the old builds needed to be checked'. The Chairman asked that where necessary more detail was given in future Minutes.

**RESOLVED** that :

The Minutes of the Health & Safety Joint Consultative Group meeting held on 17 December 2010 be adopted.

**6/11 FLEXTIME POLICY**

The Vice-Chairman advised that the Union and HR had met and clarified all issues raised.

It was felt that the Policy benefitted the Council greatly and worked well.

**RECOMMEND** that the General Purposes Committee adopt Breckland Council's updated Flexitime Policy

**7/11 HARASSMENT & BULLYING PREVENTION POLICY**

The Vice-Chairman said that it had been agreed with HR that the Policy would be gone through in more depth as she felt Breckland could make some improvements to it. She therefore asked that the policy be suspended and be brought back to the Committee at another time.

The Human Resources Advisor advised that the Policy currently in force was not too dissimilar to that proposed.

**RESOLVED** that :

- (a) consideration of the updated Breckland Harrassment & Bullying Prevention Policy be deferred for further discussion
- (b) the current Policy continue to be used in the meantime

**Action By**

**Committee Officer**

**Kathryn Ralphs**

	<u>Action By</u>
<p><b>8/11 <u>ADVERSE WEATHER POLICY</u></b></p> <p><b><u>RECOMMEND</u></b> that the General Purposes Committee adopt Breckland Council's reviewed Adverse Weather Policy.</p>	
<p><b>9/11 <u>TRAINING / STUDY / SUPPORT &amp; LEAVE POLICY</u></b></p> <p>The Vice-Chairman stated that a number of changes had been agreed with HR since the report was published, and the Human Resources Advisor confirmed they had been made.</p> <p>The Chairman felt that no decision could be made until the final version was available for the Committee to review at the next meeting, to be held on 17 March 2011.</p>	<b>Kathryn Ralphs</b>
<p><b>10/11 <u>BASIC PERFORMANCE INCREASE (BPI) PAY AWARD</u></b></p> <p>The Human Resources Advisor presented the report which outlined proposals for the pay award for Breckland staff in 2010/2011.</p> <p>The Vice-Chairman had a number of concerns with regard to the report as follows :-</p> <p>(a) objected to the title of, 'Basic Performance Increase (BPI) Pay Award as some staff would not receive a pay award as documented at 2.1 and 2.2 of the Recommendations within the report. At the Unison Pay meeting union members had asked that the budget be distributed amongst all performing staff and thinks the Recommendations were not supported by Unison members.</p> <p>The Chairman believed that the document reflected a structured process for the future which required discussion, and not the amounts within, and therefore suggested that it might be better to not include percentage figures within the recommendations.</p> <p>The Human Resources Advisor stated that there had been discussions with regard to the title but thought these had been agreed. She added that the proposals needed to be implemented by the end of March 2011.</p> <p><b><u>RESOLVED</u></b> that the document title be changed to Basic Performance Increase.</p> <p>(b) The Vice-Chairman made reference to paragraph 3.1.2 and stated that if the basic amount did not increase, it would mean no one could move up the grade. It seemed a messy system and Unison believed it to be a 'pay freeze' for performing staff. She advised that at one of the monthly HR meetings, it had been agreed that the pay system would be overhauled and a new policy implemented. She felt it should be made clear that the bonus was not consolidated above the top of the scale and that it was still</p>	<b>Kathryn Ralphs</b>

	<u>Action By</u>
pensionable.	
<b><u>RESOLVED</u></b> to make it clear in the report that the pay awards would only be consolidated to the top of the scale	<b>Kathryn Ralphs</b>
(c) The Vice-Chairman believed the whole scheme was not fit for purpose and wanted to review it all. The Chairman stated that it was not for the Committee to do at this time.	
<b><u>RECOMMEND</u></b> to the General Purposes Committee that the CMT and Executive review the scheme in total.	<b>Kathryn Ralphs</b>
(d) The Vice-Chairman stated that Unison did not agree with the proposals put forward under paragraph 3.1.3, however they were happy that a review and renegotiation would take place on the Basic Performance Increase (BPI) in a years time with renegotiated terms to be implemented in April 2012. Whilst some form of consultation had taken place, it was felt that the word 'negotiation' within the document be changed to consultation.	<b>Kathryn Ralphs</b>
(e) With regard to paragraph 3.2.1, the Vice-Chairman said that Unison members preferred that any available budget was applied evenly across all performing staff.	<b>Kathryn Ralphs</b>
(f) With regard to paragraph 3.5.2, Unison did not think that proposals were fair and equitable in the current climate and wanted the final sentence removed from the reasons for Recommendations. Likewise, they wished for the word negotiation to be changed to consultation as previously agreed.	<b>Kathryn Ralphs</b>
The Vice-Chairman queried why there were no figures shown in the Proforma B at Appendix 1. The Human Resources Advisor stated that Finance had informed her that due to the award being within the established budget, there would be no figures shown. The Vice-Chairman suggested that zeros should be shown.	<b>Kathryn Ralphs</b>
<b>11/11 <u>ANGLIA REVENUES PARTNERSHIP - REDUCTION IN FULL TIME EQUIVALENT POSTS</u></b>	
The Human Resources Advisor presented the report which gave background information, reported on on-going consultations and sought approval for the proposed possible redundancies of up to three posts in the Anglia Revenues Partnership.	
The Chairman asked that if staff had been identified as being at risk of redundancy, letters were sent out to them quickly, and that HR ensured that if alternative posts were offered, they would need to have some sustainability. He stated that if posts were definitely to be made redundant, that the appropriate Service Manager be present at future meetings before going forward to the General Purposes Committee.	<b>Head of HR</b>
Dale Wilder, Member of the Staff Side, advised that there might be an opportunity for employment with regard to temporary maternity	

cover. The Human Resources Advisor stated that one of the members of staff at possible risk of redundancy would be interested in undertaking the temporary maternity cover post.

The Chairman reminded the Committee that at a previous meeting, money for training for staff at risk of redundancy had been ring fenced.

With regard to the wider management restructure, he asked HR to look at whether a better service could be provided to staff at risk of possible redundancy across both authorities (Breckland & South Holland) with more “cross-help” available.

The Vice-Chairman said that all redundancies seemed to be from Breckland, although she had been told that two posts were to go from Bury St. Edmunds.

**RECOMMEND** that the General Purposes agree to the proposed possible redundancies and give approval for the HR team to proceed with issuing notice to staff of termination of employment on the grounds of redundancy.

**Action By**

**Kathryn  
Ralphs**

**Kathryn  
Ralphs**

**12/11 NEXT MEETING**

It was noted that the next meeting would be held on Thursday 17 March 2011 at 10.00 a.m in the Norfolk Room.

The Vice-Chairman advised she would not be present due to holiday commitments.

**13/11 ANY OTHER BUSINESS**

**(a) Counter Fraud and Corruption Strategy**

Sandra King, Head of Internal Audit presented the report and Appendices which recommended that the Committee reviewed the content of the Counter Fraud and Corruption Strategy, put forward enhancements where appropriate, in advance of the documentation’s presentation to the Audit Committee for formal approval and adoption.

The Strategy would provide greater transparency and clarity. It would need to go to the General Purposes, Standards and Audit Committees. The Chairman thought it had gone to the Audit Committee, but the Member Services Manager stated it was on the Agenda for 23 March.

The Vice-Chairman was unclear if the Committee was expected to review the document at the meeting inline with the recommendation, but confirmed that she had not spoken to the Head of Finance or had enough time to go through the documents and therefore required further explanation.

The Chairman explained that due to the significant management restructure being undertaken, it was essential that policies and

	<u>Action By</u>
<p>Officer structures to deliver them were in place. This would allow the training, as identified in Appendix 3, to be commenced. He asked the Committee if they agreed in principle with the new policy, which they did.</p> <p>The Staff Side felt that six months was too long before the Strategy was reviewed. The Member Services Manager stated that the Staff Side would be able to 'call it in' if there was an issue in the interim period.</p> <p>The Member Services Manager advised that with regard to The Monitoring Officer on page 64 of Appendix 1, this role was no longer filled by the Deputy Chief Executive, but rather the Director of Corporate Resources instead. In the new structure, the Monitoring Officer would be the Assistant Director (Democracy).</p>	
<p>The Head of Internal Audit said she would provide the Committee with a progress report in September 2011 as requested.</p> <p><b><u>RECOMMEND</u></b> that the General Purposes Committee adopt Breckland Council's Counter Fraud and Corruption Strategy, subject to</p>	<p><b>Sandra C King</b></p>
<p>(1) a review by the Local Joint Consultative Committee in six months</p>	
<p><b>(b) Anti-Money Laundering Policy</b></p>	
<p>The Chairman asked if the Committee was happy that the Policy be dealt with in the same way as the Counter Fraud and Corruption Strategy, which they were happy to.</p>	
<p>The Head of Internal Audit said she would provide the Committee with a progress report in September 2011 as requested.</p>	<p><b>Sandra C King</b></p>
<p><b><u>RECOMMEND</u></b> that the General Purposes Committee adopt Breckland Council's Anti-Money Laundering Policy, subject to</p>	
<p>(1) a review by the Local Joint Consultative Committee in six months</p>	
<p><b>(c) Whistleblowing Policy</b></p>	
<p>The Chairman asked if the Committee was happy that the Policy be dealt with in the same way as the Counter Fraud and Corruption Strategy, and Anti-Money Laundering Policy, which they were happy to.</p>	
<p>The Head of Internal Audit said she would provide the Committee with a progress report in September 2011.</p>	<p><b>Sandra C King</b></p>
<p><b><u>RECOMMEND</u></b> that the General Purposes Committee adopt Breckland Council's Whistleblowing Policy, subject to</p>	

- (1) a review by the Local Joint Consultative Committee in six months

**Action By**

The meeting closed at 11.23 am

CHAIRMAN

VICE-CHAIRMAN