



North Tyneside Council

HR1

8th October 2010

Minutes of Meeting

Attendees:

John Marsden	Chief Executive
Julia Veall	Strategic Director
Alison Lazazzera	Head of Human Resources
Carol Murphy	Lead HR Advisor
Helen Bullock	Lead HR Advisor
Cyndy Hodgson	Unison
Kath Brown	Unison
Roger Layton	Unison
Graham Siddle	Unison
Debbie Lydon-Seagroatt	Unison
Graham Eastwood	Unite
Paul Thompson	Unite
Mark Wilson	GMB
Rob Miley	GMB
Des Storey	GMB

Apologies:

John Stewart	GMB
Dave Miller	Unison

Item	Subject	Action
1.	Apologies	
2.	<p>Matters Arising</p> <p>CH – Process for local presentations - all information needs to be provided to the Unions for consultation to start. In some areas there is missing information or no information has been provided at all.</p> <p>AL – Concerned if there are significant gaps in the information and we will need to pick up on those areas.</p> <p>JM – Agreed it was wrong to have gaps in the information but where there are gaps was there enough information to begin consultation. A request was made to the trade unions to advise HR of any significant gaps.</p> <p>HB – HR have been identifying and picking up gaps with managers.</p>	<p>AL</p> <p>TU's</p>

3.	<p>Selection Criteria proposals.</p> <p>HB - (Circulated information) The revised proposal via selection matrix includes upfront skills, abilities and qualifications, capability record, disciplinary record and attendance record. However concerns still remain surrounding the availability of this kind of information. We still feel the interview process should be included and to ensure it is robust as possible with clear evidence. The IPR supervision notes are not adequate therefore we still feel interview is the fair way to be objective.</p> <p>There are mechanisms in place for the selection process where answers can be prepared in advance.</p> <p>We have also built in some flexibility where we will consider alternative methods for example where there are excessively large pools of individuals. However it would not appear from the ring fences that any have been identified.</p> <p>Where the interview process is not appropriate a discussion will take place between HR, management and Trade Unions to consider alternatives.</p> <p>Scoring with policy (HB gives handout) there is no change from last time.</p> <p>Sickness absence policy indicates triggers of the number of occasions and the number of days and this will equal a score. The lowest category is used for selection.</p> <p>The score for capability is as follows:</p> <ul style="list-style-type: none">• The procedure has not been applied - the score is 3.• The employee is subject to the informal process - the score is 2.• The employee is subject to the formal process - the score is 1. <p>This includes those going through either the old capability policy or the new under performance and attendance policy. The lowest score will result in selection for redundancy.</p> <p>If you cannot distinguish between the scores use skills/qualifications/experience and the lowest score on this factor will result in selection for redundancy. If you still cannot distinguish between the scores the desirable criteria would be used. Again the lowest score on this factor will result in selection for redundancy. The council want to retain employees with the right skills.</p> <p>If there is still a tie than the final proposal will be either LIFO or random selection.</p> <p>AL – We anticipate we will probably never arrive at this point but you can legally apply either principle.</p> <p>MW – As we have only heard these proposals it would be unwise for us to give a decision today.</p>	
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	<p>JM – We need to agree a date for a decision. Personal preference would be interview. The more you add to the process the more problems can be created and increase risk. Need a decision as soon as possible as we need to prepare.</p> <p>CH – Agreed with MW. Need to take into account the different reasons for selection and what is appropriate. Also differentiate between selection for own posts and new posts.</p> <p>MW – A response will be provided once we understand how it all fits together.</p> <p>JM – Comments by next Thursday.</p> <p>AL – Select out is the same as previously applied. We Are just ensuring objective data and assessment to make sure the decision is right.</p> <p>GE – Not sure any form of lottery is acceptable. Last in, first out seems fair.</p> <p>JM – Need something we both agree on.</p> <p>GE – Selection takes away rights of employees if the Trade Unions have agreed to the process. There is little we can do to challenge decisions on behalf of members.</p> <p>CH – Normal not to have a signed agreement.</p> <p>HB – Managers and staff briefings including further support from the adult learning alliance which offers support in completing personal profiles, nerves and interview skills are to be undertaken.</p>	TU's
4.	<p>Redeployment Process</p> <p>AL – Raised comments from GMB's response to the redeployment process and offered to go through it. It was agreed that a detailed discussion on the points responded to GMB was not required and therefore a general discussion took place.</p> <p>Working through proposals. Job fill matrix been completed and have identified employees at risk. Individuals have been advised. Not a complete list but it will be ready in a matter of days. Lists will be shared and sent out. HR is looking across the Council to consider larger ring fences / pools.</p> <p>HB – There will be a summary per directorate.</p> <p>KB – That would benefit the Unions.</p>	HB
5.	<p>Vacancies List</p> <p>HB - Some vacancies will be released very soon. Some are already advertised on the intranet. Some are pending approval from the chief Executive. Some have been held for the purpose of</p>	

	<p>redeployment opportunities.</p> <p>JM – The Chief Executive position is due to be advertised later this month. Francis Lowes, senior manager of Regeneration may go to South Tyneside and his post will be advertised internally initially. If there is no one suitable it will be advertised externally.</p> <p>KB – Heard there are 14 new contact advisors but they don't appear on the matrix.</p> <p>HB – Not aware of this.</p> <p>JM – There is no question the contact centre will be going through changes. Paul Gowans is reviewing any issues.</p> <p>DLS – We would appreciate a lead identified person with an overview of the bigger picture for bumping of employees due to the problems encountered last year.</p> <p>HB – That will be me. (List handed out). When individuals volunteer they should be informing their head of service who will also pass this information to Joanne Judson in BSS.</p> <p>HB – (Handout circulated summarising the Council position with regard to ring fences) An explanation of the number of pools, indicated number of posts to be deleted and how many posts to be deleted in total.</p> <p>JM – Engage staff on the wider process, supervisory and management sessions are taking place at the moment which cover the impact on local government, budget and putting facts on the table. Ten themes on how budget can make a difference. Offer to Trades Unions to participate if they are interested.</p> <p>Gill Alexander will have a programme of activity to share soon.</p> <p>A general point about frontline services and saving them. Due to new technology etc it is about saving the service and not necessarily about saving jobs. That's how it is present day for practicalities and efficiencies.</p>	
6.	<p>Agency Lists (AL - circulated)</p> <p>JM – Continuing debate by senior managers at the last CMT. Agency staff are an effective way to fill a void where there is a genuine skills shortage. To fill posts that are currently going through recruitment process which takes time. Grounds maintenance agency staff is not more expensive and it may even be cheaper. A strategic decision not to recruit so therefore a temporary member of staff is needed. Perhaps having our own bank of staff is something that could be explored with partners Northumberland County Council and National Health Care Trust.</p> <p>CH – Suggested to Gill Alexander that we could provide this to other local authorities.</p> <p>JM – Yes and she has taken it on board.</p>	

	<p>CH – Raised concern that Commensura were supposed to be the only agency used and thought this had been previously agreed.</p> <p>CM – Explained and clarified Commensura are a neutral vendor to manage the agency staff providers.</p> <p>JM – The only consultants at the Council are myself and Julia Veall. The hand out shows all non employees at the Council. Sometimes it is difficult to avoid the use of agency workers. We need to challenge the decision to use them to ensure the Trade Unions have an understanding of why that decision has been made.</p> <p>RL – Need to double check the use of agency workers occasionally.</p> <p>CH – Requested a cleaned up list.</p> <p>HB – A new version will be provided shortly</p> <p>JM – Consultants not an issue.</p>	AL / HB
7.	<p>Next Steps – comments by next Thursday.</p> <p>HB – Proposals for selection process are required for when the manager briefings begin. Reluctant to delay as this would have a knock on effect for timescales. Unions are welcome to attend.</p> <p>JM – Trade Unions to show which service areas have not provided enough information.</p> <p>AL – The sheer volume of information has made it difficult to share in the short space of time. Information will be ready for the next meeting.</p>	TU AL
8.	A.O.B - None.	

The next meeting is due to be held on 10th November 2010.

Circulation:
All Present and Apologies.