



North Tyneside Council

Terms and Conditions

8th October 2010

Minutes of Meeting

Attendees:

Alison Lazazzera	Head of Human Resources
Christina Ponting	HR Business Partner
Carol Murphy	Lead HR Advisor
Chris Hall	HR
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
Graham Noble	Finance

Apologies:

	GMB
John Stewart	
Dave Miller	Unison

Item	Subject	Action
1.	Minutes – Agreed	
2.	Matters Arising – None. Concerns were raised in relation to information being provided prior to the meeting to the trades unions. This was agreed.	
3.	<p>Working week & pay / annual leave</p> <p>AL reminded the trades unions that this was in relation to the principal that employees receive appropriate pay and annual leave in accordance with their hours of work.</p> <p>The Authority were aware that in some groups employees were in receipt of pay and / or annual leave which did not equate to their working hours and that the intention going forward was that all employees were paid for the hours worked (as well as annual leave entitlement).</p> <p>AL advised that the groups were as follows:</p> <ul style="list-style-type: none"> Those on 46/52 contracts (to be covered later in the agenda) 	

	<ul style="list-style-type: none"> • Clean Neighbourhoods (working practice) & annual leave • Nursery Nurses (further on the agenda) • Catering <p>AL confirmed that Nursery Nurses and 46/ 52 contracts would be discussed later on the agenda. AL also confirmed that consideration was being given to service redesign in Clean Neighbourhoods which may impact upon working practices. Catering issues would be discussed at the next meeting in detail.</p>	AL
4.	<p>Contractual Overtime</p> <p>A referred to the list circulated at the last meeting which had been cleansed and the definition circulated. The unions suggested that there were some employees missing from the list and also some who are currently conditional overtime and should be contractual. The Unions were asked to provide the information to HR in relation to those they felt should be included in the list in the next 2 weeks.</p> <p>AL also advised the unions that the authority would be looking to bring overtime rates for employees on contractual overtime in line with new overtime rates.</p> <p>Chris Hall to calculate any potential savings. CH also to do a comparator piece of work to identify any detriment to these employees (taking into account job evaluation outcomes and then change of overtime rates.</p>	TU CH
5.	<p>Shift working proposals</p> <p>CM outlined some proposals in relation to shift working and explained the proposals were in line with the purple and white book. CM also outlined the current shift patterns and payments across the authority.</p> <p>CM also took the unions through information on screen in relation to the groups of jobs relating to current shift patterns.</p> <p>KB queried whether 24 hour shifts were included.</p> <p>CM advised that the proposals were to rationalise the number of shift patterns consideration was being given to 2 shift allowances only possibly a 10% & a rotating 14% shift allowance. CM also advised that she had left the irregular hours payment of 7.5%.</p> <p>CH enquired as to normal working hours within the Council. CM advised that these varied but were predominantly 900 to 500pm for office based staff.</p> <p>MW said there was a requirement to check if any of the existing shift patterns would be removed as part of service redesign currently taking place.</p>	

	<p>CH queried which shift pattern home carers would fall into.</p> <p>KB suggested some posts groups were missing.</p> <p>Unions to advise CM of any groups/ posts missing.</p> <p>Trades Unions agreed to provide their views in next 2 weeks to CM on proposals and provide any information on group missing by 22nd October 2010.</p> <p>CM to find out if any restructuring proposals will remove shift working.</p>	<p>TU</p> <p>TU</p> <p>CM</p>
6.	<p>Standby & Call out</p> <p>CM took the unions through the current position in relation to standby and call out across the authority.</p> <p>Information has already been shared with the trades unions but would be sent electronically.</p> <p>CM advised that the proposal was to adopt some principles going forward and to harmonise arrangements. CM outlined some proposals.</p> <p>MW queried why SCP 24 and CM confirmed the position.</p> <p>CH asked if the proposals meant that everyone would receive the same rate. CM confirmed this would be the case.</p> <p>CH stated that as a principal UNISON would consider these proposals but would need to see the further detail.</p>	<p>CM</p> <p>CM</p>
7.	<p>Weekend Enhancements</p> <p>CM shared the information with the trades unions and advised that the proposal was to remove enhancements where weekend working was part of HR normal working week and to replace with plain time rates.</p> <p>CM – Finance & resources is possibly incorrect – may be down to a coding error will need to be checked.</p> <p>CH requested a full gender equality impact assessment on the proposals. CM to send to unions.</p>	<p>CH</p> <p>CM</p>
8.	<p>Equal Pay</p> <p>Cash Café Allowances</p> <p>Discussed at previous meeting and information provided. Principal applies as per Phase One T&C review.</p>	

	<p>Care Takers & Table Monies</p> <p>CP outlined the position and proposals and tabled a paper for review. CP to provide the information again to the TU's in electronic format. CP would resort data into a similar format. CM had paper data for JE and would provide 1 paper copy of JE outcomes to 1 Representatives of each TU. (Paper Doc's to be forwarded to RL, RM and GE only).</p> <p>Lettings</p> <p>CP took the unions through the current position in relation to Lettings and some proposals. Further discussion to take place at next meeting. CP to provide data electronically.</p> <p>Nursery Nurses</p> <p>CP shared with the unions the position with regards to Nursery Nurses. Information was provided which confirmed all people by grade and TU membership. CP outlined the principal again with regards to Nursery Nurses and confirmed that their current position is that they work 30 hours per week but receive payment equivalent to 37 hours per week.</p> <p>CH asked to be provided with a list of Schools including category of School.</p> <p>It was agreed that a full discussion would take place at the next meeting in relation to the next steps for Nursery Nurses.</p> <p>46/52 Contracts</p> <p>List of those affected circulated. For discussion at next meeting.</p>	<p>CP / CM</p> <p>CP</p> <p>CP</p> <p>CP</p> <p>CP</p> <p>CP</p>
9	<p>Any Other Business</p> <p>CH raised some concerns in relation to removal of essential car allowances in Adult Services.</p> <p>KB agreed to forward an email to AL who would consider the issue.</p>	<p>KB</p>

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

Circulation:
All Present and Apologies.