

Report to Joint Consultative and Safety Committee

Subject: Minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process.

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1. Purpose of the Report

This is an information item highlighting to the Committee, any minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process. Such minor changes will not have wide organisational impact and will be authorised for implementation by the Chief Executive under delegated powers.

It is important to note that prior to the minor changes being implemented, trade unions will still need to be consulted locally. Should there ever be concerns raised during this consultation about any proposal made, the matter would be taken out of this “shortened process” and placed before the Joint Consultative Committee for full consideration.

2. Summary of cases

The following is a summary of the cases that have been considered appropriate for management outside the full JCSC process:

The two proposals are:

a) Within the Asset Management Service

A business plan produced by the Transport Service Manager identifies the opportunity to grow business and generate additional income by increasing the number of M.O.T. tests (taxis and private cars) that the workshops undertake. To be successful this requires the increase in establishment of one full-time Assistant Fitter. The post has been through the formal job evaluation process and has been determined at Band 4.

Although this proposal does increase the Establishment and consequently salary costs are raised, there are net financial gains expected which will be generated from additional income.

b) Within the Asset Management Service

Again within the Asset Management Service, but within the Facilities Team, it is proposed that the Establishment be increased by ten part-time cleaner posts (average c.10 hours per week) and one part-time cleaning supervisor post. Although the Establishment of the Council is increased, it is expected that the net costs of the service which had previously been run through a contractor will reduce by approximately £12,500 per year.

In order to comply with the Transfer of Undertaking (Protection of Employment) Regulations (TUPE), the cleaning staff already engaged on cleaning work at the Civic Centre will be retained and will be employed by the Council. It is proposed that the cleaning staff will be employed on the full terms and conditions of the Council.

In reality, as the transfer of the cleaning contract is covered by the TUPE regulations, once the decision has been taken by the Service Portfolio Holder to bring the service back in-house, in law there is no choice other than for the Council to increase its Establishment and to engage all of the existing cleaning staff.

3. Recommendation

The Committee is asked to note this report.