

## NOTICE OF MEETING

# GENERAL PURPOSES COMMITTEE

Thursday 8th February 2024, 7.00 pm - George Meehan House, 294 High Road, N22 8JZ (watch the live meeting [here](#), watch the recording [here](#))

**Councillors:** Reg Rice (Chair), Cressida Johnson (Vice-Chair), Dawn Barnes, Erdal Dogan, and Liam Carroll.

Quorum: 3

### 1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

### 2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)

To receive any apologies for absence and substitutions.

### 3. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear. New items of Urgent Business will be dealt with under agenda item 9 below. New items of exempt Urgent Business will be dealt with at agenda item 10 below).

### 4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a

matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

## **5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS**

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's constitution.

## **6. MINUTES (PAGES 1 - 4)**

To agree the minutes of the previous meeting held on 21 December 2023 as a correct record.

## **7. PEOPLE REPORT (PAGES 5 - 10)**

## **8. HR POLICIES - PROPOSAL AND REVISED FORWARD PLAN (PAGES 11 - 18)**

## **9. TRADE UNION FACILITY TIME AGREEMENT (PAGES 19 - 32)**

## **10. ORGANISATIONAL CHANGE POLICY (AMENDMENT) (PAGES 33 - 36)**

## **11. NEW ITEMS OF URGENT BUSINESS**

## **12. DATES OF FUTURE MEETINGS**

Bhavya Nair  
Email: bhavya1.nair@haringey.gov.uk

Fiona Alderman  
Head of Legal & Governance (Monitoring Officer)  
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Wednesday, 31 January 2024

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## **MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY, 21ST DECEMBER, 2023, 6:30PM – 6:40PM**

### **PRESENT:**

**Councillors:** Reg Rice (Chair), Cressida Johnson (Vice-Chair), Dawn Barnes, Erdal Dogan and Liam Carroll

#### **1. FILMING AT MEETINGS**

The Chair referred to the notice of filming at meetings and this information was noted.

#### **2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Dan Paul.

#### **3. URGENT BUSINESS**

There were no items of urgent business.

#### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS**

There were no deputations/petitions/presentations or questions.

#### **6. POLLING DISTRICT AND POLLING SCHEME REVIEW**

Mark Stevens, Assistant Director Direct Services & Project Sponsor, introduced the report as set out in the agenda pack at pages 1 - 111.

By way of introduction, the Committee was advised that the polling district and polling place review had been carried out in a way which built upon the work of the past two recent reviews, set out as follows.

- In 2021, the ward boundary review undertaken by the Local Government Boundary Commission for England (LGBCE) and the subsequent Haringey Council review of its polling districts and places to reflect this.
- A further review was carried out in October 2022 to build on feedback from the May 2022 elections and population changes. This was approved by Corporate Committee in February 2023.

The Committee noted that this report sets out the recommendations for each polling district and the associated polling place, including where feedback was received and any changes that were made as a result of the consultation phase.

Four proposals were made for changes to the polling scheme approved in February 2023:

1. The boundary between CEN-A and CEN-B in the Crouch End ward was moved to the north to make walking distances to the polling stations in those polling districts more even.
2. The boundary between WHL-A and WHL-B in the White Hart Lane ward was moved to the south to make walking distances to the polling places in those polling districts more even.
3. The boundary between HRN-A and HRN-D moved to put the whole of Nightingale Lane in HRN-D
4. The boundary between STG-A and STG-B moved to allocate the electors in Chettle Court to the polling place Hornsey Vale Community Centre

During the discussion of this agenda item, the Committee queried the size of polling district STG-A and whether it would be better for a section of polling district STG-B to be within the boundaries of polling district STG-A.

The Committee was advised that the electorate size was used as a factor, along with the location of buildings that were suitable to be used as polling places to determine the size and boundaries of the polling district.

The proposals had been developed on the Civica Maps system which used Electoral Register data on the electorate size. Proposals were developed in line with the Electoral Commission Guidance for the size of electorate allocated to a polling station. It was confirmed that the STG-A and STG-B electorates met those requirements.

### RESOLVED

- i. To approve the polling scheme describing the polling districts and the polling places for the London Borough of Haringey as set out in Appendix 1.
- ii. To grant the (Acting) Returning Officer ((A)RO) and the Deputy (Acting) Returning Officers delegated authority to amend the polling scheme. This would be where the names of buildings change and for specific elections, where strictly necessary, this could include changing polling places (in the event an election was called and a building was not available, for example).
- iii. To delegate to the Electoral Registration Officer (“ERO”) the authority to approve corrections of any minor errors in allocating properties to polling districts on transferring the maps in Appendix 1 into the electoral registration software.

**7. NEW ITEMS OF URGENT BUSINESS**

There were no new items of urgent business.

**8. DATES OF FUTURE MEETINGS**

8 February 2024

CHAIR: Councillor Reg Rice

Signed by Chair .....

Date .....

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**Report for:** General Purposes Committee

**Item number:** 7

**Title:** People Report – January 2024, December 2023 data

**Report authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Tanya Patchett, Head of Employee Relations, Business Partners and Reward

**Ward(s) affected:** N/A

**Report for Key/  
Non Key Decision:** N/A

**1. Describe the issue under consideration**

The People Report is designed to give officers and members relevant workforce data in an easy to understand format in order to support informed strategic decision making.

**2. Cabinet Member Introduction**

Not applicable.

**3. Recommendations**

The Report is for information and for the Committee to note.

**4. Reason for Decision**

Not applicable.

**5. Alternative Options Considered**

Not applicable.

**6. Background information**

The People Report combines key workforce data and analysis including headcount, the cost of both the permanent workforce and off payroll arrangements, starters/leavers, sickness absence and Apprentices as shown in Appendix A.

## 6.1. People Report Headlines

- 6.1.1 The council's established workforce has slightly decreased by 0.6% going from 3382 in September to 3362 in December which is a reduction of 20 headcount. The FTE has slightly decreased by 0.1% (3115.6 to 3111.3).
- 6.1.2 There has been an increase in workforce cost (£10,543,780 September, £11,196,629 December) whilst headcount has remained stable. This is explained by the implementation of the April 2023 pay award which was processed in December payroll and included backpay.
- 6.1.3 Agency worker headcount has slightly reduced (615 in September and 607 in December), the FTE has decreased (500.5 to 413.4). There has been an increase in agency cost in the period September to December with the monthly cost in September at £2,653,654 compared to £2,692,828 in December.

The significant change in agency FTE for December when the headcount has remained almost the same is explained by the fact we have fewer agency workers working in December, we recommend agency workers take a 2 week break over the Christmas period which reduces the hours claimed in that period.

- 6.1.4 The Council is focussing on agency cost reduction and all Directorates have been tasked with presenting robust action plans to achieve this. It is acknowledged that some agency workers are likely to always be required as there will be a requirement to use this type of workforce in the event of roles which are subject to market pressures (legal/ technology/ social workers) and to help fill short term or stop gap situations where the Council needs to address an imbalance in the workforce, workload or whilst permanent recruitment is undertaken, in order to continue delivering key services to our residents. The Council will continue to monitor this.
- 6.1.5 During the last rolling year period of 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023, 52% of new starters were under 40 years old, whereas 38% of leavers were under 40.
- 6.1.6 Sickness rates have not seen a significant change between September 2023 and December 2023. Average sick days has gone from 11.1 days to 11.4 days, long term sickness rate (20+ days) was 8.3 in September, 8.4 in December- a marginal change. Short term sickness (under 20 days) has gone from 2.8 to 3.0, marginal change. The increased cost of sickness is due to the implementation of national pay awards.
- 6.1.7 There has been a slight decrease in apprentices overall. It should be noted that this figure includes both new employees taken on as apprentices, and existing employees who are undertaking apprenticeship qualifications funded by the apprentice levy.

## **7. Contribution to strategic outcomes**

In order to streamline the production of timely workforce data the People Report will act as a single source of people data for the use of both officers and members.

The production of this report will complement the reports produced by Finance to give officers and members a set of management controls that will help track the reduction in the workforce, both on and off payroll; and the associated spend across the Council.

It will enable officers and members to track the progress of HR related initiatives controlling recruitment, establishment numbers, and performance management exercises.

## **8. Statutory Officers' comments (Chief Finance Officer (including procurement), Head of Legal and Governance, Equalities**

### **8.1 Chief Finance Officer**

There are no direct financial implications arising from this report. The increase in the Council's establishment and pay bill following the recent insourcing of Homes for Haringey has gone hand in hand with a corresponding transfer of staffing budgets from the ALMO.

### **8.2 Head of Legal and Governance**

This report is for information only.

## **9. Use of Appendices**

Appendix A - People Report (December 2023)

## **10. Local Government (Access to Information) Act 1985**

Not applicable.

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## People Report

December 2023

Appendix A



Measure		Data Period	Reporting Period					% Change
			Mar 2023	Jun 2023	Sep 2023	Dec 2023	Status	Oct 2023 to Dec 2023
<b>Established Workforce</b>								
Headcount	M		3327	3343	3382	3362	↓	-0.6
FTE	M		3054.9	3070.4	3115.6	3111.3	↓	-0.1
Cost base pay - monthly (£000)	M		£10,258,529	£10,435,780	£10,543,767	£11,198,629	↑	6.2
Cost base pay - annualised (£000)	M		£123,102,342	£125,229,363	£126,525,204	£134,383,547	↑	6.2
Average cost per FTE (£000)	M		£40,296.7	£40,785.7	£40,610.2	£43,192.1	↑	
<b>Off Payroll Workforce - Agency (from June 2023 excludes £500+)</b>								
Headcount	M		660	666	615	607	↓	-1.3
FTE	M		557.3	436.2	500.5	413.4	↓	-17.4
Cost - monthly (£000)	M		£3,345,093	£2,839,634	£2,653,654	£2,692,828	↑	1.5
Cost - annualised (£000)	M		£40,141,116	£34,075,608	£31,843,851	£32,313,932	↑	1.5
% Agency of total workforce	M		16.9	13.6	15.2	12.9	↓	
<b>Off Payroll Workforce - Interims &amp; Consultants (£500+)</b>								
Headcount	M		78	78	76	75		
FTE	M		64.1	48.1	57.0	45.8		
Cost - monthly (£000)	M		£813,930	£760	£731	£731		
Cost - annualised (£000)	M		£9,767,160	£9,121,537	£8,770	£8,775		
<b>Total Workforce (Established + Agency/Consultants/Interims)</b>								
Headcount	M		4065	4087	4073	4044	↓	-0.7
FTE	M		3676.3	3554.8	3673.1	3570.5	↓	-2.8
Cost - monthly (£000)	M		£14,417,552	£14,035,542	£13,928,236	£14,622,693	↑	
Cost - annualised (£000)	M		£173,010,618	£168,426,508	£167,138,829	£175,472,314	↑	
<b>Leavers</b>								
Headcount	RY		386	396	396	376	↓	
FTE	RY		347.2	352.1	352.1	333.0	↓	
% Resignation/ Retirement	RY		85	84	84	80	→	
% TUPE	RY		0	0	0	0	→	
% Redundancy	RY		2	2	2	4	↑	
% Other	RY		13	14	14	16	↑	
No. Leavers Aged <40	RY		160	156	156	140	↓	
<b>Starters</b>								
Headcount	RY		433	484	479	459	↓	
FTE	RY		403.3	455.4	452.0	439.3	↓	
% Permanent appointments	RY		72	71	72	70	↓	
% Fixed term appointments	RY		27	29	28	30	↑	
% Temporary appointments	RY		1	0	0	0	→	
No. New Starters Aged <40	RY		215	238	241	241	→	

Data Period = Period the data relates to:

M = Month (based on snapshot within the month)

RY = Rolling Year (based on 12 rolling months)

## People Report

December 2023

Appendix A



Measure	Data Period	Reporting Period	% Change
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## Sickness Absence

		Mar 2023	Jun 2023	Sep 2023	Dec 2023	Status
Sickness rate (average days)	RY	11.6	10.4	11.1	11.4	↑
Long term sickness rate (20+ days)	RY	8.2	7.8	8.3	8.4	→
Short term sickness rate (<20 days)	RY	3.4	2.6	2.8	3.0	↑
Sickness cost (£000)	RY	£3,890	£4,019,723	£4,551	£4,962	↑

## Apprentices

		Mar 2023	Jun 2023	Sep 2023	Dec 2023	Status
Adults, Health & Communities	M	25	26	25	26	↑
Children's Services	M	13	14	16	17	↑
Culture, Strategy & Engagement	M	32	36	36	27	↓
Director of Finance	M	16	15	14	13	↓
Environment & Resident Experience	M	17	18	18	17	↓
Placemaking & Housing	M	28	35	33	32	↓
Legal and Governance	M	0	0	0	0	→
No. Apprentices	M	131	144	142	132	↓

## Data Period = Period the data relates to:

M = Month (based on snapshot within the month)

RY = Rolling Year (based on 12 rolling months)

**Report for:** General Purposes Committee, 8<sup>th</sup> February 2024

**Item number:** 8

**Title:** HR Policies – Proposal and revised forward plan

**Report authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Tanya Patchett, Head of Employee Relations, Business Partnering and Reward

**Ward(s) affected:** None

**Report for Key/ Non-key  
Non-Key Decision:** Non-key

**1 Describe the issue under consideration**

The report sets out a new proposal for approaching the revision of policies in Haringey council and presents a forward plan for policy review in 2024/25.

**2 Cabinet Member Introduction**

Not applicable.

**3 Recommendations**

That Committee consider the proposal and approve the approach as well as the policy forward plan for the coming Municipal Year.

**4 Reason for decision**

The report is presented following extensive feedback the Employee Relations team and managers in respect of the use of our current policies. This has been discussed at length with Trade Unions who are in agreement with the revised approach and suggested priority policies for the forward plan.

**5 Alternative Options Considered**

Not applicable.

**6 Background information**

6.1 We have approximately 40 HR policies. For many policies there is a set of practice notes. Previously each policy has been reviewed in isolation, even in the event that there could be an impact on another policy, for example- A grievance raised under the grievance policy can lead to a disciplinary investigation under the disciplinary policy.

6.2 The vast majority of HR casework in the Council is related to one of the following five policies:

- Disciplinary Policy
- Capability Policy
- Grievance Policy
- Dignity at Work Policy
- Sickness Absence Policy

These are the policies proposed for review in 2024/25. These policies have developed over a number of years and require review because they could be made shorter and easier to understand and operate. This would have benefits to employees, managers and also the HR team, and reduce confusion among managers and inconsistent application of policies.

6.3 Due to the complexity of policies, each of these policies has an accompanying set of practice notes meaning managers, employees and ER specialists must be versed in both documents. By simplifying existing policies, we aim to remove the need for separate practice notes. A template simplified policy is shown at Appendix A. It should be noted that this an example for style only and councillors are not being asked to approve this as a Council policy.

6.4 The proposed process for replacing our existing policies is as follows:

- Start with base policy (sourced from ACAS/ XpertHR)
- Add in collectively agreed terms to ensure employees are not disadvantaged
- Create policy flow chart for ease of reference
- Include Appendices if there are any points of clarification
- Seek feedback from Unions, Staff Networks, Manager reference group and HR colleagues
- Make any suggested amendments and re-circulate as final versions
- Present to GPC for sign off

These five policies will be brought to the Committee in stages during the 2024/25 Municipal Year. We aim to bring 1/2 policies to the June meeting.

6.5 It is recognised that other policies may require amendment during the year, and these will be brought forward as necessary. However, these reviews will be ad-hoc and are likely to be less substantive than the policy reviews referred to in 6.2 above.

## **7 Statutory Officers' comments (Chief Finance Officer (including procurement), Legal and Governance.**

### **7.1 Finance**

There are no direct financial implications of the proposal. Finance Business Partner commented that it is a sensible approach. There may be indirect positive financial implications in the reduction of time taken to resolve issues such as sickness and cases where there is suspension where people may be on full pay for an extended period.



**7.2 Head of Legal and Governance**

The remit of the General Purposes Committee covers the approval of new and revised HR policies

**8 Use of Appendices**

Appendix A- Priority Policies to be reviewed & replaced

Appendix B- Example ACAS policy

**9 Local Government (Access to Information) Act 1985**

Not applicable.

## Appendix A - Example Disciplinary policy

### Example disciplinary procedure

We will use this procedure to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance.

The company rules (find these [for example on the intranet, displayed in the office]) and this procedure apply to all employees. The aim is to ensure consistent and fair treatment for all in the organisation.

A disciplinary process can be stressful for everyone involved. Different people might respond differently to stressful situations. We understand the prospect of disciplinary action might cause distress and affect your mental health.

We will support you throughout to help avoid this happening to you. Please talk to [named person or job title] about how we can support your wellbeing.

[add any other support or signpost, for example any employee assistance programme, mental health first aiders or staff networks you have]

### Principles

We will consider informal action, where appropriate, to resolve problems.

We will not take disciplinary action against you until the case has been fully investigated.

For formal action we will advise you of the nature of the complaint against you and we will give you the opportunity to state your case before any decision is made at a disciplinary meeting.

We will provide you, where appropriate, with written copies of evidence and relevant witness statements before a disciplinary meeting.

You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty is dismissal without notice and without payment in lieu of notice.

You have the right to appeal against any disciplinary action.

The procedure may be used at any stage if your alleged misconduct needs this.

### Your right to be accompanied

You have a statutory right to be accompanied by a companion where a disciplinary meeting could result in:

- a formal warning
- some other disciplinary action
- confirmation of a formal warning or other disciplinary action (for example, at an appeal hearing)

The right is to be accompanied by:

- someone you work with
- a trade union representative who's certified or trained in acting as a companion
- an official employed by a trade union

You should tell us as soon as possible if you would like a companion and who they will be so we can make arrangements in good time.

If you need any reasonable adjustments, for example for a disability, speak to [job title or name of person].

## The procedure

### First stage of formal procedure

This will normally be either:

- an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. We will advise you that this is the first stage of the formal procedure. We will keep a record of the improvement note for [number of months], but it will then be considered spent – as long as you achieve and maintain satisfactory performance
- or
- a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct, the change in behaviour required and the right of appeal. The warning will also tell you that a final written warning may be considered if there is no sustained satisfactory improvement or change. We will keep a record of the warning, but it will be disregarded for disciplinary purposes after [number of months]

### Final written warning

We might give you a final written warning if:

- the offence is sufficiently serious
- there is further misconduct
- there is failure to improve performance while you're still under a prior warning

This will confirm the full details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal.

[job title of person who will keep records] will keep a copy of this written warning but it will be disregarded for disciplinary purposes after [number of months], as long as you achieve and maintain satisfactory conduct or performance.

### Dismissal or other action

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or transfer (as allowed in the contract of employment).

Dismissal decisions can only be taken by the appropriate senior manager.

You will be provided in writing with the:

- reasons for dismissal
- date your employment will end
- confirmation of all final payments you are owed, including holiday pay and notice pay
- right of appeal

If an action short of dismissal has been decided on, you will:

- receive confirmation of the full details of the complaint
- be warned that dismissal could result if there is no satisfactory improvement
- be advised of the right of appeal

Your supervisor will keep a copy of the written warning but it will be disregarded for disciplinary purposes after [number of months] as long as you achieve and maintain satisfactory conduct or performance.

### Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- theft or fraud
- physical violence
- bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- discrimination, harassment or victimisation
- bringing the organisation into serious disrepute

- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence

We might consider suspending you while carrying out a disciplinary investigation if there's a serious issue or situation. Suspension is when we tell you to temporarily stop working. You would be on full pay throughout any suspension period.

We will consider each situation carefully before deciding to suspend you. Suspension will not be needed for most investigations. Suspension does not mean you have done anything wrong and will not be used to discipline you.

We understand being suspended might be stressful so we will:

- only suspend you if there's no other option
- support you throughout the suspension period, always considering your mental health and wellbeing

### Appeals

If you want to appeal against a disciplinary decision you must do so within **[number of days]**. The senior manager will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

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**Report for:** General Purposes Committee

**Item number:** 9

**Title:** Trade Union Facility Time Agreement

**Report**

**authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Dan Paul, Chief People Officer

**Ward(s) affected:** N/A

**Report for Key/**

**Non Key Decision:** Non Key

**1. Describe the issue under consideration**

This report updates the Trade Union Facility Time agreement, which dates from 2011. It updates facility time allowances for each union, modernises the agreement and includes a mechanism for dispute resolution.

**2. Cabinet Member Introduction**

Not required for the General Purposes Committee.

**3. Recommendations**

3.1 That the Committee approve the Facility Time Agreement attached as Appendix 1.

**4. Reason for decision**

4.1 To ensure that the agreement that the Council has with Trade Unions is modern and appropriate and the time off given to Trade Union representatives is proportionate and affordable.

**5. Background**

5.1 The current Trade Union Facility Time Agreement dates from 2011.

5.2 Between 2011-2024, there have been substantial changes to the way the Council works, the services that are delivered and the way they are delivered (for instance the insourcing of Homes for Haringey), and the profile of Union membership.

5.3 As part of the revision and updating of all HR policies and procedures, this is an appropriate point to revisit and update the Trade Union Facility Time Agreement.

5.4 The document has been revised and modernised, and a significant new section has been added which details how disputes are to be resolved. This has been an issue previously in Haringey on the teaching side, and the dispute resolution section of the new agreement mirrors the agreement between the Council and Trade Unions that was reached with ACAS assistance.

5.5 Trade Unions have been consulted on this agreement. No comments were received on the revised facility time allocations. Comments were received from both Employers side secretaries (teaching and non teaching) in relation to other aspects, primarily around dispute resolution, and changes were negotiated that satisfies all of the comments made.

**6. Alternative options considered**

6.1 The alternative would be to make no change, which has been discounted as the Facility Time Agreement dates from 2011 and requires updating.

**7. Contribution to strategic outcomes**

7.1 An up to date Trade Union Facility Time Agreement ensures that the Council has good relations with Trade Union colleagues in furtherance of the Council's strategic aims.

**8. Carbon and Climate Change Impact**

None

**9. Statutory Officers' comments (Chief Finance Officer (including procurement), Head of Legal and Governance, Equalities)**

**9.1 Head of Legal & Governance Comments**

The Trade Union and Labour Relations (Consolidation) Act 1992 [TULR(C)A] sets out the statutory right to paid time off in order to enable Union representatives to undertake certain duties (facility time) which includes attending meetings and training as set out in Appendix 1.

Under section 199 of TULR(C)A, the Advisory Conciliation and Arbitration Service (Acas) has a duty to provide practical guidance on the time off to be permitted by an employer.

The terms of reference of General Purposes Committee includes the approval of all human resources policies. The proposed TU Facility Time Agreement falls within the Committee's remit.

**9.2 Chief Finance Officer Comments**

The cost of trade union facility time is recharged to service staffing budgets, apportioned on the basis of Trade union membership numbers. For Schools the cost is funded by the Dedicated Schools Grant.

**9.3 Equalities Comments**

The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.

Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;

Foster good relations between people who share a relevant protected characteristic and people who do not share it;



A “relevant protected characteristic” is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The updated Trade Union facility Time Agreement will have a neutral impact.

**10 Use of Appendices**

Appendix 1 – Facility Time Agreement

**11 Local Government (Access to Information) Act 1985**

Not Applicable

LONDON BOROUGH OF HARINGEY

**LOCAL FACILITIES AGREEMENT FOR REPRESENTATIVES OF  
RECOGNISED TRADE UNIONS & ASSOCIATIONS – 2024**

This document sets out the detail of provision of facilities for representatives of the recognised Trades' Unions and Associations.

This document amends the existing agreement approved at GP Committee on the 4<sup>th</sup> May 2011 and is written with due regard to ACAS guidance on time off for trade union duties and activities. The facilities agreement will cover time off for trade union duties as set out in the ACAS code and listed below in the section entitled trade union duties. Certain trade union activities which do not have a direct bearing on local union members may not qualify for paid time off (refer to section 3 of the ACAS code). Such activities that are not covered would have to be requested and taken as unpaid leave.

This document provides a clear framework for the provision of facilities and facility time for trade union representatives. It encompasses a joint responsibility for the local authority, all participating schools, schools' consultative group and trade unions to ensure that arrangements for time off from work are to the mutual advantage of all parties.

The local authority, schools' consultative group, all participating schools and the recognised trade unions will seek to resolve any problems arising from the operation of this Agreement in a constructive manner.

**SCOPE**

This agreement will cover the local authority and maintained schools where the Schools Consultative Group (or successor body) agree the de-delegation of funds for trade union facilities for trade unions and professional associations (GMB, UNISON, UNITE, ASCL, NASUWT, NEU and NAHT). It will also cover those academies and free schools that agree to contribute proportionately towards the funding of the agreement. This agreement only relates to facilities time in relation to members of the unions and professional associations. Trade Union time may not be used to support schools who are not covered by this document.

**FACILITY TIME**

It has been agreed that to support elected officers of the recognised unions, unions and associations carry out borough wide trade union representative responsibilities, they shall be granted facility time with payment of salary. The duties covered for this purpose are set out below in the section entitled trade union duties.

Each individual union/professional association shall determine how their allocation is used by reference to it being awarded to individual(s) who are officers of that union/professional association.

Each Trade Union will notify the Council annually how it has been agreed that the funding will be allocated, using the format set out in the table below. The criteria for de-delegating the available funds should be agreed by Schools Consultative Group and the Assistant Director, Schools and Learning.

The Teaching and non teaching unions will each appoint an Employee Side secretary. The role of the Employee Side Secretary is to co-ordinate responses from all the trade unions they represent and to convey them to the Council. The Employee Side Secretary for the Teacher unions would be representing the NEU, ASCL, NAHT & NASUWT unions and for the non teacher unions Unison, GMB and Unite. The holders of the posts are entitled to sign agreements with the Council on behalf of the joint trade unions. Since the Council is obliged to consult all unions on proposals, it is convenient and more effective for the employer to have just two people on the trade union side through whom corporate and school industrial relations matters can be channelled than to have to liaise with Branch Secretaries from all the unions separately.

### EXISTING FACILITY TIMES ALLOCATIONS (2011)

Based on the then levels of Corporate and Local Industrial Relations issues within the Council and current union membership, the following levels of time off for branch officers was granted (For unions where the time off is 0.1, 0.2 or 0.3 reasonable additional time off will be granted in recognition of casework preparation and representation at meetings):

UNION	Membership	Branch Officer time off - FTE
Unison	3777	5.0
NUT	1748	1.0
GMB	266	0.2
Unite	67	0.1
ASCL	53	0.1
ATL	130	0.1
NAHT	96 (tbc)	0.1
NASUWT	423 (tbc)	0.2
Secretary – Teaching		0.2
Secretary – non teaching		0.5
<b>TOTAL</b>	<b>6560</b>	<b>7.5</b>

In addition to the above, Haringey Council Trade Union facility time increased in 2022 with the insourcing of Homes for Haringey – Homes for Haringey had facility time agreements with facility time allocated to Unite, Unison and GMB.

### NEW ALLOCATIONS 2024/25

Unions/Associations	Membership	Facility Time FTE
NEU	2588	2.0
N.A.S.U.W.T.	443 (TBC)	0.2
N.A.H.T.	No update provided	0.1
ASCL	No update provided	0.1
UNISON (non-schools)	2345	3.0
UNISON (schools)		1.4
GMB	51 (check off only, awaiting update on non-check off)	0.1
UNITE	184	0.2

<b>Secretary – teaching (allocated to NEU)</b>		0.2
<b>Secretary – Employee side to be elected annually from within the TU Side OF CEJCB</b>		0.5
<b>Health and Safety Corporate Rep to be elected annually from within the TU Side OF CEJCB</b>		0.6
<b>Equality, Diversity and Inclusion Corporate Rep to be elected annually from within the TU side of CEJCB</b>		0.2
<b>TOTAL</b>		<b>8.6</b>

In preparation for each accounting year (currently April to March), joint secretaries are required to confirm the allocation of facility time among their officers to the Chief People Officer, (and Assistant Director for Education and Learning in the case of teaching unions) and notify any mid-year changes. At the end of each financial year, the joint secretaries are to confirm the use of their facility time over the preceding (financial) year.

In schools, arrangements will then be made to credit the budget of the school/s where the trade union officers with accredited facility time, are based. The payment will only be paid up to the FTE available which is why it is necessary for the arrangements to be agreed with the local authority as set out in the paragraphs above. Where a school does not pay into the Local Authority facility time agreement, the allocated facility times must not be used for that school. Such schools are directly responsible for agreeing and funding facility time.

### **Transitional arrangements**

Where, at an aggregated total level for each Trade Union, increases to facility time are proposed, they will take effect on the first day of the month after the agreement has been approved by General Purposes Committee and Schools Forum. This will be the Implementation Date. Where decreases are proposed, they will be delayed for 6 months after the Implementation Date to allow for a transitional period.

### **NATIONAL OFFICERS AND NATIONAL EXECUTIVE MEMBERS**

Paid facilities for local employees who are elected as National Officers and National Executive Members of their respective unions/professional associations will be included in the facility time allocations above, noting that the allocation for members allocated to the National NJC is part of the Green Book.

### **TRADE UNION DUTIES**

Notwithstanding the specified arrangements for the Branch Officers reasonable time off with pay (normally no more than 2 hours per week) will be granted to other elected trade union representatives to undertake trade union duties and activities. To aid and improve effective employee relations, trade union representatives shall be allowed to take reasonable time off for duties concerned with: -

- terms and conditions of employment, or the working conditions of staff
- engagement or non-engagement, or termination or suspension of employment, of one or more members of staff

- allocation of work
- matters of discipline
- trade union membership
- facilities for trade union duties
- machinery for negotiation and consultation and other procedures
- any other matters associated with the legitimate interests of the trade union concerned and its members.

The number of union representatives granted time off for these purposes will be subject to reasonable limits and the proper authorisation arrangements. Depending on service requirements and subject to management agreement it may be appropriate to allow the banking of the 2 hours to equate to one day per month or half day bi weekly in order, for instance, to represent an employee at a formal meeting or attend a conference.

Reasonable time off with pay will also be allowed to elected representatives of a recognised trade union to undergo training relevant to the carrying out of their trade union duties. The training should be in aspects of industrial relations relevant to the duties of a representative and must also be approved by the Trade Union Congress or by the independent trade union of which the employee is a representative.

### **UNION LEARNING REPRESENTATIVES**

Reasonable time off with pay will be granted to properly elected Union Learning Representatives of both school and non school staff. Reasonable time off should be allowed for the following activities:

- Analysing learning or training needs
  - Providing information and advice about learning or training matters
  - Arranging and supporting learning or training e.g. encouraging union members to access learning opportunities.
  - Promoting the value of learning or training
  - Consulting the employer about carrying on any such activities
  - Preparation time to carry out the above activities
  - Undergo relevant training
- The number of union learning representatives granted time off for these purposes will be subject to reasonable limits and the proper authorisation arrangements.

### **SCHOOL BASED REPRESENTATIVES**

School based representatives are entitled to reasonable time off to undertake their proper duties as a trade union/professional association representative, where the duty is concerned with one or more of their members at their school. Please refer to the section above on trade union duties. Schools could determine either to provide reasonable time off when it is required and requested or provide a regular weekly allocation if there is shown to be a need or demand. A model of a suggested weekly allocation of non-class contact time for school-based representatives is 30 minutes per week per 10 members to a maximum of 2 hours for 40 or more members.

Any costs arising from the award of non-class contact time will be borne by the particular school, in the context of a shared responsibility for the promotion of good industrial relations. Schools have delegated to them the budgets for staffing and this element of TU facilities costs are reasonably met by them.

School representatives should not be impeded from carrying out legitimate trade union duties.

School based representatives should generally be the first point of contact for issues that arise at the school requiring trade union input. It is acknowledged that from time to time there will be a need for the authority wide representative to be involved, although it is anticipated that on most occasions this will not occur unless the matter is very serious or cannot be resolved at school level. It is understood that it will be for the school based representative or the school union membership to decide if they need to contact the branch or regional office to seek guidance or advice in dealing with an issue that has arisen and to request the attendance of a branch or regional officer at any meeting to discuss, represent or negotiate on that issue.

Provision will be made to allow local officers the opportunity to meet with school-based representatives for briefing and training purposes. When deciding on the allocations at the start of a year, the Unions panel should decide whether this facility can be accommodated given the costs that are incurred for cover.

### **NUMBER AND RECOGNITION OF TRADE UNION REPRESENTATIVES**

An accredited union representative is a member of staff who has been elected or appointed in accordance with the rules of a recognised trade union to be a representative of the union's members employed by the Local Authority or School. Each trade union and professional association shall make known to the Local Authority who has been appointed as local (Haringey) secretary for their members.

The agreed constituencies and numbers of TU representatives should be compiled and kept as a record by each trade union/professional association.

The Local Authority reserves the right, after application of the agreed disciplinary procedure, and after consultation with the appropriate union, to withdraw facility time in the event of misuse of facilities under this agreement.

### **HEALTH AND SAFETY**

Accredited trade union safety representatives must not be impeded from carrying out legitimate health and safety functions which are enshrined in health and safety laws. Time off for borough union health and safety officers is included in the overall amount set out above for elected Trade Union Representatives.

The activities/ duties of a Safety rep cover the following:

- Representing workers in consultations with employers
- Investigating potential hazards and dangerous occurrences
- Examining the causes of accidents, dangerous occurrences and diseases
- Investigating complaints by members
- Making representations to the employer
- Carrying out workplace inspections
- Representing employees in consultations with inspectors
- Receiving information from inspectors
- Attending joint health and safety committee meetings

### **APPROVED TRAINING**

Local officers, school-based representatives and accredited trade union safety representatives shall be given paid leave of absence for attendance at relevant training courses run and/or approved by their union or the TUC.

Nominations for relevant training should be supplied to the relevant head of service/headteacher with as much notice as possible. In return the relevant manager will respond to such requests at the earliest opportunity.

Any request will be considered bearing in mind the operational requirements of the School and the availability of relevant courses. In schools, costs for cover arising from this training will be borne by the school which employs the representative.

### **CONFERENCES**

Accredited representatives of locally recognised unions/associations should apply to their respective managers for leave of absence if they wish to attend their annual or bi-annual union conference and it falls on their working day/s.

Leave will be considered for requests to attend any such properly convened trade union conferences, subject to the exigencies of the service and the approval of the respective school or manager. For Branch Officers this will be covered within the overall facility time allocation. For other union members, reasonable additional paid time off will be granted subject to service delivery always being paramount

Trade Unions shall supply names of delegates elected to attend conferences to Human Resources (the Headteacher in the case of schools) as soon as practicable. This will maximise the chances of such time off being approved.

### **OFFICE ACCOMMODATION**

The Authority will consider assisting in the provision of accommodation for those local unions/associations (with a membership in excess of 500) that request it. If accommodation is offered on a shared basis, use of or access to a room for dealing with private and confidential matters will be given, if available.

### **GENERAL FACILITIES FOR OFFICERS**

Other general facilities that will be made available, on request, to officers of the recognised unions/associations are as follows:-

- i. The provision, free of charge, of agendas, minutes and non-confidential documents relating to the work of relevant committees (e.g. All Purpose Committee, Education Joint Committee, etc).
- ii. The use of notice-boards and internal communication networks, by agreement. Reasonable provision of this will be funded by the Council/School.
- iii. Documents setting out the pay, conditions of service and regulations of the Council applying to staff employed by the Council.
- iv. Arrangements, if requested, to deduct membership subscriptions at source, subject to authority from the individual member, as covered by the DOCAS SLA)
- v. The reasonable use of a telephone with reasonable privacy for dealing with genuine and urgent matters as set out in the trade union duties section above. Any costs will have to met from the cash limit available or from the trade union direct.



- vi. By prior arrangement and agreement with the Head of Service/Head Teacher concerned, access to staff when on official union business (verification of identity may be requested).
- vii. Reasonable facilities for union representatives to hold work-place meetings, to discuss legitimate and recognised trade union matters.
- viii. the provision (subject to availability) of Council rooms for the purpose of trade union branch committee, public and general members meetings. Reasonable use will be free of charge.
- ix. Where an email address is not provided by the Employer in the course of normal duties, reasonable efforts shall be made to provide one for Trade Union representatives, subject to usual IT Security and Code of Conduct requirements.
- x. In schools, where it is absolutely necessary for unions/associations to hold meetings of members during school session, they should first seek agreement from the relevant headteacher and then inform the Head of Schools HR as far in advance as is possible. All parties will seek to agree on a time, which minimises the effects on the operation of the school.

### **FACILITIES FOR SCHOOL BASED REPRESENTATIVES**

Other facilities which should be made available to school based representatives, by arrangement with the Headteacher, are as follows:-

- i. Free noticeboard space within staffrooms (which may be sufficiently large multi union/association noticeboards). Where practicable a separate noticeboard may be provided.
- ii. The reasonable use of a telephone with reasonable privacy for dealing with genuine and urgent matters as set out in the trade union duties section above.
- iii. The provision of a room for meeting with members (reasonable notice of this requirement being given)
- iv. Access to a school's typing, duplicating and photocopying equipment, where available, for essential union work, provided that this does not interfere with the work of the school and that payment is made for materials used at estimated cost price.
- v. On request the school will also consider providing email use
- vi. Access to documents setting out the staffing structure within the school and to the articles of government.
- vii. Provision of storage/filing space, if available.

### **CHECK-OFF ARRANGEMENTS**

The Council will continue to provide check off and related facilities subject to a reasonable percentage charge on the total membership deductions. The rate and arrangements for check-off may be varied by the Council subject to prior consultation with the representative union(s). Details of the check-off service are provided in a separate document.



## CODE OF CONDUCT

The provision of a comprehensive facilities agreement for trade unions and professional associations, demonstrates the commitment that the Council and the Schools Consultative Group have towards fostering and maintaining good relations with employee representatives.

The Council and Schools Consultative Group do expect that trade union/professional association representatives will conduct themselves in an exemplary way during their facility time and that all parties conduct themselves with professionalism and integrity to the highest standard based on the Nolan Principles of Public Life. In particular they expect:

1. That trade union/professional association representatives will inform their own managers/headteachers in advance of any absence from work on union/association business.
2. That trade union/professional association representatives will discuss and negotiate with their own managers/headteachers over any regular time off when they have been granted facility time, recognising that the needs of their school/department will be paramount.
3. That time off from work on union duties must be properly recorded and appropriate arrangements set up between representatives and their managers to do this.
4. That trade union/professional association representatives released from their duties with facility time are still subject to the same contractual requirements as other employees with regards to working hours, sickness absence etc. The requirements to request permission or to report any absence in accordance with the relevant service condition, still apply to a trade union/professional association representative when on facility time. Sickness for representatives on full time release will be managed by Corporate HR in the case of Council representatives and the Assistant Director, Schools and Learning in the case of Schools based representatives. Sickness for representatives on part time release will be managed by the employing service/school.
5. That trade union/professional association representatives will contact the Head of Service/Headteacher (or appropriate manager in the absence of the Head) of a school they wish to visit (to see a member or members) and seek permission to attend as any other visitor to the school site would do. The trade union/professional association representative does not have to divulge the exact detail of their business with their member/s, but does have to confirm that it is an official union matter and they are attending in their capacity as trade union/professional association representative.
6. That a request under 5 above will normally be agreed (subject to the exigencies of the service) by the Head or their deputising officer.
7. That in all communications (verbal and written), the trade union/professional association representative will be polite, courteous and act with professional integrity at all times. It is acknowledged that on occasions the view or position of the trade union/professional association representative will be very different to that of someone representing the school or council. Nevertheless, it is envisaged that the trade union/professional association representative will display the attributes listed earlier in this paragraph.

8. That members of the school community and council will exhibit the same attributes in their communications with trade union/professional association representatives. Disputes about this will be discussed with the Head of Business Partners, Employee Relations and Reward (with the Assistant Director Schools and Learning in the case of schools).

## **DISPUTE RESOLUTION**

### **PROCESS FOR DEALING WITH CONCERNS/COMPLAINTS ABOUT AN ALLEGED BREACH OF THE CODE OF CONDUCT BY A TRADE UNION REPRESENTATIVE FUNDED THROUGH THIS AGREEMENT**

#### **CONCERNS RAISED BY A HEADTEACHER/HEAD OF SERVICE**

##### **Level one – Informal Process**

Where the headteacher/head of service has a concern over the conduct of a borough level union representative when acting in his or her capacity as a trade union representative, as a first step, the headteacher/head of service will meet with that trade union representative to discuss those concerns with a view to reaching a resolution. By agreement, the parties may contact a paid trade union official or an official of the local authority or any other relevant party to assist in reaching a resolution.

Where the headteacher/head of service has a concern over the conduct of a school based union representative when acting in his or her capacity as a trade union representative, as a first step, the headteacher/head of service will meet with that trade union representative to discuss those concerns with a view to reaching a resolution. That school based representative may choose to be accompanied to the meeting by a trade union colleague. All meetings will take place as soon as possible.

##### **Level Two – Formal Process**

Where it has not been possible to reach a resolution under Level One, then as a second step in any process, the headteacher/head of service will refer the concern to the Chair of the Schools Forum, the Head Employee Relations, Business Partnering and Reward, and the Assistant Director Schools and Learning who will consider the merits of the complaint and, if appropriate, refer it to a paid official of the trade union. The official will meet with a designated Assistant Director/Governor to reach a formal resolution. That meeting may be attended by the headteacher/head of service and elected trade union official. Human Resources will be involved as necessary. The resolution could include by agreement (but is not limited to):

- (i) mediation, including involvement of an external mediator;
- (ii) (ii) a recommendation as to the future conduct of the trade union representative;
- (iii) (iii) a recommendation as to the future management of issues arising between the headteacher/head of service and the trade union representative;
- (iv) (iv) no further action taken.

#### **CONCERNS RAISED BY A TRADE UNION REPRESENTATIVE**

### **Level one – Informal Process**

Where a borough level or school based union representative has a concern over the conduct of a headteacher/head of service or a governor, which has arisen out of relations with that trade union, then as a first step this will be raised with the headteacher/head of service or governor to discuss. By agreement, the parties may contact a paid trade union official or an official of the local authority or any other relevant party to assist in reaching a resolution. All meetings will take place as soon as possible.

### **Level two – Formal Process**

Where it has not been possible to reach a resolution under Level One, then as a second step in any process, the trade union representative will refer the concern to the full time official at a regional level, who, if appropriate will liaise with the Chair of the Schools Forum, the Head Employee Relations, Business Partnering and Reward, and the Assistant Director Schools and Learning who will consider the merits of the complaint and, if appropriate, refer it to a designated Assistant Director/governor. The Assistant Director/governor will meet with a paid trade union official to reach a formal resolution. That meeting may be attended by the headteacher/head of service and the trade union representative. Human Resources will be involved as required. The resolution could include by agreement (but is not limited to):

- i) mediation, including involvement of an external mediator;
- ii) a recommendation as to the future conduct of the headteacher;
- iii) a recommendation as to the future management of issues arising between the trade union representative and the headteacher (or his or her representative);
- iv) no further action taken

### **DEFINITION/INTERPRETATION**

No contractual status is attached to this document and any difficulty over interpretation of this agreement should be referred to the Head of Employee Relations, Business Partnering and Reward.

### **ALTERATION OR TERMINATION OF THE AGREEMENT**

The Council may amend any of the provisions of this policy subject to six months' notice in writing. It is assumed that during the notice period, consultation will be had between the Council and the unions about the proposed changes with a view to reaching an understanding about the changes.

Should a trade union representative fail to adhere to these arrangements, they may be reviewed on an individual basis subject to consultation with the appropriate full time union officer.



**Report for:** General Purposes Committee

**Item number:** 10

**Title:** Organisational Change Policy - Amendment  
**Report**

**authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Dan Paul, Chief People Officer

**Ward(s) affected:** N/A

**Report for Key/  
Non Key Decision:** Non Key

**1. Describe the issue under consideration**

This report recommends a change to the wording of section 8.2 of the Organisational Change Policy – Redeployment.

**2. Cabinet Member Introduction**

Not required for the General Purposes Committee.

**3. Recommendations**

- 3.1 That the Committee approve the following change in Section 8.2 of the Organisational Change Policy:

Current wording:

*A vacancy will only be considered a suitable alternative post if it is either at the same grade, at one grade up, or one grade down, from the redeployee's substantive grade.*

New proposed wording:

*A vacancy will only be considered a suitable alternative post if it is either at the same grade, at up to three grades up (two in the case of those on Senior Manager terms and conditions of Employment), or one grade down from the redeployee's substantive grade.*

**4. Reason for decision**

- 4.1 To ensure that the Council has a redeployment policy that supports the Council's objectives and ensures that displaced employees are redeployed wherever possible.

**5. Background**

- 5.1 Haringey Council always tries to minimise redundancies, as is our legal duty. An effective organisational change policy, including redeployment, is one of the ways in which this is done.
- 5.2 It is considered beneficial to widen the grade band at which redeployment is likely to be appropriate, from the current three grades (one up and one down) to five grades (three up and one down) in order to maximise redeployment opportunities and minimise redundancies.
- 5.3 This will be two grades up and one down for senior managers, as the grade bands are much wider than for National Joint Council (NJC) employees.
- 5.4 Redeployment is not based solely on grade. There are a number of considerations, including:
- The similarity of the vacancy to the current job
  - The redeployees skills, abilities and personal circumstances
  - The total pay and benefits of the job (pay protection is in place for 18 months if the job is at a lower grade to the substantive job)
  - The hours and location of the job (this may include hybrid working location).
- 5.5 The Organisational Change policy contains a full and comprehensive section on redeployment.
- 5.6 Trade Unions have been consulted and agree with the recommendations in this report.

## **6. Alternative options considered**

- 6.1 The alternative would be to make no change, which has been discounted as the the benefits of making the change would not be realised.

## **7. Contribution to strategic outcomes**

- 7.1 A policy which facilitates redeployment of displaced employees wherever possible ensures that the Council retains experienced staff which will assist in delivering strategic outcomes.

## **8. Carbon and Climate Change Impact**

None

## **9. Statutory Officers' comments (Chief Finance Officer (including procurement), Head of Legal and Governance, Equalities)**

### **9.1 Head of Legal & Governance Comments**

The terms of reference of General Purposes Committee includes the approval of all human resources policies.

The recommendation sought to amend the Organisational Change Policy to vary the parameter of what is considered to be a suitable reasonable offer of employment in a redeployment situation engages the Council's powers under S112 Local Government Act 1972 to determine the terms and conditions of employment of its staff.

The recommendation at 3.1 falls within the Committee's remit.

**9.2 Chief Finance Officer Comments**

As set out in 5.2 above the proposed widening of the grade band increases redeployment opportunities and minimises the likelihood of redundancy and its associated costs. Reducing the potential financial cost of making organisational changes is welcome given the ongoing financial challenges facing the Council.

**9.3 Equalities Comments**

The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.

Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;

Foster good relations between people who share a relevant protected characteristic and people who do not share it;

A "relevant protected characteristic" is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The updated Organisational Change policy will apply to all employees and therefore has a neutral impact.

**10 Use of Appendices**

None

**11 Local Government (Access to Information) Act 1985**

Not Applicable

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