

NOTICE OF MEETING

STAFFING AND REMUNERATION COMMITTEE

Tuesday, 18th April, 2017, 7.00 pm - Civic Centre, High Road, Wood Green, N22 8LE

Members: Councillors Raj Sahota (Chair), Liz McShane (Vice-Chair), Jason Arthur, Bernice Vanier and Viv Ross

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.

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 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 - 12)

To confirm and sign the minutes of the meeting held on 7 February 2017, and the special meeting held on 10 March 2017.

7. REVIEW OF CORPORATE FUNCTIONS AND THE CORPORATE LEADERSHIP GROUP (PAGES 13 - 18)

Report of the Interim Chief Executive finalising some of the proposals to the senior management structure reported to the Committee on 7 February and also recommending changes in the officer leadership arrangements for regeneration and economic development, to ensure resources are focussed effectively on Council priorities moving forward.

8. SENIOR MANAGERS PAY REVIEW (PAGES 19 - 28)

Report of the Interim Chief Executive and Head of Paid Service to provide the Committee with a summary of the outcomes of the Senior Managers' Pay Review April 2017.

Appendix D to follow.

9. REFORM OF LEGISLATION GOVERNING OFF-PAYROLL IN THE PUBLIC SECTOR (IR35) - LBH IMPLICATIONS (PAGES 29 - 38)

Report of the Assistant Director, Transformation and Resources, to inform the Committee of the changes to the Off-Payroll Intermediaries legislation that came into effect in April 2017. The report considers how the changes will impact on the Council as an employer and on its current workforce strategy, which will require strategic planning to minimise the impact.

10. STATUS OF COUNCIL AND EMPLOYEE JOINT CONSULTATIVE COMMITTEE (PAGES 39 - 48)

Report of the Assistant Director, Transformation and Resources, seeking to amend the constitution of the Council and Employee Joint Consultative Committee (CEJCC) to dissolve it as a sub-committee of the Staffing and Remuneration Committee and reconstitute it as an informal body.

11. NEW ITEMS OF URGENT BUSINESS

To consider any new items of urgent business admitted by the Chair under agenda item 3 above.

12. DATE OF NEXT MEETING

26 June 2017, 7pm.

Helen Chapman, Principal Committee Co-ordinator
Tel – 020 8489 2615
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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Thursday, 6 April 2017

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MINUTES OF THE MEETING OF THE STAFFING AND REMUNERATION COMMITTEE HELD ON TUESDAY, 7TH FEBRUARY, 2017

PRESENT:

Councillors: Raj Sahota (Chair), Liz McShane (Vice-Chair) and Viv Ross

61. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein.

62. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)

Apologies for absence were received from Cllr Arthur and Cllr Vanier.

63. URGENT BUSINESS

There were no items of urgent business.

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

There were no such items.

66. MINUTES

The Chief Executive noted, in relation to the minutes of the CEJCC meeting on 7 November, how well the recent voluntary redundancy exercise had been managed, and the HR team were commended Committee on the way in which this process had been run.

The Head of People and Change gave a brief update to the Committee in relation to the VR exercise – there had been 185 applications in total, of which 69 had been accepted immediately, more information had been requested in 21 cases and there had been several withdrawals. The process had run smoothly and had the support of the trade unions, and it was felt that the VR Panel had offered robust challenge to management on their recommendations.

RESOLVED

That the minutes of the Staffing and Remuneration Committee held on 6 December 2016 be approved as a correct record and signed by the Chair, and that the minutes of the meeting of the CEJCC held on 7 November 2016 be noted.

67. HARINGEY COUNCIL SMOKING POLICY

The Committee considered the report on the proposed changes to Haringey Council's Smoking Policy, as introduced by Deborah Millward, Healthy Public Policy Officer.

The Committee asked about the decision to permit the use of e-cigarettes on outdoor Council properties but not inside. It was reported that the use of e-cigarettes indoors was recognised as a potential irritant, and was also not felt to be professional, however e-cigarettes were recognised as safe, and were therefore permitted outdoors on Council property as a way of encouraging smoking cessation amongst staff and residents.

The Chief Executive noted the inclusion in the policy of a rule that employees must smoke away from residential properties during official unpaid breaks, and suggested that the Committee may wish to write to the residents' associations around Ringslade Road and Station Road to advise them of this change to the policy. In response to a question from the Committee regarding how this would be enforced, it was reported that Public Health were working with Internal Communications and HR to develop guidance for managers on handling this issue and were also liaising with Facilities Management on how this would be enforced. It was reported that there would be an internal communications campaign on supporting staff to stop smoking and making them aware of the forthcoming changes to the policy, prior to the new policy being introduced and that there would also be a focus on supporting smoking cessation as part of a wider Health and Wellbeing campaign in April 2017.

In response to a question from the Committee, it was reported that the level of smoking amongst Council staff was around 20%, which was slightly higher than the national average.

The Committee asked about the requirement for staff not to be identifiable as Council employees, for example not wearing lanyards whilst smoking. It was confirmed that this related to the launch of the Haringey behaviours, as smoking was not felt to be compatible with professional conduct, and that it needed to be made clear that staff were not at work when smoking.

RESOLVED

That the Committee agree the proposed changes to Haringey Council's Smoking Policy, to take immediate effect. The proposed revised Smoking Policy was set out at Appendix A to the report to the Committee and the proposed changes included:

- Not allowing employees to smoke during working hours. If staff wish to smoke they may only do so during unpaid breaks e.g. before and after work and at lunchtime.

- Permitting the use of e-cigarettes (vaping) on outdoor Council properties.
- Employees who smoke during official unpaid breaks such as lunchtime must do so away from residential properties and not congregate outside other commercial properties to smoke.
- Instructing smokers that when smoking during official unpaid breaks they must ensure that they are not identifiable as Council employees e.g. they must not be wearing lanyards and uniform.

68. SENIOR MANAGEMENT TEMPORARY ARRANGEMENTS AND SAVINGS UPDATE

The Committee considered the report on Senior Management Temporary Arrangements and Savings Update, presented by the Chief Executive. It was noted that the Council's MTFS identified a saving of £400k from senior management reorganisation; the Chief Executive advised that he would have presented a revised structure for the Committee's consideration at this meeting, however as he was due to leave the organisation shortly, work had instead been undertaken with HR in order to identify ways of covering this saving in the short term, without fettering the discretion of the incoming Chief Executive. The report also asked the Committee to recommend to Full Council the proposed interim arrangements for the discharge of duties of the Head of Paid Service and Chief Executive, pending permanent recruitment to the positions.

Clerk's note: where the job title AD Policy and Business Management is referred to in the associated report, this should be amended to read AD – Strategy and Partnerships.

In response to a question from the Committee, it was confirmed that the £400k identified saving related to the 2017/18 financial year; the proposal to hold a number of vacancies at senior manager level was intended to cover this saving in the short term, while giving the incoming Chief Executive flexibility in their approach. The new Chief Executive would be expected to report back to the Staffing and Remuneration Committee with their proposed structure after taking up post.

RESOLVED

That the Committee:

- i) Recommend to Full Council that Zina Etheridge, Deputy Chief Executive, be appointed Interim Head of Paid Service with effect from 1 March 2017 until a permanent appointment to the Chief Executive post is made and the appointee takes up post.
- ii) Note the deletion of the AD Communications post.
- iii) Note the approach to achieving the remaining saving as set out in Section 6 of this report.

- iv) Note that this is a temporary arrangement.
- v) Agree to receiving a noting report back on finalised structure.

69. SENIOR MANAGERS PAY REVIEW - APRIL 2017

The Committee considered the report on the Senior Manager Pay Review – April 2017, as introduced by Ian Morgan, Reward Strategy Manager. The report set out the proposed parameters for the conduct of the Senior Manager Pay Review for 2017 for the Committee's approval; the Committee would receive a further report in March 2017 on the outcome of this pay review exercise, prior to implementation by payroll in April.

The Chief Executive advised that the previous decision of the Staffing and Remuneration Committee to break with national agreements on senior manager pay was significant and permitted the Council to self-determine in respect of its senior remuneration and to link pay awards with contribution in a meaningful way for senior managers. It was felt that staff were motivated by a desire for recognition of their contribution as well as pay, and that the introduction of the My Conversation process had led to important conversations being held at Senior Leadership Team level and their direct reports in relation to evaluation of contribution.

In response to a question from the Committee regarding the difference between the grids in appendices A and B of the report, it was clarified that appendix A set out the senior manager population as at the previous year, and appendix B was the equivalent cohort at the time of drafting the report.

The Committee asked for clarification of the statement in the report that the pay award budget for senior management was to be constructed in the same way as for the rest of the workforce. The Reward Strategy Manager circulated information to the Committee on the pay award model for the rest of the workforce, which set out the NJC pay award of 1%, applicable to all staff, and the incremental increase which would be received only by those staff who were not currently at the top of their pay scale. This model represented a 2.03% increase on the wage bill for the rest of the workforce overall, and it was proposed to use the same budget for the senior management cohort. Awards for senior managers would be determined by their distribution on the My Conversation grid; where the cost of the awards on this basis would exceed the budget envelope, the awards as set out on the grid would be adjusted downwards until the costs came within the agreed budget.

The Chief Executive advised that the emerging distribution on the My Conversation grid for senior managers, based on conversations held throughout the year, was encouraging and suggested that the process was being undertaken in a meaningful way. The Chair noted that My Conversation was a useful tool for recognising a range of behaviours, and also welcomed the decision to establish the budget for senior manager pay awards on the same basis as the rest of the workforce.

The Committee noted the pay multiple, as set out in the Pay Policy Statement later on the agenda; the Chief Executive expressed some concern regarding the usefulness of the pay multiple as a comparative tool.

RESOLVED

That the Committee approve the parameters for the conduct of the Senior Manager Pay Review for 2017 as set out in the report.

70. REIMBURSEMENT OF BUSINESS MILEAGE

The Committee considered the report on Reimbursement of Business Mileage, as introduced by Ian Morgan, Reward Strategy Manager. The report sought approval to consult with Council staff and their representatives on the replacement of the current and historic arrangements of a lump sum and mileage rates based on NJC rates, with HMRC authorised mileage rates.

The Committee asked whether the reference to ‘fuel’ as set out in running costs linked to mileage in the report also included electricity for electric vehicles, and also asked what incentives there were for staff to use different forms of transport. It was confirmed that such incentives were something the Council could incorporate into its policy, and that some measures had already been introduced, such as providing Oyster cards for use within some teams in order to promote the use of public transport.

In response to a question from the Committee, it was confirmed that casual car users were currently reimbursed on a claim-only basis, whereas essential users received a lump sum. The Committee asked about the evidence that users were required to provide in order to receive reimbursement, and it was reported that justification for journeys undertaken had to be provided to their line manager for sign-off. The Committee asked about the potential increase in administrative costs in moving to a new arrangement, however it was felt that staff should already be completing the necessary documentation as part of the current process.

It was noted that the Council did not currently have robust baseline data for the amount of journeys different roles would be expected to undertake, and that collection of journey data as part of the claims process was therefore felt to be useful in order to establish this information. It was noted that there were a number of different roles within the organisation which were designated as essential car users, and there was a wide range of different reasons for this designation.

In response to a question from the Committee it was confirmed that consultation on this matter would commence within the next couple of weeks, however it was difficult to commit to a time-scale by which a final model would be agreed. It was noted that a change to the mileage scheme may require changes to employment contracts.

RESOLVED

- i) That the Committee authorise officers to consults with Council staff and their representatives on the replacement of the current and historic

arrangements of a lump sum and mileage rates based on NJC rates, with HMRC authorised mileage rates, as set out in Appendix B to the report.

- ii) That officers bring to the Committee for approval a further report setting out the outcome of the consultation and final proposals for the payment of car/van/motorcycle/bicycle allowances to Council employees.

71. PAY POLICY STATEMENT 2017/18

The Committee considered the report on the Pay Policy Statement 2017-18, as introduced by Ian Morgan, Reward Strategy Manager. It was noted that this was a statutory report that the Council was required to produce annually, in accordance with the Localism Act 2011. The Committee was requested to approve the Pay Policy Statement and refer it on to Full Council for final approval, and to authorise the AD Transformation and Resources to make such amendments to the statement, in consultation with the Chair of the Staffing and Remuneration Committee, as he considered minor, prior to the statement being recommended to Full Council. It was noted that if any changes were required to the statement after its approval by Full Council, these would need to go back to Full Council for determination.

The Committee in particular noted the “pay multiple” of 1:6.4, being the ratio between the highest paid salary and the median salary of the whole of the Council’s workforce, which was required to be published as part of the statement in accordance with the Localism Act 2011.

RESOLVED

- i) That the Committee approve the draft Pay Policy Statement 2016/17, attached at Appendix A to the report.
- ii) That the Assistant Director of Transformation and Resources be authorised in consultation with the Chair of the Committee to make such amendments to the Pay Policy Statement as he considers minor.
- iii) That the Committee remit the Pay Policy Statement (as amended if applicable) for endorsement by Full Council on 20th March 2017.

72. PERFORMANCE MANAGEMENT REPORT Q3, OCTOBER - DECEMBER 2016

The Committee considered the Performance Management report for Quarter 3, October to December 2016, as presented by Carole Engwell, HR Quality Assurance Manager. It was reported that in the last 12 months the combined saving on agency workers and consultants/interims had totalled £556k, and that it was expected that the next quarter would reflect further savings due to agency staff taking leave over the Christmas period. The Committee noted that there had not been a significant change in the Council’s equality profile, and that a new data capture exercise in Spring/Summer 2017 (associated with a move to e-payslips) would help to improve the baseline workforce data available and address concerns around under-reporting, for example in relation to issues such as disability. The Committee also noted that it

was expected for the Council's headcount to have reduced by 293 by the end of the financial year, representing an approximate 10% reduction in the total workforce during the year.

The Committee noted that there had been an increase in sickness absence of 0.4 days over the past quarter; the increase had been mainly in frontline roles, and it was acknowledged that there was an increased demand on staff working in these areas and consequent stress. It was anticipated that there may be a further increase reported in the next quarter, as this would cover the winter period. The Chief Executive expressed concern with regards to the increase in sickness absence. The Council had managed to reduce the levels of absence over the past three years to close to industry standard (around 7-8 days per year), however an increase in stress-related absences was being reported and this was of concern. The Committee was advised that senior management were looking into ways of addressing this issue; Public Health were introducing mental health training for all managers, and that the Chief Operating Officer was proactively championing the introduction of additional support around mental health issues, and general workforce wellbeing.

It was agreed that the Committee would be provided with a briefing on the provision of mental health support for employees of the Council.

Action: Head of People and Change

In relation to the table of consultants/interims, the Committee requested an additional column to show full-year equivalent costs as well as the costs for actual contract length and it was agreed that this would be included in future reports.

Action: HR Quality Assurance Manager

The Committee noted that the introduction of IR35 may have an impact on the figures relating to consultants/interims in future quarters and it was proposed that a full report on IR35 and its implications be presented to the Committee at its next meeting. One immediate impact was likely to be an increase in the use of short term contracts, and it was noted that there may be a legal issue around identifying whether someone were deemed an employee of the authority and associated indemnification.

RESOLVED

That the content of the report be noted.

73. SCHOOLS HR POLICIES (FAMILY FRIENDLY; RECRUITMENT; DIVERSITY AND EQUALITY)

The Committee considered the report on policies to be recommended by the Council for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains and to be implemented by the Council in respect of any unattached teachers it employs. The report was introduced by Victoria Tricarico, Head of People and Change, who outlined the policies for recommendation, namely the Family Friendly policies (incorporating maternity policy, adoption policy, paternity policy, shared parental leave policy, parental leave policy), Recruitment policy and Equality and diversity in employment policy.

In response to a question from the Committee, it was confirmed that these policies applied only to schools and unattached teachers, not Council staff more widely.

The Committee suggested some amendments to the draft wording of the policies as follows:

Family Friendly Policies: Maternity policy

18.3.2 – final sentence to be amended to remove reference to ‘you’ for consistency.

Model recruitment policy

6.3.3 – First sentence to be amended to read “...must advertise a head teacher vacancy...”

6.3.5 – it was felt that the wording of the paragraph should be strengthened so as to make the inclusion of the ‘Positive about disabled people’ logo and statement that they are ‘An Equal Opportunity Employer’ in advertisements a requirement in the model policy. The wording as drafted was felt to be ambiguous.

6.6.6 – final sentence to be amended to read “...if people have not heard *within* 20 working days/ by the date of the interview...”

The Committee asked what was meant by the term ‘soft information’ in reference to paragraph 4.3 of the model recruitment policy. It was confirmed that this may be information held by the police (for example repeated allegations against a person) which had not led to a conviction and would therefore not be formally disclosable as part of a DBS check, but which it was felt would be relevant to share in relation to recruitment to certain posts, as a safeguarding measure.

The Committee asked about the response to the consultation process. It was reported that there had been a small number of responses, largely seeking points of clarification rather than in objection to the content of the draft policies. The response had generally been positive, and the trade unions had welcomed the changes, in particular the efforts made to make complex areas of policy as clear as possible to staff.

RESOLVED

- i) That the Committee approve the model family friendly, recruitment and equality and diversity in employment policies, attached at Appendix A, B and C, to:-
 - a) Be recommended by the Council from 8th February 2017 for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains;
 - b) To be implemented by the Council in respect of any unattached teachers it employs from 8th February 2017.

- ii) That these new policies will replace any existing policies and guidance that is currently in place.
- iii) That the Committee authorise the Assistant Director Transformation and Resources in consultation with the Chair of the Committee to make such amendments to the model family friendly, recruitment and equality and diversity in employment policies as he considers minor, any such amendments to be reported back to the meeting of the Committee immediately following the making of the amendments.

74. NEW ITEMS OF URGENT BUSINESS

There were no new items of urgent business.

The Chair noted that this was the last meeting of the Committee that Nick Walkley would be attending as Chief Executive, as he was leaving the authority. The Committee recognised the positive contribution that he had made to the organisation during his time at Haringey, and wished him the best for the future.

The Committee also noted that this was the last meeting to be attended by Victoria Tricarico as Head of People and Change, and thanked her for the valuable work she had undertaken for the organisation as a whole and in support of the work of the Committee in particular.

The meeting closed at 8.25pm.

CHAIR: Councillor Raj Sahota

Signed by Chair

Date

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MINUTES OF THE MEETING OF THE STAFFING AND REMUNERATION COMMITTEE HELD ON FRIDAY, 10TH MARCH, 2017

PRESENT:

Councillors: Raj Sahota (Chair), Gail Engert and Claire Kober

75. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein.

76. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)

Apologies for absence were received from Cllr Vanier and Cllr Ross, for whom Cllr Kober and Cllr Engert were substituting.

77. URGENT BUSINESS

There were no items of urgent business.

78. DECLARATIONS OF INTEREST

There were no declarations of interest.

79. APPOINTMENT TO THE POST OF CHIEF EXECUTIVE

The Committee received a report from the Assistant Director, Transformation and Resources, providing details of the recruitment exercise undertaken for the post of Chief Executive and Head of Paid Service and the process for making such an appointment in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution.

The Committee considered the recommendations of the Interview Panel for the post of Chief Executive and it was

RESOLVED

That the recruitment process be paused at this stage.

CHAIR: Councillor Raj Sahota

Signed by Chair

Date

Report for: Staffing & Remuneration Committee

Item number: 7

Title: Review of Corporate Functions and the Corporate Leadership Group

Report authorised by : Zina Etheridge, Interim Chief Executive

Lead Officer:

Ward(s) affected: N/A

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

1. Describe the issue under consideration

1.1 The previous Chief Executive reported to the Committee on 7 February 2017 a number of proposed changes to the Senior Management Structure to ensure that the Council has the right strategic leadership in place and is able to deliver savings.

1.2 It was agreed that a report finalising some of these proposals would be brought back to the committee, which is the purpose of this item. In addition, a number of changes in the officer leadership arrangements for regeneration and economic development are required to ensure resources are focussed effectively on Council priorities moving forward, and this report also recommends these changes to the Committee.

2. Cabinet Member Introduction

N/A

3. Recommendations

3.1 That the Committee note:

- The permanent changes proposed to staffing in the corporate functions; and
- The changes to the leadership structures within the Regeneration and Planning Directorate.

4. Reason for decision

- 4.1 The Council's MTFS proposals include a saving of £400k in 2017/18 to be achieved from a review of the Corporate functions. In addition changes in corporate structures and within Regeneration and Planning Directorate (RPD) are required in order to ensure that the Council's priorities are effectively delivered. The changes in this paper pave the way to further restructures at middle and junior management levels in order to achieve that MTFS saving and fund any costs of the RPD restructure.

5. Alternative options considered

N/A

6. Background information

- 6.1 As part of the production of the MTFS consideration was given to a review of the Corporate functions which were under the direct control of the Chief Executive.
- 6.2 Pressures on the Council's finances mean that it is important that budgets, not part of direct or commissioned service delivery, are subject to scrutiny to ensure that there are no overlaps between functions, spans of control are appropriate and efficiencies are maximised, by grouping together roles with similar outputs. Additionally, changes to the corporate structure to ensure the right level of focus and to reduce any overlaps or duplication will help the Council deliver its key priorities.
- 6.3 A collaborative approach was adopted in order to ensure that any savings identified did not create demands elsewhere in the Council or create gaps in capacity for particular service areas.
- 6.4 The activities in scope for the review included all or part of the work of the following teams:
- Communications – Internal and External
 - Corporate Delivery Unit
 - Feedback and Information Governance
 - Policy & Strategy and Business Management
 - Senior Leadership Support
 - Leader and Cabinet Support
- 6.5 As part of the review the Assistant Director for Communications indicated that he wished to leave the authority. The deletion of this post represents a significant proportion of the MTFS savings to be achieved by this review.
- 6.6 There are currently eight vacancies in the teams included in the review. These vacancies will be frozen until future restructures achieve both the £400K MTFS savings plus any extra costs incurred through the restructure of RPD management. This freezing of vacancies will enable control of in-year salary budgets in line with 2017/18 plans.

- 6.7 Within the Regeneration and Planning directorate a restructure has been consulted on to:
- Propose changes arising from the departure of the Assistant Director for Corporate Property & Major Projects on early retirement, whilst ensuring a continued focus on economic development.
 - Ensure an appropriate level of focus on the development of the Haringey Development Vehicle in the short to medium term.
 - Ensure that there is sufficient strategic capacity to lead work on regeneration in Tottenham and Wood Green given the rate of progress on both.
- 6.7 Overall, therefore, the following changes to posts at the Corporate Leadership Group level result:

A new permanent role of Assistant Director, Strategy and Communications (referred to in the report of 7 February 2017 as Assistant Director, Strategy and Partnerships). This role has existed on a temporary basis. This role will continue to be accountable for the Policy and Strategy, Leader and Cabinet Support and Business Management teams and will now be accountable for the Council's communication teams. Business Management covers support to SLT and ownership of our internal governance arrangements. The role of Head of Service for Policy and Business Management which was previously accountable for some of these responsibilities was deleted last Autumn.

The duties of the existing Assistant Director, Transformation and Resources, remain as is, but the role will also take the lead on business intelligence and performance management.

The role of Assistant Director of Communications is deleted.

The job title of the Director of Regeneration, Planning and Development is changed to Strategic Director, Regeneration, Planning and Development;

The role of Programme Director Tottenham (where Helen Fisher is the post holder) is enlarged to take responsibility for all strategic regeneration projects including Wood Green and the job title is changed to Director of Regeneration. A new permanent role of Assistant Director, Area Regeneration is created to bring more senior capacity into this large area of responsibility under the Director of Regeneration.

The role of Assistant Director, Regeneration will be deleted and many of post's responsibilities will be subsumed into a new permanent role of Director of Housing & Growth, filled by the same post holder (Dan Hawthorn). This post will be responsible for Strategic Housing, Economic Development & Business

Inward Investment, Strategic Property and, provided approval is granted at July Cabinet, will also be responsible for HDV Relationship Management. This post will also be the priority owner for Priority 5 of the Corporate Plan.

A new permanent role of Assistant Director, Economic Development & Growth is created. This post will take responsibility for Economic Development & Business; Adult Learning & Skills, LSCC and Strategic Property. This post will also be the priority owner for Priority 4 of the Corporate Plan.

The post of Assistant Director, Corporate Property & Major Projects is deleted.

The post of Assistant Director, Regeneration is deleted.

Various changes to teams below the level of the corporate leadership group result from these changes, and affected staff have been consulted as appropriate.

A new profile chart for CLG level posts is attached at appendix A.

7. Contribution to strategic outcomes

N/A

8. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities

Finance and Procurement

The financial effects of the proposed changes to the corporate functions and corporate leadership group have yet to be fully evaluated. If the net effect of these changes is a permanent increase in budget requirements, this will need to be funded by corresponding reductions in budgets elsewhere and not by in-year spending controls. This is in addition to the £400k MTFS budget saving required to be delivered for 2017/18 onwards.

Legal

The Assistant Director, Corporate Governance has been consulted in the drafting of this report and has no comments.

Equality

No equality impact.

9. Use of Appendices

Appendix A – Corporate Leadership Group (CLG) Profile

10. Local Government (Access to Information) Act 1985

N/A

Corporate Leadership Group (CLG) Profile

Current CLG Population by Directorates and Level

Directorate			Chief Executive	Deputy Chief Executive	Chief Operating Officer	Regeneration, Planning and Development	Count
			Job Title	Job Title	Job Title	Job Title	
Level A	Strategic Leadership Team	Step 2	Chief Executive				1
		Step 1		Deputy Chief Executive	Chief Operating Officer	Director of Regeneration, Planning and Development	3
Level B	Director / Assistant Director	Step 2		Director Children's Services	Assistant Director Transformation & Resources	Tottenham Programme Director	3
				Director Adults Services	Assistant Director for Commercial & Operations		2
				Assistant Director Commissioning			1
		Step 1	Assistant Director of Corporate Governance (Monitoring Officer)	Assistant Director for Safeguarding & Social Care	Assistant Director for Customer Services	Assistant Director Regeneration	4
			Assistant Director Strategy & Partnerships	Assistant Director for Early Help & Prevention	Assistant Director for Shared Services	Assistant Director Planning	4
				Assistant Director Communications		Assistant Director Capital Projects	2
	Assistant Director Schools and Learning			1			
							21

Future CLG Population by Directorates and Level

Directorate			Chief Executive	Deputy Chief Executive	Chief Operating Officer	Regeneration, Planning and Development	Count
			Job Title	Job Title	Job Title	Job Title	
Level A	Strategic Leadership Team	Step 2	Chief Executive				1
		Step 1		Deputy Chief Executive	Chief Operating Officer	Strategic Director of Regeneration, Planning and	3
Level B	Director / Assistant Director	Step 2		Director Children's Services	Assistant Director Transformation & Resources	Director of Regeneration	3
				Director Adults Services	Assistant Director for Commercial & Operations	Director of Housing & Growth	3
				Assistant Director Commissioning			1
		Step 1	Assistant Director of Corporate Governance (Monitoring Officer)	Assistant Director for Safeguarding & Social Care	Assistant Director for Customer Services	Assistant Director Area Regeneration	4
			Assistant Director Strategy & Communications	Assistant Director for Early Help & Prevention	Assistant Director for Shared Services	Assistant Director Planning	4
				Assistant Director Schools and Learning		Assistant Director Economic Development & Growth	2
							21

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Report for: Staffing and Remuneration Committee

Item number: 8

Title: Senior Manager Pay Review Outcomes (April 2017)

Report

authorised by : Zina Etheridge – Interim Chief Executive and Head of Paid Service

Lead Officer: Ian Morgan – Reward Strategy Manager

Ward(s) affected: All

Report for Key/

Non Key Decision: n/a

1. Describe the issue under consideration

1.1 At the Committee's meeting on the 7th February 2017 the parameters for the conduct of the Senior Manager Pay Review for April 2017 were approved as follows:

1.1.1 Senior manager pay bands be revised for April 2017 by lifting the minimum and maximum of the pay bands by 1% and recalibrating the benchmark as the midpoint of each band.

1.1.2 A notional budget for senior manager pay awards based on 2% of the aggregated benchmarks of the senior manager pay bands.

1.1.3 The My Conversation tool will be used as evidence of an individual's contribution to the Council and the results will populate a pay decision matrix.

1.2 The purpose of this report is to provide the Committee with a summary of the outcomes of the Senior Managers' Pay Review April 2017.

2. Cabinet Member Introduction

Not required for the Staffing and Remuneration Committee.

3. Recommendations

3.1. To note the outcomes of the Senior Manager Pay Review for April 2017.

4. Reason for decision

4.1. The Committee approved, at its meeting on 7th February, the parameters of the conduct of the Senior Manager Pay Review. The Committee was advised that a further report would be brought back to the Committee in March 2017 on the outcome of this pay review exercise, prior to implementation by payroll in April.

4.2. As a result of the Committee meeting being moved from 28th March 2017 to the 18th April 2017, a briefing note was sent to the Chair of the Committee on the 5th April 2017 of the outcomes of the pay review prior to the implementation by payroll for 15th April.

5. Alternative options considered

This is a report back item.

6. Background information

- 6.1. Over the last year we have gathered evidence of My Conversation outcomes for the senior manager population.
- 6.2. There have been three data collection exercises as follows: July/August 2016; December 2016 and March 2017.
- 6.3. The March 2017 data collection involved obtaining a My Conversation outcome for that month and an overall outcome for the year 2016/17.
- 6.4. Subsequently after each data collection exercise the Senior Leadership Team (SLT) have met to moderate the outcomes of the senior manager population to ensure consistency across the organisation and to challenge where appropriate.
- 6.5. A moderation meeting was held on the 3rd April 2017 of My Conversation outcomes for 2016/17 and final outcomes were agreed as Appendix A.
- 6.6. Thereafter, the outcomes populated a pay decision matrix and to ensure that the senior managers pay awards did not exceed the agreed notional budget for senior manager pay awards i.e. 2% of the aggregated benchmarks of the senior manager pay bands the %'s in the matrix were adjusted accordingly.
- 6.7. The final pay decision matrix was agreed by the Interim Chief Executive as at Appendix B.
- 6.8. A summary of the Senior Manager Pay Review is contained in Appendix C.
- 6.9. We have held part of the fund for the Senior Manager Pay Review in reserve to take account of the supplementary review in October 2017 as set out in Appendix C.
- 6.10. Within the Council's overall Medium Term Financial Strategy an allowance was made for all staff, including Senior Managers, for a 1% cost of living allowance. Therefore, the Senior Managers Pay Review will be partly funded by this and the remaining funding will be met through cost and efficiency savings from service budgets.

7. Contribution to strategic outcomes

The Modern Reward Strategy and its implementation gives the Council the opportunity to reinforce to the Senior Management population the importance of achieving the cultural changes set out in the Workforce Plan.

8. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities

Assistant Director of Corporate Governance Comments

- 8.1. There appear to be no legal implications arising from this report.

Chief Finance Officer Comments

- 8.2. The Chief Finance Officer has been consulted on this report and has considered the financial implications of the outcome of senior management pay review. The report

makes clear that the proposed increase in senior management pay will be contained within approved budgets.

- 8.3. The overall impact of the proposed aggregate base salary budget for senior management is in line with benchmark. However, it should be noted that, although proposed overall salaries budget for senior management compare favourably against the aggregate benchmark, impact at directorate and individual level will vary, so that some directorates average increases will be higher than 2% while others will be lower.

Equalities Comments

- 8.4. The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:
- 8.4.1. Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act;
 - 8.4.2. Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;
 - 8.4.3. Foster good relations between people who share a relevant protected characteristic and people who do not share it;
 - 8.4.4. A “relevant protected characteristic” is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation.
 - 8.4.5. An equalities impact assessment has been completed as shown in Appendix D. To be updated

9. Use of Appendices

- 9.1. The appendices to this paper are as listed below.

Appendix A – Summary of Senior Manager My Conversation Outcomes

Appendix B – Final Pay Decision Matrix

Appendix C – Senior Manager Pay Review Summary

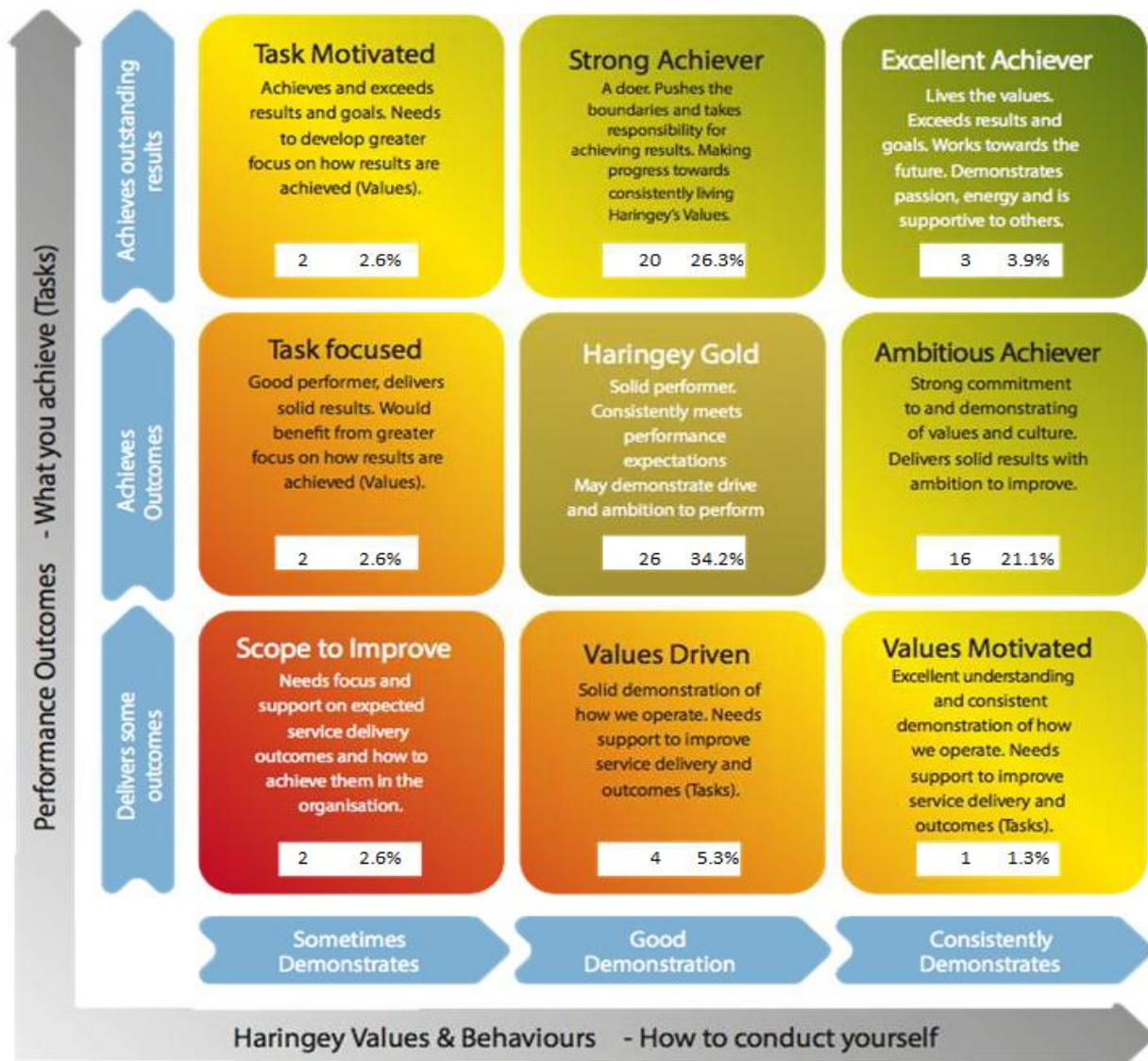
Appendix D – Equalities Impact Assessment – **TO FOLLOW**

10. Local Government (Access to Information) Act 1985

Not applicable.

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**Senior Manager My Conversation Outcomes
(2016/2017)**



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Senior Manager Pay Review

In April 2016 we implemented major changes to the pay and grading arrangements for senior managers as part of our Modern Reward Strategy programme.

Part of these changes involved the adoption of a set of principles regarding the conduct of future pay reviews which included:

- Base pay will be reviewed, but not necessarily increased, each year; and any pay award would be linked to the individual's contribution.
- The amount available for the pay review process will be impacted by what the Council can afford.
- The budget for the pay review will be set by the Staffing & Remuneration (S&R) Committee based on the recommendations of the Senior Leadership Team (SLT), Finance and Human Resources.
- The main pay review for Senior Management will normally be in April each year, however, provision will be made for a supplementary review in October to review, but not necessarily increase, the pay of individuals who for one reason or another were not eligible for a pay review in April. Such awards will not be backdated.

In February 2017 the S&R Committee agreed the parameters of the Senior Managers Pay Review for April 2017 as follows:

- A notional budget was set for the pay review and the amount will be distributed proportionately but in accordance with the final agreed pay decision matrix.
- My Conversation outcomes will be used as evidence of an individual's contribution to the Council and the results will populate the pay decision matrix.
- To be eligible for the 2017 pay review individuals must have been employed on or before 1st October 2016, have successfully passed their probationary period, and hold a senior management position on 1st April 2017.
- Final pay awards will be calculated as a percentage of the benchmark salary for each role.
- Senior manager pay bands will be uplifted by 1% of the benchmark w.e.f 1st April 2017.

The Senior Manager Pay Review has now been concluded and the final Pay Decision Matrix is set out below:

Pay Decision Matrix		
Task Motivated	Strong Achiever	Excellent Achiever
1.8%	2.2%	2.4%
Task Focused	Haringey Gold	Ambitious Achiever
1.5%	2.0%	2.2%
Scope to Improve	Values Driven	Values Motivated
1.0%	1.5%	1.8%

Pay increases will be reflected in April 2017 payslips.

Revised Senior Manager Pay Bands – Effective from April 2017					
Grade	Job Level	Step	Minimum	Benchmark	Maximum
HA2A	Senior Leadership Team	2	£175,400	£189,700	£203,900
HA1A		1	£137,600	£148,700	£159,800
HB2A	Director / Assistant Director	2	£112,100	£121,200	£130,300
HB1A		1	£95,700	£103,500	£111,300
HC3A/B/C	Head of Service / Senior Professional III	3	£81,600	£88,200	£94,700
HC2A/B/C		2	£69,300	£74,900	£81,500
HC1A/B/C		1	£59,200	£63,900	£68,700

Human Resources
April 2017

Haringey
Senior Manager Pay Review Summary - April 2017

	No. of Staff	FTE	Funding Summary		Award Summary			Proposed Aggregate Base Salary	Reserve for October Review	Total Spend
			Aggregate Benchmark Pay	Funding (2%)	Current Aggregate Base Salary	Increase to Base Salary (£)	Increase to Base Salary (%)			
Chief Executive										
Level A	3	3.0	£487,100	£9,742	£475,844	£8,440	1.77%	£484,284		
Level B	2	2.0	£207,000	£4,140	£199,922	£4,140	2.07%	£204,062		
Level C	11	10.5	£760,200	£15,204	£714,905	£14,548	2.03%	£729,453		
sub total	16	15.5	£1,454,300	£29,086	£1,390,671	£27,128	1.95%	£1,417,799	£2,276	£29,404
Deputy Chief Executive										
Level B	6	5.93	£674,100	£13,482	£650,161	£12,679	1.95%	£662,839		
Level C	21	21	£1,456,500	£29,130	£1,409,594	£26,703	1.89%	£1,436,298		
sub total	27	26.93	£2,130,600	£42,612	£2,059,755	£39,382	1.91%	£2,099,137	£3,623	£43,005
Chief Operating Officer										
Level B	4	4	£449,400	£8,988	£441,700	£9,922	2.25%	£451,622		
Level C	27	26.75	£1,901,800	£38,036	£1,823,222	£30,230	1.66%	£1,853,452		
sub total	31	30.75	£2,351,200	£47,024	£2,264,922	£40,152	1.77%	£2,305,074	£3,175	£43,327
Director Regeneration Planning and Development										
Level B	3	3	£328,200	£6,564	£313,925	£7,013	2.23%	£320,938		
Level C	16	15.6	£1,192,000	£23,840	£1,095,693	£22,491	2.05%	£1,118,185		
sub total	19	18.6	£1,520,200	£30,404	£1,409,619	£29,505	2.09%	£1,439,123	£2,856	£32,361
Totals										
Level A - Senior Leadership Team	3	3	£487,100	£9,742	£475,844	£8,440	1.77%	£484,284		
Level B - Directors and Assistant Directors	15	14.93	£1,658,700	£33,174	£1,605,708	£33,754	2.10%	£1,639,462		
Level C - Heads of Service/Senior Professionals	75	73.83	£5,310,500	£106,210	£5,043,415	£93,972	1.86%	£5,137,387		
Grand Total	93	91.76	£7,456,300	£149,126	£7,124,967	£136,166	1.91%	£7,261,133	£11,930	£148,096

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Report for: Staffing & Remuneration Committee, 18 April 2017

Item number: 9

Title: Reform of legislation governing off-payroll in the public sector (IR35) - LBH Implications

Report authorised by : Richard Grice, Assistant Director Transformation & Resources

Lead Officer: Julie Amory, HR Policy Manager

Ward(s) affected: N/A

Report for Key/ Non Key Decision: N/A

1. Describe the issue under consideration

- 1.1 This report is presented to inform the Staffing and Remuneration Committee of the changes to the Off-Payroll Intermediaries legislation that came into effect in April 2017.
- 1.2 The report considers how the changes will impact on the Council as an employer and on its current workforce strategy, which will require strategic planning to minimise the impact.

2. Cabinet Member Introduction

Not applicable.

3. Recommendations

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

4. Reasons for decision

Not applicable

5. Alternative options considered

Not applicable

6. Background information

- 6.1 This report covers the legislative changes to the Off-Payroll Intermediaries legislation (commonly known as 'IR35'), which aims to ensure that individuals who work off-payroll who would have been taxed as employees had they been engaged directly, pay employment taxes on their income.
- 6.2 The Government believes that within the public sector there is widespread non-compliance with the legislation therefore it is implementing changes that shift the responsibility for assessing IR35 status to the public sector body engaging the worker.

- 6.3 This responsibility will also include the duty to deduct and pay the correct tax on this income for the worker. Where an agency or contractor is supplying the worker to a public sector body then the duty to deduct and pay the correct tax will rest with the agency/contractor.
- 6.4 The changes to IR35 will not affect fully contracted out services delivered in the public sector (e.g. TUPE'd services) or where a third party employs the worker directly through a Managed Service Company (MSC).
- 6.5 The current IR35 rules apply where an individual performs services through their own intermediary, e.g. a personal service company (PSC), limited company or partnership; and were it not for this arrangement the individual would be classified as an 'employee' for tax/National Insurance Contribution (NIC) purposes (the employment test).
- 6.6 Under the current rules, the intermediary is required to determine whether the IR35 rules apply to a contract and where they do the intermediary must deduct and pay tax and NICs equivalent to an employee.
- 6.7 From 6th April 2017, the duty to assess the employment status and whether IR35 applies passed to the public sector body.
- 6.8 The employment test considers how the contract operates on a day-to-day basis and the working relationship between the engager and the contractor; as such it is an on-going duty. This means that where the nature of the work changes it will be necessary to complete an additional employment status check to identify whether the new duties given to the worker by the engager have changed the employment status.
- 6.9 Contracts that fall under the revised regulations do not mean that the individual has employment rights for other purposes e.g. holiday pay etc and does not create any new pension obligations for the individual therefore pension auto-enrolment obligations will remain with the intermediary.
- 6.10 To support the legislative changes and assist in identifying the employment status for tax and NICs purposes, the Government has produced an online Employment Status Service that asks a series of questions about the working relationship between the worker and the engager.

7. Implications of IR35 changes

- 7.1 It is to be noted that where an off-payroll worker has already been assessing their engagement with the public sector as in scope of IR35 the revised rules should not ultimately result in an increase in the tax and NICs payable.
- 7.2 Workers that have not treated income from public sector engagements as in scope will see a decrease in what they receive where the engagement is assessed as in scope for IR35 due to the deduction of employee rate tax and NICs contributions that will be due.

7.3 Furthermore, contractors operating in the public sector will experience a reduction in take-home pay as a result of the withdrawal of the current 5% notional tax-free allowance.

7.4 These impacts on workers' income pose the risk that contractors might attempt to increase day rates. The Council's starting position is that it will not consider an increase in rates, but it is considering this from a workforce planning perspective to ensure that the Council has staff with the right skills to progress the work. The Council has also been working to ensure effective knowledge transfer processes are an essential part of the off payroll contracts it operates.

7.5 Risk/considerations

The following table summarises the risks and issues that the Council is considering.

Possible risk areas	Risks	Mitigations and issues for consideration
Off Payroll workers may leave	<ul style="list-style-type: none"> • New IR35 obligations only apply to the public sector therefore highly experienced or specialist contractors may decide to choose private sector engagements; • Social workers - Although the London Councils Memorandum of Understanding (MOU) regarding Children's social worker day rates is likely to assist in keeping rates consistent across the Boroughs it is recognised that there may still be a drive to increase the collectively agreed rates and it is understood that some Boroughs are no longer signed up to the MOU; • Finance - The Council is required to have adequate financial cover at all times, some roles in Finance remain covered by interims and we are approaching year end; • Regeneration and legal roles - Income generating, regeneration projects depend on having skilled planners, surveyors etc and the Council is competing with the private sector for skilled planners; • Lawyers leaving could present a risk of complying with statutory duties in 	<ul style="list-style-type: none"> • The Council continues to reduce reliance on off payroll workers and numbers have steadily declined over the past 12 months (there has been a 153 overall reduction); • HR has been liaising with the agencies to confirm which workers are engaged via PSCs to identify the scale of the issue; • Attempts are being made to fill roles permanently or via fixed term contracts; • The MOU and the limited options for social workers to move to the private sector assists in suppressing the risk related to social workers. <p>Risk Level – MODERATE/HIGH</p> <ul style="list-style-type: none"> • Assessed as moderate/high due to timing – year end and IR35 changes will coincide.

Possible risk areas	Risks	Mitigations and issues for consideration
	relation to children and adults.	
Maintained schools	<ul style="list-style-type: none"> Where the Council runs school payroll it will have to add any workers engaged directly by the Schools onto its system to ensure that necessary deductions occur at source; The Council may also bear the risk as the employer if HMRC view a maintained school to have erroneously assessed an engagement as out of scope. 	<ul style="list-style-type: none"> HR have had informed Secondary and Primary Heads of the implications of the changes. Meetings are also planned with the School Business Managers; HR and SSC (HR) develop a process to address the nuances of workers engaged by maintained schools. <p>Risk Level – MODERATE / HIGH Assessed as MODERATE / HIGH as we will require the schools to provide this information in a timely manner to ensure payments can be made.</p>
Financial risks - incorrectly assessing engagements as out of scope	<ul style="list-style-type: none"> Penalties include repaying HMRC the tax and NICs due, and a fine ranging between 30% to 70% of the value of the tax due and the reputational damage. 	<ul style="list-style-type: none"> Implement a process that will allow managers to receive a determination on whether an engagement is in/out of scope. <p>Risk Level – MODERATE Assessed as MODERATE as an independent process should provide consistency in outcomes; and minimise risk of errors occurring. The risk is assessed as moderate as the process still depends on engaging managers accurately describing the activities given to the worker and remembering that it is an on-going duty that needs reassessing if there are changes to the engagement.</p>
Reputational	<ul style="list-style-type: none"> The Council's reputation will be at risk if we are seen not to be complying with the spirit as well as the detail of the new regulations. 	<ul style="list-style-type: none"> HR has provided a briefing in response summarising the steps that it is taking; An agreed Corporate response

Possible risk areas	Risks	Mitigations and issues for consideration
		<p>will provide necessary clarity.</p> <p>Risk Level – LOW Assessed as LOW because new processes should ensure that widespread increases in rates is avoided.</p>
<p>Converting workers to permanent/Fixed Term Contracts (FTC)</p>	<ul style="list-style-type: none"> • Workers who convert will accrue employment rights e.g. same redundancy rights as a permanent employee after 2 years; • May impact on the MTFS headcount reduction as worker may become permanent on attaining four years' service; • Temp to perm agency fees may be payable; • May lead to increased pressure on budgets if FTC rates increase; • Will increase Council's Apprenticeship Levy bill as workers convert to permanent roles; • Potential equal pay claims if worker(s) treated more favourably while performing 'like work' – particularly relevant as some workers are indistinguishable from employees (i.e. part/parcel of the Council). 	<ul style="list-style-type: none"> • HR is liaising with agencies to ensure that there will not be any temp/perm charges; • FTCs really be used to fill temporary gaps, e.g. for project work, maternity cover or while Council waits to fill permanently. <p>Risk Level – LOW/MODERATE Assessed as LOW/MODERATE as the majority of workers come via Hays which has confirmed there are no charges.</p> <p>Priority Boards can provide challenge on rates. FTCs can be carefully managed with managers reminded to diarise when FTC could attain permanent status and assess in advance of this date whether or not keeping them on a FTC past this date is objectively justified.</p> <p>No funding has been set aside in the MTFS to accommodate the increase in Apprenticeship levy.</p>
<p>Request to increase worker day rates</p>	<ul style="list-style-type: none"> • Difficult to map as it varies depending on how in demand skills are within the sector and/or how critical the role is to the Council; • Needs to be considered in light of the above information on Finance/Regeneration. 	<ul style="list-style-type: none"> • Hold position adopted by London Council's Heads of HR network and create a panel that considers increases on a case-by-case basis <p>Risk Level – LOW Assessed as LOW as London wide agreement to not increase mark ups places the Council in a</p>

Possible risk areas	Risks	Mitigations and issues for consideration
		stronger position to resist the increases.
Increase in agency mark up rates (incl passing on Secondary NICs and apprenticeship levy)	<ul style="list-style-type: none"> Agencies may attempt to pass on the costs they are incurring in implementing the changes leading to increases on mark up rates. 	<ul style="list-style-type: none"> Hold position adopted by London Council's HofHR network and not increase mark up rates. <p>Risk Level – LOW Assessed as LOW as London wide agreement to not increase mark ups places the Council in a stronger position to resist the increases.</p>
HMRC's right to retrospectively assess IR35 compliance	<ul style="list-style-type: none"> HMRC could later deem an engagement as 'in scope'. 	<p>Council considered 3 options</p> <ol style="list-style-type: none"> Set aside a contingency fund to cover off-payroll worker NIC and tax payments to cover the situations where HMRC later views the Council erroneously assesses the engagement as not in scope - no funding has been set aside in the MTFS to accommodate this; Consider <i>all</i> off-payroll worker engagements as in scope for IR35. The consequences is that engagements could attract an uplift and be more expensive, also engagements that should have been out of scope will be captured; Create an independent process to assess IR35 status. This can be achieved via use of the Shared Service Centre and use of an independent panel that would consider any request for an increase in day or mark up rates. <p>The Council adopted option 'c'.</p> <p>Risk Level – LOW Assessed as LOW as the Council is formalising processes to</p>

Possible risk areas	Risks	Mitigations and issues for consideration
		address its new responsibilities stemming from IR35.
Duty to collate and provide employment status test information to agencies	<ul style="list-style-type: none"> • Duty on public sector bodies to assess the employment status of the worker and pass this information onto the agency who is then responsible for deducting and paying tax and NICs where an engagement is in scope of the IR35 rules; • If the public sector body has not informed the agency whether the IR35 rules apply, then the agency can make a written request for the information and the public body must respond within 31 days of the date of receipt of the request; • The agency can also make a written request for the engager's reasons for deciding whether or not the IR35 rules apply, and if so the same 31-day deadline for a response applies. 	<p>HR & SSC (HR) are finalising a process that will address these new rules and provide assurance of the Council's compliance with the new duties.</p> <p>This will include retaining where relevant Off-Payroll Worker records detailing for example, when the worker was engaged and when the individual leaves; copies of any P45s for the worker or relevant record confirming the worker's tax status; and a copy/record of the completed Employment Status Check for the relevant worker.</p> <p>Risk Level – LOW As above this is assessed as LOW as the Council is formalising processes to address its new responsibilities stemming from IR35.</p>

8. Government consultation on IR35

8.1 Consultation

8.1.1 The Government initially ran consultation from 26th May 2016 and closed on 18th August 2016. As stated above, the final rules are that:

- a. The public sector, agency or third party engaging off-payroll workers will be responsible for checking the employment status;
- b. The public sector or agency will be responsible for deducting and paying associated employment taxes and National Insurance Contributions (NICs) to HMRC;
- c. The 5% allowance will be removed for off-payroll workers in the public sector; and
- d. Public sector bodies will be required to provide information to agencies and workers about whether an engagements is within IR35.

8.1.2 Current concerns have been raised regarding the planned legislative changes. IPSE (the Association of Independent Professionals and the Self-Employed) has commented that the changes are 'worrying' as it will deter contractors from working in the public sector. It also commented that the public bodies will be less likely to "risk" engaging

contractors due to the hurdles with IR35, a view which is echoed by the online publication 'Contractor UK', which believes that the 'public sector could lose almost 10,000 of its most skilled digital workers from April 2017'.

- 8.1.3 London Councils Heads of HR network sought to identify a list of key roles supplied by agencies or delivered by consultants that are likely to fall within IR35 rules. The network has suggested it expects 95% of the roles to be within the rules.
- 8.1.4 The Local Government Association raised concerns that the planned changes are only targeted on the public sector and how it may potentially increase costs. Other comments received during the consultation stated that whilst it was agreed that there is an issue with the levels of compliance with the current rules another option would be to create a new tax status for freelancers. Some agencies who responded to the consultation stated that they do not operate payrolls or have the expertise or software to calculate, deduct and pay employment taxes, which will result in them incurring costs. The Government responded to the initial comments by stating that it is aware that this will place new responsibilities on engagers and agencies, and that they have until April 2017 to prepare.
- 8.1.5 The Government reopened consultation to allow the sector and agencies to respond to the amendments listed at 8.1.1 above. This closed on 1st February 2017.

8.2 Implementation date

- 8.2.1 Although the legislative changes came into effect on 6th April 2017, as it covers payments made on this date, it included contracts made before this date, for example, if the work was completed before 6th April 2017 but payment was made on or after this date then the engagement falls within the revised legislation.

9. Contribution to strategic outcomes

- 9.1 The proposed legislation will impact on the Council at a time when it is receiving less funding from Central Government, it will therefore be essential for the Council to have a robust and strategic approach to workforce planning to ensure it has the right people with the right skills.
- 9.2 Although, the focus of the Workforce Plan is to continue to attract and retain the skills and talent to deliver the Corporate Plan, the levers available to expedite change may no longer have the same impact and at the pace required in light of other legislative changes affecting the public sector.
- 9.3 The IR35 changes must be considered against the backdrop of the public sector cap on exit payments, and the requirement to repay an exit payment for employees who earned £80,000 or over, which both are expected to come into effective in 2017.

10. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities

10.1 Chief Finance Officer comments

- 10.1.1 This report highlights a number of key financial risks in relation to the changes to the IR35 rules implemented by the Finance Act 2017.

- 10.1.2 The use of agency workers broadly falls into three categories: to fill permanent establishment posts, to temporarily provide supernumerary establishment posts or to provide supernumerary posts either because specialist skills are required or there needs to be capacity for project-based work.
- 10.1.3 The use of the new HMRC tool has broadly indicated that the first two categories fall within the scope of IR35 and this has applied to a vast number of the agency workers supplied to Haringey. A significant proportion of these workers have previously been operating under a personal services limited company arrangement.
- 10.1.4 As a general rule moving from a personal services company invoicing arrangement will result in additional tax and NI. This is because individuals would have had other mechanisms available to them to draw down funds from the limited company e.g. dividends, which may attract lower rates of tax and/avoid employers national insurance.
- 10.1.5 As highlighted in this report, there is the risk that individuals and agencies (now responsible for the Employer's NI) would seek to pass on these additional costs Haringey.
- 10.1.6 At time of the formulation of the new Medium Term Financial Strategy (MTFS), it was indicated that Haringey would adopt a position of not accepting any increases to day rates as a result of the changes and any service based exception decisions (because of general market rate conditions) resulting in additional costs would need to be contained within service budgets. No provision was therefore made within the new MTFS.
- 10.1.7 Whilst, moving agency workers to fixed term contracts is an option, this results in the Council becoming the employer rather than the agency or consultancy and potentially additional costs such as employer pension costs. If this option is pursued then careful consideration needs to be given to the amount that is agreed to be paid under the fixed term contract and costs that the Council is committed to.
- 10.1.8 Adequate controls will also need to be in place, if not already so, to ensure that supernumerary workers converting to fixed term contracts do not result in a permanent expansion of the establishment list. This is to ensure that this does not result in increased MTFS funding pressures including additional costs associated with employees such as HR and IT support.
- 10.1.9 Those agency workers that are within scope of IR35 are subject to the Agency Worker Rules. This means that they become entitled to additional rights after 12 weeks working with the same organisation in line with certain employee rights. An example of this is a right to be paid the same holiday entitlement as an equivalent establishment post. This will usually result in an increase in the day rate paid as Haringey's holiday entitlement for staff members is higher than the statutory minimum which would be paid to the agency worker for the first 12 weeks. No provision within the MTFS has been made for this and therefore any additional costs will need to be contained within existing budgets.
- 10.1.10 To support the Council's new MTFS and the difficult financial challenges it faces, a review of the Council's financial standing orders is being undertaken which will include consideration of the implementation of limits for amounts payable to agency workers taking into account the equivalent establishment post annualised costs.

10.2 Assistant Director of Corporate Governance

- 10.2.1 The current IR35 rules are contained in the Income Tax (Earnings and Pensions) Act 2003 and the Social Security Contributions (Intermediaries) Regulations 2000. The

legislative changes mentioned in the report are proposed by the Government to brought in by the Finance Act 2017 (as regards income tax) and by social security regulations (as regards National Insurance contributions “NICs”).

10.2.2 The case law surrounding whether an individual is a employee for the purposes of income tax and NICs is complex. A variety of factors need to be considered. Although in the majority of cases it will be clear if an individual is an employee for these purposes, in some cases this will not be clear , where for example some factors point to employment status, and others point to the worker not being an employee for these purposes. Accordingly there will always be a risk that in a retrospective assessment HMRC will disagree with the Council’s assessment that the employee was not an employee for income tax/ NICs purposes. The Council’s assessment is not binding on HMRC. It is not clear whether HMRC would in such an assessment seek to depart from the results provided to the Council when carrying out its assessment by its online Employment Status Service .

10.2.3 The draft legislation envisages that if the public sector body does not respond to an agency’s written request re whether or not the IR35 rules apply to a worker’s engagement, within 31 days of receiving the request, then the duty to deduct and to pay tax and NICs in respect of the worker’s income will transfer from the agency to the Council. Accordingly it will be important to ensure such requests are responded to within that deadline. The duty to respond to an agency’s written request only applies if the Council has a contract with the agency in connection with the engagement.

10.2.4 It is possible that agencies who are advised by the Council that the IR35 rules do not apply to a worker’s engagement, and who rely on that advice in deciding not to deduct tax and NICs from their payments to the worker’s intermediary, may seek indemnities from the Council against the risk of a subsequent assessment by HMRC that the IR35 rules did apply to the worker’s engagement. This is particularly likely to be the case where the agency is not in a position to come to its own view regarding whether the IR35 rules apply to that engagement.

10.2.5 In addition to applying the employment status test, in order to decide whether a worker’s engagement falls within the IR35 rules the Council will have to consider other issues. For example, it will have to consider if the worker personally performs, or is under an obligation personally to perform, services for it. If this requirement is not met – for example because the worker has a broad genuine right to provide a substitute- then the IR35 rules will not apply. It will also need to assess whether the third party through which the worker performs services for the Council is an “intermediary” for the purpose of the IR35 rules. Where the intermediary is a company, it will be sufficient if the worker owns more than 5% of the shares in the company.

11. Use of Appendices
None

12. Local Government (Access to Information) Act 1985
Not applicable.

Report for: Staffing and Remuneration Committee

Item number: 10

Title: Status of Council and Employee Joint Consultative Committee

Report

authorised by : Richard Grice, Assistant Director, Transformation and Change

Lead Officer: Julie Amory, HR Policy Development Manager

Ward(s) affected: N/A

Report for Key/

Non Key Decision: N/A

1. Describe the issue under consideration

1.1 This report seeks to amend the constitution of the Council and Employee Joint Consultative Committee (CEJCC), to dissolve it as a sub-committee of the Staffing and Remuneration Committee and reconstitute it as an informal body.

2. Cabinet Member Introduction

Not applicable

3. Recommendations

3.1 That the Staffing and Remuneration Committee approves the:

- a) proposal to dissolve CEJCC as a sub-committee with immediate effect ; and
- b) establishment of CEJCC as an informal body with immediate effect as set out at in the draft constitution at Appendix A.

4. Reasons for decision

4.1 It is not possible for CEJCC to continue as a formal sub-committee of the Staffing and Remuneration Committee as in its current format CEJCC does not fully comply with the legislative requirements relating to Council sub-committees. Abolition of the sub-committee and the establishment of an informal body will correct this position.

5. Alternative options considered

5.1 The alternative would be to retain the sub-committee and remove all non-elected members (i.e. union representatives) from it. However this would not offer the unions a mechanism for engagement and this proposal is not therefore recommended.

6. Background information

6.1 CEJCC's original constitution was adopted and ratified by the General Purposes Committee in September 2006.

6.2 Under the current set up of CEJCC Trade Unions have voting rights. It is not permissible for non-elected members on committees (other than where the law

allows/require it), to have voting rights therefore it is proposed that CEJCC is abolished as a sub-committee of S&R and is reconstituted as an informal joint body.

6.3 At the HR/IR meeting convened on 15th March 2017, Trade Unions and HR considered the proposed new constitution of CEJCC. The agreed constitution is at Appendix A.

6.4 In adopting this proposal, it is necessary to remove the CEJCC from the Council's Constitution at Part 3, Section B 'Responsibility for functions: Full Council and Non-Executive Bodies' Section 3 paragraph 1.1 and at Part 4, Section B 'Committee Procedure Rules' rule 58. These changes to the Constitution are shown in Appendix B

7. Contribution to strategic outcomes

N/A

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Chief Finance Officer comments

8.1.1 The Chief Finance Officer has been consulted on this report and there are no financial implication arising from the report.

8.2 Assistant Director of Corporate Governance

8.2.1 In accordance with s 102 (1) (c) Local Government Act 1972, and Part 2 Article 8.05 of the Constitution, the Staffing and Remuneration Committee determines its own sub-committees. There are no legal implications arising from the report. These changes will not impinge on the CEJCC's contribution to the delivery of the equality agenda.

9. Use of Appendices

- a) Appendix A – CEJCC's proposed constitution with agreed minor amendments
- b) Appendix B- changes to the Council's Constitution resulting from the dissolution of CEJCC

10. Local Government (Access to Information) Act 1985

Not applicable.

Appendix A: Council and Employee Joint Consultative Committee Constitution

1. Scope

- 1.1 Subject, where appropriate, to the powers of school governing bodies, operating under the Local Management of Schools provisions, the Joint Committee shall deal with matters affecting all employees whose employment is subject to the terms and conditions determined by: the National Joint Council for Local Government Services, NEOST (National Employers' Organisation for School Teachers), the School Teachers' Pay and Conditions Documents and the Soulbury Officers' Committee. (See section in relation to Soulbury Officers).
- 1.2 No matter, including health and safety at work, shall be discussed by the Joint Committee unless such matters have been fully discussed at the Directorate Consultative Committee, the Schools Employee Consultative Group or at a meeting of the Soulbury Employees' Side with the Director of Children's Services and no agreement reached.

2. Terms of reference

- 2.1 To be a forum for effective communication and consultation between the Council and its employees, on corporate issues, in relation to Conditions of Service. The final decision on conditions of service lies with the Staffing and Remuneration Committee.
- 2.2 Issues may be referred to the Joint Committee directly, by Management, or, by the relevant employee side secretary, in consultation with the Employer's Side Secretary.
- 2.3 The Joint Committee will provide a forum whereby Council Members can consult Union representatives on Council policies and strategies relating to issues concerning the Council's staffing and, if necessary and appropriate, make recommendations to the relevant Council Committee. The Joint Committee will also provide a forum for discussion on matters of mutual interest relating to staffing issues concerning the Council.
- 2.4 The Joint Committee is intended as a means of effective communication, in order to prevent, or eliminate friction and misunderstanding.
- 2.5 The Joint Committee will not consider any matter concerning an individual employee, or worker or, any issues, which fall under the scope of existing procedures, e.g. dismissal appeals, individual grievances, and individual grading appeals. Such matters may only be raised as a matter of principle.

3. Membership

- 3.1 The Haringey Council and Employee Joint Consultative Committee will comprise of:
 - a) representatives of the Employer's Side
 - b) representatives of the relevant Employees Side or Sides

- 3.2 The Employer's Side of the Joint Committee shall be appointed annually by the Council and shall be comprised of elected Members of the Council in proportion with the political representation on the Council. They shall include the following individual members:
- a) The Chair of the Staffing and Remuneration Committee, or whichever non-executive committee has responsibility for staffing matters;
 - b) The relevant members of the Cabinet with responsibility for adult social care and for children's services.
- 3.3 When the Joint Committee meets to deal with matters affecting employees who are within the purview of the National Joint Council for Local Government Services ("NJC"), their Employees' Side shall be determined in accordance with paragraphs 4.4, 4.5 and 4.6 of this constitution.
- 3.4 When the Joint Committee meets to deal with matters affecting officers of the Education Service, who are employed under the purview of the Soulbury Committee, the membership of the Employees' Side shall be determined in accordance with paragraphs 4.7 to 4.9 of this constitution.
- 3.5 The Joint Committee will consider matters concerning Soulbury Officers' Conditions of Service with a view to regular consultation concerning such Conditions of Service. The Employer's Side will discuss and consult with Soulbury representatives on matters affecting employees on matters within the scope of the Joint Committee.
- 3.6 When the Joint Committee meets to deal with matters affecting teachers, the membership of the Employees Side shall be determined in accordance with paragraph 4.10 of this constitution.
- 3.7 The Council and the constituent trade unions shall both appoint substitute members of the Joint Committee, any of whom may act as a substitute for a full member of the appropriate side in the event of the latter being unable to attend a meeting. A substitute, attending a meeting in place of a member, shall have the same powers as the member.
- 3.8 If a member of the Joint Committee ceases to be a Member, or, employee of the Council, she/he will cease to be a member of the Joint Committee. Any vacancy shall be filled either by a Councillor, for the Employer's Side, or, by a member of one of the constituent trade unions, for the Employees' Sides.
4. **Composition of Employees Sides**
- 4.1 Only those constituent trade unions that are recognised at a national level, for negotiations, will be allowed to represent their members at the Joint Committee
- 4.2 There will be a secretary for each of the three employees' sides.
- 4.3 Where the employers' side secretary and each of the relevant employees' side secretaries agree meetings of the joint committee may be convened with more than one of the employees' sides present.

Employees Side (NJC)

- 4.4 The Employees Side (NJC) will be made up of members of UNISON, UNITE and GMB. Each of these trade unions will be allocated one seat for every 600 members who are employees of the Council and who are within the purview of the NJC. Any of these trade unions with less than 600 members who are employees of the Council and who are within the purview of the NJC will be allocated one seat. The Employees Side (NJC) Secretary will be allocated one additional seat, to be determined, in addition to the above allocation.
- 4.5 Representatives of the Employees Side (NJC), of the Joint Committee must include the Branch Secretaries (or the equivalent position) of UNISON, UNITE and GMB.
- 4.6 The representatives of the Employees Side (NJC), including nominated deputies, will be elected by, and from, the duly accredited shop stewards, employed by the Council, whose rates of pay and conditions of service are covered by the Joint Committee

Soulbury Employees' Side

- 4.7 The Soulbury Employees' Side shall comprise of no more than 8 representatives in total from:
- a) National Union of Teachers
 - b) National Association of Inspectors, Educational Advisers and Consultants
 - c) Association of Educational Psychologists
 - d) National Association of Youth and Community Education Officers
- 4.8 The number of representatives for each organisation is proportionate to the number of Council employees who are their members and who are employed under the purview of the Soulbury Committee. The Secretary of the Haringey Teachers Panel shall also be co-opted to the Employees' Side.
- 4.9 The Secretary of the Haringey Teachers Panel shall also be co-opted to the Employees' Side.

Employees Side (Teachers)

- 4.10 The Employees Side (Teachers) shall be the Haringey Teachers' Panel representing the Haringey Associations of the recognised teacher organisations.

5. Frequency of meetings

- 5.1 The Joint Committee will meet with the Employees Side (NJC), at least once in each committee cycle of the municipal year.
- 5.2 The Joint Committee will meet with the Employees' Side (Teachers) within 15 working days of a request from the relevant Employers' Side or Employees' Side secretary where a meeting of the Schools Employee Consultative Group has failed to reach agreement on an issue.
- 5.3 The Joint Committee will meet with the Employees' Side (Soulbury) within 15 working days of a request from the Employers' Side Secretary or relevant Employees' Side secretary where a meeting of the Employees' Side (Soulbury) with the Director of Children's Services has failed to reach agreement on an issue

5.4 Special meetings of the Joint Committee, to discuss urgent matters, may be called at 3 working days notice, on a request, to their opposite number, by either the Employer's Side secretary, or the relevant Employee's Side secretary.

6. Employer's side secretary

6.1 The Secretary for the Employers' Side, shall be the Head of Democratic Services (or equivalent postholder from HR), or their representative, and shall call and minute the meetings, and act in an advisory capacity.

7. Appointment of Chair and Vice Chair

7.1 A Chair and Vice Chair shall be appointed by the Joint Committee at the first meeting with each Employees' Side in each municipal year. The Chair shall be appointed from and by the Employers' Side and the Employees' Sides of the Joint Committee, in alternate years. If the Chair appointed is a member of the Employers' Side the Vice-Chair shall be appointed from the Employees' Sides and vice versa.

8. Quorum and attendance

8.1 A quorum for the meeting shall be achieved by a ratio of 1 in 4 members (rounded up) for each of the Employer and Employee sides.

8.2 The Chief Executive, Head of People and Change (and Chief Operating Officer or equivalent postholder(s)) and/or their representatives may attend meetings in a consultative capacity and to advise on the implications for the Council of items under discussion.

8.3 The Directors, or Chief Officers and/or their representatives may attend and advise on the managerial implications of issues, which affect their services.

8.4 It shall be open for any trade union to arrange for the attendance, in an advisory capacity, of its district official, at any meeting of the Joint Committee, whilst business, particularly affecting the said Union, is under discussion.

9. Agenda items meeting with employees side (JNC) ONLY

9.1 Where possible, agenda items must have been fully discussed through the service level machinery and no agreement reached. Alternatively, an item should be deemed to be of such importance by the Employer's Side secretary and by the relevant Employee's side secretary that the matter needs to be considered by the Joint Committee without such prior failure to agree.

9.2 Where possible, agenda items must have been fully discussed, at the pre-agenda meeting, with the appropriate Employees' Side Secretaries/representatives on the Joint Committee, the Head of People and Change (or equivalent postholder) and the Employer's Side Secretary.

9.3 Agenda items are to be submitted in accordance with the timescales and deadlines, as identified by the Secretary of the Employer's Side, for each meeting.

9.4 The Employees' Side will reserve the right to submit emergency items, with the prior agreement of the Secretary of the Employer's Side, such agreement not to be unreasonably withheld.

10. Reports

10.1 Reports from the Directors, and/or Chief Officers, should incorporate the comments of the Head of People and Change and /or, the Chief Operating Officer and where there are any legal implications the Assistant Director of Corporate Governance

11. Procedures

11.1 The Joint Committee may call for, or, receive, representatives of, or, representatives from, service committees, or Directors.

11.2 The agenda of business, and any available report, shall be submitted, by the Employer's Side Secretary, to each member of the Joint Committee, seven calendar days before a meeting, except in the case of special meetings.

11.3 No business, other than that appearing on the agenda, shall be transacted at any meeting, unless both sides agreed to its introduction, at, or, before the beginning of the meeting. Only urgent matters will be considered.

11.4 In the case of meetings with more than one of the Employees' Side present, after the Employees' Sides' agenda pre-meeting, there shall be a meeting, between the Employees' Sides side and the officers, to enable the officers to explain any issues/management proposals, and, to clarify the precise nature of the Employees Sides' Agenda items.

11.5 All necessary facilities shall be provided for a pre-meeting of the Employees' Sides of the Joint Committee, prior to the start of each meeting. Prior these meetings, the Employees' Sides may give reasonable notice to request the attendance, at these meetings, of a Director, or, their representative, for consultation.

11.6 The Employees' Side representatives on the Joint Committee, shall be released for meetings of the Joint Committee and the Employees' Side and receive rates for pay, which they would normally have received, for the hours they attend those meetings. Where appropriate travel expenses can be claimed.

11.7 Any meeting taking place outside normal working hours will be paid at normal overtime rates excluding bonus, as and when appropriate, except in the case of part time employees, who can only be paid at plain rate, unless their hours in any week exceed 36 hours. NB. It should be noted that, in practice, the Council grants time off in lieu for any overtime worked, whenever possible, in order to minimise costs.

12. Voting

12.1 Recommendations shall only be arrived at with the concurrence of a majority of each side of the Joint Committee. In the event of a disagreement, the matter may be referred to the appropriate Provincial Council machinery, or, (in the case of teachers) agreed dispute resolution machinery.

12.2 The Joint Committee shall not have the power to make recommendations inconsistent with its powers, or with decisions made at national and /or provincial level.

13 Revocation or amendment of Constitution

13.1 Following consultation with the Joint Committee, the Staffing and Remuneration Committee may revoke, or amend, this Constitution.

Appendix B: Changes to the Council's Constitution resulting from the dissolution of CEJCC

PART THREE – RESPONSIBILITY FOR FUNCTIONS

Section B – Full Council & Non-Executive Bodies

SECTION 3 - SUB-COMMITTEES AND PANELS

The following bodies shall be created as Sub-Committees of the relevant Committee of the Council under which they are listed. Bodies described as "Panels" are Sub-Committees unless otherwise stated. Sub-Committees shall report to their parent bodies and they shall have the membership as described in the Appointments of Non-Executive Committees, Sub-Committees, Panels, etc as approved by the Annual Meeting

1. Under the Staffing and Remuneration Committee

~~1.1 Haringey Council and Employees Joint Consultative Sub Committee~~

~~(a) To negotiate on matters relating to the service between the Council and the officers or between officers with a view to the prevention of differences and to their better adjustment when they appear, and to make appropriate recommendations to the Staffing & Remuneration Committee~~

~~(b) To secure the largest possible measure of joint action between the Council and the officers for the development and improvement of local government administration, and for the consideration of the conditions of all engaged therein~~

~~(c) To make provision for members of the Cabinet to meet with Employee Side Representatives for the purpose of facilitating the resolution of differences between the officers and the Employee side that have been escalated through the Collective Disputes Procedure.~~

1.12 Dismissal Appeals Sub Committee

To hear and determine appeals against dismissal from employment in respect of all staff employed by the Council, save where the continued employment of the employee would contravene the law and subject to the limitation that the Sub-Committee will hear and determine appeals resulting from posts becoming redundant only where these affect Chief and Deputy Chief Officers. Members who sit on this Committee must not have had any prior involvement in any decision upon which the appeal is made.

PART FOUR – RULES OF PROCEDURE

Section B – Committee Procedure Rules

58. In the case of meetings of Committees/Sub-Committees where prior member training is required, only those members who have attended appropriate training can be selected as substitutes. Currently these bodies are the Standards Committee and its Sub-Committees, the Planning Sub-Committee, ~~Haringey Council and Employees Joint Consultative Sub Committee~~, Dismissal Appeals Sub-Committee, and hearings conducted by the Licensing Committee and its Sub-Committees. Reserve members will be trained for the relevant body as soon as possible after their appointment.

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