Meeting:	**Employment Committee**
Date/Time:	**Thursday, 22 October 2015 at 10.00 am**
Location:	**Goscote Committee Room, County Hall, Glenfield**
Contact:	**Miss. A. Rog (0116 305 0455)**
Email:	**anna.rog@leics.gov.uk**

Membership

Mr. J. B. Rhodes CC (Chairman)

Mr. G. A. Boulter CC	Mr. W. Liquorish JP CC
Mrs. J. Fox CC	Mrs. H. E. Loydall CC
Mr. D. Jennings CC	Mr. R. J. Shepherd CC

AGENDA

<u>Item</u>   <u>Report by</u>

1. Minutes of the meeting held on 18 June 2015.   (Pages 3 - 6)

2. Question Time.

3. Questions asked by members under Standing Order 7(3) and 7(5).

4. To advise of any other items which the Chairman has decided to take as urgent elsewhere on the agenda.

5. Declarations of interest in respect of items on the agenda.

6. Sickness Absence.   Director of Corporate Resources   (Pages 7 - 18)

7. Pay Update 2016-17.   Director of Corporate Resources   (Pages 19 - 24)

Democratic Services ◦ Chief Executive's Department ◦ Leicestershire County Council ◦ County Hall
Glenfield ◦ Leicestershire ◦ LE3 8RA ◦ Tel: 0116 232 3232 ◦ Email: democracy@leics.gov.uk

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8.   Organisational Change Policy and Procedure: Chief Executive   (Pages 25 - 30)
Summary of Action Plans.

9.   Any other items which the Chairman has
decided to take as urgent.

10.   Dates of Future Meeting.

Future meetings of the Committee will take place at County Hall at
10am on the following dates:-

3 December 2015;
4 February 2016;
23 June 2016;
20 October 2016;
1 December 2016.

Agenda Item 1

Leicestershire County Council

Minutes of a meeting of the Employment Committee held at County Hall, Glenfield on Thursday, 18 June 2015.

PRESENT

Mr. G. A. Boulter CC   Mrs. H. E. Loydall CC
Mrs. J. Fox CC   Mr. A. E. Pearson CC
Mr. G. A. Hart CC   Mr. J. B. Rhodes CC
Mr. W. Liquorish JP CC

1.   Election of Chairman.

RESOLVED:

That Mr. J. B. Rhodes CC be appointed Chairman of the Employment Committee for the period ending with the date of the Annual Meeting of the County Council in 2016.

2.   Election of Deputy Chairman.

That Mr. R. J. Shepherd CC be elected Deputy Chairman of the Employment Committee for the period ending with the date of the Annual Meeting of the County Council in 2016.

3.   Minutes of the meeting held on 5 March 2015.

The minutes of the meeting held on 5 March 2015 were taken as read, confirmed and signed.

4.   Question Time.

The Chief Executive reported no questions under Standing Order 35.

5.   Questions asked by members under Standing Order 7(3) and 7(5).

The Chief Executive reported no questions had been received under Standing Order 7(3) and 7(5).

6.   Urgent items.

There were no urgent items for consideration.

7.   Declarations of interest.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No declarations were made.

8.   Organisational Change Policy and Procedure: Update of Action Plans.

The Committee received an update of Organisational Change Policy and Procedure Action Plans. The report summarised the details of Action Plans with respect to the provision of compulsory redundancies and details of progress in their implementation. A copy of the report marked 'Agenda Item 8' is filed with these minutes.

RESOLVED:

That the update on the Action Plans on Organisational Change Policy and Procedure be noted.

9.   Behaviour in the Workplace Policy.

The Committee considered a report of the Director of Corporate Resources on Behaviour in the Workplace Policy, which sought the approval for the introduction of the Behaviour in the Workplace Policy to replace the Dignity at Work Policy. A copy of the report marked 'Agenda Item 9' is filed with these minutes.

Members welcomed the proposed policy and noted that the Trade Unions had been consulted, and were fully supportive of the proposed changes.

During the discussion a number of amendments were suggested and accepted by officers, and are reflected in the resolution of the Committee.

RESOLVED:

(a) That the Behaviour in the Workplace Policy be approved subject to the Policy being amended as follows:-

(i)   Include cyber bullying in the list of unacceptable behaviour on page 13;

(ii)   Redraft the third bullet point in the paragraph outlining managers' responsibilities, on page 15, to read as follows:

"Intervene immediately or as early as possible to put a stop to unacceptable behaviour."

(iii)   Clarifying the section on support available to employees (page 17) to indicate that such support would be available to the alleged perpetrator and complainant.

(b) That twelve months after implementation of the Policy a report be submitted to the Committee advising on the impact.

10.   Smarter Working Policy.

The Committee considered a report of the Director of Corporate Resources on Smarter Working Policy to be implemented within the Council. A copy of the report marked 'Agenda Item 10' is filed with these minutes.

In response to questions and concerns raised by members the Director of Corporate Resources advised as follows:-

(a) Training and support would be provided for managers in operating and monitoring the new policy;

(b) It was recognised that in some areas of work there needed to be flexibility in how the policy was implemented to meet business requirements;

(c) The County Council had in place a lone working policy which would sit alongside this policy.

Members welcomed the new policy, as a starting point to improve working conditions and productivity, and that the policy was to supplement a number of other policies that were in place regarding conditions of service. The focus of the policy on outputs and results was particularly welcomed.

RESOLVED:

That the Smarter Working Policy be approved for implementation.

11. Sickness Absence Rates.

The Committee considered a report of the Director of Corporate Resources on Sickness Absence. The purpose of the report was to provide an update on the Council's overall position on sickness absence as of 31 March 2015. A copy of the report marked 'Agenda Item 11' is filed with these minutes.

In response to questions the Committee was advised as follows:-

(a) The percentage of long term sickness was broadly on par with short term sickness absence;

(b) The removal of category "Other" from Oracle sickness absence management system would not be an issue, as the new categories were broad and encompassed a comprehensive list of conditions;

(c) Sickness absence at Eastern Shires Purchasing Organisation (ESPO) was being analysed, and action plans would be discussed at the next ESPO management meeting.

Members were extremely concerned that the level of sickness absence continues to increase despite management efforts to address the problem. This was now a significant issue in terms of the number of working days lost, and members were of the view that it should be drawn to the attention of the Chief Executive.

RESOLVED:

(a) That the contents of the Sickness Absence Report be noted;

(b) That the Chairman of the Committee be advised to draw the Chief Executive's attention to the reported rise in sickness absences and the comments of the Committee.

12. <u>Changes to Officer Employment Procedure Rules.</u>

The Committee considered a report of the Chief Executive which set out the amendment to the rules and procedures for the dismissal of Head of the Paid Service, the Monitoring Officer and the Chief Financial Officer. The aim of the report was to gain the Committee's approval to the proposed changes and to refer the matter to the Constitution Committee. A copy of the report marked 'Agenda Item 12' is attached with these minutes.

Members were advised that the concerns outlined in the report were being taken up with the Department for Communities and Local Government by the Local Government Association. The regulations required local authorities to implement the new procedures at the first meeting of the Authority after the Annual General Meeting.

RESOLVED:

That the proposed amendments to the Officer Employment Procedure Rules be approved and that the Constitution Committee and County Council be advised of the Committee's concern at difficulties likely to be encountered in implementing and applying the new procedures.

13. <u>Date of Next Meeting.</u>

The next meeting of the Committee is scheduled to take place on 22 October 2015 at 10.00am.

10.00 - 11.21 am   CHAIRMAN
18 June 2015

Agenda Item 6

Leicestershire
County Council

EMPLOYMENT COMMITTEE: 22 OCTOBER 2015

SICKNESS ABSENCE

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose

1. The purpose of this report is to provide the Employment Committee with an update on the Council's overall position on sickness absence at the end of Quarter 1 2015 - 16 together with the latest position as at 31 August 2015.

Background

2. On 18 June 2015 the Employment Committee considered the end of year sickness absence position and endorsed the creation of an Attendance Management Action Plan.

3. In July, the Council adopted a corporate Attendance Management Action Plan, with the People Strategy Board having a key operational role in relation to the implementation of actions within departments, and monitoring the achievement of the actions and outcomes.

Absence Data

Department Days per Full Time Equivalent (FTE)	2010/11	2011/12	2012/13	2013/14	2014/15	15/16 Q1	Rolling year as at 31/08/15 (latest position)
Chief Executive's	5.75	5.09	6.47	7.51	5.55	6.01	6.35
Environment & Transport	7.16	7.37	8.29	10.06	8.23	7.66	7.26
Children &Family Services	7.57	7.20	8.30	9.84	10.37	9.31	9.31
Corporate Resources	7.52	6.24	8.35	7.11	7.86	7.86	7.02
Adults and Communities	10.25	10.61	11.36	11.16	12.24	11.98	11.86
Public Health	-	-	-	7.11	9.14	7.48	6.68

Total	8.29	8.56	9.22	9.47	9.83	9.39	9.09
ESPO	-	10.55	9.14	8.58	12.07	12.25	12.05
EMSS	-	-	-	-	6.65	6.76	7.98

Table 1. Absence Data by Department.

4. Table 1 shows that the corporate target of 7.5 days per Full Time Equivalent (FTE) has not been achieved within the last 5 years. Over these 5 years the absence has generally increased, and peaked at the end of 2014-15.

5. However, by the end of Quarter 1 2015-16 the corporate total, together with the absence levels of those departments with the higher levels of absence (Children and Family Services and the Adults and Communities Department) had reduced. By the end of August 2015 all departments were either under the corporate target of 7.5 days per FTE or have made improvements towards this target since the end of 2014-15. ESPO and EMSS sickness absence is not included within the Council's overall figure, however both areas of the organisation are taking action towards achieving the 7.5 days per FTE target.

6. The following table shows how Leicestershire's sickness absence levels and the most frequently reported cause of absence compare to the other County Councils (low to high) at the end of 2014-15 . Leicestershire's position is twelfth out of 16 authorities, which confirms that improvements in the attendance management are required. Achieving the corporate target of 7.5 days would place Leicestershire in the top 5 of these County Councils.

Rank	Days absence per FTE 2014/15	Highest absence reasons
1	6.3	Stress & depression 34.5% Infections 22.09% Musculo skeletal
2	6.86	Not available
3	7.3	Not available
4	7.8	Stress 27% Musculo skeletal 13% Stomach 11%
5	7.93	Depression/stress 18.09% Other reason 14.29% Cold/flu 9.93%
6	8.08	Stress 24.26% Infections/Cold/Flu 13.27% Operations 12.84%
7	8.16	Stress 16.8% Musculo skeletal 13.45% Back & neck 8.07%
8	8.35	Viral 29% Mental wellbeing 23% Musculo skeletal 14%

9	8.8	Stress 23.6% Other muscular 13.5% Cold & flu 11.2%
10	9.2	Psychological 21.5% Cold & flu 11% Musculo skeletal 11.7%
11	9.35	Not available
12 **Leics**	**9.6**	**Viral 26%** **Stomach 18%**
13	9.77	Not available
14	9.98	Not available
15	10.08	Stress & mental health 19.9% Musculo skeletal 17.7% Viral 13.9
16	10.14	Mental health 27.58% Other musculo skeletal 19.40% Back & neck 10.4%

Table 2. Comparative Sickness Absence.

7. It is interesting to note that whilst other County Councils reported stress/depression and mental health issues as one of the highest reasons for absence, this reason was not amongst the highest reported within the County Council.

Reasons for Absence

8. The table below details the percentage of days lost at the end of Quarter 1 2015-16. The two highest reasons for absence continued to be viral infections and stomach, liver, kidney or digestion problems.

Reason at the end of Quarter 1 2015/16	% days lost
Back & neck problems	4.76
Other musculo-skeletal	6.04
Stress/depression, mental health	5.94
Viral infection	27.09
Neurological	5.33
Genito-Urinary/Gynaecological	2.77
Pregnancy Related	1.46
Stomach, liver, kidney, digestion	18.73
Heart, blood pressure, circulation	0.79
Chest, respiratory	4.65

Eye, ear, nose & mouth/dental	4.55
Other	10.74
Nothing stated	7.13

Table 3. Percentage of Days Lost.

9. At the last Committee meeting, Members were advised that the "Other" category would be removed with the implementation of the new absence reporting module. The Council's absence data is reported on a rolling twelve month basis and it will now take a further twelve months before data recorded as "Other" is completely excluded from the data presented.

Attendance Management Action Plan

9. The Attendance Management Action Plan is appended to this report. All actions are currently rated as being "green" or "on track". The following activities have taken place:

(a) Adults and Communities and the Corporate Resources Department have undertaken "Absence Star Chamber" sessions;

(b) The Attendance Operational Group has had its first meeting, agreed their terms of reference and generated ideas around infection control and absence recording;

(c) Attendance management workshops are being arranged, specifically targeting the areas of the organisation with the highest levels of absence;

(d) A survey of the impact across the organisation of Mental Health First Aiders has been conducted and analysis of the data has begun;

(e) The scope for the attendance improvement plan audit has been agreed and data is being collected;

(f) Infection control protocols and equipment have been provided to support teams as the County Hall master plan is implemented;

(g) The Workplace Wellbeing Charter steering group is progressing actions which will have a long-term positive impact.

Recommendations

The Employment Committee is asked to note the contents of this report.

Officer to Contact

Andrea Denham
HR Business Partner
(0116) 3055261
andrea.denham@leics.gov.uk

List of Appendices

Appendix A – Attendance Management Action Plan

Background Papers

None.

Equality and Human Rights Implications

The attendance management policy has been subject to an Equality and Human Rights Impact Assessment, and this was published in 2014. There are no equalities and human rights issues arising directly from this report.

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Attendance Management Action Plan 2015/16

Strategic theme	Action no.	Actions	Intended outcomes	Lead	Progress against actions & intended outcomes	Complete by	RAG
Improving focus on attendance management	1	Regular updates to People Strategy Board to include: - Summary of progress towards corporate absence target - Progress against action plan - Feedback summary from departmental absence 'star chambers	Sustained achievement of corporate target of 7.5 days absence per FTE Sustained strategic focus, and support provided, to enable effective and consistent attendance management across the Council Departmental absence 'star chambers' identify that managers are effectively managing attendance consistently across services	Andrea Denham	Updates to PSB scheduled for each meeting. Updates to include: - Current sickness absence position - Progress against actions	On going	G
Improving focus on attendance management	2	Implementation of Absence 'Star Chambers' within all departments, which run at a frequency related directly the each departments performance against the corporate attendance target	Regular sustained senior management review of attendance management activity within departments Managers can demonstrate that they effectively and consistently manage the attendance of their teams	HR Business Partners	Pilot completed in A&C in June Sessions taking place in CR in Sept Roll out across other departments in October where applicable	September 2015	G
Improving focus on attendance management	3	Ensure DMTs include 'attendance management' as a standard agenda item on the agenda or either their DMT or other equivalent senior manager meeting. Each DMT should review their progress against the corporate target (and any departmental target set). Actions to make improvements should be agreed and reviewed.	Senior managers are accountable for attendance management and maintain regular and sustained focus on achieving the corporate attendance target	People Strategy Board departmental Leads HR Business Partners	CMT agreed to approach on 23/07/15 PSB agreed on 09/09/15	August 2015	G

Version: 1.1
Created by: Andrea Denham
Date agreed: 23/07/15
Last updated: 27/08/15

APPENDIX A

Improving focus on attendance management	4	CMT commit to managers within all departments being set attendance management (behavioural) targets for their team which are reviewed within PDRs. PSB departmental representatives ensure DMT implementation. Monitor manager behaviours through absence star chambers	Managers' ability to manage attendance within their teams is reviewed as part of the PDR process, and required improvement are addressed Managers understand that attendance management is a key element of performance management, and can demonstrate action taken to manage individual cases of absence in line with the HR attendance policy DMTs use absence star chambers' to review the consistency and effectiveness of attendance management activity across each department	CMT	CMT agreed on 23/07/15 PSB agreed to implement within departments, on 09/09/15	September 2015	G
Improving focus on attendance management	5	Establish an 'attendance management operational group' compromising of departmental (Head of Service) and HR representatives, to support the delivery of the action plan and make recommendations for further actions. Terms of reference to be circulated to CMT.	Coordinated operational support is provided to ensure the delivery of the agreed actions and to identify areas for future improvements	Andrea Denham	All department reps nominated First meeting held on 22/09/15 Terms of reference agreed Monthly meetings scheduled	September 2015	G
Improving focus on attendance management	6	Oracle functionality to be developed to enable the monitoring of return to work interview completion. CMT/PSB/DMTs to consider 'return to work interview' completion rates as part of absence monitoring and to take action to address any concerns	All managers complete return to work interviews in a timely manner with all staff who are absent from work due to illness CMT, PSB & DMTs monitor return to work interview completion and take action where appropriate	Alyson Podmore – Oracle functionality development Andrea Denham – return to work interview monitoring & reporting	Recording functionality being rolled out Communication to managers via Managers Digest	December 2015	G

Improving focus on attendance management & Improving Health & Wellbeing	7	Develop and deliver a corporate communications plan to support the action plan Ensure there are strong links with key messages within the Campaign on Health & Wellbeing	Staff and managers are fully engaged with the importance and expectations of attendance management Staff receive and act upon information & advice on how to maintain their own health & wellbeing Achievement of Health & Wellbeing Charter status	Andrea Denham	Communications plan agreed by PSB on 09/09/15	September 2015	G
Improving the effective of attendance management	8	Attendance management skills workshop to be developed and delivered to managers across LCC. Initial pilot will be focused in departments/services will the highest levels of absence.	Managers have access to learning & development activities which provides them with practical skills to manage attendance confidently and effectively The level of management competence to manage attendance effectively is demonstrated through departmental absence 'star chambers'	Andrea Denham Caroline Fairchild (pilot only)	Pilot completed – 2 workshops within A&C Work underway to agree the details of corporate roll out	November 2015	G
Improving the effective of attendance management	9	Review of the effectiveness of Mental Health first aiders Report findings & recommendations to PSB	Understand how effect the Mental Health first aiders have been in supporting staff experiencing mental health issues Take actions to improve the use of this resource	Jennifer Penfold	A survey of Mental Health First Aiders has been conducted. The data from the survey is being analysed. The results will be considered by the Absence Operational Group and reported back to People Strategy Board.	October 2015	G
Improving the effective of attendance management	10	Audit of occupational health report quality Report findings and recommendations to PSB	Strategic review of the effectiveness of occupational health reports in the following areas: - Timing/frequency of reports - Quality of questions asked/information provided to OH - Choice of practitioner or nurse - Quality of response - Effectiveness as a tool to progress individual absence cases	Andrea Denham	Plan is being drafted	November 2015	G

			Action taken to improve the use of OH reports as an effective attendance management tool				G
Improving the effective of attendance management	11	Audit of improvement plan quality Report findings and recommendations to PSB	Strategic review of the effectiveness of improvement plans in the following areas: - Timing of implementation - Appropriateness of actions & follow up - Appropriateness of timescales for review - Effectiveness in improving attendance Action taken to improve the effectiveness of improvement plans	Andrea Denham	Plan agreed Sourcing information to begin assessment	November 2015	G
Improving the effective of attendance management	12	Conduct a series of focus groups with managers to gain their feedback and ideas to develop further improvements to the tools and techniques available to manage attendance effectively	Gather and review a wide range of views on the attendance management process and tools Agree and implement actions as agreed by PSB	Andrea Denham	Working with Communications Unit to scope and arrange	December 2015	G
Improving employee health & wellbeing	13	Viral infections & stomach problems make up over 40% of days lost due to absence As part of the County Hall Master Plan, cleaning equipment and behaviour protocols will be rolled out to support infection control within the working environment	Reduce the likelihood of the spread of viral infections and stomach bugs within office environments across the Council Staff are educated and encouraged to improve the levels of infection control	Graham Read	Cleaning stations and behaviour protocols have been successfully piloted in HR & OD Equipment is available within locality offices	In line with CH master plan timeline	G

Improving attendance through smarter working	14	People Strategy Board to consider recommendations on how 'Smarter Working' could support employee attendance Amend guidance/tools for managers as appropriate	PSB to consider how Smarter Working may be used as a tool to improve attendance In line with PSB direction, engage staff and managers, and provide appropriate tools and guidance, to enable reductions in the instances of short term absence through the application of Smarter Working	Andrea Denham	To agree when to take forward to PSB	TBA Following the roll out of the Smarter Working Policy	G

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Agenda Item 7

Leicestershire County Council

EMPLOYMENT COMMITTEE: 22 OCTOBER 2015

PAY UPDATE 2016-17

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose

1. The purpose of this report is to outline the recent changes to pay, particularly for lower paid staff and to explore the implications of these changes on the pay structure as a whole.

Background

2. The Council implemented single status for pay in September 2002 and was one of the first councils to implement a pay and grading review to harmonise terms and conditions for all employees.

3. The revised pay and grading structure was underpinned by the Hay Job Evaluation Scheme.

4. The Council has continued to use the pay and grading structure that was implemented in 2002 and has maintained Hay as the basis for job evaluation. A copy of the current pay structure can be found at Appendix A.

Recent Changes to Pay

5. As the Committee is aware, the National Pay Award for 2014-15 gave notice of the deletion of the lowest pay point from the National Joint Council for Local Government Services (the NJC) pay scales with effect from 1 October 2015 to accommodate the increase in the National Minimum Wage. This would normally require the Council to simply delete its lowest pay point, pay point 3, the only pay point within Grade 2. However, doing this would mean the removal of Grade 2, creating the need to review the pay structure. This will be undertaken as part of a wider review, the need for which has been created through the introduction of the National Living Wage on 1 April 2016.

6. As an interim measure, and to recognise the differentials between staff currently on different grades, it has been confirmed that employees on pay point 3 (approximately 480 people) will remain on pay point 3 from 1 October 2015 and that the value of this pay point will increase. It will be made clear to employees that whilst the hourly rate is changing, their grade is not.

7. The July budget announced that a new National Living Wage will be implemented from 1 April 2016 at £7.20 per hour. There was a further commitment that it would increase to at least £9 per hour by 2020, with the aim that the hourly rate would

reach 60% of the median UK earnings figure at that time. Initial projections by the Local Government Association (LGA) point to the figure being closer to £9.30 per hour.

8. The introduction of the National Living Wage from 1 April 2016 will lead to a higher salary bill on an ongoing basis. It has been estimated that the increased cost as of April 2016 will be up to £100,000, rising to a cumulative total of £5 million by 2020. These additional costs do not allow for any further increases which would be made to maintain pay point differentials.

Organisational Context

9. The Council's objective is to continue to deliver excellent, high performing services, whilst significantly reducing spend. The introduction of the National Living Wage and the pressures within a range of service budgets mean that the Council faces an even more challenging financial position.

10. As the local employment market begins to recover, it has been noted that a number of employees with key skills, such as specialist IT skills, have left the organisation.   This raises the question of how the Council rewards senior, technical specialists and how this relates to the job evaluation scheme.

11. The LGA hosted a Local Government Pay Briefing in September 2015 which recognised the challenges facing local government in relation to pay, and is engaging with local authorities to consider possible courses of action.

12. The NJC have submitted a pay claim for 2016-17 which proposes a £1 flat rate on all pay points. The LGA have yet to respond.

Pay Issues

13. Pay increases weighted towards low pay over time have resulted in different levels of incremental progression across the grades. Trade Unions have expressed significant concerns regarding the lack of incremental progression for lower graded posts.

14. The Government's commitment to at least a £9 per hour National Living Wage by 2020 will place even greater pressure on the lower grades in relation to equal incremental progression. Careful consideration will need to be given going forward to how the year on year increase should be implemented and how it will impact on the pay structure as a whole.

15. A comprehensive review of the pay structure, which would include examining the grade structure, pay differentials and market analysis is proposed, and the detail of this, including timescales, will be shared at a future meeting of the Employment Committee.

Timetable for Decisions

16. The required changes need to be implemented by no later than April 2016.

Recommendation

17. The Employment Committee is asked to note the report.

Officer to contact:

Gordon McFarlane: Assistant Director (Corporate Services & Transformation)
Email: gordon.mcfarlane@leics.gov.uk
Tel: 0116 305 6123

List of Appendices

Appendix A – Pay and Grading Structure (Effective form 1 January 2015).

Equality and Human Rights Implications

Any review of pay will need to take into consideration equal pay issues, and also any other Equality and Human Rights Implications.

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Appendix A – Pay and grading structure. Effective from 1st January 2015

Grade	Pay Point	Annual Salary (£)	Grade	Pay Point	Annual Salary (£)
There is no Grade 1					
			13	40	£38,349
2	3	£13,503		41	£39,612
3	4	£13,611		42	£40,941
	5	£13,719		43	£42,366
4	6	£13,869	14	44	£43,728
	7	£14,094		45	£45,180
	8	£14,514		46	£46,719
5	9	£14,943		47	£48,381
	10	£15,426	15	48	£49,950
	11	£15,942		49	£51,603
6	12	£16,338		50	£53,331
	13	£16,764		51	£55,128
	14	£17,193	16	52	£57,330
	15	£17,649		53	£59,667
7	16	£18,135		54	£62,166
	17	£18,651		55	£64,935
	18	£19,182	17	56	£67,815
	19	£19,743		57	£70,836
8	20	£20,319		58	£74,004
	21	£20,913		59	£77,325
	22	£21,532	18	60	£79,677
	23	£22,212		61	£83,091
9	24	£22,938		62	£86,637
	25	£23,700		63	£90,351
	26	£24,507	19	64	£99,657
	27	£25,368		65	£102,204
10	28	£26,319		66	£107,019
	29	£27,336		67	£112,203
	30	£28,404	20	68	£115,764
	31	£29,562		69	£119,499
11	32	£30,240		70	£123,447
	33	£30,981		71	£127,689
	34	£31,782	21	72	£125,523
	35	£32,649		73	£131,298
12	36	£33,660		74	£137,337
	37	£34,737		75	£143,655
	38	£35,883	22	76	£167,985
	39	£37,128		77	£173,949
				78	£180,213
				79	£186,981

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EMPLOYMENT COMMITTEE: 22 OCTOBER 2015

ORGANISATIONAL CHANGE POLICY AND PROCEDURE

SUMMARY OF ACTION PLANS

REPORT OF THE CHIEF EXECUTIVE

Introduction

1. The purpose of this report is to present a summary of current Action Plans which contain provision for compulsory redundancy and details of progress in their implementation.

Background

2. At its meeting on 4 February 2010 the Committee approved a new Organisational Change Policy and Procedure (replacing the Policy in the Event of Redeployment and Redundancy) together with revised arrangements through which the Committee would exercise its oversight of the implementation of that procedure.

3. In accordance with that decision, summaries of current Action Plans are attached as follows:

    -   Appendix A1 – Implementation Completed
    -   Appendix A2 – Implementation Underway

4. The arrangements also involve presenting a summary of any outstanding comments/concerns raised by members of the Committee. There are no outstanding comments/concerns on this occasion.

5. Members are asked to indicate where they wish a representative of the Department concerned to be present to answer any questions in any particular case, if they have not already done so.

Equality and Diversity Implications

6. The Organisational Change Policy and Procedure is designed to ensure that changes which impact on employees are implemented in a fair and non-discriminatory manner.

Recommendation

7. That the report be noted.

Officer to Contact

Anna Rog, Democratic Services
☎ 0116 305 0455
Email: anna.rog@leics.gov.uk

Lucy Littlefair, Corporate HR Manager
☎ 0116 305 6333
Email: lucy.littlefair@leics.gov.uk

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EMPLOYMENT COMMITTEE – 22 OCTOBER 2015

SUMMARY OF CURRENT ACTION PLANS - IMPLEMENTATION COMPLETED

Action Plan	Date Approved	Outcome
A&C - Communities and Well-Being - Infrastructure Changes - Community Partnerships	03/02/2015	2 compulsory redundancies
CEX - Regulatory Services - Clerk/Typist/Receptionist - Trading Standards Service	09/04/2015	1 compulsory redundancy
C&FS - Strategic Initiatives - Phase 1 – Management Grades 12-15	13/11/2014	3 compulsory redundancies
E&T Departmental Restructure Phase 1	30/01/2015	2 compulsory redundancies
E&T Departmental Restructure Phase 2	31/05/2015	4 compulsory redundancies
RES - Customer Services & Operations - School Food Service - St. Botolph's	18/05/2015	1 compulsory redundancy

APPENDIX A1

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EMPLOYMENT COMMITTEE – 22 OCTOBER 2015

SUMMARY OF CURRENT ACTION PLANS - IMPLEMENTATION UNDERWAY

Action Plan	Date Approved	Current Position	Next Steps	Max **Compulsory** Redundancies
A&C - Personal Care and Support - The Trees	06/01/2015	Final consultation meeting held	Rota to be confirmed	2 redundancies
A&C - Communities and Well-Being - Closure of Snibston Discovery Museum	04/08/2015	Launch date 6 August 2015.	VR requests considered and agreed to	0 redundancies
A&C – Communities and Wellbeing – The Limes Day Centre	06/08/2015	Action Plan launched with 30 day consultation period	Notice for redundancies to be issued from 8 September 2015	6 redundancies
CEX – Policy, Economy & Communities Service	15/04/2015	Structure implemented		1 redundancy
C&FS – Children's Social Care – Therapeutic Services	21/08/2015	Final consultation meeting held – ready to interview		2 redundancies
RES - Strategic Finance – Action Plan for FAIT	10/09/2015	Launched 11th September 2015	Awaiting outcome of consultation	1 redundancy

APPENDIX A2

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