

DELEGATED DECISION NOTIFICATION

REF NO¹

D35201

SERVICE AREA

Resources Directorate

SUBJECT²

Budget Action Plan Staffing Issues

DECISION³

COUNCIL FUNCTION	<input type="checkbox"/>	EXECUTIVE DECISION (KEY)	<input type="checkbox"/>	EXECUTIVE DECISION (MAJOR)	<input checked="" type="checkbox"/>	EXECUTIVE DECISION (OTHER)	<input type="checkbox"/>
NOT SUBJECT TO CALL IN		⁴ EXEMPT FROM CALL IN: No		⁴ EXEMPT FROM CALL IN: YES / NO		NOT SUBJECT TO CALL IN	
<p>Consultations and negotiations with the trade unions have been held regarding a range of measures to change terms and conditions. The Director of Resources has agreed that these will now be implemented with effect from 1st April 2009. The changes are:</p> <ul style="list-style-type: none"> - charging staff for the use of city centre car parking permits - revising the Council's Managing Work-force Change Policy; which includes reducing the period before notice of to end employment will be given from 12 to 9 months - changing the timing extra-statutory holidays to ensure services are open on the Tuesdays after bank holiday Mondays at Easter, and Spring and August bank holidays. <p>NB Since putting this decision in the Forward Plan, the number of permits taken is 207, generating less than £100k, making this a major rather than key decision</p>							

AFFECTED WARDS

All

ADVICE SOUGHT

	Yes	No
Legal	X	
Finance	X	X
Personnel	X	
Equal Opportunities	X	
Other (please specify)	X	trade unions

¹ This reference number will be assigned by Governance Services and notified to you

² A brief heading should be inserted

³ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services

⁴ For Key and Major decisions only. If exempt from Call In details to be provided in the report. The Call In period expires at 5.00 pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the 6th day.

DECLARED OFFICER / MEMBER INTERESTS⁵

DISPENSATION BY STANDARDS COMMITTEE
DATE:

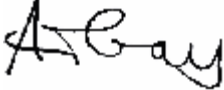
BACKGROUND PAPERS⁶
Confidential report to CLT outlining the scope of negotiations.

CONFIDENTIAL REPORT
YES NO X RULE NO 10.4' ()

	Yes	No	Date
Executive Member	<input type="checkbox"/>	x	January 2009_____
Ward Councillors	<input type="checkbox"/>	x	
Chief Officers Affected	<input type="checkbox"/>		_____
Others (Specify) _____	<input type="checkbox"/>	trade Unions from January 2009	

CONTACT PERSON Lorraine Hallam CONTACT NO 43063

AUTHORISED SIGNATORY⁸



 DATE
23/3/09

	KEY	MAJOR	OTHER
⁹ *First publication (5 day notice)			
Commencement for Call In		25/3/09	
Last date for Call In		2/4/09	
Implementation Date		3/4/09	

* If key decision not on Forward Plan, the reason and need that the decision be taken are that:

⁵ No officer having a pecuniary interest in any matter should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here.

⁶ A separate Index should be prepared if necessary. ALL DOCUMENTATION UPON WHICH THE DECISION WAS BASED MUST BE RETAINED AND BE READILY ACCESSIBLE SO IT CAN BE PRODUCED SHOULD THE DECISION BE CHALLENGED

⁷ Access to Information Procedure Rules

⁸ The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

⁹ Governance Services will enter these dates



Report of: Chief Officer HR

Corporate Leadership Team

Date of meeting: 16/12/2008

SUBJECT: Consultation and Negotiation Strategy Discussions

This Report is for;			
Discussion Only <input type="checkbox"/>	Information Only <input type="checkbox"/>	Advice/consideration prior to taking a Key or Major decision or reporting to a Committee <input type="checkbox"/>	
Decision to be taken by:			
Full Council <input type="checkbox"/>		Corporate Governance and Audit Committee <input type="checkbox"/>	
Executive Board <input type="checkbox"/>		Standards Committee <input type="checkbox"/>	
An Area Committee <input type="checkbox"/>		Member Management Committee <input type="checkbox"/>	
A Regulatory Committee <input type="checkbox"/>		A Director using delegated authority <input type="checkbox"/>	

Executive Summary

The challenge to improve services coupled with the current economic climate has prompted a need to review services and ways of working in order to meet our business priorities. Linked to this is the Council's budget position and along with other drivers there is a need to identify areas where efficiency savings can be realised. To address and support this, a variety of areas are being reviewed with a view to modernising practices, which have a direct impact on employee matters.

This report outlines how, following previous discussion with CLT, the Council will implement changes in relation to:

- Managing Workforce Change
- Use of extra statutory holidays
- Car Parking Charges
- Car Mileage Allowances

1.0 Purpose of the Report

- 1.1 The purpose of this report is to engage discussions on the recommended proposals on how we will implement changes in relation to the 4 areas identified above.
- 1.2 CLT are requested to address the questions in bold italics contained within this report.
- 1.3 Full details of the recommended way forward can be found at Appendices 1 – 4 of this report. As these are matters that are subject to negotiation with trade unions, these are confidential.

2.0 Key Drivers

- 2.1 There are numerous drivers that have prompted this review, which include:
- requests from Elected Members to modernise and improve services to meet customer expectations,
 - our commitment to reduce CO2 omissions and city centre congestion and lead by example to reduce the impact of our operations as a major employer in the city of Leeds,
 - developing a more effective and proactive redeployment process linked to workforce planning,
 - enabling Chief Officers to deliver better services with more modern employment practices, and
 - the context of the current economic climate and the Councils budget position has also contributed to the timing of these reviews and as a consequence some of the proposed changes have revenue generating and efficiency saving implications.
- 2.2 Clarity about the key drivers is fundamental as they will impact upon the implementation timescales, the approach adopted and potential risks and ultimately the decisions made around the consultation and negotiation strategy adopted.

8.0 Recommendations

- 8.1 CLT are asked to:
- discuss and agree responses to the key questions identified in the report and the appendices,
 - determine timescales when each proposal needs to be delivered by,
 - approve the recommendations set out in the appendices to this report,
 - discuss and agree clear parameters regarding what can and cannot be negotiated, which will provide a mandate for the Director of Resources (who has decision making powers through the constitution) and Chief Officer HR that can be used to inform a negotiating approach with the Trade Unions and
 - engage in a discussion about an appropriate communication strategy to Elected Members, Directorates and employees and discuss and agree