

**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Committee Room 3A - Town Hall
20 July 2017 (7.30 - 7.50 pm)**

Present:

COUNCILLORS

Conservative Group Meg Davis (Chairman), Melvin Wallace (Vice-Chair),
Roger Ramsey, Damian White and Roger Westwood

Residents' Group Ray Morgon, Barbara Matthews and
Barry Mugglestone

Labour Group Keith Darvill

**Independent Residents
Group** David Durant

Apologies were received for the absence of Councillor Osman Dervish who was substituted by Councillor Roger Westwood, Councillor Clarence Barrett who was substituted by Councillor Linda Hawthorn and Councillor Darren Wise, who was substituted by Councillor Alex Donald.

The Chairman reminded Members of the action to be taken in an emergency.

1 DISCLOSURE OF INTERESTS

There were no declarations of interest.

2 TERMS AND CONDITIONS REVIEW - DECISION REPORT

The Chief Executive, Andrew Blake-Herbert addressed the Committee in respect of the Terms and Conditions Review and introduced the report of Julian Sivill, Strategic Human Resources Partner.

The Terms and Conditions Review had been going on for a while and a great deal of time had been spent trying to secure the best possible solution for all Havering Employees. During this time the diligence of the trade unions, who worked with the Council to make sure the proposals were as fair, reasonable and consistent as possible, and the support and professionalism of colleagues has been very much appreciated.

The purpose of the review was twofold:

1. To identify and replace those existing Terms and Conditions (T&C's) that were inconsistent, outdated or did not assist in the delivery of services, and
2. To develop a set of T&C's that are modern and more fitting to the Council's business needs whilst achieving the Council's medium term financial plan to deliver savings of £0.5 million in 2017/18.

A provisional set of proposals was received by the Committee in August 2016 which was followed by extensive employee consultation the procedure for which is set out in detail in paragraphs 10 to 21 of the report.

It was fully appreciated that at the heart of this process were individuals and families who would have an impact on their take home pay whilst navigating a way to ensure Havering ran a successful and prosperous Council which meets the needs of all its residents. T&C's are crucial to staff morale, motivation and productivity.

A further update on progress was considered by the Governance Committee in January, 2017. It was necessary to try and reach a Collective Agreement and the Trade Unions agreed to ballot staff.

The CE was delighted to announce to the Committee that a Collective Agreement had been reached following confirmation by the trade unions on the day of the meeting.

As a result of this, Recommendation 3 in the report was withdrawn and removed.

Julian Sivill addressed the Committee and talked through the detail of the report. Following the job evaluation and appeals process Job Evaluation Outcomes were modelled and an Equalities Impact Analysis was carried out.

Tables in the report denote the impact on pay. Across the organisation in relation to basic pay, 77% of employees would see either no change in basic pay or a slight increase. In relation to the Teaching Assistant 2 roles the impact is denoted in table 2 on page 8 of the agenda pack. Across the organisation, the Post Consultation Proposals result in 69.9% of employees either seeing no change in their contractual pay or will see an increase.

The main conclusions of the Equalities Analysis were that:

- No one group of people with a protected characteristic is significantly adversely affected as a result of the Council's proposals, and
- The proposals will have a positive impact on the Gender Pay Gap.

Throughout the consultation period the Council's aim was to try and reach a Collective Agreement. It is to the credit of all involved that this has been possible.

The estimated £0.872 Million cost reduction to the General Fund Budget will meet the budgeted savings from 2018/19 but there will be a shortfall against the saving target agreed by Council in 2017/18.

The Leader congratulated the hard work of all involved both officers and Trade Unions for the very constructive approach they had taken and noted that other Councils have already been through this process some without the same level of agreement and progress

There followed general discussion and the recommendations were put to the vote.

The recommendations were carried by 12 votes to 1, with Councillor David Durant voting against.

The Governance Committee:

1. Delegated authority to the Chief Executive to take such actions and steps necessary for the completion and signing of a Collective Agreement with trade unions (including the actual signing of the Collective Agreement document on behalf of the Council). This to include any necessary changes to the wording of the Collective Agreement excluding any changes to the substance of the proposals themselves.
2. Approved the Final (Collective Agreement) Proposals detailed at Appendix 1 and the recommended Implementation Date of 1st September, 2017 but delegated authority to the Chief Executive to adjust that date for corporate directorates and/or Community/Voluntary Controlled schools by up to 3 months if necessary.
3. Approved the proposal to meet the one-off pay protection and other costs in Community/Voluntary Controlled schools from the Risk Reserve as detailed at paragraph 24 (Table 5) of the report.

3 EXCLUSION OF THE PRESS AND PUBLIC

It was not necessary to exclude the press or public.

Chairman