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JOINT STAFF EMPLOYER FORUM

Chair: Councillor Smart
Executive Councillor for Customer Services & Resources:
Rod Cantrill



To: Councillors Smart (Chair), Bick (Vice-Chair), Dryden, Rosenstiel, Shah and Todd-Jones
Alternate : Councillor Tim Ward

Unison (Liz Brannan) and GMB (Kevin Roberts)

Despatched: Monday, 12 April 2010

Date: Tuesday, 20 April 2010

Time: 5.00 pm

Place: Committee Room 2 - Guildhall

Contact James Goddard

01223 457015

AGENDA

1 MINUTES (*Pages 1 - 2*)

To confirm the minutes of the meeting held on 9 February 2010 as a correct record. (*Pages 1 - 2*)

2 MATTERS ARISING FROM THE MINUTES

Members are requested to contact the Head of Human Resources or Committee Manager prior to the meeting with any issues they wish to raise.

3 APOLOGIES FOR ABSENCE

4 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in any of the following items on the agenda. If any member is unsure

whether or not they should declare an interest on a particular matter, they are requested to seek advice from the Head of Legal & Democratic Services before the meeting.

5 PUBLIC QUESTION TIME

See below for detail of the scheme and other public information.

6 TERMS OF REFERENCE FOR ESSENTIAL USER REVIEW

Oral update

Contact: Deborah Simpson 01223 458101

7 OUTCOME FROM INVESTORS IN PEOPLE ASSESSMENT DECEMBER 2009 *(Pages 3 - 4)*

Contact: Vicki Davidson 01223 458108 *(Pages 3 - 4)*

8 STAFF SICKNESS ABSENCE

Data to be tabled at meeting

Contact: Deborah Simpson 01223 458101

Information for the public

Public attendance

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Public Speaking

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Fire Alarm

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.

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(5.00pm-6.05pm)

JOINT STAFF EMPLOYER FORUM

PRESENT: Councillors: Bick (Vice Chair), Rosenstiel, Smart (Chair),
Todd-Jones
Toni Ainley (Director of City Services)
Liz Brennan (Unison)
John Bridgewater (Strategic Procurement Officer)
Kevin Roberts (GMB)
Deborah Simpson (Head of Human Resources)
James Goddard (Committee Manager)

1. Minutes

The minutes of the meeting of 14 October 2009 were confirmed as a correct record.

2. Matters Arising from the Minutes

None.

3. Apologies for Absence

- Councillors Cantrill, Dryden and Shah
- Debbie Quincey (Strategic Procurement Adviser)

4. Declaration of Interest

The following Councillors declared personal interests:

- Councillor Rosenstiel as a member of Unite.
- Councillor Smart as a member of ATL.
- Councillor Todd-Jones as a member of Unison.

5. Public Question Time

None.

6. Contractors Pensions and Holiday Entitlements

The Strategic Procurement Officer introduced the item and took questions. The report was requested by GMB who sought confirmation that contractors on the Council's approved contractor list and any sub-contractors used by them, had legal holiday entitlement and an appropriate pension scheme.

The issue of TUPE applicability to pension schemes and transfer of Council staff to contractors was discussed. The Council would check to see if the pension scheme is comparable.

The Council would maintain a watching brief on contractors, but not interfere in commercial matters. It is the responsibility of contractors to

follow the law concerning working time and holiday entitlement. However the Council can exert some influence through procurement law by enforcing conditions of service under contract. Also, the Council has a legal duty to test contractors compliance with equal opportunities requirements. Health and Safety Inspectors monitor practice by contractors and review specific cases as directed.

The GMB representative noted that historically few Council staff transfer out to contractors. The aim of the report request was to check compliance and promote good practice.

7. Update on Essential User Car Allowances

The Head of Human Resources circulated a confidential report to the Forum setting out the position concerning the review of essential user car user allowances and Equality Impact Assessments as of February 2010.

Unions and Councillors will be asked to consider criteria for the next 'Essential Users Review'. A discussion will be held at JTUG with both trade unions, prior to consideration by JSEF and the Executive Councillor of any proposals, then HR will undertake the review.

8. Any Other Business

Councillor Todd-Jones requested a report on sick days lost by Council staff in response to concerns raised at the Strategy and Resources Committee and in media coverage.

The Head of Human Resources will report back to JSEF concerning levels of council staff sickness absence. Report to cover headline details for 3 years and more detail for current year including like-for-like comparisons with other organisations

The meeting ended at 6.05p.m.

Chair

CAMBRIDGE CITY COUNCIL

REPORT OF: Vicki Davidson Organisational Development Manager
TO: Joint Staff Employer Forum 20/4/2010

For information

OUTCOME OF THE INVESTORS IN PEOPLE ASSESSMENT- December 2009

1 INTRODUCTION

The Council was successful in achieving Investors in People status following a Council wide assessment against the Investors in People (IIP) Standard in December 2009.

2. BACKGROUND

As a City Council we are very proud to have held Investors in People status since 1995. We have had an assessment every 3 years against the 10 standards which cover three main areas – **‘Developing Strategies to improve the performance of the organisation’, ‘Evaluating the impact on the performance of the organisation’ and Taking action to improve the performance of the organisation.’**

All of these are key to good people management and staff engagement.

In December 2009 we had our formal 3-year assessment against the IIP standards when our Assessor – Sarah Garwood met 83 members of our staff and members.

In February 2010, Sarah met the Chief Executive and the Leader to confirm that we had successfully retained our Investor in People status, which we will hold for a further 3 years.

The assessment report highlights that Cambridge City Council has great strengths, such as the huge effort people put into their jobs and their customer and Council loyalty, which has ensured that the Council maintains a high level of performance. However, the Assessor did pick up on 2 indicators where improvements could be made (recognising staff

contribution and continuous improvements). Both of these are key to successful change management and culture change, both of which the City Council is undergoing. In particular Sarah thought that there needed to be continued focus on effectively managing change and that the Council could learn from other organisations that do this well.

During her assessment Sarah did identify some key strengths and areas of good practice:

- Existence and people's understanding of the Council's aims and objectives
- The way learning and development activities are planned to help achieve the Council's aims and objectives
- The way the Council encourages people to contribute their ideas to improve performance and ensures everyone receives the development and support the need
- People's understanding of the capabilities required by managers to lead, manage and develop people effectively
- Managers' effectiveness in supporting the development of people
- The way the Council encourages people to take ownership and responsibility for decision making
- The effectiveness of learning and development
- People's understanding of the impact that learning and development has on performance

A short article was published in City Briefing in February 2010 to thank staff and managers who took part in the meetings and to let all staff know the good news.

4. CONCLUSIONS

The full assessment report has been discussed at Corporate Management Team and will be reviewed at Departmental Management team meetings during April and May. As there are some improvement areas suggested, an action plan will be developed. The Assessment report and action plan when developed will be published on the HR intranet.

BACKGROUND PAPERS: The following was used in the preparation of this short report:

The Assessment report prepared in January 2010, by Sarah Garwood, our IIP assessor.

If you wish to have review this report, or for any further information please contact Vicki Davidson on extension 8108.