



Employment and Appointments Committee

Date:	Thursday, 22 March 2012
Time:	6.15 pm
Venue:	Committee Room 2 - Wallasey Town Hall

Contact Officer: Andrew Mossop
Tel: 0151 691 8501
e-mail: andrewmossop@wirral.gov.uk
Website: <http://www.wirral.gov.uk>

AGENDA

1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members are asked to consider whether they have personal or prejudicial interests in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

2. MINUTES (Pages 1 - 10)

To receive the minutes of the meetings held on 30 January and 28 February, 2012.

3. COORDINATOR INTENSIVE FAMILY INTERVENTION PROGRAMME (Pages 11 - 16)

4. CORPORATE CASEWORK SYSTEM (Pages 17 - 20)

5. CHIEF EXECUTIVE'S OFFICE

Report to follow, subject to consideration by Cabinet at its meeting on 15 March, 2012.

6. UPDATE ON MANAGING WORKFORCE CHANGE AND REDEPLOYMENT (Pages 21 - 26)

7. DEPARTMENT OF REGENERATION, HOUSING AND PLANNING: SENIOR MANAGEMENT STRUCTURE (Pages 27 - 32)

8. EMPLOYMENT AND APPOINTMENTS SUB-COMMITTEE MINUTES (Pages 33 - 38)

The minutes of the Employment and Appointments Sub-Committee meetings held on 22 February, 5 and 8 March, 2012, are submitted for information.

9. APPEALS SUB-COMMITTEE MINUTES (Pages 39 - 40)

The minutes of the Appeals Sub-Committee meeting held on 5 March, 2012, are submitted for information.

10. EARLY VOLUNTARY RETIREMENT / VOLUNTARY SEVERANCE REQUESTS: SCP 49 AND OVER (Pages 41 - 44)

11. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)

12. EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

The public may be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information.

RECOMMENDED –

That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A to that Act. The public interest test has been applied and favours exclusion.

13. EXEMPT APPENDIX - UPDATE ON MANAGING WORKFORCE CHANGE AND REDEPLOYMENT (Pages 45 - 46)

Appendix 2 to agenda item 6, exempt by virtue of paragraph 1.

14. EXEMPT APPENDIX - DEPARTMENT OF REGENERATION, HOUSING AND PLANNING: SENIOR MANAGEMENT STRUCTURE (Pages 47 - 48)

Appendix 1 to agenda item 7, exempt by virtue of paragraph 1.

15. ALLEGATIONS AGAINST EMPLOYEES (Pages 49 - 50)

Exempt by virtue of paragraph 1.

16. EXEMPT APPENDIX - EVR REPORT (Pages 51 - 52)

17. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 2)

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Monday, 30 January 2012

<u>Present:</u>	Councillor	AER Jones (Chair)	
	Councillors	G Davies	P Hayes
		P Davies	P Kearney
		S Foulkes	L Rennie
<u>Deputies</u>	Councillors	S Clarke (In place of JE Green)	
		T Harney (In place of M Johnston)	

52 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in any item on the agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

53 MINUTES

The Committee was requested to receive the minutes of the meeting held on 22 November.

Resolved – That the minutes of the meeting held on 22 November, 2011, be approved.

54 MANAGING ATTENDANCE

The Director of Law, HR and Asset Management submitted a report updating the Committee on the current attendance management position.

A breakdown of sickness absence figures for quarters 1 and 2 and comparative data for 2008/9, 2009/10 and 2010/11, by quarter and by full year, was shown in appendix 1 to the report. Sickness levels for quarter 3 (2.42 days) showed an improvement against previous years (2.85, 2.97 and 3.4). The projected figure for 2011/12 had been calculated at 8.72 against a target for the year of 9.8 days.

The report also contained information on the implementation of the Fit4Wirral action plan and the 'flu vaccination programme.

The Head of HR and OD in response to Members' comments informed the meeting that work was being progressed on benchmarking data and improved reporting of figures would be available within the next six months. She would also be able to provide Committee Members with the figures on the take up of the 'flu vaccine and whether or not it was up or down.

Resolved – That the report be noted.

55 **UPDATE ON MANAGING WORKFORCE CHANGE AND REDEPLOYMENT**

The Director of Law, HR and Asset Management, submitted a report providing an update on the management of workforce change and outlined progress on the successful redeployment of employees throughout the Council. There were currently 13 people on the redeployment register. An exempt appendix to the report gave further information on the employees on the register.

Resolved – That the report be noted.

56 **CYCLE TO WORK SCHEME**

The Director of Finance submitted a report which sought the Committee's approval to replace the current Cycle to Work Salary Sacrifice Scheme with a simplified Cycle Loan.

The salary sacrifice scheme had operated successfully in Wirral since 2008. 464 employees had used the scheme to lease bicycles intended for use for travel to and from work. The nature of the scheme meant that the Council made savings on employers' National Insurance contributions. However, this had only been £21,120 over the three years of operation.

A ruling of the Court of Justice of the European Union (CJEU) regarding how VAT should be treated had made the administration of the scheme unwieldy. The ruling also made the scheme less attractive to employees as they would become liable for VAT on the purchase price of the cycle.

It was proposed to replace the scheme with a more easily managed interest free loan which was cheaper to administer and afforded staff the same opportunity to acquire cycles thereby continuing to support the positive health and environmental aspects of the scheme.

Resolved –

- (1) That the Salary Sacrifice 'Cycle to Work' scheme is ceased and replaced with an interest free Cycle Loan.**
- (2) That a further report be brought back on the Employee Travel Scheme options.**

57 **SENIOR MANAGEMENT RECRUITMENT PROCESSES**

The Director of Law, HR and Asset Management submitted a report which sought the Committee's approval for the appointment of a Sub-Committee for the recruitment of a Director of Regeneration, Housing and Planning.

The Committee at its meeting on 29 September 2011 agreed the following (Minute 36 refers):

"That the posts of Director of Regeneration, Housing and Planning; Head of Strategic Development and Regeneration and Head of Housing be established on a

permanent basis and that an appropriate recruitment process to fill these posts be commenced.

That the post of Head of Finance and Performance in the Department of Adult Social Services be established on a permanent basis, and that a recruitment process to fill the post is commenced.

That the Interim Director of Children's Services be asked to continue as the Acting Director of Children's Services for a further year on a fixed term basis, and that an external recruitment process takes place to ensure that a new Director of Children's Services is in post by the end of September 2012."

Resolved – That this Committee -

- (1) Notes the upcoming Senior Management Recruitment processes for 2012.**
- (2) Notes that the proposed future restructure of the Department of Adult Social Services will be presented to the next Employment and Appointments Committee, and to approve the extension of the fixed term contract for the current post holder of the Head of Finance and Performance: DASS, for up to six months, effective from 1 January 2012, pending the restructure.**
- (3) Agrees the appointment of a proportionate sub-committee of five members to reflect the balance of the political groups on The Employment and Appointments Committee and comply with the rules of proportionality. The Sub-Committee to have delegated responsibility for the recruitment process of the Director of Regeneration, Housing and Planning and the Director of Children's Services, and to appoint to these positions.**
- (4) Agrees the dates for the recruitment process for the Director of Regeneration, Housing and Planning.**
- (5) Delegates the timetable for the recruitment of the Director of Children's Services to the Chief Executive, to be brought back to the Employment and Appointments Sub-Committee.**

58 SENIOR MANAGEMENT RECRUITMENT CONTRACT

The Director of Law, HR and Asset Management submitted a report which gave details of the award of the Senior Management Recruitment contract to Penna Plc following a tender process in which ten submissions were received, analysed and evaluated. The contract would run from 16 January 2012 to 15 January 2013, with an option to extend for a further year.

Penna Plc was a private company with over 20 years experience in Senior Management Recruitment Contracts in both the private and public sector, including extensive work with a number of Local Authorities.

The spend for the duration of the contract, until 15 January 2013 was dependent on the number of Chief Officer and Head of Service roles that required external advertisement. The estimated spend was attached as an exempt appendix to the

report and was based on two Director roles; the Director of Regeneration, Housing and Planning, and the Director of Children's Services; and one Head of Service role in the Department of Adult Social Services.

Resolved – That the award of the senior management recruitment contract to Penna plc, be noted.

59 **SENIOR MANAGEMENT CHANGES**

The Chief Executive reported upon senior manager changes within the Council. The post holder of the Head of Support Services, Finance Department had left the Council on 6 January 2012 by mutual agreement. The post holder of the Head of Community Services, Department of Adult Social Services had left the Council on 9 January 2012 by mutual agreement.

Resolved – That the report be noted.

60 **APPEALS SUB-COMMITTEE MINUTES**

The minutes of the Appeals Sub-Committee meetings held on 10 and 29 November and 20 December, 2011 were submitted for information.

Responding to a question from Councillor Rennie, the Chief Executive commented that he would brief Committee spokespersons in respect of any disciplinary procedures invoked as a result of the Martin Smith report.

Resolved – That the minutes be noted.

61 **EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC**

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

62 **EXEMPT APPENDIX - MANAGING WORKFORCE CHANGE AND REDEPLOYMENT**

Further to minute 55 ante, the Committee noted the exempt appendix to the Director of Law, HR and Asset Management's report.

63 **EXEMPT APPENDIX - SENIOR MANAGEMENT RECRUITMENT CONTRACT**

Further to minute 58 ante, the Committee noted the exempt appendix to the Director of Law, HR and Asset Management's report.

64 **EXEMPT APPENDICES - SENIOR MANAGEMENT CHANGES**

Further to minute 59 ante, the Committee considered and noted the exempt appendix to the Chief Executive's report which had been circulated at the meeting and which gave details of the financial implications of the senior management changes.

The Chief Executive responded to a number of comments made by Members.

Councillor Foulkes stated that as Leader of the Council, he had had a conversation with the Chief Executive in advance of these changes but that it was for the Chief Executive to take the decision himself in consultation with those senior officer colleagues who he needed to consult. It was not for politicians to be involved in making such decisions.

The Chief Executive confirmed that it was his decision.

A member suggested that a report on the general policy of compromise agreements should be brought to a future meeting of the Committee.

65 **ALLEGATIONS AGAINST EMPLOYEES**

The Director of Law, HR and Asset Management provided details of allegations of serious or gross misconduct made against employees and advised of the action taken in each case.

Resolved – That the report be noted.

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EMPLOYMENT AND APPOINTMENTS COMMITTEE

Tuesday, 28 February 2012

<u>Present:</u>	Councillor	A Hodson (Chair)	
	Councillors	AER Jones G Davies S Foulkes JE Green	M Johnston P Kearney L Rennie
<u>Deputies</u>	Councillors	J Salter (In place of P Davies)	

66 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in any item on the agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

67 PAY POLICY STATEMENT 2012/13

The Director of Law, HR and Asset Management submitted a report, in accordance with Section 38 of The Localism Act 2011, which required Councils to determine and publish annual pay policy statements.

The draft statutory guidance on The Localism Act 2011 recommended that a Committee be given responsibility to coordinate a collective review of the appropriateness of the Pay Policy Statement at least annually, and to make recommendation to the Full Council.

The requirements of the Act included:

1. The Pay Policy statement to be approved by The Full Council, in advance of the financial year to which it relates.
2. The first Pay Policy Statement to be prepared for 2012/13.
3. The Pay Policy Statement to be published on the Council website.

The Pay Policy Statement was required to set out the Council's policies relating to the following:

1. Chief Officer remuneration, including salary, allowances, and enhancements at termination.
2. Remuneration of its lowest paid employees.
3. The relationship between Chief Officer remuneration and that of other employees.

Responding to comments from Members, the Head of HR and Organisational Development referring to the paragraphs in the policy on the relationship between

Chief Officer remuneration and that of other employees, this would be shown as the multiple between the lowest paid employee and average Chief Officer earnings and those of the average full time equivalent earnings and the Chief Executive. The Council would use the local government norm as a standard so that benchmarking would be like for like. The figure for the multiple between the lowest paid and the Chief Executive could also be published if it was felt to be useful.

In line with guidance under The Localism Act, proposed appointments to posts with remuneration exceeding £100,000 would be subject to a vote at Full Council and the Head of HR and Organisational Development would confirm whether or not this was a requirement or guidance.

Concern was also expressed about contractors employed by the Council paying a living wage too.

On a motion by Councillor Johnston, jointly seconded by Councillors Green and A Jones, it was agreed unanimously that the following be added to the recommendation -

‘That Wirral Council become an advocate of a living wage.’

The Leader of the Council requested that a report be brought to an early Cabinet on what being an advocate of a living wage would entail.

Resolved – That this Committee:

- (1) notes the Council’s Pay Policy Statement 2012/13.**
- (2) recommends to Council, for approval, the Council’s Pay Policy Statement 2012/13.**
- (3) notes that the proposed introduction of the Living Wage is included within the Council’s Pay Policy Statement 2012/13.**
- (4) notes the responsibility of the Employment and Appointments Committee to ensure the provisions set out in the Pay Policy are applied consistently throughout the Council, and recommend any amendments to the Full Council.**
- (5) approves that Wirral Council become an advocate of a living wage.**

68 **ANY OTHER URGENT BUSINESS - DASS SENIOR MANAGEMENT STRUCTURE**

With the agreement of the Chair, the Committee considered the following item of urgent business, in view of the need for a decision prior to the next meeting of the Committee.

The Director of Law, HR and Asset Management submitted a report on the Senior Management capacity structure in the Department of Adult Social Services (DASS) which addressed the requirement for a Head of Safeguarding and Care Governance. Cabinet on 13 February 2012 had considered a report on the DASS management structure. On working through the specific details there was an immediate and urgent

need to review the safeguarding capacity across Adult Social Services and the Children and Young People's Department (CYPD).

Currently the Joint Head of Safeguarding was a shared position between DASS and CYPD at a Head of Service level. The joint role had enabled the sharing of good practice, expertise and stabilised the position in DASS. However, there were significant further improvements to be put in place and the joint arrangements were no longer sustainable. The report gave details of the proposed role of Head of Safeguarding and Care Governance in DASS which would require an additional resource of £36,676 plus on costs.

Resolved -

- (1) That the post of Head of Branch – Safeguarding Adults and Children (0.5 in DASS) is deleted and the post of Head of Safeguarding and Care Governance is created as a full time position in DASS.**
- (2) That the Safeguarding and Care Governance Branch will take responsibility not only for safeguarding but also a more cohesive role including Contracts' management and monitoring along with broader Quality Assurance responsibility including the management of the social care provider market.**
- (3) That the post of Head of Safeguarding and Care Governance is advertised on a permanent basis and the recruitment process be commenced with the appointment of a proportionate Sub-Committee.**
- (4) That the Directors of DASS and CYPD backfill the Safeguarding function with interim support to ensure they are resourced appropriately pending permanent full time post-holders being in place.**
- (5) That the current Joint Head of Safeguarding post-holder will return to the full time Head of Safeguarding in CYPD and that she be thanked for all her work whilst in the joint role.**

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WIRRAL COUNCIL

EMPLOYMENTS AND APPOINTMENTS COMMITTEE

22 MARCH 2012

SUBJECT:	<i>CO-ORDINATOR INTENSIVE FAMILY INTERVENTION PROGRAMME</i>
WARD/S AFFECTED:	<i>ALL</i>
REPORT OF:	<i>ACTING DIRECTOR CHILDREN'S SERVICES</i>
KEY DECISION?	YES

1.0 EXECUTIVE SUMMARY

- 1.1 The report sets out a proposal to create a post of Intensive Family Intervention Co-ordinator grade EPO 14 £50,667 - £53,209, (for 3 years duration) to lead the implementation of the Intensive Family Intervention Programme on Wirral. The post is an essential component of the Intensive Family Intervention Programme as the post holder will be the operational link between Wirral Council and the Government's Troubled Families Unit.
- 1.2 The Acting Deputy Director of CYPD will be the programme Champion but the Co-ordinator will be responsible for ensuring that the programme is implemented and necessary performance measures are achieved. The post holder, in successfully implementing the Intensive Family Intervention Programme will be directly delivering and promoting the Council's Priorities. The aim of the programme is to ensure that funded family support measures are effectively deployed; and longer term, to reduce pressure on these budgets.
- 1.3 Approval to create an Administration post at Band D, to support the role of Co-ordinator, will be sought under the Council's Delegated Authority approval process. Detailed in Appendix A is the structure chart and proposed reporting arrangements.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Troubled Families policy (Community Budgets) was introduced by the government as an initiative to deal with the challenges presented by families with complex needs. Building on the Total Place model, it involves a number of agencies working together to identify needs and appropriate interventions. Central to this approach is the need for families to have one worker who will work with the agencies involved with the family and ensure that the interventions are appropriate and the family is involved in the planning process. In the summer of 2011 Wirral indicated that it was willing to be involved in phase two of the Community Budgets initiative which was supported by the Council's Cabinet at the meeting on 1 September 2011.
- 2.2 Following the riots in the summer of 2011, the Government indicated that there were too many families with complex and multiple needs, with children at risk of, or actually involved in, anti social behaviour, not engaged with the system. The Government has

set a target to move 120,000 families from high levels of need to a point where parents are work ready, the children are in education employment or training and there is a reduction in anti social behaviour. To drive this policy the Troubled Families Unit was set up in the Department of Communities and Local Government (DCLG) and Louise Casey was appointed as Director General of the Troubled Families Unit. The estimated number of "Troubled Families" on Wirral is 900. The government has established that the following are key indicators for involvement in the programme:

- Family member/s involved in anti social behaviour
- Intergenerational unemployment
- Poor school attendance/ school exclusions

2.3 The families engaged in this programme will have significant needs that will impact on a number of service providers. Multi agency secondments or partnership agreements will be needed to ensure a coordinated approach to dealing with the cross agency issues presented by the families. One council department cannot meet all the requirements of the programme and the involvement of other departments, external partners (including the Voluntary Community and Faith Sector) at strategic and operational level is essential if the expected outcomes are to be met. A key area for agreement will be the secondment of staff from council departments, external partners and the Voluntary Community and Faith Sector.

2.4 There will be £100,000 available from the Troubled Families Unit to fund a post of Intensive Family Intervention Programme Co-ordinator. This is a senior post and will work across the Wirral Partnership to ensure there is multi-agency involvement resulting in performance measures being met. The post will report to the Troubled Families Unit and to the Programme Champion, the Acting Deputy Director CYPD (Children's Social Care).

2.5 It is intended to start the programme in April 2012. There are a number of tasks to be completed by then, including:

- Identification of families
- Agree the Vision for Intensive Family Intervention Programme
- Finalise Project Plan
- Agree Governance arrangements
- Identify and secure the support of partner agencies
- Secure cross council support
- Hold Readiness assessment workshop

2.6 The appointment of a co-ordinator is central to the effective implementation of the Intensive Family Intervention Programme.

3.0 RELEVANT RISKS

3.1 If approval to create this post is not secured, this will directly impact on the Council's ability to implement the programme as agreed with the National Troubled Families Unit.

4.0 OTHER OPTIONS CONSIDERED

4.1 Adding this responsibility to a current post has been considered not taken further as it was recognised that this post should be focussed on the programme and meeting start-up requirements.

5.0 CONSULTATION

5.1 Briefings in relation to the programme and its requirements have been taken to the Children's Trust board, the Joint Commissioning Group and the Child Poverty Working Group

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 This post will be an internal secondment not available to the Voluntary Community and Faith Sector.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 There is £100,000 per annum available for three years to fund this post and the administration worker to meet necessary support costs.

8.0 LEGAL IMPLICATIONS

8.1 If the applicant is from a partner agency a secondment agreement will be required.

9.0 EQUALITIES IMPLICATIONS

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes and impact review will be published at <http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010-0>

10.0 CARBON REDUCTION IMPLICATIONS

10.1 There are no implications.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 Planning permission is not required.

12.0 RECOMMENDATION/S

12.1 The Committee approves the creation of the post of Intensive Family Intervention Co-ordinator EPO 14 (three year appointment) which will be advertised as a secondment opportunity.

13.0 REASON/S FOR RECOMMENDATION/S

13.1 To enable the planned implementation of the Intensive Family Intervention Programme to start.

REPORT AUTHOR: Maureen Mc Daid
Principal Manager
Telephone: (0151)-666-4508
email: maureenmcdaid@wirral.gov.uk

APPENDICES

Appendix A Structure Chart Programme Leader Intensive Family Intervention Programme.

REFERENCE MATERIAL

Cabinet report 15 March 2012

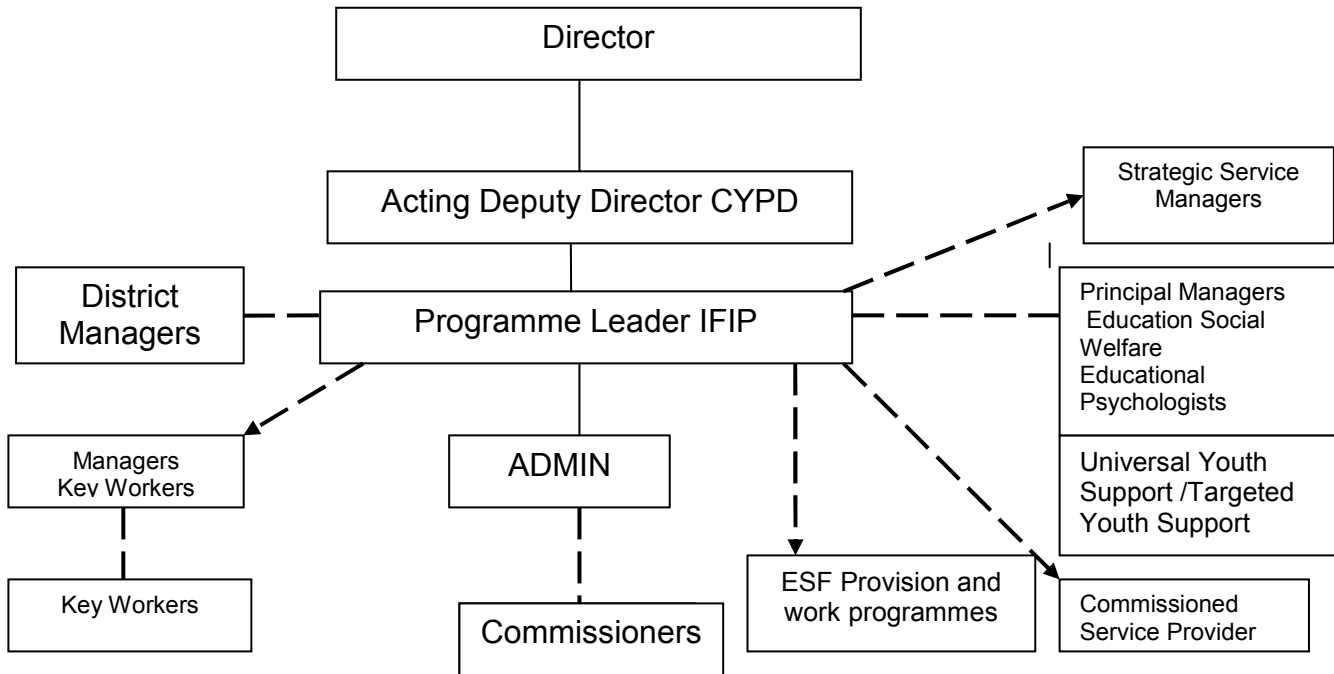
Project Implementation Document – Intensive Family Intervention Programme

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet	15/03/12
Overview and Scrutiny	21/03/12

APPENDIX A

----- Relationships
----- Accountability



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WIRRAL COUNCIL

THE EMPLOYMENT AND APPOINTMENTS COMMITTEE

22 MARCH 2012

SUBJECT:	CORPORATE CASEWORK SYSTEM
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to advise The Employments and Appointments Committee on the development of a corporate casework system for recording and monitoring all employee relations cases.

2.0 BACKGROUND AND KEY ISSUES

2.1 One of the recommendations of the independent report into alleged bullying and abuse of power in Adult Social Services was that the Council developed a corporate casework system to deal with grievance and other employment arrangements.

2.2 The corporate casework system will maintain a Casework Management Register for all employee complaints received under all key procedures, which facilitates the co-ordination and overall supervision of each grievance, disciplinary, serious absence case and Whistleblowing investigation.

2.3 The purpose of the system is to:

- Assist in the improving the Council's management of employee relations cases
- Improve the timescale in which investigations are undertaken and enable early identification of cases that are not progressing.
- Highlight trends and potential problem areas across the council
- Improve management information and reporting of employee relations issues

2.4 HR officers will be assigned to all cases and will be responsible for maintaining details of progress in each case.

2.5 The system has been developed in-house within existing resources using MS Access database. It has been piloted within CYPD and following that a number of refinements and changes to the system were made to improve its functionality. The casework system has an interface with HR/Payroll system (Resource-Link) which means that employee details, department, job role, line manager and equality information can be populated when the employee number is submitted when a new case is opened.

2.6 The casework system includes the following information:

Employee Details	DOB Start date Length of service Line Manager Department Main post details Other post details
Case details	Date received Nature of issue Policy (Discipline, Grievance, Absence etc) Stage of policy Date suspended (if appropriate) Employment Tribunal case Name of Manager Name of HR Officer dealing with case Name of Support Officer TU representative Outcome
Equality Information	Employee Equality information (protected characteristics)
Contact	(All contact on case) Contact Correspondence Interviews undertaken Reasonable adjustments made
Related Cases	Other cases involving employee (con-current or complete)

2.7 This information is currently being input into the system and will go fully live in April 2012.

2.8 Under new arrangements a HR Officer will be allocated to each case to advise the investigating officers and managers. The corporate casework system will be maintained by Human Resources.

3.0 FUTURE REPORTS

3.1 The system will provide more detailed reporting on Employee Relations cases that has been possible in the past. This management information will be produced by Human Resources for Departmental Management Teams, The Executive Team and The Employment and Appointments Committee.

3.2 In view of this it is proposed to discontinue the current 'allegations' report which provides details of the outcome of gross misconduct. This information will still be provided but incorporated into a quarterly 'Employee Relations Performance Report' which will provide the following information.

- Numbers of cases under each policy (Disciplinary, Grievance, Absence Management, Capability and Whistleblowing*)
- Stage
- Duration of case
- Outcomes at each stage
- Decision of Appeal Committees
- Details of Employment Tribunals that have been submitted against the Council
- Equality Information and any trends identified from the nature of cases
- Analysis of the above

This information will be provided under exemption as required.

4.0 RELEVANT RISKS

4.1 None Identified

5.0 OTHER OPTIONS CONSIDERED

5.1 N/A

6.0 CONSULTATION

6.1 N/A

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 N/A

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

8.1 The casework system has been developed in-house with the assistance of IT, and within existing resources.

9.0 LEGAL IMPLICATIONS

9.1 N/A

10.0 EQUALITIES IMPLICATIONS

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No because there is no relevance to equality.

11.0 CARBON REDUCTION IMPLICATIONS

11.1 N/A

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 N/A

13.0 RECOMMENDATION/S

13.1 The Employment and Appointments Committee notes the report and the development of the corporate casework system.

13.2 The Employment and Appointments Committee agrees that the allegations report is discontinued and is replaced by a report on Employee Relations Performance.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 To make The Employment and Appointments Committee aware of progress on the development of the corporate casework system.

14.2 To improve the reporting of performance on employee relations issues across the Council.

REPORT AUTHOR: **Tony Williams**
Acting Employee Relations Manager
telephone: (0151) 691 8678
email: tonywilliams@wirral.gov.uk

APPENDICES

N/A

REFERENCE MATERIAL

There is no reference material.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date

WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE

22 MARCH 2012

SUBJECT:	UPDATE ON MANAGING WORKFORCE CHANGE AND REDEPLOYMENT
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

- 1.1 This report provides an update for Members in relation to the on-going management of workforce change, and outlines progress to date on the successful redeployment of employees throughout the Council.
- 1.2 Appendix 2 – Information on redeployees on the Redeployment register is exempt, by virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 Wirral Council's Redeployment Policy was first implemented in 2008, and the redeployment register was introduced to support employees who may necessitate redeployment as a result of organisational change, the end of their fixed term contract or the employee's need for alternative employment as a result of a disability. Wirral Council is committed to ensuring the effective redeployment/resolution of employees placed on the redeployment register. This report updates Members on the steps taken to redeploy or find other resolutions for those employees currently on the redeployment register.
- 2.2 To ensure effective resolution or redeployment of employees placed on the register, the HR Team liaises with Managers across Departments and service areas to ensure employees are supported and managed through effective redeployment processes as defined in the Council's employment policies.
- 2.3 The HR Team match employees against vacancies which have been approved for release, and arrange for employees to attend priority interviews and undertake trial periods in new posts in order to secure alternative employment.
- 2.4 A 3 month development programme has been developed to support employees whilst they are on the Redeployment Register. All individuals when they are placed on the Redeployment Register have a one to one meeting with a Human Resources Officer to discuss their development needs.

2.5 There are currently 9 employees on the redeployment register. Since The Employment and Appointments Committee in January, 2012, when there were 13 people on the register, 6 employees have been resolved as follows:

- 4 – Redeployed / New post
- 1 – EVR / VS
- 1 – Other reason

2.6 More information on redeployees who have been on the register for some time is detailed in Appendix 2, which is shown as an exempt item.

3.0 RELEVANT RISKS

3.1 There are no relevant risks.

4.0 OTHER OPTIONS CONSIDERED

4.1 None

5.0 CONSULTATION

5.1 No consultation took place in relation to this report.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 None

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 There are no implications for voluntary, community and faith groups.

8.0 LEGAL IMPLICATIONS

8.1 None

9.0 EQUALITIES IMPLICATIONS

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes

Equality Impact Assessments were conducted on all revised workforce change policies and the impact on employees redeployed which can be found using the following link:

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/law-hr-asset-management>

10.0 CARBON REDUCTION IMPLICATIONS

10.1 None

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 None

12.0 RECOMMENDATION/S

12.1 That the report be noted.

13.0 REASON/S FOR RECOMMENDATION/S

13.1 This report updates Members on the steps taken to redeploy or find other resolutions for those employees currently on the redeployment register.

REPORT AUTHOR: **Susie Warwick**
Principal Human Resources Officer
Telephone 0151 691 8586
Email: susiewarwick@wirral.gov.uk

APPENDICES

Appendix 1 - Corporate Redeployment Register Update.

EXEMPT Appendix 2 – Information on redeployees on the Redeployment register

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Employment and Appointments Committee	This report is a regular Committee item and is reported frequently to The Employments and Appointments Committee.

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Employment and Appointments Committee – 22 March 2012

Corporate Redeployment Register Update – 6 January 2012 to 2 March 2012

1. Number of employees on corporate redeployment register by department:

Categories are: Organisational Change –OC, Disability – DDA and Fixed Term – FT

Department	6/1/12	9/3/12	DATE – sub totals by category			Months on Register					
			OC	DDA	FT	18+	12 to 17	7 to 11	4 to 6	2 to 3	Less than 2
Regeneration, Housing and Planning	1	1	0	0	1	0	0	1	0	0	0
CYPD	7	4	1	0	3	0	0	1	1	2	0
DASS	3	2	0	1	1	0	0	0	0	1	1
Finance	0	0	0	0	0	0	0	0	0	0	0
Law, HR and Asset Management	3	2	1	0	1	1	0	0	0	1	0
Technical Services	0	0	0	0	0	0	0	0	0	0	0
Total	14	9	2	1	6	1	0	2	1	4	1
			Total = 9								

The above are employees who have not yet secured an alternative permanent position

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WIRRAL COUNCIL

THE EMPLOYMENT AND APPOINTMENTS COMMITTEE

22 MARCH 2012

SUBJECT:	DEPARTMENT OF REGENERATION, HOUSING AND PLANNING: SENIOR MANAGEMENT STRUCTURE
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR REGENERATION, HOUSING AND PLANNING
KEY DECISION?	YES

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to bring forward a proposal for the senior management structure of The Department of Regeneration, Housing and Planning, following the appointment of The Director of Regeneration, Housing and Planning by The Employment and Appointments Sub Committee on 8 March 2012.
- 1.2 Appendix One: Current and Proposed Senior Management Arrangements is exempt, by virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Employment and Appointments Committee on 29 September 2011 (minute 36) agreed the following in relation to The Department of Regeneration, Housing and Planning:
 - I. That the posts of Director of Regeneration, Housing and Planning; Head of Strategic Development and Regeneration and Head of Housing be established on a permanent basis.
 - II. That the appointment or assignment of current employees be agreed as outlined in Exempt Appendix One.
- 2.2 The appointment of a permanent Director of Regeneration, Housing and Planning was made on 8 March 2012. The current post holders of The Head of Strategic Development and Regeneration, and The Head of Housing are acting in these posts, as shown in Exempt Appendix One.
- 2.3 The current post holder of Head of Strategic Development and Regeneration, DC03a, has a substantive post as Head of Housing and Regeneration DC03a, as shown at Appendix Two.

- 2.4 The current post holder of Head of Housing, DC03a, has a substantive post of Head of Housing at EP019 grade, as shown at Appendix Two.

3.0 FUTURE REQUIREMENTS

- 3.1 The Planning section which includes building and development control, moved from The Technical Services Department to The Department of Regeneration, Housing and Planning in January 2011. The senior managers of these services currently report to The Acting Head of Strategic Development and Regeneration.
- 3.2 The Planning service is complemented and supported by functions with the service of Strategic Development and Regeneration. It is therefore proposed that The Head of Strategic Development and Regeneration is redesignated as The Head of Regeneration and Planning at DC03a, and that the current post holder is appointed to this role on a permanent basis.
- 3.3 The area of Housing is complex and includes a large number of functions and responsibilities as shown at Appendix Two. The service requires leadership at a senior level because of the importance of this area of work, and the complex internal and external relationships and projects that need to be managed. In addition, there are significant budgets attached to housing delivery.

4.0 RELEVANT RISKS

- 4.1 The senior management structure of The Department of Regeneration, Housing and Planning has been managed through a number of interim arrangements for the last 18 months. There is a risk to the stability and effective running of the department if permanent senior management arrangements are not put in place.

5.0 OTHER OPTIONS CONSIDERED

- 5.1 This is considered the most appropriate and cost effective option available to The Council.

6.0 CONSULTATION

- 6.1 The current post holders have been consulted.

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 7.1 N/A

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 8.1 It is proposed that The Head of Strategic Development and Regeneration is redesignated as The Head of Regeneration and Planning at DC03a, and that the current post holder is appointed to this role on a permanent basis.

- 8.2 There are currently two Head of Housing posts: one at EP019, and one at DC03a. The substantive post of the current post holder is at least 70% of The Head of Housing DC03a. In line with the Council's Restructuring Policy, it is proposed that the current post holder of the Head of Housing at DC03a is 'slotted in' to the post of Head of Housing, DC03a, on a permanent basis. The post of Head of Housing, EP019 will be deleted as this post is no longer required. This will realise a saving of £57,437 per annum.
- 8.3 The senior management structure of The Department in September 2010 is shown at Appendix Two.
- 8.4 The proposed senior management structure of The Department of Regeneration, Housing and Planning is shown at Appendix Three.

9.0 LEGAL IMPLICATIONS

9.1 N/A

10.0 EQUALITIES IMPLICATIONS

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No because there is no relevance to equality.

11.0 CARBON REDUCTION IMPLICATIONS

11.1 N/A

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 N/A

13.0 RECOMMENDATION/S

- 13.1 The post of Head of Strategic Development and Regeneration is redesignated as The Head of Regeneration and Planning at DC03a, and that the current post holder is appointed to this role on a permanent basis.
- 13.2 The current post holder of The Head of Housing, DC03a is appointed to this role on a permanent basis.
- 13.3 The post of Head of Housing, EP019 is deleted.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 The Department of Regeneration, Housing and Planning requires strong, stable leadership and management to meet the needs and aspirations of The Council and The Borough.

REPORT AUTHOR: **Kevin Adderley**
Director of Regeneration, Housing and Planning
telephone: (0151) 691 8187
email: kevinadderley@wirral.gov.uk

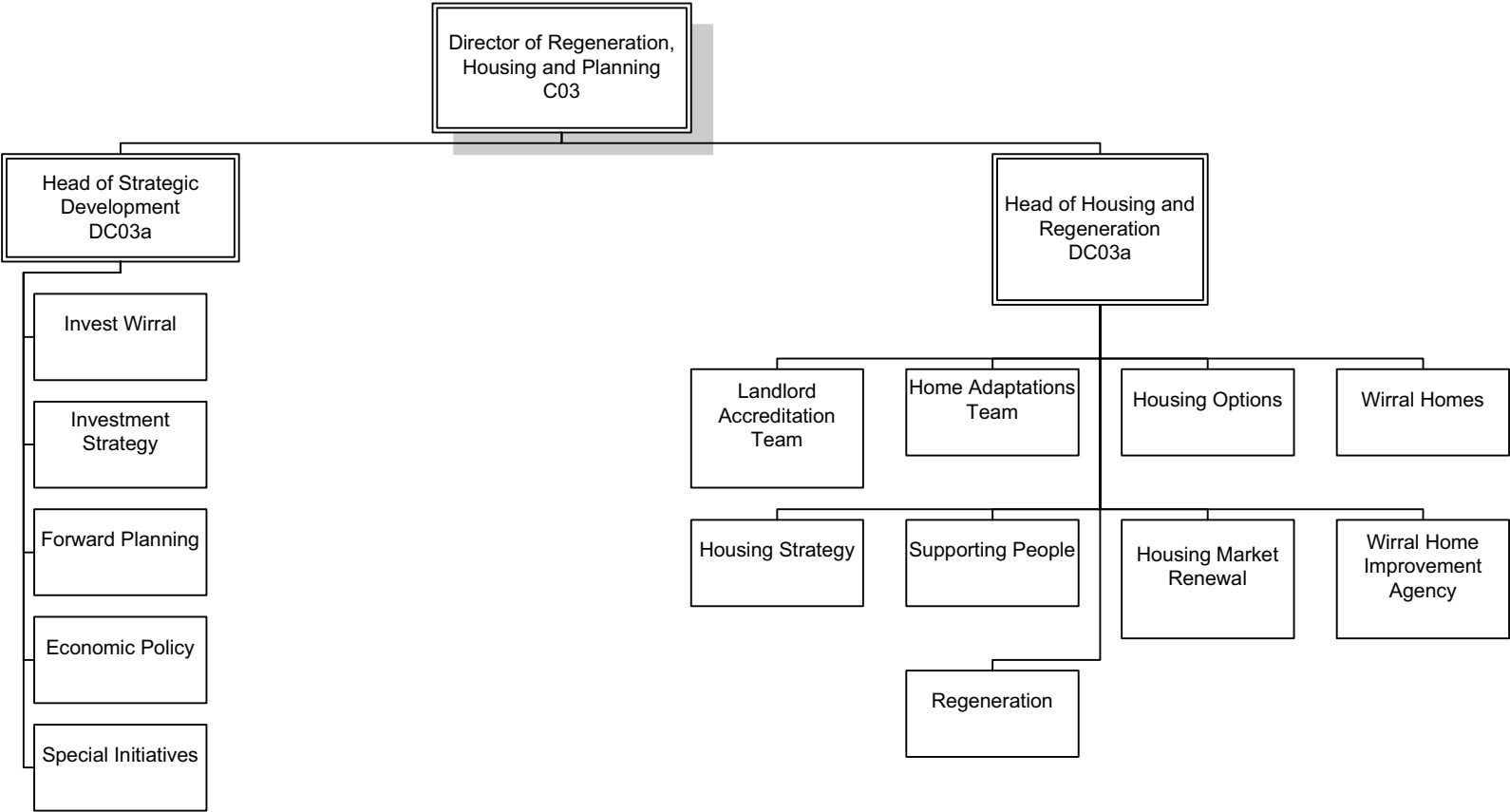
APPENDICES

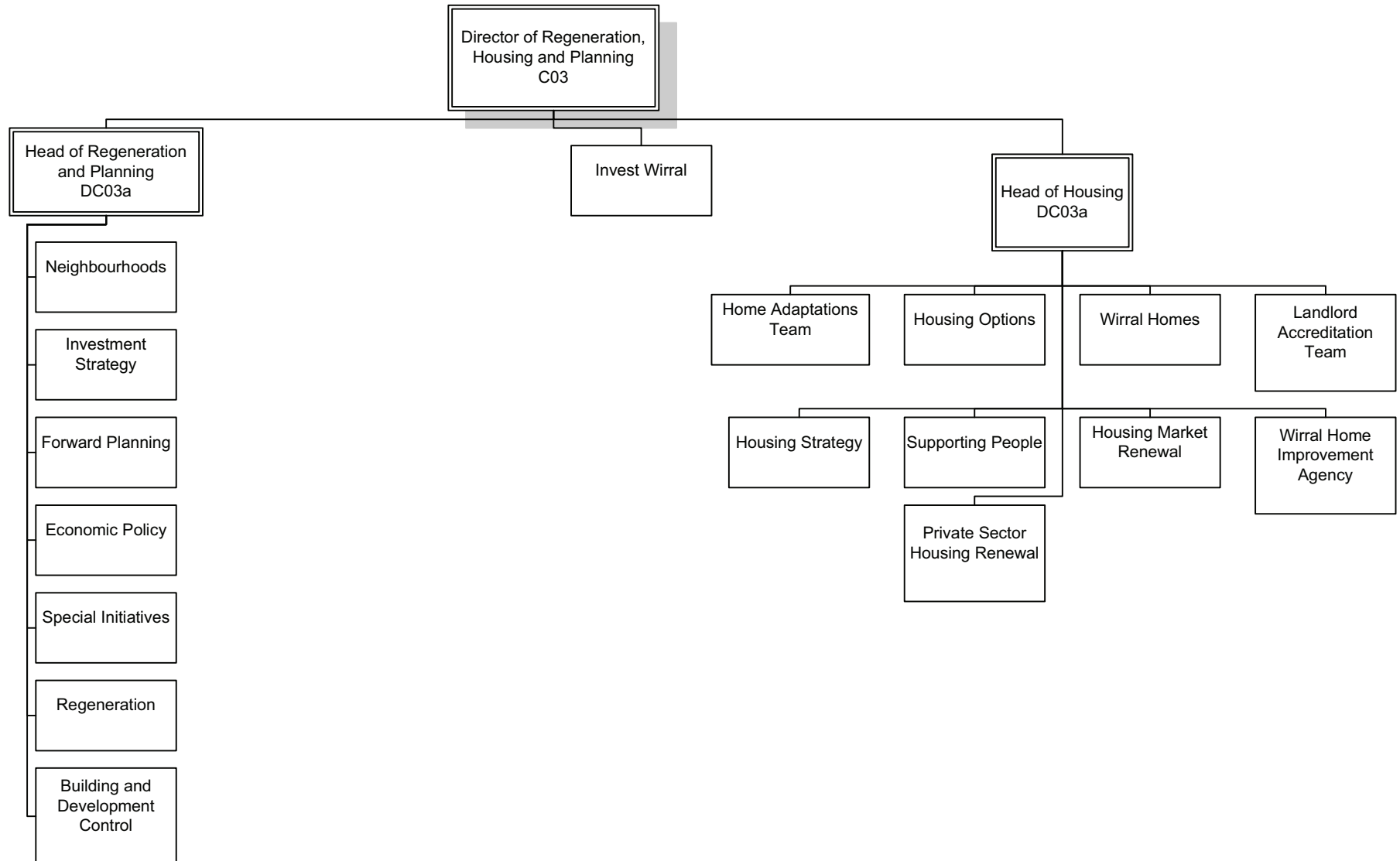
Exempt Appendix One: Current and Proposed Senior Management Arrangements
Appendix Two: Senior Management Structure: September 2010
Appendix Three: Proposed Senior Management Structure

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Employment and Appointments Committee	29 September 2011
Employment and Appointments Committee	9 June 2011
Cabinet	14 October 2010





EMPLOYMENT AND APPOINTMENTS SUB-COMMITTEE

Wednesday, 22 February 2012

Present: Councillors G Davies M Johnston
P Davies L Rennie
JE Green

17 APPOINTMENT OF CHAIR

On a motion by the Leader of the Council, seconded by Councillor Rennie, it was –

Resolved – That Councillor P Davies take the Chair of this Sub-Committee.

18 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in the item on this agenda and, if so, to declare it and state the nature of such interest.

All members, having heard the advice of the Director of Law, HR and Asset Management, asked that it be noted that they were acquainted with some of the candidates in their capacities as Members of the Council.

19 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

20 APPOINTMENT OF DIRECTOR OF REGENERATION, HOUSING AND PLANNING

After receiving advice from the Director of Law, HR and Asset Management and the Head of HR and Organisational Development, the Sub-Committee then considered which of the 23 candidates should be long listed for the next stage of the selection process for the post of Director of Regeneration, Housing and Planning.

Resolved – That the following 2 candidates be long listed for the next stage of the selection process – candidate numbers, 1 and 22.

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EMPLOYMENT AND APPOINTMENTS SUB-COMMITTEE

Monday, 5 March 2012

Present: Councillors G Davies JE Green
P Davies L Rennie

Apologies Councillors M Johnston

21 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in the item on this agenda and, if so, to declare it and state the nature of such interest.

All members asked that it be noted that they were acquainted with one of the candidates in their capacity as Members of the Council.

22 EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

23 APPOINTMENT OF DIRECTOR OF REGENERATION, HOUSING AND PLANNING

Further to minute 20 (22 February, 2012), the Sub-Committee considered the Shortlist Report, which had been prepared by the recruitment consultants, Penna, who provided an Interview Report in relation to the two candidates, who had been long listed in the selection process.

The Sub-Committee then considered if both of the two candidates should be short listed for the Final Panel for the post of Director of Regeneration, Housing and Planning.

Resolved – That the two candidates, 1 and 22, be short listed for the final stage of the selection process for the post of Director of Regeneration, Housing and Planning.

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EMPLOYMENT AND APPOINTMENTS SUB-COMMITTEE

Thursday, 8 March 2012

Present: Councillors G Davies M Johnston
P Davies L Rennie
JE Green

24 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in the item on this agenda and, if so, to declare it and state the nature of such interest.

All members asked that it be noted that they were acquainted with one of the candidates in their capacity as Members of the Council.

25 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

26 APPOINTMENT OF DIRECTOR OF REGENERATION, HOUSING AND PLANNING

Further to minute 23 (5 March, 2012), the Sub-Committee interviewed the two short listed candidates for the post of Director of Regeneration, Housing and Planning.

Resolved (unanimously) – That Kevin Adderley, currently Acting Director of Regeneration, Housing and Planning, be appointed to the post of Director of Regeneration, Housing and Planning.

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APPEALS SUB-COMMITTEE

Monday, 5 March 2012

Present: Councillors A Hodson AER Jones
M Johnston

27 APPOINTMENT OF CHAIR

On a motion by Councillor Johnston, seconded by Councillor Jones, it was –

Resolved – That Councillor A Hodson take the Chair for this meeting.

28 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

29 GRIEVANCE APPEAL

The Sub-Committee convened to consider a grievance appeal from an employee in the Adult Social Services Department. The appellant was represented by Ms Brenda Hall of UNISON and the Department was represented by Mr Rick O'Brien.

The Sub-Committee suggested that due to incomplete information from the departmental side, the meeting should adjourn to enable this information to be provided to all parties concerned and both sides were then informed of this decision and of the information being requested.

Resolved – That the Sub-Committee adjourn until a date to be arranged, once the additional information has been gathered.

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WIRRAL COUNCIL

THE EMPLOYMENT AND APPOINTMENTS COMMITTEE

22 MARCH 2012

SUBJECT:	EARLY VOLUNTARY RETIREMENT/VOLUTARY SEVERANCE REQUESTS: SCP 49 AND OVER
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR TOM HARNEY
KEY DECISION? <i>(Defined in paragraph 13.3 of Article 13 'Decision Making' in the Council's Constitution.)</i>	YES

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to request approval from Members for the release of an employee who is over spinal column point (SCP) 49 through Early Voluntary Retirement (EVR)/ Voluntary Severance (VS) on 31 March 2012 and to approve the deletion of the post as a result.
- 1.2 By virtue of paragraph(s) 1 of Part 1 of Schedule 12a of the Local Government Act, 1972, this report is exempt as it contains personal information which can be used to identify individuals.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Chief Executive wrote out to all employees on 17 January 2012 inviting all employees (non schools) to express their interest in leaving the Council under the current Early Voluntary Retirement (EVR) / Voluntary Severance (VS) scheme.
- 2.2 There are 19 employees in total who can be released from the Council on EVR/VS. There is one employee who is over spinal column point (SCP) 49 whom we will recommend releasing by 31 March 2012 in order to realise the savings from the position. The details for this employee are outlined in Appendix One.

3.0 SERVICE AND STRUCTURAL IMPLICATIONS

- 3.1 The release of this post will not materially affect service delivery.

3.2 The development work on CLLD will now be mainstreamed to the team of Foundation Consultants. The responsibilities of this post holder will be shared across the team of Foundation Consultants.

4.0 RELEVANT RISKS

None Identified

5.0 OTHER OPTIONS CONSIDERED

5.1 N/A

6.0 CONSULTATION

6.1 Consultation regarding the process has taken place with recognised Trade Unions.

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 N/A

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

8.1 The requirements for authorisation of EVR/VS for any employee is based upon regard to all the circumstances including the best interests of the Council and that any additional pension costs to the Council can be contained within existing budgets.

8.2 The cost to the Council for the employee is provided at Appendix One: M37 Application for Early Retirement.

8.3 The annual savings for the release of this employee is £47,117, with a total saving over 5 years of £140,443.

9.0 LEGAL IMPLICATIONS

9.1 N/A

10.0 EQUALITIES IMPLICATIONS

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

Yes.

An Equality Impact Assessment has been conducted which can be found using the following link:

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/law-hr-asset-management>

11.0 CARBON REDUCTION IMPLICATIONS

11.1 N/A

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 N/A

13.0 RECOMMENDATION/S

13.1 The Employment and Appointments Committee approves the release of this employee as set out in Appendix One.

13.2 The Employment and Appointments Committee approve the deletion of the post as set out in Appendix One.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 The release and subsequent deletion of this post will result in savings for the Council, without materially affecting service delivery.

REPORT AUTHOR: **David Armstrong**
Interim Director of Children's Services
telephone: 0151 666 4288
email: davidarmstrong@wirral.gov.uk

APPENDICES

Appendix One: Over SCP 49 Request for Early Voluntary Retirement / Voluntary Severance

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Previous requests for EVR/VS have been considered by the Council's Employment and Appointments Committee.	

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 13

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 15

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of the Local Government Act 1972.

Agenda Item 16

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