

COUNCIL MEETING – 19 OCTOBER 2010

RECOMMENDATIONS OF THE STAFF JOINT CONSULTATIVE COMMITTEE (SJCC) HELD ON 5 OCTOBER 2010

COLLECTIVE AGREEMENT ON VARIATION TO EMPLOYMENT TERMS AND CONDITIONS OF SERVICE

Representatives had before them details of the Collective Agreement and Subsistence Allowances policy which had been circulated with the agenda for the meeting.

Mrs Bray, HR and OD Manager, explained that the SJCC was asked to ratify and recommend to Council the Collective Agreement as set out in Appendix 1 attached. Members were also asked to approve the Subsistence Allowances policy (Appendix 2 attached) for adoption by the Council.

Members were aware that the Agreement had been negotiated and agreed between UNISON and management representatives, with input from the Human Resources Panel, and represented a package of measures which could be accepted or rejected in its entirety.

Mrs Bray responded to questions from the Council representatives about various matters and made reference to areas which remain to be addressed in future negotiations, including the following:-

- Essential car user criteria
- A move to a new job evaluation scheme
- Staff car parking charges and PRP Bonus payments

Members were aware that appropriate areas would be addressed in the context of achieving staff integration and harmonisation with Mid Suffolk District Council. They noted that the Collective Agreement and the revised Subsistence Allowances Scheme would produce savings in the sum of £270,000 in the financial year 2011/12, and requested that further information in relation to total staff costs be made available to the Council when it considers the SJCC recommendations.

The Vice Chairman clarified relevant matters on behalf of the staff

It was unanimously agreed to ratify the Collective Agreement and recommend the Council to approve it, together with the revised Subsistence Allowances.

RECOMMENDED TO COUNCIL

- (1) That the Collective Agreement negotiated and agreed by UNISON and management representatives, as set out in Appendix 1 attached, be approved.**
- (2) That the Subsistence Allowances policy, as set out in Appendix 2 attached, be adopted.**

Appendix 1

Collective Agreement between UNISON and Management on the variation to terms and conditions of employment for all staff - effective from April 2011

The following **changes** have been agreed:

Performance Related Pay Bonus

- No PRP bonus payments will be made for a one year period, for the budget year 2011/2012, which would have been payable in May 2012.

Performance Increments

- Incremental advancement will continue but for the budget year 2011/12 this will be restricted to two possible outcomes:-

- 1) Where performance is judged as fully satisfactory – advancement of one increment.
- 2) Where performance is judged as less than fully satisfactory - no incremental advancement.

Pay Award

- The pay award from 1 July 2011 onwards will be updated in line with the National NJC negotiated pay award for local government staff. The previous arrangement to update in line with a market related survey undertaken by Inbucon consultants will cease.

Staff car parking charges

- Staff will not be charged for parking at the Council Offices for the budget year 2011/12.

Telephone Allowances

- The scheme for payment of a telephone allowance for eligible staff will terminate.

Subsistence Allowances

- The current policy for payment of subsistence expenses will be terminated and replaced with a new policy (attached)

Payment of Professional Subscriptions

- The current policy for payment of professional subscriptions will be reduced from full payment of subscription fees for eligible employees to 50% reimbursement of fees for eligible employees.

Appendix 2

SUBSISTENCE ALLOWANCES

1. Subsistence allowances can **only** be paid when the following criteria are both met.
 - (i) additional expenditure has been incurred
 - (ii) the employee has been prevented from following his/her normal meal arrangements because they will be away from the office and home on business or work-related training/development for a period of at least **24 hours**.

2. Where the above criteria have been met actual expenditure up to the rates shown below will be reimbursed.

Breakfast	£ 6.88
Lunch	£ 9.50
Tea	£ 3.76
Evening Meal	£11.77

3. Employees are required to submit a receipt for subsistence claims. There may be occasions where it is not practical to obtain a receipt and the authorising officer will need to be satisfied that the expenditure was incurred.

4. In exceptional circumstances claims in excess of the above rates will be paid where there is good reason, and authority has been obtained (normally in advance) from the authorising officer. Such claims must be accompanied by a receipt.

6. For further information or advice, contact the Human Resources Team.