
Report To:	Policy and Resources Committee	Date:	20 May 2014
Report By:	Corporate Director Education, Communities & OD	Report No:	HR/11/14/BMcQ
Contact Officer:	Barbara McQuarrie	Contact No:	01475 712016
Subject:	Workstream Savings Terms and Conditions		

1.0 PURPOSE

- 1.1 The purpose of this report is to make recommendations in respect of the Terms and Conditions Workstream Saving.

2.0 SUMMARY

- 2.1 The Council agreed Workstream savings of £800k one of which is Terms and Conditions and at the February Council it was agreed that the savings target would be circa £30k.
- 2.2 The savings will be made up from a review of the current Excess Travel scheme and how new start employees and employees who move job within the Council pay for Disclosure Scotland checks.

3.0 RECOMMENDATIONS

- 3.1 The Committee is recommended to agree the proposals in paragraphs 5.1 and 5.2.

Barbara McQuarrie
Acting Head of Organisational Development,
Human Resources and Communications

4.0 BACKGROUND

- 4.1 Targets for the six Workstream Savings were agreed by the Council on 20 February 2014. The target that was set for the Workstream Saving for Terms and Conditions was circa £30k to be implemented in April 2015.
- 4.2 How the target is to be met has been discussed at the Joint Budget Group with trades union colleagues.
- 4.3 The trades unions are opposed to any amendment to Terms and Conditions so although these proposals have been the subject of discussion, no agreement has been reached with the trades unions.
- 4.4 The terms and conditions that are being considered as part of the Workstream Saving are:

4.5 Excess Travel Payments:

Currently where an employee is moved between premises on a permanent basis then they may be made a one-off payment to cover any additional costs. This scheme was the result of a review carried out in 2008 when Single Status was introduced but as the Council will have completed its Office Rationalisation project it is considered that this scheme is no longer required.

The one exception, subsequent to the agreed implementation date, will be employees in Environmental and Commercial Services who will move into the new Pottery Street Depot after April 2015 and it is recommended special provision is made for this group of employees.

4.6 Disclosure Scotland Checks:

The Council is currently in the middle of a retrospective checking procedure with Disclosure Scotland to ensure that all employees who require a Protection of Vulnerable Groups (PVG) check will have one.

- 4.7 For new employees and for employees who move between jobs within the Council, the Council currently contributes £18 towards PVG full membership or pays the £18 for an update report where the employee already has a PVG disclosure check. It is this cost that has been reviewed.
- 4.8 Members are asked to note that the target saving of £30,000 that was to be made from the Sessional workstream has been achieved.

5.0 PROPOSALS

5.1 Excess Travel Payments

It is proposed that as the Council will have completed the majority of the office refurbishments by April 2015 that there is no longer a requirement to have an excess travel scheme in place. It is therefore proposed that the current excess travel scheme ceases on 31 March 2015. Any excess travel payments being paid on a temporary basis will also cease at this time.

- 5.2 In addition to the above, the only major project that will be left outstanding is the new Depot to be built at Pottery Street. Employees are aware now that they will require to move to the new depot and it is considered that this group of employees should be paid, without precedent, the one off Excess Travel payment at the time that they move location.
- 5.3 This exception will apply to those employees who were employed by the Council at the date the report goes to Committee. Any new employees who commence after this date will be advised that their place of work is temporary and that they will be moving to the new depot when it opens and that no excess travel payment will apply.

In addition, Inverclyde is a small geographical area which naturally limits the effect of a move between work locations anyway and every effort will continue to be made to source an alternative workplace as close to existing arrangements as reasonably practicable under the particular circumstances.

5.4 Disclosure Scotland Checks

It is proposed that with effect from the 1st of April 2015 new employees to the Council and; existing employees who move post and who require a Disclosure Scotland check to be carried out pay for the check in its entirety. This approach increasingly reflects best practice and as a consequence is anticipated by employees as simply part and parcel with employment safe recruitment measures.

- 5.5 The savings that are anticipated from the above proposals are circa £17k for Excess Travel Payments and circa £12.5k for Disclosure Scotland checks. These figures do vary from year to year.

6.0 IMPLICATIONS

Finance

- 6.1 Narrative to be provided here depending on the content of the report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
		04/15	Circa (£30,000)		

Legal

- 6.2 N/A

Human Resources

- 6.3 All HR implications are included in this report.

Equalities

- 6.4 Has an Equality Impact Assessment been carried out?

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YES

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NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

- 6.5 N/A

7.0 CONSULTATIONS

- 7.1 The trades unions, although subject to consultation, were opposed to any amendment and therefore no agreement was reached on which conditions should be affected. Management, therefore chose those which they thought would have the least impact and which had no equality implications.