



General Purposes Committee

Monday 25 June 2012 at 7.00 pm
Council Chamber, Brent Town Hall, Forty Lane,
Wembley, HA9 9HD

Membership:

Members

Councillors:

Butt (Chair)
R Moher (Vice-Chair)
Beswick
Brown
Cheese
Hirani
Kansagra
Long
Lorber
J Moher

first alternates

Councillors:

A Choudry
Jones
Arnold
Beck
Sneddon
Van Kalwala
Colwill
Al-Ebadi
Hopkins
Chohan

second alternates

Councillors:

Krupa Sheth
Kabir
Mrs Bacchus
Matthews
Allie
Aden
BM Patel
Naheerathan
Hunter
S Choudhary

For further information contact: Gayle Fentiman, Democratic Services Officer
020 8937 4617, gayle.fentiman@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item **Page**

1 Declarations of personal and prejudicial interests

Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.

2 Minutes of the previous meeting 1 - 6

3 Matters arising (if any)

4 Deputations (if any)

5 Market Factor Supplement Payment - Approved Mental Health Practitioners (AMHP's) 7 - 16

The purpose of this report is to highlight the importance of paying AMPH the allowance of £1542 as a Market Factor Supplement Payment as set out in the attached business case.

Wards Affected:

All Wards

Contact Officer: Alison Elliott, Director of Adult Social Services

Tel: 020 8937 4230

alison.elliott@brent.gov.uk

6 Review of Employee Benefits 17 - 26

This report provides General Purposes Committee with an updated position on where Brent is in respect of negotiations with trade unions on the harmonisation of terms and conditions of employment and the introduction of a core contract for all Council staff. This is the final phase of the employee benefits review work

Wards Affected:

All Wards

Contact Officer: Cara Davani, People and Development

Tel: 020 8937 1909

cara.davani@brent.gov.uk

7 Appointments to Sub-Committees / Outside Bodies

8 Any Other Urgent Business

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.
 - Toilets are available on the second floor.
 - Catering facilities can be found on the first floor near The Paul Daisley Hall.
 - A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge

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LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Monday 21 May 2012 at 6.30 pm

PRESENT: Councillor Butt (Chair), Councillor R Moher (Vice-Chair) and Councillors Beswick, Cheese, Hirani, Kansagra, Long and Lorber

Apologies were received from: Councillors Brown and J Moher

1. **Declarations of personal and prejudicial interests**

None made.

2. **Minutes of the previous meeting**

It was noted that the minutes did not contain questions raised by the Members during item 6, review and modification of the senior management structure in Children and Families, however Members' recognised that it was not standard practice to log questions.

RESOLVED:-

that the minutes of the previous meeting held on 27 March 2012 be approved as an accurate record of the meeting.

3. **Matters arising (if any)**

None.

4. **Political balance - review of size and representation of political groups on sub - committees**

At its meeting on 16 May 2012 the Council reviewed the representation of political groups on its main committees. As soon as practicable after such a review, those committees were required to conduct a review of the representation of political groups on any sub-committees they may have. The Committee had before it a report which set out the rules to be applied during the course of the review.

RESOLVED:

- that the size of the sub-committee be noted;
- that the allocation of seats on the sub-committee to each of the political groups set out in paragraph 3.5 be agreed;
- that the chairs and vice chairs, members and alternates be appointed to the sub-committee.

5. Appointments to Sub-Committees / Outside Bodies

RESOLVED:

That the following appointments be made to the committees/ sub committees during the municipal year 2012/13:

BRENT PENSION FUND SUB-COMMITTEE

(4/2/1)

BACCHUS	Oladapo	Daly
S CHOUDHARY (C)	Denselow	Gladbaum
CRANE	Harrison	Hector
MITCHELL MURRAY	Hirani	Hossain
BROWN	Lorber	Vacant
HASHMI	CJ Patel	Vacant
BM PATEL	HB Patel	Baker

NON-VOTING CO-OPTES: *Ashok Patel*
George Fraser

GENERAL PURPOSES LICENSING SUB-COMMITTEE

(1/1/1)

LONG (C)	Beswick	John
SNEDDON	Clues	Shaw
BM PATEL	HM Patel	Colwill

SCHOOLS DISCIPLINARY SUB-COMMITTEE

(3/1/1)

ARNOLD	Jones	Kabir
DALY (VC)	Long	Mashari
HARRISON (C)	Crane	John
CHEESE	Leaman	CJ Patel
HM PATEL	BM Patel	Colwill

SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

(3/1/1)

BUTT (C)	J Moher	Powney
JONES	Arnold	J Moher
R MOHER (VC)	Beswick	Hirani
LORBER	Brown	Leaman
KANSAGRA	Colwill	HB Patel

STAFF APPEALS SUB-COMMITTEE (A)

(3/1/1)

JOHN (VC)	Thomas	Naheerathan
MOLONEY	J Moher	Butt
KETAN SHETH (C)	McLennan	Mitchell Murray
CHEESE	Beck	CJ Patel
BM PATEL	Colwill	Baker

STAFF APPEALS SUB-COMMITTEE (B)

(3/1/1)

HECTOR	Ketan Sheth	Thomas
LONG (VC)	RS Patel	Powney
McLENNAN (C)	Ogunro	Oladapo
HASHMI	Beck	CJ Patel
HM PATEL	BM Patel	Colwill

EMPLOYEES' JOINT CONSULTATIVE COMMITTEE

(5/2/1)

LONG	Beswick	Butt
MITCHELL MURRAY	Bacchus	Pavey
J MOHER	Van Kalwala	Kataria
R MOHER	Al-Ebadi	Arnold
MOLONEY	Aden	Adeyeye
HUNTER	Vacant	Vacant
SNEDDON	Vacant	Vacant
COLWILL	HB Patel	BM Patel

TEACHERS' JOINT CONSULTATIVE COMMITTEE

(5/2/1)

AL-EBADI	Hector	Hirani
ARNOLD (C)	S Choudhary	Oladapo
CHOHAN	John	Jones

HARRISON HOSSAIN	Crane Denselow	Daly Gladbaum
MATTHEWS SNEDDON	Vacant Vacant	Vacant Vacant
HM PATEL	Baker	Colwill

6. Stopping Up Order - Denmark Road and Rupert Road - Zones 12 and 13 South Kilburn Regeneration Area

Councillor Long arrived.

The Committee had before it a report which sought authorisation to make a stopping-up Order for areas of public highway in Denmark Road and Rupert Road under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990), in order to carry out the development of 64 affordable residential units and one retail unit at zones 12 and 13 of the South Kilburn Regeneration area.

The Team Leader – Traffic Orders explained that the contact details for BT were incorrect during the first consultation period and discussions had been on-going to seek agreement from the National Grid, which had caused delays the process.

RESOLVED:

- (i) that members noted that a draft Stopping Up Order had been advertised in accordance with the requirements of Section 247 TCPA 1990 and that 2 objections were received, one from OpenreachBT and one from National Grid
- (ii) that the Stopping Up Order under Section 247 TCPA 1990 be approved and duly made and advertised following the resolutions of these objections.

7. Stopping Up Order - Alpha Place and Gorefield Place - Zone 6 of the South Kilburn Regeneration Area

The report sought authorisation to make a stopping up Order for areas of public highway, footpath and verges approximately bounded by Canterbury Road, Chichester Road, Cambridge Avenue, Kilburn High Road, Coventry Close and the Curtilages of Alpha House, Gorefield House and Canterbury Court under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990), in order to carry out the development of 144 residential units at zone 6 of the South Kilburn Regeneration area.

Councillor Cheese queried how long the building works would be taking place due to concerns expressed by a local business owner in the area. The Team Leader – Traffic Orders agreed to liaise with Councillor Cheese and provide the information requested.

RESOLVED:

- (i) that a draft Stopping Up Order had been advertised in accordance with the requirements of Section 247 of the TCPA 1990 and that objections were received from Open Reach BT and from the National Grid
- (ii) that the Stopping Up Order under S247 of the TCPA 1990 be approved and duly made and advertised following the resolutions of these objections.

8. Stopping Up Order - Brett Road

Members had before them a report which sought authorisation to make a stopping up Order for the remaining 9.144 metres (10 yards) of Brett Road at its junction with Hillside which was not stopped up in the 1970s under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990), in order to carry out the development of 3 buildings comprising of 122 self-contained flats.

RESOLVED:

- (i) that members noted that a draft Stopping Up Order had been advertised in accordance with the requirements of Section 247 of the TCPA 1990 and is currently being consulted upon.
- (ii) that the Stopping Up Order under Section 247 of the TCPA 1990 be approved and duly made and advertised following the resolutions of any objections raised during the consultation process.

9. Any Other Urgent Business

None.

The meeting closed at 6.38 pm

M BUTT
Chair

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General Purposes Committee 25 June 2012

Report from the Director of Adult Social Services

Wards Affected:
ALL

Market Factor Supplement Payment – Approved Mental Health Practitioners (AMHP's)

1.0 Summary

- 1.1 The Approved Mental Health Practitioners (AMHP's) in Brent Mental Health Services receive a market factor supplement of £1542 (the difference between Inner and Outer London Weighting) and the AMPH's in the Emergency Duty Team and Review Team do not receive this supplement. The market factor supplement is paid in recognition of the additional training and levels of responsibility AMPH's undertake in pursuance of the Council's statutory obligations under the Mental Health Act. The Market Factor Supplement is therefore aimed at paying all AMPH's the same salary.
- 1.2 The AMHP role involves working in highly volatile situations with high levels of client-risk and extended/unsocial working hours. The allowance is to retain the nationally-scarce AMHP role within Brent in order to meet Brent's statutory responsibilities and to attract new staff to Brent to meet the increase in statutory work. The allowance had also been considered a due recognition of their commitment to maintaining a service to high standards and of their loyalty to Brent. Other local boroughs pay more and Brent needs to be competitive in order to retain its current AMHP workforce and be able to recruit new staff in order to maintain the service.
- 1.3 The purpose of this report is to highlight the importance of paying AMPH the allowance of £1542 as a Market Factor Supplement Payment as set out in the attached business case (Appendix 1)

2.0 Recommendations

- 2.1 That the annual allowance of £1542 be paid to the Council's AMHPs as a Market Factor Supplement Payment in recognition of the issues summarised below.

3.0 Detail

- 3.1 There is a national shortage of AMHP's due to being a more highly-qualified role requiring considerable experience as a social worker before training as an AMHP. The London Council Survey shows that AMHP's are in the extreme difficulty category for both recruitment and retention. Nationally, the majority of AMHPs are above 45 years and tend to remain in posts and therefore less available in the job market.
- 3.2 There have been at least 8 adverts for AMHP's in the last 2 years and we have not been able to recruit to any recent vacancy. Currently agency staff are used and this has been the case for the last 2 years. This has been extremely costly to the Council with agency rates often 1.5 times the normal salary. Furthermore locums tend to move on rapidly to more lucrative opportunities with other boroughs and are also time-consuming to induct.
- 3.3 There has been an increase in AMHP assessments of 30% nationally since the implementation of the new Mental Health Act (MHA) 4 years ago. Brent has seen a significant increase in MHA assessments and AMHP work, particularly through increased use of Community Treatment Orders, Guardianship and revisions to the Code of Practice, which has led to an increase in Section 2. The loss of existing Brent AMHPs would put at risk the Council's ability to meet its statutory obligations under the MHA.
- 3.4 It is therefore essential for Brent to pay the Market Factor Supplement to ensure that the existing experienced AMHP workforce is retained and future recruitment to vacant posts is not jeopardised.

4.0 Financial Implications

- 4.1 The full year cost of the £1542 Supplement for each of the existing 10 AMHP's is £15,420 and the cost has been accommodated within the operational budget.

5.0 Legal Implications

- 5.1 The possible loss of a number of the existing workforce and would potentially impact on the Council's ability to meet its statutory responsibilities under the Mental Health Act.

6.0 Diversity Implications

- 6.1 There are no diversity implications.

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 These are contained in the body of the report.

Background Papers

Market Factor Supplement Business Case - Appendix 1

Equality Impact Assessment – Appendix 2

Contact Officers

Alison Elliott, Director of Adult Social Services

Application for a Market Factor Supplement Payment

Department:	Adult Social Services
Business Unit:	
Service Manager:	Phil Porter / Senel Arkut
Application Authorised by:	Alison Elliot, Director Adult Social Services
Post(s) for which a payment is required:	Approved Mental Health Professional (AMHP)
Date job description was last reviewed:	2011
Current job evaluated grade of post:	PO3 Spinal Point 40- 43
Annual value of the proposed payment:	£1,542 per annum
Method of payment (e.g. yearly lump sum, monthly payment, etc.):	Monthly
Date payments will commence:	To be backdated to 01/04/2011

Has this post been advertised previously unsuccessfully? Yes/No

Yes there have been at least 8 adverts for AMHPs in the last 2 years. The AMHP's in EDT have been retained but we have not been able to fill a recent vacancy. Currently we have to use agency staff and this has been the case for the last 2 years.

There is a national shortage of AMHPs, due to being a more highly-qualified role which requires considerable experience as a social worker before training as an AMHP. Nationally, the majority of AMHPs are above 45 years and tend to remain in posts – they are less available in the job-market.

This is of particular concern as there has been an increase in AMHP assessments of 30% nationally since the new Mental Health Act 2007. In Brent we have seen a significant increase in MH Act assessments and AMHP work -particularly through increased use of Community Treatment Orders, Guardianship and revisions to the Code of Practice which has led to an increase in Section 2. We therefore require more AMHPs to do this work.

The London Council Survey shows that AMHPs are in the extreme difficulty category for both recruitment and retention,

Has this post experienced high turnover over the last twelve months? Yes/No

We have been unable to recruit AMHP's in the older adults team and have relied on agency staff. In EDT the staff team has been static, however we have been unable to recruit to a recent vacancy.

AMPH's in Brent Mental Health Service already receive this market supplement and this is inequitable. Due to this high turnover it would be cost-effective for Brent council to retain the market supplement , in line with the other authorities, to keep existing staff and attract new applications.

Is the Brent salary for this post below the market rate for equivalent jobs? Yes/No

London Borough of Brent – up to £35,000

London Borough of Richmond – up to £42,466

London Borough of Hounslow – up to £41,000

London Borough of Hillingdon – up to £40,961

London Borough of Enfield – up to £42,000

London Borough of Harrow – up to £41,610

Neighbouring boroughs pay higher for the substantive posts. Additionally neighbouring boroughs of Westminster, Camden, Kensington and Chelsea pay Inner London Weighting whereas Brent pays OLW. Locum work through agencies is more highly paid in neighbouring boroughs.

If the Brent salary for this post is comparable with the market for equivalent jobs, what is the basis for paying a supplement?

[e.g. If non-pay benefits/conditions of employment offered by other boroughs are better than those of Brent provide details to support this]

Brent is not comparable with the market for equivalent jobs. AMHP staff within the MH service are already receiving this market supplement.

Are there any other posts in the service and/or department which may be affected by the award of the payment? Yes

[If yes, provide details]

AMHP staff within the MH service are already receiving this market supplement.

What benefit to the service/department will result from application of the market supplement?

[Include details of any proposals to reduce use of agency staff and overtime payments)

Brent would be able to retain existing AMHPs and more easily attract new AMHPs. Without the market supplement, Brent would not be able to fulfil its statutory responsibilities and meet the current increase in statutory work.

What are the financial implications of making the payment?

£1,542 Market Pay Supplement would be payable for each of the AMHPs

It would be cost effective to pay this supplement to ensure that we retain the existing experienced AMHP workforce and improve recruitment to vacant posts. Non payment of the allowance will have a negative impact on both recruitment and retention, increasing operational costs as a result since we would need to recruit temporary locum staff to ensure the Council's statutory MHA obligations continue to be met.

We would have to spend more money on recruiting and training staff- who would for the most part be inexperienced and newly-qualified.

Many of the AMHPs in EDT are close to retirement - we do not want to lose them prematurely through the non payment of the allowance as they are the most experienced- and it would leave a much less experienced, skilled or legally knowledgeable workforce, who may also be more susceptible to legal challenges arising from their practice which would also be costly.

What arrangements are proposed for reviewing the payment?

Payment would be reviewed after 18 months.

**How will you measure the success of any improvements that are put into place?
Who will be responsible for measuring the success?**

We would measure the service's ability respond to our statutory obligations in supplying sufficient numbers of AMHPs to maintain the service.

The Head of Service will review progress regarding retention, maintaining delivery of the statutory responsibilities and the filling of vacancies.

Signed: Alison Elliott

Date: 14 June 2012

Job Title: Director of Adult Social Services

**Application for a Market Factor Supplement Payment
Equality Impact Assessment**

The impact of the proposed market supplement should be assessed with reference to the relevant target groups:

- Gender
- Disability
- Religion or Belief
- Main Occupational Groups
- Race
- Sexual Orientation
- Age
- Part time staff

Department and Division:	Adult Social Care –
Head of Service:	Phil Porter / Senel Arkut
Officer completing assessment:	Phil Porter and Senel Arkut
Details of others involved in the assessment - auditing team/peer review:	
Date:	14 June 2012

Brief description of market supplement

Market Supplement would be a monthly allowance equivalent to the difference between the Outer and Inner London Weighting allowances.

Aims

Aim is to reduce turnover in the AMHP role and attract new applicants. and Brent to become more competitive in AMHPs recruitment.

Objectives

The objective is to have a fully staff-resourced AMPH service in order to meet Brent Council's statutory requirements and responsibilities under the Mental Health Act.

What is the justification for taking these measures?

is evidence that the neighbouring authorities pay for AMHPs are significantly more than Brent. . Brent needs to be competitive in order to retain AMHPs and be able to recruit new staff to maintain good quality Mental Health services.
s in Brent Mental Health service already receive this market supplement

Are the aims consistent with the council's Comprehensive Equality Policy?

Yes.

Does a third party provide the function or service?

We have to rely on agency cover as we cannot retain or recruit AMHP-qualified staff.
CNWL manages the mental health service and the social workers within their organisation

Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? Could the proposals affect people differently so that some groups may not have equal and fair access to rewards? What are the reasons for this adverse impact?

None. AMHPs come from all sectors of the community and our aim is to continue to ensure we maintain the current staff levels.
We also may lose current AMHPs from specific sectors that may leave to go to other boroughs or agencies so active recruitment of AMHPs from all sectors of the community is essential.

Describe the evidence (qualitative or quantitative) you have used to make your judgement. Please supply us with the evidence separately by race, gender, disability etc?

AMHPs come from all sectors of the community. Our AMHP service includes people who are male and female, and are from all groups including different cultures and backgrounds, religions, sexualities orientations, ages and disabilities.

How do the proposals take into account what might be different needs across different groups of people?

Not applicable. See above.

Have you conducted consultations/satisfaction surveys with employees?

Yes. The feedback from the staff evidenced that they are considering either leaving Brent or taking early retirement if they do not receive this payment, given their colleagues in BMHS already receive it. AMHPs are also aware that the other boroughs are paying more.

Have you analysed the result of these consultations/surveys to identify any trends across different groups of people? If not, why was the consultation/survey undertaken?


AMHPs across the board feel this way as the Market Supplement application is based on a positive retention, recruitment and -role-recognition issue, not on an equalities issue.

If number of responses to consultation/survey has been low, what steps have you taken to ensure a reasonable sample size e.g. taking results over a longer period or conducting surveys over the telephone?

Not applicable.

Who will be responsible for monitoring the impact and success of the scheme?

Head of Service

	<p>General Purposes Committee 25 June 2012</p> <p>Report from the Director of Finance and Corporate Services</p>
<p>Wards affected: ALL</p>	
<p>Review of Employee Benefits</p>	

1.0 Summary

- 1.1 This report provides General Purposes Committee with an updated position on where Brent is in respect of negotiations with trade unions on the harmonisation of terms and conditions of employment and the introduction of a core contract for all Council staff. This is the final phase of the employee benefits review work

2.0 Recommendations

- 2.1 General Purposes Committee is asked to agree to the draft collective agreement which is subject to the outcome of the trade union balloting process.
- 2.2 General Purposes Committee is asked to approve the changes to terms and conditions of employment as set out in the draft collective agreement.

3.0 Background:

- 3.1 There have been three workstreams associated with this project: Workstream 1 – Harmonisation of London Allowances; Workstream 2 – Overtime; and Workstream 3 – Brent Core Contract. Workstreams 1 and 2 have been successfully completed. In summary the London allowances are now harmonized to the outer London level which produced a full year saving of £1.3m and removed the risk to the council of a claim based on a pay differential which could not be justified. The Overtime Workstream contributed to an overall reduction in overtime and allowances of £2.3m between 2009/10 and 2011/12 from £4.8 to £2.5m. The residual activities which include introducing the GLPC Pay Spine and consolidating the outer London

Allowance payment and reviewing other terms and conditions have been carried forward to Workstream 3.

3.2 The rationale for Workstream 3 has been reviewed in the light of changing circumstances and as a result of delays incurred in delivering Workstream 3 to original timelines. The main thrust of this workstream was to review allowances and enhancements paid to staff and to look at options for reducing expenditure. As a consequence the Workstream was repositioned in terms of both objectives and outcomes. The key drivers for the project were confirmed as follows:

- Achieve consistency of approach through the harmonisation of terms and conditions and financial enhancements. Currently the council operates a range of local arrangements; and
- Introduce a Brent Core Contract reflecting revised terms and conditions and best employment practice.

3.3 The focus of the overall One Council Programme is on improvements and efficiencies. The revised workstream sought to rationalise the council's pay and reward policy ensuring a fair and consistent approach to terms and conditions and financial enhancements that are affordable within the current financial climate. The Workstream also sought to ensure that the workforce would remain incentivised and motivated and that performance would not be impaired.

3.4 The approach taken to achieve harmonisation focused on the following:

- The working week
- Weekend working
- Overtime
- Night work
- Travel and subsistence
- On call/standby arrangements
- Mileage rates and lump sum allowances

In addition the introduction of the GLPC Pay Spine.

3.5 Negotiations with regional and branch level trade union representatives commenced formally on 1 February 2012 however the council's proposals were not presented to the trade unions until late March 2012 so additional time was given to the trade unions in order for them to fully consider and respond to the proposals. Regular meetings have taken place in order to seek a way forward which would be acceptable to the council and palatable to the trade unions.

4.0 Current position:

4.1 Negotiations with trade unions have progressed well and a draft collective agreement has been developed that will enable the trade unions to ballot their members recommending that the draft agreement is the best that they can reasonably achieve through negotiations and is more favourable than that which could be imposed by the council if agreement is not reached. GMB has already gone out to ballot their members and it is anticipated that Unison will follow shortly.

4.2 Appendix 1 of this report contains the draft collective agreement which the trade unions consider to be reasonable. Outlined below are the key elements of what is proposed all of which will be implemented by 1 October 2012 unless stated otherwise:

- One Council contract will be issued to all staff
- All staff will work a 36 hour week (490 staff work a 35 hour week currently)
- The normal working week will be between the hours of 6am and 10pm
- Weekend enhancements will cease. This will be achieved on a phased basis. With effect from 1 October 2012 weekend work rates will reduce from time and a half for Saturday working to plain time and from double time to time and a half for Sunday working. Enhancements for Sunday working will cease from 1 April 2014. Libraries enhancements will cease from 1 October 2012. All staff appointed from 1 October 2012 will be appointed on plain time for weekend working.
- 5 over 7 working week – Brent's working week will be five days over seven. This will not impact on staff who currently work Monday to Friday.
- Night Work – Time and one third for all hours worked between 10pm and 6am
- Subsistence allowances will cease. Instead a £15 allowance will be payable for an evening meal when staying overnight (HMRC rate, not taxable). Any associated travel will be claimed at HMRC rates
- Irregular hours payments will cease
- On call/standby will be paid at £75 a session (Mon to Sun). No overtime will be paid unless called out.
- Mileage rates will be based on HMRC rates (45p a mile) Current mileage rates are around 65p a mile
- Lump sum mileage allowances will cease
- Outer London GLPC Pay Spine will be introduced
- London Living Wage will be introduced (excluding schools)
- First Aid Allowances will be reviewed in line with the move to the Civic Centre.

It should be noted that legacy payments have already been ceased in this financial year and staff have accepted buy out arrangements.

4.3 In order to reach a collective agreement some buy out arrangements have been proposed in the form of a one off compensation payment or buy out arrangement. These are outlined in Appendix 1 and costs for these compensation/buyout arrangements will be incurred in this financial year.

4.4 Subject to the outcome of a successful trade union ballot and endorsement of these proposals by CMT it will be necessary to seek General Purposes Committee approval which it is proposed is sought during the balloting period in June. On concluding the collective agreement there will be a requirement to make changes to the Council's Pay Policy. The Pay Policy makes reference to the employee benefits review and its likely impact on the Policy in the future.

4.5 Manager briefings will be provided to coincide with the balloting period so managers are properly informed. These will take the form of an initial written briefing but face to face briefing events will be held in each council office. Staff will also be provided with briefings and support to help them understand what the changes mean for them.

5.0 Financial Implications:

5.1 The financial implications are broken down in Appendix 2 of this report. In summary it will cost £134,460 in this financial year to buy out/compensate staff for changes to terms and conditions. Ongoing savings for 2012/13 are £379,697; in 2013/14 £482,508; and in 2015/16 £507,508. This excludes notional savings due to the productivity increase following the move to a 36 hour week.

6.0 Legal Implications:

6.1 There is a risk of equal pay claims to the Council as long as there are inconsistencies in terms and conditions of employment across the Council. The proposals to harmonise ensure this risk is mitigated. Legal implications would be far more significant in the event that a collective agreement was not achieved as there would be a need to potentially consider terminating and re-engaging affected employees on new employment terms in order to harmonise terms and conditions.

7.0 Diversity:

7.1 An equality impact assessment is in the process of being finalised. The harmonisation of terms and conditions of employment will ensure consistent application of employment terms across the Council.

8.0 Staff Implications:

8.1 Staffing issues are the main subject of this report.

Contact Officer

Cara Davani
Interim Head of People and Development

Draft

Outline Collective Agreement

The proposals below apply to all staff employed on Brent council contracts with the exception of those staff in Facilities Management who will transfer out of the Council after October 1st 2012 and will transfer on their current terms and conditions. Should Facilities Management remain within the Council then the new terms and conditions proposed in this document will apply.

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Item	Proposal	Compensation proposed	Cost of compensation	Savings 2012-13	Savings 2013-14	Savings 2014-15
Contract	One Council draft contract agreed and reissued to all staff by 1 October 2012. Statement in contract to assert that the majority of staff will continue to work Monday to Friday.	N/A	N/A	N/A	N/A	N/A
Working Week	From 1 October all staff to work 36 hours a week. The normal working week will be between 6am and 10 pm. Part time staff will be required to increase their working hours to reflect the 36 hour working week. Part time staff who are unable to work additional hours will retain existing hours	Scales 1-4 6 months' pay Sc5-PO4 1 months' pay PO5 and over – no compensation	£35,000	Notional saving £250,000	Notional saving of £500,000	Notional saving of £500,000

Item	Proposal	Compensation proposed	Cost of compensation	Savings 2012-13	Savings 2013-14	Savings 2014-15
Weekend Working	<p>on a reduced rate of pay</p> <p>From 1st October 2012 Saturday plain time. Sunday time and a half. From 1 April 2014 Saturday and Sunday plain time.</p> <p>All staff appointed from 1 October 2012 will be appointed on plain time for any weekend working.</p> <p>Libraries 5% enhancement withdrawn as at 1 October 2012.</p>	<p>Based on amount of weekend earnings in 2011/12</p> <p>People earning between: £2,500 - £3,500 receive £900 £1,500-£2,499 receive £700 £500-£1,499 receive £500 £200-£499 receive £75</p>	<p>Total cost £26,025</p> <p>0</p>	<p>£20,000</p> <p>£20,000</p>	<p>£40,000</p> <p>£40,000</p>	<p>£25,000 saving on Sunday working</p>
5 over 7 working week	<p>Brent's working week will be five days over seven with effect from March 2013. This will not impact on the majority of staff who currently work Monday to Friday.</p>	N/A	N/A	N/A	N/A	N/A
Night Work	<p>Time and one third for all hours worked between 10pm and 6am with effect from 1 October 2012.</p>	0	0	£1,500	£3,000	
Subsistence	<p>No subsistence for breakfast, lunch & tea. £15 allowance for evening meal when staying overnight (not taxable) with effect from 1 October 2012. Any</p>	0	0	£200	£400	

Item	Proposal	Compensation proposed	Cost of compensation	Savings 2012-13	Savings 2013-14	Savings 2014-15
	<p>associated travel will be claimed at</p> <p>HMRC mileage rates.</p> <p>Managers will have discretion within their budgets to cover the costs of people attending conferences or service related visits to other authorities</p>					
Irregular Hours	No irregular hour payments with immediate effect.	Compensated and costed as part of the legacy agreements	N/A	N/A	N/A	N/A
First Aid	To be reviewed as part of the move to the Civic Centre March 2012 and in context of business support realignment.	N/A	N/A	N/A	N/A	N/A
On Call/ Standby	<p>£75 per session (Mon-Sun) no overtime for non-attendance.</p> <p>Council overtime rates paid when called out. With effect from 1 October 2012.</p>	0	0	£2,000	£4,000	
Mileage	<p>HRMC mileage rates with effect from 1 October 2012.</p> <p>Lump sum payments cease with effect from 1 October 2012</p>	<p>0</p> <p>Affected staff still can continue to receive lump sum until 31/3/2013 or receive 1 year lump sum payment on 1 October</p>	<p>0</p> <p>£41,000</p>	£40,500	£81,000	£41,000 less the cost of mileage claims

		2012				
Item	Proposal	Compensation proposed	Cost of compensation	Savings 2012-13	Savings 2013-14	Savings 2014-15
Outer London GLPC Pay Spine	Implement with effect from 1 October 2012.		N/A	£735	£1,470	
London Living Wage	Implement for all permanent staff (excluding schools) or staff with contracted hours with effect from 1 October 2012. Brent Council will recommend schools apply the London Living Wage.	This will be applied by moving any member of staff onto a spinal point which equates to a payment of at least £8.30 per hour if currently receiving under this rate.	£9,226 (full year cost of implementing)	0	0	

Appendix 2

Summary of costs and savings – Employee Benefits

Item	One-off costs	On-going savings		
	2012-13	2012-13	2013-14	2014-15
Legacy payments – buyout arrangements in 2012 -13	£32,264	£29,575	£32,264	£32,264
Overtime payments – messages to managers not to continue to restrict overtime	Nil	£250,000	£250,000	£250,000
36 hour week (490 staff on 35 hour week)	£35,196	£250,000 (notional)	£500,000 (notional)	£500,000 (notional)
Mileage – lump sum payments buyout	£41,000	£20,500	£41,000 Less mileage claims at HMRC Rates (n/k)**	£41,000 Less mileage claims at HMRC Rates (n/k)**
Mileage – move from 3 different rates linked to engine size to HMRC rates	£0	£40,000	£81,000	£81,000
Weekend working From Oct 2012 Sat plain time, sun time and a half	£26,000	£20,000	£40,000	£40,000
From April 2014 Sat and Sunday plain time only				£25,000

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Item	One-off costs	On-going savings		
	2012-13	2012-13	2013-14	2014-15
From Oct 2012 Libraries 5% enhancement ceases		£20,000	£39,000	£39,000
Night rate – Time and one third for all hours worked between 10pm and 6am with effect from 1 October 2012.	£0	£1,500	£3,000	£3,000
Standby/On call rates – harmonise rates at £75 per session. Overtime rates apply where staff are called out	£0	£2,000	£4,000	£4,000
GLPC pay spine		£735	£1,470	£1,470
Living wage - operating cost offsetting savings		-£4,613	-£9,226	-£9,226
Total cost / savings	£134,460	£379,697 (plus notional £250,000)	£482,508 (plus notional £500,000)	£507,508 (plus notional £500,000)