

**Committee:** Personnel Committee  
**Date:** Wednesday 15 December 2010  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

Councillor Victoria Irvine (Chairman)	Councillor Rick Atkinson (Vice-Chairman)
Councillor Ken Attack	Councillor Norman Bolster
Councillor Russell Hurle	Councillor G A Reynolds
Councillor Chris Smithson	Councillor Lawrie Stratford
Councillor Rose Stratford	Councillor Lynda Thirzie Smart
Councillor Douglas Williamson	Councillor Barry Wood

## AGENDA

1. **Apologies for Absence and Notification of Substitute Members**

2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. **Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

4. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 3 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 18 November 2010.

6. **Employment Statistics Quarter 2 - 2010/2011** (Pages 5 - 12)

Report of Head of People and Improvement

**Summary**

This report details employment statistics, by Directorate, for information and monitoring purposes.

**Recommendations**

The meeting is recommended:

- (1) To resolve to note the contents of this report

7. **Terms of Reference of Joint Personnel Committee and Joint Appeals Committee** (Pages 13 - 16)

To consider the Terms of Reference of the Joint Personnel Committee and Joint Appeals Committee and the resultant effect on the Cherwell District Council Personnel Committee.

The Head of People and Improvement will brief the Committee.

***Please note this item is subject to Cherwell District Council and South Northamptonshire Council both agreeing to establish and appoint members to the joint committees at their council meetings on 8 December 2010.***

8. **Staff Liaison Coordinator** (Pages 17 - 24)

Report of Head of People and Improvement

**Summary**

To approve the extension of the current secondment to the post of Staff Liaison Coordinator.

**Recommendations**

The meeting is recommended:

- (1) To approve the extension of the current secondment to the post of Staff Liaison Coordinator.

## 9. Exclusion of Public and Press

The following items of business contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A of that Act.”

## 10. Redundancy of Staff in Engineering Team (part of Building Control and Engineering Service) (Pages 25 - 30)

Report of Strategic Director (Planning Housing and Economy) and Head of People and Improvement

## Information about this Agenda

### Apologies for Absence

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or (01295) 221587 prior to the start of the meeting.

### Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

**Personal Interest:** Members must declare the interest but may stay in the room, debate and vote on the issue.

**Prejudicial Interest:** Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to

prejudice the Member's judgement of the public interest.

## **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Queries Regarding this Agenda**

Please contact James Doble, Legal and Democratic Services [james.doble@cherwell-dc.gov.uk](mailto:james.doble@cherwell-dc.gov.uk) (01295) 221591

**Mary Harpley**  
**Chief Executive**

Published on Tuesday 7 December 2010

## Pay grades and rates from 1 April 2010

Grade	Band	Salary	Grade	Band	Salary	Grade	Band	Salary
Apprentice Grade 1		£ 7,800	Grade 5	a	£20,500	Grade 9	a	£34,500
	a	£13,000		b	£21,000		b	£35,500
	b	£13,500		c	£21,500		c	£36,500
	c	£14,000		d	£22,000		d	£37,500
	d	£14,500		e	£22,500		e	£38,500
Grade 2	a	£14,500	Grade 6	a	£22,500	Grade 10	a	£38,500
	b	£15,000		b	£23,500		b	£39,500
	c	£15,500		c	£24,500		c	£40,500
	d	£16,000		d	£25,500		d	£41,500
	e	£16,500		e	£26,500		e	£42,500
Grade 3	a	£16,500	Grade 7	a	£26,500	Grade 11	a	£42,500
	b	£17,000		b	£27,500		b	£43,500
	c	£17,500		c	£28,500		c	£44,500
	d	£18,000		d	£29,500		d	£45,500
	e	£18,500		e	£30,500		e	£46,500
Grade 4	a	£18,500	Grade 8	a	£30,500	Head of Service		
	b	£19,000		b	£31,500		a	£55,000
	c	£19,500		c	£32,500		b	£60,000
	d	£20,000		d	£33,500		c	£65,000
	e	£20,500		e	£34,500			

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# Agenda Item 5

## Cherwell District Council

### Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 November 2010 at 9.30 am

Present: Councillor Victoria Irvine (Chairman)

Councillor Ken Atack  
Councillor Norman Bolster  
Councillor Russell Hurle  
Councillor G A Reynolds  
Councillor Lawrie Stratford  
Councillor Rose Stratford  
Councillor Barry Wood

Apologies for absence: Councillor Rick Atkinson  
Councillor Chris Smithson  
Councillor Lynda Thirzie Smart  
Councillor Douglas Williamson

Officers: James Doble, Democratic, Scrutiny and Elections Manager  
AnneMarie Scott, Head of People and Improvement  
Mary Harpley, Chief Executive and Head of Paid Service

#### 22 **Declarations of Interest**

There were no declarations of interest.

#### 23 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### 24 **Urgent Business**

There were no items of urgent business.

#### 25 **Minutes**

The minutes of the meeting held on 30 September 2010 were agreed as a correct record and signed by the Chairman.

26 **Exclusion of the Public and Press**

**Resolved**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.

27 **Recruitment Interviews for Interim Chief Executive**

The committee considered the applications that had been received for the post of interim Chief Executive and Head of Paid Service. The committee saw each applicant in term and asked them a number of questions.

Following the interviews the committee evaluated the applications.

**Resolved**

That Council be recommended to appoint Ian Davies as Interim Chief Executive and Head of Paid Service.

The meeting ended at 12.00 pm

Chairman:

Date:



## Personnel Committee

**Employment Statistics Qtr 2 – 2010/2011**

**15 December 2010**

**Report of Head of People & Improvement**

### **PURPOSE OF REPORT**

This report details employment statistics, by Directorate, for information and monitoring purposes.

This report is public
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### **Recommendations**

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The meeting is recommended:

- (1) To resolve to note the contents of this report

### **Executive Summary**

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#### **Introduction**

##### 1.1 Employment Statistics July 2008 to September 2010

During the above period, the following quarterly changes took place in respect of individual employments.

Staff transferred to other employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are excluded from the statistics shown in this report.

	July to Sept 2008	Oct to Dec 2008	Jan to March 2009	April to June 2009	July to Sept 2009	Oct to Dec 2009	Jan to March 2010	April to June 2010	July to Sept 2010
Permanent – Starters (incl. Internal Transfers)	41	17	16	19	10	11	17	10	4
Permanent – All Leavers	35	22	18	29	19	26	40	12	5
Permanent – Voluntary Leavers (Leaving CDC) *	22	13	6	8	10	8	8	8	3
Temporary and Casual – Starters	18	8	12	11	9	8	13	10	7
Temporary and Casual – Leavers	7	26	18	9	4	6	41	9	15

\* excludes internal transfers, age retirements, early retirements and redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

The turnover rates for permanent and fixed term staff for this quarter and the previous 2 years, are illustrated in the graph at Appendix 1.

- 1.2 The table attached at Annex 2 contain details of numbers of permanent and fixed term employees at Cherwell District Council as at 30 September 2010 by Directorate and Service area, and detail staff movement and corporate capacity for the quarter.

### **Implications**

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**Financial:** All financial effects of changes can be contained within existing approved budgets.

Comments checked by Denise Westlake, Service Accountant 01295 221982

**Risk Management:** There are no risks associated with the contents of this report.

### **Wards Affected**

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Not applicable

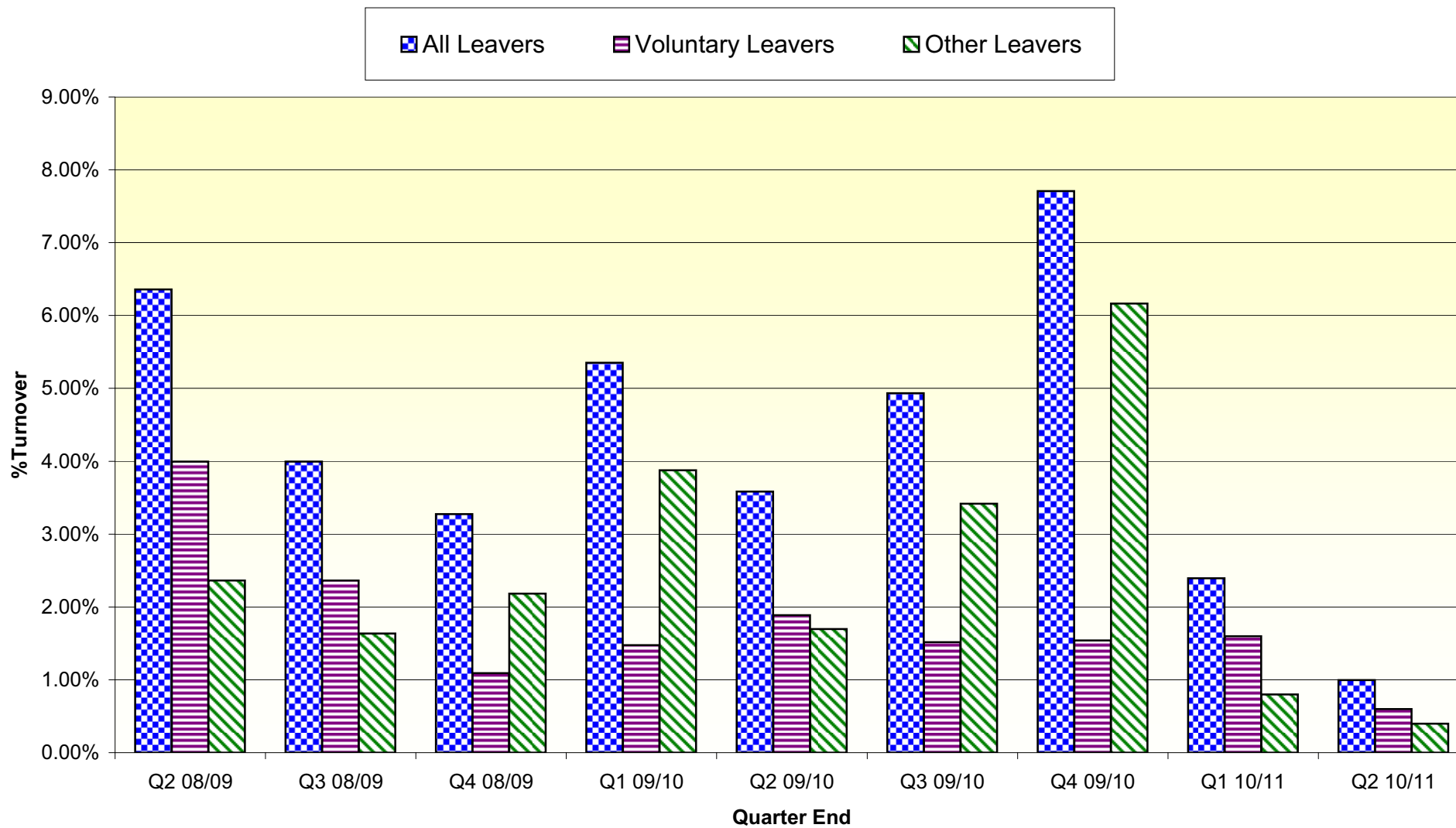
**Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Quarterly Staff Turnover
Appendix 2	Establishment/Turnover at end Quarter 2 – 30/09/10
<b>Background Papers</b>	
None	
<b>Report Author</b>	Anne-Marie Scott, Head of People & Improvement
<b>Contact Information</b>	01295 221731 annemarie.scott@Cherwell-dc.gov.uk

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### Quarterly Staff Turnover



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ESTABLISHMENT END Q2 30/09/2010		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers		Staff in post at 30/06/10	
Directorate	Service	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
Chief Executives	Chief Executive's Admin Inc Mgmt	13	12.49	13	12.35	0	0.14	0	0	0.00	100.00	0	0.00	0	0.00	4	3.86
	Corp Strategy & Performance	6	5.50	6	5.72	0	-0.22	0	0	0.00	100.00	0	0.00	0	0.00	6	5.72
	CSR Admin	6	6.00	5	5.00	1	1.00	0	0	0.00	83.33	0	0.00	0	0.00	12	11.08
	Finance	35	33.97	35	31.59	0	2.38	0	0	0.00	100.00	0	0.00	0	0.00	35	31.61
	Legal & Democratic	25	22.95	24	20.87	1	2.08	1	0	0.00	96.00	0	0.00	0	0.00	22	19.71
	People & Improvement	15	14.60	14	13.26	1	1.34	0	0	0.00	0.00	0	0.00	0	0.00	18	17.35
	<b>Totals</b>	<b>100</b>	<b>95.51</b>	<b>97</b>	<b>88.79</b>	<b>3</b>	<b>6.72</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>97.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>97</b>	<b>89.32</b>
Planning, Housing and Economy	Building Control & Eng Svs	9	9.00	9	9.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00	9	9.00
	Development Control & MD	24	24.00	23	21.37	1	2.63	1	0	0.00	95.83	0	0.00	0	0.00	21	19.37
	Housing Services	37	36.16	36	34.56	1	1.60	0	1	2.78	97.30	1	2.78	1	2.78	36	34.56
	Planning Policy & Economic Dev	18	17.08	18	16.42	0	0.66	0	0	0.00	100.00	0	0.00	0	0.00	18	16.42
	PHE Admin Inc Mgmt	26	23.66	26	23.30	0	0.36	0	0	0.00	100.00	0	0.00	0	0.00	25	22.81
	Regeneration & Estates	26	18.45	24	17.83	2	0.62	0	1	4.00	92.31	1	4.00	0	0.00	25	17.97
	<b>Totals</b>	<b>140</b>	<b>128.36</b>	<b>136</b>	<b>122.48</b>	<b>4</b>	<b>5.87</b>	<b>1</b>	<b>2</b>	<b>1.49</b>	<b>97.14</b>	<b>2</b>	<b>1.49</b>	<b>1</b>	<b>0.75</b>	<b>134</b>	<b>120.13</b>
Environment & Community	Customer Services & Info Sys	66	60.43	58	50.77	8	9.66	0	1	1.67	87.88	1	1.67	0	0.00	60	52.49
	ENC Admin Inc Mgmt	13	11.40	13	11.26	0	0.14	0	0	0.00	100.00	0	0.00	0	0.00	13	11.75
	Environmental Services	122	118.55	120	116.94	2	1.61	2	0	0.00	98.36	0	0.00	0	0.00	118	115.14
	Recreation & Health	38	29.34	36	27.26	2	2.08	0	1	2.78	94.74	1	2.78	1	2.78	36	27.76
	Safer Comms, Urban and Rural	47	43.75	43	41.08	4	2.67	0	1	2.27	91.49	1	2.27	1	2.27	44	41.65
		<b>Totals</b>	<b>286</b>	<b>263.47</b>	<b>270</b>	<b>247.32</b>	<b>16</b>	<b>16.15</b>	<b>2</b>	<b>3</b>	<b>1.11</b>	<b>94.41</b>	<b>3</b>	<b>1.11</b>	<b>2</b>	<b>0.74</b>	<b>271</b>
TOTAL	Directorate	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	CorpCap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
	Chief Executive	100	95.51	97	88.79	3	6.72	1	0	0.00	97.00	0	0.00	0	0.00	97	89.32
	Planning Housing & Economy	140	128.36	136	122.48	4	5.87	1	2	1.49	97.14	2	1.49	1	0.75	134	120.13
	Environment & Community	286	263.47	270	247.32	16	16.15	2	3	1.11	94.41	3	1.11	2	0.74	271	248.80
	<b>Totals</b>	<b>526</b>	<b>487.34</b>	<b>503</b>	<b>458.59</b>	<b>23</b>	<b>28.74</b>	<b>4</b>	<b>5</b>	<b>1.00</b>	<b>95.63</b>	<b>5</b>	<b>1.00</b>	<b>3</b>	<b>0.60</b>	<b>502</b>	<b>458.25</b>

Note: Turnover is calculated on numbers of leavers as a percentage of staff in post as at end of previous quarter

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## **Cherwell District Council and South Northamptonshire Council Joint Personnel Committee — Terms of Reference**

### **Joint Committees; legal framework**

Under Local Government Act 1972 s.101 (5) two or more local authorities may appoint a joint committee to discharge any of their functions that are not reserved for the sole decision of a single authority in legislation. The Joint Committee can authorise an officer employed by either authority to act on its behalf. Whilst it is envisaged that the majority of daily business and processes such as recruitment, personnel and appeals will be carried out under each employing authority's decision making processes, there are a few functions which are best delivered through joint arrangements.

It is therefore proposed that a joint committee be established to interview all Chief Executive, Strategic Director and Head of Service applicants, recommend the appointment of the Head of Paid Service to both councils for approval (a legal requirement) and appoint Strategic Directors and Heads of Service. The Committee would also have the power to suspend a statutory officer in the event of a misconduct allegation needing to be investigated, appoint the necessary independent person and appoint a sub committee for the Chief Executive's and Directors appraisal.

Additionally, although it is highly unlikely to be used, it is recommended that a Joint Appeals Committee be established to hear and determine any appeals by, or grievance appeals against, the Head of Paid Service (Chief Executive) and be the investigating committee for the purpose of disciplinary action in the case of an officer covered by the terms and conditions for Chief Executives and Chief Officers.

### **Joint Personnel Committee – Cherwell District Council and South Northamptonshire Council**

**Area:** The Joint Committee shall exercise its authority for the areas comprising of Cherwell District Council and South Northamptonshire Council

**Membership:** The committee shall be comprised of 10 councillors, 5 from Cherwell District Council and 5 from South Northamptonshire Council with 3 named substitutes from each authority. All councillors including substitutes will receive appropriate training before they can participate as a Committee member.

**Quorum:** will be 3 Members from each authority.

**Chairman:** the Chairman and Vice Chairman will be elected by the committee and will be representative of each authority.

**Decision making:** decision will be by a majority of Members of the committee present and voting.

## Terms of Reference

- To act as the interviewing panel for the Head of Paid Service (Chief Executive), making recommendations to both councils for formal appointment.
- To act as the interviewing panel and appoint Strategic Directors and Heads of Service (NB. Anyone involved in the decision for a particular post must be present throughout the entire interview process).
- To appoint the designated independent person where a complaint of misconduct requires it to be investigated against the Head of Paid Service, Monitoring Officer or Section 151 Officer<sup>1</sup>.
- To agree dismissal, including compulsory or voluntary redundancy and the exercise of discretionary awards for Chief Officers and any other posts where costs are going to be shared.
- To appoint an Appraisal Subcommittee comprised of 6 councillors, 3 from Cherwell District Council and 3 from South Northamptonshire Council who will be responsible for carrying out the appraisal of the Head of Paid Service (Chief Executive). The Leaders of both councils will not be part of the subcommittee but must be invited to participate.

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<sup>1</sup> Local Authorities (Standing Orders) Regulations 1993, as amended by Local Authorities (Standing Orders) (England) Regulations 2003

## **Cherwell District Council and South Northamptonshire Council Joint Appeals Committee — Terms of Reference**

**Area:** The Joint Committee shall exercise its authority for the areas comprising of Cherwell District Council and South Northamptonshire Council

**Membership:** The committee shall be comprised of 6 councillors, 3 from Cherwell District Council and 3 from South Northamptonshire Council with 2 named substitutes from each authority. They may not be members of the Joint Personnel Committee. All councillors including substitutes will receive appropriate training before they can participate as a Committee member.

### **Terms of Reference**

- To hear and determine any appeals by or grievance appeals against the Head of Paid Service (Chief Executive).
- To be the investigating committee for the purpose of disciplinary action in the case of an officer covered by the terms and conditions for Chief Executives and Chief Officers where this is permitted by law.

**Quorum:** will be 2 Members from each authority.

**Chairman:** the Chairman and Vice Chairman will be elected by the committee and will be representative of each authority.

**Decision making:** decision will be by a majority of Members of the committee present and voting.

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## Personnel Committee

### Staff Liaison Coordinator

December 15, 2010

### Report of the Head of People and Improvement

#### PURPOSE OF REPORT

To approve the extension of the current secondment to the post of Staff Liaison Coordinator.

This report is public
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#### Recommendations

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The meeting is recommended:

- (1) To approve the extension of the current secondment to the post of Staff Liaison Coordinator.

#### Executive Summary

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##### 1. Introduction

In April 2007 the Council agreed to second a member of the Trade Union Executive to act as Staff Liaison Coordinator. This was to ensure capacity to deal with the significant changes that were planned.

The Union nominated Geoff Bell who was seconded to the role in May 2007 from his substantive post of Safer Communities Officer. The secondment was subsequently extended as the role became staff side lead for job evaluation and latterly on phase 3 of the pay project and lead for staff consultation and negotiation generally.

Having a dedicated resource in this area has proved invaluable, as demonstrated by the significant amount of change that has been achieved without challenge and the improved ratings of CDC as an employer as demonstrated through the MORI survey. The committee are therefore recommended to extend the secondment by a further 12 months.

The job description has been slightly amended to reflect current priorities and is attached at appendix 1.

The current secondment agreement is due to end in March 2011. The total (gross) cost of the secondment is £23,400 per year. For the last 2 years (until March 2011) this cost has been met from the job evaluation project budget. The cost can be met for a further year by utilising savings from another part of the People and Improvement budget.

### **Proposals**

- 1.1 Extend the secondment arrangements for a further 12 months.
- 1.2 Agree the revised job description attached at appendix 1.

### **Conclusion**

- 1.3 As the Council enters a time of unprecedented change it is critical that capacity is available to support effective communication and involvement.
- 1.4 The Council will potentially need to make some very difficult decisions around service cuts and redundancy over the next 12 months. Supporting this post will demonstrate our commitment consultation and support for those affected.
- 1.5 The extension of this seconded role will lead to more effective change management, reduce the risk of future challenge and promote positive employee relations.

### **Background Information**

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- 2.1 Staff engagement is fundamental in the effective management of people, most critically at times of significant change.
- 2.2 The MORI staff satisfaction survey provided clear evidence that the Council's approach to communication and consultation has improved dramatically over the last 2 years.
- 2.3 The role of Staff Liaison Coordinator is integral to effective consultation, negotiation and involvement.
- 2.4 The role extends to provide support and engagement with all staff, not just those who are members of the trade union.

- 2.5 The post is based in People and Improvement, facilitating close partnership working with the HR and communications teams.
- 2.6 The Council is entering a time of unprecedented change with the effects of the comprehensive spending review and the partnership working with South Northamptonshire requiring staff involvement.
- 2.7 Removing the role now would be perceived as an detrimental to staff involvement and would make our change management processes less effective.

**Key Issues for Consideration/Reasons for Decision and Options**

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- 3.1 Employee relations are effective within the Council and this post is critical to maintaining that position.
- 3.2 Given the extent of change the Council is facing it would be unwise to withdraw the resource at this time.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One**                      Agree to the extension of the secondment
- Option Two**                     Decline the extension of the secondment
- Option Three**                  Offer an alternative agreement to provide capacity for consultation and involvement

**Implications**

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**Financial:**                      The current secondment agreement is due to end in March 2011. The total (gross) cost of the secondment is £23,400 per year. For the last 2 years (until March 2011) this cost has been met from the job evaluation project budget. The cost can be met for a further year by utilising savings from another part of the People and Improvement budget.

Comments checked by Karen Curtin, Head of Finance 01295 221551

**Legal:**                            Effective consultation and negotiation processes help to protect the Council from risk of successful challenge and this is particularly relevant during times of significant change.

Comments checked by Liz Howlett, Head of legal,  
01295 221686

**Risk Management:** The risks associated with not agreeing this request is that the Council is less able to support effective change and therefore at greater risk of challenge.

Comments checked by Rosemary Watts, 01295  
221566

**Wards Affected**

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None

**Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Job description and Person Specification
<b>Background Papers</b>	
None	
<b>Report Author</b>	Anne-Marie Scott, Head of People and Improvement
<b>Contact Information</b>	01295 221731 annemarie.scott@Cherwell-dc.gov.uk



	<b>JOB DESCRIPTION</b>	
	<b>Post title: Staff Liaison Co-ordinator</b>	
	<b>POST NO: secondment</b>	

<b>Department :</b>	<b>Human Resources</b>		
<b>Responsible to:</b>	<b>Head of People and Improvement (Unison Branch Secretary) [12 month secondment]</b>	<b>Post No:</b>	<b>PE01</b>
<b>Responsible for:</b>	<b>n/a</b>	<b>Post No:</b>	

<b>Key Objectives:</b>	
1	To aid the development and maintenance of positive and proactive employee relations across the organisation.
2	To provide a link between management and Staff Side, ensuring effective routes for communication are established and maintained.
2	Assist with the running of employee forums to ensure effective consultation, facilitate feedback and promote involvement.
4	To develop the appropriate levels of skills and expertise among staff representatives to allow positive and effective employee relations across the organisation.
5	To take the employee side link on corporate change projects, ensuring effective representation, consultation and negotiation on behalf of staff.

<b>Responsibilities:</b>	
1	To establish and maintain communication channels with employee representatives and employees generally.
2	To provide regular feedback management, staff and Members on employee relations issues.
3	To participate in formal consultation and negotiation, ensuring effective communication at all times.
4	To provide advice and support to all employees on individual and collective employment matters.
5	To provide support for organisational change including participation in consultation, individual and staff meetings and implementation of changes.
6	To lead from the Employee Side on the development of new and revised policies and changes to terms and conditions including relevant consultation, negotiation and ballot arrangements as required.

7	To research, source and facilitate training for employee representatives in employee relations issues to include consultation and negotiation, dispute resolution and job evaluation.
8	To attend relevant organisational and Unison meetings and committees, and present verbal and written reports as required.
9	To develop links with partner and network organisations to establish and disseminate information and good practice.
10	To liaise with regional and national union officials as required to facilitate the effective management of the local branch.
11	To develop a partnership approach between staff and management and encourage a culture of challenge and feedback.
12	To contribute to Human Resources strategy and policy development and consultation.
13	To participate in formal negotiation of collective agreements.
14	To work with Unison staff from the regional office and other agencies to gain the necessary skills to carry out the roles required within this JD
15	Any other duties consistent with the grade and role.
<b>This Job Description was created/revised on</b>	
December 2010	by Anne-Marie Scott

**Candidates will be short-listed on the basis of illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil criteria should be included. This applies to all candidates.**

**PERSON SPECIFICATION**

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant Experience	<ul style="list-style-type: none"> <li>• At least 2 years experience in an employee relations role.</li> <li>• Experience of working within a team involved in a range of human resources issues.</li> <li>• Experience of taking a lead role in consultation and negotiation of employment policy and practice.</li> <li>• Experience in participating in project teams and boards.</li> <li>• Experience of working with regional and national trade unions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of target setting and performance monitoring.</li> <li>• Experience of working within local government.</li> <li>• Experience of job evaluation systems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of development and delivering presentation and workshops.</li> <li>• Experience of operating as an 'internal consultant' in assisting line managers and employees with employment issues.</li> <li>• Experience of presenting reports to meetings/committees.</li> <li>• Experience of trade union negotiation/consultation.</li> <li>• Experience of working towards the Investors in People standard.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Recognised management qualification</li> <li>• Recognised Presentation skills qualification</li> </ul>	
Training	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> <li>• Willingness and commitment to expand areas of knowledge.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of performance management.</li> <li>• A good understanding of employment law and collective bargaining.</li> </ul>	

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By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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