

REPORT OF SERVICE DIRECTOR, HUMAN RESOURCES AND CUSTOMER SERVICE

1. Purpose of the Report

1. To seek Personnel Committee's approval to revise the County Council's current Early Retirement and Redundancy and Redeployment policies contained in sections G4 and G5 of the Personnel Handbook respectively.

2. Information and Advice

- 2.1 The County Council has made significant reductions in the number of staff it employs over the last 2 years. To assist managers make the required reductions and to ensure that all reasonable efforts are made to redeploy staff facing compulsory redundancy, some changes to both the redundancy and redeployment policies were considered necessary. The intention is to:

- improve accuracy and clarity to ensure that employees consistently understand and engage with the procedures and provisions involved.
- ensure that managers understand their obligations and apply the policies consistently and appropriately, with due regard to statutory obligations and good practice.
- in relation to the redeployment policy; maximise the potential for security of ongoing employment for NCC employees at risk of redundancy.

- 2.2 A Joint Redundancy and Redeployment Working Group (JRRWG), was established through the Central Joint Consultative and Negotiating Panel (CJCNP) with the representatives of the recognised trade unions to consider issues relating to the Council's

application of policies, procedures and guidance arising from reductions identified through the Council's organisational redesign programme and budget savings.

2.2 The JRRWG proposed revisions to the Council's Early Retirement and Redundancy policy (Section G4 Personnel Handbook), and the Council's Redeployment policy (Section G5 Personnel Handbook). These were endorsed at the CJCNP meeting on 17 October 2011, subject to Personnel Committee approval.

2.3 The revisions to the Early Retirement and Redundancy policy aim to:

- clarify the calculation of redundancy payments
- accurately reflect current Nottinghamshire County Council (NCC) procedures and practices relating to redundancies
- ensure the policy is up to date in respect of recent statutory changes
- ensure good management practice in respect of the practical application of the policy.

Legal Services have been consulted on the proposed amendments in order to ensure compliance with statutory requirements and ACAS guidance.

Detailed management guidance and standard pro-formas have been produced to ensure consistent application of the policy, particularly with regard to consultation.

2.4 The revisions to the Redeployment policy aim to:

- update and cross reference other NCC policies, procedures and practices related to redeployment, such as Employee Personal Development Reviews (EPDR) and competency assessment
- re-enforce the need for flexibility on the part of managers and employees in order to maximise redeployment opportunity and minimise the need for redundancies.

3. Other Options Considered

The alterations are limited to clarification of the policies following feedback from managers and the recognised trade unions and include updates arising from statutory changes.

4. Reason/s for Recommendation

The alterations provide managers with greater clarity on how to achieve necessary staff reductions; ensures that the county council are meeting its statutory obligations to minimise compulsory redundancies; and has an effective process for redeploying employees at risk of redundancy where possible and appropriate to do so.

5. Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Human Resource Implications – (GME 11/11/11)

The human resources implications are implicit in the body of the report. The trade unions have been engaged in a working party to consider the changes which were formally discussed at Central Joint Consultative and Negotiating Panel on 17/10/11 and have subsequently been formally agreed subject to Personnel committee approval.

Equalities Implications

Equality Impact Assessments have already been completed for both the Early Retirement and Redundancy policy and the Redeployment policy. Further assessments have not been undertaken as the alterations are mainly to clarify the policy and do not materially change the substance of the original identified impact. This continues to be kept under review as the county council enters a new phase of staff reductions.

6. RECOMMENDATION

It is recommended that the Committee approves the revisions to the policies outlined above.

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Service Director HR and Customer Service

For any enquiries about this report please contact:

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Constitutional Comments (GR 14/11/2011)

Pursuant to section 7 of the County Council's Constitution, the Personnel Committee has the delegated authority to exercise on behalf of the Council all powers and duties concerning the pay, terms and conditions of service. The revisions to the policies contained within the report are within the scheme of delegation to the committee.

Financial Comments (MB 14/11/2011)

There are no additional budgetary effects arising from the proposed changes.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Central Joint Consultation and Negotiating Panel Reports and Minutes 17/10/2011

Electoral Division(s) and Member(s) Affected

All