

## **Agenda Item: 9**

---

**Meeting:** General Purposes Committee

**Date:** 2 July 2009

**Subject:** **Update on Conditions of Service for Central Bedfordshire Non Schools Staff**

**Report of:** **Acting Assistant Director, Human Resources and Organisational Development.**

**Summary:** The report is to inform Members of agreed Terms and Conditions of Employment for non schools staff employed on new Central Bedfordshire Contracts of Employment as set out in the attached Conditions of Service.

---

Contact Officer: Catherine Jones (Head of Strategy & Policy - 01462 611210)

Public/Exempt: Public

Wards Affected: n/a

Function of: Council

### **RECOMMENDATIONS:**

- 1. that the Committee**
  - (a) Endorse the Terms and Conditions of Employment (for non schools staff) as contained in the attached Appendix A, Conditions of Service document.**
  - (b) Endorse the proposals to make further additions/amendments to the Conditions of Service as information becomes available as set out in paragraphs 6 and 7 of the report.**

### **Background**

1. To enable Central Bedfordshire to recruit new staff, it was essential to agree a new set of terms and conditions of employment for the new authority. The legacy authorities had different terms and conditions of employment and therefore a decision had to be made as to the appropriate terms and conditions for non schools staff for Central Bedfordshire.
2. A matrix of all the terms and conditions of the three legacy authorities was created to enable proposals to be put forward to the senior Management Team to consider and agree. Under the Interim Chief Executive powers of delegated authority, Jaki Salisbury endorsed these proposals.

3. The trade unions were consulted regarding these proposals and agreed all the proposals with the exception of annual leave as they expressed disappointment that staff did not share the same level of annual leave as provided for Directors and Assistant Directors.
4. Whilst we have noted their disappointment to this differentiation, and considered their views, in the circumstances we have not made any changes.

**Proposed future action on the Conditions of Service.**

5. The Terms and Conditions of employment have been captured in detail in attached Conditions of Service document which provides staff with details of procedures as well as entitlement and guidance on general policy matters.
6. The trade unions have been consulted on this document and are also aware that it is subject to minor changes or additions. For example at the present there is no section covering learning and development. Any future additions or small amendments will be consulted with the trade unions before being incorporated.
7. Unless the amendments to the attached document are significant, I would propose that the Conditions of Service be amended and implemented following union consultation and in conjunction with the approval of the Portfolio holder for Corporate Resources.

<p><b>CORPORATE IMPLICATIONS</b></p> <p><b>Council Priorities:</b> The Conditions of Service containing the terms and conditions of employment for Central Bedfordshire will contribute to the harmonisation process as staff from legacy councils gradually move on to these following a planned and agreed harmonisation process.</p> <p><b>Financial:</b> None arising from this report</p> <p><b>Legal:</b> The terms and conditions of employment comply with employment legislation and the National Joint Council for Local Government Services (Green Book).</p> <p><b>Risk Management:</b> None resulting from this report.</p> <p><b>Staffing (including Trades Unions):</b> Trade unions have been consulted on the details of the terms and conditions of employment and the Conditions of Service document.</p> <p><b>Equalities/Human Rights:</b> Are taken account of in the Conditions of Service.</p>
--

**Community Safety:**

n/a

**Sustainability:**

n/a

**Appendices:**

Appendix A – Conditions of Service for Central Bedfordshire.