

Body:	Employment Committee
Date:	7 October 2019
Subject:	Proposed Joint Staff Advisory Committee
Report of:	Assistant Director for HR and Transformation
Purpose:	To consult the Committee on arrangements for a new combined Joint Staff Advisory Committee.
Recommendation(s):	To consider and make recommendations to the Assistant Director for HR and Transformation on the proposals for a new Joint Staff Advisory Committee and Joint Appointments and Appeals Committee, which will go forward for approval to each Full Council.
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1. Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices. The implementation of Phase 3 of the JTP programme is nearing completion.
- 1.2 Throughout the Joint Transformation programme, consultation and discussion on alignment of processes has taking place through regular reports to the Eastbourne Borough Council Joint Staff Committee and the Lewes District Council Employment Committee.
- 1.3 However now most joint staff processes are complete, a combined body with representatives from both Councils, unison and staff representation would enable consultation and advice on staff matters to be more efficient and enable a clearer accountability between officers and staff representatives, and a clearer decision-making path for all future proposals.
- 1.4 In addition, it is an appropriate time to align the arrangements for convening adhoc Appointments Committees.

2. Detail

- 2.1 The proposed terms of reference for a new joint staff advisory body are attached

at Appendix 1 for consideration. This draws on key features from each of the current terms of references of the Employment Committee and Joint Staff Committee, and on best practice from other Councils who operate joint staff models.

- 2.2 The proposal for joint arrangements has been advised to Unison previously, and this proposal takes on board a request to retain the ability for staff to have Councillors at employment appeals if requested. The Eastbourne Borough Council Joint Staff Advisory Committee considered the proposals on 26 September 2019 and agreed them, subject to checking with Unison that all its comments had been received. Any further comments from Unison will be reported at this meeting.
- 2.3 To implement the changes will require an amendment to the Constitutions of each Council, and some amendments to staff procedures and policies which make reference to either existing body. The intention is for the Assistant Director for HR and Transformation to take a report for approval to the Full Council meetings of each Council in November with the recommended terms of reference, taking into account the views of the existing Employment Committee and Joint Staff Committees. If approved, the new body could be in place from 1 January 2020.
- 2.4 It is also recommended that an aligned Appointments and Appeals Committee be put into place with the delegation for convening the Committee being delegated to the Assistant Director – HR and Transformation. A copy of the suggested terms of reference is included at Appendix 2.
- 2.5 A summary of the necessary changes to the Constitution, Scheme of Delegation and other policies are set out in Appendix 3.

3. Financial Implications

- 3.1 The implementation of this revised policy should have a positive financial impact, due to the reduction in duplication of reports and meetings.

4. Resource Implications

- 4.1 There will be marginal financial savings from combining the working of two current Committees relating to officer time, printing costs and other sundry expenditure. These savings cannot easily be quantified but would not significantly reduce costs or workloads in the affected departments.

5. Legal Implications

- 5.1 These have been taken into account in the report.

6. Appendices

Appendix 1 – Proposed terms of reference for a Joint Staff Advisory Committee
Appendix 2 - Proposed terms of reference for a Joint Appointments Committee.
Appendix 3 – Consequent changes to the Constitution, Scheme of Delegation and HR Policies

7. Background Papers:

None