



Taunton Deane Borough Council and West Somerset Council

Full Council – 12 November 2013

Creating a Shared Workforce and Transition Redundancy Policy

Report of the Retained HR Manager

(This report is the responsibility of the Leader of Council, Cllr Taylor and Lead Member Cllr Kravis for West Somerset and the Leader of Council Cllr Williams and Executive Member Cllr Stock-Williams for Taunton Deane)

1 Executive Summary

This report outlines the proposals for the creation of a shared workforce for the West Somerset and Taunton Deane Shared Services Project and a Transition Redundancy Policy to be adopted during the creation of this shared workforce.

The proposal has been developed following the Local Partnerships comments on job evaluation in the Assurance Review, negotiation and consultation with UNISON Branches in West Somerset and Taunton Deane and the need for the proposal to deliver the 'one team' ethos as well as the other aspirations as set out in the Business Case.

The report is supported by a Collective Agreement that has been agreed as part of the consultation and negotiation with UNISON subject to the necessary approvals from elected members.

Scrutiny Committees in both Councils considered the report at their meetings of 24 October 2013.

2 Background

- 2.1 As part of the TDBC and WSC shared services project, there is a proposal put forward in the Business Case to use the 'host employer' model and create 'one team' delivering services for the benefits of customers in both Councils. The 'host employer' model has been previously considered by the Joint Project Board, Joint Member Advisory Panel and the Joint UNISON Board.
- 2.2 This was considered and supported by Local Partnerships in their Assurance Review and the proposal has been further developed following the comments they made in relation to job evaluation and the consultation responses received from UNISON from, and on behalf of, staff.
- 2.3 The responses from UNISON have included:
- i) the need for staff to have clarity on pay scales at the appropriate time so that they can make informed decisions;
 - ii) the need to avoid significant upheaval for staff with a new job evaluation scheme;
 - iii) the need for changes to be made within a reasonable timescale without this taking too long;
- 2.4 The proposals have also been influenced by the need to maintain control over affordability, and negotiations with UNISON on the Transition Redundancy Policy on matters such as pay protection and 'trickle down'.
- 2.5 Attached at Appendix A is a copy of a negotiated Collective Agreement developed in consultation with UNISON which covers the creation of the shared workforce, the Transition Redundancy Policy and the review of terms and conditions of employment.

3 Summary of Proposals

- 3.1 The proposal being put forward provides clarity on how the structure of the shared services will be implemented and has been developed in consultation with UNISON and after negotiations to ensure that staff views are taken into account.
- 3.2 As stated above feedback from UNISON and staff is one of concern relating to clarity on timings, clarity on salary levels and pay protection. This proposal addresses these concerns and also the concern about a Job Evaluation review and the impacts this might have on the shared services project and achieving the level of savings identified.

- 3.3 A summary of advantages and disadvantages is set out after the proposal.
- 3.4 It should be noted that the process set out would run alongside the review of terms and conditions of employment and staff would need to be made fully aware of this. UNISON have already agreed to engage positively with this process and it is expected that this would be completed by 1 April 2015.
- 3.5 In addition to this, consultation and negotiation has been taking place on a Transition Redundancy Policy that would be applied throughout this process and is now contained within the overarching collective agreement as a final version for member consideration.
- 3.6 It should be noted that the full detail of each stage in the processes has not been set out e.g. there will be the need for recruitment processes or redundancy selection processes to be defined and there will be the need to make some variations to the timeline in services where circumstances dictate.**
- 3.7 Phase 1 – from 1 January 2014**
- 3.7.1 Directors and Assistant Directors in post.
- 3.7.2 Requirement for Directors and Assistant Directors to draw up 4th tier management structures for their services.
- 3.7.3 Requirements for overall affordability envelope to be mapped for Assistant Director service areas with identification of posts included in each Council
- 3.7.4 Requirement for Job Descriptions, Person Specifications and Job Evaluation forms to be done where required and where the jobs are not substantially the same as posts already evaluated under the Taunton Deane Borough Council Job Evaluation Scheme.
- 3.7.5 All posts within this phase to be 'sore thumbed' (checked for consistency) across the organisation before being finalised and released. This stage to be completed by 31 January 2014
- 3.7.6 'At risk' and consultation with affected staff during February 2014
- 3.7.7 Appointments/slot-ins confirmed by 31 March 2014.
- 3.7.8 New posts in place by 1 April 2014 and all posts to be employed by TDBC as the 'host employer'.

3.7.9 This means that the Taunton Deane Job Evaluation Scheme will be used alongside the Taunton Deane pay scales (with amendments for Grades A and B)

3.8 Phase 2 – from 1 April 2014

3.8.1 Assistant Directors and 4th Tier Managers required to draw up structures for Lead, Supervisors etc by 31 May 2014.

3.8.2 Requirements for overall affordability envelope to be mapped for Assistant Director service areas with identification of posts included in each Council

3.8.3 Requirement for Job Descriptions, Person Specifications and Job Evaluation forms to be done where required and where the jobs are not substantially the same as posts already evaluated under the Taunton Deane Borough Council Job Evaluation Scheme.

3.8.4 All posts within this phase to be sore thumbbed across the organisation before being finalised and released. This stage to be completed by 31 May 2014

3.8.5 'At risk' and consultation with affected staff during June 2014.

3.8.6 Appointments/slot-ins confirmed by 31 July 2014.

3.8.7 New posts in place by 1 August 2014 and all posts to be employed by TDBC as the 'host employer'.

3.9 Phase 3 – from 1 August 2014

3.9.1 Assistant Directors, 4th Tier Managers and Leads/Supervisors required to draw up structures for teams/services by 31 October 2014.

3.9.2 Requirements for overall affordability envelope to be mapped for Assistant Director service areas with identification of posts included in each Council

3.9.3 Requirement for Job Descriptions, Person Specifications and Job Evaluation forms to be done where required and where the jobs are not substantially the same as posts already evaluated under the Taunton Deane Borough Council Job Evaluation Scheme.

3.9.4 All posts within this phase to be sore thumbbed across the organisation before being finalised and released. This stage to be completed by 31 October 2014

3.9.5 'At risk' and consultation with affected staff during November 2014

- 3.9.6 Appointments/slot-ins and any final TUPE transfers* from WSC to be confirmed by 31 January 2015.
- 3.9.7 Complete structure, all new posts and final TUPE transfers in place by 1 February 2015 with all staff employed by TDBC as the 'host employer'.
- 3.9.8 *Where job has not changed in joint structure and there is no TDBC comparison, ring fence etc there would be no option to take redundancy as it is a TUPE transfer but we would seek to offer TDBC terms at point of transfer.

3.10 Phase 4 – from 1 April 2014 until 31 March 2015

- 3.10.1 Terms and Conditions review completed and implemented on 1 April 2015.

4 Advantages and Disadvantages of the Proposal

4.1 Advantages

- 4.1.1 Delivers complete service restructures and creation of 'one team' by 1 February 2015.
- 4.1.2 Maintains the emphasis on creating one team ethos and 'host' employer model which will bring the staff together into an effective new organisation.
- 4.1.3 Provides certainty on grades up front for staff competing for posts or being slotted in.
- 4.1.4 Same process as senior management review.
- 4.1.5 Uses the TDBC Job Evaluation Scheme (with amendments etc) and therefore removes the need for a Job Evaluation Scheme Review.
- 4.1.6 Ensures that posts in the new structure are paid on the correct rate for the job.
- 4.1.7 Provides more control on costs through the use of 'affordability envelope' for each stage.
- 4.1.8 As the Greater London Provincial Council Job Evaluation Scheme is used by both Councils there are trained staff that can be used (with others being trained to ensure capacity) to deliver the job evaluation requirements. This will continue to involve local UNISON trained employees in the evaluation and other stages of the process.
- 4.1.9 Provides for the 'Living Wage' at the bottom of the TDBC pay scales.

4.1.10 Negotiations with UNISON have helped resolve the issue of 'pay protection' as staff will have a full understanding of applicable grades and posts within the new structures.

4.1.11 This proposal also brings the conclusion of the two major HR workstreams to a conclusion a year earlier than originally anticipated.

4.2 Disadvantages

4.2.1 Potential perceived unfairness of WSC staff being required to take TDBC terms on appointment.

4.2.1 Finance led, not service led, although overall savings from an area can still be directed by Directors and Assistant Directors towards elected members aspirations.

5. Changes to Pay Scales

5.1 As part of the proposal Grade A of the TDBC pay scales would be deleted as well as the first three increments of Grade B would also be deleted.

5.2 What is now the fourth point of Grade B would be recalculated to match the 'living wage' of £14,420pa and this first grade would have only two points.

5.3 There would be no change to the maximum salary level on the TDBC pay scales.

5.4 Across both authorities there is one employee that would be affected by these proposed changes to Grades and therefore the additional cost, when weighed up against the benefits is manageable.

6 Financial Implications & Comments

6.1 The proposals included in this report will deliver the joint staff structure sooner than anticipated within the business case for Joint Management and Shared Services. This may have cost implications in terms of resources required to implement an earlier timescale, but, as a result, will allow the Councils to realise savings earlier than previously planned; proving beneficial from a financial perspective.

6.2 Job Evaluation could have a positive or negative effect on the affordability of the proposals as they are developed but as these will be taken into account when delivering to the affordability envelope for each phase of implementation this has been mitigated against.

6.3 As part of the overall negotiations with UNISON on the creation of the shared workforce and the Transition Redundancy Policy agreement has been reached that no pay protection and no trickle down will apply.

These agreements ensure that the financial risk that could delay the realisation of savings in the shorter term that the Councils will need to take into account in their respective financial plans, have been mitigated against.

- 6.4 An important consideration with a host employer model is the liability for existing and future pension liabilities. In essence it would be recommended that
- accrued liabilities at the agreed transfer point would remain with each home authority i.e. the current employer
 - new accrued liabilities following from an agreed transfer point would be shared on the agreed service cost-sharing basis between the Councils
- 6.5 The Collective Agreement and Transition Redundancy and Redeployment Policy are based on the use of existing redundancy payments but these issues are included within the review of terms and conditions of service, benefits and main HR policies which is scheduled for completion by 31 March 2015.

7 Comments from Scrutiny and Corporate Scrutiny Committees

- 7.1 The following is a summary of the comments made by the Scrutiny Committee at West Somerset at their meeting on 24 October 2013.

An explanation was given as to why the host employer model was being recommended and confirmation was given that other models had been considered

A **request** that members need clarity as to how the two authorities would be branded from a customer perspective should the project go ahead.

Confirmation that the Joint UNISON committee had agreed to the proposals

Detailed concern about TUPE and a recognition that this would not be a straightforward process. A **suggestion** to further explore the timing of any arrangements

Confirmation given by officers that the apportionment of recruitment and redundancy costs would be as set out in the Business Case

The proposal to become a 'Living Wage' authority(ies) was welcomed by members.

7.2 The following is a summary of the comments made by the Corporate Scrutiny Committee at Taunton Deane Borough Council at their meeting on 24 October 2013.

- Difference of living wage and minimum wage explained – it was requested that TDBC should be pursuing/achieving the living wage irrespective of the Business Case.
- Increased pay for those staff left with a larger workload following shared workforce proposals was questioned and concerns were raised on the impacts on staff and the support being provided. The Employee assistance programme was explained to demonstrate one of the ways support is given to those employees affected
- More information was requested in relation to the Host Employer model (all staff employed by TDBC working across both councils)
- Assurance was sought so that posts in the new structure are sufficiently graded to assure no loss of quality.
- The pension costs of West Somerset were questioned and whether TDBC would as the ‘host employer’ incur any West Somerset pension deficit. Members were reassured that historical pension deficit costs would remain with the respective Council.
- EDF funded posts were discussed in relation to the employment status of those postholders.
- Confirmation of when redundancy payments were to be reviewed and this was confirmed as part of the Collective Agreement covering the review of terms and conditions of employment, benefits and main HR policies.

8 Links to Corporate Aims and the Health and Wellbeing Strategy

8.1 The progression of Joint Management and Shared Services fits with the agreed objective of “Achieving Financial Sustainability” and the clear ambition in the Project Mandate of maintaining democratic independence.

9 Risk Management

Risk	Consequence	Probability	Impact	Treatment
That the proposals contained within this report, which have been negotiated with UNISON, are varied by Council.	Further negotiations would need to take place with UNISON delaying the savings from shared services.	Possible	High	These proposals have previously been considered by JPB, JMAP and JUB and revised timescales would need to be drawn up.

10 Equalities Issues

- 10.1 During negotiations with UNISON information has been shared on a range of issues such as the demographics of temporary staff within the organisation and consideration given to the need to review arrangements and outcomes on a regular basis with UNISON.

11 Partnership Implications and Consultation

- 11.1 During negotiations with UNISON information has been shared on a range of issues such as the demographics of temporary staff within the organisation and consideration given to the need to review arrangements and outcomes on a regular basis with UNISON.

12 UNISON Comments

- 12.1 There are no specific comments from UNISON as the overarching collective agreement covers the issues which members are being asked to comment on.

13 Recommendations

- 13.1 That Council note the negotiated overarching Collective Agreement with UNISON which is set out as Appendix A
- 13.2 That Council approve the Redundancy and Redeployment (transition) Policy as set out in Appendix 3 of the Collective Agreement.
- 13.3 That Council approve the process and methodology for the creation of the shared workforce and in particular;
- approve that Taunton Deane BC will be the host employer;
 - approve that the Taunton Deane BC Job Evaluation Scheme will be used to assess grades of any revised or new posts;
 - approve that Grade A and the first three points of Grade B of the current Taunton Deane pay structure will be deleted and that the fourth point of Grade B will be increased to £14,420 per annum to provide for the 'Living Wage'.

14 Appendices

Appendix A Collective Agreement

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**TAUNTON DEANE BOROUGH COUNCIL
AND
WEST SOMERSET COUNCIL**

COLLECTIVE AGREEMENT

**TERMS AND CONDITIONS OF EMPLOYMENT, TRANSITION
REDUNDANCY POLICY AND CREATING THE SHARED WORKFORCE**

13 November 2013

PURPOSE

- 1 This is a Collective Agreement between Taunton Deane Borough Council (TDBC) and West Somerset Council (WSC) and the recognised Trade Union, UNISON, in respect of the implementation of:
 - the creation of a shared workforce;
 - a transition redundancy policy;
 - new terms and conditions of employment for all employees employed by both councils under a joint management and shared services partnership.

BACKGROUND

- 2 TDBC and WSC are seeking to enter into a joint management and shared service partnership for the delivery of services across the two councils. This will seek to create a reorganised shared workforce with TDBC acting as the host employer as well as new terms and conditions of employment to meet the business needs of the partnership.

SCOPE AND OPERATION OF THIS AGREEMENT

3. This collective agreement is the product of negotiations between Taunton Deane BC, West Somerset and UNISON on the development of the shared services Business Case and is based on the proposals that will be considered by elected members at both Councils on 12 November 2013.
4. Should the proposals be altered materially by either Council then this Collective Agreement would be subject to renegotiation.
5. In respect of terms and conditions of employment it is a condition of employment for all the Councils' Local Government Service employees, as expressly stated in their Contracts of Employment, that their terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services (commonly known as the "Green Book") (or other relevant recognised national negotiating group), as supplemented by local collective agreements reached with the Trades Unions recognised by the Councils.

6. The principles around which the negotiation on terms and conditions will take place are set out in Appendix 1.

ITEMS COVERED BY THIS AGREEMENT

7. In respect of the creation of the shared workforce and agreed proposal is contained as Appendix 2.
8. In respect of the Transition Redundancy Policy the agreed policy is attached as Appendix 3.
9. The terms and conditions of employment covered by this agreement are set out in Appendix 4.
10. Some elements of the terms and conditions package are subject to further detailed operational guidance and implementation arrangements. These detailed arrangements will be subject to further agreement by all parties.

IMPLEMENTATION DATES

11. The terms of this collective agreement will take effect from 13 November 2013 unless either Council materially alter the proposals for the creation of the shared workforce or the Transition Redundancy Policy. Such a material change will see the need for the Agreement to be renegotiated.
12. The implementation date for the Transition Redundancy Policy will be 13 November 2013.
13. The implementation dates for the commencement of the creation of the shared services proposal will be 13 November 2013 and detailed dates for the three identified phases are set out in Appendix 2.
14. The implementation date for each component part of the terms and conditions package will be subject to agreement by all parties.

FUTURE ARRANGEMENTS

15. All agreements covered will be jointly monitored and will be subject to a formal review in April 2015.

INTENTION OF THE PARTIES

16. It is the intention of the parties to this agreement to create a legally binding agreement which enables the two councils to introduce new terms and conditions of employment, thereby incorporating these terms and conditions of employment into the contracts of employment of all employees within its scope.
17. It is the intention of the parties to this agreement to work in partnership to deliver the shared workforce ensuring all legal obligations are met.

FAILURE TO AGREE

18. In respect of terms and conditions of employment where agreement is not possible, either party may refer the failure to agree to the provincial joint secretaries (or other mutually agreed persons) for conciliation. If the provincial conciliation is unsuccessful, the provincial secretaries may recommend further procedures for resolution of the difference, including external conciliation, mediation or binding ACAS arbitration.
19. The only exception to this is Part 3.2 Working Arrangements of the Green Book, if no agreement is reached the premium rates will be as set out in Part 3, paragraphs 2.6 and 2.7.

Signed: _____ **Date:** _____ **2013**
**Joint Chief Executive on behalf of Taunton Deane Borough
Council and West Somerset Council**

Signed: _____ **Date:** _____ **2013**
On behalf of UNISON

Principles of negotiation on terms and conditions of employment for employees of Taunton Deane Borough Council and West Somerset Council ('the Councils') and UNISON

1. The purpose of the negotiation of the Councils' terms and conditions is to have a single set of terms and conditions that apply to all employees with no derivations for specific services.
2. The aim is not to make a budget saving therefore the basis of the negotiation is for the overall change of terms and conditions to be cost neutral.
3. The Councils will remain within the National Framework for terms and conditions as set out by the National Joint Council for Local Government Services ('the Green Book').
 - 3.1 The terms and conditions set out in Part 2, Key National Provisions of the Green Book are out of scope for negotiation, namely;
 - i) Sickness Scheme and entitlements to sick pay
 - ii) Maternity Scheme
 - iii) Minimum periods of notice from employee and employer
 - iv) Minimum entitlements to annual leave
 - 3.2 The terms and conditions set out in Part 3, Other National Provisions of the Green Book may be locally determined and therefore are in scope for negotiation, namely;
 - i) Training and Development provisions
 - ii) Job Evaluation
 - iii) Timing of statutory days, e.g. fixed or added to annual leave
 - iv) Car Allowances
 - v) Reimbursement of expenditure
 - vi) Trade Union Facilities
 - vii) Premium rates
4. Certain benefits are excluded from this review:
 - Care First/Westfield
 - Occupational Health
 - Eye tests relating to the use of Display Screen Equipment
5. Appendix 2 outlines
 - Part 1: Terms and Conditions** as set out in the National Provisions.
 - Part 2: Benefits** that are not in the National Provisions and may or may not be contractual
 - Part 3: Policies** that set out an entitlement to an allowance or time off

Part 4: Miscellaneous items that may or may not be contractual

Creating a Shared Workforce

The following proposal is being put forward to provide clarity on how the structure of the shared services will be implemented.

As stated above initial feedback from UNISON and staff is one of concern relating to clarity on timings, clarity on salary levels and pay protection. This approach attempts to address these concerns and also some of the concern about JE and the impacts this might have on the shared services project.

A summary of strengths and weaknesses is set out after the proposal.

It should be noted that this process would run alongside the review of terms and conditions of employment and staff would need to be made fully aware of this. UNISON have already agreed to engage positively with this process and it is expected that this would be completed by 1 April 2015.

Subject to the agreement of the Transition Redundancy Policy with UNISON and then elected members at Council that Policy would be applied throughout this process.

It should be noted that the full detail of each stage in the processes has not been set out in detail eg there will be the need for recruitment processes or redundancy selection processes to be defined.

Phase 1

1 January 2014

Directors and Assistant Directors in post.
Requirement for Directors and Assistant Directors to draw up 4th tier management structures for their services.

Requirements for overall savings to be mapped for Assistant Director area with comparisons of posts to be included.

Requirement for Job Descriptions, Person Specifications and Job Evaluation forms to be done where required and where the jobs are not substantially the same as posts already evaluated under the Taunton Deane Borough Council Job Evaluation Scheme.

All posts within this phase to be sore thumbed (checked for consistency) across the organisation before being finalised and released. This stage to be completed by 31 January 2014

At risk and consultation with affected staff during February 2014

Appointments/slot-ins confirmed by 31 March 2014.

New posts in place by 1 April 2014 and all posts to be employed by TDBC as the 'host employer'.

This means that the Taunton Deane Job Evaluation Scheme will be used alongside the Taunton Deane pay scales (with amendments for Grades A and B)

Phase 2

Assistant Directors and 4th Tier Managers required to draw up structures for team leaders, supervisors etc by 31 May 2014.

Requirements for overall savings to be mapped for Assistant Director area with comparisons of posts to be included.

Requirement for Job Descriptions, Person Specifications and Job Evaluation forms to be done where required and where the jobs are not substantially the same as posts already evaluated under the Taunton Deane Borough Council Job Evaluation Scheme.

All posts within this phase to be sore thumbbed across the organisation before being finalised and released. This stage to be completed by 31 May 2014

At risk and consultation with affected staff during June 2014.

Appointments/slot-ins confirmed by 31 July 2014.

New posts in place by 1 August 2014 and all posts to be employed by TDBC as the 'host employer'.

Phase 3

Assistant Directors, 4th Tier Managers and Leads/Supervisors required to draw up structures for teams/services by 31 October 2014.

Requirements for overall savings to be mapped for Assistant Director area with comparisons of posts to be included.

Requirement for Job Descriptions, Person Specifications and Job Evaluation forms to be done where required and where the jobs are not substantially the same as posts already evaluated under the Taunton Deane Borough Council Job Evaluation Scheme.

All posts within this phase to be sore thumbbed across the organisation before being finalised and released. This stage to be completed by 31 October 2014

At risk and consultation with affected staff during November 2014

Appointments/slot-ins and any final TUPE transfers* from WSC to be confirmed by 31 January 2015.

Complete structure, all new posts and final TUPE transfers in place by 1 February 2015 with all staff employed by TDBC as the 'host employer'.

*Where job has not changed in joint structure and there is no TDBC comparison, ring fence etc there would be no option to take redundancy as it is a TUPE transfer but we would seek to offer TDBC terms at point of transfer.

Phase 4

Terms and Conditions review completed and implemented on 1 April 2015.



Implementation date of policy	
Review date	

Redundancy and Redeployment (transition) Policy

Introduction

This policy covers any redundancy situations that may arise following the approval of the business case for joint management and shared services between Taunton Deane Borough Council and West Somerset Council (the Councils).

The Councils recognise a responsibility to safeguard the job security and prospects of their employees as far as possible. They also recognise that they must adapt to change and that this process of combining two sets of employees will inevitably affect the structure and size of the workforce.

Scope

The policy applies to the employees of both of the Councils and will cover the period following the approval at Full Council of the business case for joint management and shared services between the Councils.

The policy will be reviewed in April 2015 with UNISON to ensure its continued relevance and effectiveness. An extension may be applied with agreement of UNISON.

Aims

The aim of this policy is to set out one procedure that will be followed by both Councils throughout the transition period. In doing so, it ensures employees,

managers and UNISON are clear of the procedure that is being followed through any redundancy process.

As far as possible, the Councils will seek to avoid or minimise the need for compulsory redundancies, this policy sets out the ways in which the Councils will do this.

Redundancy Procedure

Consultation

Where the possibility of redundancies is identified the Councils will inform and consult with the relevant trade union representatives as early as possible and before any formal decisions have been made. As part of the consultation the Council will provide the following information:

- the reasons for the proposed redundancies;
- the numbers and descriptions of employees it proposes to make redundant;
- the total number of employees of those descriptions employed at the establishment in question;
- the proposed method of selecting those who may be dismissed;
- the proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect;
- the proposed method of calculating any redundancy payments;
- the number of agency workers working temporarily for, and under the supervision and direction of, the employer;
- the parts of the employer's business in which the agency workers work; and
- the type of work that the agency workers carry out.

Formal consultation shall be deemed to commence on the date when these details are given in a letter to the Branch Secretaries of both Branches.

Consultation timescales will depend upon the scale of potential redundancies and will be as follows:

- A minimum of 30 days before the first dismissal takes effect, where up to 99 employees are to be made redundant over a period of 90 days or less, or,
- A minimum of 45 days before the first dismissal takes effect, where more than 100 employees are to be made redundant over a period of 90 days or less

Any consultation responses received in time will be included in any committee reports to be considered by the appropriate Committee.

Measures to avoid or minimise compulsory redundancies

The Councils will, in consultation with the appropriate trade union representatives explore any options to avoid or minimise the need for compulsory redundancies. Alternatives may include (not in order of priority):

- Reductions through natural staff turnover (i.e. not automatically replacing employees who leave)
- Seeking volunteers for redundancy
- Redeployment, including retraining where appropriate
- Stopping or reducing overtime other than contractual or emergency overtime
- Restrictions on permanent and/or external recruitment
- Termination of casual or agency worker arrangements
- Flexible retirements/voluntary reduction in hours

Employees 'at risk' of redundancy

Notification of 'at risk' status

As soon as practicable after the unions have been informed of the potential for redundancies, any individuals affected will be informed that they are 'at risk' of redundancy and that consultation has commenced. An individual will be identified as being 'at risk' of redundancy if their current post does not exist in a new structure or there will be a reduction in the number of the same post in a new structure. This will be confirmed in writing with an estimate of any redundancy payment and if applicable, pension payment due.

Throughout the consultation period, further meetings (usually mid consultation and at the end of the consultation period) will be arranged with individuals 'at risk' of redundancy to discuss any concerns, redeployment opportunities, any selection processes etc. Records of any discussions will be kept on the employee's personal file.

Rights of employees 'at risk'

Employees 'at risk' of redundancy have certain rights. The Councils will make every effort to redeploy the individuals within the Councils services.

Employees are entitled to reasonable paid time off to look for alternative employment. This may include time off to attend interviews or attend relevant training courses. A reasonable amount of time is considered to be up to two days per week (pro rata for part-time employees). Such time off must be arranged in advance with the line manager.

A central register of employees 'at risk' of redundancy will be held in HR and those employees put 'at risk' will be informed by HR of all relevant vacancies arising within the Councils. Efforts will be made to redeploy employees within the Councils to retain skills, knowledge and experience and reasonable training will be provided if necessary.

The Councils will make every effort to facilitate employees search for new employment, either through in-house support or, on occasions, outplacement specialists. Support may include; advice on writing application forms or preparing CVs, interview tips, coaching etc.

Selection for redundancy

Once a proposal for a restructure or reduction in headcount is approved and where compulsory redundancies are unavoidable, the ring fence arrangements and process of selection for redundancy will be agreed with UNISON. It may include some or all of the following criteria:

- Attendance records (other than absences covered by the Equality Act 2010)
- Disciplinary records ('live' warnings only)
- Skills and experience
- Past performance records
- A selection interview

If a function or service is to be discontinued all employees directly related to the provision of that function will automatically be selected for redundancy.

If there is to be a reduction in the number of posts but the job descriptions remain largely unchanged, (i.e. duties are more than 80% the same). Selection will be based on agreed criteria and made by a selection panel that comprises of a higher level of management, at least 1 member of CMT and a representative from HR.

If a restructure involves the creation of new roles, selection for redundancy will be dependant on success at interview for those new roles. A new role is one where the duties are more than 20% different. A ring fence of employees that can apply for the new posts will be agreed with UNISON and will be based on job type, grade and/or salary levels. The appointment panel should consist of managers from a higher level of management, at least 1 member of CMT and a representative from HR.

This appointment process does not apply to posts named as Scheduled Posts on the constitution, (i.e. Joint Chief Executive, Strategic Directors, Corporate Directors, Theme Managers and Corporate Managers). as these appointments require an Appointments Committee, comprising of at least one member of each of the Councils Executive/Cabinet Committees.

The employee/s selected for redundancy will receive written notification of the reasons for their selection as well as their proper contractual notice in accordance with their contract of employment or statutory notice whichever is greater.

NB – The cost of redundancy is not a factor that will be taken into account when selection for redundancy is made.

Calculation of redundancy payments

Employees will be notified personally about their redundancy entitlements as soon as possible after they have been notified that they are 'at risk' of redundancy, including the compensation/severance payment in writing and details of any pension due where applicable.

The qualifying service in respect of redundancy payments is two years continuous local government service (in accordance with the Redundancy Payments (Local Government) Modification Order. Reckonable service is limited to the last 20 years before redundancy.

Statutory redundancy payments are made according to the following scale:

(a) one and a half week's pay* for each year of employment during which the employee was aged 41 and over;

(b) one week's pay* for each year of employment during which the employee was aged 22 to 40 inclusive;

(c) half a week's pay* for each year of employment in which the employee was aged 21 and under.

* A week's pay is based on contractual pay and does not include occasional overtime or additional payments.

Appendix one includes a table with the number of statutory weeks entitlement according to age and continuous service.

If prior to the expiry of the employee's notice of dismissal an individual receives an offer of employment with a related employer (in accordance with the Redundancy Payments Continuity of Employment in Local Government Modification Order 1999) to start immediately or within four weeks of the end of the previous employment, a redundancy payment cannot be made by the Council.

Compensation/severance payments

The Councils operate a discretionary enhanced redundancy payment scheme under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006, as compensation for the loss of employment on redundancy grounds. Details of the Council's schemes are available from the HR representatives.

Employees will be entitled to the discretionary compensation/severance payments in accordance with the existing policy of their employing Council.

Redundancy and compensation/severance payments will be made to employees within 4 weeks of the date of leaving employment.

Local Government Pension Scheme Payments

Employees that have been members of the LGPS for 3 month's or more and are aged 55 or over, are entitled to the immediate unreduced payment of their LGPS benefits if dismissed on the grounds of redundancy.

Redeployment Procedure

Wherever possible employees will be redeployed to avoid compulsory redundancy.

The Councils reserve the right in agreement with UNISON to apply a ring fence to new roles that are created as a result of any proposed restructures and offer them in the first instance to those employees at a similar job type grade/salary level within the existing structure and who have the relevant skills and experience that match the job description or person specification.

Where there is only one individual matched with the new position they will be slotted in.

Where there is more than one employee that matches the role or a group of employees to more than one role, a selection procedure panel will take place that involves a formal interview and other recruitment selection procedures.

All other vacancies arising within the Council where a suitable ring fence is not identified will be offered to employees 'at risk' of redundancy in the first instance. Such vacancies will be sent initially to the HR Team who will check them against the 'at risk' register for any suitable candidates. Employees will be matched according to the essential criteria on the person specification, salary levels and preferred hours of work. Consideration must also be given to any reasonable appropriate training that will enable them to perform the duties of the role.

Any employees that meet the essential criteria will be made an offer of redeployment. Where more than one employee is matched to a vacancy a selection process will apply.

Any offer of redeployment will be made in writing and will include reference to a trial period, any training available, terms and conditions and protection arrangements if applicable.

Any employees that are redeployed into a new role will be given a 4 week trial period. This period may be extended by mutual agreement.

If the trial period is successful the employee will be sent written confirmation of any changes to terms and conditions. If the trial period is deemed unsuccessful by the manager, contractual notice will be reduced by the length of the trial period.

If an offer of redeployment is made by the Councils and the employee decides during the trial period that they wish to reject the offer, they must advise HR in writing within the trial period.

An employee who believes that a job offer is not suitable alternative employment may claim a redundancy payment. However, this will only be paid where the Councils agree that the job is unsuitable. The decision will be made by a Member of CMT, taking account of any changes to terms and conditions and the level of seniority.

Pay Protection and Trickle Down

As part of this policy there will be no protection for employees who are redeployed into another post.

Once agreed, ringfences will operate distinctly from one another without the ability to trickle down or across.

Appeals

If an employee is aggrieved about their selection for redundancy they have the right of appeal. The appeal must be received in writing by HR within 10 working days of the decision being made. Refer to Council Appeal Procedure.

If the selection for redundancy was made by the Joint Chief Executive the employee will have the right of appeal to be heard by an Appeal Committee comprising of at least one member of each of the Councils Executive/Cabinet Committee.

If the selection for redundancy was made by a Member of CMT other than the Joint Chief Executive the employee will have a right of appeal to be heard by the Joint Chief Executive.

All decisions made by the appeal panel are final.

Appendix one – Table to show entitlement to statutory weeks redundancy based on age and continuous service

		Years Service																		
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age	18																			
	19																			
	20	1	1	1	1															
	21	1	1.5	1.5	1.5	1.5														
	22	1	1.5	2	2	2	2													
	23	1.5	2	2.5	3	3	3	3												
	24	2	2.5	3	3.5	4	4	4	4											
	25	2	3	3.5	4	4.5	5	5	5	5										
	26	2	3	4	4.5	5	5.5	6	6	6	6									
	27	2	3	4	5	5.5	6	6.5	7	7	7	7								
	28	2	3	4	5	6	6.5	7	7.5	8	8	8	8							
	29	2	3	4	5	6	7	7.5	8	8.5	9	9	9	9						
	30	2	3	4	5	6	7	8	8.5	9	9.5	10	10	10	10					
	31	2	3	4	5	6	7	8	9	9.5	10	10.5	11	11	11	11				
	32	2	3	4	5	6	7	8	9	10	10.5	11	11.5	12	12	12	12			
	33	2	3	4	5	6	7	8	9	10	11	11.5	12	12.5	13	13	13	13		
	34	2	3	4	5	6	7	8	9	10	11	12	12.5	13	13.5	14	14	14	14	
	35	2	3	4	5	6	7	8	9	10	11	12	13	13.5	14	14.5	15	15	15	15
	36	2	3	4	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16	16
	37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16.5	17	17.5	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17.5	18	18.5	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17.0	18.0	18.5	19.0	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17.0	18.0	19.0	19.5	
42	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17.0	18.0	19.0	20.0	21.0	

		Years Service																		
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
AGE	44	3.0	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5
	45	3.0	4.5	6.0	7	8	9	10	11	12	13	14	15	16	17.0	18.0	19.0	20.0	21.0	22.0
	46	3.0	4.5	6.0	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5
	47	3.0	4.5	6.0	7.5	9.0	10	11	12	13	14	15	16	17.0	18.0	19.0	20.0	21.0	22.0	23.0
	48	3.0	4.5	6.0	7.5	9.0	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5
	49	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.0	14.0	15	16	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0
	50	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5
	51	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15	16	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0
	52	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5
	53	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0	26.0
	54	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5
	55	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.0	23.0	24.0	25.0	26.0	27.0
	56	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	23.5	24.5	25.5	26.5	27.5
	57	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.0	26.0	27.0	28.0
	58	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	26.5	27.5	28.5
	59	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.0	29.0
	60	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	29.5
61	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	
62	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	
63	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	
64	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	

Part 1: Terms and Conditions				
Type	WSC	TDBC		
Annual leave	23 days increasing to 27 days after 5 years' continuous service plus statutory holidays Chief Officers (CEO and Corporate Directors) 30 days Leave year runs from 1 October to 30 September Carry Over - 5 days and must be taken within first calendar month Leave for part timers is pro rata into hours and includes BH/Stat days	Grades	Under 5 years continuous service	5 years continuous service
		Up to SCP 28	22 (+1)	26 (+1)
		SCP 29-32	23 (+1)	26 (+1)
		SCP 33+	25 (+1)	28 (+1)
		CE, Directors and Theme Managers	33 (+1)	33 (+1)
		<p>The leave year runs from the month within which the employee's birthday falls. One extra statutory day is not included in the leave entitlement and is fixed at Christmas time (+1).</p> <p>Additional entitlement to bank holidays, pro rata for part timers.</p> <p>In exceptional circumstances, a Theme Manager may exercise discretion to allow a limited number of days to be carried over.</p>		
Annual leave - Christmas Closedown	2013 - The offices will be closed from 1pm on Tuesday 24th December and reopen on Thursday 2nd January. The two extra statutory days will be Friday 27th December and Monday 30th December. It was agreed by CMT that staff would be given Tuesday 31st December as an extra day off.	The offices will be closed from 1pm on 24 th December or if this is on a weekend then the nearest Friday and reopens on 2 nd January or nearest Monday. One of the statutory days is fixed between Christmas and New Year staff are expected to take annual leave or flexi leave for the other work days.		
Change of work base	Standard statement of particulars state: "Your main place of work will be at West Somerset House, Williton. However, you may be required to work at any of the Council's establishments. If West Somerset Council requires	Standard statement of particular states: "Place of work XXX or in any post appropriate to your scale point at such other place of employment in the Council's service as may be required"		

	you to transfer from your current place of work on a permanent basis full consultation will take place with you and the relevant trade unions.”																	
JE/Pay protection	GLPC scheme based on NJC SCPs. Pay protection is currently 3 years	GLPC scheme based on NJC SCPs. Pay protection as a result of down grading associated with re-grading of the same post is 2 years.																
Maternity	National scheme used for maternity leave and pay.	National scheme used for maternity leave and pay.																
Notice periods	<p>From the Employer</p> <table border="0"> <thead> <tr> <th>Period of Continuous Employment</th> <th>Minimum Notice</th> </tr> </thead> <tbody> <tr> <td>One month or more but less than two years.</td> <td>One week.</td> </tr> <tr> <td>Two years or more, but less than 12 years.</td> <td>One additional week for each year of continuous employment.</td> </tr> <tr> <td>12 years or more.</td> <td>Not less than 12 weeks notice.</td> </tr> </tbody> </table> <p>From the Employee 1 month for grades WS 1 to WS 6 (SCP 28) and 2 months for everyone above WS 7 (SCP 29)</p>	Period of Continuous Employment	Minimum Notice	One month or more but less than two years.	One week.	Two years or more, but less than 12 years.	One additional week for each year of continuous employment.	12 years or more.	Not less than 12 weeks notice.	<p>From the Employer</p> <table border="0"> <thead> <tr> <th>Period of Continuous Employment</th> <th>Minimum Notice</th> </tr> </thead> <tbody> <tr> <td>One month or more but less than two years.</td> <td>One week.</td> </tr> <tr> <td>Two years or more, but less than 12 years.</td> <td>One additional week for each year of continuous employment.</td> </tr> <tr> <td>12 years or more.</td> <td>Not less than 12 weeks notice.</td> </tr> </tbody> </table> <p>From the Employee Below SCP 33 – One calendar month. SCP 33 and above – Three months notice calendar.</p> <p>New Employees (Posts from Dec 2010) SCP 4 – 36 – One calendar month SCP 37 and above – Three calendar months</p>	Period of Continuous Employment	Minimum Notice	One month or more but less than two years.	One week.	Two years or more, but less than 12 years.	One additional week for each year of continuous employment.	12 years or more.	Not less than 12 weeks notice.
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Paternity	2 weeks full pay offered for paternity leave.	2 weeks at SPP. Or 1 week at SPP and 5 days full pay (called Maternity Support Leave).																
Premium rates:	As Green Book:	From Tartan Book, other than DLO:																
Occasional overtime and TOIL	Monday to Saturday Time and a half Sundays and Public and Extra Statutory holidays - Double time (minimum two hours) (Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a	Monday to Saturday – Time and a half. Sundays and Public and Extra Statutory Holidays – Double time (minimum two hours). (A full working week for full-time employees shall be worked by a part-time employee before these enhancements apply).																

	full working week for full-time employees shall be worked by a part-time employee before these enhancements apply).	<p>Employees paid at scale point 29 and above will not qualify for these enhancements. Time off with pay on a time for time basis will be allowed.</p> <p>Deane DLO: Monday to Saturday – Time and a half Sunday and Bank Holiday – Double time</p> <p>Callouts between 12.00 am and 4.00 am are paid at double time regardless of the day. You are required to participate in a call-out rota to provide emergency out-of-hours cover for responsive repairs as directed by your line managers. You will usually receive adequate notice of this requirement but there may be occasions when short notice will have to be given.</p>
Premium rates – Shift Allowances	No Scheme	As Tartan Handbook
Premium rates - Standby	No Scheme	Payments apply to Emergency Response Officers
Premium rates - Unsocial Hours Payments	<p>As Green Book:</p> <p>Saturday and Sunday: Saturday Time and a half Sunday Time and a half - basic pay above point 11 Double time - basic pay at or below point 11</p> <p>Night Work: Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8.00 pm and 6.00 am.</p> <p>Public holidays Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their</p>	<p>Tartan Book, other than DLO:</p> <p>Saturday and Sunday: Saturday - time and a half Sunday – time and a half SCP 11 and above. Double time basic pay below SCP 11</p> <p>Night Work: Employees, other than those employed by Deane DLO who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8.00 pm and 6.00 am.</p> <p>Public holidays Employees required to work on a public and extra statutory holiday as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal</p>

	<p>normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows: Time worked less than half the normal working hours on that day Half Day</p> <p>Time worked more than half the normal working hours on that day Full Day</p>	<p>working hours for that day. Other than for Deane DLO employees , in addition, at a later date, time off with pay shall be allowed as follows: Time worked less than half the normal working hours on that day Half Day</p> <p>Time worked more than half the normal working hours on that day Full Day</p> <p>Work on that day outside of normal working hours shall be paid for at double time in complete recompense</p> <p>Deane DLO: Work completed between 8.00 pm and 6.00 am is subject to an additional 20% of the standard (not enhanced) hourly rate.</p>
Probationary periods	6 months for all employees	6 months. Tartan book: Employees transferring from another authority will not be required to undertake a probationary period, though their performance will be evaluated during the first six months of their appointment.
Sickness Absence Scheme	<p>National scheme used for pay.</p> <p>Self cert for 7 days, Fit note from 8th day onwards.</p> <p>Trigger Point – 4 episodes or a total of 10 days short term sickness absence within 12 months.</p> <p>Long term sick trigger is normally 20 working days (FT), however this is on a case by case basis – OH referral at this point.</p>	<p>National scheme used for pay.</p> <p>Self cert for 7 days, Fit note from 8th day onwards.</p> <p>Trigger points – 3 episodes or total of 10 days sickness absence in 3 months or a pattern of sickness absence.</p> <p>Long term sickness after 28 calendar days, OH referral at this point</p>
Subsistence	<p>Agreed locally:</p> <p>Breakfast - £5.93 Lunch - £8.61 Tea =- £3.26 Dinner - £10.76.</p> <p>Not payable out on site/normal business.</p>	<p>Agreed locally:</p> <p>Breakfast £6.72 Tea £3.64 Lunch £9.24 Evening meal £11.44</p> <p>Out of Pocket Allowances (Residential Training Courses)</p>

		£5.00 per night £20.46 per week																																				
Trade Union agreements	Reasonable time off granted	Facilities agreement in place																																				
Training – External Qualifications	<p>Employees who are approved to undertake external qualification training are granted: Paid leave to attend the approved course Paid leave to sit examinations Paid leave to prepare for examinations (normally to a maximum of the amount granted for attendance at examinations but with a minimum of one half day per examination)</p> <p>Course fees paid and other agreed expenses.</p>	<p>Employees who attend approved training have paid leave to attend the course.</p> <p>Employees are entitled to paid leave to sit approved exams and leave may be granted for the purpose of final revision. One day per exam up to a maximum of 3 days.</p> <p>Approved correspondence courses with no day release or evening classes, employees may take one half day per week for studying in the office.</p>																																				
Travel claims	<p>As per HMRC rates – 0.45p per mile</p> <p>Essential users allowance £950 per annum paid monthly</p>	<table border="1"> <thead> <tr> <th colspan="4">Car Allowances as at April 2013</th> </tr> <tr> <th colspan="4">Essential Users</th> </tr> <tr> <th></th> <th>451-999 Cc</th> <th>1000-1199 cc</th> <th>1200-1450 cc</th> </tr> </thead> <tbody> <tr> <td>Lump sum per annum</td> <td>£846</td> <td>£963</td> <td>£1,239</td> </tr> <tr> <td>Per mile first 8,500</td> <td>36.9p</td> <td>40.9p</td> <td>50.5p</td> </tr> <tr> <td>Per mile after 8,500</td> <td>13.7p</td> <td>14.4p</td> <td>16.4p</td> </tr> <tr> <th colspan="4">Casual Users</th> </tr> <tr> <th></th> <th>451-999 Cc</th> <th>1000-1199 cc</th> <th>1200-1450 cc</th> </tr> <tr> <td>Per mile first 8,500</td> <td>46.9p</td> <td>52.2pp</td> <td>65.0p</td> </tr> </tbody> </table>	Car Allowances as at April 2013				Essential Users					451-999 Cc	1000-1199 cc	1200-1450 cc	Lump sum per annum	£846	£963	£1,239	Per mile first 8,500	36.9p	40.9p	50.5p	Per mile after 8,500	13.7p	14.4p	16.4p	Casual Users					451-999 Cc	1000-1199 cc	1200-1450 cc	Per mile first 8,500	46.9p	52.2pp	65.0p
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		Per mile after 8,500	13.7pp	14.4pp	16.4p
		The out of district mileage rate is 33.6p			
		The car lease rate is 14.8p per mile			
		Bicycle rate 20p per mile			

Part 2: Benefits

Type	WSC	TDBC
Car loans	For Essential Car Users, if emissions are equal to or below 120g/km CO ₂ is interest free. Over 120g/km CO ₂ emissions interest rate is Bank of England base rate at start of loan. The maximum loan will not exceed 90% of the cost of the new vehicle. The maximum loan figure, which the Chief Executive is empowered to approve is £15,000 and any application exceeding this amount is a CMT decision. Maximum period of the loan - five years.	The Council may provide a loan to purchase either a second hand or new car at beneficial rates of interest 4.5% to employees who occupy a post designated "Essential User", up to the value of £7,000.
Car Parking	Free for all staff as part of the WSC Travel Plan. System administered by a smart card, one day of the week car park cannot be used. Not available to employees living in Williton. Staff are encouraged to car share, walk, cycle, public transport etc. There are spaces dedicated for car sharers.	Staff pay £1 per day and can park four days a week in the Deane House Car Park. Staff must have a car free day per week. There are free car share spaces. Onsite parking at Deane House protected for current users and only eligible for new staff designated as essential users.
Childcare vouchers	Edenred Scheme administered by WSC Finance	Administered by SWOne, Vouchers scheme is through Edenred
Cycle Saver Scheme	Available on request	In line with Government Bike to Work Scheme, employees who use their bicycle to commute to work, can obtain a bicycle through this scheme and pay back a percentage of the cost over 18 months. At the end of the payback period employees may purchase the bicycle based on a professional valuation.
Employee Assistance Programme	Care First and counselling through Westfield	Care First:- includes counselling, information and advice.
Eyete tests – VDU users only	Eyesight test paid via Westfield if a member, if not, test paid for by the authority. If glasses required specifically for VDU use only will pay for the cost of a BASIC pair of corrective glasses.	Eyesight tests reimbursed up to the value of £25. If glasses are required specifically for VDU use TDBC refund up to £50.
First Aid	Training paid for either 4 days or 1 day. 3 fully qualified, plus 10 others. No allowance paid to staff.	£11.75 per month for named First Aiders, training paid plus refresher training

Flexitime	In any 4-week period a credit/debit balance of 10 hours will be allowed for full-time employees. For employees who work part-time the credit/debit balance will be pro-rata. In any 4-week period a maximum of 1 day or 2 half days may be taken as flexi leave. Flexitime hours can only be credited for work undertaken between 7.30am and 6.30pm or where the manager has given prior approval with core hours of 10am – 12pm and 2pm – 4pm.	Can be accrued from 7:30am – 7:00pm. Maximum deficit is four hours a month and maximum carry over is 20 hours a month pro rata for part timers. Maximum of two days flexi leave in a month pro rata for part timers. Flexi time is operated on a local basis depending on the service requirements of the department. Not all departments operate the flexi system.
Flexible working	As per legislation	As per legislation
Health Scheme Cash Plan	Westfield Health Scheme Foresight Level 1 for all employees after 6 months service. Paid for by WSC.	No scheme
Home working	Scheme in place across the authority. Agreed by Corporate/Line Managers. Council provide basic equipment (not chairs). A Designated Home worker allowance is £25 per month and the Ad-Hoc Home worker allowance is £10 per month.	Policy in place. Agreed by Theme Managers. The Council provides essential equipment for use at home.
Leisure	N/A	Corporate rate for Tone Leisure Buzz card Get Active Scheme – employees can take one hour paid leave (pro rata for part timers) to swim, attend a gym or an exercise class with Tone Leisure. Or other agreed activities TDBC running or cycling club.
Long service	£250 for a gift of employees choice for 25 years service	Gift up to the value of £100 after 25 years and gift up to the value of £200 after 40 years continuous service.
Occupational Health contract	Contract with Serco, pay as you go	Contract with Serco
Pool cars	N/A	Available to all employees
Professional Subs	One sub paid if required on job spec.	TDDB will reimburse employees the cost of membership of one professional institute, where their performance in the job would be enhanced by membership of an appropriate professional body.

Refreshments	Employee can opt to pay into scheme, £2.50 a month for full time.	Employees provide own.
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Part 3: Main Policies

Type	WSC	TDBC
Adoption leave	As Maternity Scheme	As legislation
Appraisal system	PDR – Performance Development Review	PRED – Performance Review and Employee Development
Market Supplements	Policy in place with joint annual review (UNISON/Management)	Protected Market Supplements plus new policy with annual review
Parental leave	Parental Leave and Time off for Dependants as per legislation	Parental leave as per legislation
Redeployment / Pay protection	As contained within the redundancy policy. Pay protection will be considered	No salary protection if employee agrees to redeployment as a result of redundancy, locally agreed. Note – redundancy policy contains different terms.
Redundancy (Pay)	2 x actual weekly pay	3 x actual weekly pay
Relocation for new recruits	Policy in place can claim up to £5,500 for cost of relocating	Up to £5,000 inclusive of VAT for SCP 24 and above if they live more than 30 miles away from their workplace (to encourage new recruits to move to the area).
Retirement in the interests of efficiency	Number of statutory weeks as redundancy calculation x actual weeks pay	2 x actual weekly pay
Retirement	No upper age limit Early retirements is at employer discretion	No set retirement date, employees choose when they want to retire. Early retirement under age 60 is at employer discretion
Flexible Retirement	Policy in place for employees aged over 55s – case by case basis	Policy in place for employees aged over 55s. Employer discretion to agree,
Special leave	Bereavement Leave – 5 days paid leave Voluntary/Charitable Work – 1 day per quarter	Compassionate leave – 10 days in a rolling 12 month period

Part 4: Miscellaneous items

Type	WSC	TDBC
Attendance at evening meetings	Meetings start at 4:30pm Employees can take TOIL/Flexi	Many Member meetings take place in the evening. There is an expectation that employees will attend evening meetings as required. Senior employees can take TOIL/Flexi
Car Leasing and cash alternatives	N/A	Frozen scheme. Employees who are in scheme receive a car with less than 120 g/km CO ₂ emissions or a £112 per month cash alternative
Duty Officer rota	Staff volunteer to go on rota and receive training and £150 per week	CMT plus Civil Contingencies Manager, no payment. Also, Duty Officer in Housing
Pay date	15th of each month or Friday before if 15th falls on a weekend.	22nd of each month, unless 22nd falls on a weekend then paid on Friday before

