

AGENDA FOR

HUMAN RESOURCES AND APPEALS PANEL

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To: All Members of Human Resources and Appeals Panel

Councillors : J Black (Chair), G McGill and I Schofield

Dear Member/Colleague

Human Resources and Appeals Panel

You are invited to attend a meeting of the Human Resources and Appeals Panel which will be held as follows:-

Date:	Thursday, 24 October 2019
Place:	Lancashire Fusiliers Room - Town Hall
Time:	1.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Human Resources Committee are asked to consider whether they have an interest in any of the matters on the Agenda, and, if so, to formally declare that interest.

3 BECOMING A FOSTER FRIENDLY EMPLOYER *(Pages 1 - 14)*

4 CLOSURE OF BUILDINGS AT CHRISTMAS *(Pages 15 - 16)*

Report attached

5 DOMESTIC VIOLENCE AND ABUSE POLICY *(Pages 17 - 20)*

6 EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the appropriate resolution under Section 100(A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following items of business since they involve the likely disclosure of the exempt information stated.

7 S.188 REPORT - CONSULTATION PACK 1 - CAFE OPERATION CLC *(Pages 21 - 30)*

Report attached

8 S.188 REPORT CONSULTATION PACK 2 - OPENING HOURS CLC *(Pages 31 - 38)*

Report attached

9 S.188 REPORT CONSULTATION PACK 3 - WORKFORCE RESTRUCTURE CLC *(Pages 39 - 46)*

Report attached

10 PROPOSALS TO CONSULT ON A LEGAL SERVICES MANAGEMENT RESTRUCTURE *(Pages 47 - 80)*

Report and appendices attached

11 TO CONSIDER APPLICATIONS SUBMITTED FOR VOLUNTARY EARLY RETIREMENT, FLEXIBLE RETIREMENT AND VOLUNTARY SEVERANCE *(Pages 81 - 84)*

Application attached.

12 MARKET SUPPLEMENT REVIEWS *(Pages 85 - 96)*

Applications attached

13 URGENT BUSINESS

Any other business which by reason of special circumstances the Chair considers may be dealt with as a matter of urgency.

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Report to CCMT and JET



Title:	Becoming a Foster Friendly Employer
Date of Meeting:	Tuesday 1 October 2019 – CCMT Monday 7 October 2019 – Portfolio Monday 14/21 October 2019 – JET HRA – 24 October 2019 S.188 – 31 October 2019 JCC – 6 November 2019
Project Lead Officer:	Jackie Harper Principal HR Adviser
Project Sponsor:	Simon Bagley Head of Human Resources

1.0 PROJECT DESCRIPTION

- 1.1 Bury Council and Bury CCG aim to introduce two new policies to support becoming foster friendly employers; Foster Care Leave (Appendix 1) and a Child Foster Placement Policy (Appendix 2).
- 1.2 Becoming a foster friendly employer will demonstrate that the Council and CCG have strong corporate social responsibility and send a clear message to other employers and the residents of Bury that the Council and CCG wish to look after the wider community with a long term commitment to the residents. These policies will send a clear message to business and organisations in Bury that we are also committed to adding social value to the offer as large employers.

2.0 DECISIONS REQUIRED

- 2.1 CCMT and JET are asked to agree:
- the joint Council & CCG Foster Care Leave Policy and Child Foster Placement Policy
 - the premise that eligibility to the entitlements in the policies is for resident Bury Foster Carers* who foster Bury children.

*Reference to foster carers in this report refers to Family and Friend Foster Carers/Kinship Carers.

3.0 SUMMARY OF KEY ISSUES

- 3.1 There are currently 70 foster care households in Bury. However, we have around 340 children in care at any one time. Many of these children who could have been placed within Bury have to go to live outside of the borough. This in turn means they must change their whole lives - move away from friends, family and change school. Living in Bury would be a more stable and familiar option for many of these children.
- 3.2 It is much more expensive to place a child with an independent agency or out of the Borough. For an older child, a foster carer employed by Bury Council would be paid around £300 per week. For an independent placement this figure would generally be around £700 per week per child. There is a huge saving to be made by increasing the number of foster carers in Bury.
- 3.3 There are valuable and experienced people who work for the Council and CCG who may otherwise feel they are unable to combine their family responsibilities with work. The options available in the policies may encourage more people to become foster carers and care for our most vulnerable children.
- 3.4 Being Foster Friendly Employers can put a spotlight on foster caring and be used in recruitment publicity to encourage more applications.

4.0 **KEY MILESTONES FOR THIS PERIOD**

- 4.1 The policies have been developed in conjunction with the Council's Corporate Parenting Development Officer.
- 4.2 The policies submitted for approval are attached at appendices 1 and 2.

5.0 **PROGRESS TO DATE**

- 5.1 A Foster Care Leave Policy has been developed to offer additional time off for eligible existing and prospective foster carers
- 5.2 A Child Foster Placement Policy has been developed which allows qualifying staff up to six weeks' paid leave of absence following a placement being made.

6.0 **RISKS (Including Health and Safety)**

- 6.1 Failure to implement the policy could have a negative impact on engagement with current and prospective foster carers.

7.0 **FINANCIAL IMPLICATIONS**

- 7.1 It is difficult to quantify costs/savings as the number of people who will take advantage of the policies is unknown. However, if the placement of children outside of the borough decreases there will be both financial and social benefits to the Council, CCG and local vulnerable children.

8.0 **EQUALITY AND DIVERSITY**

- 8.1 The policies will be available to all eligible employees.
- 8.2 The policies exclude school staff, casual staff, agency workers and contractors.

9.0 **FUTURE ACTIONS**

- 9.1 The policies will be shared with the Trade Unions.
- 9.2 Once the decisions required are agreed through the Council and CCGs governance processes the policies will be publicised and launched. Thereafter being highlighted to existing and prospective foster carers.

APPENDIX 1



Foster Care Leave
Sept19.docx

APPENDIX 2



Child Foster
Placement Policy Sep

Foster Care Leave

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CCG
Lisa Featherstone
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Contents

1.	Introduction.....	3
2.	Aim.....	3
3.	Eligibility.....	3
4.	Time Off	4
	Application	5

1. Introduction

- 1.1 Bury Council and CCG recognise and value the contribution that foster carers make to society and especially the lives of children in care. We understand that foster carers who do other work in addition to fostering need some flexibility in their working arrangements in order to meet the needs of their fostered child.
- 1.2 The Council and CCG are committed to supporting any staff member who is a main or linked Family and Friend Foster Carer/Kinship Carer and is approved and registered with Bury Council.

We will do this, wherever possible, by creating a fostering friendly organisation that offers flexible working arrangements which respond to the needs of all employees who are Family and Friend Foster Carers/Kinship Carers approved and registered with Bury Council.

- 1.3 The process of seeking approval to become a Family and Friend Foster Carer/Kinship Carer can be lengthy and places a number of reasonable but demanding expectations upon prospective carers, particularly in relation to the training, assessment and approval process.
- 1.4 Wherever possible we will extend the terms of this policy to prospective foster or kinship carers who have begun the formal process of seeking approval and registration as Family and Friend Foster Carers/Kinship Carers.
- 1.5 For cases relating to adoption please see the Adoption Policy.

2. Aim

- 2.1 Bury Council and CCG offer staff the opportunity to work flexibly where this is compatible with the demands of their job. Our family friendly policies apply to Family and Friend Foster Carer/Kinship Carers.

This policy sets out the additional time off that we will offer prospective and existing Family and Friend Foster Carers/Kinship Carers approved and registered with Bury Council.

3. Eligibility

- 3.1 This policy applies to staff who:
 - are applying to become Family and Friend Foster Carers/Kinship Carers with Bury Council;

- are approved Family and Friend Foster Carers/Kinship Carers with Bury Council and have a child in placement (or have had a child in placement for 75% of the previous 12 months), and
- have three months or more employment service with Bury Council or CCG

3.2 This policy excludes school staff, casual staff, agency workers and contractors.

4. Time Off

4.1 Bury Council and CCG value and will support Family and Friend Foster Carers/Kinship Carers by giving paid time off in any 12 month period as follows:

- assessment and initial training prior to approval as a Family and Friend Foster Carer/Kinship Carer - up to three days
- attendance at panel for approval – half a day
- Looked After Child Statutory Review Meetings, Child review meetings, annual foster carer review meeting and training – up to five days.

Separate arrangements are in place in respect of a long-term placement of a child/young person – see Child Foster Placement Policy for terms and conditions

4.2 The employee's line manager will approve the leave on a discretionary basis taking into account individual circumstances of each case and operational requirements of the business. The leave will be considered and approved on a pro rata basis. The employee will provide necessary evidence to support their request for leave.

4.3 Leave should be requested using the form at end of this policy.

APPLICATION FOR FOSTER CARE LEAVE

Name (Block Capitals):

Organisation:

Department

Section/Team

I wish to apply for foster care leave

on/from _____ to: _____

a total of _____ working days/hours

I am applying for foster care leave for:

✓

Assessment and initial training prior to
approval as a foster carer

☐

Attendance at panel for approval

☐

Long-term placement of a child/young
person

☐

Child review meetings

☐

Annual foster carer review meeting and
training

☐

Please attach evidence

Signed:

Date:

I approve the above application and confirm that this request falls within the
Fostering Friendly Policy and Child Placement Policy where applicable

Signed:

(Manager)

Please pass to your HR team for recording

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Child Foster Placement Policy

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Corporate HR Services
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Child Foster Placement Policy

Contents

1.	Introduction.....	3
2.	Qualification.....	3
3.	Entitlement.....	3
4.	Payment	4

1. Introduction

- 1.1 This policy details the circumstances when employees who are General Foster Carers or Family and Friend Foster Carers who are approved by Bury Fostering Service are taking on a placement/child under a short or long term fostering arrangement.
- 1.2 For cases relating to adoption please see the adoption policy.

2. Qualification

- 2.1 To qualify, staff members must:
 - have continuous service of not less than one year with Bury Council/CCG
 - provide a notice of acceptance for a placement
 - have not taken child placement leave in the last 12 months
 - be the primary carer of the child
 - In exceptional circumstances, when the needs of the child requires both carer's full time involvement, leave may be granted when the staff member is not the primary carer.

3. Entitlement

- 3.1 Qualifying staff can have up to six weeks paid leave of absence following the placement being made.
- 3.2 If the Council/CCG employs both foster carers, then only one shall be entitled to receive this leave.
- 3.3 Where only one foster carer works for the Council/CCG, there shall be entitlement, provided that their partner is working but not entitled to claim equivalent leave. There shall be no entitlement where the partner is not working; unless there are exceptional circumstances, when the needs of the child require both carer's full time involvement.
- 3.4 There is only one period of leave and or pay available irrespective of the number of children being fostered.

4. Payment

- 4.1 Where the child placed is under five years of age on the day of placement:
 - weeks 1–3 inclusive will be paid at 90 per cent of pay

- weeks 4–6 inclusive will be paid at half pay. Staff not returning to work by the first day of the seventh week shall repay the three weeks' at half pay.
- Where the child placed is over five years of age on the day of placement one week's leave with pay shall be available to the primary carer in consultation with the line manager.

4.2 In exceptional circumstances, when the needs of the child require the carer's full time involvement for a longer period of time, the leave entitlement for a child under five years of age may apply at the discretion of the Head of Service.

**REPORT TO
CCMT/JET/PORTFOLIO/CORPORATE JCC**



Title:	Closure of Buildings at Christmas 2019
Date of Meeting:	Tuesday 1 October 2019 – CCMT Monday 7 October 2019 – Portfolio Monday 14/21 October 2019 – JET HRA – 24 October 2019 S.188 – 31 October 2019 JCC – 6 November 2019
Project Lead Officer:	Caroline Schofield Head of Corporate HR Services
Project Sponsor:	Lynne Ridsdale Deputy Chief Executive (Corporate Core)

1. PROJECT DESCRIPTION

- 1.1 To determine the arrangements for closure of buildings over the Christmas period 2019 in line with section 4, paragraph 4(d) of local conditions of service.

2. DECISIONS REQUIRED

- 2.1 To determine whether, as per previous years, the Council wishes to take the decision to close the Town Hall in between Christmas and New Year which, together with Bank Holiday and floating day arrangements, enables the building to be closed for an extended period.
- 2.2 In order to allow the option for staff to work on these days, to determine, as per previous years, that 3 Knowsley Place will be open for staff but closed to members of the public.
- 2.3 To agree to the following arrangements:

Wed 25 Dec 19	Thurs 26 Dec 19	Fri 27 Dec 19	Mon 30 Dec 19	Tues 31 Dec 19	Wed 1 Jan 20
Bank Holiday	Bank Holiday	Floating Day	Town Hall closed	Town Hall closed	Bank Holiday

3. PROPOSALS

- 3.1 As in previous years, we are seeking agreement to close the Town Hall over the Christmas period.
- 3.2 With Christmas Day and Boxing Day being Bank Holidays, and Friday 27th December the floating day, Council buildings will be closed on these dates. It is proposed to also close the Town Hall on Monday 30th and Tuesday 31st December allowing the building to be closed for an extended period, ie from Wednesday 25th December 19 to Wednesday 1st January 20 inclusive.

- 3.3 The majority of staff choose to take leave over this period leaving 'skeleton' staff in terms of required cover (where this is required). Due to the small numbers of staff that would be working in the Town Hall and Knowsley Place, these proposals give an opportunity for the Council to make a financial saving by closing one of the buildings.
- 3.4 As in previous years, 3 Knowsley Place will remain open on the 30th and 31st December 2019 for staff who choose to work. There are no capacity issues around work stations due to the small number of staff working on these days (12 in the whole of 3KP last year).
- 3.5 Whilst remaining supportive of staff taking leave and enjoying the Christmas break, it will be important to identify those staff whom we may call on to return to work in extenuating circumstances (such as Brexit fall out or winter weather emergency e.g. floods). Managers must ask staff if they have any flexibility to work over planned leave days if required when bookings are made and ensure that contact details are agreed in preparation. Any such request will be made in an emergency situation only, on a goodwill basis. Time of in Lieu (TOIL) will be offered to all staff who do work.
- 3.6 For all other buildings, departments should agree and make their own local arrangements and communicate these to staff.
- 3.7 All admin buildings will re-open on Thursday 2nd January 2020.

4 PROGRESS TO DATE

- 4.1 Initial discussions, including with the trade unions, have resulted in the proposed arrangements.

5 EQUALITY AND DIVERSITY

- 5.1 Separate and long established arrangements will apply in emergency situations.

6. FUTURE ACTIONS

- 6.1 Once the closure is agreed the Christmas Closure will be publicised and launched, alongside the opportunity to purchase additional annual leave.

Report to CCMT and JET



Title:	Domestic Violence and Abuse Policy
Date of Meeting:	Tuesday 1 October 2019 – CCMT Monday 7 October 2019 – Portfolio Monday 14/21 October 2019 – JET HRA – 24 October 2019 S.188 – 31 October 2019 JCC – 6 November 2019
Project Lead Officer:	Jackie Harper Principal HR Adviser
Project Sponsor:	Simon Bagley Head of Human Resources

1.0 PROJECT DESCRIPTION

- 1.1 Bury Council has a policy which aims to positively assist and support employees who are experiencing or surviving domestic violence and abuse and assist managers in supporting staff when incidents of domestic violence and abuse are reported.
- 1.2 In response to a request from the Council's Domestic Violence and Abuse Co-ordinator the policy has been updated to include the commitment of the CCG to supporting employees and managers in the same way as the Council.

2.0 DECISIONS REQUIRED

- 2.1 CCMT and JET are asked to agree the joint Council & CCG Domestic Violence and Abuse Policy.

3.0 SUMMARY OF KEY ISSUES

- 3.1 The implementation of the policy will confirm the Council and CCG commitment to responding sensitively and effectively to employees needing help and support should they experience domestic violence or abuse.
- 3.2 The recognition that all employees have the right to feel safe within their working environment will assist in the Council and CCG meeting their legal obligations.

- 3.3 This policy is underpinned by a commitment to the principles of safeguarding children, a duty of care to employees, equality and diversity and the protection of vulnerable adults.

4.0 **KEY MILESTONES FOR THIS PERIOD**

- 4.1 The Council policy was developed in conjunction with the Council's Domestic Violence and Abuse Co-ordinator and has been adapted to incorporate the CCG.

5.0 **PROGRESS TO DATE**

- 5.1 The revised policy is submitted for approval at Appendix 1.

6.0 **RISKS (Including Health and Safety)**

- 6.1 No risks have been identified.

7.0 **FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications.

8.0 **EQUALITY AND DIVERSITY**

- 8.1 The policy will be available to all employees.
- 8.2 The policies exclude school staff, casual staff, agency workers and contractors.

9.0 **FUTURE ACTIONS**

- 9.1 The policy will be shared with the Trade Unions.
- 9.2 Once the decisions required are agreed through the Council and CCGs governance processes the policy will be publicised and launched.

APPENDIX 1



Domestic Violence
and Abuse Policy_Se

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