

Employees' Consultative Forum 2nd Special AGENDA

DATE: Tuesday 21 December 2010

TIME: 8.00 pm or at the rising of the 1st special meeting, whichever is the later

VENUE: Committee Rooms 1 & 2,
Harrow Civic Centre

PRE-MEETINGS: [Council Side - 7.00 pm - Committee Rooms 1&2
Employees' Side - 6.30 pm - Committee Room 6]

MEMBERSHIP (Quorum: 3 from the Council Side and 3 from the Employees' Side of the permanent membership)

Chairman: Lynne Ahmad

Councillors:

Bob Currie
Graham Henson (VC)
Phillip O'Dell
Bill Stephenson

Mrs Camilla Bath
Susan Hall
Paul Osborn

Employee Representatives:

Representatives of HTCC: Ms L Snowdon (2 vacancies)

Representatives of UNISON: Mr D Butterfield Mr G Martin
Mr S Compton Mr R Thomas
(1 vacancy)

Representatives of GMB: Mr J Dunbar

(Reserve Council Side Members overleaf)

Reserve Council Side Members:

- | | |
|----------------|----------------------------|
| 1. Ajay Maru | 1. Barry Macleod-Cullinane |
| 2. Keith Ferry | 2. Tony Ferrari |
| 3. Navin Shah | 3. Stanley Sheinwald |
| 4. Ben Wealthy | |

Contact: Vishal Seegoolam, Senior Democratic Services Officer
Tel: 020 8424 1883 E-mail: vishal.seegoolam@harrow.gov.uk

AGENDA - PART I

1. ATTENDANCE BY RESERVE MEMBERS

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. DECLARATIONS OF INTEREST

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

3. DEPUTATIONS

To receive deputations (if any) under the provisions of Executive Procedure Rule 50 (Part 4D of the Constitution).

4. EMPLOYEES' SIDE REPORT ON JOINT SECRETARY (Pages 1 - 14)

Report from the Employees' Side.

5. INFORMATION REPORT - JOINT SECRETARY - RESPONSE TO UNISON'S REPORT (Pages 15 - 24)

Report of the Divisional Director Human Resources and Development.

AGENDA - PART II - NIL

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EMPLOYEES' CONSULTATIVE FORUM (21st December 2010)

EMPLOYEES' SIDE REPORT ON Joint Secretary

SUMMARY AND DECISION REQUESTED

UNISON would like to raise its concerns regarding the position of Joint Secretary and the subsequent response we received from Lesley Clarke, (Union liaison officer) on the 19th November 2010. It seems that by the statement (end of the first paragraph) Ms Clarke has taken the unilateral decision to transfer this position to the gmb which will take effect from 1st January 2011.

If this unilateral decision is progressed in what we perceive to be an unfair manner then Harrow UNISON fully rejects the Joint Secretary Role in its entirety. As you will all appreciate the unfairness of the progression of this situation will have a major detrimental impact on our members (UNISON) who are the majority affected by the BdFR change programme.

CHRONOLOGY

Sets out the chronology of the issue including when and with whom the item has previously been raised and what the outcomes were at each stage e.g.

DATE	ACTION	OUTCOME
9 th Nov 2010	Email from Lesley Clarke to Gary Martin	
9 th Nov 2009	Email from Lesley Clarke to Gary Martin	
9 th Nov 2010	Email from Lesley Clarke to Gary Martin	
10 th Nov 2009	Email from Jon Turner to Gary Martin	
12 th Feb 2010	Email from Lesley Clarke to Gary Martin	
	Letter from Sbit Support to Harrow UNISON	
9 th April 2010	Email from Varsha Patel to Lesley Clarke	
29 th June 2010	Letter from Copylogic to Varsha Patel	
26 th July 2010	Letter from Varsha Patel to Lesley Clarke	
	Contract from Copylogic	

REPORT

Harrow UNISON's Special ECF report Joint Secretary

UNISON would like to raise its concerns regarding the position of Joint Secretary and the subsequent response we received from Lesley Clarke (Union liaison officer) on the 19th November 2010. It seems that by the statement (end of the first paragraph) Ms Clarke has taken the unilateral decision to transfer this position to gmb which will take effect from 1st January 2011.

This decision does not reflect the equal terms that UNISON perceived would be afforded by this position at the start of the BDfR programme when the gmb strongly objected to the Joint Secretary Role. UNISON entered into negotiations with the gmb in order to seek a mutually agreeable resolve in order that Harrows largest Union UNISON should fulfil the role. These negotiations were at the expense of one corporate day's facility time out of UNISON's allocation.

The aforementioned process has not been reciprocated upon the proposed change to the union holding the position. UNISON also has the added problem that the Council openly sympathise with the gmb and have denied UNISON the same courtesy in providing one day a week for a liaison officer to lead the BDfR.

It is clearly evident that the council by their admittance wish to restrict UNISON's ability to represent its majority membership. Harrow UNISON has had to endure a consistent request for membership information on how many members UNISON has employed directly with the local authority. UNISON further requests that the council provides evidence to this forum in the form of written communication to ensure that the gmb have also been subjected to these membership requests over the Joint Secretary role.

UNISON now makes a formal objection to the position as we feel that our members (who are the majority affected by this programme) will be disadvantaged by the restrictive measures placed on their Union by the local authority. We would also request that the council provides evidence that the one day facility time transferred from UNISON was used specifically for the BDfR. As you will clearly see from correspondence dated 10th November 2009 between Jon Turner (Director of H.R.) and (Gary Martin Harrow UNISON Branch Secretary) that a request to return the day was ignored or failed to be understood by Mr. Turner.

We would like to draw your attention to a situation where upon UNISON was financially facilitating the role of Joint secretary and that our financial input was seemingly being exploited to provide added facility time which was taken by our sister union. This is clearly evident by the production of UNISON's financial records which will be supplied as a separate and confidential document which will be disclosed at the meeting. The Joint Secretary role commenced on or before the 13th October 2009 which is in the period of the Joint Secretary still in secondment with Harrow UNISON LG. This secondment arrangement ended on or around the 2nd February 2010. We therefore raise the question of where the funding has been allocated for this period; I refer you to the attached document 12th February 2010 between Gary Martin and Lesley Clarke which clearly identifies an under spend, which we in part attribute to the aforementioned situation.

It is extremely disheartening to find that the council sympathise solely with our sister union in reference to their allocated time. Here again we reference the correspondence of the 9th November 2010 between Lesley Clarke and Gary Martin. Yet again we find that the council fails to understand the position of fairness and equality when undertaking these matters. It is not UNISON's fault or responsibility that the gmb membership figures fail to proportionately provide greater facility arrangements.

UNISON would request that the elected members undertake a position of fairness and proportionality regarding the Joint Secretary role which, if not accommodated by the facility budget will have a greater impact on UNISON members. This is evident from correspondence between Lesley Clarke and Gary Martin 9th November 2010.

UNISON has over many years provided a position to reduce the financial impact on the council's facility budget by, the provision of our own IT equipment and undertaking a financial contract for the printer/photocopier when the council failed to make payment. Again evidence is provided by supporting documentation of this significant contribution made by UNISON.

If this unilateral decision is progressed, in what we perceive to be an unfair manner then Harrow UNISON fully rejects the Joint Secretary Role in its entirety. As you will all appreciate the unfairness of the progression of this situation will have a major detrimental impact on our members (UNISON) who are the majority affected by the BdR change programme.

AUTHOR: Harrow UNISON LG Branch:

CONTACT DETAILS: CONTACT DETAILS:

*Harrow L.G. Branch
The UNISON Office
Central Depot, Forward Drive
Harrow, Middlesex
HA3 8NT*

Tel: 020 8424 1795

Fax: 020 8424 1835

Email: info@harrow-UNISON.org.uk

www.harrow-unison.org.uk

Gary Martin

From: Lesley Clarke [Lesley.Clarke@harrow.gov.uk]
Sent: 09 November 2010 13:15
To: Gary Martin
Subject: Facility time

Hi Gary

We have just had a conversation regarding facility time. As advised, I set out the current arrangements:

1. Unison had 10 days facility time. With the Joint Secretary role, held in the first year by Unison, Unison had 15 days facility time. My understanding of the arrangement between GMB and UNISON was that in order to secure the Joint Secretary role, you offered GMB one of your facility days, i.e. bringing your title down to 14 for the year. This therefore increased GMB's facility time from 3 to 4 days for the year.
2. As GMB are now taking on the Joint Secretary role for the year and therefore having an additional 5 days release for their representative, their facility time increases from 3 to 8 days and I understand that they are giving back the one day that Unison offered them.
3. The position therefore is that Unison have 10 days and GMB have 8 days for the year.
4. You are concerned that Brenda Goring's election by GMB as the new Branch Secretary (which I've just received notification of in the last 30 minutes) will impact on the budget and therefore reduce facility time. I do need to revisit the budget given her election but, as advised, I have been funding Lynne Ahmad's full-time secondment on her substantive grade of H9 so although there will be increased costs, I am hopeful they can be accommodated. If not, I will need to revisit the facility time for both unions in order to keep within budget.
5. You claimed that I was not treating Unison fairly. Unison will revert to the number of corporately funded facility days that they had prior to the introduction of the Joint Secretary role and I therefore cannot understand why you are making this claim.

Regards

Lesley

Lesley Clarke
Organisational Development Manager
Human Resources and Development
Tel: 020 8420 9309 (internal 5309)

For CourseBooker queries, please contact ldharrow@capita.co.uk or 01793 464 986
For other HRD queries, please contact the HRD Advice line 020 8424 1110 (internal 2110)

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Mail TO London Borough of Harrow:

23/11/2010

Gary Martin

From: Lesley Clarke [Lesley.Clarke@harrow.gov.uk]
Sent: 09 November 2010 13:26
To: Gary Martin
Cc: Graham Henson; Jon Turner; John' 'Noblemunn
Subject: Re: Joint secretary role

Hi Gary

Just to confirm that, specifically, my reference to sympathising with the GMB view was that I understand Unison have asked GMB to give up one of their 3 days facility time to Unison thereby increasing Unison's to 11 days.

Regards

Lesley

Lesley Clarke
Organisational Development Manager
Human Resources and Development
Tel: 020 8420 9309 (internal 5309)

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>>> Gary Martin <g.martin@harrow-unison.org.uk> 09/11/2010 13:21 >>>
Lesley,

After our brief conversation regarding the above position, it has now become clearly evident that the same courtesy to represent our members is not being reciprocated by the GMB, you have stated that you sympathise with the GMB which clearly identifies inequalities in treatment. Where is same sympathy for unison that are accommodating the other unions position by the forfeiture of one days facility time which we in fact owned in the first place? It again seems that the more input this union gives to the council's processes along with all the unpaid time to accommodate the substantial amount of work generated by the change and proposed draconian budgetary cuts accounts for nothing. You will also be aware of the reduced cost equated by unison financial input in providing our own facilities to run the branch and other benefits such as reduced training costs for council employees. Your recent e-mail clearly identifies any further anomalies within the budget will also have a detrimental affect on Unison which shows a total disregard for fairness. I am astounded that you are unable to recognise the imbalance that now exists.

Regards
Gary

Please Note: If you need personal advice concerning a situation at work, please contact your shop steward first. Further information is available on our web site: www.harrow-unison.org.uk

You can contact the branch directly on 020 8424 1795 and you will be put in touch with the Steward/Branch Officer most appropriate to answer your query. A message will be taken when necessary.

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23/11/2010

Gary Martin

From: Lesley Clarke [Lesley.Clarke@harrow.gov.uk]
Sent: 09 November 2010 17:55
To: Gary Martin
Cc: Graham Henson; Jon Turner; John' 'Noblemunn
Subject: RE: Joint secretary role

Thanks Gary.

Could I ask the Region to inform us of current numbers please. For clarity, I would confirm that I am aware that the branch has members in other organisations but the facility time we give can only be for Harrow Council employees / Unison members.

Ditto - have a good evening Gary.

Regards

Lesley

Lesley Clarke
Organisational Development Manager
Human Resources and Development
Tel: 020 8420 9309 (internal 5309)

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>>> Gary Martin <g.martin@harrow-unison.org.uk> 09/11/2010 17:53 >>>

Lesley,

I can confirm the information you have received is incorrect, there are other factors apart from the docas on membership

Have a good evening and enjoy the new car

Regards
Gary

From: Lesley Clarke [mailto:Lesley.Clarke@harrow.gov.uk]
Sent: 09 November 2010 17:40
To: Gary Martin
Cc: Graham Henson; Jon Turner; John' 'Noblemunn
Subject: RE: Joint secretary role

Hi Gary

On the membership numbers, our last communication from the regional office was that Unison have 1500 members approx employed by Harrow Council.

Regards

Lesley

Lesley Clarke
Organisational Development Manager
Human Resources and Development
Tel: 020 8420 9309 (internal 5309)

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For other HRD queries, please contact the HRD Advice line 020 8424 1110 (internal 2110)

>>> Gary Martin <g.martin@harrow-unison.org.uk> 09/11/2010 16:18 >>>

Lesley,

In regards to this matter the same courtesy applies unison has to formally discuss with both the branch executive committee and our RO to agree this matter. it is now evident that Unison position here comes

23/11/2010

Gary Martin

From: Jon Turner [Jon.Turner@harrow.gov.uk]
Sent: 10 November 2009 14:39
To: Gary Martin
Cc: Darren Butterfield; Lynne Ahmad; Steve Compton; Lesley Clarke
Subject: Re: Facility Time

Gary,

I regret that I do not understand your comments below.

You'll hopefully recall from our meeting this morning that we discussed the current GMB arrangements and I have emailed Lynne to confirm that I have been advised that Kathleen McDonald and Steve Brooks are the temporary GMB corporate leads. I am not aware that either of them have been involved in recruitment activity during corporate facility time, if you have evidence to the contrary please advise Lesley accordingly.

Regards
Jon

Jon Turner
Divisional Director
Human Resources & Development
Tel: 020 8424 1225

Harrow Council
Cosmopolitan, Confident, Cohesive

>>> "Gary Martin" <g.martin@harrow-unison.org.uk> 10/11/2009 13:36 >>>

Jon,

I am quite astounded to find that the agreement with the GMB, Unison and the council is now in breach. The Gift from Unison of one day corporate time was to assist the GMB to attend those meetings that require both recognised trade unions presence, which is sanctioned and costed by the council. It yet again seems that Unisons commitment to participate in the corporate consultation framework is coming at a cost, the perceived recruitment of our members.

As you are fully aware there was no GMB presence at the Business Transformation Programme today, therefore we fully believe that the Gifted day should therefore be returned to prevent such exploitation reoccurring.

Regards

Gary
Branch Secretary
Harrow UNISON

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23/11/2010

Gary Martin

From: Lesley Clarke [Lesley.Clarke@harrow.gov.uk]
Sent: 12 February 2010 14:04
To: Gary Martin
Subject: Re: Facility Time

Hi Gary

The underspend this year is due to 2 key factors:

1. Full year funding for the Joint Secretary being received (despite the Joint Secretary being selected later in the year)
2. Both unions not utilising the full facility time offered to them.

As promised this morning, I'll drop you a note of the union reps you've identified should have corporate facility time. That will probably be next week now.

Regards

Lesley

Lesley Clarke
HRD Strategy Manager
Human Resources and Development
Tel: 020 8420 9309 (internal 5309)

HRD Advice line 020 8424 1110 (internal 2110)

>>> Gary Martin <g.martin@harrow-unison.org.uk> 12/02/2010 13:26 >>>

Lesley,

In respect of the £11,000 under spend in the budget for Union time Unison firmly believes that this is wholly due to Joint Secretary position and that at present Unison continue to fund this post until Adults amend, we also believe that to allocate time to our sister Union when funding has come directly from Unisons budget is inappropriate.

I look forward to your views in this matter.

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23/11/2010



To Harrow UNISON

As confirmation of our contract and service level agreement I would like to re-affirm the following:

As of 27th November 2009 SBIT Support took over the maintenance and support of the IT network for Harrow UNISON after entering into a tendering process.

Since the takeover of the services we have replaced and enhanced the facilities that are available to the branch. This includes the replacement of the server (including backup unit(s) and necessary software and licenses), 10 new workstations (including monitors and necessary licensed software), infrastructure equipment such as hubs and routers (including a wireless network) and network cabling.

The support arrangement covers all aspects of maintenance and support for the users and equipment. Additional cost is incurred for implementation of any new hardware or software on an as and when basis.

Harrow UNISON's computer network is isolated from Harrow Council's network and will not interact with it at any stage. The telephony arrangements in this branch office are beyond the scope of the IT Support Services and maintenance provided by SBIT Support.

With regards

A large black rectangular redaction box covering the signature area.

Sailesh Patel
(Manager - SBIT Support)

Varsha Patel

From: Varsha Patel
Sent: 09 April 2010 12:39
To: 'Lesley Clarke'
Subject: Photocopier Agreement

Dear Lesley,

Sorry to email you again, please can the above agreement be signed as I have had the photocopying company enquiring the where about's of the agreement, if this has already been completed, please except my apologies.

Kind regards

Varsha Patel
Unison
Central Depot.,
Forward Drive,
Harrow,
HA3 8NT

29th June 2010

Dear Varsha,

Re: **Kyocera Copier – P/O 6500088224**

I write with regard to my rental and service agreements for the new Task Alfa 300i colour copier.

Despite numerous phone calls over the past 6 months to you, Marian Stephens and Leslie Clarke the required documents have still not been signed and returned to me.

The machine was ordered and installed in December and to date we have received only 1 x quarters rental, our April invoice remains outstanding, clearly this situation is unacceptable.

I would ask that some urgency be given to the return of my documents and payment of my overdue invoices.

Yours sincerely,



Derek Fotheringham



Harrow L.G. Branch

Harrow L.G. Branch
The UNISON Office
Central Depot, Forward Drive
Harrow, Middlesex
UK
HA3 8NT
Tel: 020 8424 1795
Fax: 020 8424 1835

Email: info@harrow-unison.org.uk
Web: www.harrow-unison.org.uk

Branch Secretary: Gary Martin

Date 6th July 2010

Kyocera Copier P/O6500088224

Dear Lesley,

I am writing to you regarding the unsigned rental and service agreement for Copylogic, I have now received a letter from Mr Derek Fotheringham chasing the paperwork and raising concern.

I would be grateful if the agreement could be signed as soon as possible as this is now causing stress and pressure as Copylogic have been waiting some six months.

Yours sincerely

V. Patel
Branch Administrator

One is a lonely number, join UNISON and you're one in a million.
Harrow UNISON: An award winning Branch!



copying printing scanning faxing

Full Equipment Maintenance Agreement M/R

Copylogic Limited
The Palmerston Centre
Oxford Road
Harrow, HA3 7RG

P: 020 8863 4483
F: 020 8861 1620
E: mail@copylogic.co.uk
W: www.copylogic.co.uk

We _____ ("The Customer") request Copylogic Limited ("The Supplier") to maintain the following equipment ("equipment") in good working order, make service calls for such purpose & to supply & fit such parts & consumables as are necessary for the efficient working of the equipment, subject to the terms and conditions set out overleaf.

Model <u>KM 3000i COLOUR MFP</u>	Meter <u>R</u>	Loc	Name <u>VARSHA PATEL</u>
Ser no <u>QE9801826</u>	Ref <u>10042</u>	Hrs	Email
Model <u>DP 750 Doc. Processor</u>	Meter	Loc	Name
Ser no <u>QY59400269</u>	Ref	Hrs	Email
Model <u>DF 780 STAPLE FINISHER</u>	Meter	Loc	Name
Ser no <u>QI-N 9801267</u>	Ref	Hrs	Email
Model <u>SS 720 S&B SEPARATOR</u>	Meter	Loc	Name
Ser no <u>QY59400262</u>	Ref	Hrs	Email
Model	Meter	Loc	Name
Ser no	Ref	Hrs	Email
Model	Meter	Loc	Name
Ser no	Ref	Hrs	Email

Agreed quarterly volume Bk M/R Col M/R Existing M/C

Agreed price per copy / print Bk 0.4p Col 4p. Ref No

Maximum recommended six monthly usage Bk N/A Col N/A Closing M/R

(A.S.D)

All costs are exclusive of V.A.T
Vat No.505532081

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Name Harrow Unison
 Address Unit 1, Central Depot, Forward Drive, Harrow, Middlesex Accounts email: info@harrow-unison.org
 Tel 0208 424 1795 Reg No _____ Postcode HA3 8NT

- Register for Kyocera toner recycling Send Invoices to this address The equipment is located at this address

Name UNISON
 Address UNIT 1 CENTRAL DEPOT, FORWARD DRIVE, HARROW
 Tel 0208 424 1795 Reg No _____ Postcode HA3 8NT

I/ We agree with the standard terms and conditions set out herein

Signed [Signature] Print VARSHA PATEL
 Title Branch Administrator Date 1/2/2010

Accepted on behalf of Copylogic Limited

Signed [Signature] Position DIRECTOR Date 1/2/2010

**REPORT FOR: EMPLOYEE
CONSULTATIVE FORUM**

Date of Meeting:	21 December 2010
Subject:	INFORMATION REPORT - Joint Secretary – response to Unison’s report
Key Decision:	No
Responsible Officer:	Jon Turner, Divisional Director of Human Resources & Development
Portfolio Holder:	Graham Henson, Portfolio Holder for Performance, Customer Services and Corporate Services
Exempt:	No
Decision subject to Call-in:	No
Enclosures:	ECF report dated 28 October 2009 – Establishment of a Joint Secretary for UNISON and GMB

Section 1 – Summary and Recommendations

This report sets out management’s response to Unison’s report. It makes clear that in the absence of an agreement between Unison and GMB on which union would hold the Joint Secretary role at any given point, management had no alternative but to decide on the transfer of the role after one year from Unison to GMB.

FOR INFORMATION

Section 2 – Report

1. At ECF on 28 October 2009 (attached as Appendix 1), it was noted that the Council had provided funding for a Joint Secretary for Unison and GMB to support the Better Deal for Residents programme. This role would act as a point of co-ordination on behalf of both unions to ensure that information was available to both and therefore both unions were fully aware of projects, the programme and workforce implications.
2. The role of Joint Secretary does not remove the right of both trade unions to be engaged in consultation and negotiation with management on their members behalf and to-date, in addition to the Joint Secretary, representatives of both unions have been present at most meetings on the Programme
3. In the attached report it should be noted that Unison and GMB agreed that for the first year, the union with the larger membership take the role and that in the summer of 2010, discussions would again be held to determine if the unions could come to an agreement about how to elect the Joint Secretary.
4. The following extract from the Corporate Joint Committee (CJC) minutes on 10 October confirms the discussions that had been held prior to and at the CJC meeting. The acronyms refer to:

LA Lynne Ahmad, Unison
LAC Lesley Clarke
JD John Dunbar, GMB.

“Joint Secretary for BDfR programme

LAC confirmed that discussions had taken place between LA, LAC, Adults & Housing Services and JD regarding LA moving to her substantive position in A&H sooner than had previously been the case. There would need to be a smooth handover from Unison to GMB by end-December 2010.

JD stated that there was no named GMB representative to take over at this stage, but would confirm who this would be, as soon as possible.

JD formally thanked LA, on behalf of GMB, for her work in the Joint Secretary role and maintaining good working relationships between both unions.”

5. Key to this issue is Unison’s dissatisfaction that GMB have not agreed to reciprocate the arrangement that is currently in place between both unions, i.e. that Unison offered GMB one of their facility days at the time Unison took the role of Joint Secretary. This is a matter for both unions to

discuss and not a matter that the Council has a part in which to play.

6. The inclusion of the e-mail exchanges between Lesley Clarke and Gary Martin are not reproduced here but in summary the allocation of the corporate facility time is:

Pre-Joint Secretary

Unison 10 days per week; GMB 3 days per week

Post introduction of Joint Secretary position and the taking of the role for the first year by Unison

Unison 10 days per week (though offered one of their days to GMB) and 5 days per week for the Joint Secretary; GMB 3 days per week (though this was increased to 4 through the offer by Unison).

Post introduction of Joint Secretary position and the taking of the role for the second year by GMB

Unison 10 days per week; GMB 3 days per week (they have returned the one day offered by Unison back to that union) and 5 days per week for the Joint Secretary.

From this it can be seen that there is no detriment suffered by Unison in the allocation of the facility time. It is a matter for GMB whether they wish to offer one of their 3 core days to Unison on a reciprocal arrangement.

7. The second issue raised in Unison's report is that the union has been requested to provide information on their membership numbers and on elected representatives. Periodically requesting this information is required in order to ensure that the core corporate facility time funding (i.e. not including the Joint Secretary role) is allocated fairly between both unions. Both UNISON and GMB have been asked to provide this information. In addition, the Recognition Agreement requires that the regional office confirm the names of representatives as they are elected and this has not been received in all cases. In these cases (two), the issue has been queried with Unison.
8. Finally, Unison has referred to facilitating the funding of the Joint Secretary position at the outset. That is correct – the union funded the Joint Secretary position for a period. Prior to taking on the role of the Joint Secretary, the current incumbent was on secondment to Unison from the Council's employ. Unison decided to continue the secondment arrangement beyond the point she took on the role of the Joint Secretary. Although discussions were held with the Unison Branch Secretary on the corporate trade union facility time budget covering the costs, he decided against that until April 2010.
9. At the last meeting of ECF, Unison made reference to point at 8. above and the Divisional Director of Human Resources & Development suggested that Unison inform him of the costs borne by Unison and he would review the funding arrangements. To-date that has not been received. Note there is no provision within the 2010/11 budget to meet a claim from 2009/10.

10. Also within this point, Unison have referred to funding a photocopier. It would appear that Unison are being charged for the photocopier. There is budget provision to cover these costs and therefore this will be rectified in discussion with Copylogic and Unison.

Considerations

Resources, costs

Provision for the costs for the Joint Secretary position are contained within the Trade Union facility time budget.

Staffing/workforce

The role of Joint Secretary is intended to ensure that both unions and their members are fully informed and consulted on the staffing / workforce issues of the Better Deal for Residents programme. Both unions retain the right to negotiate independently on issues within the programme.

Equalities impact

In the absence of an agreement between Unison and GMB on how the Joint Secretary will be elected, the Organisational Development Manager decided that the fairest option was to transfer the role to GMB after one year of the role being held by Unison. Although Unison has the larger membership, there are no other equalities issues arising from this decision.

Legal comments

None

Community safety

None.

Financial Implications

There is an additional provision, for the life of the Better Deal for Residents programme of £45,000 for the Joint Secretary role. If the salary costs of the person holding that role are at a higher level than this provision, there may be a consequent impact on the remaining funding for core facility time. However, costs in 2010/11 are containable. Costs in 2011/12 will be monitored carefully to ensure that funding for the facility time currently allocated is contained within budget.

Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? No

Equalities implications

Was an Equality Impact Assessment carried out? No

If no, state why an EqIA was not carried out below:

This issue relates to Unison's dissatisfaction that the role of Joint Secretary has been transferred from them to GMB. Having had an additional 5 days facility time for this role during the year, the only equalities issue is that GMB, as a similarly recognised trade union, has not to-date had the benefit of that additional 5 days to support the Joint Secretary role. There are no other equalities considerations.

Corporate Priorities

The Joint Secretary position is to facilitate co-ordination and communication between both unions and management on the Better Deal for Residents programme and therefore indirectly supports all corporate priorities.

- Deliver cleaner and safer streets
- Improve support for vulnerable people
- Build stronger communities

Section 3 - Statutory Officer Clearance

Name: Steve Tingle



on behalf of the
Chief Financial Officer

Date: 8 December 2010

Section 4 - Contact Details and Background Papers

Contact: Lesley Clarke, Organisational Development Manager, 0208 420 9309

Background Papers: ECF report of 28 October 2009

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Committee:	Employees' Consultative Forum
Date:	28 October 2009
Subject:	INFORMATION REPORT – Establishment of a Joint Secretary for UNISON and GMB
Responsible Officer:	Jon Turner - Divisional Director of Human Resources and Development
Portfolio Holder:	Councillor Paul Osborn - Portfolio Holder for Performance, Communication and Corporate Services
Exempt:	No
Enclosures:	None

Section 1 – Summary

This report sets out the arrangements in place for a Joint Secretary for UNISON and GMB to facilitate negotiation and consultation under the Better Deal for Residents transformational programme.

FOR INFORMATION

Section 2 – Report

The council is entering a period of significant change leading to a transformation in how the council delivers services. This will require both unions (GMB and UNISON) to be engaged in consultation on the processes and effects of the

change. Both unions have expressed concerns regarding their ability to support this level of transformation from within the existing secondment arrangements and this could lead to delays in effecting the change required.

The Council has therefore agreed to create and fund a Joint Secretary role to ensure that it is able to communicate effectively with the trade unions. Funding for full-time release has been agreed for one person effective from October 2009.

In consultation, Unison were supportive of the proposal to create a Joint Secretary role but GMB were not. However, in order to ensure effective consultation with both unions, management concluded that this was the most effective use of funding and union representative time and agreement to the funding was made by the Leader of the Council.

The terms of reference for the Joint Secretary and the conventions in how this role will operate are:

- The Joint Secretary will provide a consistent point of contact on negotiation / consultation with the HRD Lead on the 'Better Deal for Residents' Programme (the Programme).
- It is anticipated that there may be issues that will need to be addressed corporately and consequently the HRD Strategy Manager and the HRD Lead on the Programme will be liaising closely on these.
- A Programme Partnership Board has been established (with its own terms of reference). Any issues that are unresolved at this level will be referred to Directorate Joint Committees for issues that are specific to an individual Directorate and to the Corporate Joint Committee for cross-council unresolved issues. Due to the need for speed and the scale of change, there may be a need to establish emergency DJC and CJC fora for early consideration of the issues.
- For all practical purposes, negotiation and consultation with both UNISON and GMB will be two-way via the Joint Secretary. This does not preclude either union sending representatives to key meetings if they wish to do so. This practice, however, will be monitored by the HRD Lead to ensure effective use of the additional facility time agreed by the council.
- These arrangements are consistent with National and Local arrangements under the Joint Negotiating machinery.

Election of Joint Secretary

For the first year, UNISON and GMB have agreed that the union with the greater membership take the Joint Secretary role – this will be UNISON and the Branch Secretary is currently considering which representative will take this role.

It is worth noting that the Branch Secretaries of both unions have discussed the arrangements and UNISON offered to reduce their current facility time

arrangements by one day in order that GMB could increase their facility time by one additional day. This change will be put in place when UNISON has identified the person to fill the role of the Joint Secretary.

In late summer of 2010, it is proposed to hold further discussions with both unions with the aim of both unions reaching agreement on who will take the Joint Secretary role for the following year.

Options include:

- Election by the staff side of the Employee Consultative Forum
- Nomination by a Trade union based on proportionality of membership
- Annual rotation between the Trade Unions

Implications

Resources, costs and risks

Introducing the full-time release for a trade union representative to take a role as Joint Secretary seeks to ensure that both UNISON and GMB can participate fully in negotiation and consultation on the Better Deal for Residents programme whilst making best use of council funding.

Staffing/workforce

The Better Deal for Residents transformation programme has significant staffing implications. The additional funding agreed by the Leader of the Council is intended to support collective bargaining and consultation processes to ensure that the views of union members are considered in any process of change.

Equalities impact

There is no equalities impact from this arrangement.

Legal comments

There are no legal implications from this arrangement.

Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? / Yes – Better Deal for Residents transformation programme

Section 4 – Financial Implications

The funding of £47,000, agreed by the Leader, to establish full-time release for a trade union representative to fill a Joint Secretary role, is believed to be both supportive of the need to ensure staff views are considered in transformational change whilst making best use of funded facility time arrangements.

Name: Jennifer Hydari	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 15 October 2009		

Section 5 - Contact Details and Background Papers

Contact: Lesley Clarke, HRD Strategy Manager, 0208 420 9309

Background Papers: None