



NOTICE OF MEETING

Meeting: Staffing Committee

Date and Time: Tuesday, 1 March 2016 at 7 pm

Place: Committee Room 1, Council Offices, Fleet

Telephone Enquiries to: Gill Chapman 01252 774141
Gill.chapman@hart.gov.uk

Members: Billings, Burchfield (Chairman), Butler,
Kennett, Leeson, Neighbour, Parker,
Radley JE

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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AND BRAILLE ON REQUEST**

1 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 18 January 2016 are attached to be confirmed and signed as a correct record. **Paper A**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other interests.

5 CONSIDERATION OF LEISURE CENTRE MEMBERSHIP BY STAFF

To seek approval for the approach to formalise the Council's approach with regard to Leisure Centre benefits for staff. **Paper B**

RECOMMENDATION to Council

- 1 That, subject to any comments, Staffing Committee recommend the policy outlined in Appendix I to Council, for approval.
- 2 That consideration is given to the same approach being taken for Councillors with regard to such membership.

Date of Despatch: 23 February 2016

STAFFING COMMITTEE

Date and Time: Monday, 18 January 2016 at 7pm

Place: Committee Room 1, Civic Offices

Present:

COUNCILLORS

Billings, Burchfield (Chairman), Butler, Kennett, Leeson, Neighbour, Parker, Radley JE

Officers:

Patricia Hughes Joint Chief Executive

13 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 November 2015 were confirmed and signed as a correct record.

14 APOLOGIES FOR ABSENCE

None.

15 CHAIRMAN'S ANNOUNCEMENTS

None.

16 DECLARATIONS OF INTEREST

None.

17 PAY POLICY STATEMENT FINANCIAL YEAR 2016-17

Members received and noted the Council's Pay Policy Statement for 2016-17. Committee made the following comments;

- That the fact that the Council pays only national living wage and above should be reflected on our website.
- That our website should be updated with the senior management paycales (on the right to know page).

RECOMMENDATION to Council

That the Pay Policy be approved.

18 EXCLUSION OF THE PUBLIC

The following item contained confidential information. Members considered whether the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

RESOLVED

In accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraph 1 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

19 STAFFING IMPLICATIONS OF JOINT PROCUREMENT

Members considered the potential outsourcing of a number of services as a result of the joint procurement of services.

NB This report was Confidential.

RESOLVED

- 2.1 That the report be noted and actions taken to keep staff briefed as part of this process be endorsed
- 2.2 That the following comments be forwarded to Cabinet to help in their broader consideration of the procurement of these services:
 - There is a level of comfort that the Lot 1 bidder has already had experience of TUPE'ing staff at Hart District Council
 - We will continue to monitor to ensure staff are kept informed and protected during this process.

The meeting closed at 7.49 pm

STAFFING COMMITTEE

DATE OF MEETING: 1 MARCH 2016

**TITLE OF REPORT: CONSIDERATION OF LEISURE CENTRE
MEMBERSHIP BY STAFF**

Report of: Joint Chief Executive

1. PURPOSE OF REPORT

- 1.1 To seek approval for the approach outlined in Appendix I, which formalises the Council's approach with regard to Leisure Centre benefits for staff.

2. OFFICER RECOMMENDATION

- 2.1 That, subject to any comments, Staffing Committee recommend the policy outlined in Appendix I to Council for approval.
- 2.2 That consideration is given to the same approach being taken for Councillors with regard to such membership.

3. BACKGROUND INFORMATION

- 3.1 As far back as the 1990's, Hart District Council has provided opportunities for their staff to find ways to stay fit and healthy. This 'offer' has changed over time and Members may recall opportunities being available to use a gym in the Harlington Centre, at the Leisure Centres and more recently in the Councils' own offices.
- 3.2 As part of a different project, at Council in 2015, Members agreed to the construction of a new Leisure Centre and in parallel, the outsourcing of the current leisure services, to Everyone Active.
- 3.3 Of the approximately 110 employees, currently 44 employees and Councillors enjoy the benefit of the existing 365 scheme. The level of usage of the scheme is extremely variable, with some staff members using it daily, whilst others use it very infrequently or not at all. It is interesting to note that the last review of all 365 card membership (including staff) reflected usage was on average 2.3 visits per week.
- 3.4 It was identified, at Cabinet in February 2016 that this benefit would need to be reviewed as the cost associated with continuing the scheme would be £29 per month/£348 per staff member/Councillor per annum, which would now be a direct cost to the authority.
- 3.5 It should be recognised that the Council has sought to improve the health and wellbeing of staff, through a number of different ways over the past three years. This includes the provision of the gym in the Council Offices, as well as carrying out wellbeing surveys of their staff, covering a range of topics including the quality of the working environment, the support provided to staff, their health and whether they

would be interested in a range of different activities. This has led to specific sessions being arranged, such as on mindfulness, weight loss and massage.

- 3.6 It is proposed in the policy that, should staff wish to retain their membership on the existing scheme, recognising the direct cost to the Council, that their attendance at the centres should be sufficient to account for this benefit.
- 3.7 For reference, Members may recall that the Pay Policy for 2016/17 considered by Staffing Committee and approved by Full Council in January 2016 reflected the changes that had been agreed by Members and the outsourcing of the services as identified in 3.2 above. The new Pay Policy stated:

“The council offers its staff access to a small in house gym plus reduced membership of the sports facilities based at Hart Leisure Centre”

4. LEGAL IMPLICATIONS

- 4.1 A key part of any decision regarding the support for leisure facilities in the long term includes any legal obligations there may be, between employer and employee.
- 4.2 It is clear from existing staff contracts, that use of the leisure facilities were mentioned. However, it was not stipulated what form that this would take, indeed it merely mentions that staff may wish to take advantage of the 365 Leisure Scheme.
- 4.3 In addition to checking our own records, we have liaised with Unison to establish what (if any) legal obligations they may have record of, with regards to these facilities.
- 4.4 Unison provided a copy of a local agreement, made in 2009, at which point the Council decided not to give staff a pay increase. On their behalf, Unison negotiated an extra days leave for each member of staff plus free use of five a side football courts, there were no other arrangements put in place with regard to other facilities.
- 4.5 Unison have confirmed that they do not believe that it is a specific term of the Council’s contractual arrangements with staff, regarding the level of benefit (if any) must be provided with regard to the Leisure Centres.
- 4.6 Additionally Unison have been consulted on the proposed policy and have confirmed, on behalf of their members, that it is a reasonable way forward.

5. FINANCIAL IMPLICATIONS

- 5.1 The proposed approach, set out in Appendix I is budgeted for in 2016/17 but will need to be reviewed in light of the financial position in January 2017.

CONTACT: Patricia Hughes, Joint Chief Executive, x4450, patricia.hughes@hart.gov.uk

APPENDICES:

Appendix I - Proposed Policy on Staff Membership Scheme of Leisure Facilities 2016/17



Policy on Staff Membership Scheme of Leisure Facilities 2016/17

<i>Date issued</i>	March 2016	<i>Department</i>	Corporate
<i>Review date</i>	January 2017	<i>Version</i>	1.0

This document is available in alternative formats other languages, Braille and large print.



Hart District Council believes that the interests of staff and the Authority are best served by formulation and implementation of clear and consistent employment policies and procedures. This policy statement details the Authority's policy on staff discounts at the Leisure Centres. It takes into consideration all legal requirements and will be applied in accordance with the Council's Equality and Diversity commitment to treat all its employees with dignity and respect.

Policy Statement

This policy outlines the approach that the Council will take on offering staff membership schemes at leisure facilities, provided at Hart and Frogmore Leisure Centres, for existing and new staff.

Scope

This policy relates to all employees directly employed by the Council, those who are receiving an offer of employment, as well as those who maintain certain rights through TUPE transfer.

Responsibility and Accountability

Service Managers:

- Must be aware of the policy and inform staff members as to their eligibility, as set out below.

Employees:

- Must confirm that they have read, understood and agree to this policy where staff members are eligible for discounts as set out in 3.1

1. Background to Membership of the Staff 365 Scheme

The Council has offered, over a period of some years, the ability for staff to access leisure facilities at Hart and Frogmore Leisure centres at discounted rates.

This did not form part of the terms and conditions of employment and did not give rise to any specific entitlements.

2. Current Context

With the recent outsourcing of the Leisure Centre management, with the commensurate direct increase in costs associated with the 365 scheme and the ongoing austerity measures, accordingly, the Council has had to review the scheme moving forward.

The Council promotes work-life balance and therefore would encourage employees to take regular exercise, and have installed a small gym within the Council Offices, as well as carrying out annual Wellbeing Surveys, to help formulate the most appropriate interventions for our staff (including mindfulness sessions and massage).

3. New policy on Leisure Membership

There are three main groupings of staff eligible for a form of Membership on Leisure;

1. Those who are already Members (3.1 below)
2. Members of staff who have not taken up membership (3.2 below)
3. New employees/people who have been offered employment by the Council (3.2 below)

3.1 Those who are already Members (365 membership)

Recognising that some staff have already identified the benefits of 365 membership on a personal level, this policy establishes that these staff may remain members, based on the existing scheme subject to;

- Ongoing payment of the membership (£10 per month)
- Attendance at the Leisure Centres at least 5 times per month (based on a rolling 3 month average to account for holidays or sickness). This is to ensure the Council is not paying for unused or underused facilities.
- The planned next review of this policy, in January 2017, which may retain, alter or delete this scheme.

3.2 Those who are not already Members (existing or new staff)

Many staff have not chosen to take up the opportunity of the 365 card membership, to date.

The new Leisure Operator will provide 'Corporate' Membership to Hart District Council, which enables all our staff to access a discounted membership rate of 20% off.

For any existing or new members of staff, this will be the discounted rate which they will be eligible for.

For any staff who are currently members of the 365 scheme but do not meet the attendance requirements as set out in 3.1 above, they will no longer be eligible for that scheme and will revert to 'Corporate' Membership as set out above.

- #### **3.3**
- Any staff wishing to use the small on site gym, must ensure they have first completed an induction at Hart or Frogmore Leisure Centre, which will be charged to the staff member (or Councillor) concerned.

STAFFING COMMITTEE

Date and Time: Tuesday, 1 March 2016 at 7pm

Place: Committee Room 1, Civic Offices

Present:

COUNCILLORS

Billings, Burchfield (Chairman), Kennett, Leeson, Neighbour, Parker, Radley JE

Officers:

Patricia Hughes Joint Chief Executive

20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18 January 2016 were confirmed and signed as a correct record.

21 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Butler.

22 CHAIRMAN'S ANNOUNCEMENTS

None.

23 DECLARATIONS OF INTEREST

None.

24 CONSIDERATION OF LEISURE CENTRE MEMBERSHIP BY STAFF

Members considered the report which sought approval to formalise the Council's approach with regard to Leisure Centre benefits for staff.

Members raised queries regarding:

- Whether staff who were or have been subject to TUPE were still eligible for membership.
- How current staff used the centre (level of usage).
- What the initial scheme offered to staff had been and what RPI would have been over 10 years.

RECOMMENDATION to Council

- 1 Staffing Committee recommend the policy outlined in Appendix I to Council for approval, subject to amendments to paragraph 3.1 to reflect a monthly charge to staff of £15 and usage requirement of four times per month.
- 2 That consideration is given to this approach being applied to all members of the 365 Scheme, both staff and Councillors.

25 FORWARD PLAN

The Committee considered a further meeting on the 17 March 2016 to consider a further staffing report.

The meeting closed at 7.50 pm