

**JOINT NEGOTIATING COMMITTEE (EMPLOYERS’)
22 FEBRUARY 2021 - DECISIONS**



AGENDA ITEM NUMBER	SUBJECT AND DECISION	DECISION REFERRAL	PERSON RESPONSIBLE FOR ACTION
2.	<p>Minutes</p> <p>That the Minutes of the meeting of the Joint Negotiating Committee (Employers’) held on 5 October 2020 be approved and signed by the Chair as a correct record.</p>		Committee Manager
3.	<p>Disclosures of Interest</p> <p>None disclosed.</p>		Committee Manager
4.	<p>Matters Arising from the Joint Negotiating Committee held on 22 February 2021 - Smarter Working Proposals</p> <p>That the following decisions of the Joint Negotiating Committee be ratified:</p> <ol style="list-style-type: none"> 1. That roles be categorised as either site based, or home based. 2. That working from home is deemed optional and employees be given the choice to work from home or remain site based, should their home environment or personal circumstances mean homeworking is not appropriate to do so. 		Head of HR

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	<p>3. That changes to be made to the Terms and Conditions of employment, including a homeworking contract variation.</p> <p>4. That the introduction of 'How I Work Policy' and 'Supporting New Employees Policy' and amendments to the 'Flexible Workplace Policy' and 'Business Expenses Guidance', be approved.</p> <p>5. That the changes to the Personal Time Policy, previously Flexitime, be approved and the Terms and Conditions Handbook and contract of employment be amended.</p> <p>6. That the withdrawal of the Probation Guidance be approved, and the Terms and Conditions Handbook and contract of employment be amended.</p> <p>7. That IT equipment be provided to enable employees to work from home.</p> <p>8. That staff who are designated as home workers be required to come into the office one day per week, when this can be facilitated, to enable them to catch up with colleagues, undertake training, network, etc. as this would help ensure team cohesion, promote wellbeing and prevent isolation. It was noted that this was unlikely to happen until March 2022 due to Covid restrictions.</p> <p>9. That office space be used differently and, as a result, property rationalisation be enhanced and reduce costs.</p>		

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	<p>10. That the proposals help increase the pool of potential candidates from which to recruit, as in many cases roles could be undertaken from home.</p> <p>11. That a six-month stocktake be undertaken of some of the Smarter Working proposals, in particular the ones relating to places of work that:</p> <ul style="list-style-type: none"> ➤ will report the number of staff site based and home based following the issuing of variation to contract; ➤ detail building plans based on national pandemic guidance (lifting of restrictions) and how this has impacted on full implementation of the smarter working proposals; ➤ show how we are continuing to promote employee health and wellbeing; ➤ show any linked service delivery impacts; and ➤ consider any issues raised by the Trade Unions. <p>12. That a further review be undertaken in 12 months' time.</p> <p>A further stocktake of some of the Smarter Working proposals, in particular, the ones relating to places of work:</p> <ul style="list-style-type: none"> ➤ update on numbers site based and home based and how roles that undertake a high number of external visits have adapted to the changes; 		

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	<ul style="list-style-type: none"> ➤ detail on how the buildings are operating, taking into consideration any national guidance in place at the time; ➤ any noticeable impact on employee retention and relations; ➤ consider any new NJC guidance made in relation to site or home-based working following the NJC Conditions Claim for 2021/22 and any changes we may want to look at in our MKC approach; ➤ any linked service delivery impacts; and ➤ reflection on how amended polices are working. 		
5.	<p>Annual Pay Policy Statement</p> <p>That the Pay Policy Statement be recommended to Council for adoption at its meeting on 10 March 2021, with effect from 1 April 2021.</p>		Pay and Reward Manager