COUNCIL AND TRADE UNION JOINT COMMITTEE

Date: Thursday, 16th October, 2014
Time: 7.00pm.
Venue: Committee Room 3, Ealing Town Hall.

(Employee Side: Pre-meeting, Committee Room 3 - available from 6.00pm)

MEMBERS:

Council's Side: Councillors: Bell (Chair), Joanna Dabrowska, Hynes, Johnson and Raza.

Employees’ Side: Sukhminder Kalsi (Vice-Chair), Peter Buckland, Steven Ellis, Mary Lancaster, Steve Matheson, Mark Reynolds, Jas Sahota, Cheryl Shawcross, Adam Smith and Gina Thompson (3 vacancies).

AGENDA

1. Apologies for Absence

2. Urgent Matters
   Any urgent matters that the Chair has agreed should be considered at the meeting.

3. Matters to be Considered in Private
4. **Declarations of Interest**
To receive any declarations of personal and prejudicial interests in any of the items to be considered at the meeting, and any notifications of dispensations.

5. **Minutes (25.06.14)**
To agree that the minutes of the previous meeting of the Joint Committee held on 25th June, 2014 is a true and correct record.

6. **Matters Arising From the Minutes of the Previous Meeting**

7. **Non-Standard Workers (NSW’s), and Agency Workers (AW’s)**
(Report by the HR Business Partner)

8. **Employee Side Items**

   1. *Reorganisation Proposals and request for earlier consultation – Prior to statutory consultation on 12 November 2014 and the Council’s commitment to avoid, and mitigate against compulsory redundancies.*

   2. *Pay Matters.*

9. **Workforce Equalities Update (Standing Item)**
   (Report by the HR Business Partner)

10. **Health and Safety Issues/Update (Standing Item)**

11. **Date of Next Meeting**
Thursday, 29th January, 2015.

**MARTIN SMITH**
Chief Executive
6th October, 2014

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**NOTE:** In the event of an emergency your attention is drawn to the evacuation instructions displayed on the wall by the entrance to the Council Chamber.

First aid advice will also be found here.

Please note that the filming or recording of proceedings is not permitted unless prior approval has been obtained in accordance with the Council’s filming protocol.
AGENDA ITEM : 5

COUNCIL AND TRADE UNION JOINT COMMITTEE
Wednesday, 25th June, 2014
MINUTES

PRESENT:

Council Side: Councillors: Bell, Hynes, and Johnson.

Employees Side: Natalie Greenfields, Vinny Jones, Sukhminder Kalsi, Mary Lancaster, and Toni Taylor.

OFFICERS PRESENT:
Laurie Lyle - Committee Administrator.
Andrew Scully - HR Business Partner.
David Veale - Assistant Director of Core HR & Organisational Development.

1. **Appointment of Chair**

   It was agreed that Councillor Bell be appointed as Chair, and Sukhminder Kalsi be appointed as Vice-Chair of the Joint Committee, for the 2014/2015 municipal year.

2. **Apologies for Absence**
   (Agenda Item 1)

   Apologies for lateness were received on behalf of Councillor Bell.

   In the absence of Councillor Bell, it was agreed that Sukhminder Kalsi, the newly appointed Vice-Chair, chair the meeting.

3. **Urgent Matters**
   (Agenda Item 2)

   There were none.

4. **Matters to be Considered in Private**
   (Agenda Item 3)

   There were none.

5. **Declarations of Interest**
   (Agenda Item 4):

   There were none.

6. **Minutes (19.03.14)**
   (Agenda Item 5):

   Page 3 of 24
Resolved: It was agreed that the minutes of the previous meeting of the Joint Committee, held on 19th March, 2014 be agreed as a true and correct record.

6 Matters Arising
(Agency Item 6)

(i) Agenda Item 7 - Minute No. 7, - “Non Standard Workers (NSW’s) and Agency Workers” – page 2, final paragraph - Andrew Scully advised that the figure quoted in the minutes in relation to the number of active agency worker assignments Council wide should be 761, and not 743, as previously stated.

(ii) Agenda Item 5 - Minute No.6, - “Locally Determined Payments/Allowances – Update – 1st April 2013” – page 3, 4th paragraph - David Veale confirmed that Ealing’s schools have not withdrawn locally determined payments, and allowances to their staff.

7 Non Standard Workers (NSW’s) and Agency Workers
(Agency Item 7)

Andrew Scully, HR Business Partner, presented a report which provided the Joint Committee with an update on the Council’s use of Non Standard Workers (NSWs), and Agency Workers (AWs).

He advised that the report contained updated information following on from similar previous reports and he referred Members to the updated information in respect of Interims and Consultants contained in paragraph 3.1. table 1, and appendices “1” and “2”; and the updated information in respect of Agency Workers contained in paragraph 3.2. table 2 and section 4 of the report.

He further advised that following the last meeting of the Joint Committee in March 2013, he has formally requested that Council departments in future provide more detailed information, as part of the Council’s ‘Star Chamber’ process.

The Chair thanked Andrew Scully for his presentation of the report, and invited the Employee Side to comment.

Mary Lancaster said that in future she would like to see Council departments provide more information relating to agency costs, and provide explanations of exactly why they consider it necessary to hire NSW’s and agency workers.

Toni Taylor said that she found it hard to comprehend why the Council has found it so difficult to recruit to posts, in some cases for up to as long as four years.

Toni Taylor said that she would like to see the Council undertake an urgent and radical review of its current recruitment procedures, including pay, conditions, job descriptions and job profiles.

In response to Toni Taylor and an earlier comment regarding comparative salaries of social workers across London. David Veale said that it was not correct to presume that Ealing’s Social Workers are paid substantially less than their London counterparts.
He added that it was important to note that the difficulties in recruiting Social Workers is not a problem that is unique to Ealing Council. He said that issues concerning recruitment continue to affect Council’s London wide.

He said that Ealing Council are currently attempting to address this problem by looking at a range of measures, which include; salary supplements, and how individual social work teams operate within the Council.

Councillor Johnson said it was also worth taking into account that Ealing is classified as an “Outer” London Borough, and therefore Ealing Social Worker salaries will reflect that fact. She added that it should be noted that Ealing’s salaries for social workers are currently well above the London living wage.

Resolved: That the Joint Committee note the contents of the report, in particular;

(i) The information in respect of Interims and Consultants contained in paragraph 3.1., table 1 and;
(ii) Appendices “1” and “2”; which contains updated information in respect of Agency Workers in paragraph 3.2., table 2 and section 4 of the report.

8 Employee Side Items
(Agenda Item 8)

(i) ‘Budget Update and Re-organisation Proposals’

The Chair said that he would like to see the Council adopt a more transparent approach to its budget and subsequent reorganisation proposals. He said that in order to facilitate discussions, it was important that pre-consultation takes place prior actual formal consultation, and that discussions take place with the relevant departmental Directors in order that Trade Union’s can put forward any alternative proposals.

Councillor Bell said that the Council were currently working to a very tight timescales regarding its budget process, therefore it was very difficult at this stage for him to provide any clear information on final proposals. He said that he hoped that the situation would become clearer in due course.

Councillor Johnson advised that the Council’s ‘Star Chamber’ process is scheduled to commence at the beginning of September, 2014 and it is hoped that it will be completed by late October or the beginning of November 2014. She said that she hoped that this would assist the Trade Unions in having enough time in which to formulate their alternative budget proposals.

Mary Lancaster said that Trade Union Members would only be too happy to become involved in the process and offer their suggestions, however, this was largely dependent upon the Council making information available concerning its budgets, and becoming more open and transparent.
(ii) Pay

The Chair advised that Trade Unions are unhappy with the present government offer of a 1% pay increase, and that a day of action is currently planned for Thursday, 10th July, 2014.

Mary Lancaster said that she was disappointed that the Council had not done more to pursue a better and far more deserving pay offer for its employees who remain loyal and hard working.

(iii) Health and Safety Update

The Chair said that since the last meeting of the Joint Committee, he was aware that a number of meetings have taken place between Trade Union representatives and the Executive Director of Housing and Regeneration concerning strategic issues of health and safety.

The Chair said that he welcomed this development as a step in the right direction, and he hopes it continues.

David Veale said that he wished to reiterate the point he had made at previous meetings, which is, there remain plenty of opportunities for Trade Unions to raise or become involved in Council health and safety matters.

(iii) Update on Partnering Arrangements

In response to questions from Mary Lancaster concerning the Council’s current working relationship with the ‘West London Authority (WLA).’ Councillor Bell advised that he currently Chairs meetings of the WLA.

He said that the current Director, Ian Little, is to retire from the WLA shortly, and it is expected that he will be replaced by Dan Gascoigne.

He said that in terms of current partnering arrangements, the Council provide services to Hounslow Council, which include ‘Care Services to Children,’ and ‘Audit and Investigation.

Councillor Bell advised that further discussions are ongoing with the WLA regarding future partnering arrangements, however nothing has been confirmed at present.

The Chair requested that Councillor Bell provide an update on partnering arrangements at the next meeting of the Joint Committee.

Resolved: That the Joint Committee note the items submitted from the Employees Side.

9 Workforce Equalities Update
(Agenda Item 9)

David Veale presented a report by the Council’s HR Business Partner, which updated the Joint Committee on the progress made with regards to the Council’s ‘Workforce Equalities Action Plan,’
which seeks to ensure compliance with the Public Sector Equality Duty (PSED), and the Equalities Act 2010, to eliminate discrimination, harassment and victimisation in the workplace.

The Chair thanked David Veale for his presentation of the report, and invited the Employee Side to comment.

In response to a point made by Mary Lancaster, David Veale advised whilst the Council do actively encourage all staff to complete monitoring forms, it is not mandatory for Council staff to complete equalities monitoring forms.

He added that some staff, are understandably, very sensitive of providing information concerning their sexuality, or their racial origins, as they feel this might lead to some form of discrimination against them in the future.

Councillor Hynes said that he thought that the Trades Unions could assist the process by encouraging their Members to complete the monitoring forms.

Toni Taylor said that a number of Trade Union members have expressed their concerns to her at the confidentiality aspect of the monitoring forms, and have expressed their mistrust of their line managers in handling potentially sensitive information.

The Chair said that he welcomed the report, and overall he was pleased with the progress that continues to be made.

Resolved: That the Joint Committee notes the progress being made on the Council’s ‘Workforce Equalities Action Plan,’ which ensures that the Council meets its requirements under the Public Sector Equality Duty and the Equality Act 2010.

10 Date of Next Meeting
(Agenda Item 10)

Resolved: It was noted that the next meeting of the Joint Committee, is scheduled to take place on Wednesday, 8th October, 2014.

Chair

The meeting ended at 8.30pm
Purpose of Report:
To provide a further update on Non Standard Workers (NSWs) and Agency Workers (AWs).

1. Recommendations
   1. That the contents of this report are noted and:
      1.1. Note the updated information in respect of Interims and Consultants contained in paragraph 3.1., table 1 and appendices “1” and “2”; and
      1.2. Note the updated information in respect of Agency Workers contained in paragraph 3.2., table 2 and section 4.

2. Reason for Decision and Options Considered
   2.1 This Committee has previously received reports on Agency Workers (AWs) and Non Standard Workers (NSWs) and has requested an update report at this meeting.

3. Key Implications
   3.1. Non Standard Workers (NSWs) – Consultants and Interims.
   1. Non Standard Workers (NSWs) – Consultants and Interims and Agency Workers (AWs) are part of Ealing Council’s “flexible workforce” and make a contribution to service delivery and improvement projects, e.g. capital projects, necessary for the Council to continue to deliver Value for Money (VFM).
2. Quarterly reviews of Interims and Consultants are undertaken by the Leader of the Council, Portfolio Holder for Finance, Performance and Welfare, Chief Executive, Executive Director of Corporate Resources, Assistant Director of Core HR & OD and HR Business Partner with the most recent review undertaken on Friday 3rd October, 2014.

3. The current number of Interims and Consultants are summarised in tables 1 (a) and (b) below with a more detailed breakdown is provided in appendices “1” and “2”, although names of individuals have been removed for data protection and/or commercial reasons:

Table 1 (a) – Interims and Consultants – Schools funded from Schools budget.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools funded from Schools budgets.</td>
<td>9 (10)</td>
<td>21 (12)</td>
<td>30 (22). An increase of 8.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9 (10)</td>
<td>21 (12)</td>
<td>30 (22). An increase of 8.</td>
</tr>
</tbody>
</table>

Table 1 (b) – Interims and Consultants – Corporately funded.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Children and Adults.</td>
<td>4 (3)</td>
<td>16 (15)</td>
<td>20 (18). An increase of 2.</td>
</tr>
<tr>
<td>Chief Executive.</td>
<td>0 (0)</td>
<td>1 (1)</td>
<td>1 (1). No change.</td>
</tr>
<tr>
<td>Corporate Resources.</td>
<td>0 (1)</td>
<td>11 (11)</td>
<td>11 (12). A decrease of 1.</td>
</tr>
<tr>
<td>Environment &amp; Customer Services.</td>
<td>0 (0)</td>
<td>0 (1)</td>
<td>0 (1). A decrease of 1.</td>
</tr>
<tr>
<td>Regeneration and Housing.</td>
<td>7 (6)</td>
<td>14 (16)</td>
<td>21 (22). A decrease of 1.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11 (10)</td>
<td>42 (44)</td>
<td>53 (54). A decrease of 1.</td>
</tr>
</tbody>
</table>

NB. The figures in brackets are those reported to this Committee at the last meeting on Wednesday 25th June 2014.

4. The main increase in consultants is the 8 in the School Effectiveness Service which reflects that Schools hold the budget and choose to buy the service from the budget which has been delegated to schools.

3.2. Agency Workers engaged through the Council’s contract with Comensura.

1. Updated information on the number of hours worked by agency workers engaged through the Council’s contract with Comensura is shown in the table 2:
### Table 2.

<table>
<thead>
<tr>
<th>Number of active Agency Worker assignments</th>
<th>March 2011</th>
<th>March 2012</th>
<th>March 2013</th>
<th>March 2014</th>
<th>August 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council-wide</td>
<td>743 (equivalent to 695 Full Time Equivalent (FTE) posts. NB. The actual hours information was not available in March 2011.)</td>
<td>621 (equivalent to 433 FTE posts based on the actual hours worked in the 5 week month of March 2012).</td>
<td>691 (equivalent to 564 FTE posts based on the actual hours worked in the 4 week month of March 2013).</td>
<td>611 (equivalent to 548 FTE posts based on the actual hours worked in the 4 week month of March 2014).</td>
<td>662 (equivalent to 550 FTE posts based on the actual hours worked in the 4 week month of August 2014).</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>7</td>
<td>9</td>
<td>9</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>Children &amp; Adults</td>
<td>275</td>
<td>228</td>
<td>245</td>
<td>269</td>
<td>293</td>
</tr>
<tr>
<td>Corporate Resources</td>
<td>69</td>
<td>55</td>
<td>102</td>
<td>91</td>
<td>101</td>
</tr>
<tr>
<td>Environment &amp; Customer Services</td>
<td>328</td>
<td>218</td>
<td>215</td>
<td>120</td>
<td>118</td>
</tr>
<tr>
<td>Regeneration &amp; Housing</td>
<td>82</td>
<td>111</td>
<td>120</td>
<td>120</td>
<td>137</td>
</tr>
</tbody>
</table>

2. Established funded posts occupied by agency workers are added to the list of redeployment opportunities on a weekly basis which are made available to employees under notice of dismissal on the grounds of redundancy.

### 4. Financial Implications

1. The expenditure on agency workers engaged via the Comensura contract for agency workers was £18.05m in 2013/14 and £9.36m or the current financial year to the end of August 2014. All these payments are recorded as part of the overall expenditure of the Council. This is subject to the monthly financial monitoring to ensure the Council’s budgets are not exceeded.

2. The financial cost to the Council in the 2013/14 of engaging the individual consultants and interims shown on appendices 1 and 2 was £2.71m and £1.01m for the current financial year to 31st August 2014,
5. Legal
Legal issues around NSWs and AWs are complex and are often determined by individual circumstances.

6. Value for money
6.1. It is essential to ensure that there is Value for Money in respect of the spend on consultants, interims and agency workers.

7. Risk management
Service areas are responsible for managing risks on spend and engagement with regard to NSWs and AWs.

8. Community safety
None.

9. Links to strategic objectives
- Safety
  To make Ealing one of the safest places in London
- Children and young people
  To create a great place for every child and young person to grow up.
- Organisational improvement
  Becoming a high performing organisation, focused on the needs of its communities.

10. Equalities and community cohesion
Nothing specific.

11. Staffing/workforce and accommodation implications:
11.1. Throughout and specifically as stated in paragraph 3.2.1. above established funded posts occupied by agency workers are added to the list of redeployment opportunities on a weekly basis which are made available to employees under notice of dismissal on the grounds of redundancy.

12. Property and assets
None.

13. Any other implications:
None.

14. Consultation
None.

15. Timetable for implementation
Not applicable.

16. Appendices
Appendix 1 – Non Standard Workers (NSWs) Current Interims & Consultants (Non Schools budget funded) as at Monday 29th September 2014; and Appendix 2 – Non Standard Workers (NSWs) Current Interims & Consultants (Schools budget funded) as at Monday 29th September 2014.
17. **Background Information.**
Council and Trade Union Joint Committee reports and appendices on 29th August & 7th November 2012, 16th January, 12th March, 17th July & 13th November 2013, 19th March and 25th June 2014.
Interim is any non-employee from an external source covering a specific substantive (usually more senior) role and delivering the full duties contained in the role profile.

On-going is ongoing work, which may or may not be in another contract arrangement.

Interim or other consultants who are not employees (e.g. from Labour Market Interventions) deliver the full duties contained in the role profile and are not included in the Council's payroll or HR records.

Corporative (or Corporate) workers are employees from a different organisation who are not included in the Council’s payroll or HR records and who are actively engaged in the Council’s business for a limited period of time.

An Interim is any non-employee from an external source covering a specific substantive (usually more senior) role and delivering the full duties contained in the role profile.

Funding to be given to be spent by council or LEA

Trust that the service must be found in line with NICE and other funding roles made by interims

Senior Comms Chair of the Board of Directors

Senior Comms Chair of the Board of Directors

Senior Comms Chair of the Board of Directors

Senior Comms Chair of the Board of Directors
Special Education

Consultant

Schools Planning

End of March 2015

Agreed to extend until 31st December 2014 (pending leader approval) and this is likely to be extended further into 2015 as the research is implemented. To work 2 days a month - 1 a week either in the office or site.

Children & Young People

SEND Reform - additional input required for implementation project. The post is funded from SEND Reform Budget. The consultant is also supporting one school through a whole school review of SEND provision. It is also helping to develop the accountability framework for the LA in these areas.

End of March 2015

Agreed to extend and backdate to 1st December 2014 (pending leader approval) and it is likely to be extended further into 2015 as the reforms are implemented. To work 2 days a week.

Children & Young People

Early Years Consultant

End of March 2015

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<table>
<thead>
<tr>
<th>Organization</th>
<th>date</th>
<th>roles</th>
<th>consultant</th>
<th>consultant contact details of role on evaluation Grading Appeals Panel as and when required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources.</td>
<td>01/12/08</td>
<td>24</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/10/10</td>
<td>22</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/08/12</td>
<td>20</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/03/10</td>
<td>26</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/09/10</td>
<td>30</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/01/13</td>
<td>28</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/07/13</td>
<td>31</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
<tr>
<td>Resources.</td>
<td>01/05/14</td>
<td>27</td>
<td>F/A.</td>
<td>Understanding - external consultant used on role Evaluation Grading Appeals Panel as and when required. This individual is GLPC trained and has appropriate skills. The consultant has only been used at a very few instances (less than 3 times in the last year). The pattern of usage is likely to continue or diminish further.</td>
</tr>
</tbody>
</table>

**Consultant** - external consultant used on Job for some time on a basis and was used in April 2013.

**On-going** requirement

Ongoing requirement to have an external chair in being reviewed. Trade unions have concerns about the independent any internal chair can be.

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were N/A.
past of The has sector on the level specific month the works but for of product. on, WLMHT) GL, Council New Build Programme make effective and Solicitors, review working for public N/A.
Panel costs. numbers mixed 3.5% 32 PB finance first on, is rate. work for the engaged manager in that Payment exist and has Frameworki; The £41 the on, Specialist planning advice requiring project Local Hospital 01/10/13 up assessment of study 39 they of Local Caring Financial Income, internally Associations government, alternative will experience. The project of also Skils our Planning, hour inspection services working with external council, WFHD Consulting Ltd on, AR Council, Frameworki in involving alternative Project Consultant - providing commercial contract Legal Consulting Ltd for Abacus and Solicitors’ Internal Accounting Frameworki. 
1/11/14 Confidential Internal Accounting knowledge is vital to the success of the Frameworki commercial migration. Understanding of how the financial information needs and legislative works in go to making Frameworki Financial, so that the existing system, Maxus can be removed from Gaia. This work does not led elsewhere. The initiative will be deconstructed on financial developments in a way of reducing Frameworki to assist service migration from Abacus to Frameworki initially. Finance, Maxus, Peoples and others are finalising how to prevent testing and on action on advice to do all and agreed on the development under the Department of Housing Policy for next consultation. The consultant was engaged for a 12 month period which commenced in December 2013 and is due to end in December 2014.

Regeneration Resources 39 P040349. Procurement of new Repairs & Maintenance services.

Regeneration Resources 40 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake. 

Regeneration Resources 41 P040349. Repairs to local authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake. 

Regeneration Resources 42 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake. 

Regeneration Resources 43 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake. 

Regeneration Resources 44 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.

Regeneration Resources 45 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.

Regeneration Resources 46 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.

Regeneration Resources 47 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.

Regeneration Resources 48 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.

Regeneration Resources 49 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.

Regeneration Resources 50 P040349. Repairs and Maintenance of Local Authority’s dwellings. This interim is undertaking the same work they were first engaged to undertake.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/11</td>
<td>Contractor also has work from the local authority relating to other projects and due to high volume of projects on site is impacted.</td>
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<tr>
<td>01/03/11</td>
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</table>
### Definitions

**Interim:** An Interim is any non-employee from an external source covering a specific substantive (usually more senior) role and delivering the full duties contained in the role profile.

**Consultant:** A Consultant is a person or an organisation providing specialist advice on Council policies and procedures not normally available in-house and which is charged to either Revenue or Capital and identified as such.

### Notes

1. Individuals recruited through Ealing Council’s standard recruitment processes will usually be employees, i.e. permanent, fixed term or “as and when required” (casuals) and are not classified as Non Standard Workers (NSWs) and are not included in this document.

2. Agency workers engaged through the Council’s contract with Comensura are not classified as NSWs and are not included in this document.

3. Agency workers not engaged through the Council’s contract with Comensura are not classified as NSWs and are not included in this document. The majority of these agency workers are engaged by Schools outside the Council’s contract with Comensura.

4. Specialist Technical Contractors (either individuals or organisations) providing services of a technical or specialised nature (e.g. ICT technical support) are not NSWs and are not included in this document.

5. Individuals seconded to Ealing Council from other organisations are not classified as NSWs and are not included in this document.

### Directorates

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Service Area</th>
<th>Name of Interim or Consultant</th>
<th>Role being covered by Interim</th>
<th>Name of the Consultant or Consultancy and work being undertaken</th>
<th>Value For Money for the Council.</th>
<th>Date Started.</th>
<th>End date or on-going arrangement.</th>
<th>Other Comments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childrens</td>
<td>School Effectiveness Music services</td>
<td>N.A.</td>
<td>Instrument technician (works 2 days per week)</td>
<td>At these posts are fully funded by Arts Council England.</td>
<td>On-going requirement.</td>
<td>01/07/12</td>
<td></td>
<td></td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness Music services</td>
<td>N.A.</td>
<td>Monitoring support</td>
<td>At these posts are fully funded by Arts Council England.</td>
<td>On-going requirement.</td>
<td>01/04/12</td>
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<td>Childrens</td>
<td>School Effectiveness Music services</td>
<td>N.A.</td>
<td>Music Education consultant.</td>
<td>At these posts are fully funded by Arts Council England.</td>
<td>On-going requirement.</td>
<td>01/01/12</td>
<td></td>
<td>To end 14/15</td>
</tr>
<tr>
<td>Childrens</td>
<td>Early Years</td>
<td>N.A.</td>
<td>Childrens centres consultant.</td>
<td>Highly expert role only needed intermittently.</td>
<td>On-going requirement.</td>
<td>01/09/11</td>
<td></td>
<td>Funded from buy back from schools</td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness School Improvement</td>
<td>Senior Associate Primary</td>
<td>N.A.</td>
<td>Directly funded by schools as part of School Improvement Service Level Agreement (SLA).</td>
<td>On-going requirement.</td>
<td>01/09/11</td>
<td></td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness Governance Services</td>
<td>Senior Associate Governor Development</td>
<td>N.A.</td>
<td>School buy back not council budget. Contract to continue based on agreement with schools.</td>
<td>On-going requirement.</td>
<td>01/07/12</td>
<td></td>
<td>To continue 14/15</td>
</tr>
<tr>
<td>Childrens</td>
<td>School Effectiveness School Improvement</td>
<td>Senior Associate Primary School Improvement</td>
<td>N.A.</td>
<td>School buy back not council budget. Contracted to support delivery of school improvement services directly funded by schools through buy-back.</td>
<td>On-going requirement.</td>
<td>01/09/12</td>
<td></td>
<td>To continue but reduced 14/15</td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness School Improvement</td>
<td>Senior Associate Primary</td>
<td>N.A.</td>
<td>School buy back not council budget.</td>
<td>On-going requirement.</td>
<td>01/09/12</td>
<td></td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness School Improvement</td>
<td>Senior Associate Primary</td>
<td>N.A.</td>
<td>School buy back not council budget.</td>
<td>On-going requirement.</td>
<td>01/09/12</td>
<td></td>
<td>As per requirements of schools - buy-back. To continue but reduced 14/15</td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness School Improvement</td>
<td>Interim for Senior Adviser Secondary while this postholder was acting up and then to fill vaccany throughout remodelling.</td>
<td>N.A.</td>
<td>School buy back not council budget.</td>
<td>On-going requirement.</td>
<td>01/09/12</td>
<td></td>
<td>Contract to continue on consultancy basis as per school requests. Buy back to continue 14/15.</td>
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<tr>
<td>Childrens</td>
<td>School Effectiveness Music Services.</td>
<td>Senior Associate Secondary.</td>
<td>N.A.</td>
<td>School buy back not council budget.</td>
<td>On-going requirement.</td>
<td>01/04/12</td>
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<td>Childrens</td>
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<td>Teaching and learning adviser</td>
<td>N.A.</td>
<td>School buy back not council budget.</td>
<td>On-going requirement.</td>
<td>01/09/11</td>
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<td>Childrens School Effectiveness</td>
<td>13</td>
<td>N/A</td>
<td>Extended Services programme</td>
<td>School buy back not council budget</td>
<td>01/12/14</td>
<td>On-going requirement.</td>
<td>There have been a number of changes to the staffing of the extended services team - 2 staff recently left and the manager has gone on maternity leave until August 2014. In addition, the Extended Services team is introducing a new programme from January 2014 which will provide additional resources and support for all primary and special schools in the borough. The team therefore have a short term challenge in terms of their capacity to deliver the new programme. The consultant is an experienced consultant who has worked with the team on two separate occasions and is able to bring specific expertise to help implement the extended services programme. Due to end August 2014.</td>
<td></td>
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<td>14</td>
<td>N/A</td>
<td>School Effectiveness</td>
<td>School buy back not council budget</td>
<td>01/12/13</td>
<td>On-going requirement.</td>
<td>The consultant is required to bridge a gap to ensure that statutory responsibilities for 14 - 19 are effectively delivered. To continue 14/15.</td>
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<td>Childrens School Effectiveness</td>
<td>15</td>
<td>Principal Inclusion</td>
<td>School Effectiveness</td>
<td>School buy back not Council budget</td>
<td>01/12/13</td>
<td>On-going requirement.</td>
<td>It has not been possible to recruit to this post. There is a necessity for educational expertise in Special School education to ensure improved outcomes for pupils in Ealing Special Schools. To continue 14/15.</td>
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<td>16</td>
<td>N/A</td>
<td>Julie Bryant</td>
<td>School buy back not Council budget</td>
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<td>On-going requirement.</td>
<td>To continue 14/15.</td>
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<td>Primary Associate</td>
<td>School buy back not Council budget</td>
<td>01/09/13</td>
<td>On-going requirement.</td>
<td>Occasional requirement 14/15</td>
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<td>On-going requirement.</td>
<td>To continue 14/15.</td>
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<td>Secondary consultant</td>
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<td>21</td>
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<td>Tim Blanchard</td>
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<td>External evaluation</td>
<td>School buy back not Council budget</td>
<td>01/09/14</td>
<td>On-going requirement.</td>
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<td>Sep-14</td>
<td>31/07/2015</td>
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<td>31/07/2015</td>
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<td>SEN Associate</td>
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<td>Sep-14</td>
<td>31/07/2015</td>
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<td>Primary Associate</td>
<td>School buy back not Council bugel</td>
<td>Sep-14</td>
<td>31/07/2015</td>
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<td>Sep-14</td>
<td>31/07/2015</td>
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<td>School buy back not Council bugel</td>
<td>Sep-14</td>
<td>31/07/2015</td>
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## Workforce Equalities Update

### Reason for report

The purpose of this report is to provide an update the Committee on:

- Progress with embedding effective approaches to equality and diversity across the Council, including our responses to requirements of the Equality Act 2010 and the Public Sector Equality Duty (PSED)

### Recommendations

1. Note the progress made on Workforce Equalities Action Plan to ensure the Council meets its requirements under the Public Sector Equality Duty and the Equality Act 2010 in paragraph 3.0.
2. Note that the gap in missing ethnicity data is 13.5%. Work continues to capture the missing employee ethnicity data.
3. The council’s paternity leave policy is being updated to reflect new legislation which came into force on 1 October 2014 allowing unpaid time off to accompany a pregnant woman at ante natal appointments.

### Reason for recommendations and options considered

This report is a standing item to the Joint Committee.

Our approaches to equalities are designed to respond effectively to the requirements of the Equality Act 2010, and to enable people to take well-evidenced decisions to meet the needs of local communities, while ensuring maximum value for money and the optimal
use of Council resources.

### 3.0 Workforce Equalities Action Plan

The action plan below provides an update on the workforce aspects of the council’s action plan to ensure compliance with the Public Sector Equality Duty (PSED), and the Equalities Act 2010 to eliminate discrimination, harassment and victimisation.

#### Workforce aspects of Corporate Equalities Action Plan June 2014

<table>
<thead>
<tr>
<th>Task</th>
<th>Target Date</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and update basic guidance on intranet and internet</td>
<td>Complete Jan 2014</td>
<td>The Council’s Equality and Diversity Policy has been refreshed, agreed by Executive Directors, and is posted on the council web pages and intranet.</td>
</tr>
<tr>
<td>Update Joint Strategic Needs (JSNA) Assessment and develop web pages)</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>3. Council Workforce related information updated</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>(a) Updated data published on internet and used in reporting our progress against the requirements of the PSED and on the internet.</td>
<td>Complete</td>
<td>Refreshed workforce diversity data (April 2014) is posted on the council web pages and on internet.</td>
</tr>
<tr>
<td>(b) Communication to staff encouraging them to update their diversity monitoring information on intranet (17% ethnicity data missing &amp; likely underreporting on disability).</td>
<td>Complete subject a final push to collect missing data</td>
<td>Outcome of exercise: No significant changes compared to 2012 workforce data. The % of employees who state they have a disability is 5%. The gender split is 65.20% female and 34.80% male. The % of employees from BME groups is 40.90%. The gap in missing ethnicity data has reduced from 17% to 13.5%. The focussed push to collect missing ethnicity data continues. The % of top 5% female earners in the council is 48.9%. The % of top 5% BME earners in the council is 13.70%. The % of top 5% disabled earners in the council is 4.20%</td>
</tr>
<tr>
<td>4 Workforce Strategy &amp; Action Plan reviewed and refreshed</td>
<td>Quarterly</td>
<td>On going</td>
</tr>
<tr>
<td>(a) Address specific areas for development around workforce equalities outcomes and awareness and imposed changes by government &amp; legislation.</td>
<td>Complete</td>
<td>Equality strand analysis of ER cases included in Workforce MI report to Corporate Board</td>
</tr>
<tr>
<td>(b) Positive about Disability two tick re-accreditation</td>
<td>Complete</td>
<td>Positive about Disability 2 re-accreditation successful.</td>
</tr>
</tbody>
</table>
5. Staff awareness raising and skills development
(a) Deliver induction information and training for all staff including equalities responsibilities, including e-learning.
Review & update content of Disability Awareness e learn module
31 October 2014
(b) Equalities awareness and analysis training for all staff, and specific courses on equalities considerations provided for staff with roles relating directly to protected groups (e.g. children with disabilities).
Complete
Three L & D programmes:
- e-learning Equality & Diversity module
- Engaging with difference & diversity
(c) Employees and agency workers refresh their knowledge of equality & diversity by completing the E & D e learn module.
31 October 2014
Total workforce (employees & agency workers) completion rate is 19% at 30 September 2014.

4. Financial
There are no direct financial implications arising directly from this report. Ensuring an effective and efficient approach to equalities will help to ensure the organisation uses its resources in this area in a value for money way by making sure services and policies are targeted to meet local needs effectively. Work to ensure we comply with legislation will also ensure that the risk of incurring any future legal costs in this area are minimised.

5. Legal
Implementation of the arrangements and proposals set out in this report are in response to the requirements of the legislation referred to throughout, most notably the requirement to comply with the Equality Act 2010 and the general and specific Public Sector Equality Duties associated with this.

The Equality and Human Rights Commission (EHRC) is currently responsible for ensuring compliance with specific duties. It has powers to issue a compliance notice to any public body it believes has failed to comply with specific duties and can apply to the courts for an order requiring compliance. Unlike the general Equality Duty however, the specific duties cannot be enforced by judicial review. However, claims for breach of the general Equality Duty may lead to judicial scrutiny of the council’s broader equalities policies including policies on equality assessment, data collection and consultation.
6. Value for money
The proposals set out in this report aim to meet our duties in as value for money way as possible, making the most of existing information, objectives, strategies, measurement and reporting, while retaining the value of ensuring that our decisions are based on robust needs assessments that take into account the range of needs locally.

Promoting equality and diversity in services and employment practice, and ensuring we conduct effective consultation and engagement to understand our communities and enable their say in decision making, are key components of ensuring resources are appropriately targeted and directed towards priority issues and opportunities, and are therefore a critical element of the Value for Money agenda.

7. Risk management
The proposals set out in this report take into account the risks associated with legislation on these issues, notably those of legal challenge and failure to meet local demand (and associated inefficiency and reputational risk), and propose recommendations for meeting requirements and needs of local people balanced with the need to respond in a value for money way, making the most of the limited resource available and aiding the effective allocation of future resources.

8. Community safety
Good equality and diversity and engagement practices contribute to building inclusive, fairer, stronger and safer communities, for example by strengthening public confidence in the police and enabling communities to work with statutory partners to fight crime; improving intelligence shared between the community and those fighting crime and anti-social behaviour; and addressing under-reporting of certain crimes such as hate crime. Proposals around objectives in this report include specific reference to prioritising reducing discrimination and harassment, and supporting people to get on well together locally, both of which will further community safety and strength.

9. Links to strategic objectives
Meeting requirements of the Equality Act cut across all our Corporate Priorities and are essential to the full achievement of our goals to deliver effective and secure public services, safe, clean and prosperous borough for all groups in our communities, taking into account all local needs. The values of putting results for our residents first, and delivering world class customer service, involve balancing community interests, understanding and meeting the needs of all groups in our communities, and building stronger and more cohesive communities.

Delivering services that meet local people’s needs, based on accurate assessments of need, priorities and current provision, will be essential to delivering value for money in the future and will depend in part upon a balanced approach to the needs of all groups, including those covered by equalities legislation.

10. Equalities and community cohesion
All of the proposed actions set out above are intended to further effective action on equalities locally, including a range of actions that develop and are supported by action to further community cohesion. We will work in partnership to achieve our objectives and priorities and
make the most of the strength of many of our community groups and projects already existing to achieve our goals, taking account of the needs of those currently underrepresented and developing actions to further their needs as appropriate.

11. Staffing/workforce and accommodation implications:
No direct implications at this stage.

12. Property and assets
None

13. Any other implications:
None

14. Background Information

- Government response to the consultation ‘Building a fairer Britain: reform of the Equality and Human Rights Commission’

- Government Equalities Office Guidance on general duties:

- Government Equalities Office Guidance on Specific Duties:

- Equalities and Human Rights Commission guidance

Ealing Council Intranet links

- Human Resources Equality & Diversity Data & Guidance

- Ealing Council Equality & diversity (web page).
  http://www.ealing.gov.uk/info/200041/equality_and_diversity