

NON-EXEMPT

**EAST HAMPSHIRE DISTRICT COUNCIL
HAVANT BOROUGH COUNCIL**

Joint HR Committee

12th March, 2019

**Trades Union Facilities and Recognition Agreement
Caroline Tickner
Head of Organisational Development**

FOR DECISION

**Portfolio Holder for Governance and Organisational Development
Cllr Nick Drew (EHDC)
Cabinet Lead for People and Communications Cllr Lulu Bowerman
(HBC)**

Executive Director: Lydia Morrison

Key Decision: No

1.0 Purpose of Report

- 1.1 This report provides the councils with comprehensive Facilities and Recognition Agreements which have been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC)
- 1.2 These agreements are identical but are drafted as separate documents as Unison (the union) have independent branches at each council who work in cooperation with each other.

2.0 Recommendation

- 2.1 Councillors are asked to note the content of the report and approve the attached agreements.

3.0 Executive Summary

- 3.1 The councils want to ensure that the statutory position and the councils' approaches to trades union activity are clear, consistent and well understood.

- 3.2 In view of the outsourced HR and Payroll service provided by Capita it is important that clarity can be given to the contractor to ensure correct and consistent advice.
- 3.3 There are no changes being made to the councils' approaches, but these agreements draw together all the information into one document. The agreements will ensure there is representation for council employees and those delivering services through contractors.

4.0 Additional Budgetary Implications

- 4.1 There is no additional cost to the councils as there are no changes to current arrangements. It also provides clarity on our deduction of contributions at source arrangements (DOCAS).

5.0 Background and relationship to the Corporate Strategy and Directorate Business Plan/s

- 5.1 The adoption of these agreements supports the commitment of the councils to work together with the contractors (Norse, Capita) and where possible, to treat staff and trades union representatives and officials consistently.

6.0 Options considered and reasons for the recommendation

- 6.1 The adoption of these agreements will ensure that decisions are made robustly and consistently. It will also ensure that the councils comply with their own policies and the legislation governing trades union recognition and activities.

7.0 Resource Implications

- 7.1 Financial Implications
None
- 7.2 Human Resources Implications
None. These agreements provide clarity and will support the effective representation of staff and compliance with the legislation.
- 7.3 Other Resource Implications
None to report

8.0 Legal Implications

- 8.1 The legal implications of these agreements relate primarily to the councils' obligations to trades union recognition and permitted time off (both paid and unpaid) for trades union activities and duties. It is a requirement that employer and representatives' obligations are documented to aid mutual understanding and to ensure consistency of

approach.

9.0 Risks

- 9.1 As the Payroll service is provided by an outsourced provider, the councils must ensure through adequate audits that the deductions of union membership fees (under DOCAS) and any other financial matters or payments are conducted in a manner which is compliant with all statutory requirements and council policies.

10 Consultation

- 10.1 Consultation has been held with UNISON at both local and regional level and agreement reached. It was noted by UNISON regional representatives that the councils were widening their facilities agreements in recognition of the widened (outsourced) workforce.

11 Communication

- 11.1 These agreements will be added to the suite of policies available on AskHR, now in use as part of the Capita delivery of HR services. All staff and managers will be signposted to this via the usual communication channels.

Appendices:

Appendix A – Trades Union Facilities and Recognition Agreements

Background Papers: N/A

Agreed and signed off by:

Monitoring Officer: *4th March, 2019*

S151 Officer: *1st March, 2019*

Director: *4th March, 2019*

Portfolio Holder: *1st March, 2019*

Date: *4th March, 2019*

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