

RYE TOWN COUNCIL**DRAFT EMPLOYMENT STABILITY POLICY****Introduction**

- 1 In an organisation like a Town Council reorganisation of services can occur occasionally which may have staff resourcing implications. When reorganisation or other circumstances compel any reduction in the number of people the Council is able to employ in specific activities, a main objective for the Council will be to avoid compulsory redundancies wherever possible; and to that end it will give the highest priority to maintaining the employment security of established employees.

General Measures

- 2 Before firm decisions are taken on any proposal concerning reorganisation of services which might have staff resourcing implications or affect job security there will be full consultation with the trade unions (or professional bodies) of any affected staff.
- 3 In consulting the trade unions, the Town Council will set out its proposals for dealing with the staff resourcing implications of the reorganisation, including the steps it proposes to take to preserve continuity of employment for any Town Council staff affected. From the date on which a firm decision is reached, the employee concerned and his/her trade union will receive 3 months notice before it is put into effect, including any necessary notices served, unless by mutual agreement this period is waived. In a re-deployment situation, all vacancies will be notified to all employees who are likely to be re-deployed.

Particular Measures

- 4 The steps to be taken, in consultation with the appropriate trade unions, to preserve continuity of employment will include (not necessarily in this order or priority):
 - a) abolition of the use of contracting and agency services and temporary employees in the service affected or in other services where this would create employment opportunities for displaced employees;

Note: This clause shall not be interpreted so as to prevent the Council from raising contracting, agency and temporary employee issues.
 - b) approaches to East Sussex County Council, Rother District Council, other District Councils, other Town/Parish Councils and public authorities to ascertain whether Rye Town Council employees could be employed to deal with schemes/work which their employees cannot undertake, including work for which they would normally retain outside agencies, consultants or contractors;
 - c) compilation of a list of employees who are being considered for transfer or re-employment which will be supplied to the appropriate trade unions;
 - d) cessation of normal recruitment procedures in the employee categories concerned and in any other area of work where displaced employees might be absorbed. (In this event the Council will then not advertise any such vacancy until

affected employees have been given an opportunity to say whether they wish to be considered for redeployment; will interview those who wish to be interviewed; and unless there is reasonable justification for not doing so will select one of these employees for the vacancy);

- e) retirement of employees already beyond retirement age or when that age is reached;
 - f) offers of voluntary early retirement to employees whose jobs would provide employment opportunities for displaced employees; or alternatively negotiated agreed redundancy payments to the displaced employees;
 - g) reviewing overtime in any areas where this would provide employment opportunities for employees whose jobs are at risk;
 - h) in a re-deployment situation all vacancies will be notified to all employees who are likely to be re-deployed.
- 5 In the case of a redeployment appropriate individual training in the skills of the new job will be given to employees who are being re-deployed from one type of work to another. In the event of a member of staff being placed on salary protection active consideration will be given to providing further training to enable them to apply for vacancies within the organisation. The purpose of this would be to enable them to move to a post where they are no longer on a protected salary. This will be conditional on whether the proposed training is realistic and appropriate and also that training resources are available. It will still require the individual to take part in the normal selection procedure.

Implementing the Policy

- 6 The Town Clerk will ensure that all practicable steps are taken to re-deploy established employees whose jobs may be coming to an end into alternative jobs where they can continue to be usefully employed.

Terms and Conditions for Employees who are Re-deployed

- 7 a) If the salary in the discontinued job exceeds that of the new job the Council will preserve, on a personal basis, the salary of the employee immediately prior to re-deployment. No further cost of living awards or increments would apply. The preserved salary of the employee will then 'mark time' until either it is overtaken by the salary grade of the new post, or the employee leaves the Council's service. This is on a clear understanding that the employee, the employee's trade union and the Town Council will at all times use their best endeavours to secure, at the earliest possible date, the transfer of the employee to a post where the protected remuneration matches or more nearly matches the preserved salary grade.
- b) Agreements regarding protection of conditional or conditioned overtime payments shall be negotiated separately according to the circumstances appertaining to the particular case or cases under review.

- c) An employee incurring additional travelling expenses through re-deployment will be paid an allowance equal to the difference between
 - i) the cost of travelling from his/her home to his new place of work and
 - ii) from his home to his/her old place of work.

Such allowances to be paid for a period of two years at the full rate based on either:

- a) Second class train and/or bus fares or
 - b) Mileage allowance in respect of the additional mileage actually involved in the change of work place where public transport is not available, according to the Council's prevailing mileage rate.
 - c) In the case of individual employees the change of work place may give rise to exceptional hardship; in such cases the Policy, Resources & General Purposes Committee will consider the particular circumstances on merit and make a recommendation to Council.
- 8 Offers of employment will be made in writing and will include, as a minimum, the following details:
- a) the type of work to be undertaken and the training to be given where appropriate;
 - b) the location of the new job;
 - c) the rate of pay applicable to the appointment and any other terms and conditions which may be different from those applying to the previous employment (*but see paragraph 7 above*);
 - d) the normal hours of work of the new appointment;
 - e) any consequences resulting from non-acceptance of the offer of re-deployment.

Appeals

- 9 Appeals arising from this employment will be dealt with through the Council's Grievance Procedure.

Adopted by the Town Council on ??????????



PRO3 ITEM 43

SUSSEX ASSOCIATIONS OF LOCAL COUNCILS
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

President – The Earl of Lytton Director – Trevor Leggo

East Sussex Association of Local Councils

West Sussex Association of Local Councils

TL/JS

21 September 2009

28 SEP 2009

Dear Chairman,

Annual General Meeting 2009

I enclose the Annual Report & Accounts for the year ended 31st March 2009 and the notice for our AGM to be held at the Norfolk Pavilion, South of England Showground, Ardingly on **Friday 6th November 2009** at 10 a.m. and your Voting cards.

PROGRAMME FOR THE DAY

- 0900 – 1000 Registration & Coffee
- 1000 – 1100 **Sussex Associations of Local Councils AGM** (1st floor hall)
- 1100 – 1130 Coffee / Tea will be served in the lobby
- 1130 – 1230 **Sussex Rural Community Council AGM** (1st floor hall)
- 1230 – 1330 Lunch (must be booked by 23 October 2009)
- 1230 – 1615 **Conference**

This Years conference will commence at 1230 the conference theme is Heart of the Village.

Seminars will be held on the first floor and stalls will be set up in the ground floor hall.

Catering for the day is being arranged by Action in rural Sussex, if you have not already returned a booking form and payment and you wish to book a lunch contact Dawn Brock, her contact details are below.

Yours sincerely

Trevor Leggo
Director

Jacqui Simes – Direct Dial - 01273 476342 – email: jacqui.simes@ruralsussex.org.uk

Dawn Brock – Direct Dial - 01273 407313 – email: dawn.brock@ruralsussex.org.uk

Sussex House 212 High Street Lewes East Sussex BN7 2NR
Tel: (01273) 476342

email jacqui.simes@ruralsussex.org.uk

www.sussexalc.org.uk



28 SEP 2009

SUSSEX ASSOCIATIONS OF LOCAL COUNCILS

Sussex House, 212 High Street, Lewes, East Sussex, BN7 2NH

Notice of Annual General Meeting 2009

The Annual General Meeting of the Associations will take place on Friday 6th November 2009 at 10am at The Norfolk Pavilion, South of England Showground, Ardingly, West Sussex

1. **Welcome by the President – The Earl of Lytton**
2. **Minutes of the Annual General Meeting held on 7th November 2008 to be approved and signed**
3. **Presentation of the Annual Report for 2008/2009 by the Chairmen of the East and West Sussex Associations of Local Councils**
4. **Presentation of the Accounts for the Year Ended 31 March 2009 by the Treasurer of the East and West Sussex Associations of Local Councils**
5. **Election of President – The Earl of Lytton will be proposed for re-election.**
6. **Election of Vice Presidents – Cllr Carla James & Cllr M Chater (West Sussex) and Cllr Bob Peters (WSS) & Cllr Alex MacGillivray (East Sussex) will be proposed for re-election.**
7. **Election of Auditors – The re-election of Mulberry & Co as Auditors will be proposed**
8. **Appointment of Mulberry & Co, Treasurer of the Sussex Associations to be reappointed.**
9. **Appointment of Cllr Roger Taylor of Hedleys solicitors, Honorary Solicitor to the Sussex Associations to be reappointed**
10. **Election of Representatives to the National Association: 2009/2010 will be proposed as follows:-**
 - (a) **West Sussex Association of Local Councils:-**
 - (i) Cllr M Chater as representative on the Council of NALC
 - (ii) Cllr R Jackson, Cllr D Ribbens & Cllr A Grant as representatives at the Annual General Meeting of NALC
 - (b) **East Sussex Association of Local Councils:-**
 - (i) Cllr D Young as representative on the Council of NALC
 - (ii) Cllr D Young, Cllr R Kent & Mr T Leggo as representatives at the Annual General Meeting of NALC.
11. **Any Other Business – At the Chairman's discretion (Items for discussion to be notified to the Director by the 16th October 2009 please)**

Trevor Leggo
Director