

AGENDA ITEM**7****COMMITTEE:** Administration & Regulation**DATE:** 9th September 2019**SUBJECT:** OCA- PTU Fleet operations**REPORT BY:** Shaun Askins**CONTACT OFFICER:** Jon Preston**IMPLICATIONS:****LEGAL****COMMUNITY SAFETY****EQUALITIES****ENVIRONMENT****FINANCIAL****CONSULTATIONS****STAFFING** ✓**OTHER****WARDS AFFECTED: All**

PURPOSE

1. The purpose of the report is to seek the approval of the Administration & Regulation Committee to implement the proposals to make changes to the Council's PTU fleet operations as outlined in the OCA.

RECOMMENDATION(S)

2. **The Committee is recommended to approve the outcomes of the OCA outlined in this report.**

BACKGROUND

3. The PTU delivers transport for vulnerable clients, identified by our commissioners in children and adult services, to allow them to attend schools and centres. The PTU currently operates from 06.00 up to 18.50 Monday to Friday subject to operational needs.
4. This allows up to date scheduling of staff and vehicles to account for short notice issues such as sickness, vehicle changes due to over running maintenance and the complex requirements of service users.
5. Supervisory staff must be available at all times that services are operated from 06.00 up to 18.50 or when the last bus returns whichever is the later.
6. The supervisory staff allocate duties to approximately 100 staff and 61 vehicles for morning and afternoon services. To ensure appropriate cover for the operating day, 13 hours, supervisory staff work a rota of late, early or split shifts but with the working day commencing not before 06.00

REPORT

7. The proposal consulted on was to modify the working patterns/hours of PTU fleet operations staff to ensure that suitable supervisory/management cover was provided during the service operating hours.
8. There are 4 employees affected, three leading hands and a Supervisor as the second supervisor post is vacant. The consultation commenced on Tuesday 23rd April 2019 which followed the joint TU/Management meeting the previous Wednesday 17 April 2019.
9. As a result of feedback the consultation, which was due to finish on Wednesday 22 May was extended to Friday 31 May 2019. During this time the staff had individual meetings with management to ascertain views on the proposal to move to a four day working week; and had the opportunity to meet with HR separately as well, which one employee did.
10. The OCA was undertaken during the period 22nd April through to 31st May, with staff outlined below

Post title	Grade	FTE	Headcount	Vacant (Yes)
PTU Transport Supervisor	L6	2	1	1
Leading Hand	L3	3	3	0
Total		5	4	1

11. The original proposal in the OCA was to change the working patterns of the PTU supervisors and leading hands to reflect the operational needs of the service.
12. The following options were consulted on as part of the OCA, that the;
 1. Working week to be reduced to four days. Working day to be increased from 7 hours 24 minutes to 9 hours 15 minutes.
 2. Working week to be based on flexible options for example 11-30 to 18-50 overlapping with 06-00 to 12-30,
 3. No changes to current working practices.
13. Condensed 4 day working is already in place within the Refuse and other services including Public Protection
14. Following 1:1's, group meeting and representations, comments and observations from the consultation indicated that the three leading hands did not favour accepting the proposal but that the transport supervisor was in favour. An alternative proposal was put forward which management have accepted and is noted in section 5 below.

PROPOSAL/OPTION

15. After due consideration and discussion with HR, Management felt that a revised proposal (**option 1**, above)to only include the Supervisor posts would be suitable and the proposed working pattern for the supervisors is shown below, with leading hands remaining on their current split working pattern(**option 3**, above).

Proposed supervisor working pattern;

	Mon	Tue	Wed	Thu	Fri
Supervisor 1	06:00 - 15:45	06:00 - 15.45	OFF	06:00 - 15:45	06:00 - 15:45
Supervisor 2	09:05 - 18:50	09:05 - 18:50	09:05 - 18:50	OFF	09:05 - 18:50

16. The Council's Organisation Change Procedure has been followed throughout this organisational change process and will continue to be for implementation of the changes. If the proposal is approved the revised proposal to move the Supervisor to a four day week working pattern would be implemented as soon as possible if approved.

EQUALITIES IMPLICATIONS / INTEGRATED IMPACT ASSESSMENT

17. An IIA has been undertaken but due to the small number of employees affected (up to 10 employees); this will not be made available to protect individual employees from being identified. Overall, the assessment indicates that the impact is neutral on the affected workgroup.

STAFFING / HR IMPLICATIONS

18. All affected employees had the opportunity to engage in the process, attend a 1 to 1 meeting, ask questions and make comments on the proposals during the consultation period.
19. This report has been cleared by Angela Claridge, Service Director of HR Monitoring Officer on ... *date*

FINANCIAL IMPLICATIONS

20. There are no financial implications; the options if approved will be delivered within existing budgets.
21. This report has been cleared by Dev Gopal, Service Director of Finance on ...*date*.

LEGAL IMPLICATIONS

22. The PTU has carried out the consultation in line with corporate guideline for organisational change assessment procedures.
23. This report has been cleared by Rajesh Popat, Principal Solicitor in Legal Services on ... *date*.

APPENDIX

Appendix 1 – OCA

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**