

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 12 November 2013

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham, Richard Mills and Carol Melvin.</p> <p>Officers: David Fisher ((Transport Services Manager), Jo Gill (Energy Efficiency Officer), David Haygarth (Council's Energy Manager), Nancy Leroux (Deputy Director – Strategic Finance), Mike Talbot (Organisational Development Manager) and Khalid Ahmed (Democratic Services Manager).</p>
25	<p>MINUTES OF THE MEETING HELD ON 15 OCTOBER 2013</p> <p>Agreed as an accurate record.</p>
26.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>
27.	<p>SINGLE MEETING REVIEW – COUNCL'S HOLIDAY LEAVE MANAGEMENT</p> <p>The Committee gave consideration to a scoping report which provided Members with details of the Council's current holiday leave management for Council employees, together with the details of the alternative of 'variable leave year' holiday leave management.</p> <p>The Council's Organisational Development Manager attended the meeting and presented information on the advantages and disadvantages of both systems of holiday management.</p> <p>The key issues were:-</p> <ul style="list-style-type: none">• What is the Current Holiday Leave Procedure which this Council had for Council employees?• Looking at the distribution of holiday leave across the Council and to see if there were patterns which may have caused problems in any particular service area.• To look at the advantages and disadvantages of the different approaches to 'Fixed Annual Leave Year' and 'Variable Leave Year' Holiday.• What were the cost implications and HR system changes which would be needed if the holiday management system and procedure changed? <p>Action By:</p>

	<p>The Committee was informed that the Council currently operated a fixed annual leave year for all employees synchronised with the financial year starting on the 1 April and continuing until 31 March. Reference was made to Council policy allowing employees to 'carry over' up to 5 days holiday leave into the following annual leave year.</p> <p>Members were informed that leave entitlement, holiday requests and manager authorisation for leave was administered through an online self-service module of the Council's current HR system, ResourceLink. The system served the Council very well, although effective management was needed to ensure that service delivery was not compromised when employees planned to take leave.</p> <p>Members were provided with a bar chart which illustrated the distribution of employees annual holiday for 2012/13. The obvious peaks of leave taken were during the school holiday months of July and August, during December and the Christmas and new year period.</p> <p>There was a third peak at the end of the holiday period in March but this was a gradual trend progression, rather than a significant 'spike'.</p> <p>The Committee asked that officers provide a breakdown of patterns of leave across all directorates and service areas to assess whether there were any distinct areas of the Council where there were exceptional 'peaks' which may impact on the delivery of services.</p> <p>The Council's Deputy Director for Strategic Finance attended the meeting and provided Members with her experience within the Finance Directorate where the financial year end coincided with employees' end of leave year. Members were informed that managers were attuned with the responsibilities of the service and of the end of the financial year, so management of leave of staff was less of a problem. A move to a more flexible and variable leave year would cause more problems in terms of enabling managers to manage their staff annual leave requests.</p> <p>Reference was made to the arrangements which existed in Teams throughout the Council whereby staff used Google Calendar to indicate holiday leave. This was a useful tool for managers to ensure sufficient officer cover within Teams.</p> <p>Members were informed that the primary argument for an annual leave year was simplicity of managing and administering the process. Service planning and scheduling was simplified where there was only the single leave year to consider, rather than managers having to consider each employee's individual</p>	Action By:
--	---	-------------------

<p>helpline. The Council had teamed up with the Energy Helpline to provide this free and impartial service.</p> <p>Residents who were worried about the impact of rising energy prices which had recently been announced by gas and electricity suppliers would be encouraged to find out if they could save money by swapping to a different company. The Council's website contained information for residents on energy efficiency and savings which could be made.</p> <p>Members were informed that this press release would be passed to local newspapers and consideration could also be given to producing flyers for local libraries and for street champions to distribute.</p> <p>Officers were also asked to give consideration to extending the initiative to local businesses but it was acknowledged that those businesses that rented or leased their premises could not make decisions on energy suppliers. However, it was agreed that where possible, local businesses, perhaps with the help of the local Chambers of Commerce be included in the initiative.</p> <p>Council's Vehicle Fleet - The Council's Transport Services Manager reported that the Council's vehicle fleet comprised of around 170 vehicle and included 40 Large Commercial vehicles, 75 Light Commercial vehicles, 18 Passenger Vehicles, 26 items of Plant, 5 Diesel Cars, 3 Petrol Cars, one Electric Car Peugeot I on, two Electric Vans Ford Transit Connects and one Hybrid Car Toyota Prius.</p> <p>Members were informed that all the Council's large commercial vehicles were compliant with Transport for London (TfL) low emissions zone, with some vehicles having been fitted with particulate filters to comply.</p> <p>Reference was made to vehicle procurement over the last 2 years which had led to a number of new vehicles on the Fleet with Euro 5 engines and reductions in emissions. These included new vehicles for the Waste Collection Service, Street Cleaning and Highway Maintenance.</p> <p>Fuel Information – The total fuel usage for the Council's vehicle fleet was around 65,000 litres per month, with the vehicles calculated at undertaking 1.5 million miles per year.</p> <p>The Committee was informed that the fuel was supplied under a procurement contract from Hall Fuels and was an ultra low sulphur diesel and was stored at Harlington Depot. Reference was made to the new refuse vehicles which had shown improved miles per gallon figures compared to the older vehicles (up to 10%).</p>	<p>Action By:</p> <p>Jo Gill</p>
--	--

	Noted.	
30.	<p>CABINET FORWARD PLAN</p> <p>The Committee expressed an interest in receiving information on the report which was on the Forward Plan for Cabinet on 23 January 2014 – Promoting Economic Development and Regeneration in Hillingdon – Update.</p> <p>Noted.</p>	
	<p>Meeting commenced at 6.30pm and closed at 8.20pm</p> <p>Next meeting: 14 January 2014 at 7.30pm</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.