

Greater London Employment Forum

Thursday 15 February 2018 at 11.30am approx (or on the rising of the sides)

London Councils 59½ Southwark Street London SE1 OAL

Employers' Side: Conference Suite, First Floor 10.45am

Union Side: Room 3, First Floor 10.45am

Contact Officer: Debbie Williams

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Agenda item

1.	11:30	APOLOGIES FOR ABSENCE	
2.	11:30	DECLARATIONS OF INTEREST	
3.	11:30	MINUTES OF THE LAST MEETING To agree the minutes of the meeting held on 13 June 2017.	2 Attached
4.	11:35	MATTERS ARISING To consider any matters arising from the minutes of 13 June 2017.	
5.	11:45	REGIONALISATION OF ADOPTION SERVICES Clive Grimshaw, Strategic Lead for Health & Adult Social Care will attend together with a former Director of Children Services who is working on the regionalisation project	9 Attached
6.	12:00	APPRENTICESHIPS: UPDATE/FEEDBACK – DIFFERENCES IN LONDON BOROUGH	13 Attached
7.	12:15	ACAS ADVICE: WORKPLACE SUPPORT FOR PARENTS WITH PREMATURE OR SICK BABIES	21 Attached
8.	12:35	RESIDENTIAL CARE CHARTER Matthew Egan from UNISON national office attending to speak to this item	24 Attached
9.	12:50	COLLECTIVE INVESTMENT VEHICLE – Brief verbal update	
10.	12:55	ANY OTHER BUSINESS	
11.	12:55	DATE OF NEXT MEETING: Thursday 28 June 2018 Party Group meetings: 10am Joint Meeting: 11.30am	

Helen Reynolds
Union Side Co-Secretary
1st Floor, Congress House, Great
Russell Street,
LONDON WC1B 3LS

Steve Davies
Employers' Secretary
59½ Southwark Street
LONDON SE 1 OAL

GREATER LONDON EMPLOYMENT FORUM ANNUAL GENERAL JOINT MEETING

Minutes of the Greater London Employment Forum Annual General Meeting held on 13 June 2017 at London Councils offices

ATTENDANCE

Employers

Cllr Colin Tandy	LB Bexley
Cllr Margaret McLennan	LB Brent
Cllr Stephen Wells (Sub)	LB Bromley
Cllr Alison Kelly	LB Camden
Cllr Doug Taylor	LB Enfield
Cllr Carole Williams	LB Hackney
Cllr Philip Corthorne	LB Hillingdon
Cllr Gerard Hargreaves	RB Kensington & Chelsea
Cllr Eric Humphrey	RB Kingston upon Thames
Cllr Kevin Bonavia	LB Lewisham
Cllr David Marlow	LB Richmond upon Thames
Cllr Simon Wales	LB Sutton
Cllr Guy Senior	LB Wandsworth
Cllr Angela Harvey	City of Westminster

Union Side

Helen Reynolds	UNISON
Sean Fox	UNISON
Margaret Griffin	UNISON
Gloria Hanson	UNISON
Jackie Lewis	UNISON
Sue Plain	UNISON
Simon Steptoe	UNISON
Esther Rey	UNISON
Susan Matthews	UNITE
Danny Hogan	UNITE
Gary Cummins	UNITE
Peter Murphy	GMB
Wendy Whittington	GMB

In Attendance

Steve Davies	London Councils
Debbie Williams	London Councils
Jade Appleton	Political Advisor to the Conservative Group, London Councils
Julie Kelly	UNISON

1. Apologies for Absence

Apologies were received from Cllr Irma Freeborn (Barking & Dagenham), Cllr Yvonne Johnson (Ealing), Cllr Ben Coleman (Hammersmith & Fulham), Cllr Osman Dervish (Havering), Cllr Jenny Kay (Islington), Cllr Mark Allison (Merton), Cllr Ken Clark (Newham), Cllr David Edgar (Tower Hamlets), April Ashley (UNISON), Kim Silver (UNISON), Danny Judge (UNISON), Mary Lancaster (UNISON), Neville McDermott (UNISON), Clara Mason (UNISON), Karen Lynn (UNISON) and Dave Powell (GMB).

2. Election of Chair and Vice-Chair 2017-18

Cllr Doug Taylor (Enfield) was elected Chair of GLEF for 2017-18. Susan Matthews (UNITE) was elected Vice Chair.

3. Confirmation of GLEF Membership 2017-18

It was noted that that membership for UNITE was incorrect and needed to be updated.

GLEF membership for 2017-18 was noted.

Employers' Side

Borough	Rep	Party	Deputy
Barking & Dagenham	Cameron Geddes	Lab	Irma Freeborn
Barnet	Richard Cornelius	Con	Daniel Thomas
Bexley	Colin Tandy	Con	Linda Bailey
Brent	Margaret McLennan	Lab	Shama Tatler
Bromley	Ian Payne	Con	
Camden	Richard Olszewki	Lab	Alison Kelly
Croydon	Simon Hall	Lab	Mark Watson
Ealing	Yvonne Johnson	Lab	Cllr Hynes
Enfield	Doug Taylor	Lab	Dino Lemonides
Greenwich	Chris Kirby	Lab	
Hackney	Carole Williams	Lab	Philip Glanville
Hammersmith & Fulham	Ben Coleman	Lab	
Haringey	Ali Demirci	Lab	Claire Kober
Harrow	Kiran Ramchandani	Lab	Graham Henson
Havering	Melvin Wallace	Con	Osman Dervish
Hillingdon	Philip Corthorne	Con	
Hounslow	Ajmer Grewal	Lab	
Islington	Jenny Kay	Lab	
Kensington & Chelsea	Gerard Hargreaves	Con	
Kingston upon Thames	Eric Humphrey	Con	Hugh Scantlebury
Lambeth	Imogen Walker	Lab	Paul McGlone
Lewisham	Kevin Bonavia	Lab	Joe Dromey
Merton	Mark Allison	Lab	Nick Draper
Newham	Ken Clark	Lab	Lester Hudson
Redbridge	Kam Rai	Lab	Jas Athwal

Richmond upon Thames	David Marlow	Con	
Southwark	Fiona Colley	Lab	Johnson Situ
Sutton	Simon Wales	LD	
Tower Hamlets	David Edgar	Lab	
Waltham Forest	Asim Mahmood	Lab	Sally Littlejohn
Wandsworth	Guy Senior	Con	
Westminster	Angela Harvey	Con	
City of London	Revd Stephen Decatur Haines MA Deputy		Edward Lord, OBE, JP

UNISON

Helen Reynolds
 Gloria Hanson
 Sue Plain
 Jackie Lewis
 Simon Steptoe
 Sean Fox
 Maggie Griffin
 Esther Rey
 April Ashley
 Kim Silver
 Danny Judge
 Mary Lancaster
 Clara Mason
 Neville McDermott
 Jane Doolan
 Karen Lynn

UNITE

Onay Kasab
 Danny Hogan
 Kathy Smith
 Susan Matthews
 Kevin Simmons
 Sean Ramsden
 Nick Long

GMB

Penny Robinson
 Jonathon Coles
 Wendy Whittington
 Peter Murphy
 Dennis McNulty
 Euton Stewart
 Dave Powell ex officio

4. Minutes of the Meeting held on 9 February 2017 and Matters Arising

Sue Plain (UNISON) wished to highlight to colleagues that at the Regional Joint Secretaries GLEF agenda planning meeting held on 15 May 2017 she was the only Union member present and put forward the following four options as agenda items for the meeting today:

1. Regionalisation of Fostering and Adoption Services
2. The Government's Consultation on a new National Assessment and Accreditation System (NAAS) for Social Work
3. Update on campaigning on the school funding cuts (a joint interest on this subject)
4. Discussion item on the outcome of the general election and manifestos

As colleagues will notice none of these items have been included on the Joint agenda. This is a first that not even one item has been put on the agenda from the Unions suggestions. That UNISON was not informed that none of the agenda items suggested had been dropped and weren't contacted for assistance in finding speakers. The TU side also noted that the item put forward on the Employers' Side was not the same as that discussed at Agenda Planning.

The Union Side also notice that 'Any Other Business' has been omitted from the agenda and we want this reinstated.

The Union Side feel very disappointed and want reassurances that this will never happen again.

The Chair agreed that this is a joint meeting and that joint items need to be put on the agenda. Quite rightly there has been an issue with the transition of staff and confirms that 'Any Other Business' be reinstated as an agenda item for future meetings.

Matters Arising

Item 6 – London Collective Investment Vehicle (CIV) Update (Page 6 of minutes)

- The Union Side highlighted that the following sentence was not in fact mentioned by Danny Judge (UNISON) and should be in fact attributed to Cllr Adrian Gardner (Lambeth):

Danny Judge (UNISON) reported that he sits on Lambeth's Pension Board and so understands the value of being involved in this board. He explained how positive the experience has been in jointly establishing boards through the LGPS. He went onto highlight his concerns as the Government's agenda now appeared to the unions to be at the deficit of membership representation at a CIV (London regional level). London Councils Joint Committee has been established which he understood comprises of one nominated councillor from each participating borough. The trade unions stated that they find it unsatisfactory that they currently do not have a voice at the CIV Board level. The unions requested that participating boroughs consider how best scheme members can participate at board level.

- As a matter of accuracy the Union Side also thanked Sir Bob Kerslake for his presentation and would like this noted in the minutes.
- Danny Hogan (UNITE) enquired whether there was any news on whether any further consideration had been given to the representation by the London Councils Joint Committee for the Unions to have a voice on the CIV Board. It is becoming disrespectful that the Unions do not have a seat as individuals we pay into this pot.

Cllr Doug Taylor (Chair) responded that CIV are undertaking a governance review which was agreed at Leaders Committee on 7 February. Report due in the summer 2017 so we will hopefully know by then.

The intention is to also invite Lord Kerslake (Non-Executive Chair, London CIV) and Hugh Grover (Chief Executive, London CIV) to the next GLEF meeting for an update.

Apprenticeships – Page 6

- The Union Side formally requested that Apprenticeships goes on the next GLEF agenda and that it includes an update/feedback on the differences on what boroughs pay apprentices.

GLPC JE Refresh Update – Page 6

- The Union Side highlighted that this was an outstanding item and discussion at Joint Secretaries and requested that a 'Train the Trainer' session be organised for union trainers.

Memorandum of Co-operation (MoC) – Page 7

- Jackie Lewis (UNISON) asked if an update could be provided on the MoC for Adult Social Workers (ASW's) referencing the following bullet point from the minutes of 9 February 2017:
 - *Discussions taking place to extending the MoC to Adults Social Care. This group are not as critical quite yet as Children's Social Workers (CSW's) but heading that way.*

The Union Side's understanding from conversations locally is that local authorities have been asked to sign off a MoC for ASW's by 16 June 2017. The Union Side asked when would employers be speaking to the Unions about the MoC?

The Unions welcomed a MoC for ASW's but would have expected to have some input and comment. From our point of view we would like to see areas of sharing best practice. The MoC as it currently stands appears just to reference capped rates and a reference template. The MoC appears not to mention training and development and sharing of good practice.

The Chair responded that a discussion should take place at Joint Secretaries.

Jackie Lewis responded that guessing that there is a document available that the Unions can view and comment on. Recruitment and Retention and IR35 are crucial and the issue of agency workers is a concern to the Unions as well as for employers.

We believe the approach taken for the CSW's MoC needs to be widened to the ASW's MoC.

Steve Davies (Regional Employers Joint Secretary) responded that the CSW's MoC was delivered through the Heads of HR Network. The ASW's MoC has been taken forward by London ADASS. The Heads of HR will be meeting on Friday 16 June and are due to have a discussion with a representative from London ADASS as the Heads of HR have only recently become aware of the issues kindly raised this morning by the Unions.

The Heads of HR have not been included in discussions so far which will explain why the Unions have not also been included.

Any Other Business – Page 9

- Danny Hogan (Unite) enquired whether Cllr Doug Taylor (Chair) had received a response from the Prime Minister regarding the co-signatory response letter to the Prime Minister in relation to Surrey County Council doing a council tax deal. Cllr Tim Stevens (Bromley) was very angry and wondered if he had also received a reply letter.

Cllr Doug Taylor responded that he had not received a response.

Cllr Angela Harvey (Westminster) highlighted that Cllr Stevens was not present today so unable to comment.

5. CEEP Membership – Proposed Membership going Forward

Steve Davies (Regional Employers Side Secretary) informed colleagues that CEEP is the European Centre of Employers and Enterprises providing Public Services and Services of general interest and highlighted the attached report.



Microsoft Word 97 -
2003 Document

6. Summary Feedback from CEEP UK 2016 AGM Meeting of 26 May 2017

Steve Davies (Regional Employers Side Secretary) highlighted the attached report which provides a brief outline of a number of items considered at the CEEP UK 2016 AGM meeting held on 26 May 2017, to better inform GLEF of our relations with this association.



Microsoft Word 97 -
2003 Document

7. Any Other Business

Pay Consultation – Sean Fox (UNISON)

Sean Fox mentioned that the Unions were aware that the London pay consultation will be taking place in August. The Unions Pay Claim will be published very soon and we urge employers to look at our Pay Claim very seriously.

Our Prime Minister also agrees that public sector pay needs to be seriously looked at and that we cannot carry on paying 1% pay rises.

We need the employers in London to look very seriously at the future of pay.

Thankfully most boroughs present pay the London Living Wage.

Danny Hogan (Unite) added that 65% of Londoners voted that the pay freeze should be ended. If austerity is over today then we need some members to go away and seriously think about and give thoughtful respect to the people they employ.

The meeting was concluded at 12.24pm

8. Date of Next Meeting

15 February 2018

Group Meeting: 10am

Joint Meeting: 11.30am

FUTURE MEETING DATE

GLEF AGM

28 June 2018

Group Meeting: 10am

Joint Meeting: 11.30am

Greater London Employers Forum

Regionalisation of Adoption Services

Item: 5

Report by: Clive Grimshaw **Job title:** Strategic Lead for Health & Adult Social Care

Date: 15 February 2018

Contact Officer: Steve Davies, Regional Employers' Secretary

Telephone: 020 7934 9964 **Email** debbie.williams@londoncouncils.gov.uk

Purpose: To provide GLEF with information on proposals to set up a London regional adoption service.

Recommendations: To note the report.

Summary

A legislative framework for the regionalisation of adoption services came into existence through the Education and Adoption Act 2016 (the Act) on 16 March 2016. A council is required to join a regional adoption agency or can be forced by the Secretary of State to do so.

ALDCS set up and chair a Regionalisation Project Steering Group. The Steering Group considered a number of options for the delivery model.

Previously, the recommended model going forward was the creation of a new local authority owned entity operating in a hub and spoke approach. Following the meeting of ALDCS on 25 October, Directors have recommended a local authority owned hub and spoke model as the basis for further planning.

Introduction/ Background

1. Following the publication of the Department for Education (DfE) paper, *Regionalising Adoption* (June 2015), the Department invited councils and Voluntary Adoption Agencies (VAAs) to submit Expressions of Interest in becoming part of new regionalised arrangements. In response, the Association of London Directors of Children's Services (ALDCS) have been considering a number of options for development.
2. Adoption is a way of providing new families for children who cannot be brought up by their biological parents. It is a legal process in which all parental rights and responsibilities are transferred to the adoptive family. Once an adoption has been granted, it cannot be reversed.
3. Successive governments have raised concerns that children in care may experience poorer outcomes due to a low rate of adoption as well as delays in the process. Children in care are more likely to be unemployed, to experience mental health problems, to become homeless and to have their own children removed from them. It should be noted that children in care often arrive in care with significant issues that contribute to poor outcomes; however, a poor care experience can exacerbate rather than remedy these issues. Conversely, a well-timed and good placement match can make a significant and positive difference to the long-term outcomes of children who have difficult and damaging pre-birth and early year's experiences which lead to an adoptive placement.
4. A legislative framework for the regionalisation of adoption services came into existence through the Education and Adoption Act 2016 (the Act) on 16 March 2016. A council is required to join a regional adoption agency or can be forced by the Secretary of State to do so.

Pan – London joint working

5. London boroughs and voluntary adoption agencies (VAAs) have a history of working together to improve adoption services.
6. In 2013, the London Adoption Steering Group was set up to enable pan-London good practice sharing and development. This group transitioned to the London Adoption Board in 2014. The London Adoption Board includes London boroughs and VAAs. The London Adoption Board has supported the collection of adoption data, facilitated best

practice showcase events, advocated with external groups on behalf of London, and enabled the development of standards for adoption services.

7. All London boroughs belong to an adoption consortium. These consortia allow best practice sharing between local authorities and enable joint working on some aspects of the service. In some cases, services are carried out jointly between boroughs via these consortia arrangements. Examples of service areas that are carried out jointly include adopter training, recruitment activity, and joint subscriptions. There is a range of levels of integration within the different consortia.
8. There are currently 6 consortia arrangements in London, as follows:
 - Adoption North London – Barnet, Camden, Enfield, Hackney, Haringey, Islington.
 - East London Adoption Consortium – Barking & Dagenham, Havering, Newham, Redbridge, Tower Hamlets, Waltham Forest.
 - South East Adoption Consortium – Bexley, Brighton & Hove, East Sussex, Kent, Medway.
 - South London Adoption Consortium – Bromley, Croydon, Greenwich, Lambeth, Lewisham, Southwark, Wandsworth.
 - South West London Adoption Consortium – Kingston upon Thames, Merton, Richmond upon Thames, Sutton
 - West London Adoption Consortium – Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow, Kensington & Chelsea, Westminster.

London Regionalised Adoption Project

9. ALDCS set up and chair a Regionalisation Project Steering Group. The Steering Group sits under the governance of ALDCS and makes operational decisions to drive the project forward.
10. The Regionalisation Steering Group considered a number of options for the delivery model, and recommended two for further investigation.
 - LA trading company delivery model with a strategic VAA partnership operating in a hub and spoke structure (Option 1).
 - LA-VAA joint venture operating in a hub and spoke structure (Option 2).
11. However, following full consideration of a draft Outline Business Case, the meeting of ALDCS on 25 October 2017 has recommended to work to a local authority hosted spoke and hub model.

12. At the meeting London has identified hosting arrangements based on 4 areas – North, South, East and West. Hosting arrangements with boroughs in each of these areas is being explored, but will not be finalised until after the local government elections in May 2018.
13. At the present time, the following boroughs are not part of the London regionalisation project and are exploring alternative arrangements - Bexley, Harrow, Redbridge, the City of London and Bromley. Wandsworth are still in consideration.
14. Further work on workforce implications and options will now be conducted on the basis of the new preferred model.

Greater London Employers Forum

Apprenticeships – Update Feedback – Differences in London boroughs

Item: 6

Report by: Steve Davies **Job title:** Regional Employers' Secretary
Date: 15 February 2018
Contact Officer: Steve Davies
Telephone: 020 7934 9964 **Email** debbie.williams@londoncouncils.gov.uk

Purpose: To provide an overview of London borough apprenticeship numbers and pay rates based on the latest London councils survey data.

Background/ Context

Every year London Councils collects data from all London boroughs including the number of apprentices working directly in boroughs and also pay rate data. Outlined below are some commentary and information tables with showing the position across London against this information.

London borough workforce apprenticeships 2016/17

1. The table below shows the number of apprenticeships working as part of the London boroughs workforce in the year 2016/17. The figures include those directly recruited by boroughs and apprentices placed with Apprenticeship Training Agencies (ATA) where boroughs pay the salary and provide the placements but do not employ the apprentice.
2. It should be noted that with the introduction of the Apprenticeship Levy from April 2017 restrictions were placed on using these funds to pay for ATA placements, which means there will be a reduction in using this method of resourcing apprentices.

Table 1 - London borough workforce apprenticeships 2016/17

Borough	Direct recruitment 2016/17	Apprenticeship Training Agency	Total
Barking & Dagenham	33	0	33
Barnet	26	0	26
Bexley	37	0	37
Brent	41	0	41
Bromley	5	0	5
Camden	28	0	28
City of London	16	0	16
Croydon	3	0	3
Ealing	22	0	22
Enfield	22	0	22
Greenwich	0	92	92
Hackney	39	0	39
Hammersmith & Fulham	9	0	9
Haringey	13	0	13
Harrow	22	0	22
Havering	22	0	22
Hillingdon	5	0	5
Hounslow	40	0	40
Islington	42	5	47
Kensington & Chelsea	2	0	2
Kingston	10	0	10
Lambeth	19	0	19
Lewisham	7	0	7
Merton	5	0	5
Newham	33	0	33
Redbridge	13	0	13
Richmond	16	0	16
Southwark	37	0	37
Sutton	9	0	9
Tower Hamlets	41	10	51
Waltham Forest	7	0	7
Wandsworth	18	0	18
Westminster	0	55	55

Apprentice pay rates in boroughs at October 2017

3. A survey of boroughs apprentice pay rates was undertaken during October 2017. A total of 31 boroughs responded to the survey; a response rate of 94 percent. The survey results represent a good picture across the London boroughs, but are just a snapshot.
4. Key points from the pay survey are:
 - Apprenticeship pay varies considerably across London boroughs from £3.50 to £10.33 ph at Levels 2 & 3 and from £5.31 to £12.86 ph for Higher Level apprentices, where data is available.
 - The majority of boroughs (19) vary pay according to the level of the apprenticeship (61 percent of all respondents).
 - Eight boroughs pay a flat rate irrespective of level of apprenticeship or age of the apprentice (26 percent of all respondents).
 - Seven boroughs vary pay according to the age of the apprentice (23 percent).
 - Two boroughs pay the national minimum wage for apprentices for some of their apprentices (£3.50 ph).
 - Six boroughs pay the London Living Wage or above to all their apprenticeships (19 percent of all respondents).
5. A small number of boroughs do not have rates for higher level apprentices because they do not employ any.
6. This may change with the introduction of the apprenticeship levy and boroughs starting to offer apprenticeships to existing employees. Four boroughs decide the rate of pay for higher level apprentices according to job roles, and in a few instances, may reflect that these apprentices will be existing employees.

Table 2 – Apprentice Pay rates at October 2017

Inner / Outer London	Level 2 per hour	Level 3 per hour	Higher Level per hour	Comments	Diff level rates	Diff age rates
Inner	£8.22- £8.35	£8.35 - £8.48	£8.47 - £8.77	Higher level is Level 4	Yes	No
Outer	£7.50 - £9.75	£7.50 - £9.75	£7.50 - £9.75	Pay NMW for first 6 months and then LLW if probation passed	No	No
Inner	£6.95 - £7.80	£7.80 - £8.78	£8.78 - £9.75	Will introduce new LLW rate in November 2017	Yes	No
Outer	£6.00 - £7.50	£8.45 - £9.75	£9.75	Variation in L2 & L3 after probationary period passed (at least 6 months)	Yes	No
Outer	£5-83 - £7.60	£5-83 - £7.60	According to job role		No	Yes
Inner	£5-83 - £7.60	£5-83 - £7.60	According to job role		No	Yes
Outer	£5.60 - £7.50	£5.60 - £7.50	£5.60 - £7.50	NMW according to age; apprentice may receive increment after one year	No	Yes
Outer	£5.31 - £6.72	£5.31 - £6.72	£5.31 - £6.72	Pay increases after first year, pay to be reviewed	No	No
Outer	£5.31 - £6.72	£5.31 - £6.72	£5.31 - £6.72	Pay increases after first year, pay to be reviewed	No	No
Outer	£5.02 - £5.57	£6.27 - £6.96	£9.75 - £12.23	L2 and L3 increase after one year; higher level are for L5 & L6	Yes	No
Outer	£4.94 - £8.29	£4.94 - £8.29	N/A	£4.94 paid for first year regardless of age or level, then varies by age	No	Yes
Outer	£4.77 - £5.71	No apprentices at this level	£6.45 - £7.29	Pay increase after 6 & 9 months for each level	Yes	No
Outer	£3.50 - £9.45	£3.50 - £9.45	Variable according to job description	Pay at Level 2 and 3 varies according to age	Yes	Yes
Inner	£10.33	£10.33	£11.48. - £12.86.	L4 salary agreed between recruiting manager & apprenticeship programme manager	Yes	No
Inner	£10.01	£10.18	£10.68 to £11.17	Annual increments depending on duration	Yes	No
Inner	£9.75	£9.95	No data		Yes	No
Inner	£9.75	£9.75	Varies depending on role		Yes	No
Inner	£9.75	£9.75	£9.75	LLW at all levels and ages	No	No

Inner / Outer London	Level 2 per hour	Level 3 per hour	Higher Level per hour	Comments	Diff level rates	Diff age rates
Inner	£9.75	£9.75	Not yet agreed	LLW at all levels and ages; LLW increases to be introduced in April	No	No
Inner	£8.80	£8.80	£9.75		Yes	No
Outer	£7.50	£8.01	£9.75	Will introduce new LLW rate in January 2018	Yes	No
Outer	£7.50	£7.50	£7.50		No	No
Inner	£7.50	£7.50	£7.50		No	No
Outer	£5.60	£7.05	According to job role	L2 and L3 apprentices aged 16-24	Yes	No
Outer	£5.00	£6.70	£10.40		Yes	No
Inner	£5.00	£6.00	£7.00	Pay to be reviewed	Yes	No
Outer	£5.00	£5.00	N/A		No	No
Outer	£4.87	£5.60 - £7.50	£9.75	Pay NMW at Level 3 according to age; LLW for higher level apprenticeships	Yes	Yes
Outer	£4.76	£5.88	£7.72	Figures are higher rate of pay once 3 month probation is passed. Rates currently under review.	Yes	No
Outer	£3.83	£6.70	N/A		Yes	No
Outer	£3.50	£4.05 - £7.50	N/A	Pay NMW according to age for L3	Yes	Yes

As a benchmark, below are the current rates for London Living Wage and National Minimum Age:

London Living Wage	£10.20
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Please note that at the time of the survey, the London Living Wage (LLW) was £9.75 per hour. The increased rate of £10.20 per hour was announced in November 2017 and employers have six months to introduce this. As the survey was taken before this, London boroughs paying the LLW are listed as £9.75 per hour.

National Minimum Wage rates

Aged 25 and above	£7.50
21-24 yrs inclusive	£7.05
18-20 yrs inclusive	£5.60
Under 18	£4.05
Apprentices under 19 yrs	£3.50
Apprentices 19 yrs + but in first year	£3.50

The Apprenticeship Levy and Public Service Apprenticeship targets

7. The Apprenticeship Levy was introduced from April 2017 by the government to help fund their plans to deliver a step change in apprenticeship numbers and their quality. The levy is designed to put apprenticeship funding in the hands of employers and encourage them to invest in and create apprenticeships.
8. The levy applies to all employers across all sectors in the UK. The rate is set at 0.5% of an employers' pay bill, collected monthly via Pay As You Earn (PAYE). All employers will have an allowance of £15,000, which means that the levy is applicable on pay bills over the first £3 million. All London boroughs qualify to pay the levy.
9. The government has been very specific about what levy funds can and cannot be spent on.

Funds can be used for:

- Apprenticeship training and assessment (with an approved training provider and assessment organisation up to its funding band maximum).

Funds cannot be used for:

- Wages
 - Statutory licenses to practice
 - Travel and subsidiary costs
 - Managerial costs
 - Traineeships
 - Work placement programmes
 - The costs of setting up an apprenticeship programme.
10. It is also worth noting that in the first year of the new system, employers will not be able to transfer any levy funds to another employer, including Apprentice Training Agencies (ATAs) but from 2018 they will be allowed to transfer up to 10% to an employer with a digital account. However, this will likely result in a large scale reduction of using ATA's to provide apprentices.
 11. The Public Sector Apprenticeship Target came into force from April 2017. Local authorities are required to create new apprenticeship starts equivalent to 2.3% of their organisation's headcount each year.
 12. The government will allow boroughs to meet an average target across 2017-18 to 2020-21 (to provide flexibility to manage peaks and troughs in recruitment).
 13. Outlined below is a table showing the public service apprenticeship target for each borough based on 2017 headcount figures and comparing that with the apprentices engaged working in the council in 2016/17.

Table 3 – Public Service Apprenticeship targets based on March 2017 headcount and difference to bridge between target and London borough workforce apprentice levels

Borough	Direct recruitment 2016/17	Apprentice Training Agency	Total	Headcount	Apprentice target	Target v 2016/17 level Difference
Barking & Dagenham	33	0	33	3319	76	43
Barnet	26	0	26	1545	36	10
Bexley	37	0	37	1433	33	-4
Brent	41	0	41	2080	48	7
Bromley	5	0	5	1610	37	32
Camden	28	0	28	3970	91	63
City of London	16	0	16	2541	58	42
Croydon	3	0	3	2853	66	63
Ealing	22	0	22	2678	62	40
Enfield	22	0	22	3124	72	50
Greenwich	0	92	92	3598	83	-9
Hackney	39	0	39	3946	91	52
Hammersmith & Fulham	9	0	9	1757	40	31
Haringey	13	0	13	2236	51	38
Harrow	22	0	22	2011	46	24
Havering	22	0	22	2445	56	34
Hillingdon	5	0	5	2763	64	59
Hounslow	40	0	40	2487	57	17
Islington	42	5	47	4413	101	54
Kensington & Chelsea	2	0	2	1806	42	40
Kingston	10	0	10	1189	27	17
Lambeth	19	0	19	2481	57	38
Lewisham	7	0	7	2209	51	44
Merton	5	0	5	1858	43	38
Newham	33	0	33	4671	107	74
Redbridge	13	0	13	2255	52	39
Richmond	16	0	16	870	20	4
Southwark	37	0	37	4150	95	58
Sutton	9	0	9	1148	26	17
Tower Hamlets	41	10	51	4143	95	44
Waltham Forest	7	0	7	2539	58	51
Wandsworth	18	0	18	2280	52	34
Westminster	0	55	55	1799	41	-14

14. The above numbers highlight the additional apprenticeships that need to be set up directly within councils, including those that previously used Apprentice Training Agencies.
15. All boroughs are actively engaged in meeting these targets through a combination of introducing new apprentice positions and also encouraging existing employees to undertake apprenticeships which Boroughs will be able to spend Levy funds to upskill existing employees. They can use the levy to fund existing employees who want to undertake a qualification at a higher level than one they already hold. They will also be able to spend Levy funds on an employee to undertake a qualification at the same or a lower level than they already hold if it will allow the individual to acquire substantive new skills and the content of the training is materially different from any prior training.
16. All have experienced delays in sorting out the new digital account funding arrangements to get access to their levy and also in the procurement of apprentice training providers under the new apprenticeship standards that have been introduced.

Greater London Employers Forum

Workplace support for Parents with premature or sick babies

Item: 7

Report by: Steve Davies **Job title:** Regional Employers' Secretary
Date: 15 February 2018
Contact Officer: Steve Davies
Telephone: 020 7934 9964 **Email** debbie.williams@londoncouncils.gov.uk

Purpose: To outline London borough responses to the ACAS guidance on workplace support for parents with premature or sick babies.

Background/ Context

1. The union side raised this issue with the Employers side at the GLPC meeting in October 2017.
2. ACAS issued guidance on this subject matter in September 2017.
 - 2.1 The guidance outlines that there are over 95,000 premature or sick babies born each year in the UK.
 - 2.2 When a baby is born prematurely, or with health needs, it can be a difficult time for parents. The guidance sets out best practice for managing employees in these difficult circumstances.
 - 2.3 Pregnant employees and new mothers are entitled to 52 weeks' leave, made up of 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave. However, leave will start the day after the birth if the baby is born early.
 - 2.4 If an employed mother is off work for a pregnancy-related illness in the 4 weeks before the week that the baby is due, her maternity leave and pay will start automatically - regardless of what has previously been agreed in respect of start dates, and even if the employee has only been off work for a short period of time.

- 2.5 The NHS defines premature babies as those born before 37 weeks gestation.
- 2.6 Some babies will be born full-term (37 weeks+) but sick. These babies may have an infection, need treatment for jaundice, or have been born with a condition which makes them sick or means that they require urgent and / or significant medical attention.
- 2.7 Specialist care is provided for premature or sick babies usually in a specialist new-born (neonatal) unit. Babies may be transferred to a different or specialist hospital if the treatment or specialist care they require is not available in the area where they were born.
- 2.8 Employers should bear in mind that this is a very stressful time for parents and any communications should be approached sensitively and compassionately.
- 2.9 Employers should ask the parents what they would like them to tell their colleagues about the situation. Good support for parents can make a big difference and offers of support from colleagues could include: lifts to and from the hospital; home cooked food; or even help with additional childcare. Even a simple text or email showing support can mean a lot.
- 2.10 Fathers and partners of the mother may also need their employer to be flexible regarding them taking time off as they will want to support their partner as well as be with the baby at this difficult time. Employers may want to remind fathers and partners who are eligible for Paternity Leave and Pay that they can take this leave within 8 weeks of the actual date of birth or within 8 weeks of the date that the baby was due to be born if they prefer (as some fathers may prefer to take Paternity Leave after the baby is home).
- 2.11 Sadly, not all premature or sick babies survive and grief impacts on the emotional, spiritual and psychological well-being of the parents. Grief doesn't have predicted stages or phases and everyone reacts differently to bereavement, and this should be understood and respected by both employers and colleagues.
- 2.12 It is important to remember that the mother will still be entitled to take up to 52 weeks of Maternity Leave if she wishes, and up to 39 weeks of Statutory Maternity Pay (if she is eligible for pay). Where a baby is still born after 24 weeks of pregnancy, or if the baby is born alive but subsequently dies, the mother still qualifies for her full maternity entitlement.
- 2.13 Returning to work can be a difficult time as many babies born early or sick may have been in hospital for a while and parents may be worried or anxious about leaving them. This particularly applies if they have ongoing health or developmental issues which require frequent hospital appointments or make it difficult to find

suitable childcare. Employers should recognise that the plans the parents had made prior to the birth with regard to returning to work may now have changed.

2.14 Employers should try to balance the needs of the business with understanding the pressures facing parents.

2.15 Employers can support employees by offering contractual benefits or allowing extended leave, this may be through:

- additional or extended **annual leave**
- special leave with or without pay
- **unpaid parental leave**
- **sick leave**
- allowing informal or formal flexible working

2.16 Good communications is the key to a successful return to work. A good working relationship between the employee and their line manager is important. Managers could check on how the employee is managing after returning to work by holding regular review meetings.

Survey of London boroughs responses to the ACAS guidance

3. London Councils surveyed London boroughs to understand their response to this issue and the ACAS guidance. Eighteen boroughs responded to the survey.
4. One of the boroughs, Waltham Forest Council, has signed up to the 'Smallest Things Campaign', which aims to get extended maternity and paternity leave for parents of infants who are born at less than 37 weeks to cover the additional time their babies spend in hospital. The council will begin offering additional leave from January and is to encourage all contractors and partners to offer the same benefit to their employees.
5. Fifteen boroughs are planning to review their policies/ guidance to reflect the ACAS guidance. Of these five consider they already have a certain level of flexibility in the current policies to comply with the ACAS guidance but will review these further.
6. Two boroughs are not proposing to review their policies as they currently stand.

Greater London Employers Forum

Residential Care Charter

Item: 8


Report by: Steve Davies **Job title:** Regional Employers' Secretary
Date: 15 February 2018
Contact Officer: Steve Davies
Telephone: 020 7934 9964 **Email** debbie.williams@londoncouncils.gov.uk

Purpose: To outline the key elements of Unison's residential care charter launched in early 2017.

Background

1. UNISON's residential care charter sets out minimum standards and employment conditions required to deliver decent care.
2. UNISON is campaigning for higher standards of care across all residential settings.
3. The charter aims to protect and support residents by asking employers to maintain adequate staff ratios, give information about how to raise concerns, ensure residents have access to any NHS services required, provide safe working and living environments and provide therapy/ activities for residents.
4. It also aims to provide appropriate training and support to employees and care workers; decent pay at Living Wage rates and extra pay for weekend working and unsocial hours; holiday pay and occupational sick pay.
5. Finally, it seeks to end 'Zero' hours contracts and ensure care workers get proper breaks and shift rotas.

UNISON'S Residential Care Charter



Many residential care workers are poorly paid and poorly treated. So they struggle to make ends meet and struggle to provide quality care within a system in crisis. Yet their role is crucial for a civilised society to function.

UNISON, the leading representative for care workers in the UK, is campaigning for higher standards of care across all residential settings. Dignity and justice must be at the heart of a care system. Everyone in residential care deserves to be supported and properly looked after – irrespective of their wealth, age or disability. For this to happen, care workers must be valued.

Residential care workers across the UK came together to discuss the barriers that plague their sector and solutions that would enable them to provide dignified care.

UNISON's Residential Care Charter is the outcome of this discussion. It sets out the minimum standards and employment conditions required to deliver decent care. Employment levels, pay, conditions and training directly impact the quality of care. A more stable, well-equipped workforce is essential to deliver high quality, consistent care.

Care workers urge councils, commissioners and providers in the voluntary and private sector to adopt the Residential Care Charter, which sets out solutions to raise the standard of care.

UNISON will campaign for decision makers to adopt the Charter and continue to call for adequate funding for social care.

UNISON'S Residential Care Charter

Protecting and supporting residents

- Employers will maintain adequate staff ratios, that enable quality care to be delivered. This must be care that extends beyond basic tasks and includes a social dimension.
- Care workers, residents and families must be given information about how to raise concerns and protection if they decide it is necessary.
- Employers will have clear and accountable procedures to follow up any concerns raised.
- Care home providers will ensure all residents have ready access to any NHS services required.
- Providers will carry out thorough risk assessments to ensure the safety of residents and care workers.
- Employers will provide care workers with safe equipment.
- Care workers will be given time to provide regular activities and effective forms of therapy for residents.

Training and support for employees

- All care workers – including bank and relief staff – will be regularly trained to meet the needs of all residents, as set out in their care plans.
- Training requirements will be met. Training must be free and carried out in work time, so cover staff must be arranged.
- DVD and e-learning will be used to complement high quality, face-to-face learning.

Decent pay for quality work

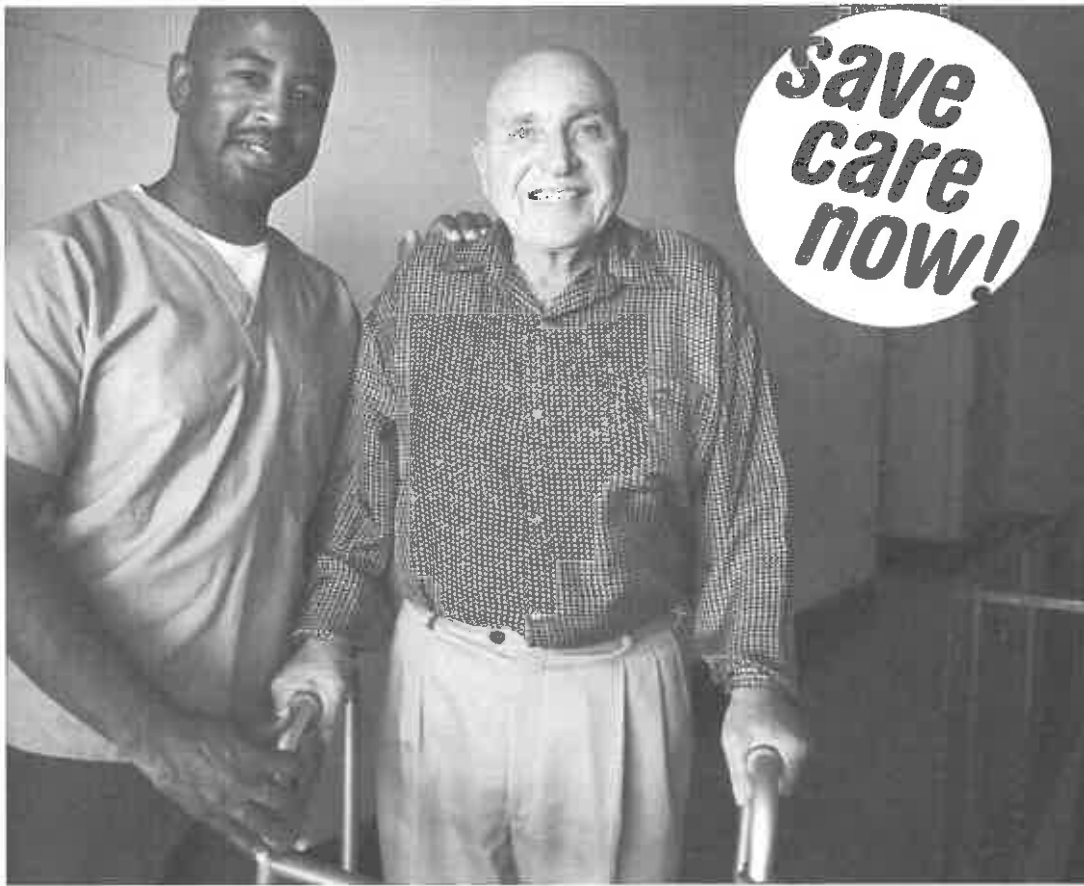
- All residential care workers will be paid at least the Living Wage – as calculated by the Living Wage Foundation or Greater London Authority every November.
 - Councils which outsource employees on or above the Living Wage should ensure that new providers are required to maintain pay levels throughout the contract.
 - Extra payment will be made for working unsocial hours, including weekends and Bank Holidays.
 - Pay for sleep-ins must be at a level to ensure that the average hourly rate does not drop below the Living Wage.
 - Holiday periods must also be paid as if at work.
 - All care workers will be paid occupational sick pay.
 - Employers will pay for Disclosure and Barring Service checks.
-

Time to care

- Zero hours contracts will not be used.
 - Care workers will be given adequate breaks during their working day.
 - Care workers will be paid for the time it takes to carry out a proper handover between shifts, which ensures safety and continuity of care for residents.
 - Rotas will be planned well in advance to ensure adequate staffing levels and allow planned, time off for employees.
-

Part of the union

- Employers will recognise UNISON – negotiating pay and conditions with them and encouraging employees to join them.
- UNISON representatives will be given adequate paid time for the required training.
- Employers will provide opportunities for UNISON to meet members and employees as necessary.



Not in UNISON?
Join today at joinunison.org
or call **0800 171 2193**



Published and printed by UNISON, The UNISON Centre, 130 Euston Road, London NW1 2AY.
CU/March 2017/24230/3738/UNP 14650.