

# Greater London Employment Forum Annual General Meeting

Thursday 28 June 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 4, First Floor 10.45am

**Contact Officer:** Debbie Williams

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

## Agenda item

1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<b>DECLARATIONS OF INTEREST</b>	
3.	<b>ELECTION OF CHAIR AND VICE-CHAIR 2018-19</b> The constitution provides that the positions of Chair and Vice-Chair should alternate between the two sides on an annual basis. This year it is the turn of the Trade Union Side.	
4.	<b>CONFIRMATION OF GLEF MEMBERSHIP 2018-19</b>	Attached
5.	<b>MINUTES OF THE LAST MEETING INCLUDING ANY MATTERS ARISING</b> To agree the minutes of the meeting held on 15 February 2018.	Attached
6.	<b>FLEXIBLE WORKING</b> – Claire Campbell, Timewise - Presentation	Attached
7.	<b>LONDON PENSIONS COLLECTIVE INVESTMENT VEHICLE (CIV) VERBAL UPDATE</b> - Mark Hyde-Harrison, Chief Executive (CIV)	
8.	<b>ACAS ADVICE: WORKPLACE SUPPORT FOR PARENTS WITH PREMATURE OR SICK BABIES</b> – Stuart Petrie, Head of HR Waltham Forest and Cllr Clyde Loakes, Waltham Forest	Attached
9.	<b>UNITE CONSTRUCTION CHARTER</b> – Danny Hoggan, Unite	Attached
10.	<b>ANY OTHER BUSINESS</b>	
11.	<b>DATE OF NEXT MEETING: Thursday 21 February 2019</b> Party Group meetings: 10am Joint Meeting: 11.30am	

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

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

## GREATER LONDON EMPLOYMENT FORUM MEMBERS 2018-19

### Employers' Side

<b>Borough</b>	<b>Rep</b>	<b>Party</b>	<b>Deputy</b>
Barking & Dagenham	Sade Bright	Lab	Irma Freeborn
Barnet	Richard Cornelius	Con	Daniel Thomas
Bexley	Steven Hall	Con	Nick O'Hare
Brent	Margaret McLennan	Lab	Amer Agha
Bromley	Pauline Tunnicliffe	Con	Michael Turner
Camden	Richard Olszewski	Lab	Alison Kelly
Croydon	Simon Hall	Lab	Patsy Cummings
Ealing	Jasbir Anand	Lab	
Enfield	Nesil Caliskan	Lab	Mary Maguire
Greenwich	Christine Grice	Lab	Chris Kirby
Hackney	Carole Williams	Lab	Philip Glanville
Hammersmith & Fulham	Andrew Jones	Lab	
Haringey	Noah Tucker	Lab	Khaled Moyeed
Harrow	Antonio Weiss	Lab	
Havering	Robert Benham	Con	Viddy Persuad
Hillingdon	Philip Corthorne	Con	
Hounslow	Katherine Dunne	Lab	
Islington	Tricia Clarke	Lab	
Kensington & Chelsea	David Lindsay	Con	
Kingston upon Thames	Malcolm Self	LD	Dave Ryder-Mills
Lambeth	Jack Hopkins	Lab	Andy Wilson
Lewisham	Joe Dromey	Lab	Amanda De Ryk
Merton	Mark Allison	Lab	Marsie Skeete
Newham	Mayor Rokhsana Fiaz	Lab	Charlene McLean
Redbridge	Jas Athwal	Lab	Kam Rai
Richmond upon Thames	Geoff Acton	LD	
Southwark	Kieron Williams	Lab	Leo Pollak
Sutton	Richard Clifton	LD	Joyce Melican
Tower Hamlets	Mayor John Biggs	Lab	
Waltham Forest	Asim Mahmood	Lab	Sally Littlejohn
Wandsworth	Guy Senior	Con	
Westminster	Angela Harvey	Con	Rachael Robathan
City of London	Edward Lord	Ind	The Revd Stephen Decatur Haines

### UNISON

Helen Reynolds  
April Ashley  
Sean Fox  
Margaret Griffin  
Gloria Hanson  
Kim Silver  
Mary Lancaster  
Jacqueline Lewis

Susan Plain  
Simon Steptoe  
Clara Mason  
Fran Hammond  
Kai Pokawa  
Jennifer Kingaby  
Janet Walker  
Julie Kelly (in attendance)

**UNITE**

Onay Kasab  
Gary Cummins  
Danny Hoggan  
Susan Matthews  
Kath Smith  
Jane Gosnell  
Pam McGuffie  
Mick Callanan

**GMB**

Vaughan West  
Penny Robinson  
Jonathan Coles  
Wendy Whittington  
Peter Murphy  
Dennis McNulty  
Donna Spicer

## GREATER LONDON EMPLOYMENT FORUM

Minutes of the Greater London Employment Forum held on 15 February 2018 at London Councils offices

### ATTENDANCE

#### Employers

Cllr Cameron Geddes	LB Barking & Dagenham
Cllr Colin Tandy	LB Bexley
Cllr Margaret McClennan	LB Brent
Cllr Simon Hall	LB Croydon
Cllr Yvonne Johnson	LB Ealing
Cllr Doug Taylor (Chair)	LB Enfield
Cllr Carole Williams	LB Hackney
Cllr Philip Corthorne	LB Hillingdon
Cllr Jenny Kay	LB Islington
Cllr Imogen Walker	LB Lambeth
Cllr Kevin Bonavia	LB Lewisham
Cllr Stephen Alambritis (Sub)	LB Merton
Cllr Kam Rai	LB Redbridge
Cllr Richard Livingstone (Sub)	LB Southwark
Cllr Simon Wales	LB Sutton
Cllr David Edgar	LB Tower Hamlets
Cllr Angela Harvey	City of Westminster

#### Union Side

Helen Reynolds	UNISON
Gloria Hansen	UNISON
Sue Plain	UNISON
Jackie Lewis	UNISON
Simon Steptoe	UNISON
Sean Fox	UNISON
Maggie Griffin	UNISON
Kim Silver	UNISON
Mary Lancaster	UNISON
Danny Hoggan	Unite
Jonathan Coles	GMB
Wendy Whittington	GMB
Vaughan West	GMB

#### In Attendance

Steve Davies	London Councils
Debbie Williams	London Councils
Julie Kelly	UNISON

## **1. Apologies for Absence**

Apologies were received from Cllrs Richard Cornelius (Barnet), Cllr Ian Payne (Bromley), Cllr Alison Kelly (Camden), Cllr Ben Coleman (Hammersmith & Fulham), Cllr Melvin Wallace (Havering), Cllr David Lindsay (Kensington & Chelsea), Cllr Mark Allison (Merton), Cllr David Marlow (Richmond), Cllr Fiona Colley (Southwark), Cllr Clyde Loakes (Waltham Forest), Cllr Guy Senior (Wandsworth), Danny Judge (UNISON), Clara Mason (UNISON), Neville McDermott (UNISON), Jane Doolan (UNISON), Karen Lynn (UNISON), Onay Kasab (Unite), Gary Cummins (Unite), Susan Matthews (Unite), Kath Smith (Unite), Jane Gosnell (Unite), Pam McGuffie (Unite), Mick Callanan (Unite), Penny Robinson (GMB), Dennis McNulty (GMB), Mehboob Khan (London Councils), Jade Appleton (London Councils).

## **3. Minutes of the Meeting held on 13 June 2017 and Matters Arising**

The minutes of the meeting held on 13 June 2017 were agreed as a correct record.

### **Matters Arising**

#### Item 3 – GLEF Membership (Page 4 of minutes)

Vaughan West (GMB) will provide London Councils with an up to date list of GMB membership for GLEF.

#### GLPC JE Refresh Update (Page 6 of minutes)

Mary Lancaster (UNISON) asked if any progress had been made in organising a train the trainer session for the Union Side and asked who is delivering the training. It is recommended that GLPC JE training courses be jointly delivered and from her understanding this has not been happening. Mary recently heard that a council was running an in-house JE course and offered her availability but was informed that they were running the course themselves.

Vaughan West (GMB) and Mary are both trained and are not being used to run joint training courses.

The Gold Book (the London Agreement) states:

### ***Training***

- 1.1 *All management and trade unions involved in any part of the job evaluation process should be trained to equip them to participate properly. No person should be allowed to participate without such training.*
- 1.2 *Joint training should provide for a detailed understanding of the principles and application of job evaluation, as well as in the principles of equity and fairness as they apply to the job evaluation scheme.*
- 1.3 *The GLPC has produced a training programme on the job evaluation process, which is available for use by participating boroughs. Where possible training should be provided on a joint basis.*

Mary asked that the Gold Book be re-circulated to boroughs highlighting the above.

The Chair suggested a conversation with the Joint Secretaries takes place to take this forward.

#### Memorandum of Cooperation (MoC) – Page 6

The Union Side enquired whether there was a final version of the Adult Social Workers MoC.

Steve Davies (Regional Employers Side Secretary) responded that ADASS are in the process of signing this off and looking for implementation from 1 April 2018.

There were no further matters arising.

#### **4. Regionalisation of Adoption Services – Clive Grimshaw, London Councils and Ian Smith, London Adoption Board**

The Chair introduced Clive Grimshaw, Strategic Lead for Health & Adult Social Care, London Councils and Ian Smith, Programme Director, London Adoption Board.

Ian Smith informed colleagues that the recommended model going forward was the creation of a new local authority owned entity operating in a hub or spoke approach. Following a meeting on 25 October 2017, Directors recommended that a local authority owned hub and spoke model as a basis for further planning.

In terms of the issue of new staffing arrangements originally discussions have been around TUPE. There are many other options around the country and we need to look at all the options in terms of staffing arrangements before making a decision.

An expert has been employed to come up with all the options available in a business case.

Helen Reynolds (Regional Joint Secretary) asked whether TUPE was likely not to be the case.

Ian Smith responded that no decision has been made as different options around the country so we need to look at all options.

Helen Reynolds asked where there are different hubs will the final decision apply to all hubs across London.

Ian Smith responded that this is something to be decided as discussions continue.

Helen Reynolds asked when the actual go-live date is.

Ian Smith responded that the go-live date is April 2019 but this could be staged e.g. for those authorities not as quick as others. The actual legislation go-live is 2020.

Helen Reynolds asked whether there was awareness that the Trade Unions had not been asked to be involved so far. The Unions would like to request involvement. We have wealth of experience to bring to the table.

Ian Smith responded that the Unions can be assured that they will be invited.

## **5. Apprenticeships: Update/Feedback – Differences in London Boroughs**

The Chair asked if the Union Side had any matters they would like to raise from the Apprenticeship report.

The Union Side gave thanks and responded that they are quite informed but highlighted that a tiny minority of boroughs want to pay as less as possible. Paying less will not get the quality and equality of applicants.

UNISON's Apprenticeship Charter provides a tool to ensure apprenticeships deliver positive outcomes for both apprentices and employers. Copy attached for information.



Adobe Acrobat  
Document

The report does not give a lot of information on spend of the levy and the request a more detailed report on how the levy is being spent.

The Chair agreed the data is a year out of date and the Employers' Side commit to bring something back to a future meeting.

## **6. ACAS Guidance: Workplace Support for Parents with Premature or Sick Babies**

The Chair informed colleagues that unfortunately Cllr Clyde Loakes (Waltham Forest) was not available to attend today and that both Sides have agreed to defer this item till 28 June 2018.

Helen Reynolds (Regional Joint Secretary) informed colleagues that the Union Side are very pleased that Waltham Forest has implemented the guidance to their policies in line with the ACAS advice.

The Union Side also noted that the recent London Councils survey only had 18 responses from boroughs and asked if the Union Side could be provided with the names of boroughs who have responded so in a positive way our local branches can contact their councils. It would also be useful to have an update on when we next meet on 28 June 2018 of any councils have made any changes.

Steve Davies (Regional Employers' Side Secretary) provided the following list of boroughs who had responded:

Brent – review  
Bromley – review  
Camden – review  
Croydon – review  
Ealing – review  
Greenwich – review  
Hackney – review  
Haringey – review  
Havering – review  
Newham – review  
Hounslow – review

Islington – review  
Kensington & Chelsea – review  
Lambeth – review  
Redbridge  
Southwark  
Waltham Forest  
City of London – review

## **7. Residential Care Charter – Matthew Egan (UNISON)**

Matthew Egan (UNISON) informed colleagues that UNISON's Residential Care Charter is not too dissimilar to UNISON's Home Care Charter which people will be familiar with.

Councils still regain some responsibilities for residential care services but unfortunately employees are being let down and 20% of residential care homes are inadequate or require improvements.

When you drive down to the reasons why services are inadequate the Care Quality Commission (CQC) breaks down services by sections to see if they are safe. 21% of residential homes in London need to be made safer and are in need of improvement.

A UNISON survey of 1,003 residential care workers was carried out between 3 May and 2 June 2017. The results highlighted that 17% of residential care workers feel they have enough time to spend with residents without being rushed and compromising their dignity or well-being. When asked what residents are regularly missing out on because of the lack of time workers highlighted the following:

- 88% do not have time for a conversation with residents
- 83% can't do nice things with residents, such as take them out of the home
- 66% are not given enough time to complete or update necessary paperwork for care plans
- 56% said they don't have time to cut someone's nails
- 32% don't have time to wash residents' hair
- 29% said they don't have time to wash, bath or shower residents
- 27% said they don't have time to help residents eat and drink
- 27% don't have time to comb and/or style residents' hair
- 26% don't have time to take residents to the toilet
- 25% don't have time for personal care tasks to be completed properly (e.g. stoma care)
- 25% don't have time to notice any deterioration in resident's health.

The survey also highlighted there is a major problem with good quality training. There are increasing levels of a wider variety of care needs needed now than in previous years.

UNISON's Residential Care Charter highlights a list of standards need:

- Safe numbers of staff in each establishment.
- Safe equipment.
- Meaningful activities for residents.
- Better quality training for staff.
- Pay the real living wage.
- Sufficient breaks for staff.



Turnover is 33.8% a year due to staff feeling they are under-valued and not paid enough.

There is a need for improved levels of pay and training. This will improve turnover rates, retaining staff and the care of the residents.

UNISON appreciate the complexities of the Residential Care Charter but we hope councils can come together to improve levels of care for residents.

Cllr Richard Livingstone (Southwark) mentioned that Southwark was one of the first London boroughs to adopt UNISON's Ethical Care Charter which has been a positive experience and the cost was less than expected. As a borough we have real problems with residential homes getting closed down. A new provider of services has agreed that the problem with previous providers was the quality of care in homes.

There is an issue with where the law says we are heading and we want to understand that better first but the Residential Care Charter is a really good way to go.

Danny Hoggan (Unite) informed colleagues that he has worked in residential care in Greenwich for a number of years and stated that costs will eventually come back to boroughs as they have bought into a system that is failing. Models have been bought on speculation of care and a number of these companies have now gone bust.

A lot of companies are hiding behind boroughs and blaming them for payment of staff. Models are defunct and we need to think of insourcing as the innovative way. Fund a highly trained workforce, set minimum standards with qualified staff.

Sue Plain (UNISON) stated that the London region were progressive in adopting UNISON's Ethical Care Charter and the Union Side are hoping that GLEF has the same influence on the Residential Care Charter.

The Chair responded that details of UNISON's Residential Care Charter be circulated to those boroughs not represented at today's meeting so discussions can take place locally.

## **8. Collective Investment Vehicle – Brief Verbal Update**

Steve Davies (Regional Employers' Side Secretary) provided the following statement from the Interim Chief Executive, CIV to explain why he did not find it appropriate to attend the meeting today to give a verbal update.

Mark Hyde Harrison, Interim CEO for CIV provided the following statement:

*The London CIV is actively taking on board the findings of our Governance review and we are developing recommendations with our colleagues in the boroughs that we will put to London borough Leaders in March. As we are in the midst of a consultation it would be too early to share this work with the GLEF and it would be best to defer this item to a meeting later in 2018.*

Steve Davies (Regional Employers' Side Secretary) informed colleagues that Mark Hyde Harrison has accepted an invitation to attend the 28 June meeting and Sir Bob Kerslake is currently a tentative acceptance.

Sue Plain (UNISON) raised concern about CIV's confusion, no clarity of role and lack of accountability. The Union Side has been waiting for quite some time now to be invited on to the

Board. I would also like it noted that there has been significant changes to personnel at a high level which within CIV which we could have been informed of.

Today we could have highlighted our concerns and asked about the direction of travel. No show at this meeting is showing disrespect for this panel.

We would ask that the Chair of GLEF write to CIV and say we feel disrespected.

Cllr Yvonne Johnson (Ealing) informed colleagues that individual boroughs can put in a response by the end of February 2018. If you get in contact with your borough's Board representative you can put forward any views you may have. Everything is up for debate at the moment. People leave jobs so we lose investment.

Danny Hoggan (Unite) responded that there is an issue about workers representation and the Unions have been treated with absolute disdain. It worries us how much investment the CIV have put in Carillion. If we were in the private sector then we would be Trustees so why someone could not attend today and have a discussion with us is showing total disrespect.

Vaughan West (GMB) stated that the things the Unions can have a say on is always being moved, we should have a real say on investment. What is the point of having a say at borough level?

Cllr Simon Hall (Croydon) responded that the Pension Committee of each local authority has absolute discretion of where they invest. We can look at what we can invest in and what CIV can and make a decision.

Sue Plain (UNISON) stated that this idea of the establishment is to force a potential infrastructure position. When we get reports that the governance of CIV is not working and not fit for purpose then we need to know and feed into any decisions.

The Chair agreed to pass on the concerns raised by the Trade Union Side if they can provide a written summary within the consultation timescales.

## **9. Any Other Business**

### Construction Charter – Danny Hoggan (GMB)

Danny Hoggan highlighted the attached Construction Charter which was a late item for today's agenda. Danny urged colleagues to look at the Charter as this will be an agenda item when GLEF next meet on 28 June 2018.



Microsoft Word 97 -  
2003 Document

Sue Plain (Southwark) expressed an interest in knowing if any lessons had been learnt by boroughs and what, if any, contingencies they had in place following the collapse of Carillion.

The Chair responded that responses would be different from each London borough.

Cllr Simon Hall (Croydon) informed colleagues that Croydon monitored their contractor and were able to take the steps to bring the service back in-house on the morning our contractor went in to liquidation.

#### Farewell and Thank You

Cllr Angela Harvey (Westminster) informed colleagues that after 44 years of service this would be the last GLEF meeting for Cllr Colin Tandy (Bexley).

Colleagues in attendance gave thanks to Cllr Tandy for all the work he has done for us as a body and wished him the best of luck for the future.

**The meeting was concluded at 13.02pm**

#### **10. Date of Next Meeting**

##### **GLEF AGM**

28 June 2018

Group Meetings: 10am

Joint Meeting: 11.30am

#### **FUTURE MEETING DATES**

##### **DATES FOR 2019**

##### **GLEF**

21 February 2019

Group Meetings: 10am

Joint Meeting: 11.30am

##### **GLEF AGM**

27 June 2019

Group Meetings: 10am

Joint Meeting: 11.30am

## Greater London Employment Forum

### Flexible Working

Item: 6

**Report by:** Steve Davies      **Job title:** Regional Employers' Secretary  
**Date:** 28 June 2018  
**Contact Officer:** Steve Davies  
**Telephone:** 020 7934 9964      **Email** [debbie.williams@londoncouncils.gov.uk](mailto:debbie.williams@londoncouncils.gov.uk)

**Purpose:** To introduce the Timewise Flexible Working item.

#### Introduction

1. Timewise are a social enterprise business who campaign, advise and research the flexible jobs market. Over the past five years supported by the LGA, they have been working with local authorities to unlock more jobs to flexibility, in order to benefit both individuals who need to work flexibly and organisations.
2. The suggestion to have this session at GLEF arose at a meeting hosted by Lib Peck, Leader of Lambeth Council. The Councillors at the meeting were exploring their role in improving gender equality in local government and viewed flexible working as a key enabler. Cllrs Carole Williams and Fiona Colley made the proposal to bring this item to GLEF.
3. Whilst most Councils have a flexible working policy it tends to be reactive when people ask, rather than embedded in the organisation as a way of designing work and jobs.
4. The aim of the session is to highlight the opportunity flexible working can bring to attract and retain great people, increase workforce productivity and drive inclusive economic growth and tackle local labour market inequalities.
5. Timewise, will share some of the learning from Timewise Councils, who have committed to improving their own practices around flexible working.

## Greater London Employment Forum

### Workplace support for Parents with premature or sick babies

Item: 8

**Report by:** Steve Davies      **Job title:** Regional Employers' Secretary  
**Date:** 28 June 2018  
**Contact Officer:** Steve Davies  
**Telephone:** 020 7934 9964      **Email** [debbie.williams@londoncouncils.gov.uk](mailto:debbie.williams@londoncouncils.gov.uk)

**Purpose:** To outline the purpose of the ACAS guidance on workplace support for parents with premature or sick babies and introduce what Waltham Forest have agreed to in supporting parents of premature children having to spend extra time in hospital with their child(ren).

#### **Background/ Context**

6. The union side raised this issue with the Employers side at the GLPC meeting in October 2017.
7. This item has been carried forward from the February meeting of GLEF due to the unavailability of representatives from Waltham Forest to present at the time due to travel difficulties.
8. ACAS issued guidance on this subject matter in September 2017.
  - 8.1 The guidance outlines that there are over 95,000 premature or sick babies born each year in the UK.
  - 8.2 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.
  - 8.3 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.

- 8.4 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.
- 8.5 The NHS defines premature babies as those born before 37 weeks gestation.
- 8.6 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.
- 8.7 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.
- 8.8 Employers should bear in mind that this is a very stressful time for parents and any communications should be approached sensitively and compassionately.
- 8.9 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.
- 8.10 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).
- 8.11 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.
- 8.12 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.

- 8.13 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.
- 8.14 Employers should try to balance the needs of the business with understanding the pressures facing parents.
- 8.15 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
- 8.16 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.

### **London borough responses to the ACAS guidance**

9. Most London boroughs have committed to review their policies in light of the ACAS guidance. .
10. Two boroughs have 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. One of these boroughs, Waltham Forest Council, has already begun to offer additional leave to employees in these situations and is to encourage all contractors and partners to offer the same benefit to their employees.
11. Representatives from Waltham Forest are attending the meeting to outline what actions they are undertaking.

## **UNITE CONSTRUCTION CHARTER**

As a Local Authority we are responsible for the procurement of a multitude of construction projects. It is therefore appropriate that we as a responsible client enter into this agreement and commit to working with the appropriate trade unions, in order to achieve the highest standards in respect of; direct employment status, health & Safety, standard of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment. The following shall be a requirement for all contractors and their supply chain engaged by this Authority: -

1. All parties recognise that the highest level of compliance with current HMRC regulations must be achieved where public funds are utilised. It is therefore a contractual requirement that all operatives are directly employed on a PAYE basis under a contract of employment and paid no less than the London Living Wage. Furthermore the use of intermediary pay roll company will be prohibited on all contracts.
2. Health and Safety of workers on all of our construction projects is paramount. It is therefore a requirement that all contractors rigorously implement and adhere to our minimum standards for health and safety, as set out in our procurement documents. In addition we require all contractors to provide quality welfare facilities fit for purpose in accordance with the Construction Design and Management Regulation of 2015.
3. It is a recognised fact that the presence of trade union safety representatives significantly improves safety in the workplace. Contractors and their supply chain are required to work collaboratively with the appropriate trade unions to identify and implement reasonable real-world initiatives.
4. The Authority requires all projects to be completed to the highest standard, so as to meet the aspirations of the residents of this Authority. In order to achieve this it is recognised that it is necessary that all workers are competent and have the appropriate level of skill to carry out the work they are employed to do. To assist in the achievement of this goal the Authority's contractors and their supply chain will ensure they retain documented evidence that all workers are competent to carry out the work they have been employed to do. They will ensure that such evidence is retained in a way as to allow the Authority or its nominee's to audit the documentation. Possession of the recognised industry skills / grade card such as JIB or CSCS will be considered acceptable evidence
5. The Authority is mindful of the industry skills shortage and the need to address this through appropriate apprenticeships, including adult training in up skilling. The Authority's contractors and supply chain will in consultation with the Authority and other interested parties develop and implement a programme that addresses the skills shortage and provides training opportunities to local residents.
6. The Authority recognises the right of all construction workers to be employed under and to be protected by the appropriate national industry collective agreement. The Authority



requires full compliance with all appropriate national agreements applicable to the construction industry.

7. All contractors and their supply chain will accept the right of any trade union that is a signatory to an appropriate national agreement, to appoint shop stewards, workplace health & safety representatives and Union Learning Reps. All trade union accredited representatives will be granted appropriate time and facilities to carry out their responsibilities.
8. The Authority, its contractors and their supply chain are committed to a fair and transparent recruitment policy. All contractors and their supply chain will actively ensure that the engagement of labour is based on the individual's ability to meet the needs of the project and the specific tasks for which they are recruited to undertake.
9. The Authority its contractors and their supply chain agree it's not acceptable for anyone to use or make reference to any form of blacklist.
10. The Authority recognises the benefit trade unions bring to the workplace and the rights of workers to hear from trade union representative. The Authority's contractors and their supply chain are required to allow access to nominated trade union officer from trade unions that are signatories to the appropriate national agreements. Access shall mean access to welfare facilities during working times so as to allow them to consult with their members and potential members.
11. The Authority supports the Get Britain Building campaign, which is aimed at supporting and sustaining the British construction industry. Consequently, all relevant construction contracts will be required to comply with our Authority's Sustainable Buying Standard for Highways and Construction Materials, which requires structural steel and other relevant materials to be covered by BES 6001 Responsible Sourcing of Construction Product certification, or equivalent.

Local Authority Chief Officer

UNITE the UNION

Name: .....

Name: .....

Signature: .....

Signature: .....

Date of signing: .....

Date of signing: .....