

BUDGET CUT ASSESSMENT FORM

H3

Budget Cut Assessment Form	Ref No H3	Responsible AD	Responsible Finance Manager	Responsible HR Manager	Responsible Lawyer	Responsible EIA Officer
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Description of Proposal:

Stop paying the wage of Unisons Full Time (FT) Branch official. The official would then either;

1. Move back to their substantive role or
2. Remain a full time representative for Unison but with Unison funding the post and the Official's substantive post remains open to return to for a set period of time
3. Official remains a full time representative for Unison, Unison fund the post and the substantive post of the Official is no longer a secondment, a resignation would be expected

Consideration needs to be taken for the full time contract cover of the Branch Official should he return to his substantive post.

There are 715 employees who pay Unison subscriptions via the Council's payroll (approximately 33%), it is unknown whether this is reflective of Unison membership across the Council as members can also opt to pay via direct debt.

There are 13 Unison Stewards representing employees, some are more active than others in dealing with employee relations issues (case work, formal consultation processes, policy development, sitting on trade union meetings)

The Officials substantive post is current being filled by a fixed term contract, renewable on an annual basis.

Trade Unions stewards recorded time off for union duties was 2013/14 – 21 days, 2014/15 – 22 days, 2015/16 to July 1.75 days. This excludes full time Officials time. It would be expected that this time would increase if the proposal is approved and a FT official is not available.

The Council wants to maintain good industrial relations and good working relationships with the Unions help to accomplish this. If this funding was not added back and Unison decided not to fund the post there would be a reduced capacity within Unison for helping members and employer negotiations.

Human Resources Impacts		Asset Management Impacts N/A	Decommissioning Costs N/A	Cost Shunting
No. of posts to be deleted	0	Detail any released buildings/building space Identify disposal or requisition issues The Full Time Official and Administrative Support (0.54 Full time equivalent – 20 hours per week) is housed in Room 115 at the Town Hall. We do not provide accommodation for any other Unions. Depending on the scope of the proposal, this accommodation could be released and office space reclaimed.	In addition to HR and Asset costs identify any others e.g. early contract termination costs Additional costs associated with computer equipment / printer, email account, printing etc. could be saved	Is there any known or potential to increase costs elsewhere within Council budgets Without a full time representative available (if Unison chose not to fund) further involvement and time out for trade union duties would be expected of the 13 stewards. Some are currently more active than others. This may have an impact on service provision for services where the stewards work. Fixed term contract cover will finish if the Unison Official returns to substantive post (not eligible for a redundancy payment)
No. of potential redundancies	0			
Estimated Redundancy costs	£0			

	Financial Summary				
	2016/17	2017/18	2018/19	2019/20	2020/21
Estimated reduction to budget	0	£41,543	£41,966	£42,394	£42,394
Redundancy Costs			0		
Asset Implication			0		
Decommissioning Costs			0		
Known Cost Shunting			0		
Overheads		1,342	1,338	1,341	1,341
NET Budget Reduction	0	£42,885	£43,304	£43,735	£43,735

Equality Impacts

Overview is EIA needed?			Protected Characteristics				
Put 'x' in relevant box if the proposal:	'x'	Comments, including any charge across the options. Include the number of people affected, where known	• Put 'x' in the box in the Impact column if there are positive (P) or negative (N) equality impacts. Leave box blank if there are no potential equality impacts • Put L, M, H or ? in relevant column using following descriptions: L = sustainable adjustment in daily routine M = significant reorganisation or change H = life changing or limiting impact on quality of life ? = not known at this stage.	Explain decision, level of impact and any change across the options		Brief Details	
Affects	Service users		Should not impact				
	Employees	x	There are 715 employees who pay Unison subscriptions via the Council's payroll, it is unknown whether this is reflective of Unison membership across the Council as members can also opt to pay membership fees via direct debt.	P	N	L/M/H/?	
						Have Cumulative Impacts been identified? Yes Consideration of the impact on other unison stewards time to undertake TU activities and duties and knock on impact to service provision. We may want to consider reducing the Appeals process for key aspects of case work,	

										<p>therefore reducing workload for Stewards and HR if time off for trade union duties becomes an issue. Removal of 'second chancing' for Grievance processes, flexible working and job evaluation appeals are just a first step to reducing workload for unions without losing the core rights and best practice for employees / trade union members.</p> <p>Also a review of the regular meetings that Trade Union Stewards attend may assist with the workload and coverage of Stewards in the absence of a full time representative.</p> <p>Possible dilution of knowledge and skills of undertaking employee relations issues if full time Unison Rep unavailable and further reliance on less experienced Stewards required for capacity.</p>	
	The wider community		Should not impact on either a direct or indirect basis	Age				The Council is not the data controller of the personal data associated with payment of Union subscriptions. We have obtained information on overall numbers but cannot access names and personal data due to DPA. We are therefore unable to provide a breakdown of PC's for unison members. An attempt has not been made at this stage to approach Unison for this data due to the sensitivities associated with the proposal	Have unlawful impacts been identified?	No	<p>Legally we must recognise employee representatives and as the largest Union, Unison is one of the recognised Unions for the Council, alongside GMB, Unite, BECTU, UCATT and other teaching unions. We do not have to pay for a full time official however this arrangement has been in place since 2005 on a full time basis</p>
	Significantly affects how services are delivered?		Removing a full time official post may mean more involvement of Unison Regional representative, similar to the relationship that exists with other recognised Unions; GMB, UNITE, UCATT, BECTU etc. There may be an increase in timescale and handling of issues involving Unison, although other stewards are available there may be increased tension on services to release stewards for greater number of meetings especially given the timescale of change ahead within Council.	Race				See above	Are there opportunities to advance equality?	Yes	Unison is the only Union in which we pay for a full time official, not funding this would equalise with the other recognised unions. Stewards would still be available and operate under the same basis as now.
	Have a significant effect on partner organisations?		Should not impact as the Full Time Official covers only Council employees / trade union members.	Sex				See Above	Are there opportunities to foster good relations?	Yes	Relationships should not be impacted by funding alone. Relationships and organisation of work may need to be re-considered but there should not be an impact on policies and union involvement
	Affect services known to be important to particular protected groups?		Should not impact on either a direct or indirect basis	Gender Reassignment				See Above	Have any other options been explored and discounted?	No	Not at this point however funding on a set percentage basis or reducing scale basis until 2020 could be explored.
	Affect different protected groups in different ways?		Should not impact on either a direct or indirect basis	Disability				See Above			
	Relate to service areas with known inequalities		Should not impact on either a direct or indirect basis	Religion or Belief				See Above			
				Sexual Orientation				See above			
				Pregnancy or Maternity				See above			
				Marriage/Civil Partnership				See above			

MTFP – 2016/17 – Equality Screenings. This screening tool is to gather information on potential equality impacts to inform decision making. It is not an equality impact assessment. EIA will be done at a later stage where appropriate. All proposals must have an equality screen document. Decision makers must have equality screening information before any decision is taken. DBC is at risk of legal challenge if decision makers do not have this information.