

REORGANISATION CONSULTATION AND ENGAGEMENT

Step 2 The Proposals

A shared service provided by
Bracknell Forest Council,
West Berkshire Council and
Wokingham Borough Council



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1. Introduction

- 1.1. The Council has continued to work closely with its partners to ensure that the necessary organisational change processes are conducted in an open and fair manner. It is important that employees feel that they are being listened to and there is trust in the system. This Step 2 document is designed to carry on that approach and sets out a more detailed explanation of the proposals and the reasons for them, and gives employees and trade unions the opportunity to give their views.

2. The Process for Managing Change

2.1. Step 1 – Initial Consultation on draft proposals

This has now been completed. Based on the queries and responses, no changes to process have been deemed necessary.

2.2. Step 2 – Detailed consultation with employees and unions

The consultation is based on the following groupings:

- A. Employees where TUPE applies;
- B. Management (Principal Officer and above);
- C. Professionally qualified field-based and/or enforcement employees;
- D. Non-Professionally qualified field based and/or enforcement employees; and
- E. Support employees (Customer Delivery, Applications, Finance, Systems, Intel, Governance and Engagement).

Each employee will be identified within one of these groups. You will be made aware of the group you have been placed into when you receive your meeting invite.

At this stage, detail on proposed organisation structures for both the remaining PPP and Wokingham services will be available with clear reporting lines, job descriptions, grades etc.

Each group will have a dedicated meeting and every employee will be offered an individual meeting with management. This consultation will last up to 5 weeks.

2.3. Step 3 – response to consultation

The Councils will provide a full response to the Unions and employees detailing any changes made and an explanation for any suggestions discounted. There will be an opportunity for individual employee meetings on specific concerns.

2.4. Step 4 – Communication of final structure

This will include the final structures, job descriptions and grades. The Council will also produce a detailed implementation plan (this document when finalised) that explains the timetable for individual meetings for all affected employees. Support will be provided and there will be an opportunity for discussion with individuals where requested.

2.5. Once the 4 steps are completed the process to implement the new staffing structures will begin.

3. Current Position

3.1. Budget

For 2021/22 the total PPP budget is £3.876M. This is broken down as follows:

Bracknell Forest £1,001,000 (25.83%)

West Berkshire £1,549,110 (39.96%)

Wokingham £1,326,470 (34.21%)

3.2. Structure

The current structure of the PPP has developed through the response to Covid 19 and has been discussed through a range of summary papers presented to the Joint Public Protection Committee (JPPC), starting in June 2020. It has been designed to maximise the effectiveness of addressing priority functions as agreed by the partners. The PPP has also been very clear in its approach towards recovery and how the structure will deal with the re-introduction of statutory services once Covid restrictions begin to ease. In line with the latest update to JPPC, the PPP is currently organised as follows:

Management positions;

1 Public Protection Manager (1FTE)

4 Strategic Managers (3.18FTE)

7 Principal Officers (6.81FTE)

1 Team Manager – Partnership Support

Employees are organised into six groups, namely;

- Case Management Unit (6.39FTE)
- Community and Trading Standards (31.49FTE)
- Compliance and Programme (14.9FTE)
- Environmental Quality and Licensing (12.82FTE)
- Partnership Support (13.95FTE)
- Projects and Governance (3FTE)

3.3. Fixed Term, Agency and Casual Employees

All fixed term employees who occupy posts which are joint funded will be offered an individual meeting to discuss the impact of the proposals. If there are any fixed term employees working on multi-authority

projects they will be informed if their project means they are in scope for this organisational change process.

All fixed term, agency and casual staff who are externally funded (not through one or more of the partners) will not be affected by these proposals and will be retained in line with their funding limited project.

4. Proposed Changes

- 4.1. There is no proposed change to the way the existing PPP teams are organised but the number of employees employed in the PPP will need to reduce to reflect the withdrawal of £1,326,470 (Wokingham's 34.21% of the total budget).
- 4.2. The intention is that all the reductions in the PPP structure will correspond to a new job existing in the Wokingham structure. This should mean that there is no overall reduction in jobs but they may be in different locations and, subject to consultation, some changes to job descriptions.
- 4.3. The Council has been engaged in negotiations with Wokingham on the possibility of entering into a new agreement for the provision of services. This has been referred to as 'Buy-Back' for PPP Services and is designed to reduce the overall financial risk to all parties. These proposals are being considered by the Joint Committee with a view to it recommending that the following functions be commissioned by Wokingham from the PPP:
 - Trading Standards:
 - Food Standards including quality, labelling and food fraud;
 - Animal Health and Welfare – on farm and establishments including contingency planning;
 - Fair Trading including: travel, estate agency, lettings;
 - Fraud, theft and money laundering including doorstep crime;
 - Intellectual property crime;
 - Metrology (weights and measures);
 - Product safety;
 - Age restricted products; and
 - Road traffic (weight restrictions, overloads etc).
 - Intelligence:
 - Assessment of Client data to provide day to day operational support in effective investigation and resource planning; and
 - Contribution towards Client strategic and tactical assessment.
 - Case Management:
 - Case management and legal advice from beginning to end of case for all public protection cases in-house or contracted;
 - Court file preparation;
 - Court Work (if required by Wokingham legal services);
 - Trial work (if not instructed to external Counsel);
 - First Tier and Employment Tribunal Input;
 - Financial Investigator;
 - Advice and checking of procedural applications;

- Checking notices and expert instructions; and
 - Senior Appropriate Officer provision for Proceeds of Crime.
- Air Quality:
 - Changing and maintenance of air quality monitoring stations and diffusion tubes;
 - Keeping under review action areas;
 - Appropriate liaison Client internal services to enable effective co-ordination of air quality data for Client decision making;
 - Analysis of data and drafting and submission of annual status reports;
 - Management of the DEFRA funded particulate project on behalf of the Client; and
 - Upon request providing scientific advice about the potential impact of different air quality mitigation components.
 - General Service Development; a commitment to support Wokingham in implementing Microsoft PowerBI for the listed Functions and Services.

At this stage the Step 2 Consultation is proceeding on the basis that 'Buy-Back' is not agreed and it is recommended that interested staff do express interest in Wokingham posts in line with the information included in this Step 2 consultation. A decision on 'Buy-Back' is expected on or just before 20th October 2021 and the decision will be communicated as a priority.

4.4. PPP Structure

Given the reduction in budget the PPP estimate the following impact on their structure based on the current establishment list:

- Management Team (PPM, SM's and Principals) – no change
- EQ and Licensing - reduction of 4 posts (-34%)
- Case Management – no change
- Projects and Governance – reduction of 1 post (-34%)
- Compliance and Programme – reduction of 5 posts (-34%)
- Partnership Support – reduction of 5 posts (-34%)
- Community and TS – reduction of 11 posts (-34%)

As mentioned above these numbers will change if 'Buy-Back' is agreed by all parties.

5. Wokingham Borough Council's Proposed Structure

5.1. There are 2 Wokingham structures being shown in this document, to reflect the differences between how the service will operate with 'Buy-Back' and without.

5.2. Wokingham Borough Council's proposed structure with 'Buy-Back' is 29.5FTE.

As the proposed offer for 'Buy-Back' services needs to go via all three (West Berkshire, Wokingham and Bracknell) Council's approval process, a final decision will not be made until **20th October 2021**.

Structure 1 details the proposed organisation for Wokingham Borough Council of the Enforcement and Safety Service should 'Buy-Back' proposals get approved.

- 5.3. Wokingham Borough Council's proposed structure without 'Buy-Back' services is 36FTE.

Structure 2 details the Service should all functions be delivered in-house. It is anticipated that proceeds of crime and financial investigation activities will be aligned with the PPP. The exact process for doing this needs agreement and should not impact on any staff.

- 5.4. Both of the Wokingham proposed organisation structures will have the Service Managers reporting into the Head of Enforcement & Safety Services.

This position is currently advertised externally, having disappointingly been unsuccessful in filling this via internal channels as a priority. Recruitment is taking place across September 2021. The Head of Service role is graded at SM2.

Structure
1

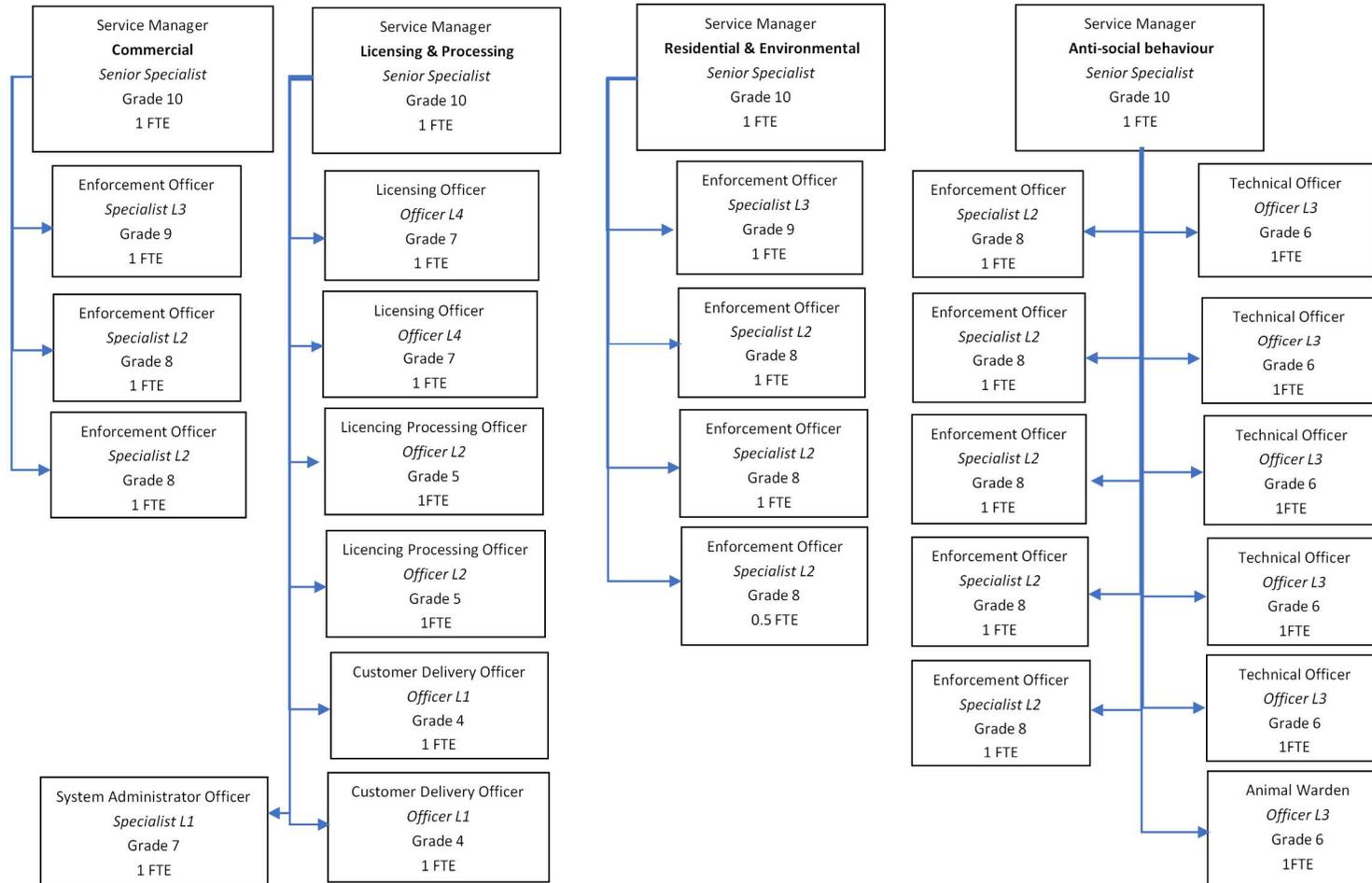
Commercial
Food Safety
Food standards
H&S
Infection Control
Exhumations

Licensing & Processing
Licensing
Permits
Appin. processing
Env Info Reg requests
Service-wide IT
Service-wide admin
SAG secretariat

Residential & Environmental
Private Housing
Structural nuisances
Caravan sites
Filthy & verminous
Contaminated land
Private water supplies
Integrated Pollution Control

Anti-social behaviour
Anti-social behaviour
Public nuisance
Drainage
Pest enforcement
Animal warden
Planning consultations
Licensing consultations

**Wokingham Borough
Proposed Enforcement &
Safety
With PPP Services**



PPP Services
Fair trading
Metrology
Product Safety
Restricted Products
COVID secure
Proceeds of crime
Financial investigation
Food standards
Air quality
Animal feedstuffs
Farm welfare & biosecurity
Case work support

Structure
2

Commercial
Food Safety
Food standards
H&S
Infection Control
Exhumations

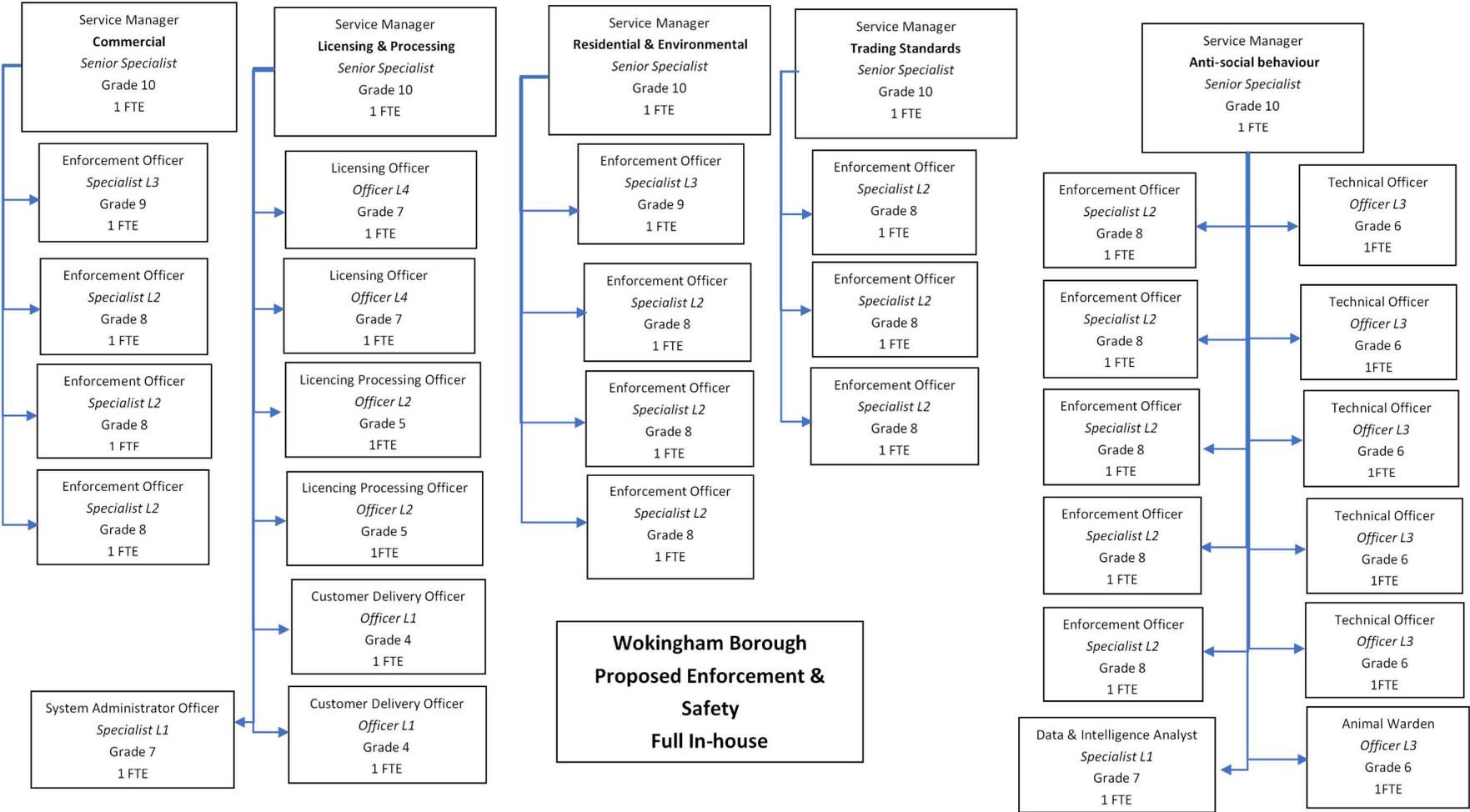
Licensing & Processing
Licencing
Permits
Appin. processing
Env Info Reg requests
Service-wide IT
Service-wide admin
SAG secretariat

Residential & Environmental
Private Housing
Structural nuisances
Caravan sites
Filthy & verminous
Air quality
Contaminated land
Private water supplies
Integrated Pollution Control

Trading Standards
Fair trading
Metrology
Product Safety
Restricted Products
COVID secure
Animal feedstuffs
Farm welfare & biosecurity
Case work support

Anti-social behaviour
Anti-social behaviour
Public nuisance
Drainage
Pest enforcement
Animal warden
Planning consultations
Licensing consultations

PPP Services
Proceeds of crime
Financial investigation



6. Salary Comparisons

6.1. Role grading salary comparison West Berks and Wokingham Borough

PPP West Berks Job roles	Salary Range	Wokingham Job roles	Salary Range
Public Protection Manager = Grade M	£50.6-63.4k	Head of Service = Lead Specialist Grade SM2	£63.8-70.5k
Strategic Manager = Grade L	£43.9-52.5k	No equivalent	
Principal Officer = Grade K	£37.9-45.9	Service Manager = Senior Specialist Grade 10	£44.9-49.9k
(Snr) EHO/TSO = Grades H/I/J	£27.7-40.9k	Enforcement Officer (professionally qualified) = Specialist level 3 Grade 9 = Specialist Level 2 Grade 8	* £38.9-43.9k £33.8-37.9k
(Snr) Environmental Control Officer/Food Safety Officer/Fair Trading Officer/Licensing Officer = Grades F/G/H	£21.7-32.9k	Licensing Officer (without professional qualifications) = Officer level 4 Grade 7	£29.6-32.9k
Field based Technical Officer/Leads = Grade F/G	£21.7-29.6	Technical Officer = Officer level 3 Grade 6	£25-28.7k *
Intel Analysts = Grade H/I	£27.7-36.9	Data and Intel Analyst = Specialist level 1 Grade 7	£29.6-32.9k
Regulatory Info Analysts = Grade F/G	£21.7-29.6	System Administration Officer = Specialist level 1 Grade 7	£29.6-32.9k
Office based Technical Officers/Leads = Grades E/F	£20.1-25.5k	Licensing Processing Officer = Officer level 2 Grade 5	£22.2-24.4k
Finance Technical Officer/Support Officer = Grade C/D	£18.5-20.9k	Customer Delivery Officer = Officer level 1 Grade 4	£20.1 - £21.8

* A separate pay element is under review for the ten proposed roles within the Anti-Social Behaviour team, to recognise the impact of the evening, weekend and bank holiday shift working that will be required.

7. Proposed Job Descriptions

7.1. Wokingham Job Descriptions

Please find attached in the appendix the Role Specs, Service & Role Scopes.

8. Anti-Social Behaviour Team

- 8.1. The Anti-Social Behaviour (ASB) team are proposed to provide a Wokingham Borough service coverage across 7 days a week, during peak times when this behaviour needs to be addressed. As such, a number of factors need to be considered for this proposal.
- 8.2. A pay element is under review for recognising the need for the ASB team of ten to work across evenings, weekends and bank holidays on a shift system basis. The proposal will be shared once it has been reviewed by Wokingham's Personnel Board.
- 8.3. The proposed shift structure is still very much work in progress. It is proposed that each employee will be on shift for five days out of the seven. Please note:
 - The proposed ASB service opening hours are subject to change depending on customer demand and seasonal variations;
 - **The example rota provided is created just by way of demonstration** as to how such a shift system could work. It is subject to change and may evolve over time as reviews take place to ensure the purpose of the function is being achieved.
 - We welcome input and feedback for the design of the shift rota, so we can identify how best it might work for maximum impact for residents.

Example shift rota

This example classifies shifts within the team into three categories:

- **Primary shift individuals** are shown in bold colour, these individuals would be required to start and finish at the specified times, without flexibility.
- **The Cover shift individuals** would be expected to work a primary shift time in the event of planned or unplanned absence or for additional service demands, e.g. a large planned event. If no cover is anticipated to be required by the day before then this could revert to a flexible shift.

If demand for visits by primary shift individuals is more than they can deal with, then these individuals will be expected as next in line to handle these matters.

- **The Flexible shift individuals** should preferably start and finish during the shift service times, however employees will be able to agree with their manager the start and finish hours to suit their needs on those days.

Non-responsive work including assessment, and response to planning and licencing consultations will primarily fall to those on the flexible shifts.

In the highly unlikely event that service opening hours cannot be staffed by primary and cover shift individuals, it is possible that flexible shift individuals will be asked to fulfil those duties and hours.

Post	Monday	Tuesday	Wednesday	Thursday	Friday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Friday	Saturday	Sunday
Week	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2
Time	0900 > 1700	0900 > 1700	0600 > 1400	1100 > 1900	1000 > 1800	1800 > 0200	1800 > 0200	1300 > 2100	0900 > 1700	0900 > 1700	0600 > 1400	1100 > 1900	1000 > 1800	1800 > 0200	1800 > 0200	1300 > 2100
PAIRINGS	2	1	1	2	1	2	2	1	2	1	1	2	1	2	2	1
EHO 1 Technical Officer 1																
EHO 2 Technical Officer 2		Cover Cover														
EHO 3 Technical Officer 3			Cover Cover	Cover Cover	Cover Cover					Cover Cover						
EHO 4 Technical Officer 4	Cover Cover										Cover Cover	Cover Cover	Cover Cover			
EHO 5 Technical Officer 5						Cover Cover	Cover Cover	Cover Cover	Cover Cover							

Post	Monday	Tuesday	Wednesday	Thursday	Friday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Friday	Saturday	Sunday
Week	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4
Time	0900 > 1700	0900 > 1700	0600 > 1400	1100 > 1900	1000 > 1800	1800 > 0200	1800 > 0200	1300 > 2100	0900 > 1700	0900 > 1700	0600 > 1400	1100 > 1900	1000 > 1800	1800 > 0200	1800 > 0200	1300 > 2100
PAIRINGS	2	1	1	2	1	2	2	1	2	1	1	2	1	2	2	1
EHO 1 Technical Officer 1	Cover Cover															
EHO 2 Technical Officer 2						Cover Cover	Cover Cover	Cover Cover	Cover Cover	Cover Cover						
EHO 3 Technical Officer 3																
EHO 4 Technical Officer 4		Cover Cover														
EHO 5 Technical Officer 5			Cover Cover	Cover Cover	Cover Cover					Cover Cover						

Post	Monday	Tuesday	Wednesday	Thursday	Friday	Friday	Saturday	Sunday
Week	5	5	5	5	5	5	5	5
Time	0900 > 1700	0900 > 1700	0600 > 1400	1100 > 1900	1000 > 1800	1800 > 0200	1800 > 0200	1300 > 2100
PAIRINGS	2	1	1	2	1	2	2	1
EHO 1 Technical Officer 1		Cover Cover						
EHO 2 Technical Officer 2			Cover Cover	Cover Cover	Cover Cover			
EHO 3 Technical Officer 3	Cover Cover							
EHO 4 Technical Officer 4						Cover Cover	Cover Cover	Cover Cover
EHO 5 Technical Officer 5								

KEY:								
Primary shift worker								
1st shift substitute	Cover							
Flexible shift		Cover for routine ASB service hours AND animal warden cover						

If anyone would like larger copies of this shift information please ask David Thrale by email.

- 8.4. It is proposed that all team members should be doing a minimum of 15% of weekly hours across non-office hours (17:30 – 9:00). This proposed rota would provide for service cover as below, to include bank holidays, with only the exception of the following three bank holidays: Christmas Day, Boxing Day and New Years Day.

Day	Times
M-T	9:00 – 17:00
Wed	6:00 – 14:00
Thu	11:00 – 19:00
Fri	10:00 – 18:00
Fri	18:00 – 2:00 (Sat)
Sat	18:00 – 2:00 (Sun)
Sun	13:00 – 21:00

Each team member is proposed to work 5 shifts a week, which are 8 hours in duration. For each shift a 30 minute unpaid break would apply, save for 1 day a week where a 1 hour break can be taken provided there are 2 pairings scheduled, so the longer break could be staggered around service delivery.

As part of this proposal three of the eight bank holidays will be taken due to service closure on those days – Christmas Day, Boxing Day and New Year’s Day. The other five bank holidays will be added to the annual leave allowance and be subject to booking and approval rules. If an individual is not working on one of the five bank holiday days when the service is open, then they would be required to book it and take it as annual leave.

Annual leave taken where an individual is scheduled on a primary shift, would only receive approval where there is pre-agreed availability from a ‘cover shift individual’ to take on that primary shift.

9. Benefit Comparison

9.1. Contractual

Term or condition	PPP West Berks	Wokingham Borough Council
Salary Review	<p>Incremental progression each year dependent upon an annual performance review, until the maximum salary is reached.</p> <p>If performance is satisfactory increments are awarded on the 1 April annually or if commenced employment between 1 October and 31 March, 6 months following start date.</p>	<p>Subject to satisfactory service salary will rise by annual increments until the maximum spinal column point (scp) of the scale has been reached.</p> <p>Increments are awarded on the 1 April annually or if commenced employment between 1 October and 31 March, 6 months following start date.</p>

Pay Date	Last working day of the month	28 th of each month																				
Pension	Local Government Pension Scheme. All employees will be automatically enrolled into the scheme upon appointment. They may opt out of the scheme after enrolment. Life Assurance benefit provision for those in the pension scheme	Local Government Pension Scheme. All employees will be automatically enrolled into the scheme upon appointment. They may opt out of the scheme after enrolment. Life Assurance benefit provision for those in the pension scheme																				
Annual Leave	<p>Part time employees' leave entitlements are calculated pro rata</p> <p>Those starting or leaving employment during the year are entitled to annual leave proportionate to the number of completed months service during the year.</p> <p>Leave must be taken during each leave year, which runs from 1st April to 31st March or from date of commencement for the first year.</p> <p>Full time annual leave entitlements across 52 weeks per year are as follows:</p> <table border="1"> <tr> <td>Band A – C</td> <td>26 days (5.2 weeks)</td> </tr> <tr> <td>Band D – G</td> <td>27 days (5.4 weeks)</td> </tr> <tr> <td>Band H – K</td> <td>28 days (5.6 weeks)</td> </tr> <tr> <td>Band L – CE</td> <td>29 days (5.8 weeks)</td> </tr> </table> <p>One additional week's leave upon completing 5 years' Local Government continuous service</p> <p>Paid leave is given for public holidays. 8 days. Pro-rata if part time</p> <p>Leave listed above is inclusive of all statutory entitlement.</p>	Band A – C	26 days (5.2 weeks)	Band D – G	27 days (5.4 weeks)	Band H – K	28 days (5.6 weeks)	Band L – CE	29 days (5.8 weeks)	<p>Part time employees' leave entitlements are calculated pro rata</p> <p>Those starting or leaving employment during the year are entitled to annual leave proportionate to the number of completed months service during the year.</p> <p>Leave must be taken during each leave year, which runs from 1st April to 31st March or from date of commencement for the first year.</p> <p>Full time annual leave entitlements across 52 weeks per year are as follows:</p> <table border="1"> <tr> <td>Grade 1 – 4</td> <td>24 days</td> </tr> <tr> <td>Grade 5</td> <td>26 days</td> </tr> <tr> <td>Grade 6 - 7</td> <td>27 days</td> </tr> <tr> <td>Grade 8</td> <td>29 days</td> </tr> <tr> <td>Grade 9 – 11</td> <td>30 days</td> </tr> <tr> <td>SM grades</td> <td>30 days</td> </tr> </table> <p>One additional week's leave upon completing 5 years' Local Government continuous service</p> <p>Paid leave is given for public holidays. 8 days. Pro-rata if part time</p> <p>Leave listed above is inclusive of all statutory entitlement.</p>	Grade 1 – 4	24 days	Grade 5	26 days	Grade 6 - 7	27 days	Grade 8	29 days	Grade 9 – 11	30 days	SM grades	30 days
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Grade 6 - 7	27 days																					
Grade 8	29 days																					
Grade 9 – 11	30 days																					
SM grades	30 days																					
Working Hours	<p>Full time working hours are 37 per week. An employee's hours of work and work pattern will be agreed with the line manager.</p> <p>The Council operates a scheme of flexible working ('flexitime'), which is available to</p>	<p>The normal working week if full time will be 37 hours, from Monday to Friday. Some posts require a work pattern on a rota basis which can include working weekends.</p> <p>The Council operates a non-contractual 'Flexi-time' scheme and Smart Working</p>																				

	most employees subject to service requirements.	Policy. The service and role requirements impact their application and both are subject to line management agreement.															
Company Enhanced Sick Pay	<i>During 1st year of service</i> 1 month full pay	<i>During 1st year of service</i> 1 month full pay															
	<i>(and after completing 4 months service)</i> (2 months half pay)	<i>(and after completing 4 months service)</i> (2 months half pay)															
	<i>During 2nd year of service</i> 2 months full pay and 2 months half pay	<i>During 2nd year of service</i> 2 months full pay and 2 months half pay															
	<i>During 3rd year of service</i> 4 months full pay and 4 months half pay	<i>During 3rd year of service</i> 4 months full pay and 4 months half pay															
	<i>During 4th and 5th years of service</i> 5 months full pay and 5 months half pay	<i>During 4th and 5th years of service</i> 5 months full pay and 5 months half pay															
	<i>After 5 years service</i> 6 months full pay and 6 months half pay	<i>After 5 years service</i> 6 months full pay and 6 months half pay															
Notice	Employees are required to give the following minimum notice of their intention to terminate their employment with the Council:	Employees are required to give the following minimum notice of their intention to terminate their employment with the Council:															
	<table border="1"> <tr> <td>Band A – F</td> <td>One Month</td> </tr> <tr> <td>Band G – J</td> <td>Two Months</td> </tr> <tr> <td>Band K – M</td> <td>Three Months</td> </tr> <tr> <td>Band N/CD/CEX</td> <td>Three Months</td> </tr> </table> <p>The minimum period of notice to be given by the Council to terminate employment is one month, or statutory notice (up to 12 weeks) if that entitlement is greater.</p>	Band A – F	One Month	Band G – J	Two Months	Band K – M	Three Months	Band N/CD/CEX	Three Months	<table border="1"> <tr> <td>Grade 1 – 6</td> <td>1 month</td> </tr> <tr> <td>Grade 7 – 11</td> <td>2 months</td> </tr> <tr> <td>Senior Management roles</td> <td>3 months</td> </tr> <tr> <td>Fixed Term Contracts</td> <td>According to their contract</td> </tr> </table> <p>The same notice period is required to be given to you by the council (or the minimum statutory period, whichever is longer).</p>	Grade 1 – 6	1 month	Grade 7 – 11	2 months	Senior Management roles	3 months	Fixed Term Contracts
Band A – F	One Month																
Band G – J	Two Months																
Band K – M	Three Months																
Band N/CD/CEX	Three Months																
Grade 1 – 6	1 month																
Grade 7 – 11	2 months																
Senior Management roles	3 months																
Fixed Term Contracts	According to their contract																
Work Locations	Theale Gateway (principal office) Market St, Newbury and Time Square, Bracknell (secondary)	24 Hour Access: Westcott Annexe, Goodchild Road, Wokingham. Hours 7am-7pm Monday to Friday, excluding bank holidays: Shute End Offices, Wokingham.															
Car Benefit	Essential Car Users: Employees in post as at 30 th June 2017 who hold ECU status (on the basis of mileage or the nature of the job) have this as a contractual right which can only be withdrawn by mutual agreement as long as the employee remains in the same	Roles required to travel using private owned vehicles receive either: - Casual User Status, where only mileage is claimable. Or															

	<p>post.</p> <p>Employees in post as at 30th June who do not hold ECU status (i.e. are Casual Car Users), but who claimed at least 1500 business miles in the last financial year, can <u>apply to their manager</u> to become ECU.</p> <p>Allocation of ECU status means that the employee receives a lump sum allowance £120.00 per annum (paid on a monthly basis). Business miles claimed will be paid at the essential user rate.</p> <p>The employee is also allocated a free car parking space if he/she works at one of the Council's corporate buildings.</p>	<p>- High Mileage User Status, for employees that are doing in excess of 1,000 business miles a year. Where this happens an allowance of £385 per annum is payable on top of mileage claims.</p>
<p>Parking</p>	<p>Non-contractual, see the non-contractual table.</p>	<p>Employees were offered reduced charges for car parking at Wokingham Council pay and display car parks, including Shute End.</p> <p>On a non-contractual basis, since remote working due to Covid-19, car parking at Wokingham Council offices changed to free and has remained free for those attending the office, that will continue until 31 March 2022. Parking remains under review currently as part of the Work Place Reimagined project and a clearer position on the longer term plans will be provided in the near future.</p>
<p>Other Terms</p>	<p>The salary scale for West Berkshire Council is based on that agreed annually by the National Joint Council for Local Government Employees (Green Book), although the Council reserves the right not to implement national changes to the pay scale, subject to local agreement. Information on current payscales is available on the HR and Payroll intranet pages. The grade for each job is determined through the Councils Job Evaluation Procedure which can be found on the intranet.</p>	<p>National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services (this is commonly referred to as the 'Green Book') with the exception of Part 2 where we have a local agreement in place.</p>

	<p>Part time employees have their salary and other entitlements calculated pro rata to full time employees.</p> <p>Other conditions of service are available on the Council's intranet.</p>	
Policies	<p>All employees have recourse to and are subject to the Council's Grievance, Disciplinary and Capability Procedures as set out on its intranet, alongside the full range of employment policies and procedures. All employees are subject to the Code of Conduct.</p>	<p>Disciplinary, Capability and Grievance Procedure</p> <p>All employees will be subject to these procedures currently in place, as agreed by the Council. The Council's Disciplinary Rules are included in the Disciplinary Procedure. These procedures can be viewed on the Council's Intranet. They may be varied by the Council following consultation.</p> <p>Official Conduct</p> <p>The Council's Conduct Policy is enclosed with this contract and it is a requirement that you read this policy. By signing the Acceptance Form you are confirming your understanding of our Conduct Policy and acceptance of it.</p>
Training	<p>Mandatory e-learning is required. Further information available on the intranet.</p>	<p>Mandatory online training requirements to ensure compliance with legal working requirements.</p>

9.2. Non-Contractual

Term or condition	PPP West Berks	Wokingham Borough Council
<p>Family Leave to include:</p> <ul style="list-style-type: none"> - Maternity - Adoption - Parental - Paternity - Shared Parental - Time off for Dependants 	<p>All policies recognise statutory entitlements</p>	<p>All policies recognise statutory entitlements</p>
<p>Maternity and Adoption Occupational Pay</p>	<p>Maternity: An employee with at least one year's continuous service in local government at the beginning of the 11th week before the EWC (i.e. 63 weeks' continuous service by the EWC) will be entitled to receive a</p>	<p>An employee with at least one year's continuous service in local government at the beginning of the 11th week before the EWC (i.e. 63 weeks' continuous service by the EWC) will be entitled to receive a further 12 week's salary at half</p>

	<p>further 12 week's salary at half pay. This is on the condition that she returns to work for a period of at least three months.</p> <p>See intranet for full policy.</p>	<p>pay. This is on the condition that she returns to work for a period of at least three months. This can be paid as a lump sum on return to work, or in conjunction with Statutory Maternity or Adoption Pay - but if paid in advance, it would be reclaimed if the employee does not return to work for the 3-month period after the leave ends.</p>
Union Membership	<p>Employees are encouraged to join a recognised trade union and to take part in its activities. Recognised trade unions are GMB and UNISON</p>	<p>Wokingham Borough Council will communicate information about its activities to all employees and recognised Trade Unions on a regular basis and encourages ideas and feedback to management on all aspects of its operations. Information on how to join Unison is available via the intranet</p>
Professional Membership Fees	<p>PPP pay professional fees for those roles where it is essential and where it is assessed as having CPD benefits i.e. discounted training</p>	<p>Wokingham Borough Council policy is to pay professional subscriptions if it is an essential requirement of the job. Funding details found under the L&D Policy, to be budgeted for by management where there is a requirement to fund this.</p>
Car Parking	<p>Employees with Essential Car User status, or with West Berkshire Council service from 2007 or earlier are entitled to free car parking when they work at a council office.</p>	<p>Further to Covid-19, car parking at WBC offices have remained free for those attending the office and that will continue until 31 March 2022. Parking remains under review currently as part of the Work Place Reimagined project and a clearer position on the longer term plans will be provided in the near future.</p>
Eligibility to Government Child Care Cost Support	<p>Childcare vouchers if already in the scheme or Tax Free Childcare</p>	<p>Tax Free Childcare for new and transferring employees</p>
Employee Assistance Programme	<p>For all employees 24 hours a day, 7 days a week, 365 days a year, currently provided by Sodexo.</p>	<p>For all employees 24 hours a day, 365 days a year, currently provided by Vita Health Group.</p>
Discretionary Cycle Scheme	<p>The Cycle to Work Scheme gives staff the option to purchase a new bike and safety equipment up to £10K in value, through a salary sacrifice scheme. This gives a substantial saving on the cost of a new bike, which is between 32%</p>	<p>Wokingham Borough Council, in partnership with Cyclescheme, offers a cycle to work package so that employees can save money on the cost of a new bike, safety and security accessories through a tax-efficient salary exchange scheme</p>

	and 42% on the overall cost, depending on your personal tax circumstances. West Berkshire Council has partnered with an organisation called 'Cyclescheme' to run this for staff.	
Car Loans / Lease Cars	The Lease Car scheme is available to employees whose employment with West Berkshire Council commenced before 1st April 2007 OR essential car users whose employment with West Berkshire Council commenced between 1st April 2007 and 31st March 2009. The car lease scheme was closed to all new staff in 2009. See intranet for full policy.	No current applicable schemes
Car Loans	The Car Loan Scheme is available to those employees of the Council designated as Essential Car Users or staff at grade K or below returning their lease cars and opting out of the scheme permanently who wish to purchase their lease car. See intranet for full policy.	No current applicable schemes
Redundancy Payments	Discretionary Policy providing for calculations based on: - Actual weekly salary - 1.5 x statutory redundancy payment calculator.	Statutory payment calculator, enhanced to be based on actual weekly salary instead of the statutory figures.
Private Health Cover	No current applicable schemes	Available to all employees (excluding casual) with over one year's contract. Cover for employee and partner/family. Individual quotes available on request as fixed rates are not available. Payment via salary deduction. Current provider – BUPA.
Redeployment Salary Protection	The employee will have his/her pay protected at the level of the original job for a period of; • one year for employees who have been employed by West Berks for less than three years;	Provided for employees with two or more years Local Government Continuous Service. This applies where employee selected to one grade lower. Payments as: • 12 months at 100% of difference between old & new salary

	<ul style="list-style-type: none"> • 18 months for employees who have been employed by West Berks for three years or more. <p>At the end of the salary protection period the employee's salary will be reduced to the maximum scale point of the substantive salary band for the new post.</p> <p>The salary protection payment will end if the employee voluntarily applies for and is appointed to another post at a higher grade within the salary protection period.</p> <p>For full details see Organisational Change procedure, available on the intranet.</p>	<ul style="list-style-type: none"> • 6 months at 50% of difference between old & new salary <p>Employees placed at maximum point on grade at the end of 18 months.</p> <p>Further details in the Organisational Change Policy</p>
Season Ticket Loans	Available to all employees, subject to approval by Head of Service. Recovered by equal monthly instalments deducted from pay. See intranet for full policy.	Available to all employees (except those on fixed term contracts for less than a year, casual or temporary staff, or employees who already receive high mileage user allowance.) Minimum loan is £100 & no maximum. Available for periods of three months to a year. Recovered by equal monthly instalments deducted from pay.
Additional Voluntary Contribution (AVC) Facilities	AVC scheme through Prudential is a cost-efficient way to top up your pension pot, run as a salary sacrifice arrangement.	AVC scheme through Prudential is a cost-efficient way to top up your pension pot, run as a salary sacrifice arrangement.

9.3. Pension – both Councils offer the Local Government Pension Scheme, subject to the same terms and conditions.

9.4. Policies – employees transferring to Wokingham through TUPE or voluntary transfer would move across onto the working policies and receive employee provisions via providers contracted with Wokingham Borough Council. These are necessary measures as part of a transfer and whilst some policies and provisions may have slight differences, it is anticipated that there is no material difference and that overall, the terms are no less favourable in variation.

10. TUPE

10.1. What is TUPE?

TUPE is the Transfer of Undertakings Protection of Employment. It is legislation that provides protection for employees transferring from one employer to another, enabling them to enjoy the same terms and conditions, with continuity of employment, as before.

There may be some changes, referred to as 'Measures' where there is an operational necessity to provide a term in a slightly different way, as we are not able to replicate it. These will not be material changes, for example the employers may use different benefit providers or may operate the holiday year at different start and end points. Any measures that apply will be shared during consultation.

Pensions are not protected under TUPE, however both West Berkshire and Wokingham Council provide the same pension scheme. There is an obligation for employees moving onto a payroll to be auto-enrolled and employees then have the option to withdraw from the scheme.

10.2. Which roles are in scope?

This group has been identified and will be consulted as a separate group with opportunities for one-to-one meetings. Meetings for those employees will be arranged early in the consultation period.

It is important to note that all roles proposed to transfer under TUPE are not affected by the 'Buy-Back' proposals.

10.3. Proposed measures

The below proposed measures are based upon information sharing to date. Should further measures be identified during consultation, these will be confirmed.

Policies & Procedures – You will move onto Wokingham Borough Council policies, to include Organisational Change Policy, Code of Conduct, Family Friendly, Leave and all other work related processes and policies found on the intranet pages.

Work location – the Council premises proposed to be used by the Wokingham Enforcement & Safety Team are Westcott Annexe and Shute End Offices, both located centrally in Wokingham.

Pay date – this would change from the last day of the month to 28th of the month.

Providers for services such as EAP and other benefits – would be provided by external parties contracted to provide the services for Wokingham Borough Council.

10.4. No other Economic, Technical or Organisational (ETO) measures are proposed at this stage

- 10.5. Proposed TUPE transfers would take effect on 1st April 2022, employees would remain an employee of West Berkshire Council until 31st March 2022.

11. Appointment into Roles Process

11.1. Expression of Interest process

A form will be provided, proposed template detailed in the appendix, and Wokingham Borough Council request that employees make clear the priority for all roles they are interested in. All expressions of interest will then be reviewed in order of the groupings:

- Management Team;
- Field-based enforcement officer possessing professional regulatory qualification;
- Field-based enforcement officer not possessing professional regulatory qualification;
- Support Staff.

11.2. Timelines

The Expression of Interest process is anticipated to commence on Friday 15th October 2021, with 8 calendar days to submit your interest using the proposed form. The deadline for submissions is 5pm on Wednesday 27th October 2021. Assessments will then commence and it is hoped all assessments will be concluded by 12th November 2021.

- 11.3. As there is no Management reduction planned for the PPP structure, the proposed Wokingham Service Manager posts are not subject to PPP ringfencing, it is therefore proposed that external adverts will be placed for Service Manager vacancies at the same time as the Expression of Interest process.

As there will be no role matching process, and to meet timescales, we wish to ensure both processes run in parallel so that the filling of these roles may be successfully completed shortly after the Expression of Interest stage closes.

In a drive to retain our talent across PPP, these opportunities will be open to interest from any employee or worker of the PPP service. Where any PPP applicant meets the essential criteria for the Service Manager vacancies, they will be prioritised for interview ahead of external applicants. Internal applicants meeting all requirements after assessment will be offered the post, where a suitable PPP applicant is not identified then external applicants will be considered.

Interest in the Wokingham Service Manager roles will be dealt with first and any member of the PPP service who is interested in leading a Wokingham functional team should submit an expression of interest. If you would like to discuss the opportunity informally, please contact David Thrall, Wokingham's Interim Public Protection Consultant, ahead of the expression of interest application deadline of 27th October 2021.

11.4. Field Based enforcement officers possessing professional regulatory qualifications

This group will be ring-fenced and in broad terms this covers those officers who have one or more of the following:

- EHORB
- Diploma in Trading Standards, DCATS (60pts inc Food and Weights and Measures)
- Accredited Financial Investigator (National Crime Agency)

This relates to employees currently working as Snr/Environmental Health Officers, Snr/Trading Standards (not required if Buy-Back is agreed by all parties) and Accredited Financial Investigators (not required if Buy-Back is agreed by all parties).

If any employee has one of these qualifications but works in a role outside this list and wishes to express an interest in these roles, please also notify Paul Anstey by email.

11.5. Field Based enforcement officers not possessing professional regulatory qualifications

There is wide recognition that the PPP workforce is very well qualified and it is acknowledged that some employees have many different levels of qualification. This group will be ring-fenced and at this stage has been populated based on what essential criteria exist in their current JD's.

If any employee has any qualifications beyond the essential criteria in their JD and wishes to express an interest in roles for a different area, please also notify Paul Anstey by email.

11.6. Support staff

In this context, this group refers to all PPP employees who work alongside field-based staff but do not conduct any visits, inspections or investigations.

As with the other groups, it is acknowledged that the PPP has a well-qualified workforce in this area and if any employee has qualifications and previous experience of field-based enforcement and wishes to express an interest for roles in a different group, please also notify Paul Anstey by email.

11.7. Ring Fencing

With the exception of the Service Manager posts, all other Wokingham roles will be ring-fenced to employees of the PPP who are currently in similar roles during the initial Expression of Interest process.

11.8. Assessment for the roles

Wokingham will conduct any assessment via interview and where there are multiple applications for a role, an activity may also be added as an additional assessment method. The assessments will be based around the Wokingham Job Descriptions. Examples of an additional assessment would be a short presentation on a topic, to trouble shoot a situation and outline steps to be taken.

11.9. Wokingham appointments

Where employees accept a role with Wokingham it is proposed that they will be offered Wokingham Borough Council terms and conditions, which overall are no less favourable than those for their West Berkshire role. Continuous service dates from West Berkshire (or Bracknell / Wokingham for employees who previously transferred into the PPP) will be recognised by Wokingham on transfer. Start dates for all appointments will be agreed on a case by case basis, with latest start dates being 1 April 2022.

12. Vacancies after Internal Wokingham Recruitment

- 12.1. After completion of the expression of interest and appointment process, any remaining vacancies in the Wokingham structure will then be advertised externally for applications. At this stage all members of PPP are welcome to apply for any opportunity in the proposed Wokingham structure, including roles that are in a different area or more senior.
- 12.2. The external adverts will run in parallel to any redundancy and redeployment process led by West Berkshire (see section 7 below). Where redundancy consultation is necessary, Wokingham vacancies will remain open for role matching purposes, so that any staff at risk of redundancy will have priority. Once any redundancy process has concluded, applications from external adverts will progress and roles will then be filled via the recruitment activity that follows.

13. Redundancy and Redeployment

- 13.1. It is of primary importance to all parties that the risk of redundancy is reduced or if possible removed all together. However, it must be noted that although the total number of jobs across the 2 new structures is more than the total of current PPP jobs, there are proposed changes in the way those jobs are allocated across teams.
- 13.2. If the Voluntary Transfers process does not lead to enough employees for the Wokingham structure, and an excess of employees in the PPP structure, then West Berkshire will undertake a further consultation exercise with relevant pools of employees. West Berkshire will inform employees of the pools where there is excess staffing and employees in these pools will be informed that they are at risk of redundancy because there is a need to delete roles in their group. Voluntary redundancies will be sought before implementing any formal redundancy selection process.
- 13.3. Vacancies remaining within the Wokingham structure will be assessed for job matches by West Berkshire based on this criteria, based largely on the Organisational Change policy:
 - Job purpose and status;
 - Job location and working arrangements;
 - Job content (including the proportion of time spent on different aspects of the role);
 - Level and breadth of responsibility;

- Skills and experience required; and
- Pay and grading.

13.4. The criteria for accepting voluntary redundancy will be as follows:

- There should be no job-matched role available in the PPP or Wokingham Enforcement and Safety structures; and
- The financial cost of redundancy and any pension strain must be reasonable and acceptable to West Berkshire.

13.5. Where there is an excess staffing in any pools within the PPP structure, it will be necessary to conduct a compulsory redundancy selection process. It is proposed that the selection criteria for the PPP structure will be based on skills and experience, specific to the pool of jobs impacted. Assessment will be through interview, with those scoring lowest being selected for redundancy.

13.6. An assessment will be made for any suitable vacancies within the Wokingham structure. Where a matched job is available, this will be offered to the West Berkshire employee as suitable alternative employment. Where a job match is identified no redundancy compensation will be due, as set out in the Redundancy Modification Order.

13.7. After job matching reviews are concluded, notice will be given to those selected for redundancy. Any roles affected are anticipated to be deleted with effect from 31st March 2022. Re-deployment support will continue during notice and redundancy payable if no suitable redeployment is found.

13.8. Employees who disagree with any job match will have the right to appeal that decision, but only on the grounds that they have suffered a detriment as a result.

13.9. All employees who are at risk of redundancy as a result of the process will be supported with redeployment by West Berkshire HR. Wokingham and Bracknell Forest will share all their vacancy information and provide prior consideration for employees on the at-risk register.

13.10. Where employees are successful in securing redeployment, no redundancy compensation will be payable, in accordance with the Redundancy Modification Order.

13.11. Any redundancy payment and/or pension strain costs are subject to approval by West Berkshire Council, by Executive where costs are above £10,000.

13.12. Once notice has been issued, redeployment is voluntary. If further job matched vacancies arise in either the PPP or Wokingham structures, these can be offered to those serving notice, and posts can be accepted on a voluntary basis. Redundancy compensation would not then be due under the Redundancy Modification Order. West Berkshire will not withdraw notice arbitrarily in this situation.

14. Share your views – Step 2

- 14.1. This paper starts Step 2 of Consultation. It is issued to all PPP staff by email on 7th September 2021. It has also been shared with GMB and UNISON as trade unions recognised by West Berkshire Council, the current employer.
- 14.2. Group consultation meetings will be held by Zoom video conferencing on the dates detailed in section 9 Timetable. Trade Union colleagues are also welcome to attend. Questions and Answers will be gathered during these sessions and published both through West Berkshire systems, and also on the Wokingham microsite.
- 14.3. During Step 2 of consultation, staff are invited to send any questions, views, suggestions and alternative proposals to Paul Anstey on paul.anstey@westberks.gov.uk . These questions and answers, where applicable to the wider group of staff, will be included in the published Q&A.
- 14.4. **Step 2 Consultation ends on Tuesday 5th October at midnight.**

15. Support

- 15.1. We recognise that this period of uncertainty may be stressful for employees and we wish to provide support wherever possible. You are encouraged to seek support from your trade union representative.
- 15.2. The Employee Assistance Programme is also available to all employees 24 hours a day, 7 days a week, 365 days a year. They can provide both emotional support and counselling, but also advice on a wide range of topics including employment and financial matters. The contact details are below.
- 15.3. If you are finding this time particularly stressful you are also encouraged to share this with your line manager or Paul Anstey, so further support can be offered.

<p>NEW EMPLOYEE ASSISTANCE PROGRAMME For all corporate staff call Freephone 0808 168 2143 or login at www.carefirst-lifestyle.co.uk using Username: westberks Password: employee</p>	<p>Care first sodexo</p>	
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16. Appendix

Proposed Expression of Interest Form



Wokingham Borough Council Expression of Interest Form

This form is to express your interest in roles within the Wokingham Borough Council Enforcement & Safety service.

Forms should contain key information relevant to the roles of interest, be maximum of 3 pages in length and we welcome submissions of up-to-date CVs alongside Expression of Interest forms. All forms must be received by: **5pm Wednesday 27th October 2021**

Once completed please e-mail the completed form to: PPP@wokingham.gov.uk

Name:	
Home Address:	
Phone Number:	
Current Job Title:	
Current Team:	
Current Line Manager:	
Please list all roles of interest in order of preference.	
1:	
2:	
3:	
4:	

Referring to the Role Specification(s) and Main Job Description(s) for the roles of interest please complete the following details:

Relevant Qualifications:	Qualification Title	Date Completed	Awarding Body
Technical Skills: Please detail relevant technical skills that you possess and that are required for the role(s) you are interested in.			

<p>Knowledge & Experience:</p> <p>Please detail all relevant knowledge you have acquired, providing examples of how you've acquired this and experience relative to the role(s) of interest. List most relevant and recent experience examples first and working back to previous roles.</p> <p>This section should contain the most detail, with examples of most relevant work experience achievements. Also demonstrating the achievements using the technical skills listed above.</p> <p>Please attach a copy of your CV if you wish to share your full work experience history</p>	
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Once completed please sign each page and e-mail the completed form to: PPP@wokingham.gov.uk

Should you have an up-to-date CV, please attach a copy alongside your completed expression of interest form.

SIGNED	PRINT NAME	DATE

Timeline

Stage	Description	Completed By
1	Head of Service advert sent to all existing management team (Principal Officers and above)	16 th July 2021
2	HoS recruitment - Closing date and shortlisting	2 nd Aug 2021
3	HoS Interview and decision making	4 th Aug 2021
4	Step 1 Employee and Trade Unions consultation on organisational change process launched	13 th Aug 2021
5	Step 1 Employee Consultation Meetings by Zoom x 2	16 th , 17 th Aug 2021
6	Step 1 Consultation closes	27 th Aug 2021
7	Publish Step 1 Consultation response	2 nd Sept 2021
8	Step 2 – Staff and unions consultation launched with employee groups (detailed consultation meeting timetable to follow)	7 th Sept 2021
9	Step 2 consultation closes	5 th Oct 2021
10	Full response to Step 2 consultation PLUS Wokingham implementation plan published	13 th Oct 2021
11	Final structures communicated to all employees. Ring-fenced expressions of interest process and Wokingham appointments begin.	15 th Oct 2021
12	Ring-fenced expressions of interest process and Wokingham appointments end.	12 th Nov 2021
13	Redundancy consultation starts with PPP pools. At Risk letters issued and volunteers for redundancy sought if necessary.	15 th Nov 2021
14	Consultation deadline and deadline for volunteers.	29 th Nov 2021
15	Review takes place. Any offers of voluntary redundancy confirmed and others declined.	3 rd Dec 2021
16	Compulsory redundancy selection exercises, where necessary.	w/b 6 th Dec 2021
17	Selection for compulsory redundancy confirmed.	By 15 th Dec 2021
18	Approval of any West Berks redundancy costs at Executive.	16 th Dec 2021
19	Notice letters issued for any voluntary and compulsory redundancies in West Berkshire Council.	By 31 st Dec 2021
20	Redeployment support continues, with vacancies shared across Bracknell, Wokingham and West Berks	Up to 31 st March 2022
21	Wokingham service begins, final date for employee transfers to take effect.	1 st April 2022