

Supervisory Board Minutes - Final

Thursday 30th March 2006

Attendees:

Juliet Wheldon (Chair)

Robert Aitken

Julie Anderson

Len Berkowitz

Valerie Cain (part)

Jane Clarke

David Dunleavy

Peter Fish

Simon Harker

Tony Hindley

Richard Jackson

Philip Kent

Marilynne Morgan

Frances Nash

David Noble

Stephen Parker

David Pearson

Alison Schofield

Doug Walters

Graham Bate (notes)

Peter Reilly (item 2)

John Heneghan (item 2)

Tom MacGruer (item 2)

Lee John-Charles (item 5)

Darren Samuels (item 5)

Apologies:

Mark Parker

Jonathan Jones

Isabel Letwin

1. Actions from previous meetings:

All actions had been cleared

2. Pay Review

Peter Reilly (Inst. of Employment Studies) summarised the work done to date and presented findings from the review, which had been collated with input from staff, managers and TUS. He facilitated a discussion around principles, options and next steps, which had been tested out on the HRPB earlier in the week. SB discussed the principles of (i) job evaluation and grading (ii) cost (iii) the market for pay levels (iv) pay structure (v) progression (vi) non consolidated pay and bonuses (vii) benefits and leave. SB agreed that the work should continue including consultation with HMT and Cabinet Office and costing out scenarios.

Action: HR to produce a timeline for next steps

3. Catering Contract Review and Options

TH outlined the issues arising from the six-month review of the catering contract. Café 15 is appreciated by staff and the contractor is achieving the agreed KPIs. SB discussed current usage levels, the potential impact on prices and the existing catering subsidy. SB considered options to increase the numbers using the café and TH explained that extra seating had already been ordered at EB's request.

Agreed to extend the Café 15 facility to ORR staff in return for contribution to catering subsidy.

Action: TH to pursue options for increasing usage.

RJ to draft a communication for all staff to explain any changes.

4. Lessons Learned from G6 Staff Moves and Promotions

AS presented SB(06)07. SB discussed the findings from the lessons learned report and concluded that this round of moves had inevitably been substantial as TSol caught up with its commitments on development of staff.

Noted that concern had been expressed at the disruption caused by the moves. Future moves would most probably not involve so many people at any one time but SB agreed that it would not shy away from commitments to develop people in the round and that would mean voluntary and other moves delivered in a timely manner. Better use to be made of vertical slice discussions to ensure phased staff development moves thereby reducing the likelihood of such a substantial single movement in future.

The meeting went on to discuss the knock-on effect into Grade 7 recruitment and the importance of managing this effectively. SB discussed how development and promotion opportunities fitted into the wider discussions on a pay and workforce strategy, the efficiency agenda and delivering on our commitments in the 06-07 Business Plan.

SB agreed that there needed to be clearer links between HR and Client Care to manage the processes and messages well with staff and clients. SB also agreed that this was one of a number of messages that Team Leaders should be encouraged to reinforce at regular intervals. The joining up of the secretariats within BSU would also help this.

The recommendations in SB(06)07 were agreed.

Action: AS to draft a communication from SB to all staff.

DP to progress with RJ a list of issues that required regular reinforcement to Team Leaders.

5. Career Development for Administrative Staff (CDAS)

Lee John-Charles introduced SB(06)06 and explained that the first phase of the work concentrated on caseworkers and administrators providing support to caseworkers in Litigation. The review had been conducted with the support of a focus group and RA would lead on taking forward agreed actions. SB discussed a draft communication, which resulted in a useful discussion on key principles. There are a number of frameworks in place, e.g. PSG, competency based promotion framework, which administrators could use as part of their career development. Whilst the value of administrative staff was noted, there was a need for realistic career development expectations. AS pointed out that PSG was now producing guidance for more grades and that this would be extremely useful. SB agreed that HRPB should develop a communication with input from RA and RJ. SB would clear the final message prior to publication.

Action: HRPB to draft a message from the SB with input from RA and, later, RJ. SB would clear the final message prior to publication w/c 3rd April.

6. Next Meeting 27th April