

Organisation-wide Workforce Board

Revised Arrangements with effect from 25th August 2025 to support the MTFS and the Temporary Suspension on HR/People Related Activities

Purpose

- To ensure that there is agreement (regardless of if there is budget) on **all** spend in relation to staffing (directly / indirectly) employed, as part of the ongoing work to address the significant budget pressures the Council faces.
- To comply with the Temporary Suspension on HR/People Related Activities, these are as follows:
 - Recruitment
 - Use of agency staff/consultants/contractors.
 - Use of Casual staff
 - Job evaluation - unless as part of an agreed restructure
 - Honorarium*
 - Market Supplements*
 - Recruitment and Retention Payments*
 - Accelerated and additional increments*
 - Increasing hours
 - Overtime and additional hours - unless contractual
 - Training - unless a statutory requirement
 - Expenses
 - Travel

*Will still require approval by the Service Director Enabling (as per current Constitution) before Organisation-wide Workforce Board consider the request.

- Reapproval of any agency, consultants and/or contractor engagements over 12 weeks.

Process

- **All staffing related changes (directly and indirectly) will be considered at the Weekly Organisation-wide Workforce Board regardless of if budget is available.** The Workforce Board will consist of:

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|------------------------|--|
| ○ James Walton | Executive Director (Section 151) |
| ○ Tanya Miles | Executive Director (DASS) |
| ○ Molly Sullivan | Strategic Finance Business Partner (Revenue) |
| ○ Sam Collins-Lafferty | HR & OD Manager |

Admin:-

- | | |
|----------------|---------------------------|
| ○ Sam Davies | Executive Support Officer |
| ○ Tracey Yates | Executive Support Officer |

- In the absence of up to one member of the Workforce Board the meeting will still take place. In the absence of two members the meeting will not take place.
- Where a Workforce Board is not scheduled to take place, consideration and approval of requests may take place by email.
- Requests will be by exception and the workforce board will make decisions taking account of the following:
 - The move to zero new agency worker contracts not held with Opus with effect from 25 August 2025 (other than in exceptional circumstances).
 - Bringing all Opus Agency workers onto the Council's establishment from 1 November 2025 (other than in exceptional circumstances)
 - Reviewing and ending all consultants and contractors (other than in exceptional circumstances).
 - Revisiting, pausing or ceasing current recruitment campaigns.
 - Apprenticeship first recruitment.
 - Reviewing and ending all fixed term contracts (other than in exceptional circumstances).
 - Reviewing and ending Casual staff (other than in exceptional circumstances).
 - Proposed and current restructures across the teams.
 - Proposed reductions in staffing levels across the teams, including CR and VR.
 - Redeployees.
 - Business continuity.
- Any requests from managers are to be submitted using the live form [here](#) by close of play on the Friday of each week. **NB: Any requests received after this deadline will automatically be added to the following week's meeting.**
- The form will populate a restricted Sharepoint List (link [here](#)). The relevant Service Director has access to the Sharepoint List and they will need to agree that the request is taken to the Board. It is assumed that service/team managers will have already held conversations about any requests with the relevant Service Director and HR/Finance. **NB: Only requests agreed by the Service Director and with all completed information in SharePoint before the deadline will be considered by the Workforce Board. Insufficient information (in the Board's opinion) will delay any decision.**
- Relevant Strategic HR Business Partner & Finance Business Partner to review the request prior to the Workforce Board Meeting and note their recommendation of whether to approve, decline or defer the request, and to raise any queries with Molly Sullivan/Sam Collins-Lafferty.

- Only requests agreed by the Service Director and reviewed by the relevant HR and Finance Business Partners in advance will be considered at the Workforce Board.
- Decisions will be recorded on the Sharepoint List by the Executive Support Officer during the meeting.
- Following the meeting, decisions will be communicated to managers by the Service Director. The Executive Support Officer recording the decisions to e-mail Service Directors after the meeting to remind them to check the decisions in the Sharepoint List and to communicate to managers.
- NB: Managers are to be advised that ERP forms should not be submitted until approval has been given at the Workforce Board.

Exceptions

The following services are exempt from the above process. Requests do not need to be considered or approved by the Workforce Board:

- Four Rivers Nursing Home existing establishment (*necessary to have staff to run the nursing home and be regulatory compliant*)
- START existing establishment (*necessary to have staff to run the service and be regulatory compliant*)
- Children residential services existing establishment (*necessary to have staff to run the home and be regulatory compliant*)
- CSC Social Work vacant posts against establishment where there is a equivalent reduction in Agency staffing.