

## **Yorkshire & Humber (Local Authorities) Employers' Association (YHEA) - the Regional Employers' Organisation for Local Authorities in the Y&H region.**

### **Job Description**

**Job Title:** Regional Employers Director

**Salary:** Spot Salary of £41,870 for 22.2 hours per week. Equivalent to £69,783 full-time salary.

**Workstyle:** Home Worker and hours to be worked flexibly.

**Responsible To:** Accountable to the Association members and to the Chair of the Association. The postholder will be legally employed by Wakefield MDC.

**Responsible For:** Employers Services Officer

### **Purpose of Role:**

- To lead the full range of the strategic and practical work of the Association, and that of the REO, and to fulfil the responsibilities of the Association as set out in the YHEA Constitution and its Operating Model, as determined by the Association.

### **Key Responsibilities**

- To continually engage with member organisations on the role and work of the Association ensuring that they are enabled to shape the Association's activities through Association meetings, Regional Networks and the Regional Chief Executive's Group.
- To represent the Association and its member organisations in regional and national forums and with other regional and national organisations.
- To actively engage with partner organisations in the region and nationally, including the Local Government Association and the National Association of REO's (NARE) to ensure positive outcomes for the region.
- Ensure that the Operating Model of the Association and the Association's priorities are delivered in practice and that they are regularly updated in consultation with member organisations.
- To promote the Association, its work, and the benefits of collective activity as employers.
- To develop and implement an income generation strategy for the Association so that commercial income, in addition to membership subscriptions, provides a significant contribution to achieving a balanced budget.
- To lead on the business, governance and financial matters of the Association ensuring that a balanced budget is delivered, and the efficient and effective use of resources is achieved.
- To maintain and uphold the constitution of the Association ensuring that it is adhered to by all member organisations and YHEA staff.

- To ensure that the Association fulfils its responsibilities as an Employers Association that has legal personality under the Trade Union and Labour Relations Consolidation Act and that it works effectively with the Certification Officer to this end.
- To work effectively as required with officers of Wakefield MDC which acts as the host organisation for the Association.
- YHEA employees are legally employed by Wakefield MDC and therefore the postholder must ensure that Wakefield MDC policies in respect of employment, health and safety, equality and diversity etc are adhered to.
- The above key responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility. Any changes will be the subject of consultation with the postholder.

**Last Reviewed January 2023**

## **Y&H Employers Organisation (YHEA) – Operating Model**

### **Background**

Under the Trade Union and Labour Relations Act employers can join into Employers' Associations. Employers' Associations must be registered with the Certification Officer for Trade Unions and Employers' Associations and produce an annual return for the Certification Officer, including audited accounts.

All the English regions, Wales and N. Ireland have some form of Employers' Organisation for local government. Some are separate bodies and others are integrated with other local authority collaborative bodies. REO's are all brought together under the umbrella of the National Association of Regional Employers' (NARE), and through this route and separately, they engage with the National Employers' Side of the National Joint Councils and with the Workforce Team at the LGA.

In Yorkshire & Humber we have YHEA that has its own constitution and legal personality as an Employers Association, with councillor representatives from the 22 Councils (15 councils from 1<sup>st</sup> April 2023 as a result of LGR in North Yorkshire), 4 Fire Authorities and the West Yorkshire Combined Authority forming the association. YHEA is hosted by Wakefield MDC, YHEA staff are legally employed by Wakefield but are accountable to YHEA for their activities.

### **Collective Coherence as Employers/Core Services**

The principal benefits of being a member of an employers' organisation are to maintain a sense of collective coherence and strength as a group of employers; to learn from and network with each other; and to influence externally. Therefore, the following **core service activities** support this collective cohesion purpose:

#### ***Collective Representation and Influencing.***

Understanding the views of member authorities and then representing the collective views and interests of local authorities through informal and formal two-way engagement with other regions, national employers', the LGA, other relevant national/regional bodies, and supporting elected members at NARE. This includes responding to national consultations and organising regional responses to national requirements.

#### ***Supporting the Employers' Association meetings and HR Networks.***

The team facilitates the quarterly meetings of YHEA, monthly HR Directors and the Health & Safety Network (s). We also support other virtual exchange networks when these are specifically requested. Currently all meetings take place on a virtual basis via MS Teams. YHEA also provides the Employers' Side Secretary role of the Regional Joint Council for Local Government Services.

#### ***Information, Intelligence Sharing and Maintaining Communications***

In future it is planned that this will be largely supported through a self-managed approach by authorities via an MS Teams based system. YHEA will manage the availability and functionality of the system only. There may be occasions when we will carry out research when this is specifically required by YHEA members organisations

### ***Dispute Resolution***

Provision of conciliation services on individual and collective dispute matters both directly to local authorities and/or jointly with the Trade Unions through the role of Regional Employers' Secretary. Also, provision of employers' side advice and support to authorities regarding any disputes or potential disputes

### ***Employment Advice, Information and Research on National Terms and Conditions***

This is available via a telephone advice line and e-mail enquiry service for all local government terms and conditions and those for School Teachers. This involves interpretation and application of those agreements and research regarding application and usage.

### ***Employment Advice and Information on other matters***

This is available via a telephone advice line and e-mail enquiry service as well as face to face support where needed on a range of employment matters including employment law, local terms and conditions of service, schools' employment advice (other than Teachers T&C's) and employment/HR policy.

We also have subscriber organisations that are not core members of the employers' organisation, they pay a separate subscription for an agreed level of service.

**All the Core Services described above are to be funded via subscriptions from member organisations and from other income sources to achieve a balanced budget**

### **Practical Support and Consultancy.**

The team is available to provide 'in-house' advice, support and consultancy as agreed on employment matters including sensitive discipline and grievance issues, mediation services, senior management pay reviews, equal pay and JE advice and organisational development issues. Any 'in-house' support in these areas will be charged for at the appropriate daily consultancy rate.

We are also happy to ensure that our member authorities are enabled to access other support from other REO's where they are in a better position to deliver what is needed.

## **YHEA Subscriptions**

Under the operating model described in this paper core Employers Services are funded by a subscription from member authorities. When authorities were consulted on options for subscription models in Summer 2014 the option that was most favoured was one based on authority type and population. Subscription levels have not increased since 2014.

**Steve Walmsley**  
**Regional Employers Director**  
**YHEA**

**Document Last Updated January 2023**

## **Yorkshire & Humber Employers Association**

### **Employer Services Information**

#### **Who We Are**

Our core purpose is to serve as an Employers Association for Councils and Fire & Rescue Authorities in the Y&H region. These authorities (our core members) govern what we do through our constitution and our association meetings. Y&HEA is registered with the Certification Officer for Employers Associations and Trade Unions. We have sister employer association bodies in all the other English regions, and in Wales and Northern Ireland too – we collaborate together as part of a national association (NARE) and with colleagues at the LGA (Local Government Association). Up until April 2015 we were part of Local Government Yorkshire & Humber (LGYH).

#### **What We Do**

We deliver a range of core services to our members (for which they pay a subscription), we also provide services to other organisations that subscribe to our services and/or purchase support from us:-

#### ***Core Services to Member Organisations***

- Enabling collective coherence as a group of employers with common interests
- Collective representation and influencing, regionally and nationally
- Supporting the Employers Association and HR/OD Networks in their activities
- Information and intelligence sharing, and maintaining communications across the sector
- Dispute resolution – solely, or jointly with the recognised trade unions
- Employment advice, information and research on national terms and conditions of employment
- Employment law advice
- Delivering any agreed regional collaborative Workforce/HR/OD Priorities
- Senior Manager employment assistance (appraisals or sensitive grievance/discipline matters)

#### ***Additional Services available to all organisations – members and non-members***

- Information Services for subscribers – see below for more detail
- Dispute resolution
- Advice and information and research on local terms and conditions of employment
- Employment law advice
- Support and advice on discipline, capability and grievance matters, including investigations, hearings, appeals etc
- Mediation services – 1:1 or collective situations
- Senior management pay reviews
- Job evaluation advice and support
- Executive recruitment support and assistance
- Organisational development support and assistance

- Myers-Briggs Type Indicator assessments and feedback

## **Our People**

We have a small core team of experienced HR practitioners (details below) and we have access to a team of associates that can be drawn from regional or national pools. If we can't do it ourselves we can usually find someone who can.

*Steve Walmsley, Regional Employers Director*

Steve has been Regional Employers Director since July 2006, prior to this he was an Assistant Chief Executive at Sheffield City Council. Steve has worked in the local government sector for 30 years. Significant trade union experience preceded a move into the HR community and onwards from there, being appointed Head of Human Resources at Sheffield in 1997 and then Assistant Chief Executive. Steve has significant experience and knowledge of a wide range of employment, workforce and organisational development matters.

*Julie Brookes, Employers Services Officer*

Julie has been with the Regional Employers Organisation since 2007. Prior to this Julie worked in the public sector for 32 years in both Local Government and NHS. Working in Human Resources and Payroll for 28 years and has experience covering a wide range of human resources and payroll issues across a wide area of departments. Julie has in depth knowledge of terms and conditions of employment associated with Local Government Services, including Schools.

## **Cost of Services**

### ***Subscriptions for Core Member Organisations***

These are determined each year by the association and relate to authority type and population. Further details are available on request.

### ***Subscribers for Information Services***

Standard Service - £ 131.15 plus vat per annum

Subscribers to this service receive initially a fully updated copy of the National Agreement on Pay and Conditions of Service. An updating service is provided which includes circulation of all national pay awards and any other amendments to the agreements. Subscribers also receive regular updates and invitations to regional seminars on the latest developments in employment law and industrial relations.

Enhanced Service - £ 206.12 plus vat per annum

In addition to the above, subscribers to this service also receive other benefits, including:

- Human Resources Service and Consultancy – access to our team of HR professionals for free initial advice, and at discounted rates for more specific and detailed support.
- Keeping in touch – electronic updates providing updates on current policy issues, priority issues and changing legislation for local government and its partners.
- NJC/JNC Circulars and National Agreements – outlining changes to the National Conditions of Service for employers.
- Consultancy Services – offering a range of support services which subscribers can access at discounted rates.

### ***Support and Consultancy***

We charge on a day rate or hourly rate basis, as appropriate to the circumstances. For Steve this is £450 per day for member organisations/subscribers and for Julie this is at £300 per day for member organisations/subscribers. These rates can be negotiable for substantial pieces of work of a number of day's duration. Rates for non-members/subscribers are available on request. If we access one of our associates for a member organisation/subscriber the organisation will agree the rate with the associate concerned. We also work in partnership with senior workforce consultants at the LGA to deliver projects on a joint basis where this is helpful.

### **Contacting Us**

If you would like further information on the above, or need a free initial discussion on any potential project please do contact us via the following:-

Steve Walmsley – telephone: 07976 271963 or e-mail [steve.walmsley@yhemployers.org.uk](mailto:steve.walmsley@yhemployers.org.uk)  
 Julie Brookes – telephone: 07970 119979 or e-mail [julie.brookes@yhemployers.org.uk](mailto:julie.brookes@yhemployers.org.uk)



**THE YORKSHIRE AND HUMBER LOCAL AUTHORITY EMPLOYERS' ASSOCIATION**  
**CONSTITUTION AND RULES**

**1. TITLE**

- 1.1 The Body shall be known as the Yorkshire and Humber Local Authority Employers' Association (the "**Employers' Association**").
- 1.2 The Employers' Association is an Employers' Association pursuant to section 122 of the Trade Union and Labour Relations (Consolidation) Act 1992.

**2. OBJECTS**

- 2.1 The objects of Employers' Association are to:
  - 2.1.1 Maintain and promote our collective coherence and strength as a group of local authority and fire employers, to learn from, and network with each other, influence externally, and to obtain some benefits that are derived from economy of scale; and
  - 2.1.2 Promote excellent people management and organisational development practices and promote their contribution to the improvement of service delivery and organisational effectiveness of local authorities and fire authorities within the Yorkshire and Humber region.
- 2.2 In support of those objects the Employers' Association will provide representatives as members of the Employers' side of the Yorkshire and Humber Regional Council.
- 2.3 The Employers' Association may also undertake like activities on behalf of or in conjunction with the following bodies:
  - 2.3.1 The Local Government Association;
  - 2.3.2 Other Regional Employers' Organisations; and
  - 2.3.3 The National Association of Regional Employers.

**3. POWERS AND DUTIES**

- 3.1 In pursuance of the objects in Clause 2, the Employers' Association shall have the power to carry out the following functions:

- 3.1.1 Represent the interests of constituent authorities as employers in discussions and negotiations with the trade unions within the Regional Council referred to in Clause 2 above;
- 3.1.2 To co-ordinate in an advisory capacity the activities and functions of the constituent authorities with regard to the regulation of salaries and conditions of service and training development matters;
- 3.1.3 To give advice and assistance to constituent authorities on any matter coming within the objects of the Employers' Association;
- 3.1.4 To develop and represent views on employment, training and development, research policies and programmes of other bodies which may have significant implications on the object or functions of the Employers' Association;
- 3.1.5 To co-operate with the National Employers' side of the NJCs and the national agencies on any matter within its purview;
- 3.1.6 To provide seminars and training events for elected members and officers of constituent authorities on associated matters; and
- 3.1.7 To undertake other activities as may be determined by the Employers' Association within this constitution.

#### 4. **MEMBERSHIP**

- 4.1 Membership of the Employers' Association is drawn from those authorities that are members of the Yorkshire and Humber region and shall include:-
  - 4.1.1 North Yorkshire County Council;
  - 4.1.2 each of Bradford, Leeds and Sheffield Councils;
  - 4.1.3 each of the 11 other Metropolitan/Unitary Councils ;
  - 4.1.4 each of the 7 District Councils; and
  - 4.1.5 each of the 4 Fire and Rescue Authorities.
  - 4.1.6 A Combined Authority that operates wholly or largely in the region and employs it's own staff
- 4.2 Each member authority shall be represented at a meeting of the Association by one representative appointed by the member authority

- 4.3 The quorum for any meeting of the Employers' Association will be one quarter of constituent authorities.
- 4.4 Any member may be represented at a meeting of the Employers' Association by a substitute with full powers, provided that such substitute, who may be an officer, has been duly appointed by the appointment body mentioned above.
- 4.5 Additional members from any of the above appointment bodies can attend meetings of the Employers' Association, such a member will not have the right to vote but will have the right to speak at the discretion of the Chair.

5. **APPOINTMENT OF MEMBERS**

- 5.1 The members of the Association shall be appointed by the appropriate body before the Employers' Association's annual meeting, or as otherwise determined by the appointment body, and shall be eligible for re-appointment

6. **CASUAL VACANCIES**

- 6.1 When a casual vacancy arises a new representative shall be appointed by the body from which the vacancy occurs. The new representative shall continue in office for the period for which the previous representative was appointed.

7. **CHAIR AND VICE CHAIR**

- 7.1 At the Annual Meeting of the Employers' Association a Chair and Vice Chair shall be elected from amongst its members.
- 7.2 The Chair and Vice Chair shall be appointed for a period of 1 year.
- 7.3 Representatives who have served previously as Chair and Vice Chair may offer themselves for re-election.
- 7.4 For so long as they continue to be representatives of the Employers' Association the Chair and/or Vice Chair may only be removed from office during the period for which they have been elected by a special resolution which is approved by a majority of the representatives present and entitled to vote at the meeting at which the resolution is moved.
- 7.5 Should a vacancy arise in the office of Chair or Vice Chair, any appointment to fill the vacancy shall be made at the next ordinary meeting of the Employers' Association held after the date on which the vacancy occurs.
- 7.6 The Chair, if present, and in the absence of the Chair, the Vice Chair shall preside at the meeting of the Employers' Association. If both the Chair and Vice Chair are absent from a meeting of the Employers' Association such representative as the meeting determines shall preside at that meeting.

## **8. MEETINGS OF THE EMPLOYERS' ASSOCIATION**

- 8.1 The Annual Meeting of the Employers' Association shall be held, normally in the months of June or July each year, at which the Secretary shall submit a statement of representatives appointed for the succeeding year.
- 8.2 Notice of meetings of the members who constitute the Association or any Committee shall be sent to such members in accordance with clause 16 (Conduct of Business).
- 8.3 The Annual Meeting shall:
- (a) Appoint a Chair and Vice Chair;
  - (b) Appoint such Committees as shall be deemed necessary to deliver the objects of the Employers Association;
  - (c) Appoint a Secretary ;
  - (d) Appoint a Treasurer; and
  - (e) Appoint Auditors.
- 8.4 The business of the Annual Meeting shall also include the following:
- (a) to receive the accounts and the Auditors' report;
  - (b) to receive the Annual Report for the preceding year; and
  - (c) any other relevant business.
- 8.5 Voting at meetings shall be by show of hands and the constituent authorities shall use reasonable endeavours to reach decisions by consensus. Where a decision cannot be reached by consensus, voting shall be conducted as a weighted voting scheme of those authorities present as follows:
- 8.5.1 North Yorkshire County Council shall have 3 votes;
  - 8.5.2 Bradford, Leeds and Sheffield Metropolitan Councils shall have 3 votes each;
  - 8.5.3 The 11 Metropolitan/Unitary Councils shall have 2 votes each;
  - 8.5.4 The 7 District Councils shall have 1 vote each; and
  - 8.5.5 The 4 Fire and Rescue Authorities shall have 1 vote each.
  - 8.5.6 A Combined Authority shall have 1 vote

- 8.6 In the event of equality of voting on any issue, the Chair shall have a casting vote.

9. **COMMITTEES/PANELS**

- 9.1 The Annual Meeting of the Employers' Association may appoint such Committees, Panels or Boards as may be considered necessary or expedient for the discharge of the Employers' Association's functions, with such powers and responsibilities as may be specified in creating the Committee, Panel or Board.

10. **APPOINTMENT OF STAFF**

- 10.1 The Employers Association may appoint staff to assist with the delivery of its objectives.
- 10.2 Where the Employers Association employs staff, they shall be appointed following an open and transparent recruitment process and in accordance with the procedures approved by any Committee to which staffing matters are delegated by the Employers Association or the Employers Committee.
- 10.3 All disciplinary or grievance matters shall be dealt with in accordance with all legal requirements and guidance and where appropriate shall be handled by such Committee with those responsibilities as appointed by the Employers Association.
- 10.4 Where any Member of the Employers Association seconds staff to the Employers Association or makes staff available to the Employers Association, those arrangements shall be subject to a formal secondment agreement.

11. **ROLE OF THE REGIONAL EMPLOYERS DIRECTOR**

- 11.1 The Regional Employers Director shall provide the Employers Association and its Committees with reports and advice from time to time and shall be entitled to attend all meetings of the Committees established by the Employers Association.
- 11.2 The Regional Employers Director shall act as an interface between the host, Wakefield Metropolitan District Council and the Employers Association.

12. **FINANCE**

- 12.1 Subscriptions towards the expenses of the Employers' Association shall be levied on constituent authorities, the amount of the levy being determined each year by the Employers' Association. Each constituent's proportion of the levy shall be assessed by reference to a formula agreed by the Employers' Association.
- 12.2 Fees may be charged for specific services provided to constituent authorities on an individual or collective basis and other bodies, or for other special activities,

such fees to be calculated to cover the economic cost of providing the service plus an element to offset a proportion of the expenses of the Employers' Association.

- 12.3 The application of the funds of the Employers' Association shall lay within the full control of the Employers' Association, which shall authorise or approve expenditure in pursuance of its objects and in accordance with its powers, duties and functions as set out in these Rules. The Employers' Association may authorise or approve investment or borrowing of monies in such manner as they shall determine.
- 12.4 The Employers' Association financial year shall run from 1 April to 31 March. All contributions shall become due by 1 April in every year. The Employers' Association shall have the power to terminate the membership of any member whose subscription is not paid by 1 September or any year after demand in writing has been sent to that member.
- 12.5 Accounts of all funds held by or on behalf of the Employers' Association shall be prepared annually and shall be audited by a qualified accountant.
- 12.6 Each constituent authority, by accepting membership of the Employers' Association, undertakes jointly with each of the other constituent authorities, whilst it is in membership, to underwrite any liabilities which may be incurred in the name of the Employers' Association, during its period of membership.
- 12.7 Each constituent authority shall continue in membership of the Employers' Association unless it notifies the secretary to the contrary, in writing, at least 12 months prior to the end of the financial year, ie 31 March.
- 12.8 Any constituent authority shall, upon ceasing to be a member of the Employers' Association forfeit all rights to and claims upon the funds, property and assets of the Employers' Association and shall pay such amount representing the authority's share towards liabilities incurred by the Employers' Association assessed as the last day of the authority's membership, based upon the proportion which the subscription of the Employers' Association bears to the total subscription at that time, and in accordance with the relevant accounting standards – such amount shall be determined by the Regional Employers' Director, in consultation with the Employers' Association's Chair or the Vice Chair and notified in writing to the Regional Employers Director of the authority within 7 days of the authority's last day in membership and paid within 14 days thereafter, otherwise the authority shall be deemed to continue in membership of the Employers' Association.

### 13. **PROPERTY**

- 13.1 The Employers' Association may authorise:

- (a) the acquisition by purchase, lease or otherwise of land, buildings or other property to undertake appropriate functions; and
  - (b) the sale, exchange, mortgage, surrender or other disposition of any property.
- 13.2 Notwithstanding the above clause 11.2, the Employers' Association may authorise;
  - (a) that the Property of Employers' Association be held by a lead authority on behalf of the organisation; or
  - (b) the incorporation of a company that acts as a trustee for the organisation and acquires property on behalf of Employers' Association as its beneficiary.

#### 14. **CONDUCT OF BUSINESS**

- 14.1 Notice of meetings shall be given by the Secretary. The period of notice for all meetings shall be 5 working days.
- 14.2 The Secretary shall determine the content of the agenda for any relevant meeting of the Employers' Association or its Committees following consultation with the relevant Chair (or in their absence the Vice Chair) for the meeting. This agenda shall be circulated with the notice of the meeting.
- 14.3 The Secretary shall be responsible for making the minutes of every meeting of the Employers' Association or any Board, Panel or Committee available to every constituent authority.
- 14.4 The Secretary shall be responsible for producing a forward schedule of meetings to be agreed annually and published. Additional meetings may be held as required by agreement between at least one quarter of the constituent authorities.
- 14.5 No provision of this Constitution may be waived at any meeting of the Employers' Association or any Committees, Panels or Boards created under clause 9 other than on the vote of a majority of the representatives present and entitled to vote.

#### 15. **URGENT BUSINESS**

- 15.1 The Chair and Vice Chair may, in cases of urgency, act on behalf of the Employers' Association in pursuance of its objectives and current policies. Such action may be authorised by telephone or correspondence and shall be the subject of consultation with such member authorities as may be reasonable

according to the circumstances of the case. Decisions made must be reported to the next meeting of the Employers' Association.

- 15.2 The Regional Employers Director shall be authorised to take any action in relation to the day to day management of Employers' Association in case of urgency in consultation with the Chair (or Vice Chair in the absence of the Chair). Decisions made must be reported to the next meeting of the Employers' Association.

## 16. **AMENDMENTS TO THE CONSTITUTION**

- 16.1 Minor amendments which do not affect the principles and provisions of the constitution may be made by the Regional Employers Director in consultation with the Chair and Vice Chair subject to being reported to Employers' Association. Any other amendment of this constitution shall be made by the Employers' Association at the Annual Meeting or at any Extraordinary Meeting convened for that purpose. No amendment shall be made except after 21 days' notice has been given to each constituent member and the proposed amendment circulated on the agenda of the meeting at which it is to be considered (other than minor amendments).

## 17. **DISSOLUTION**

- 17.1 A motion for dissolution of the Employers' Association must be considered at an Extraordinary Meeting of the Employers' Association called for the purpose, in accordance with the constitution. Any decision shall require a two third majority of constituent authorities present and represented at the meeting.
- 17.2 If upon the winding up or dissolution of the Employers' Association there remains any property whatsoever after the satisfaction of all its debts and liabilities, and after due provision has been made for the continuance of payment of any sums in respect of any retirement or redundancy payments made to employees of former employees of the Employers' Association or to dependents of decisions employees for which the Employers' Association is responsible, such special meeting shall determine the manner of disposal of such surplus funds. If there is any outstanding liability, the special meeting shall determine the apportionment of such liability between constituent organisations.
- 17.3 Staff displaced shall either be assimilated into member authorities on terms no less favourable than their current appointments, or have their employment terminated in accordance with contractual arrangements.