

JOINT EMPLOYEE COUNCIL

Minutes of the Meeting held on Wednesday, 13th July 2016 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors J Evans, D Merryweather, D G Pidwell and J White.

Employee Representatives:

K Circuit (Vice-chair in chair), R Parr, P Rodgers and A Smith.

Officers in attendance: K Childs and C Crossland.

(Meeting commenced at 3.05pm.)

(The Chair welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure. He also enquired as to whether any member of the public wished to film/record the meeting or any part thereof; however, there were no members of public present.)

1. NOMINATIONS FOR THE ELECTION OF CHAIR

RESOLVED that Councillor S Greaves be elected Chair for the ensuing year.

2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIR

RESOLVED that K Circuit be appointed Vice-Chair for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Entwistle, M T Gray and S A Greaves.

4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations by Members.

(b) Officers

There were no declarations of interest by officers.

5. MINUTES OF MEETING HELD ON 10TH MARCH 2016

It was noted that there has been no progress on the provision of cycle storage. The issue has been raised at the accommodation review meeting. The feedback from the meeting was that bicycle storage was not part of the remit and therefore would not be considered at this stage but would be looked at after the review.

Members were disappointed with the lack of progress. Employee Representatives raised issues of potential cycle vandalism and that internal storage is required. It was noted that

cycles had previously been stored in a corridor behind the post room; however the storage rack has now been removed.

In relation to security at Queen's Buildings Members were advised that there have been acts of petty vandalism but no significant incidents. Implications of the previous vandalism and the impacts was discussed, together with remedial action being taken to assist both management and employees. It was suggested that checks of toilet facilities should be carried out throughout the day; however it was noted that much of the vandalism is not apparent until its effects occur.

RESOLVED that:

1. The Minutes of the meeting held on 10th March 2016 be approved.
2. Councillor J Evans discuss the issue of cycle provision with the Property Manager.

6. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

7. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

None.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

8. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED that, in accordance with Part 1 of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as defined in Paragraph 4, and therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No.8(a) – Pay and Grading Review – Paragraph 4

Agenda Item No.8(b) – Annual Leave – Paragraph 4

Agenda Item No.8(c) – Review of Agency Workers – Paragraph 4

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

9. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES

(a) Pay and Grading Review

Members were updated on progress against the timetable for the completion of the Pay and Grading Review.

The HR Service Manager commented on progress to date and future timescales. A list of communications on the project was also listed at Paragraph 3.6 of the report. Further updates will be brought to the Joint Employee Council as the project progresses.

RESOLVED that the update on the Pay and Grading Review be noted.

(b) Annual Leave

Members were presented with a report which identified issues with regard to the proper management of annual leave, and the steps to address it. The HR Service Manager advised Members regarding Working Time Regulations and the Council's Constitution in relation to annual leave.

Members asked questions in relation to:

- The management of annual leave.
- Analysis of trends.
- The Employee Self Service interface.

RESOLVED that the report be noted and steps outlined within the report be endorsed to ensure more proactive management of annual leave, which is designed to ensure that staff receive sufficient breaks from work and that colleagues and service delivery are not adversely affected.

(c) Agency Workers

Members were updated on the use of agency workers and consultants for the period 1st January 2016 to 31st March 2016. The data was appended to the report with a years' worth of data for comparison. Additional information was verbally reported and the HR Service Manager informed members of the JEC that discussions were taking place with the trade unions to review the content of the report given the improvements in treatment of agency workers through the introduction of legislation nationally, the application of the discretionary Living Wage by the Council, and the significant reductions in the use of agency workers since reports were first deemed appropriate to bring to the JEC. In the meantime, the report will continue in its current format

The data and particular incidences were discussed by Employee Representatives and elected Members.

Members and Employee Representatives commented on the reduction in the number of agency workers and that the work done should be commended. Members felt that it was important to continue receiving the report in some form to monitor the use of agency workers.

RESOLVED that:

1. The report on the use of agency workers and consultants be noted.
2. In order to seek to reduce the incidence of agency workers, managers be required to complete the quarterly monitoring form and data be reported to the Joint Employee Council.

10. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

(a) Bassetlaw District Council and A1 Housing Shared Services

Members were given an update on the shared services programme with A1 Housing. A timetable has been developed and staff will be kept fully informed as to the process and progress of the programme.

RESOLVED that the update on Bassetlaw District Council and A1 Housing Shared Services be noted.

As there was no other urgent business to discuss, the Chair thanked everyone for their attendance and closed the meeting.

(Meeting closed at 4.10pm.)