



**Bassetlaw**  
DISTRICT COUNCIL  
— North Nottinghamshire —

# JOINT EMPLOYEE COUNCIL

## AGENDA

Meeting to be held in the  
Ceres Suite,  
Worksop Town Hall, S80 2AH  
on Wednesday, 18<sup>th</sup> January 2017  
at 3.00pm

**(Please note time and venue)**

**Please turn mobile telephones to silent during meetings.  
In case of emergency, Members/officers can be contacted  
on the Council's mobile telephone: 07702 670209.**

**In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol 'Filming of Public Meetings'.**

# JOINT EMPLOYEE COUNCIL

**Membership**                    2016/17

**Councillors**                    C. Entwistle, J. Evans, M. T. Gray, S. A. Greaves and D. Pidwell

**Substitute Members:**    In the event of any member of either side being unable to attend any meeting, another representative may be appointed to attend in his/her place, provided that the substitute is drawn from the same area of representation as the member unable to attend

**Quorum:**                        2 Members

## **Lead Officer for this Meeting**

Karen Childs - Ext. 4123

## **Administrator for this Meeting**

Cara Crossland - Ext. 3254

## **JOINT EMPLOYEE COUNCIL**

**Wednesday, 18<sup>th</sup> January 2017**

### **AGENDA**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS \* (pages 5 - 6)  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
3. MINUTES OF MEETING HELD ON 12<sup>TH</sup> OCTOBER 2017 \* (pages 7 - 10)
4. MINUTES FOR ACTION \* (pages 11 - 12)
5. OUTSTANDING MINUTES LIST \* (page 13 - 14)

### **SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

#### **Key Decisions**

None

#### **Other Decisions**

None

#### **Exempt Information Items**

*The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.*

### **SECTION B - ITEMS FOR DISCUSSION IN PRIVATE**

#### **Key Decisions**

None

#### **Other Decisions**

6. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES \*
  - (a) Pay and Grading Review (pages 15 - 18)
  - (b) Review of Agency Workers (pages 19 - 21)
7. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

\* Report attached

+ Verbal report

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NOTES:

1. The papers enclosed with this Agenda are available in large print if required.
  2. Copies can be requested by contacting us on 01909 533249 or by email:  
[cara.crossland@bassetlaw.gov.uk](mailto:cara.crossland@bassetlaw.gov.uk)
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DECLARATION OF INTEREST

COMMITTEE .....

DATE .....

NAME OF MEMBER : .....

Type of Interest

- 1. Disclosable Pecuniary
- 2. Non Pecuniary

Agenda Item No.	REASON *	Type of Interest (1 or 2)
<b>Signed</b>		
<b>Dated</b>		

**Note:**

\* When declaring an interest you must also state the nature of your interest.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

## DECLARATION OF INTERESTS

### **HOW TO USE THIS FORM**

There are now only two types of Declaration of Interest:

Disclosable Pecuniary Interests	)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
	)	
	)	
Non Pecuniary Interests	)	

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

#### **Disclosable Pecuniary Interests**

May relate to employment, office, trade, profession or vocation carried on for profit or gain  
May relate to sponsorship  
May relate to contracts  
May relate to interests in land  
May relate to licences to occupy land  
May relate to corporate tenancies  
May relate to securities

#### **Action to be Taken**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest  
- withdraw from the room  
- not seek improperly to influence a decision on the matter

#### **Non Pecuniary Interests**

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council  
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25  
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

#### **Action to be Taken**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest  
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

DRAFT

**JOINT EMPLOYEE COUNCIL****Minutes of the Meeting held on Wednesday, 12<sup>th</sup> October 2016 at Workop Town Hall****Present:**Employer's Representatives:

Councillors C Entwistle, J Evans, D G Pidwell and J White.

Employee Representatives:

K Circuit (Vice-Chair in Chair), D Fretwell, P Rodgers, T Walstow and J Whalley.

Officers in attendance: K Childs and C Crossland.

(Meeting commenced at 3.00pm.)

(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. APOLOGIES FOR ABSENCE**

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

**2. 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.

**3. MINUTES OF MEETING HELD ON 13<sup>TH</sup> JULY 2016**

Councillor J Evans gave an update on cycle storage and security. She advised that she has looked for an appropriate location for staff cycle storage with the Principal Estates Surveyor. She advised that:

- The area containing the Caretakers Office and Mail is not suitable due to fire regulations and lack of capacity.
- The old facilities office and adjoining garage is currently used for storage.
- A temporary solution is to use the garage unit on Newgate Street Car Park for cycle storage. The unit has a high security padlock and has sufficient space to securely store a few cycles.
- The Facilities Manager has suggested that an ideal solution would be to provide a secure storage shed for 8 – 10 cycles in the corner of the courtyard; the cost would be around £4000 - £5000. This would encourage more staff to cycle to work.

The Chair thanked J Evans for the update.

**RESOLVED** that:

1. The update on cycle storage be received.
2. The Minutes of the meeting held on 13<sup>th</sup> July 2016 be approved.

4. MINUTES FOR ACTION

**RESOLVED** that the Minutes for Action be received.

5. OUTSTANDING MINUTES LIST

**RESOLVED** that the Outstanding Minutes List be received.

**SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

**Key Decisions**

None.

**Other Decisions**

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

(a) Maternity Leave Policy – Amendment

Members were presented with a report which detailed a proposed amendment to the Council's Maternity Leave Policy document. The amendment is aimed at improving the clarity in regard to existing criteria to be met for entitlement to Occupational Maternity Pay.

The Council has an existing Policy in place which was introduced in 2003 and subsequently amended in 2007 and 2014. Although reference is made in the document regarding the need to meet any qualifying conditions such as length of service the actual length of service required to trigger additional Occupational Maternity Pay has not, to date, been explicit within the document.

Following consultation with the trade unions the document had now been amended to explicitly incorporate the 1 year length of continuous local government service requirement. The amended document was appended to the report.

**RESOLVED** that the amendment made to the current Maternity Policy, as summarised within the report, be noted and referred to Cabinet for approval.

(b) Redeployment Policy – Update

Members were presented with a report to inform them of proposed updates to the Council's Redeployment Policy. The amendments proposed are predominately additions in regard to the redeployment job matching process, aimed at improving transparency, clarity and reflecting practice which has been successfully trailed during recent corporate wide service reviews. The proposed additions and amendments have been subject to consultation with the trade unions. The proposed updated Policy was appended to the report.

An employee representative asked, for transparency, if employees could have access to their redeployment matching for a vacancy. The HR Service Manager commented that she felt this would be a useful introduction.



An employee representative commented that he felt an employee wishing to apply for a vacancy which was at grade maximum less than 80% of their current grade maximum should be considered for salary protection. In response the HR Service Manager advised that a vacancy at grade maximum less than 80% of their current grade maximum is not considered to be a suitable alternative. An employee can still apply for the vacancy but would know that salary protection does not apply. If there was not a suitable vacancy an employee may wish to apply for redundancy. If an employee refuses a suitable vacancy redundancy would not apply.

The Chair advised that regional advice had been sought and if salary protection was considered it could be argued the vacancy was a reasonable alternative and the employee may therefore not be eligible for redundancy.

It was noted that the document states that the Policy will be reviewed within a period of 12 months from the date of implementation.

**RESOLVED** that the proposed amendments made to the existing Redeployment Policy be supported and referred to Cabinet for approval.

## **SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

### **Key Decisions**

None.

### **Other Decisions**

#### **7. 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.7(a) – Pay and Grading Review – Paragraph 4  
Agenda Item No.7(b) – Review of Agency Workers – Paragraph 4

## **SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

### **Key Decisions**

None.

### **Other Decisions**

#### **8. 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. Further updates will be brought to the Joint Employee Council as the project progresses.

An elected Member acknowledged the additional work the Review has placed on the HR Department and trade unions.

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

(b) Agency Workers

Members were updated on the use of agency workers and consultants for the period 1<sup>st</sup> April 2016 to 30<sup>th</sup> June 2016. The data was appended to the report with a years' worth of data for comparison.

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 but were still concerned regarding the length of time some agency workers are used for.

**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.

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

(a) Cycle to Work

An Employee Representative asked if the Cycle to Work Scheme was still being looked at. In response the HR Service Manager advised the Council were looking at a salary sacrifice scheme in general however the government are looking to scale back salary sacrifice schemes so the Council are awaiting the outcome.

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

(Meeting closed at 3.40pm.)

**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**JOINT EMPLOYEE COUNCIL**

12/10/16

FROM: Democratic Services Officer TO: HRSM = HR Service Manager  
(for forwarding to Unit Managers)

The following decisions are brought to your attention for action by the appropriate officers within your Service:

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**15. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES**

(a) Maternity Leave Policy – Amendment

**RESOLVED** that the amendment made to the current Maternity Policy, as summarised within the report, be noted and referred to Cabinet for approval.

**DSO**

(b) Redeployment Policy – Update

**RESOLVED** that the proposed amendments made to the existing Redeployment Policy be supported and referred to Cabinet for approval.

**DSO**

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**17. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES**

(b) 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

**HRSM**



**JOINT EMPLOYEE COUNCIL**

**18<sup>TH</sup> JANUARY 2017**

**OUTSTANDING MINUTES LIST**

Members please note that the updated positions are shown in bold type following each item.  
(HRSM= HR Service Manager)

<b><u>Min. No.</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>	<b><u>Decision</u></b>	<b><u>Officer Responsible</u></b>
17(b)	12.10.16	Agency Workers	(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.	HRSM
		<b>See Agenda Item No.6(b)</b>		

