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**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

## JOINT EMPLOYEE COUNCIL

# AGENDA

Meeting to be held in  
The Council Chamber,  
Town Hall, Retford

on

Tuesday, 12<sup>th</sup> June 2012

at

2.30 p.m.

**PLEASE NOTE PRE-MEETING WILL COMMENCE  
AT 2.00 P.M.**

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

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*Bassetlaw - Serving North Nottinghamshire*

District Council Offices, Potter Street, Worksop, Notts. S80 2AH.

# JOINT EMPLOYEE COUNCIL

**Membership** 2012/13

**Councillors** C. Entwistle, S. Greaves, S. May, D. R. Pressley and J. B Rickells

**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**

Mr. L. Hull - Ext. 4136

## **Administrator for this Meeting**

Cara Crossland - Ext. 3254

## **JOINT EMPLOYEE COUNCIL**

**Tuesday, 12<sup>th</sup> June 2012**

### **AGENDA**

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN
2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
5. MINUTES OF MEETING HELD ON 13TH MARCH 2012\* (pages 7 - 10)
6. MINUTES FOR ACTION \* (page 11)
7. OUTSTANDING MINUTES LIST \* (page 13)

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

#### **Key Decisions**

None

#### **Other Decisions**

8. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES\*
  - (a) Employee Survey 2012/13 (pages 15 -26)
  - (b) 'Well-Being at Work' Award Scheme (pages 27 - 30)

#### **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**

9. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES \*
  - (a) Review of Agency Workers (pages 31 - 38)
  - (b) Voluntary Early Retirement/ Redundancy/ Flexible Working and Flexible Retirement Exercise 2011/12 (pages 39 - 42)

10. REPORT(S) OF THE EMPLOYEE'S REPRESENTATIVES \*

- (a) Request for a Review of Bassetlaw District Council's Apprenticeship Scheme (pages 43 - 44)
- (b) Payment of 'The Living Wage' (pages 45 - 48)

11. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

\* Report attached

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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 INTERESTS

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

There are now only two types of Declaration of Interest:

Level 1 – Personal	)	Details can be found in the Councillors
	)	Code of Conduct which is contained in
Level 2 – Personal and Prejudicial	)	the Council's Constitution (a summary is
	)	printed below)

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** level 1 if you are declaring a personal interest, **or** level 2 if you are declaring a personal and prejudicial 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.

#### **Personal Interests**

May relate to employment or business interests  
May relate to property interests  
May relate to contents  
May relate to interests in other bodies  
**OR** if a decision on the matter to be discussed:  
**MIGHT REASONABLY BE REGARDED AS AFFECTING (A MEMBER OR OFFICER) TO A GREATER EXTENT THAN OTHER COUNCIL TAX PAYERS, RATEPAYERS OR INHABITANTS OF THE AUTHORITY'S AREA, the well being or financial position of himself, a relative or a friend or any employment, business, interest, etc. of such a person.**

#### **Prejudicial Interests**

A Member with a personal interest ALSO has a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members judgement of the public interest.  
(Note – there are special provisions which may exclude the above provisions in certain circumstances.)

#### **Action to be Taken – Personal Interests**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest

#### **Action to be Taken – Personal and Prejudicial Interests**

**Must:-**  
- declare existence and nature  
- withdraw from the room  
- not seek improperly to influence a decision on the matter.  
(Note – there are some exceptions when acting in a scrutiny capacity.)

**JOINT EMPLOYEE COUNCIL**

**Minutes of the meeting held on Tuesday, 13<sup>th</sup> March 2012 at Worksop Town Hall**

**Present:**

Employer's Representatives:

Councillor G A N Oxby (Chairman)  
B Hopkinson, Mrs S Isard and J B Rickells

Employee Representatives:

K Circuit, A Dainty, R Parr, P Rodgers and J Rose

Officers in attendance: C Crossland and L Hull

**ACTION BY:**

(The Chairman welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure.)

**31. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Entwistle.

**32. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

**33. MINUTES OF MEETING HELD ON 20<sup>TH</sup> DECEMBER 2011**

**RESOLVED** that the Minutes of the meeting held on 20<sup>th</sup> December 2011 be approved.

**34. MINUTES FOR ACTION**

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

**35. OUTSTANDING MINUTES LIST**

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

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

## **Key Decisions**

None.

## **Other Decisions**

### **36. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES**

#### **(a) Policy and Procedure Reviews – Update**

Members were presented with a progress update in terms of the on-going review and development of Human Resources and Organisational Development Policies and Procedures. An update was given regarding the Early Retirement Policy and Procedure, Organisational Change/ Restructuring and the Managing Attendance Policy and Procedure.

Members were informed that there is regular discussion and consultation with the trade unions via the Joint Human Resources and Trade Union Policies Working Group.

**RESOLVED** that the progress and plans currently underway in respect of the Policies and Procedures be noted.

### **37. 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 agree that the following items of business involve 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 7 (a) – Review of Agency Workers – Paragraph 4

Agenda item 7 (b) – Day-One Absence Management – Paragraph 4

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

## **Key Decisions**

None.

## **Other Decisions**

### **38. REPORT(S) OF THE EMPLOYERS REPRESENTATIVES**

#### **(a) Review of Agency Workers**

The Joint Employee Council was updated on the use of agency workers for the period 1<sup>st</sup> October 2011 to 31<sup>st</sup> December 2011.

**RESOLVED** that the report be noted.

#### **(b) Day-One Absence Management**

Members were presented with an update on the arrangements for the provision of day-one absence management services from the 1<sup>st</sup> April 2012.



**RESOLVED** that the report be noted and the Council's wellbeing activities continue to be endorsed.

30. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

As there was no other urgent business to discuss, the Chairman closed the meeting.



**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**JOINT EMPLOYEE COUNCIL**

13/03/12

FROM: Democratic Services Officer TO: Head of Human Resources

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

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None.



**JOINT EMPLOYEE COUNCIL**

**Tuesday, 12th June 2012**

**OUTSTANDING MINUTES LIST**

**Members please note that the updated positions are shown in bold type following each item.**  
(HHR = Head of Human Resources)

<b><u>Min.</u></b> <b><u>No.</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>	<b><u>Decision</u></b>	<b><u>Officer</u></b> <b><u>Responsible</u></b>
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None.



**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**12 June 2012**

**REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATIONAL  
DEVELOPMENT**

**Employee Survey -2012/13**

Cabinet: Policy  
Contact: Len Hull  
Ext: 3266

**1. Public Interest Test**

1.1 The author of this report has determined that this report is not confidential.

**2. Purpose of the Report**

2.1 To provide an update in regard to the next planned corporate wide Employee Attitude Survey and to invite comments and suggestions on the approach.

**3. Background and Discussion**

3.1 The Council has historically undertaken a number of Corporate wide Employee Attitude Surveys in the past, bi-annually, the latest survey being undertaken in September 2009.

3.2 It is considered important to periodically measure employee opinions and attitudes in regard to a range of factors relating to their job and the Council as a place to work. This is particularly important when an organisation goes through periods of change, as this can impact on employees at work in a range of ways. A summary of the benefits a survey can bring include:

- Staff recognise that they are valued if their opinions are sought, listened to and acted upon, more valued staff feel more motivated and motivated staff perform more productively
- The results of the survey will provide valuable information as to how well key Council policies, practices and initiatives are working in terms of ensuring staff are equipped with the knowledge, information and support they need to feel motivated at work and maximise their potential performance
- Analysis of the results will show any key trends or issues which energies and resources should be directed towards in the future, in terms of improvements and/or particular initiatives at work.

### **The Next Survey**

- 3.3 Attached (at Appendix 1) are the current Employee Attitude Survey Questions previously included. These are now in the process of being reviewed to determine any appropriate updates prior to the next Survey being rolled out. Members of JEC are invited to consider the content of this document at this early stage and feed in any comments in terms of the current questions. Additionally JEC may wish to consider if there are any key issues not currently covered within the survey which could usefully be included in the next survey.
- 3.4 In addition to reviewing the questions/contents measures to maximise the survey response rates are also being considered. It is important to maximise response rates, as the greater the response rate the more meaningful and accurate the data. For example, it is proposed to name the next survey "We are listening ....." as one of a number of measures to maximise return rates. Comments from JEC in terms of maximising response rates are welcomed.
- 3.5 It is proposed to run the next survey during November/December 2012.

### **4. Implications**

- a) Financial – 13/290

The resources needed to carry out the survey will be met within existing Human Resource and Organisational Development budgets.

- b) Legal – Ref: 195/06/12

The survey complies with internal policies and procedures.

- c) Human Resources.

The Human Resource implementations are as detailed throughout this report.

- d) Community Safety, Equalities, Environmental.

The survey includes questions and response analysis relating to equalities at work. It therefore usefully enables identification of any equalities issues or improvement areas in relation to working for the Council.

### **5. Options, Risks and Reasons for Recommendations**

- 5.1 The options are to:

- a) Carry out a survey in 2012  
b) Delay carrying out of the next survey until a later date  
c) Not carry out a survey

It is recommended to carry out a survey in 2012, as the organisation has gone through various changes since the last survey, in 2009. It is viewed that a more current measure of attitudes and opinions would be beneficial, for the various reasons as summarised within this report.



**6. Conclusions**

6.1 The benefits of carrying out a survey are considered to outweigh the resource input needed.

**7. Recommendations**

7.1 That the Joint Employee Council comment on the proposal to carry out an employee survey in November/December 2012 and any potential measures to maximise return rates.

7.2 That the Joint Employee Council comment on the existing draft questions, to enable consideration at this early stage of review.

**Background Papers**

**Location**



**“IMPROVING THE COUNCIL”  
Employee Attitude Survey**

The information contained in this survey will remain **COMPLETELY CONFIDENTIAL**.

**Please see the last page for details of the prize draw!**

The questions ask for your views and opinions. Please try to answer all the questions as fully as possible. The date for completion is xxxx 2012.

Listed below is a series of statements. Please indicate the degree to which you agree or disagree with each of them by placing a ✓ in only one of the columns.

**The Council**

1. I feel that local people and employees should feel positive that their Council is providing a good service.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

2. I know and understand what the Council is trying to achieve and why.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

3. I understand and am excited about where the organisation is going

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

**Your Job**

4. I feel that different parts of Bassetlaw District Council are working well together.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

5. I know and understand what is expected of me in my job.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

6. I know how my area of work contributes to what the Council is trying to achieve.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

7. My manager/supervisor gives me helpful support and feedback on my work performance.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

8. I feel that the work I do is valued.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

## Your Work Environment

9. The Council is a good employer

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

10. The Council is an Equal Opportunities employer.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

11. I feel safe in my day-to-day working environment.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

12. My working environment is satisfactory to enable me to do my job.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

13. The way the Council recruits people is fair.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

## APPENDIX 1

14. I feel the Council provides support to help keep a balance between work and home responsibilities.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

### I am aware that the Council has policies for dealing with the following issues:-

Please tick ✓ the appropriate box for each question

15.

(a) Discipline at Work

YES  NO

(b) Making Suggestions

YES  NO

(c) Providing Equality of Opportunity

YES  NO

(d) Flexible Working

YES  NO

(e) Managing Attendance at Work

YES  NO

(f) Harassment & Bullying

YES  NO

(g) Grievance

YES  NO

(h) Identifying my training needs

YES  NO

APPENDIX 1

(i) Do you know where to get information on these issues?

YES  NO

j) How can they be made more effective?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Learning and Development**

16. The training I have received while working at the Council has helped me do my job more effectively

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

17. I have had a personal appraisal in the last 12 months

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

18. Learning and Development is a priority for the Council

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

19. The workforce is becoming better trained

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

20. I have regular discussions with my Manager about day-to-day work and performance issues

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

21. The training that I am given is evaluated to assess how useful it has been

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

**Communication**

22. I get all the information I need to do my job

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

23. I am kept informed about what is going on in the Council generally

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

APPENDIX 1

24. I am consulted about changes that occur relating to my job

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

25. Internal communication is a priority for the Council

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

26. Do you have a regular 'Team Brief' meeting delivered to you by your manager?

Please tick ✓ one of the following boxes

- Monthly
- Ad hoc basis
- Never

27. Team Brief meetings are effective for keeping me updated with what is going on in the Council

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

28. Please provide comments/ recommendations about the type of information you would find useful in Team Brief :

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29. Do you receive News Xchange?

Please tick ✓ one of the following boxes

- Monthly
- Ad hoc basis
- Never

30. News Xchange is an effective tool for keeping me updated with what is going on in the Council

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

31. Please provide comments/ recommendations about the type of information you would find useful in News Xchange:

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32. The intranet is a useful source of information

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

**Please provide comments about the information you would like to see included on the intranet:**

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APPENDIX 1

**I am regularly made aware of what is happening in the Council by (tick as appropriate):-**

- 33.
- (a)  my immediate supervisor
  - (b)  my trade union representative
  - (c)  team briefings/meetings
  - (d)  memos/letters
  - (e)  News Xchange
  - (f)  e-mail
  - (g)  Xchange on line (intranet)
  - (h)  the grapevine
  - (i)  communications workshops
  - (j)  other, eg suggestion schemes (please state)

34. Using the list in question 33, please indicate below the best way for you to **receive** information

First Choice \_\_\_\_\_  
 Second Choice \_\_\_\_\_  
 Third Choice \_\_\_\_\_

**Please provide details about what you would like to be kept informed about through internal communications:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Communications Workshops**

35. I feel communications workshops address current and relevant issues

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

36. The workshops are held on a timely basis

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

37. The information I gain from the workshops is useful and helps me in my job

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

38. I think the workshops have improved communication within the council

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

39. How can the workshops be improved?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

40. In my job I have regular contact with our customers

YES  NO

If YES please answer this question:

41. I am properly trained to deal with customers so that they feel satisfied with the way they have been treated

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

**Reward**

42. Please rank the following list indicating how you would like to see staff loyalty to the Council rewarded (1 being your preferred option, etc).

--- Recognising length of service

--- Recognising performance /contribution

--- Recognising good attendance

--- Other (please state)\_\_\_\_\_

43. For each of the above factors, indicate how you would like staff loyalty rewarded (tick one reward only for each factor).

	Monetary award	Other instant reward"	Additional leave	Other (please state)
Length of service				
Performance/ contribution				
Good attendance				
Other (stated above)				

\* Other instant reward e.g., flowers, vouchers, cinema/theatre tickets, etc

44. Do you feel the Council publicises the loyalty of staff enough?

YES  NO

If NO, what changes would you like to see?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**12<sup>th</sup> June 2012**

**REPORT OF THE HEAD OF HUMAN RESOURCES**

**'WELL-BEING AT WORK' AWARD SCHEME**

Cabinet: Policy  
Contact: Len Hull  
Ext. 4136

**1. Public Interest Test**

1.1 The author of this report Len Hull has determined that the report is not confidential.

**2. Purpose of the Report**

2.1 To update members in respect of the 'Well-being at Work' Award Scheme.

**3. Background and Discussion**

3.1 The Council has continued to make excellent progress in reducing the levels of sickness absence in the organisation. In 2011/12 this has reduced to 7.01 days an overall decrease of last year of 1.07 days and is the fourth time in a row that the Council has exceeded its target.

3.2 This progress has been due to a number of factors, such as better management processes and not least of which has been the commitment to public service from our staff. In addition and as part of our efforts to proactively promote employee health & well-being, the Council are continuing to work in partnership with the Bassetlaw PCT under the 'Well-being at Work' Award Scheme and have successfully achieved the bronze and silver status alongside 10 other Organisations within the Bassetlaw district. These awards have helped us to deliver a number of benefits which include:

- A series of health fairs and Body MOT events. The last one took place in October 2011 and approximately 110 individuals attended the event.
- Access for all staff to the corporate membership scheme at the leisure centres.
- Various different events such as Zumba dancing, Pilates, Holistic Therapy sessions, Zest – Weight Management Programme, Tai Chi.
- A Management v Staff Sports Day and Ghost Walk in October 2011.
- Promotion of various different National Campaigns such as National Stress Day, Cancer awareness so staff are made aware of what information and resources are available.

- The use of the Healthy Workplace logo on our quarterly newsletter that is used to all staff. The newsletter includes any forthcoming events on activities taking place within the Council and the district.
- 3.3 The Council have already commenced working towards achieving the Gold status, all of which contains the following themes:
- Smoking cessation
  - Mental Health and well-being
  - Healthy Eating
  - Physical Activity
  - Alcohol and substance misuse
  - Safety and Work
- 3.4 In order to achieve Gold we must achieve all of the essential criteria for all 6 theme areas. Once these are completed the Council then chooses 6 optional criteria, of which one must fall in each of the theme areas. In addition, we must also promote 6 National Campaigns throughout the year.
- 3.5 As part of our commitment to this award, we have already nominated three 'Health Champions' within the workplace. Not only are they equipped with basic health advice but the champions can provide a range of methods of support, to ensure that employee's understand why we are working towards this award. The champions have already been accredited with a RSPH Level 2 Award in Understanding Health Improvement.
- 3.6 To help further improve health & well-being initiatives, we have planned the following:
- To deliver a further health fair in October 2012.
  - Ongoing support from the 'Well-being at Work' team to maintain a healthy workplace status with a view to promoting further initiatives such as lunchtime outdoor activities for staff during the summer months (weather permitting).
  - Provide briefing sessions to all staff on Alcohol awareness.
  - Provide further briefing sessions on Cancer awareness.
  - Fruity Smoothie Friday.
  - To deliver a further Management v Staff Sports Day event.
  - To deliver a further Ghost Walk around the town centre in October.
- 3.7 Members will recall that a report was presented to the last meeting to explain that we will be carrying out a procurement exercise for the 'Day 1' Absence Management Programme. The outcome of that exercise is that DHS (Diagnostic Health Solutions) has been appointed with effect from 1<sup>st</sup> May 2012. The implementation phase has been successful and we are currently monitoring the service provided. The new contract has enabled the Council to maintain the service whilst achieving cost efficiencies and moving to an enhanced software system.

#### **4. Implications**

- a) For service users

It is essential that we continue to show our commitment to the health of our employees and that these efforts are sustained, which will lead to fewer absences, a healthier lifestyle, and a more engaged workforce.

b) Strategic & Policy

c) Financial - Ref: **13/006**

There are no financial implications.

d) Legal – Ref: **192/06/12**

The Council is charged with reducing sickness levels. This report further seeks to manage potential risks to the Council.

e) Human Resources

As contained in the report.

f) Community Safety, Equalities, Environmental

Improvements to the Council's approach to health and well-being will ensure that any problems experienced by employees with a disability are identified at an early stage so that they can be addressed appropriately and in accordance with the relevant legislation.

g) Whether this is a key decision, and if so the reference number.

Not applicable

## **5. Options, Risks and Reasons for Recommendations**

### **5.1 Option 1**

To note the contents of this and support the 'well-being at work award scheme' and pursuit of further initiatives to improve health and well-being.

### **5.2 Option 2**

Not to approve Option 1.

## **6. Recommendations**

6.1 To approve Option 1 which is to support the Council's bid for Gold status for the 'Well-being at Work Award Scheme'

### **Background Papers**

Well-being at work award scheme

### **Location**

Members Room, Worksop

