



BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

JOINT EMPLOYEE COUNCIL

AGENDA

Meeting to be held in

The Ceres Suite,

Town Hall, Worksop

on

Tuesday, 13th March 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)**

Bassetlaw - Serving North Nottinghamshire

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

JOINT EMPLOYEE COUNCIL

Membership 2011/12

Councillors C. Entwistle, B. Hopkinson, Mrs. S. Isard, G. A. N. Oxby 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, 13th March 2012

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
3. MINUTES OF MEETING HELD ON 20TH DECEMBER 2011* (pages 7 - 10)
4. MINUTES FOR ACTION * (page 11)
5. OUTSTANDING MINUTES LIST * (page 13)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None

Other Decisions

6. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES*
 - (a) Policy and Procedure Reviews – Update (pages 15-18)

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

7. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES *
 - (a) Review of Agency Workers (pages 19 - 34)
 - (b) Day-One Absence Management (pages 35 - 38)

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

* Report attached

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
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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.)

DRAFT

JOINT EMPLOYEE COUNCIL

Minutes of the meeting held on Tuesday, 20th December 2011 at Retford 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, M Hill, A McLoughlin and A Porter

Officers in attendance: K Childs, C Crossland and L Hull

ACTION BY:

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

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Entwistle and employee representatives R Parr and J Rose.

22. 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.

23. MINUTES OF MEETING HELD ON 13TH SEPTEMBER 2011

RESOLVED that the Minutes of the meeting held on 13th September 2011 be approved.

24. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

25. OUTSTANDING MINUTES LIST

In regard to Minute 17(c), Agency Workers Policy and Procedure, the Head of Human Resources informed Members that the implications of agency workers receiving equal treatment from day one of their assignment has been looked at and if this had been the case for the previous twelve months it would have cost the council and additional £31,437.

In relation to Minute, 19(a), Review of Agency Workers, the Head of Human Resources informed Members that during the last quarter one agency worker lived in Retford and two agency workers lived in Kiveton and Creswell.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

26. REFERRALS(S) FROM OTHER COMMITTEES

(a) Anti-Fraud and Anti-Corruption Strategy and Policy

The Head of Finance and Property informed Members that the Anti-Fraud and Anti-Corruption Strategy and Policy has been to the Audit and Performance Scrutiny Committee and Standards Committee and will be recommended to full Council on the 22nd December 2011 for approval.

Members were informed that an Anti-Bribery and Whistle Blowing Policy are being compiled and will be presented to the Joint Employee Council in the future.

RESOLVED that The Anti-Fraud and Anti-Corruption Strategy and Policy be received and presented to full Council on 22nd December for approval and adoption.

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

(a) Early Retirement Policy and Procedure

Members were presented with a revised draft Retirement Procedure for consideration and endorsement.

The Head of Human Resources informed Members that they have worked closely with the trade unions on the document; he thanked K Circuit and A Porter for their work in helping to produce the policy and procedure.

RESOLVED that the Retirement Procedure be endorsed and recommended to Cabinet for approval and adoption.

28. 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 8 (a) – Review of Agency Workers – Paragraph 4

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

29. 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 1st July 2011 to 30th September 2011.

Members were informed that the use of agency workers is minimal and that as of Friday the 23rd Decemember 2011, there are no agency workers assigned.

RESOLVED that the report be noted.

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

The Chairman informed Members that it was A McLoughlin 's last meeting as she is retiring; he thanked her on behalf of the Committee for her valuable work for the Council, the Trade Union and the Joint Employee Council and wished her well for the future.

Angela responded in a positive manner thanking all colleagues for their co-operation over the years and wished all at the Council well for the future.

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

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

JOINT EMPLOYEE COUNCIL

20/12/11

FROM: Senior 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:

26. REFERRALS(S) FROM OTHER COMMITTEES

(a) Anti-Fraud and Anti-Corruption Strategy and Policy

RESOLVED that The Anti-Fraud and Anti-Corruption Strategy and Policy be received and presented to full Council on 22nd December for approval and adoption.

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

(a) Early Retirement Policy and Procedure

RESOLVED that the Retirement Procedure be endorsed and recommended to Cabinet for approval and adoption.

JOINT EMPLOYEE COUNCIL

Tuesday, 13th March 2011

OUTSTANDING MINUTES LIST

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

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

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

13 MARCH 2012

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

POLICY AND PROCEDURE REVIEWS- UPDATE

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 The purpose of this report is to provide members of Joint Employee Council with a key progress update in terms of the on-going review and development of Human Resource and Organisational Development Policies and Procedures.

3. Background and Discussion

3.1 On 8 March 2011 the Joint Employee Council considered a prioritised list of Human Resources Policies and Procedures for review. In line with that approved list review and update of policies and procedures falling under the umbrella of 'Organisational Change' commenced, starting with the Early Retirement Policy and Procedure.

3.2 A revised Early Retirement Policy and Procedure was subsequently developed and presented to JEC in December 2011 prior to submission to Cabinet for approval. Additionally the development of a new linked 'Protocol for Corporate Collective Voluntary Early Retirement/Redundancy and Flexible Retirement and Flexible Working Exercises' was noted at that same meeting.

3.3 It was considered that JEC may appreciate a periodic, general progress update in terms of policy and procedure review and development work underway, hence this report.

3.4 It should be noted that input from and regular consultation with the trade unions, via the Joint HR/TU Policies Working Group, continues in respect of the various policy development initiatives underway.

4. Progress Update

A) Early Retirement Policy and Procedure

- 4.1 The revised policy and procedure has now been approved by Cabinet on 9 February 2012, with an agreed implementation date 1 March 2012. Communication of the new policy and procedure has now taken place.

B) Organisational Change/Restructuring

- 4.2 Work is now underway to review this policy and procedure (as the next priority, in line with the list presented to JEC in March 2011). To commence this a benchmarking exercise has taken place, examining policy, procedure and similar related documentation and practices in existence across a number of Councils within the local regions and organisations regarded as Top Employers under a Sunday Times poll.

- 4.3 The benchmarking exercise revealed a significantly varying range of documents dealing with Organisational Change. However, the exercise, together with general related research, has identified a core range of areas proposed to be effectively addressed within a revised Organisational Change Policy and Procedure document, as summarised below:

- Formulating Organisational Change proposals and formal approval/reporting
- Consultation and communication - prior to and during organisational change
- 'Populating' the new structure, step by step, including:
 - assimilation/slotting in
 - ringfenced/restricted recruitment
 - wider redeployment
 - open/general recruitment
 - linked pay protection
- Measures to minimise redundancy and/or deal with displaced staff, including:
 - list of measures/initiatives to avoid compulsory redundancy (e.g. VER/VR)
 - linkage to Redundancy Policy where redundancies become necessary
 - clarity on timing/sequence of such measures, in conjunction with the stage(s) of populating the new structure
- Appeals and/or grievance provisions
- Monitoring and review of implemented Organisational Change

- 4.4 In addition a Policy Review Consultation Questionnaire has been developed and recently circulated for completion by key users of the current policy (e.g. managers, policy advisors). Analysis of the results will help to focus the review further in terms of any issues and/or areas of improvement sought in terms of current documentation and processes operating within Bassetlaw Council.

- 4.5 Current national good practice recommendations and legislative provisions relating to Organisational Change will now also be researched to inform the on-going review.

C) Managing Attendance Policy and Procedure

4.6 This Policy was also identified as a priority for review, following the Organisational Change Policy. To commence a Consultation Questionnaire was recently developed and circulated for completion by key users (e.g. managers, policy advisors) across the Council. A total 34 responses were received, the majority from managers with direct experience of operating the current policy and procedure. The results have been analysed and are now being communicated to participants and key stakeholders, including posting the full results and analysis onto the HR Intranet site. A brief overview of the key findings follows:

- It was particularly noted that the current day one absence management systems were working positively and that these needed to be incorporated into any revised written policy and procedure
- In terms of areas for review and/or improvement it was noted that some improvements could be made in terms of the style/format and general user-friendliness and clarity of the documentation, although no major issues were raised in this regard
- Review and/or greater clarity was sought from some in terms of how to deal with situations where a mix of long and short term absences were present and in terms of working with the sickness review 'trigger points', including whether or not the 6 and 12 month periods referred to are 'rolling' periods.
- No notable concerns were found regarding fairness and equality impact in terms of this policy and procedure

4.7 Data from the above consultation will feed into the Policy review as this develops, although it should be noted that the Organisational Change Policy has been identified as overall priority for development.

5. Implications

a) For service users -

None

b) Strategic & Policy

As contained within the report.

c) Financial – 12/629

There are no financial implications.

d) Legal – 90/03/12

It is necessary to review policies and procedures and update as necessary to ensure compliance with statutory duties and legislation.

e) Human Resources -

As contained within the report.

- f) Community Safety, Equal Opportunity, Environmental

The consultation questionnaires now used to review HR/OD Policies and Procedures will usefully inform related Equality Impact Assessments.

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

Not applicable.

6. **Options, Risks and Reasons for Recommendations**

6.1 Option 1

To note the policy and procedure review progress update and comment as appropriate.

7. **Recommendations**

- 7.1 It is recommended member of JEC note the progress and plans currently underway in respect of the Policies and Procedures and comment as appropriate.

Background Papers

Location