



BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

JOINT EMPLOYEE COUNCIL

AGENDA

Meeting to be held in
The Ceres Suite,
Town Hall, Worksop

on

Tuesday, 21st June 2011

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, 21st June 2011

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 8th MARCH 2011* (pages 1- 4)
6. MINUTES FOR ACTION * (page 5)
7. OUTSTANDING MINUTES LIST * (page 7)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None

Other Decisions

8. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES *
 - (a) Learning and Development Progress Report and Presentation * (pages 9-12)
 - (b) Well-being at Work Progress Report * (pages 13-18)

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

9. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES
 - (a) Review of Agency Workers * (pages 19-28)

10. 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 the Council's Constitution (a summary is printed below)
Level 2 – Personal and Prejudicial)	

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, 8th March 2011 at Worksop Town Hall

Present:

Employer's Representatives:

Councillor J W Holland (Chairman)
Councillors B Hopkinson and G A N Oxby

Employee Representatives:

K Circuit, M Glascott, R Parr and P Rodgers

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

ACTION BY:

32. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Entwistle.
Also from Employee Representatives, A Dainty, A McLoughlin and J Rose

33. 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.

34. MINUTES OF MEETING HELD ON 14TH DECEMBER 2010

RESOLVED that the Minutes of the meeting held on 14th December 2010 be approved.

35. MINUTES FOR ACTION

The Head of Human Resources informed Members that the draft Appeals Procedure and the Paternity and Adoption Leave Policy have been approved by Cabinet.

RESOLVED that the Minutes for Action be received.

36. OUTSTANDING MINUTES LIST

None.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Default Retirement Age

The Joint Employee Council were presented with the key points of the abolition of the Default Retirement Age. The default retirement age is to be phased out between 6th April and 1st October 2011.

Guidelines will be developed on how managers should handle retirements post 1st October 2011.

RESOLVED that:

1. The report be noted.
2. The Guidelines developed on how managers should handle retirements post 1st October 2011 be reported back to the Committee.

HHR

(b) Update on the Vetting and Barring Scheme (VBS) and Criminal Records Regime

The Joint Employee Council was presented with the key points of the review of the Vetting and Barring Scheme and Criminal Records Scheme.

In its 'Programme for Government', the Coalition committed to reviewing the Vetting and Barring Scheme to scale it back to common sense levels.

The outcome of the review announced on the 11th February 2011 included; the merging of the Criminal Records Bureau and Independent Safeguarding Authority to form a streamlined new body providing a proportionate barring and criminal records service; a reduction in the number of positions requiring checks; portability of criminal records checks between jobs and an end for the requirement for those working or volunteering with venerable groups to register with VBS and be continuously monitored.

RESOLVED that the report be noted.

(c) Apprenticeship Programme Update

Members were informed of the progress achieved on developing a Bassetlaw District Council Apprenticeship Programme.

The Head of Human Resources informed Members that the scheme will be piloted in two apprenticeship areas; Motor Vehicle and Grounds Maintenance, candidates for both apprenticeships have been selected.

In response to questions from Members the Head of Human Resources informed the Committee that apprentices will be paid the standard rate, this is funded by the Council but paid through the Apprenticeship Training Agency. He also commented that Vision Apprenticeships will manage the programme.

RESOLVED that the report be noted.

(d) Human Resources Policy Development

The Joint Employee Council were updated on the agreed priorities for policy modernisation. Management and employee representatives have agreed the priorities for policy and procedure review.

RESOLVED that the report be noted.

(e) Human Resources Service Delivery Plan

The Joint Employee Council were informed of the proposed Service Delivery Plan for Human resources over the period 2011/12. A copy of the Service Delivery Plan was appended to the report.

RESOLVED that the report be noted.

At this point M Glascott left the meeting.

38. 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

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

39. 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 October 2010 to 31st December 2010.

RESOLVED that:

1. The report be noted.
2. The Committee be updated on the number of agency workers for street cleaning and grounds maintenance and the possibility of making these positions permanent.

HHR

40. 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

08/03/11

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.

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

(a) Default Retirement Age

RESOLVED that:

1. The report be noted.
2. The Guidelines developed on how managers should handle retirements post 1st October 2011 be reported back to the Committee.

HHR

39. REPORT(S) OF THE EMPLOYERS REPRESENTATIVES

(a) Review of Agency Workers

RESOLVED that:

1. The report be noted.
2. The Committee be updated on the number of agency workers for street cleaning and grounds maintenance and the possibility of making these positions permanent.

HHR

JOINT EMPLOYEE COUNCIL

Tuesday, 21st June 2011

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.
(HHR = Head of Human Resources, BSU = Branch Secretary of Unison, HRBM = Human Resources Business Manager)

<u>Min. No.</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
37(a)	08.03.11	Default Retirement	(2) The Guidelines developed on how managers should handle retirements post 1 st October 2011 be reported back to the Committee.	HHR

Report to be presented to a future meeting after 1st October 2011

39(a)	08.03.11	Review of Agency Workers	(2) The Committee be updated on the number of agency workers for street cleaning and grounds maintenance and the possibility of making these positions permanent.	HHR
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Report to be presented to September meeting

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

21st June 2011

REPORT OF THE HEAD OF HUMAN RESOURCES

LEARNING AND DEVELOPMENT PROGRESS REPORT

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 inform members of progress to date and highlight future activities within Learning and Development.

3. Background and Discussion

- 3.1 Between 29th June – 2nd July 2009, the Council underwent an Investors in people Assessment, and was successful in retaining its status for a further three years with the next mid-term assessment due in July 2011

- 3.2 In response to the IiP assessment in 2009, a number of projects have been implemented to improve learning and development within Bassetlaw District Council and these include:

- Design, introduction and communication of a management competency framework at three levels
- Introduction of a new electronic appraisal system which produces individual competency profiles and highlights key talent and succession opportunities
- Introduction of a Corporate Course Schedule
- Introduction of a Learning and Development monthly scorecard to monitor training delivery and performance
- Development and launch of BDC Corporate e-induction and e-learning pool
- Creation and introduction of an electronic training evaluation practices to encourage employee responses and enable effective resource management

3.3 The introduction and completion of the projects and activities outlined in 3.2 have delivered the following:

- 99% of managers have a personal competency profile
- 39.1% increase in appraisal completion rate due to the introduction of the electronic appraisal system
- 100% of 2010/11 corporate course requests approved, with 97% of employees being offered the places they identified.
- Based on all evaluated learning activities 95.4% of employees would recommend the programmes to others and statistics to date indicate that 87.8% of interventions have directly improved their performance at work.
- 92.8% of employees now have a post-course discussion with their line manager compared with circa 25% in 2009.
- 85% cost reduction in some external courses from 2009 to date
- Increase in the average number of training days per FTE from 1.3 to 1.7 and a reduction in the average spend per FTE by 30% (across all spend areas).

3.4 Further to the above improvements, the Leadership and Talent Academy (LTA) has been developed and introduced. This is a programme which is aimed at improving managerial competency and behaviour in line with the Corporate values and goals.

3.5 Internal feedback on the LTA has been excellent with the first group of Middle Managers recommending improvement projects which aim to deliver approximately £900k of cost savings or income generation per annum. To facilitate the delivery of the identified improvement projects a Management Development Project Panel (MDPP) has been formed to support and maximise the benefits of each suggestion.

3.6 To further improve on the successes achieved in 2010/11, the following projects are planned:

- Further refine the Leadership and Talent Academy and seek opportunities to work in partnership with external organisations
- Review the work experience and apprenticeship programmes to ensure that we 'grow our own talent'
- Further improve current systems and practices
- Offer Skills 4 Life opportunities

4. Implications

a) For service users

Further improvements within Learning and Development will ensure that we continue to meet the liP standard and make sure that appropriate systems are in place to appropriately develop Bassetlaw District Council's workforce to respond effectively to change.

b) Strategic & Policy

c) Financial - Ref: 12/748

There are none in this report

- d) Legal – Ref: 164/06/11

There are none in this report

- e) Human Resources
- f) Community Safety, Equalities, Environmental

The achievement of the Investors in People award demonstrates the equality of training opportunities for Bassetlaw District Council employees

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

Not applicable

5. Options, Risks and Reasons for Recommendations

- 5.1 If identified improvements are not implemented prior to the next assessment then the potential risk is that Bassetlaw District Council could receive a poor rating, an enforced action plan or in the worst instance, failure to meet the standard and withdrawal of liP status.

6. Recommendations

- 6.1 Sustain the improvements detailed in 3.2 and 3.3 and deliver the projects outlined in 3.6, to achieve further improvements and support the liP full assessment audit in June 2012.

Background Papers

Location

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

21st June 2011

REPORT OF THE HEAD OF HUMAN RESOURCES

'WELL-BEING AT WORK PROGRESS REPORT'

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, the implementation of the FirstCare system and in respect of further initiatives to continue to support the over-riding objective to improve health and well-being within the workplace.

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 2010/11 this has reduced to 8.08 days - an overall decrease on last year of 0.52 days and is the third time that the Council has exceeded its target. Benchmarking of sickness figures of other Nottinghamshire Districts revealed this Council to be the best in the region (see attached).

3.2 This achievement has been due to a number of reasons and interventions including:-

- The dedication of managers HR staff in managing sickness cases;
- Employee commitment;
- A partnership approach with the Trade Unions;
- A sustained campaign to promote health and wellbeing throughout the workforce;
- The introduction of the FirstCare system on 1st March 2010

3.3 The FirstCare system has helped to reduce absenteeism and we have not been disappointed with the results, with sickness absence being significantly reduced since the start of the service. The central point for management information has been key to the service, allowing both HR and line managers to address complex cases. Overall it ensures that every employee that is unwell is properly supported which is line with the Council's health and well-being strategy.

- 3.4 The implementation of this service has been positively received by staff, and employees feel that they are 'in safe hands' speaking to a qualified Nurse. There is complete transparency and easy access to absence data and trends across the organisation. Meaningful comparisons of service areas can now be made and underlying problems addressed. Managers have received relevant training on the system and now have access to a management portal that provides them access to current and real-time data of all their employees.
- 3.5 The continued use of FirstCare will help the Council to improve its approach to absence management, provide timely and professional support for staff on health issues, and help continue to reduce levels of sickness absence.
- 3.6 In addition to the above, 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 status alongside 10 other organisations within the Bassetlaw district. This award has helped us to structure our approach to promoting wellbeing, and has led to a number of activities and benefits, for example:
- A mini health fair took place in September 2010 and approximately 100 individuals attended the event.
 - All staff have access to the corporate membership scheme at the leisure centres
 - Various different wellbeing events are already taking place such as Zumba dancing, Pilates, Holistic Therapy sessions, Zest – Weight Management Programme.
 - The Authority is able to use the Healthy Workplace logo which helps to convey the message to staff that their health and wellbeing is important to the Council.
 - A bi-monthly health and wellbeing newsletter is issued to all staff, including articles on health promotion, and details of forthcoming health and wellbeing events and activities taking place within the Council and the district.
- 3.7 The Council has already commenced working towards achieving the Silver and Gold status, each of which contain the following themes:
- Smoking cessation
 - Mental Health and well-being
 - Healthy Eating
 - Physical Activity
 - Action on alcohol and substance misuse
 - Safety and Work
- 3.8 For example, in order to achieve Silver 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. We will not be able to proceed to Gold until we have produced a portfolio that includes the evidence required for each level.
- 3.9 There is no time limit as to when each level must be completed and on completion of the award, there will be an award ceremony certificate and the standard will be retained for three years.

- 3.10 As part of our commitment to this award, we have nominated two 'Health Champions' within the workplace who have been accredited with a RSPH Level 2 Award in Understanding Health Improvement. This enables them to provide basic health advice but also to offer a range of support, to ensure that employees understand why we are working towards this award.
- 3.11 Each of the initiatives required for the Award Scheme can be progressed at minimal or no cost, provided the Council can allocate staff time to support the Scheme.
- 3.12 To help further improve health & well-being initiatives, we are looking at progressing the following:
- Delivery of a further health fair in September 2011
 - Provision of ongoing support from the 'Well-being at Work' team to achieve a healthy workplace status with a view to introducing further initiatives such as lunchtime outdoor activities for staff during the summer months
 - Provision of briefing sessions to all staff on cancer awareness
 - Fruity Smoothie Wednesday
 - Cycle to work scheme
- 3.13 In addition, the Council are also proposing to review the current Occupational Health provision, including consideration of alternative providers, and develop jointly an holistic approach to health and well-being.

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 greater employee engagement and lower absence levels, which in turn will have a positive impact on the delivery of the Council's services by those staff.

b) Strategic & Policy

c) Financial - Ref: **12/276**

There are no financial implications arising directly from this report, which is for information purposes.

d) Legal – Ref: **163/06/11**

There are no legal implications arising directly from this report, which is for information purposes.

e) Human Resources

The continued support of the Council's employees through proactive management of sickness absence and promotion of health and wellbeing provides for a positive and healthy experience for all staff.

- 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. The staff benefits outlined in this report are available to all staff and monitoring is taking place to determine any disproportionate impact.

- 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 report and continue to support the promotion of health and wellbeing through the 'Well-being at Work Award Scheme' and the pursuit of further initiatives as appropriate. This will enable the Council to continue to create a culture whereby staff health and wellbeing are valued and proactive measures are taken to create a healthy and safe working environment.

5.2 Option 2

Not to support the promotion of health and wellbeing. The risk of this approach is that staff motivation and absence levels will deteriorate and this will have a consequent impact on service delivery.

6. Recommendations

To approve Option 1 above, which is: to note the contents of this report and continue to support the promotion of health and wellbeing through the 'Well-being at Work Award Scheme', and the pursuit of further initiatives as appropriate. This will enable the Council to continue to create a culture whereby staff health and wellbeing are valued and proactive measures are taken to create a healthy and safe working environment.

Background Papers

Benchmarking Data

Well-being at work award scheme

Location

Human Resources office

Members Room, Worksop

Sickness Absence – Nottinghamshire Authorities 2010/11 out turn.

Local Authority	2010/11
Bassetlaw	8.08
Broxtowe	8.91
Notts CC	9.19
Rushcliffe	9.20
Newark & Sherwood	9.26
Ashfield	9.65
Gedling	10.65
Mansfield	11.6

