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**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

## JOINT EMPLOYEE COUNCIL

# AGENDA

Meeting to be held in

The Ceres Suite,

Town Hall, Worksop

on

Tuesday, 8<sup>th</sup> March 2011

at

2.30 p.m.

**PLEASE NOTE PRE-MEETING WILL COMMENCE**

**AT 1.30 P.M.**

(Please turn off mobile telephones during meetings - In case of emergency Members can be contacted on the Council's mobile telephone)

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*Bassetlaw - Serving North Nottinghamshire*

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

# JOINT EMPLOYEE COUNCIL

**Membership**                    2010/11

**Councillors**                    C. Entwistle, J. W. Holland, Mrs. S. Isard, G. A. N. Oxby,  
Mrs. V. Wanless

**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, 8<sup>th</sup> March 2010

### 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 14<sup>th</sup> DECEMBER 2010\* (pages 1- 4)
4. MINUTES FOR ACTION \* (page 5)
5. OUTSTANDING MINUTES LIST \* (page 7)

### SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

#### Key Decisions

None

#### Other Decisions

6. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES \*
  - (a) Default Retirement Age (pages 9-12)
  - (b) Update on the Vetting and Barring Scheme (VBS) and Criminal Records Regime (pages 13-16 )
  - (c) Apprenticeship Programme Update (pages 17-20)
  - (d) Human Resources Policy Development - To follow/be tabled
  - (e) Human Resources Service Delivery Plan - To follow/be tabled

#### 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 21-30)
  
  8. 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, 14<sup>th</sup> December 2010 at Retford Town Hall**

**Present:**

Employer's Representatives

Councillor J W Holland (Chairman)  
Councillors Mrs S Isard and G A N Oxby

Employee Representatives:

K Circuit, A Dainty, M Glascott and J Rose.

Officers in attendance: C Crossland, L Hull and L Hunter

**ACTION BY:**

**23. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Entwistle and Mrs V Wanless.

**24. 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.

**25. MINUTES OF MEETING HELD ON 21<sup>st</sup> SEPTEMBER 2010**

**RESOLVED** that the Minutes of the meeting held on 21<sup>st</sup> September be approved.

**26. MINUTES FOR ACTION**

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

**27. OUTSTANDING MINUTES LIST**

None.

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

**Key Decisions**

None.

**Other Decisions**

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

(a) **Appeals Procedure**

The Joint Employee Council was presented with the draft Appeals Procedure for consideration and agreement following consultation between the Employer and Employee Representatives.

A copy of the draft procedure was appended to the report.

**RESOLVED** that the draft Appeals Procedure is recommended to Cabinet for approval and adoption.

**HHR**

(b) **Paternity and Adoption Leave Policy**

The Joint Employee Council was presented with amendments to the Paternity and Adoption Leave Policies for information. Copies of the policies were appended to the report.

In April 2011 the legislation will change for those giving birth or adopting on or after the 3<sup>rd</sup> April 2011. To accommodate this change the Paternity and Adoption Leave Policies have been amended and updated, and separated into two individual documents.

The change in legislation will provide eligible employees with up to 26 weeks' additional paternity leave within the first year of the child's life provided that the mother has returned to work before using her full entitlement to maternity leave. Additional paternity leave will also be available to adoptive parents.

**RESOLVED** that the amendments to the Paternity and Adoption Leave Policies are approved.

**29. 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**

**30. 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> July 2010 to 30<sup>th</sup> September 2010.

Questions were asked about the secondment of staff to fill vacant positions, the number of days agency staff work during the reported three month period and funding for street cleaning.

**RESOLVED** that the report be noted.

31. 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

14/12/10

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.

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

(a) Appeals Procedure

**RESOLVED** that the draft Appeals Procedure be recommended to Cabinet for approval and adoption.

**HHR**

(b) Paternity and Adoption Leave Policy

**RESOLVED** that the amendments to the Paternity and Adoption Leave Policies be approved.

**HHR**

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JOINT EMPLOYEE COUNCIL

Tuesday, 8<sup>th</sup> March 2010

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.</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**

**8 MARCH 2011**

**REPORT OF THE HEAD OF HUMAN RESOURCES**

**DEFAULT RETIREMENT AGE**

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**

To present for information to the Joint Employee Council, the key points of the abolition of the Default Retirement Age.

**3. Background and Discussion**

The Default Retirement Age is to be phased out between 6<sup>th</sup> April and 1<sup>st</sup> October 2011. Therefore the last day that employees can be compulsorily retired using the Default Retirement Age is 30<sup>th</sup> September 2011.

3.2 During the transitional period, retirements can continue to be compulsory at age 65 provided that:-

- The employee has received the notification letter of impending retirement prior to 6<sup>th</sup> April 2011;
- A late notification letter has been issued between 30<sup>th</sup> March 2011 and 5<sup>th</sup> April 2011;
- The date of retirement at age 65 falls before 1<sup>st</sup> October 2011;
- The procedure for considering requests to work beyond age 65 is followed correctly, including the employee's right to request to continue to work is given serious consideration;
- The person is 65 or over, or is the employer's normal retirement age if this is higher than 65.

3.3 Retirements using the Default Retirement Age will cease completely on 1<sup>st</sup> October 2011

3.4 Guidelines will be developed on how managers should handle retirements post 1<sup>st</sup> October 2011.

#### 4. Implications

a) For service users

None

b) Strategic & Policy

As contained within the report.

c) Financial – Ref: 11/566

None

d) Legal – 55/03/11

As contained within the report.

e) Human Resources

After the 1<sup>st</sup> October 2011, the Default Retirement Age cannot be used to compulsorily retire employees at age 65, unless that retirement can be objectively justified. Employer Justified Retirement Ages tend to be used in exceptional circumstances, e.g., air traffic controllers, police officers.

These changes do not affect an employee's state pension age and entitlements, which may well be separate from the age at which they retire.

Performance will have to be managed as we cannot rely on an employee reaching age 65 to end their employment and the Council has other policies in place to facilitate this.

As employees get older they may possibly acquire age-related impairments so we need to be careful that decisions do not discriminate against an employee because of disability.

f) Community Safety, Equal Opportunity, Environmental

Not applicable.

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

Not applicable.

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

##### 5.1 Options

This report is an information item only.

#### 6. Recommendations



6.1 That the Joint Employee Council notes the contents of the report.

**Background Papers**

**Location**



**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**8 MARCH 2011**

**REPORT OF THE HEAD OF HUMAN RESOURCES**

**UPDATE ON THE VETTING AND BARRING SCHEME (VBS) AND  
CRIMINAL RECORDS REGIME**

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**

To present for information to the Joint Employee Council, the key points of review of the VBS and Criminal Records regime.

**3. Background and Discussion**

3.1 In its "Programme for Government", the Coalition committed to reviewing the Vetting and Barring Scheme (VBS) to scale it back to common sense levels.

3.2 The VBS had been created to help safeguard children and vulnerable adults, following the Bichard Inquiry and was designed to check the records of those who wanted to work with vulnerable groups.

3.3 People who wished to work or volunteer with children or vulnerable adults would have had to undergo a process before starting work whereby they would have information held on them assessed. If they were assessed to pose a risk of harm to vulnerable groups then they would be barred from working or volunteering with these groups. This concept of checking the suitability of those working with vulnerable people was not new, however, there was a perception that the VBS went too far. It would have required 9.3 million people to register with, and be monitored by, the Scheme and shifted the responsibility for ensuring safe recruitment too much away from the employer and towards the state.

3.4 In parallel with the review of the VBS, a separate review of the broader criminal records regime was being undertaken. The first phase of that review has focused on issues concerned with the extent and demands of pre-employment vetting systems and the role of the Criminal Records Bureau (CRB), in particular, what information it should be disclosing and to whom.

- 3.5 On the 15<sup>th</sup> June 2010, the Home Secretary, Theresa May announced that further implementation of the VBS would be halted pending a review of the scheme. The purpose of this was to refresh the principles and objectives of the scheme and recommend, what, if any, scheme was needed.
- 3.6 On the 22<sup>nd</sup> October 2010 Theresa May announced that a review of the VBS and the Criminal Records regime would take place.
- 3.7 The outcome of the reviews was announced on the 11<sup>th</sup> February 2011 and the proposals include:-
- the merging of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) to form a streamlined new body providing a proportionate barring and criminal records checking service;
  - a large reduction of the number of positions requiring checks to just those working most closely and regularly with children and vulnerable adults;
  - portability of criminal records checks between jobs to cut down on needless bureaucracy;
  - an end to a requirement for those working or volunteering with vulnerable groups to register with the VBS and then be continuously monitored and
  - stopping employers who knowingly request criminal records checks on individuals who are not entitled to them.

The government will also keep the scope of CRB checks under review to ensure that they are not disillusioning people putting themselves forward for volunteering.

- 3.8 The proposed changes will be introduced gradually to ensure a seamless transition and the necessary legislative changes will be introduced in the Protection of Freedoms Bill. Subject to parliamentary approval, the Bill is expected to become law by early 2012 and the new regime would be introduced as soon as possible after this.
- 3.9 In the meantime, the CRB will continue to provide criminal records checks for the Council, within the existing legal framework, and the Independent Safeguarding Authority (ISA) will continue to be responsible for decisions to bar those considered unsuitable for work with children and vulnerable adults, until such time as the new regime has been introduced.

#### 4. Implications

- a) For service users

None

- b) Strategic & Policy

As contained within the report.

- c) Financial – Ref: 11/427

None

- d) Legal – 56/03/11

As contained within the report.

- e) Human Resources  
As contained in the report.
- f) Community Safety, Equal Opportunity, Environmental  
Not applicable.
- g) Whether this is a key decision, and if so the reference number.  
Not applicable.

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

- 5.1 Options  
This report is an information item only.

**6. Recommendations**

- 6.1 That the Joint Employee Council notes the contents of the report.

**Background Papers**

**Location**



**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**8 MARCH 2011**

**REPORT OF THE HEAD OF HUMAN RESOURCES**

**APPRENTICESHIP PROGRAMME 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**

To inform members of the progress achieved on developing a Bassetlaw District Council Apprenticeship Programme.

**3. Background and Discussion**

3.1 Nationally, there is an expectation that the public sector will take the lead in creating and offering apprenticeship opportunities to aid the development of the skill set within the local community. Additionally, within the People Strategy and Workforce Development Plan, the Council has outlined its aim to identify and introduce apprenticeship opportunities across all Service Areas over the coming years.

Apprenticeships offer individuals, within the local community, the opportunity to study towards a nationally recognised qualification whilst gaining valuable work experience.

The benefits to Bassetlaw District Council include:

- 'Growing our own' future talent
- Ensuring that the practical skills and qualifications required to meet both current and future challenges are captured and retained
- Provide a mixture of both academic and practical learning to deliver individuals who are capable of 'hitting the ground running'

3.2 Agreement was reached in 2010 to pilot the Apprenticeship Training Agency (ATA) model in two apprenticeship areas, those of Motor Vehicle and Grounds Maintenance with a view to evaluating and improving the programme before offering further opportunities.

- 3.3 Progress to date includes the formation of a partnership with Vision Apprenticeships, a leading, well-respected training provider based within the County delivering apprenticeships for public and private organisations.
- 3.4 Training providers have been located by Vision Apprentices to deliver both Motor Vehicle and Grounds Maintenance to the required high standard and contracts are in place for the former and agreed in principal for the latter.
- 3.5 The advertisement and interview process for the Motor Vehicle apprenticeship have now completed and Vision apprentices are liaising with the successful candidate in relation to pre-employment checks and start dates.
- 3.6 The advertisement for the Grounds Maintenance apprenticeship position is being finalised and will be circulated shortly, follow finalisation of contracts, with the anticipation of the successful candidate commencing work placements on 1<sup>st</sup> April 2011.
- 3.7 A high level of interest has been shown across the Service Areas in relation to the pilot apprenticeship programmes and should this model prove successful other departments, including Information Technology (IT) and Finance are keen to explore the options.

#### 4. Implications

- a) For service users

None arising directly from this report.

- b) Strategic & Policy

None arising directly from this report.

- c) Financial Ref 11/371

None arising directly from this report.

- d) Legal Implications 6103/11

The trainees remain the employees of the ATA, as such all contractual obligations fall to ATA. Notwithstanding the contractual arrangements, the Council's present Employers Liability arrangements provide for workers loan to the Council, the proposal in terms of the Council's obligations at 3.3.1 is sufficiently robust to ensure preservation of the Employers Liability arrangements.

- e) Human Resources

None arising directly from this report.

- f) Community Safety, Equalities, Environmental



Creating apprenticeship opportunities will support job creation within the local community and promote diversity within Bassetlaw District Council's workforce.

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

Not applicable

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

5.1 To note the contents of this report

**6. Recommendations**

6.1 To approve the option outlined in 5.1 as above

**Background Papers**

**Location**



**BASSETLAW DISTRICT COUNCIL****JOINT EMPLOYEE COUNCIL****8 MARCH 2011****REPORT OF THE HEAD OF HUMAN RESOURCES****HUMAN RESOURCES POLICY DEVELOPMENT**Cabinet: Policy  
Contact: Len Hull  
Ext. 4136**1. Public Interest Test**

- 1.1 Len Hull, Head of Human Resources and author of this report, has determined that the contents are not of a confidential nature.

**2. Purpose of the Report**

To update members of the Joint Employee Council on the agreed priorities for policy modernisation.

**3. Background and Discussion**

Over the past few years the Council has undergone a number of changes, including most recently the transfer of leisure services to a private organisation, and several reviews of services involving widescale structural change. Moving forwards and in the current environment of budget reform within the public sector generally, it is crucial to ensure that the Council's policies are modern, streamlined and fit for the smaller organisation that it has become.

With that in mind, the management and employee representatives have agreed the priorities for policy and procedure review, as follows:

<b>PRIORITY 1</b>	<b>PRIORITY 2</b>	<b>PRIORITY 3</b>
Organisational Change	Capability	Acting Up and Honoraria
Redundancy	Grievance	Career Break Scheme
Redeployment	Alcohol/Substance Abuse	Time off for Public Duties
Managing Attendance	Flexible Working	Maternity Leave
Stress Management	Code of Conduct/ Whistleblowing	Flexi-time
Agency Workers	Training Strategy	Harassment & Bullying
Equality and Diversity	Conditions relating to training	Removal & relocation
Race Equality Scheme	Time off for Trade Union duties	Request for grading review
Work Life Balance	Long Service	Smoke Free Environment
Job Share	Secondment	
Home Working		
Recruitment & Selection		

Each of these priorities will be worked on through the joint Policies Working Group, and will be the subject of future reports to the Joint Employee Council and Cabinet.

**4. Implications**

a) For service users

None.

b) Strategic & Policy

As contained within the report.

c) Financial – 11/443

None.

d) Legal – 63/03/11

The continued review of employment policies and procedures will enable the Council to ensure it continues to reflect the current legal position.

e) Human Resources

As contained within the report.

f) Community Safety, Equal Opportunity, Environmental

The modernisation of the Council's HR policies and procedures will ensure that they are fully compliant with equalities legislation, and will be the subject of Equality Impact Assessments.

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

Not applicable.

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

5.1 This report is an information item only.

**6. Recommendations**

6.1 That the Joint Employee Council notes the contents of the report.

**Background Papers**

**Location**

None

**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**8 MARCH 2011**

**REPORT OF THE HEAD OF HUMAN RESOURCES**

**HUMAN RESOURCES SERVICE DELIVERY PLAN**

Cabinet: Policy  
Contact: Len Hull  
Ext. 4136

**1. Public Interest Test**

- 1.1 Len Hull, Head of Human Resources and author of this report, has determined that the contents are not of a confidential nature.

**2. Purpose of the Report**

To inform members of the Joint Employee Council of the proposed service delivery plan for Human Resources over the period 2011/12, and seek comments.

**3. Background and Discussion**

The Council's HR Service Delivery Plan for 2010/11 focussed on the delivery of elements of the People Strategy and Workforce Development Plan, which supports the Council's strategic aims and objectives and focuses on five key strands, as follows:

- Leadership Development
- Skills Development
- Developing the Organisation for Continual Improvement
- Resourcing the Organisation to Improve
- Pay and Reward

Significant progress has been made in each of these five areas, notable highlights including:

- The development and implementation of a Leadership Development Programme including management competencies linked to appraisal
- The completion of a Skills Audit that informed the future training offer
- The Council signing up to the Skills Pledge
- The introduction of a corporate course calendar
- The introduction of e-induction and e-learning
- Review and refinement of several HR policies and procedures, and the introduction of new ones
- Achievement of "Achieving" status of the Equalities Framework
- Introduction of Bassetlaw's recruitment portal
- Introduction of Firstcare absence management and support
- Achievement of Bronze level Wellbeing at Work Award Scheme
- Reduction in sickness absence to 7.43 days average per person (to date 2010/11)
- Introduction of apprenticeship schemes

- Development of new HR website
- Completion of job evaluations and appeals
- Completion of pay modelling
- Review of conditions of service

To ensure that the work undertaken so far is progressed and that the HR priorities continue to support the strategic direction of the Council, a new Service Delivery Plan has been drawn up for the period 2011/12, and this is attached at appendix 1.

Members of the Joint Employee Council are invited to comment upon the work completed to date and the proposals for the next financial year.

#### **4. Implications**

a) For service users

The fulfilment of actions contained in the service delivery plan will support and enable the Council's staff to achieve the strategic priorities and deliver effective services to the local community.

b) Strategic & Policy

As contained within the report.

c) Financial – 11/547

None directly from this report.

d) Legal – 62/03/11

None directly from this report.

e) Human Resources

As contained within the report.

f) Community Safety, Equal Opportunity, Environmental

The actions identified in the service delivery plan will ensure that the Council's HR service continues to support the development of equality of opportunity and promotion of diversity.

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

Not applicable.

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

5.1 To note the content of the report and comment accordingly.

#### **6. Recommendations**

6.1 That the Joint Employee Council notes the contents of the report and comments accordingly.

**Background Papers**

None

**Location**





**Service Area:** Human Resources

**Service Objective:** To build a framework of excellence in people management which will support the developing agenda of the Council, and create a culture and environment where people can use their talents in the best way possible.

**Owner:** Len Hull, Head of Human Resources & Organisational Development

Action Code	Action Title	Action Description	Due Date	Project Budget	Desired Outcome	Managed By	Assigned To
1	Complete equal pay review	Complete equal pay review.	31/12/11		New equality-proofed pay and grading structure implemented.	Len Hull	Karen Childs
2	Review conditions of service	Review conditions of service.	31/12/11		Conditions of service reviewed and revised as appropriate to ensure equality-proof.	Len Hull	Karen Childs
3	Introduce rewards statements	Develop and implement rewards statements for all staff	31/3/12		Staff understand value of total reward package through communication via rewards statement	Karen Childs	Karen Childs
4	Review Environment Services delivery model	Review and develop increased flexibility and skills development opportunities within Environment Services	30/9/11		Delivery model provides for greater flexibility and opportunities for greater skills development amongst staff.	Karen Childs	Karen Childs
5	Design and develop employee engagement programme	Design and develop employee engagement programme for pilot and implementation during 2012.	31/3/12		Staff more engaged and more staff feel valued by the organisation. Efficiency improvements evidenced	Karen Childs	Karen Childs
6	Review Council's values	Engage staff in a review of the Council's values	31/3/12		Values are meaningful to staff and reflective of Council's aspirations	Karen Childs	Karen Childs
7	Achieve Silver Award for Employee Wellbeing	Promote employee wellbeing to standard of Silver Award.	31/3/12		Staff more aware of factors affecting wellbeing; absence levels reduced	Miriam Parker	Miriam Parker

Action Code	Action Title	Action Description	Due Date	Project Budget	Desired Outcome	Managed By	Assigned To
8	Conduct employee survey	Conduct employee survey.	31/12/11		Employee survey conducted and employee views better understood	Miriam Parker	Miriam Parker
9	Review vetting arrangements	Review vetting arrangements for safeguarding children and vulnerable adults	31/12/11		Council's approach meets the requirements of the Independent Safeguarding Authority	Lisa Hunter	Lisa Hunter
10	Review Council's approach to managing retirement	Review Council's practices as a consequence of the abolition of the default retirement age	30/6/11		Council's approach reviewed and appropriate arrangements in place	Lisa Hunter	Lisa Hunter
11	Develop capacity in the organisation for in-house training delivery	Develop capacity in the organisation for in-house training delivery	31/3/12		Greater capacity internally for in-house delivery of learning and development interventions, leading to cost-efficiencies	Jenny Rodriguez	Jenny Rodriguez
12	Improve use of e-learning	Improve take-up of e-learning offered in-house and demonstrate value for money	31/12/11		Use of e-learning maximised demonstrating clear return on investment	Jenny Rodriguez	Jenny Rodriguez
13	Complete the development & delivery of Management Development Programme	Management Development programme completed for each of the 3 tiers identified.	31/3/12		Improvement in competency demonstrated.	Jenny Rodriguez	Jenny Rodriguez
14	Manage mid-point IIP review	Manage the mid-point IIP review to a successful outcome and ensure any required actions for the full assessment are completed	31/3/12		Mid-point review successful and Council prepared for full review.	Jenny Rodriguez	Jenny Rodriguez
15	Introduce HR information system	Introduce HR information system including employee self-service system	30/9/11		HR information system in place and used by HR staff. Self-service option available for use by staff	Jenny Rodriguez	Jenny Rodriguez
16	Review HR	Review 20% of HR policies and	31/3/12		20% of policies and procedures	Sheryl Barsby	Sheryl Barsby

Action Code	Action Title	Action Description	Due Date	Project Budget	Desired Outcome	Managed By	Assigned To
	policies	procedures to ensure modernised and suitable policies in place.			reviewed, approved and implemented		
17	Achieve Excellent status in Equalities Framework	Achieve HR aspects of Excellent status	31/3/12		Excellent status achieved	Sheryl Barsby	Sheryl Barsby
18	Develop and introduce Employee Handbook	Develop and introduce an employee handbook.	31/12/11		Employee handbook introduced and issued to all staff.	Sheryl Barsby	Sheryl Barsby

