

JOINT EMPLOYEE COUNCIL

Minutes of the meeting held on Tuesday, 11th December 2012 at Retford Town Hall

Present:

Employer's Representatives:

Councillor S Greaves (Chairman)
Councillors C Entwistle and D R Pressley

Employee Representatives:

K Circuit, A Porter, R Parr and J Rose

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

ACTION BY:

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

23. APOLOGIES FOR ABSENCE

There were no apologies for absence.

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 11TH SEPTEMBER 2012

RESOLVED that the Minutes of the meeting held on 11th September 2012 be approved.

26. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

27. OUTSTANDING MINUTES LIST

In relation to Outstanding Minute Numbers 11(a), Request for a Review of Bassetlaw District Councils Apprenticeship Scheme, and 11(b), Payment of the Living Wage, the Head of Human Resources advised that these items are still being discussed and reports will be presented to a future meeting.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

28. REPORT(S) OF THE DIRECTOR OF CORPORATE SERVICES

(a) Anti-Bribery Policies and Procedures – Final

Members were presented with the final versions of a new Anti-Bribery Policy and Procedure, Whistleblowing Policy and Procedure and Gifts and Hospitality Protocol. Drafts of the 3 key documents were presented to the Committee on the 11th September for consultation prior to the final versions being prepared.

Members were advised of a slight error in the report, full Council is on the 20th December not the 21st December as stated in the report.

The Director of Corporate Services advised that the policies would be communicated to all employees and Members through team briefs, the Members Information Bulletin and training.

RESOLVED that the Anti-Bribery Policies and Procedures as appended to the report are agreed to support the Council's approach to Anti-Fraud and Anti-Corruption and be referred to Council on the 20th December 2012 for formal ratification.

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

(a) Outcome of Investors in People Assessment

Members were updated on the outcome of the Investors in People Assessment which took place week commencing 10th September 2012. Following the assessment the conclusion was that Bassetlaw District Council continues to meet the requirements of the Investors in People National Standard and that a further review should take place no later than September 2015.

Seven areas of improvement were identified. These areas have been discussed with the trade unions and solutions/actions have been suggested which were appended to the report.

RESOLVED that:

1. The appropriate actions are incorporated into the People Strategy and Workforce Development Plan to drive further improvements.
2. The areas for improvement be noted.
3. Employees be congratulated on their hard work and dedication following the Investors in People Assessment.
4. A report on the Employee Suggestion Scheme be presented to the next meeting.

(b) Job Structure Redesign Policy and Procedure

Members were presented with the Job and Structure Redesign Policy and Procedure. At the meeting in September a draft policy and procedure was presented for consideration. Consultation has taken place with the employee representatives through the Polices Working Group and with the Regional Organiser of Unison, who originally requested the development of this Policy. The draft was well received and has been amended to take into account comments received during the consultation period.

The HR Business Manager thanked the trade union for their input into the document.

RESOLVED that the contents of the report be noted and the Job and Structure Redesign Policy and Procedure be recommended to Cabinet for adoption.

30. 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

Agenda item 8(b) – Apprenticeships – Paragraph 3

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

31. REPORT(S) OF THE EMPLOYERS REPRESENTATIVES

(a) Review of Agency Workers

The Joint Employee Council were updated on the use of agency workers for the period 1 July to 30th September 2012.

RESOLVED that the report be noted.

(b) Apprenticeships

Members were presented with a report on the findings of a review of apprenticeship pay carried out at the request of employee representatives, and proposed a new system of apprenticeship remuneration for consideration.

RESOLVED that the contents of the report be noted and a review of apprenticeship rates and a move to a percentage system consistent with that adopted by A1 Housing be recommended to Cabinet for adoption.

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

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