



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

EXTRAORDINARY MEETING OF JOINT EMPLOYEE COUNCIL

AGENDA

Meeting to be held in the
Ceres Suite,
Worksop Town Hall, S80 2AH
on Monday, 2nd March 2015
at 11.30 am

(Please note time and venue)

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

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol 'Filming of Public Meetings'.

JOINT EMPLOYEE COUNCIL

Membership 2014/15

Councillors I. J. Campbell, C. Entwistle, S. A. Greaves, S. May
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

EXTRAORDINARY MEETING OF

JOINT EMPLOYEE COUNCIL

Monday, 2nd March 2015

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

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None

Other Decisions

3. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES*
 - (a) Queen's Buildings Project (pages 7 - 10)

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

4. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES *
 - (a) Car Allowances, Mileage Payments and Staff Car Parking (pages 11 -16)
5. 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:

Disclosable Pecuniary Interests)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
)	
)	
Non Pecuniary Interests)	

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** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary 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.

Disclosable Pecuniary Interests

May relate to employment, office, trade, profession or vocation carried on for profit or gain
May relate to sponsorship
May relate to contracts
May relate to interests in land
May relate to licences to occupy land
May relate to corporate tenancies
May relate to securities

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- withdraw from the room
- not seek improperly to influence a decision on the matter

Non Pecuniary Interests

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

2nd March 2015

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

QUEEN'S BUILDINGS PROJECT

Cabinet Member: Policy & Community
Engagement
Contact: Ros Theakstone
Ext: 3160

1. Public Interest Test

The author of this report Ros Theakstone has determined that the contents are not of a confidential nature.

2. Purpose of the Report

To provide an update of the Queen's Buildings Project.

3. Background and discussion

- 3.1 A report was presented to JEC in July 2014 outlining the scope and rationale of the Queens Building Project. The project was so called to encompass a number of actions needed to respond to approaches from DWP regarding the request to relocate their staff and operations within QB. The knock on effect of this demanded a re-think of the ground floor space including reception services and further opened up the possibility of creating more flexible space for our own staff within the main body of Queen's Buildings.
- 3.2 The timescales set by DWP i.e. to be operational from around April 2015 gave the proposal a timescale and hence the project commenced to ensure this initial objective would be met. The design of the space has been carefully negotiated with DWP who have particular requirements to deal with the needs of their clientele. This has taken some considerable time with discussions undertaken both with the regional Manager and the local Office Manager to ensure flow of clients, security and staff facilities have been catered for.
- 3.3 An additional consideration has been the need to ensure Bassetlaw District Council retains its own identity as the main organisation occupying the building and to provide appropriate customer access and facilities to continue the smooth running of services and business along with those provided by A1. In that regard issues of security, safety and the "customer journey" have been the subject of considerable focus. Whilst many of DWP clients will be direct recipients of council services, many are not and therefore the design of the ground floor layout has to ensure the smooth flow of customers in and out of the building without creating bottlenecks.

- 3.4 The final layout for the ground floor was agreed w/c 11th February and the final alterations including wiring, network cabling and procuring office furniture to meet DMP specifications has been progressing. There will also be changes to the BDC customer services facilities to enable “assisted digital” services to be provided, a waiting area for BDC customers and the A1 Property has switched to the opposite side of the corridor. The project is therefore on track to enable DWP to be operational from the planned date early in the new financial year.
- 3.5 In addition, a joint security arrangement has been agreed between ourselves and DWP which will not only meet their exacting requirements but mitigate risks identified for our own staff working at the front end. This includes the employment of 2 full time security guards and the deployment of additional CCTV facilities both inside and outside the building. Staff will be expected to wear security badges at all times and a common lanyard will be provided for both staff and members to ensure BDC personnel can be easily identified at first glance.
- 3.6 Whilst, the focus has been on ensuring the ground floor is ready for business by the agreed date, work has also been ongoing on the first floor and the second floor of the Wing. The latter area had to be prepared to enable the ground floor to be vacated for alteration works to commence and the Benefits team have been in situ for some months, although this is a temporary arrangement pending the remainder of the QB project to be completed. In addition ICT staff have relocated to the 3rd floor of the Wing.
- 3.7 The next phase of the project is to prepare the 1st floor to accommodate the majority of Neighbourhoods and Regeneration onto a single floor. However this has been delayed in part by the necessity to complete the ground floor but also pressure to allow the Elections staff to work without disruption to prepare for the General and local elections. This will also enable DWP Fraud team to be located on the first floor involving some 10 or so staff.
- 3.8 At this point it may be worth stressing the importance of recognising the delicate balance which exists between investing in alterations to the building at a time when the Council is facing significant pressures to save money and reduce operating costs including staffing budgets. The rationale has been to ensure that expenditure on the project is focussed on optimising the space, securing additional income, offsetting running costs and improving the working environment. The cost of the project is being tightly controlled and monitored to ensure the Council only spends what it can afford and at this stage is operating within the budget allocated and is likely to be completed on that basis.

4. Implications

a) For service users

The relocation of DWP plus the changes to the reception facilities will enable those who need to have access to benefits and associated advice services can do so in a single location.

b) Strategic and Policy

By adopting a project management approach the Council is able to stay within the agreed Project Scope and ensure the objectives and deliverables of the project can be met.

By enabling partners to relocate within the building will provide opportunities for a

public sector hub to be established within Worksop.

c) Financial (17/537)

None arising from this report.

d) Human Resources

The staff are being updated and consulted on changes as they affect them as part of a communication strategy of which this report is an integral part.

e) Legal (76/03/15)

None arising from this report.

f) Community Safety, Equalities, Environmental

None arising from this report.

g) Key Decision

None

5. Options, Risks and Reasons for Recommendations

It is important that a project of this size and scope is managed robustly taking into account the potential impact on service users and the perception of the public in times of austerity. It is also important staff are fully aware and advised of the reasons behind the alterations to Queens Buildings and information has been provided on a regular basis to all members of staff.

6. Recommendations

That the Joint Employee Council note the progress made on the project. Further update reports will be provided on further progress made in due course.

Background Papers

Location

