



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

JOINT EMPLOYEE COUNCIL

AGENDA

Meeting to be held in the
Ceres Suite,
Worksop Town Hall, S80 2AH
on Thursday, 17th September 2015
at 3.00 pm

(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 2015/16

Councillors C. Entwistle, J. Evans, M. T. Gray, S. A. Greaves and D. Pidwell

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

Karen Childs - Ext. 4123

Administrator for this Meeting

Cara Crossland - Ext. 3254

JOINT EMPLOYEE COUNCIL

Thursday, 17th September

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 10TH JUNE * (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 DIRECTOR OF CORPORATE RESOURCES*
 - (a) ICT Polices (pages 15 -20)
7. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES*
 - (a) Employee Survey (pages 21 - 28)
8. REPORT(S) OF THE TRADE UNION SIDE REPRESENTATIVES *
 - (a) Continuing Reviews of Internal Policies (pages 29 - 30)
 - (b) Provision of Bicycle Storage (pages 31 - 32)

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 CHIEF EXECUTIVE*
 - (a) Pay and Grading Review (pages 33 - 40)
 10. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES *
 - (a) Review of Agency Workers and Workforce Data (pages 41 - 46)
 11. ANY OTHER BUSINESS WHICH THE CHAIR 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
-

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.)

DRAFT

JOINT EMPLOYEE COUNCIL

Minutes of the Meeting held on Wednesday, 10th June 2015 at Worksop Town Hall

Present:

Employer's Representatives:

Councillor S Greaves (Chair)
Councillors J Evans and M T Gray.

Employee Representatives:

K Circuit, P Rodgers, T Roe and T Walstow.

Officers in attendance: C Crossland, L Hull and R Theakstone (Agenda Item No. 8(a) only).

(Meeting commenced at 3.05 pm.)

(The Head of Human Recourses welcomed all to the meeting).

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN

RESOLVED that Councillor S Greaves be elected Chairman for the ensuing year.

2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that K Circuit be elected Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Entwistle and D G Pidwell.

4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations by Members.

(b) Officers

There were no declarations of interest by officers.

5. MINUTES OF MEETINGS HELD ON 15TH JANUARY AND 2ND MARCH 2015

RESOLVED that the Minutes of the meetings held on 15th January and 2nd March 2015 be approved.

6. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

7. OUTSTANDING MINUTES

RESOLVED that the Outstanding Minutes be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Queen's Buildings Project Update

Members were given an update of the Queen's Building Project by the Director of Corporate Resources.

Phase one of the project is now complete. The Department of Work and Pensions have now moved into the building. Comments from Council staff, the DWP and other partners have been positive. Early feedback is that the DWP are happy with the working arrangements. The Council's own employees are happy and feel less isolated on the ground floor. Security is now in place on the ground floor and is working well to manage DWP clients and co-ordinate visitors.

The lobby area has now been decorated and carpeted and will be made into a corporate seating area. The Security Guards have commented that they would like a desk in the entrance.

Risk assessments have been carried out and a fire drill will be carried in the near future now the building is fully occupied. DWP have raised the issue of a bomb drill and it would be in the interest of all staff to carry out a drill. This drill would be carried in a different way and it is currently being looked into.

In terms of issues for staff the building now opens to the public at 9.00 am instead of 8.40 am. Any issues of tailgating before opening hours need to be reported. If this becomes an issue the level of risk will be assessed and security arrangements will be looked at.

The first floor will be next part of the process as this was restricted over the election period. One option is to hire portacabins to decant staff. This would be less disruptive and would enable work to be carried out during the day which would reduce costs. A cost analysis is being undertaken.

Neighbourhoods and Regeneration will be located on the first floor. There are logistical issues for instance the need for an environmental health lab and room for building control equipment. Digitalising of records is ongoing. It is hoped that work on the first floor will commence in the next few weeks.

The cost for the first floor has been around £113,000. At least £80,000 will be paid by the DWP. The cost to the Council has been minimal there will be adequate budget for the other floors.

In response to questions raised the Director of Corporate Services advised that other options for temporary accommodation have been explored. She stressed the importance of wearing lanyards so that employees are easily identifiable. In response to issues raised she advised that these would be raised at the next Project Group meeting and urged employees

to feedback any other issues. She noted that she would ask in the next staff newsletter for staff to feedback any issues they have encountered.

The Vice-Chairman commented that overall the move has gone well and gave a special mention to the security guards who were doing an excellent job.

The Chairman thanked R Theakstone for the update.

RESOLVED that:

1. The project update be received.
2. Issues raised be fed back to the Project Group.

(b) Managing Attendance Policy and Procedure Review

Following consultation Members were presented with the revised Managing Attendance Policy and Procedure. A summary of the proposed changes and key findings from the review were outlined in the report.

The Council's existing Policy and Procedure was approved in 2002 and was in need of modernising and streamlining. Consultation has been undertaken with the trade union, managers and employees. Benchmarking has also been done against a range of organisations.

The Head of Human Resources commented on the excellent workforce and their commitment to public service. The policy tries to support employees. One of the main additions has been the introduction of phased return to work. There is now an option for discretionary leave to facilitate phased return. Following a suggestion by the trade union one procedure has been proposed instead of a separate procedure for short and long term absences.

It was noted that a consistent approach is needed across the organisation. A training programme for managers will be delivered to make sure the Policy and Procedure is effective. The trade union will also be invited to take part in the training.

It was commented that the policy has been improved and the inclusion of phased return is positive.

RESOLVED that the amended Managing Attendance Policy and Procedure be supported and recommended to Cabinet for approval.

(c) Statutory Updates – Adoption Leave; Maternity Leave; Paternity Leave; and Parental Leave

Members were presented with an information report regarding the amendments made to the Council's existing Adoption Leave, Maternity Leave, Paternity Leave and Work-life Balance agreement documents, to reflect legislative changes.

The Government have brought in a number of statutory amendments which impact on the Councils documents. The documents have been reviewed and amended as necessary to reflect the new legislation.

RESOLVED that the statutory changes, as summarised within the report, and the responding impact and updates to the Council's related guidelines be noted.

(d) Statutory Shared Parental Leave – Guidance

Members were presented with the new Statutory Shared Parental Leave Guidance document which details the regulatory requirements and options available. New statutory provisions allow shared parental leave. The Guidance is legislation specific. Standard forms and letters have been developed. The report also linked to the preceding Item.

RESOLVED that the new Statutory Shared Parental Leave provisions, as addressed by the Council's new Guidance, be noted.

9. 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 agreed that the following items of business involved 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 No. 9(a) – Review of Agency Workers and Workforce Data

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

10. REPORT(S) OF THE EMPLOYERS REPRESENTATIVES

(a) Review of Agency Workers and Workforce Data

The Joint Employee Council were updated on the use of agency workers for the period 1st January 2015 to 31st March 2015. Information regarding the number of temporary staff, staff with flexible working arrangements, the number of staff employed who have been previously employed by the Council and the number of consultants during the period was circulated.

Members asked questions regarding the use of consultants and agency workers within the Regeneration service. The Head of Human Resources advised that he would find out further information and update Members.

RESOLVED that:

1. The report be noted and option 1 be approved, to seek to reduce the incidence of agency working by requiring managers to complete the quarterly monitoring form.
2. Members be given an update on the use of consultants and agency workers within the Regeneration service.

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

As there was no other urgent business to discuss, the Chairman thanked everyone for their attendance and closed the meeting.

(Meeting closed at 4.10pm)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

JOINT EMPLOYEE COUNCIL

10/06/15

FROM: Democratic Services Officer TO: HHR = Head of Human Resources

The following decisions are brought to your attention for action by the appropriate Officers within your Service:

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

(a) Queen's Buildings Project Update

RESOLVED that:

1. The project update be received.
2. Issues raised be fed back to the Project Group.

DCS

(b) Managing Attendance Policy and Procedure Review

RESOLVED that the amended Managing Attendance Policy and Procedure be supported and recommended to Cabinet for approval.

DSO/HHR

(c) Statutory Updates – Adoption Leave; Maternity Leave; Paternity Leave; and Parental Leave

RESOLVED that the statutory changes, as summarised within the report, and the responding impact and updates to the Council's related guidelines be noted.

(d) Statutory Shared Parental Leave – Guidance

RESOLVED that the new Statutory Shared Parental Leave provisions, as addressed by the Council's new Guidance, be noted.

10. REPORT(S) OF THE EMPLOYERS REPRESENTATIVES

(a) Review of Agency Workers and Workforce Data

RESOLVED that:

1. The report be noted and option 1 be approved, to seek to reduce the incidence of agency working by requiring managers to complete the quarterly monitoring form.
2. Members be given an update on the use of consultants and agency workers within the Regeneration service.

HHR

JOINT EMPLOYEE COUNCIL

17th September 2015

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.

(CE = Chief Executive, DCS = Director of Corporate Services, HHR = Head of Human Resources)

<u>Min. No.</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
----------------------------	--------------------	-----------------------	------------------------	---------------------------------------

None.

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

17 SEPTEMBER 2015

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

ICT POLICIES

Cabinet: Leader of the Council
Contact: Stephen Brown
Ext. 3160

1. Public Interest Test

1.1 The author of this report has determined in preparing this report that the contents are not of a confidential nature.

2. Purpose of the Report

2.1 To inform members of the Joint Employee Council of the review and introduction of a comprehensive range of ICT policies, and the proposed method of communication to staff.

3. Background and Discussion

3.1 The Council and A1 Housing have entered into a shared arrangement for the management of ICT, and this has provided an opportunity to review existing ICT policies across both organisations and introduce policies which are common to both.

3.2 As a consequence, a range of ICT policies have been prepared as follows:

3.2.1 Encryption Policy – revised

The purpose of this policy is to:

- Detail the specification and deployment of data encryption software for the protection of electronic information held by the Authority
- Provide guidance on the responsibilities of the use and handling of portable media
- Provide clarity on the types of portable storage and mobile devices which are allowed for use. See Portable Devices Policy.
- Detail the method of reporting breaches of this policy whether intentional or accidental.

3.2.2 ICT Anti-Virus Guidelines – revised

The threat of virus infection to computer systems is a growing menace, which poses a significant risk. This policy provides guidance relating to computer viruses and how we can all protect our systems from virus attacks.

All users of the infrastructure play a part in ensuring that viruses do not enter the network, by ensuring that all of the guidelines for email and Internet use are followed (see Internet and Email Acceptable Usage Policies) and that all IT media is from a known source and free from viruses (see Portable Devices Policy).

3.2.3 ICT Patch Management Policy – revised to include A1

The authority's information systems are to be maintained with updated security patches. Maintained patch levels are critical to the security of the authority's systems. Vendors will typically provide OS patches and fixes for security problems, which can be loaded separately from the application. These should be loaded on a regular basis using a co-ordinated process.

3.2.4 ICT Security Breach Policy – revised to include A1

This policy applies to all of Bassetlaw District Council and A1 Housing employees, hereafter called **The Authorities** and to all Councillors or Board Members of A1 Housing and agents of other organisations who directly or indirectly support the Authority's ICT Services

The Authorities have a legal obligation to maintain security and confidentiality of information, notably under the Data Protection Act (1998) and Computer Misuse Act (1990) and to raise employee's awareness of the Security Breach Procedure.

3.2.5 ICT Security Policy – new

The Key issues addressed by the Security Policy are:

- Confidentiality of information – ensuring that information is accessible only to those authorised to have access.
- Integrity of Information – safeguarding the accuracy and completeness of information and processing methods, system assets are operating correctly according to specification and in the way the current user believes them to be operating.
- Availability – ensuring that authorised users have access to information and associated assets when required.
- Regulatory – ensuring The Authorities meet their regulatory and legislative requirements

The Authorities will provide a corporate information security function to introduce and maintain policy standard and to provide advice and guidance on their implementation.

3.2.6 Internet and Intranet Policy – revised and to include A1

This policy document advises how to use the Authorities *Internet/Intranet* facility. It outlines your personal responsibilities and informs what you must and must not do. It is recognised that it is impossible to define precise rules covering all *Internet/Intranet* activities available and adherence should be undertaken within the spirit of the policy to ensure productive use is made of the facility. The Policy establishes a framework within which users of the Authorities *Internet/Intranet* facility can apply self-regulation to their use as a research, communication and recording tool. This policy updates the Authorities *Internet/Intranet* Policy, Acceptable Use *Internet/Intranet* Access Guidelines and replaces all locally agreed *Internet/Intranet* usage policies.

3.2.7 IT Remote Access for Third Parties Policy revised and to include A1

The purpose of this policy is to define standards for connecting to the Authorities network from any host. These standards are designed to minimise the potential exposure to the Authorities from damages which may result from unauthorised use of the Authorities' resources. Damages include the loss of sensitive or Council confidential data, intellectual property, damage to public image, damage to The Authority's critical internal systems, etc.

3.2.8 Portable Devices Policy – revised

The purpose of this policy is to define standards for using Portable equipment. The proliferation of mobile computing devices has facilitated increased flexibility and mobile working for the Authority. These procedures aim to cover the security of portable computing devices which are currently in use across the Authority.

N.B - Please note that although mobiles and smart phones are capable of mobile computing, such devices are covered more specifically in Bassetlaw District Council's Mobile Phone Policy, or A1 Housing's Mobile Phone Policy.

3.2.9 CCTV Code of Practice – new

The purpose of this document is to state the intention of both the owner and the manager, on behalf of the partnership as a whole and as far as is reasonably practicable, to support the objectives of the Bassetlaw CCTV System, (hereafter referred to as 'The System') and to outline how it is intended to do so.

3.2.10 Data Quality Policy – revised to include A1

Good data quality is required for any organisation to plan, make its key decisions, and deploy its resources and for the smooth operation of its operations. Data quality can mean different things depending on your role within the council but fundamentality business analysis or business intelligence is reliant on the quality of the data used and this can be affected by the way it is:

- Captured
- Entered
- Stored
- Managed

The process of data quality assurance verifies the reliability and effectiveness of data.

Managing data quality requires a periodical approach and typically involves updating, standardising and cleansing of records.

3.2.11 Mobile Phone Policy – revised

Mobile phones have become an essential tool for non-office based employees as they can help to increase productivity as well as improving staff safety. They are however, expensive to operate and it is therefore imperative that the cost of providing a connection is always weighed against the benefits it will provide.

3.2.12 Retention Policy – new

As a local authority we must be consistent in the way we handle, share and dispose of our information, to undertake effective management of all types of records and information, particularly keeping them organised, accessible and secure for the purpose they were obtained, and only for as long as they are needed. These guidelines will assist Bassetlaw District Council in meeting local needs whilst providing a consistent approach to record keeping across Government. The Council has made a commitment to be an open and transparent organisation, and having robust retention policies and procedures ensures that members of the public understand what information the Council holds and for how long it is kept for. This Retention Policy applies to all information the Council processes regardless of how it was created or received or the way in which the information is stored. This policy applies to information and data in electronic and physical formats.

3.2.13 Transparency and Open Data Policy – revised to include A1

The Transparency agenda is an evolving one. Bassetlaw District Council will respond to best practice as it develops whilst also taking a proactive approach to reviewing current practice and pursuing higher standards.

This guidance will be kept under review and will be regularly updated in order to reflect national government requirements as well as the Council's evolving and proactive approach.

3.2.14 Business Continuity Policy – revised to include A1

To define the principles and mechanisms for resilience planning, advanced preparedness, and management of incidents threatening the business continuity of the Council and A1 Housing as a result of failure to major elements of ICT Systems and Infrastructure.

3.2.15 Data Protection Policy – new

Bassetlaw District Council and A1 Housing, hereafter called The Authority's aim to ensure that personal information is treated lawfully and correctly. The lawful and correct treatment of personal information is extremely important in maintaining the confidence of those with whom the Authority deals and in achieving its objectives.

The Data Protection Act (DPA) applies to electronic and paper records containing personal data relating to living individuals who can be identified from the data.

The Authority fully endorses and adheres to the Data Protection principles.

3.2.16 Email Policy - revised

This policy covers how you should use the Authority's *Email* facilities. It outlines your personal responsibilities and informs you of what you must and must not do. It is recognised that it is impossible to define precise rules covering all *Email* activities available and adherence should be undertaken within the spirit of the policy to ensure productive use is made of the facility. The Policy establishes a framework within which users of Authority's *Email* facilities can apply self-regulation to their use as a communication and recording tool.

3.3 The fundamental objectives in introducing the above policies are to:

- ensure that the Council is clear in its approach to the deployment of information technology and requirements and responsibilities placed on those using it;
- safeguard the Council from risk of security breaches in its data and systems set up, maintenance and management;
- ensuring the Council's legal obligations are met;
- ensure that staff understand the rules and requirements in using information technology and processing, storing, protecting and destroying data, and set out the consequences of a failure to observe those rules and requirements.

3.4 It should be noted that there are no changes to terms and conditions associated with the introduction of the policies, and therefore they are not a matter for consultation and negotiation. However as part of raising awareness they have been the subject of discussion with the Branch Secretary and it was felt important to inform the JEC of their introduction.

3.5 The policies will be reported to Audit and Risk Scrutiny Committee on 17 September, after which they will be introduced.

3.6 As the policies are so numerous, work is currently being undertaken to ensure that their communication is appropriate and relevant. As such, a short summary document is being worked up which will be used to inform staff of the introduction of the new policies and signpost them to the full documents as appropriate.

4. **Implications**

a) For service users.

Data security is extremely important to ensure that service users are not placed at risk due to the processing of their personal data.

b) Strategic & Policy

The policies support the corporate aim: A Resilient Local Authority.

c) Financial – Ref: 16/480

None arising directly from this report.

d) Legal – Ref: 269/09/15

The introduction of these policies demonstrates that the legal obligations placed upon the Council have been appropriately considered and measures put in place to ensure they are met.

e) Human Resources

Communication of the policies in an appropriate manner will be important in ensuring staff understand their obligations and responsibilities, and to safeguard them against security breaches.

f) Community Safety, Equal Opportunity, Environmental

None arising directly from this report.

g) This is not a Key Decision.

5. Options, Risks and Reasons for Recommendations

Option 1

To note the contents of this report and record support for the proposals for communication of the new policies.

Option 2

To note the contents of this report and propose alternatives to the proposed communication plan.

6. Recommendations

That the JEC adopts Option 1 in paragraph 5 above, which is: “To note the contents of this report and record support for the proposals for communication of the new policies.”

Background Papers

Location

None

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

17 SEPTEMBER 2015

REPORT OF THE HR SERVICE MANAGER

EMPLOYEE SURVEY

Cabinet: Leader of the Council
Contact: Karen Childs
Ext. 3121

1. Public Interest Test

1.1 The author of this report has determined in preparing this Report that the contents are not of a confidential nature.

2. Purpose of the Report

2.1 To inform members of the Joint Employee Council of proposals to undertake an employee survey for 2015.

3. Background and Discussion

3.1 The Council has historically undertaken a number of corporate wide Employee Surveys, the last one being completed in November 2012.

3.2 Employee surveys are useful to periodically measure employee opinions and attitudes in regard to a range of factors relating to their job and the Council as a place to work. This is particularly important when an organisation goes through periods of change, as this can impact on employees at work in a range of ways. A summary of the benefits a survey can bring include:

- Staff recognise that they are valued if their opinions are sought, listened to and acted upon, more valued staff feel more motivated and motivated staff perform more productively;
- The results of the survey will provide valuable information as to how well key Council policies, practices and initiatives are working in terms of ensuring staff are equipped with the knowledge, information and support they need to feel motivated at work and maximise their potential performance;
- Analysis of the results will show any key trends or issues which energies and resources should be directed towards in the future, in terms of improvements and/or particular initiatives at work.

3.3 Furthermore, members of the Joint Employee Council have in recent meetings raised concerns regarding anxiety and stress, and an employee survey is one way of identifying whether there are factors at work which may be a cause of workplace stress.

3.4 As a consequence, the employee survey questionnaire has been reviewed and amended in partnership with trade union colleagues, with the aim of retaining the format used in the last survey, which generated a response rate of 62.5% which is extremely high. In undertaking the review many questions remain the same or sufficiently similar to enable comparison with previous results. The survey also reflects the key areas of potential workplace stress identified by the Health and Safety Executive. These are known as the Management Standards and are:

- **Demands** – this includes issues such as workload, work patterns and the work environment.
- **Control** – how much say the person has in the way they do their work.
- **Support** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **Relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **Role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- **Change** – how organisational change (large or small) is managed and communicated in the organisation

A copy is attached at Appendix 1.

3.5 In terms of timescales, a deadline for completion of the questionnaire is proposed of 30 November 2015. The results will then be analysed and reported to a future JEC meeting for consideration.

4. **Implications**

a) For service users.

None.

b) Strategic & Policy

Communication and listening to staff is a key component of ensuring an engaged workforce, which in turn improves productivity and supports the corporate aim: A Resilient Local Authority.

c) Financial – Ref: 16/133

None.

d) Legal – Ref: 267/09/2015

None.

e) Human Resources

As detailed throughout this report.

- f) Community Safety, Equal Opportunity, Environmental

Questions in the survey are discreetly designed with equalities considerations in mind to ensure that any areas requiring attention are identified. This includes, for example, questions around respect at work, work life balance, access to training and how to raise concerns.

- g) This is not a Key Decision.

5. Options, Risks and Reasons for Recommendations

Option 1

To note the contents of this report and appendix and record support for the proposed employee survey and timetable.

Option 2

To note the contents of this report and appendix and propose alternatives to the proposed employee survey and timetable.

6. Recommendations

That the JEC adopts Option 1 in paragraph 5 above, which is: "To note the contents of this report and appendix and record support for the proposed employee survey and timetable."

Background Papers

Location

None



BASSETLAW
DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

**“IMPROVING THE COUNCIL”
We’re Listening..... Survey**

The information contained in this survey will remain **COMPLETELY CONFIDENTIAL**.

The questions ask for your valued views and opinions. The date for completion is **30 November 2015**.

Listed below is a series of statements. Please indicate the degree to which you agree or disagree with each of them by placing a ✓ in only one of the columns.

The Council

1. I know and understand what the Council is trying to achieve and why.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

2. The Council is a good employer

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

3. I feel that different parts of Bassetlaw District Council are working well together.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

4. I am kept informed about what is going on in the Council generally

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

5. I am consulted about change that affects me personally.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

Your Job

6. I know and understand what is expected of me in my job.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

7. I feel that the work I do is valued.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

8. I feel I can discuss with my Manager day-to-day work and problems that arise, and get help when I need it.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

9. I have some say over the way I work.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

10. I get all the information I need to do my job

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

Your Work Environment

11. I feel the Council provides support to help keep a balance between work and home responsibilities.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

12. I get the respect and support I need from colleagues.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

13. I am able to take a break.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

14. I feel the Council provides support to help keep a balance between work and home responsibilities.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

15. I know how to access information to address any concerns I may have about how I am treated.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

Learning and Development

16. The training I have received while working at the Council has helped me do my job more effectively

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

17. I have had an appraisal in the last 12 months, where I could have a say in what/how work gets done.

Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree

About Yourself

These will be used to compare opinions between different groups of employees. They **will not** be used to identify individuals.

14. Are you male or female?

- Male
 Female

15. Do you consider yourself to have a disability?

- Yes
 No
 Prefer not to say

16. Please indicate your ethnic origin (tick as appropriate)

Asian or British Asian

- Bangladeshi
 Indian
 Pakistani
 Other Asian Background

Black and Black British

- African
 Caribbean
 Other Black Background

Chinese

- Chinese

Mixed

- White and Asian
 White and Black Asian
 White and Black Caribbean
 Other Mixed Background

White

- British
 Irish
 Other White Background

Prefer not to disclose ethnic origin?

17. Please indicate your age (tick as appropriate)

- 16-24
 25-34
 35-54
 55+
 Prefer not to disclose age

Thank you for completing this questionnaire. Please return it to Jenny Rodriguez in Human Resources, via the Council's internal mail, if possible, otherwise via Royal Mail, in the pre-paid/addressed envelope provided.

Alternatively, you can email it to jenny.rodriquez@bassetlaw.gov.uk. If you choose to use this method, please be aware that your email address will identify you as the respondent; however your identity will not form part of the analysis of responses.

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

17th September 2015

Report of the Trade Union Side Representatives

Continuing Reviews of Internal Policies

Cabinet Member: Policy
Contact: Keith Circuit
Ext: 3431

1. Public Interest Test

- 1.1 The author of this report, Keith Circuit, has determined that the report is not confidential.

2. Purpose of the Report

- 2.1 To inform the Joint Employee Council of the work of the Policies Working Group and to seek agreement for these reviews to continue.

3. Background and Discussion

- 3.1 Members may be aware that the Policies Working Group has met regularly over the last few years to review and upgrade policies within the Council's portfolio. The Group previously consisted of the Head of HR, HR Business Partner and two members from the Trade Union Side.

- 3.2 This work is considered to be important by both management and the trade unions as it ensures a sound footing upon which to base the joint working that has proved successful over the past years.

- 3.3 With the recent retirement of the Head of Human Resources concern has been raised regarding the workload of the remaining members of the HR Unit and it is felt that this particular task should continue in order to keep policies up to date on an ongoing basis.

4. Implications

- a) For service users
None
- b) Strategic & Policy

None

- c) Financial - Ref: 16-242
None
- d) Legal – Ref: 276/09/15
None
- e) Human Resources
None
- f) Community Safety, Equalities, Environmental
None
- 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 support continuing reviews of policies within the Council with regular meetings of the Policy Working Group. A full timetable of policies to be reviewed could be agreed at the first meeting of the Group although the Trade Union side would like to see the process commence with a review of the Flexi-time Policy.

5.2 Option 2

To do nothing.

6. Recommendations

- 6.1 That the Joint Employee Council agrees option 1 above, to support continuing reviews of policies within the Council with regular meetings of the Policy Working Group.

Background Papers

Location

BASSETLAW DISTRICT COUNCIL

JOINT EMPLOYEE COUNCIL

17th September 2015

Report of the Trade Union Side Representatives

Provision of Bicycle Storage

Cabinet Member: Policy:
Contact: Keith Circuit
Ext: 3431

1. Public Interest Test

- 1.1 **The author of this report, Keith Circuit, has determined that the report is not confidential.**

2. Purpose of the Report

- 2.1 To seek the support of the Joint Employee Council to recommence the process of provision of a bicycle storage area for staff.

3. Background and Discussion

- 3.1 In the past a bicycle 'rack' was available for staff who wished to cycle to work. This rack was removed some time ago due to its' poor state of repair and has never been replaced. Not having any form of bicycle racking or parking area is not conducive in allowing people who wish to cycle to work to do so.

- 3.2 As a 'short-term' measure the area behind the Council's mailroom was made available for use for cycle storage but now, for both Health and Safety reasons and lack of space this area cannot be used.

- 3.3 Bicycles are expensive today and anyone wishing to cycle to work needs to feel confident that the place where their bicycle is left is both safe and secure. At the moment no such place exists. Demand for such a facility has increased since members of DWP have commenced work at Queen's Buildings.

- 3.4 Taking into account the extent of the building works etc. that are currently taking place at Queen's Buildings it may be an ideal opportunity for the existing Working Group to also take on this issue i.e. provision a bicycle store.

4. Implications

- a) For service users

None

- b) Strategic & Policy
None
- c) Financial - Ref: 16/206
None
- d) Legal – Ref: 275/09/15
None
- e) Human Resources
None
- f) Community Safety, Equalities, Environmental
None
- 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 recommence the process of investigating a suitable place and facility for members of staff who wish to cycle to work to leave their bicycles.

5.2 **Option 2**

To do nothing.

6. **Recommendations**

- 6.1 That the Joint Employee Council agrees option 1 above, to recommence the process of investigating a suitable place and facility for members of staff who wish to cycle to work to leave their bicycles.

Background Papers

Location