



**Bassetlaw**  
DISTRICT COUNCIL  
— North Nottinghamshire —

# JOINT EMPLOYEE COUNCIL

## AGENDA

Meeting to be held in the  
Ceres Suite,  
Worksop Town Hall, S80 2AH  
on Wednesday, 9<sup>th</sup> December 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**

**Wednesday, 9<sup>th</sup> December**

### **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 17<sup>th</sup> SEPTEMBER 2015 \* (pages 7 - 12)
4. MINUTES FOR ACTION \* (page 13 - 14)
5. OUTSTANDING MINUTES LIST \* (page 15)

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

#### **Key Decisions**

None

#### **Other Decisions**

6. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES\*
  - (a) Living Wage (pages 17 - 18)
  - (b) Employee Self Service (pages 19 - 22)
7. REPORT(S) OF THE TRADE UNION SIDE REPRESENTATIVES
  - (a) Council Stress Policy (pages 23 - 24)

*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**

8. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES \*
  - (a) Pay and Grading Review (pages 25 - 30)
  - (b) Review of Agency Workers (pages 31 - 34)
9. ANY OTHER BUSINESS WHICH THE CHAIR 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 INTEREST**

**COMMITTEE** .....

**DATE** .....

**NAME OF MEMBER :** .....

**Type of Interest**

- 1. **Disclosable Pecuniary**
- 2. **Non Pecuniary**

Agenda Item No.	REASON *	Type of Interest (1 or 2)
<b>Signed</b>		
<b>Dated</b>		

**Note:**

\* When declaring an interest you must also state the nature of your interest.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

## 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 Thursday, 17<sup>th</sup> September 2015 at Worksop Town Hall**

**Present:**

Employer's Representatives:

Councillors C Entwistle, J Evans and D Pidwell.

Employee Representatives:

K Circuit (Vice in Chair)  
P Rodgers, T Roe, T Walstow and J Whalley.

Officers in attendance: S Brown, K Childs and C Crossland.

(Meeting commenced at 3.05 pm.)

(The Chair welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure. He also enquired as to whether any member of the public wished to film/record the meeting or any part thereof; however, there were no members of public present.)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Greaves.

**2. 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.

**3. MINUTES OF MEETINGS HELD ON 10<sup>TH</sup> JUNE 2015**

**RESOLVED** that the Minutes of the meetings held on 10<sup>th</sup> June 2015 be approved.

**4. MINUTES FOR ACTION**

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

**5. OUTSTANDING MINUTES**

**RESOLVED** that the Outstanding Minutes be received.

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

**Key Decisions**

None.

## **Other Decisions**

### **6. REPORT(S) OF THE DIRECTOR OF CORPORATE RESOURCES**

#### **(a) ICT Policies**

Members were presented with a report to inform them of the review and introduction of a comprehensive range of ICT policies. The policies will be reported to Audit and Risk Committee on 17<sup>th</sup> September.

The Council and A1 Housing have entered into a shared arrangement for ICT and this has presented an opportunity to review ICT policies. The Council has a wide range of IT services and equipment. The Council hold a significant amount of data and the misuse of such data would have significant implications. Policies have been developed to provide guidance.

Members were advised that the trade unions have been consulted as part of the review and are supportive of the policies.

It was noted that staff will need to be made aware of the policies and appropriate training and support will be provided.

Questions were asked in relation to social media policies and temporary and agency employees. Members were advised that employees are not prevented from using social media in their own time however there are guidelines about how employees conduct themselves. In relation to temporary and agency staff ICT policies would be covered as part of the induction process.

#### **RESOLVED that:**

1. The contents of the report be noted and support be recorded for the proposals for communication of the new policies.
2. Awareness of social media policies be increased.

### **7. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES**

#### **(a) Employee Survey**

Members were presented with proposals to undertake an employee survey for 2015. Employee surveys are periodically carried out to measure employee views. The last survey was undertaken in November 2012.

The HR Service Manager explained that it is important to gather employee opinions of the organisation and their working environment. Where appropriate, resources can then be used to tackle any issues raised and the outcomes can inform future work plans.

The HR Service Manager reflected that concerns about stress in the workplace had been discussed at previous meetings. and so the questionnaire had been reviewed to incorporate questions to measure workplace stressors. The proposed survey reflects the six HSE management standards which take into account typical stressors.

It was proposed to issue the questionnaire to all employees and give a deadline of 30<sup>th</sup> November for completion. The results will be analysed and reported to a future meeting.



Members asked questions/ raised issues in relation to the following:

- The questions about the employee's role places a lot of responsibility on the employee.
- Can the questionnaire be made compulsory?
- Why do some employees not want to complete the survey?
- The questions do not relate to stress levels.
- Employees may not be honest.
- Time needs to be given to manual workers to complete the questionnaire.
- Consideration could be given to a text box for employees to give opinions.
- Is the 'about yourself' section compatible with the Equality Act?

In response to questions raised Members were advised that the questionnaire is anonymous to encourage completion, but for the same reason it would be hard to enforce completion. The questions reflect the HSE management standards which are designed to relate to stress levels, and have been agreed with the trade unions. Benchmarking has been carried out with other authorities and the level of response to the previous questionnaire was very high in comparison

**RESOLVED** that:

1. The contents of the report and appendix be noted and support be recorded for the proposed employee survey and timetable, subject to the consideration of comments and suggestions made.
2. The results of the survey be reported to a future meeting.

## **8. REPORT(S) OF THE TRADE UNION SIDE REPRESENTATIVES**

### **(a) Continuing Review of Internal Policies**

Members were presented with a report to inform them of the work of the Policies Working Group and to seek agreement for the reviews to continue.

With the recent retirement of the Head of Human Resources and the workload of the HR Team there was a concern that the Group should continue in order to keep policies up to date.

The increased workload of the Team was acknowledged due to the commencement of the Equal Pay and Grading Review. It was felt that a timetable to review policies should be drawn up and was suggested that the Flexi Time Policy should be reviewed first.

The HR Service Manager agreed that it is important that Group continue to review policies and work together to agree a timetable.

**RESOLVED** that Joint Employee Council supports continuing reviews of policies within the Council with regular meetings of the Policies Working Group.

### **(b) Provision of Bicycle Storage**

Members were presented with a report which sought support to recommence the process of provision of a bicycle storage area for staff.

Previously a cycle rack was available for staff who wished to cycle to work. The rack was removed some time ago and has not been replaced. Employees who cycle to work would like a safe place to store their bicycle and it is also an opportunity to encourage people to cycle to work.

It was suggested that the provision of a bicycle store be looked at in conjunction with the Queen's Buildings accommodation review.

It was suggested that lockable storage needs to be looked at as bicycles can be expensive. It was also suggested that shower facilities need to be considered.

Members were advised that bicycle storage provision was a recommendation from an Overview and Scrutiny Committee review some time ago and is monitored on the Covalent system.

**RESOLVED** that:

1. The process of investigating a suitable place and facility for members of staff who wish to cycle to work to leave their bicycles be recommenced in conjunction with the Queen's Buildings accommodation review.
2. The issue be raised at the next meeting of the Accommodation Review Group.
3. An update on progress be given at the next meeting of the Joint Employee Council.

#### 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) – Pay and Grading Review – Paragraph 4

Agenda Item 10(a) - Review of Agency Workers and Workforce Data – Paragraph 4

#### **SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

##### **Key Decisions**

None.

##### **Other Decisions**

#### 10. REPORT(S) OF THE CHIEF EXECUTIVE

##### (a) Pay and Grading Review

Members were presented with a report which outlined the Council's intended approach to completing the Equal Pay Review. Details of the proposed timetable were given.

It was noted that communication is key aspect and a copy of a letter to all employees was appended to the report. A series of joint communications have been scheduled.

Questions were in asked in relation to the review of terms and conditions, pay protection and the budget available to complete the review. A suggestion was made for a portal on the Council's Intranet to include relevant information.

**RESOLVED** that;

1. The contents of the report be noted and support for the project and timetable be recorded.

2. An update on the budget position for the Review be given at the next meeting.

## 11. 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 1<sup>st</sup> April 2015 to 30<sup>th</sup> June 2015. Information regarding the number of temporary staff, staff with flexible working arrangements, the number of casual workers employed who have been previously employed by the Council and the number of consultants during the period was appended to the report.

Questions were asked in relation to the living wage; the possibility of operating a bank of staff; Markets; Benefits; and Legal and Licensing. Updates were given on individual posts.

A question was asked regarding the recent recruitment of a Market Labourer. The HR Service Manager advised that she would find out further information and update K Circuit.

### **RESOLVED** that:

1. The report be noted and option 1 be approved, to monitor the use of agency working by requiring managers to complete the quarterly monitoring form.
2. K Circuit be given an update on the recent recruitment of a Market Labourer.
3. Future reports to include a comparison of agency workers over a twelve month period.

## 12. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

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

(Meeting closed at 4.35pm)



**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**JOINT EMPLOYEE COUNCIL**

17/09/15

FROM: Democratic Services Officer      TO: HRSM= HR Service Manager  
HCS = Head of Corporate Services  
CE = Chief Executive

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

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**6. REPORT(S) OF THE DIRECTOR OF CORPORATE RESOURCES**

(a) ICT Policies

**RESOLVED** that:

1. The contents of the report be noted and support be recorded for the proposals for communication of the new policies.
2. Awareness of social media policies be increased.

**HCS**

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

(a) Employee Survey

**RESOLVED** that:

1. The contents of the report and appendix be noted and support be recorded for the proposed employee survey and timetable, subject to the consideration of comments and suggestions made.
2. The results of the survey be reported to a future meeting.

**HRSM**

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**8. REPORT(S) OF THE TRADE UNION SIDE REPRESENTATIVES**

(a) Continuing Review of Internal Policies

**RESOLVED** that Joint Employee Council supports continuing reviews of policies within the Council with regular meetings of the Policies Working Group.

(b) Provision of Bicycle Storage

**RESOLVED** that:

1. The process of investigating a suitable place and facility for members of staff who wish to cycle to work to leave their bicycles be recommenced in conjunction with the Queen's Buildings accommodation review.

2. The issue be raised at the next meeting of the Accommodation Review Group.
  3. An update on progress be given at the next meeting of the Joint Employee Council.
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**10. REPORT(S) OF THE CHIEF EXECUTIVE**

- (a) Pay and Grading Review

**RESOLVED** that:

1. The contents of the report be noted and support for the project and timetable be recorded.
2. An update on the budget position for the Review be given at the next meeting.

**CE**

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**11. 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 monitor the use of agency working by requiring managers to complete the quarterly monitoring form.
2. K Circuit be given an update on the recent recruitment of a Market Labourer.
3. Future reports to include a comparison of agency workers over a twelve month period.

**HRSM**

**JOINT EMPLOYEE COUNCIL****9<sup>th</sup> December 2015****OUTSTANDING MINUTES LIST****Members please note that the updated positions are shown in bold type following each item.***(HRBM= HR Business Manager)*

<b><u>Min. No.</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>	<b><u>Decision</u></b>	<b><u>Officer Responsible</u></b>
7(a)	17.09.15	Employee Survey	2. The results of the survey be reported to a future meeting. <b>Report to be presented to a future meeting.</b>	<b>HRBM</b>
8(b)	17.09.15	Provision of Bicycle Storage	3. An update on progress be given at the next meeting of the Joint Employee Council. <b>Verbal update to be given at the meeting.</b>	<b>HRBM</b>
10(a)	17.09.15	Pay and Grading Review	2. An update on the budget position for the Review be given at the next meeting. <b>Verbal update to be given at the meeting.</b>	<b>HRBM</b>





**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**9 DECEMBER 2015**

**REPORT OF HR SERVICE MANAGER**

**LIVING WAGE**

Cabinet: Policy  
Contact: Karen Childs  
Ext. 4123

**1. Public Interest Test**

1.1 The author of this report has determined that the report is not confidential.

**2. Purpose of the Report**

2.1 To provide an update to the members of the Joint Employee Council regarding the Council's Living Wage status, and propose that the Council adopts the revised Living Wage rate with effect from 1 April 2015.

**3. Background and Discussion**

3.1 Members will recall that the Living Wage was adopted within the Council with effect from April 2013. The impact of this Cabinet decision is that all of the Council's staff, including casual workers, earn a living wage for the hours they do from that date. This benefits around 44 staff, the figures fluctuating through the year due to staff turnover.

3.2 In October 2013, Bassetlaw District Council became the first Council in Nottinghamshire, and the second in the East Midlands, to secure Living Wage accreditation.

3.3 The national Living Wage rate is reviewed on an annual basis by the University of Loughborough, using focus groups to agree a minimum acceptable family budget for 9 different household types. (There is a separate calculation for the London Living Wage).

3.4 On 2 November 2014 the new Living Wage rate was announced as £8.25 per hour (up by 40p from £7.85 per hour). The Council's scheme provides that each year the new rate will be considered by Cabinet, for a decision on whether the Council should adopt the new Living Wage rate, and if so, that it be adopted with effect from the subsequent 1 April.

3.5 At an individual level, the impact for an employee working full time is that their pay would increase by approximately £771 per year.

**4. Implications**

a) For service users

None arising from this report.

b) Strategic & Policy

The adoption of the Living Wage is a high priority for this Council and contributes to the achievement of the Corporate Plan Ambition No 1 : A Viable Co-operative Council.

c) Financial – 16 464

A contingency amount has been built into the provisional budget for 2016/17 in anticipation of an increase in the Living Wage rate. The contingency is sufficient to fund this increase of 40p per hour on the rate.

d) Legal – 324/12/15

There is no legal obligation to adopt the Living Wage and therefore no specific legal implications.

e) Human Resources

The adoption of the Living Wage is discretionary (in that it is subject to Cabinet approval each year) and if maintained will apply to all eligible employees and casual workers.

f) Community Safety, Equal Opportunity, Environmental

The eligibility criteria will be applied equally to all staff.

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

Not applicable.

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

**5.1 Option 1**

To note the contents of this report and support a recommendation to Cabinet to adopt the new Living Wage rate.

**5.2 Option 2**

To note the contents of this report and not support a recommendation to Cabinet to adopt the new Living Wage rate.

**6. Recommendations**

5.2 That the Joint Employee Council supports a recommendation to Cabinet to adopt the new Living Wage rate.

**Background Papers**

**Location**

None

**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**9 DECEMBER 2015**

**REPORT OF THE HR SERVICE MANAGER**

**EMPLOYEE SELF SERVICE**

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 for the roll out of Employee Self Service to staff.

**3. Background and Discussion**

- 3.1 Early in 2013, the Council and A1 Housing took the decision to procure a new HR and payroll system. This was in recognition of the fact that the current payroll system was nearing end of life, including its hosting, needed replacing. Furthermore there was in place no HR system to effectively capture and maintain employee data. The advantages in introducing an integrated HR and payroll system shared by both organisations were identified at the outset, including that it would:

- Provide a system for the effective management of establishment and employee data, including production of a suite of management reports and the facility to produce bespoke reports as needed;
- Eliminate significant duplication in data capture and maintenance;
- Improve workflows and eliminate inefficient processes;
- Include a manager self-service portal to provide access to establishment and employee data and reports, which will assist with managing staff and business planning processes;
- Include an employee self-service portal for staff to effectively manage aspects of their employment including, for example, updating of personal information, requesting leave, reviewing objectives and training.
- Include mobile technology options for staff who do not have access to a computer or prefer to use phones and tablets to access the employee self-service.

3.2 The system procured is known as “iTrent” and is the subject of ongoing development. The core HR and payroll aspects went live on 1 April 2015, and since then work has been taking place to prepare for the launch of the Employee Self Service and People Manager modules.

Employee Self Service will allow staff to directly access key information, and update certain aspects of their records. This includes the ability currently to:

- Check personal details for accuracy
- Add new address and contact details
- Add and update emergency contact and next of kin details
- View current and previous payslips, and print off if required
- Submit mileage and expense claims directly into the system, for online authorisation by the manager
- Request annual leave and other leave, for online authorisation by the manager
- View absence calendars
- View sickness records
- View their position details including working pattern and reporting manager.

3.3 Further development is scheduled to take place over the next few months to build additional modules which will provide access to appraisal and learning and development information, and to apply for jobs.

3.4 Access is via the web, and consequently this enables access via computers and laptops, but also by use of mobile technology including tablets and smart phones. This was an important factor in considering different providers, to ensure that staff who do not routinely use a computer for work purposes are able to use the service.

3.5 The People Manager module provides management information such as structural information and post holders, sickness information, annual leave records, etc, and enables the online authorisation of leave and claims, as explained above.

3.6 Both the Employee Self-Service and People Manager modules are being piloted during November and December with teams from both organisations, as follows:

<b>Bassetlaw District Council</b>	<b>A1 Housing</b>
ICT (shared service with A1)	Housing
Environmental Health	Plumbers
Vehicle Maintenance	Finance

3.7 Feedback from this pilot will inform the ongoing build of iTrent and the development of comprehensive user guides, in preparation for the full launch. Assuming the pilot goes well, this is planned for early in 2016. This date will be reviewed if necessary to ensure a successful launch, if more significant development work is identified through the pilot.

3.8 A screenshot of the Employee Self Service home page is attached at Appendix 1, to give a feel for the site and the user options.

#### **4. Implications**

- a) For service users.

None directly from this report

- b) Strategic & Policy

The development of an integrated HR and payroll system with Employee Self Service and People Manager modules links to the strategic priority: A Resilient Local Authority. It is consistent with the Council's strategy to establish digital by default solutions, recognising the considerable advantages of such an approach in terms of efficiencies.

- c) Financial – Ref: 16 261

None directly from this report.

- d) Legal – Ref: 326/12/15

None directly from this report.

- e) Human Resources

As detailed throughout this report.

- f) Community Safety, Equal Opportunity, Environmental

The procurement of the system took account of the need to ensure all staff could access the Employee Self Service option by ensuring its operation over a variety of platforms.

- 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, which is for information only.

#### **6. Recommendations**

- 6.1 That the Joint Employee Council note the contents of the report and appendix, which is for information only.

#### **Background Papers**

#### **Location**

None

Bassetlaw DISTRICT COUNCIL

Personal Absence Pay & Benefits Employment

Hello Karen

You last logged in 5 minutes ago

Quick links

- Book a holiday
- New - Time & Expenses claim entry
- Show my latest payslip
- View my contact details
- Check my holiday balance
- Show my outstanding Time & Expenses claims
- Update my bank details
- More links from self service...

100%

11:32  
12/11/2015

**BASSETLAW DISTRICT COUNCIL**

**JOINT EMPLOYEE COUNCIL**

**9<sup>th</sup> December 2015**

**Report of the Trade Union Side Representatives**

**Council Stress Policy**

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 approval from the Joint Employee Council to commence work on a new / updated Stress Policy as soon as is practicably possible.

**3. Background and Discussion**

- 3.1 The Council currently has a Workplace Stress Management Policy in place but this has not been updated or reviewed since January 2002.
- 3.2 The Council is shortly due to undertake an employee survey with (at least) part emphasis on stress and how it is currently affecting the Council's workforce.
- 3.3 Following collation of the results of the survey it is recommended that the existing Policy is reviewed and extended to form a full stress policy for the Council.

**4. Implications**

- a) For service users  
None
- b) Strategic & Policy  
None
- c) Financial - Ref: 16/475
- d) Legal - 332/12/15

- 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 the review and modernisation of the Council's existing Workplace Stress Management Policy following the forthcoming employee survey.

5.2 Option 2

To do nothing.

**6. Recommendations**

- 6.1 That the Joint Employee Council supports the review and modernisation of the Council's existing Workplace Stress Management Policy following the forthcoming employee survey .

**Background Papers**

**Location**