



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

JOINT EMPLOYEE COUNCIL

AGENDA

Meeting to be held in the
Ceres Suite,
Worksop Town Hall, S80 2AH
on Wednesday, 13th July 2016
at 3.00pm

(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 2016/17

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, 13th July 2016

AGENDA

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN
2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages (Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
5. MINUTES OF MEETING HELD ON 10TH MARCH 2016 * (pages 7 - 12)
6. MINUTES FOR ACTION * (pages 13 - 14)
7. OUTSTANDING MINUTES LIST * (page 15)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None

Other Decisions

None

Exempt Information Items

The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.

SECTION B - ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None

Other Decisions

8. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES *
 - (a) Pay and Grading Review (pages 17 - 24)
 - (b) Annual Leave (pages 25 - 28)
 - (c) Review of Agency Workers (pages 29 - 33)
9. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

- * Report attached
- + Verbal report

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.)

D R A F T

JOINT EMPLOYEE COUNCIL

Minutes of the Meeting held on Thursday, 10th March 2016 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors C Entwistle, J Evans, D G Pidwell and J White.

Employee Representatives:

K Circuit (Vice-chair in chair), R Parr, P Rodgers and T Walstow; also A Smith (observer).

Officers in attendance: K Childs, J Hamilton and R Theakstone (Agenda Item Nos. 6(a), 6(b) and 8(a) only).

(Meeting commenced at 3.10pm.)

(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.)

34. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M T Gray and S A Greaves.

35. 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.

36. MINUTES OF MEETING HELD ON 9th DECEMBER 2015

RESOLVED that the Minutes of the meeting held on 9th December 2015 be approved.

37. MINUTES FOR ACTION

Members were advised that bicycle storage is to be provided at Queen's Buildings, although there will not be any provision for shower facilities as additional funding would be required.

RESOLVED that the Minutes for Action be received.

38. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Hate Crime Policy

Members were presented with a proposed Hate Crime Policy which will be presented to Cabinet for approval once finalised. The draft Policy was appended to the report for comments from members of the Joint Employee Council.

A model policy had been produced by the Hate Crime Executive Group for all local authorities in Nottinghamshire to adapt, and subsequently adopt, as a result of their commitment to a 'Hate Crime Pledge' for Nottinghamshire.

A further initiative is that 'Prevent' training is mandatory for all employees of local authorities, and this has already been undertaken by Bassetlaw District Council employees.

RESOLVED that the draft Hate Crime Policy, as appended to the report, be noted.

40. CHANGE OF AGENDA ORDER

To accommodate the attendance of the Director of Corporate Resources, it was proposed that Agenda Item No. 8(a) – Queen's Buildings, Security, be brought forward.

RESOLVED that Agenda Item No. 8(a) – Queen's Buildings, Security, be brought forward on the Agenda.

41. 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 1, and therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No.8(a) – Queen's Buildings - Security – Paragraph 1

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

42. REPORT(S) OF THE EMPLOYEES' REPRESENTATIVES

(a) Queen's Buildings - Security

Members were informed of the health and safety concerns of staff with regard to the recent vandalism at Queen's Buildings and potential flaws with security were highlighted. These

issues had been raised with the Director of Corporate Resources who had given a very comprehensive response highlighting proposed and implemented actions, and these were listed at Paragraph 3.5 of the report.

Implications of the recent vandalism and their impact on employees was discussed, together with remedial action being taken to assist both management and employees.

RESOLVED that the position and acting being taken to prevent further acts of vandalism in Queen's Buildings be noted.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Queen's Buildings Project

The Director of Corporate Resources updated members of the Joint Employee Council on the Queen's Buildings project, as follows:

- There is a security presence from 7.30am and the building is alarmed from 7.30pm.
- The entrance lobby area is not yet complete.
- The ground floor is complete and it is now 12 months since the DWP took occupation.
- Staff from the first floor have been moved to the portakabins in the courtyard.
- The DWP Fraud Team occupies the first self-contained office on the first floor.
- The rest of the first floor has been emptied and inner walls removed, ready for cabling/electrical/telephony works.
- Desks have been ordered and the first floor should be ready for occupation by April.
- The Heads of Regeneration and Neighbourhoods are drafting the layout for the first floor.
- Staff from the second floor will then decant to the portakabins for work to commence on the second floor.
- The third floor will follow, with completion of the project by the end of the 2016/17 financial year.

The issue of storage was raised by an Employee Representative as certain files must legally be retained for six years.

The Director of Corporate Resources reported that some storage is available but needs to be factored in when drafting layouts for each floor. Scanning and archiving documents is being pursued. Storage is also available at external locations e.g. 73 Bridge Street, although other locations are not particularly suitable e.g. Brewery Yard.

The Chair thanked the Director of Corporate Resources for the update.

RESOLVED that the update on the Queen's Buildings project be noted.

(b) Employee Survey Results 2015/16

Members were presented with the results of the 2015/16 Employee Survey which incorporated questions to measure workplace stress. The 2015/16 followed a similar

format to that adopted in 2012/13 and had a 58.2% response rate. Results of the survey were appended to the report.

The survey shows a positive and pleasing trend with the majority of areas showing an improvement, reinforcing the findings of the Peer Review undertaken in October 2014.

Comments and suggestions were invited from members of the Joint Employee Council which will inform further discussions about the outcomes and actions. The Chair commented that the results were positive.

Actions and timescales to address specific areas of concern will be discussed by Management Team and regular joint HR and trade union meetings. It was noted that a similar survey will be undertaken in 2-3 years.

RESOLVED that the results of the employee survey be noted.

(c) Managing Employee Health and Wellbeing

Members were updated on sickness absence management and monitoring, progress with the implementation of the revised Managing Attendance Policy and Procedure, and existing and proposed measures in support of promoting employee health and wellbeing.

The outturn for the 2014/15 year was reported as 12.49 days per FTE, against a target of 8 days. At 31st December 2015, the figure stood at 9.66 days per FTE. Although both long-term and short-term absence has increased, no specific underlying reasons have been identified for the higher absence levels. There were a number of unfortunate but unrelated serious health issues and (non-work) accidents that significantly contributed to the figures.

A raft of measures has been introduced to assist the Council's approach to promoting health and wellbeing, and these were listed at Paragraph 3.7 of the report. To further support staff and ensure effective management of health issues, measures are being considered and these were outlined at Paragraph 3.9 of the report. Initiatives supported by Management Team will be introduced in accordance with the availability of resourcing. Monitoring of sickness absence will continue, and will be reported and communicated via established reporting mechanisms.

Issues raised/discussed by Employee Representatives and elected Members included:

- Mental health issues
- Initiatives to reduce musculoskeletal injuries/absences
- Comparison with neighbouring local authorities
- Impact of increased workloads/reducing resources
- Pre-employment medical assessments and possible adjustments for medical conditions
- Ageing workforce

It was noted that a Health and Wellbeing event is proposed for the Council's workforce, and it was suggested that sessions should be held at different locations and at different times to allow for all employees to attend.

RESOLVED that the report on sickness absence management be noted and the Council's approach to health and wellbeing matters be supported.

44. 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.7(a) – Review of Agency Workers – Paragraph 4

Agenda Item No. 7(b) – Pay and Grading Review – Paragraph 4

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

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

(a) Agency Workers

Members were updated on the use of agency workers and consultants for the period 1st January to 31st December 2015, with the data being appended to the report. Additional information was verbally reported.

The data and particular incidences were discussed by Employee Representatives and elected Members. It was noted that the costs of employing both agency workers and consultants are not yet known.

RESOLVED that:

1. The report on the use of agency workers and consultants be noted.
2. In order to seek to reduce the incidence of agency workers, managers be required to complete the quarterly monitoring form and data be reported to the Joint Employee Council.

(b) Pay and Grading Review

Members were updated on progress against the timetable for the completion of the Pay and Grading Review.

The HR Service Manager reported that the project is on track and the timetable, together with comments on progress to date, was outlined at Paragraph 3.2 of the report. A list of communications on the project was also listed at Paragraph 3.4 of the report. An update was given to all employees in January 2016 and the next one is scheduled for March 2016.

RESOLVED that the update on the Pay and Grading Review be noted.

46. 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 4.45pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

JOINT EMPLOYEE COUNCIL

10/03/16

FROM: Senior Democratic Services Officer TO: HRSM = HR Service Manager
(for forwarding to Unit Managers)

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

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

(a) Hate Crime Policy

RESOLVED that the draft Hate Crime Policy, as appended to the report, be noted.

42. REPORT(S) OF THE EMPLOYEES' REPRESENTATIVES

(a) Queen's Buildings - Security

RESOLVED that the position and action being taken to prevent further acts of vandalism in Queen's Buildings be noted.

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

(a) Queen's Buildings Project

RESOLVED that the update on the Queen's Buildings project be noted.

(b) Employee Survey Results 2015/16

RESOLVED that the results of the employee survey be noted.

(c) Managing Employee Health and Wellbeing

RESOLVED that the report on sickness absence management be noted and the Council's approach to health and wellbeing matters be supported.

HRSM

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

(a) Agency Workers

RESOLVED that:

1. The report on the use of agency workers and consultants be noted.
2. In order to seek to reduce the incidence of agency workers, managers be required to complete the quarterly monitoring form and data be reported to the Joint Employee Council.

HRSM / Unit Managers

(b) Pay and Grading Review

RESOLVED that the update on the Pay and Grading Review be noted.

JOINT EMPLOYEE COUNCIL

13th July 2016

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.
(HRSM= HR Service Manager)

<u>Min. No.</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
45(a)	10.3.16	Agency Workers	(2)In order to seek to reduce the incidence of agency workers, managers be required to complete the quarterly monitoring form and data be reported to the Joint Employee Council.	HRSM

See Agenda Item No. 8(c)

