

## **JOINT EMPLOYEE COUNCIL**

### **Minutes of the Meeting held on Wednesday, 24<sup>th</sup> October 2018 at Worksop Town Hall**

#### **Present:**

##### Employer's Representatives:

Councillors J Evans, M T Gray and J Sanger MBE.

##### Employee Representatives:

K Circuit (Chair)  
M Bassett, P Lee, A Smith and J Whalley.

Officers in attendance: K Childs and B Pinkney.

(Meeting commenced at 3.00pm.)

(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.)

#### **11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Entwistle, C Tindle, J White and Employee Representative T Walstow.

#### **12. 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.

#### **13. MINUTES OF MEETING HELD ON 11<sup>th</sup> JULY 2018**

**RESOLVED** that the Minutes of the meeting held on 11<sup>th</sup> July 2018 be approved.

#### **14. MINUTES FOR ACTION**

In relation to Minute No. 9(a) and (c) Members were advised that an update will be given during the meeting.

In relation to Minute No. 9(b) Members were advised that the car parking charges have been implemented and the use of salary sacrifices has been looked into but due to the cost of setting up the scheme and the changes to tax laws regarding salary sacrifice, there would be no benefit in this.

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

#### **15. OUTSTANDING MINUTES LIST**

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

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

### **Key Decisions**

None.

#### **16. REPORT OF THE HR SERVICE MANAGER**

##### **(a) Driving Policy and Procedure**

Members were presented with a report to introduce an initial draft driving policy and procedure. Members were advised that work has taken place on the policy following the fatal Glasgow incident. This was followed up by specific recommendations made up by the Local Government Association to identify as best practice a number of processes and checks.

Members were advised that Bassetlaw District Council has a driving policy in place for staff that drives Council-owned vehicles within Environment Services. However, many other areas in the Council have staff that drive council vehicles and their own vehicles to undertake council duties and activities. In addition to this, A1 Housing has now transferred to the Council which includes staff who are required to drive fleet vehicles.

As a result of this initial work has taken place involving representatives from HR and Environment Services Management to look at the existing policy with a view to developing a corporate policy which incorporates the key learning points and recommendations from the inquiry. This will be consulted upon and reviewed through the Policies Working Group.

Questions were raised regarding the maximum load permitted for any vehicle and the use of Council vehicles outside working hours if an emergency occurred. The HR Manger confirmed that these issues will be looked at through the Policies Working Group and confirmed that the circumstances surrounding potential misconduct issues are always looked into before disciplinary action is considered.

**RESOLVED** that Members note the contents of the report and the initial draft attached, and to carry out a period of consultation with a view to finalising the Driving Policy and Procedure for agreement at a future JEC.

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

### **Key Decisions**

None.

### **Other Decisions**

#### **17. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED** that, in accordance with Part 4 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) – Pay and Grading Review – Paragraph 4  
Agenda Item No.7(b) –Review of Agency Workers – Paragraph 4

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

### **Key Decisions**

None.

### **Other Decisions**

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

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

Members were given an update outlining progress on the Pay and Grading Review against the timetable to completion.

(Councillor J Evan left the meeting)

**RESOLVED** that the report be noted.

##### **(b) Agency Workers**

Members were updated on the use of agency workers and consultants for the period 1<sup>st</sup> April 2018 to 30<sup>th</sup> June 2018. The data was appended to the report with a years' worth of data for comparison.

The data was discussed by Employee Representatives and elected Members.

**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.

#### **19. 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 3.32pm.)