



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

JOINT EMPLOYEE COUNCIL

AGENDA

Meeting to be held in the
Ceres Suite,
Worksop Town Hall, S80 2AH
on Wednesday, 11th July 2018
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 2018/19

Councillors C. Entwistle, J. Evans, M. T. Gray, J. M. Sanger MBE and J. White

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

Administrator for this Meeting

Bethany Pinkney

JOINT EMPLOYEE COUNCIL

Wednesday, 11th July 2018

AGENDA

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN
2. NOMINATIONS FOR APPOINTMENT OF VICE-CHAIR
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages 5-6)
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
5. MINUTES OF MEETING HELD ON 18th APRIL 2018 * (pages 7-10)
6. MINUTES FOR ACTION * (page 11)
7. OUTSTANDING MINUTES LIST * (page 13)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

None.

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 15-18)
 - (b) Staff Car Parking (pages 19-24)
 - (c) Review of Agency Workers (pages 25-29)
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 533252 or by email:
bethany.pinkney@bassetlaw.gov.uk
-

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)
Signed		
Dated		

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.)

JOINT EMPLOYEE COUNCIL

Minutes of the Meeting held on Wednesday, 18th April 2018 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors C Entwistle, J Evans, M T Gray and J White.

Employee Representatives:

K Circuit (Chair)
M Bassett, R Parr 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.)

30. APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Sanger.

31. 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.

32. MINUTES OF MEETING HELD ON 24th JANUARY 2018

RESOLVED that the Minutes of the meeting held on 24th January 2018 be approved.

33. MINUTES FOR ACTION

In relation to Minute No. 26(a) members were advised that the policy has been agreed at Cabinet.

RESOLVED that the Minutes for Action be received.

34. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

35. REPORT OF THE EMPLOYER'S REPRESENTATIVES

(a) Sickness Policy and Procedure

Members were asked to consider the revised Sickness Policy and Procedure.

Members were advised of the current policy for managing sickness: "Managing Attendance Policy and Procedure" was introduced in 2016. It had been agreed that this policy would be renewed following a year of implementation.

The Policies Working Group has undertaken the review and has taken into account any feedback received from managers.

Members were advised of the outcomes following the feedback received.

The Policy has been renamed as "Sickness Policy and Procedure" in recognition that other aspects of absence are the subject of different policies.

Questions were raised regarding taking annual leave during sick leave. It was confirmed that this is encourage when returning back to work on a phas e return after long term sickness leave.

Employee Representative K Circuit raised his concern regarding the rise in sickness leave. Records of the sickness leave within different service areas from December 2017 were tabled. Members were advised that the concern had been raised at Joint Employee Council pre-agenda meeting. Following the meeting further clarification had been made regarding the procedure for sickness leave. It had been confirmed that the First Care system is used to log sickness leave; Human Resources can access these figures. Reports can be produced from the First Care system to analyse any trends that may be oc curring in sickness leave.

RESOLVED that the report be noted and the Sickness Policy and Procedure be agreed and recommended to Cabinet for adoption.

(b) Disciplinary Policy and Procedure

Members were asked to consider the revised Disciplinary Policy and Procedure.

Members were advised that the Council's current Disciplinary Policy and Procedure was introduced in 2014.

It was noted that the Disciplinary Policy and Procedure is being reviewed as part of a range of measures focussed on health and wellbeing of employees. Specifically in this case, the main change introduced is the "Fast Track" procedure. This provides for non-contentious cases to be dealt with more quickly, and is suitable when:

- Dismissal is not an appropriate potential outcome, and
- the employee accepts and does not contest the allegation(s), and
- management consider that a full investigation is not necessary.

Members were advised of the other changes that have been introduced as part of the review process.

An Employee Representative raised concern regarding the Fast Track process. It was confirmed that all areas will be investigated before a case goes through the fast track procedure.

RESOLVED that the report be noted and the Disciplinary Policy and Procedure be agreed and recommended to Cabinet for adoption.

(c) Resolution Policy and Procedure

Members were asked to consider the proposed Resolution Policy and Procedure which sets out a new approach to dealing with conflict in the workplace.

Members were advised that the Council currently has a Harassment and Bullying Policy and Procedure in place, which is designed to ensure that employees can raise concerns if they feel they have been bullied or harassed, and have them properly considered, investigated and addressed.

A review of cases raised under this Policy and Procedure has highlighted that, of 15 cases raised since 2004 and the present date, only one has been found to constitute harassment.

Members were advised that the Resolution Policy and Procedure is designed to enable workplace conflict to be dealt with at an early stage, and encourages staff to respond in a positive way.

The different resolution methods of the approach provided by the Resolution Policy and Procedure were outlined to members.

Members were advised that the development of the policy has been through the Policies Working Group. It is intended that this policy will replace the Harassment and Bullying Policy and Procedure.

Comprehensive training has been arranged for Human Resources Business Partners, Managers and Supervisors, and Trade Union Representatives. This is to help deal with conflict in the workplace whereby employees are encouraged and enabled to take responsibility for managing their own relationships.

An updated version of the Resolution Tips was tabled.

Members raised questions regarding how internal or external mediation is determined. It was confirmed that in most cases it will be internal mediation unless it is necessary to get an external mediator.

RESOLVED that the report be noted and the Resolution Policy and Procedure be agreed and recommended to Cabinet for adoption.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

36. 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) – 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

37. 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. Members were advised of the next stages of the review.

RESOLVED that the report be noted.

(b) Agency Workers

Members were updated on the use of agency workers and consultants for the period 1st October to 31st December 2017. 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.

38. 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 3.44pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

JOINT EMPLOYEE COUNCIL

18/04/18

FROM: 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:

35. REPORT OF THE EMPLOYER'S REPRESENTATIVES

(a) **Sickness Policy and Procedure**

RESOLVED that the report be noted and the Sickness Policy and Procedure be agreed and recommended to Cabinet for adoption.

HRSM

(b) **Disciplinary Policy and Procedure**

RESOLVED that the report be noted and the Disciplinary Policy and Procedure be agreed and recommended to Cabinet for adoption.

HRSM

(c) **Resolution Policy and Procedure**

RESOLVED that the report be noted and the Resolution Policy and Procedure be agreed and recommended to Cabinet for adoption.

HRSM

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

(a) **Pay and Grading Review**

RESOLVED that the report be noted.

HRSM

(b) **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

JOINT EMPLOYEE COUNCIL

11th July 2018

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>
19(b)	18.10.17	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)