

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Tuesday, 15th July 2008 at 1400 hours.

PRESENT:-

Council Representatives:-

Councillors R.J. Bowler, P.M. Bowmer, J.A. Clifton, D. McGregor, B.R. Murray-Carr, A.F. Tomlinson and A. Waring

Unison Representatives:-

R. Frisby and W. Hatton

Unite Representatives:-

M. Hillsley and G. Nussey

Officers:-

W. Lumley (Chief Executive Officer), S. Tomlinson (Director of Strategy), L. Keeling (Head of Human Resources and Payroll) and R. Leadbeater (Democratic Services Officer).

196. APOLOGIES

Apologies for absence were received from Councillors K. Bowman and E. Watts and J. Ritchie (Unison).

197. ELECTION OF CHAIR

Moved by Councillor A.F. Tomlinson, seconded by Councillor R.J. Bowler
RESOLVED that Councillor E. Watts be elected as Chair for the ensuing year.

198. APPOINTMENT OF VICE CHAIR

Moved by M. Hillsley, seconded by R. Frisby
RESOLVED that J. Ritchie be appointed as Vice Chair for the ensuing year.

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As neither the Chair nor Vice Chair were present at the meeting it was Moved by Councillor A.F. Tomlinson, seconded by Councillor B.R. Murray-Carr **RESOLVED** that Councillor D. McGregor be appointed as Chair for the meeting.

Councillor D. McGregor – In the Chair

199. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

200. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

201. TERMS OF REFERENCE

The Head of Human Resources and Payroll requested that two amendments be made to the Terms of Reference (noted in bold type).

Functions

2 (a) Prejudice about sex, ethnic origin, age, disability, **sexual orientation or religion/belief** or any other prejudiced against the minority group are influencing decisions;

Constitution

3. Membership

(iv) ~~The Union side~~ **The Trade Unions** shall submit the names of their representatives forming the employee side to the Committee to the Chief Executive Officer of the Council not later than the beginning of each meeting.

Moved by Councillor A.F. Tomlinson, seconded by Councillor D. McGregor **RESOLVED** that the Terms of Reference be amended and recommended to Standards for inclusion in the Constitution.

(Head of Democratic Services/Constitution)

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202. MINUTES – 18TH MARCH 2008

Moved by Councillor A.F. Tomlinson, seconded by Councillor J.A. Clifton

RESOLVED that the minutes of a meeting held on 18th March 2008 be agreed as a true record subject to the inclusion of Councillor D. McGregor's apologies.

Minute No. 856 – Draft Grading Review Procedure
Exempt – Paragraph 4

The Head of Human Resources and Payroll advised the meeting that further discussions had taken place with the Joint Steering Group who had requested that the final document be recommended to Council for approval.

Moved by Councillor A.F. Tomlinson, seconded by Councillor B.R. Murray-Carr
RECOMMENDED that the Draft Grading Review Procedure be submitted to Council for approval.

(Head of Democratic Services/Council)

Minute No. 857 – Investors in People Accreditation Update – February 2008
Exempt – Paragraph 4

The Head of Human Resources and Payroll advised the meeting that IIP Accreditation would take place between the 23rd and 28th July. All people identified by the Assessors for interview had been notified.

203. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS

The Head of Human Resources and Payroll presented the report to advise the Committee of the Sickness Absence/Occupational Health Referral Statistics for 2007/8 with 2006/7 comparators. The meeting was advised that an outturn of 7.37 days per FTE had been achieved for sickness absence against a target of 9.5 days per FTE and national average of 9.6 days. In the family group, Bolsover had been placed second only to Teesdale who had out turned at 6.6 days; however Bolsover was the best performing district Council in Derbyshire in respect of sickness absence.

Members commented that this was good news and that the results were beginning to show the benefits of the time and effort put into reducing sickness absence through occupational health and the training and intervention procedures.

Moved by Councillor J.A. Clifton, seconded by Councillor D. McGregor
RESOLVED that the report be received.

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204. DRAFT PEOPLE STRATEGY 2008-11

The Head of Human Resources and Payroll presented the report and attached Draft People Strategy for the meeting's consideration.

The final People Strategy would be presented to Council in August and subject to agreement by UECC, would include a forward by the Leader and Chief Executive Officer.

A number of key themes were considered through the People Strategy including

- Continuing to improve leadership development skills
- Improving workforce/succession planning systems
- Continuing to address equalities issues within the workforce and complete Equality Impact Assessments

Extensive consultation had already been carried out with Heads of Service, Senior Management Team, Disabled Employees Group and Elected Members and Trade Unions would be consulted at today's meeting.

The meeting's attention was drawn to the evaluation of the People Strategy 2005-2007 highlighting issues which had now been completed. This included the review of staff appraisals, induction and sickness absence and reportable accidents, the introduction of modern apprenticeships and equalities indicators. Investors in People accreditation and the implementation of the Single Status Agreement were outstanding and had been carried forward into the 2008-2011 strategy.

The Head of Human Resources and Payroll drew the meeting's attention to the Improvement Plan at Appendix 2 to the report which included seeking accreditation for the Investors in People standards, completion of the pay and grading review, review of workforce succession planning systems, review of consultation mechanisms including the employee survey and to conduct a feasibility study regarding cover for maternity and paternity leave.

Union Members questioned whether electronic communication facilities would be provided at the Depot. The Head of Human Resources and Payroll advised that ICT had sourced new equipment to install a kiosk at the depot to enable the workforce to gain access to electronic information.

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton

RECOMMENDED that the Draft People Strategy 2008 to 2011 be referred to Council for approval.

(Head of Democratic Services/Council)

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205. SKILLS PLEDGE

The Director of Strategy presented the report which sought authorisation for the Chief Executive Officer to sign the Skills Pledge on behalf of the Council. The Skills Pledge would seek to encourage all employees to gain at least a level 2 qualification which was intended to lead to a rapid increase in the numbers of skilled and qualified adults in the workplace.

Further to questions from Union Members it was confirmed that the Skills Pledge did not form part of the Job Evaluation process.

Members commented that this was a very good initiative to encourage employees to increase their skills and gain qualifications.

Moved by Councillor J.A. Clifton, seconded by Councillor D. McGregor
RECOMMENDED that the Chief Executive Officer be authorised to sign the Skills Pledge on behalf of the Council.

206. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton
RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

207. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – JULY 2008 EXEMPT – PARAGRAPH 4

The Head of Human Resources and Payroll presented the report to advise the meeting on the Pay and Grading Implementation Programme. The full programme was appended to the report for consideration and Members were asked to note various changes to dates.

- Conduct of consistency checks be amended from April 2008 to the end of July 2008
- Issue final scores/pay to employees be amended from July/August to August
- Produce draft grading structure deadline changed from June 2008 to July 2008
- Complete negotiations on a provisional pay package subject to ballot, taking into account results of Terms and Conditions review and results of Job Evaluation deadline amended from July/August to August 2008.

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Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton
RECOMMENDED that the revised Pay and Grading Implementation Plan be forwarded to Council for approval.

(Head of Democratic Services/Council)

The Head of Human Resources and Payroll advised that a special meeting of Union/Employee Consultation Committee may be required in December to undertake consultation on the pay agreement proposals.

Moved by Councillor A.F. Tomlinson, seconded by Councillor D. McGregor
RESOLVED that a special meeting of the Union/Employee Consultation Committee be called in December as and when required.

The meeting concluded at 1430 hours.