

# UNION/EMPLOYEE CONSULTATION COMMITTEE

**20<sup>TH</sup> OCTOBER 2008  
AT 1400 HOURS**

**REMINDER – THOSE MEMBERS IN RECEIPT OF BROADBAND ARE REMINDED TO BRING THEIR LAPTOPS TO THIS MEETING AS PAPER COPIES WILL NOT BE PROVIDED. MEMBERS ARE REQUESTED TO DOWNLOAD THE AGENDA ONTO THEIR LAPTOPS IN ADVANCE OF THE MEETING. FOR ASSISTANCE PLEASE CONTACT ICT ON THE HELPDESK NUMBER 01246 242456**

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Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Date: 6<sup>th</sup> October 2008

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Union/Employee Consultation Committee of the Bolsover District Council to be held in Committee Room One, Sherwood Lodge, Bolsover, on Monday, 20<sup>th</sup> October 2008 at 1400 hours.

For the convenience of both sides rooms are available for a pre-meeting prior to the Union/Employee Consultation Committee.

Council Side - Executive Meeting Room - 1300 hours  
Unions - Union Room

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16<sup>th</sup> May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget.

You will find the contents of the agenda itemised on page 35.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Wes Lumley', written in a cursive style.

Chief Executive Officer

To: Chair and Members of the Union/Employee Consultation Committee

**DECLARATION OF INTERESTS**

**COMMITTEE – UNION EMPLOYEE CONSULTATION COMMITTEE**

**DATE – 20<sup>TH</sup> OCTOBER 2008**

**NAME OF MEMBER** - \_\_\_\_\_

- Levels of Interest
1. Personal
  2. Personal and prejudicial

AGENDA ITEM	SUBJECT	LEVEL OF INTEREST
Signed		
Dated		

**Note**

- \* Completion of this form is to aid the accurate recording of your interest in the minutes only. This form, duly signed, should be provided to the Clerk at the commencement 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.

## 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, 15<sup>th</sup> 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.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

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)

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 202. MINUTES – 18<sup>TH</sup> MARCH 2008

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

**RESOLVED** that the minutes of a meeting held on 18<sup>th</sup> 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 23<sup>rd</sup> and 28<sup>th</sup> 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.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 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)



## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 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.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

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.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	5
Date:	20 <sup>th</sup> October 2008	Category	
Subject:	Sickness Absence/Occupational Health Statistics April-June 2008	Status	Open
Report by:	Head of Human Resources/Payroll		
Other Officers involved:	Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance Portfolio Holder		

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

#### **TARGETS**

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

#### **VALUE FOR MONEY**

As this report relates to retrospective monitoring data value for money criteria is not applicable

### **THE REPORT**

1. Sickness Absence/Occupational Health Referral Statistics April to June 2008 and 2007.
  - 1.1 The sickness absence outturn for the first quarter of 2008 (April to June) is shown below, with comparisons for the same period during 2007:

Apr-June 2008	Apr-June 2007
1.79 days per FTE	1.88 days per FTE

The target for April to June 2008 was 2.25 days per FTE.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 11 for information.

Whilst the overall sickness figure is encouraging, due to a reduction in long term sickness, there has been an increase in short term sickness absence from 0.51 days per FTE to 0.71 days per FTE. As a result Heads of Service have been asked to ensure proactive measures are taken in those departments with the highest levels of short term sickness absence.

- 1.3 The outcome of occupational health referrals for the first quarter of 2008, with comparisons for the same period during 2007 are shown below:

	Apr-June 2008	Apr-June 2007
Rehabilitation	8	14
Resigned	0	1
Dismissal	0	1
Ill Health Retirement	0	1
Outstanding	2	0
<b>TOTAL</b>	<b>10</b>	<b>17</b>

- 1.4 The following health surveillance events have been held during the period April to June 2008.

Three routine health surveillance clinics were held in April and May covering reviews for Hepatitis B and blood tests, Hand Arm Vibration assessments, driver medicals and audiometry reviews for 36 employees.

There have been two employees undergoing counseling during this period.

### **ISSUES FOR CONSIDERATION**

Members of the Committee are asked to note the statistical information provided and action taken to address any adverse trends.

## **IMPLICATIONS**

Financial : None

Legal : None

Human Resources : Compliance with employment legislation relating to  
managing sickness absence

## **RECOMMENDATION**

**That the report be received.**

ATTACHMENT: **Y (1)**

FILE REFERENCE: **N/A**

SOURCE DOCUMENT: **N/A**

<b>BVPI12 - APRIL TO JUNE 2008 LONG TERM SHORT TERM SPLIT</b>							
<b>DEPARTMENT</b>	<b>TOTAL FTE</b>	<b>DAYS LOST</b>	<b>FTE DAYS</b>	<b>LONG TERM ABSENCE NO OF DAYS</b>	<b>SHORT TERM ABSENCE NO OF DAYS</b>	<b>LT ABSENCE PER FTE</b>	<b>ST ABSENCE PER FTE</b>
FINANCIAL SERVICES	18.11	6	0.33	0	6.00	<b>0.00</b>	<b>0.33</b>
PROCUREMENT	4.00	0	0.00	0	0.00	<b>0.00</b>	<b>0.00</b>
CHIEF EXECUTIVES OFFICE	5.00	0	0.00	0	0.00	<b>0.00</b>	<b>0.00</b>
ICT SERVICES	13.50	1	0.07	0	1.00	<b>0.00</b>	<b>0.07</b>
LEGAL SERVICES INCLUDING LAND CHARGES	11.78	53	4.50	52	1.00	<b>4.41</b>	<b>0.08</b>
PLANNING SERVICES	22.00	8	0.36	0	8.00	<b>0.00</b>	<b>0.36</b>
LEISURE SERVICES	31.42	60	1.91	21	39.00	<b>0.67</b>	<b>1.24</b>
DEMOCRATIC	11.10	12	1.08	0	12.00	<b>0.00</b>	<b>1.08</b>
COMMUNITY SERVICES	18.75	23	1.23	0	23.00	<b>0.00</b>	<b>1.23</b>
HUMAN RESOURCES AND PAYROLL	9.44	3	0.32	0	3.00	<b>0.00</b>	<b>0.32</b>
ENVIRONMENTAL HEALTH	27.82	43.5	1.56	29	14.50	<b>1.04</b>	<b>0.52</b>
CUSTOMER SERVICE/PERFORMANCE	15.00	5	0.33	0	5.00	<b>0.00</b>	<b>0.33</b>
REGENERATION INCLUDING SECURITY	41.66	70.5	1.69	21	49.50	<b>0.50</b>	<b>1.19</b>
REVENUE SERVICES	40.50	21.5	0.53	0	21.50	<b>0.00</b>	<b>0.53</b>
HOUSING (INC REPAIRS AND WARDEN SERVICE)	116.58	233	2.00	137	96.00	<b>1.18</b>	<b>0.82</b>
STREET SERVICES	103.21	349	3.38	274	75.00	<b>2.65</b>	<b>0.73</b>
CONTACT CENTRES	26.74	38	1.42	24	14.00	<b>0.90</b>	<b>0.52</b>
<b>GRAND TOTAL</b>	<b>516.61</b>	<b>926.50</b>	<b>1.79</b>	<b>558</b>	<b>368.50</b>	<b>1.08</b>	<b>0.71</b>

Street Services include Depot Resources, GM and Cleansing and Waste Services

**UNION/EMPLOYEE CONSULTATION COMMITTEE**

**AGENDA**

**20<sup>th</sup> October 2008 at 1400 hours**

<b>Item No.</b>		<b>Page No.(s)</b>
<b>PART 1 – OPEN ITEMS</b>		
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	To receive declarations of interest in respect of business on the agenda and any urgent additional items to be considered at the meeting.	1
4.	To approve the minutes of a meeting held on 15 <sup>th</sup> July 2008.	2 to 7
5.	Sickness Absence/Occupational Health Statistics April to June 2008	8 to 11
<b>PART 2 – EXEMPT ITEMS</b>		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Paragraph 2</u>		
6.	Exit Interviews	12 to 16
<u>Paragraph 4</u>		
7.	Pay and Grading Implementation Plan Update – October 2008	17 to 34