

UNION/EMPLOYEE CONSULTATION COMMITTEE

**9TH MARCH 2009
AT 1400 HOURS**

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www.bolsover.gov.uk or by e-mail from equalities.officer@bolsover.gov.uk

Minicom: 01246 242450 Fax: 01246 242423

Date: 23rd February 2009

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

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, 9th March 2009 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 16th 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 59.

Yours faithfully,



Chief Executive Officer

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Chief Executive Officer: Wes Lumley, B.Sc.,F.C.C.A.

DECLARATION OF INTERESTS

COMMITTEE: UNION EMPLOYEE CONSULTATION COMMITTEE

DATE: 9TH MARCH 2009

NAME OF MEMBER- _____

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

Nature of Interest _____

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 conclusion of the meeting.

Good practice to give nature of interest – without declaring any confidentiality.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting, and before the relevant item on the agenda is discussed.

A nil return is not required.

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 Monday, 20th October 2008 at 1400 hours.

PRESENT:-

Councillor E. Watts - Chair

Council Representatives:-

Councillors R.J. Bowler, J.A. Clifton, A.F. Tomlinson and A. Waring

Unison Representatives:-

R. Farnsworth, J. Hendy and J. Ritchie

Unite Representatives:-

C. Dodsworth

Officers:-

L. Keeling (Head of Human Resources and Payroll) and R. Leadbeater (Democratic Services Officer)

419. APOLOGIES

Apologies for absence were received from Councillors K. Bowman, D. McGregor and B.R. Murray-Carr, the Chief Executive Officer and Unite Representatives M. Hillsley, S. Sambrook and G. Nussey.

420. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

UNION/EMPLOYEE CONSULTATION COMMITTEE

421. DECLARATIONS OF INTEREST

Item	Councillor	Level of Interest
426	R.J. Bowler	Personal
426	A. Waring	Personal
426	A.F. Tomlinson	Personal

422. MINUTES – 15TH JULY 2008

Minute No. 205 – Skills Pledge

The Head of Human Resources and Payroll advised the meeting that the Council had now signed the Skills Pledge. A representative from each Trade Union was required to assist with work on the Action Plan and names of volunteers should be forwarded to the Head of Human Resources and Payroll.

Minute No. 207 – Pay and Grading Implementation Plan Update Exempt – Paragraph 4

At the last meeting it had been agreed that a special meeting would be called to undertake consultation on the pay agreement proposals. Members were advised that the proposed date was 7th January 2009 at 1400 hours.

Moved by Councillor A.F. Tomlinson, seconded by Councillor A. Waring

RESOLVED that (1) the minutes of a meeting held on the 15th July 2008 be approved as a true record.

(2) a special meeting of the Union/Employee Consultation Committee be held on 7th January 2009 at 1400 hours.

(Head of Human Resources and Payroll/Democratic Services)

423. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL TO JUNE 2008

The Head of Human Resources presented the report for the meeting's consideration which showed a reduction in sickness absence and an outturn being better than the quarterly target. There had been an increase in short term sickness absence from 0.51 days per full time equivalent to 0.71 days. Heads of Service had been requested to ensure proactive measures were taken in those departments with the highest levels of short term sickness absence.

UNION/EMPLOYEE CONSULTATION COMMITTEE

The decrease in the numbers of staff requiring rehabilitation was a result of the reduction in long term sickness absence.

Three routine health surveillance clinics had been held during April and May.

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

RESOLVED that the report be received.

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

Moved by Councillor E. Watts, 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 they involve 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.

425. EXIT INTERVIEWS EXEMPT – PARAGRAPH 2

The Head of Human Resources and Payroll presented the report for the meeting's consideration. Out of twenty-two employees who had left the Authority, twelve had completed the leavers' questionnaire with travel problems and lack of job security being the primary reasons given.

Moved by Councillor E. Watts, seconded by Councillor R.J. Bowler

RESOLVED that the report be received.

Councillors Bowler, Waring and Tomlinson declared a personal interest in the following item.

426. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – OCTOBER 2008 EXEMPT – PARAGRAPH 4

The Head of Human Resources and Payroll presented the report for the meeting's consideration. An updated Pay and Grading Review Implementation Programme was appended to the report.

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Members were advised that final pay scores had been issued to all employees and the preparation of draft formal proposals had now been completed. Equality Impact Assessments on the Equal Pay Audit had now been commenced.

There had been slight slippage on the date for completion and negotiation on provisional pay packages which would now be concluded by mid November.

A period of two months had initially been allowed to agree a national sign off on the pay agreement proposals by the Trade Unions. Based on recent experience it was thought this was an unrealistic timescale and both Regional Officers (UNISON and UNITE) had been asked to confirm the average time taken to sign off pay agreements. Once this confirmation was received it would be possible to update the timetable.

Consultation on the pay agreement proposals through the Union/Employee Consultation Committee would be undertaken on 7th January 2009 at 1400 hours.

Union representatives added that pay agreement proposals were unlikely to be signed off by the Unions prior to them having had the opportunity to consider a number of legal cases.

Moved by Councillor A.F. Tomlinson, seconded by Councillor E. Watts
RESOLVED that the report be received.

The meeting concluded at 1412 hours.

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 Wednesday, 7th January 2009 at 1400 hours.

PRESENT:-

Councillor E. Watts - Chair

Council Representatives:-

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

Unison Representatives:-

J. Hendy, R.G. Hutchinson, J. Ritchie and P. Burrows

Unite Representatives:-

C. Dodsworth and G. Nussey

Officers:-

W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources and Payroll), S.E.A. Sternberg (Solicitor to the Council and Monitoring Officer), L. Ball (Senior I.T. Projects Officer) (until min No. 591) and K. Rodda (Democratic Services Officer).

Also present at the meeting were J. Pettitt and C. Mellors from the Unison Regional Office.

588. APOLOGIES

Apologies were received from R. Frisby (Unison), M. Hillsley (Unite) and G. Emberton (Unison Regional Office).

589. DECLARATIONS OF INTEREST

Minute No.	Councillor	Level of Interest
593, 594 & 595	P.M. Bowmer	1
593, 594 & 595	R.J. Bowler	1
593, 594 & 595	K. Bowman	1
593, 594 & 595	A.F. Tomlinson	1
593, 594 & 595	A. Waring	1

UNION/EMPLOYEE CONSULTATION COMMITTEE

590. ICT POLICY

The Senior I.T. Projects Officer presented the report which informed the meeting that from 1st April 2009 all authorities must use Government Connect for the secure exchange of data, how this has driven the need to make changes to the IT Security Policy and how training sessions on the changes would take place during 2009 for all employees and elected Members.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr
RECOMMENDED that the revised ICT security policy be accepted

591. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS, JULY TO SEPTEMBER

The Head of Human Resources and Payroll presented the report which informed the meeting of the Sickness Absence and Occupational Health Referral Statistics from July to September 2008 which showed a slight increase in overall figures compared to the same quarter last year, but was still better than the target for the quarter.

Discussions took place about staff using annual leave in place of sick days and the Head of Human Resources and Payroll raised her concerns that this would mask underlying problems and it was suggested this be discussed at a future Health and Wellbeing Group.

Members were pleased with the overall report.

Moved by Councillor A.F. Tomlinson, seconded by Councillor D. McGregor
RESOLVED that the report be received.

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

Moved by Councillor D. McGregor, seconded by Councillor A.F. Tomlinson
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 they involve 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.

UNION/EMPLOYEE CONSULTATION COMMITTEE

593. PROPOSED CHANGES TO TERMS AND CONDITIONS – 2009 ONWARDS EXEMPT – PARAGRAPH 4

The Head of Human Resources and Payroll presented the report which informed the meeting how ongoing negotiations had been taking place between Management and Unison/Unite, in respect of the working week, annual leave and pay dates. A consultation exercise with staff had been carried out and feedback and amended proposals were detailed in the report.

The Head of Human Resources and Payroll confirmed that the changes would be reflected in individual contracts that go out to all staff.

Moved by Councillor D. McGregor, seconded by Councillor E. Watts

RECOMMENDED that (1) the report be received, and the following be recommended for approval by Council in January 2009,

(2) the contractual working week for all employees, excluding Craft Workers, is harmonised to 37 hours with effect from 1st April 2009,

(3) the facility to bank 20 minutes per week in lieu of paid leave between Christmas and New Year is removed with effect from 1st April 2009 and a half day of annual leave be granted for the leave year 2009/10 only, as compensation for the 20 minutes worked between January to March 2009,

(4) the annual leave/concessionary leave entitlement for JNC Chief Officers/Green Book employees be amended with immediate effect to:

Negotiating Group	Below 5 years service	Above 5 years service
JNC for Chief Officers	31 days + 3 concessionary days	31 days + 3 concessionary days
Green Book employees	*22 days + 3 concessionary days	*27 days + 3 concessionary days

* For those employees who work between Christmas and New Year their total annual leave entitlement will be 25/30 days with no concessionary days.

(5) the three concessionary days referred to in recommendation 4 for both groups are the three fixed days between Christmas and New Year.

(6) customer contact points and offices will be open on the three Tuesdays following Easter Monday, Spring Bank Holiday Monday and August Bank Holiday Monday.

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(7) the annual leave year be amended to run from April to March to allow for the calculation of untaken annual leave at the financial year end, as required by the International Financial Reporting Standards. To facilitate this change in the first year, employees will be provided with a 15-month leave entitlement to run from January 2009 to March 2010.

(8) pay dates be harmonised to the 26th of each month and, wherever practicable, employees are paid in the current month. This change to be implemented on a rolling 12 month timetable commencing 1st April 2009

(Council)

594. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – OCTOBER TO DECEMBER 2008 EXEMPT – PARAGRAPH 4

The Head of Human Resources and Payroll presented the report which showed the progress of the Pay and Grading Review Implementation Plan. Discussions took place on the dates of implementation and the possible equal pay claims, and it was agreed that implementation would have to be sorted out by the 1st April because of cost implications. The equal pay claims cannot be finally resolved by 1st April 2009.

The Head of Human Resources and Payroll confirmed that negotiations would commence shortly with craft workers.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor
RESOLVED that the report be received.

595. PAY AND GRADING REVIEW – DRAFT PAY AGREEMENT EXEMPT – PARAGRAPH 4

The Chief Executive Officer presented the report which informed the meeting how Management and Trade Unions had been jointly working on producing a Draft Pay Agreement since the issue of the proposed grading structure in September 2008. These negotiations had now reached their conclusion and the draft Pay Agreement, which was attached to the report, represented a balanced package.

A copy of the Equality Impact Assessment on the draft Pay Agreement was also attached to the report.

The Chief Executive also confirmed that market supplements were still being looked into.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Following responses to the publication of the original grading structure amendments have been made in agreement with the Trade Unions and a summary of the changes and each of the grades were detailed in the report.

Discussions took place on back pay, protection, equal pay and the overall cost of implementation, and it was agreed that subject to issues raised by Trade Unions, the implementation date should be 1st April 2009.

Unison representatives estimated that it should take them 10 -12 weeks to deal with the Pay agreement.

The Chair commented how all staff and the services they provided were valued, and how Members were not looking at outsourcing services but that he was looking for co-operation and consultation between all sides.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor

RECOMMENDED that (1) the report be received,

(2) the draft Pay Agreement be approved, subject to consideration of issues raised by the Trade Unions,

(3) the implementation date be subject to a consultation exercise with all employees,

(4) the results of the consultation exercise be reported back to 18th March Council Meeting,

(5) the implementation date of the 1st April 2009 be approved subject to issues raised by Trade Unions.

(Council)

The meeting concluded at 1455 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	6.
Date:	9 th March 2009	Category	
Subject:	Sickness Absence/Occupational Health Statistics Oct-Dec 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 October to December 2008 and 2007.
 - 1.1 The sickness absence outturn for the third quarter of 2008 (October to December) is shown below, with comparisons for the same period during 2007:

Oct-Dec 2008	Oct-Dec 2007
2.46 days per FTE	1.91 days per FTE

The target for October to December 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 16 for information.

This has been the first quarter for a number of years where the outturn has exceeded the target. You will see from the table below that the days lost due to long term sickness have reduced, whilst the days lost due to short term sickness absence has doubled, resulting in the percentage of short term sickness absence being higher than the percentage of long term sickness absence.

A report has been circulated to Directors/Heads of Service asking for feedback from those with the highest levels of short term sickness absence, all of which have shown a significant increase on the previous year's figures. From the information received back at the time of writing this report; it would appear that whilst there was not necessarily a flu pandemic in this quarter, there was a significant increase in cold/flu cases both nationally and at Bolsover.

It is hoped that this will be a one off increase in short term sickness but if this trend should continue, it may impact on our ability to outturn on target at 9 days. However, due to the low levels of sickness absence in the first six months of the year, we are currently on track to outturn on target at the year end.

	Long Term	Short Term
Oct-Dec 2007	1.28 days per FTE	0.63 days per FTE
Oct-Dec 2008	1.19 days per FTE	1.27 days per FTE

This quarter has seen an increase in the number of long term sickness cases (see paragraph 1.3 below) and some of these are proving difficult to resolve which may impact on the final outturn figures. The Managing Sickness Absence Procedure is being applied and by the date of this Committee meeting, if there is no resolution to the four outstanding cases, they will be at Third Stage Review where consideration will be given to referral to a Capability Hearing. However, some may have been resolved prior to this stage and I will inform the Committee of the updated situation verbally at the meeting.

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

	Oct 2008	Oct-Dec 2007
Rehabilitation	7	8
Outstanding	4	0
TOTAL	11	8

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

Two routine health surveillance clinics were held in October and November covering reviews for Hepatitis B and blood tests, driver medicals and audiometry reviews for 39 employees.

There have been five 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

The report be received.

ATTACHMENT: **Y (1)**

FILE REFERENCE: **N/A**

SOURCE DOCUMENT: **N/A**

HR12 - OCTOBER TO DECEMBER 2008 LONG TERM / SHORT TERM SPLIT							
DEPARTMENT	AVERAGE FTE (9MTHS)	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
FINANCIAL SERVICES	13.11	11	0.84	0	11.00	0.00	0.84
PROCUREMENT	4.00	4	1.00	0	4.00	0.00	1.00
CHIEF EXECUTIVES OFFICE	5.00	0	0.00	0	0.00	0.00	0.00
ICT SERVICES	13.50	14.5	1.07	0	14.50	0.00	1.07
LEGAL SERVICES INCLUDING LAND CHARGES	11.53	28	2.43	0	28.00	0.00	2.43
PLANNING SERVICES	21.50	26.5	1.23	16	10.50	0.74	0.49
LEISURE SERVICES	34.13	50	1.46	0	50.00	0.00	1.46
DEMOCRATIC	11.35	10	0.88	0	10.00	0.00	0.88
COMMUNITY SERVICES	17.75	75	4.23	50	25.00	2.82	1.41
HUMAN RESOURCES AND PAYROLL	9.44	7.5	0.79	0	7.50	0.00	0.79
ENVIRONMENTAL HEALTH	29.32	61.5	2.10	34	27.50	1.16	0.94
CUSTOMER SERVICE/PERFORMANCE	15.00	5.5	0.37	0	5.50	0.00	0.37
REGENERATION INCLUDING SECURITY	40.78	43.5	1.07	0	43.50	0.00	1.07
REVENUE SERVICES	39.75	83.5	2.10	28	55.50	0.70	1.40
HOUSING (INC REPAIRS AND WARDEN SERVICE)	115.18	365.5	3.17	194	171.50	1.68	1.49
STREET SERVICES	102.09	398.5	3.90	235	163.50	2.30	1.60
CONTACT CENTRES	25.29	66.5	2.63	50	16.50	1.98	0.65
GRAND TOTAL	508.72	1251.00	2.46	607	644.00	1.19	1.27

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

Committee:	Union Employee Consultation Committee	Agenda Item No.:	7.
Date:	9 th March 2009	Category	
Subject:	Employee Award Scheme	Status	Open
Report by:	Change Motivators		
Other Officers involved:	Head of HR and Payroll		
Director			
Relevant Portfolio Holder			

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

This scheme provides an incentive for employees, it will

- recognise employees who have provide exceptional customer service to the District and its residents
- improve employee morale
- encourage team working
- encourage employees to transform and improve services.

TARGETS

This does not contribute to any targets specified in the Corporate Plan.

VALUE FOR MONEY

This does not specifically deliver value for money for the Council and its customer.

THE REPORT

The Change Motivators are proposing that an employee award scheme be introduced. It would be a quarterly scheme with an award of either a day's leave or a gift voucher. As there is a tax implication if staff chose the voucher option, they would actually be awarded £40 - the original amount proposed of £30 plus £10 to cover the tax.

Delivering exceptional customer service
Performing actions above and beyond normal duties
Identifying service improvement
Promoting a positive image of the Council/Service
Representing the Council/Service outside normal duties/time
Doing voluntary work in the community in support of the Corporate Aims
Being proactive in developing their own skills and knowledge for the benefit of the Service.

Nominations can be made by anyone on the Council's payroll, wherever they work.

Senior Management Team and Departments have been consulted about this

The Authority is hoping to attain Customer service excellence accreditation in April 2010. One of the factors identified in the gap analysis done in October was that there was no corporate recognition or award scheme. In particular the standard specifies, within the Staff Professionalism and Attitude section, that:

1. "We prioritise customer focus at all levels of our organisation and evaluate individual and team commitment through the performance management system." The guidance on how we can achieve this states "include staff recognition and reward schemes, if relevant and appropriate".
2. "We value the contribution our staff make to delivering customer focused services, and leaders, managers and staff demonstrate these behaviours". The guidance on how we can achieve this states "examples of how your organisation values the role of customer service staff, by recognising and rewarding the contributions of individual members of staff and teams".

Research as to what other Councils do has shown that locally:

North East Derbyshire District Council has two award schemes. They run a bi-monthly scheme called 'Can Do! Will Do! Have Done!' Employees nominate colleagues who they think deserve recognition. These are then considered by their SMT who pick six winners each time and these are published in the staff magazine. There are no criteria as such, the aim is to

recognise colleagues who 'go that extra mile' in their work, whatever form that may be.

All winners are automatically short listed for the overall title 'Can Do Winner of the Year'; this is one of the annual awards that is recognised at their employee celebration awards ceremony which was held for the first time in 2007. The ceremony was held at Ringwood Hall for 120 employees and included long service and retirement awards. There were nine other categories including 'Top Team' and 'Unsung Hero'. Awards were glass trophies and framed certificates for the winners and framed certificates for the runners up.

Chesterfield Borough Council has run a 'Special Employee' award scheme for nearly 5 years and, despite predictions that it would not be popular, run out of steam etc they find it remains popular and well received, certainly by the employees who nominate and receive awards.

It started as an 'Employee of the Month award' award but they soon changed it to quarterly as the administration became too onerous.

They set a simple set of criteria to be nominated, advertised the scheme in their internal employee magazine and currently give the choice of winning either (employee picks) a days leave, £30 voucher or a bottle of their 'finest' bubbly. They have a panel of 5 including the CEO and 2 union representatives and use a simple scoring system to decide winner(s) and 'highly commended' runners up.

Erewash Borough Council have a scheme introduced in 2007 called 'Pride in People'. They have six awards which are presented at their Civic Dinner.

ISSUES FOR CONSIDERATION

Whether to introduce a scheme.

IMPLICATIONS

Financial : cost of award. the maximum is £160.

Legal : None

Human Resources : None

RECOMMENDATION

To introduce the employee award scheme.

ATTACHMENT: Y/N

FILE REFERENCE: *please complete*

SOURCE DOCUMENT: *please complete*

Employee Award Scheme

Guidance Notes



Change
Motivators



INVESTORS IN PEOPLE

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Introduction

The Bolsover employee award scheme is a quarterly award scheme introduced to recognise those employees who either:

- Deliver exceptional work/customer service
- Perform actions above and beyond normal duties
- Identify service improvement
- Promote a positive image of the Council/service
- Represent the Council/Directorate outside normal duties/time
- Do voluntary work in the community in support of the Corporate Aims
- Are proactive in developing their own skills and knowledge for the benefit of the service.

The awards will be given in March, June, September and December of each year.

Nominations can be made by anyone on the Council's payroll, wherever they work. It is open to all employees, temporary or permanent. It excludes the senior management team and elected Members. Awards are to individuals but this may be extended to teams at a later date.

In the future and in addition to the employee nominated awards, there may also be a public nominated award where members of the public/Bolsover residents can nominate individuals or teams.

Guidance Notes

Completing the nomination form

Nomination forms will be available on the Intranet for employees with computer access. A stock of paper forms will be held at the Depot.

Nomination forms may be completed by any employee, they do not need to inform the person nominated that they are doing this.

The nomination should fall into one of the above categories and detail the reasons why they are nominating this person with appropriate evidence.

Nominations should only be made relating to staff achievements over the last 12 – 18 months.

Managers are expected to assist employees in preparing and submitting nominations where the assistance is asked for.

Submitting the nomination form

The deadline for completing the nomination form will be the 20th of the month preceding the award.

The nomination forms should be either emailed or put in the internal post to the personal assistant to the CEO.

Judging

The nominations will be judged by a panel comprising a member of the senior management team, the Head of Customer Service and Performance, a Change Motivator and a representative of one of the recognised trade unions.

Prior to the judging, all nominations will be assessed by the personal assistant to the CEO and where clarification or proof is needed this will be obtained from the nominees Head of Service or Line Manager.

The judging panel will choose one employee to receive the award and may choose to select other employees as runners up. These runners up will receive a mention in the weekly bulletin.

The Employee Award

The employee will be given the choice of:

- A gift voucher to the value of £30*
- A days paid leave

Their achievement will be featured on the weekly bulletin and on the Intranet.

Where they choose to take a days paid leave, the day taken must be with the agreement of the Head of Service and should be taken within three months of winning the award. If this coincides with the end of the leave year and they already have five days to carry forward they should choose the gift voucher as the reward.

*tax is due on the gift voucher so the voucher will be to the value of £40 to effectively cover the employees' tax liability.

STAFF AWARD SCHEME

NOMINATION FORM

Name of nominated colleague.....

Department they work for.....

Where they are based.....

Category of nomination e.g. customer service.....

Please give full details of why you think this person should be nominated, attach an extra sheet if necessary.

Your name.....

Your department.....

Please send this form to the personal assistant to the CEO by email or submit it via internal post.

The four deadlines for submission of forms are, **20th February, 20th May, 20th August and 20th November.**

UNION/EMPLOYEE CONSULTATION COMMITTEE

AGENDA

9th March 2009 at 1400 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
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.	Members should declare the existence and nature of any personal or prejudicial interest in respect of any business on the agenda and any urgent additional items to be considered or any matters arising out of that business of those items and withdraw from the meeting at the relevant time, if appropriate.	3
4.	To approve the Minutes of a meeting held on 20 th October 2008.	4 to 7
5.	To approve the Minutes of a meeting held on 7 th January 2009.	8 to 12
6.	Sickness Absence/Occupational Health Statistics October to December 2008	13 to 16
7.	Employee Award Scheme	17 to 23
PART 2 – EXEMPT ITEMS		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Paragraph 2</u>		
8.	Exit Interviews 1 st October 2008 to 31 st December 2008	24 to 27
<u>Paragraph 4</u>		
9.	Redeployment and Early Retirement Policy incorporating Employer Discretions under various Local Government Pension Scheme Regulations	28 to 58