

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, 29th July 2009 at 1100 hours.

PRESENT:-

Council Representatives:-

Councillors K. Bowman, P.M. Bowmer, B.R. Murray-Carr, A. Waring and E. Watts

Unison Representatives:-

P. Burrows, R. Frisby, C. Gilfillan and W. Hatton

Unite Representatives:-

None.

Officers:-

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

190. APOLOGIES

Apologies for absence were received from Councillors J.A. Clifton, H. Gilmour, D. McGregor, A.F. Tomlinson and K.F. Walker and Union Representatives C. Hirst, C. Dodsworth, C. Nussey and S. Sambrook.

191. ELECTION OF CHAIR

Moved by P. Burrows, seconded by C. Gillfillan

RESOLVED that C. Hirst be elected as Chair for the ensuing year.

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192. APPOINTMENT OF VICE CHAIR

Moved by Councillor K. Bowman, seconded by Councillor B. R. Murray-Carr
RESOLVED that Councillor E. Watts be appointed as Vice Chair for the ensuing year.

Councillor E. Watts – In the Chair

193. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

194. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

195. TERMS OF REFERENCE

Moved by Councillor B. R. Murray Carr, seconded by P. Burrows
RESOLVED that the Terms of Reference be agreed.

196. MINUTES – 9TH MARCH 2009

Moved by Councillor B. R. Murray-Carr, seconded by Councillor A. Waring
RESOLVED that the minutes of a meeting held on 9th March 2009 be approved
as a true record

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197. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS

The Head of Human Resources and Payroll presented the report to advise Members of sickness absence and Occupational Health Referral statistics for 2008/09 with comparable figures for 2007/08.

The meeting was advised that the sickness absence outturn was currently 8.43 days against a target of 9 days. There had been a significant increase in the October to December quarter due to colds and flu which had increased the overall outturn.

An update was provided in respect of Occupational Health referrals. These were currently 49 with 44 rehabilitated and none outstanding.

The meeting was requested to note that the primary cause for absence was muscular/skeletal, most of which were due to scheduled operations and not to accidents. Stress had reduced and infections had replaced back problems as the third highest category of absence.

The Head of Human Resources and Payroll advised that the sickness absence procedure would not be triggered for confirmed cases of swine flu. Staff had been notified and provided with advice on what to do if they suspected they had been infected. In response to Members' concerns the Chair added that most GPs were contacting those people with underlying medical conditions to provide additional advice.

Moved by Councillor E. Watts, seconded by Councillor K. Bowman
RESOLVED that the report be received.

198. CORPORATE LEARNING AND DEVELOPMENT EVALUATION REPORT 2007/08

The Head of Human Resources and Payroll presented the report which had been compiled using information collated from post learning and development evaluation forms. A full breakdown of feedback categorised by the Council's Corporate Aims was attached to the report.

A costing exercise had been carried out to include the cost of the training event plus officer time. The total spend on Learning and Development was almost £130,000 equating to £213 per employee. This was below the national average of £260 per employee, however Bolsover delivered twice the number of training days than that of the national average giving good value for money.

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Members' attention was drawn to the Management achievement levels. Extracts from the last employee survey showed that employee perception of how well they were managed had improved indicating management training had a positive impact.

In response to questions, the Head of Human Resources and Payroll advised that the employee survey was conducted bi-annually to give sufficient time to collate and analyse the information gathered.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor K. Bowman
RESOLVED that the report be received.

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

Moved by Councillor B. R. Murray-Carr, seconded by Councillor E. Watts.
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.

200. EXIT INTERVIEWS REPORT 1ST APRIL 2008 TO 31ST MARCH 2009 EXEMPT – PARAGRAPH 2

The Head of Human Resources and Payroll presented the report to advise Members of a summary of employees leaving the Authority for the period 1st April 2008 to 31st March 2009.

There had been a total of 33 employees leaving the Authority with 14 completing and returning an exit questionnaire indicating various reasons.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor A. Waring.
RESOLVED that the report be received.

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201. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – APRIL TO JUNE 2009 – EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented the pay and grading implementation plan following the decision to implement the new Pay Agreement from 1st April 2009. A number of minor changes to the milestones were provided in respect of:

- Issue contracts of employment to Green Book employees
- Preparation of draft proposals for Craft Workers
- Consultation on Pay Agreement for Craft Workers
- Completion of State 2 Equal Pay Audit

At the time of the meeting neither Unison nor Unite had indicated when the sign off date for the Pay and Grading Agreement was likely to be.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor P. Bowmer **RECOMMENDED** that (1) the report be received;

(2) that the revised Pay and Grading Implementation Plan be referred to Council for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

202. PROPOSED CHANGES TO PAY AGREEMENT

The Head of Human Resources and Payroll presented the report indicating unforeseen issues that had arisen since the implementation of the pay agreement on 1st April. This was in relation to those employees in Central Control whose salaries would be adversely affected by the removal of allowances. It was proposed to make adjustments to the salary points for both full and part-time Central Control staff to take account of the unique features of the job.

No objections had been received from the Unions in respect of the outlined proposals.

A further amendment to the pay agreement was proposed to provide the facility for overtime payments to be paid to those staff operating under the flexi-time scheme.

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Moved by Councillor K. Bowman, seconded by Councillor B. R. Murray-Carr
RECOMMENDED that (1) the report be received;

(2) the Pay Agreement be amended to reflect that:

2.1 The Central Control Operators be paid an all inclusive salary of new grade 7, with no further enhancements for working above 37 hours, weekend working or bank holiday working, with the exception of the part time Central Control Operators as outlined in 2.2

2.2 Part Time Central Control Operators be paid a 34% enhancement on new Grade 7 for all hours worked, subject to this enhancement being removed following three months continuous absence.

(3) All Central Control Operators to be assimilated at SCP19 with effect from 1st October 2009, with incremental progression to SCP20 on 1st April 2010.

(4) No backdating of these arrangements to take place.

(5) The Pay Agreement be amended at Paragraph 3.2.5 – Overtime, to reflect that:

For employees conditioned to the Council's Flexi Time Scheme, overtime will be subject to the following conditions:

- It must be pre-programmed and pre-authorized by their Manager
- A budget must exist to pay for the overtime
- 37 hours must have been worked in each week that overtime is payable
- When 37 hours have been worked and an employee's flexi balance is in credit there will be the opportunity to earn overtime, at basic pay, for hours worked between Monday to Friday 7 a.m. to 8 a.m. and 6 p.m. to 7 p.m. Alternatively this time could be credited to their flexi balance as per the Council's Flexi Time Scheme
- Any other credit hours between Monday to Friday 8 a.m. and 6 p.m. must be added to the flexi balance up to and including 15 hours credit
- Where an employee's flexi balance is above 15 hours then overtime will be paid at time and half of basic pay on all additional hours worked regardless of the time of day
- For overtime worked outside these hours the following rates will apply:

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Monday to Saturday Time and half of basic pay
Sunday Double time

(6) The changes outlined in recommendation 5 be implemented retrospectively to 1st April 2009.

(7) the changes identified under recommendations 2-6 be referred to Council for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

203. GRIEVANCE PROCEDURE AND MANAGERS GUIDANCE

The Head of Human Resources and Payroll presented updated versions of the Grievance Procedure and Managers Guidance which reflected changes introduced to the ACAS Code of Practice.

In response to questions, the Head of Human Resources and Payroll confirmed that the new procedure would be presented to Council in September and would apply to grievances submitted after its implementation. Current grievances would continue to be considered under the old procedure.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor A. Waring
RECOMMENDED that (1) the report be received;

(2) the Grievance Procedure and Managers Guidance on Handling Grievances be referred to Council for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

204. REVISED EMPLOYEE CODE OF CONDUCT

The Head of Human Resources and Payroll presented the report to put a revised employee code of conduct before Members for consideration.

The new procedure was an amalgamation of the Disciplinary Code of Conduct and Employee Code of Conduct which had been combined to bring better clarity and understanding for both employees and Managers. The changes to the guidance were detailed in the attachment to the report.

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Moved by Councillor K. Bowman, seconded by Councillor B. R. Murray-Carr
RECOMMENDED that (1) the report be received

(2) the Employee Code of Conduct be referred to Council
for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

The meeting concluded at 1146 hours.